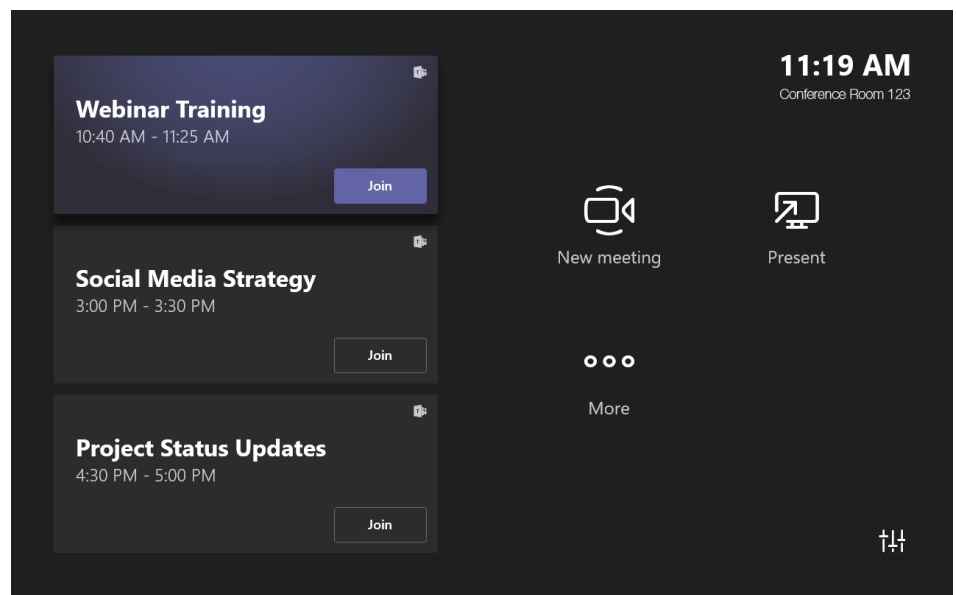



EXTRON CONTROL FOR MICROSOFT TEAMS ROOMS®


Application Software



Safety Instructions


Safety Instructions • English


⚠ WARNING: This symbol, , when used on the product, is intended to alert the user of the presence of uninsulated dangerous voltage within the product's enclosure that may present a risk of electric shock.

ATTENTION: This symbol, , when used on the product, is intended to alert the user of important operating and maintenance (servicing) instructions in the literature provided with the equipment.

For information on safety guidelines, regulatory compliances, EMI/EMF compatibility, accessibility, and related topics, see the Extron Safety and Regulatory Compliance Guide, part number 68-290-01, on the Extron website, www.extron.com.


Sicherheitsanweisungen • Deutsch


WARNUNG: Dieses Symbol , auf dem Produkt soll den Benutzer darauf aufmerksam machen, dass im Inneren des Gehäuses dieses Produktes gefährliche Spannungen herrschen, die nicht isoliert sind und die einen elektrischen Schlag verursachen können.

VORSICHT: Dieses Symbol , auf dem Produkt soll dem Benutzer in der im Lieferumfang enthaltenen Dokumentation besonders wichtige Hinweise zur Bedienung und Wartung (Instandhaltung) geben.

Weitere Informationen über die Sicherheitsrichtlinien, Produkthandhabung, EMI/EMF-Kompatibilität, Zugänglichkeit und verwandte Themen finden Sie in den Extron-Richtlinien für Sicherheit und Handhabung (Artikelnummer 68-290-01) auf der Extron-Website, www.extron.com.


Instrucciones de seguridad • Español


ADVERTENCIA: Este símbolo, , cuando se utiliza en el producto, avisa al usuario de la presencia de voltaje peligroso sin aislar dentro del producto, lo que puede representar un riesgo de descarga eléctrica.

ATENCIÓN: Este símbolo, , cuando se utiliza en el producto, avisa al usuario de la presencia de importantes instrucciones de uso y mantenimiento recogidas en la documentación proporcionada con el equipo.

Para obtener información sobre directrices de seguridad, cumplimiento de normativas, compatibilidad electromagnética, accesibilidad y temas relacionados, consulte la Guía de cumplimiento de normativas y seguridad de Extron, referencia 68-290-01, en el sitio Web de Extron, www.extron.com.


Instructions de sécurité • Français


AVERTISSEMENT : Ce pictogramme, , lorsqu'il est utilisé sur le produit, signale à l'utilisateur la présence à l'intérieur du boîtier du produit d'une tension électrique dangereuse susceptible de provoquer un choc électrique.

ATTENTION : Ce pictogramme, , lorsqu'il est utilisé sur le produit, signale à l'utilisateur des instructions d'utilisation ou de maintenance importantes qui se trouvent dans la documentation fournie avec le matériel.

Pour en savoir plus sur les règles de sécurité, la conformité à la réglementation, la compatibilité EMI/EMF, l'accessibilité, et autres sujets connexes, lisez les informations de sécurité et de conformité Extron, réf. 68-290-01, sur le site Extron, www.extron.com.


Istruzioni di sicurezza • Italiano


AVVERTENZA: Il simbolo, , se usato sul prodotto, serve ad avvertire l'utente della presenza di tensione non isolata pericolosa all'interno del contenitore del prodotto che può costituire un rischio di scosse elettriche.

ATTENZIONE: Il simbolo, , se usato sul prodotto, serve ad avvertire l'utente della presenza di importanti istruzioni di funzionamento e manutenzione nella documentazione fornita con l'apparecchio.

Per informazioni su parametri di sicurezza, conformità alle normative, compatibilità EMI/EMF, accessibilità e argomenti simili, fare riferimento alla Guida alla conformità normativa e di sicurezza di Extron, cod. articolo 68-290-01, sul sito web di Extron, www.extron.com.


Instrukcje bezpieczeństwa • Polska


OSTRZEŻENIE: Ten symbol, , gdy używany na produkt, ma na celu poinformować użytkownika o obecności izolowanego i niebezpiecznego napięcia wewnątrz obudowy produktu, który może stanowić zagrożenie porażenia prądem elektrycznym.

UWAGI: Ten symbol, , gdy używany na produkt, jest przeznaczony do ostrzeżenia użytkownika ważne operacyjne oraz instrukcje konserwacji (obsługi) w literaturze, wyposażone w sprzęt.

Informacji na temat wytycznych w sprawie bezpieczeństwa, regulacji wzajemnej zgodności, zgodność EMI/EMF, dostępności i Tematy pokrewne, zobacz Extron bezpieczeństwa i regulacyjnego zgodności przewodnik, część numer 68-290-01, na stronie internetowej Extron, www.extron.com.


Инструкция по технике безопасности • Русский


ПРЕДУПРЕЖДЕНИЕ: Данный символ, , если указан на продукте, предупреждает пользователя о наличии неизолированного опасного напряжения внутри корпуса продукта, которое может привести к поражению электрическим током.

ВНИМАНИЕ: Данный символ, , если указан на продукте, предупреждает пользователя о наличии важных инструкций по эксплуатации и обслуживанию в руководстве, прилагаемом к данному оборудованию.

Для получения информации о правилах техники безопасности, соблюдении нормативных требований, электромагнитной совместимости (ЭМП/ЭДС), возможности доступа и других вопросах см. руководство по безопасности и соблюдению нормативных требований Extron на сайте Extron: , www.extron.com, номер по каталогу - 68-290-01.

