



LoopMeeting

Configuration Manual

LG

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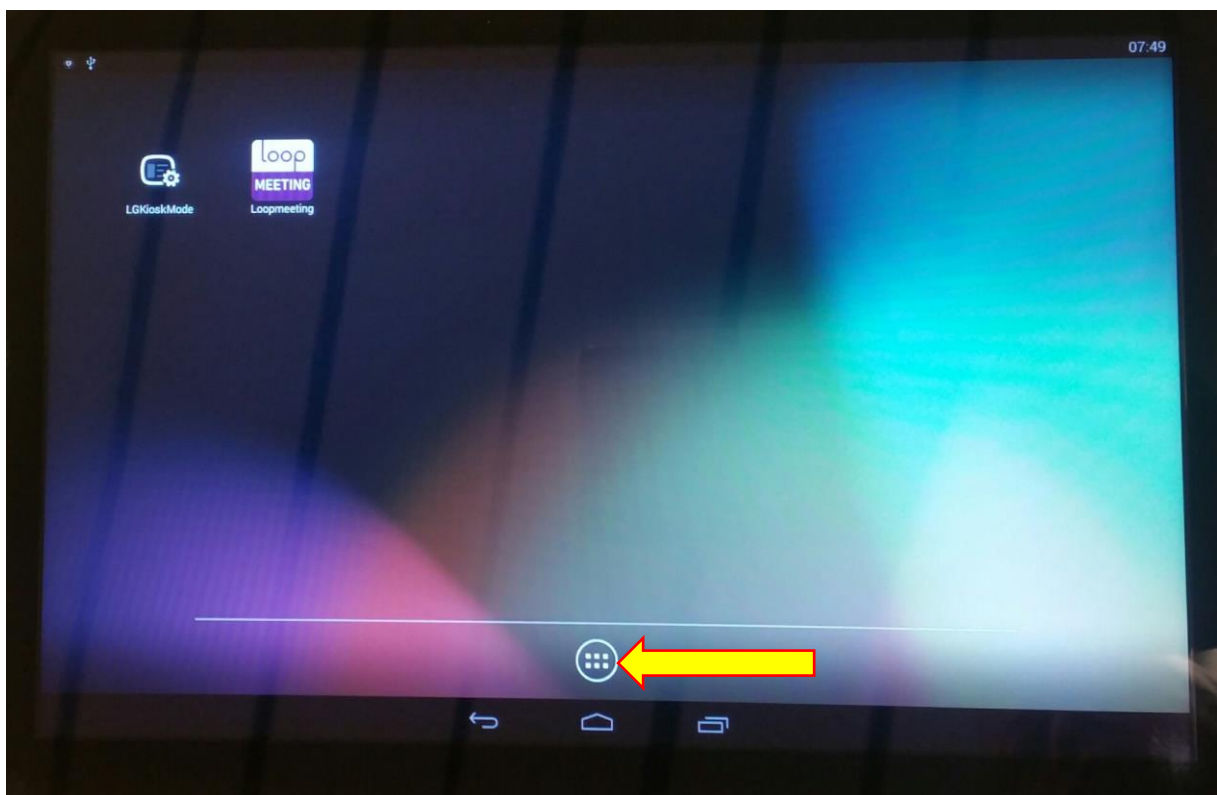
1. Configure LG panel settings (Android)

When the LoopMeeting panel is started for the first time it will start up with the screen as shown below.

By default the panel is set up to use LAN Cable and localized for the country you have purchased it. (Norway – Norwegian language and Timezone)

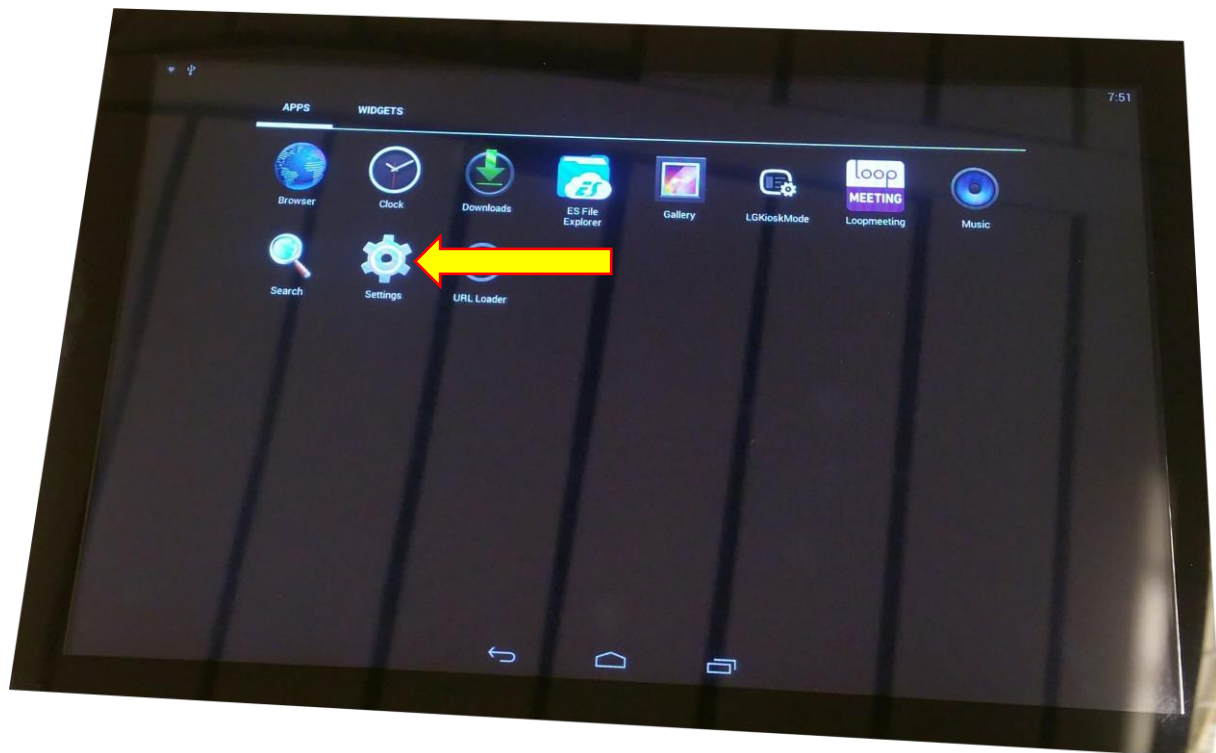
If you are to change the localization or use WiFi then you need to configure the WiFi settings before you start the LoopMeeting App.

