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# EVOKO

# ROOM MANAGER

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HOW TO SETUP  
EVOKO ROOM  
MANAGER WITH  
OFFICE 365.

Version 1.3 2016

EVOKO

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## 1. Introduction

The Evoko Room Manager is a system for booking and managing rooms. The Evoko Room Manager is mounted outside the room and display the booking status on beautiful touch-sensitive screens, the red or green background illumination of the screen allows you to see at a distance whether or not the room is free.

You book meetings just as you have always done in MS Outlook. The Evoko Room Manager also makes it possible to create and manage bookings directly on the touch-sensitive screen.

Please watch the short interactive User Guide at [www.evoko.se/userguide](http://www.evoko.se/userguide) to see how it works! We recommend that you watch all of the chapters before starting the installation.



### The different types of accounts

| Account use                                    | Account type            | No. of accounts | Comment                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------|-------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Room Admin account<sup>(1)</sup></b>        | User Mailbox            | 1 + x/9         | This account is used to manage the Room accounts <sup>(3)</sup> and is needed since resource accounts can't manage themselves. Up to <b>9</b> resources per room admin account is what we recommend and this is due to Microsofts default throttling policy of concurrent connections.                                                                                                                       |
| <b>Remote Management account<sup>(2)</sup></b> | User Mailbox            | 1               | This account is used for the EVO features (Remote Upgrade / Monitoring / Statistics). Since a large number of emails are processed through this account it is important that it is a dedicated account only used for this purpose.                                                                                                                                                                           |
| <b>Room account<sup>(3)</sup></b>              | Resource / Room Mailbox | x               | The email addresses for these accounts is what will be used to book the meeting rooms. Resource accounts don't have any passwords and cannot exist on their own as they need to have one or more Admin accounts to access the resource. The Room admin account <sup>(1)</sup> has to be granted <b>"Send on behalf"</b> and <b>"Full access"</b> permissions to its belonging Room accounts <sup>(3)</sup> . |

*x = the number of meeting rooms with a Evoko Room Manager*

*The accounts are numbered for your convenience. Later on in this guide, you will need these accounts.*

#### Connection info

Please make sure that no security functions or programs block or restrict a direct http/https [80/443] communication between the mail server and the Evoko Room Manager (i.e. domain control, firewalls, proxies, network logins etc.)

The Room Managers network card supports network speeds up to 100Mbit.

If you're using a Gigabit switch please specify the port to auto negotiate or 100Mbit.

## EVO functionality (Remote upgrade, Monitoring, Statistics).

When using the EVO features, you will be able to upgrade the Room Managers remotely instead of using a USB-stick, you can monitor and extract valuable statistics from the Room Managers via the Evoko Control Panel.

All information/data regarding the EVO features is sent and received through a user account dedicated to the EVO features which we call a "Remote Management account<sup>(2)</sup>". It's important NOT to use an actual user account for the EVO features since this account will receive a large amount of emails and interference with the account/emails could compromise functionality.

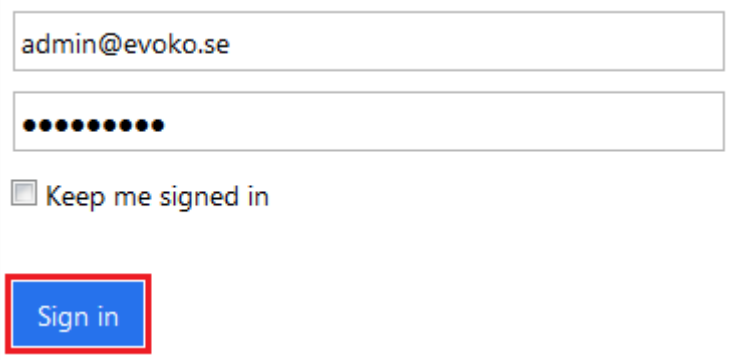
When doing a remote upgrade, the Remote Management account<sup>(2)</sup> will send out an email to each Room Managers Resource account<sup>(3)</sup> with several zip file packages that together contains the upgrade. When the email is received by the Resource account<sup>(3)</sup>, the Room Managers will start to upgrade themselves (one per minute, to limit the pressure on the email server), once the upgrade is completed the Room Manager will reboot.

The Room Managers status can be monitored via the Evoko Control Panel under the tab "Monitoring". Depending on your configuration, each Room Manager will send an update (email) to the Remote Management account<sup>(2)</sup> each 15 min, 1 hour, 3 hours and 1 day which later will be read by the Evoko Control Panel.

Under the tab "Statistics" in the Evoko Control Panel a document (.xlsx) containing raw data/statistics of your rooms can be exported. Each Room Manager will report (email) its statistics each day prior to going into sleep to the Remote Management account<sup>(3)</sup> which later will be read by the Evoko Control Panel.

