# **EVOKO LISO**

The next generation room manager

SYSTEM ADMIN GUIDE

Edition 2.00 EN



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## 1 Introduction

Thank you for choosing Evoko Liso – The next generation Room Manager.

This manual guides you through the installation process of Evoko Home (server application) and Evoko Liso (the devices), as well as how to use them.

For any questions about the product or how to set it up, please contact your local reseller or visit www.evoko.se/support.

You are now on your way to magnificent meetings!

#### 1.1 Definitions

**Evoko Liso:** The room manager device mounted outside the meeting rooms

**Evoko Home:** The server application used to connect to the booking system and manage

the Liso devices

**Booking system:** The platform used for booking meetings. Compatible booking systems are

Microsoft Office 365, Microsoft Exchange 2010/2013/2016, IBM/Lotus

Domino and Google Apps for Work

**Check-in:** Optional function to get rid of "no-shows" blocking rooms. When enabled,

it requires that you confirm your meeting on the Liso device outside of the

meeting room within the set time limit to keep your booking

**PoE:** Power over Ethernet

#### 1.2 System overview

The Evoko room booking system consist of Evoko Liso devices that are installed outside the meeting rooms, and the Evoko Home application which connects to the booking system and is used to manage the Liso devices.

Evoko Home can be installed as a service in the company network, on-premises or in the cloud, which enables several features like user management, statistics and remote management of the Liso devices. [Server mode]

Optionally, you manage the Liso devices manually by installing Evoko Home on a desktop where you set up the configuration and transfer it with a USB stick to the devices. [Limited mode]

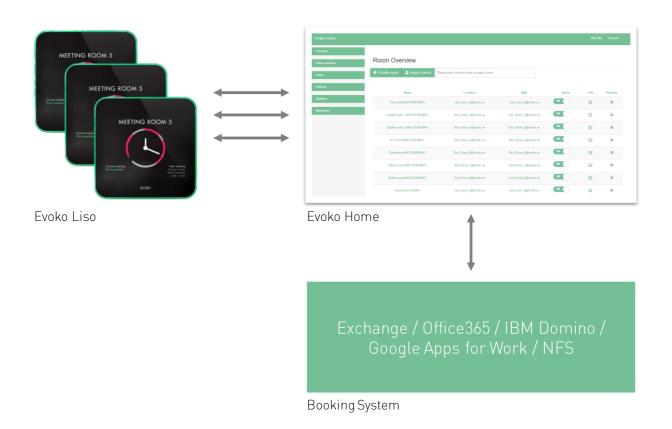
On the following pages there is an overview of the difference between these two options. Since the server mode enables a lot mot functionality, we strongly recommend using Server mode.



RECOMMENDED

#### 1.2.1 Setup Evoko Home in Server mode (recommended)

We recommend that you install Evoko Home on a server in your network. This enables full functionality, including remote management, multi-site support, user management, monitoring and statistics. This is especially important for larger installations.



#### <u>Installation process:</u>

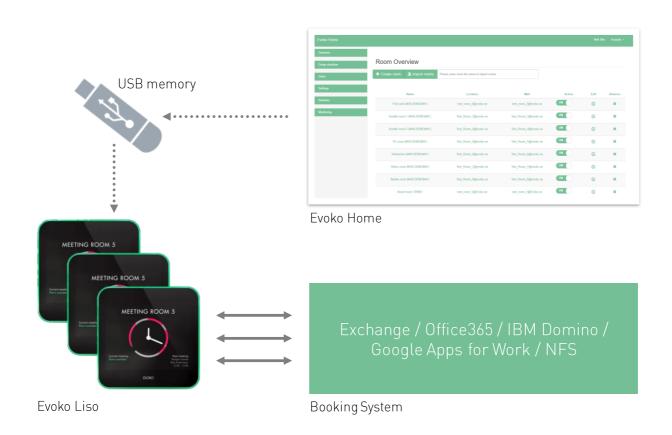




**MAX 10 UNITS** 

#### 1.2.2 Setup Evoko Home in Limited mode (limited functionality)

If you can't install Evoko Home on a server, you can use Evoko Liso devices connected to your booking system. You do however still need to install Evoko Home on a desktop, configure the rooms and export the configuration to a USB memory that is used to set up the devices. Please note that running Evoko Home in Limited mode doesn't give the full functionality and we strongly advice against using it for more than 10 Liso devices.



