LoopMeeting

Application Manual

Contents

1. Main view

The main purpose with LoopMeeting is to have an overview of a meeting room calendar operated by Outlook/Exchange. It will show information about who has booked the meeting room and who has the next meeting.

LoopBooking also has several other features that might come in handy. Like, instant booking on the room and other rooms in the vicinity. Confirm meeting, end meeting and view schedule.

LoopMeeting – Main Screen
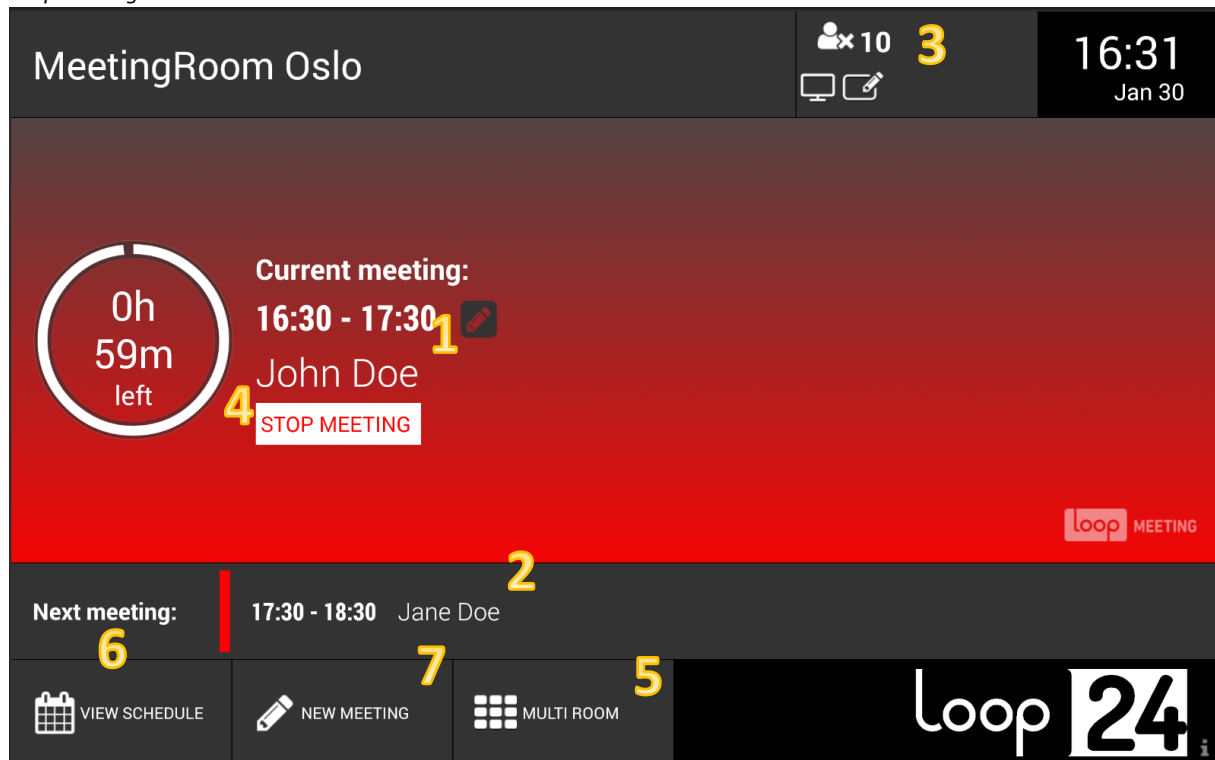
1. This field shows current meeting info.

2. This field shows information about the next meeting

3. This area shows how many persons the room can fit, and what kind of equipment is in the room. In this case it fits 10 persons, and has a screen and whiteboard.
   You can press this area to report error on the equipment (if enabled)

4. If the meeting ends early, you can stop the meeting by pressing this button and release the room so it can be used by your colleagues. If you press the button it will end the meeting instantly.

5. Press the Multi Room button to see the availability of other rooms in the vicinity.

6. Press View Schedule button to view the schedule for today or other days – and even do bookings

7. Press New Meeting to book a new meeting.

2. Report problems (3)

With LoopMeeting it is easy to report problems with room equipment, just press the equipment area, select what you experience problems with and press "Report Problem"
This will create an email to your help desk with information on what room and what equipment that causes problems. (This feature could be disabled)