安全说明 • 简体中文

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注意:  产品上的这个标志意在提示用户设备随附的用户手册中有重要的操作和维护(维修)说明。

关于我们产品的安全指南、遵循的规范、EMI/EMF的兼容性、无障碍使用的特性等相关内容, 敬请访问 Extron 网站, www.extron.com 参见 Extron 安全规范指南, 产品编号 68-290-01。

安全記事 • 繁體中文

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安全上のご注意 • 日本語

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안전 지침 • 한국어

경고: 이 기호⚠가 제품에 사용될 경우, 제품의 인클로저 내에 있는 접지되지 않은 위험한 전류로 인해 사용자가 감전될 위험이 있음을 경고합니다.

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안전 가이드라인, 규제 준수, EMI/EMF 호환성, 접근성, 그리고 관련 항목에 대한 자세한 내용은 Extron 웹 사이트(www.extron.com)의 Extron 안전 및 규제 준수 안내서, 68-290-01 조항을 참조하십시오.

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Conventions Used in this Guide

Notifications

The following notifications are used in this guide:

CAUTION: Risk of minor personal injury.

ATTENTION : Risque de blessure mineure.

ATTENTION:

- Risk of property damage.
- Risque de dommages matériels.

NOTE: A note draws attention to important information.

TIP: A tip provides a suggestion to make working with the application easier.

Software Commands

Commands are written in the fonts shown here:

```
^ARMerge Scene, ,Øp1 scene 1,1 ^B 51 ^W ^C.Ø  
[Ø1] RØØØ4 ØØ3ØØ ØØ4ØØ ØØ8ØØ ØØ6ØØ [Ø2] 35 [17] [Ø3]
```

```
Esc X1 *X17* X20* X23* X21 CE ←
```

NOTE: For commands and examples of computer or device responses used in this guide, the character “Ø” is used for the number zero and “O” is the capital letter “O.”

Computer responses and directory paths that do not have variables are written in the font shown here:

```
Reply from 2Ø8.132.18Ø.48: bytes=32 times=2ms TTL=32  
C:\Program Files\Extron
```

Variables are written in slanted form as shown here:

```
ping xxx.xxx.xxx.xxx -t  
SOH R Data STX Command ETB ETX
```

Selectable items, such as menu names, menu options, buttons, tabs, and field names are written in the font shown here:

```
From the File menu, select New.  
Click the OK button.
```

Specifications Availability

Product specifications are available on the Extron website, www.extron.com.

Extron Glossary of Terms

A glossary of terms is available at <http://www.extron.com/technology/glossary.aspx>.

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Introduction

This section provides an overview of the Extron Control for Microsoft Teams Rooms application. Topics include:

- [Overview](#)
- [Requirements](#)
- [Application Diagram](#)

Overview

Extron Control for Microsoft Teams Rooms adds Extron AV control to the full range of conferencing features provided by the Microsoft Teams Rooms application, which runs on a variety of devices, including Logitech Tap, Logitech SmartDock, Lenovo Hub 500, and Poly GC8, thus allowing a single device to deliver both collaboration and control solutions for any presentation application.

The software can be deployed either through an MSI file via the Microsoft System Center Configuration Manager (SCCM), or via Microsoft Intune. Both allow administrators to install and manage the application remotely.

Once enabled and configured, the Extron Control for Microsoft Teams Rooms application shows the Extron Control for Web HTML 5 virtual TouchLink® panel (vTLP) page, which can be configured with Extron Global Configurator Plus and Professional (GCP) or programmed with Global Scripiter (GS). It allows various room functions, including shading, lighting, display, and camera controls.

Requirements

The following are required to run the app:

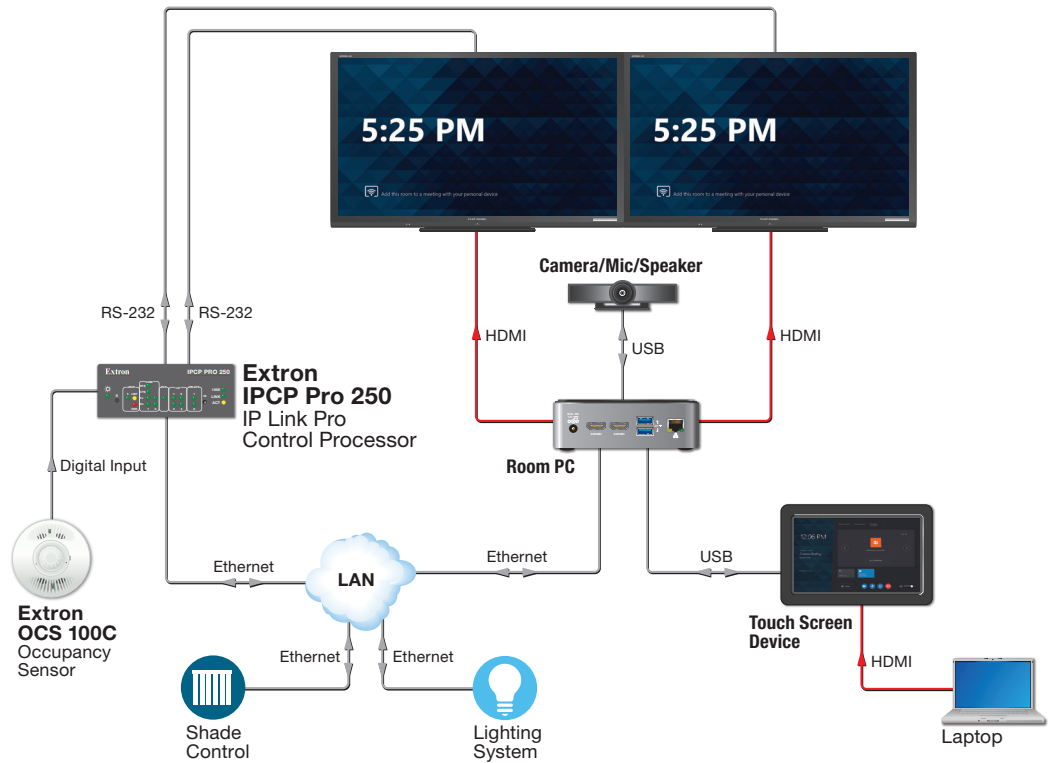
- Either an All-in-One unit such as the Logitech Smartdock, Lenovo Hub 500, Logitech Tap, Logitech SmartDock, Lenovo Hub 500, or Poly GC8 device with Microsoft Teams Rooms.
- Extron IPCP Pro control processor with User Interface Upgrade LinkLicense (see www.extron.com for suitable models)
- Microsoft Teams Rooms GUI Designer system template file.
- Extron Control for Microsoft Teams Rooms MSI Installer.
- Extron Control for Microsoft Teams Rooms GCP Driver or GS Module.
- Extron software (see <https://www.extron.com/download/software.aspx?material=2>)
 - GUI Designer version 1.11.0 or later
 - Global Configurator Plus (GCP) version 3.5.1.x or later*
 - or Global Scripiter (GS) version 2.2.0.x or later

NOTES:

- Use GCP to configure functions associated with the template or GS to program functions associated with the template.
- If required, the GUI Designer can be used to customize the GUI template.

