

**IMPORTANT:**  
Go to [www.extron.com](http://www.extron.com) for the complete user guide and installation instructions before connecting the product to the power source.

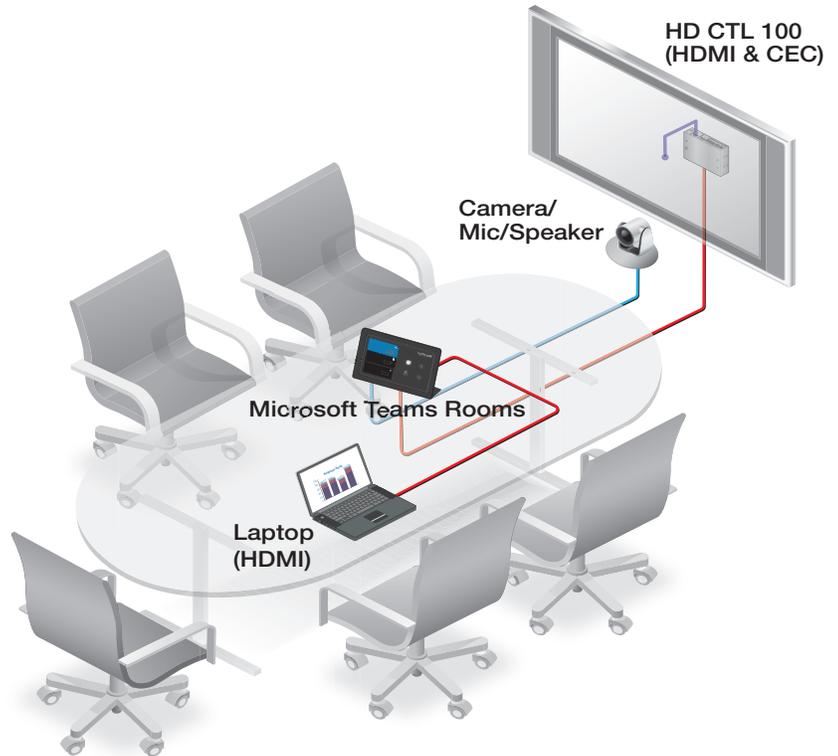
## HD CTL 100 • Setup Guide with Microsoft Teams Rooms (MTR)

This is a supplementary setup guide for properly setting up the HD CTL 100 with Microsoft Teams Rooms (MTR) (formerly known as Skype Room Systems).

The Extron HD CTL 100 is a compact workspace controller designed for automatic display control in small meeting rooms and huddle spaces. It features an HDMI pass-through port that detects signal presence. When an active signal is connected to the HDMI input from the Microsoft Teams Rooms (MTR) device, the HD CTL 100 automatically turns on the display via CEC control. When no signal is detected, the HD CTL 100 powers off the display after a predetermined period.

The diagrams in this guide show how to set up using either a dedicated Microsoft SRS device or a touchscreen display attached to a Microsoft Teams Rooms PC.

For advanced room automation and integration with optional room occupancy sensors, or the control of display via RS-232 (or infrared) using the Configuration Program, reference the full *HD CTL 100 Workspace Controller Setup Guide*, available at [www.extron.com](http://www.extron.com).



Example of Microsoft Teams Rooms (MTR)

**NOTE:** For more details about installation, configuration, and operation, see the *HD CTL 100 User Guide*, available at [www.extron.com](http://www.extron.com).

