



HT-CAM
Crestron HomeTime™ Video Conference
System for Zoom Rooms™ Software

Product Manual
Crestron Electronics, Inc.

Original Instructions

The U.S. English version of this document is the original instructions.

All other languages are a translation of the original instructions.

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Introduction

The Crestron HomeTime video conferencing system ([HT-CAM](#)) supports at-home Zoom Rooms™ meetings. The HT-CAM can function as a standalone system, or it can be integrated into an existing Crestron® control system with or without DM NVX® technology.

The Crestron HomeTime add-a-room upgrade ([HT-CAM-AUX](#)) provides the necessary devices for multi-room video conferencing. The upgrade must be used in a Crestron HomeTime system (HT-CAM) that utilizes DM NVX technology.

This guide provides information about the following:

- Connecting to a Crestron HomeTime system
- Logging into the Zoom Rooms service
- Changing the time zone settings on the UC Engine
- Configuring the necessary Zoom Rooms settings
- Integration with DM NVX technology
- Custom user interface operation
- Crestron XiO Cloud™ service activation
- Common end user functions

Minimum Requirements

Standalone System

- A video display, connected to the UC-ENGINE-SD-Z
- A Zoom Rooms™ software account or activation code
- Tablet device with the Zoom Rooms controller app installed

NOTE: For compatible tablet devices, refer to [Zoom Rooms Controller Requirements at System Requirements for Zoom Rooms](#).

Integrated System

- Existing Crestron control system installation
- Control device such as a TSR- series remote, TSW- series touchpanel, or mobile device running either the custom user interface provided or another compatible custom user interface

Integrated System with DM NVX technology

- Existing Crestron control system installation that utilizes DM NVX with a DM-NVX-350 or DM-NVX-351 to connect to the UC Engine
- A second video display
- Control device such as a TSR- series remote, TSW- series touchpanel, or mobile device running either the custom user interface provided or another compatible custom user interface

For installation information, refer to the [HT-CAM and HT-CAM-AUX Quick Start Guide](#) (Doc. 8757).

Configuration

This section shows how to:

- [Connect to a Crestron HomeTime System \(below\)](#)
- [Log Into the Zoom Rooms Service \(on page 5\)](#)
- [Configure the USB Camera \(on page 11\)](#)
- [Configure the UC Engine Time Zone Settings \(on page 14\)](#)
- [Configure the Zoom Rooms Settings \(on page 19\)](#)
- [Configure DM NVX Technology \(on page 22\)](#)

Connect to a Crestron HomeTime System

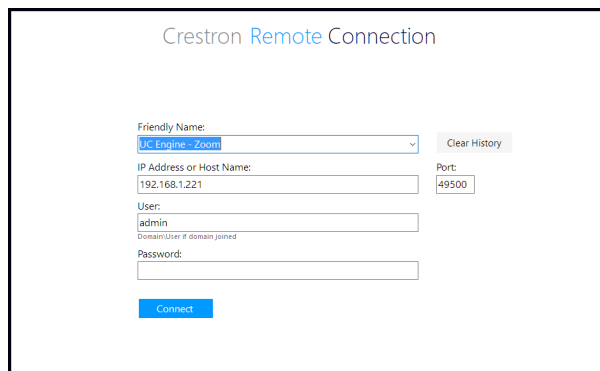
Use the Crestron remote tool to connect to a Crestron HomeTime system. To download and operate the Crestron remote tool, refer to Crestron True Blue Support Online Help [Answer ID: 5462](#).

NOTE: Ensure that the device running the Crestron remote tool is not using a resolution higher than 1080p.

To connect to a Crestron HomeTime system:

1. Open the Crestron remote tool.
2. Enter the following:
 - **Friendly Name:** Enter a name for the UC Engine.
 - **IP Address or Host Name:** Enter the device's IP address.
 - **User:** Enter **admin**.
 - **Password:** Enter **crestron**.
 - **Port:** The remote tool will automatically detect the port number.

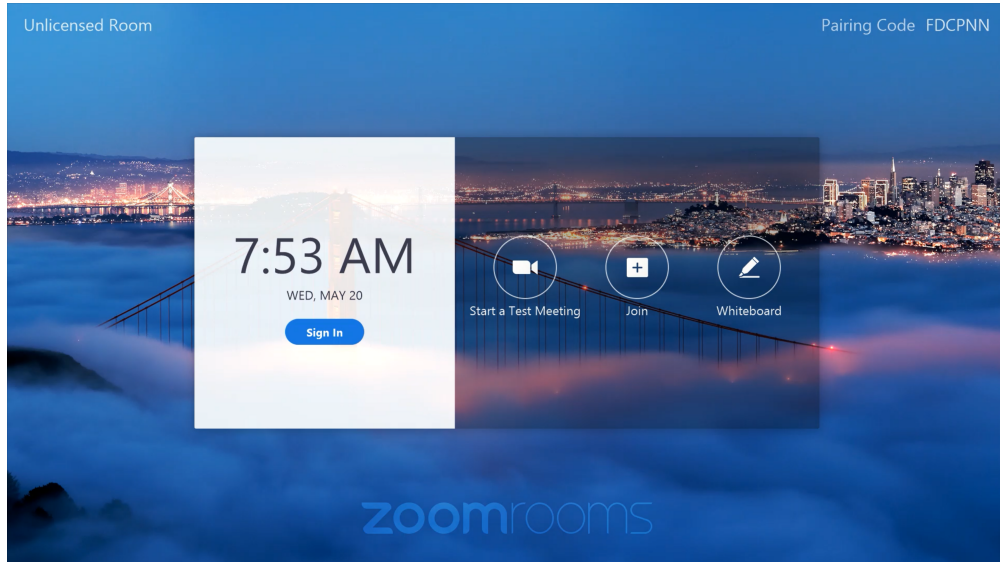
Crestron Remote Tool Sign In



The screenshot shows the 'Crestron Remote Connection' sign-in interface. It features a title bar with the text 'Crestron Remote Connection'. Below the title bar, there are several input fields and a button. The 'Friendly Name' field is a dropdown menu with 'UC Engine - Zoom' selected. To its right is a 'Clear History' button. The 'IP Address or Host Name' field contains '192.168.1.221'. To its right is a 'Port' field containing '49500'. Below these are fields for 'User' (containing 'admin') and 'Password'. A small note below the user field reads 'Domain\User if domain joined'. At the bottom of the form is a blue 'Connect' button.

3. Press **Connect**. The UC Engine home screen appears.

Home Screen



Log Into the Zoom Rooms Service

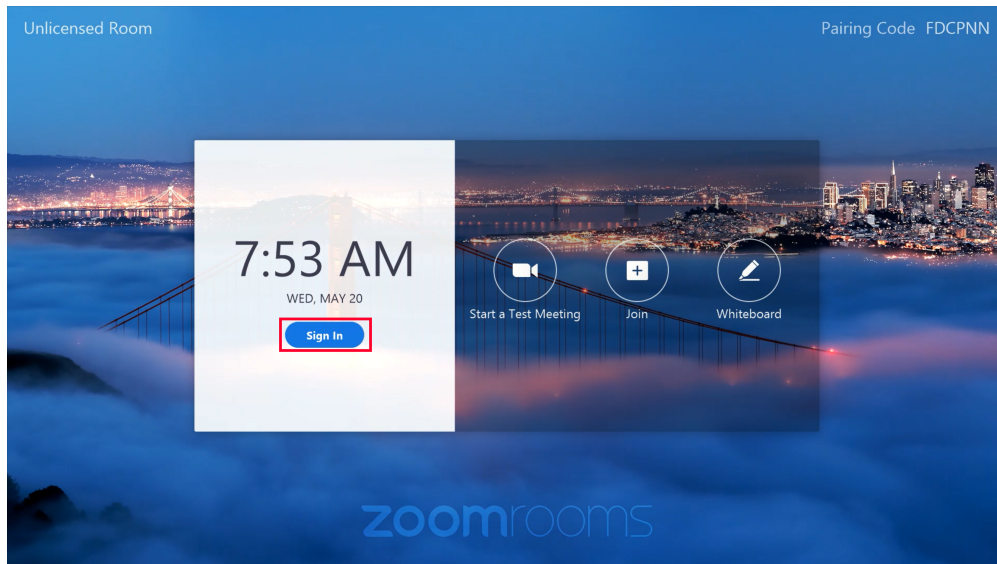
After connecting to the system, log into the Zoom Rooms service with an email and password or with an activation code.

Log In with an Email and Password

Use an email and password to log into the Zoom Rooms service:

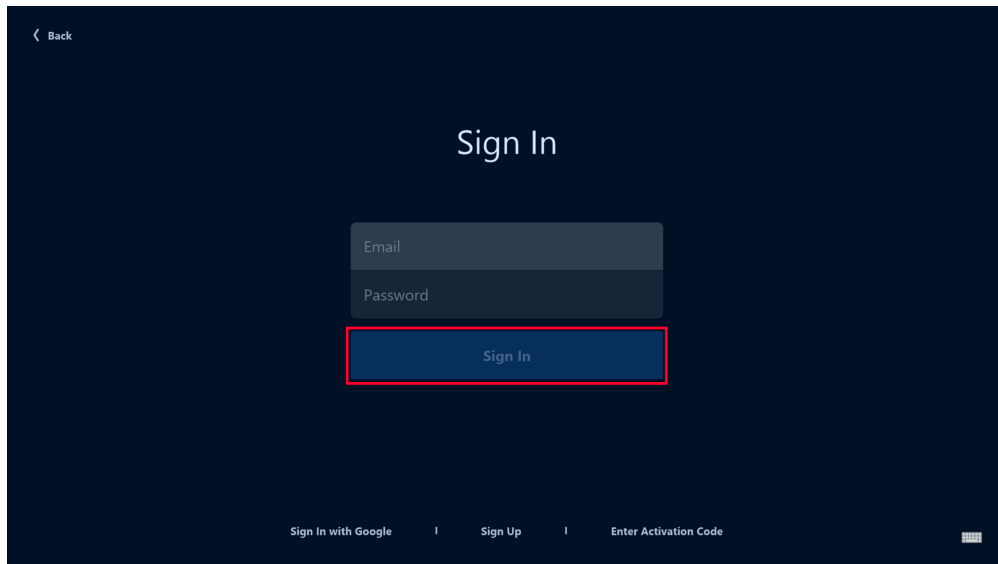
1. Select **Sign In** under the date and time information on the Zoom Rooms home screen.

Home Screen - Signed Out



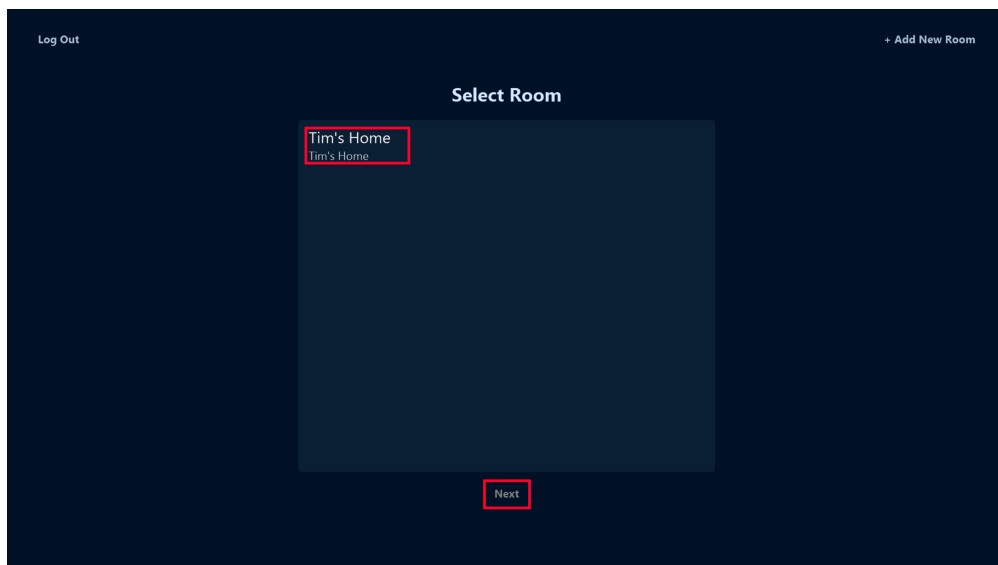
2. Enter the email and password for the desired Zoom Room account and click **Sign In**. The **Select Room** screen appears.

