



CCS-UC-300

Crestron SR Next Generation Room System for Skype[®] for Business

Supplemental Guide

Crestron Electronics, Inc.

Crestron product development software is licensed to Crestron dealers and Crestron Service Providers (CSPs) under a limited non-exclusive, non-transferable Software Development Tools License Agreement. Crestron product operating system software is licensed to Crestron dealers, CSPs, and end-users under a separate End-User License Agreement. Both of these Agreements can be found on the Crestron website at www.crestron.com/legal/software_license_agreement.

The product warranty can be found at www.crestron.com/warranty.

The specific patents that cover Crestron products are listed at www.crestron.com/legal/patents.

Certain Crestron products contain open source software. For specific information, please visit www.crestron.com/opensource.

Crestron, the Crestron logo, Crestron Fusion, Crestron Studio, Crestron Toolbox, DM, Smart Graphics, and VT Pro-e are either trademarks or registered trademarks of Crestron Electronics, Inc., in the United States and/or other countries. HDMI is either a trademark or registered trademark of HDMI Licensing LLC in the United States and/or other countries. Logitech is either a trademark or registered trademark of Logitech in the United States and/or other countries. Microsoft, Microsoft Surface, Outlook, Skype, and Windows are either trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries. Other trademarks, registered trademarks, and trade names may be used in this document to refer to either the entities claiming the marks and names or their products. Crestron disclaims any proprietary interest in the marks and names of others. Crestron is not responsible for errors in typography or photography.

This document was written by the Technical Publications department at Crestron.
©2017 Crestron Electronics, Inc.

Contents

Introduction	1
Requirements	1
Installer	1
System Administrator	2
Assemble the Enclosure	3
What Is Included in the Box	3
Additional Required Equipment	3
Procedure.....	3
Setup	18
Skype for Business	18
Initial Setup	18
Change Settings	23
Additional Setup	23
System.....	25
Hardware Status	26
USB Camera.....	27
Smart Graphics	28
IP Table.....	29
Diagnostics	31
Advanced.....	32
Return to Skype for Business	32
Operation	33
Common Controls	33
Join a Meeting	35
Participants	38
Conversation.....	42
Content.....	43
Start a New Meeting	44
Participants	47
Conversation.....	51
Content.....	52
Dial Pad	53
Make a Phone Call or Conference Call	54
Make a Phone Call.....	55
Create a Conference Call	56
Present to the Skype for Business Room	58

Invite the Skype for Business Room to a Meeting (Schedule the Room)	58
Reserve from Skype for Business Program	58
Reserve from Microsoft Outlook	58
Additional Resources	60
Planning for Skype Room Systems	60
Configuration and Deployment Guide	60
Training for Skype Room System.....	60
Additional Help	60
Sample Crestron Fusion Room Utilization Report	61

CCS-UC-300: Crestron SR Next Generation Room System for Skype for Business

Introduction

The Crestron SR Next Generation Room System for Skype for Business (CCS-UC-300) delivers a powerful, professional solution for knowledge workers who want the Skype for Business experience in small to midsize meeting rooms and conference rooms.

The CCS-UC-300 consists of an enclosure (CCS-UC-CODEC-TS-300) that is secured to a mounting surface such as a table, and an “engine” (CCS-UC-CODEC-ENGINE) that mounts under the mounting surface.

This supplemental guide discusses the requirements, setup instructions, and operating instructions for the CCS-UC-300 in a variety of environments and applications. For more information on installing the engine, refer to CCS-UC-300 DO Guide (Doc. 7960) at www.crestron.com/manuals.

Requirements

This document is written for installers setting up a Crestron SR system and Skype for Business system administrators.

Installer

The installer should have the following knowledge and skills:

- Crestron technology
- Basic networking
- Basic AV
- Crestron Fusion® software
- Crestron Remote Control
- Crestron Studio®, VT Pro-e®, SIMPL, and Crestron Toolbox™ software programming tools

System Administrator

The system administrator should have the following knowledge and skills:

- Skype for Business Endpoint
- Skype for Business Server
- Microsoft® Exchange on-premises
- Office 365® software cloud services
- Windows® 10 operating system troubleshooting

Assemble the Enclosure

The CCS-UC-CODEC-TS-300 is a custom enclosure containing a Microsoft Surface® Pro 4 computer. Before installing the Surface Pro 4 computer into the enclosure, please make sure it is imaged with the proper Windows IOT license and the Microsoft Skype Room System software. This is not provided by Crestron, but it is provided by the supplier of the Surface Pro4 device.

What Is Included in the Box

- Crestron SR dock enclosure
- Package of screws
- Plastic cable exit cover
- Two rubber feet
- Tie wraps
- Magnetic screwdriver

Additional Required Equipment

An antistatic mat should be used for proper grounding and to protect the enclosure's surface.

Procedure

1. Place the box containing the enclosure on the antistatic mat.

Place the Box On the Antistatic Mat



2. Remove the enclosure from the box and place it on the antistatic mat.

NOTE: Make sure to hold the cables, which are located outside the plastic, when removing the enclosure from the box.

Remove the Enclosure from the Box.



3. Place the enclosure right-side-up on antistatic mat and remove the packing materials surrounding the enclosure.

NOTE: Leave the protective plastic strips on the enclosure's front bezel to prevent scratches during assembly.

Remove Packing Materials (L), Leave Protective Strips (R)



4. Place the front of the enclosure face down on the antistatic mat, and remove the two screws on the base of the enclosure.

Remove Screws from the Enclosure's Base



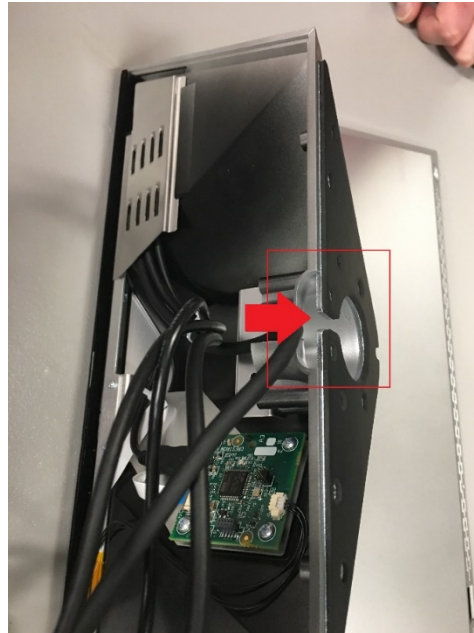
5. Remove the enclosure's rear cover.

Remove the Rear Cover



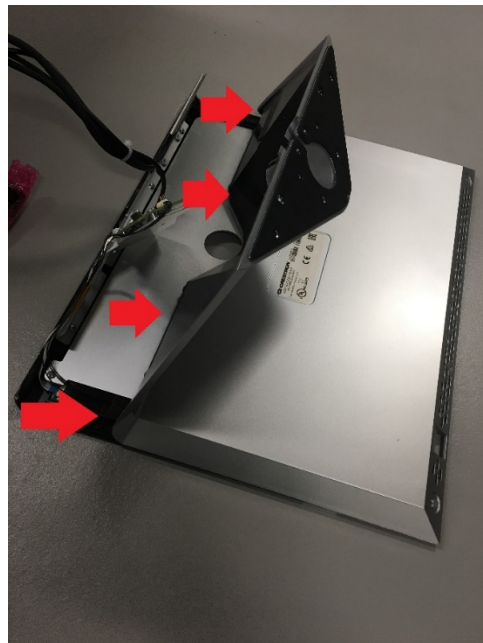
6. Remove the cables (one at a time) through the hole in the base, allowing them to be moved to the rear of the housing assembly.

Remove the Cables



7. Slide the base of the unit away from the exposed boards to expose the heat spreader and the PCB boards.

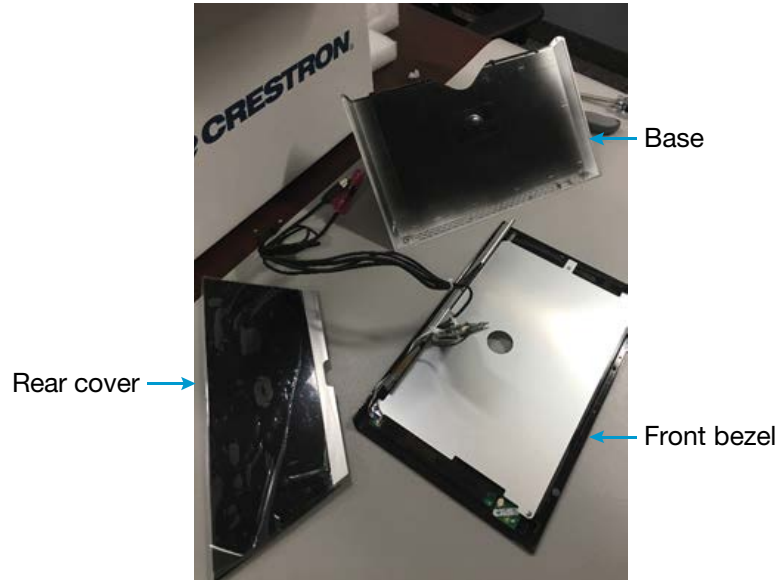
Slide the Base of the Unit Away to Expose the Heat Spreader



The enclosure is separated into three components.

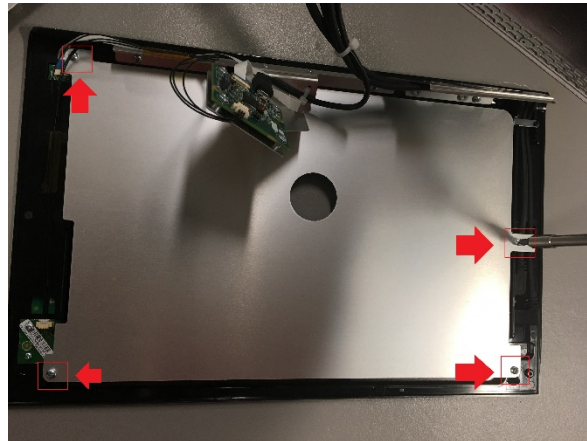
- Front bezel
- Rear cover
- Base

Enclosure Components



8. On the front bezel, remove the four screws that secure the heat spreader.

Remove the Screws Securing the Heat Spreader



CAUTION: Cables might cover the screw head in the upper-left corner. Gently move the cables aside to expose the screw head.

Move the Cable Aside to Expose Screw Head



9. Remove the heat spreader to expose the rear of the front bezel.

Rear of the Front Bezel (Heat Spreader Removed)



10. Remove the Surface Pro4 from its retail packaging and remove all plastic.

Remove Surface Pro 4 from Packaging

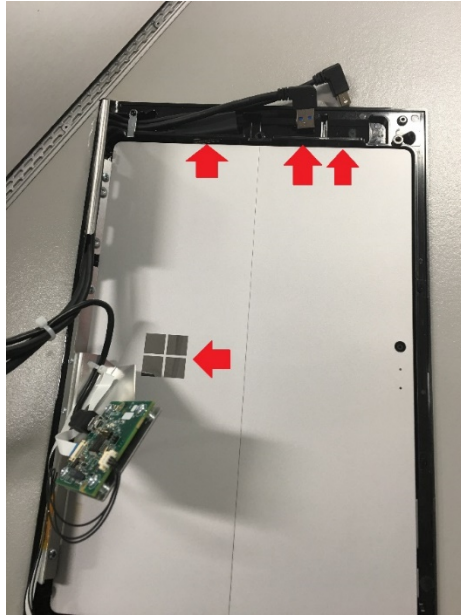


NOTE: This Surface Pro 4 is provided by a distributor. Before installing the Surface Pro 4 in the enclosure, make sure it is imaged with the Windows 10 IOT license and has the Skype Room software installed per Microsoft's direction.

NOTE: The Surface Pro 4's power supply and pen are not required for installation or operation.

11. Place the Surface Pro 4, face down, into the rear of the front bezel. The Microsoft logo should be at the top of the bezel as shown below. The Surface Pro 4 fits easily and should not be forced.

Place Surface Pro 4 in Front Bezel



12. Connect the three cables at the top of the bezel as shown below.

Connect Cables to the Surface Pro 4



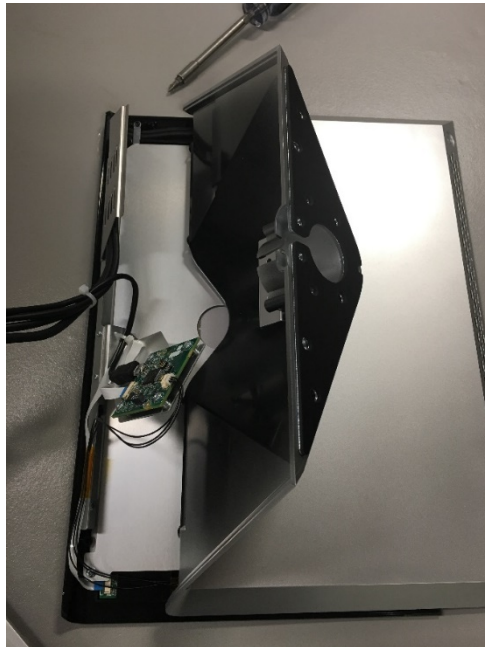
13. Reinstall the heat spreader that was removed in step 9. Ensure that the cables in the upper-left corner are not caught beneath the heat spreader.

Reinstall the Heat Spreader



14. Slide the base on to the bezel.

Slide the Base On to the Bezel



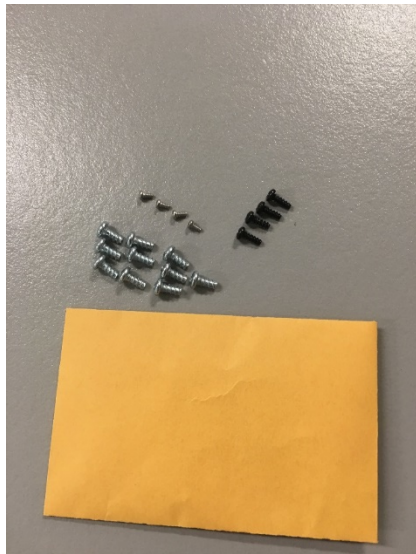
For proper assembly, the cable retention metal plate must go under the plastic piece.

Place Metal Plate Under Plastic Piece



15. Open the included bag of screws and lay them out on the antistatic mat. There are 10 large silver screws, 4 small silver screws, and 4 medium black screws.

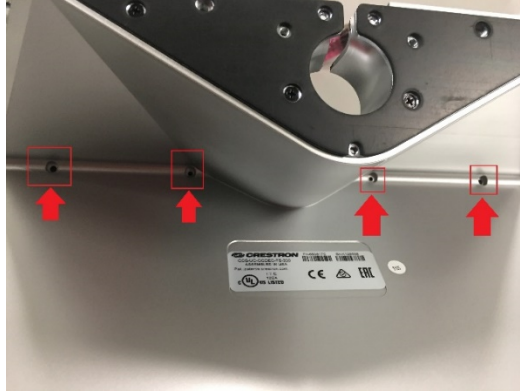
Open the Bag of Screws



16. Install four large silver screws at the base of the enclosure.

NOTE: Use the proper head screwdriver to prevent stripping.

Install Screws at the Base of the Enclosure



17. Install two large silver screws at the bottom of the enclosure's base.

NOTE: Use the proper head screwdriver to prevent stripping.

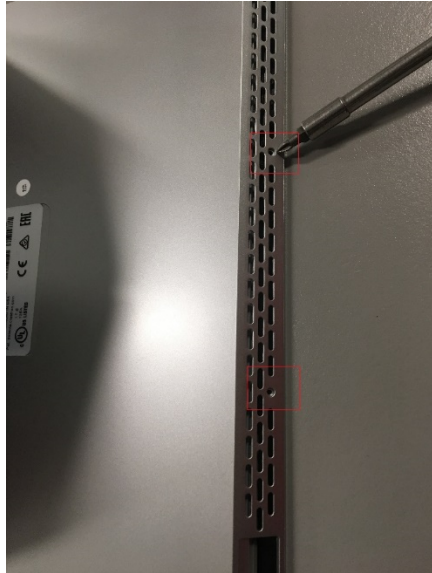
Install Screws at the Base of the Enclosure



18. Install two small screws in the base.

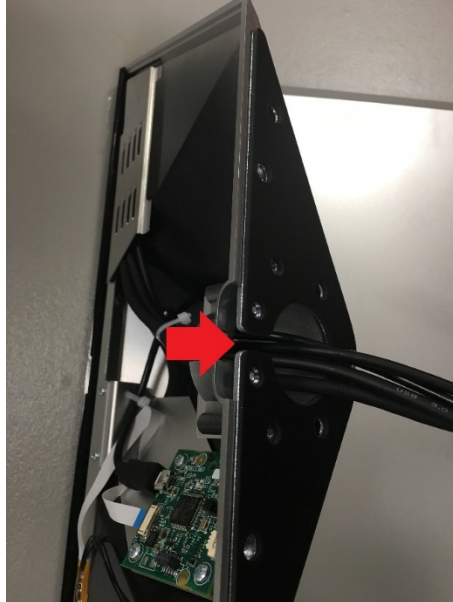
NOTE: Use the proper head screwdriver to prevent stripping.

Install Small Screws in the Base



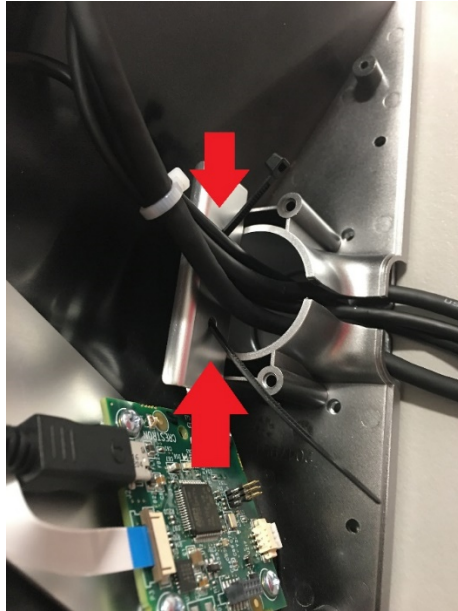
19. Insert the cables into the grommet, one cable at a time.

Insert Cables into the Grommet



20. Install a tie wrap (included) around the four cables and tie it closed. The tie wrap should go through the metal guide and once the tie wrap is closed, all the cables should rest against the metal bar.

Wrap the Cables



21. Attach and secure the rear cover to the enclosure. The rear cover goes into the enclosure with the cutout at the top. If the enclosure is to be used with the TS-SMK, leave the cables where they are.

Attach and Secure the Rear Cover



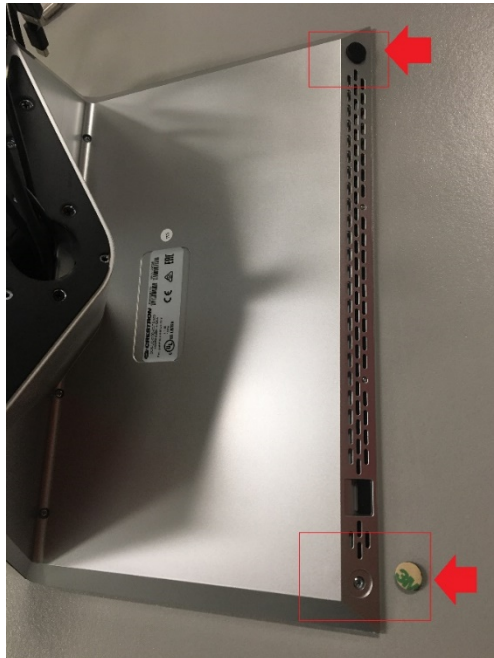
22. Press the rear cover flush with the enclosure, and reinstall the two screws removed in step 4.

Reinstall the Two Screws



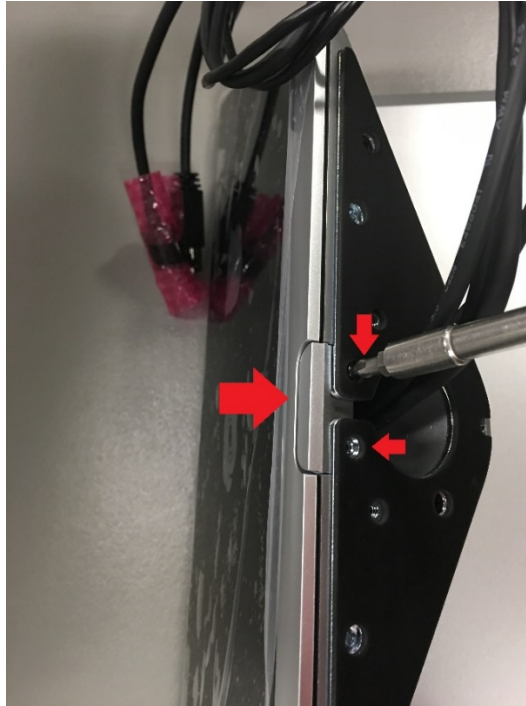
23. Install the rubber feet over the screws installed in step 17.