## HD CTL 100 Panels

The front and rear panel connectors include:

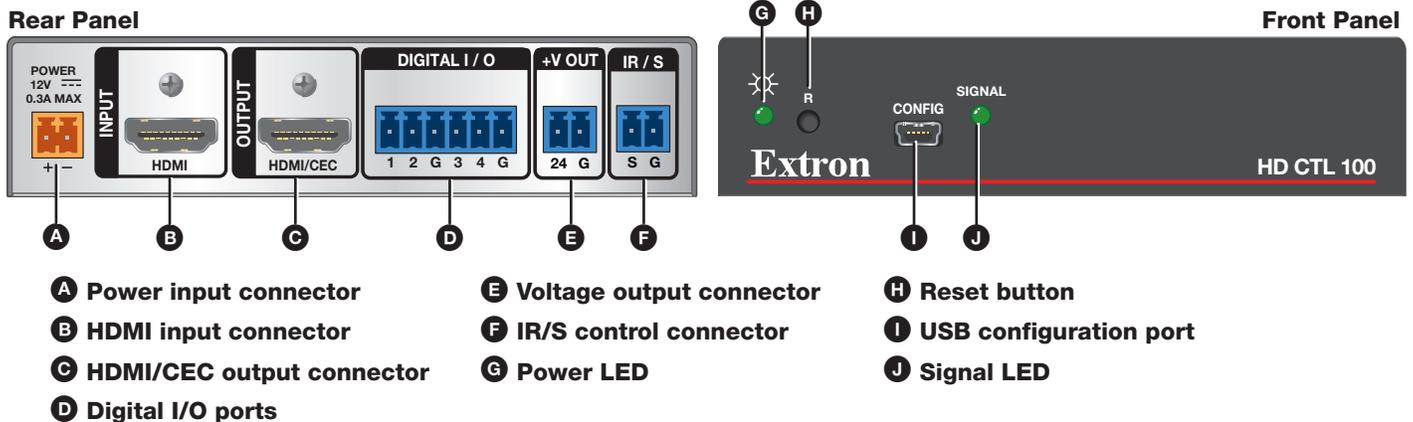


Figure 1. HD CTL 100 Rear and Front Panels

## Connecting Microsoft Teams Rooms (MTR) to the HD CTL 100

The following are examples of Microsoft Teams Rooms devices that can be used with the HD CTL 100.

Touchscreen Control with MTR Computer
• Logitech® Tap
• HP® Elite Slice
• Polycom® MSR Series
• Yealink® MVC Series

All-in-One MTR Computers
• Lenovo® Thinksmart™ Hub 500
• Logitech SmartDock
• Polycom MSR Dock

1. Connect the provided power supply to the device running MTR.
2. For a **Single Display** system, connect an HDMI cable from either of the MTR computer **HDMI OUT** connectors to the **Input** connector on the HD CTL 100 (see figure 2 and figure 3).

