UC-M150-T/-B160-T/-C160-T UC Video Conference Systems for Microsoft Teams®

Supplemental Guide

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UC-M150-T/-B160-T/-C160-T UC Video Conference System for Microsoft Teams

Introduction

The UC-M150-T, UC-B160-T, and UC-C160-T UC Video Conference Systems for Microsoft Teams® deliver powerful, professional solutions for knowledge workers who want the Microsoft Teams and Skype® for Business software experience in small to midsize meeting rooms and conference rooms.

This supplemental guide discusses the requirements, setup instructions, and operating instructions for Crestron Flex systems. For more information on installing any of these systems, refer to any of the following documents at www.crestron.com/manuals.

- UC-M150-T Quick Start (Doc. 8366)
- UC-B160-T Quick Start (Doc. 8394)
- UC-C160-T Quick Start (Doc. 8395)

Requirements

This document is written for installers setting up a Crestron Flex system, Microsoft Teams system administrators, 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 Teams Endpoint
- Microsoft® Exchange on-premises
- Office 365® software cloud services
- Windows® 10 operating system troubleshooting

Setup

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

NOTE: Connect a USB keyboard and mouse for setup. They can be disconnected after setup is complete.

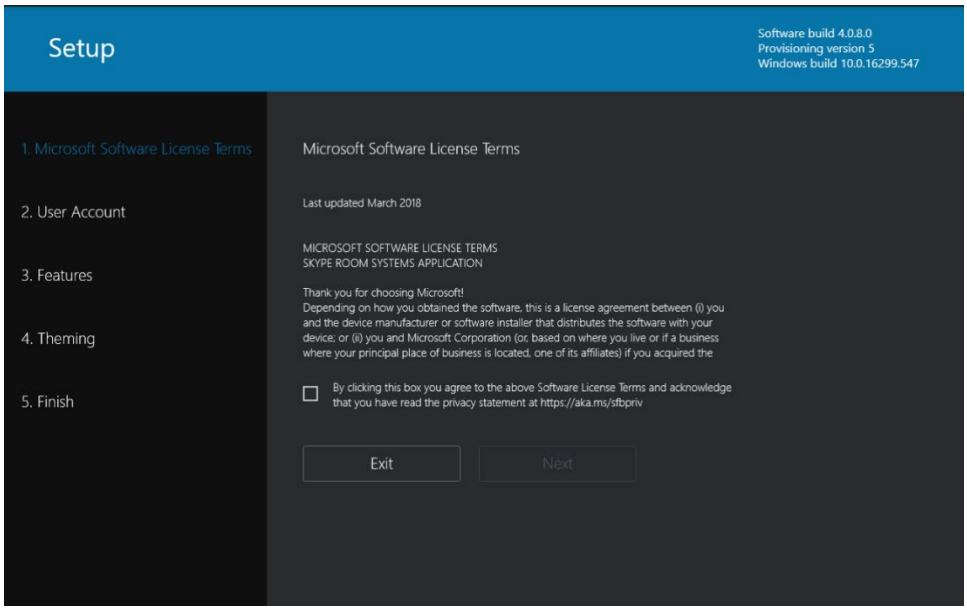
Skype for Business

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 UC-M150-T Quickstart (Doc. 8366), the UC-B160-T Quick Start (Doc. 8394), or the UC-C160-T Quick Start (Doc. 8395) at www.crestron.com/manuals and turn on the power. The system boots up and the Microsoft Software License Terms screen is displayed.

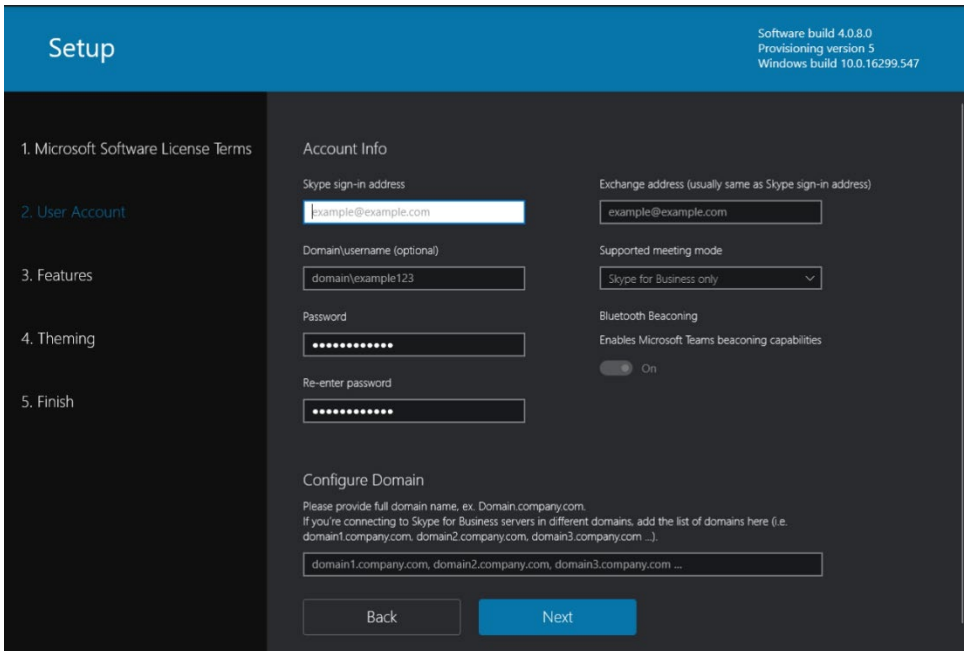
   Microsoft Software License Terms Screen



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

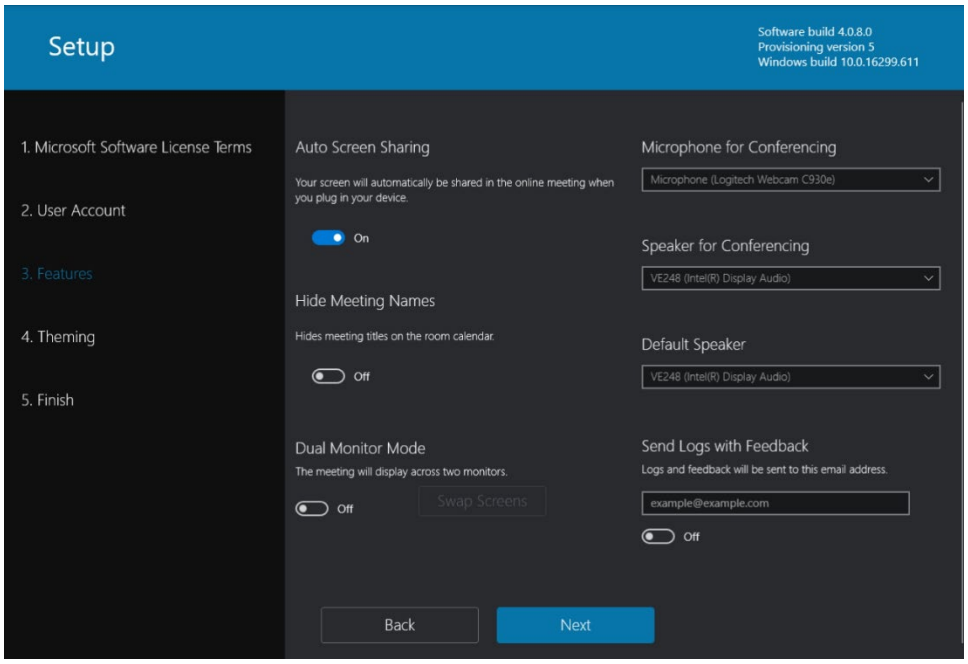
3. Tap **Next**. The User Account screen is displayed.

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 Skye for Business interface.

     NOTE: Crestron recommends using the same speaker for conferencing and default functions.

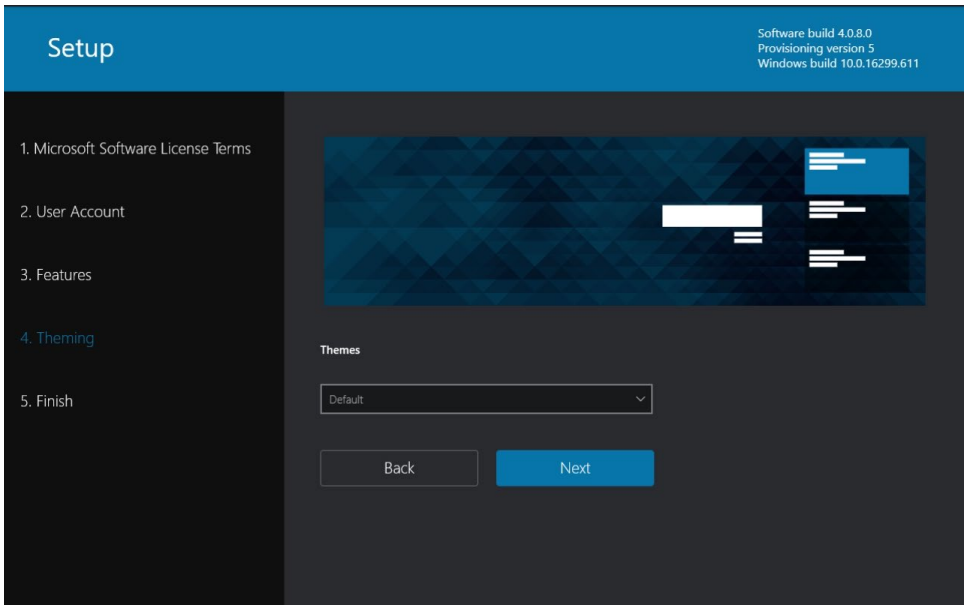
   - **Default Speaker** selects the speaker to use during nonconference operations such as audio from a connected input device, rings, beeps, startup noises, etc. Select a speaker from the drop-down list.

     NOTE: Crestron recommends using the same speaker for default and conference functions.

   - **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.

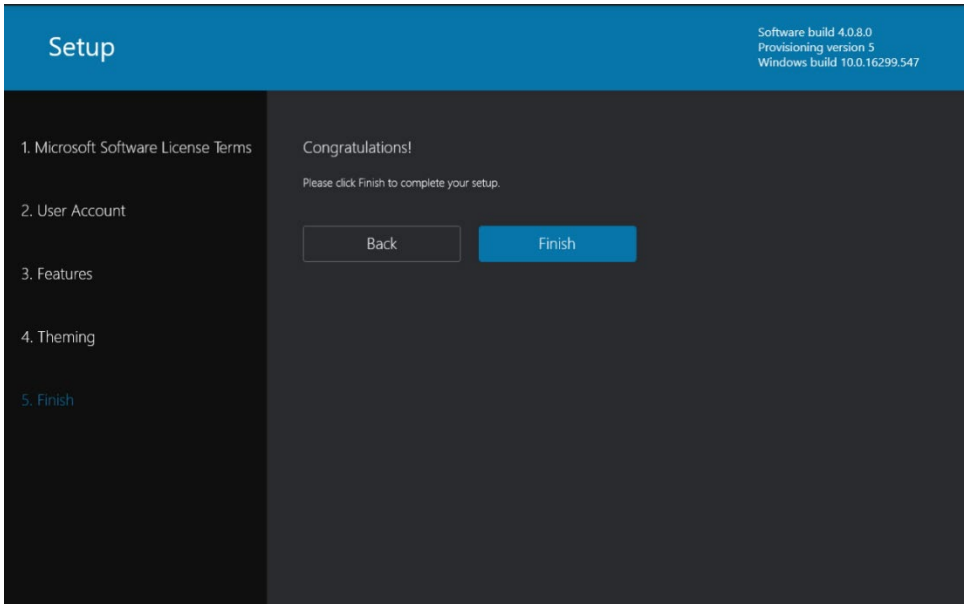
6. Tap **Next**. The Theming screen is displayed.

