LoopMeeting

Configuration Manual

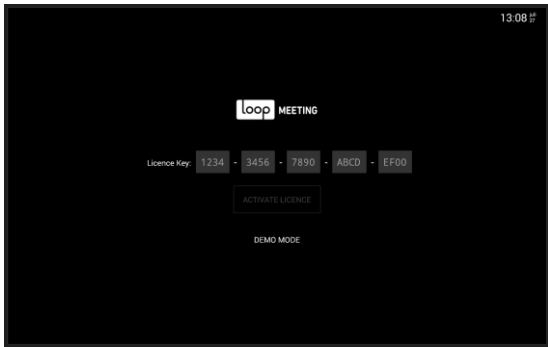**LM-1012T and LM-1052T**

Contents

Configure LM panel settings (Android)

When the LoopMeeting panel is started for the first time it will automatically launch the LoopMeeting App and ask you for the license key. In order to register the license key the panel must have internet access.


By default the panel is set up to use LAN Cable and localized for Europe with English language.

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 do so, drag "screen" from below so these Android Icons appear, press the two squares
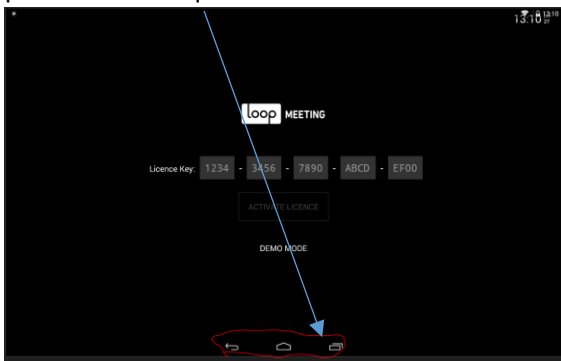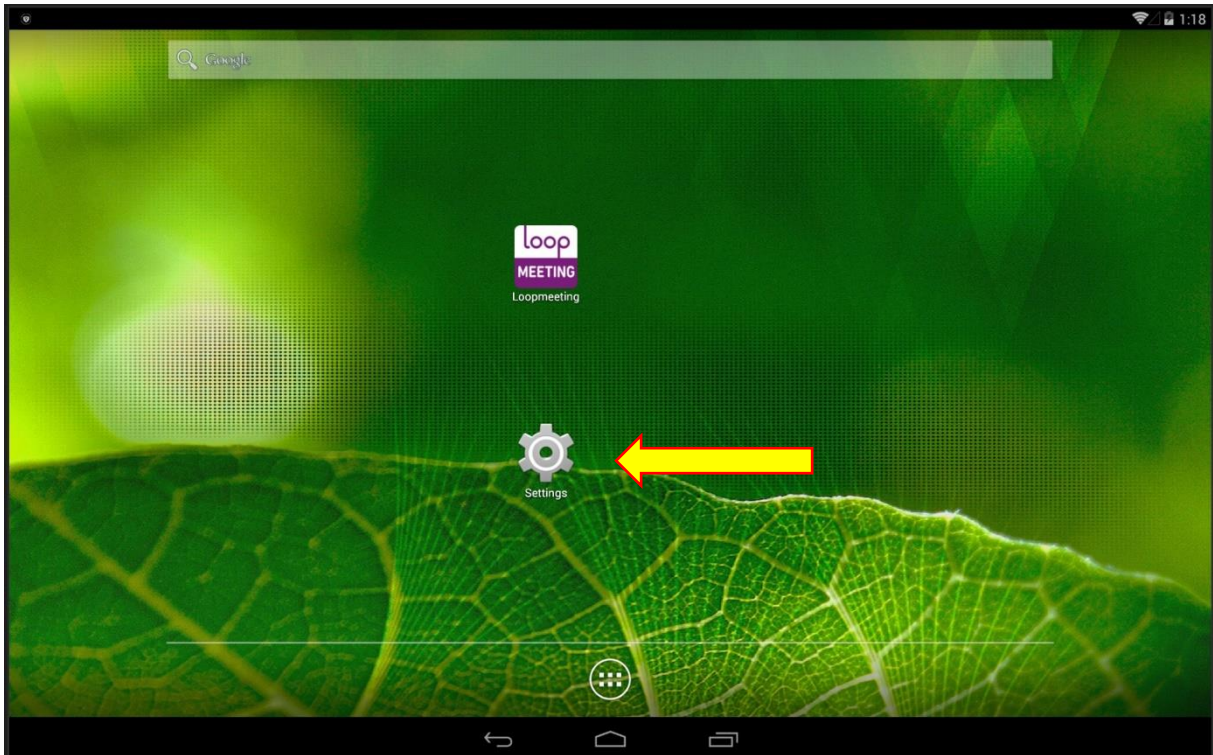

Then drag the loopmeeting App up to exit the App.
Make sure that you have exited the app, otherwise you will not be able to change some settings in Android OS.
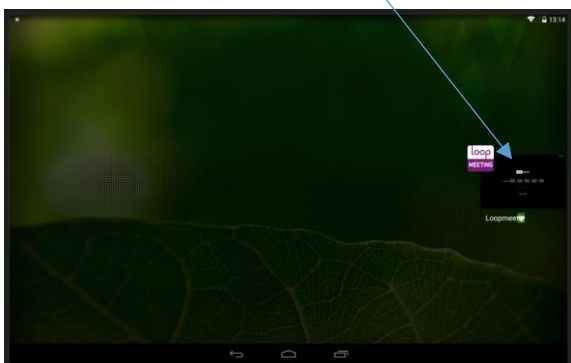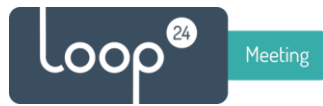
Then press the "Settings" button to enter Android OS settings

