



# Technical installation manual

## Configure Google Workspace

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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 thru the HTTPS interface protocol.

### *Prerequisites*

The LoopMeeting application needs a Room Admin account that has rights to manage the resource (Meeting room calendar), as well as Oauth App trust.

Please follow this guide to make sure your Google environment is configured correctly

You will also need to set up LoopMeeting Central Config console to configure the LoopMeeting panels.

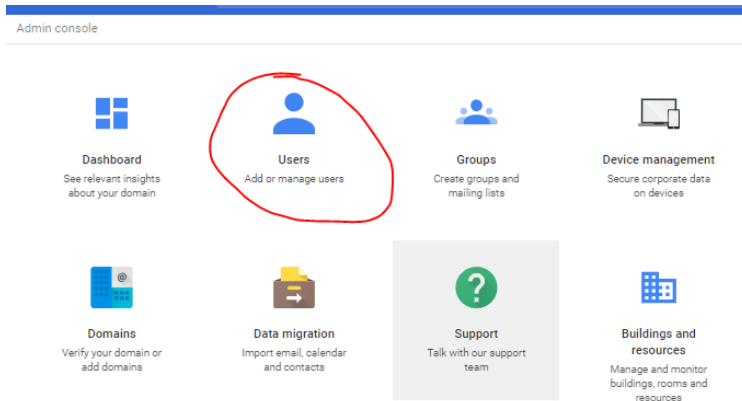
Please refer to: <https://loop24.no/loopmeeting/central-admin-configuration/>

## 1. Create LoopMeeting User Account

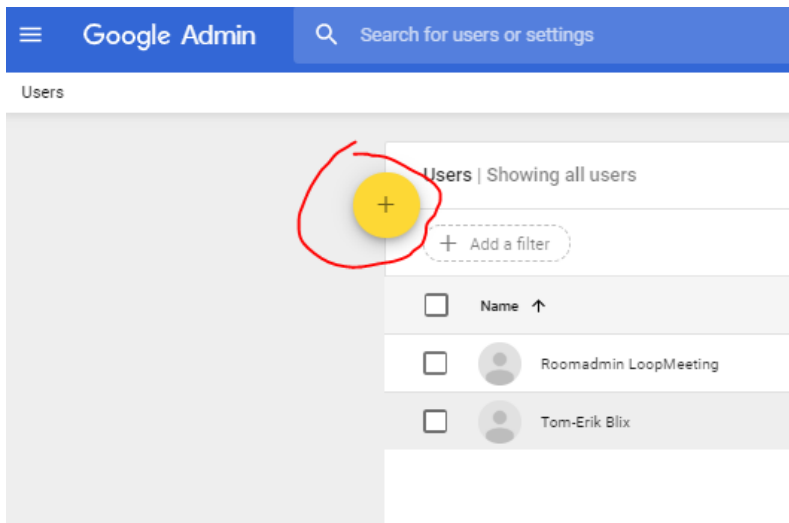
Sign in to the Google Admin Console

<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.

