HT-CAM

Crestron HomeTime™ Video Conference System for Zoom Rooms™ Software

User Guide
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. This guide details the operation of a Crestron HomeTime system with the provided user interface and describes how to join and schedule meetings in a Crestron HomeTime system.

Operation

Crestron HomeTime video conferencing systems can be controlled with the provided user interface or with the Zoom Rooms controller app on a compatible tablet device.

This guide describes system operation with the provided user interface. For details on 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
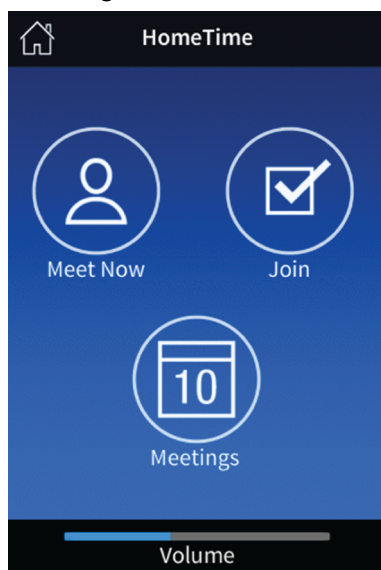
The main page features the following functions:

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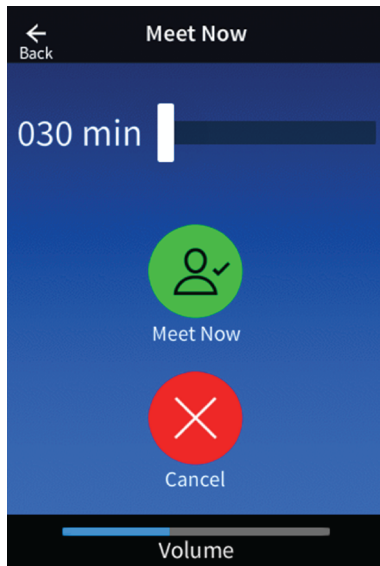
Invite Contacts
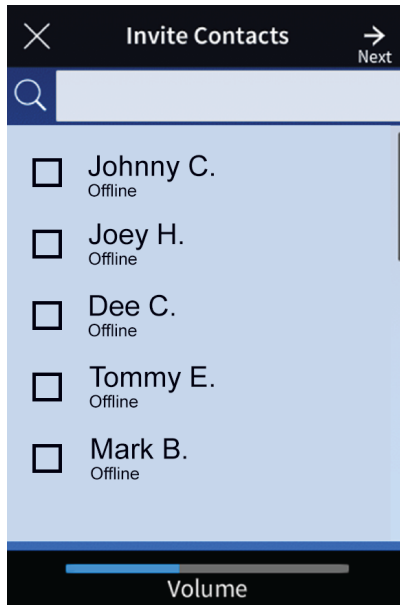
Invite contacts to a meeting by tapping the check box to the left of the contact name. Use the search bar at the top of the screen to find specific contacts.

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

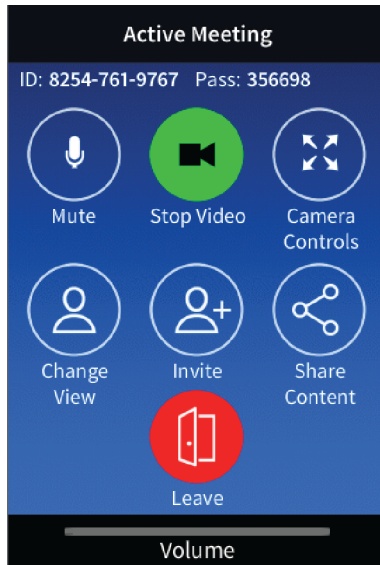The **Meet Now** screen features the following functions:

- 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 7).
- 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 8).
- 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
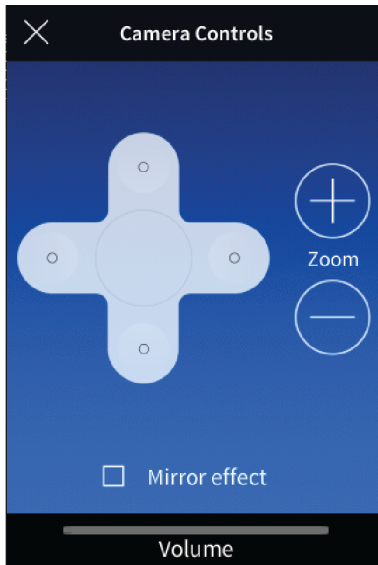
The **Camera Controls** screen features the following:

- 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.
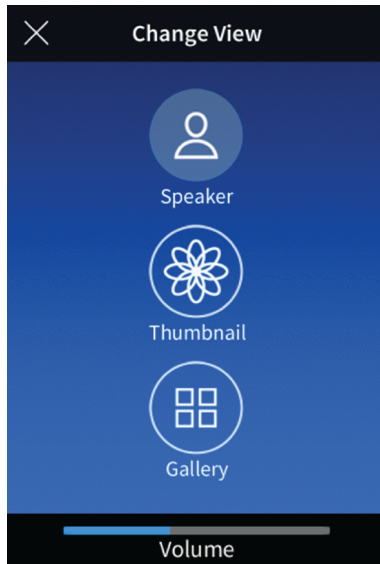
Choose one of the following meeting views:

- **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 3).
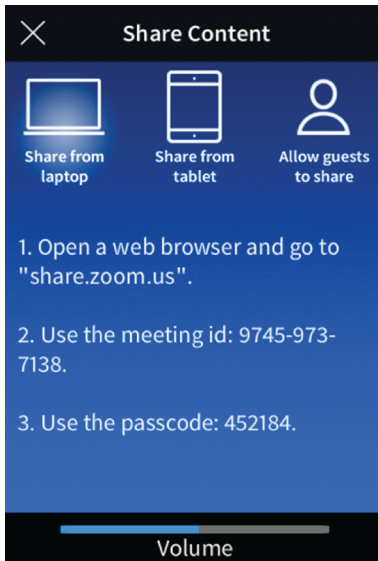
Invite Contacts
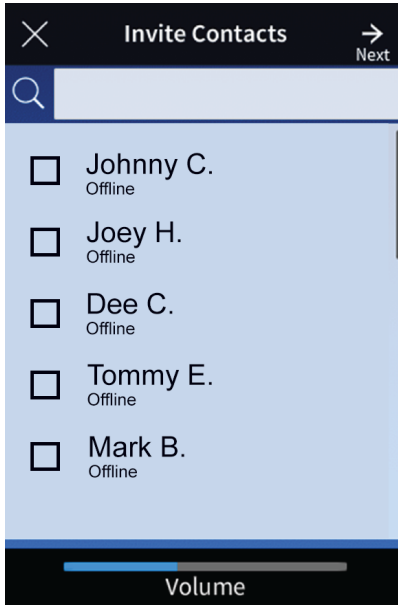
In Meeting: Share Content

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.
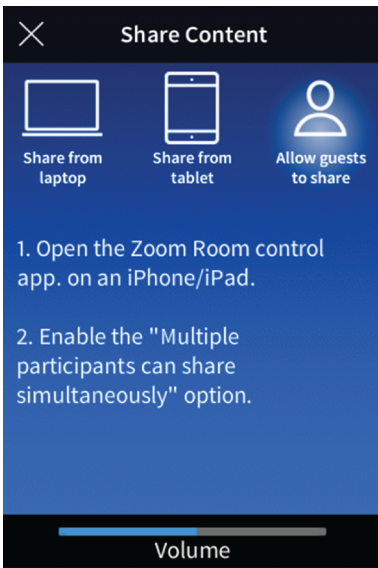
Share Content - Laptop

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.
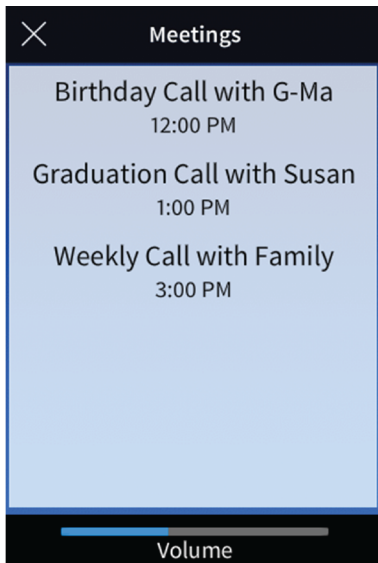
Leave Meeting?