Theming Screen



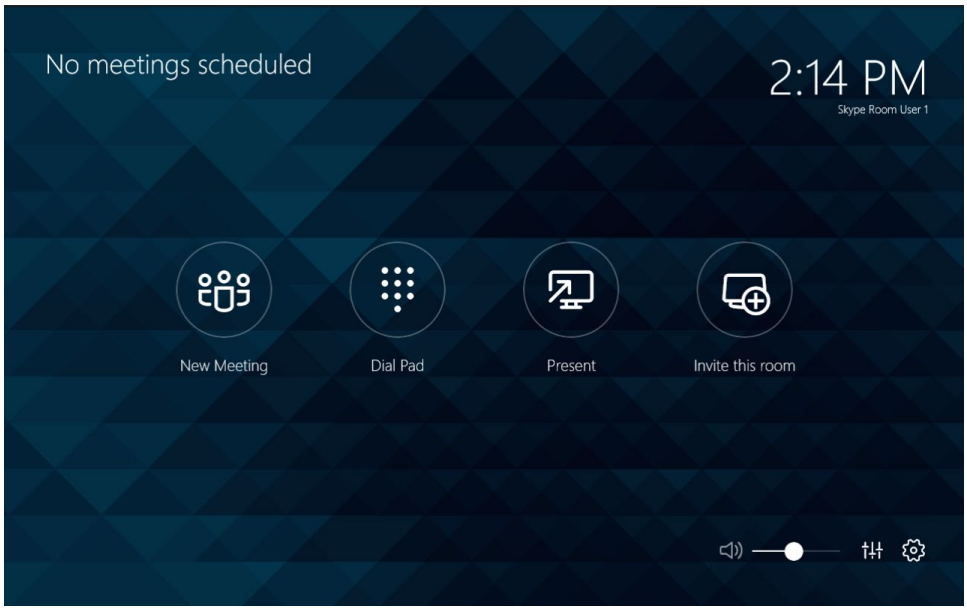
7. Select the screen theme from the drop-down list and tap **Next**. The Finish screen is displayed.

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

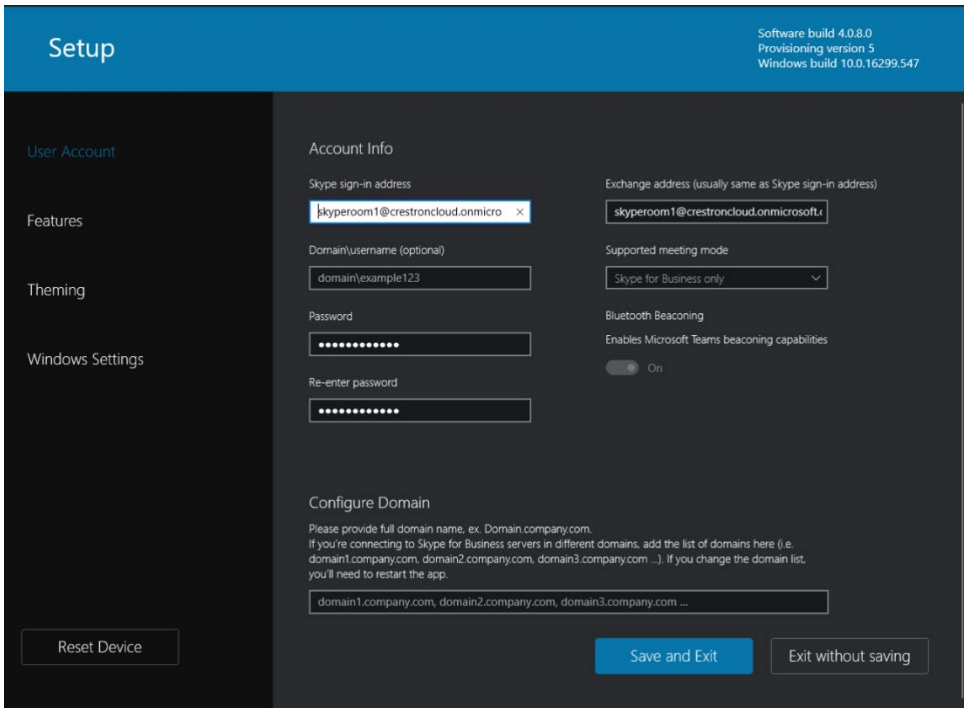
Additional setup is required to configure the system for use with a USB camera, a Smart Graphics® software project, and Crestron Fusion software. Use the Settings screen to further configure the system.

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.

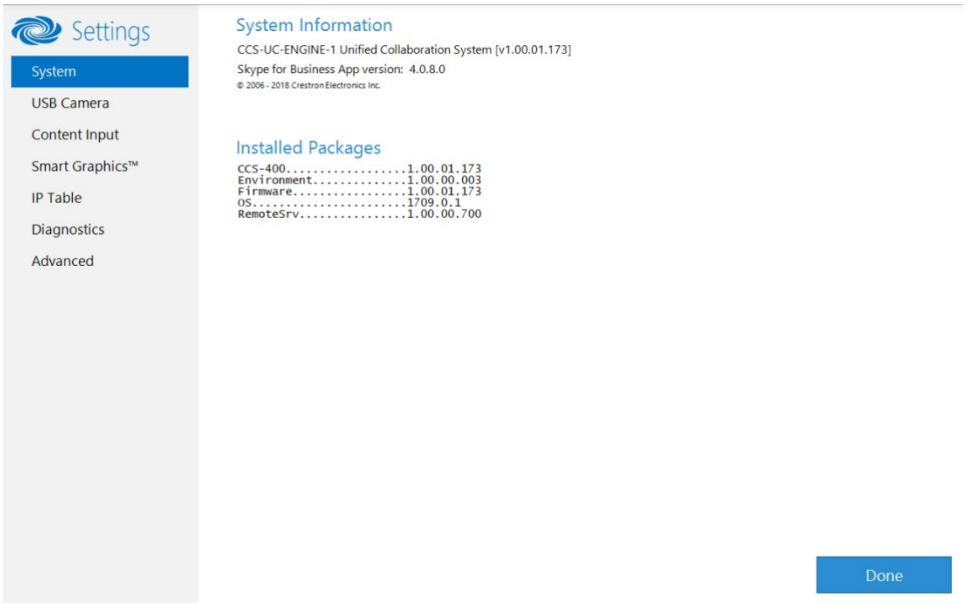
5. Tap **Administrator** to select the administrator login.

6. Enter the administrator password (sfb). The Windows desktop is displayed.

7. Tap the Windows start button, then tap the **Crestron** folder, and then tap **Crestron Settings**. The Settings screen is displayed.

NOTE: When opening the Settings screen for the first time, you must agree to the CRESTRON UNIFIED COMMUNICATIONS SOFTWARE LICENSE AGREEMENT. Click **I Agree** to continue to the Settings screen.

Settings Screen



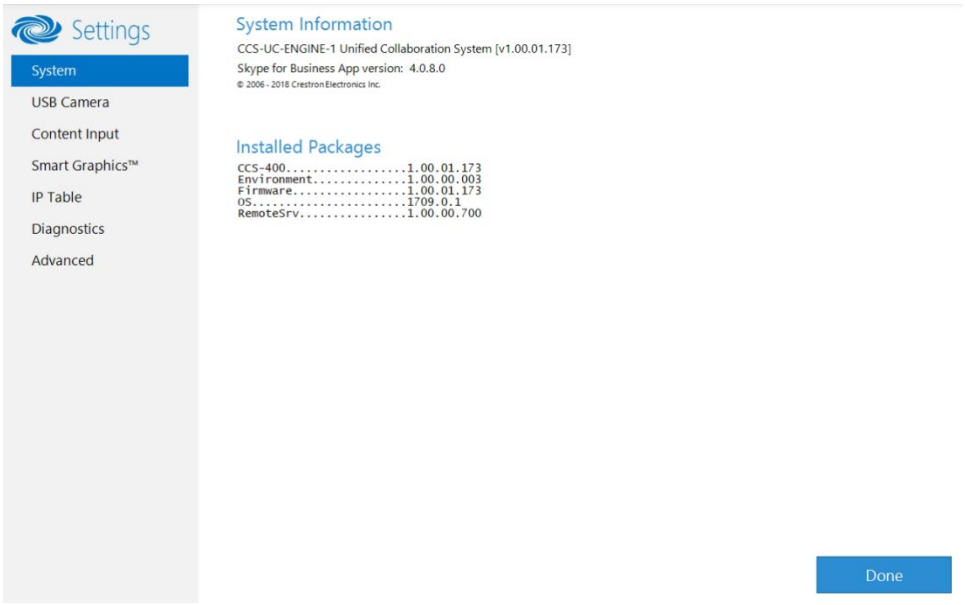
Within the Settings screen, information about firmware versions can be viewed. Additionally, a connected USB camera can be configured, a Smart Graphics software project can be loaded, the IP table can be set, event logs can be viewed and managed, and the system can be connected to Crestron Fusion software.

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 Settings screen's System section.

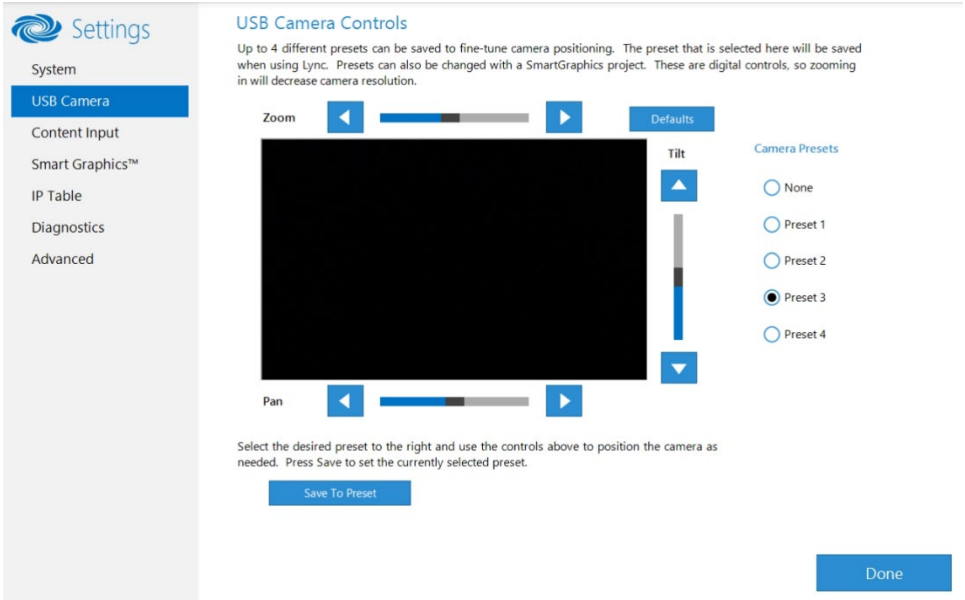
Settings Screen - System Section



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 camera can be remotely adjusted from the USB Camera screen.

NOTE: Tilt, pan, and zoom settings are not guaranteed to work without an approved camera. For a list of supported cameras, visit https://partnersolutions.skypeforbusiness.com/solutionscatalog/meeting-peripherals.

- 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.

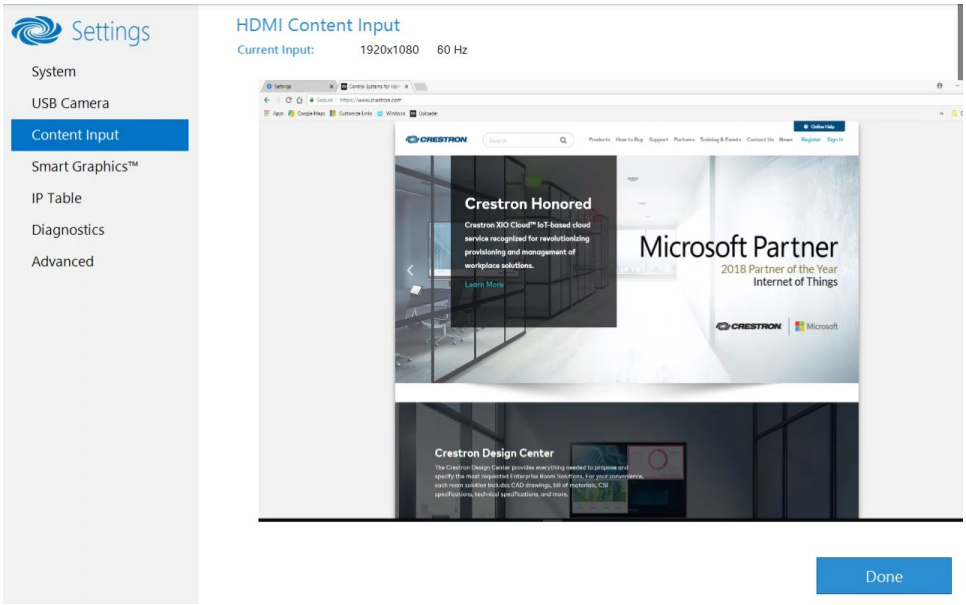
Recall a Preset

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

Content Input

Tap **Content Input** to display information about the HDMI® content input.