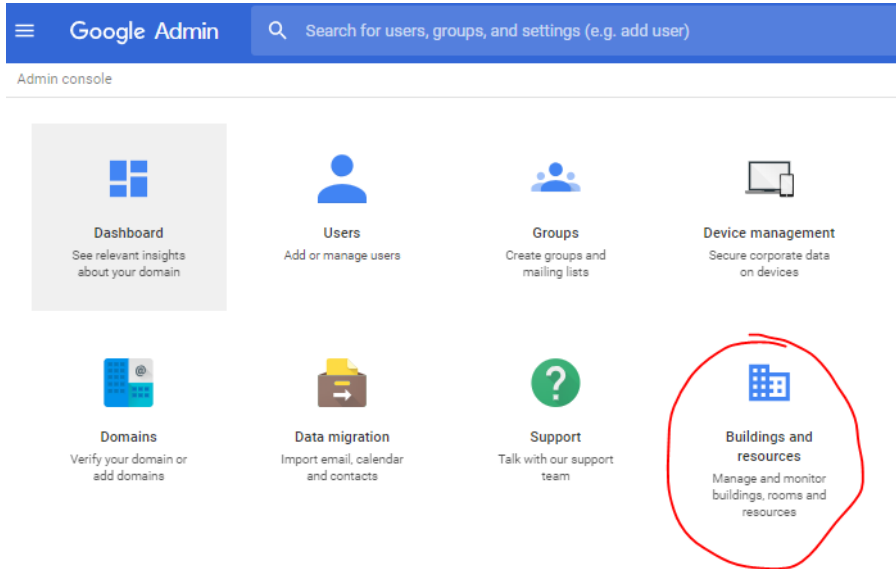
*Make a note of username and password*

This user will be used on the LoopMeeting panel.