Sign In



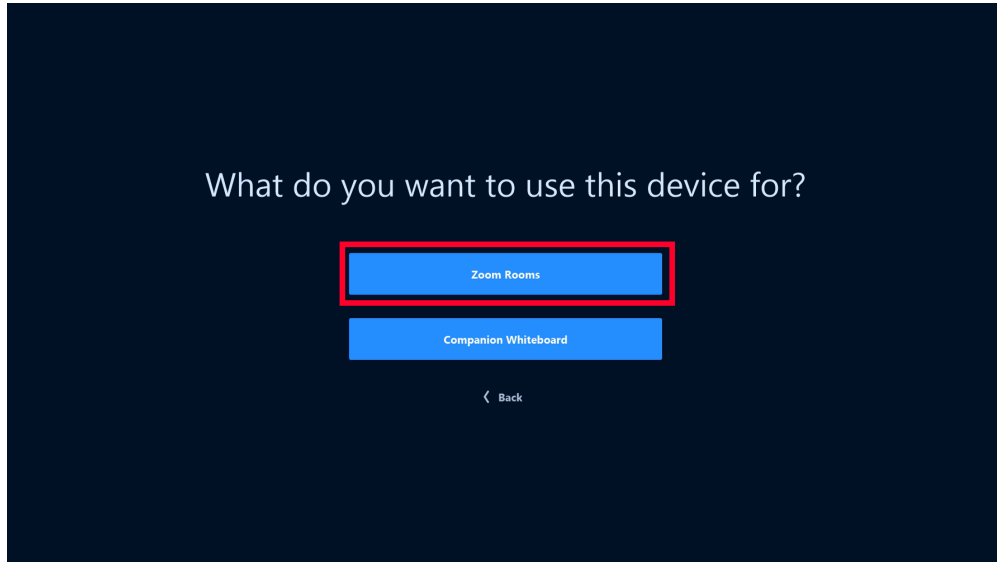
3. Choose the desired Zoom Room from the **Select Room** list. Click **Next**.

Select Room



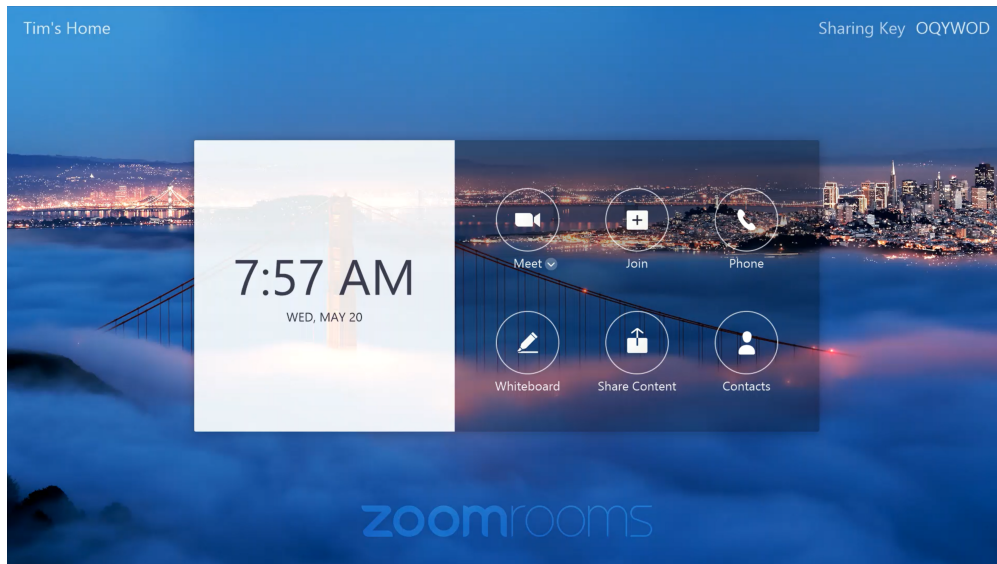
4. Select **Zoom Rooms** as the desired function for this device.

Function Selection



5. The Zoom Rooms home screen appears with a full set of controls. The room name appears in the upper left corner of the screen. A sharing key appears in the upper right corner of the screen.

Zoom Rooms Home Screen - Signed In



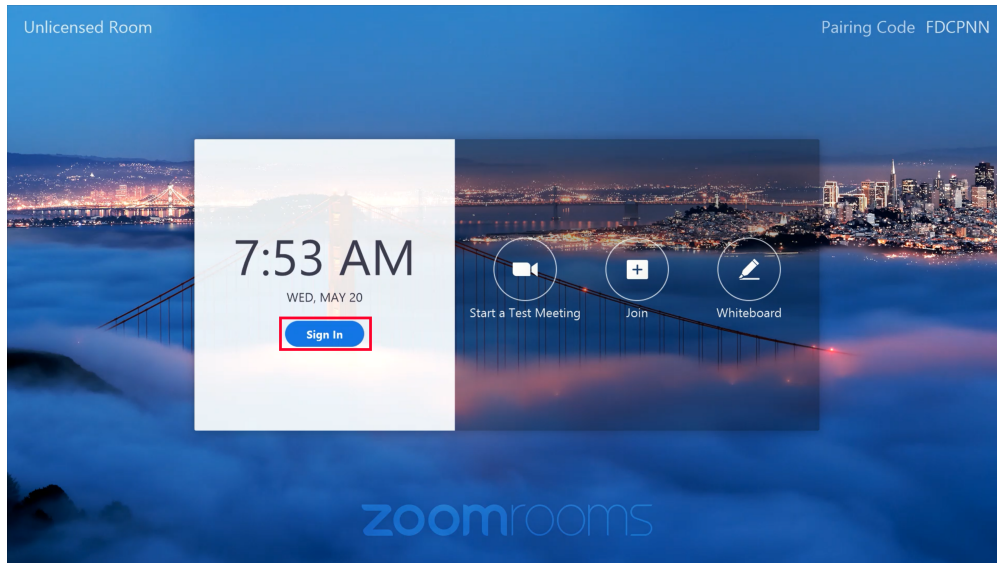
Log In with an Activation Code

Use an activation code to log into the Zoom Rooms service:

NOTE: To obtain an activation code, log into the desired account at zoom.us. The activation code can be found in Settings under **ADMIN > Zoom Rooms**.

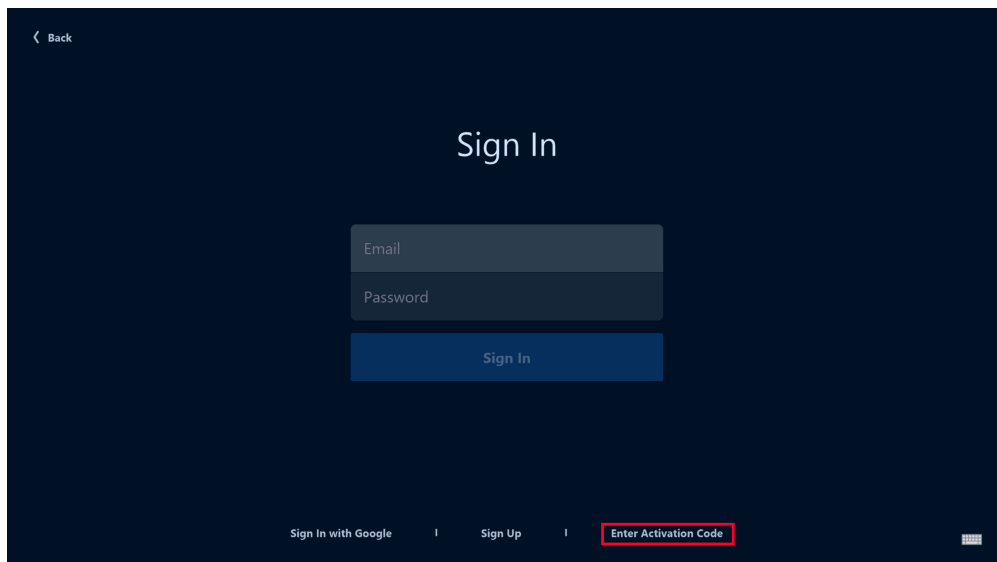
1. Select **Sign In** under the date and time information on the Zoom Rooms home screen.

Home Screen - Signed Out



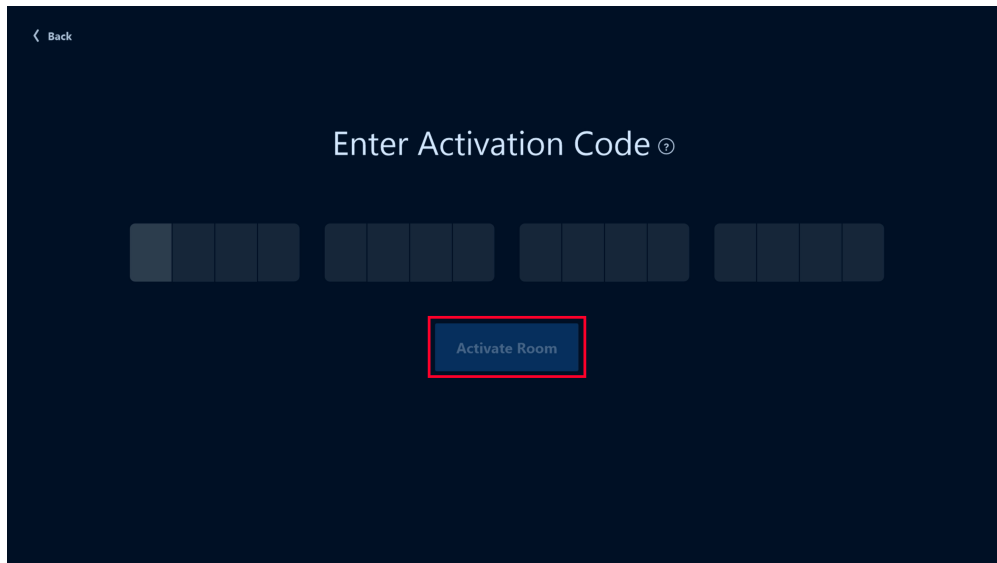
2. Click **Enter Activation Code** at the bottom of the screen.

Sign In



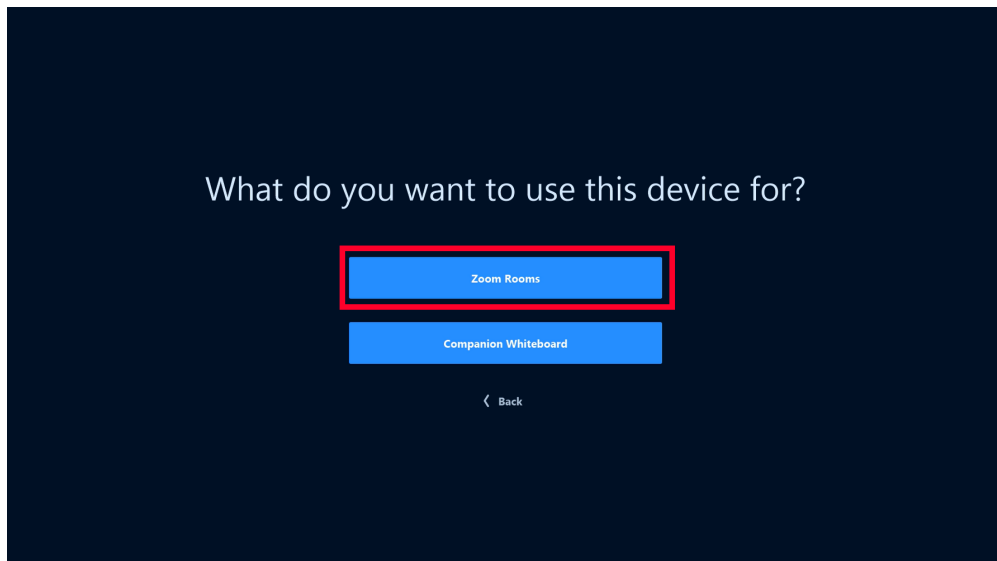
3. Enter the room's activation code and select **Activate Room**.