LoopMeeting – Report problems screen
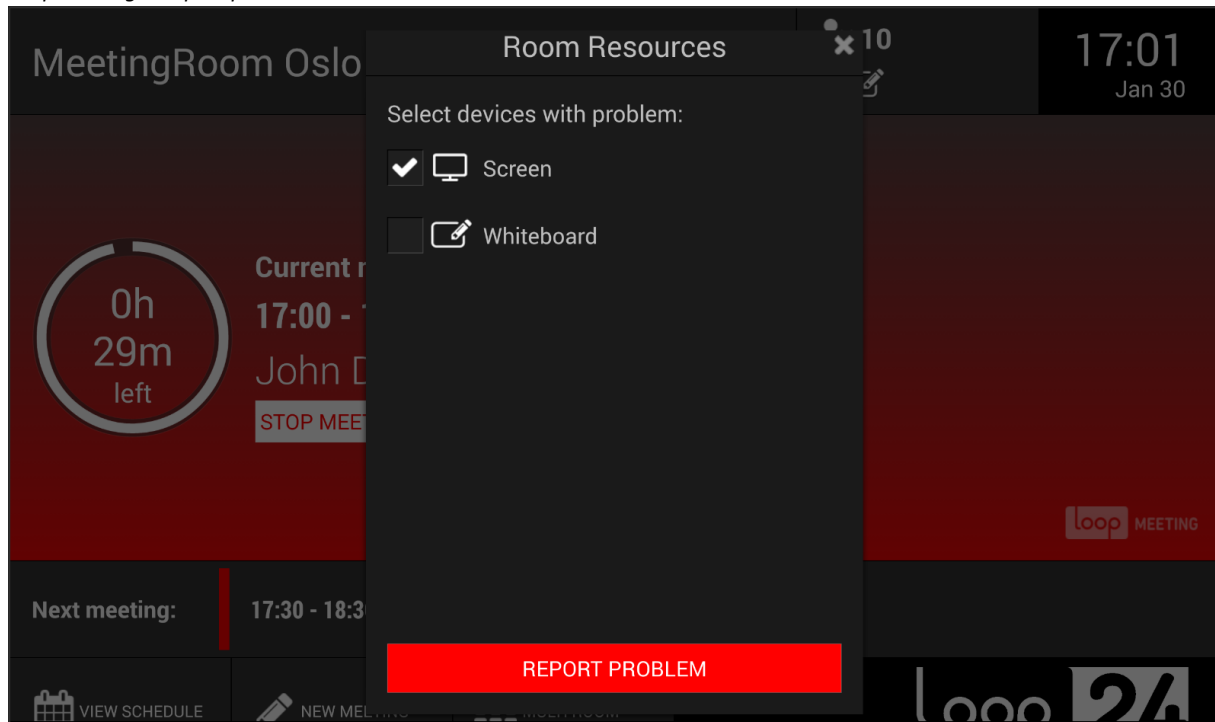
3. Multi Room (5)

IF you need to book a meeting room instantly, but the room you are in front of is not available. Just press "Multi Room" button, it will show you status on all the rooms in your vicinity, and just press the room that is available and do an instant booking.

LoopMeeting – Multi Room screen

Dublin FREE UNTIL 23:59 6h 57m left	**Oslo** FREE UNTIL 23:59 6h 57m left	**Riga** FREE UNTIL 23:59 6h 57m left
Rome FREE UNTIL 23:59 6h 57m left	**Stockholm** FREE UNTIL 23:59 6h 57m left	**Tallinn** FREE UNTIL 23:59 6h 57m left
Møterom 1 FREE UNTIL 23:59 6h 57m left	**MeetingRoom Oslo** **17:00 - 17:30** John Doe 0h 30m left	◀ HOME SCREEN loop 24

4. View Schedule (6)

If you want to view the room schedule, just press the "View Schedule" button.
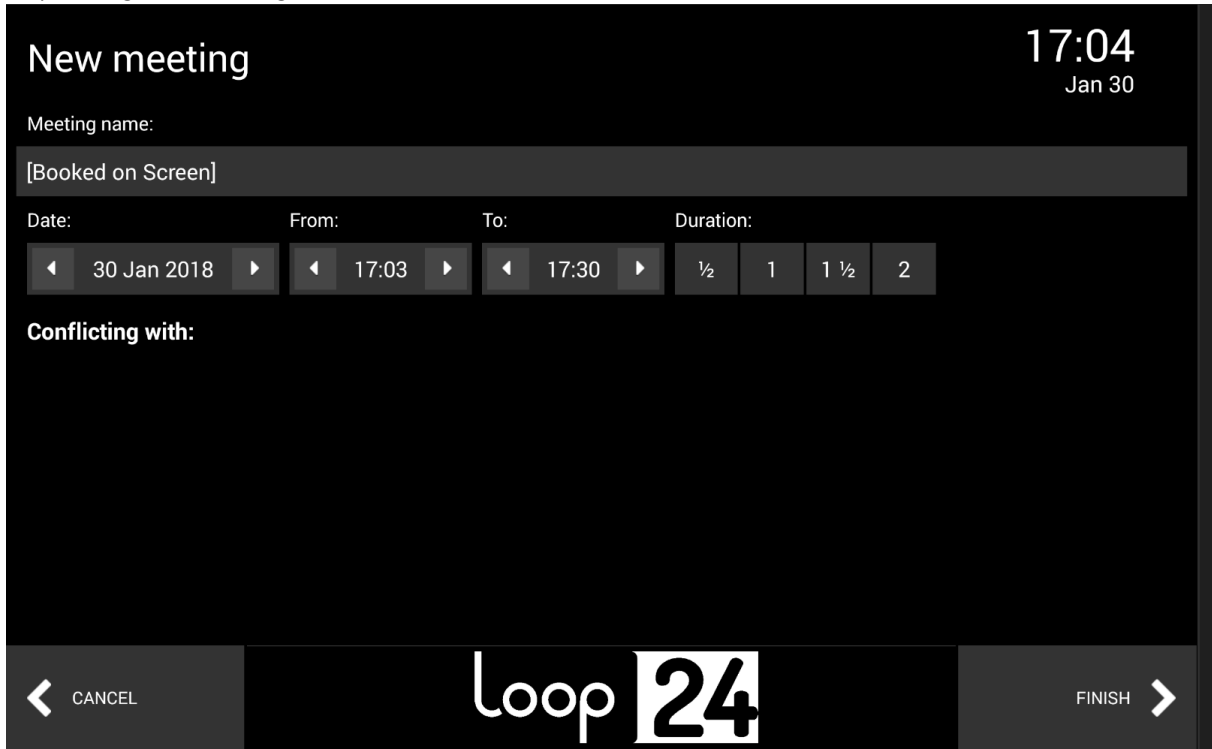This will show todays schedule, you can choose other days (back and forth) and even do bookings.