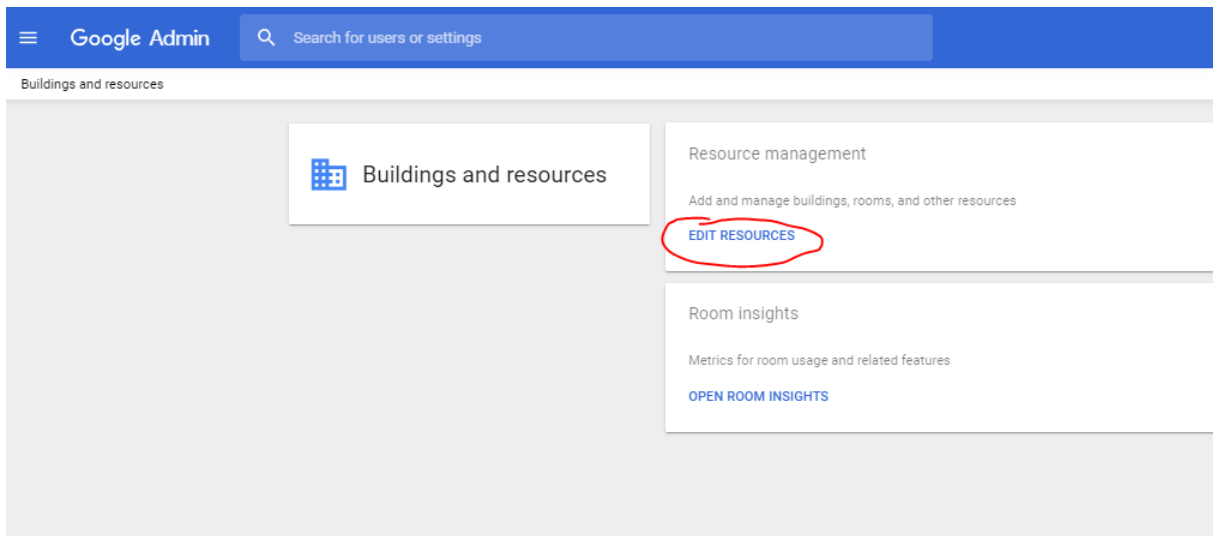
## 2. Create your room calendars

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

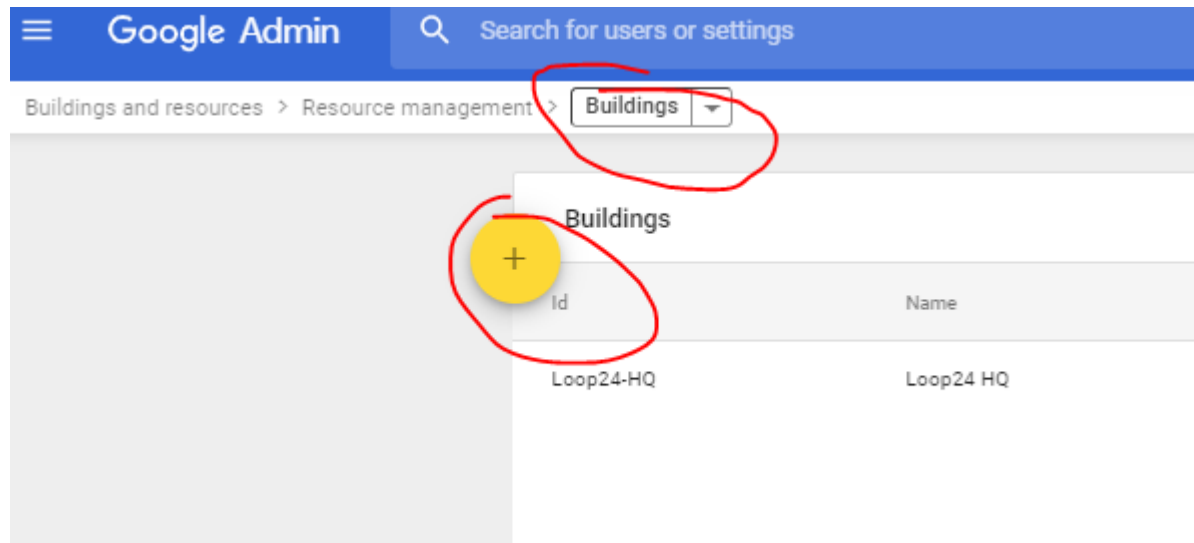
- Select Buildings and Resources



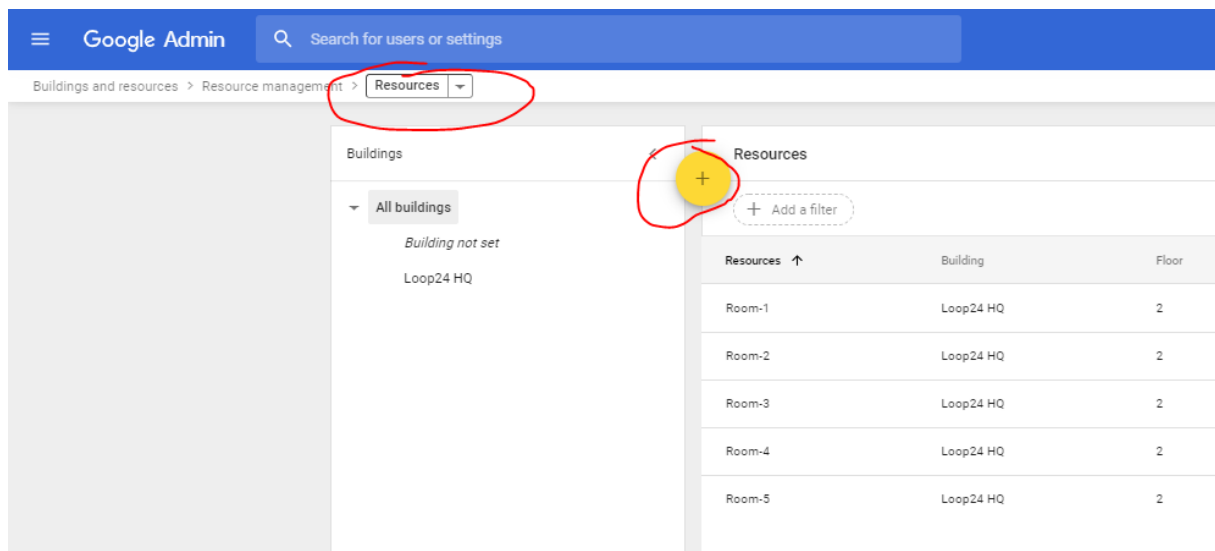
- Select Edit Resources



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

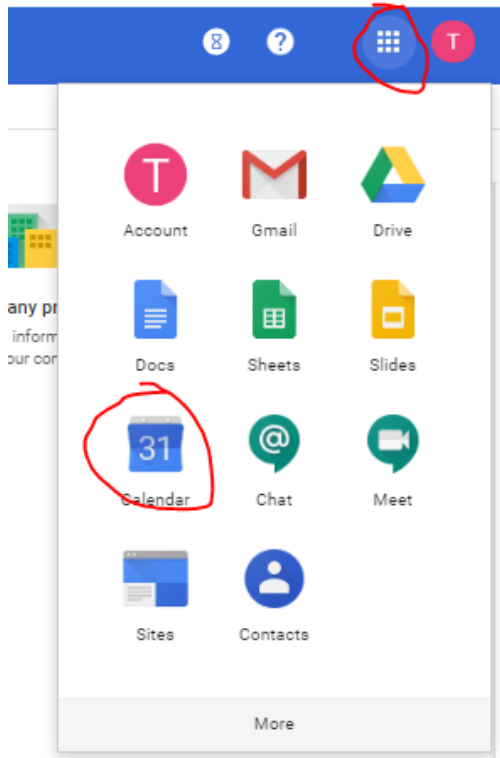


- Select Resources in top menu and add rooms as needed  