You can configure the panel settings like WiFi, Ethernet (If you need to set fixed IP Address)
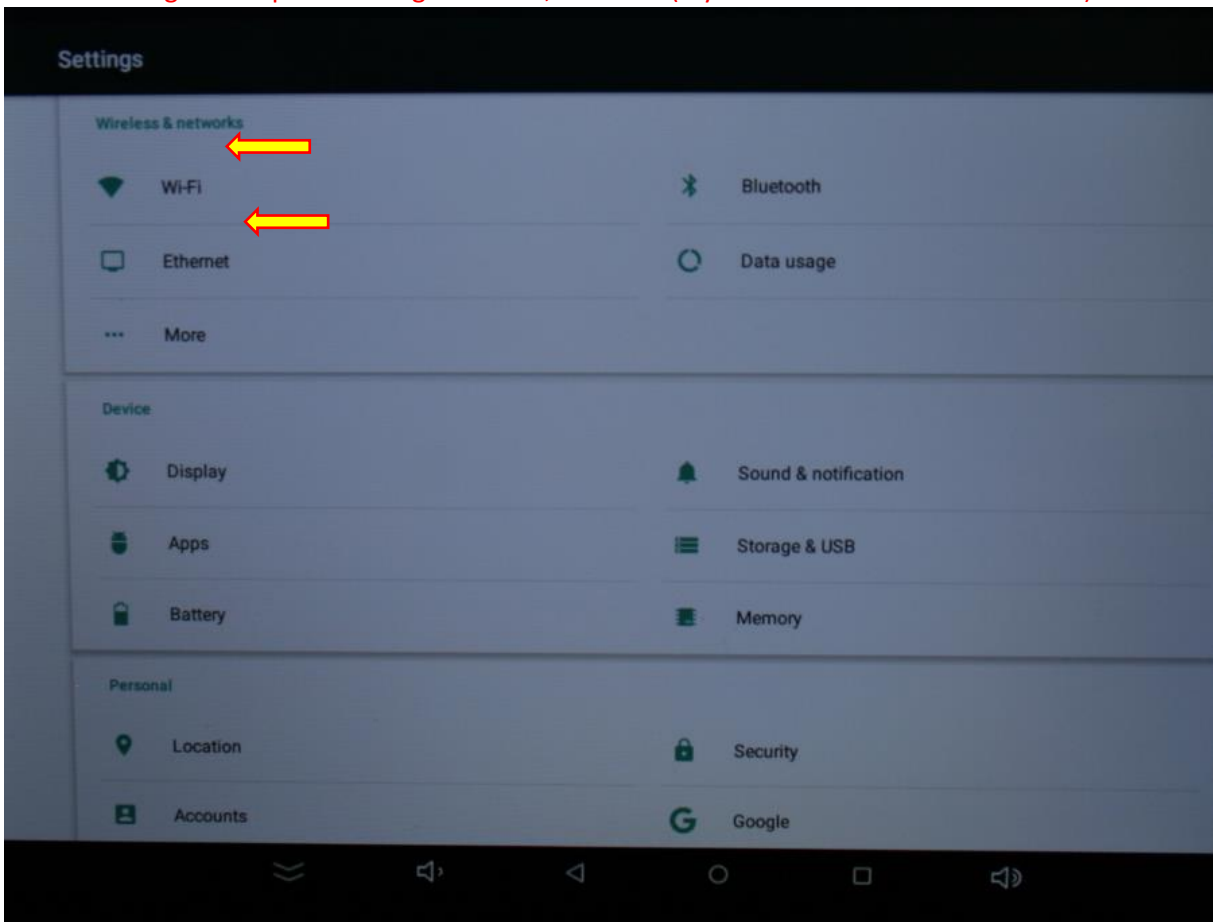
Set/check options under "Display" to adjust brightness level (if needed)
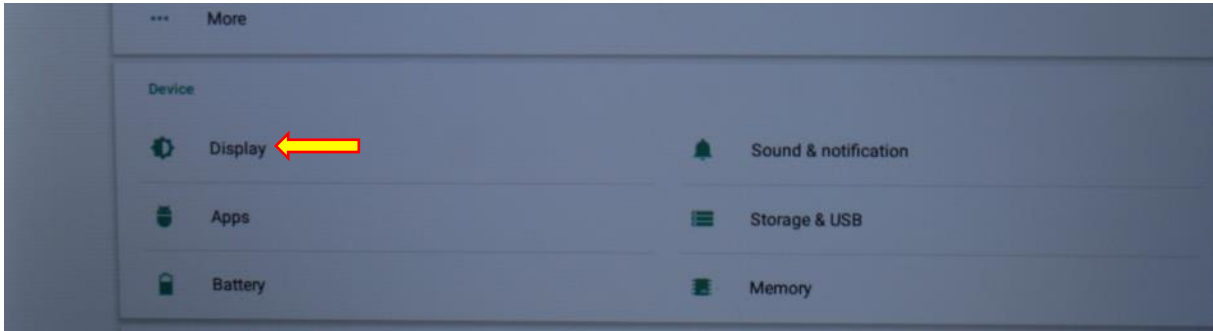
Adjust Brightness levels, and make sure "Sleep" is set to Never

Goto the date/time section to set correct timezone and if nessecary an optional NTP server
Please note that in Android 8.1 based models you will find the NTP server settings under the "Accessability" menu
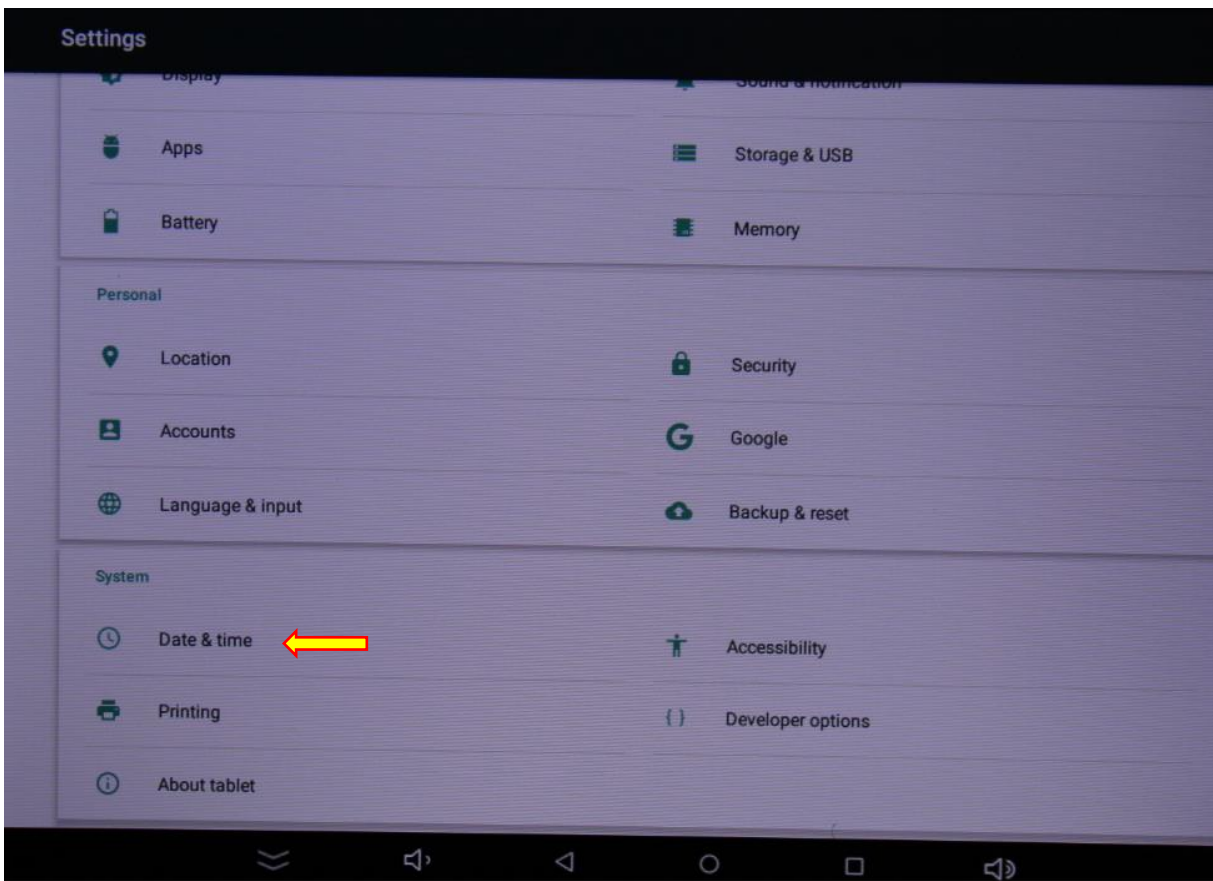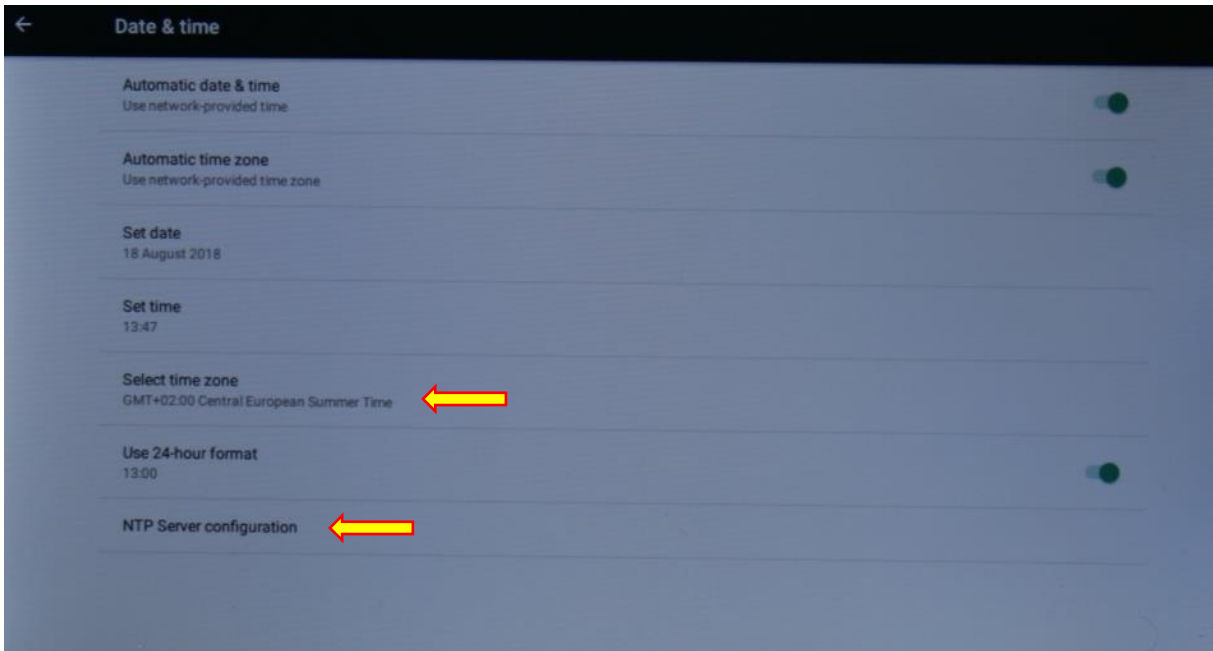
Goto the Language & Input section to set correct language according to your localization.