Install Rubber Feet



24. Install and secure the plastic piece (included) to keep wires inside the grommet hole and to close the grommet hole. Use two black screws to secure the piece.

Install Plastic Piece



25. Connect the enclosure to the engine as described in the CCS-UC-300 DO Guide (Doc. 7960) at www.crestron.com/manuals.

Setup

Before use, the system must be set up for operation.

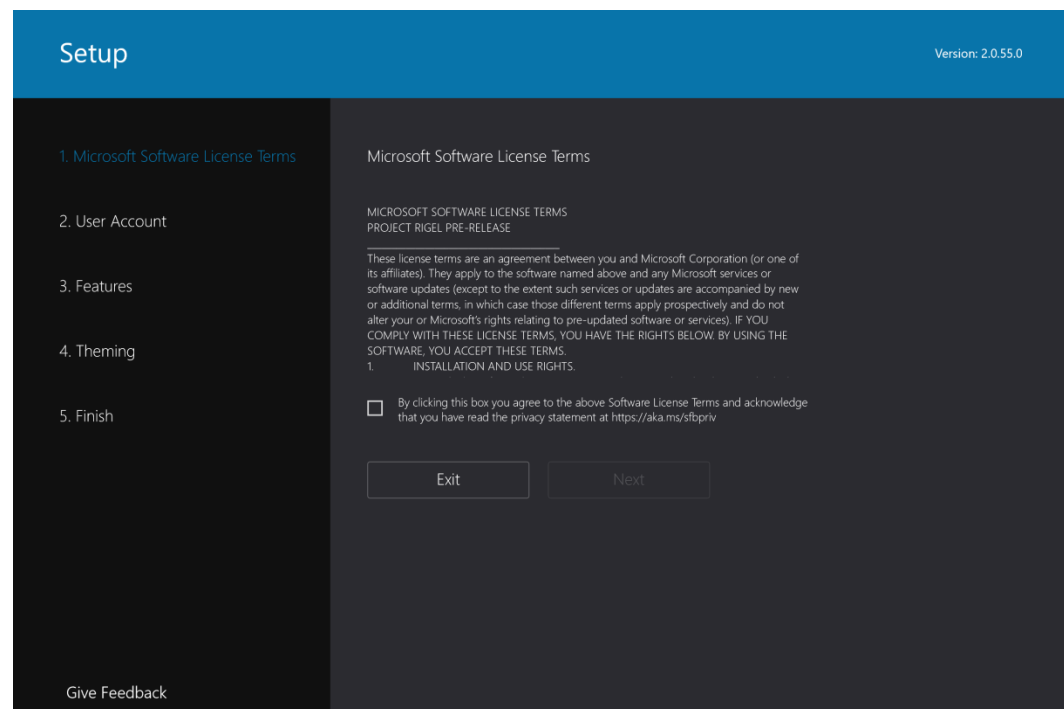
Skype for Business

Initial Setup

On startup, the system displays the setup screen for Skype for Business. To configure the system for use with Skype for Business, perform the following procedure:

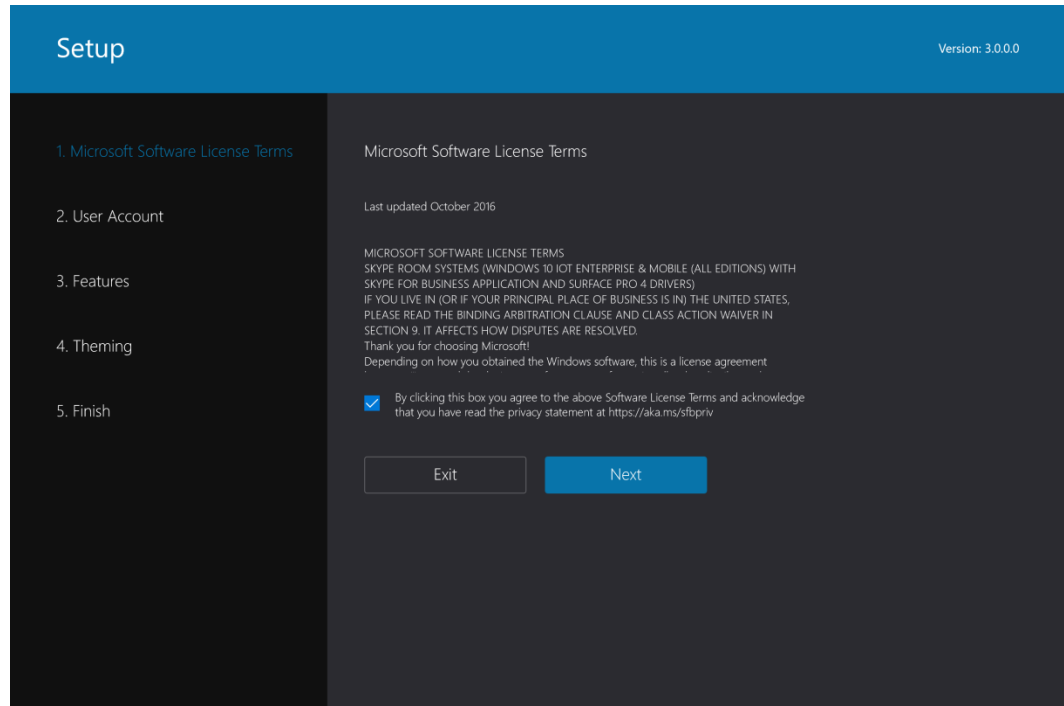
1. Make all the hardware connections described in the CCS-UC-300 DO Guide (Doc. 7960) at www.crestron.com/manuals and turn on the power by pressing the power button on the bottom right of the enclosure. The system boots up and the Microsoft Software License Terms screen is displayed.

Microsoft Software License Terms Screen



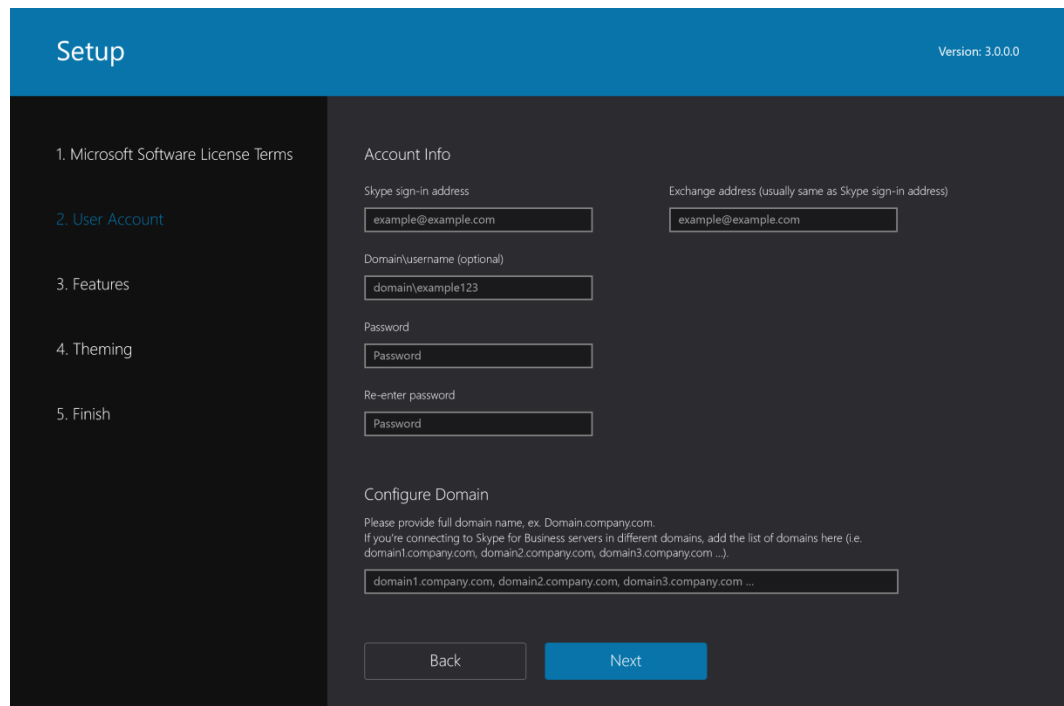
2. Select the check box to agree to the software license terms and acknowledge reading the privacy statement.

Microsoft Software License Terms Screen



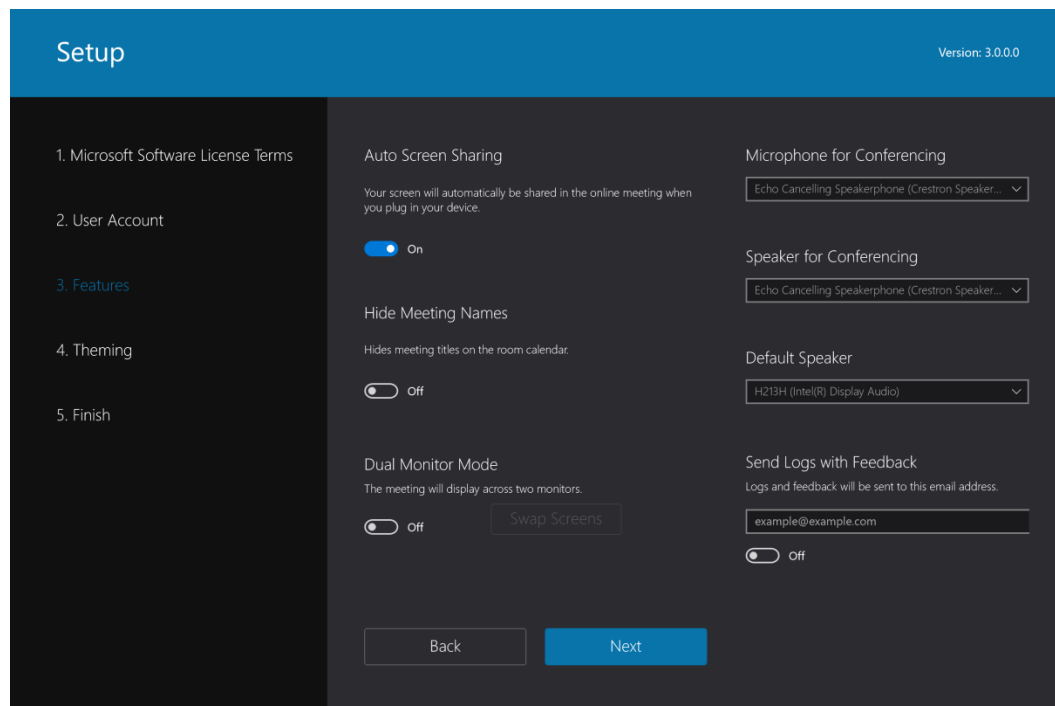
3. Tap **Next**. The User Account screen is displayed.

User Account Screen



4. Enter the Skype for Business login information and tap **Next**. The Features screen is displayed.

Features Screen



5. Configure the system features.
 - **Auto Screen Sharing** specifies whether a connected device's screen is automatically shared when it is connected to the system. Select **On** or **Off**.
 - **Hide Meeting Names** specifies whether the names of scheduled meetings are hidden on the conference room's calendar. Select **On** or **Off**.
 - **Dual Monitor Mode** specifies whether the meeting displays across one or two monitors. Select **On** or **Off**. When set to **On**, the screen positions can be swapped by tapping **Swap Screens**.
 - **Microphone for Conferencing** selects the microphone to use in a conference. Select a microphone from the drop-down list.
 - **Speaker for Conferencing** selects the speaker to use in a Skype for Business conference. Select a speaker from the drop-down list. These speaker functions are controlled by the Skype for Business interface.

NOTE: Crestron recommends using the same speaker for conferencing and default functions. When the same speaker is selected for both functions, the Skype for Business audio controls (volume and mute) have the same function as the touch buttons on the right side of the enclosure.

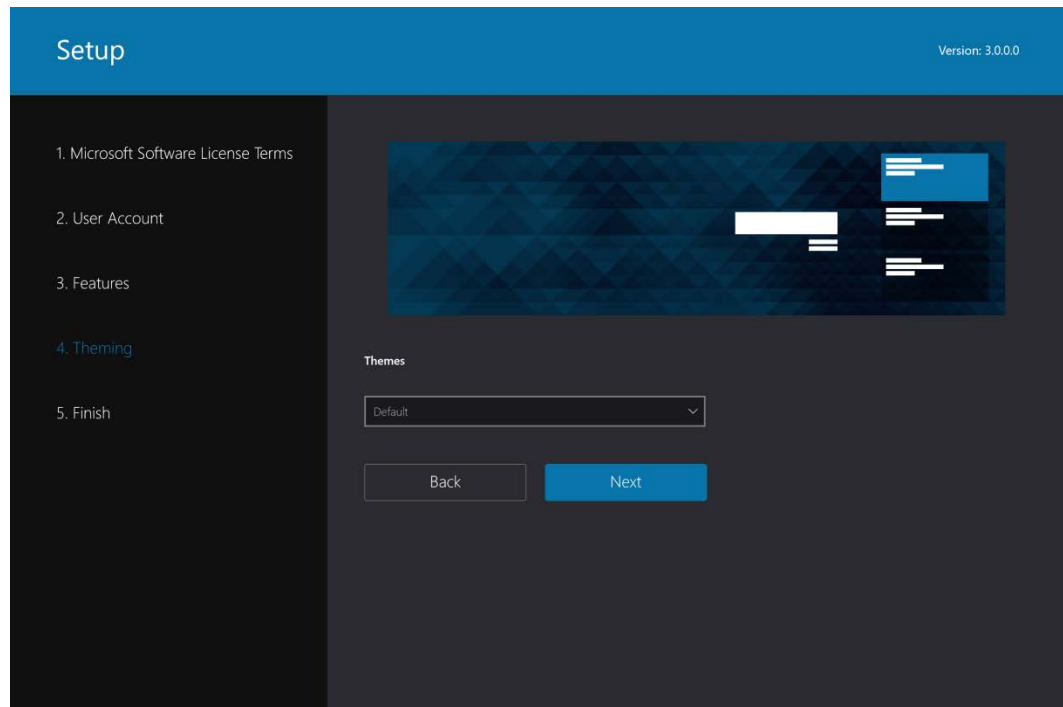
- **Default Speaker** selects the speaker to use during nonconference operations such as audio from a connected input device, rings, beeps, startup noises, etc. Select a speaker from the drop-down list. These speaker functions are controlled by the touch buttons on the right side of the enclosure.

NOTE: Crestron recommends using the same speaker for default and conference functions. When the same speaker is selected for both functions, the touch buttons on the right side of the enclosure (volume and mute) have the same function as the Skype for Business audio controls.

- **Send Logs with Feedback** activates system event logging and specifies an email address where the logs are to be sent. Set an email address to receive logs and select **On** or **Off**. When set to **On**, logs are sent to the email address specified.

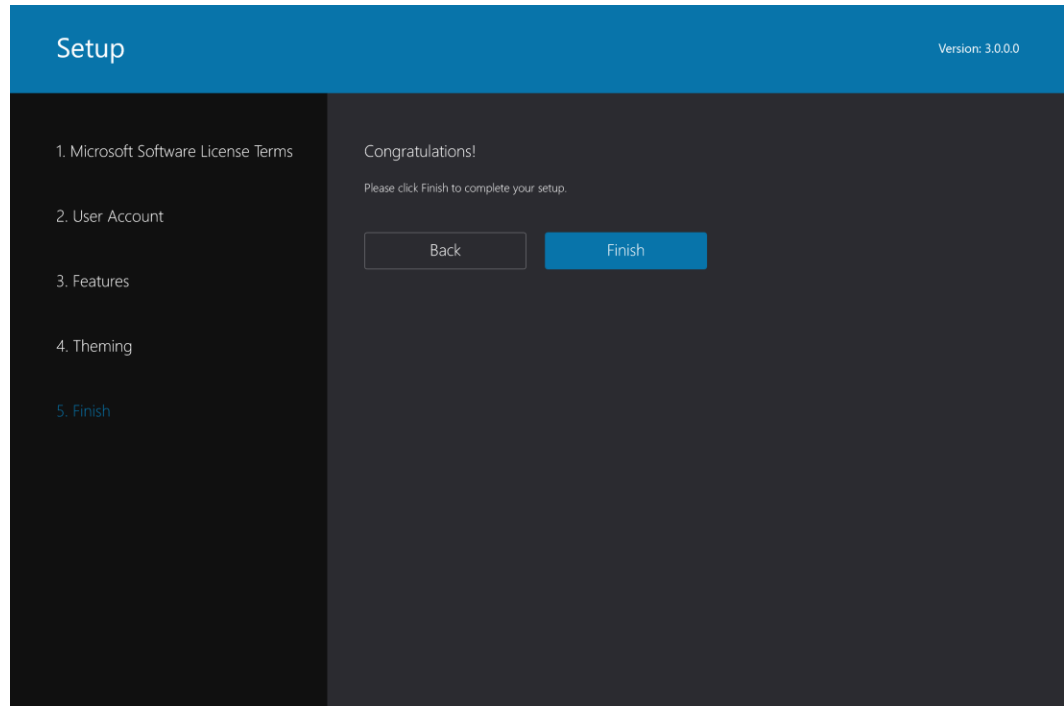
6. Tap **Next**. The Theming screen is displayed.

Theming Screen



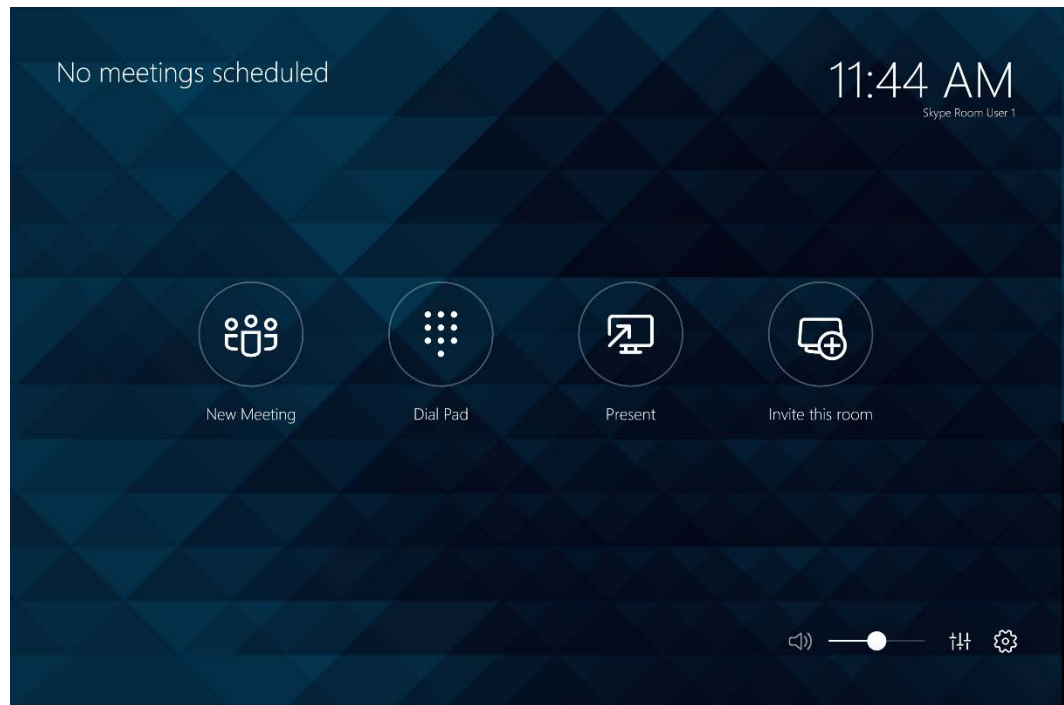
7. Select the screen theme from the drop-down list and tap **Next**. The Finish screen is displayed.

Finish Screen




8. Tap **Finish** to finish setup. The Skype for Business screen is displayed. Otherwise, tap **Back** to go back and make changes.

Skype for Business Screen



Change Settings


The Skype for Business settings can be reviewed or changed at any time. To review or change any of the Skype for Business configurations, perform the following procedure.

1. Tap .
2. Tap **Settings**. The User Account Control screen is displayed.
3. Enter the Administrator password (“sfb”) and tap **Yes**. The Setup screen is displayed.