#### <u>Installation process:</u>



#### NOTE! In Limited mode you do not get:

- Remote upgrade (to easily change settings and upgrade to new versions)
- Monitoring (to see the status of the units)
- Statistics (to see how much the rooms are used and how to increase efficiency)
- Room Finder (to easily find rooms to fit your needs)
- PIN/RFID identification or Permission control
- Overview screen (not yet released)
- Stand-alone booking calendar (not yet released)
- Simplified installation process, decreased server load or added security
- Real-time updates



#### 1.3 Evoko Home System requirements

#### 1.3.1 Server mode

- Debian based Linux distribution like Ubuntu Server, or
- Windows Server 2008 or later
- Static IP address so that Evoko Liso units can connect
- On-premises or cloud based, virtual or physical
- Minimum single core CPU, 2GB RAM, 8GB storage to run the server<sup>1</sup>
- Free and accessible port that can be used by Evoko Home for communication with Evoko Liso using Meteor DDP protocol and for access to web application (default 3000 and 3001)
- The system must be set up so that http (port 80) or https (port 443) is allowed between Evoko Home and the calendar service using EWS for Exchange or other API endpoint depending on environment
- To enable Evoko Home to receive push notifications from the Exchange server, the Exchange server must be able to get direct access to Evoko Home
- Access to NTP server

#### 1.3.2 Limited mode

- Debian based Linux distribution like Ubuntu Desktop or Mint, or
- Windows 10
- The system must be set up so that http (port 80) or https (port 443) is allowed between Evoko Liso and the calendar service using EWS for Exchange or other API endpoint depending on environment.

#### 1.4 Additional info

- Secured and fused bootloader to prevent unauthorized firmware installation
- Support for modern cipher technology
- Private and encrypted data transfer
- Bandwidth efficient socket connection using DDP
- Automatic import of rooms and users available
- Real time monitoring and logging
- Scheduled remote upgrade (under development)

<sup>&</sup>lt;sup>1</sup> Large installations and/or heavy utilization of the Evoko Booking feature will require additional CPU, RAM and storage



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# 2 Booking System Preparation

First go to <u>www.evoko.se/downloads</u> and download the appropriate "Setup guide" for your system that describes what needs to be done in your booking system before installing Evoko Home.

- Evoko Liso 2a Setup guide for Office 365
- Evoko Liso 2b Setup guide for Exchange 2016
- Evoko Liso 2c Setup guide for Exchange 2013
- Evoko Liso 2d Setup guide for Exchange 2010
- Evoko Liso 2e Setup guide for Google G Suite
- Evoko Liso 2f Setup guide for IBM Domino

# 3 Evoko Home Installation

**NOTE!** Please make sure to have completed the Booking System Preparation per the separate Setup Guides before starting with the Evoko Home installation.

Evoko Home is a Back-office web server that needs to have a static IP address that the Evoko Liso units can access to make a connection. The server also needs to allow communication on port 80 and 443 to access the calendar service, as well as having port 123 open for NTP and two application ports that you configure during install (default is 3000 and 3001/3002).

#### 3.1 Evoko Home Installation on Linux server

Go to www.evoko.se/downloads and download the "Evoko Liso – 3a - Evoko Home on Linux" guide to install

#### 3.2 Evoko Home Service Installation on Windows (BETA)

Go to <a href="www.evoko.se/downloads">www.evoko.se/downloads</a> and download the "Evoko Liso – 3b - Evoko Home Service on Windows" guide to install

#### 3.3 Evoko Home Application Installation on Windows

Go to <a href="www.evoko.se/downloads">www.evoko.se/downloads</a> and download the "Evoko Liso – 3c - Evoko Home Application on Windows" guide to install



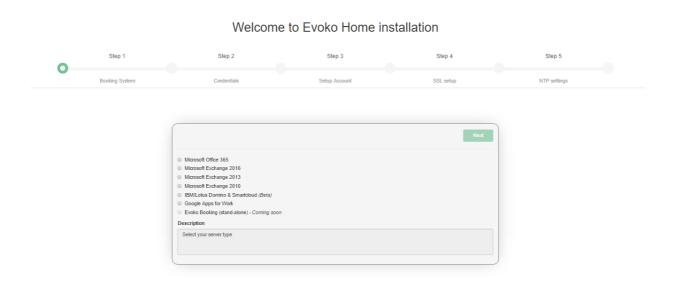
# 4 Evoko Home Connection to Booking System

This chapter describes how to connect Evoko Home to a booking system.

First, make sure that the Evoko Home application is installed and running (see section 3). Then opening the Evoko Home website in a web browser by accessing <a href="http://localhost:3000">http://localhost:3000</a> on your local machine.

**NOTE!** Port 3000 is default, but you need to change if you chose different port during installation or in Evoko Panel on Windows.