To configure the panel settings please press the “All Apps” button

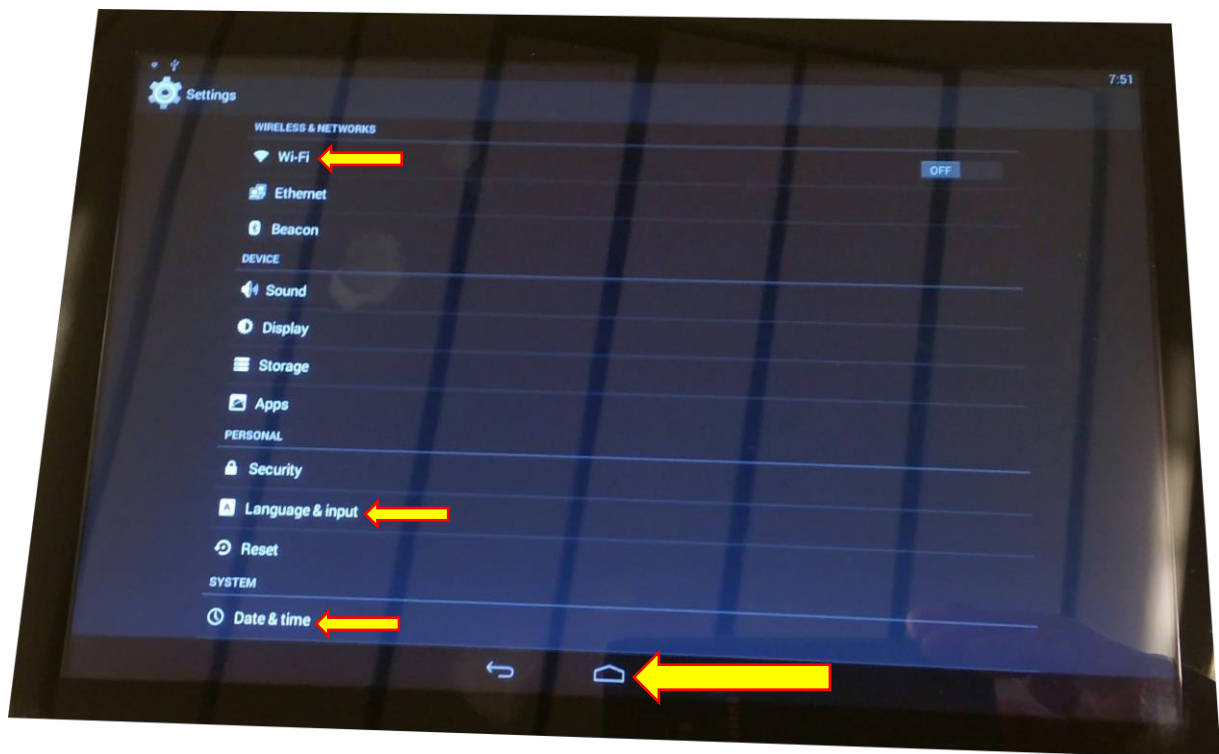




Then press the “Settings” button, if the panel is configured for Norwegian localization, the button will be named “Innstillinger”



You can configure the panel settings like WiFi, Localization, timezone and so on...
After the configuration is done, press the “Home” button to exit.





2. Initial configuration of the LoopMeeting App

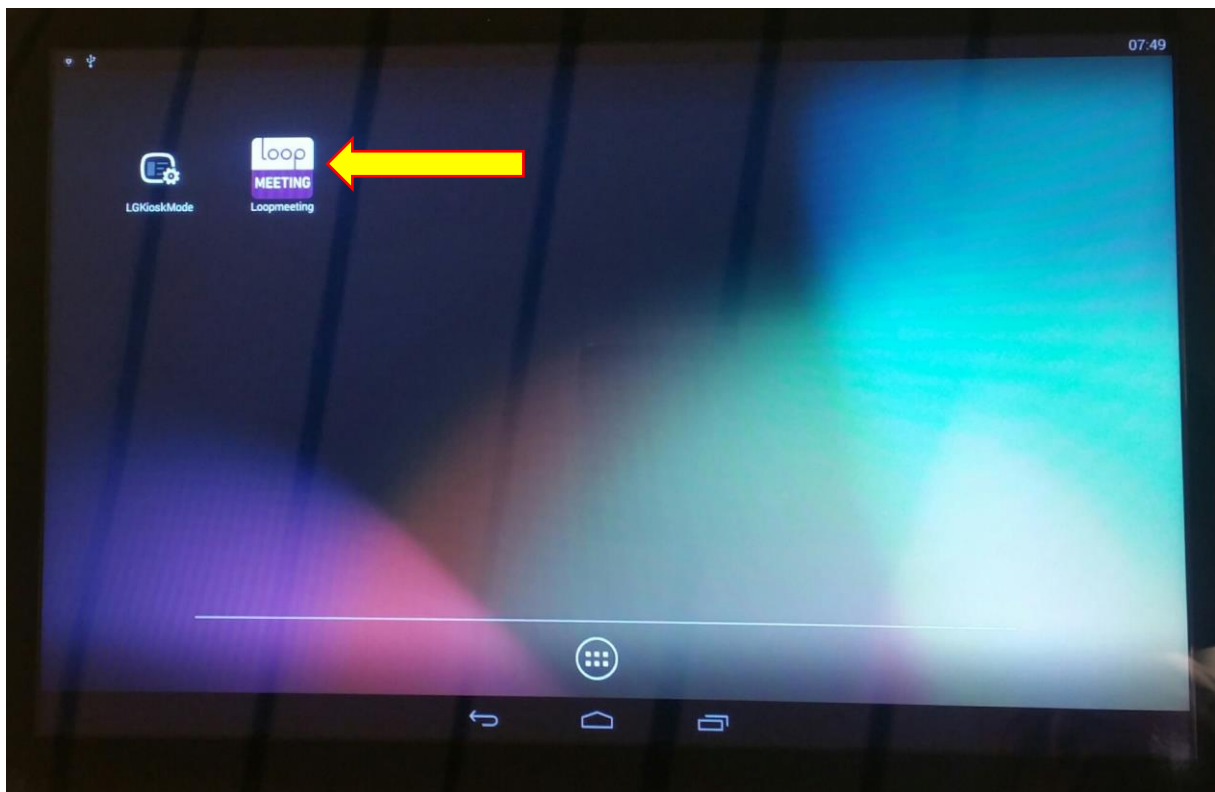
Before you start the LoopMeeting App, please verify that time and date are correct. The Android OS synchronizes by default time and date with an internet based NTP server, so if NTP is not open in your network, please consider to open it – or you must set the NTP server to a local server in time/date settings.

Also make sure that you have HTTPS access to your exchange environment.