Application Diagram

MTR PC and Touchscreen Display ((Logitech Tap, Poly GC8)



All-in-One MTR System (Logitech SmartDock, Lenovo Hub 500, Lenovo Hub Gen 2)

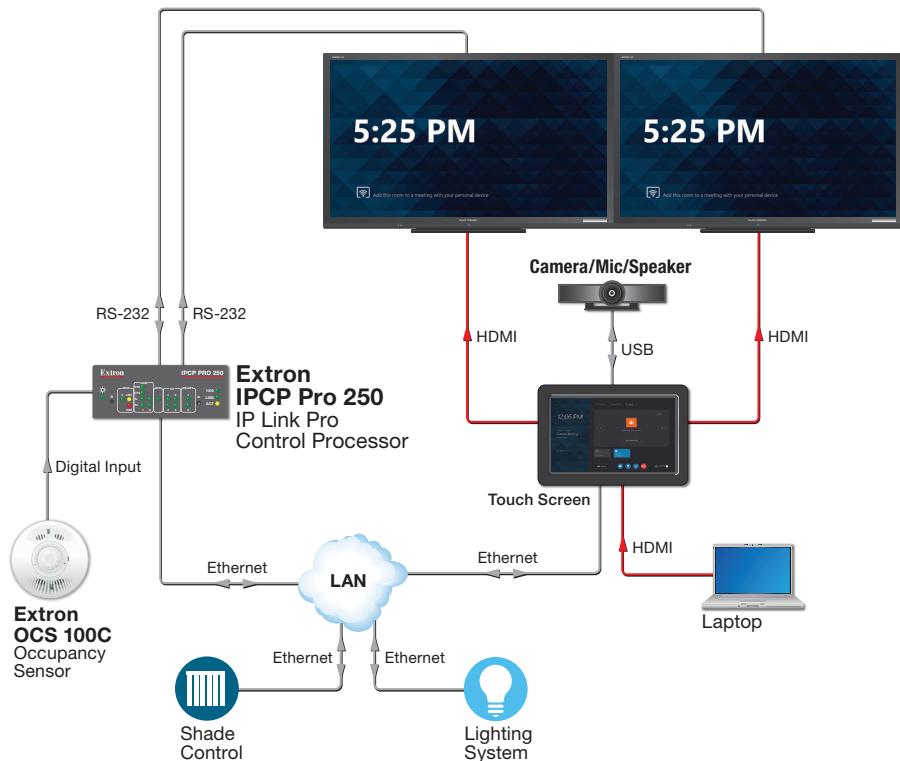


Figure 1. Extron Control for Microsoft Teams Rooms Application Diagram

Installing the Microsoft Teams Rooms Application

This section provides the following topics, including:

- **GCP Configuration**
 - **Special Notes**
- **Setting up the Microsoft Teams Rooms Compute**

GCP Configuration

1. Download the following from the Extron website:
The Extron Control for Microsoft Teams Rooms GCP driver
The Extron Control for Microsoft Teams Rooms GUI Designer template zip folder.
2. Make a note of the following:
Control processor user name and password for later use.
IP address and MAC address to locate device in GCP or Toolbelt.
3. Open a GCP project.
4. In the project add an Extron control processor and Extron Control for Web Panel (vTLP).
5. Import required Microsoft Teams Rooms GUI template, found in the downloaded zipped folder.
6. Add the driver(s) or modules for other devices that need to be controlled.
7. Add the driver downloaded in step 1 to the Ethernet ports on the control processor (see figure 2, ①).

NOTE: The following steps show configuration with GCP. For GS, see the *Global Scripter Help File*.

- a. Select the ethernet port with the Extron Control for Microsoft Teams Rooms driver (①).
- b. Enter the IP address/hostname of the Microsoft Teams Rooms compute (②).

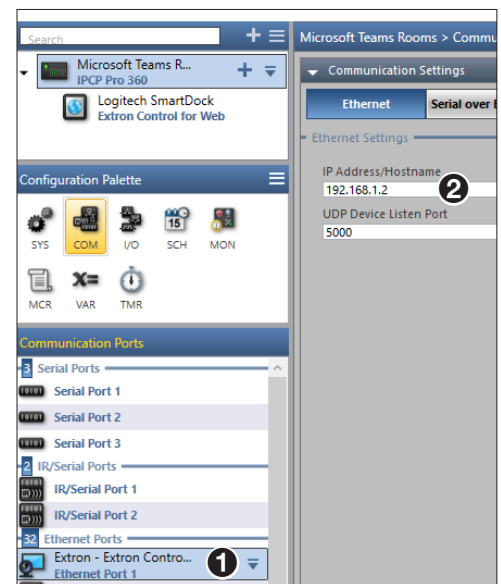


Figure 2. Change the IP Address

- c. Click **VTLP Name** (see figure 3, ③) to select it.
- d. Enter the name of the vTLP in the **Set To** text box (④).

NOTE: The name entered in the Set To text box (④) must match the name in black text (⑤). In this case, the text is **Logitech SmartDock**.

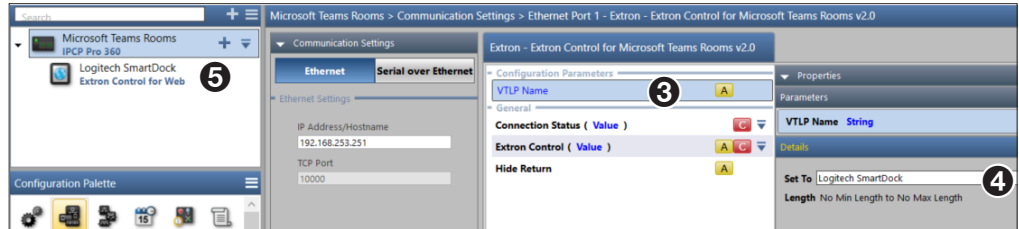


Figure 3. Control Processor to MTR device communication

- 8. Build the GCP or GS file, and upload it to the controller.

Special Notes

The Extron Control for Microsoft Teams Rooms application by default creates a **Back to Rooms System** (see figure 4, ①) button found on the Room Control page.

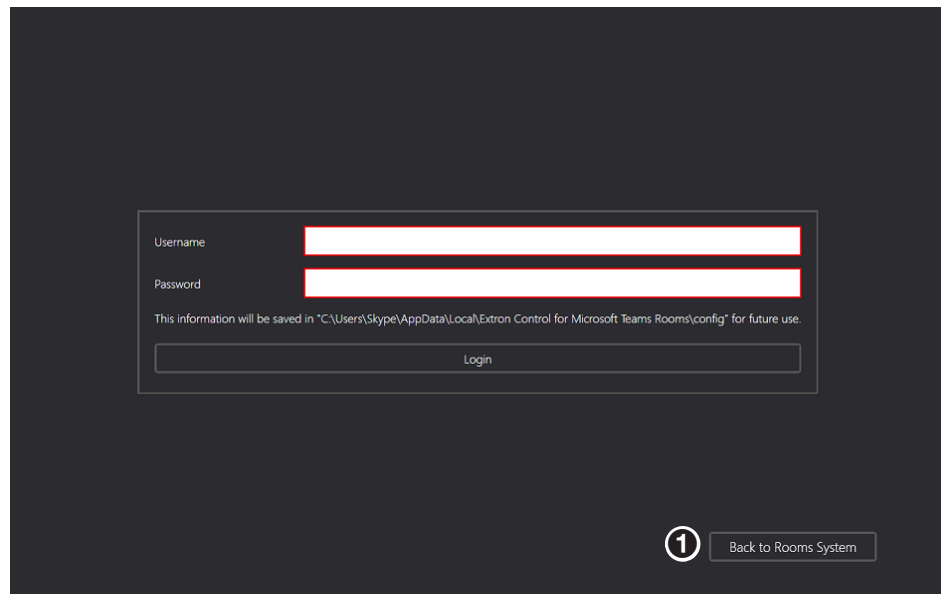


Figure 4. Room Control Page

To hide the **Back to Rooms System** button, please follow these steps:

1. In the GCP file, create a new monitor.
2. Place the **Extron Control Show** condition, from the driver into the Conditions space.
3. Place the **Hide Return** action from the driver into the Actions space.
4. Build the GCP file, and upload it to the controller.