## 2. Create a Room Admin account

1. Go to: <https://login.microsoftonline.com> and login with your Office 365 Admin account.



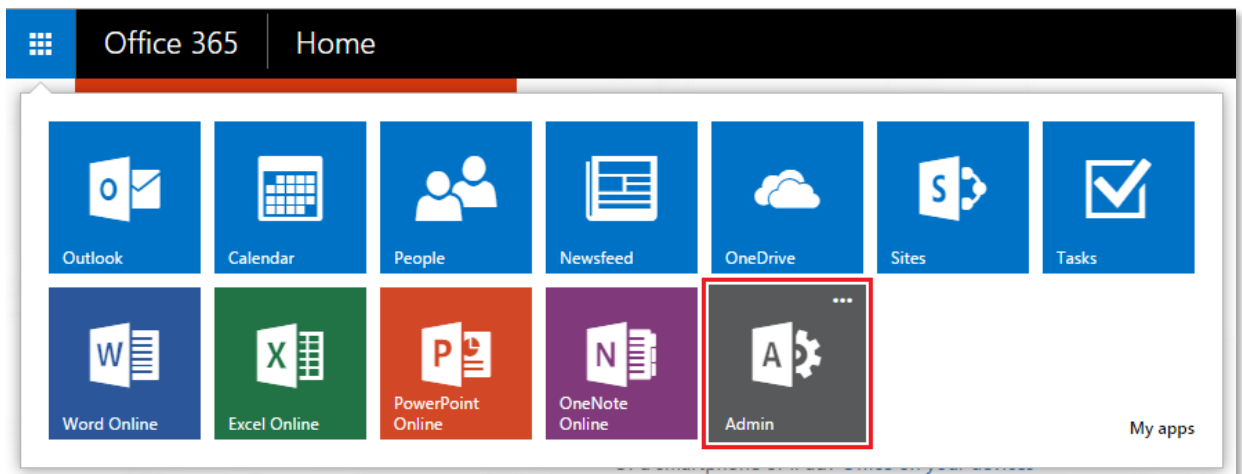
admin@evoko.se

••••••••

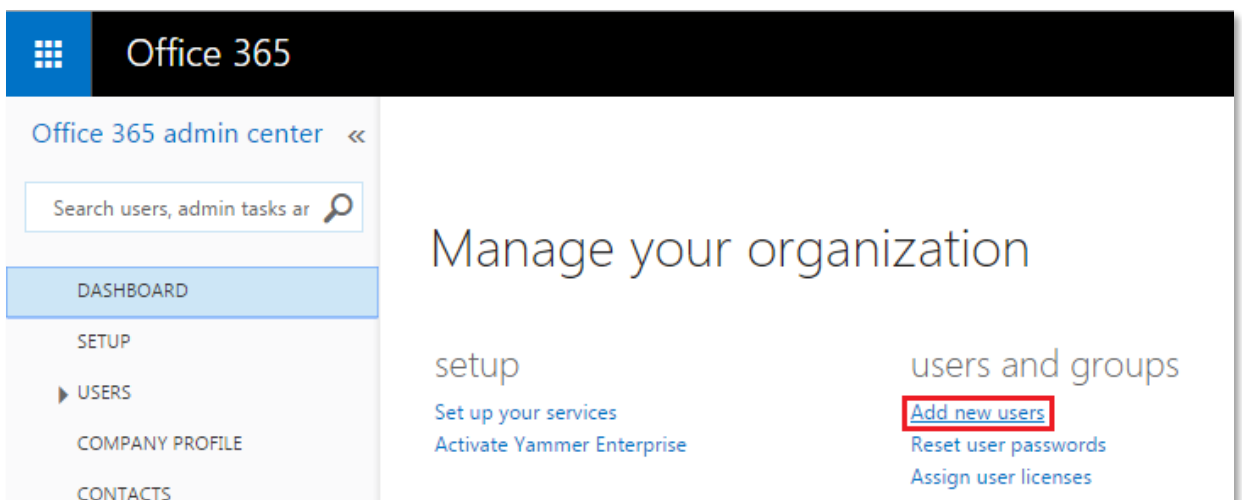
☐ Keep me signed in

Sign in

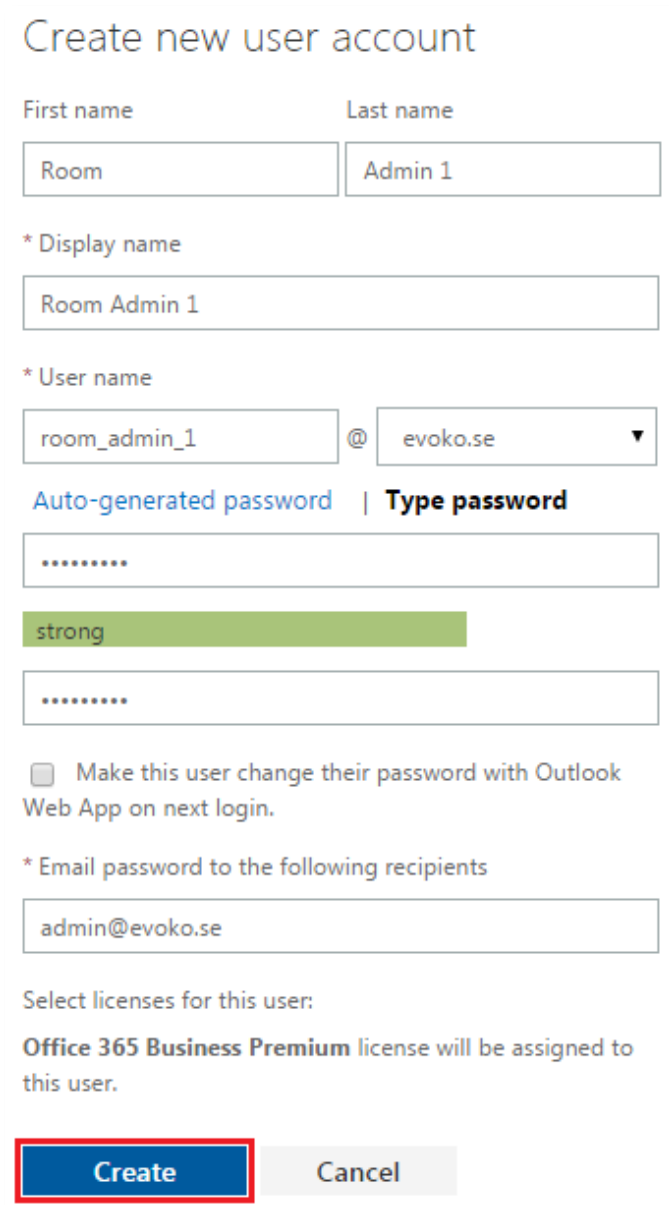
2. Go to "Admin".



3. Click on "Add new users".



4. Fill in name, display name etc, for your Room Admin account<sup>[1]</sup> and assign a license which includes email and calendar, then press "Create".



Create new user account

First name Last name

Room Admin 1

\* Display name

Room Admin 1

\* User name

room\_admin\_1 @ evoko.se

Auto-generated password | Type password

.....

strong

.....

☐ Make this user change their password with Outlook Web App on next login.