Please note that it can take up to 24 hours before the calendar will be visible/accessible to the users in your organization

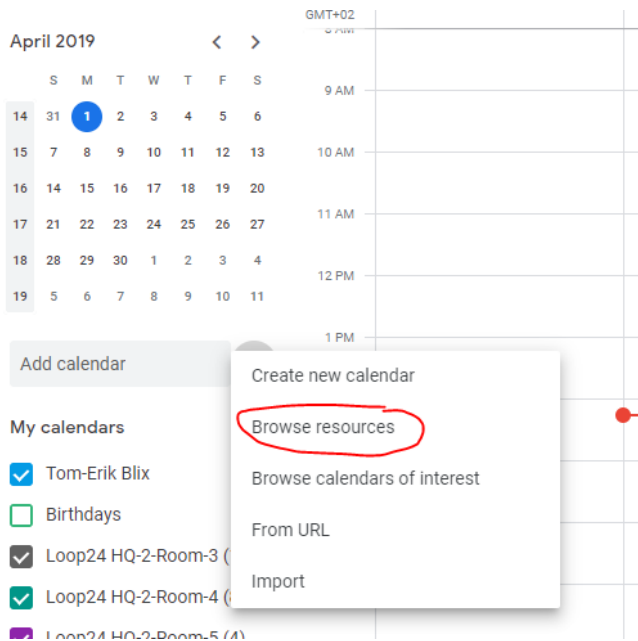


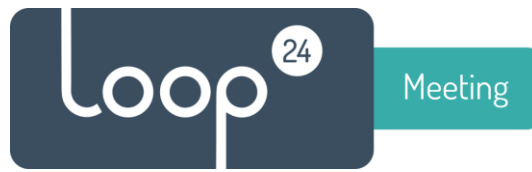
### 3. Share room calendars / give the user rights to the calendar

- Select calendar

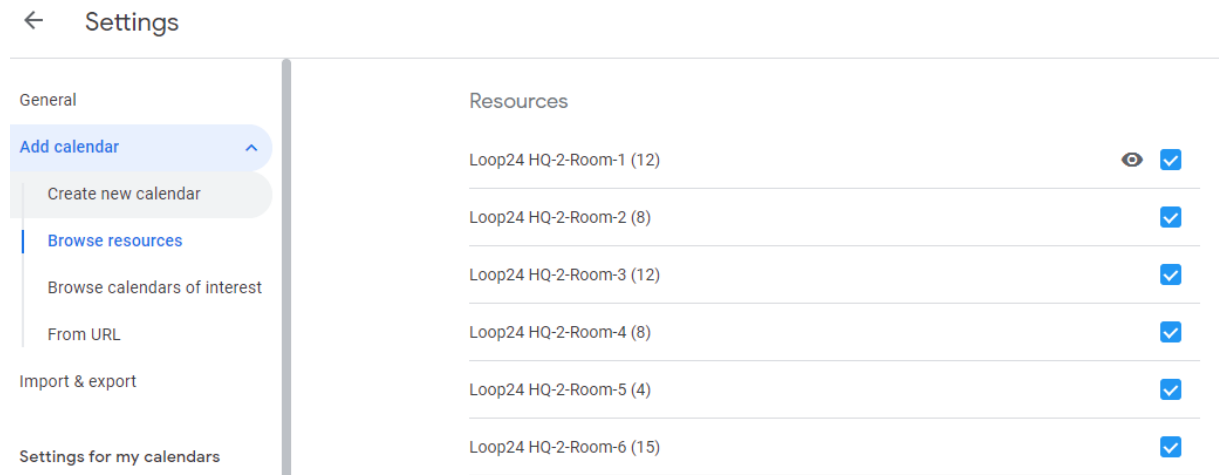


- Click on the three "dots" in the end of "Add calendar" and select "Browse resources"