Settings Screen – Content Input Section

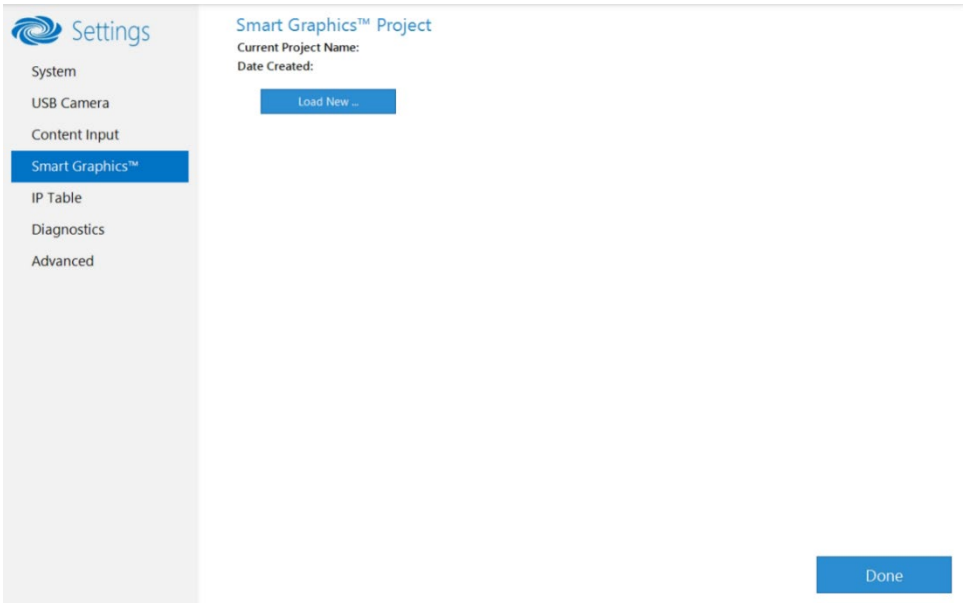


Smart Graphics

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:

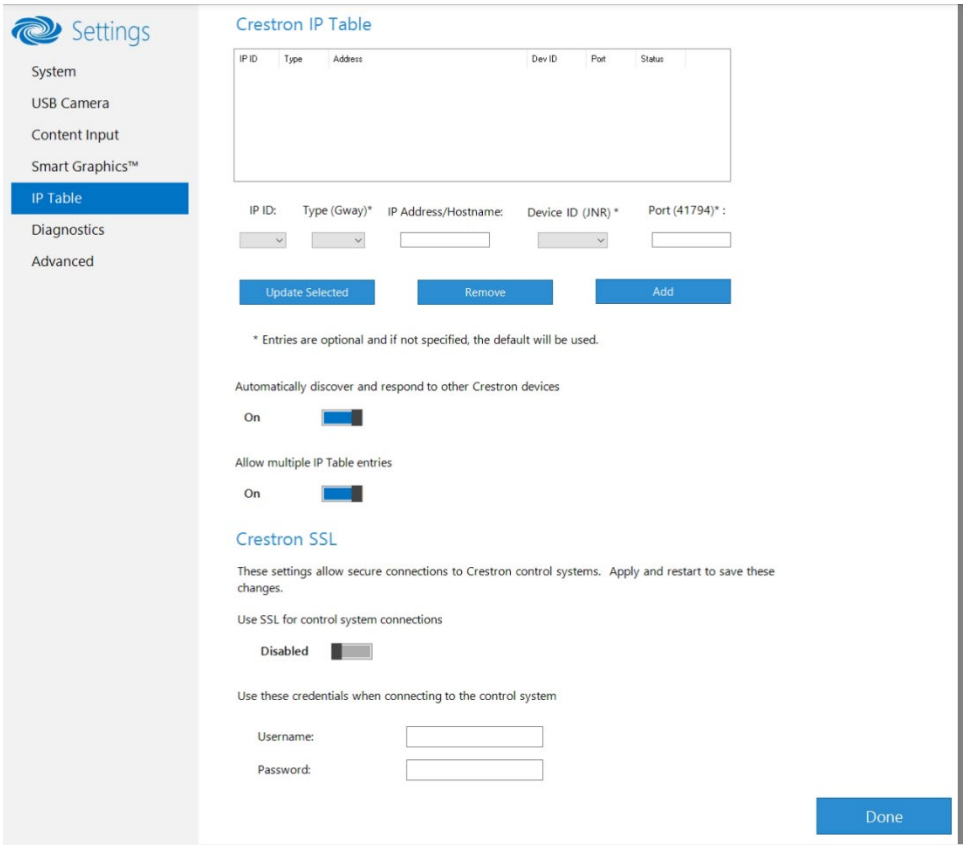
1. Connect a USB drive containing the Smart Graphics project to the engine.
2. Tap **Load New**.
3. Navigate to the location of the project file and tap **Open**. The project loads to the system.

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



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.

   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

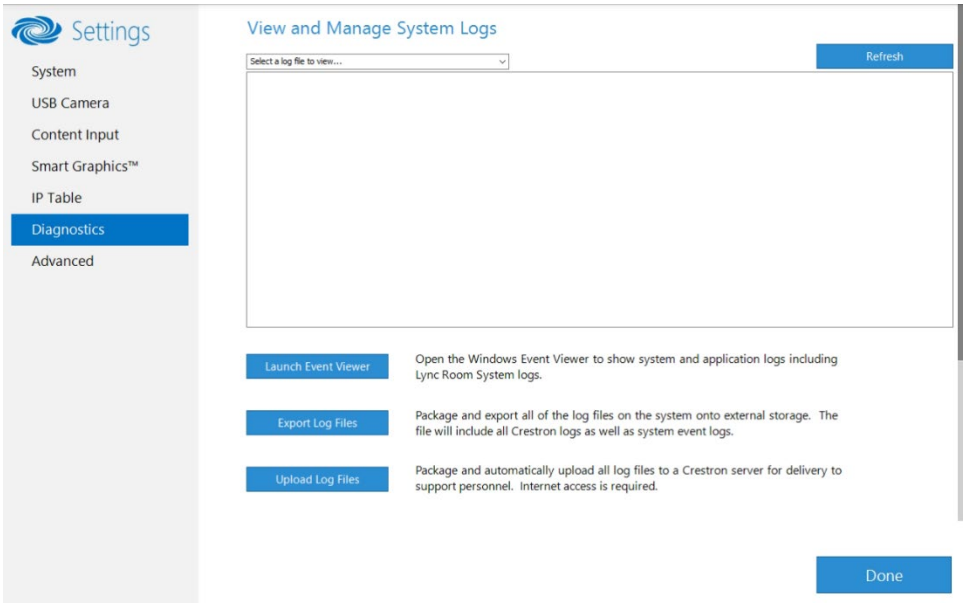
The system can use SSL technology when connecting to a Crestron control system. To configure the system to use SSL for control system communications, perform the following procedure.

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.

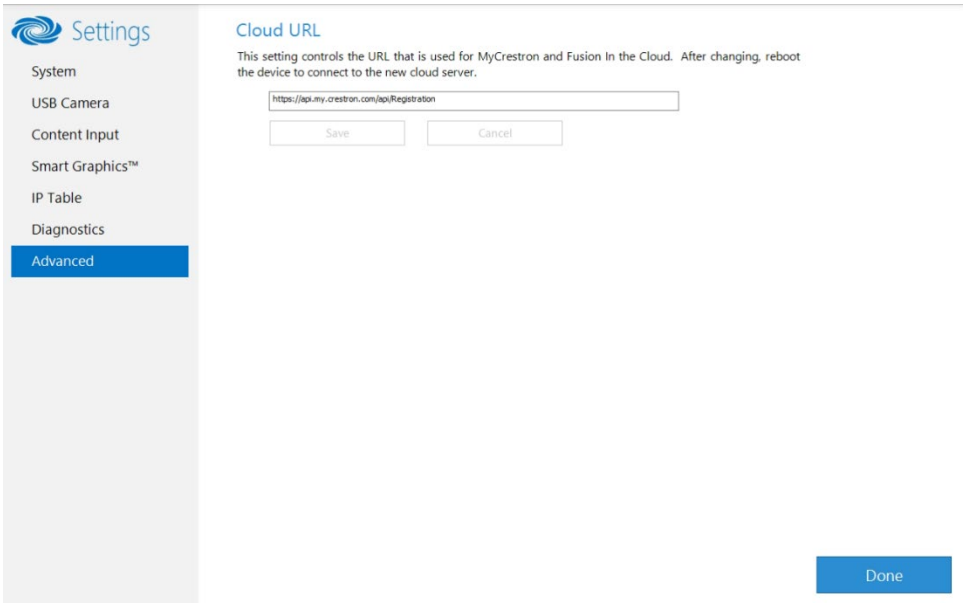
Enhanced Logging

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



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.

Crestron XiO Cloud Service

The Crestron XiO Cloud™ service requires devices to be claimed so they can be managed by the service. To claim a single device or multiple devices, perform one of the following procedures.

NOTE: The CCS-UC-1, UC-ENGINE, and TSW touchpanels can be managed by the Crestron XiO Cloud service.

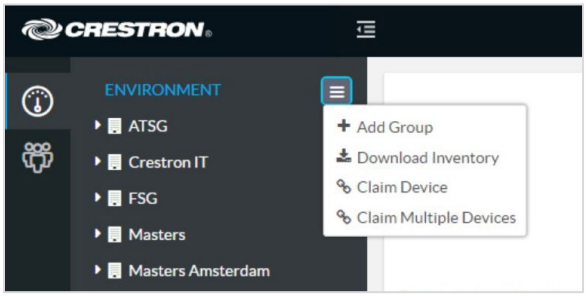
Claim a Single Device

1. Record the MAC address and serial number that are labeled on the shipping box or on a sticker attached to the device. The MAC address and serial number are required to add the device to the Crestron XiO Cloud environment.

   NOTE: Use the MAC address labelled "MAC Address."

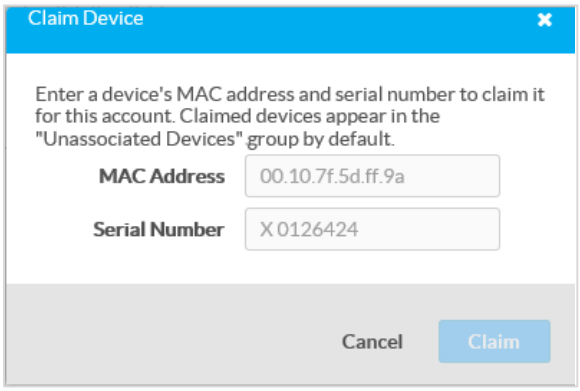
2. Open a web browser, and log in to the Crestron XiO Cloud service at https://portal.crestron.io.
3. Click the **ENVIRONMENT** menu button ( ) to display the Environment menu.

   Environment Menu

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

Claim Device Dialog Box



5. Enter the MAC address and serial number recorded in step 1 in the **MAC Address** and **Serial Number** fields, respectively.

6. Click **Claim**. A message indicating a successful claiming displays.

   NOTE: If an error message displays stating the device does not exist, connect the 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 host name of the claimed device appears in the device tree under the group **Unassociated Devices**.

The device can now be managed or assigned to 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 Guide (Doc. 8214) at www.crestron.com/manuals.