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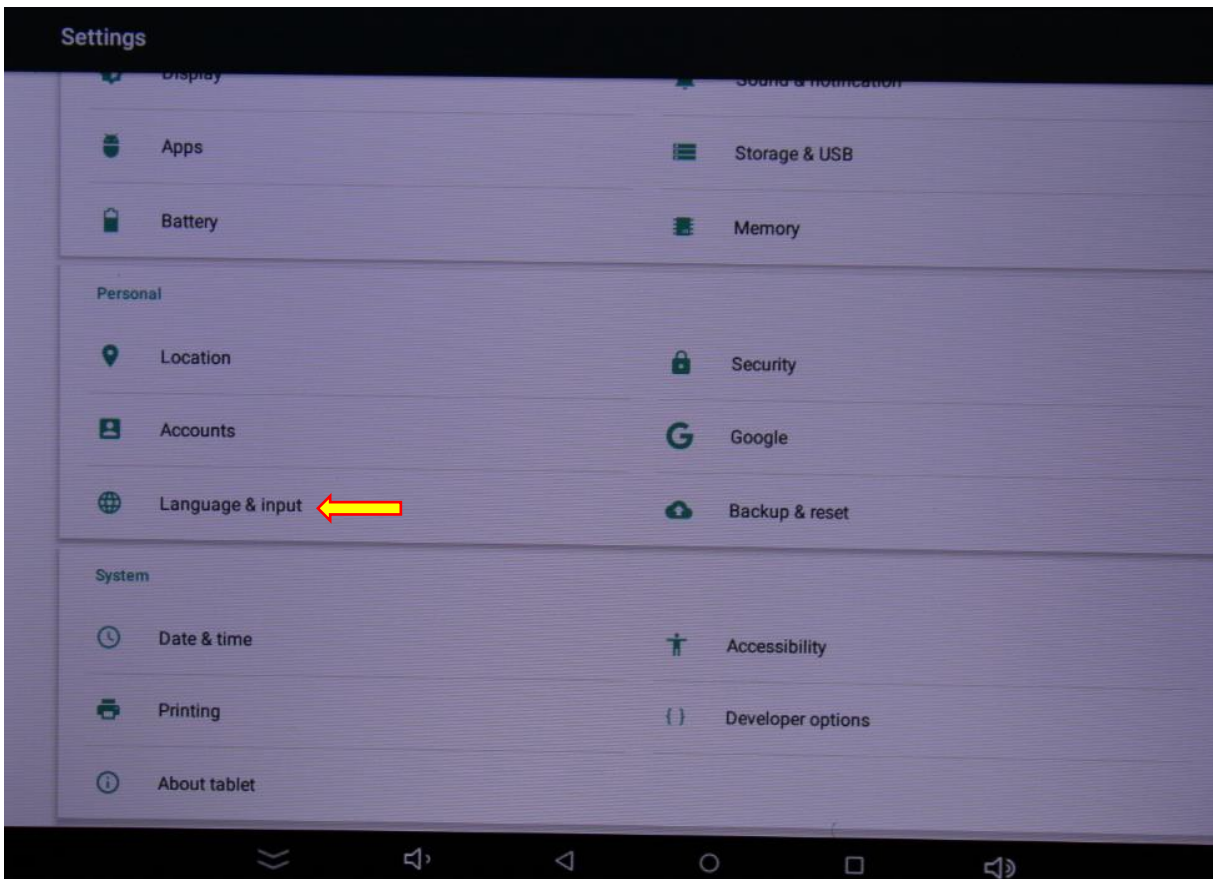
Before you start configuration of the LoopMeeting App, please verify that time and date are correct. The Android OS synchronize by default time and date with an internet based NTP server, so if NTP is not open in your network, please consider to open it – or you must set the NTP server to a local server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

