

# Technical installation manual Configure Google Suite

#### Contents

Intro	oduction	. 1
Prer	equisites	. 1
1.	Create LoopMeeting User Account	. 2
2.	Create your room calendars	. 3
3.	Share room calendars / give the user rights to the calendar	. 5
4.	Add LoopMeeting App as trusted OAuth App	. 8

### 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), as well as Oauth App trust. 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 <u>https://admin.google.com</u> - Select Buildings and Resources

$\equiv$ Google Admin	Q Search for users, gro	oups, and settings (e.g. add	user)
Admin console			
Dashboard See relevant insights about your domain	Users Add or manage users	Groups Create groups and mailing lists	Device management Secure corporate data on devices
Domains Verify your domain or add domains	Data migration Import email, calendar and contacts	Support Talk with our support team	Buildings and resources Manage and monitor buildings, rooms and resources

#### - Select Edit Resources

$\equiv$ Google Admin	Q Search for users or settings	
Buildings and resources		
	Buildings and resources	Resource management Add and manage buildings, rooms, and other resources
		Room insights Metrics for room usage and related features OPEN ROOM INSIGHTS



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

$\equiv$ Google Admin	Q Search for users or settings	
Buildings and resources > Resource	e management > Buildings +	
	Buildings	
	Id	Name
	Loop24-HQ	Loop24 HQ

 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

≡ Google Admin	earch for users or settings			
Buildings and resources > Resource manageme	nt > Resources -			
	Buildings	Resources		
	← All buildings	+ Add a filter		
	Building not set Loop24 HQ	Resources 1	Building	Floor
		Room-1	Loop24 HQ	2
		Room-2	Loop24 HQ	2
		Room-3	Loop24 HQ	2
		Room-4	Loop24 HQ	2
		Room-5	Loop24 HQ	2



- 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 rescources"





#### - Tick off to view all your room calendars

#### ← Settings

		Resources
^		Loop24 HQ-2-Room-1 (12)
		Loop24 HQ-2-Room-2 (8)
rest		Loop24 HQ-2-Room-3 (12)
		Loop24 HQ-2-Room-4 (8)
		Loop24 HQ-2-Room-5 (4)
		Loop24 HQ-2-Room-6 (15)
	rest	Resources     Loop24 HQ-2-Room-1 (12)     Loop24 HQ-2-Room-2 (8)     Loop24 HQ-2-Room-3 (12)     Loop24 HQ-2-Room-4 (8)     Loop24 HQ-2-Room-5 (4)     Loop24 HQ-2-Room-6 (15)

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





- 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.

General	Calendar settings
Add calendar 🗸 🗸	Name Loop24 HQ-2-Room-1 (12)
mport & export	Description
ettings for my calendars	
Tree Feile Blin	
	Time zone
Birthdays	(GMT+01:00) Central European Time - Oslo
ettings for other calendars	Organization Loop24 AS
Holidays in Norway	Export calendar
Loop24 HQ-2-Room-1 🔨	Learn more about exporting your calendar
Calendar settings	
Auto-accept invitations	Auto accort invitations
Access permissions	Auto-accept invitations
Share with specific people	Auto-accept invitations that do not conflict
Event notifications	Calendars for resources can auto-accept invitations. Learn more about auto-accept invitations
All-day event notifications	
General notifications	Access permissions
Integrate calendar	Make available to public See all event details *
Remove calendar	Make available for Loop 24.45
Loop24 HQ-2-Room-2 (8) 🔯	
	Get shareable link
	Learn more about sharing your calendar
	Share with specific people
	loopmeeting.no_3134373833353632373535@resource.calendar.google.com (Owner)
	Roomadmin LoopMeeting roomadmin@loopmeeting.no 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 on the LoopMeeting panel or 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



- In the Security settings, select API Permissions (In the bottom)
- Select "MANAGE THIRD-PARTY APP ACCESS" in the overview.

API controls	App access control Manage app access to your	Google services. Ensure that users can give access only to apps tha	at your organisation trusts. Learn more
Use these controls to enable or restrict access to G Suite APIs for customer-owned and third-party	Overview	0 restricted Google services 11 unrestricted Google services	4 third-party apps trusted
applications and service accounts. Reduce the risk associated with third-party access to G Suite APIs by limiting access to only trusted apps.		MANAGE GOOGLE SERVICES	MANAGE THIRD-PARTY APP ACCESS

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





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

Search OAuth app name or client ID	
loopmeeting	SEARCH

- Select LoopMeeting and press "ADD"

Add app
Search OAuth app name or client ID
loopmeeting SEARCH
Search Results (1)
Client ID
777004097349-hj856asi9p315jfrhh9juleobvbrlora.app
s.googleusercontent.com Type:Web Application
777004097349-ims4ls8l5pmpt2o2n5aomc54ptck1be
2.apps.googleusercontent.com Type:Web Application
777004097349-l3v2csj95t1tbm5dj4o0pet05nkfdl53.ap
ps.googleusercontent.com Type:Android
777004097349-trr93t0i5m8a9s6fu7s6vr56fln1a3m7.a
pps.googleusercontent.com
Type.Anarola
CANCEL ADD
CANCEL ADD

Now continue to configure the service account in Central Config or directly on the panel.