To connect Evoko Home to a booking system, you need to complete a wizard installation process. In the first step, you select which type of booking system to connect to.



The wizard should be self-explaining but we would like to highlight a few things.

#### 4.1 All booking systems

#### 4.1.1 HTTPS Port

When asked to enter the https port number <u>do not use same port number as http porting used during installation</u>. That port is already occupied in Evoko Home. The default port is 3002.

#### 4.1.2 SSL certificates

The connection is encrypted with SSL encryption and you will get the option to enter your own security keys for communication. If no keys are entered, new keys will be generated automatically. Please see the guide "Evoko Liso – Create your own SSL certificate" available on <a href="https://www.evoko.se/downloads">www.evoko.se/downloads</a> for instructions.

#### 4.1.3 NTP server

You need to enter a NTP server IP or address so the Evoko Liso devices can synchronize time. If you don't have your own NTP server running, you can search online for a public one **like windows.time.com** or **0.pool.ntp.org**. Remember that that each Evoko Liso device must be able to access this NTP server over NTP standard port 123!



#### 4.1.4 Evoko Home login credentials

After the final step, by clicking the next button, the user is navigated to a page which displays the newly created username and password. Please write them down since you will them to login in to Evoko Home later!

#### 4.2 Exchange 2010/2013/2016 and Office 365

#### 4.2.1 EWS URL

To get the EWS URL for you Microsoft system, you can do below steps using Microsoft Exchange Management Shell

Open Exchange Management Shell and run the following command.
 Get-WebServicesVirtualDirectory | Select name, \*url\* | fl

o The output will be similar to the following:

Name: EWS (Default Web Site)

InternalNLBBypassUrl: https://server name/ews/exchange.asmx https://server name/EWS/Exchange.asmx https://mail.domain.com/ews/exchange.asmx

It is the ExternalUrl you need to connect Evoko Home to Microsoft Booking System.

More information can be found here:

https://msdn.microsoft.com/en-us/library/office/dn509511(v=exchg.150).aspx

#### 4.2.2 User name and password

The user name and password is for the Evoko Home admin account previously prepared in "Booking System Preparation" chapter with impersonation rights available to access the rooms inside the booking system to allow Evoko to add, read and modify meeting bookings.

#### 4.2.3 Subscription end point

If you are setting up Evoko Home for the first time and are asked to enter "Subscription end point" just leave it blank to configure it later when the system is already up and running.

#### 4.3 Google G Suite

At Step 2, enter the URL for Google and Google credentials. You also need to upload a "p12" file. This file (p12) is the combined format that holds the private key and certificate and is the format most modern signing utilities use. Please make sure this file is named exactly **google-credentials.p12** 



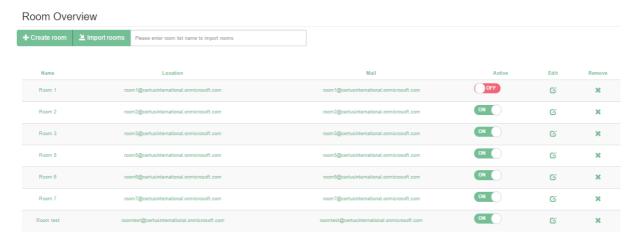
# 5 Evoko Home Administration

#### 5.1 Room overview

The Room overview will contain a list of added and/or the imported rooms depending on Booking System. If no rooms are visible, you can import rooms (Google G Suite and IBM Domino), import room lists (Exchange and Office 365) or add them one by one (Exchange and Office 365).

**NOTE!** For instructions on how to set up rooms and room list in the booking system, see the setup guides referred to in chapter 2 or the booking systems own documentation.

In the Room Overview you can see the room name, location mail and status (activated or not). It is also possible to edit the room to change equipment settings or set a custom name for the room. From the overview it is also possible to remove the room.



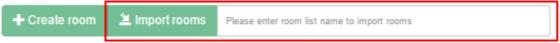
Below the rooms, there is a Meeting Overview section that can be used to verify that Evoko Home is getting meeting data from the Booking System correctly.

**NOTE!** Only rooms activated in the room overview will be available for Evoko Liso devices to manage.

#### 5.1.1 Import or Update Rooms

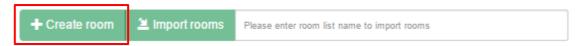
If you want to import rooms from the booking system, or just update the room list with changes you have done in you booking system, you can select Import rooms from the Room Overview.

For Exchange and Office 365 users, first, enter the room list name from the booking system and then press Import rooms. The room list should now be updated with the content of the room list in the booking system.