Claim Multiple Devices

1. Record all of the MAC addresses and respective serial numbers in a comma delimited, CSV file, and then save it to a location that is accessible to the computer used to access the Crestron XiO Cloud service. 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
```

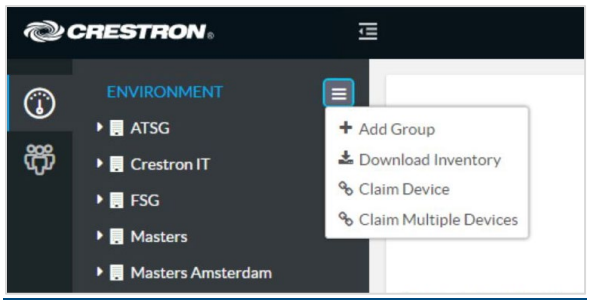
   NOTES:

   - MAC addresses and serial numbers are labeled on the shipping box or on a sticker attached to the device.
   - Use the MAC address labelled "MAC Address."

2. Open a web browser, and log in to the Crestron XiO Cloud service at https://portal.crestron.io.

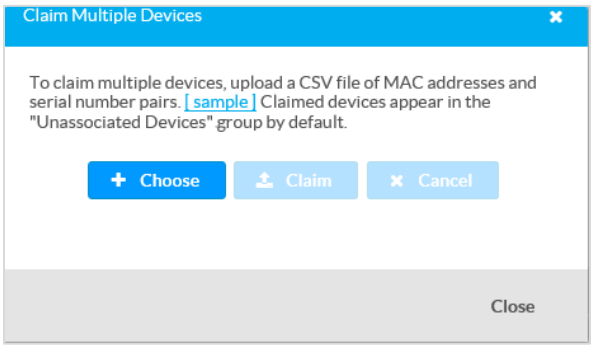
3. Click the **ENVIRONMENT** menu icon ( ) to display the Environment menu.

Environment Menu



4. Click **Claim Multiple Devices** from the drop-down menu. The **Claim Multiple Devices** dialog box is displayed.

Claim Multiple Devices Dialog Box



5. Click **Choose** and 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 displays stating the device does not exist, connect the device to a network that has access to the Internet, wait 15 minutes, and then try again.

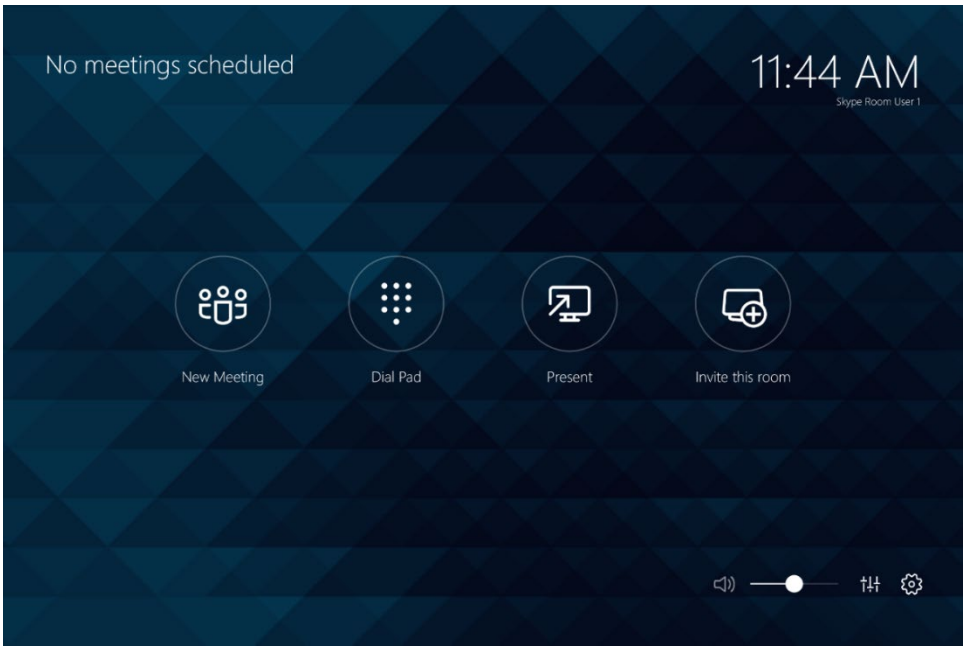
7. Click **X** to close the dialog box. The host names of the claimed devices appear in the device tree under the group **Unassociated Devices**.

The devices can now be managed or assigned to a group. For information on creating environments, managing devices, and managing users with the Crestron XiO Cloud service, refer to the Crestron XiO Cloud User Guide (Doc. 8214) at www.crestron.com/manuals.

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)

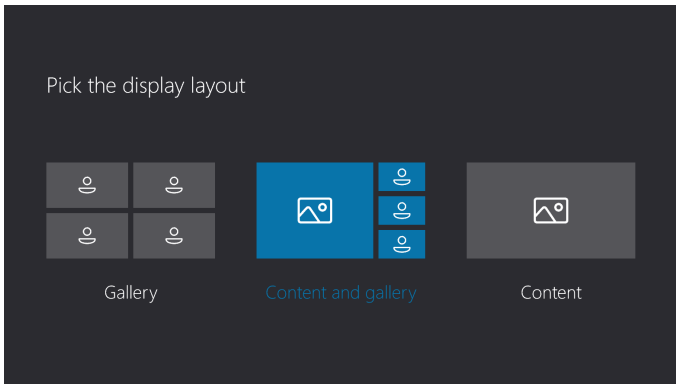