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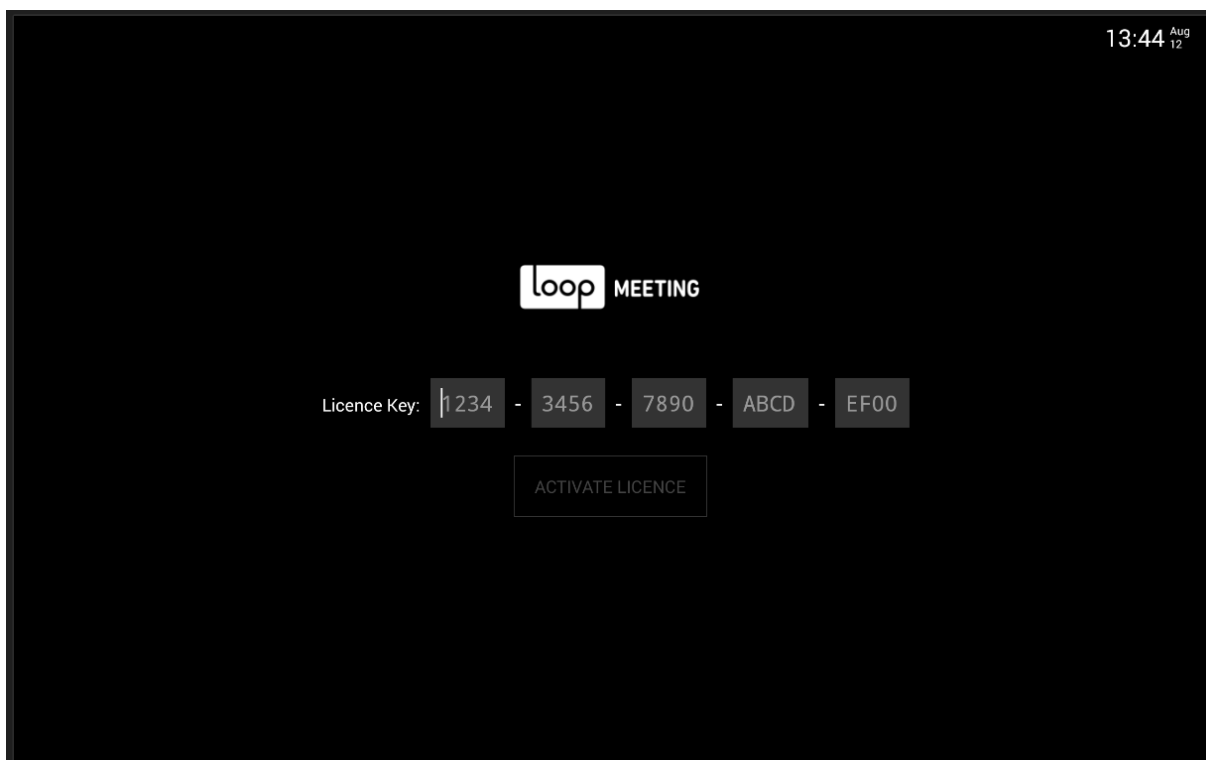
Enter the license key that came with you panel or in the LoopMeeting Admin WEB.

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.

1.2 Setup modes
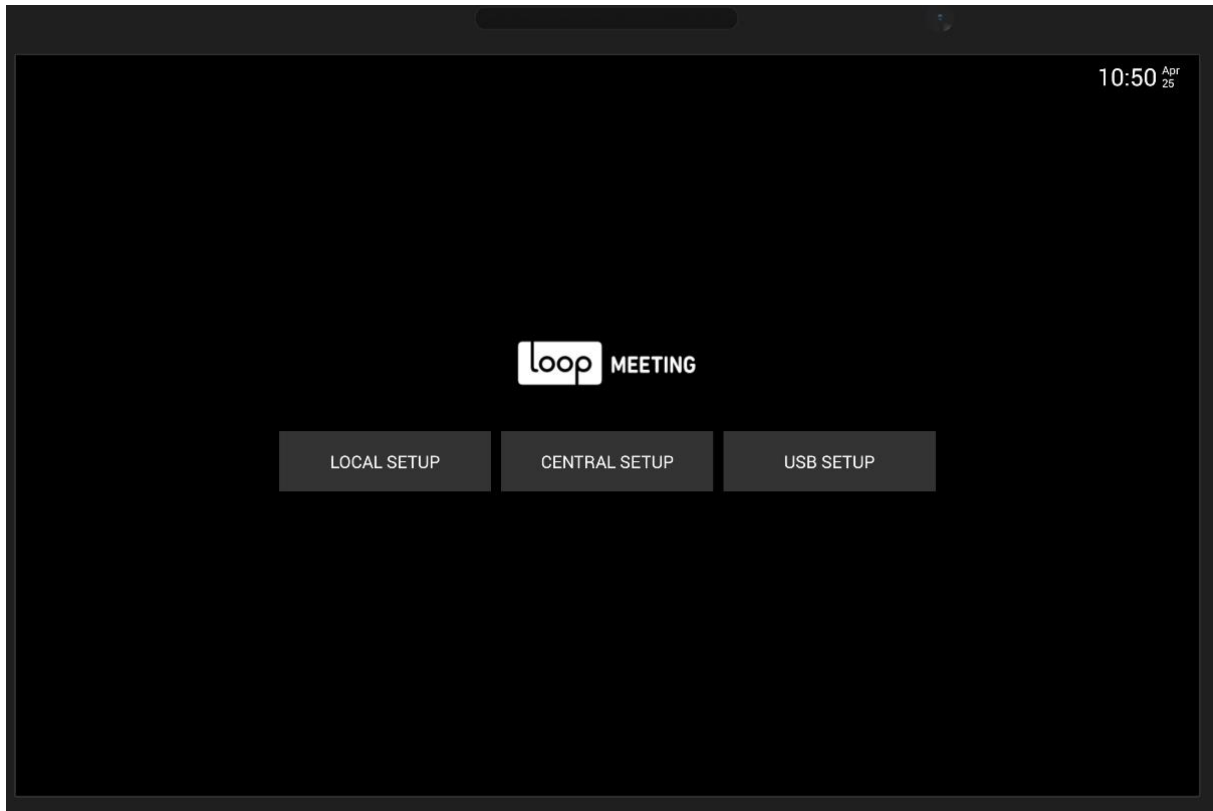
LoopMeeting has three ways of initial configuration modes.

Press the button for the preferred configuration mode.
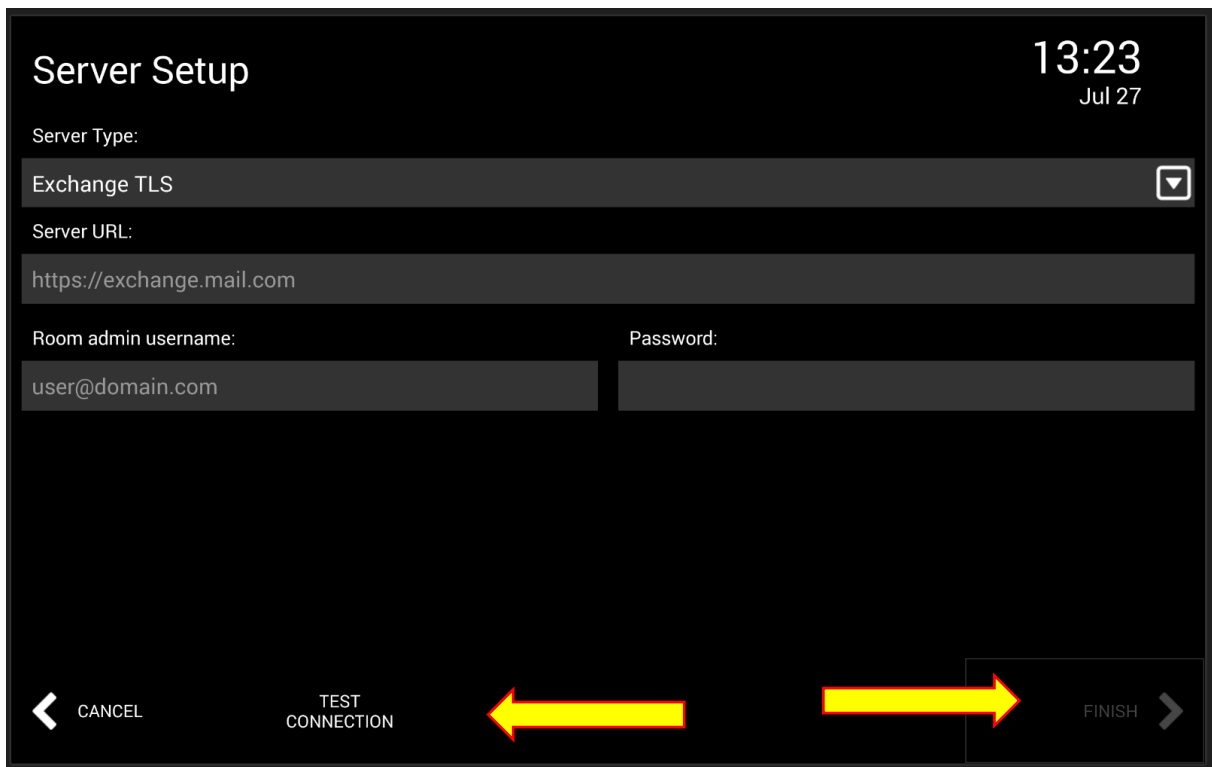
- **Local Setup**, all settings are entered manually.