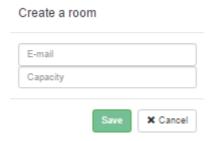
#### 5.1.2 Add a Room (Exchange and Office 365 users)

If you want to add a specific room that is present in the booking system without using a room list, you can press Create room in the Room Overview tab.





You will be requested to enter the e-mail to the room and number of seats in the room.



If the room exists in the booking system, it will be added to the Room Overview list.

#### 5.2 Room Settings

Press "Settings" in the left tab to enter the settings screen, which will look like below when entering the first time.

#### Settings Panel



The settings are organized into two parts:

- Global Settings Settings that are default for all devices
- Local Settings (optional) Settings that will override the default settings for a given location, a group of rooms or even an individual room.



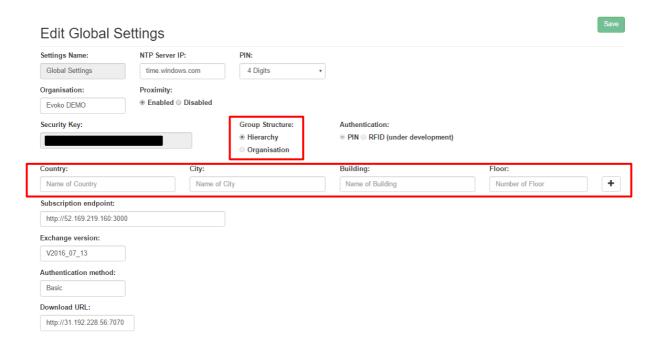
#### 5.2.1 Room groups

By default, there is only one global setting which will be valid for all connected devices.

If you would like to have different local settings, you can organize the rooms in groups to which you can change specific settings and assign rooms. Each group contain information about organization, country, city, floor and building.

To create a group press "Edit" on Global settings and select Group Structure: Hierarchy.

Then, fill in Organization, Country, City, Building and Floor for the room group and press "+". At the bottom of the page, you should new see the new groups added together with any other groups already created.



Pressing the Group Structure tab, will now show the list of groups that have been defined.

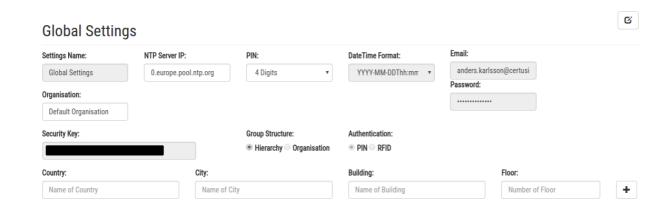
#### **Group Structures**





#### 5.2.2 Global Settings

Go to the settings tab and press Edit on global settings to show the below settings. These settings will be applied to all Evoko Liso devices, globally.



NTP Server IP: The URL to NTP server (Network Time Protocol). If you do not have NTP server at you

company, you can use open NTP server from Internet like 0.europe.pool.ntp.org.

PIN: Number of digits used for PIN authentication on Evoko Liso devices.

DateTime Format: Date and Tim Format

Authentication: If PIN authentication or RFID authentication should be used

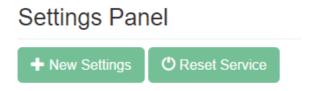
The settings also include duration for meeting confirmation, Time zone and settings on which functions that should be enabled on the Evoko Liso devices, and if these functions should require authentication with PIN or RFID.

When finished, press save button (top right hand side)

#### 5.2.3 Group Settings

If you want to assign specific settings for one or several groups, you create a new Group setting and assign it to the group(s) it applies to.

To create a new Group setting, go to the Settings Tab and press "+New Settings".

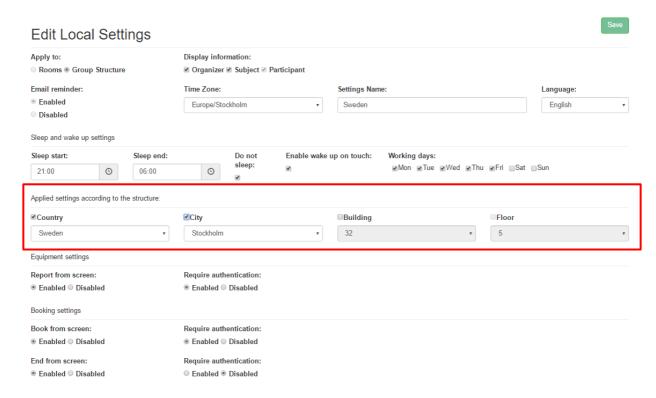


Please note that the "Reset Service" button will reset all settings and you will have to start the installation wizard over from step 1.