\* Email password to the following recipients

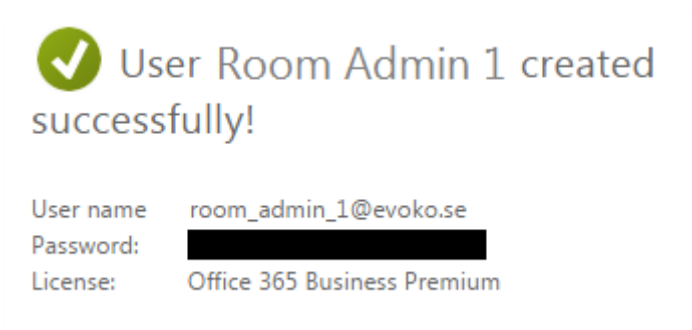
admin@evoko.se

Select licenses for this user:

Office 365 Business Premium license will be assigned to this user.

Create Cancel

5. Should look like this once the user is created.



✓ User Room Admin 1 created successfully!

User name room\_admin\_1@evoko.se

Password: [REDACTED]

License: Office 365 Business Premium

**Note:** If you need to create multiple Room Admin accounts<sup>[1]</sup> due to amount of rooms, then simply repeat step 2.3-2.5. A ratio of 9 Room accounts<sup>[3]</sup> per Room Admin account<sup>[1]</sup> is what we recommend.

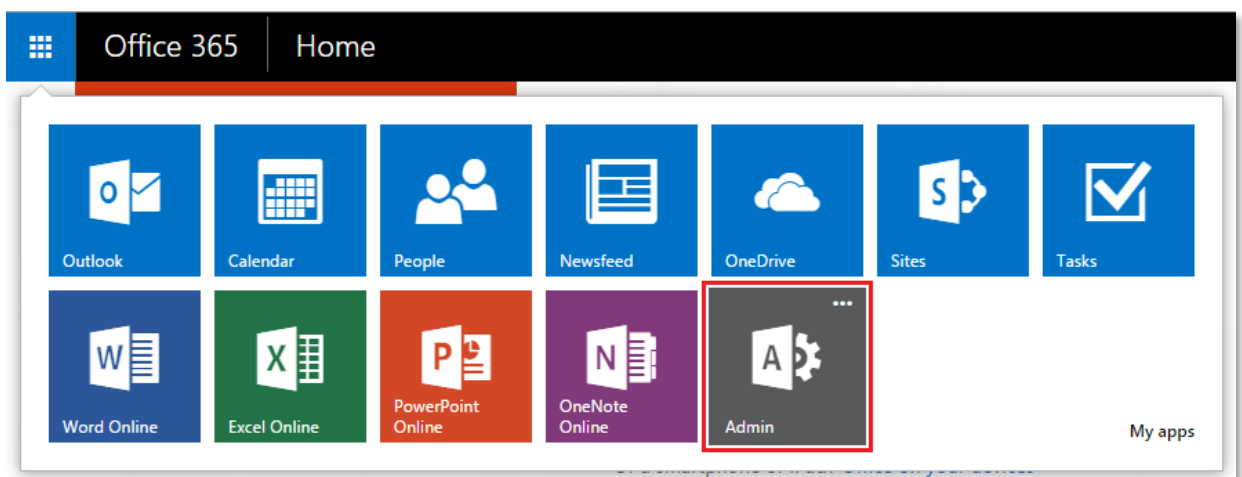
### 3. Create a Remote Management account (If you're going to use the EVO functionality)

1. Go to: <https://login.microsoftonline.com> and login with your Office 365 Admin account.

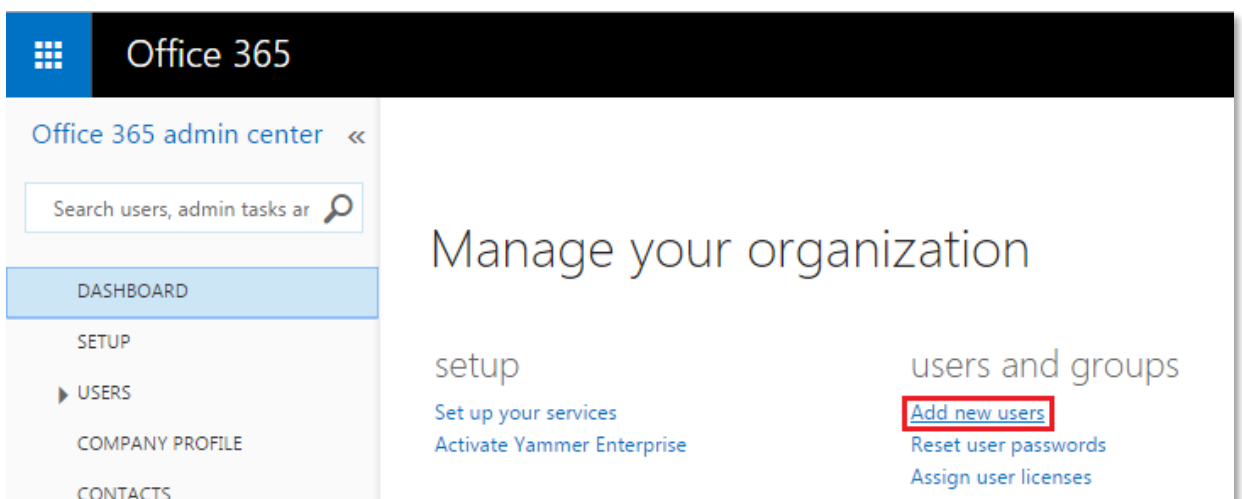


A screenshot of the Microsoft Office 365 login page. It features a text input field containing the email address 'admin@evoko.se', a password input field with masked characters, and a checkbox labeled 'Keep me signed in'. Below these fields is a blue 'Sign in' button, which is highlighted with a red rectangular border.