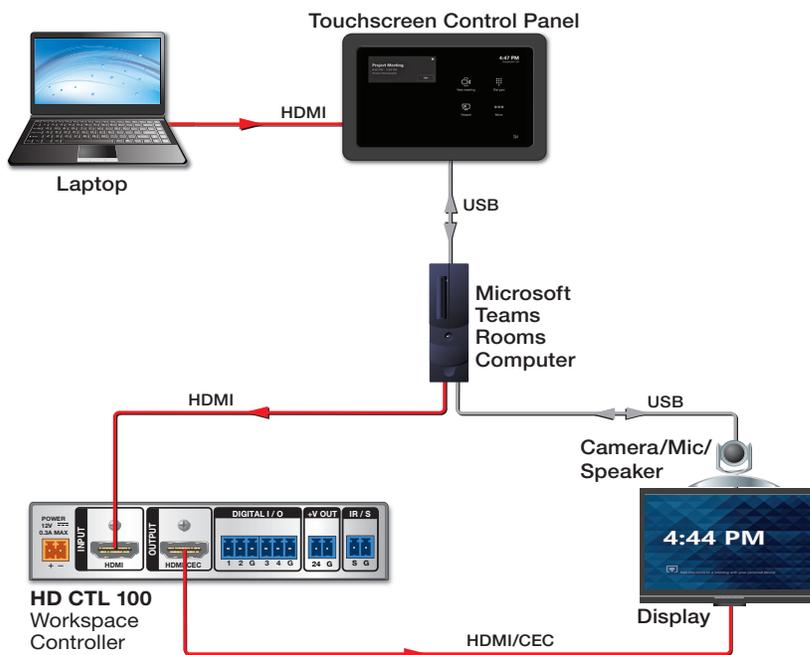


Figure 2. Cabling Diagram (Single Display) for Touchscreen Control

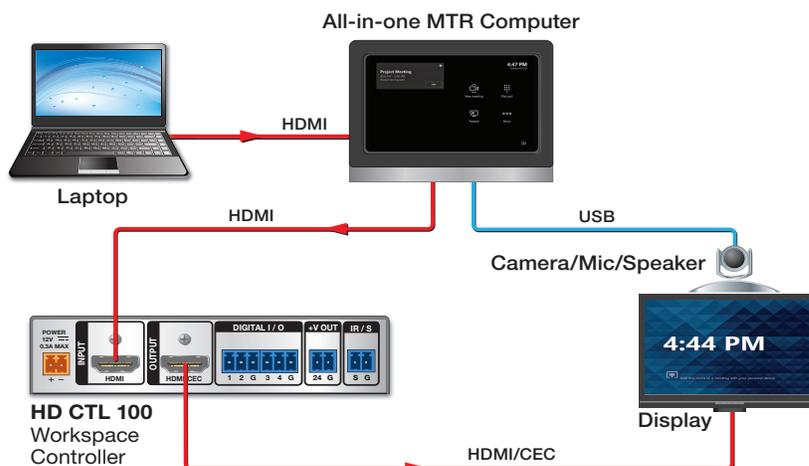
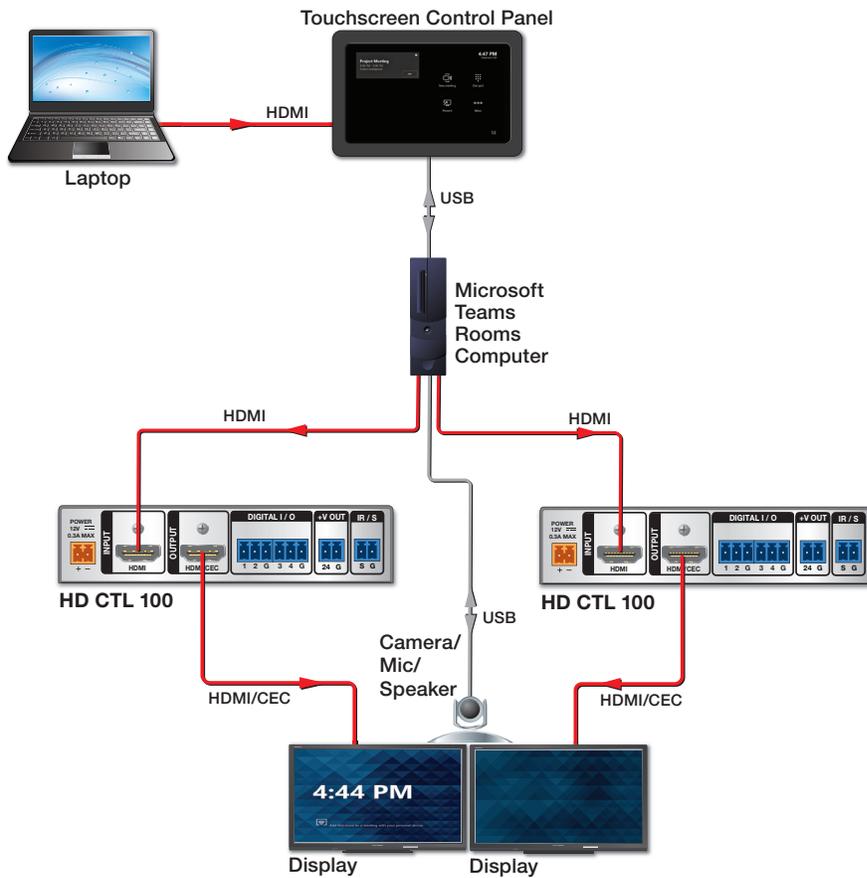
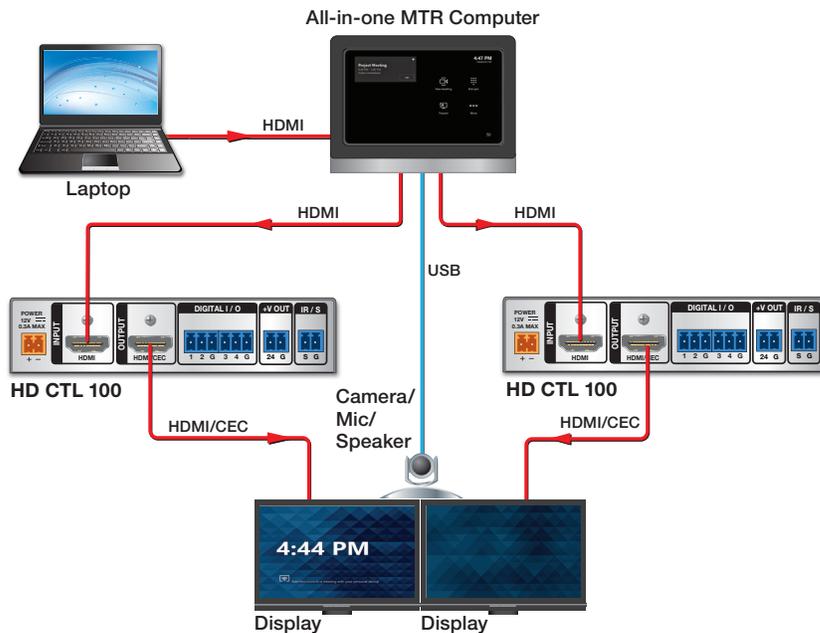