A settings window will appear and you can change many of the settings for that specific group.

Once the settings have been configured, you need to select which levels in the structure the new settings should apply to. For example, if you want new setting to be applied to all rooms in Sweden in the city of Stockholm, select Country and City like below.



Press the "Save" button and the new settings will be applied to all applicable rooms.

#### 5.3 Users

The User's panel is used for administrating users.

#### **User Panel** Send Pin Туре richard.gluckman@evoko.se Richard Gluckman Ø, Reset password Change PIN test\_admin@evoko.se test\_admin © Reset password Change PIN × Johan Rottbers iohan.rottbers@evoko.se Ø Reset password Change PIN rani.dawoid@evoko.se Rani Dawoid Ø. Reset password Change PIN × info@evoko.se © Change PIN

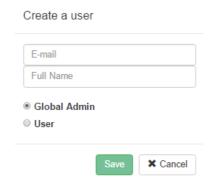


#### 5.3.1 Import Users

This function will import a complete list of users from the connected booking system. Google and IBM Domino is currently supported, and under development for Microsoft Exchange.

#### 5.3.2 Add a User

Exchange and Office 365 users can instead manually add a new user. To create a new user, you need enter email and name of the user and select the user type.



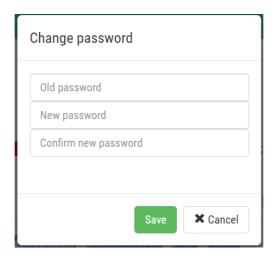
#### 5.3.3 Send PINs

The function creates and sends new PIN codes to the users' emails.



#### 5.3.4 Change password

To change the administration user password for Evoko Home login, select Change Password and you are requested to fill in data according to the figure below.



In case you have forgotten password, you can select Reset Password for Admin user and a new password automatically generated password will be sent to the registered e-mail address.



#### 5.4 Reset Evoko Home

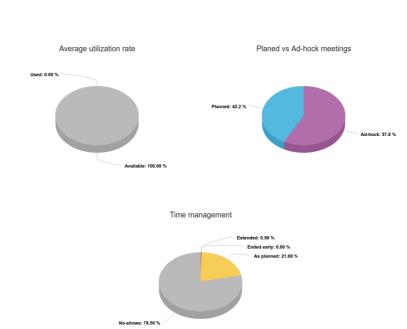
NOTE! This function resets the server and all settings will be lost!

#### 5.5 Statistics

Provides some detailed statistics over room usage. Export of raw meeting data is currently under development.

#### Meeting room report





#### 5.6 Monitor & Upgrade the Evoko Liso devices

The "Monitoring" page in Evoko Home shows a preview of all Evoko Liso devices that are or were connected to the service. Here you can get real-time information about the devices' status, get detailed information about each device as well as upgrade them with new software.

#### Active devices



The Evoko Liso devices are identified by their MAC address. For every Evoko Liso, following information or statuses are given:

- 1. MAC address Stands for Media Access Control and represents the Evoko Liso unique ID
- 2. Room name Room to which the Evoko Liso is assigned
- 3. Last reboot time When the unit last was rebooted / How long the Evoko Liso has been active



- 4. Status The Evoko Liso status, can be "Online" or "Offline". Offline = lost connection to Evoko Home
- 5. Current firmware Current firmware version installed on the Evoko Liso
- 6. New firmware If a new firmware version to upgrade the Evoko Liso is available it will be shown here
- 7. **Download** Status flag indicating that a new firmware is downloaded

Above the Evoko Liso list there are three buttons:

- Check for updates
- Upgrade all Evoko Lisos
- Download firmware update.

The button "Check for updates" checks if a new firmware version is available on the release server and updates the "New firmware" column in the Evoko Liso list (if new firmware was found).

The button "Download firmware update" downloads firmware to the Evoko Home server, and when the download is finished, updates the "Download" flag on the Evoko Liso list to signal user that firmware has been successfully downloaded and is ready for distribution to the Evoko Liso units.

The last button, "Upgrade all Evoko Liso Room Managers", sends a message to the all active Evoko Liso devices, signaling them to start a firmware upgrade at once. All active Evoko Liso devices will then download new firmware from the service and perform an upgrade operation of its firmware.