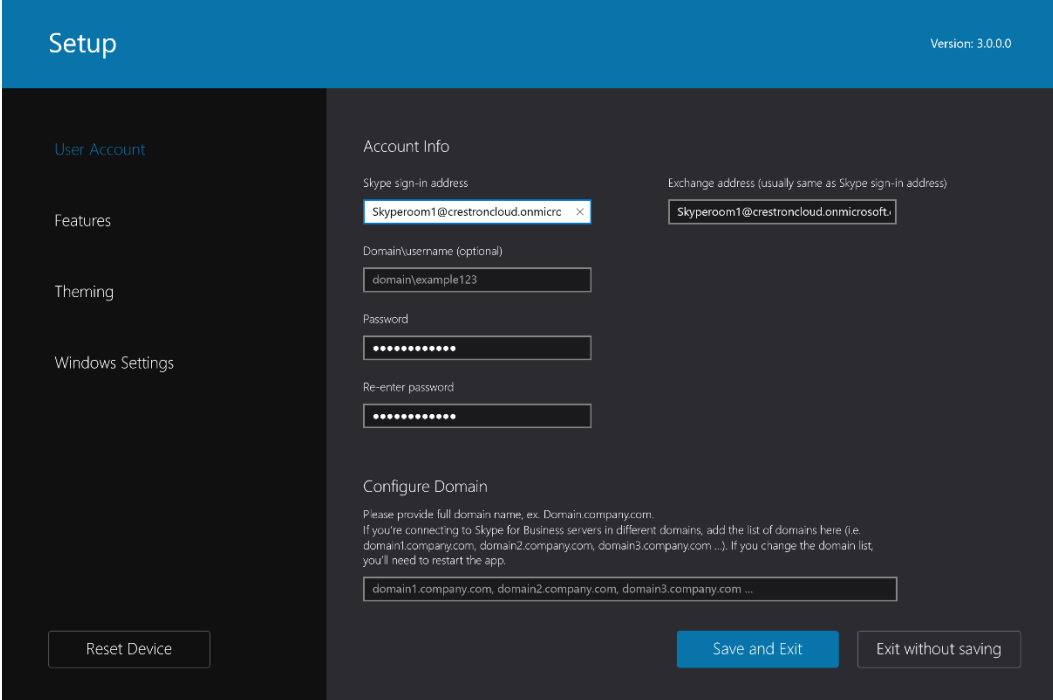
Additional Setup


Additional setup is required to configure the system for use with a USB camera, a Smart Graphics® software project, and Crestron Fusion software. Use the Settings screen to further configure the system.

To open the Settings screen, perform the following procedure:

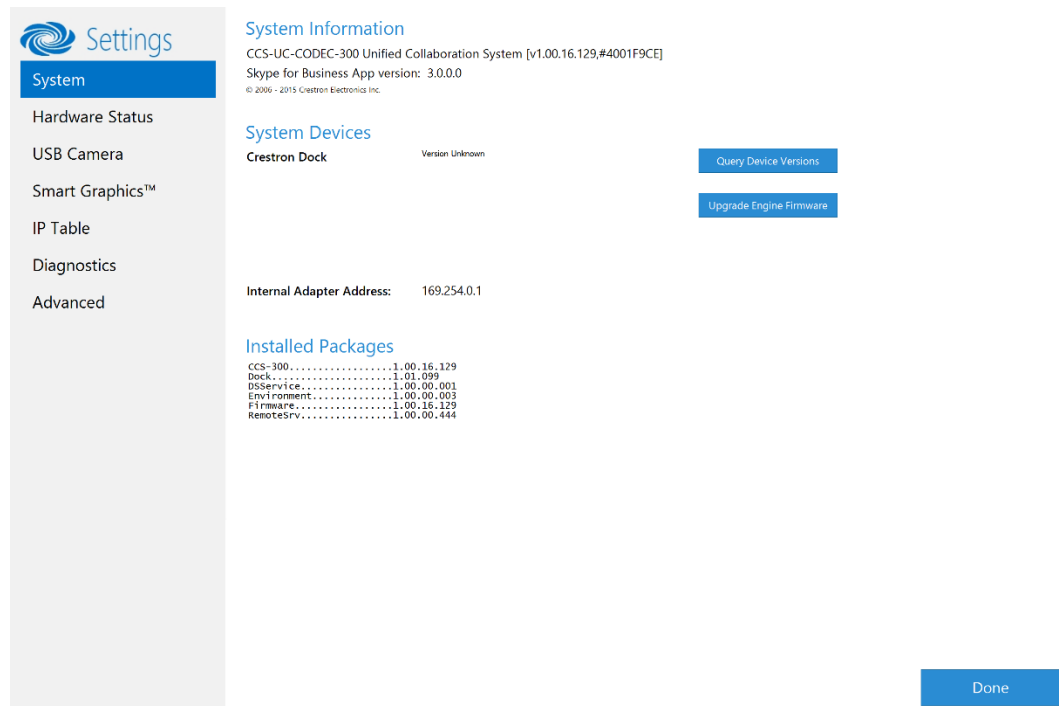
1. Tap .
2. Tap **Settings**. The User Account Control screen is displayed.
3. Enter the Administrator password (sfb) and tap **Yes**. The Setup screen displayed.

Setup Screen



4. Tap **Windows Settings**, and then tap **Go to Admin Sign-in**. The login screen is displayed.
5. Tap **Administrator** to select the administrator login.
6. Enter the administrator password (sfb). The Windows desktop is displayed.
7. Wait approximately 30 seconds and tap . The Settings screen is displayed.

Settings Screen



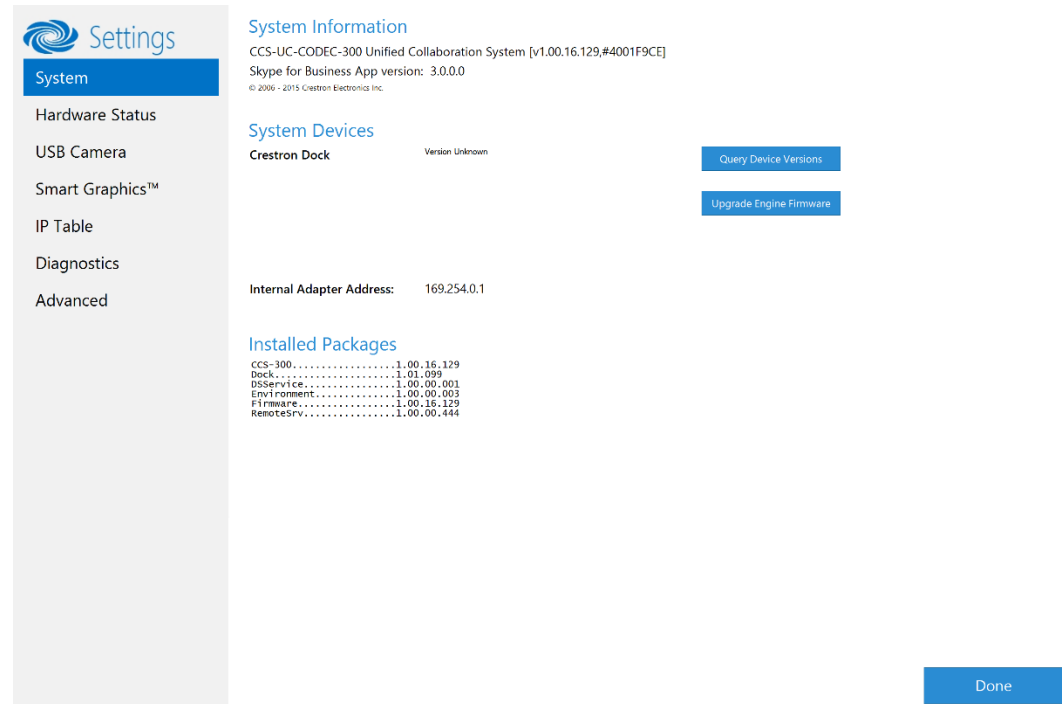
Within the Settings screen, information about firmware versions and the hardware status can be viewed. Additionally, a connected USB camera can be configured, a Smart Graphics project can be loaded, the IP table can be set, event logs can be viewed and managed, and the system can be connected to Crestron Fusion software.

To exit the Setting screen, tap **Done**. The Windows desktop is displayed.

System

Use the Settings screen's System section to view firmware information and upgrade the engine's firmware. Tap **System** to display the System section. The System section of the Settings screen is displayed.

Settings Screen - System Section

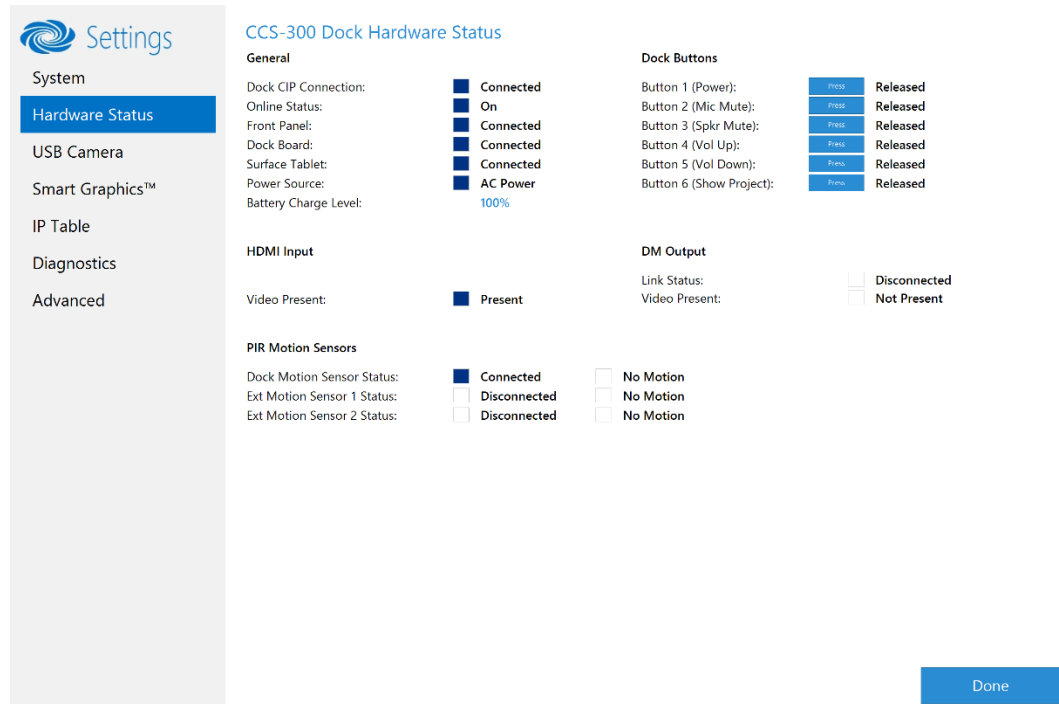


- To view firmware information, tap **Query Device Versions**.
- To upgrade the engine's firmware, tap **Upgrade Engine Firmware**. The system automatically downloads the latest firmware from a remote file server and installs the firmware.

Hardware Status

Use the Settings screen's Hardware Status section to view information on the hardware connections to the system and test the buttons on the right side of the enclosure. Tap **Hardware Status** to display the Hardware Status section.

Settings Screen - Hardware Status Section

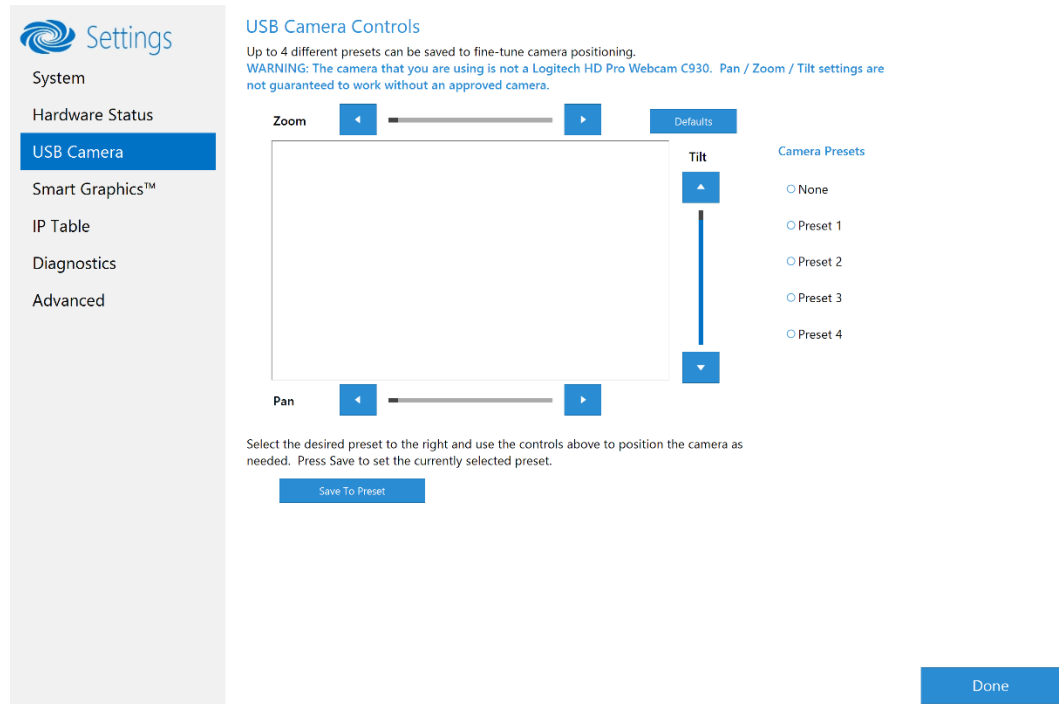


- View the status of the engine and enclosure as well as motion sensors (built-in and externally connected), and information on the HDMI® and DM® connections.
- Tap the buttons alongside the enclosure's display to verify their operation.

USB Camera

Use the Settings screen's USB Camera section to adjust the amount of zoom, tilt, and pan, recall preset settings, and store preset settings. Tap **USB Camera** to display the USB Camera section.

Settings Screen - USB Camera Section



Adjust Tilt, Pan, or Zoom

The tilt, pan, and zoom on a connected Logitech® HD Pro Webcam C930 can be remotely adjusted from the USB Camera screen.

NOTE: Tilt, pan, and zoom settings are not guaranteed to work without an approved camera.

- To adjust the amount of zoom, tap ◀ or ▶.
- To adjust the pan, tap ◀ or ▶.
- To adjust the camera tilt, tap ▲ or ▼.
- To return the camera to its default settings, tap **Defaults**.

Save a Preset

Tilt, pan, and zoom settings can be saved for recall at a later time. To save a preset setting, perform the following procedure:

1. Tap one of the preset locations on the right side of the display.
2. Adjust the tilt, pan, and zoom as described in “Adjust Tilt, Pan, or Zoom” above.
3. Tap **Save To Preset** to save the settings.

Recall a Preset

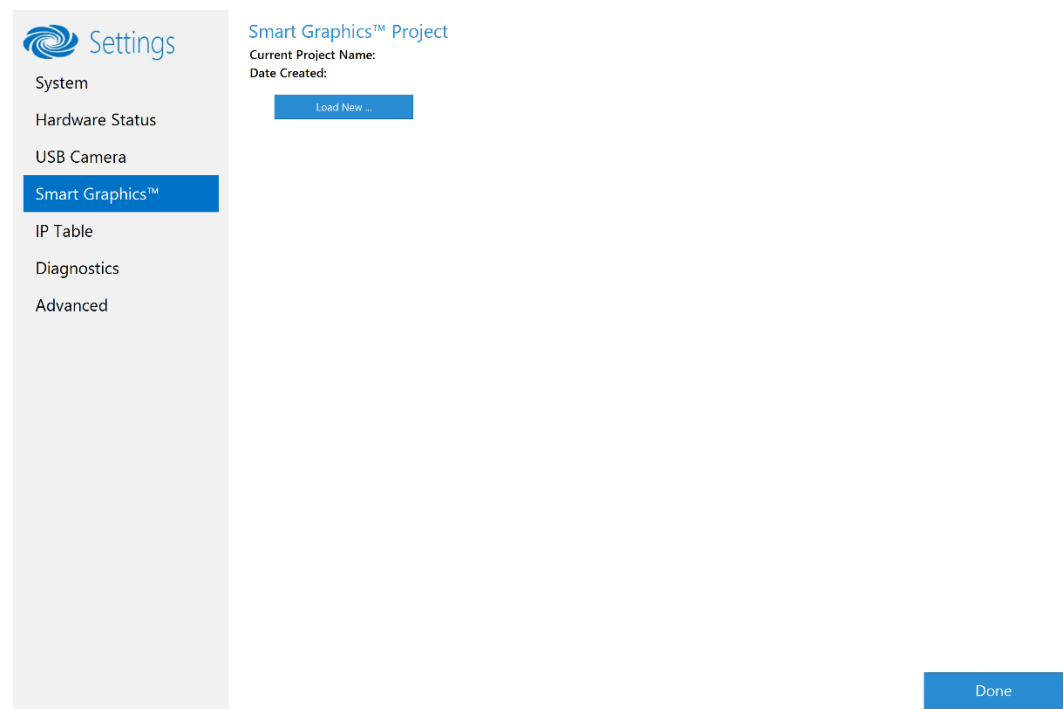
To recall a preset, tap a preset on the right side of the display.

Smart Graphics

Use the Settings screen's Smart Graphics section to upload a Smart Graphics project from a connected USB drive. Tap **Smart Graphics** to display the Smart Graphics section.

NOTE: A Smart Graphics project can be remotely uploaded to the system by development tools such as VT Pro-e®, Crestron Toolbox™, or Crestron Studio® software. For details, refer to the respective help files.

Settings Screen - USB Camera Section



To upload a Smart Graphics project, follow this procedure:

1. Connect a USB drive containing the Smart Graphics project to the engine.
2. Tap **Load New**.
3. Navigate to the location of the project file and tap **Open**. The project loads to the system.

IP Table

An IP table is a lookup table used by Crestron Ethernet devices to map between IP IDs and IP addresses. Use the Settings screen's IP Table section to enable and configure the system for communication within a network. Tap **IP Table** to display the IP Table section.

NOTE: A system's IP table can be configured by development tools such as VT Pro-e®, Crestron Toolbox™, or Crestron Studio® software. For details, refer to the respective help files.

Settings Screen - IP Table Section

Settings

- System
- Hardware Status
- USB Camera
- Smart Graphics™
- IP Table**
- Diagnostics
- Advanced

Crestron IP Table

IP ID	Type	Address	Dev ID	Port	Status
-------	------	---------	--------	------	--------

IP ID: Type (Gway)*: IP Address/Hostname: Device ID (INR)*: Port (41794)*:

* Entries are optional and if not specified, the default will be used.

Automatically discover and respond to other Crestron devices
On

Allow multiple IP Table entries
On

Crestron SSL

These settings allow secure connections to Crestron control systems. Apply and restart to save these changes.

Use SSL for control system connections
Disabled

Use these credentials when connecting to the control system

Username:

Password:

IP Table Entries

Entries on an IP table identify the Control system(s) that can control the system. Entries can be added, updated, or removed.

Add an Entry

To add an entry on the IP table, perform the following procedure:

1. From the **IP ID** drop-down list, select the system's IP ID as specified in the control system's program. of the controlled Ethernet device from the IP ID list.

NOTE: The IP ID must match the IP ID specified for the system in the control system's program.

2. Enter the IP address or hostname in the **IP Address/Hostname** field.
3. If using a port other than 41794 for communications with the control system, enter it in the **Port (41794)*** field.

NOTE: This field is optional. If left blank, the default port (41794) is used.

4. Tap **Add**.

Modify an Entry

To modify an entry on the IP table, perform the following procedure:

1. Tap an entry on the IP table.
2. Select the new IP ID, address or hostname, and port.
3. Tap **Update Selected**.

Remove an Entry

To remove an entry from the IP table, perform the following procedure:

1. Tap an entry on the IP table.
2. Tap **Remove**.

Other IP Table Functions

To hide the system from being discovered by other devices during Autodiscovery, set the **Automatically discover and respond to other Crestron devices** setting to **Off**.

Multiple control systems, listed on the IP table, can be allowed to control the system. To allow only one control system on the IP table, set the **Allow multiple IP Table entries** setting to **Off**.

Crestron SSL

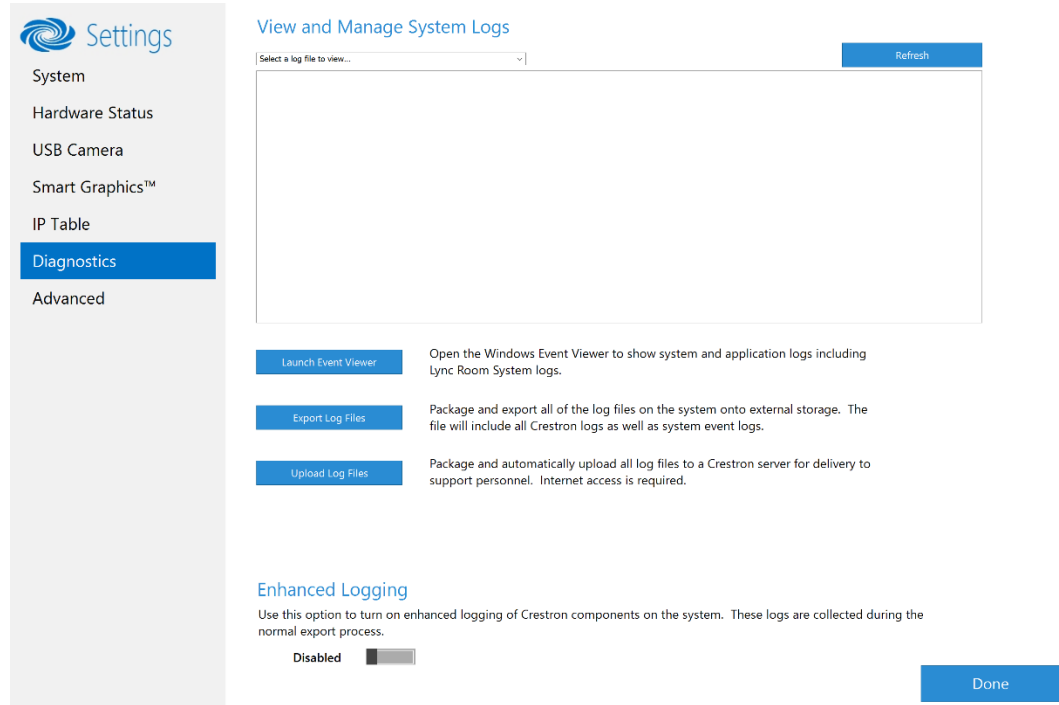
The system can use SSL technology when connecting to a Crestron control system. To configure the system to use SSL for control system communications, perform the following procedure.

