



Technical installation manual

Configure Google Suite

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Introduction

loopMeeting is an Android application bundled with different Android based touch screen configurations. loopMeeting communicates directly to the Google infrastructure via the HTTPS interface protocol.

Prerequisites

The loopMeeting application needs a Room Admin account that has rights to manage the resource (Meeting room calendar). Please follow this guide to make sure your Google environment is configured correctly

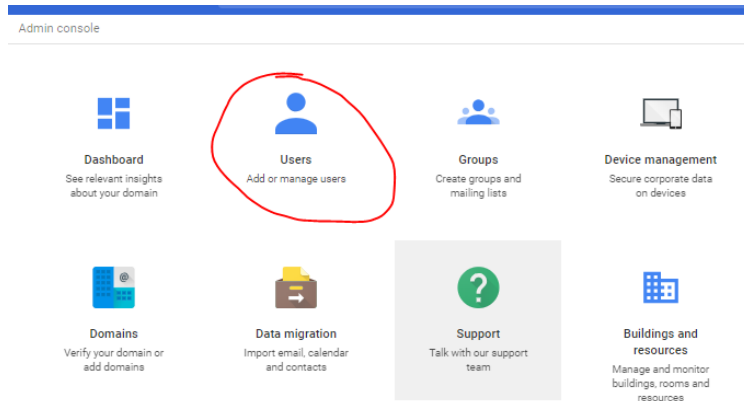


1. Create LoopMeeting User Account

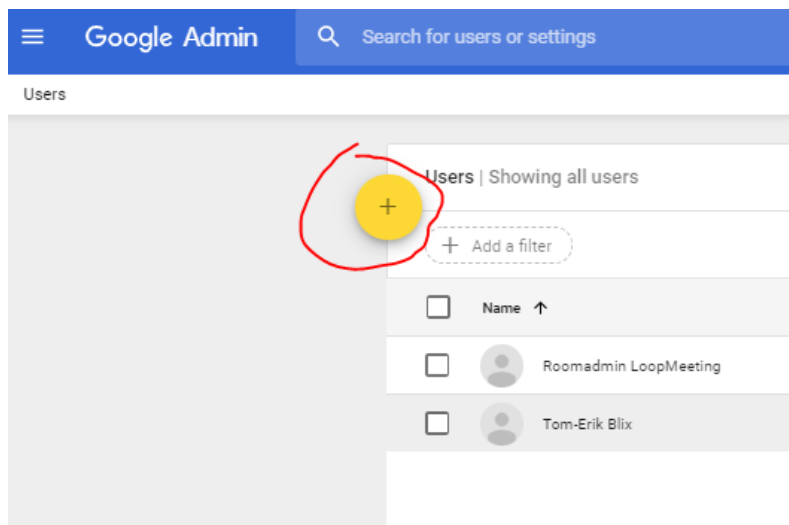
Sign in to the Google Admin Console

<https://admin.google.com>

- Select Users



- Select + sign to add new user



Create a user that will be used as a LoopMeeting Room Manager account.

Make a note of username and password

This user will be used on the LoopMeeting panel.