If you click on one of the Evoko Liso devices in the list, an "Evoko Liso details" page will open which contains various data about the selected device:

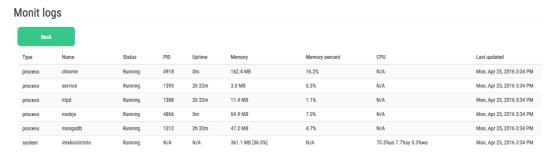
#### **Device details** Send logs f2:10:e9:f4:dd:01 Device MAC Room name Room 1 Firmware version 2016 04 03 v0.1 Status Offline Status logs Show status logs Kernel logs Evoko logs Show evoko logs Boot logs Show dmesq logs Upgrade Upgrade this device

- 1. Device MAC Stands for Media Access Control and represents the Evoko Liso unique ID
- 2. Room name Room to which the Evoko Liso is assigned
- 3. Firmware version Current firmware version installed on the Evoko Liso
- 4. Status The Evoko Liso status, can be "Online" or "Offline". Offline = lost connection to Evoko Home
- 5. **Status logs** Shows Evoko Liso monit (monitoring tool) logs
- 6. Kernel logs Shows Evoko Liso kernel logs
- 7. Evoko logs Shows Evoko Liso application logs
- 8. Boot logs Shows Evoko Liso boot (or dmesg) logs



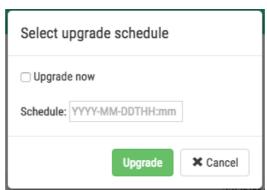
9. **Upgrade** – Opens a dialog that allows the user to perform firmware upgrade on the selected Evoko Liso (under development)

If the user clicks to see any of the logs, a new page will open containing data of the selected logs. The following picture shows the look of the log page when "Show status logs" are clicked:



Above the Evoko Liso information list there are two buttons: the "Back" button returns the user back to the monitoring page and the "Send logs" button opens a dialog that allows the user to send an email to the Evoko Product Support Team with all logs. Before the email is sent, you can also enter the reason why the logs are being sent or give a step by step instruction on how to replicate the potential problem (this functionality is described in detail in the "Send error and logs" section).

If you click the Upgrade button on the Evoko Liso details page, a dialog will open up where you can initiate immediate or delayed Evoko Liso upgrade only for that device. For a delayed upgrade, you need to enter the date and time in your own time zone, which then automatically will be converted to the corresponding time zone for the Evoko Liso which will be upgraded.



**NOTE!** This functionality is currently under development and may not be available in the public releases yet.

#### 5.7 Logs and Error reports

To manage the error reports and logs, you need to go to the monitoring page in Evoko Home. There, a list of the active Evoko Liso devices will be shown.

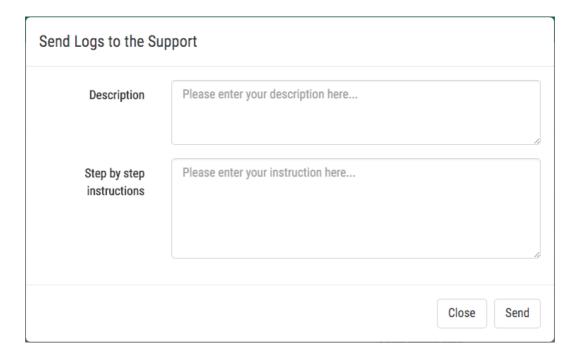
# Active devices Check for updates Upgrade all devices Download firmware update Mac address Room name Last reboot time Status Current Firmware New Firmware Download



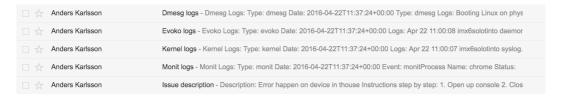
By clicking on one of the active Evoko Liso devices in the list, a new page called Evoko Liso details will be shown with information for the selected device. On that page you can choose to see four different types of logs (monitoring program logs, kernel logs, application logs and boot logs).

There is also a button for sending logs and reports to the Evoko Product Support Team. By clicking on that button, a popup dialog will be shown for inserting description and step by step instructions.

In the field called description the user can write a description of the problem (reason why logs are sent to the support) and in the field called step by step instructions, information which can help the support team to reproduce the problem.



All Evoko Liso logs are retrieved directly from a selected Evoko Liso and sent via email to the support team. The picture below shows an example of the logs received by such an e-mail.