1. Set the **Use SSL for control system connections** setting to **Enabled**.
2. If certificate authentication is used, set the **Certificate Authentication** setting to **On**.
3. Enter the login credentials in the **Username** and **Password** fields.

Diagnostics

Use the Settings screen's Diagnostics section to view and manage system logs. Tap **Diagnostics** to display the Diagnostics section.

Settings Screen - Diagnostics Section



View Logs

During troubleshooting, different logs can be viewed. To view a specific type of log, select the desired log file from the drop-down list. Tap **Refresh** to view the latest log data.

Windows Event Viewer

Tap **Launch Event Viewer** to open the Windows event viewer that shows system and application logs.

Export Log Files

Tap **Export Log Files** to package and export all of the log files (including all Crestron logs and system event logs) onto external storage.

Upload Log Files

Tap **Upload Log Files** to package and upload all of the log files to a Crestron server for delivery to Crestron support personnel.

NOTE: Internet access is required for uploading.

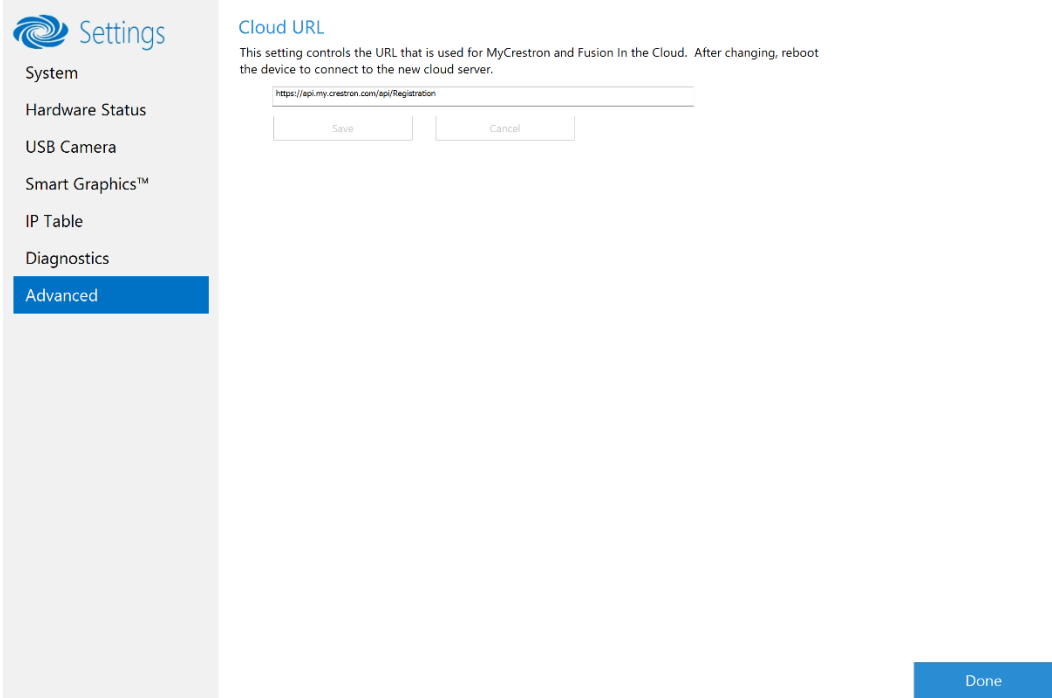
Enhanced Logging

Set the enhanced logging feature to **Enabled** to turn on enhanced logging of Crestron components on the system. The enhanced logs are collected during the normal export process.

Advanced

Use the Settings screen's Advanced section to configure the system for use with MyCrestron and Crestron Fusion in the Cloud. Tap **Advanced** to display the Advanced section.

Settings Screen - Advanced Section





The screenshot shows the 'Settings' application interface. On the left is a navigation menu with the following items: System, Hardware Status, USB Camera, Smart Graphics™, IP Table, Diagnostics, and **Advanced** (highlighted in blue). The main content area is titled 'Cloud URL' and contains the following text: 'This setting controls the URL that is used for MyCrestron and Fusion In the Cloud. After changing, reboot the device to connect to the new cloud server.' Below this text is a text input field containing the URL 'https://api.my.crestron.com/api/Registration'. Underneath the input field are two buttons: 'Save' and 'Cancel'. At the bottom right of the screen is a blue 'Done' button.

Enter the URL of the Crestron Fusion server. Upon completion, the system should be brought into Crestron Fusion software as a processor. For details, refer to the Crestron Fusion help file.

Return to Skype for Business

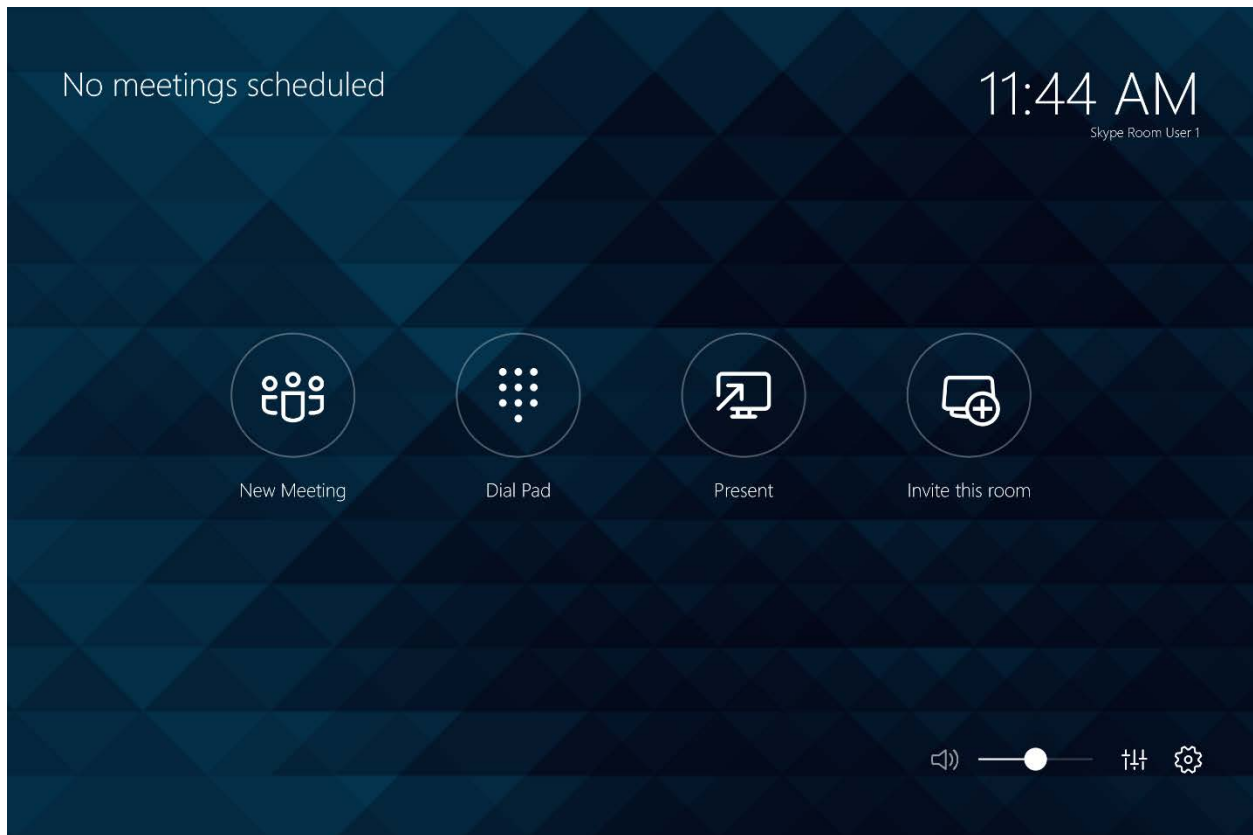
After all changes have been made, the system should be returned to regular operations. To return to regular operations, perform the following procedure:

1. Tap **Done** to return to the Windows desktop.
2. Tap . A menu is displayed.
3. Tap , and then tap **Sign Out**. The Administrator login screen is displayed.
4. Tap **Skype**. The Skype login screen is displayed.
5. Tap **Sign in**. The Skype for Business screen is displayed.

Operation

When a configured system starts, tap **Sign-in** for the **Skype** user. The Skype for Business screen is displayed.

Skype for Business Screen



The Skype for Business screen allows the user to perform the following operations:

- Join a scheduled meeting
- Start a new meeting
- Make a phone call
- Present content from a connected input device to the Skype for Business room's display
- View instructions for adding the Skype for Business room to a meeting
- Control other room functions (if equipped)

Common Controls

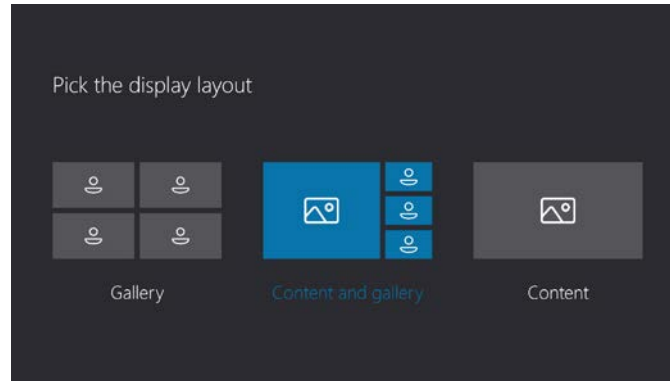
During a meeting, the Skype for Business room operator can change the layout of what is shown on the room display, disable and enable the room camera, mute and unmute the room microphone, disable and enable the video signal to the meeting room's display, end












and/or leave the meeting, mute and unmute the room speaker(s), adjust the speaker volume, or adjust other room functions (if the room is equipped with these controls).

NOTE: Depending on the type of meeting (joined versus hosted), some controls may not be present on the system's screen.

- To select what is displayed on the room's display, tap **Layout** and tap the desired layout from the options on the layout screen (gallery of contacts, content of connected device and/or shared content from a meeting member, or only the content of the connected device and/or shared content from a meeting member).

Layout Controls

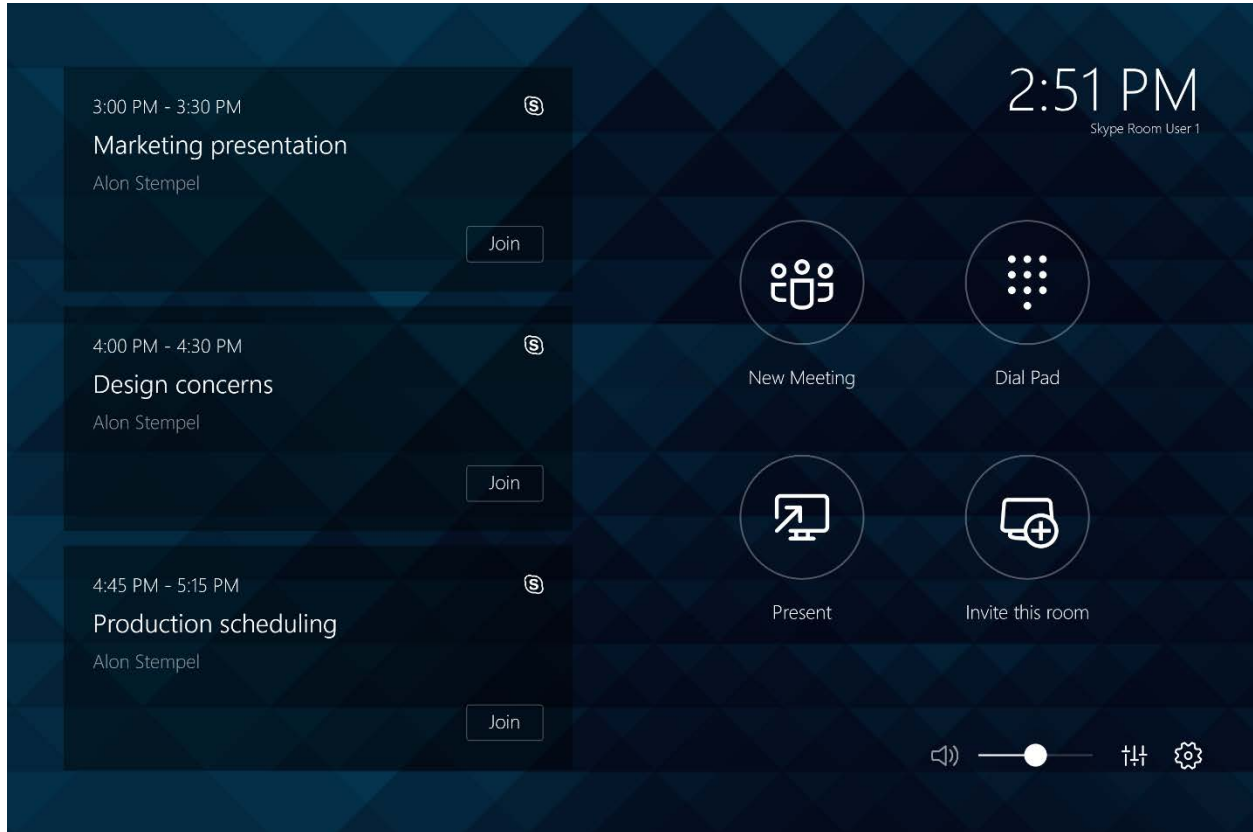


- To disable the Skype for Business room's camera, tap . Tap  to enable the room camera.
- To mute the microphone, tap . To unmute the microphone, tap .
- To present content from a device connected to the HDMI port, tap . To stop presenting, tap .
- To end the meeting, leave a meeting, or end a phone call, tap .
- To mute the speaker audio in the Skype for Business room, tap . Tap  to unmute.
- To adjust the speaker volume, drag the slider control left or right.
- To view Crestron controls, tap  or .

Join a Meeting

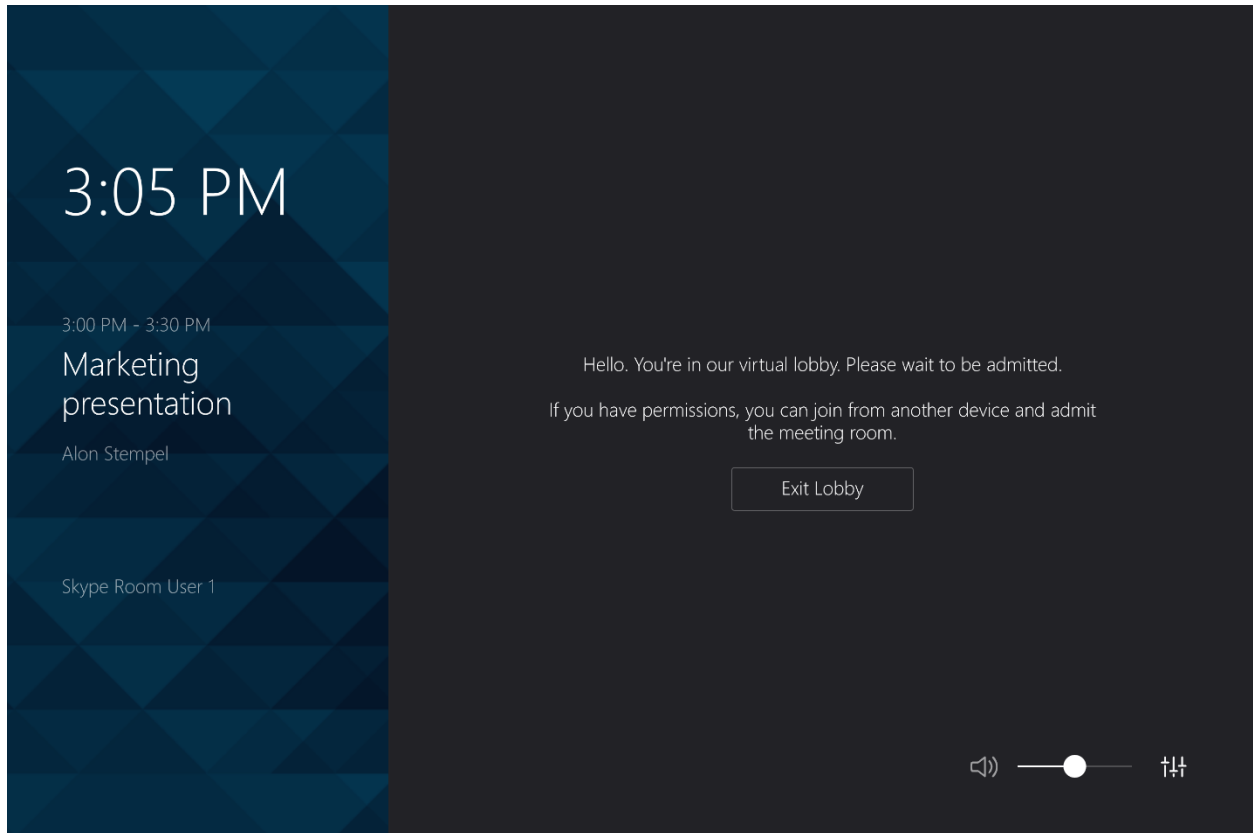
When meetings are scheduled for the Skype for Business room, they are listed on the left side of the screen as shown below.

Skype for Business Screen



To join a Skype for Business meeting, tap **Join** for the meeting to be joined. The Skype for Business room is admitted to a virtual lobby and the virtual lobby screen is displayed.

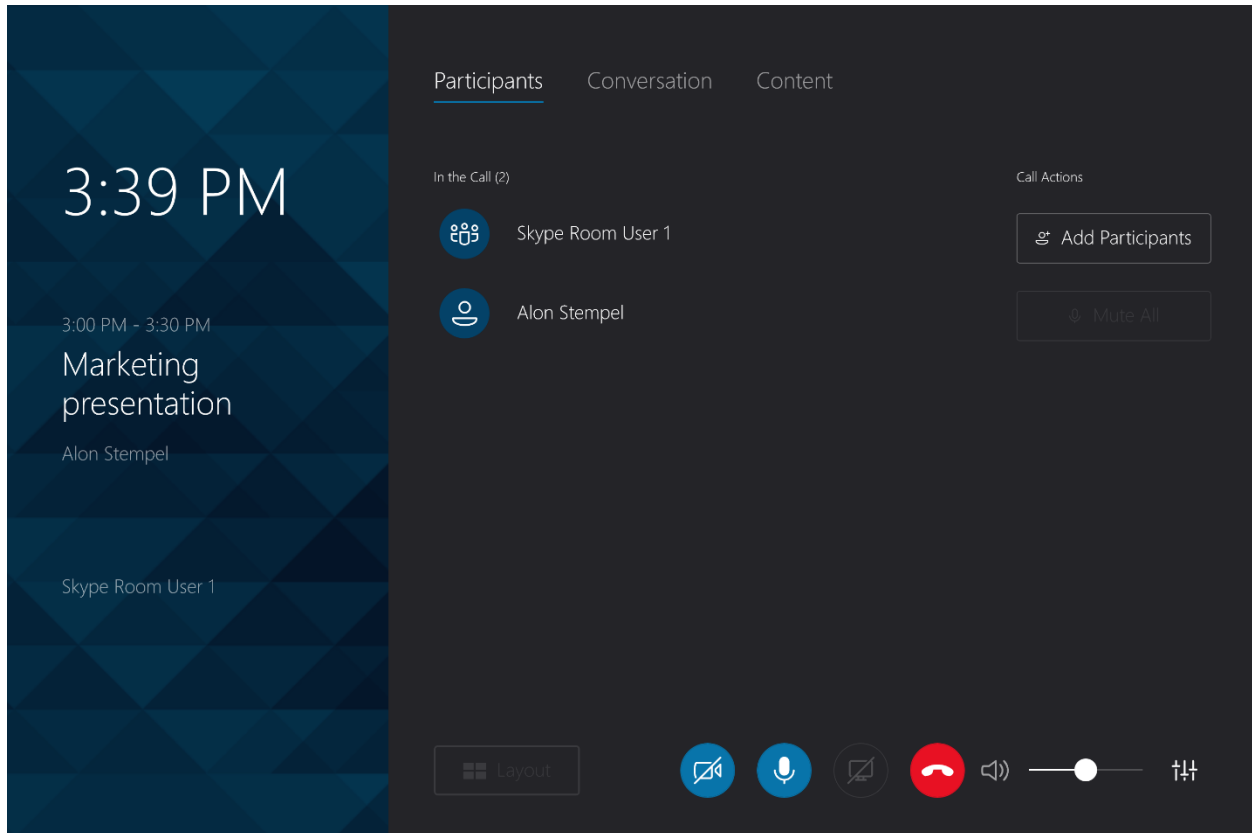
Virtual Lobby Screen



NOTE: The Skype for Business room can only join meetings that are indicated with the Skype icon. If a meeting does not have a Skype icon, the Skype for Business room cannot join the meeting. If the room is to be included in the meeting, contact the meeting organizer to have the meeting converted to a Skype for Business meeting.

