

## Crestron Mercury Conferencing System



The Crestron Mercury device has the following functions:

- 1) Audio Conference
- 2) Skype for Business (This is via your Surface Pro)
- 3) Laptop Presentation Wired
- 4) Laptop Presentation Wireless

### QUICK START:



How do you want to use the TV Monitor and Crestron Mercury Conference Unit?

The TV monitor should already be on and displaying the Crestron Splash Screen

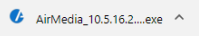
**IMPORTANT:** DO NOT TURN THE TV MONITOR OFF. It automatically turns on at 8am and switches off after 12 hours.

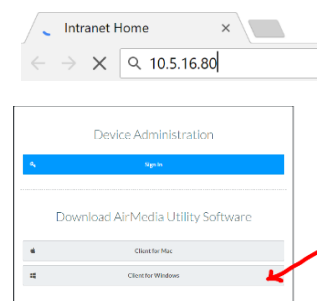
#### 1. I want to present my Surface Pro onto the TV Monitor


**Option One – Wired Connection** - Preferred method (we recommend you use this method if you are showing a video or PowerPoint Presentation)

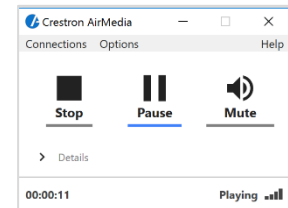
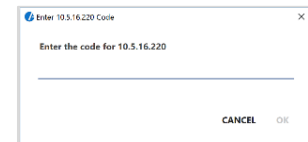
- Insert the mini display connector into the mini display port on the right hand side of your Surface Pro 
- Your Surface Pro screen will automatically display on the TV Monitor. **Optional:** You can change your Surface Pro display to Extend using the windows key  + P

**Option Two – Wireless Connection** – Use this method if you are presenting documents (non-moving images) **Note:** Your Surface Pro must be connected to the 10SC Wi-Fi.

- To connect using wireless IP Address and code displayed on the TV Monitor, open **Chrome** from your **Desktop** or **Start Menu** and type in the IP Address displayed **on the TV Monitor** ignoring the '<http://>'
- On the **Device Administration** dialog, click **Client for Windows**
- In the bottom left of your screen, double click **AirMedia** Download dialog 
- Wait for the application to load (this can take up to 30 seconds)




- Enter the **Code** from the TV Monitor and click **OK**
  - The **Crestron AirMedia** presentation control dialog box displays – **minimise it** and close Chrome. To redisplay the **Crestron AirMedia** dialog box click this icon  on the Task Bar
  - **To stop presenting your Surface Pro** on the TV Monitor on the **Crestron AirMedia** dialog box, click **Stop**. You are still connected to the Wireless session and can start presenting again
  - **To end the session/disconnect** your Surface Pro from the Wireless connection click the **X**
- IMPORTANT NOTE:** You must disconnect from the TV Monitor otherwise your Surface Pro desktop might remain displayed on the TV Monitor even if you are back at your desk (Go to page 3 for more options and instructions)



## 2. I want to present my Surface Pro onto the TV Monitor and share my screen via Skype Meeting with remote attendees

- Setup a wired connection as above
- On your Surface Pro setup or join your Skype Meeting and present your screen in the usual way
- Your remote attendees can join using the Skype Meeting Invite they received or you can invite them from the live Skype Meeting

## 3. I want to present my Surface Pro onto the TV Monitor and do a Skype video conference call using the meeting room Logitech Webcam as the camera.

- Setup a wired connection as above
- Insert the **Crestron USB** camera extension into the USB port to the right of your Surface Pro - this allows your Surface Pro to use the Logitech Webcam above the TV Monitor (check the camera is open/uncovered)
- On your Surface Pro, go to your Skype for Business window click the **Cog**  icon, click **Video Device** and change the camera to Logitech Webcam from the drop down list (Go to page 5 for more instructions)
- On your Surface Pro join your Skype Meeting and or start your Skype Video. Remote participants will now be able to see the entire meeting room

## 4. I want to do an Audio call using the Crestron Mercury Conference unit.

- On the **Crestron Mercury** unit – tap the **Phone** icon, tap **Audio** then dial an internal extension or external number (no need to dial 9 (Go to page 5 for more instructions)


