

Getting Started with Crestron RL™ Group Collaboration System for Lync®

Crestron RL™ is a comprehensive solution that combines Crestron® hardware with Microsoft® Lync® software. This full-featured, unified communication system enables video, voice, interactive content sharing, presence, and chat from a single touch screen interface.

What do you want to do?

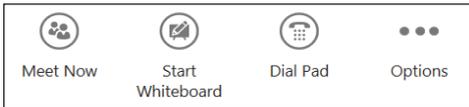
Activate the System

Touch the screen of the monitor or table console, or tap the power symbol (⏻) on the console to activate the system.

Start a Meeting

Use the Meet Now feature to start an ad-hoc meeting.

1. Tap **Meet Now** on the table console.



2. Enter the participants' names in the search box.
3. Tap the names to add people to the list, and then tap **Start Meeting**.

Schedule a Meeting

1. Schedule a meeting in Outlook the same as is done for any Lync meeting.
2. Designate a conference room that has the Crestron RL system as a participant.
3. Set the meeting time, type a subject, add participants, and click on "Online Meeting" to make it a Lync meeting.
4. (Optional) To help create a more secure meeting, click **Meeting Options**, and change the settings.

NOTE: For secure meetings, it is necessary to sign in to Crestron RL (respond to the name and password prompts) before joining the meeting.

5. Send the meeting request.

Join a Meeting

1. In a conference room, note that scheduled meetings are shown on the console and on one of the touch screen monitors.
2. Tap the desired meeting block on the console or touch screen monitor to join the selected meeting.
3. Crestron RL joins the meeting and automatically connects audio and video.
4. Present a desired screen, PowerPoint slides, or whiteboard, or simply participate in the audio/video conference.

Status Update

Meeting

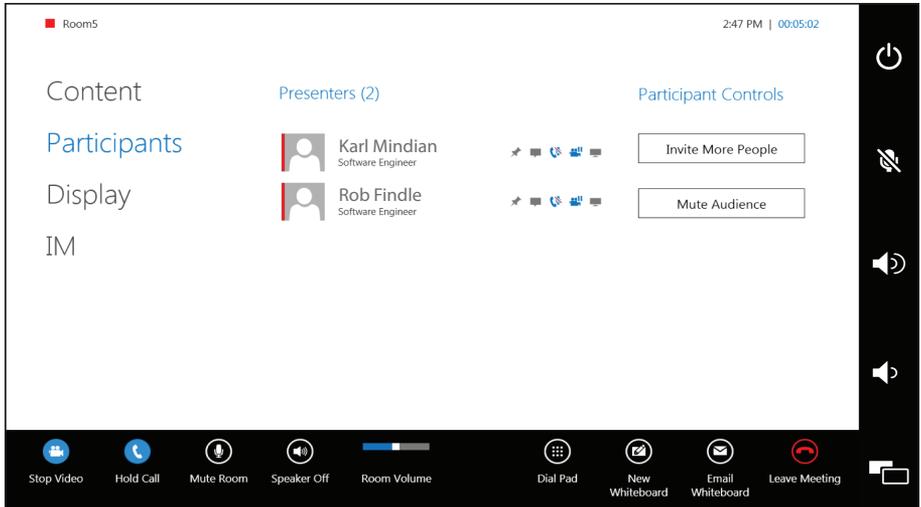
Liam Carmichael
30 min

Join

Use the Console to Manage the Meeting

- **Content** shows uploaded content in the Lync meeting invitation. Tap a content item to present it.
- **Participants** shows the people who are signed in to the meeting. Tap a participant's name to mute, unmute, remove from meeting, or pin to gallery.
- **Display** permits choosing a view for the room touch screens. Tap **Display** on the console and pick one of the listed view options. Note that view options for single-screen are different than they are for double-screen displays.
- **IM** unhides the keyboard and allows the user to type a message.

Typical Console Display



Use the toolbars to manage other features such as audio, video, volume, etc.

Side Toolbar Button Functions

ICON	FUNCTION	ICON	FUNCTION
	Turn display on/off.		Lower speaker volume.
	Mute mic in local room.		Select application. (Accesses custom controls unique to this system.)
	Raise speaker volume.		

Use Touch Screen Options in a Meeting

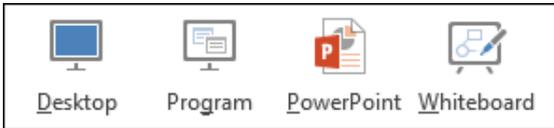
Tap the lower left corner of the screen to see the mode bar. Choose an option to annotate, create a new whiteboard, enable media, manage content, or stop presenting.

NOTE: The mode bar is available only when a whiteboard or PowerPoint slides are included in the meeting.



Use a Laptop to Join a Meeting

1. In the conference room, connect the laptop to the local network.
2. From the Outlook Calendar ribbon, choose **Join Lync Meeting**.
3. When the Crestron RL console provides a prompt asking if the request is coming from inside the conference room, tap **Yes**.
4. In the Lync Meeting, point to the presentation (monitor) icon, and make sure that the laptop is listed on the *Present* tab. Then, choose the type of content to be presented.



IMPORTANT: Remember that the material being presented is shown to everyone in the room and all remote participants.

Present Content from a Laptop

1. Connect the laptop video output to the Crestron RL video input.
2. The Crestron RL console provides a prompt to start presenting.
3. Tap **Yes** on the notification at the bottom of the screen.
4. Start presenting the content.

Present PowerPoint Slides

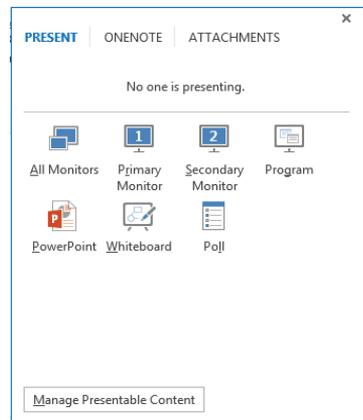
In the Lync Meeting on the laptop, using the cursor, pause on the monitor icon (see below) and choose **PowerPoint**. Then upload the presentation.

Navigate through the slides:

- Using the console, tap **Content > Take Over as Presenter** and tap the arrows under **Slides**.
- Using the touch screen, tap the arrow keys. If Crestron RL asks about taking over as presenter, tap **Yes**.

Annotate the slides:

- Using the laptop, choose the Annotations tool set icon in the upper right side of the PowerPoint slide tools.
- Using the touch screen, tap the mode bar. Then, tap **Annotate** and draw with a finger.



Monitor
Icon

Continued →

Start and Use a Whiteboard with Crestron RL

Create a whiteboard in the Crestron RL meeting using the console or the touch screen.

- Using the console, tap **New Whiteboard** on the toolbar.
- Using the touch screen, tap the mode bar (up arrow on the lower left corner), and then tap **New Whiteboard**. Draw with a finger.

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

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