To leave the lobby before admission to the meeting, tap **Exit Lobby**. The system returns to the Skype for Business screen. Otherwise, the meeting screen with a list of participants is displayed once the room is admitted to the meeting.

Meeting Screen

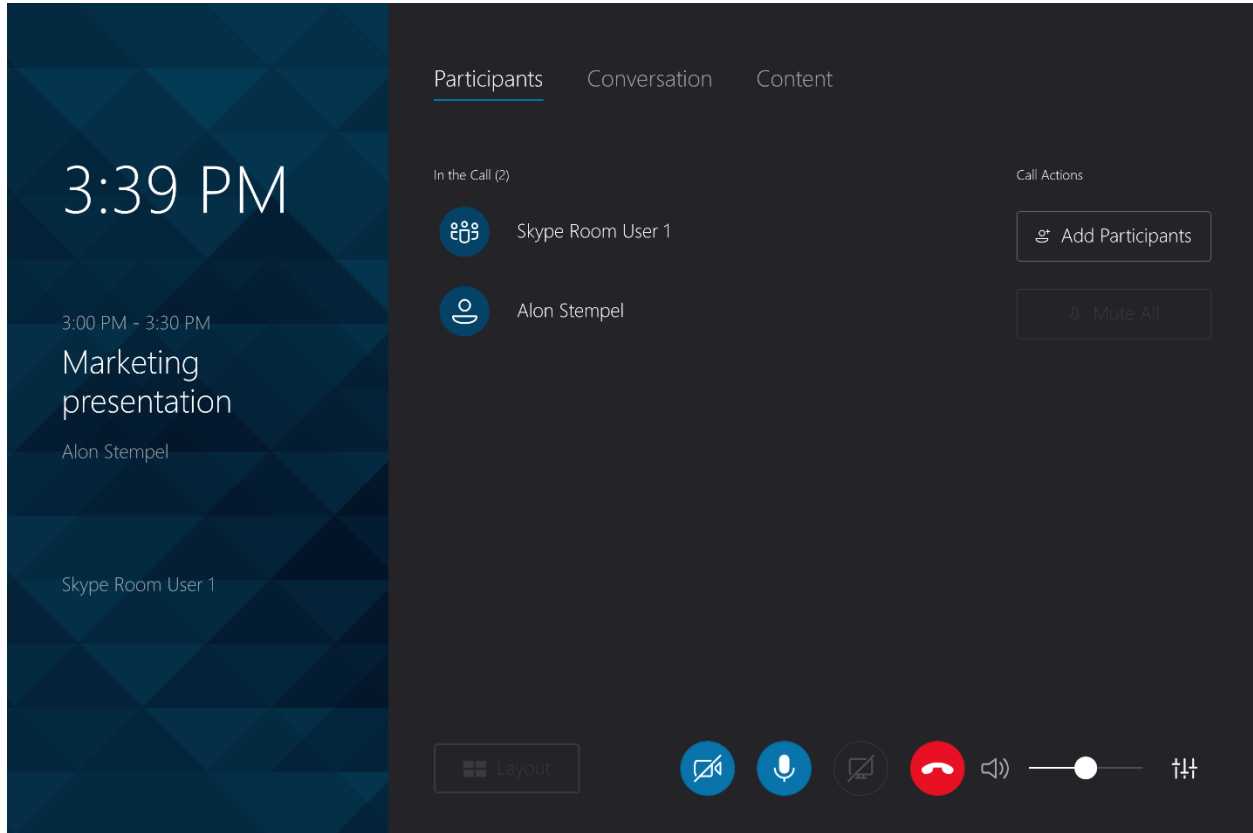


The meeting screen displays a list of meeting participants, audio and video controls, and access to room controls. There are sections for managing participants (**Participants**), having text conversations with other meeting participants (**Conversation**), and viewing content from connected devices and other meeting participants (**Content**).

Participants

The Participants section shows the participants in the meeting. Tap **Participants** to view the Participants section.

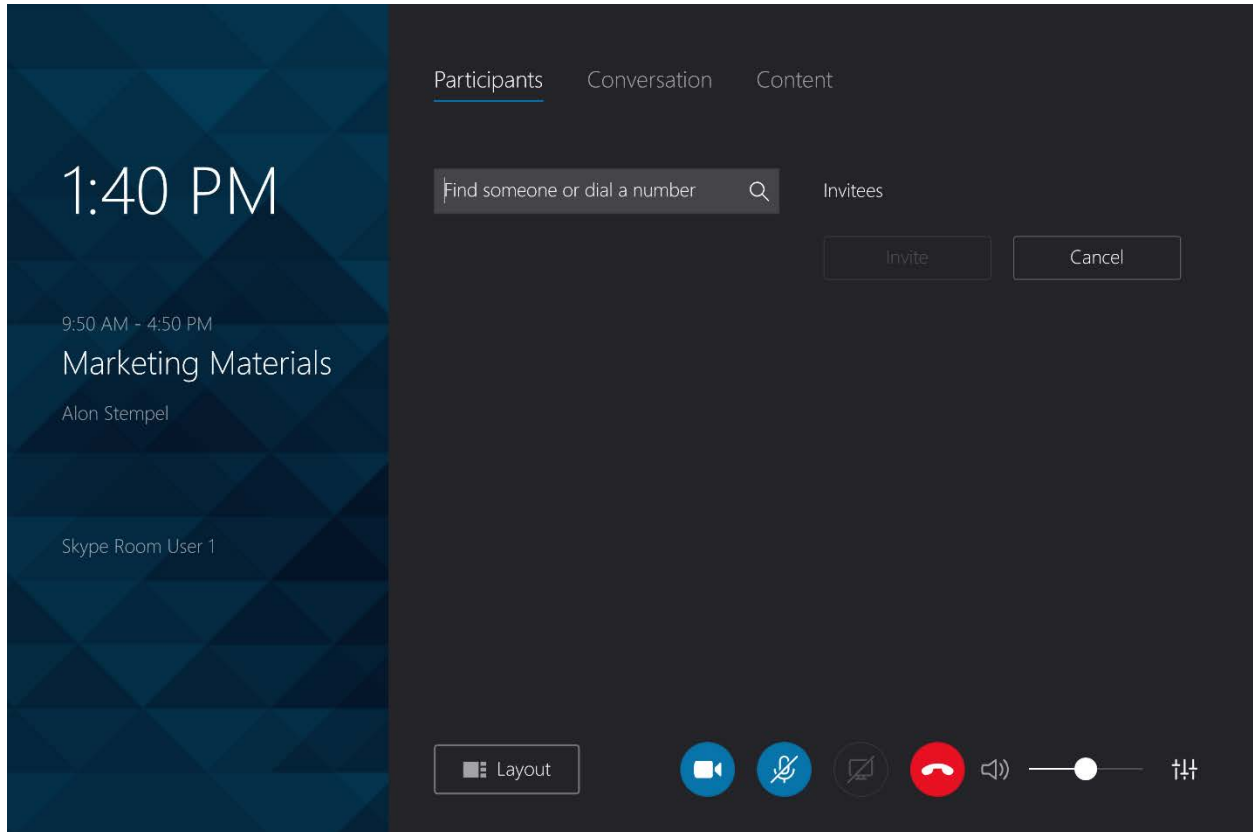
Meeting Screen - Participants



Participants can be added to the meeting from the Participants section. To add participants, perform the following procedure.

1. Tap **Add Participants**.

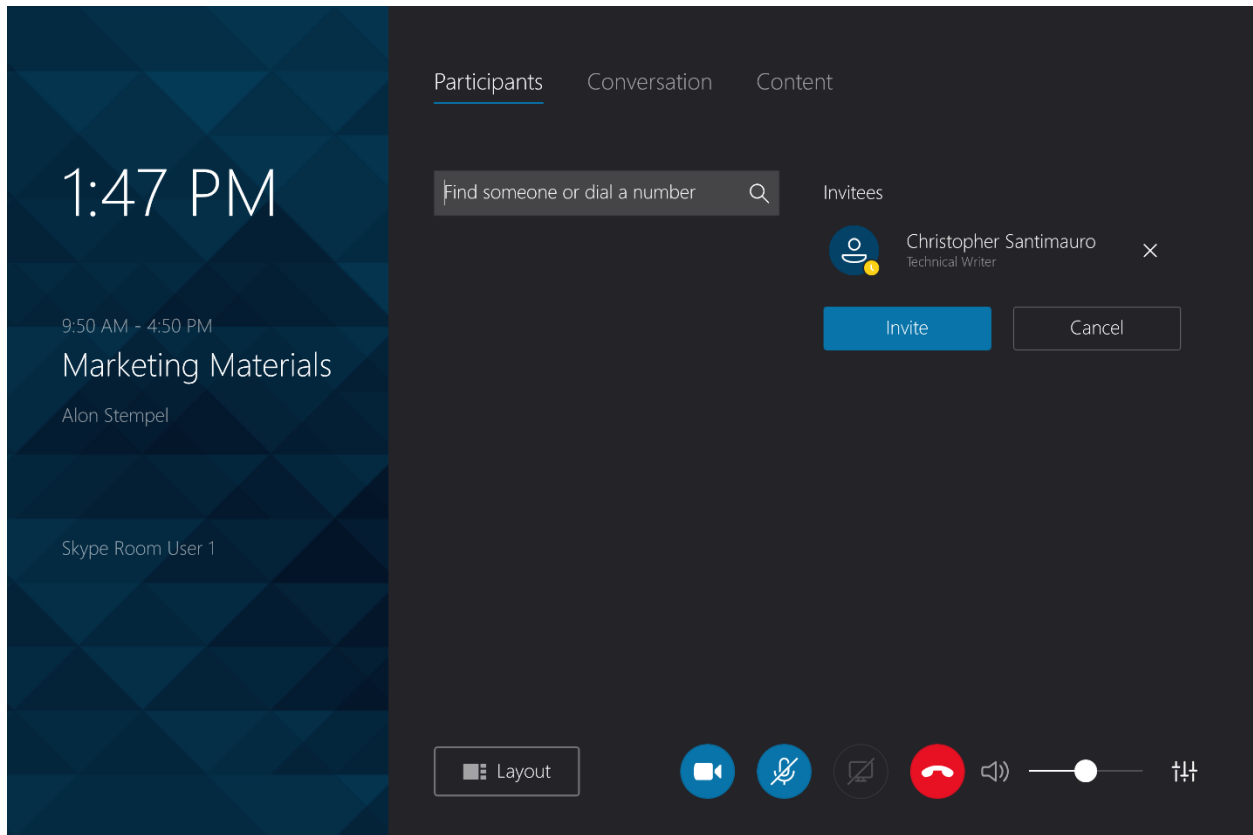
Meeting Screen - Participants - Find a Participant



2. Enter the name, email address, or Skype for Business phone number of the participant to be invited. Upon completion, the entry is displayed under the entry field.

3. Tap the name to add it to the list of invitees as shown below.

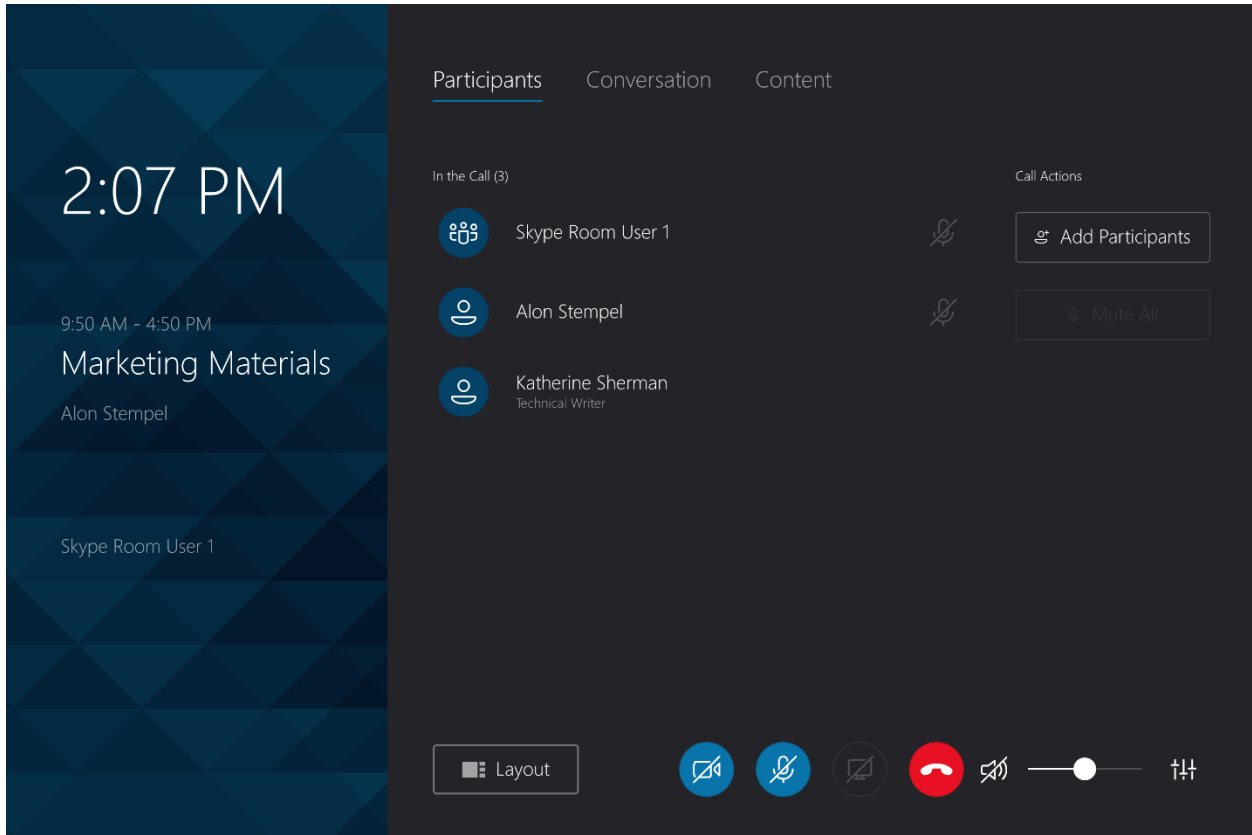
Meeting Screen - Participants - Invitee Added



4. Repeat steps 2 and 3 for each additional participant.

5. Tap **Invite** to invite the list of invitees to the meeting. When an invitee accepts and joins the meeting, they are added to the list of participants as shown below.

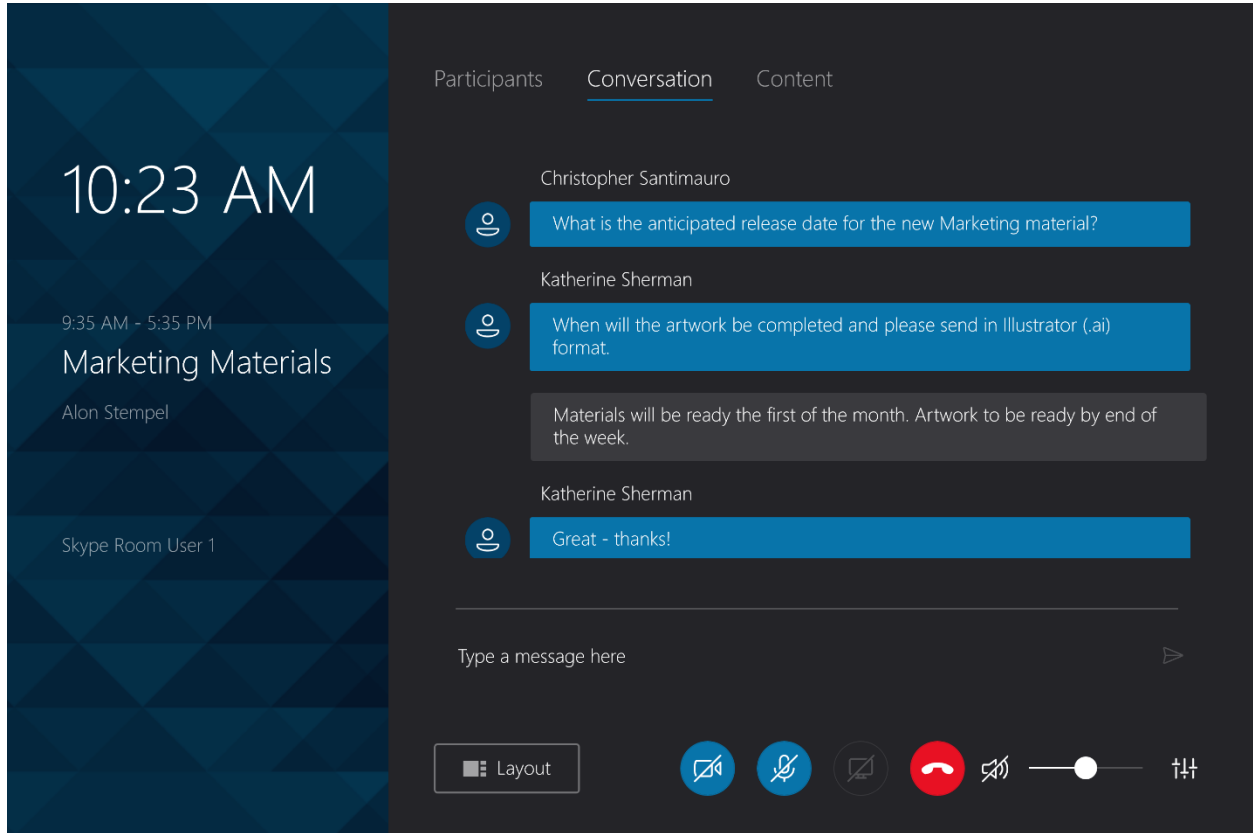
Meeting Screen - Participants - Participant Added




Conversation

The Conversation section shows instant messages sent during the meeting. The Skype for Business system can also send instant messages to the meeting participants. Tap **Conversation** to view the Conversation section.

Meeting Screen - Conversation



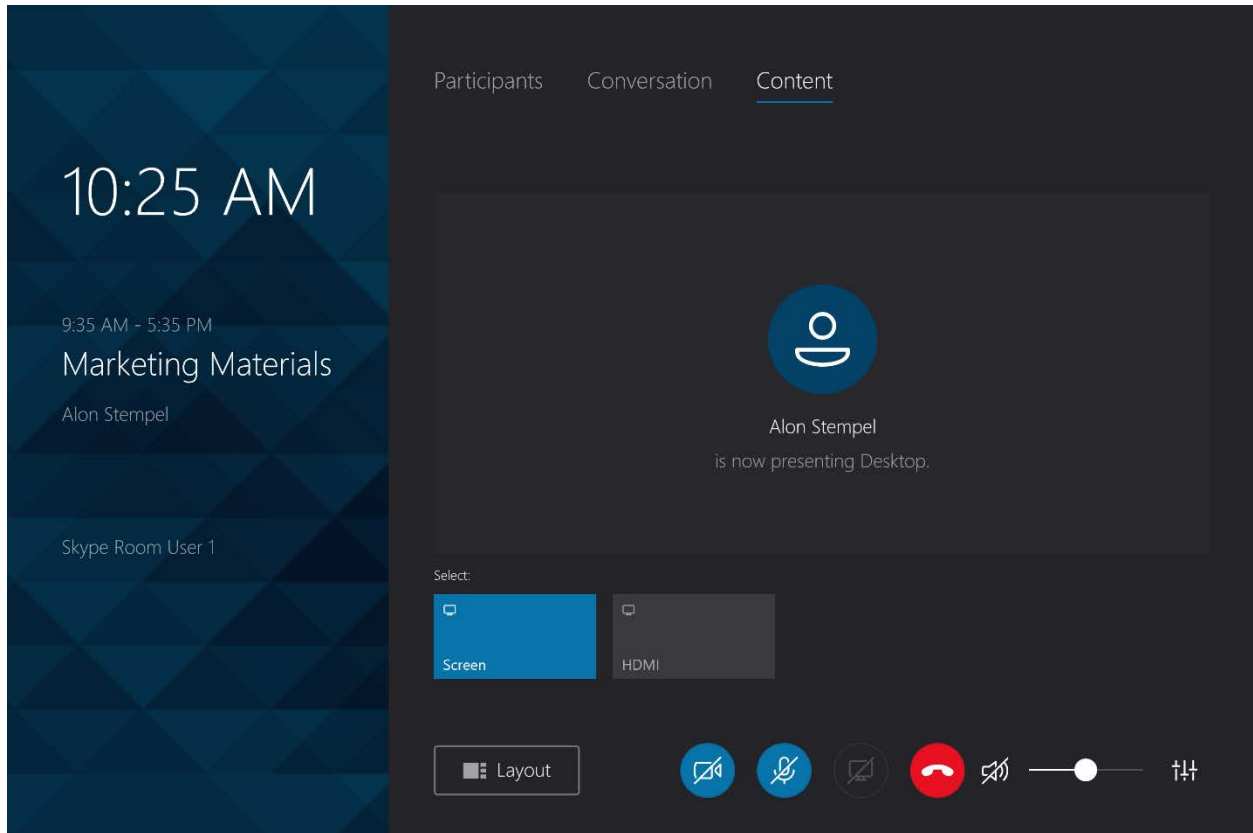
Drag up and down to view the conversation thread.