## Full Instructions:

### To present using the WIRED connection: (Preferred Method)

1. Insert the **mini display connector** into the mini display port on the right hand side of your Surface Pro
2. Your Surface Pro screen should automatically display on the TV monitor




**OR**


3. On the **Crestron Mercury** unit, tap the **Present** icon  and then tap **HDMI**
4. The **Connect Your Device Screen** displays
5. Insert the **mini display connector** into the mini display port on the right hand side of your Surface Pro



### Change how your Surface Pro displays when presenting:

By default, Crestron will duplicate your Surface Pro screen. To control what is displayed change your Surface Pro display to Extend – press the windows key  + P and select Extend. You can now drag the application window on your Surface Pro to the extended area displayed on the TV Monitor allowing you to view other application windows separately on your Surface Pro. Please note that you can only do this with a wired connection

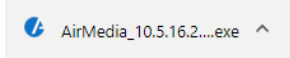
### To STOP presenting using the wired connection:

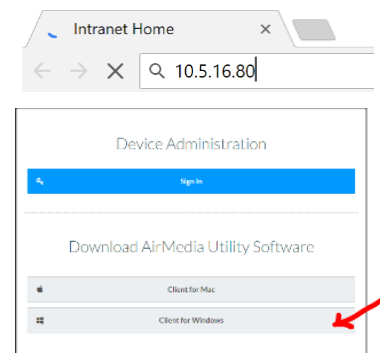
6. Remove the mini display cable from the Surface Pro
- OR**
7. On the **Crestron Mercury** unit, tap **Stop**. To return to the previous screen, tap the **Home** button 

### To do a WIRELESS Presentation using the Crestron IP address and PIN code displayed on the TV monitor

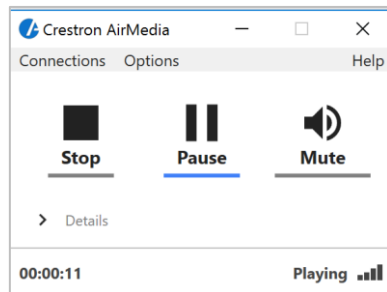
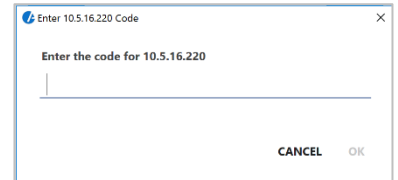
**IMPORTANT:** Your Surface Pro must be connected to the 10SC Wi-Fi

The IP Address numbers and Code required are displayed on the Crestron Splash screen on the TV monitor

1. On your Surface Pro open **Chrome** from your **Desktop** or **Start Menu** and type the IP address **on the TV Monitor** into the address bar ignoring the “http://”
2. The **Crestron Device Administration** screen displays
3. Click **Client for Windows**
4. In the bottom left of your Surface Pro screen, double click the **AirMedia** Download dialog 
5. Wait for the application to load (this can take up to 30 seconds)



6. Enter the code from the TV display and click OK.
7. When the connection is established you will then be presented with the **Crestron AirMedia** presentation control dialog which you can just minimize.

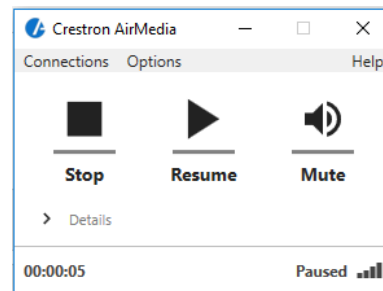
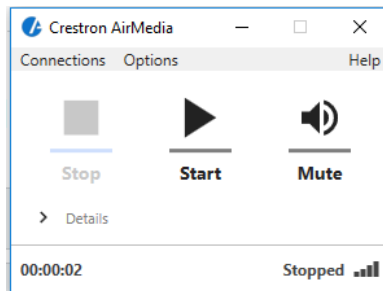


8. The **AirMedia** icon appears on the Task Bar after it is minimized – click to redisplay it.



**TIP:** Up to 4 users can be connected to the Crestron AirMedia at the same time but only 1 person can be presenting at anytime

- To allow another person to present, using the **Crestron AirMedia** presentation control dialog, **Stop** your presentation and another person can start presenting.
- You can also **Pause** and **Resume** presentations if for example you want to do something on your Surface Pro that you do not want displayed on the TV Monitor



