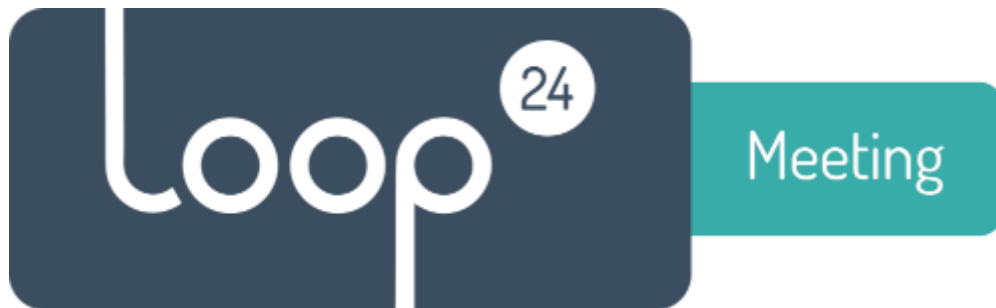




[\\_ \(https://loop24.no\)](https://loop24.no)



## Configure Central Admin Console

This description takes you thru the steps needed to configure central admin Please follow the steps carefully

[Back \(https://loop24.no/loopmeeting/support/\)](https://loop24.no/loopmeeting/support/)

### **1. Register account**

To register an account in Central Admin, go to URL <https://loopmeeting.no/registration.php> (<https://loopmeeting.no/registration.php>).

Please make sure you have followed the steps described in support section to make your calendar service ready.

Microsoft 365, Exchange and Google Suite environments all need preparation so please follow the steps described in [Support \(https://loop24.no/loopmeeting/support/\)](https://loop24.no/loopmeeting/support/) carefully.

Please note that after your panels are connected to Central Admin, any changes made will be loaded to the panels within 24 hours (In the time period configured as outside working hours)

## 2. Server type descriptions

When connecting Central Admin to your calendar system you need to choose what kind of calendar system you have. Please read the description below carefully to choose your environment correctly.

Please note that in some O365 environments it will work better to use server type “O365 – EWS” than O365 – MSgraph”. This is especially in cases where you have hybrid Exchange installation or local AD that syncs to O365.

Server type	API, Authentication, Encryption	Used case/comments
Exchange SSL	EWS, Basic, SSL	Older on-premise Exchange environments where frontend servers do not support TLS 1.2. Typically where Windows Server 2008 R2 or lower is used, and TLS is not manually enabled. This is for backwards compatibility and is not recommended unless your environment does not support TLS 1.2.
Exchange TLS 1.2	EWS, Basic, TLS 1.2	To be used for On-premise Exchange environments.
LoopBooking	LoopBooking, TLS 1.2	To be used for LoopBooking integration
Google Suite	Google, Oauth2, TLS 1.2	To be used for Google Calendar integration (Requires Oauth2 application to be registered)
Office365 – MSgraph	MSgraph, Oauth2, TLS 1.2	To be used for Office 365 environments. (Require App. Version 1.0.43 or later and MSgraph/Oauth2 application to be registered)  MSgraph is the new API for Office365, Microsoft has announced that they will not continue to develop EWS API so MSgraph is the preferred choice for Office 365.  It also should be used in Hybrid Environments where the on-premise exchange is Exchange 2016 CU3 or later.  Please note that changes done in the Office365 tenant may take up to 48 hours to propagate. So if you add/change rooms, roomlists etc. be patient, it will take time before they are visible by MSgraph.
Office365 – EWS	EWS, Oauth2, TLS 1.2	To be used in O365 environments. (Require App. Version 1.0.98 or later and MSgraph/Oauth2 application to be registered) Also to be used in Hybrid environments where the on-premise exchange server is older than version 2016 CU3.
Office 365 – Basic Auth.	EWS, Basic, TLS 1.2	To be used in cases where there are compatibility issues in hybrid environments. End of support for Basic Authentication is announced by Microsoft. Basic Authentication is not supported on newer installations of Office 365.