Enter Activation Code



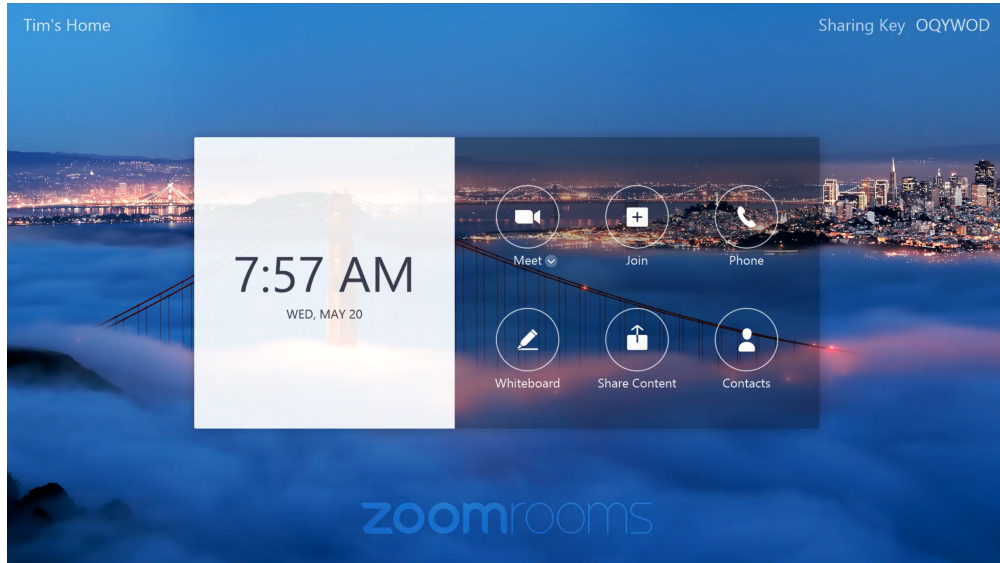
4. Select **Zoom Rooms** as the desired function for this device.

Function Selection



5. The Zoom Rooms home screen appears with a full set of controls. The room name appears in the upper left corner of the screen. A sharing key appears in the upper right corner of the screen.

Zoom Rooms Home Screen - Signed In



Configure the USB Camera

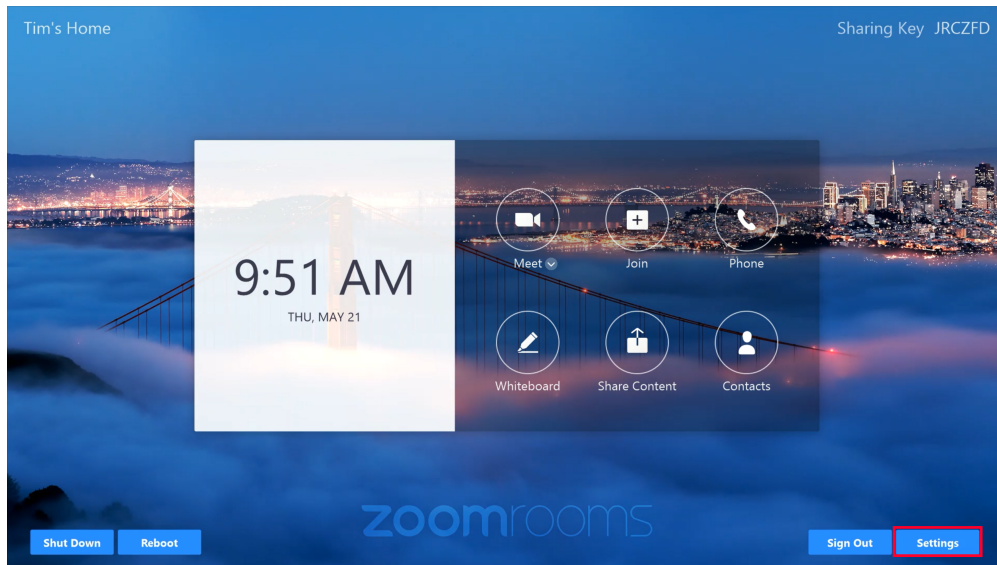
When setting up a Crestron HomeTime system, the camera, microphone, and speaker settings must be configured appropriately.

To connect the camera to the Crestron HomeTime system, refer to the [HT-CAM and HT-CAM-AUX Quick Start](#) (Doc. 8757).

To configure the camera:

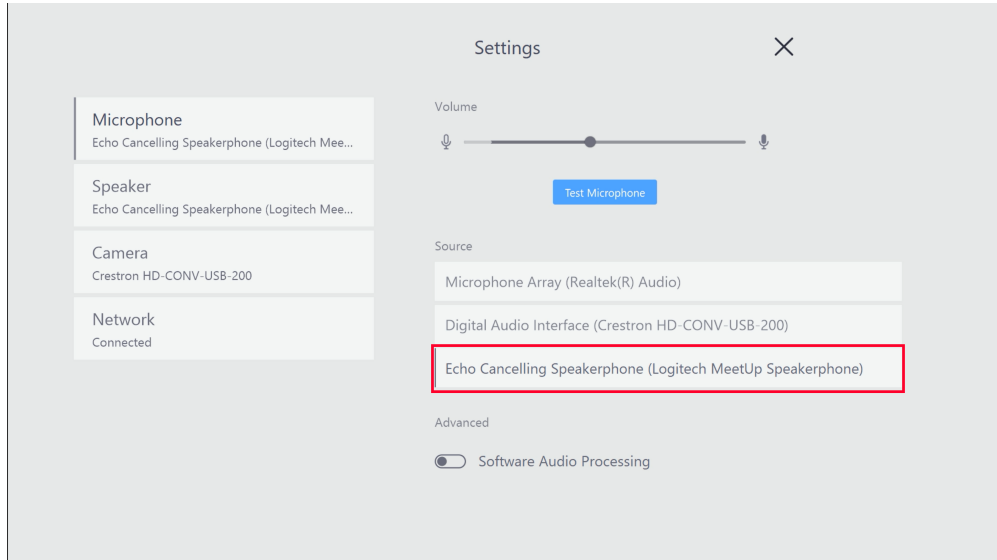
1. Click **Settings** on the bottom of the Zoom Rooms home screen. The **Settings** option will appear when navigating to the bottom of the screen.

Zoom Rooms Home Screen



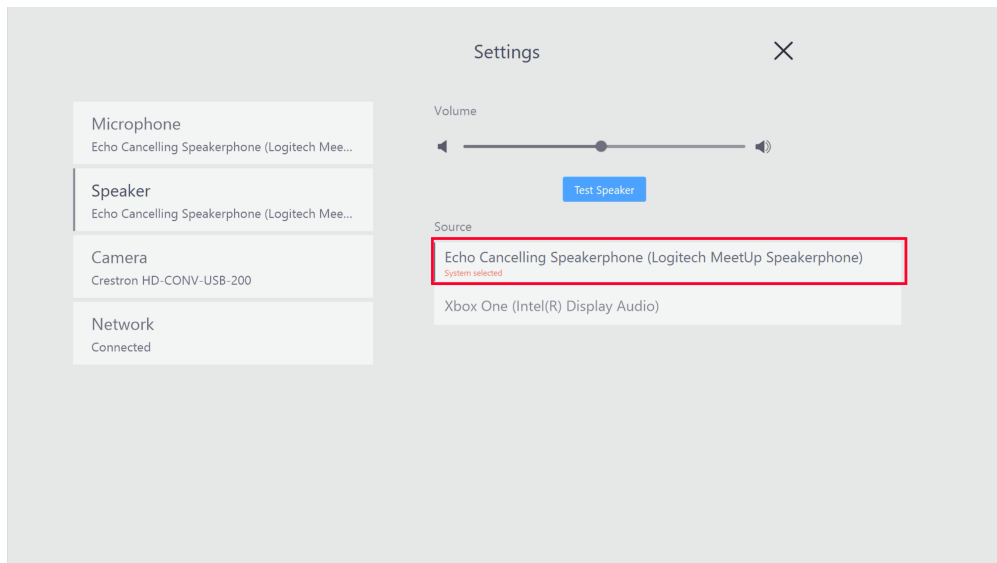
2. Select **Microphone** from the pane on the left-hand side of the screen. Select **Echo Cancelling Speakerphone (Logitech MeetUp Speakerphone)**. Adjust the **Volume** slider as desired.

Zoom Rooms Microphone Settings



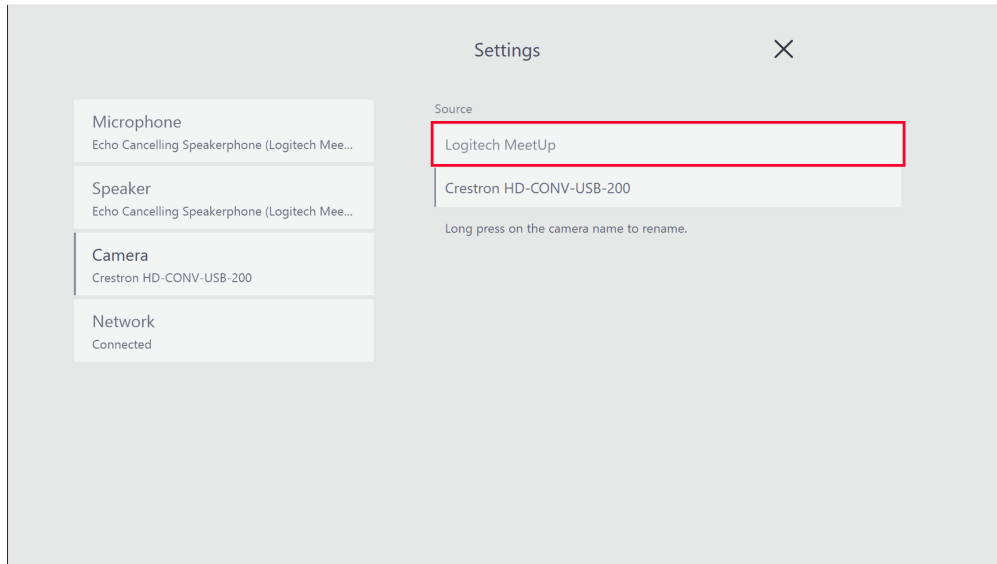
3. Select **Speaker** from the pane on the left-hand side of the screen. Select **Echo Cancelling Speakerphone (Logitech MeetUp Speakerphone)**. Adjust the **Volume** slider as desired.

Zoom Rooms Speaker Settings



4. Select **Camera** from the pane on the left-hand side of the screen. Select **Logitech MeetUp**.

Zoom Rooms Camera Settings



Configure the UC Engine Time Zone Settings

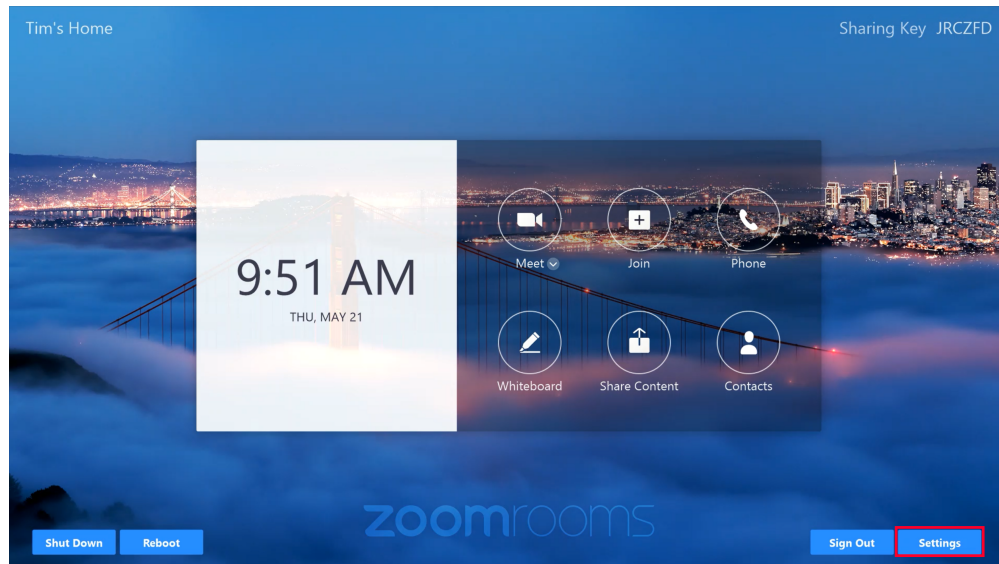
The UC Engine time zone settings are configurable with either the Crestron remote tool or with Crestron Toolbox™ software.

