



User Manual for the Crestron Flex Videoconferencing System for Academic Teachers

This manual has been prepared to facilitate the use of the modern Crestron Flex videoconferencing system in teaching rooms. The system has been designed for intuitive operation of hybrid classes and online meetings, ensuring high audio and video quality.

I. Purpose and Basic Functions of the System

The Crestron Flex system is used to conduct interactive teaching activities with the participation of remote attendees (e.g. via the Microsoft Teams platform). Its main purpose is to integrate video transmission from the camera and audio from the room so that online participants can clearly see and hear the lecturer as well as the materials displayed on the screen.

Technical Information

The system is based on Crestron solutions and has been configured to operate in a “*plug & teach*” mode – without the need for advanced user intervention.

In short: **turn on** → **connect** → **conduct classes**.

Key features:

- Instant joining of scheduled meetings
- Wireless or wired content sharing from a personal laptop
- High-quality audio capture thanks to omnidirectional microphones

II. Description of System Components



The system consists of three main modules that work together to ensure uninterrupted transmission:



1. Control Panel (Touch Panel)

The “command center” located on the table. It features a touch screen for meeting management and built-in speakers and microphones.

Main system operation point.

Allows:

- starting a meeting
- adjusting volume
- muting and unmuting the microphone
- controlling the camera

2. Conference Camera

A device usually mounted below or above the main monitor/projector.

It transmits the image from the room to remote participants.

It can be:

- rotated horizontally and vertically
- zoomed in and out

3. Central Unit (Mini PC UC-MM30-T-I)

A Crestron computer not visible at first glance, which manages the entire communication process and integrates all system components.

Responsible for:

- launching the videoconferencing application
- connecting the camera, microphone, and display

It does not require direct operation by the user.

III. Step-by-Step Operating Procedures

Starting the System

1. Approach the control panel on the table. If the screen is dark, gently touch it anywhere to “wake up” the system.
 - a. Check whether the room screen/projector is turned on (if applicable).
 - b. Touch the control panel screen or press the **Power / Start** button.
 - c. Wait approximately 30–60 seconds for the system to start.

💡 If you see the welcome screen of the application (e.g. Teams/Zoom), the system is ready.

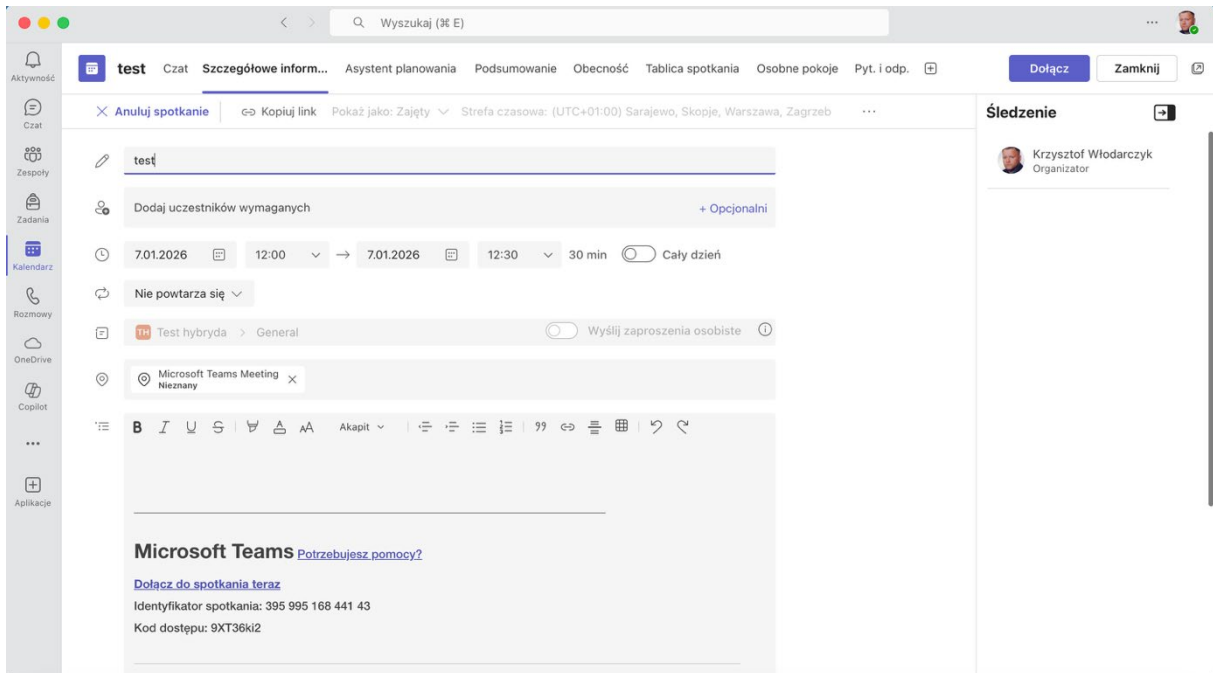
2. The system should automatically display the calendar of scheduled meetings for the room (if a reservation was made earlier).