To send an instant message, type the message in the **Type a message here** field, and then tap .

Content

The Content section indicates which meeting participant is presenting to the meeting and allows the Skype for Business system operator to select what is shown on the Skype for Business room's connected display.

Meeting Screen - Content



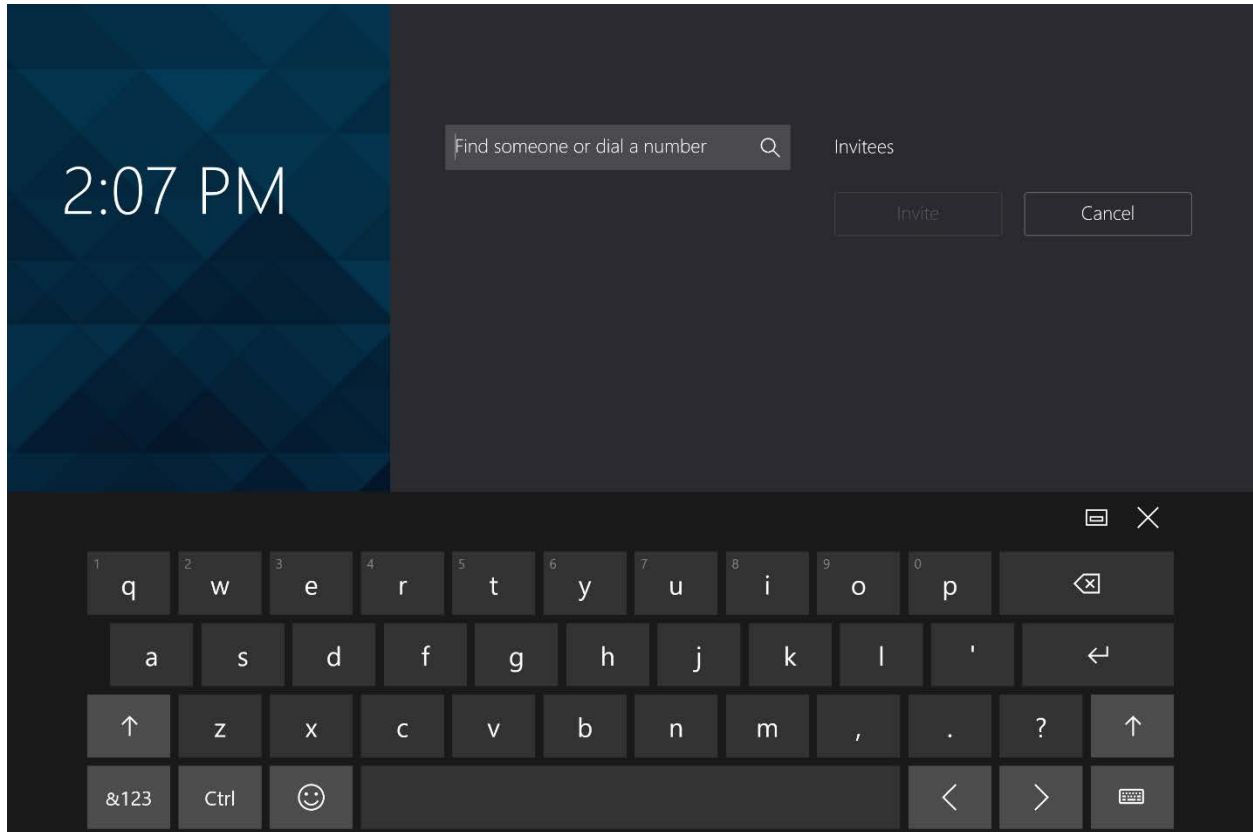
To select what is shown on the Skype for Business room's display, choose one of the following options:

- Tap **Screen** to select the presenter's content for display.
- Tap **HDMI** to select the Skype for Business system's HDMI input for display.

Start a New Meeting

From the Skype for Business screen, tap **New Meeting** to create a new meeting. The Invite screen is displayed.

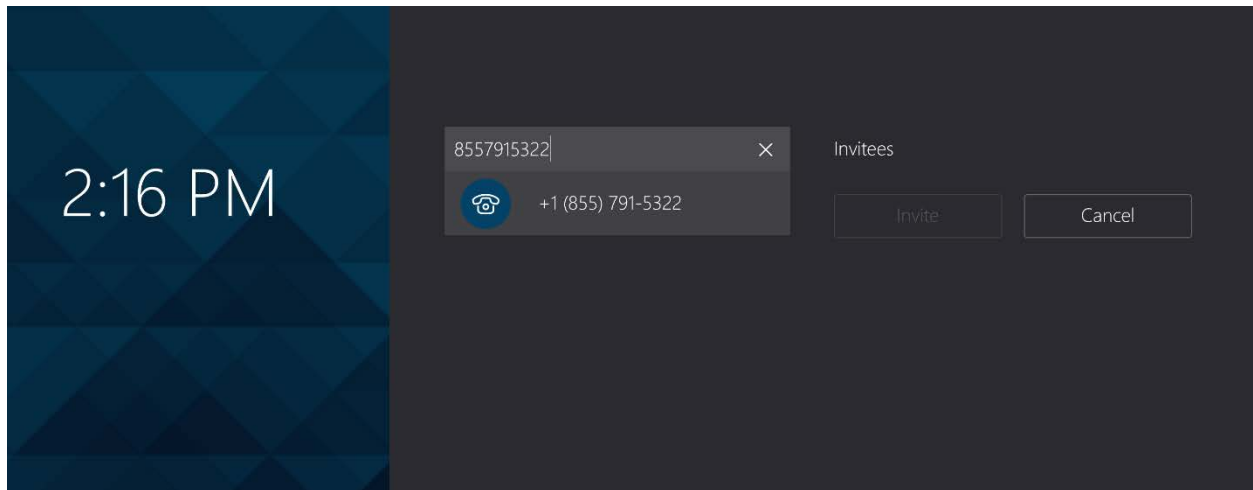
New Meeting - Invite Screen



To add a participant to the meeting, perform the following procedure.

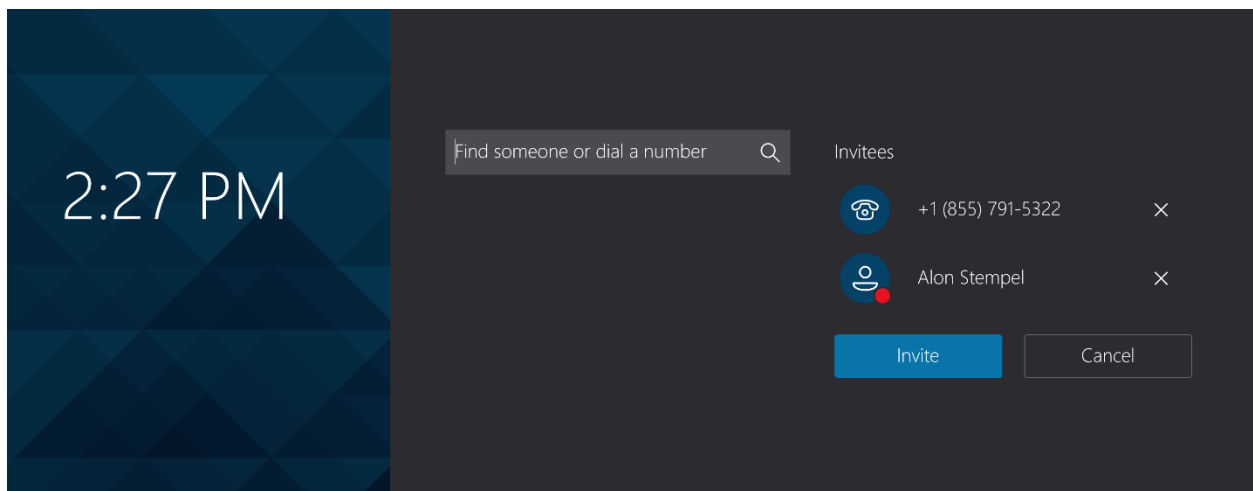
1. Enter the email address, name, or telephone number of the participant to be invited. When the email address, name, or telephone number is recognized as a valid entry, it is displayed below the entry field.

Recognized Phone Number Entered



2. Tap the icon next to the recognized entry. The recognized entry is added to the list of Invitees as shown below.

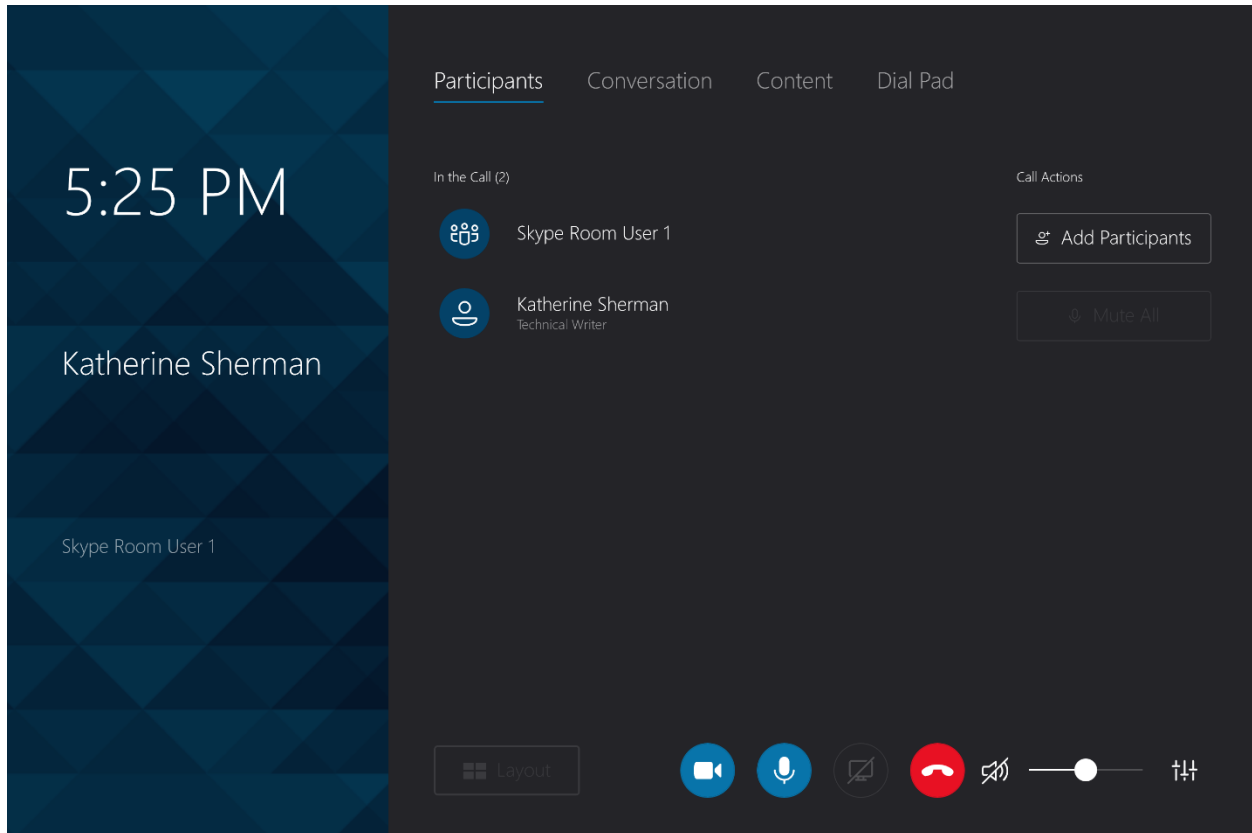
Invitee List



3. Repeat steps 1 and 2 for each participant to be invited. Tap X next to an invitee to remove them from the event.

4. Tap **Invite** to invite the invitees and start the new meeting. The meeting screen is displayed.

Meeting Screen

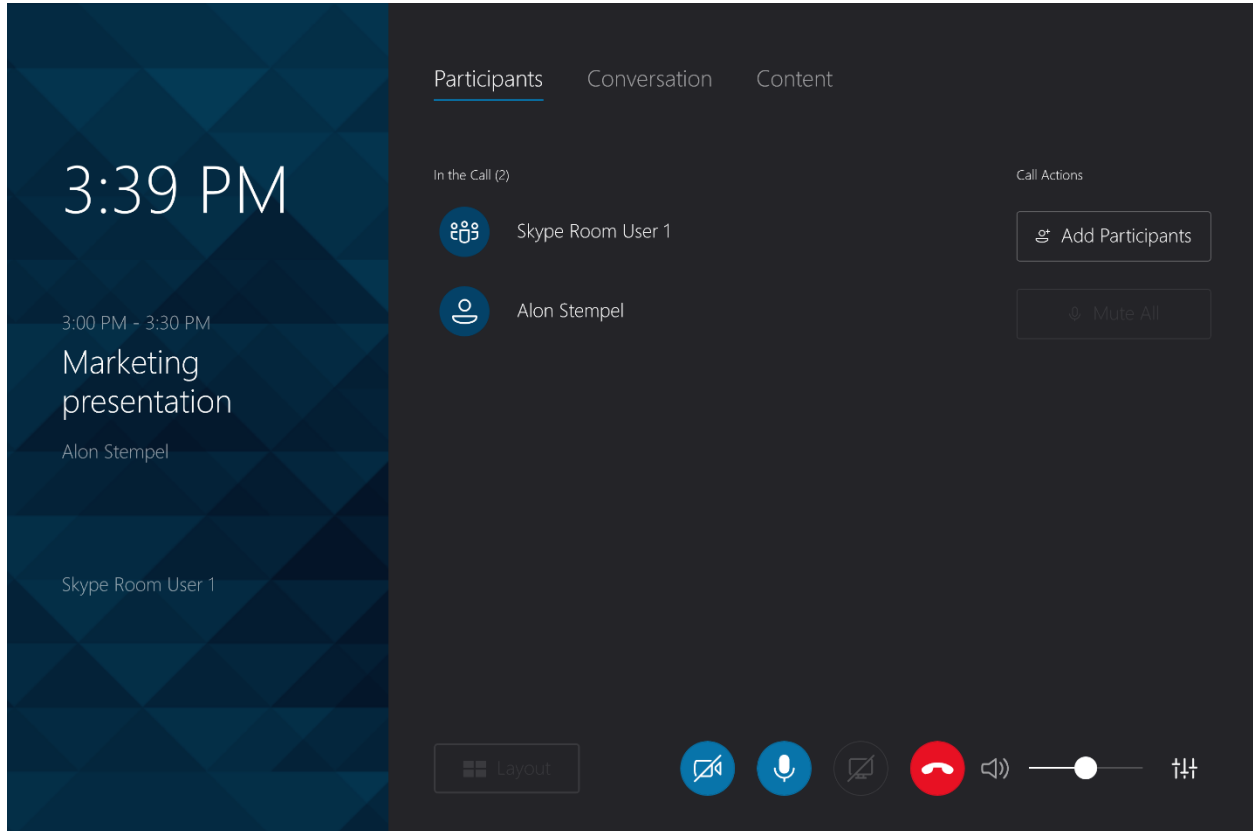


The meeting screen displays a list of meeting participants, audio and video controls, and access to room controls. Sections for managing participants (**Participants**), having text conversations with other meeting participants (**Conversation**), and viewing content from connected devices and other meeting participants (**Content**).

Participants

The Participants section shows the participants in the meeting. Tap **Participants** to view the Participants section.

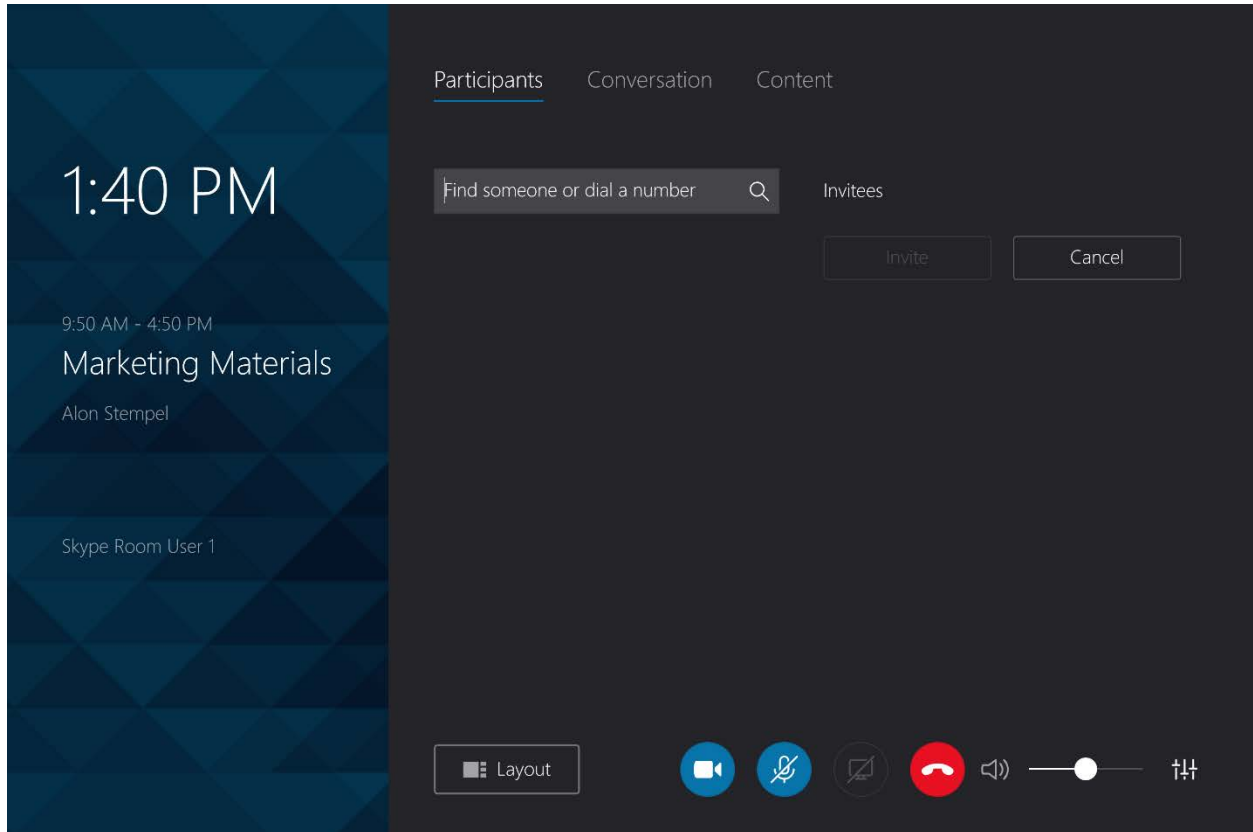
Meeting Screen - Participants



Participants can be added to the meeting from the Participants section. To add participants, perform the following procedure.