2. Create your room calendars

Go back to main admin console <https://admin.google.com>

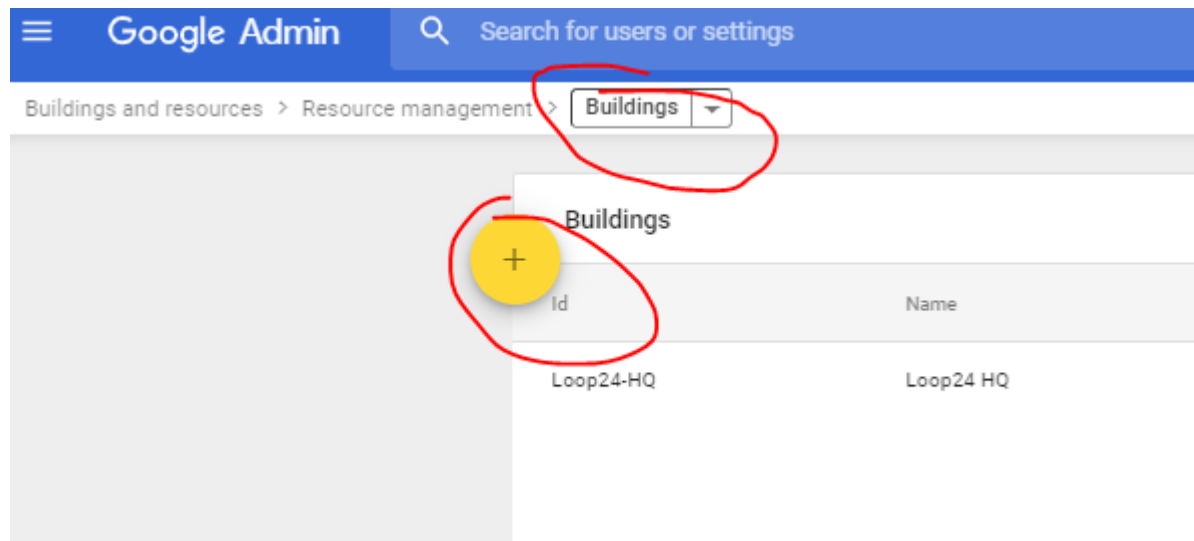
- Select Buildings and Resources

The screenshot shows the Google Admin console dashboard. At the top, there is a blue header with the Google Admin logo and a search bar. Below the header, there are several icons representing different admin functions: Dashboard, Users, Groups, Device management, Domains, Data migration, Support, and Buildings and resources. The 'Buildings and resources' icon, which shows a grid of buildings, is circled in red.

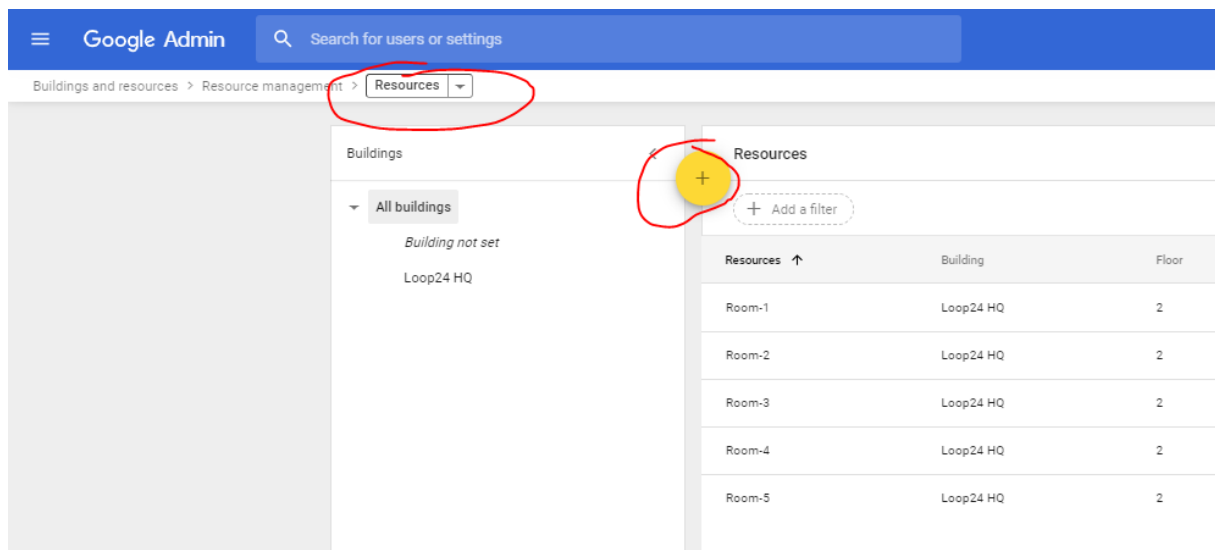
- Select Edit Resources

The screenshot shows the 'Buildings and resources' page in the Google Admin console. The page has a blue header with the Google Admin logo and a search bar. Below the header, there is a sidebar with the 'Buildings and resources' icon and title. The main content area is divided into two sections: 'Resource management' and 'Room insights'. The 'Resource management' section has a sub-header 'Add and manage buildings, rooms, and other resources' and a link 'EDIT RESOURCES' circled in red. The 'Room insights' section has a sub-header 'Metrics for room usage and related features' and a link 'OPEN ROOM INSIGHTS'.