Starting a Videoconference

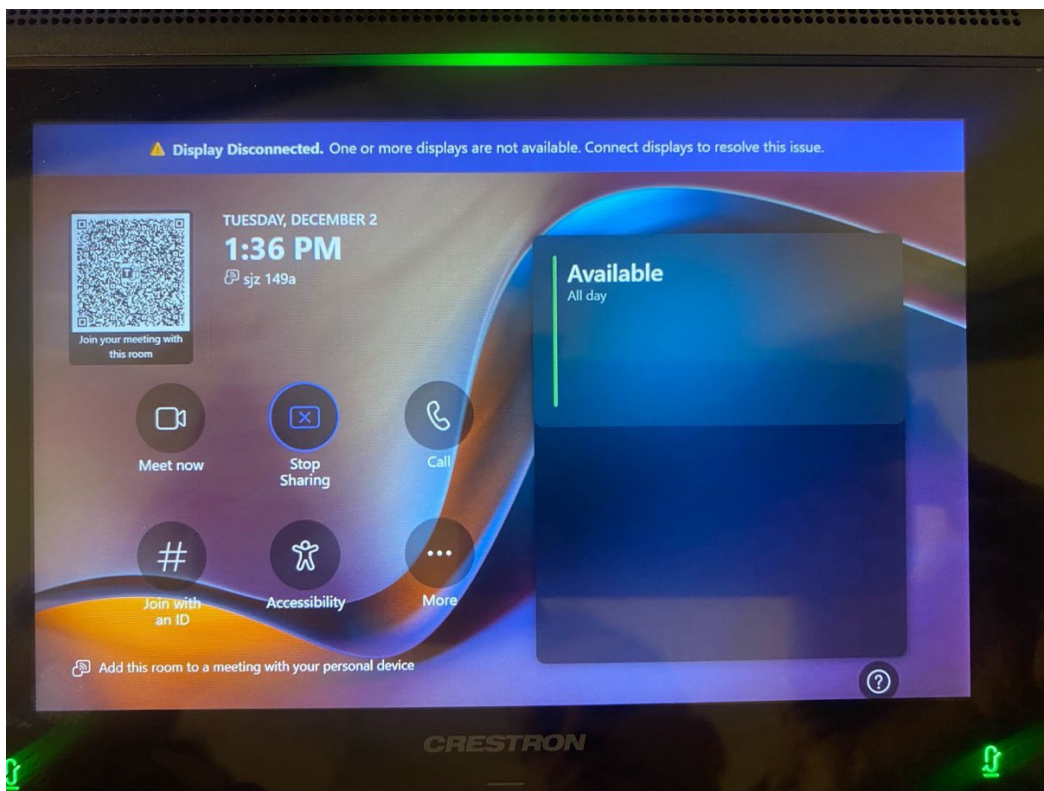
Scenario A (Scheduled Meeting)

Schedule a meeting in Teams:

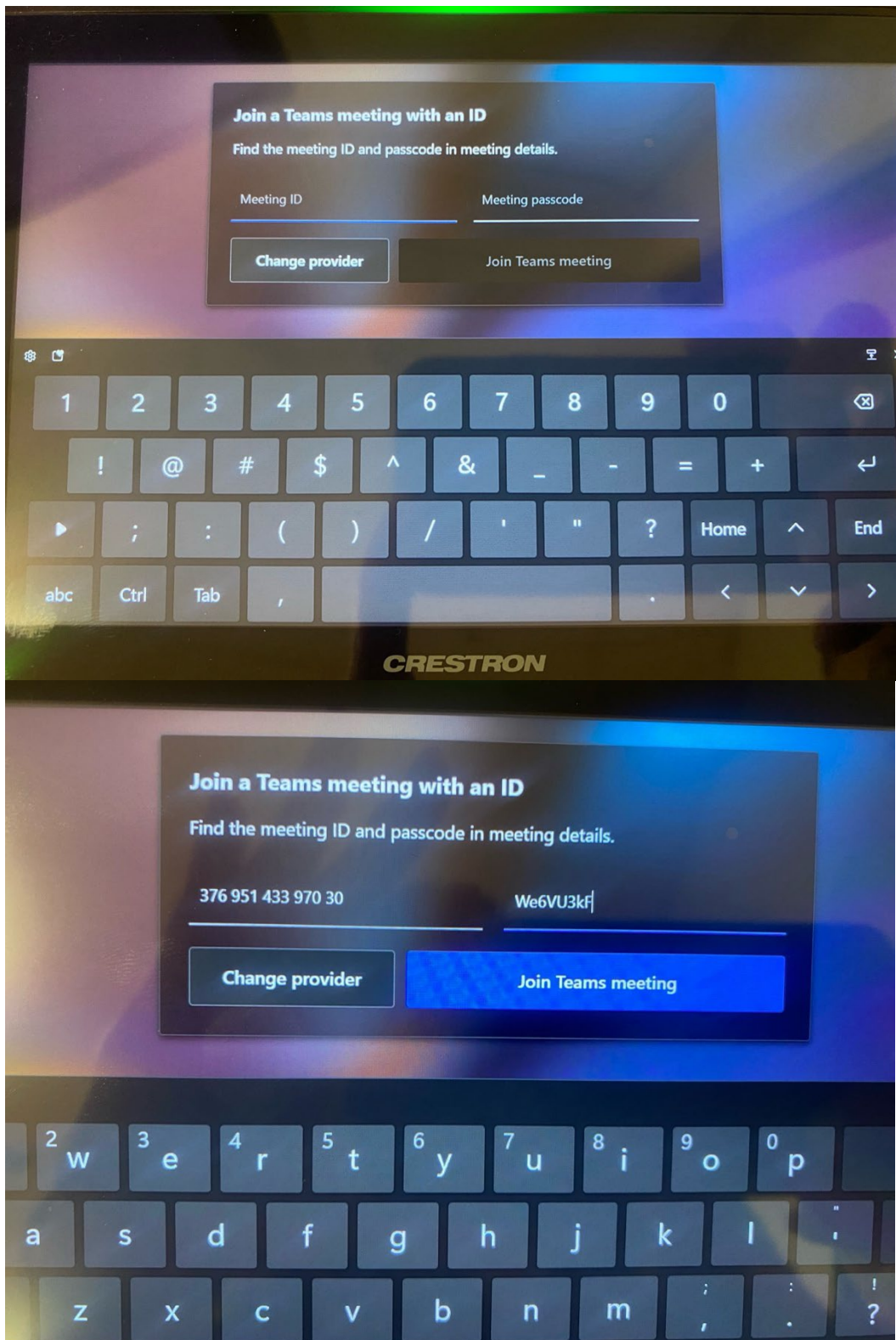
Schedule the meeting and send the invitation.