## 3. Configure Central Admin

To start the configuration log in to <https://loopmeeting.no/admin>  
(<https://loopmeeting.no/admin>).

The first thing you need to do is to configure your server type. Please note that Office365 – EWS requires LoopMeeting app version 1.0.98 or above, if you need to update the panels please follow the [update guide](https://loop24.no/loopmeeting/downloads/). (<https://loop24.no/loopmeeting/downloads/>).

### DEFAULT SERVER SETTINGS

SERVER TYPE:

- Office365 – MSgraph
- Exchange SSL
- Exchange TLS1.2
- LoopBooking
- Google Suite
- Office365 – MSgraph
- Office365 – EWS
- Office365 – Basic Auth.

Select what type of service you want to connect

Please note:  
"Office365 – EWS" requires application version 1.0.98 or above

### DEFAULT SERVER SETTINGS

SERVER TYPE:

Office365 – MSgraph

Please note:  
"Office365 – EWS" requires application version 1.0.98 or above

GET ACCESS TOKEN

Press "Get Access Token button" and log in with service account credentials

### ADDITIONAL SERVICE ACCOUNTS

ID	Server Type	Settings	Name	Action
Not found additional service accounts				

ADD SERVICE ACCOUNT

**IMPORTANT:** The first time you use this tool you need to log in with the Global Admin account, to register the LoopMeeting Azure Enterprise Application and grant the rights it needs. Please refer to this guide. <https://loop24.no/loopmeeting/authenticate-oauth2-and-msgraph/> (<https://loop24.no/loopmeeting/authenticate-oauth2-and-msgraph/>)

### DEFAULT SERVER SETTINGS

SERVER TYPE:  
Office365 – MSgraph

Please note:  
"Office365 – EWS" requires application version 1.0.98 or above

GET ACCESS TOKEN

### ADDITIONAL SERVICE ACCOUNTS

Press "Get Access Token button" and log in with service account credentials

ID	Server Type	Settings	Name	Action
Not found additional service accounts				
<a href="#">ADD SERVICE ACCOUNT</a>				

### GENERAL SETTINGS

Sets default email address for service feedback

REPORT EMAIL ADDRESS:  
blix@loop24.no

Sets default language in LoopMeeting Application

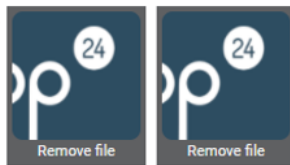
LANGUAGE:  
English

UPDATE APP

Updates all panels to latest app version (Outside working hours)

Upload and select company logo. For best result use transparent PNG file

COMPANY LOGO URL:  
https://loopmeeting.no/uploads/8fd3008e649e0893cdeeb52559761a4f/logo/LoopMeeting\_Medium.pn



Optionally upload and select default background picture

BACKGROUND URL:  
None

Set password to enter setup on the panels (It is highly recommended to set a device password)

DEVICE PASSWORD:  
Device\_psw

Set password to load configuration on the panels. (Used in combination with configuration code)

INSTALL PASSWORD:  
Install\_psw

WORKING HOURS: 7:00 - 19:00

Set working hours, panels will use screensaver outside these hours

If enabled, you need to "check in" to the room when meeting starts, otherwise meeting is cancelled

If enabled, the panel will reboot every day at the set time, good option if you have "lease time" on your wireless network.

If enabled, you need to enter the set PIN code to be able to book meetings on the panels

Enable/disable possibility to book meetings on the panel if disable the panel will be in read only mode.

Enable/disable the "multiroom" function.

If enabled the header will have status colour (Only applicable if you select a background picture)

Enable/disable status colour transparent layer on top of background image or signage.