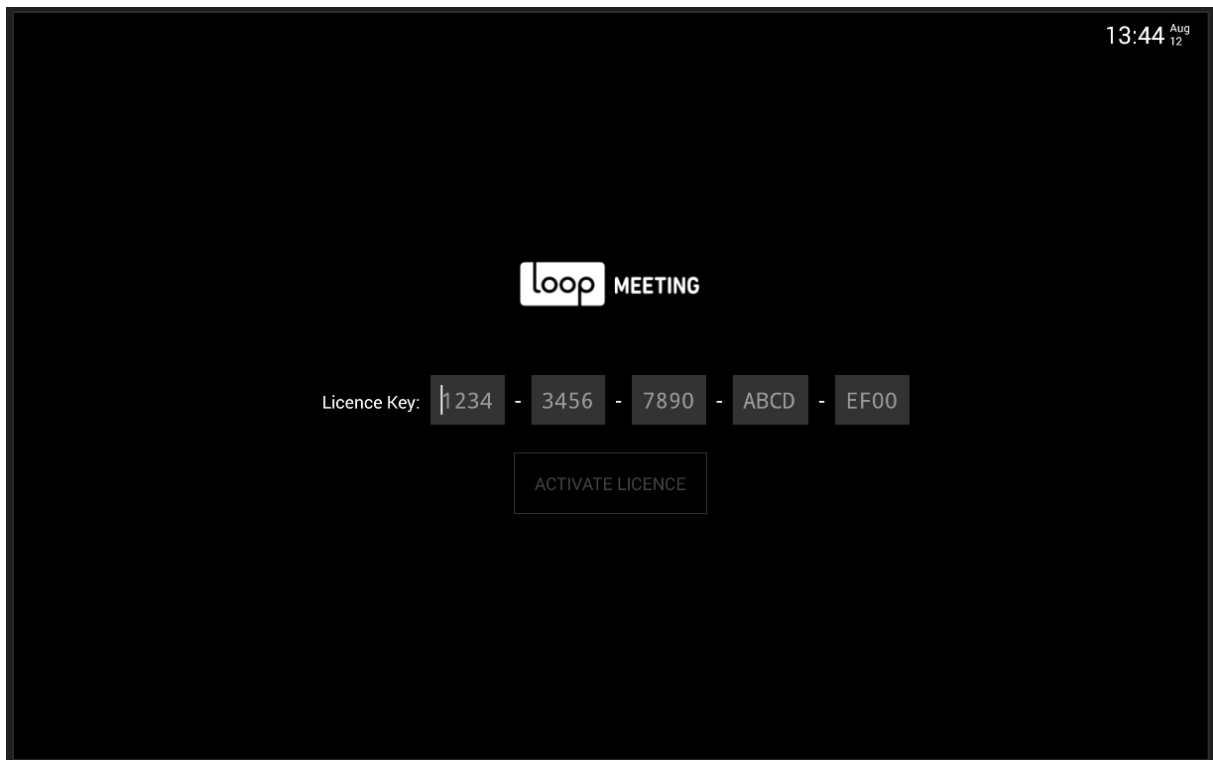
You can test this by starting the internet browser on the Android panel and access Exchange OWA.

([https://\"mailserver\"/owa](https://\))

Start the LoopMeeting App.



2.1 License Code



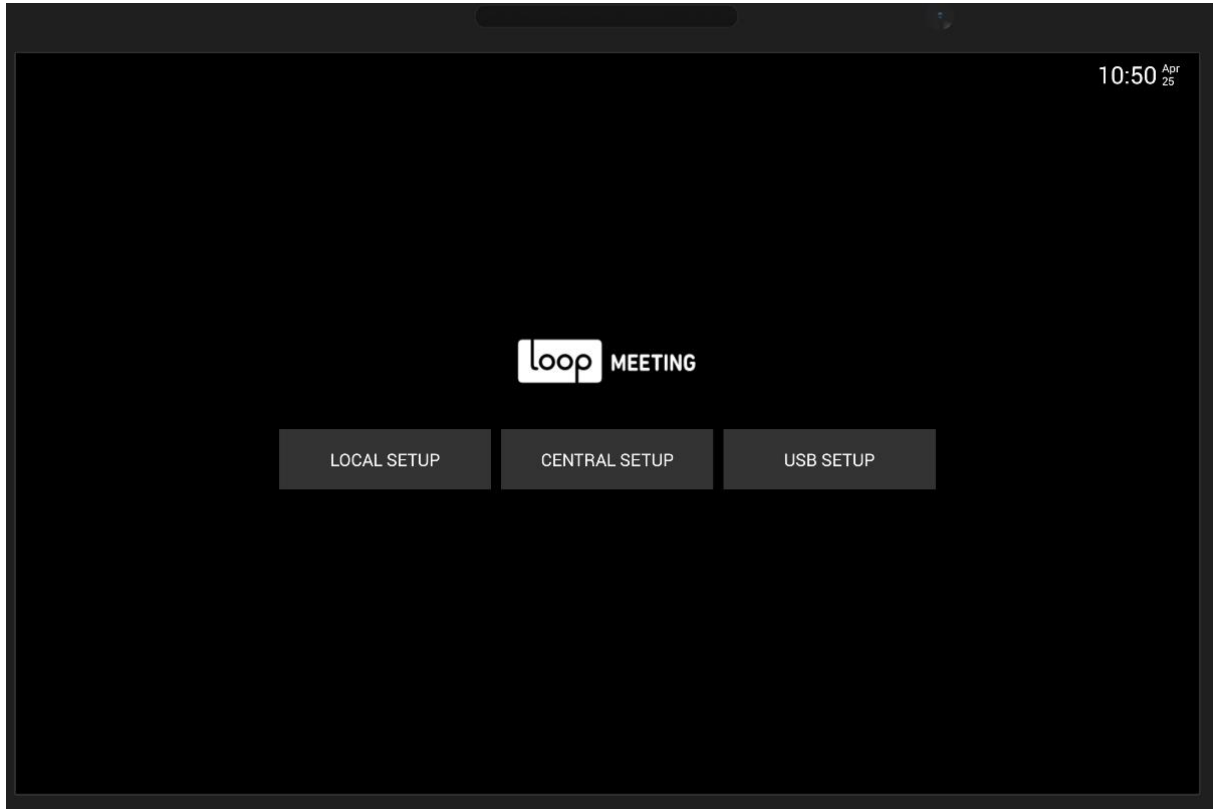
Enter the license key that came with you panel or in the LoopMeeting Admin WEB.

Please note that the panel must be Internet connected to make the initial activation.

Internet connection is only needed the first time the app is started as a part of license key verification. After that the panel will also work without internet connection (As long as it has connection to the Exchange environment and NTP server).

The license key will be associated to the panel where it's activated. A key cannot be used on more than one panel. So please keep track of your license keys and panel associations.

2.2 Setup modes



LoopMeeting has three ways of initial configuration modes.

Press the button for the preferred configuration mode.

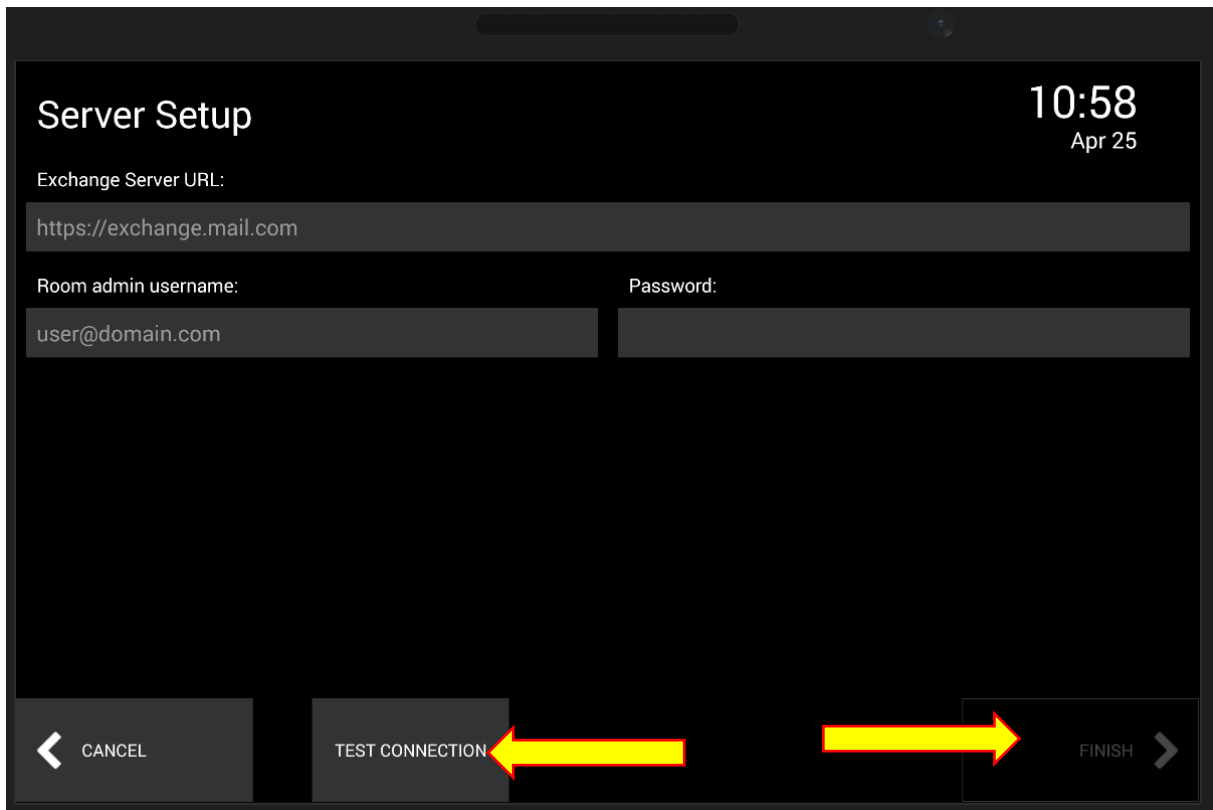
- **Local Setup**, all settings are entered manually.
- **Central Setup**, all settings are pre configured by an administrator
This requires that you have registered an account on <https://loopmeeting.no>
(recommended for organizations with 15 meeting rooms or more.)
- **USB Setup**, settings are either cloned from another panel or from the central setup administration tool.

