



Mercury speakerphone user guide

For audio conferences and web conferencing calls.

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Making a call:

There are 3 ways to make an Audio call using the Crestron Mercury speakerphone:

1. **Audio:** Manual dialling using the Crestron interface.
2. **Bluetooth:** Pairing your mobile phone to the Crestron speakerphone and making a call using your mobile contact list.
3. **USB:** Making an audio call using Google Hangouts or Google Meet on your laptop and sharing the audio via the Crestron speakerphone.

Making an audio call:

1. Tap the **phone** at the bottom of the Crestron Mercury display.
2. Tap the **Audio icon**.
3. Use the keypad to dial the number.
*Dial **0** before entering an external number.*
4. Tap the phone to connect the call.
5. *If entering a conference call, a PIN may be required:*
 - 5.1 Tap the keypad icon.
 - 5.2 Enter the conference pin code and then **#**

Making a Bluetooth call:

1. Tap the **phone** at the bottom of the Crestron Mercury display.
2. Tap the **Bluetooth icon**.
3. Turn on Bluetooth in your mobile settings.
Your mobile will search for the closest Bluetooth devices.
4. Select the Crestron Mercury's device name e.g. 'SY-07-07' on your mobile to pair it to the speakerphone.
5. Once paired, call the desired participant using your mobile.
6. Select the paired device name e.g. 'SY-07-07' as the audio output.

Making a call via USB:

1. Start or join a Google Hangout or Google Meet call.
Make sure that your laptop speakers and microphone are working.
2. Connect your laptop to the Crestron Mercury Speakerphone using the USB cable provided.
*If connection is successful, **Speakerphone** will be displayed on the Crestron Mercury interface.*
3. Open the Hangout or Meet settings.
4. Select **Echo Cancelled Speakerphone** from the dropdown list.

Making a video call:

Video calls are made using your laptop's Google Hangout, Google Meet or WebEx software.

- 1.** Start or join a Google Hangout, Google Meet or WebEx call.
Make sure that your laptop speakers and microphone are working.
- 2.** Connect your laptop to the Crestron Mercury Speakerphone using the USB cable provided.
Make sure that your Hangout, Meet or WebEx microphone and speaker setting are correct.
- 3.** For internal staff users share screen via AirMedia.
If external user, refer to the 'External Presenters' section.

Screenshare via AirMedia:

Sharing your screen using AirMedia means that everything on your screen is displayed in real time to meeting participants. Make sure that any sensitive information is closed.

1. Search for and open the AirMedia application in the programs menu of your laptop/computer.
2. Enter the room name and click **Connect**.
3. Enter the room code and click **Connect**.

Screensharing for external users:

Sharing your screen means that everything on your screen is displayed in real time to meeting participants. Make sure that any sensitive information is closed.

1. Connect your laptop to the Crestron Mercury Speakerphone using the HDMI cable.
It may be necessary to use an adapter depending on the external users laptop.
2. To remove cable, gently press down on the large arrow and remove.