Using the Crestron Remote Tool

To configure the UC Engine time zone settings using the Crestron remote tool:

1. Select **Settings** from the bottom right corner of the screen. If the option is not visible, it will appear when moving the cursor to the bottom of the screen.

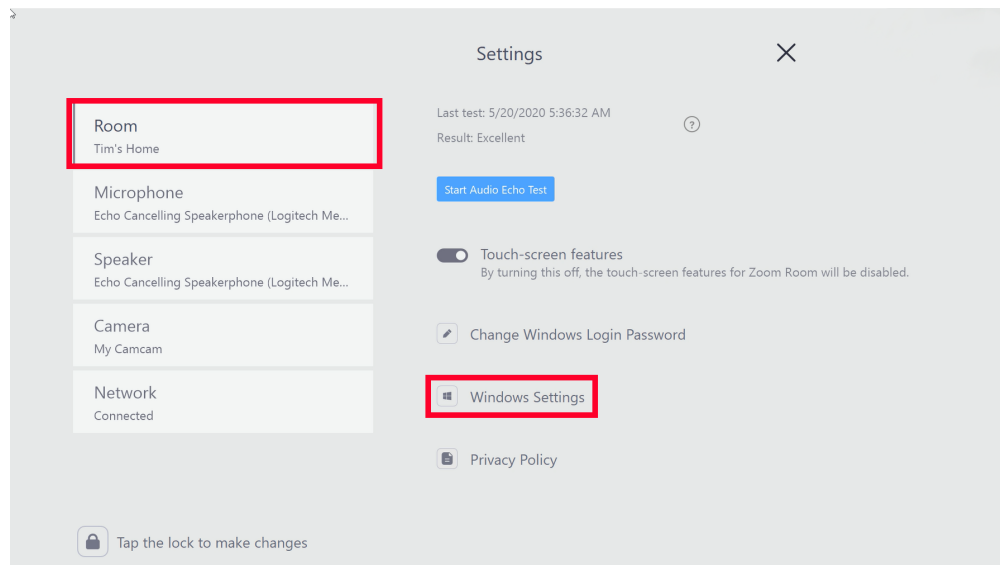
Zoom Rooms Home Screen



2. Select **Room** from the left-hand menu pane of the **Settings** screen.

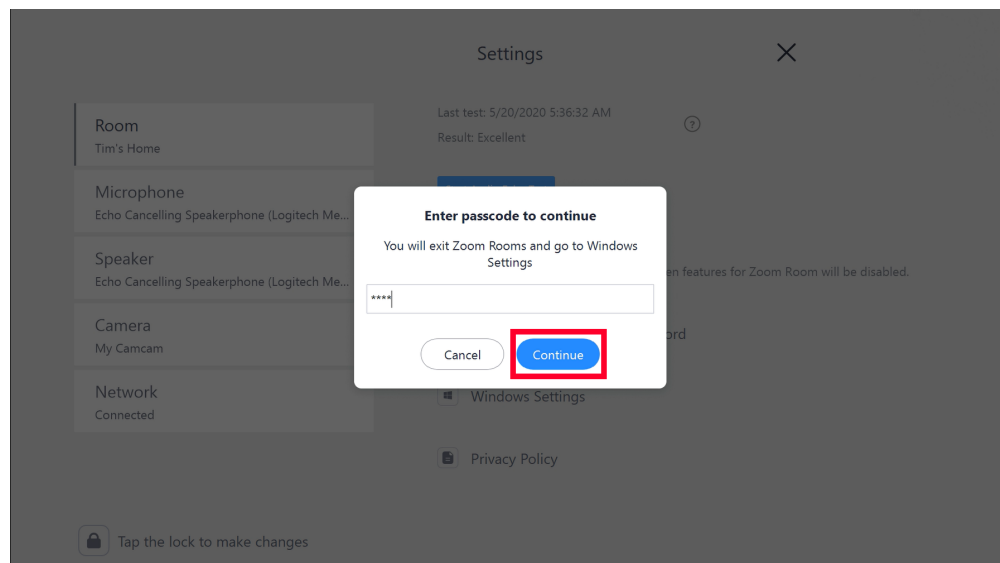
3. Select **Windows Settings**. The **Enter Passcode** screen appears.

Settings - Room



4. Enter **1234** as the passcode. Select **Continue**. The Windows sign-in screen appears.

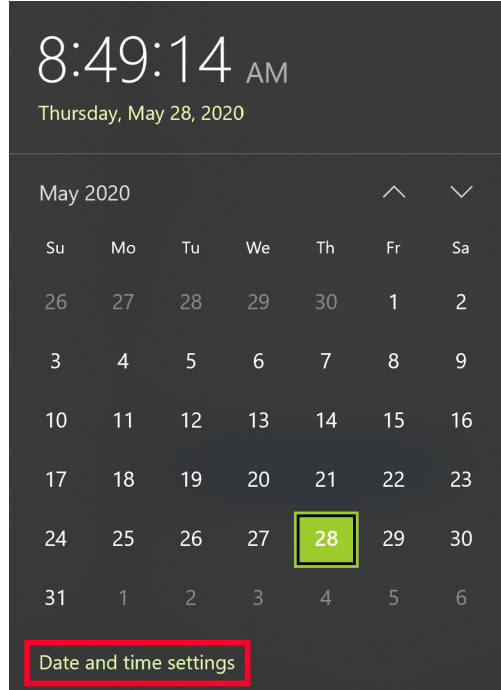
Enter Passcode



NOTE: To change the default password to access the Windows settings, select **Change Windows Login Password** from the **Room** screen.

5. Select **Other User** to sign in with the administrator account. Enter **admin** as the user name. Enter **crestron** as the password. The Windows desktop appears.
6. Click on the date and time information in the bottom right-hand corner of the Windows desktop.

7. In the newly opened calendar window, select **Date and time settings**.



8. In the newly opened settings window, configure the time settings as desired.

Using Crestron Toolbox Software

To configure the UC Engine time zone settings using Crestron Toolbox software:

1. Use the Device Discovery tool in Crestron Toolbox to identify the UC Engine. Make note of the device's IP address.
2. Open a text console window and edit the device's IP address by clicking the pencil icon at the bottom of the window. The **Edit Address** screen appears.

3. Enter the IP Address of the UC Engine in the **Address** field. Change the connection type to **SSL/TLS** by using the dropdown menu below the **Address** field. Click **OK**.

Edit Address

Edit Address ? X

Connection Type:
 TCP RS232 USB Indirect

Address: 192.168.0.108
SSL/TLS

< Advanced
Port (if not default):
Username:
Password:
 Use Secondary Console

Control Subnet
Hostname:
Port (if not default):
Auto Detect

> Advanced Device Detection

Address Book... OK Cancel

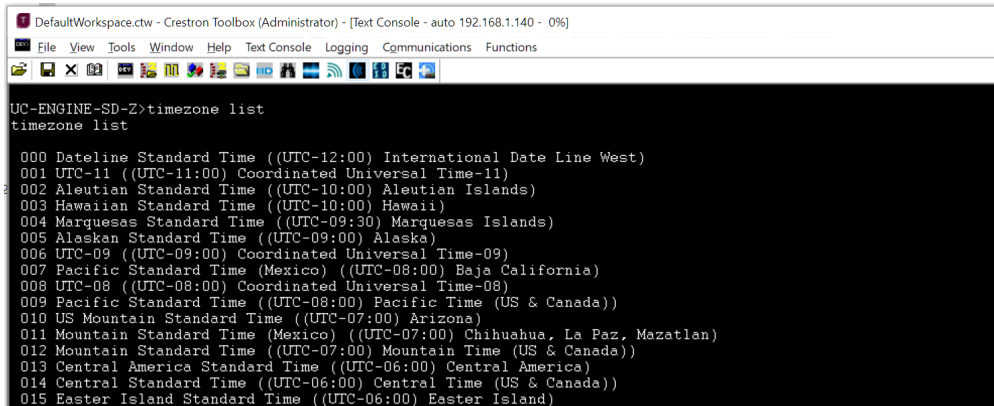
4. When prompted, accept the UC Engine certificate.
5. When prompted, enter the username and password. The default username is **admin**. The default password is **crestron**.
6. In the open text console window, enter the `timezone` command to view the current time zone that the UC Engine is set to.

Current Time Zone

```
DefaultWorkspace.ctw - Crestron Toolbox (Administrator) - [Text Console - auto 192.168.1.140 - 0%]  
File View Tools Window Help Text Console Logging Communications Functions  
UC-ENGINE-SD-Z>timezone  
US Eastern Standard Time  
UC-ENGINE-SD-Z>
```

7. Enter the `timezone list` command to view a list of available time zones available.

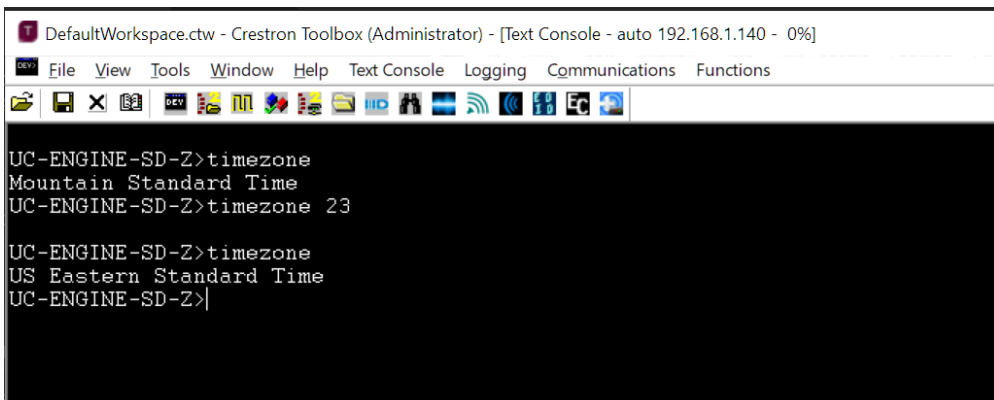
Available Time Zone List



```
UC-ENGINE-SD-Z>timezone list
timezone list
000 Dateline Standard Time ((UTC-12:00) International Date Line West)
001 UTC-11 ((UTC-11:00) Coordinated Universal Time-11)
002 Aleutian Standard Time ((UTC-10:00) Aleutian Islands)
003 Hawaiian Standard Time ((UTC-10:00) Hawaii)
004 Marquesas Standard Time ((UTC-09:30) Marquesas Islands)
005 Alaskan Standard Time ((UTC-09:00) Alaska)
006 UTC-09 ((UTC-09:00) Coordinated Universal Time-09)
007 Pacific Standard Time (Mexico) ((UTC-08:00) Baja California)
008 UTC-08 ((UTC-08:00) Coordinated Universal Time-08)
009 Pacific Standard Time ((UTC-08:00) Pacific Time (US & Canada))
010 US Mountain Standard Time ((UTC-07:00) Arizona)
011 Mountain Standard Time (Mexico) ((UTC-07:00) Chihuahua, La Paz, Mazatlan)
012 Mountain Standard Time ((UTC-07:00) Mountain Time (US & Canada))
013 Central America Standard Time ((UTC-06:00) Central America)
014 Central Standard Time ((UTC-06:00) Central Time (US & Canada))
015 Easter Island Standard Time ((UTC-06:00) Easter Island)
```

8. Enter the `timezone (number)` command to select the desired time zone from the list shown. To select Eastern Standard Time, for example, enter the command `timezone 23`.

Eastern Standard Time Set



```
UC-ENGINE-SD-Z>timezone
Mountain Standard Time
UC-ENGINE-SD-Z>timezone 23

UC-ENGINE-SD-Z>timezone
US Eastern Standard Time
UC-ENGINE-SD-Z>
```

9. Restart the UC Engine. After it restarts, the chosen time zone will be shown on the Zoom Rooms home screen.

Configure the Zoom Rooms Settings

Using a web browser, configure the settings as described in the following sections to allow Zoom Rooms software to properly function in a Crestron HomeTime system.

Audio Testing

IMPORTANT NOTE: Failure to disable audio testing could result in disturbance to the end user. Please disable the setting as described below.