2.3 Local Setup

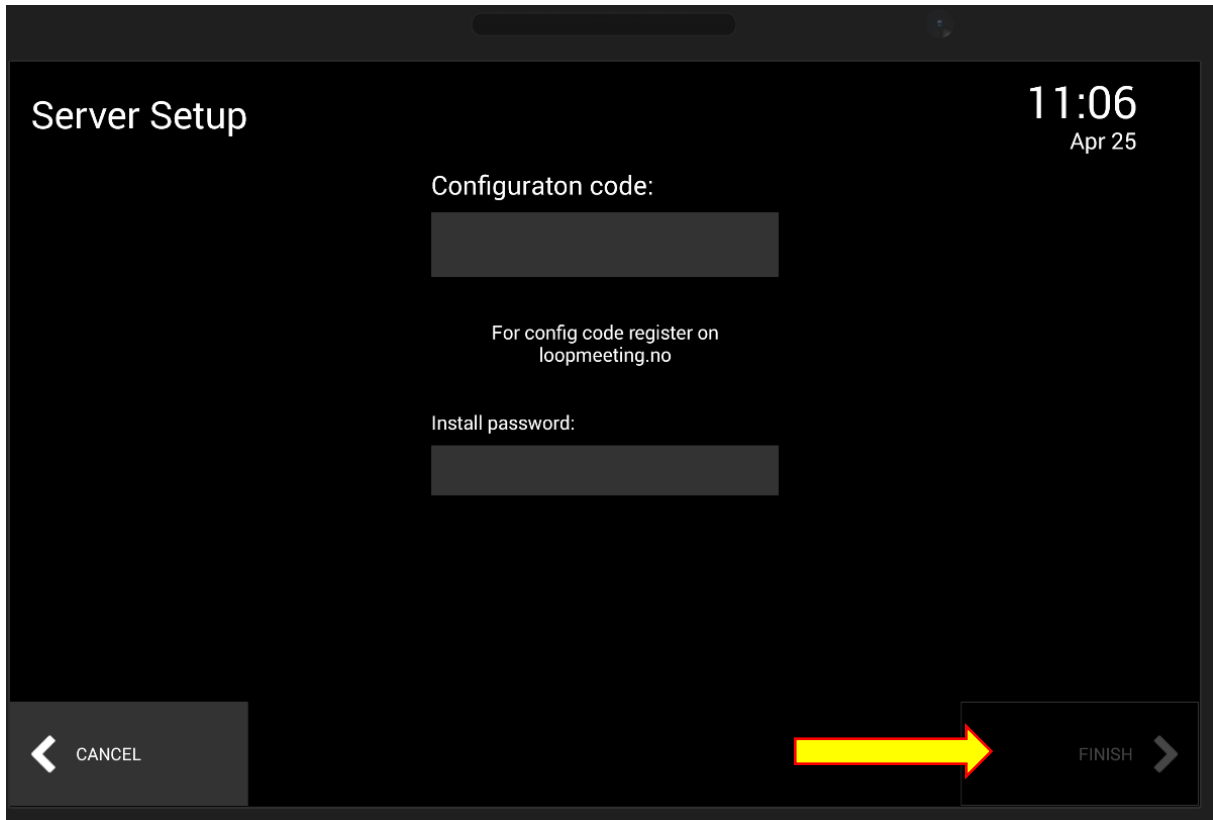
- Enter the Exchange Server address (Always specify HTTPS://)
- In many cases if Autodiscover is not correctly configured you must specify the whole URL
Example: <https://mailserver/ews/exchange.asmx>
- Enter Room Admin username and password (As configured by Exchange administrator)
In most cases username is specified in UPN format: user@domain
It can also be traditional domain\user or just the username.
Please consult with Exchange administrator.

Then after information is entered, press the “Test Connection” button

If successful connection, then press Finish button, and the app will restart and connect to the Exchange environment.



2.4 Central Setup

A screenshot of the "Server Setup" screen in the Loop Meeting application. The screen has a dark background. At the top left, it says "Server Setup". At the top right, it shows the time "11:06" and the date "Apr 25". In the center, there are two input fields. The first is labeled "Configuraton code:" (note the typo) and the second is labeled "Install password:". Below the first input field, there is a line of text: "For config code register on loopmeeting.no". At the bottom left, there is a "CANCEL" button with a left arrow. At the bottom right, there is a "FINISH" button with a right arrow. A large yellow arrow points from the "FINISH" button towards the right.

Enter the Configuration Code and Install Password provided by your administrator.

Then press Finish button, and the app will restart and connect to the Exchange environment with the room settings configured by your administrator.