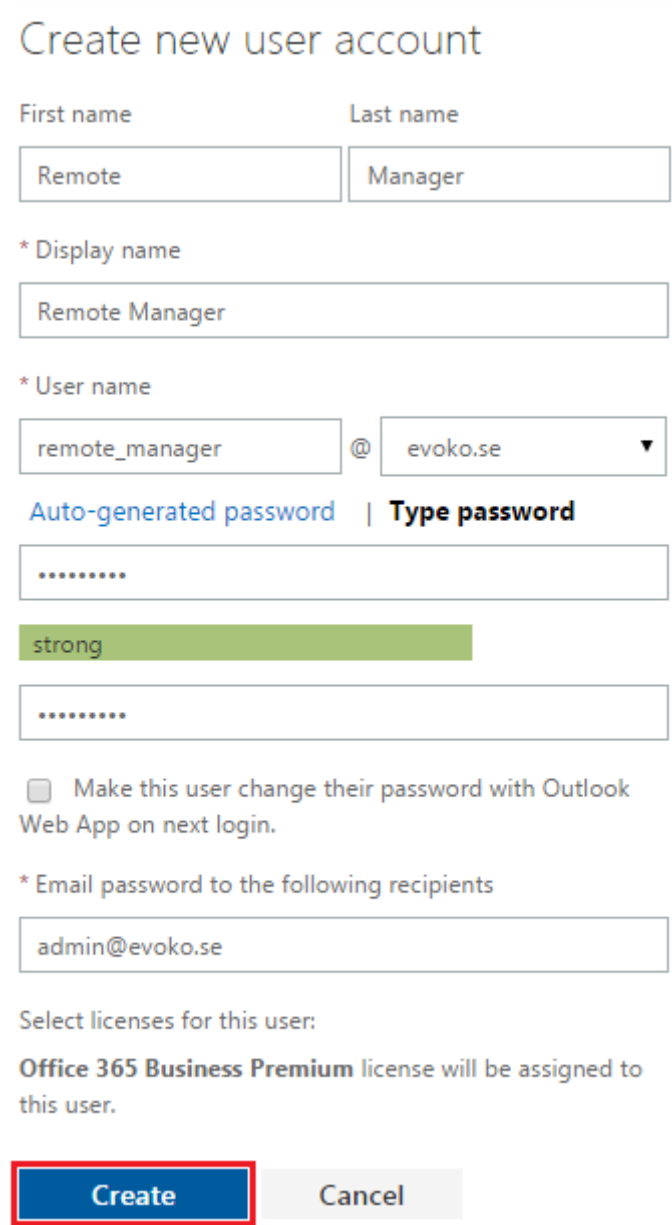
2. Go to "Admin".



3. Click on "Add new users".



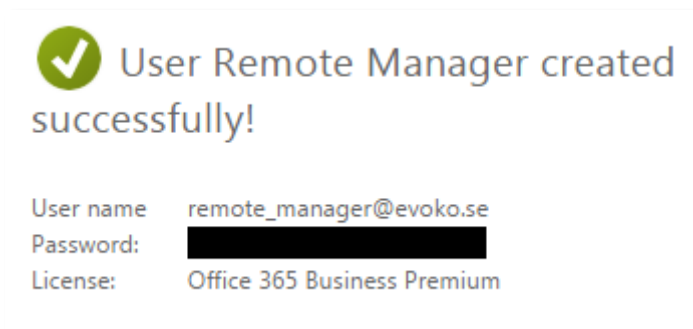
4. Fill in name, display name etc, for your Remote Management account<sup>[2]</sup> and assign a license which includes email and calendar, then press "Create".



The screenshot shows a web form titled "Create new user account". It contains several input fields and a "Create" button highlighted with a red border. The form fields are as follows:

- First name:** Remote
- Last name:** Manager
- \* Display name:** Remote Manager
- \* User name:** remote\_manager @ evoko.se (dropdown menu)
- Auto-generated password:** [masked with dots]
- Type password:** [masked with dots]
- Make this user change their password with Outlook Web App on next login:** ☐
- \* Email password to the following recipients:** admin@evoko.se
- Select licenses for this user:** Office 365 Business Premium license will be assigned to this user.
- Create** (button with red border) and **Cancel** (button)

5. Should look like this once the user is created.



The screenshot shows a confirmation message with a green checkmark icon. The text reads "User Remote Manager created successfully!". Below the message, the following details are displayed:

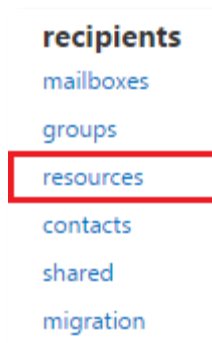
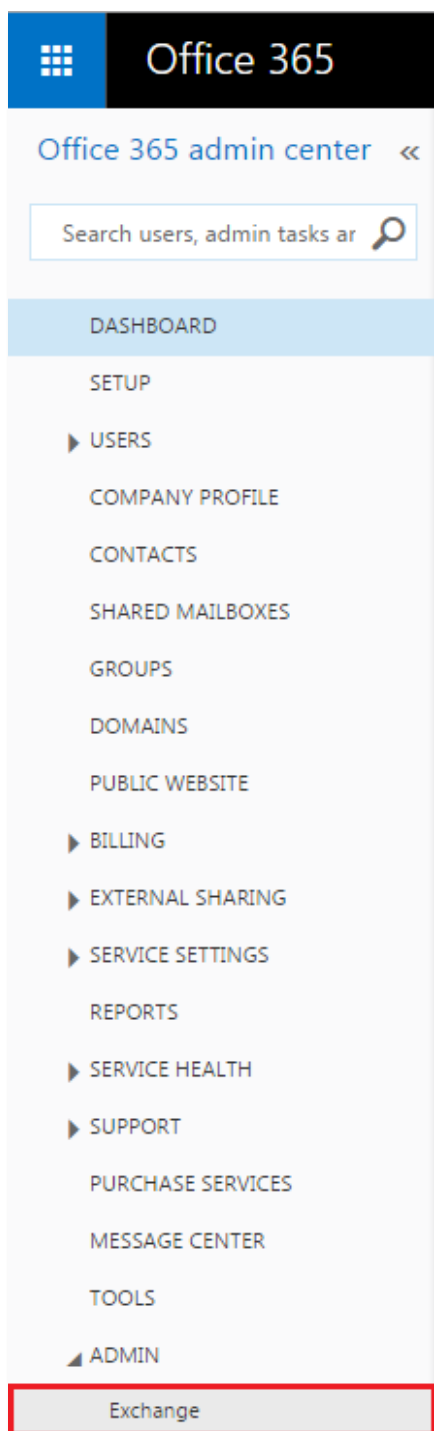
- User name:** remote\_manager@evoko.se
- Password:** [masked with black box]
- License:** Office 365 Business Premium



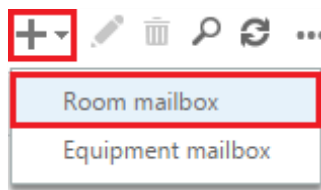
## 4. Create a Room account (Resource account)

To create a Room account<sup>[3]</sup> you need to access the “Exchange admin center” in Office 365. This is easily done by entering <https://outlook.office365.com/ecp/> in your browser while you’re logged in with your Office 365 Admin account. The “Exchange Admin Center” can also be accessed through the “Office 365 Admin Center” side menu, please view step 1 below for clarification.