- Select Building in to menu and add building(s) as needed

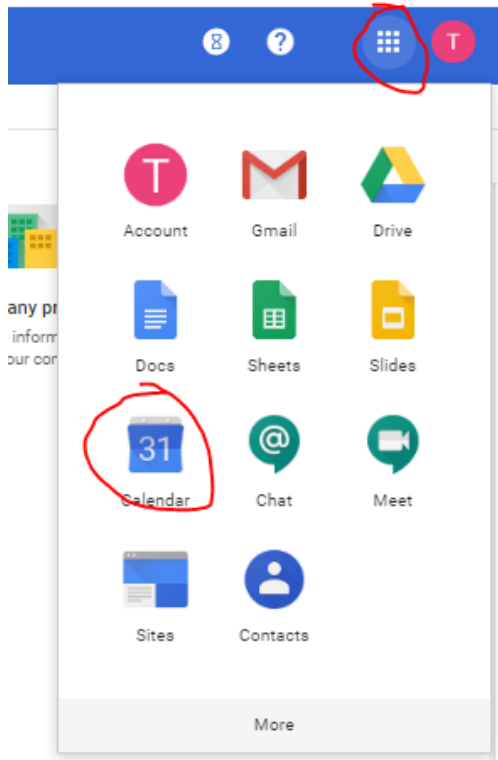


- Select Resources in top menu and add rooms as needed
Please note that it can take up to 24 hours before the calendar will be visible/accessible to the users in your organization