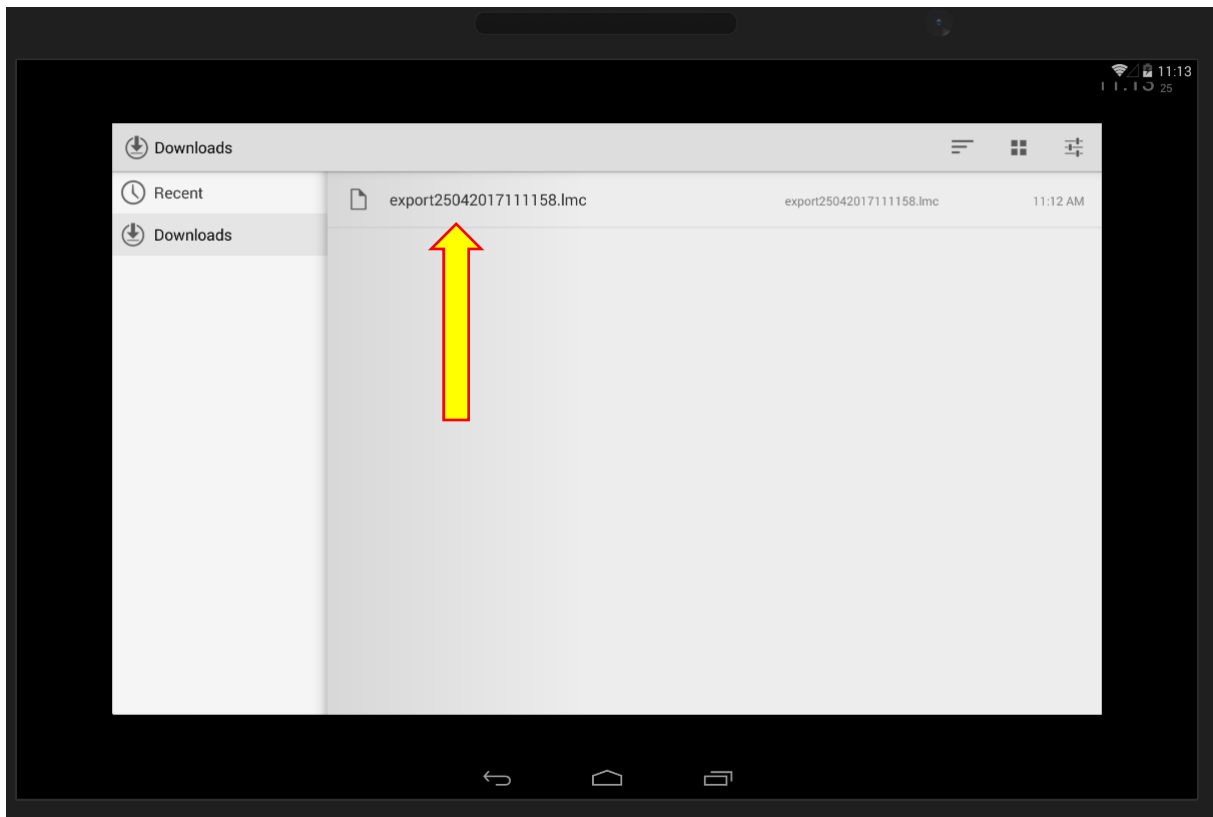
If you are the administrator, register and set up for Central administration at:

<https://loopmeeting.no/registration.php>

Then log in at:

<https://loopmeeting.no/admin/>

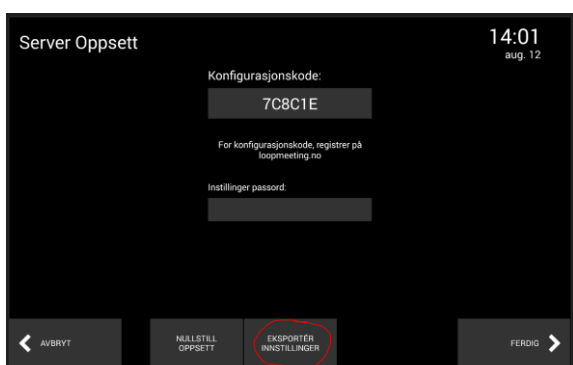
2.5 USB Setup



Select the export settings file.

The app will restart and connect to the Exchange environment with the room settings configured in the export file.

To create a settings file do an export from an already configured panel.





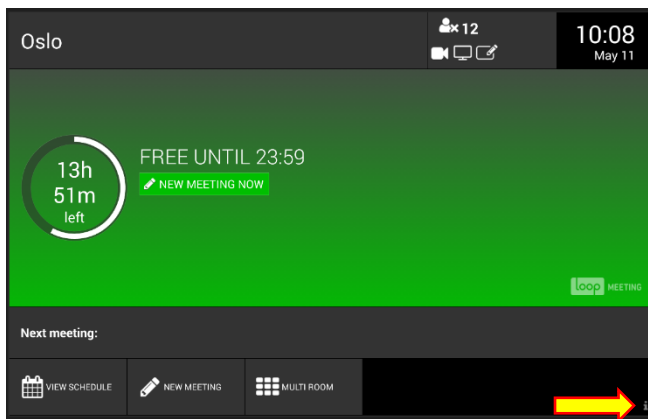
3. Configure the LoopMeeting App room settings

3.1 Basic room settings

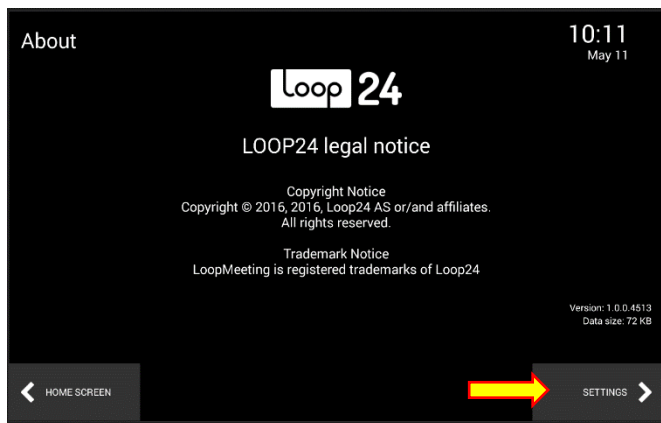
After initial setup the LoopMeeting app will pick the default meeting room to present with basic settings. (If Central setup is selected, then everything is set as configured by administrator)

You should now configure the room settings.

Press the “Information” button.



And then press the settings button.



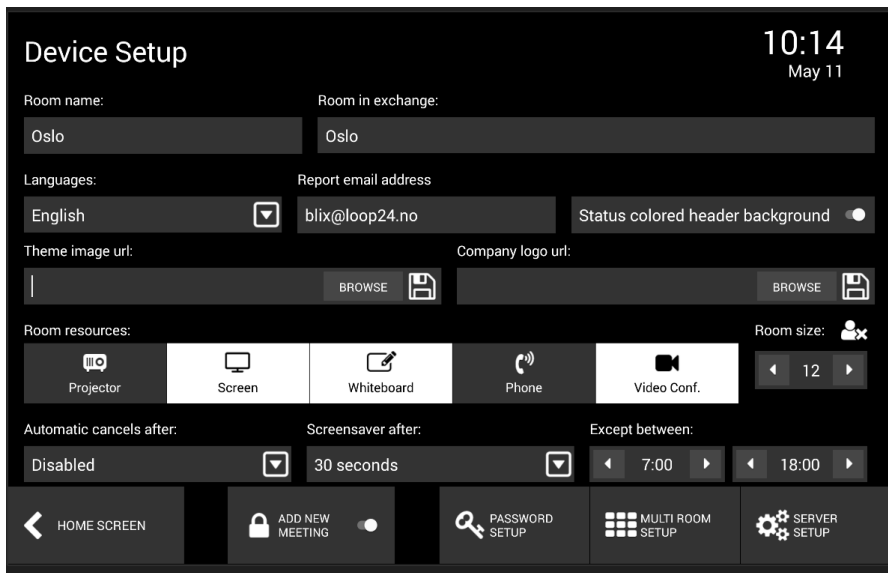


- First, select Language from the dropdown menu.
If language is changed the app will restart.
- Select what room to present by pushing the room in Exchange address space.
If you have many rooms, there is a search option as well
- Optionally, change the presented name of the room you have selected.
This might be a good idea if the room names are long and contains a lot of information.
- Optionally enter an email address where faulty equipment in the room will be reported.
(Typically helpdesk or room facility manager email address.)
- Optionally select Company logo file and Theme image
(Load either from a URL or an USB Stick)
If URL, type in the whole URL – Example <https://loopmeeting.no/logos/loop24.png>
Then press the Save symbol. Save must always be pressed if image is loaded from URL or USB. This saves the image locally so it will not need to download each time the app is started.
- Configure what type of equipment that is fitted in the room and room size.
- Configure working hours in the screen saver settings. Note that screen saving will be active outside these hours.
- If you want your users to confirm that meeting has started, set the time in “Automatic Cancels” settings. Note that if users does not confirm the meeting has started, the booking of the room will be ended and room will be made available.
- Now, press the “Home Screen” button and settings are saved.