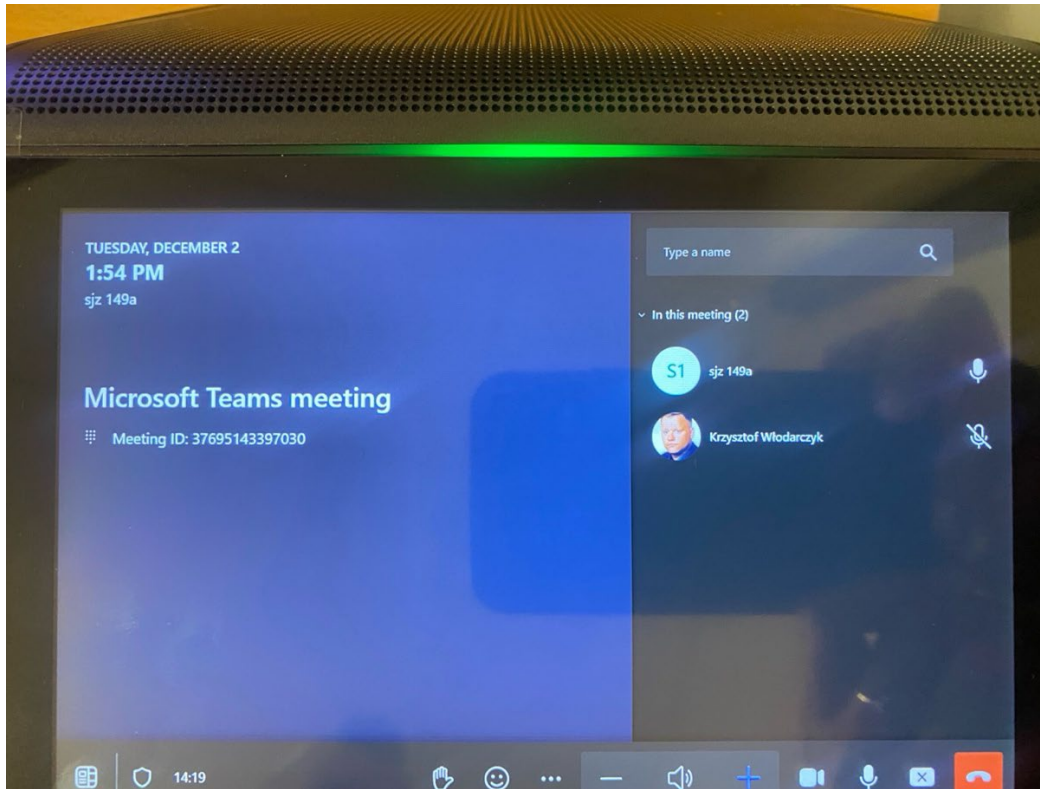
The meeting ID and access code can be found by clicking on the scheduled meeting. On the control panel, tap **“Join with an ID”**.



Enter the meeting ID and access code.



Confirm by pressing **Join**.



Scenario B (Ad-hoc Meeting)

If you want to call a specific person, select the “**New meeting**” icon and enter the participant’s email address or name.

Starting a New Meeting

- Select **New meeting**
- Wait for the connection
- Share the link with remote participants (if required)

IV. Best Practices and Warnings

Arrive in the room 5 minutes earlier to check audio and video.

Perform a short test:

- say one sentence
- ask remote participants whether they can hear you
- Speak at a normal pace and volume – the system does not require raising your voice.

Privacy: Remember that the microphones in the Crestron panel are very sensitive. Even a whisper at the table may be audible to online participants if the microphone is not muted.

Screen Sharing: If you connect your own laptop via HDMI, make sure there are no private documents open on your desktop – they will be immediately displayed in the room and online.



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Safety: Please do not disconnect any cables from the central unit or from the back of the touch panel. This may result in permanent loss of system configuration.

System Analogy for Better Understanding: Operating the Crestron Flex system is like using a modern smartphone. The panel on the table is your screen where you select the “application” (meeting), while the other devices (camera and computer) operate in the background so you can simply talk and see your interlocutors without being an IT expert. The system has been designed to operate intuitively and reliably. Operation is limited to a few simple actions, with most settings controlled by a single touch of the panel.

Instructions

Daily System Adjustments for Academic Teachers

During teaching activities, it is usually necessary to adjust three areas: audio, video, and content presentation.

1. Audio Adjustment

The Crestron Flex UC-MM30-T-I system functions as a central speakerphone.

- **Volume:** The volume of remote participants is adjusted using the +/- buttons visible on the touch screen or the physical buttons on the panel housing.
- **Mute:** If you need to speak to people in the room without being heard by online participants, tap the microphone icon.
Red illumination of the panel always indicates that the microphone is muted.

The system uses by default:

- the built-in microphone of the control panel
- the built-in speakers of the control panel

There is no need to manually switch audio sources.