LoopMeeting – View Schedule screen
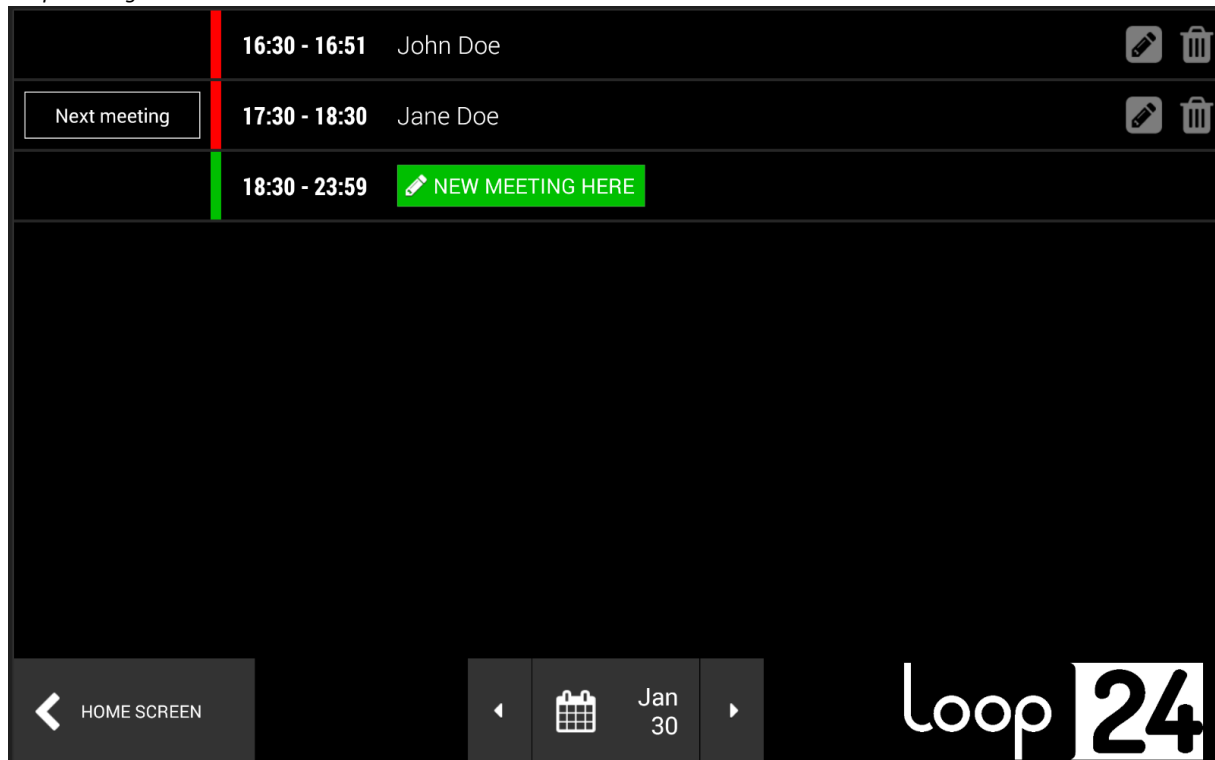
5. New Meeting (7)

You can instantly book a new meeting on the screen, either by pressing the "New Meeting" button, or use the "Multi Room" feature. You can fill in information on Meeting name, change date/time if needed or just select Duration buttons to do a quick booking.

LoopMeeting – New Meeting screen

6. Meeting Confirmation

If this feature is selected you have to confirm that meeting has started by pressing the "Start" button.

Please Note: If this is not done within the configured time (Default 15 minutes), the room will be released.

LoopMeeting – Start button screen