1. Click on Admin→Exchange in the “Office 365 admin center” sidemenu.
2. Under “recipients” click on “resources”.



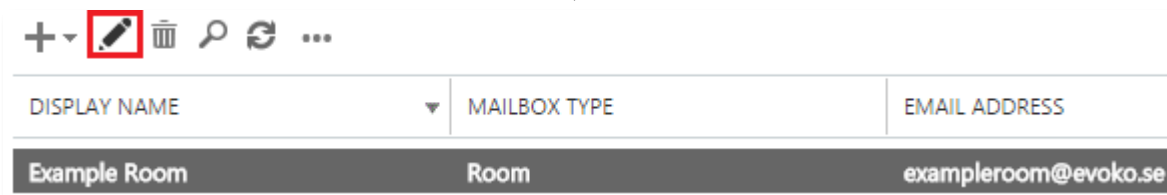
3. Press add and choose “Room mailbox”.



4. Fill in Room Name, mail address, location etc. Press “Save” to create the room/resource

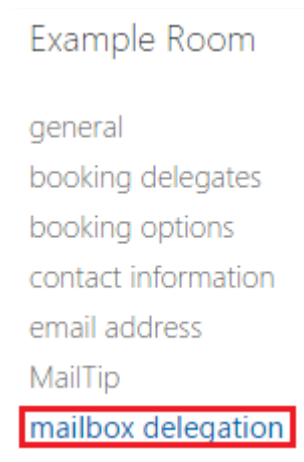
A screenshot of the 'Room mailbox' creation form in the Exchange Admin Center. The form contains several fields: '\*Room name:' with the value 'Example Room', '\*Email address:' with 'exampleroom' and '@ evoko.se', 'Location:' with 'SE-Stockholm-32-5', 'Phone:', and 'Capacity:' with the value '5'. At the bottom right, there are two buttons: 'save' and 'cancel'. The 'save' button is highlighted with a red rectangular box.

5. Doubleclick on the Room account<sup>[3]</sup>, OR mark it and press edit.

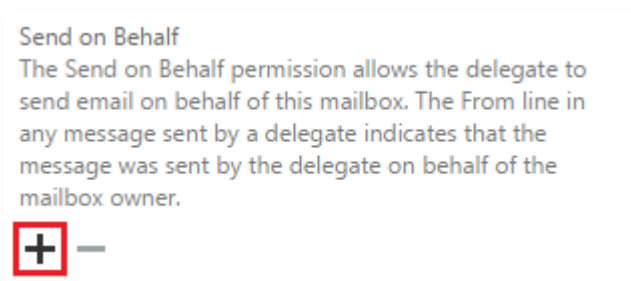


| + - ✎ 🗑 🔍 ↺ ... |              |                      |
|-----------------|--------------|----------------------|
| DISPLAY NAME    | MAILBOX TYPE | EMAIL ADDRESS        |
| Example Room    | Room         | exampleroom@evoko.se |

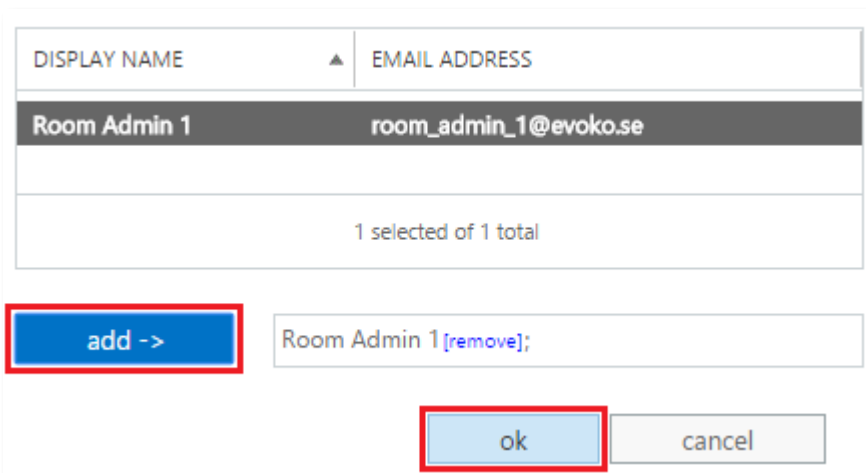
6. Go to "mailbox delegation".



7. Under section "Send on Behalf", press add.



8. Add your Room Admin account<sup>[1]</sup>, then press "ok".



9. It should look like this when you come back.

**Send on Behalf**  
The Send on Behalf permission allows the delegate to send email on behalf of this mailbox. The From line in any message sent by a delegate indicates that the message was sent by the delegate on behalf of the mailbox owner.

+ -

| DISPLAY NAME |
|--------------|
| Room Admin 1 |

10. Scroll down to "Full Access", press add.

**Full Access**  
The Full Access permission allows a delegate to open this mailbox and behave as the mailbox owner.

**+** -

11. Add your Room Admin account<sup>(1)</sup>, then press "ok".

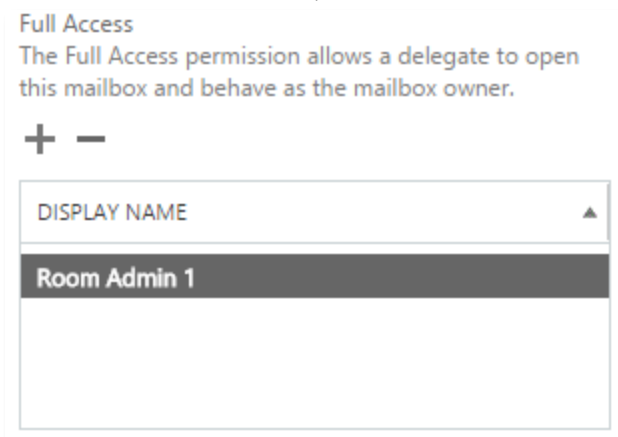
| DISPLAY NAME | EMAIL ADDRESS         |
|--------------|-----------------------|
| Room Admin 1 | room_admin_1@evoko.se |