Common Controls

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 then tap the desired layout from the options on the screen.

Layout Controls

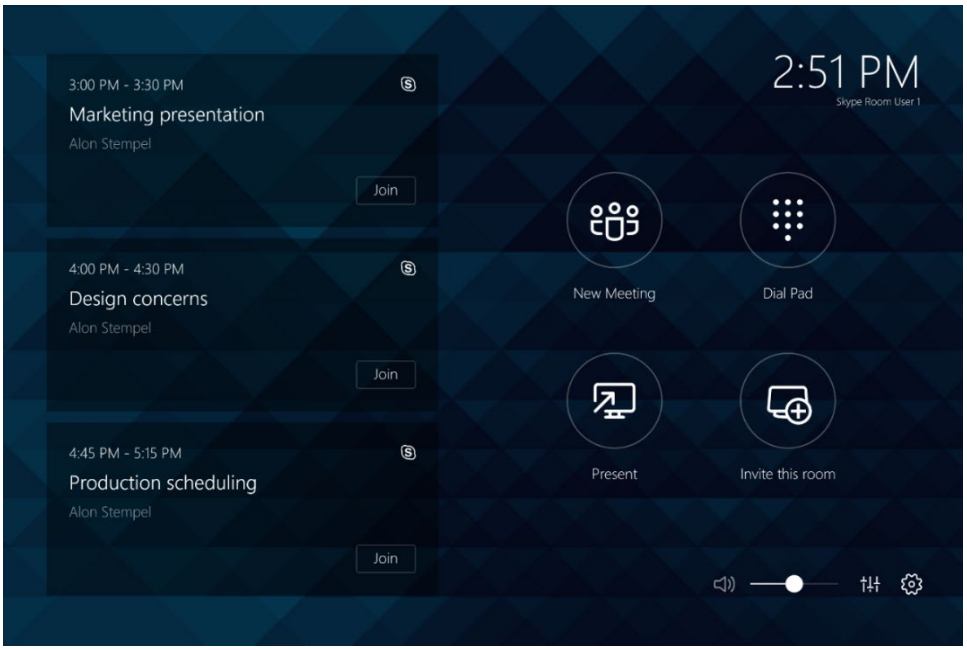


- To disable the Skype for Business room's camera, tap . Tap to enable the room camera.
- To mute the microphone, tap . To unmute the microphone, tap .
- To present content from a device connected to the HDMI port, tap . To stop presenting, tap .
- To end the meeting, leave a meeting, or end a phone 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 .

Join a Meeting

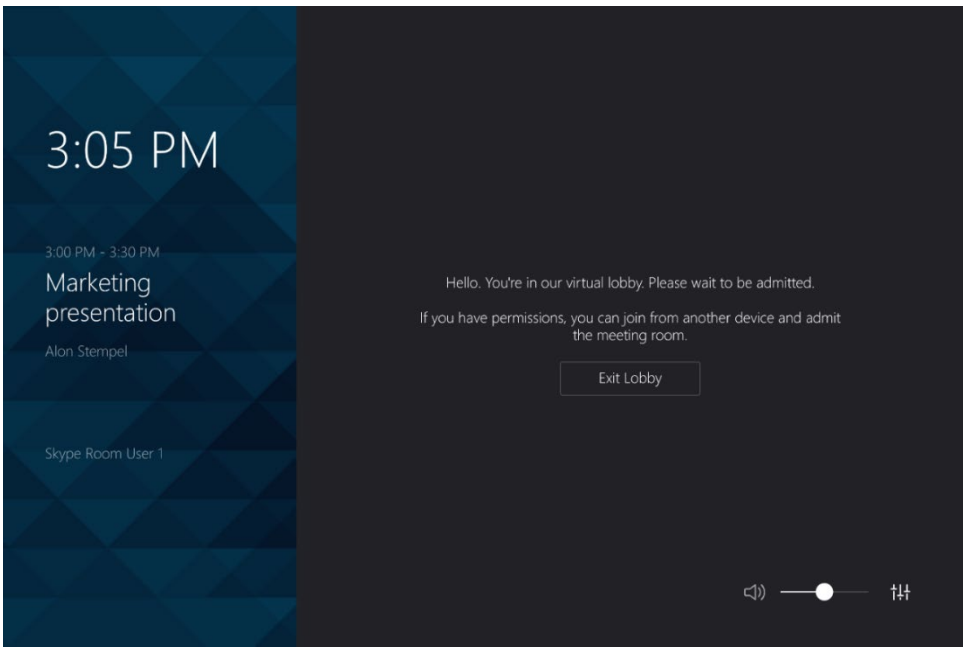
When meetings are scheduled for the Skype for Business room, they are listed on the left side of the screen as shown below.

Skype for Business Screen



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

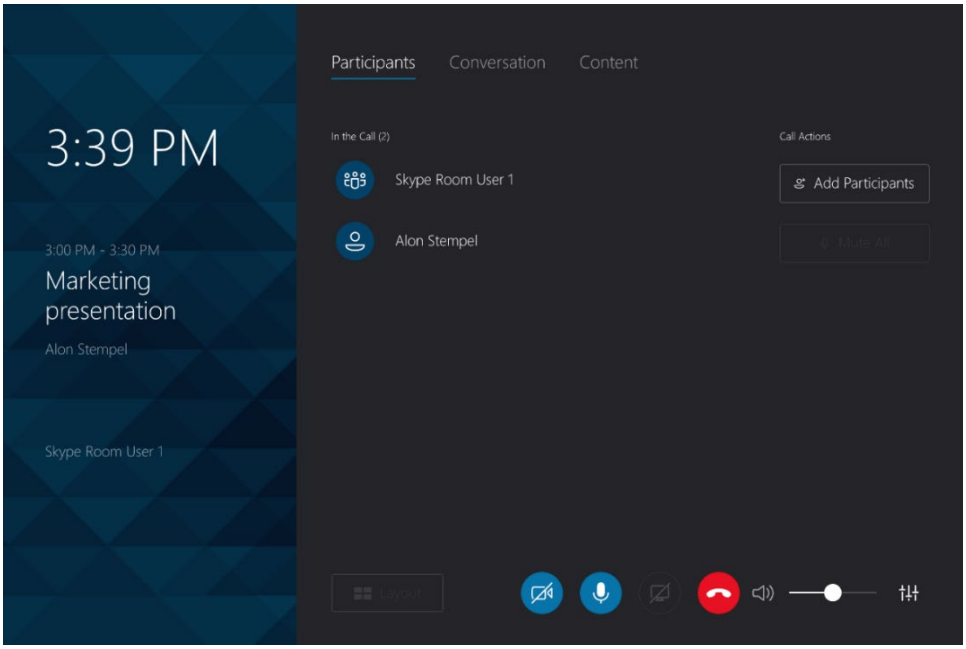
Virtual Lobby Screen



NOTE: The Skype for Business room can only join meetings that are indicated with the Skype icon. If 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

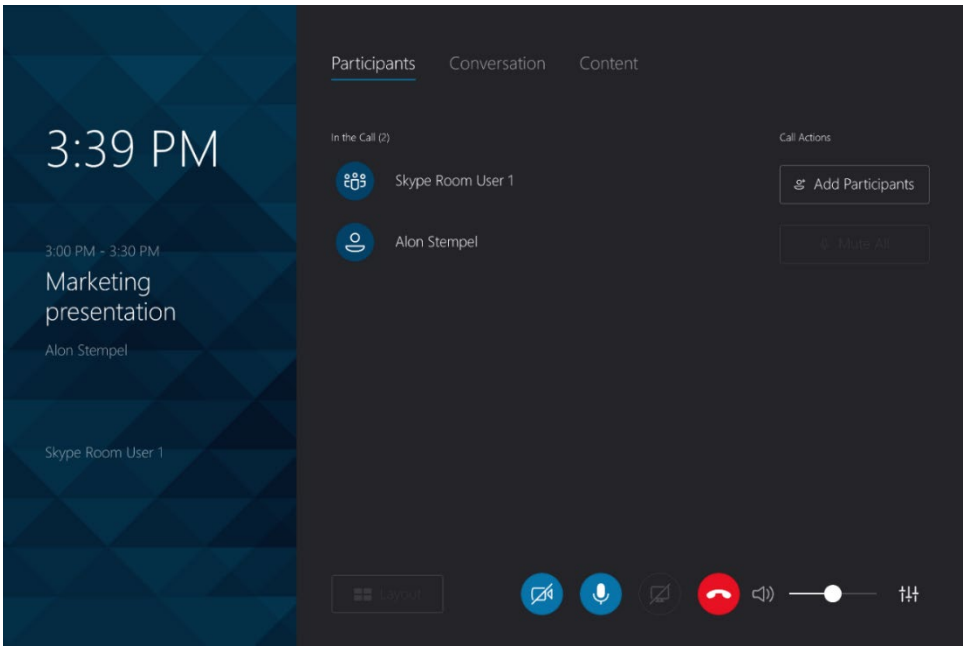


The meeting screen displays a list of meeting participants, audio and video controls, and access to room controls. There are sections for managing participants (**Participants**), having text conversations with other meeting participants (**Conversation**), and viewing content from connected devices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

Participants

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

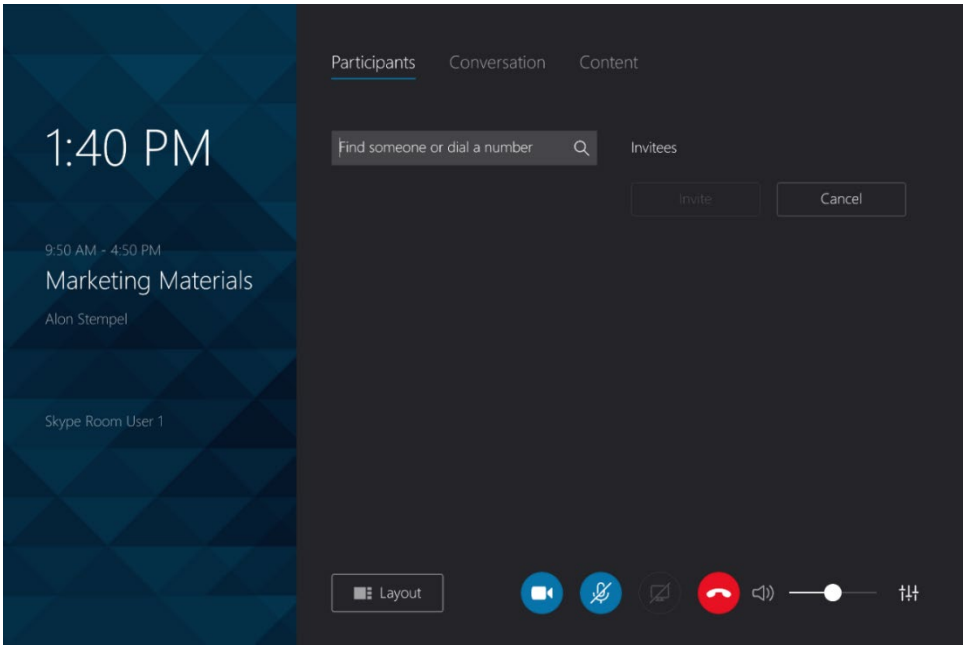
Meeting Screen - Participants



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

1. Tap **Add Participants**.