Enable/disable the "time wheel" display on the panel

Enable/disable show meeting subject, if enable you can enable/disable to show booker's name. (For this function to work, show meeting subject must be enabled in your exchange/MS365)

Enable/disable view of future meeting schedule on the panel (List on the right side)

Enable/disable clean room function and set report email address. (See function description)

AUTOMATIC CANCELS AFTER: 15 min

REBOOT EACH DAY AT: 12:00

PIN CODE FOR MEETING BOOKING/CANCEL:

ADD NEW MEETING  +1 DAY

MULTI ROOM ENABLED

STATUS COLORED HEADER BACKGROUND

TRANSPARENT STATUS COLOR

SHOW REMAINING TIMEWHEEL

SHOW MEETING SUBJECT  SHOW BOOKER'S NAME

SHOW MEETING SCHEDULE

CLEANING EMAIL ADDRESS: blix@loop24.no

Enable/disable possibility to book meetings on panel same day or any day.

Press "Save Settings" button to save your settings

EXPORT SETTINGS SAVE SETTINGS

For more information about the "Clean Room" feature see this [function description](https://loop24.no/loopmeeting/clean-room/) (<https://loop24.no/loopmeeting/clean-room/>).

loop<sup>24</sup> Meeting

STATUS | SERVER SETTINGS | ROOMS | LICENSE KEYS | GENERAL SETTINGS | TOM ERIK BLIX | PARTNERS

HOME ► ROOMS

ROOMS RELOAD ROOMS

ROOMLIST

ROOM NAME: Oslo

ROOM SIZE: 13

PROJECTOR  PHONE  SCREEN  VIDEO CONF  WHITEBOARD

MULTI ROOM SETTINGS: Show all rooms

SERVER ACCOUNT: Default

GENERAL SETTINGS OVERRIDES

CANCEL SAVE SETTINGS

Reload roomlists and rooms, only needed if rooms are added/deleted or changed

Enter/change room name to be displayed on the panel

Click here to see the room in the roomlist(s)

Set room size and equipment

Select what rooms to show in "multiroom" If you have many rooms, select only the rooms in the vicinity

Set what service account to use for the specific room. If you have more than 15 rooms in a "on prem" Exchange You should have several service accounts (Ref. Exchange Throttling)

Enable/disable override of general settings for the selected room. All settings can be customized for each room.

Save settings – remember this when you change settings on a room before you go to settings for the next room.

HOME ▸ STATUS

## Loop24 AS status

Please note:  
Status reporting page requires  
After connecting a panel it

Offline

No calendar connection

Online

**Budapest**

app:2.0.35      android:27

The status page will give you an overview of the panels connected to Central Config console.  
(Require App version 1.0.98 or later)

**"Offline"**  
The panel has lost the connection and has not reported status. The panel is either shut down or has network issues.

**"No calendar connection"**  
The panel is reporting status, however the configuration is not correct. Either the service account does not have sufficient rights, changes in the calendar service or the room does not exist.

**"Online"**  
All is fine, it reports the application version and android API version.  
19-20 = Android 4.4 (End of Life)  
21-22 = Android 5.x  
23 = Android 6.0  
24-25 = Android 7.x  
26-27 = Android 8.x  
29 = Android 10

HOME ▸ ROOMS

ROOMS

RELOAD ROOMS

Please note:  
After "Reload Rooms" all rooms will show 'offline' - It will  
take up to 24 hours before online/offline status is updated.

Add your partner/resellers ID to enable them to log in and manage your panels and settings.

ROOMLIST

Configuration code, to be used in combination with Install password to load central configuration to the panels. Each room has its unique code.

stockholm@loop24.no Configuration Code:BA9433CE719E	● OFFLINE
Dublin dublin@loop24.no Configuration Code:824B21F6F209	● OFFLINE
Warsaw warsaw@loop24.no Configuration Code:71C880A498B6	● OFFLINE
Paris paris@loop24.no Configuration Code:0076198369CE	● OFFLINE
Oslo oslo@loop24.no Configuration Code:EB535E7DEF78	● OFFLINE
Helsinki helsinki@loop24.no Configuration Code:EE1ACFEC4F1F	● OFFLINE
Amsterdam amsterdam@loop24.no Configuration Code:FD8AA3C1363F	● OFFLINE
London london@loop24.no Configuration Code:7C1910ECC0C6	● OFFLINE
Tallinn tallinn@loop24.no Configuration Code:96085E604083	● OFFLINE
Brussels brussels@loop24.no	● OFFLINE