1 selected of 1 total

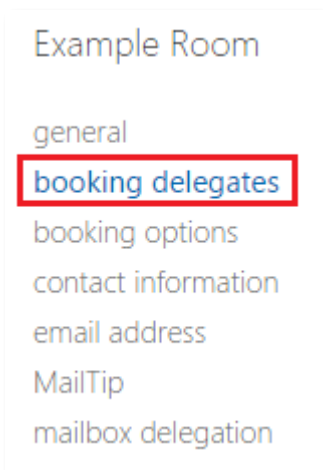
**add ->** Room Admin 1 [remove];

**ok** cancel

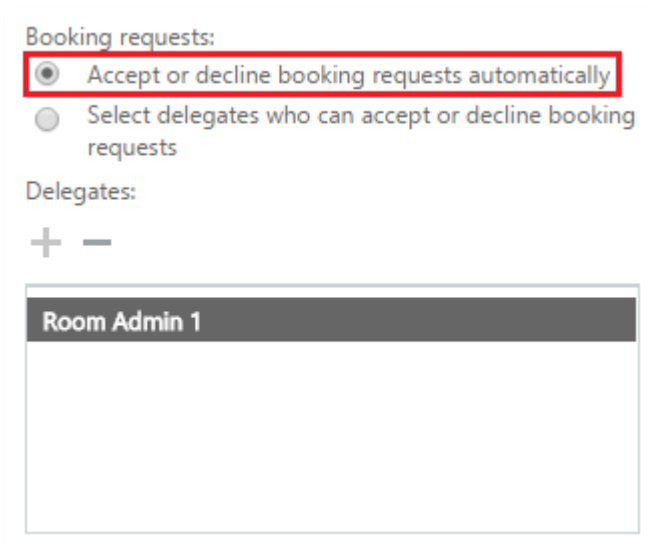
12. It should look like this when you come back.



13. Go to "booking delegates".

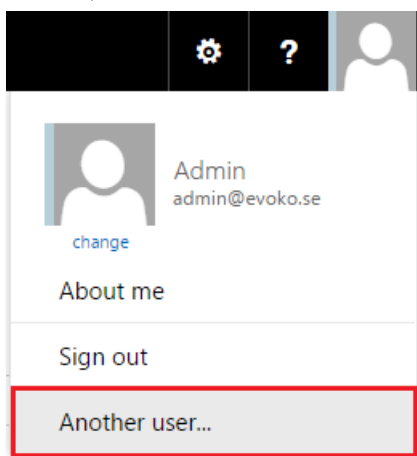


14. Please make sure that the Room account<sup>(3)</sup> is configured to "Accept or decline..." and that the belonging Room Admin account<sup>(1)</sup> is added as a delegate.

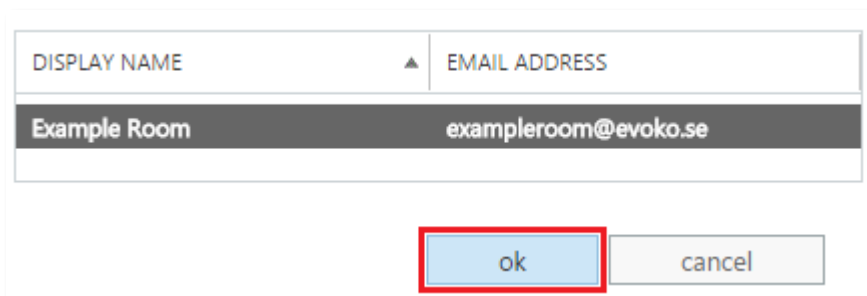


**Note:** If you would like to create several Room accounts<sup>(3)</sup> simply repeat step 4.3-4.14.

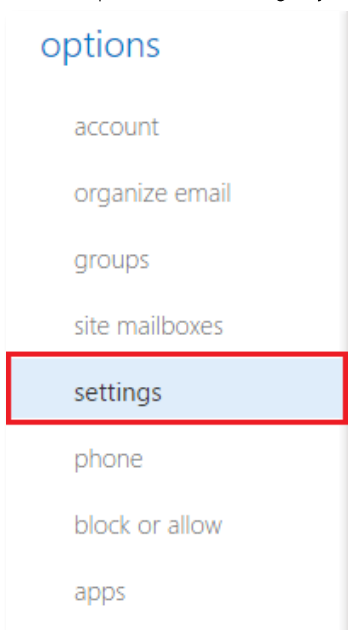
15. **Optional room settings:** Click on your profile in the upper right corner, then press "Another user..." (Can only be accessed from within "Exchange Admin Center").



16. Choose your Room account<sup>[3]</sup>, then press "ok".



17. Under "options" → "settings" you will find multiple settings for your Room account<sup>[3]</sup>.



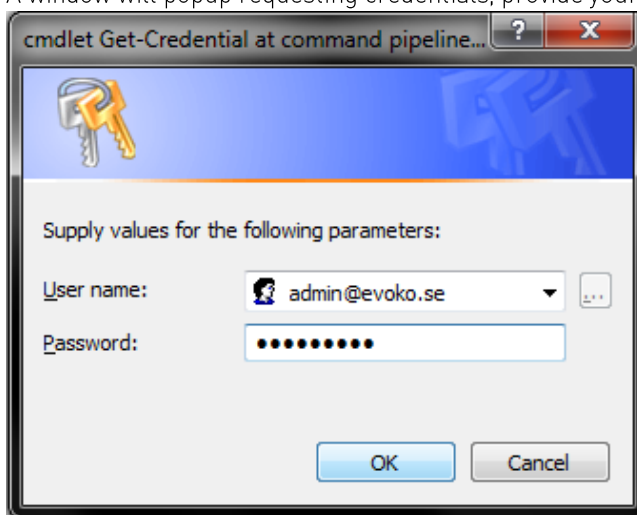
## 5. Configuration via Windows Powershell (Optional)

Some Optional settings cannot be configured in the Office 365 GUI and has to be configured through Windows PowerShell. If you haven't installed Windows PowerShell on your computer, the software can be downloaded from [here](#).