2. Camera and Video Management

The conference camera usually operates in automatic mode, but you can control it:

- **Camera On/Off:** The control panel features a camera icon that allows you to quickly stop video transmission from the room without disconnecting the meeting.
- **Layout Change:** To change how participants are displayed (e.g. to see more people at once or focus on the presentation), select **Layout** on the panel and switch between available modes (e.g. Gallery, Large Gallery).

3. Content Sharing (Presentation)

To display materials from your laptop:

1. Connect the HDMI cable (usually located on the table) to your computer.
2. The system should automatically detect the source and transmit the image to the main screen in the room and to online participants.



3. If the image does not appear automatically, select **Present** on the touch panel.

Screen Sharing

In the application, click **Share screen** and select:

- **Entire screen** – for presentations
- **Application window** – for teaching materials

Recommendations

- Close unnecessary programs before sharing
- Use full-screen mode for presentations

4. Adjusting Panel Brightness

If the touch screen on the table is too bright or too dark:

- Go to **More** → **Settings**
- In the general tab, find the **Brightness** slider
This allows comfortable operation in dimmed lighting conditions (e.g. during video projection).

5. Ending Work and Resetting Settings

- End the meeting in the application
- Log out of your account

On the control panel:

- select **End / Power off system** (if available), or
- leave the system in standby mode

The system automatically returns to default settings.

6. What to Do If the System Requests a Password?

Most functions required for everyday classes are freely available.

If the system requests a PIN code or administrator password, this means you are attempting to change critical (network or configuration) settings.

Good practice:

Cancel any changes and contact technical support to avoid accidental system misconfiguration.

Common Problems and Quick Solutions

Problem: Online participants cannot hear me.

Solution: Check whether the microphone icon on the panel is red. If so, tap it to unmute.

Problem: No image on the main monitor.

Solution: Make sure the monitor or projector is turned on and set to the correct source (HDMI).



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Problem: The touch panel does not respond.

Solution: Wait a moment. If the system has frozen, report the issue to PK IT support.

Managing Crestron Flex System Settings

Preparing instructions for Crestron Flex system settings requires distinguishing between daily adjustments available to teachers and advanced system configuration.

Instructions: Managing Crestron Flex System Settings

Most key settings are available directly from the touch panel on the table.

For system security reasons, access to some functions is password-protected (reserved for IT administrators).

1. Accessing the Settings Menu

To enter settings during a meeting or in standby mode:

1. On the main screen of the touch panel, select **More** (usually three dots or a gear icon).
2. From the list, select **Settings**.

2. Basic User (Teacher) Settings

The following parameters can be freely adjusted depending on room conditions:

Audio Settings

- **System volume** – adjusts the volume of remote participants
- **Device selection** – ensure that **Crestron UC-MM30-T-I** is selected as both speaker and microphone.
If there is no sound, check whether the output device has switched to the monitor/projector speakers.

Video Settings

- **Camera preview** – allows you to check what online students will see before starting the transmission
- **Framing** – if the camera supports intelligent zoom, you can enable or disable **Auto-framing**

Display Settings

- **Panel brightness** – adjust the brightness of the touch panel to avoid glare in dimmed rooms

3. Advanced System Settings

Some functions, such as changing the room name, network (IP) settings, or software updates, require administrator privileges.

- If a PIN prompt appears after selecting **Settings**, you are attempting to access a section reserved for Krakow University of Technology IT support.
- **Tip:** If you experience connectivity issues or lack of image on external displays that cannot be resolved with basic sliders, please contact the IT department.



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4. Quick Settings During a Call

The most frequently used settings are available directly on the taskbar during a call:

- Microphone mute/unmute
- Camera on/off
- Screen layout change – choose whether to see the presentation alongside participants or the presentation only

LOCATIONS of videoconferencing systems at PK Krakow University of Technology

- **WliM, Warszawska 24, budynek WA, sala N**
- **WIŚiE, Warszawska 24, sala nr 312**
- **WIMiF, Warszawska 24, budynek D, sala D112**
- **WM, ul. Jana Pawła II 37, budynek A, sala A437**
- **SJO, ul. Warszawska 24, budynek CUP, sala 149a**
- **WIEiK, ul Warszawska, sala 9**
- **WIL, ul Warszawska 24, sala 403**
- **WiTCh, ul Warszawska, sala Rady Wydziału**
- **WA, ul.Podchorążych 1, sala A003**