- **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

- Select server type, choose between Exchange TLS, Exchange SSL (For older exchange environments), Office 365, Google and LoopBooking.
- Enter the Server address (Always specify HTTPS://)
  Example: https://"mailserver"

- 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.
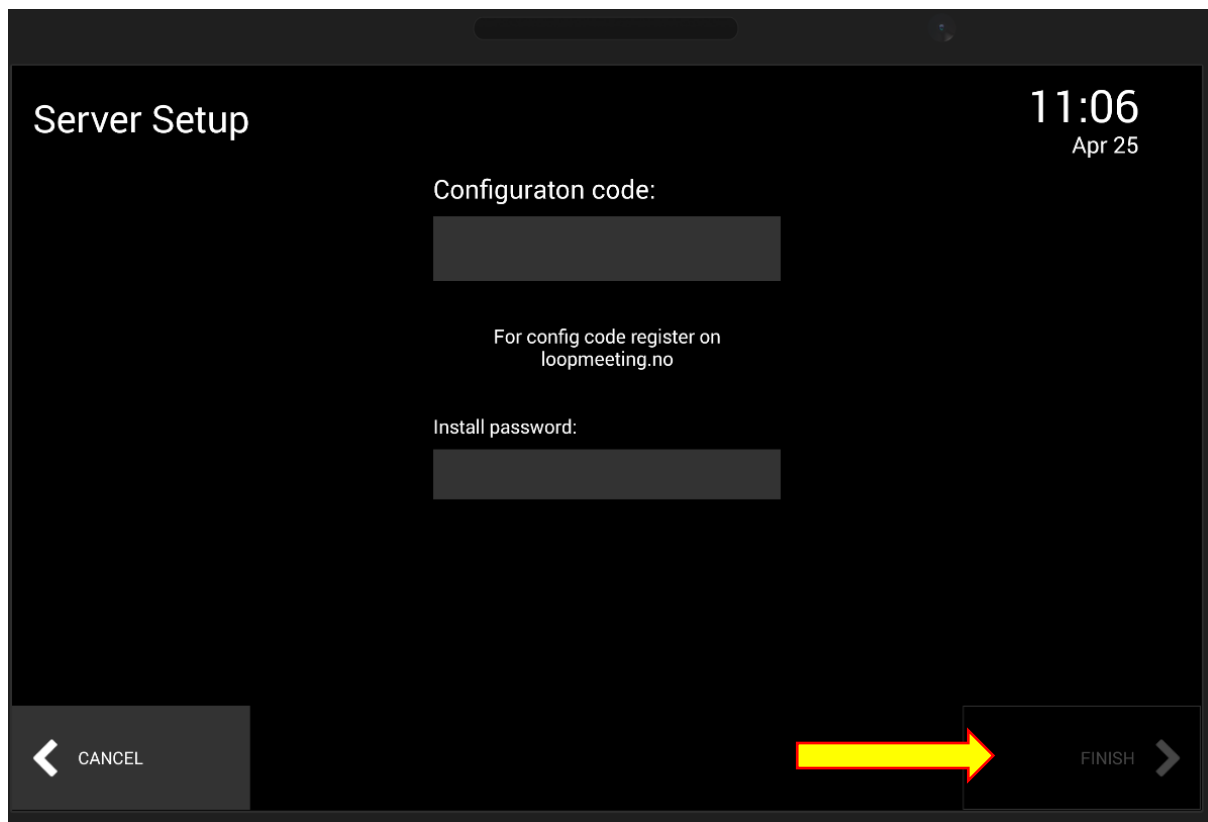
2.4 Central Setup

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.
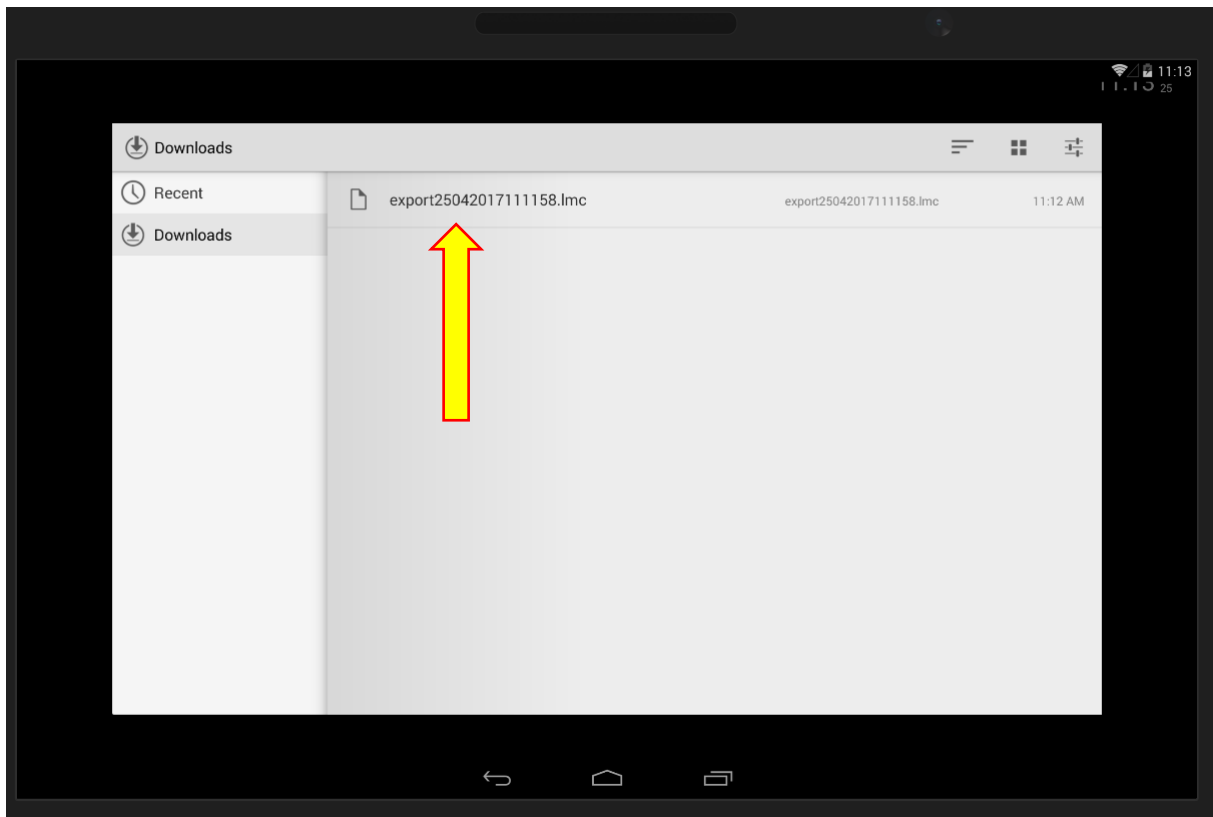
If you are the administrator, register and set up for Central administration at:
https://loopmeeting.no/registration.php