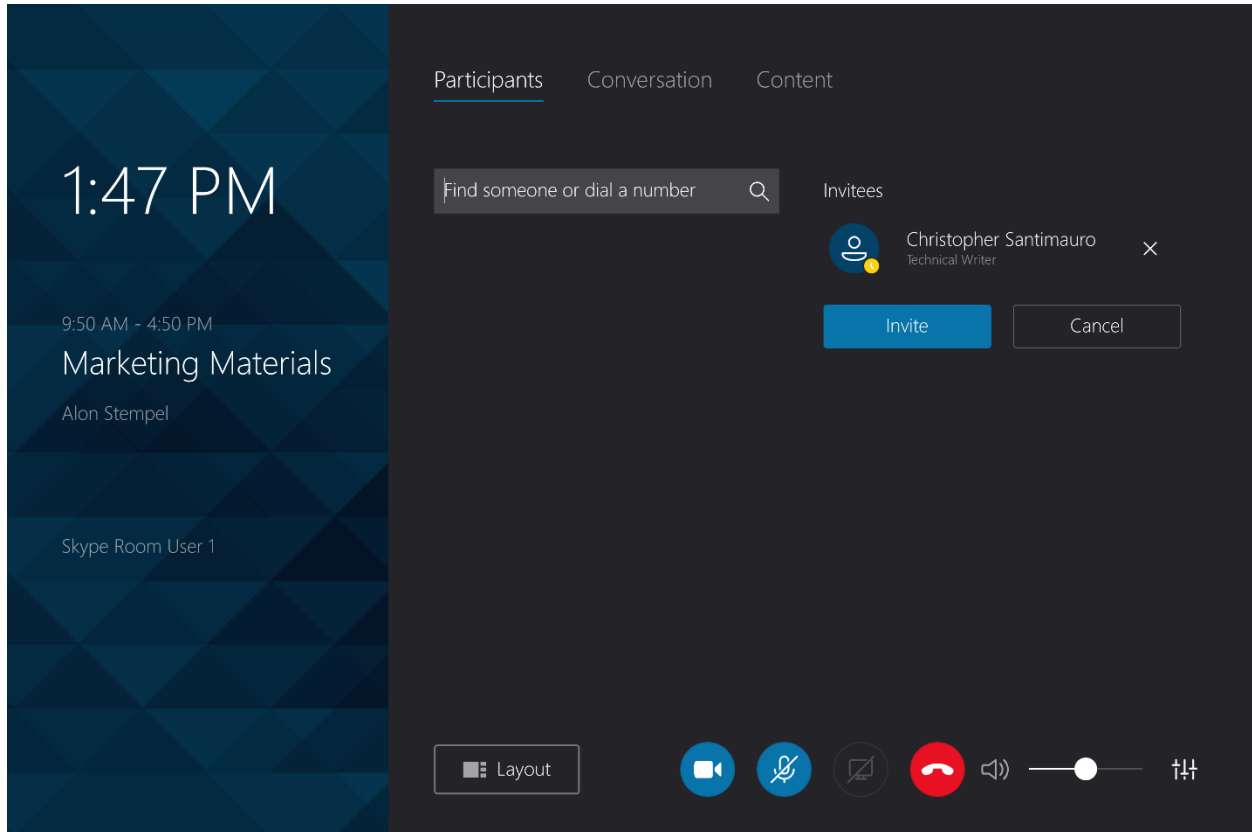
1. Tap **Add Participants**.

Meeting Screen - Participants - Find a Participant



2. Enter the name, email address, or telephone number of the participant to be invited. Upon completion, the entry is displayed under the entry field.
3. Tap the name to add it to the list of invitees as shown below.

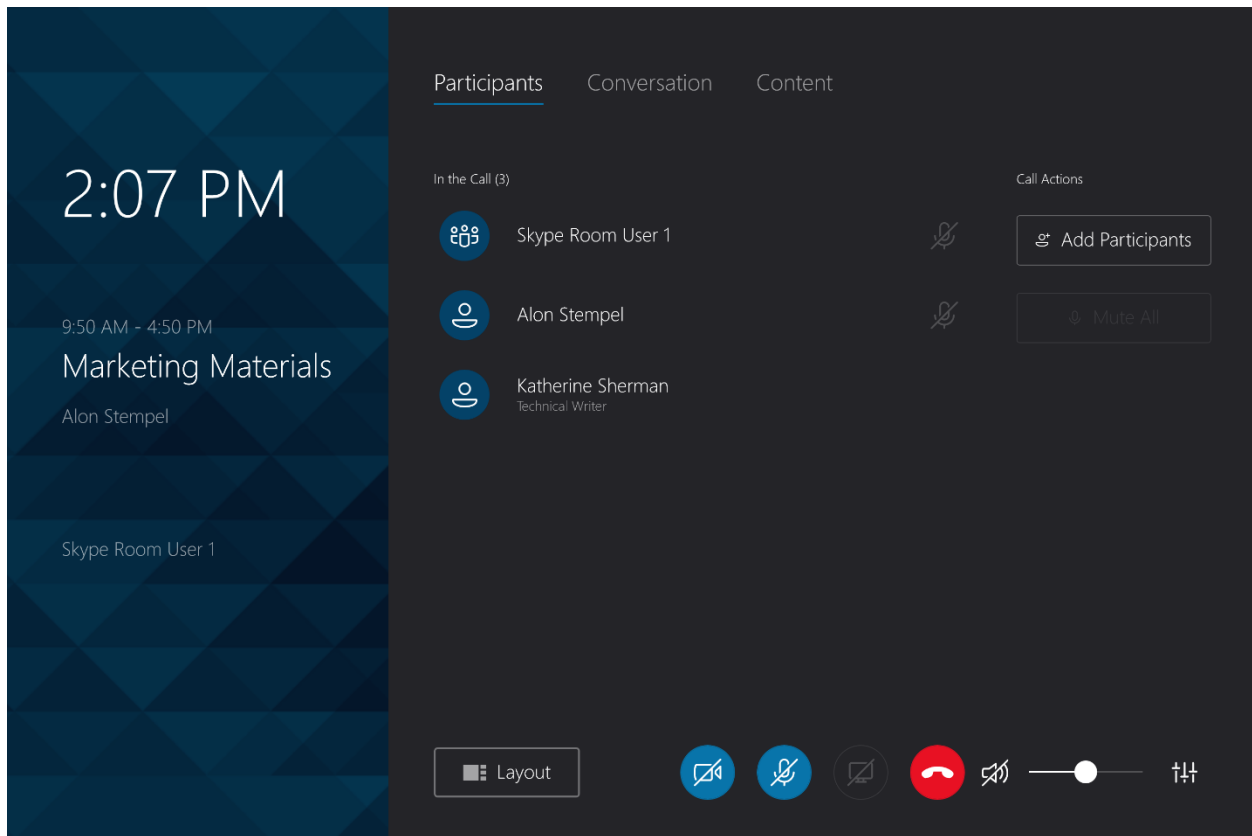
Meeting Screen - Participants - Invitee Added



4. Repeat steps 2 and 3 for each additional participant.

5. Tap **Invite** to invite the list of invitees to the meeting. When an invitee accepts and joins the meeting, they are added to the list of participants as shown below.

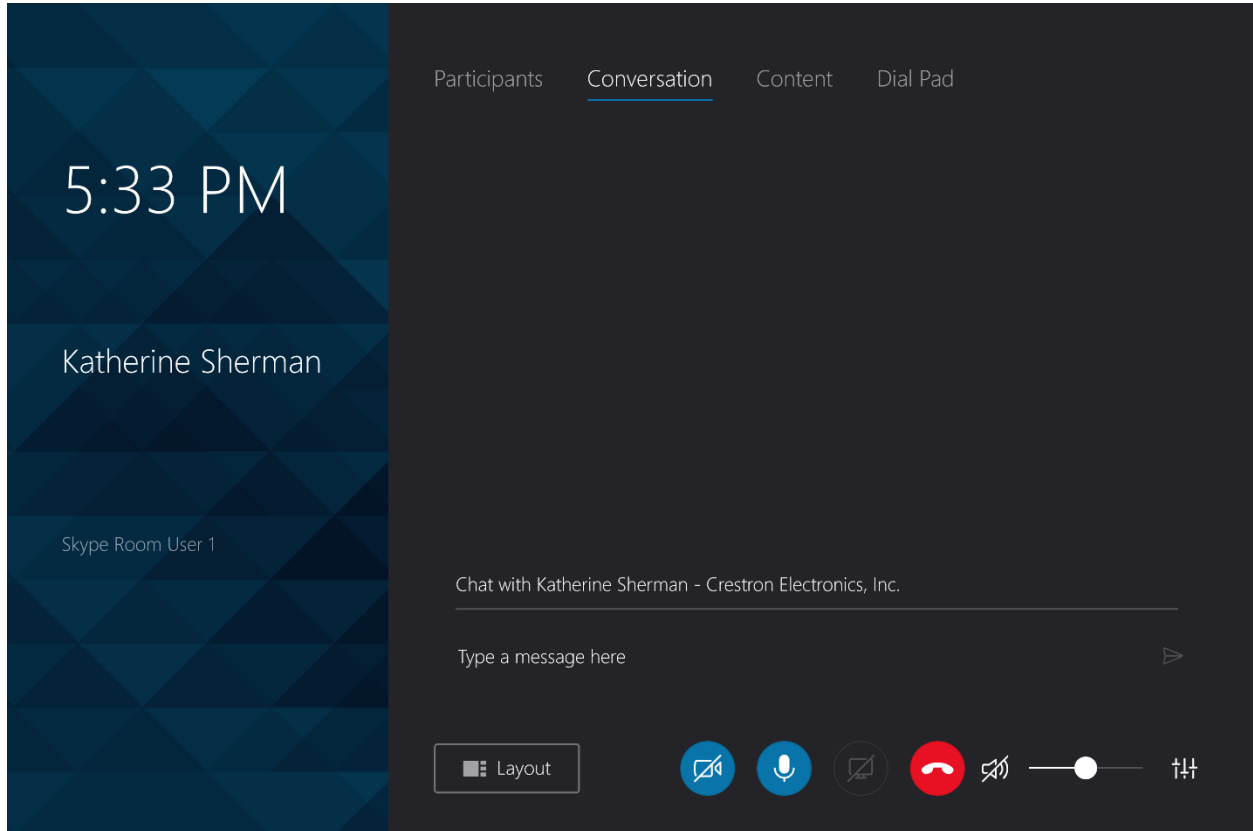
Meeting Screen - Participants - Participant Added




Conversation

The Conversation section shows instant messages sent during the meeting. The Skype for Business system can also send instant messages to the meeting participants. Tap **Conversation** to view the Conversation section.

Meeting Screen - Conversation



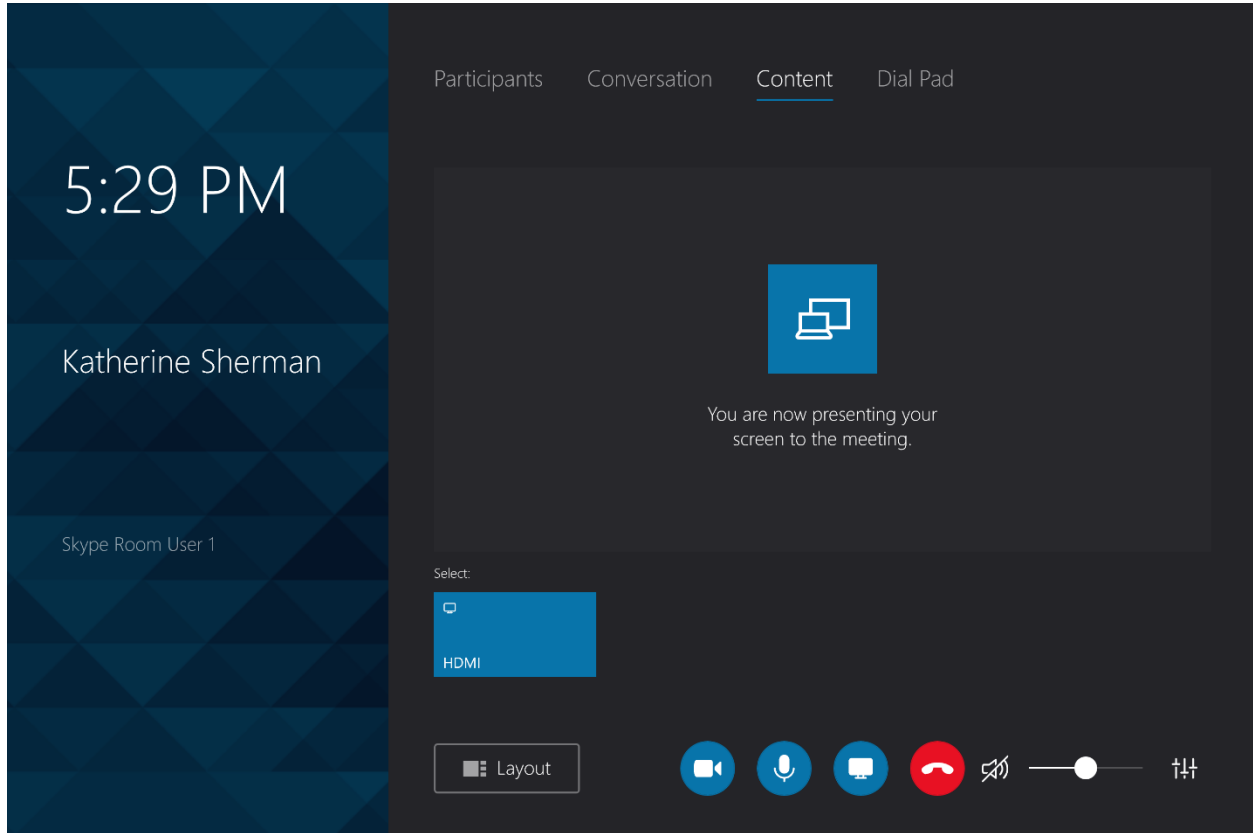
Drag up and down to view the conversation thread.

To send an instant message, type the message in the **Type a message here** field, and then tap .

Content

The Content section allows the Skype for Business room to present content from the device connected to the HDMI port.

Meeting Screen - Content



To start or stop sharing with the meeting, follow this procedure:

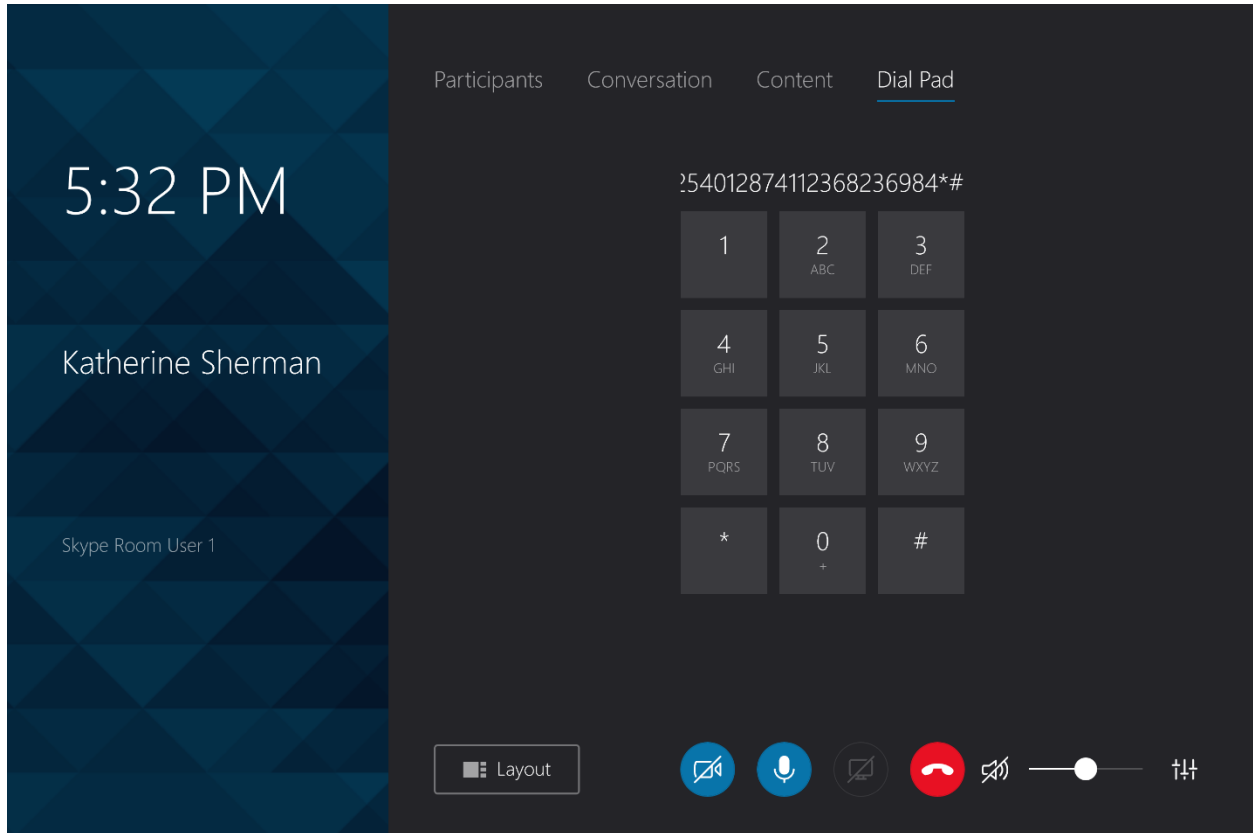
1. Tap **Content**.
2. Tap **HDMI** to present content from the device connected to the HDMI port. During presenting, a yellow frame surrounds the screen. Tap **HDMI** again to stop presenting.

Dial Pad

The Dial Pad section displays a telephone keypad to send dual tone multi frequency (DTMF) tones (to enter extensions, check voicemail, etc.). To use the dial pad, follow this procedure:

1. Tap **Dial Pad**. The Dial Pad screen is displayed.

Meeting Screen - Dial Pad

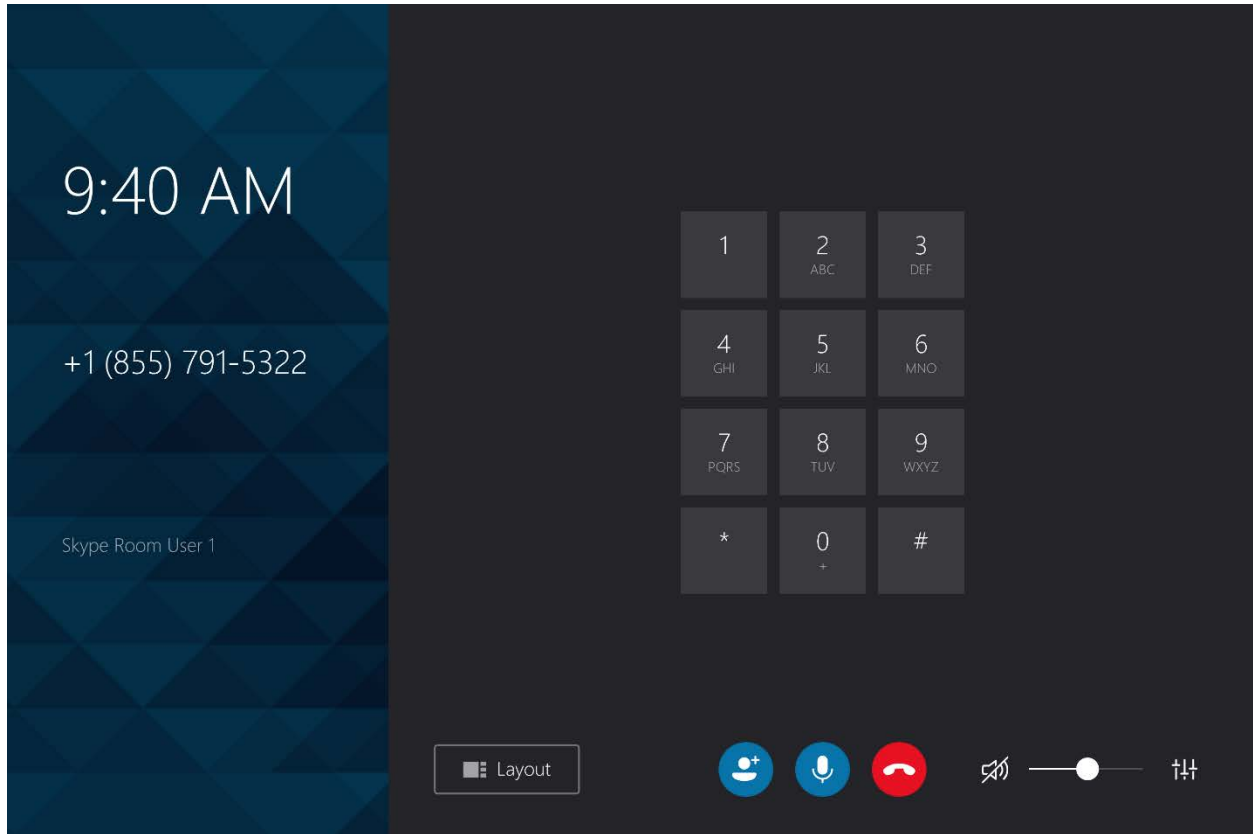


2. Enter the desired numbers using the telephone keypad.

Make a Phone Call or Conference Call

The Skype for Business system can make a phone call with the option of adding additional callers to create a conference call. To make a phone call, tap **Dial Pad** from the Skype for Business screen. The Dial Pad screen is displayed.