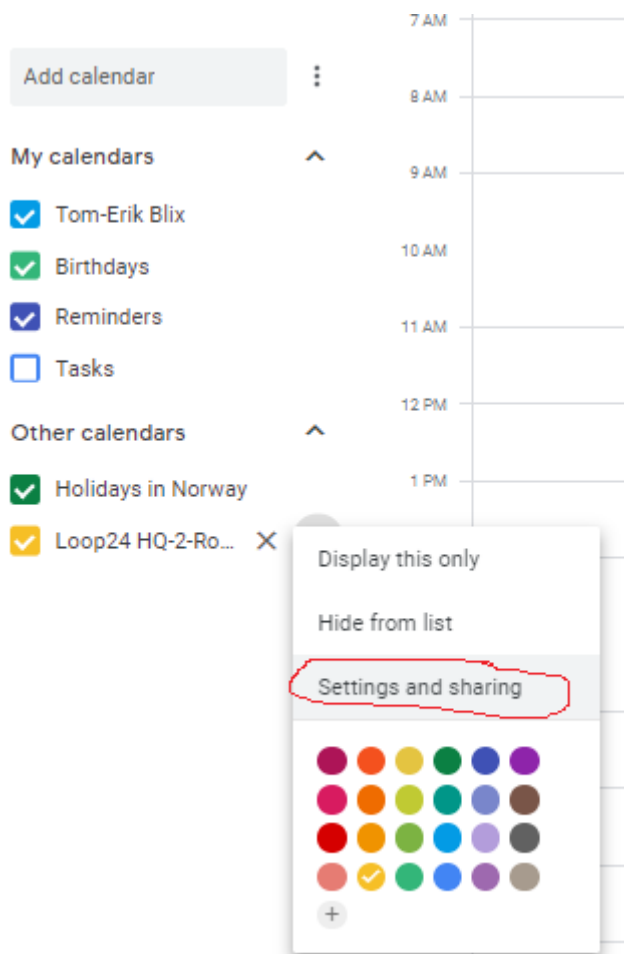




- Tick off to view all your room calendars



- 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 time zone
- And add your room administrator that you created in step 1 with rights to make changes and manage sharing.

A screenshot of the Google Calendar settings page for a room calendar. The left sidebar shows a list of calendars, with "Loop24 HQ-2-Room-1 ..." selected. The main content area is titled "Calendar settings" and includes sections for "Calendar settings", "Auto-accept invitations", "Access permissions", and "Share with specific people".

- Calendar settings:** The "Name" field is "Loop24 HQ-2-Room-1 (12)". The "Time zone" dropdown is set to "(GMT+01:00) Central European Time - Oslo" and is circled in red.
- Auto-accept invitations:** The dropdown is set to "Auto-accept invitations that do not conflict".
- Access permissions:** The "Make available for Loop24 AS" checkbox is checked.
- Share with specific people:** Two users are listed: "loopmeeting.no\_3134373833353632373535@resource.calendar.google.com (Owner)" and "Roomadmin LoopMeeting roomadmin@loopmeeting.no". The second user's entry is circled in red, and a dropdown menu next to it is set to "Make changes and manage sharing".

- Repeat steps for all your room calendars.