Then log in at:
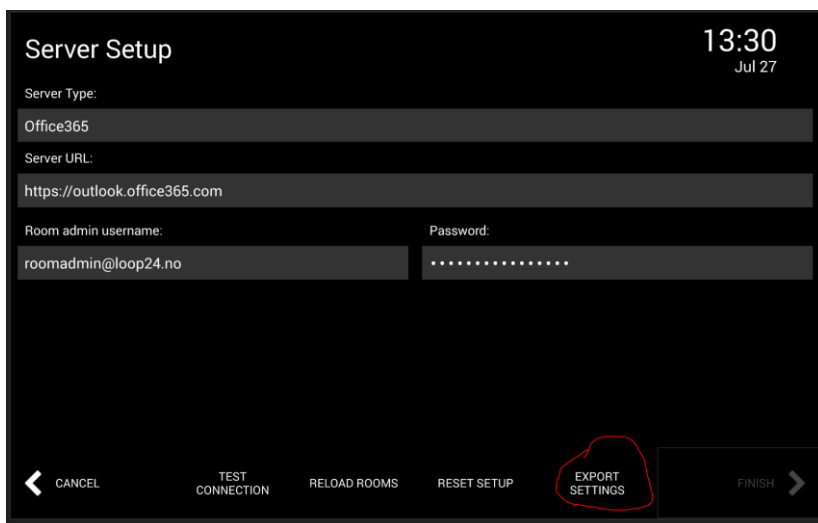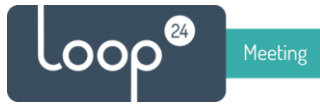https://loopmeeting.no/admin/

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.
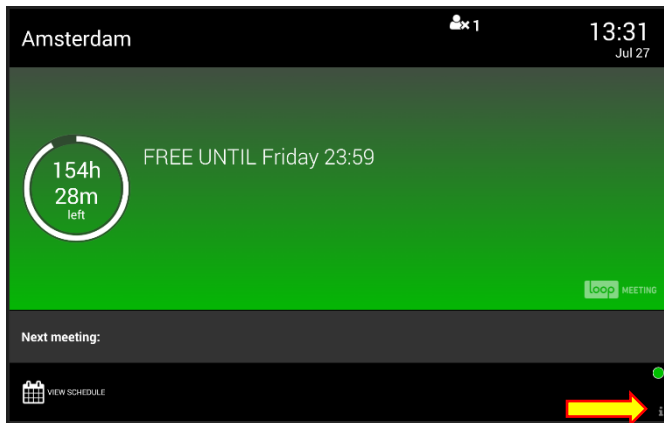
2. Configure the LoopMeeting App room settings
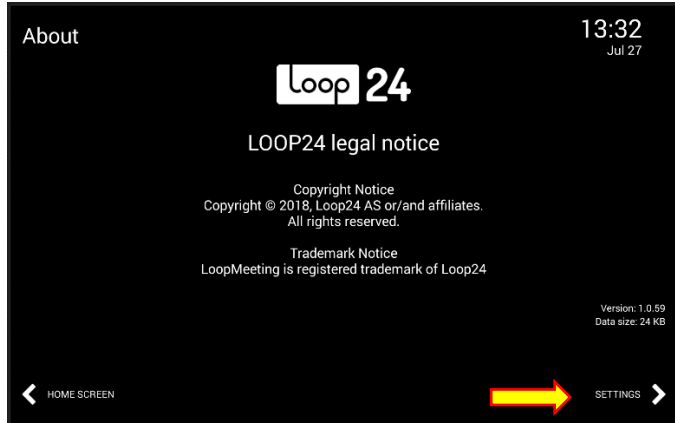
3.1 Basic room settings

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)
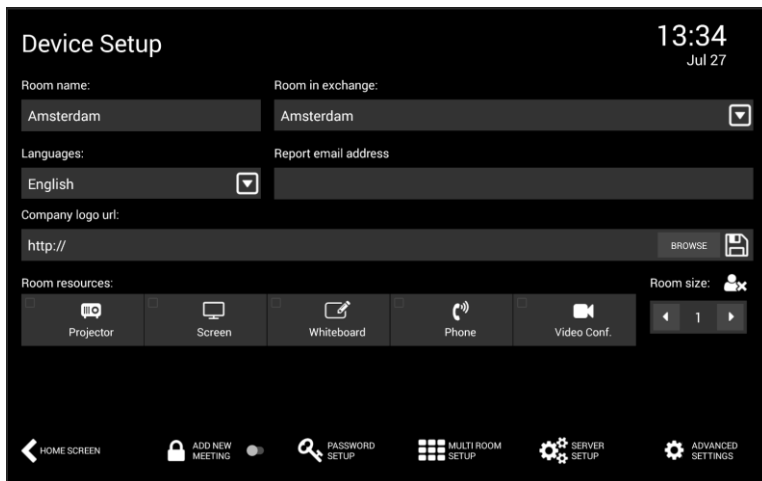
You should now configure the room settings.

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 by editing Room Name. This might be a good idea if the room names are long and contains a lot of information.

- Optionally enter an email address in Report 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.

- Turn "On" add new meeting if you want users to be able to add meetings on the panel

A typical setup will look like this:
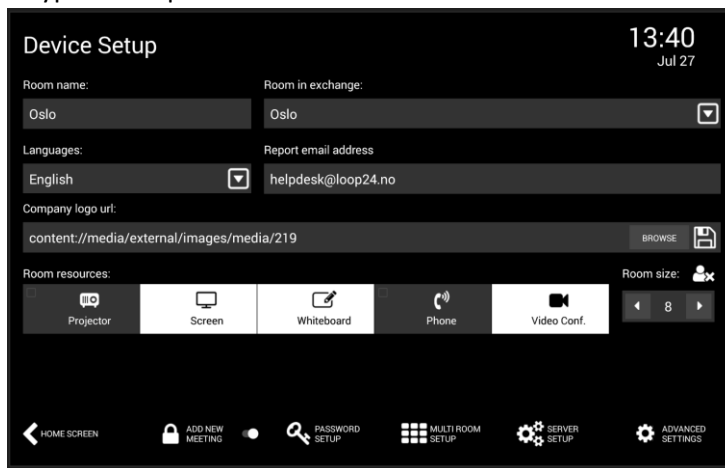
3.2 Advanced room settings

Press Advanced settings to set advanced settings
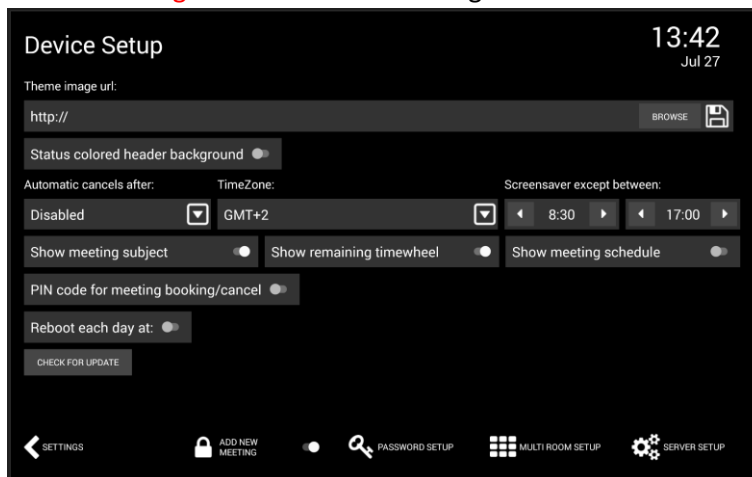
- Optionally load background picture in "Theme Image URL" Can be from URL or USB stick.
  Please note that it will be needed to restart the App when select a Theme image to make it display properly.