3.2 Advanced room settings

Now all the basic settings for the room is set, but you would like to do some more configuration as well to enable more advanced functionality.

- Optionally enable “add new meeting” on the panel.
This enables the users to end, add and extend meetings directly on the panel.
- Optionally set a password setup, to password protect the configuration mode.
- Optionally configure Multi Room Setup.
This will enable the panel to show status of other rooms selected
(See next picture for config options)

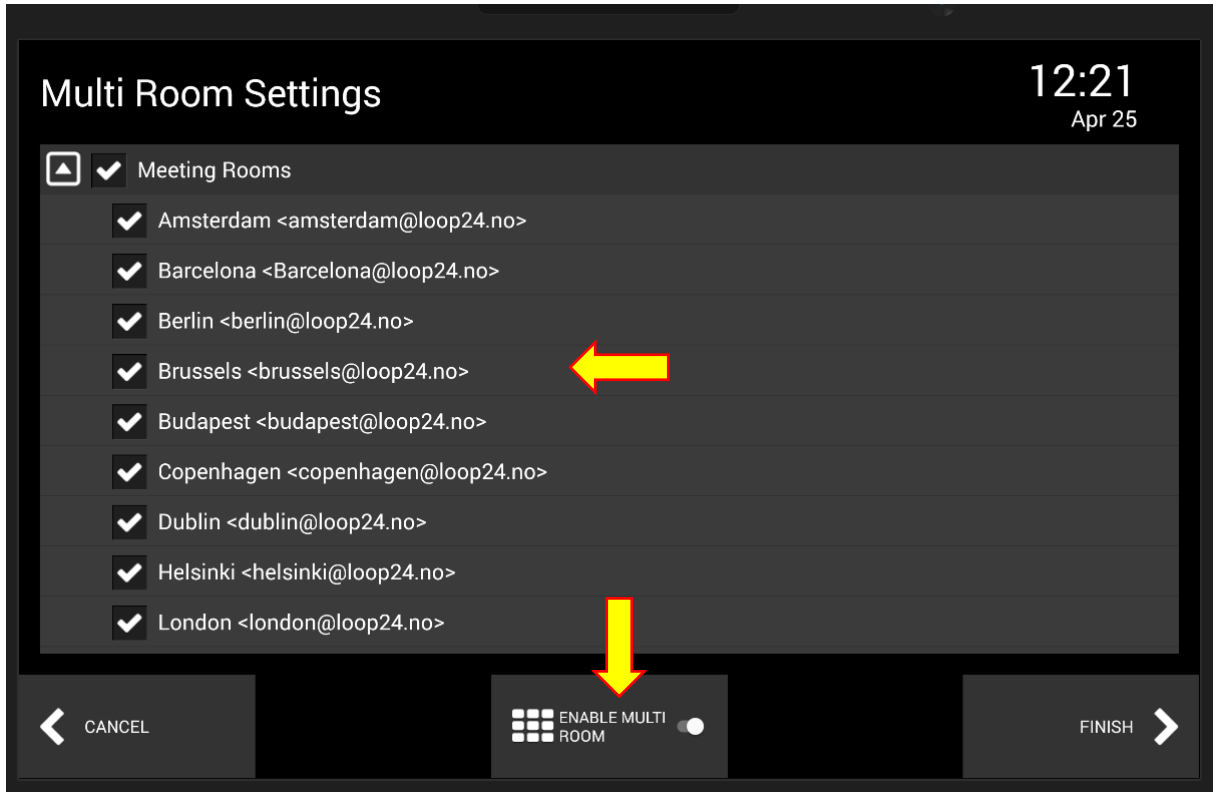


- Optionally select Theme Image (Load either from a URL or an USB Stick)
This will then be the background image of the LoopMeeting panel.
If URL, type in the whole URL – Example <https://loopmeeting.no/logos/mb1.jpg>
Then press the Save symbol. Save must always be pressed if image is loaded from URL or USB. This saves the image locally so it will not need to download each time the app is started.
- You might also want to select the “Status colored header background” option.
This option will make the top line to show meeting room color status even if you have selected an optional theme.

Multi room configuration

Select enable multiroom, and select what rooms to show in the multiroom view.

Typically you want to see meetingrooms that are located near the room where the actual LoopMeeting panel is mounted.



To save settings, press the “Home Screen” Button

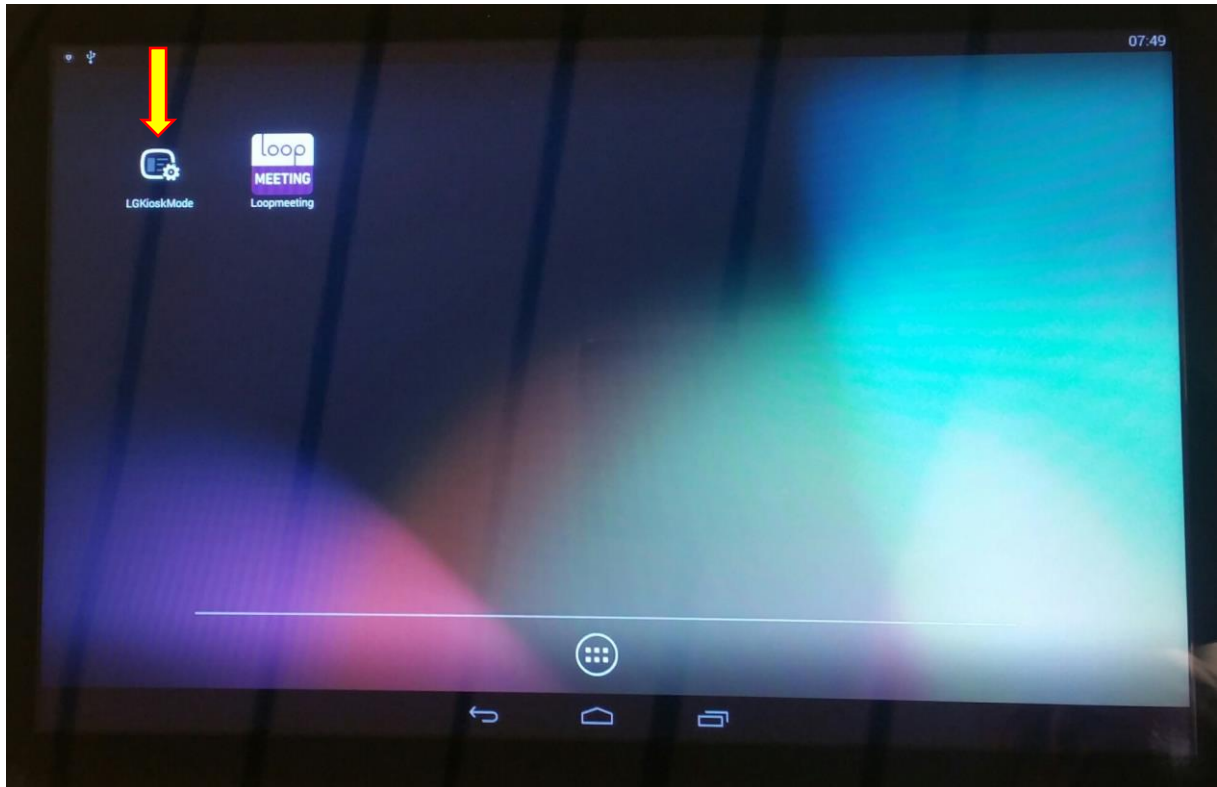
Please note that in some cases it will be needed to restart the App when select a Theme image to make it display properly. Please do a manual restart by unplugging the power, wait a few seconds and then plug it again. This will make the picture to show properly.