To keep the default button, please follow these steps:

1. Open the system template file in Extron GUI Designer.
2. Remove the Back button from all pages.
3. Save and Build for import to GCP or GS.

Setting up the Microsoft Teams Rooms Compute

1. Set up a Microsoft Teams Rooms system before installing the Extron Control for Microsoft Teams Rooms application.
2. Download and install the Extron Control for Microsoft Teams Rooms MSI Installer on a supported Microsoft Teams Rooms device. The MSI file can be used directly via SCCM command line, via a batch file, or PowerShell™ script.

Extron recommends that the software is installed via SCCM (see figure 5) as this allows IT professionals to manage, deploy, and troubleshoot remotely.

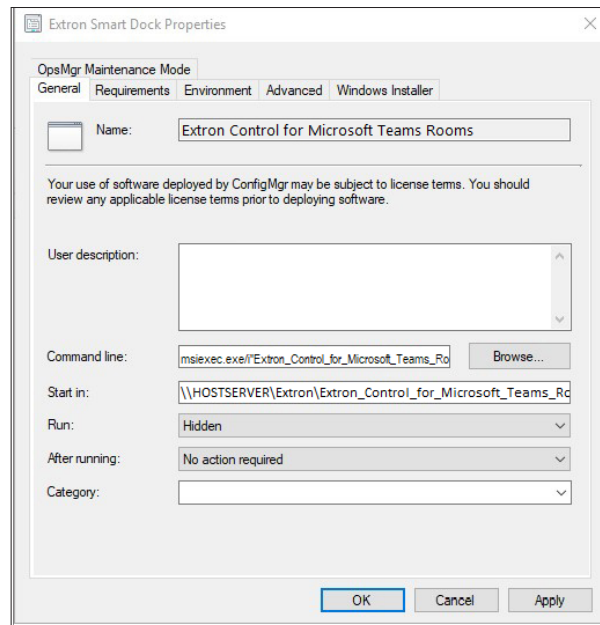


Figure 5. Microsoft System Center Configuration Manager

3. Once the software is installed, reboot the Microsoft Teams Rooms device.
4. After rebooting, the home screen is visible (see figure 6). The **Rooms Control** option (1) is available in the bottom right corner of the screen.

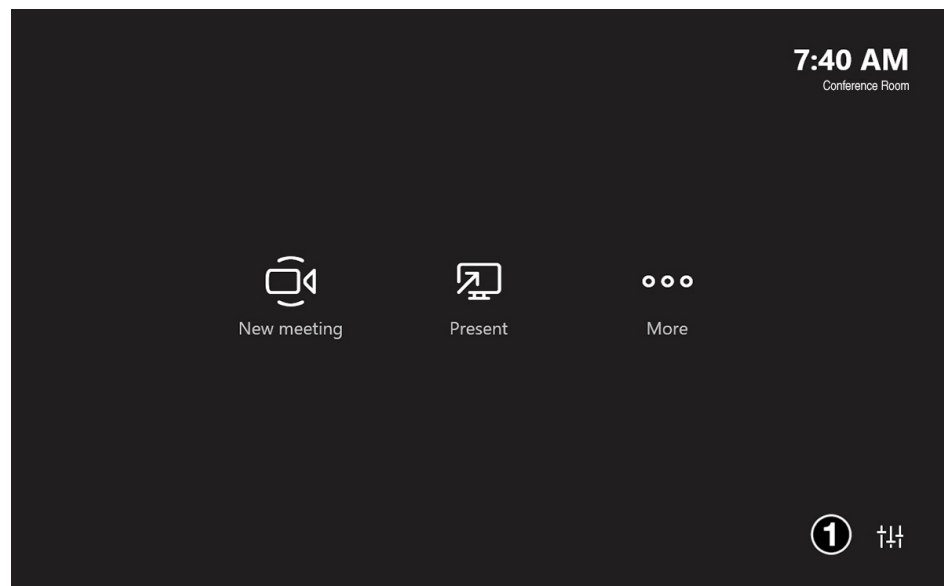


Figure 6. Microsoft Teams Rooms Viewer Home Screen with Control Icon

Installing Software via Microsoft Intune

1. Download the Extron Control for Microsoft Teams Rooms.MSI File.
2. Use Microsoft's IntuneWinAppUtil.exe to package the .MSI file as an Intune Win32 app for Windows 10 devices.
3. Import the Win32 app into Intune and deploy to eligible Microsoft Teams Rooms devices.

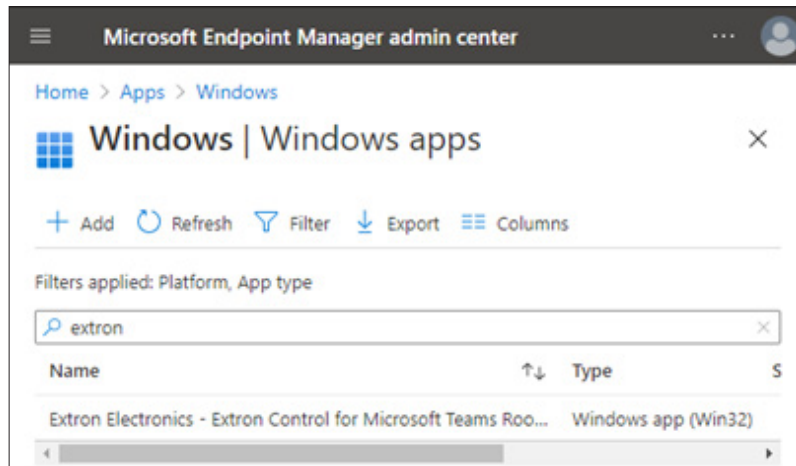


Figure 7. Microsoft Intune Management Center

Using Extron Control for Microsoft Teams Rooms

This section details the steps for using Extron Control for Microsoft Teams Rooms:

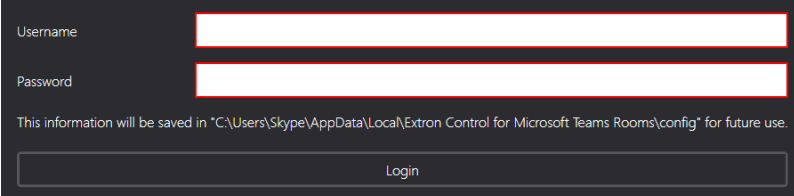
- **For the First Time**
- **After the First Time**

Using Extron Control for Microsoft Teams Rooms for the First Time

When you use the program for the first time, you must configure it. This is a one-time setup.

1. Open the Extron Control for Microsoft Teams Rooms application by clicking the **Room Controls** icon.

The Login screen opens:



Username

Password

This information will be saved in "C:\Users\Skype\AppData\Local\Extron Control for Microsoft Teams Rooms\config" for future use.

Login

Figure 8. Login Screen

2. Enter the username and password to access the **Extron Control** page. These are the username and password for the IPCP Pro control processor. See the user guide for the control processor for important information about passwords.

NOTE: Either the administrator or user account works, but Extron recommends using the user account.

If the username and password are entered incorrectly, the login screen clears, and you are required to re-enter the information.