ROOM NAME:

Oslo

ROOM SIZE:

13

PROJECTOR

SCREEN

WHITEBOARD

PHONE

VIDEO CONF

MULTI ROOM SETTINGS:

Show all rooms

SERVER ACCOUNT

Default

GENERAL SETTINGS OVERRIDES

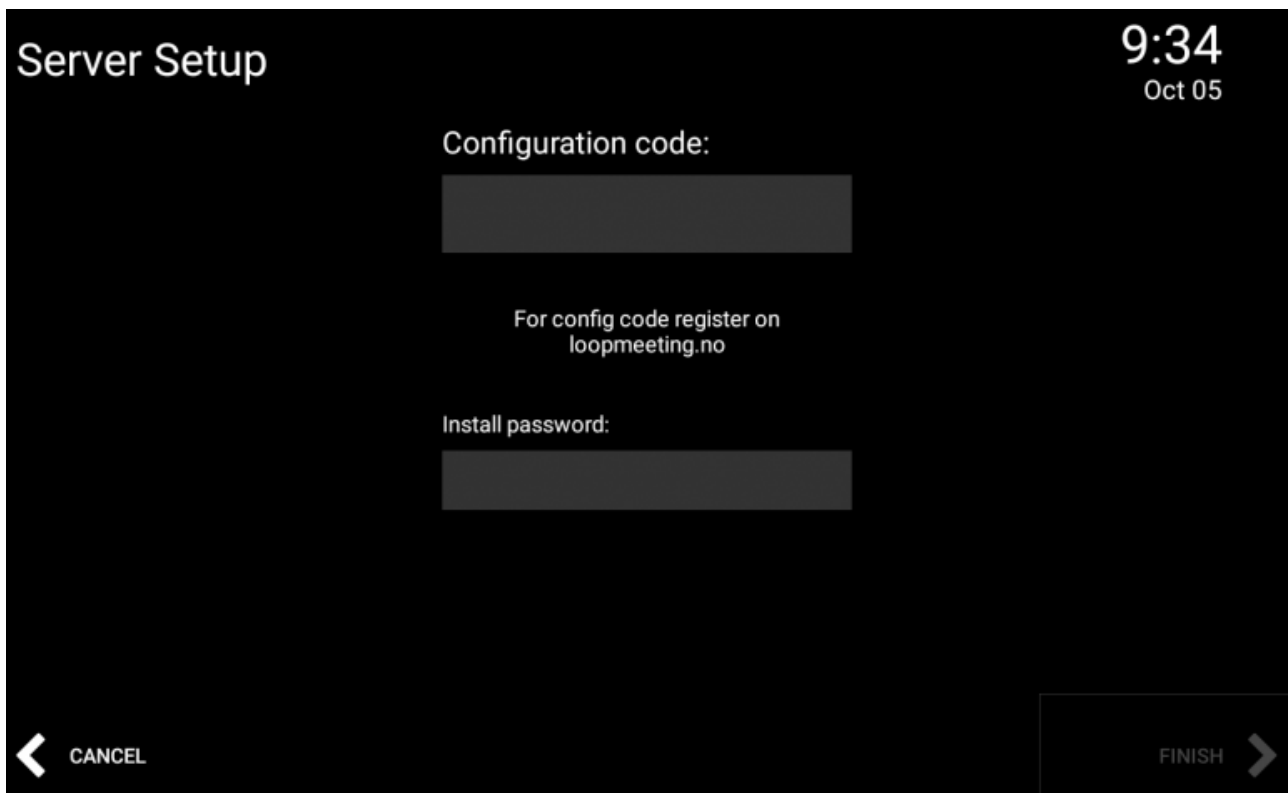
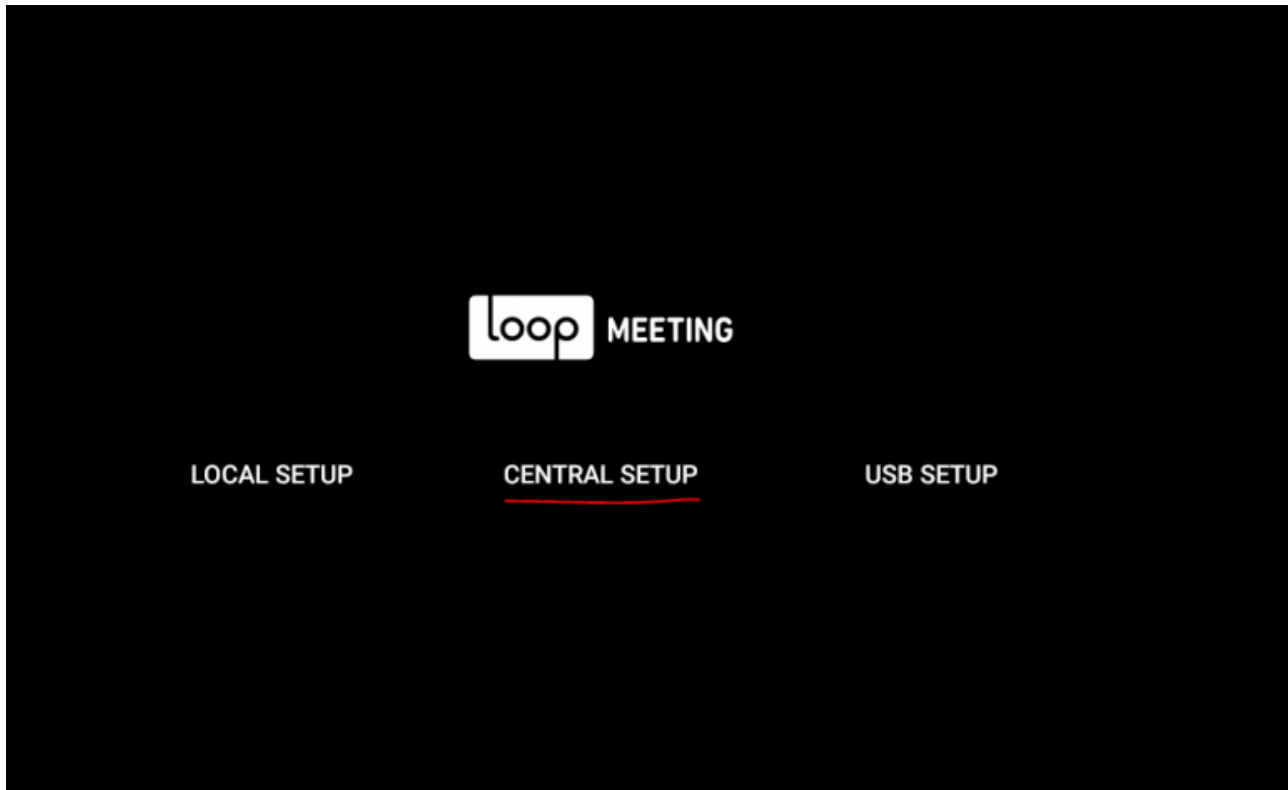
CANCEL

SAVE SETTINGS

## 4. Load settings to the LoopMeeting panels

Now you are ready to set up your panels. On the panels, select "Central Setup" on the panel

and enter the unique configuration code and install password. Then press “Finish” button to connect the panel to the correct room.





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Ullern Allé 28,  
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[info@loop24.no](mailto:info@loop24.no)  
[o](mailto:info@loop24.no)  
(mailto:info@loop24.no)

[+47 23252525](tel:+4723252525)  
(tlf:004723252525)