Zoom Rooms software automatically performs an audio test between 2:00 am and 4:00 am by creating a loud noise from the system's speaker. Disable this setting by navigating to **Room Management > Zoom Rooms > Edit > Account Settings > Meeting** and configuring the following setting as shown below:



Connect to a 3-Series® or 4-Series Control System

In order to use the provided custom user interface or an existing custom user interface with a Crestron HomeTime system, the Zoom Rooms settings must be configured as described below.

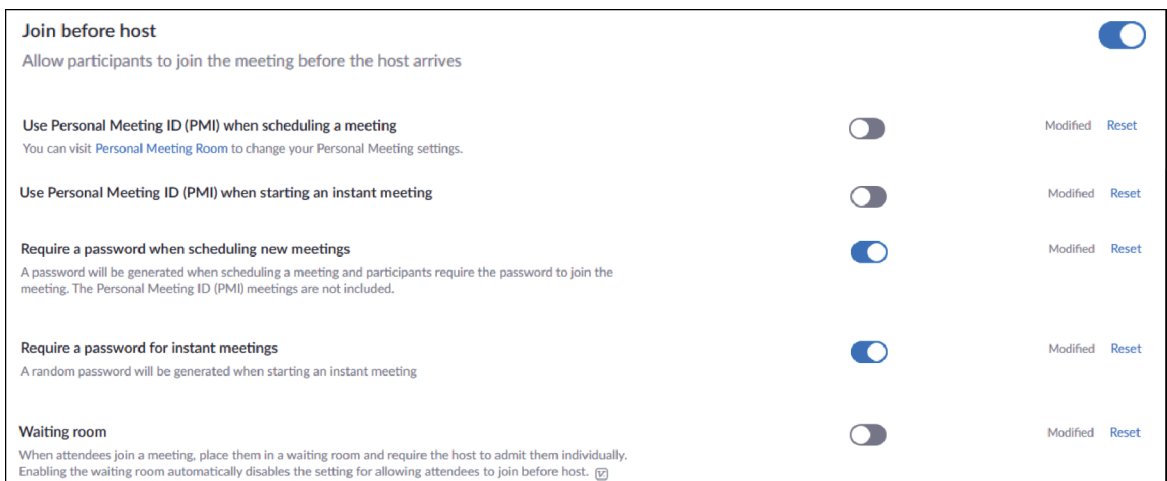
NOTES:

- The below configurations do not apply when the Zoom Rooms controller app is used to control a Crestron HomeTime system.
- The order of the below settings at Zoom's website is subject to change.

Log into zoom.us and configure the settings as shown below.

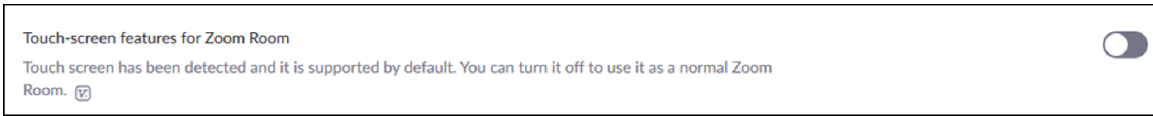
Personal

Navigate to **PERSONAL > Settings > Meeting**. Configure the settings as shown below:

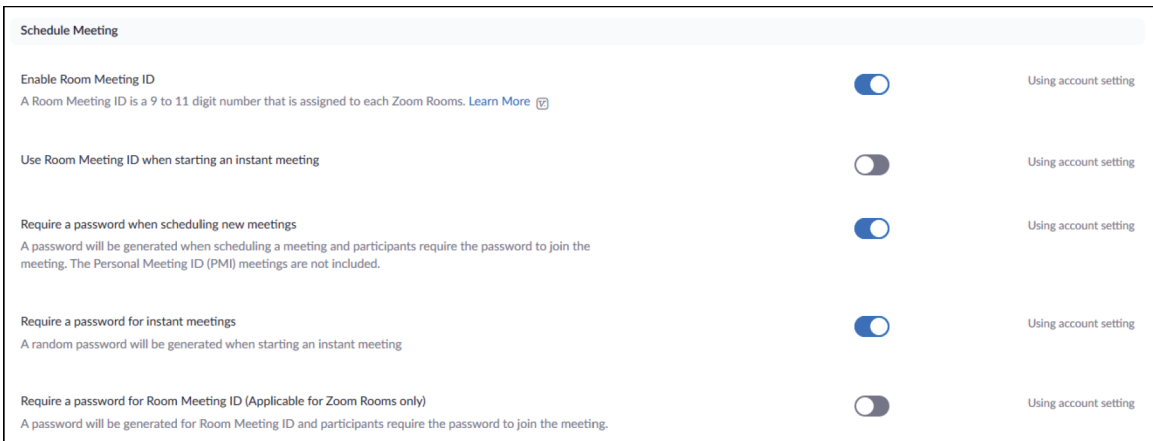


Admin - Zoom Rooms

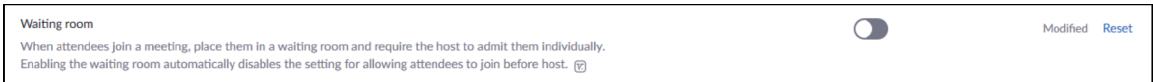
Navigate to the Zoom Rooms room profile. Configure the setting as shown below:



Navigate to **ADMIN > Zoom Rooms > Meetings**. Configure the settings as shown below:



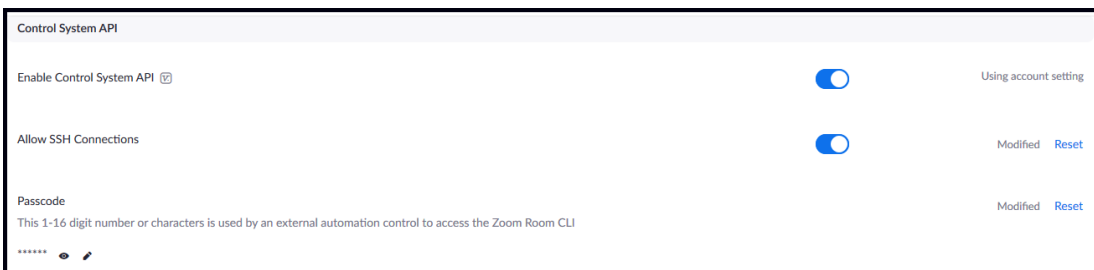
The **Waiting room** setting must also be disabled as shown below:



SSH Configuration

The user interface uses an SSH connection to communicate with the Crestron HomeTime system. SSH must be enabled and a password must be configured in the Zoom Room configuration web page. The new password will be used by the SIMPL module to connect to the Crestron HomeTime system.

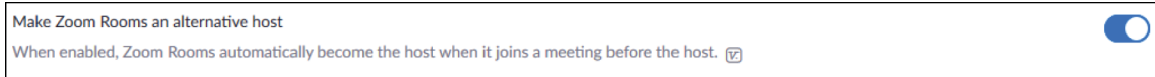
In the **Rooms Profile** tab, configure the **Control System API** settings as follows:



Admin - Account Management

Configure the following settings as described below:

1. Navigate to **ADMIN > Room Management**.
2. Select **Zoom Rooms** from the left-hand navigation pane.
3. Select **Account Settings** next to the account holder's name.
4. Select the **Meetings** tab.
5. Enable the **Make Zoom Rooms an alternative host** setting as shown below.



The **Waiting room** setting must also be disabled again. Navigate to **ADMIN > Account Management > Account Settings > In Meeting (Advanced)** to disable the setting.

Configure DM NVX Technology

Crestron HomeTime systems can be integrated into an existing Crestron control system that utilizes DM NVX technology. When integrated into a Crestron control system, Crestron HomeTime systems can use the provided custom user interface or an existing control system user interface. There must be at least two DM NVX devices deployed to integrate with a Crestron HomeTime system: a DM NVX transmitter connected to the UC Engine and a DM NVX receiver connected to the display and camera.

Configuration of a Crestron HomeTime system with DM NVX technology is accomplished through the DM NVX web UI. For more detail on using the web UI in deploying and configuring a DM NVX device, refer to the [DM NVX™ Network AV Encoders/Decoders Product Manual](#) (Doc. 7839).

NOTES:

- To log into the Zooms Rooms service and modify the necessary settings, refer to the instructions in [Configure the Zoom Rooms Settings \(on page 19\)](#).
- Only a DM-NVX-350 or DM-NVX-351 can be used as a transmitter or receiver in a Crestron HomeTime system.

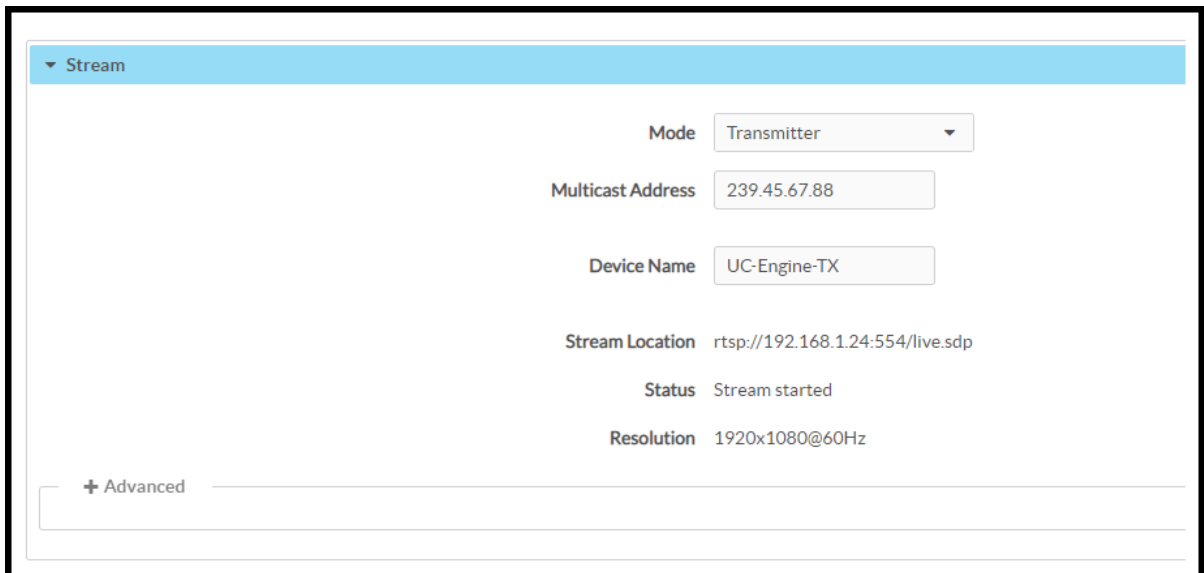
Configure the DM NVX Transmitter

Configure the DM NVX transmitter to support video from the UC Engine.

Stream

On the Stream page, configure the settings as shown below:

Stream Settings



The screenshot displays the 'Stream' configuration page in a web UI. At the top, there is a blue header with a dropdown arrow and the text 'Stream'. Below this, several configuration fields are shown in a light gray background:

- Mode:** A dropdown menu set to 'Transmitter'.
- Multicast Address:** A text input field containing '239.45.67.88'.
- Device Name:** A text input field containing 'UC-Engine-TX'.
- Stream Location:** A text input field containing 'rtsp://192.168.1.24:554/live.sdp'.
- Status:** A text label indicating 'Stream started'.
- Resolution:** A text label indicating '1920x1080@60Hz'.

At the bottom of the configuration area, there is a section labeled '+ Advanced' with a plus sign icon and a horizontal line, indicating expandable settings.

NOTE: To configure the Multicast Address of a device, refer to the [DM NVX™ Network AV Encoders/Decoders Product Manual](#) (Doc. 7839).

EDID

On the Inputs page, configure the Global EDID and Global Inputs settings as shown below:

EDID Settings

Global EDID

Send EDID to all Inputs: 01 DM default

Load CEDID File

Apply CEDID Delete

Global Inputs

Sync	Name	EDID	HDCP Receiver Capability	Actions
<input checked="" type="checkbox"/> Yes	INPUT 1	01 DM default	Disabled	
<input checked="" type="checkbox"/> No	INPUT 2	01 DM default	Disabled	

Save All

USB

On the USB page, configure the the USB settings as shown below:

USB Settings

Usb

USB Mode: Local

Transport Mode: Layer 2

Automatic USB Pairing: Enabled

Multiple Device Support: Disabled

Local Device ID: 00:10:7f:9b:32:be

Remote Device ID 1: 00:10:7f:9b:3b:c7

Pairing Status: Paired

Pair UnPair

Configure the DM NVX Receiver

Configure the DM NVX receiver to support signals from a Crestron HomeTime room.