- 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, a notification to the booker will be sendt and room will be made available.

- Configure other settings like Timezone, PINcode for booking, autoreboot and so on.

- Note the "Check for update" button. This is used for automatically updateing the app to latest version.
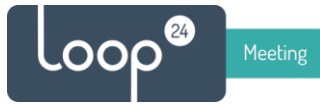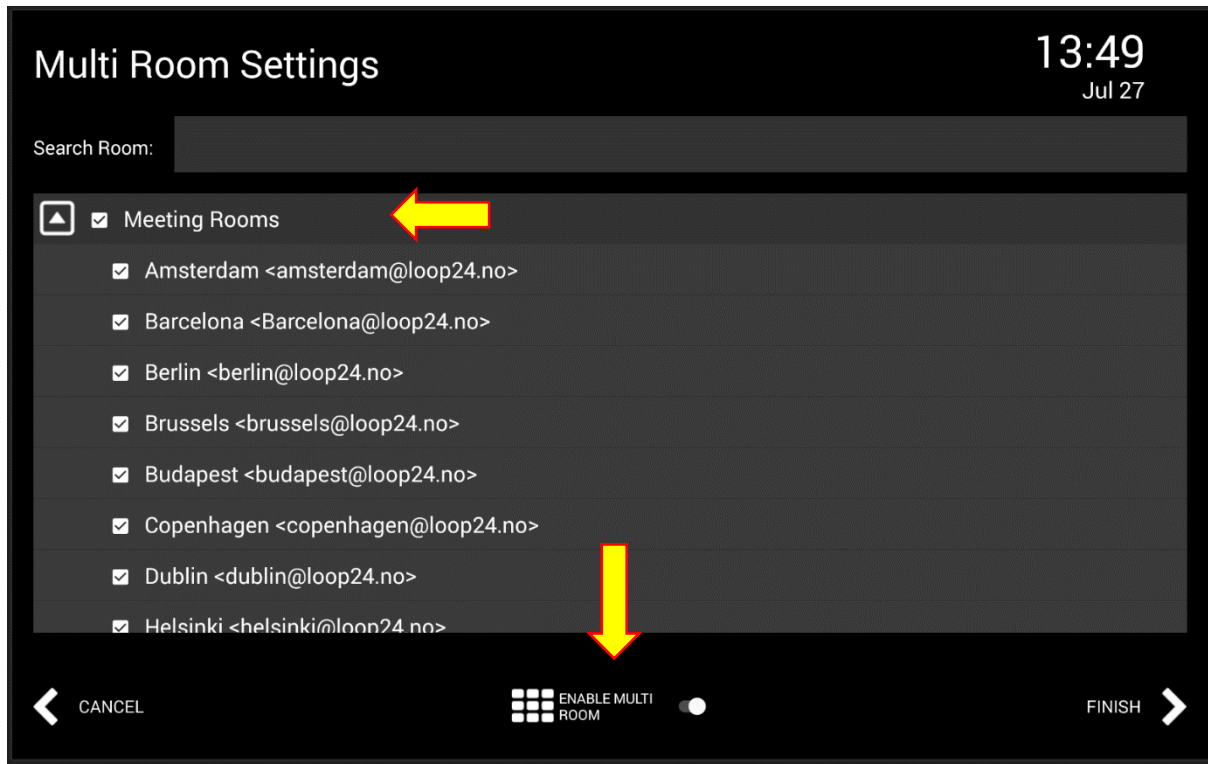
- Now, press the "Settings" button and settings are saved.

Multi room configuration
Select enable multiroom and select what rooms to show in the multiroom view.
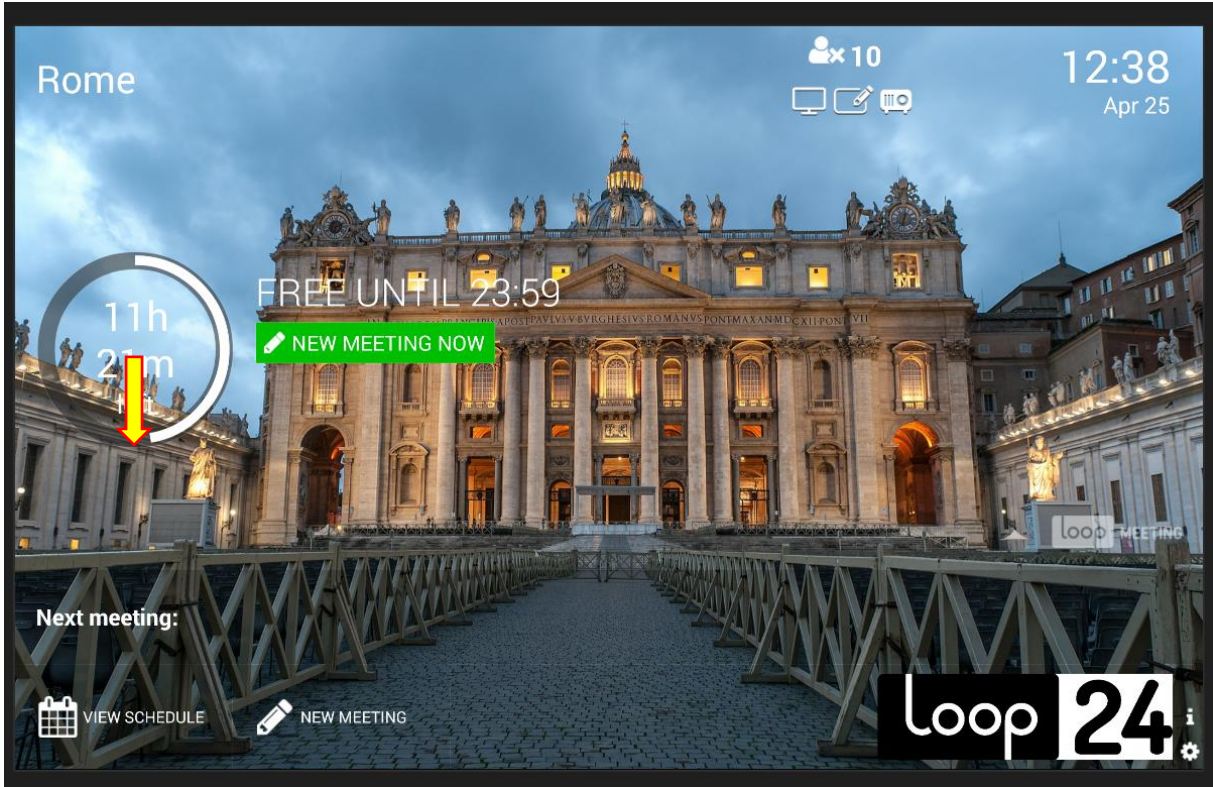Typically you want to see meeting rooms that are located near the room where the actual
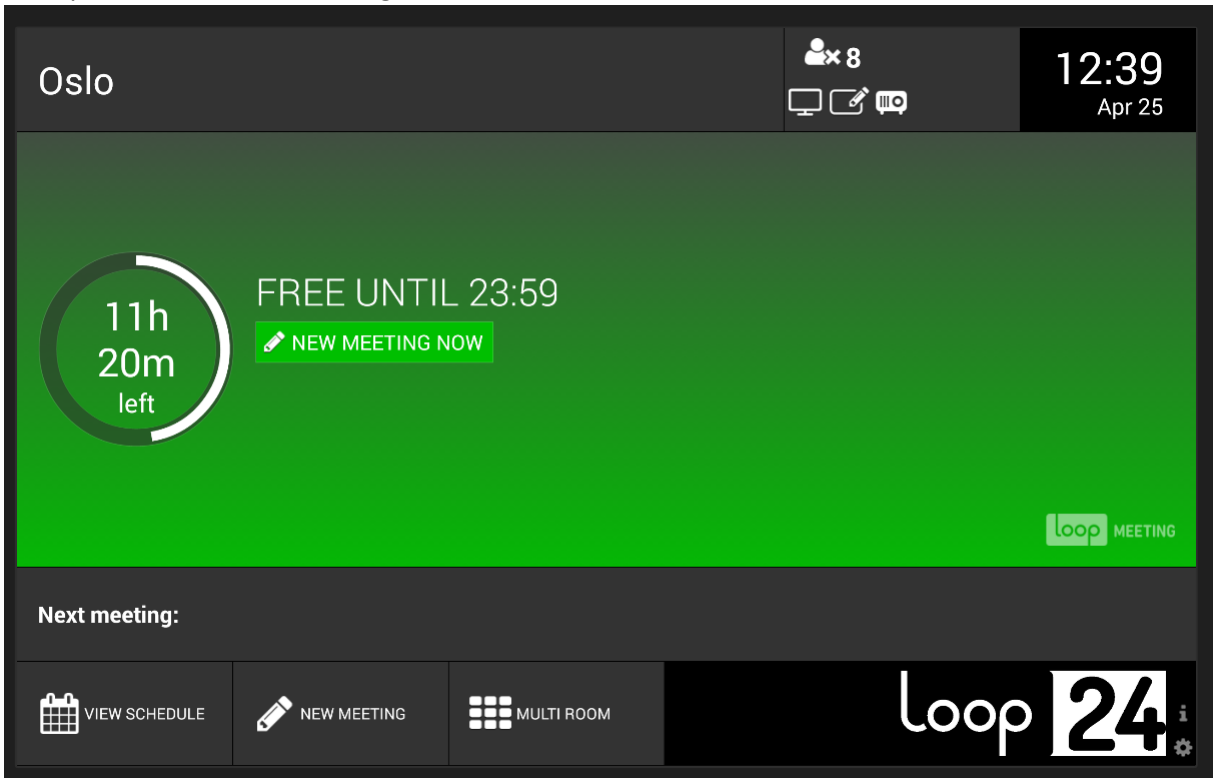LoopMeeting panel is mounted.