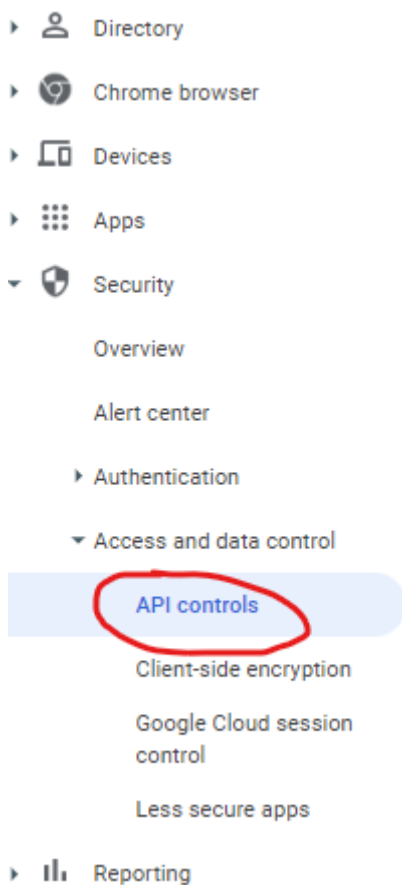
## 4. Add LoopMeeting App as trusted OAuth App

If you get error message: **Error 400: admin\_policy\_enforced**

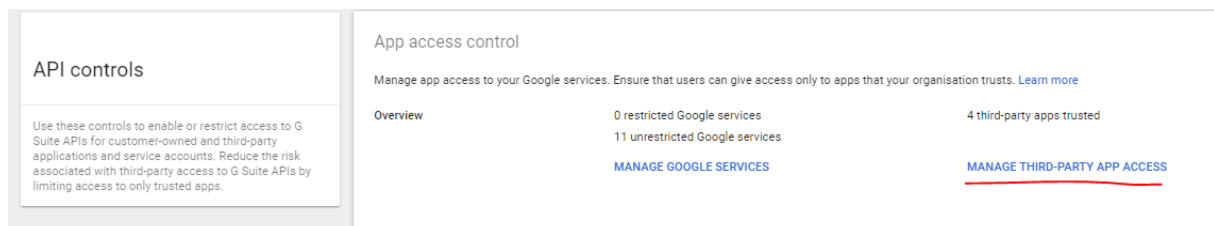
when you try to add your google service account in Central Configuration you need to add the LoopMeeting App to trusted OAuth applications.

Follow these steps to do so:

- Open <https://admin.google.com> and log in with an admin account.
- Click icon Security on the left hand side menu.
- Select Access and data control
- Select API controls



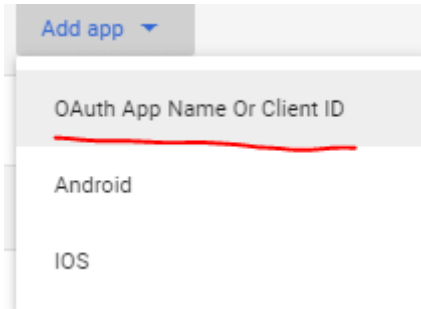
- Select “MANAGE THIRD-PARTY APP ACCESS” in the overview.







- Click "Add app" and select "OAuth App Name Or Client ID" in the menu



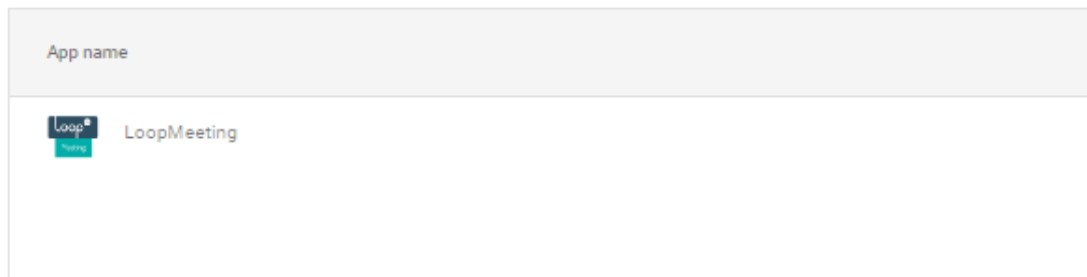
- In the search field enter "LoopMeeting" and click "SEARCH"

Search for an app by name or client ID. You can then select the app to configure an access setting for it.

Search for OAuth app name or client ID

loopmeeting

SEARCH



- Select LoopMeeting and press "ADD"

Now continue to configure the service account in Central Config.

<https://loopmeeting.no/admin>