1. Launch Windows Powershell and run the software as administrator.
2. Start of by inserting the following command into Windows Powershell:

```
$livecred = get-credential
```

3. A window will popup requesting credentials, provide your Office 365 Admin account credentials.



4. To proceed, please insert the following commands:

```
$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri  
https://ps.outlook.com/powershell/ -Credential $livecred -Authentication Basic -AllowRedirection
```

```
Import-PSSession $Session
```

5. Run the command(s) and replace [exampleroom@evoko.se](#) with the address for your Room account<sup>[3]</sup>.

### Commands

```
Set-CalendarProcessing exampleroom@evoko.se -AddOrganizerToSubject $False -DeleteComments $False -DeleteSubject $False
```

*This command removes the organizer from the subject, leaves the comments in the meeting and does not remove the subject line of the meeting. In case the Room Manager is configured to display the meeting subject however end up displaying the meeting organizer instead of the subject, then running the following command is likely to resolve the issue.*

```
Get-mailbox exampleroom@evoko.se | Set-CalendarProcessing -ProcessExternalMeetingMessages: $true
```

*This command allows for booking of the resource from external parties.*

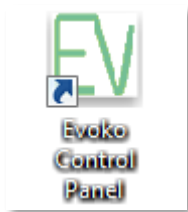
```
Set-CalendarProcessing exampleroom@evoko.se -RemovePrivateProperty $false
```

*This command defines that any private flag of the appointment is not removed which means that private flagged appointments subject will not be displayed on the Room Manager once executed.*

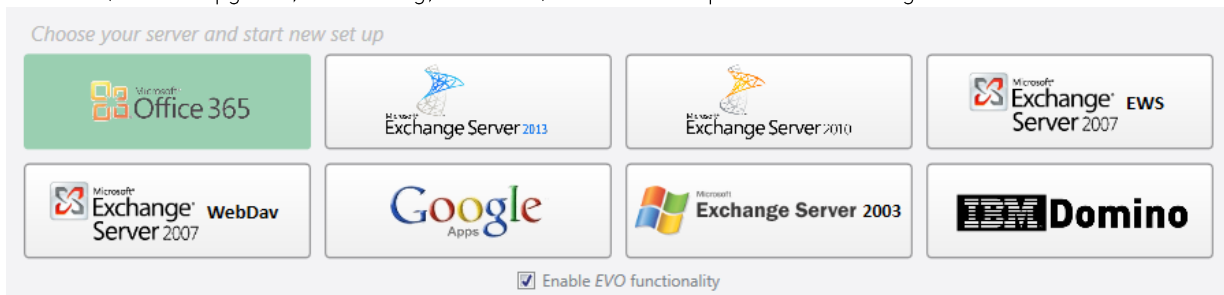
## 6. Configuration via the Evoko Control Panel

Tip: press the -button to receive further information on each step during your configuration.

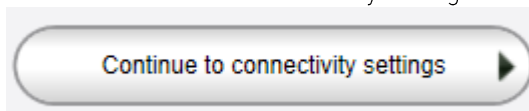
1. Download and install the Evoko Control Panel. The software is available at our [website](#).
2. Launch the Evoko Control Panel.



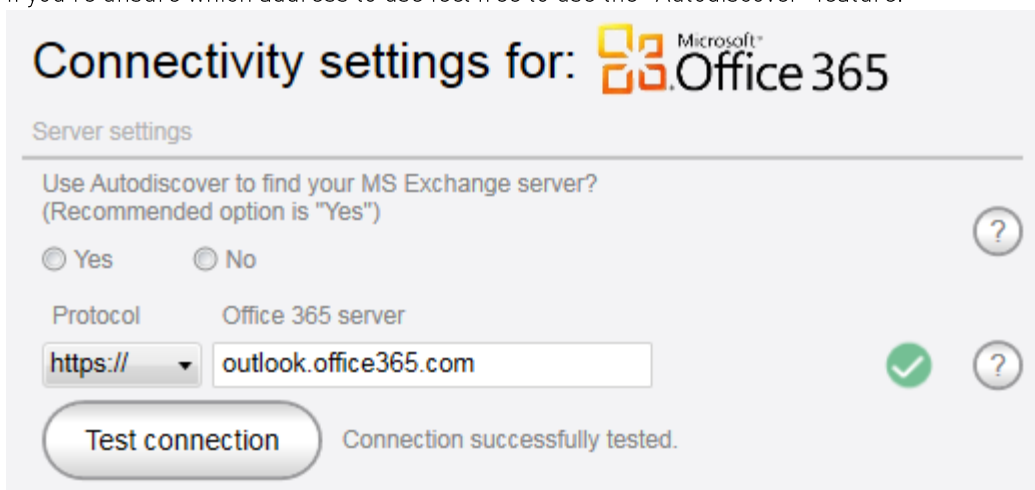
3. Choose "Office 365" as your mail server, enable "EVO functionality" if you would like to use the EVO features (remote upgrade, monitoring, statistics) and have setup a Remote Management account<sup>[2]</sup>.



4. Click on "Continue to connectivity settings" in the bottom right corner to continue.

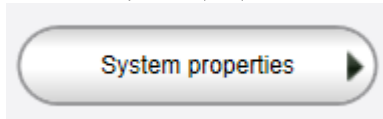


5. Fill in your Office 365 mailserver address, we're going to use "outlook.office365.com" for our setup. If you're unsure which address to use feel free to use the "Autodiscover" feature.



6. **Optional:** Test your accounts for functionality.

- Office 365 Room Admin account – Fill in your Room Admin account<sup>(1)</sup>.
  - Office 365 Room Admin password – Fill in your Room Admin account<sup>(1)</sup> password.
  - Office 365 Resource account email – Fill in your email-address to your Room account<sup>(3)</sup>.
7. Click on “System properties” in the bottom right corner to continue.



8. Choose your “Time format”.

9. Choose the language which will be displayed on the Room Manager.

10. **Optional setting:** Enter the name of your Organization.