3. Click **Login**.

Windows Defender Firewall may prompt user for permission:

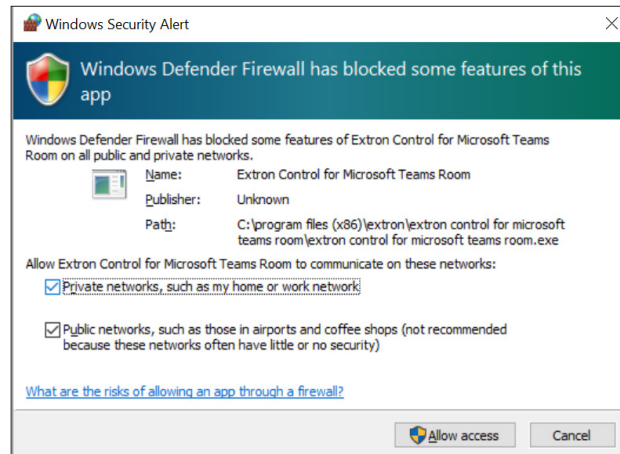


Figure 9. Windows Defender Firewalls

NOTE: If upgrading from previous version of Extron Control for Microsoft Teams Rooms software, Windows Defender may not prompt.

4. Allow both Private and Public network access.
The Security Certificate screen opens:

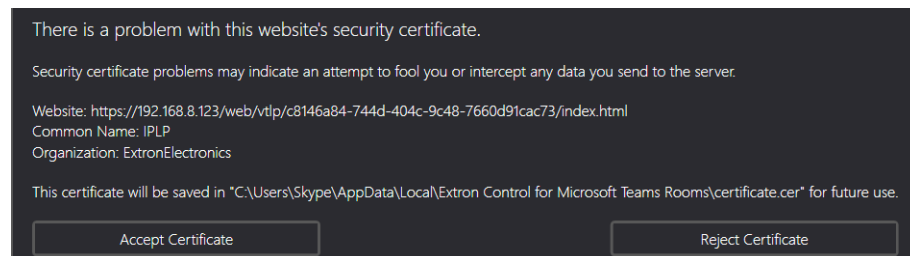


Figure 10. Security Certificate

5. Click either **Accept Certificate** or **Reject Certificate**.

Accept Certificate — User agrees to store the Extron self-signed certificate for this user interface. The Microsoft Teams Rooms device will now display the vTLP screen.

Reject Certificate — User rejects the Extron self-signed certificate for this user interface. The Microsoft Teams Rooms device will not display the vTLP screens and the user is returned to the Login screen. To access the vTLP screens, the user must install a certificate manually, using Windows Certificate Manager, and then restart the device.

Using Extron Control for Microsoft Teams Rooms After the First Time

Out of Call

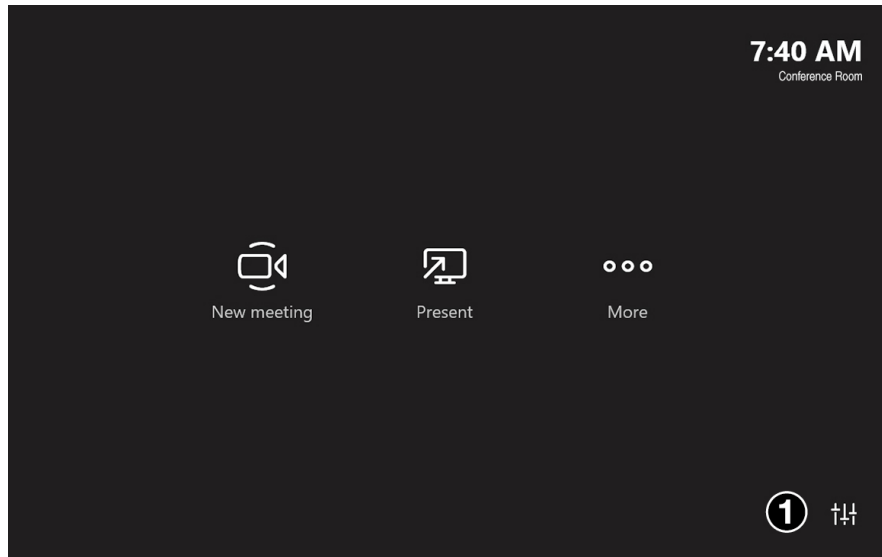


Figure 11. Out of Call

Click the **Room Control** icon, in the bottom-right corner (1). The **General Screen** opens.

In Call

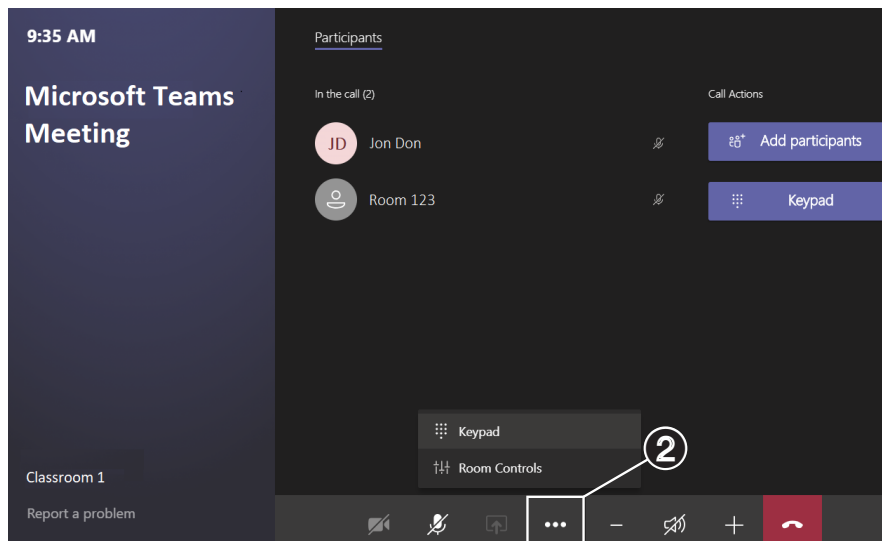


Figure 12. In Call

Figure 12 shows the screen when Extron Control for Microsoft Teams Rooms is configured to use Microsoft Teams. The screen looks different if you are using another software program, such as Skype for Business.

The **More** icon “...” (2) provides access to **Room Controls**. This and other options can now be found in the toolbar along the bottom of the window.

NOTE: If you are currently making a call but the call has not yet been accepted, the **More** icon is gray and inaccessible.

Default vTLP Screens

By default, the GUI Designer system templates provides five virtual TLP screens:

- **General**
- **Camera Screen**
- **Display Screen**
- **Lighting Screen**
- **Shades Screen**

Use the tabs on the left side of the screen to switch between the five. Use GUI Designer and GCP or GS to customize the screens.

General Screen

To open the General Screen, click **General** from any of the other screens.

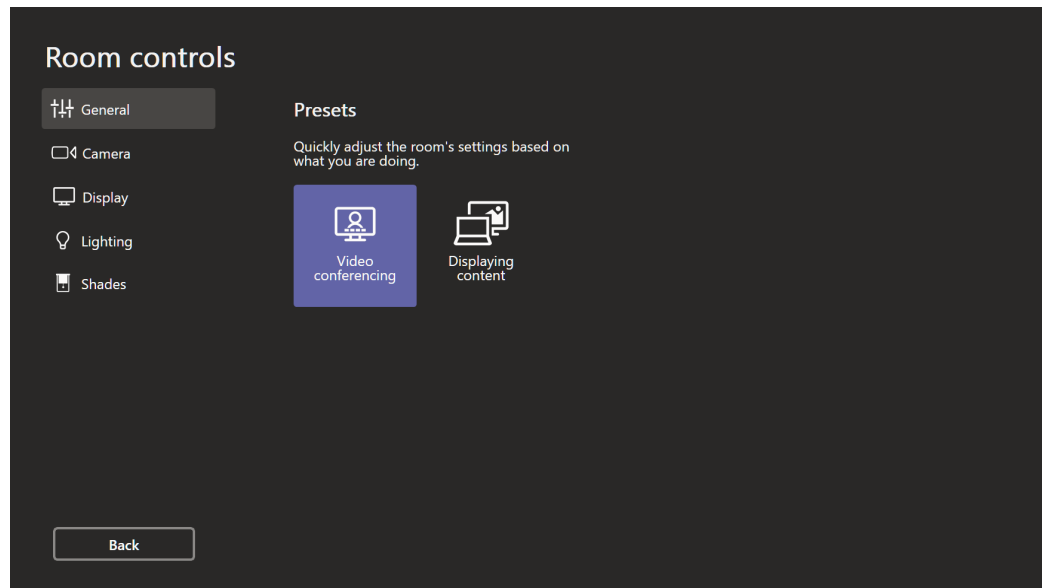


Figure 13. General Screen

This screen can be used to automatically set up the room based on meeting type.