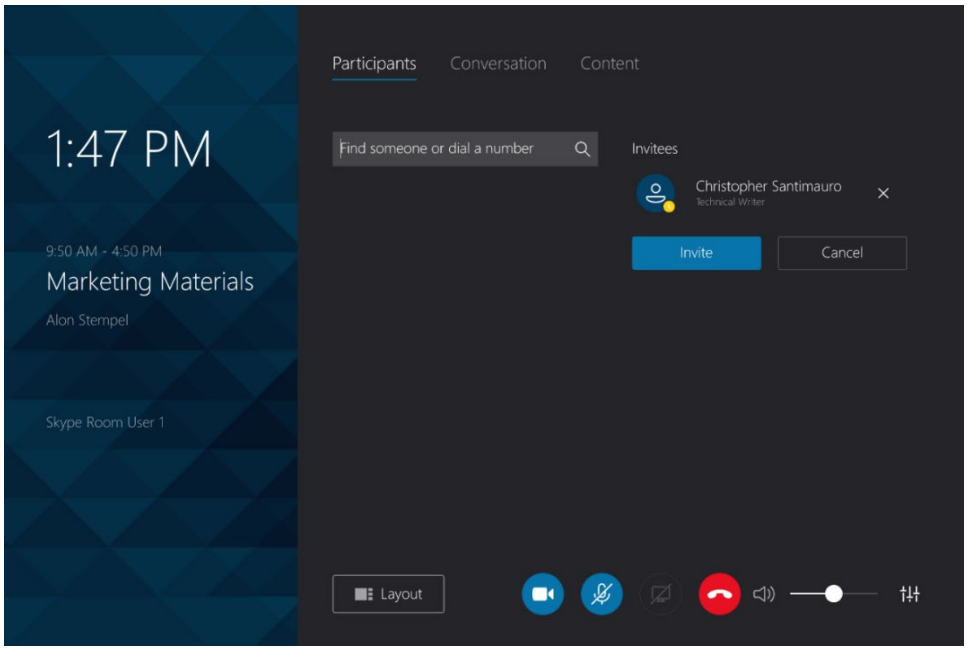
   Meeting Screen - Participants - Find a Participant

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.

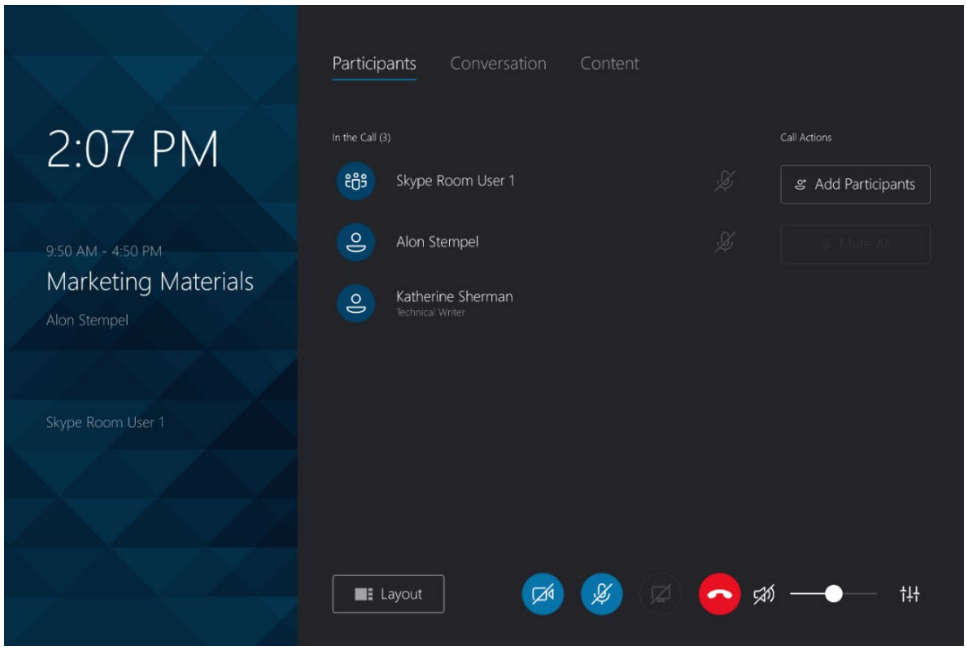
Meeting Screen - Participants - Invitee Added



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.

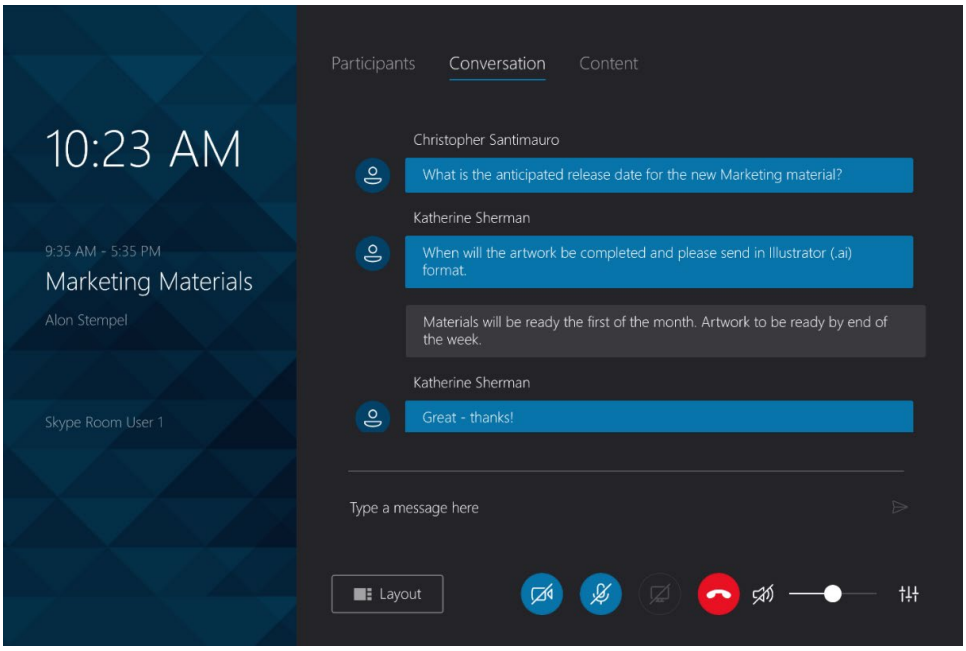
Meeting Screen - Participants - Participant Added



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



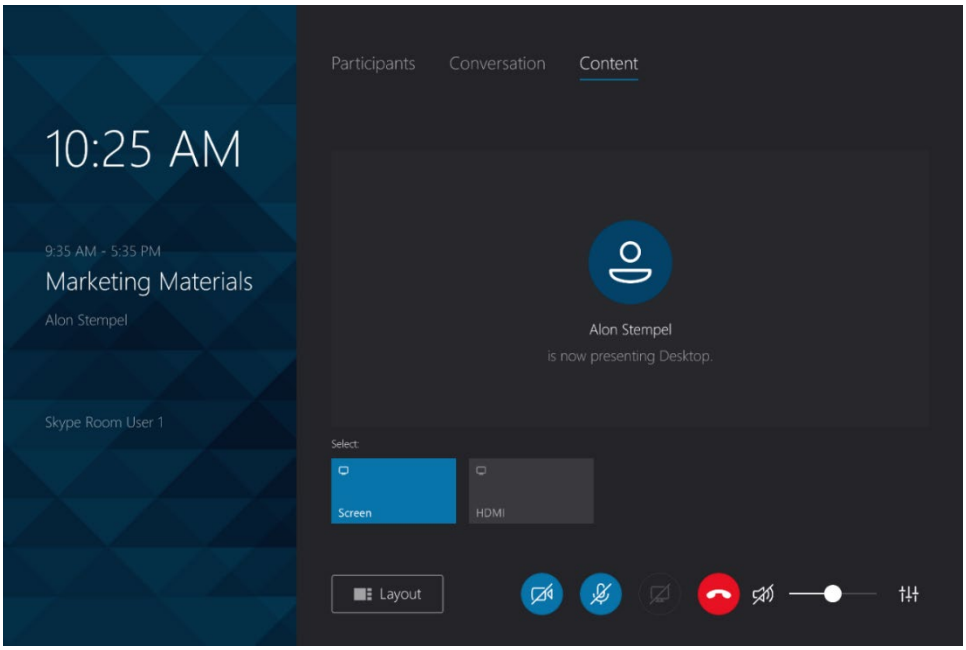
Drag up and down to view the conversation thread.

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



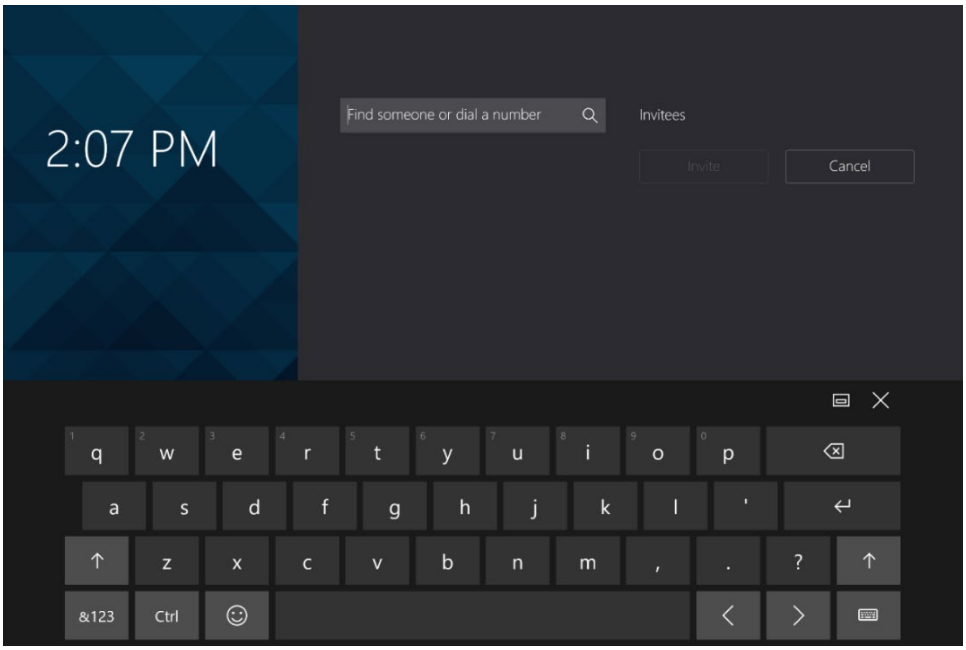
To select what is shown on the Skype for Business room's display, choose one of the following options:

- 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.

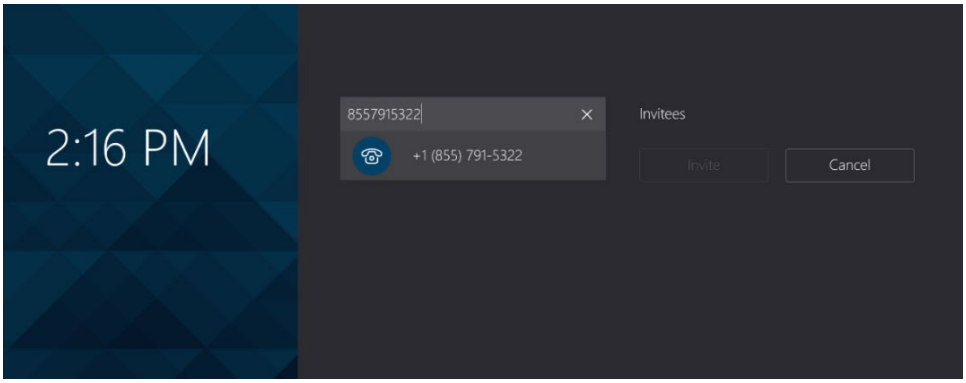
New Meeting - Invite Screen



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

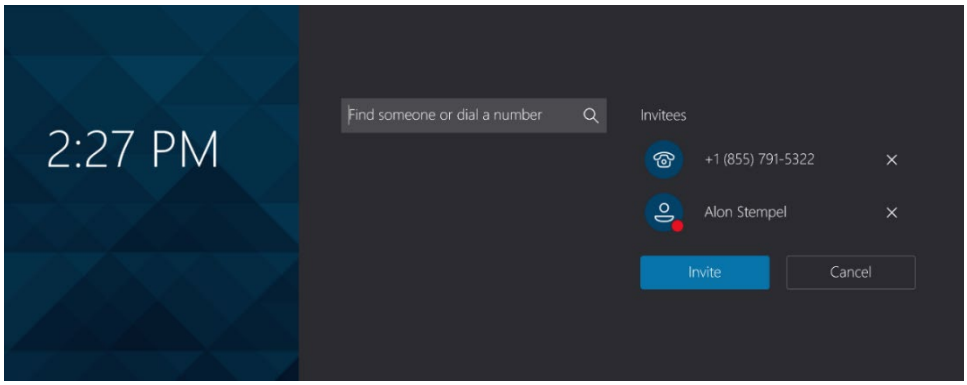
1. Enter the email address, name, or telephone number of the participant to be invited. When the email address, name, or telephone number is recognized as a valid entry, it is displayed below the entry field.

   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.

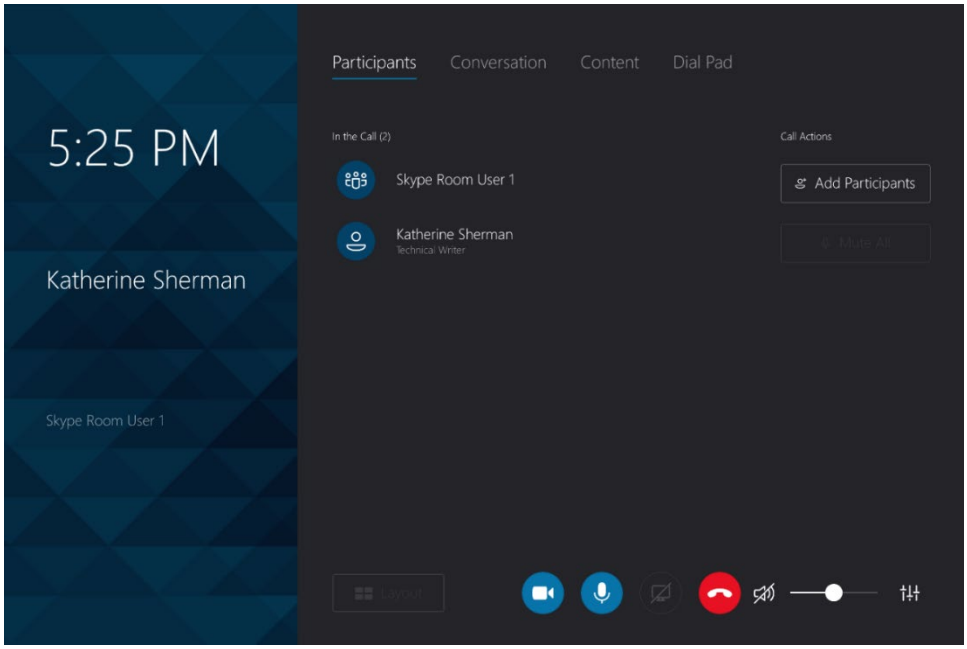
Invitee List



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

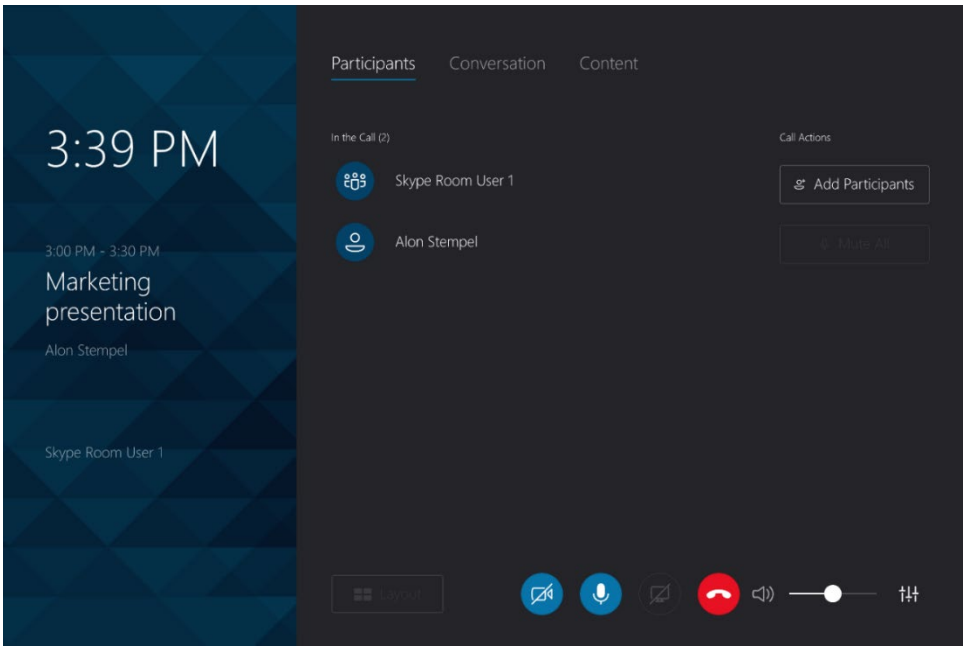


The meeting screen displays a list of meeting participants, audio and video controls, and access to room controls. Sections for managing participants (**Participants**), having text conversations with other meeting participants (**Conversation**), and viewing content from connected devices and other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