Subscriptions

On the Subscriptions page, configure the Subscribed Streams and Available Streams settings as shown below:

USB Settings

The screenshot displays the 'Subscriptions' page interface. It features two main sections: 'Subscribed Streams' and 'Available Streams'. Both sections contain a table with columns for 'Device Name', 'Stream Details', 'Bit Rate (Mbps)', and 'Stream Control'. The 'Subscribed Streams' table has one entry for 'UC_Engine-TX' with a bit rate of 200 Mbps and an 'Unsubscribe' button. The 'Available Streams' table also has one entry for 'UC_Engine-TX' with a bit rate of 200 Mbps and a 'Subscribe' button. Below the tables are several action buttons: 'Unsubscribe Checked', '+ Add Manually', 'Load Subscriptions', and 'Save Subscriptions'.

USB

On the USB page, configure the USB settings as shown below:

USB Settings

The screenshot shows the 'USB Settings' page. It includes several configuration options: 'USB Mode' is set to 'Remote', 'Transport Mode' is set to 'Layer 2', 'Automatic USB Pairing' is enabled, and 'Multiple Device Support' is disabled. The 'Local Device ID' is 00:10:7f:9b:3b:c7 and the 'Remote Device ID 1' is 00:10:7f:9b:32:be. The 'Pairing Status' is 'Paired'. At the bottom, there are 'Pair' and 'UnPair' buttons.

Operation

Crestron HomeTime video conferencing systems can be controlled with a 3-Series or 4-Series control system or with the Zoom Rooms controller app on a compatible tablet device. In standalone systems, the Zooms Room controller app must be used. Each screen in the provided custom user interface is detailed in the following sections.

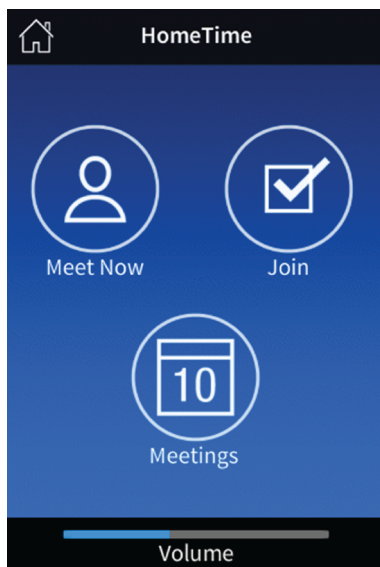
NOTES:

- Custom user interface operation may change based on further customization of the program or through existing custom user interface integration.
- For details the Zoom Rooms controller app, refer to the [Zoom Help Center](#).

Main Page

The main page acts as the home menu for the Crestron provided user interface.

Main Page



The main page features the following functions:

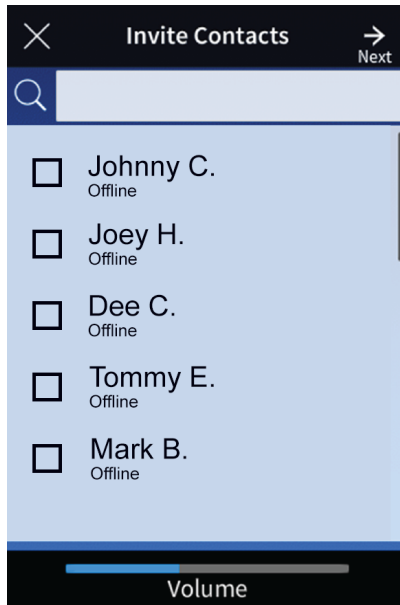
- The home icon in the upper left corner of the screen will take the user back to this screen.
- **Meet Now** allows users to start a meeting.
- **Join** allows users to join other users' meetings.
- **Meetings** displays a list of scheduled meetings pulled from a synced calendaring application.
- The volume bar at the bottom of the screen shows the current volume level for the system's speakers. The volume bar is present on most screens in the user interface.

Meet Now

Meet Now: Invite Contacts

When **Meet Now** is selected from the main page, the **Invite Contacts** screen appears.

Invite Contacts



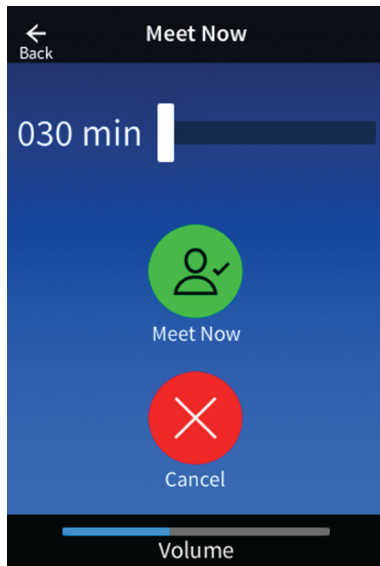
Invite contacts to a meeting by tapping the check box to the left of the contact name. Use the search bar at the top of the screen to find specific contacts.

Press **Next** in the top right corner of the screen to continue.

Meet Now: Main

After inviting contacts to a meeting, the **Meet Now** screen appears.

Meet Now



The **Meet Now** screen features the following functions:

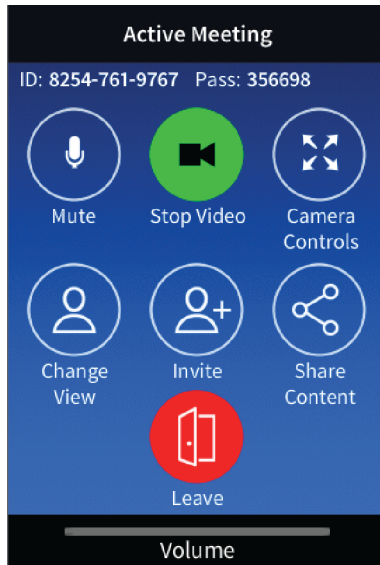
- Tap the **Back** arrow in the top left corner of the screen to navigate back to the **Invite Contacts** screen.
- Use the meeting time slider to select the length of a meeting.
- Select the **Meet Now** icon to start the meeting.
- Select the **Cancel** icon to cancel the meeting before it begins.

In Meeting

In Meeting: Active Meeting

When a meeting begins, the **Active Meeting** screen appears.

Active Meeting



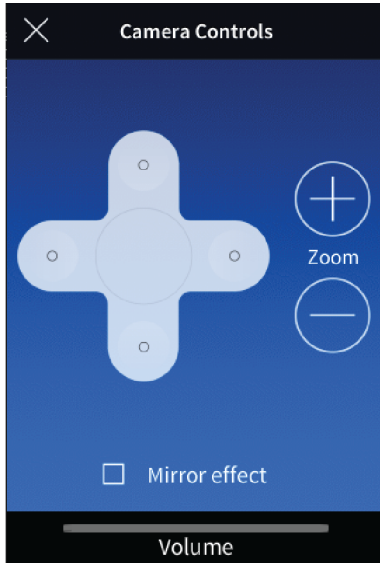
The **Active Meeting** screen features the following functions:

- The meeting ID (**ID**) is displayed at the top of the screen.
- The meeting password (**Pass**) is displayed at the top of the screen.
- Select **Mute** to mute the system's microphone.
- Select **Stop Video** to turn off the system's camera. The microphone will still continue to function as normal and will react to the **Mute** function.
- Select **Camera Controls** to change the camera's orientation and zoom level as described in [In Meeting: Camera Controls \(on the facing page\)](#).
- Select **Change View** to modify how the meeting is viewed as described in [In Meeting: Change View \(on page 30\)](#).
- Select **Invite** to invite other contacts to the meeting.
- Select **Share Content** to share the screen in the meeting as described in [In Meeting: Share Content \(on page 31\)](#).
- Select **Leave** to leave the meeting.

In Meeting: Camera Controls

Adjust the direction the system camera is facing and the camera's zoom level with the **Camera Controls** screen.

Camera Controls

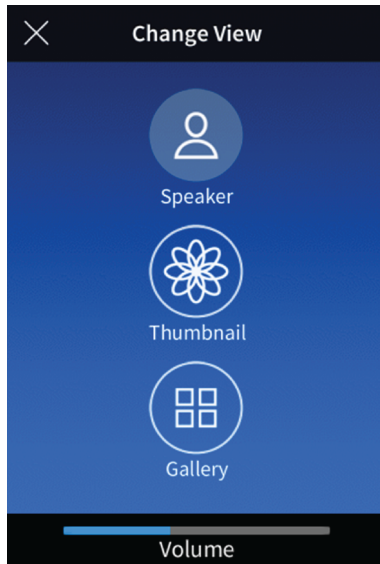


The **Camera Controls** screen features the following:

- Use the direction controller at the center of the screen to adjust the direction that the system camera faces.
- Select **Zoom +** to zoom in
- Select **Zoom -** to zoom out
- Select **Mirror Effect** to move the camera according to its right and left as opposed to the right and left of the user.
- Press the **X** in the top left corner of the screen to return to the **Active Meeting** screen.

In Meeting: Change View

Modify how meeting participants are viewed with the **Change View** screen.



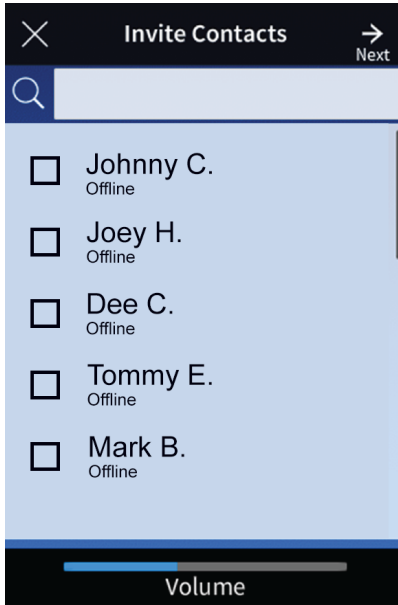
Choose one of the following meeting views:

- **Speaker** view shows who is speaking during the meeting and a small thumbnail of the previous speaker.
- **Thumbnail** view shows the current speaker and multiple small thumbnails of other meeting participants at the bottom of the screen.
- **Gallery** view shows meeting participants arranged in a grid.

In Meeting: Invite Contacts

Invite other people to a meeting with the **Invite Contacts** screen as described in [Meet Now: Invite Contacts \(on page 26\)](#).

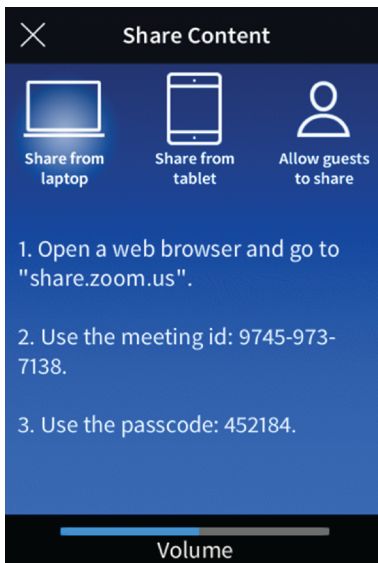
Invite Contacts



In Meeting: Share Content

To allow guests to share content or to share content from a laptop or tablet, follow the instructions displayed on the **Share Content** screens. Select each option at the top of the screen to see details for each scenario.

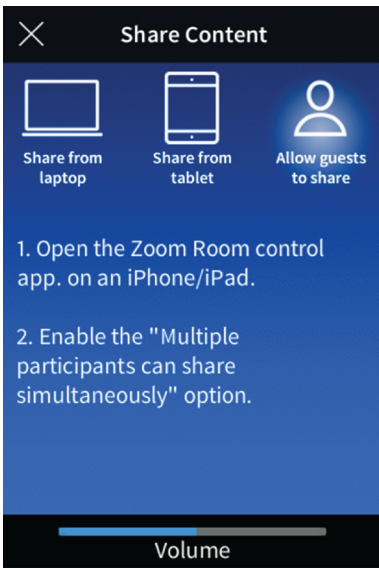
Share Content - Laptop



Share Content - Tablet



Share Content - Guests



In Meeting: Leave Meeting

After selecting **Leave Meeting**, the user is prompted to make another selection to confirm that they want to leave the meeting.