Camera Screen

To open the **Camera** Screen, click **Camera** from any of the other screens.

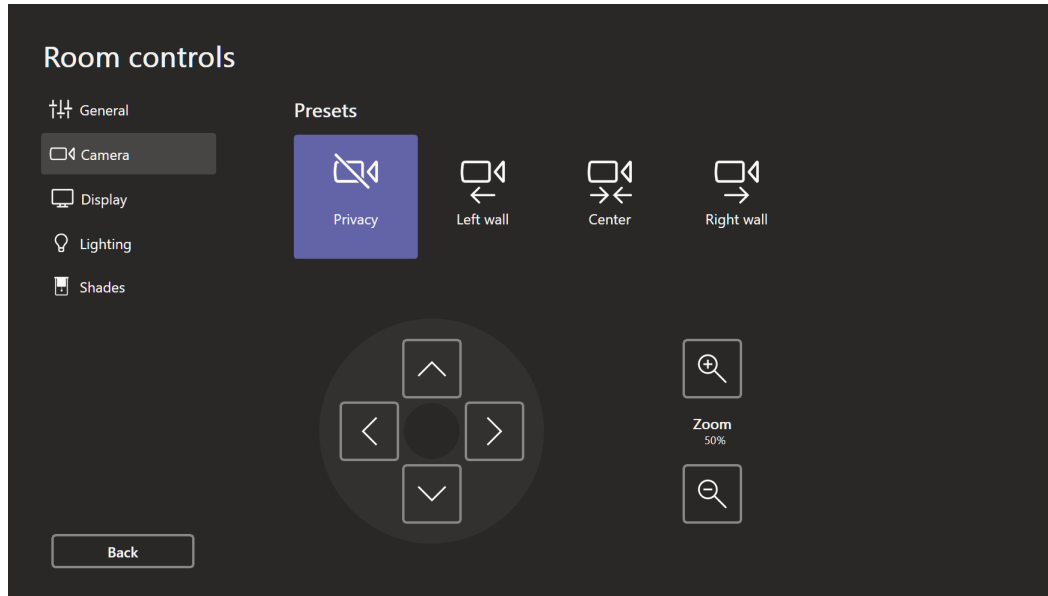


Figure 14. Camera Screen

This screen shows camera presets and camera controls.

Display Screen

To open the **Display** screen, click **Display** from any of the other screens.

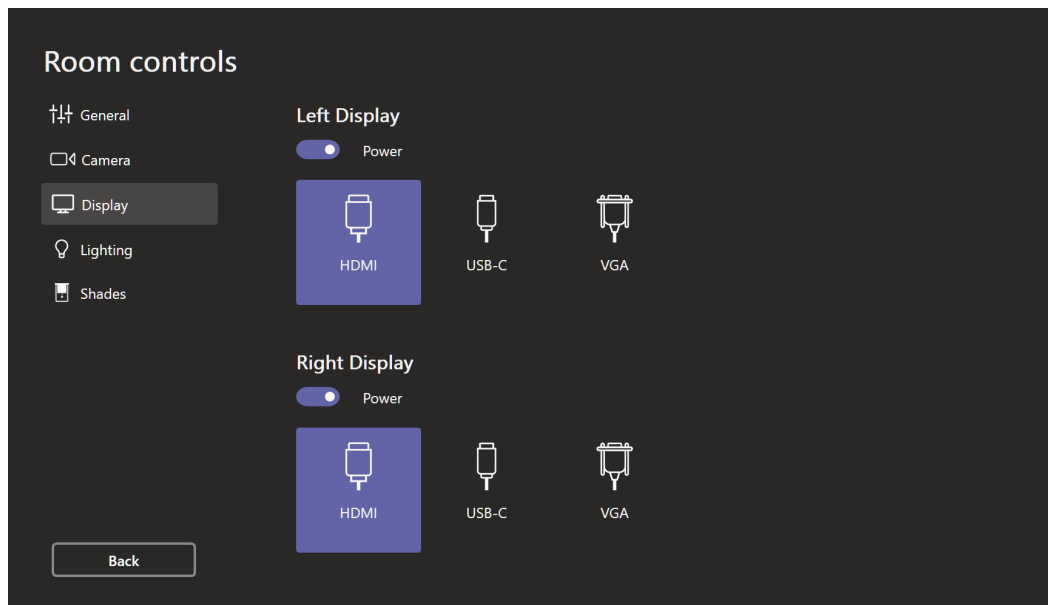


Figure 15. Display Screen

This screen shows switchable display input sources, for a dual display room.

Lighting Screen

To open the **Lighting** screen, click **Lighting** from any of the other screens.

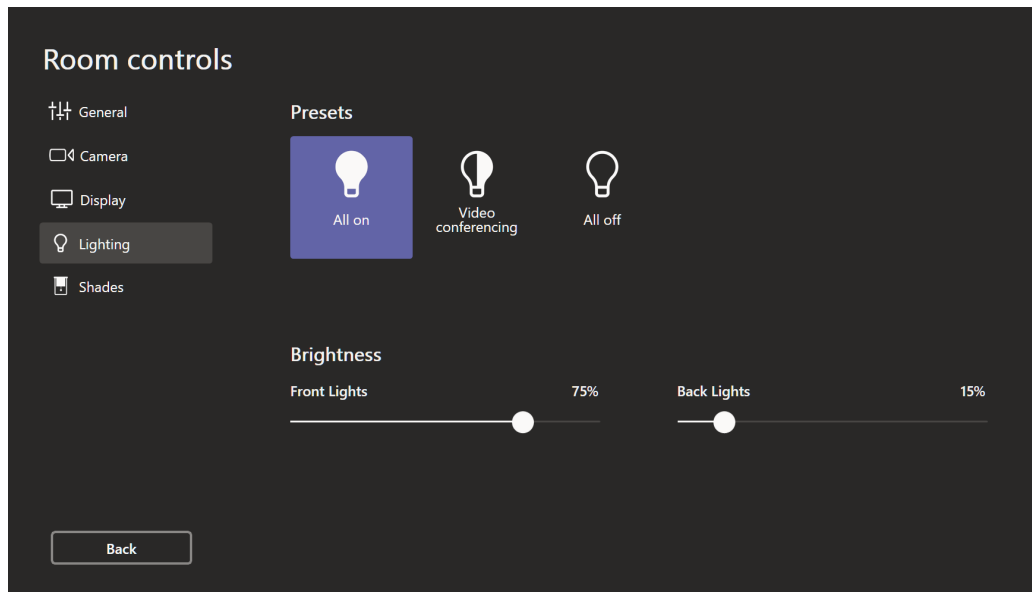


Figure 16. Lighting Screen

This screen can be used to increase or decrease the brightness of the lights or to activate a preset lighting configuration.

Shades Screen

To open the **Shade** screen, click **Shade** from any of the other screens.