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.
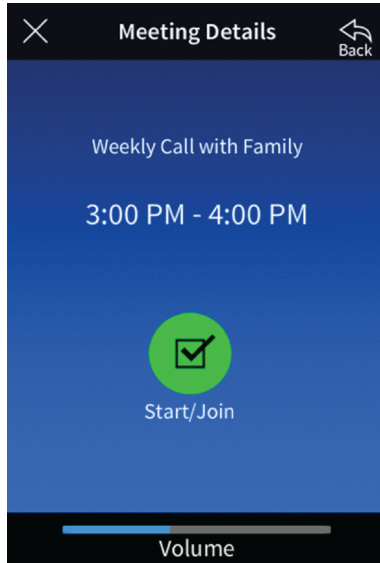
Meetings

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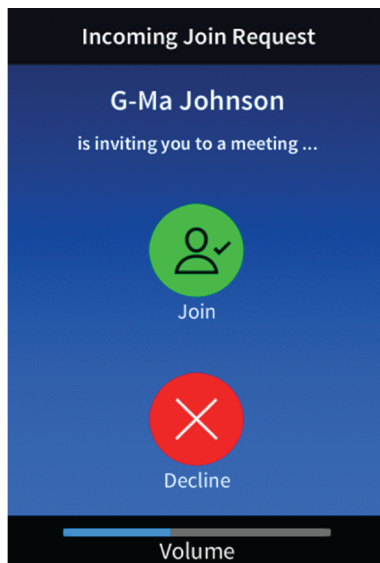
Control Lost
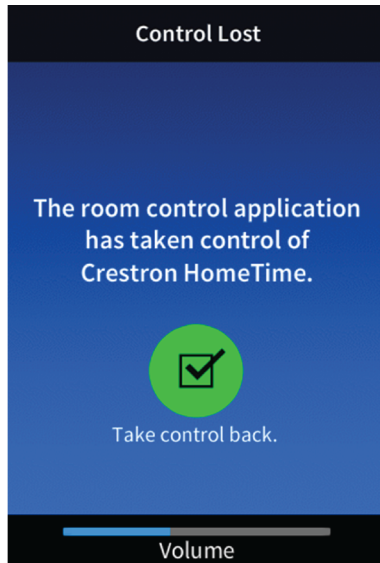
Select **Take control back** to resume controlling the Crestron HomeTime system with the Crestron user interface.

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.

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 Rooms room to use the Google Calendar™ calendaring application.
- Create a Gmail™ email service account for the Crestron HomeTime room. Crestron does not recommend using a personal Gmail account for the room.

NOTE: For more detail on the Crestron user interface described below, refer to

Join a Meeting

To join a meeting with or without a meeting invite:

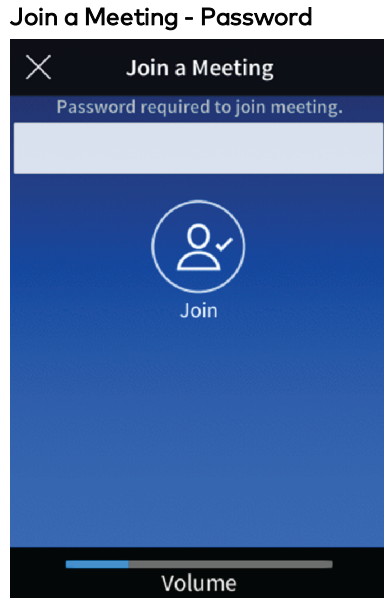1. Select **Join** from the main page.