Leave Meeting?

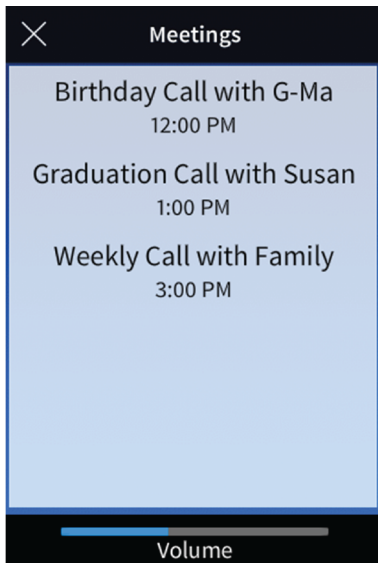


Select **Leave/End Meeting** to leave the meeting. If the user is the host of the meeting, they will end the meeting when making this selection.

Scheduled Meetings

The **Meetings** screen shows upcoming meetings for the current day. Meetings are pulled from the calendar synced to the Zoom Rooms account.

Meetings

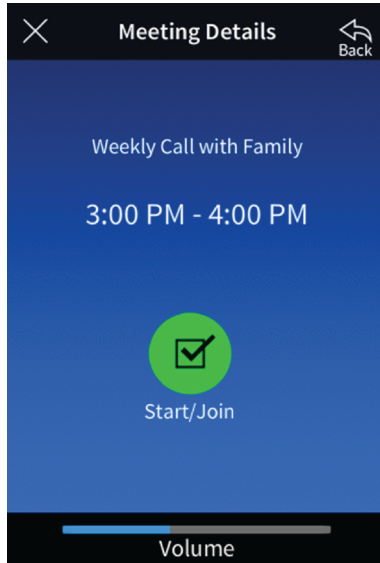


Tap any of the listed meetings to view meeting details.

Meeting Details

The **Meeting Details** screen appears after selecting a meeting from the **Meetings** screen. **Meeting Details** lists the meeting title and the scheduled time for the selected meeting.

Meeting Details



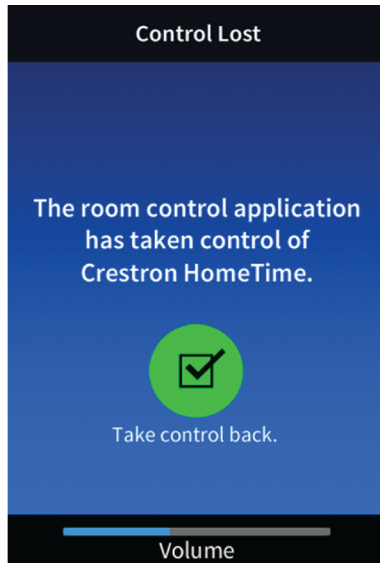
The **Meeting Details** screen features the following:

- Select the **X** in the top left corner of the screen to return to the **Main Page**.
- Select the **Back** arrow in the top right corner of the screen to return to the **Meetings** screen
- Select **Start/Join** to either begin the meeting as host or to join the meeting.

Control Lost

The **Control Lost** screen appears when the room in the Crestron HomeTime system is controlled with the Zoom Rooms controller app.

Control Lost

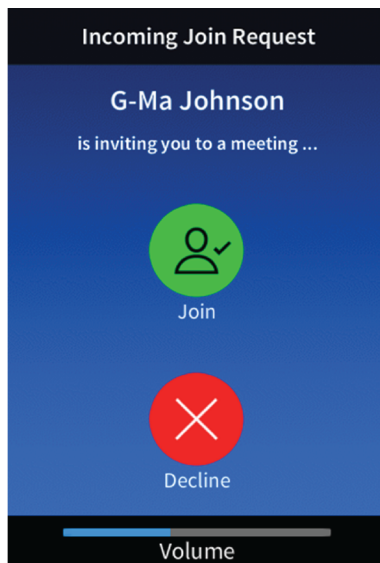


Select **Take control back** to resume controlling the Crestron HomeTime system with the Crestron user interface.

Incoming Join Meeting Request

The **Incoming Join Request** screen appears when the user is invited to a meeting by another user.

Incoming Join Request



Select **Join** to accept the meeting invitation. Select **Decline** to reject the meeting invitation.

Claim Devices to the Crestron XiO Cloud Service

Crestron HomeTime systems include a complimentary 1-Year subscription of the [Crestron XiO Cloud Premium license](#) to allow all supported Crestron devices to be managed and configured from one central, secure location in the cloud. The Crestron XiO Cloud service may be used to view the status of a device, to configure various device and network settings, and to restart devices.

Devices must be claimed by the Crestron XiO Cloud service before they may be managed by the service. Devices may be claimed individually or as a group.

For information on creating environments, managing devices, and managing users with the Crestron XiO Cloud service, refer to the [Crestron XiO Cloud™ Service User Guide](#) (Doc. 8214).


NOTE: Complimentary Crestron XiO Cloud™ service subscriptions are subject to the terms of the Crestron Cloudware License Agreement at www.crestron.com/cloudwarelicensepdf, as well as additional terms of the Crestron Cloudware License Agreement Addendum at www.crestron.com/cloudwarelicenseaddendumpdf, which control in any conflict with the Agreement. Complimentary subscriptions may be applied to new accounts only. New UC-ENGINE-SD-Z devices may be added to existing Crestron XiO Cloud subscription accounts at a discounted rate. An additional purchase toward the existing subscription account term may be required. For more information, please contact license@crestron.com.

Claim a Single Device

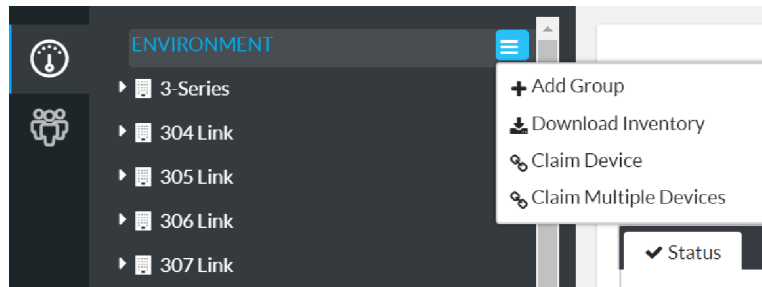
To claim a single device:

1. Record the MAC address and serial number of the device. The MAC address and serial number are labeled on the shipping box or on a sticker attached to the device.

NOTE: Use the MAC address labeled *MAC Address*.

2. In the Crestron XiO Cloud service, click the **ENVIRONMENT** menu button  to display a drop-down menu.

Environment - Drop-Down Menu



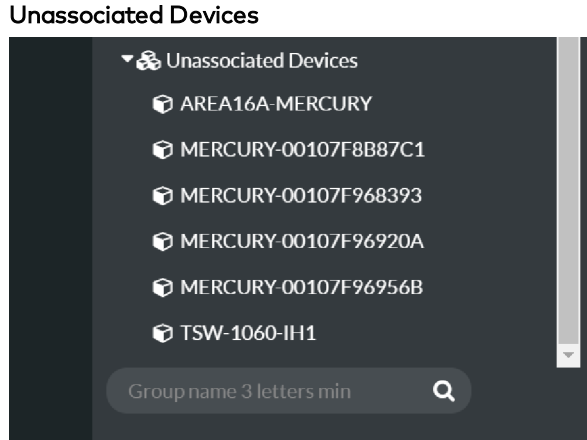
3. Click **Claim Device**. The **Claim Device** dialog box is displayed.

Claim Device Dialog Box

A screenshot of the 'Claim Device' dialog box. The dialog box has a blue header with the title 'Claim Device' and a close button (X). Below the header, there is a text instruction: 'Enter a device's MAC address and serial number to claim it for this account. Claimed devices appear in the "Unassociated Devices" group by default.' There are two input fields: 'MAC Address' with the value '00.10.7f.5d.ff.9a' and 'Serial Number' with the value 'X 0126424'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Claim'.

4. Enter the MAC address and serial number recorded in step 1 in the **MAC Address** and **Serial Number** fields, respectively.
5. Click **Claim**. A success message is displayed if the claim is successful.

- Click **X** to close the dialog box. The hostname of the claimed device is displayed in the device tree under the group **Unassociated Devices**.



The device may now be managed and assigned to a group.

Claim Multiple Devices

To claim multiple devices:

- Record the MAC address and serial number of each device as a comma delimited CSV file. The MAC address and serial number are labeled on the shipping box or on a sticker attached to the device.

NOTE: Use the MAC address labeled *MAC Address*.


The CSV file should be formatted as shown below:

CSV File Format

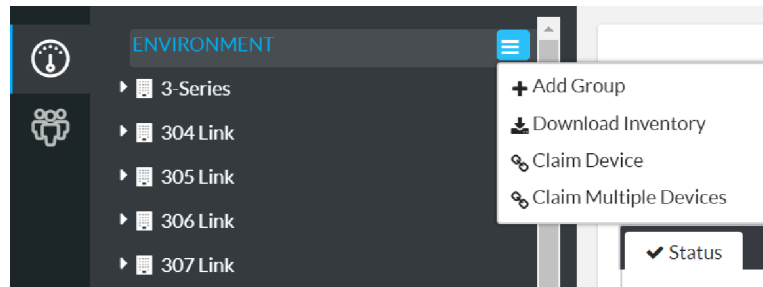
```
MAC Address,Serial Number
00.10.7e.8b.81.b6,17284712
00.10.7e.8b.8c.87,17284570
00.10.7e.96.83.93,1716JBG01207
00.10.7e.96.92.0a,1716JBG01550
00.10.7e.8b.87.c1,17284670
```

NOTE: An optional third column may be added to the CSV file with custom device names. After being claimed, the device will take the custom name from the CSV file instead of its default name. For example, if adding a custom device name to the first example above, the formatting would be
00.10.73.8b.81.b6,17284712, [custom device name]

- Save the CSV file to a location that may be accessed by the computer used to access the Crestron XiO Cloud service.

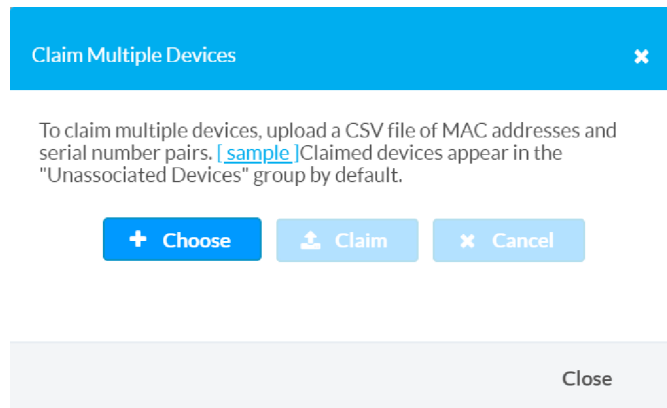
3. In the Crestron XiO Cloud service, click the **ENVIRONMENT** menu button  to display a drop-down menu.

Environment - Drop-Down Menu



4. Click **Claim Multiple Devices**. The **Claim Multiple Devices** dialog box is displayed.

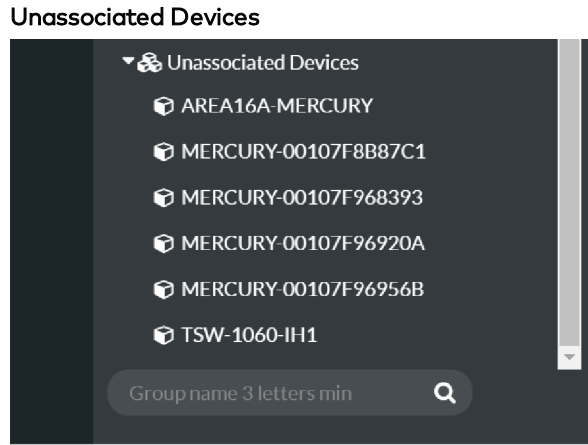
Claim Multiple Devices Dialog Box



5. Click **Choose**, and then select the CSV file created in step 1.
6. Click **Claim** to claim all of the devices listed in the file. A message indicating the claim status of each device is displayed.