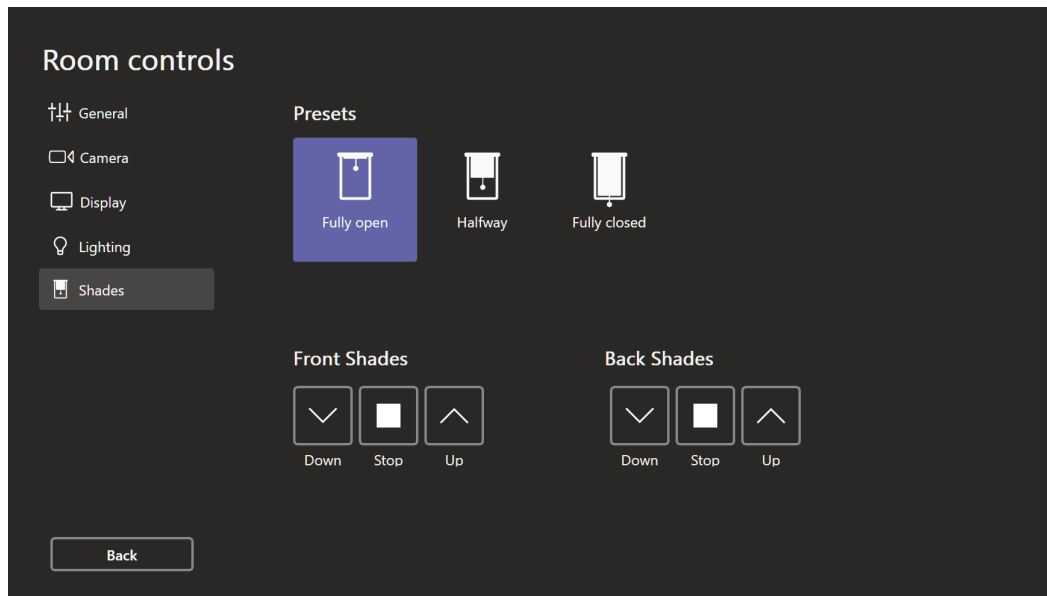


Figure 17. Shades Screen

This screen can be used to adjust the room shades or to activate preset shade configurations.

Reference Information

This section covers the following topics:

- [Troubleshooting User Interface, Admin Account](#)
- [Camera Controls, Admin Account](#)
- [Setting a Preset with Extron Control for Microsoft Teams Rooms Application](#)
- [Changing Friendly Name](#)
- [Changing Controller Credentials](#)
- [Deleting Controller Credentials and Certificate](#)
- [Communication Settings, Admin Account](#)
- [Uninstalling Extron Control for Microsoft Teams Rooms](#)

Troubleshooting User Interface, Admin Account

After the Extron Control for Microsoft Teams Rooms is download, a shortcut will be created on the desktop (see figure 18, right). This shortcut will launch the Extron Control for Microsoft Teams Rooms application, which can be used as a troubleshooting user interface. This user interface provides the following capabilities:

- USB Camera Control
- Credentials and Certificate Clearing
- Communication Settings
- Diagnostic Message Window and Data Logging

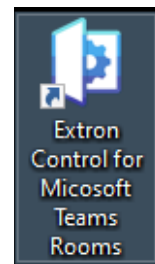


Figure 18. Desktop Shortcut

NOTE: When switching between Administrator and Skype accounts, please make sure to close the Extron Control for Microsoft Teams Rooms application to prevent two instances of the software being ran. This will cause the vTLP to remain in the “Waiting for Connection...” state.

Camera Controls, Admin Account

1. Run the Extron Control for Microsoft Teams Rooms application found on the desktop. The application will open the user interface, with the **USB Camera Control** tab selected.

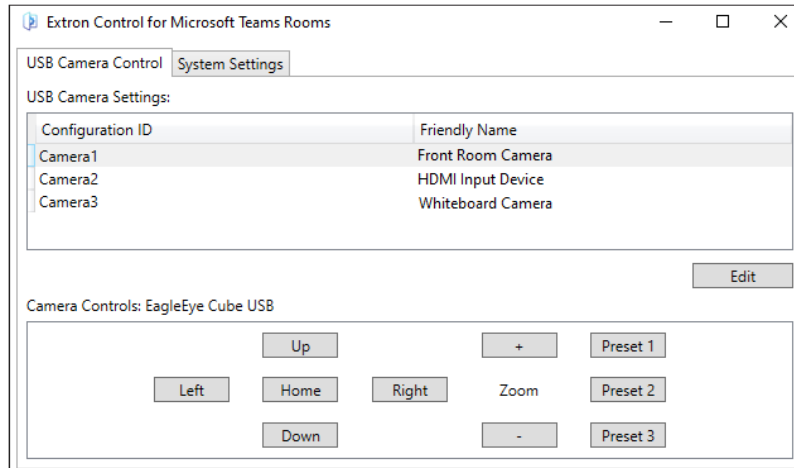


Figure 19. USB Camera Control

2. Select a camera to be controlled by clicking on the **Friendly Name**.
3. Once the name is highlighted the **Following Camera Controls** can be used.
 - Directional movements are up, down, left, and right
 - Zoom allows for widen and narrow
 - Presets, recalls presets that have been saved by the camera's controller, cameras software, or the Extron Control for Microsoft Teams Rooms application.

NOTE: A complete list of Certified cameras and their softwares can be found in the Extron Control for Microsoft Teams Rooms release notes

Setting a Preset with Extron Control for Microsoft Teams Rooms Application

1. Use the directional buttons to move selected camera to desired position.
2. Click and hold Preset 1, 2, or 3 for five seconds to save that position.

NOTE: To see direction, zoom, preset recall, and preset set messages, the **Show Messages** check box must be checked. Show Messages

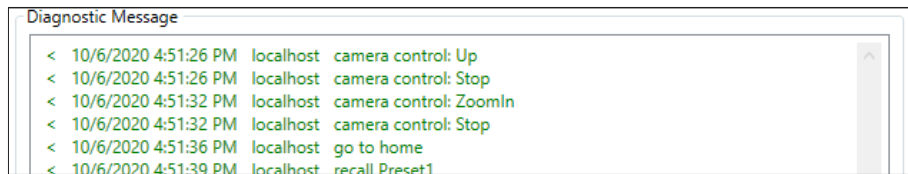


Figure 20. Camera Control Troubleshooting Messages

Changing Friendly Name

If there are multiples of the same cameras used within a room, the **Friendly Name** can be changed to help reduce confusion.

1. Select a camera whose name needs to be changed.
2. Click the **edit** button.
3. A popup will appear with the following info:

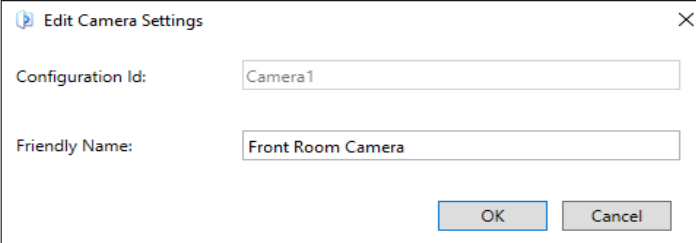


Figure 21. Edit Camera Settings

4. The camera's **Friendly Name** can be edited in the text box.
5. Once done, click **OK** to save changes.
The **Friendly Name** is now changed.

Changing Controller Credentials

If the control processor credentials have been changed, the Microsoft Teams Rooms system requires a reboot. After the reboot, The Login screen opens (see [figure 8](#) on page 7) and the new credentials must be entered.

Deleting Controller Credentials and Certificate

If it becomes necessary to delete the user name, password, and certificate data, it can be done from the **Admin** account.