Participants

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

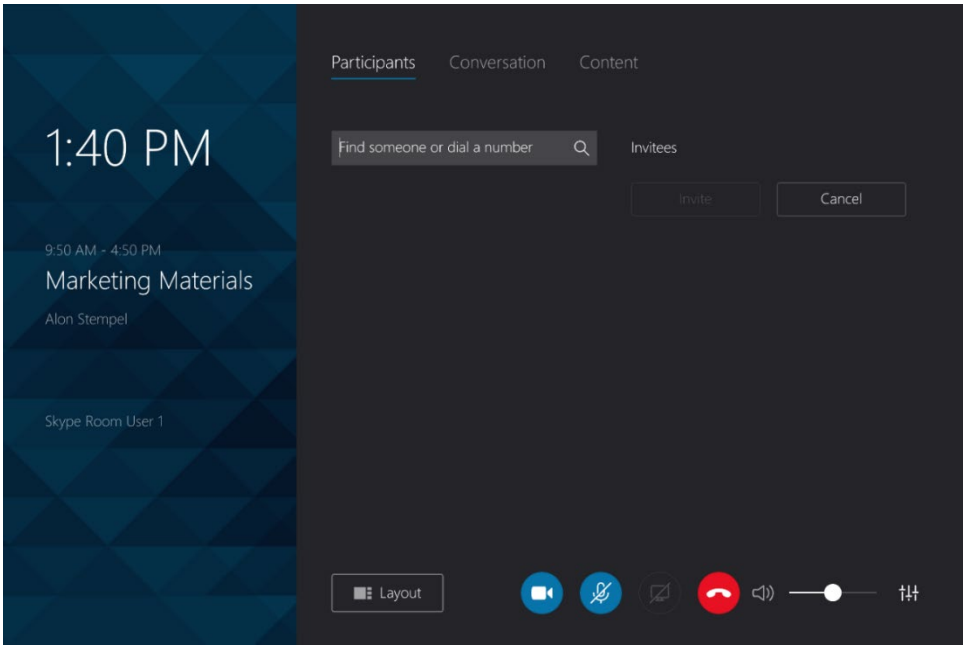
Meeting Screen - Participants



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

1. Tap **Add Participants**.

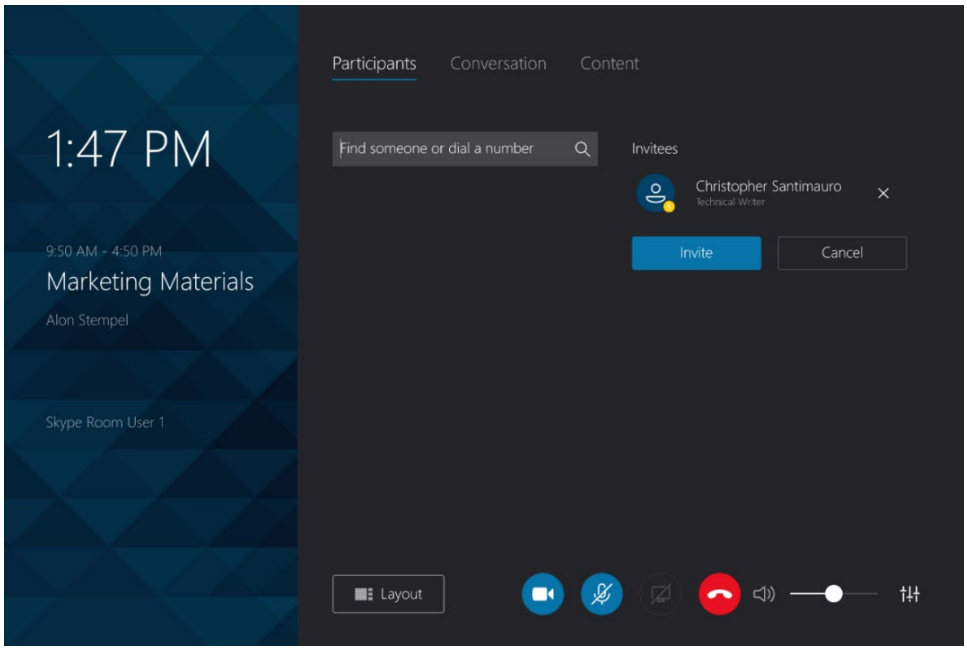
   Meeting Screen - Participants - Find a Participant

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.

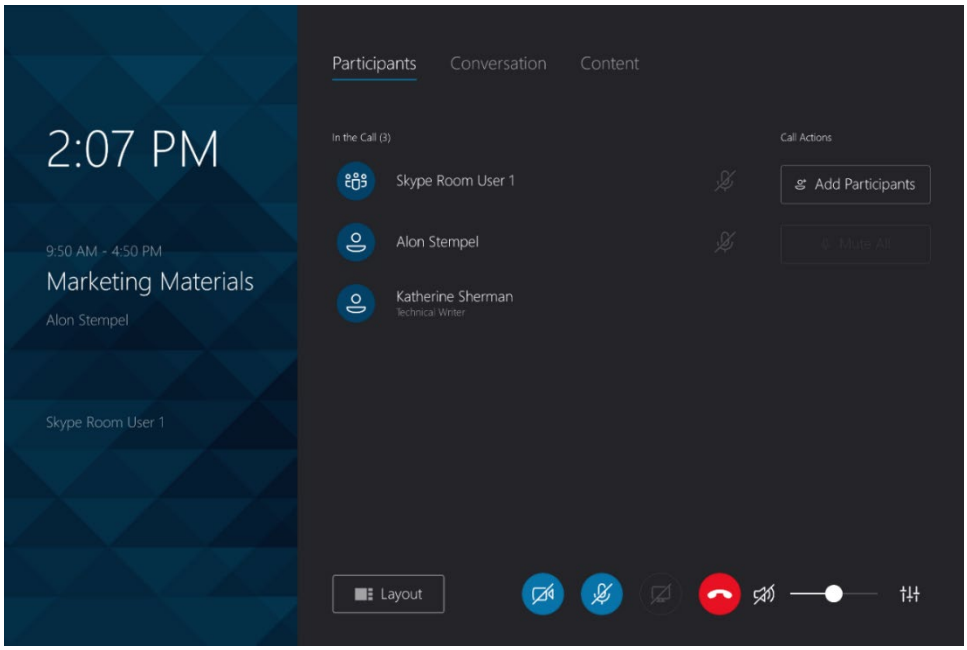
Meeting Screen - Participants - Invitee Added



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.

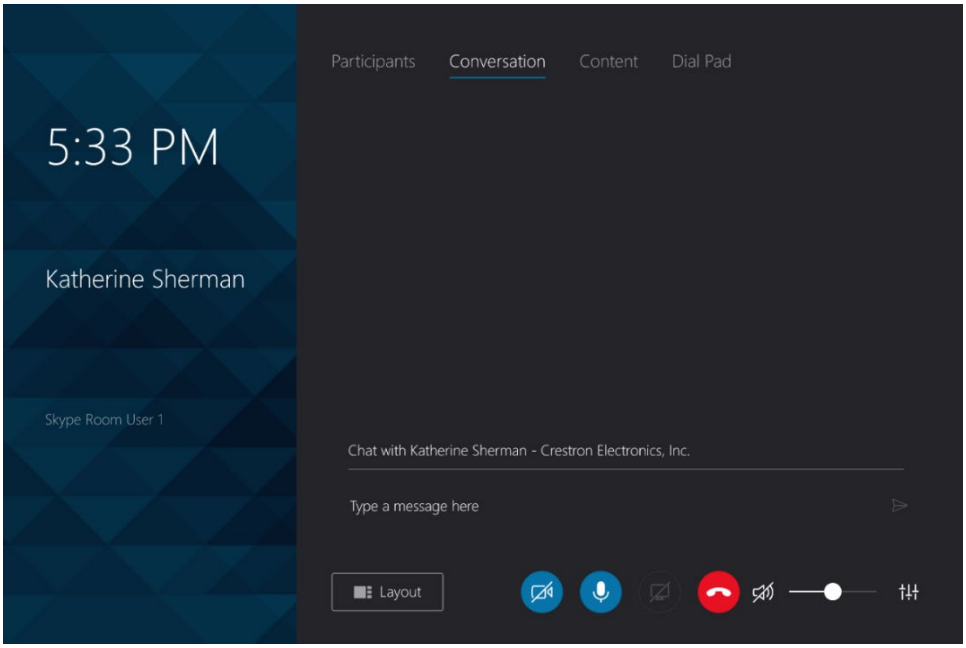
Meeting Screen - Participants - Participant Added



Conversation

The Conversation section shows instant messages sent during the meeting. Tap **Conversation** to view the Conversation section.

Meeting Screen - Conversation



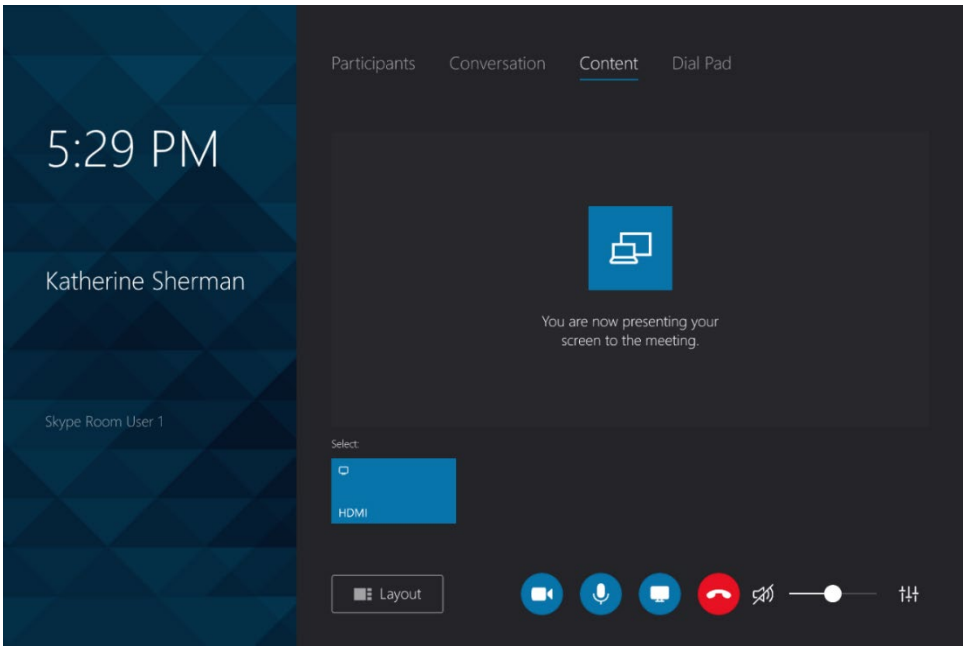
Drag up and down to view the conversation thread.

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**.

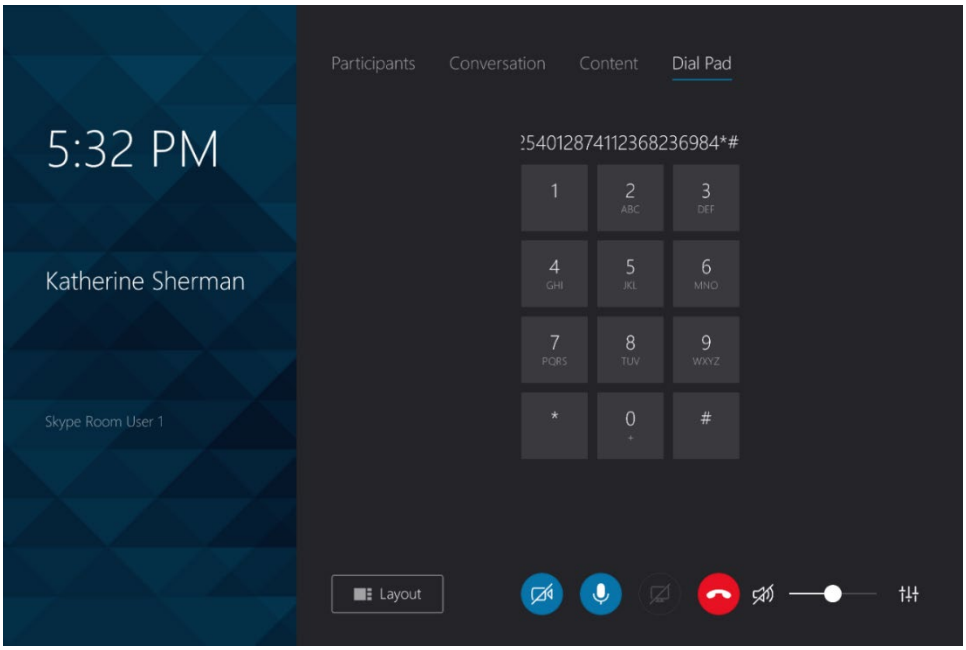
2. Tap **HDMI** to present content from the device connected to the HDMI port. During presenting, a yellow frame surrounds the screen. Tap **HDMI** again to stop presenting.

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

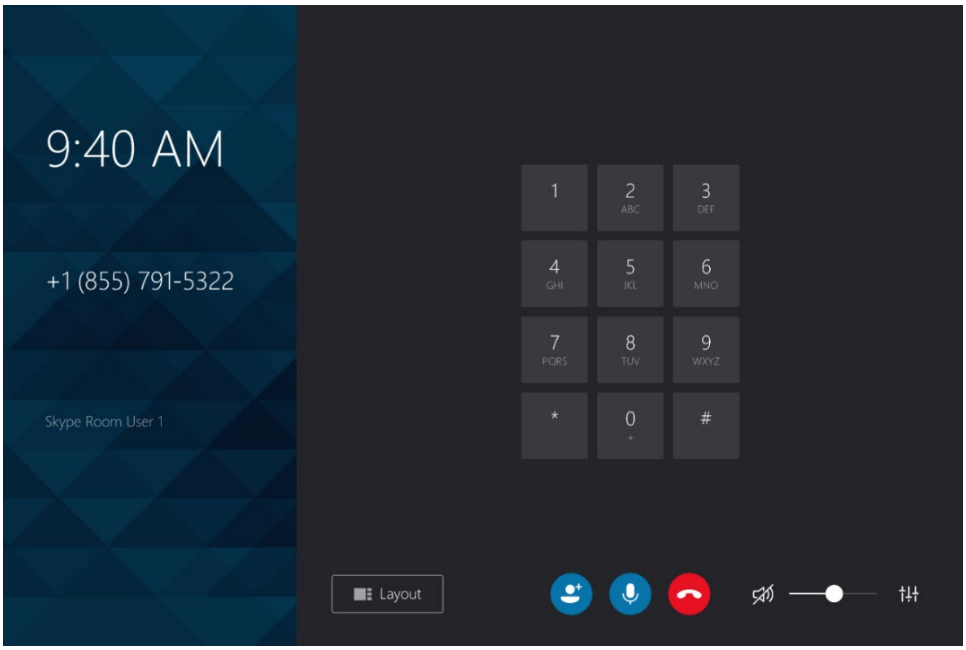


2. Enter the desired numbers using the telephone keypad.

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.

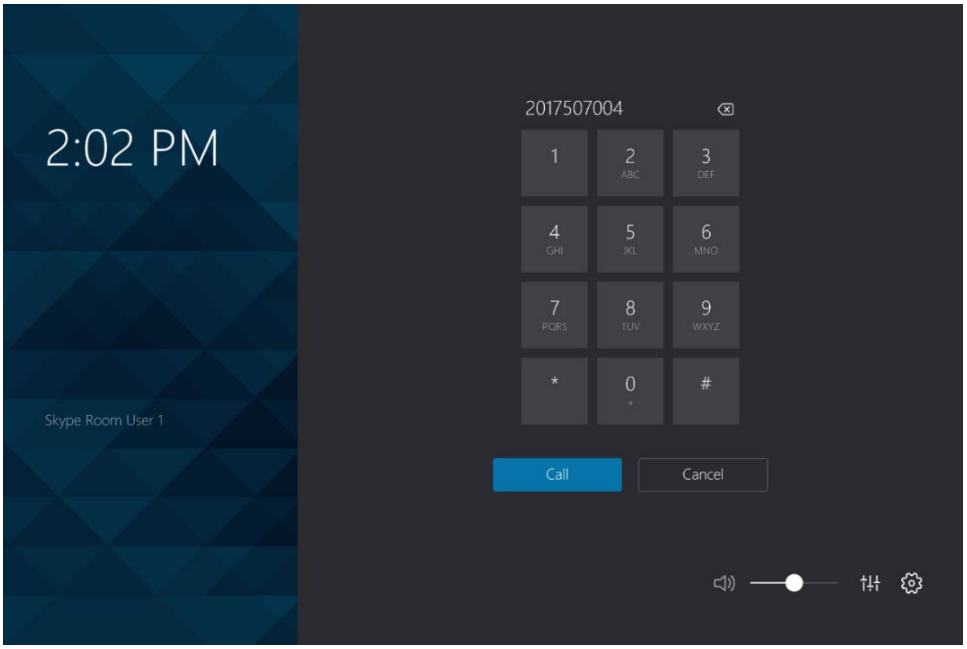
Dial Pad Screen



Make a Phone Call

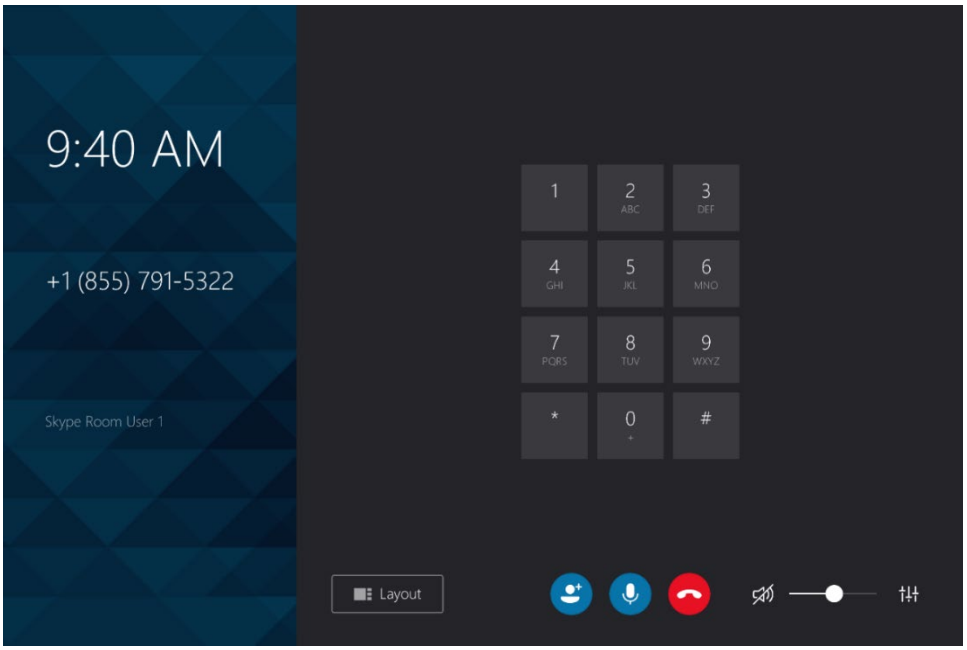
To make a phone call, tap the phone number to be dialed as shown below, and tap **Call**.