NOTE: If an error message is displayed stating that a device does not exist, connect that device to a network that has access to the Internet, wait 15 minutes, and then try again.

7. Click **X** to close the dialog box. The hostnames of the claimed devices appear in the device tree under the group **Unassociated Devices**.



The devices may now be managed and assigned to a group.

Joining and Scheduling Meetings

Follow the below instructions to join and schedule meetings with a Crestron HomeTime system.

Crestron recommends that the user should perform the following when scheduling meetings:

- Use the Google Chrome™ web browser with the Zoom Scheduler Chrome Extension installed.
- Configure the Zoom Room to use the Google Calendar™ calendaring application.
- Create a Gmail™ email service account for the Zoom Room. Crestron does not recommend using a personal Gmail account for the Zoom Room.

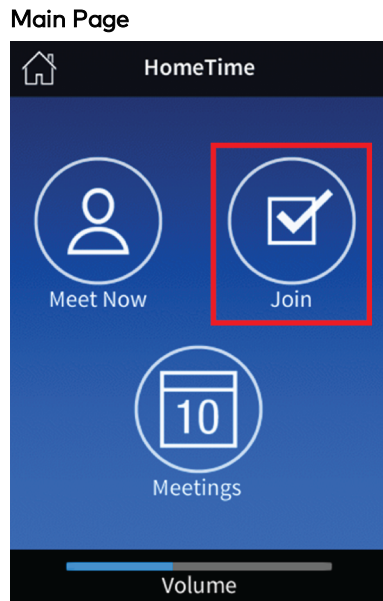
NOTES:

- For more detail on the Crestron user interface described below, refer to [Operation \(on page 25\)](#)
- Custom user interface operation may change based on further customization of the program or through existing custom user interface integration.

Join a Meeting

To join a meeting with or without a meeting invite:

1. Select **Join** from the main page.

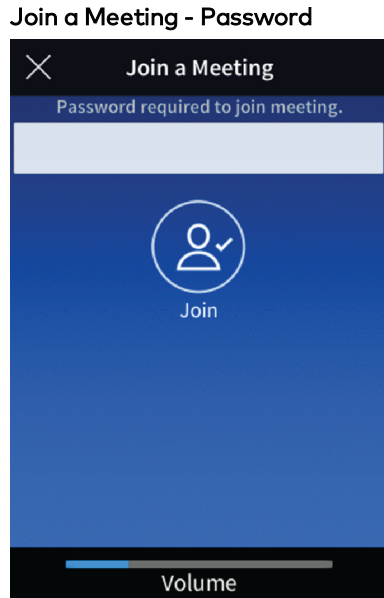


2. Obtain the Meeting ID and Meeting Password (if set) from the meeting's host or from the invitation email.
3. Enter the **Meeting ID** when prompted and press the **Join** button.

Join a Meeting - Meeting ID



4. If prompted, enter the meeting **Password** and press **Join**.



5. Once the Crestron HomeTime system has joined the meeting, the **Active Meeting** screen will appear with a full set of meeting controls.

Create and Join Calendar Meetings

NOTES:

- There are multiple ways to schedule a meeting with Zoom Rooms software. For more details on scheduling, refer to the [Zoom Help Center](#).
- When scheduling a meeting with the Google Calendar application on a mobile device, the Zoom for GSuite browser extension will have to be used in place of the Zoom Scheduler extension. To download the Zoom for GSuite browser extension, refer to gsuite.google.com/marketplace.

The following instructions detail how to create and join meetings from a Google Calendar with a Crestron HomeTime system.

Crestron recommends using a dedicated email address for the Zoom Room in a Crestron HomeTime system. Crestron does not recommend using a personal email address.

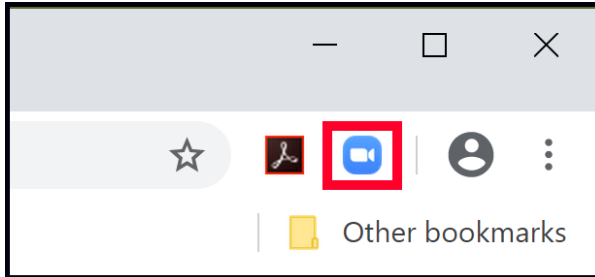
Zoom Scheduler Extension

To download the Zoom Scheduler extension, refer to the [Chrome Web Store](#).

When scheduling a meeting through Google Calendar with the Zoom Scheduler extension for Google Chrome, configure the extension's settings as follows:

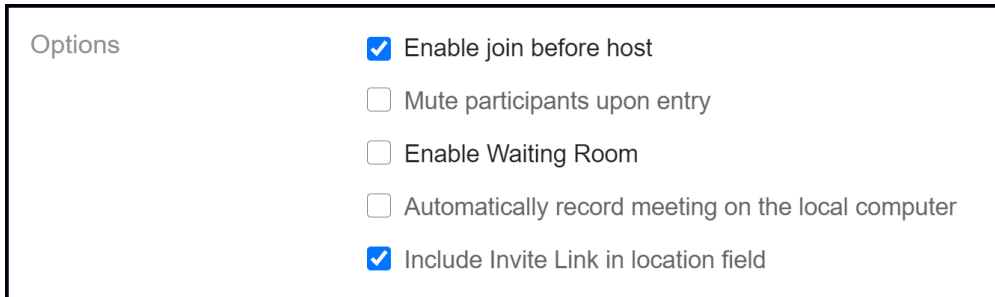
1. Open Google Chrome with the Zoom Scheduler extension installed.
2. Select the Zoom Icon located at the right-hand side of the address bar.

Zoom Scheduler Extension



3. Select the gear icon to open the settings.
4. Configure the settings as shown below:

Zoom Scheduler Extension Settings



Create a Calendar Meeting

NOTES:

- The following instructions assume a Gmail account is associated with the Zoom Room and that the Zoom Scheduler extension is installed.
- Calendar services other than Google Calendar are supported, but the steps to create meetings with other services may differ.

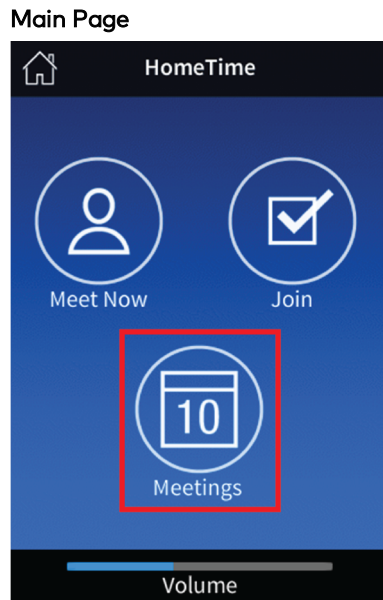
To create a calendar meeting:

1. Create a meeting on a personal Google Calendar. Ensure that **Make it a Zoom Meeting** is selected.
2. Add the Gmail address of the Zoom Room as a guest to the meeting and press **Save**. Any other desired guests can be invited at this time.

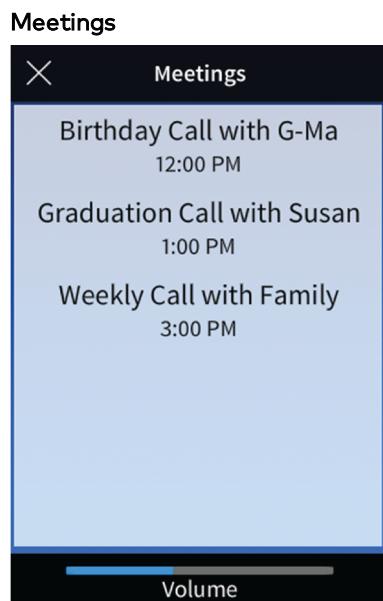
Join a Calendar Meeting

To join a calendar meeting:

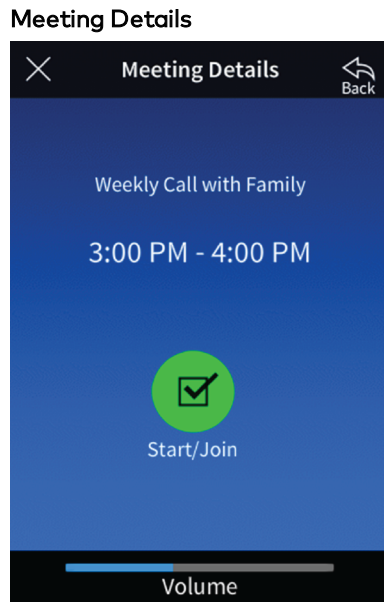
1. Select **Meetings** from the main page. The **Meetings** screen appears with a list of meetings scheduled for the current day.



2. Select the desired meeting from the **Meetings** screen. The **Meeting Details** screen appears.



3. Press **Start/Join** on the **Meeting Details** screen to start or join the meeting.



4. Enter the meeting password if prompted to do so. Obtain the password by opening the meeting on the Google Calendar.

NOTE: If the user is the meeting host, they may still be prompted to enter the meeting password.

Invite the Zoom Room to an Existing Calendar Meeting

NOTES:

- The following instructions assume a Gmail account is associated with the Zoom Room and that the Zoom Scheduler extension is installed.
- Calendar services other than Google Calendar are supported, but the steps to create meetings with other services may differ.

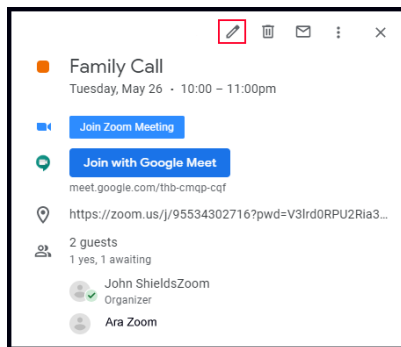
To join an existing calendar meeting:

1. Open the meeting invitation on the personal Google Calendar.

NOTE: If the meeting does not appear on the Google Calendar, ensure that the meeting host has invited the account as a guest instead of just forwarding the invitation.

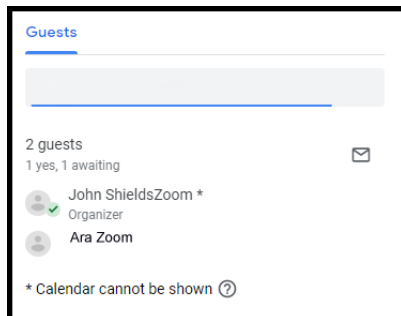
2. Click the pencil icon to edit the meeting.

Meeting Invitation



3. Add the Gmail address of the Zoom Room as a guest to the meeting and click **Save**.

Invite Guests



4. When prompted, click **Send** to send the invitation to the Zoom Room calendar.
5. Refer to [Join a Calendar Meeting \(on page 45\)](#) to join the calendar meeting.

Add Guests to an Existing Zoom Rooms Meeting

NOTES:

- The following instructions assume a Gmail account is associated with the Zoom Room and that the Zoom Scheduler extension is installed.
- Calendar services other than Google Calendar are supported, but the steps to create meetings with other services may differ.

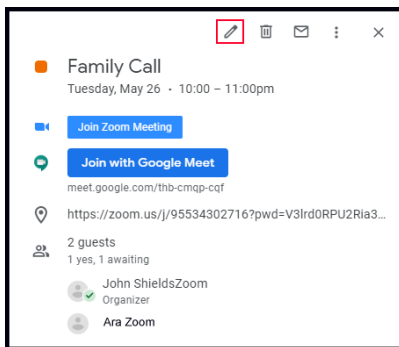
To add guests to an existing meeting:

1. Open the meeting invitation on the desired Google Calendar.

NOTE: If the meeting does not appear on the Google Calendar, ensure that the meeting host has invited the account as a guest instead of forwarding the invitation.

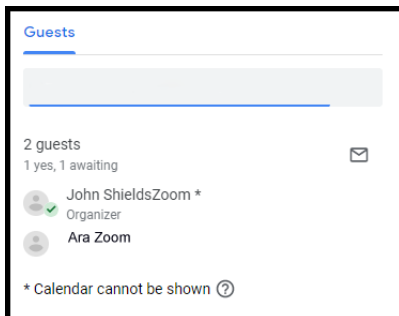
2. Click the pencil icon to edit the meeting.

Meeting Invitation



3. Add the Gmail address of any desired guests to the meeting. Click **Save**.

Invite Guests



4. When prompted, click **Send** to send the invitation to the added guests.

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