1. Log into the **Admin** account.
2. Launch the Extron Control for Microsoft Teams Rooms application.
3. Click on the **System Settings** tab to bring up the Credentials and Certificate section.

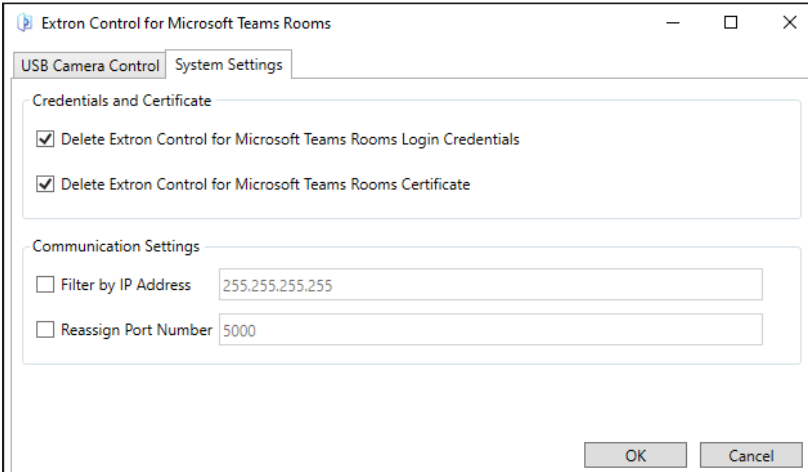
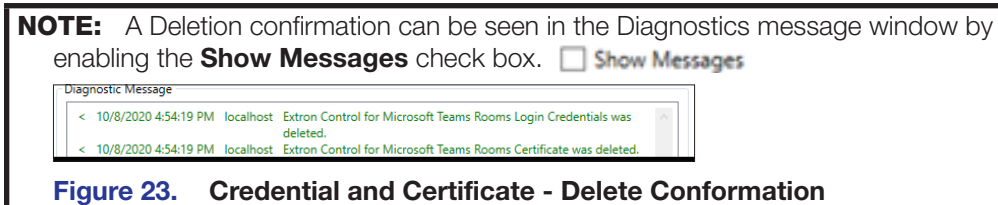


Figure 22. Credentials and Certificate

4. Checkmark the box to clear the Credentials and/or Certificate, and press **OK**.

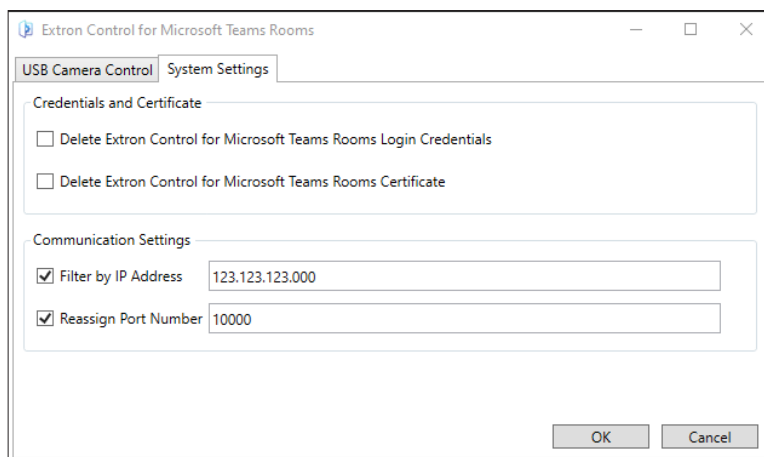


To re-enter the information, log out of the Admin account and log into the Skype/Teams account. Follow the instructions shown in [Using Extron Control for Microsoft Teams Rooms for the First Time](#) on page 5.

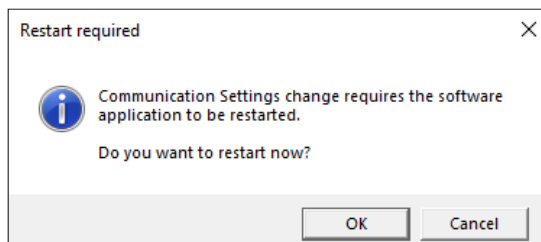
Communication Settings, Admin Account

By default, Extron Control for Microsoft Teams Rooms listens for a Control Processor to initiate communication, however this can be setup to accept communications from a single IP address.

1. Login into the MTR devices Admin account
2. Run the Extron Control for Microsoft Teams Rooms application.
3. Go to the System Settings Tab:



4. Click the box(s) in the Communication Settings to edit the grayed sections, when done editing press OK
5. A prompt to restart the Extron Control for Microsoft Teams Rooms will appear:



NOTE: By default, the Extron Control for Microsoft Teams Rooms applications port is 5000. This port should be changed if there is another program already using that port. Please note, if the port is changed in the software, it will also need to be changed in the Extron Control for Microsoft Teams Rooms driver located in the GCP Script.

NOTE: A setting change conformation can be seen in the Diagnostics Message window by enabling the **Show Messages** check box. Show Messages



Figure 27. Communication Settings change conformation

Uninstalling Extron Control for Microsoft Teams Rooms

1. Log into the Admin account.
2. Open **Add/Remove Programs**.
3. Select **Extron Control for Microsoft Teams Rooms**
4. Click **Uninstall**.

Extron Warranty

Extron warrants this product against defects in materials and workmanship for a period of three years from the date of purchase. In the event of malfunction during the warranty period attributable directly to faulty workmanship and/or materials, Extron will, at its option, repair or replace said products or components, to whatever extent it shall deem necessary to restore said product to proper operating condition, provided that it is returned within the warranty period, with proof of purchase and description of malfunction to:

**USA, Canada, South America,
and Central America:**

Extron
1230 South Lewis Street
Anaheim, CA 92805
U.S.A.

Asia:

Extron Asia Pte Ltd
135 Joo Seng Road, #04-01
PM Industrial Bldg.
Singapore 368363
Singapore

Japan:

Extron, Japan
Kyodo Building, 16 Ichibancho
Chiyoda-ku, Tokyo 102-0082
Japan

Europe:

Extron Europe
Hanzeboulevard 10
3825 PH Amersfoort
The Netherlands

China:

Extron China
686 Ronghua Road
Songjiang District
Shanghai 201611
China

Middle East:

Extron Middle East
Dubai Airport Free Zone
F13, PO Box 293666
United Arab Emirates, Dubai

Africa:

Extron South Africa
South Tower
160 Jan Smuts Avenue
Rosebank 2196, South Africa

This Limited Warranty does not apply if the fault has been caused by misuse, improper handling care, electrical or mechanical abuse, abnormal operating conditions, or if modifications were made to the product that were not authorized by Extron.

NOTE: If a product is defective, please call Extron and ask for an Application Engineer to receive an RA (Return Authorization) number. This will begin the repair process.

USA: 714.491.1500 or 800.633.9876

Asia: 65.6383.4400

Europe: 31.33.453.4040 or 800.3987.6673

Japan: 81.3.3511.7655

Africa: 27.11.447.6162

Middle East: 971.4.299.1800

Units must be returned insured, with shipping charges prepaid. If not insured, you assume the risk of loss or damage during shipment. Returned units must include the serial number and a description of the problem, as well as the name of the person to contact in case there are any questions.

Extron makes no further warranties either expressed or implied with respect to the product and its quality, performance, merchantability, or fitness for any particular use. In no event will Extron Electronics be liable for direct, indirect, or consequential damages resulting from any defect in this product even if Extron Electronics has been advised of such damage.

Please note that laws vary from state to state and country to country, and that some provisions of this warranty may not apply to you.