To save settings, press the "Home Screen" Button

3. Screen Examples

Example with background image from Rome.

Example of default theme configuration

Example of Multiroom view.
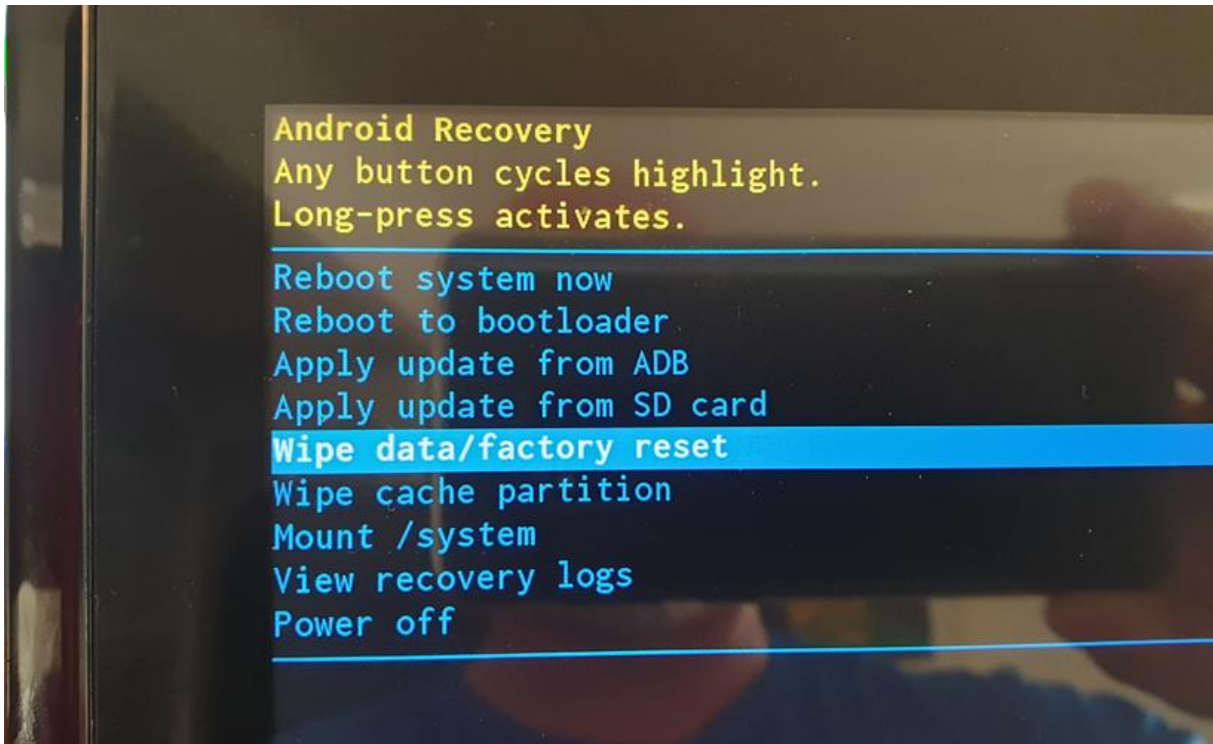
4. Factory Reset

LM-1012T and 1052T with Android 6 or 8.1

(Panels produced earlier than Des 2021)

If the device by any reason hangs during startup or you are not able to do configuration you can do a factory reset to delete/reset all settings. Please note that this will also reset the registered license key, so this needs to be reentered.

To make the reset easier, connect a USB keyboard to the unit (before you enter recovery mode) and use the keyboard to navigate in the recovery menu.

Under the unit, just beside the LAN port there is a small hole. Use a paper clip or similar, enter it into the hole and push/hold the button for 5 seconds while powering the device.

The device will enter recovery mode, toggle down to Wipe Data / Factory reset by tapping the screen or in newer models swipe from top down or bottom up. In some cases, swipe left to right or right to left to toggle. Then press the power button on the backside to select. Toggle to yes and press power again to confirm.
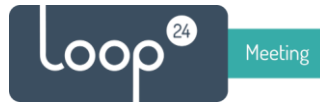
LM-1052T with Android 10 (Des 2021 or later)

Follow this procedure to do a reset / Factory reset

- Exit the LM App
- Go to settings
    - System
    - Advanced
    - Reset Options
    - Reset App Preferences
    - Reset Apps
- Restart the panel

Then if you after this procedure still need to do a factory reset - do as follows.

- After restart of the panel go to settings
    - System
    - Advanced
    - Reset Options
    - Erase all data (Factory Reset)