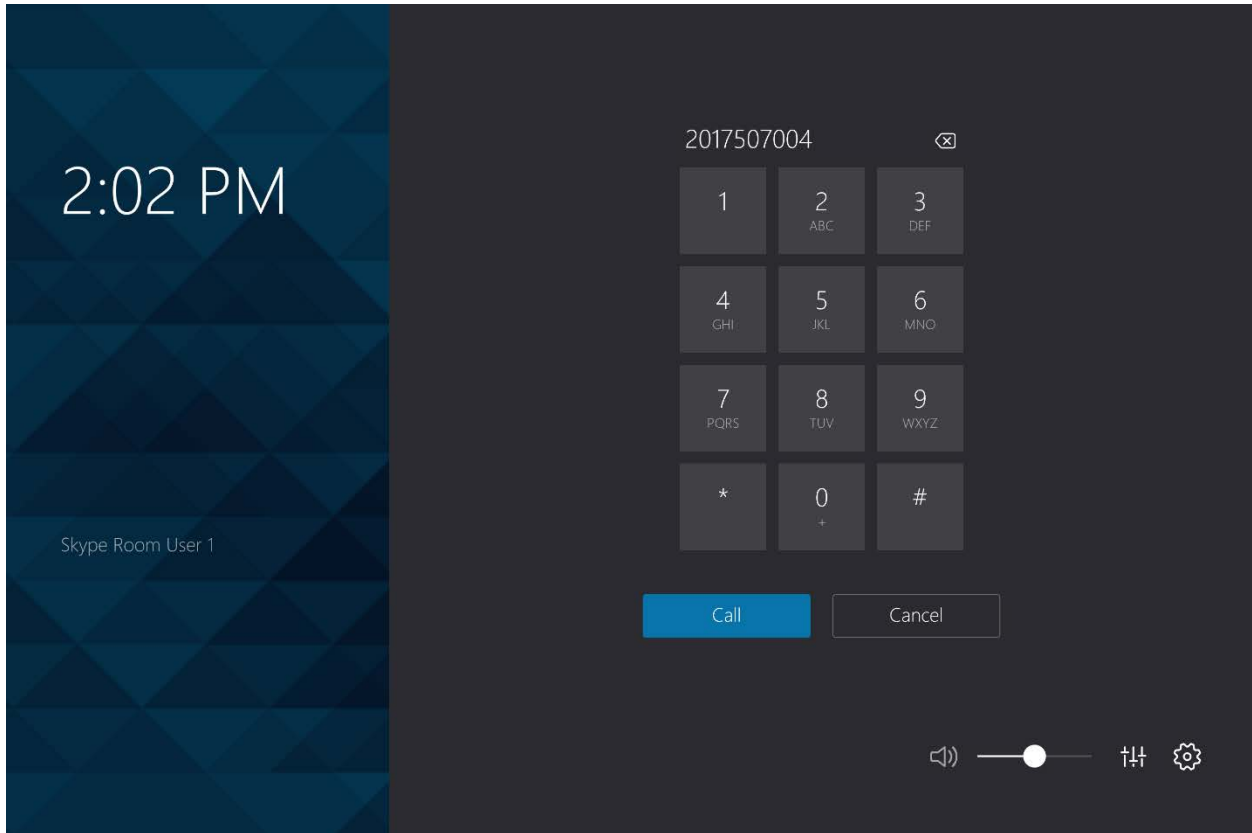
Dial Pad Screen



Make a Phone Call

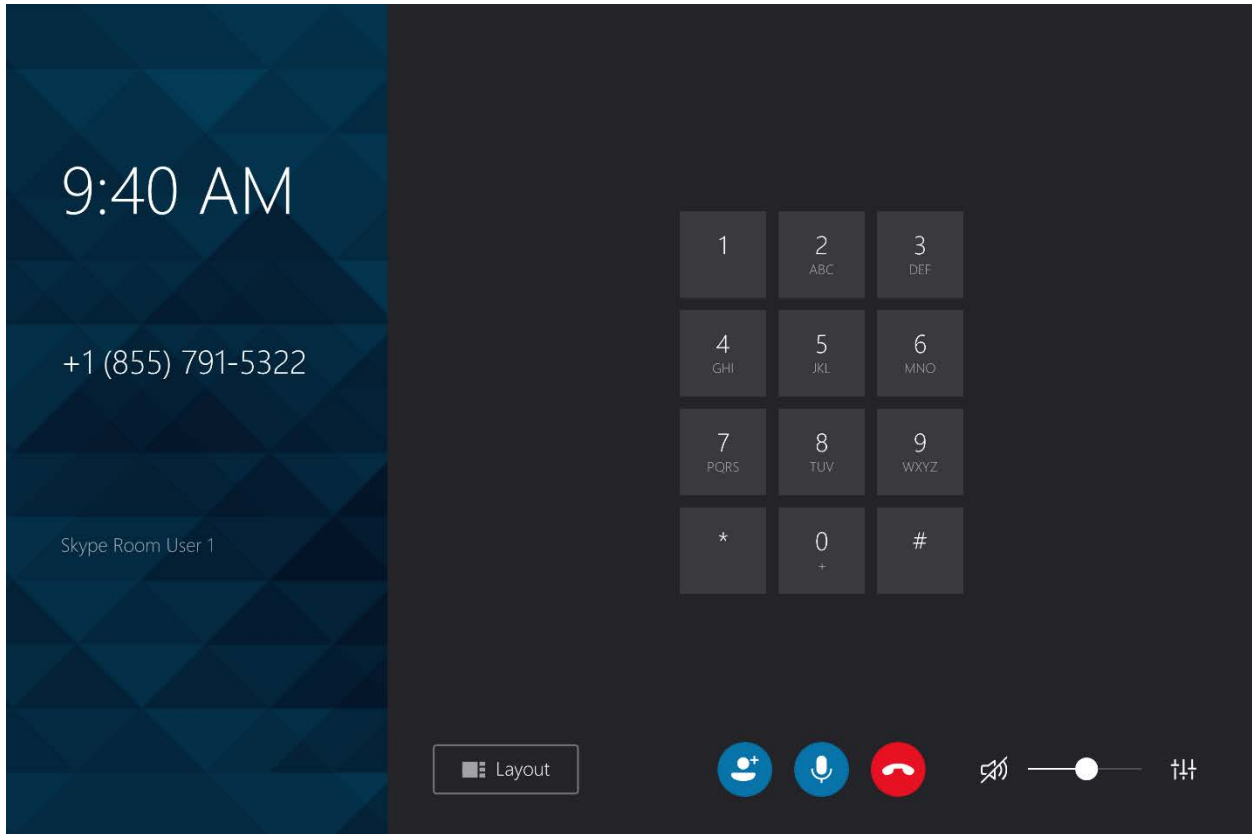
To make a phone call, tap the phone number to be dialed as shown below, and tap **Call**.

Dial Pad Screen - Dialed Number




After the call connects, the in-call screen is displayed as shown below.

Dial Pad Screen - In Call

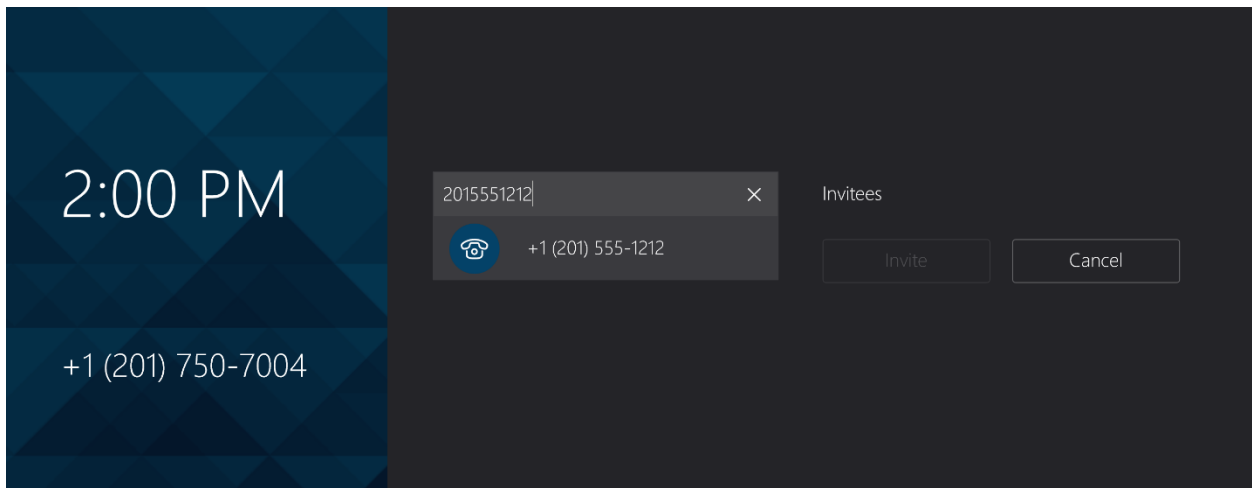


Create a Conference Call

To add a participant (and create a conference call), follow this procedure:

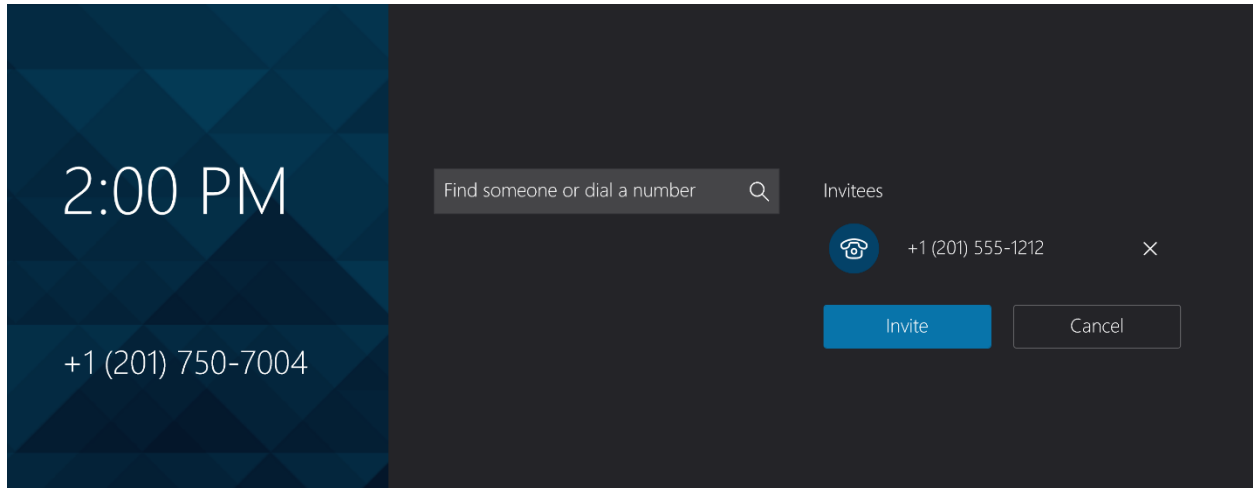
1. Place a call as described in "Make a Phone Call" on page 55.
2. During the call, tap . The add caller screen is displayed.

Dial Pad Screen - Add Caller

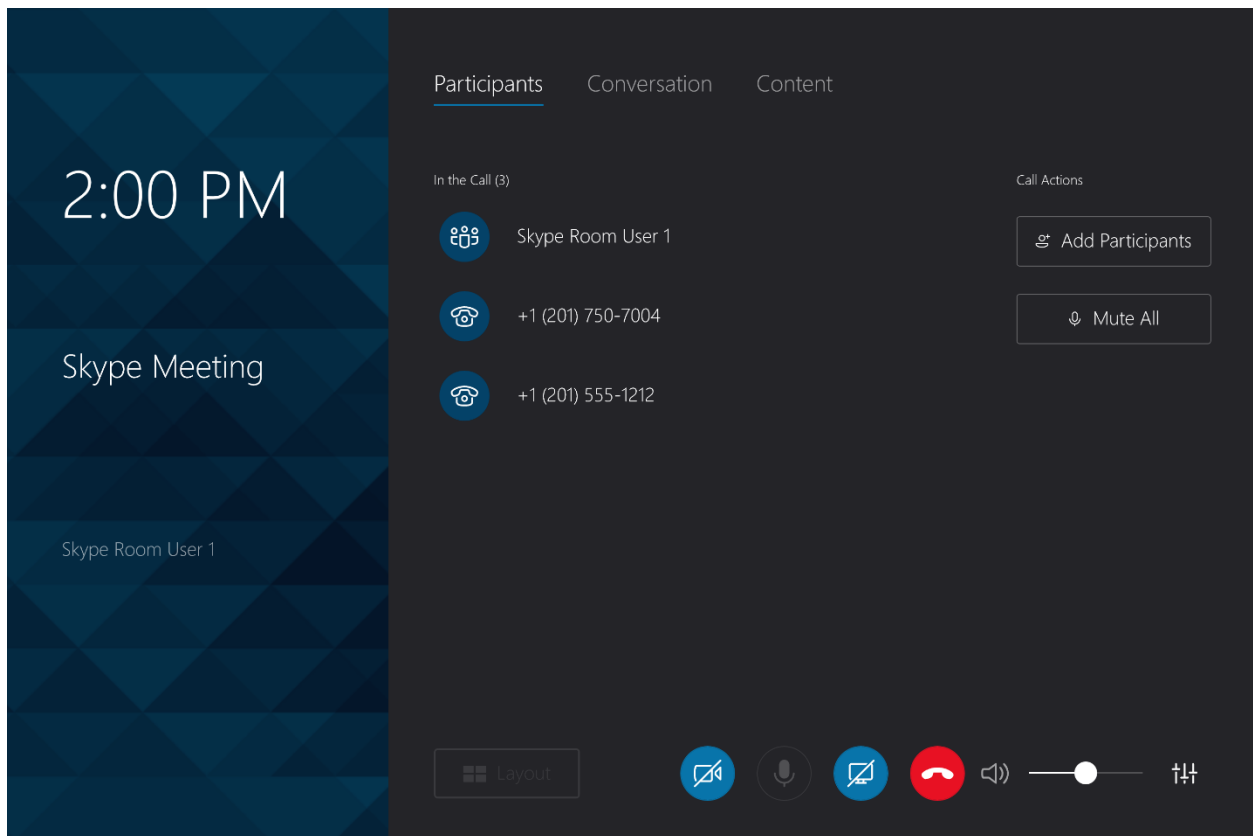


3. Enter the telephone number of the telephone number of the person to be added to the conference call. Upon completion, the entry is displayed under the entry field.
4. Tap the number to add it to the list of invitees as shown below.

Dial Pad Screen - Caller Added to Invitee List




5. Repeat steps 3 and 4 for each caller to be added.
6. Tap **Invite** to invite the invitees to the call. All participants in the conference call are displayed as shown below.




During a conference call, several actions can be performed:

- To mute a participant, tap the participant's phone number and tap **Mute participant**. The participant's microphone is muted.

NOTE: A muted participant cannot be unmuted. They can only be removed from the conference call.

- To remove a participant from the conference call, tap the participant's phone number and tap **Remove from Meeting**.
- To leave the conference call, tap .

NOTE: Tapping  removes the Skype for Business system from the conference call. However, the call continues until all participants have disconnected from the call.

Present to the Skype for Business Room

Tap **Present** to present the content of the device connected to the Skype for Business system's HDMI port. The content is displayed on the room's display device. The Skype for Business system can support the following resolutions:

- 1920 x 1080p, 59.94/60Hz, 16:9
- 1280 x 720p, 59.94/60Hz, 16:9
- 720 x 480p, 59.94/60Hz, 4:3
- 1920 x 1080p, 50Hz, 16:9
- 1280 x 720p, 50Hz, 16:9
- 720 x 576p, 50Hz, 4:3

Tap **Stop Presenting** to stop presenting content.

Invite the Skype for Business Room to a Meeting (Schedule the Room)

The Skype for Business room can be reserved using either the Skype for Business program or Microsoft Outlook® software.

Reserve from Skype for Business Program

To add the room from the Skype for Business program, perform the following procedure:

1. Join the meeting from a computer or mobile device.
2. Click **Invite More People**.
3. Search for the room name (the room name is on the Skype for Business system's display) and click **OK**.
4. Answer the call from the Skype for Business system.

Reserve from Microsoft Outlook

To add the room from Microsoft Outlook, perform the following procedure:

1. Open the calendar item in Outlook on the computer or mobile device.

2. Add the Skype for Business room in the **To:** field, and send the update. If the meeting is accepted, it will appear on the room calendar shortly.
3. Join the meeting from the Skype for Business system.

Additional Resources

Planning for Skype Room Systems

For information on networks, firewalls, accounts and other details to help understand what is needed to plan and deploy Skype Room Systems, visit <https://technet.microsoft.com/library/mt790550.aspx>.

Configuration and Deployment Guide

For instructions on how to download the software and deploy the DIY version of RL3 for IT professionals, visit <https://technet.microsoft.com/en-us/library/mt790551.aspx>.

Training for Skype Room System

For training resources, visit <https://techcommunity.microsoft.com/t5/Skype-Operations-Framework-Skype/Skype-Room-Systems-v2-readiness-training-now-available/ba-p/33378>.

Additional Help

For additional help, visit <https://support.office.com/en-us/article/Skype-Room-Systems-version-2-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>.

Sample Crestron Fusion Room Utilization Report

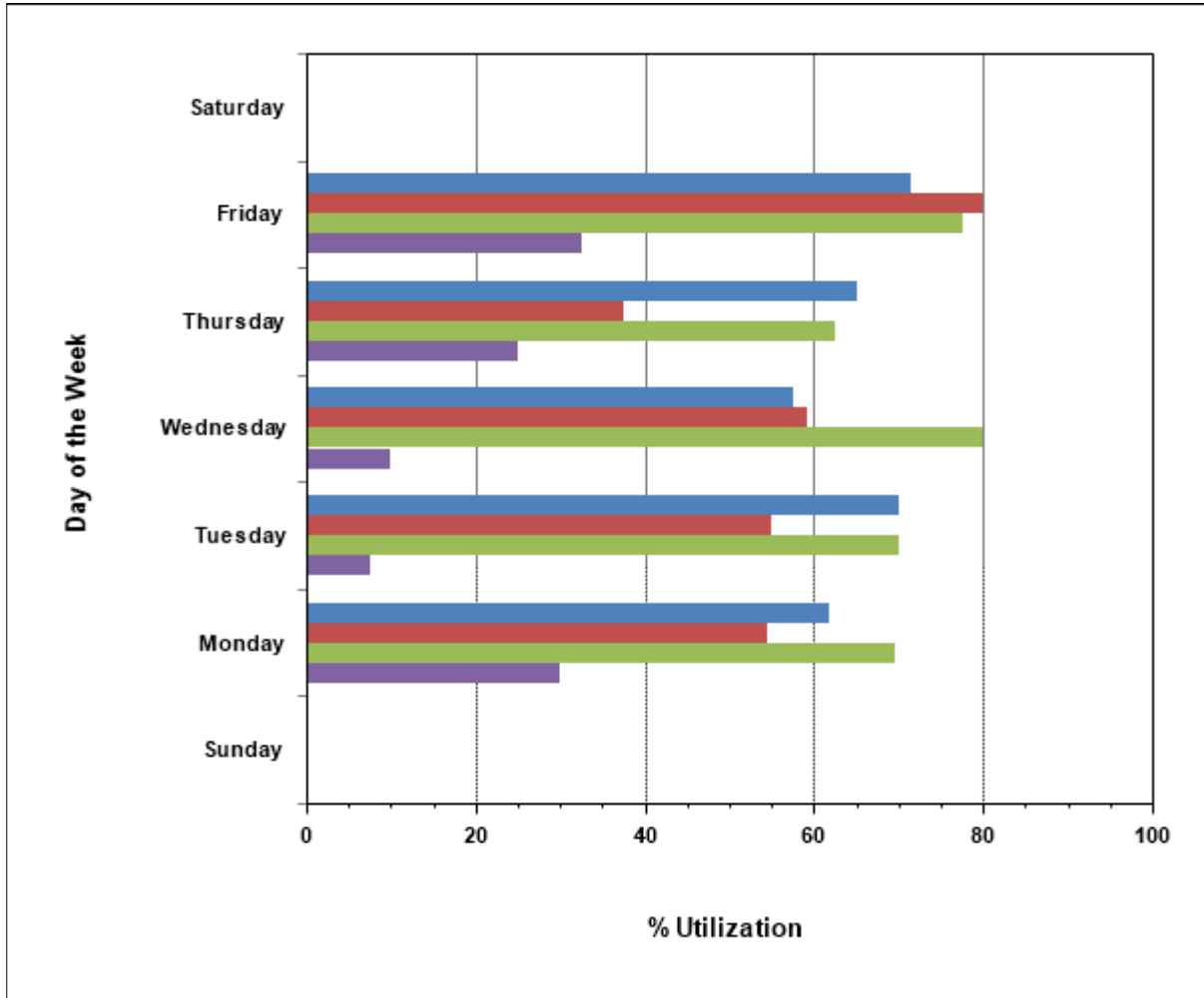
Below is a sample Crestron Fusion Room Utilization report.

Crestron Fusion

Room Utilization

Date Range 8/1/2017 to 8/7/2017

All Meetings



For additional information, refer to the Crestron Fusion help file.

Crestron Electronics, Inc.
15 Volvo Drive Rockleigh, NJ 07647
Tel: 888.CRESTRON
Fax: 201.767.7576
www.crestron.com



Supplemental Guide – DOC. 7961A
(2048539)
08.17
Specifications subject to
change without notice.