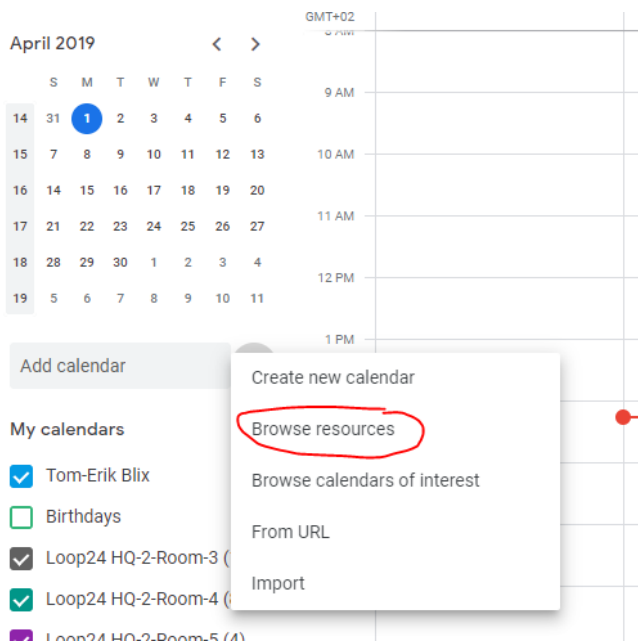


3. Share room calendars / give the user rights to the calendar

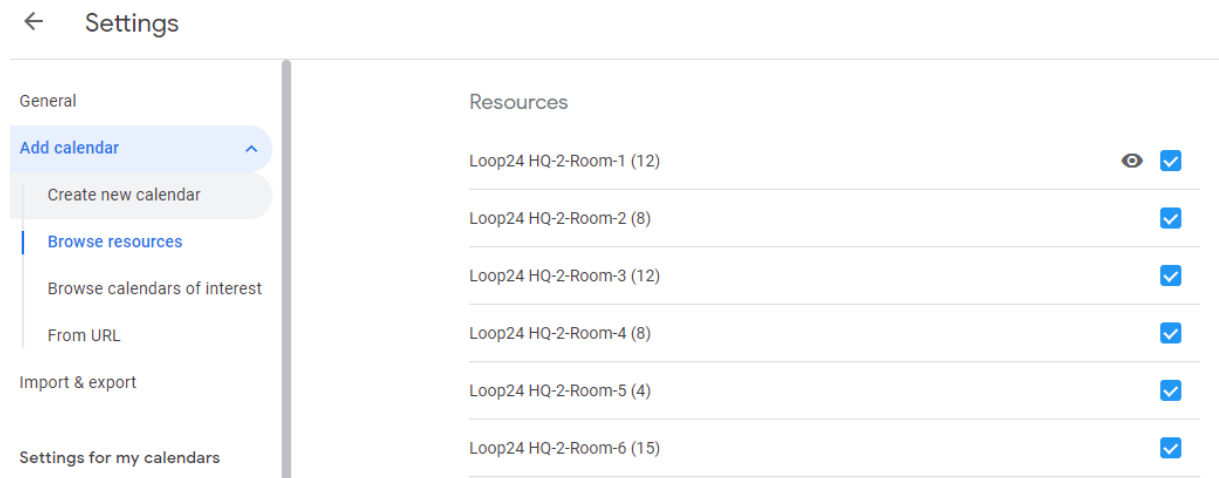
- Select calendar



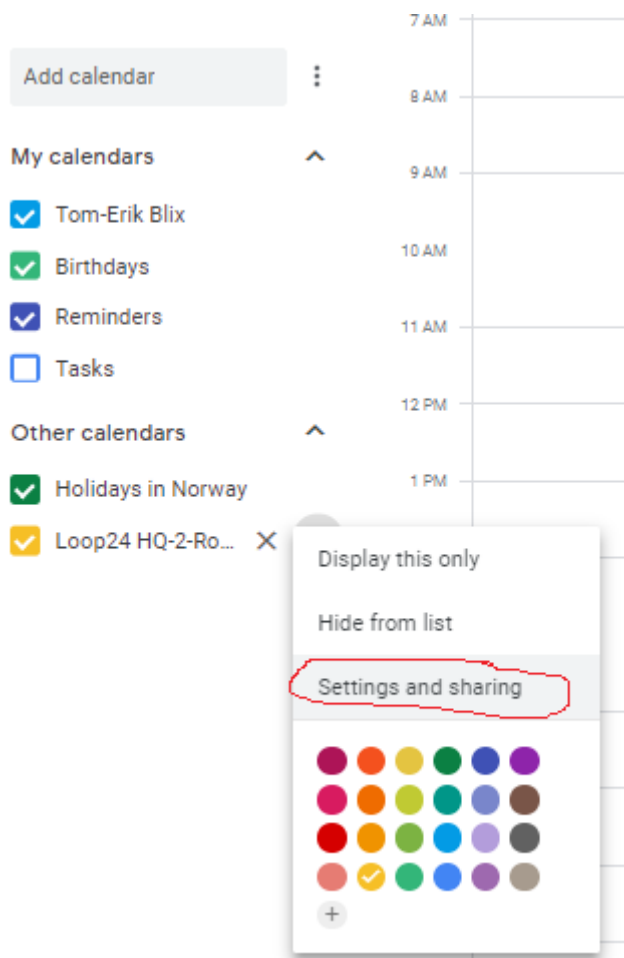
- Click on the three "dots" in the end of "Add calendar" and select "Browse resources"



- Tick off to view all your room calendars



- Click on the three "dots" in the end of the calendar you want to configure and select settings and sharing





- Make sure to set the correct timezone
- And add your room administrator that you created in step 1 with rights to make changes and manage sharing.

The screenshot shows the 'Calendar settings' page for a Google Calendar. The left sidebar lists various settings categories, with 'Calendar settings' selected. The main content area is divided into sections: 'Calendar settings', 'Auto-accept invitations', 'Access permissions', and 'Share with specific people'. In the 'Calendar settings' section, the 'Time zone' dropdown is set to '(GMT+01:00) Central European Time - Oslo' and is circled in red. Below it, the 'Organization' is listed as 'Loop24 AS'. In the 'Access permissions' section, the checkbox for 'Make available for Loop24 AS' is checked. In the 'Share with specific people' section, the 'Roomadmin LoopMeeting' user (roomadmin@loopmeeting.no) is listed with the permission 'Make changes and manage sharing', and this entry is also circled in red. The footer of the page shows '©2019 Google'.

- Repeat steps for all your room calendars.