4. Finalization of the configuration

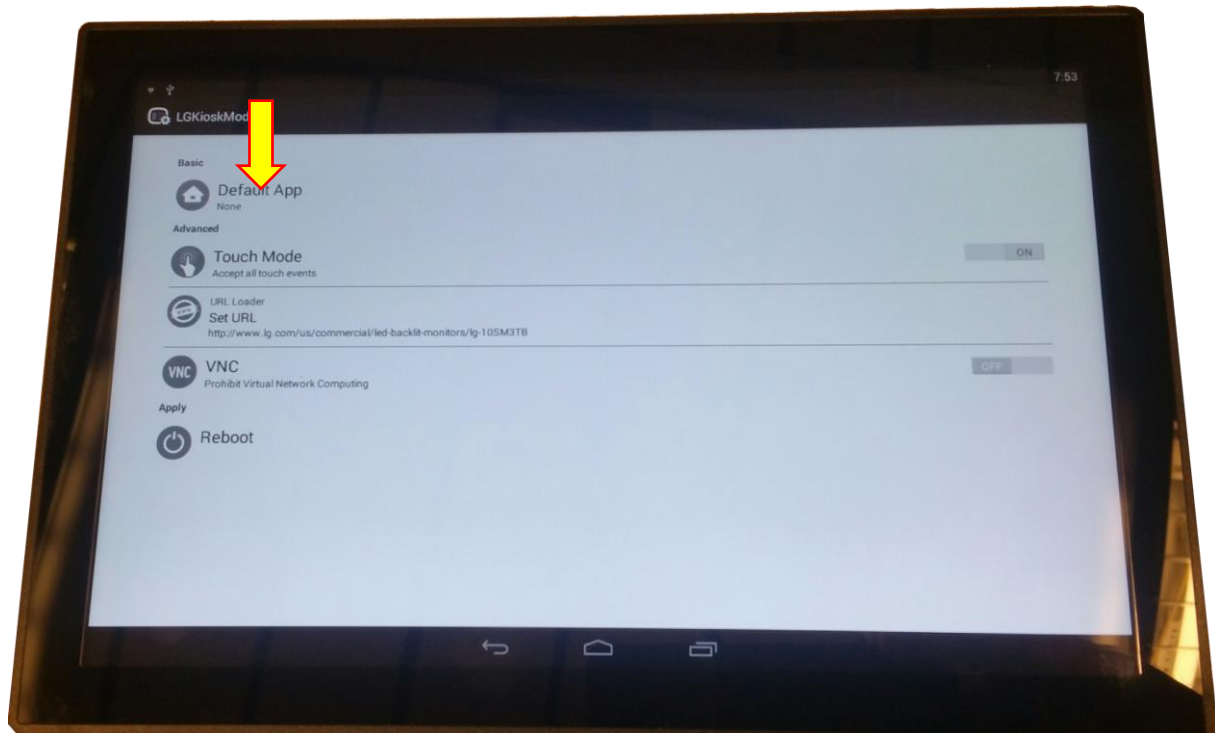
To finalize the app configuration and enable the LoopMeeting app to work in “kiosk” mode. Please configure as follows.

Restart the panel so you have the startup screen.

Start the “LGKioskMode” app.



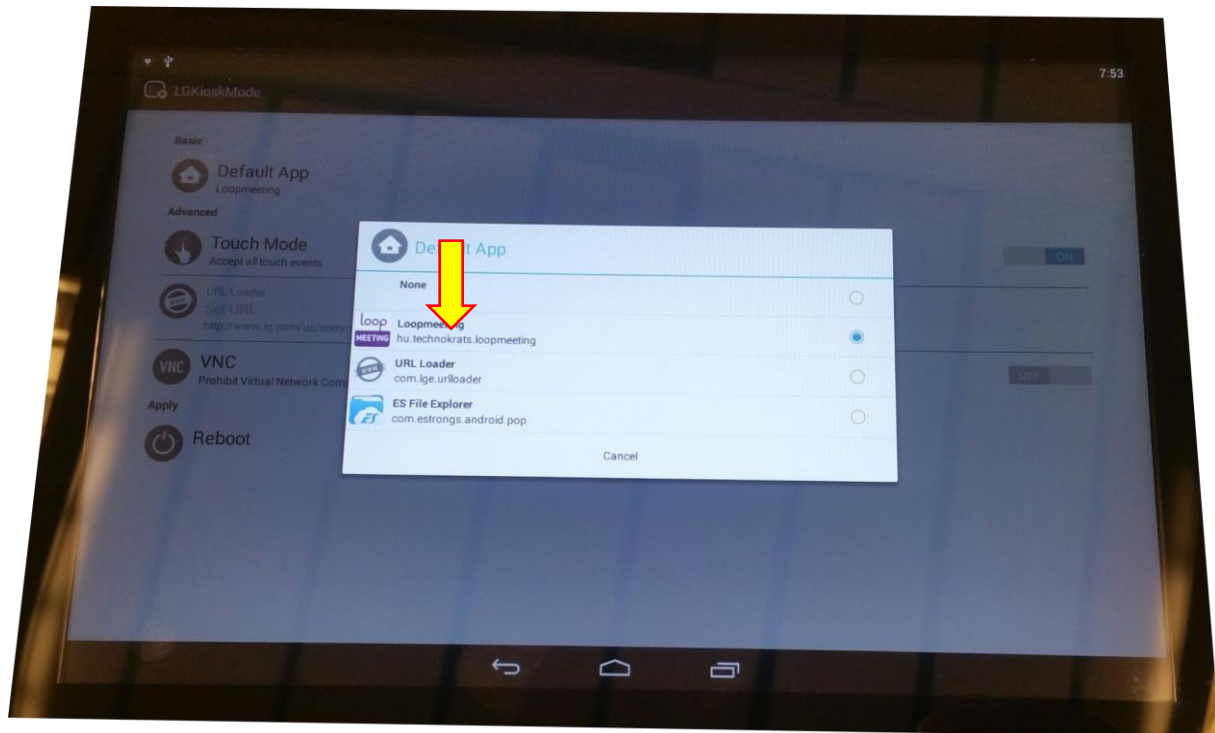
Press the “Default App” area.