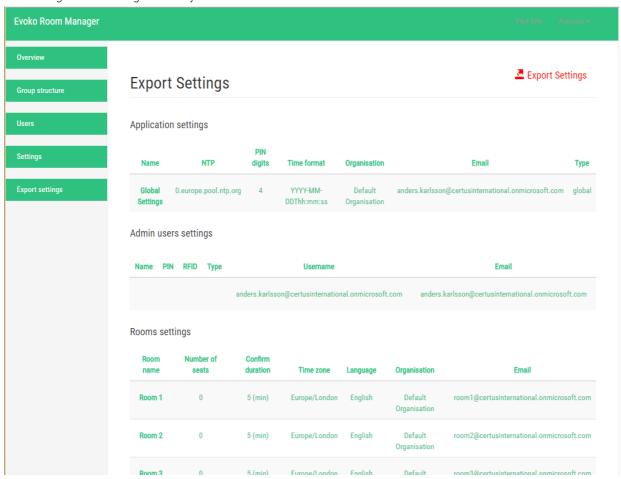
#### 5.8 Create Evoko Liso settings using a Desktop PC for Limited mode

After successfully installing Evoko Home (section 3) and connecting it to your booking system (section 4), you are ready to do the configuration and then export the settings to a USB stick.

Go to the Evoko Home website in a web browser by accessing <a href="http://localhost:3000">http://localhost:3000</a> (3000 is the default port number but is configured during installation) on your local machine.

Follow the steps to connect Evoko Home to your booking system and other configuration steps in this chapter for the rooms you want to connect an Evoko Liso device to.

After configuration of rooms, press Export Settings tab followed by "Export Setting" on the top right. You will now get the settings file on your hard drive.



Copy the **"export\_settings.json"** file to the root of a new USB memory stick. This memory stick can now be used to configure <u>all</u> Evoko Liso devices.

**NOTE!** If connecting to Google Apps for Work, you also need to rename the p12-key to "google-credentials.p12" and add it to the USB stick along with the "export.settings.json" file.

NOTE! The file names need to be exactly "export.settings.json" and "google-credentials.p12"



## 6 Evoko Liso Installation

#### 6.1 Initial boot

We recommend powering the device using PoE (Power over Ethernet), but a power adapter can also be used

The device will power on as soon as the power is connected.

Before using the device and connecting to the latest Evoko Home, you should download latest firmware and install this on the device following the instructions in Upgrade Firmware image chapter below.

#### 6.2 Configure Network from desktop

By default, the device has Ethernet turned on and uses DHCP to get its IP from the network. Normally, you only insert an Ethernet cable and no further configuration is needed.

The device also supports Wi-Fi. It however needs to be set up before first use.

**NOTE!** We recommend using a fixed Ethernet connection whenever possible, preferably in combination with PoE, since this is a more reliable connection type.

If you have a version older than 1.10, you need to set up Wi-Fi by clicking on network properties in the upper right hand corner on the desktop.



#### 6.3 Configure Wi-Fi from application

From version 1.10 you can instead configure Wi-Fi directly from the Liso application.

Press the Evoko icon to start the application the first time.

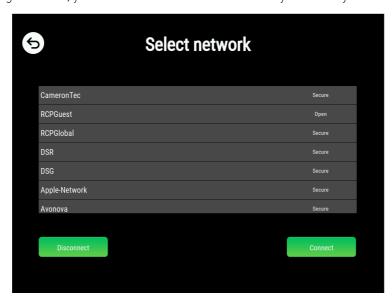
After approximately 20 seconds, you get the screen below.



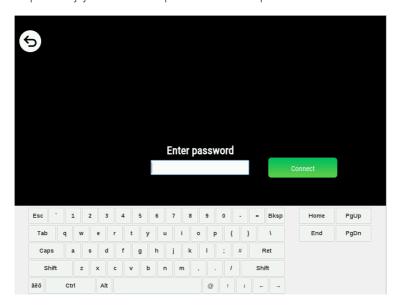


You do <u>not</u> need to configure Wi-Fi if you plan to user device with Ethernet connection. In case of Ethernet, just press Continue.

If you press Configure Wi-Fi, you will come to this screen where you select your WiFi network.



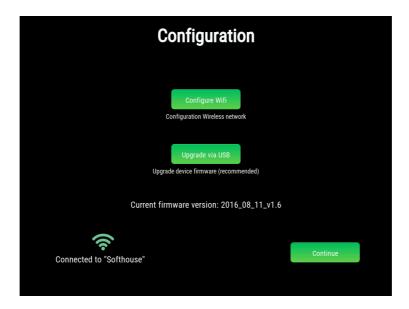
Select network, and optionally you will be requested to enter password.



After pressing Connect, you will be returned to original configuration page.

If connection is successful, the Wi-Fi Icon will show this after a few seconds and you can then proceed by clicking Continue.





### 6.4 Upgrade Evoko Liso firmware using USB

The Upgrade via USB allows you to download the latest firmware files and update the device without doing a factory reset. From version 1.20 you will be able to find them on the download page: http://31.192.228.56.