9. **To stop presenting** click **Stop**. You can still start presenting again.
10. **To end the wireless session/disconnect** your Surface Pro from the TV Monitor, display the **Crestron AirMedia** dialog box and click the **X**

**IMPORTANT NOTE:** You must disconnect from the TV Monitor otherwise your Surface Pro desktop will remain displayed on the TV Monitor even if you are back at your desk

### Present (share) your screen via Skype for Business

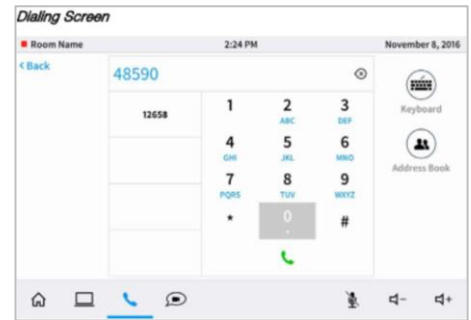
1. Insert the mini display connector into the mini display port on the right hand side of your Surface Pro
2. On your Surface Pro, join or connect to the Skype for Business meeting as you would normally do

3. To share your screen in the Skype Meeting click the **Present** button and **Present Desktop**
4. When the Skype Meeting is over, end the Skype call in the usual way by clicking the red '**Hang up**' button
5. Remove the mini display cable from the Surface Pro


#### To make an Audio Conference Call:

**Note:** No cables need to be connected to use the audio speaker phone when in a call

1. On the **Crestron Mercury** unit, tap the **Phone** button then **Audio**. The **Dialing Screen** displays
2. Tap in the internal or external number to dial then tap the green dial handset icon (you do not need '9' for an outside line)
3. The **In-Audio Call Screen** displays
4. If you need to enter e.g. a conference call ID, tap **Keypad**
5. To end the call tap the red handset

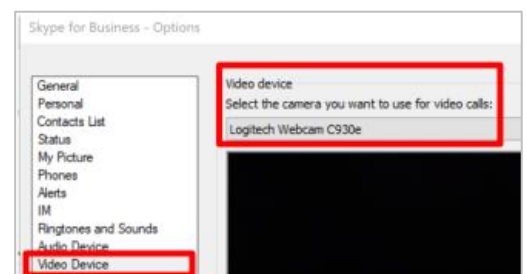
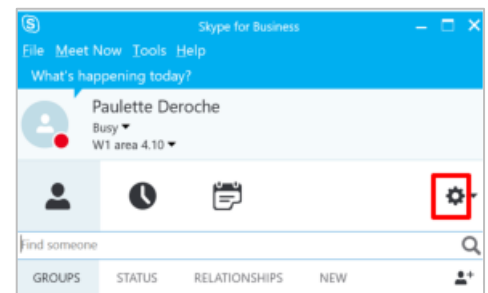


#### Run a Skype for Business Video Conference Call using the meeting room Logitech Webcam above the TV Monitor


1. Insert the mini display connector into the mini display port on the right hand side of your Surface Pro
2. Insert the **Crestron USB** camera extension to the USB port to the right of your Surface Pro to connect the Logitech Webcam above the TV Monitor
3. To use the Logitech Webcam for your Skype Video Meeting, on your main Skype for Business window click the **Cog** icon  to the right of the Skype window to display **Skype for Business Options** dialog box



4. Click '**Video Device**' in the left navigation pane to view the video settings in the right pane
5. Click the '**Select the camera you want to use for video calls:**' box and select the '**Logitech Webcam C930e**' from the drop down list and click **OK**. Check the camera lens is open/uncovered)
6. On your Surface Pro, Join or connect to the Skype for Business meeting as you would normally, then click the Skype **Video** icon and **Start my Video** to display the meeting room via Skype using the Logitech Webcam. The remote attendees can now see everyone in the meeting



room

7. You can adjust the **Camera Contrast** and **Brightness** setting. On your Skype for Business main window – click the **Cog** icon  → **Video Device** → **Camera Settings**
8. When the video conference is finished, end the Skype call in the usual way by clicking the red '**Hang up**' button
9. Disconnect the USB and mini display cables from the Surface Pro