Select "LoopMeeting" App as the default app

Then press "Reboot" button.

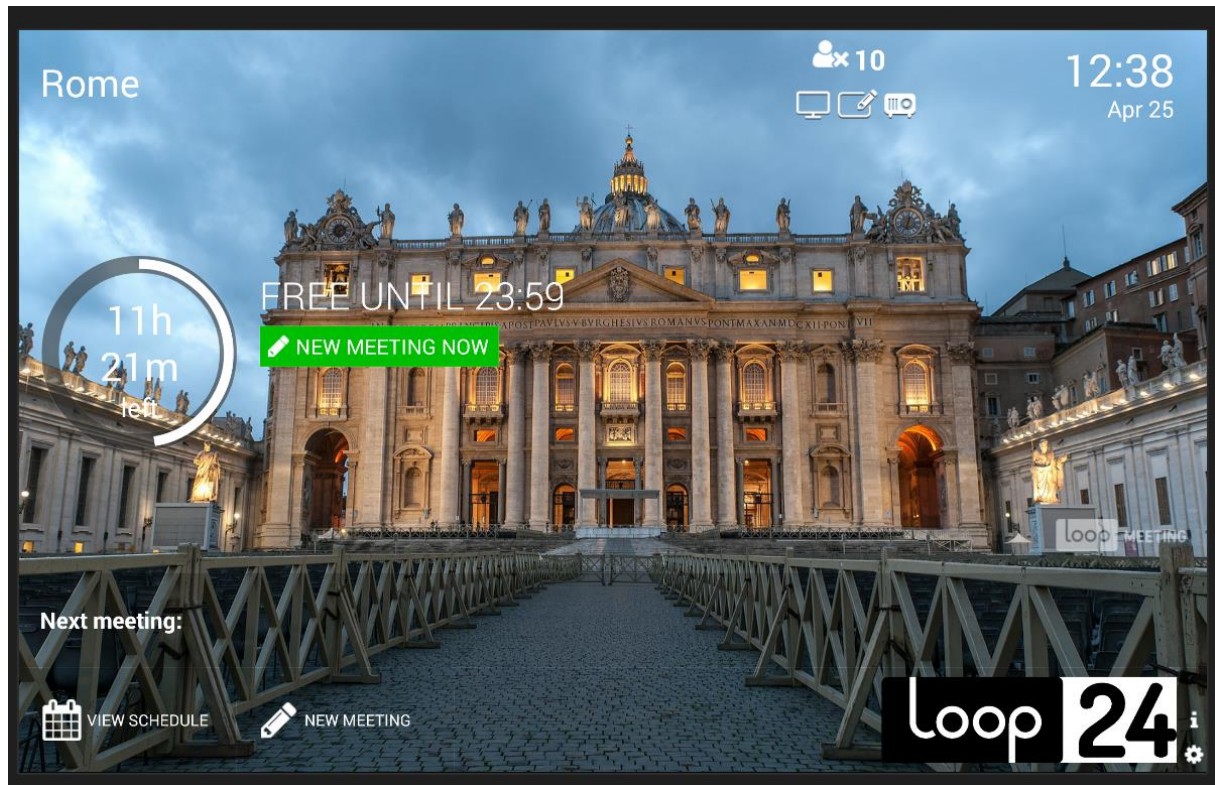


The panel will restart and after about 5 seconds from when you see the default screen the LoopMeeting App will start automatically – and it cannot be closed.

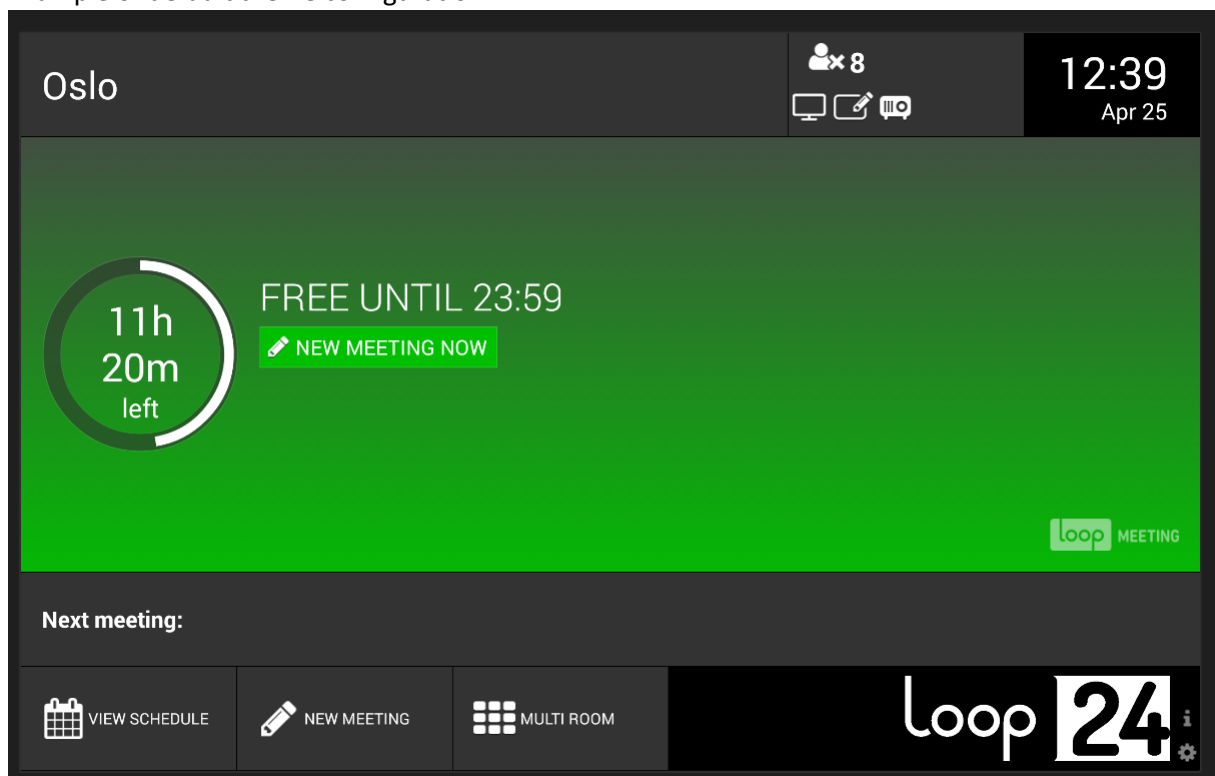
Please note, to disable "Kiosk Mode"

Be really quick and Start the LGKioskMode" app just after powering on the panel and select "None" as the default App.

Example with background image from Rome.



Example of default theme configuration



Example of Multiroom view.

Amsterdam FREE UNTIL 23:59 11h 19m left	Barcelona FREE UNTIL 23:59 11h 19m left	Berlin FREE UNTIL 23:59 11h 19m left
Brussels FREE UNTIL 23:59 11h 19m left	Budapest FREE UNTIL 23:59 11h 19m left	Copenhagen FREE UNTIL 23:59 11h 19m left
Dublin FREE UNTIL 23:59 11h 19m left	Helsinki FREE UNTIL 23:59 11h 19m left	London FREE UNTIL 23:59 11h 19m left
Oslo	Paris	Riga
 HOME SCREEN	Loop 24	