Just copy the downloaded file on to a USB stick and insert the USB stick into the Evoko Liso and press the **Upgrade via USB** button, and **wait**... It will take some time for the process to validate the image before the actual upgrade process starts!



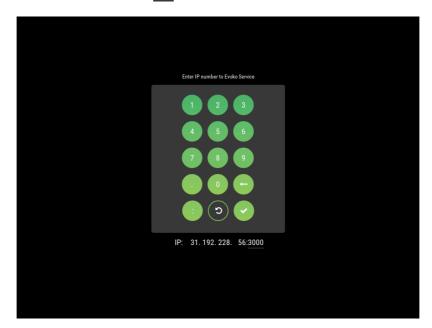
#### 6.5 Select installation method

After you press Continue, you come to Select installation method screen. Select "Server" installation.



You are now requested to enter the IP number to Evoko Home. To enter this information, you first need to check this IP number on the computer/server where Evoko Home is installed.

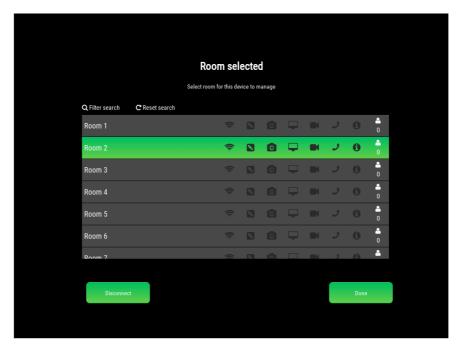
- Enter the 4 IP numbers with a "dot" between each number
- Then press "colon" of followed by the port number
- Finally press the "check mark" oto go to next step



You now come to the final step of the setup process, and here you select which room this Evoko Liso should manage. The rooms listed here are the rooms activated in Evoko Home (done in section 5). If you don't see any rooms, please make sure you have activated the rooms in Evoko Home.



Press the room you want to select and then press Done.





The application now launches and you should be able to see the room name and clock for the selected room.



The Evoko Liso is now ready to be used!



**MAX 10 UNITS** 

#### 6.6 Setup Evoko Home in Limited mode (limited functionality)

This chapter describes how to connect Evoko Liso to a booking system without having Evoko Home running on a server

#### NOTE! In Limited mode you do not get:

- Remote upgrade (to easily change settings and upgrade to new versions)
- Monitoring (to see the status of the units)
- Statistics (to see how much the rooms are used and how to increase efficiency)
- Room Finder (to easily find rooms to fit your needs)
- PIN/RFID identification or Permission control
- Overview screen (not yet released)
- Stand-alone booking calendar (not yet released)
- Simplified installation process, decreased server load or added security
- Real-time updates

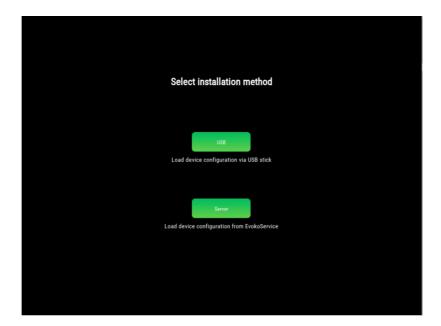
To connect the Evoko Liso devices to your booking system, you will need a USB memory stick with a configuration file created by Evoko Home running on a desktop computer.

How to install Evoko Home in Limited mode is described in section 3, and how to set up the configuration file is described in section 5.

NOTE! If connected to Google Apps for Work, also the p12-key needs to be copied to the USB stick

After boot and optional Wi-Fi setup, press the Evoko icon to start the application the first time.

After approximately 20 seconds, you get to select installation method. Select "USB" installation.

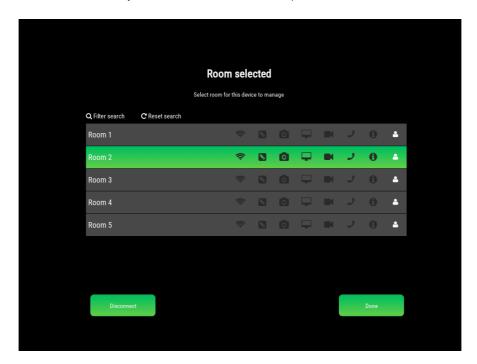




Insert the USB stick with the configuration file and press Load Settings.



Press OK to restart the application. After the restart, the list of rooms exported from Evoko Home becomes visible. Press the room you want to select and then press Done.





The application now launches and you should be able to see the room name and clock for the selected room.



The Evoko Liso is now ready to be used!