11. Enter the email-address to your System Administrator.

12. Choose a system Admin PIN code, the code is used to access the Admin menu on the Room Manager.

13. Add one or two email-addresses to the “Facility manager”.



14. Choose a Facility manager PIN code, the code is used to access the Facility manager menu on the Room Manager.

Facility manager PIN code:

15. Fill in your Remote Management account account<sup>[2]</sup>.

Remote Management user:   
DO NOT PUT A NORMAL USER ACCOUNT HERE, press "?" for details.

Remote Management password:

Remote Management email:  

Remote monitor update duration:

- Remote Management user – Fill in the email-address for your Remote Manager account<sup>[2]</sup>.
- Remote Management password – Fill in the password for your Remote Manager account<sup>[2]</sup>.
- Remote Management email – Fill in the email-address to your Remote Manager account<sup>[2]</sup>.
- Remote monitor update duration - (This sets how often each Room Manager send email-reports for the monitoring feature).

16. Add a unique "Security key" (Max 16 characters).

Security key:

17. Choose if you want the Room Manager always on or set by time.

Always on: ☐ Yes ☒ No

Wake up time:

Go to sleep time:

18. Choose your Time zone at the Room Manager unit location.

Time zone:

19. **Optional Setting:** Assign one or multiple NTP-servers, separate the servers with a comma.

NTP Servers:   
Optional

20. Click on "Admin credential" in the bottom right corner to continue.

21. Click on button "Add users".

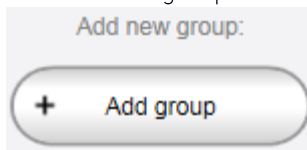
22. Add your Room Admin account(s)<sup>[1]</sup>.

Username:  Password:  ☒

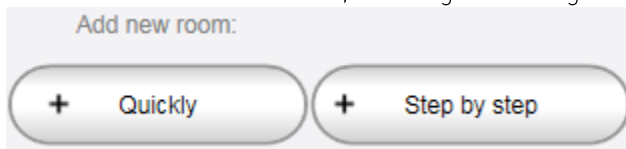
23. Click on "Room dashboard" in the bottom right corner to continue.



24. Click on "Add group" to create a group.



25. Choose method to add a room, for this guide we'll go with "Quickly".



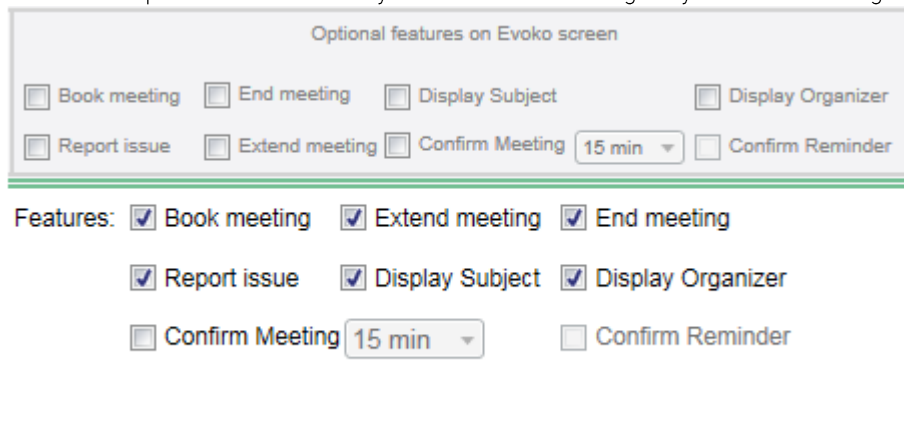
26. Fill in Room Name, "Office 365 Admin account"<sup>[1]</sup> and "Office 365 Resource account email"<sup>[3]</sup>.

| Group name                                                    | Room name                                       | Server settings                                                                                                                                                                                                   |
|---------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Example Group</div> <div>Time zone:<br/>(UTC+01:0)</div> | <div>Example Room</div> <div>Change group</div> | <div>Office 365 Room Admin account</div> <div>room_admin_1@ <input type="button" value="Test"/></div> <div>Office 365 Resource account email</div> <div>exampleroom@evo <input checked="" type="checkbox"/></div> |

27. Fill in the amount of seats in the room and choose the room facilities.

| Seats                          | Facilities                          |                          |                                     |                          |                                     |                          |                                     |                          |                                     |                          |
|--------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
|                                |                                     |                          |                                     |                          |                                     |                          |                                     |                          |                                     |                          |
| <input type="text" value="5"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

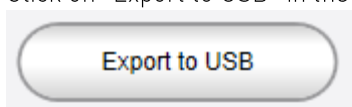
28. Enable the optional features that you would like to configure your Room Manager with.



- **Book meeting** - Enables the user to book a meeting on the Room Manager.
- **Extend meeting** - Enables the user to extend a meeting on the Room Manager.
- **End meeting** - Enables the user to end a meeting on the Room Manager.
- **Report issue** - Enables the user to report any of the chosen facilities.
- **Display Subject** - Enables the subject of the meeting to be displayed on the Room Manager.
- **Display Organizer** - Enables the organizer of the meeting to be displayed on the Room Manager.
- **Confirm Meeting (5-30min)** - Enables a check in feature which will trigger a confirm/check-in button that will popup on the Room Manager 10 min prior to the meeting start and will be displayed 5-30 min post to the meeting start. If the confirm button isn't pressed within the selected timeframe the meeting room will be released.
- **Confirm Reminder** - Enables a reminder-email which will be sent to the organizer of the meeting. This email is triggered 5 minutes before the confirm time expires and is only sent out if the room hasn't already been confirmed/checked in.

**Note:** To add several Rooms to your configuration simply repeat step 6.25-6.28.

29. Insert an empty USB-stick in your computer, max 4 GB and FAT-formatted (NOT FAT32).
30. Click on "Export to USB" in the bottom right corner to export your configuration.



Now you're done with the configuration, to proceed simply upload the configuration to the Evoko Room Manager via your USB-stick and follow the instructions on the screen.

Thank you for using Evoko's Office 365 guide!

For further assistance, please contact the Evoko Support Team.

[www.evoko.se/support](http://www.evoko.se/support)

[support@evoko.se](mailto:support@evoko.se)

[support.us@evoko.se](mailto:support.us@evoko.se)

Meetings Made Magnificent

EVOKO