Dial Pad Screen - Dialed Number



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

Dial Pad Screen - In Call

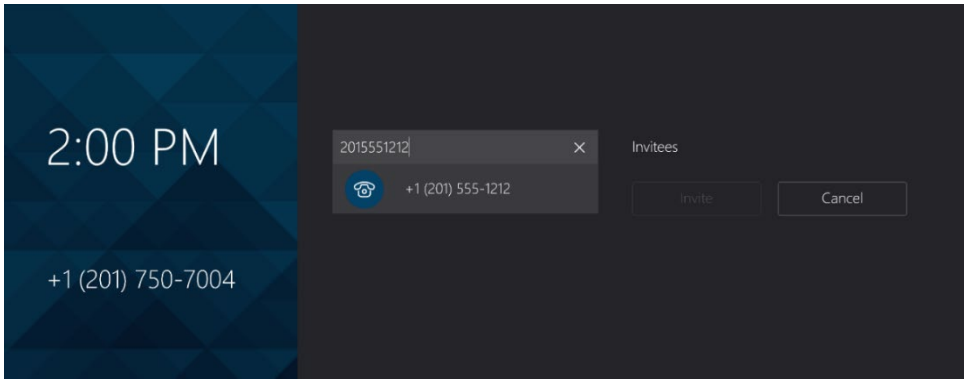


Create a Conference Call

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

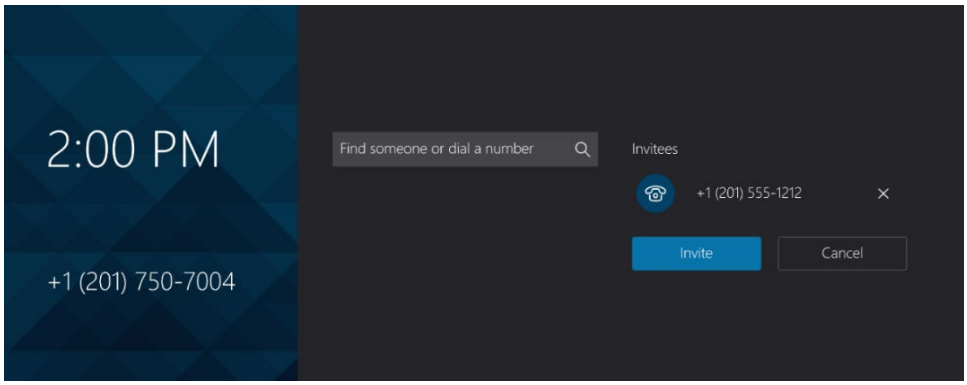
1. Place a call as described in “Make a Phone Call” on page 36.
2. During the call, tap . The add caller screen is displayed.

Dial Pad Screen - Add Caller



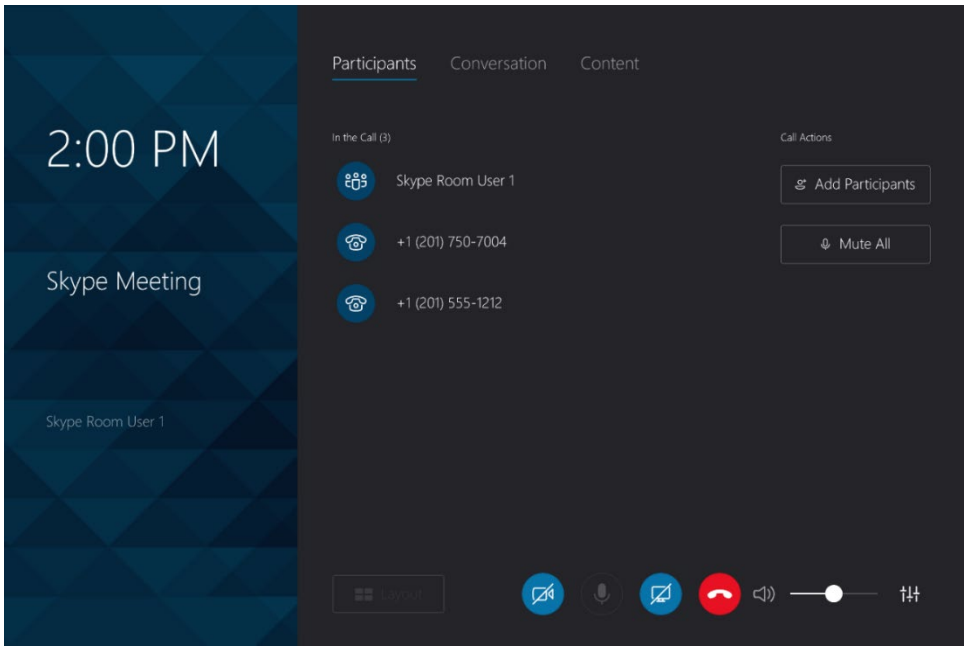
3. Enter the telephone number of the person to be added to the conference call. Upon completion, the entry is displayed under the entry field.
4. Tap the number to add it to the list of invitees as shown below.

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

For information on Skype Room Systems, visit https://docs.microsoft.com/en-us/skypeforbusiness/room-systems/.

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.

Or https://docs.microsoft.com/en-us/skypeforbusiness/room-systems/

Sample Crestron Fusion Room Utilization Report

Use Crestron Fusion to monitor and manage room utilization. Below is a sample Crestron Fusion Room Utilization report.

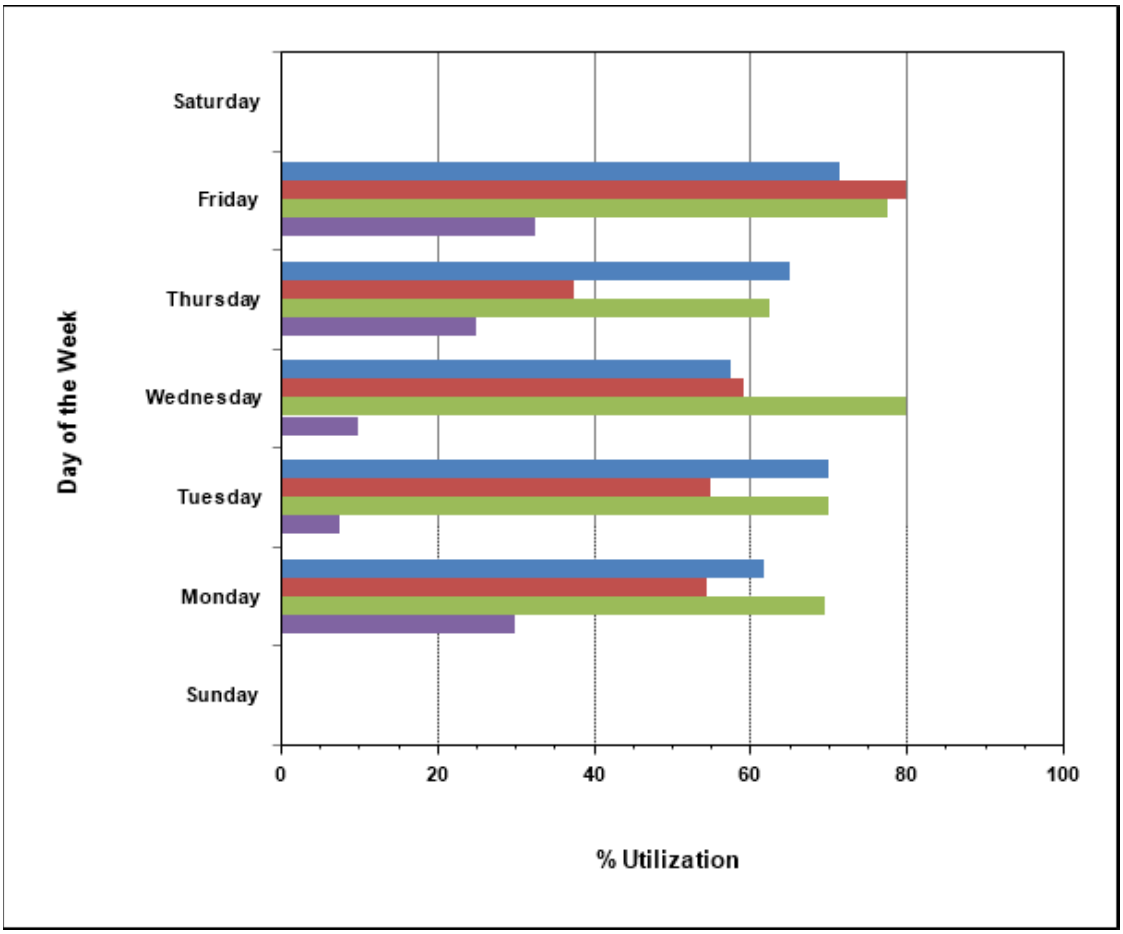
Crestron Fusion Room Utilization Report

Crestron Fusion

Room Utilization

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

All Meetings



Tiger Shark Room	65 %	Sealion Room	57 %
Orca Room	72 %	Hammerhead Room	21 %

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

Crestron Electronics, Inc.
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Fax: 201.767.7576
www.crestron.com

Supplemental Guide – DOC. 8360A
(2052473)
10.18
Specifications subject to
change without notice.