Main Page
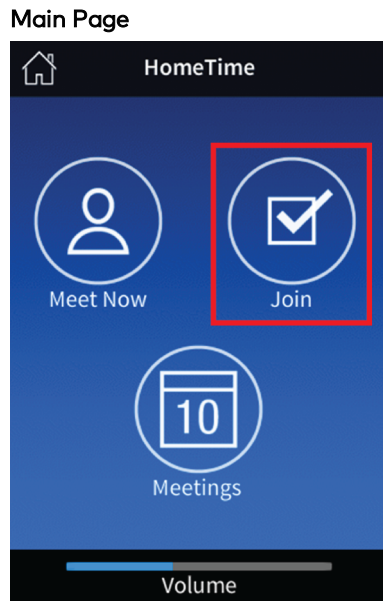
2. Obtain the Meeting ID and Meeting Password (if set) from the meeting's host or from the invitation email.

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**.

Join a Meeting - Password

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 Rooms room in a Crestron HomeTime system. Crestron does not recommend using a personal email address.
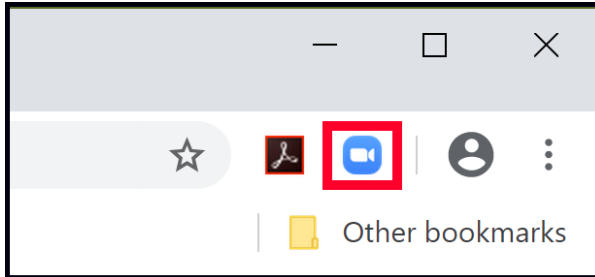
Zoom Scheduler Extension

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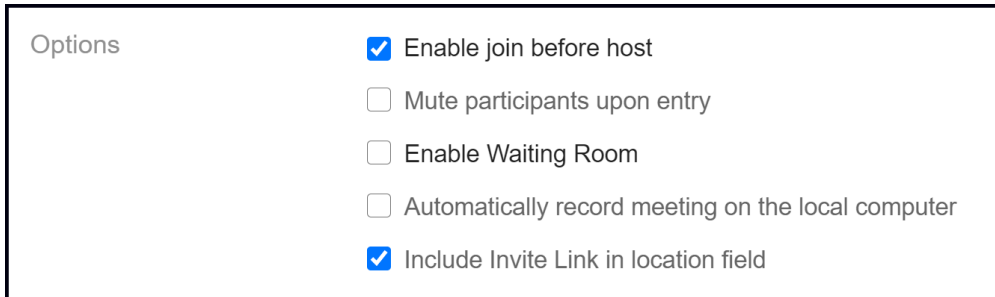
1. Open Google Chrome with the Zoom Scheduler extension installed.
2. Select the Zoom Icon located at the right-hand side of the address bar.

   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 Rooms 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 Rooms room as a guest to the meeting and press **Save**. Any other desired guests can be invited at this time.
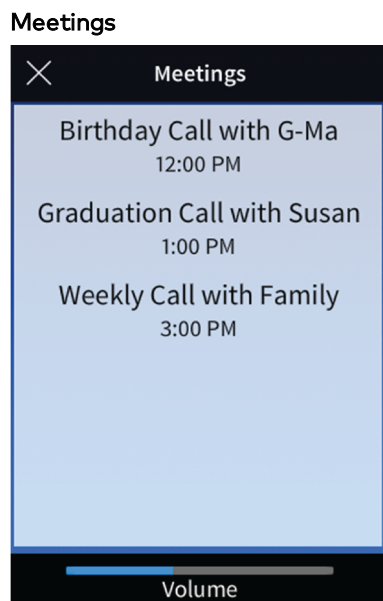
Join a Calendar Meeting
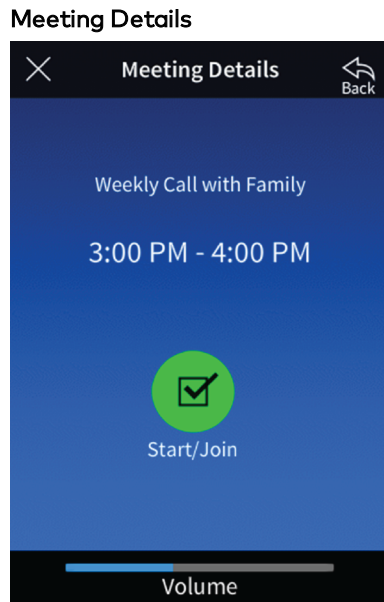
To join a calendar meeting:

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

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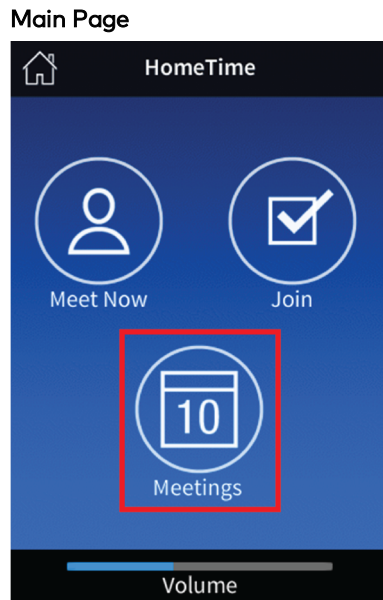
2. Select the desired meeting from the **Meetings** screen. The **Meeting Details** screen appears.

Meetings

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

Meeting Details

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 Rooms Room to an Existing Calendar Meeting

NOTES:

- The following instructions assume a Gmail account is associated with the Zoom Rooms 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.
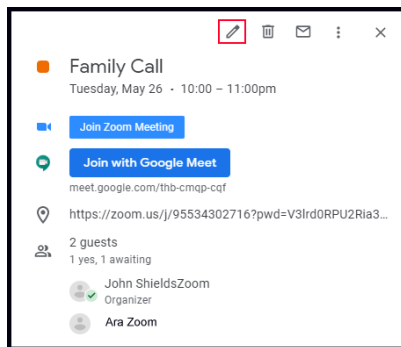
To join an existing calendar meeting:

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.
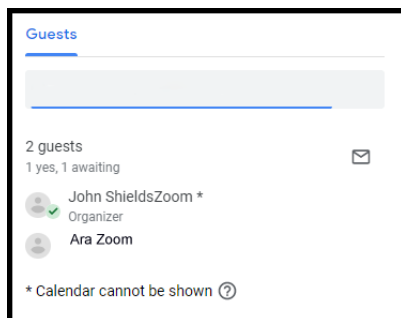
2. Click the pencil icon to edit the meeting.

   Meeting Invitation

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

   Invite Guests

4. When prompted, click **Send** to send the invitation to the Zoom Rooms room calendar.

5. Refer to Join a Calendar Meeting (on page 17) 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 Crestron HomeTime 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.
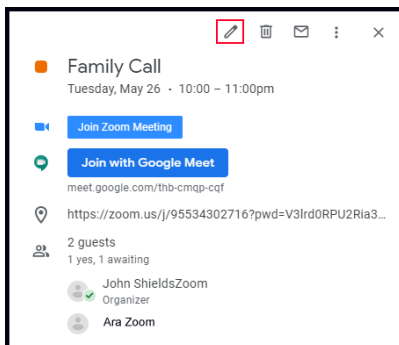
To add guests to an existing meeting:

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.
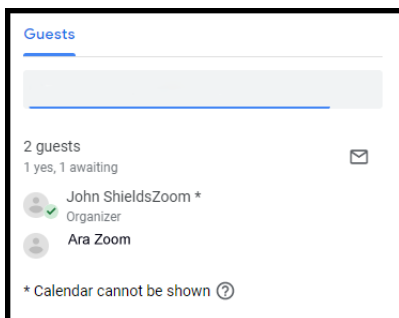
2. Click the pencil icon to edit the meeting.

   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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Specifications subject to
change without notice.