Figure 3. Cabling Diagram (Single Display) for MTR Computer

- For a **Dual Display** system, you need a second HD CTL 100. Connect HDMI cables from both of the MTR computer HDMI OUT connectors to the **Input** connectors of the two HD CTL 100s (see figure 4 and figure 5).



**Figure 4. Cabling Diagram (Dual Display) for Touchscreen Control**

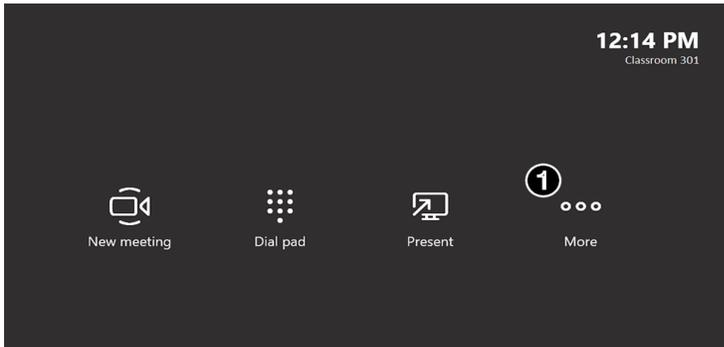


**Figure 5. Cabling Diagram (Dual Display) for MTR Computer**

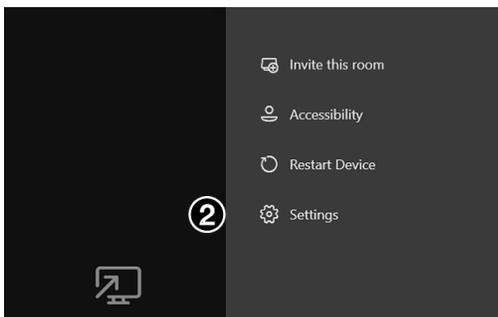
**NOTE:** The displays in figure 2 on the previous page through figure 5 are controlled via CEC, which is accomplished using the same HDMI cables for transporting video from the Microsoft Teams Rooms to the display. For instances where the displays do not support CEC, use RS-232 or IR control. Enabling CEC on some displays may be required. Please consult the display manual for instructions

## Microsoft Teams Rooms Setup Configuration

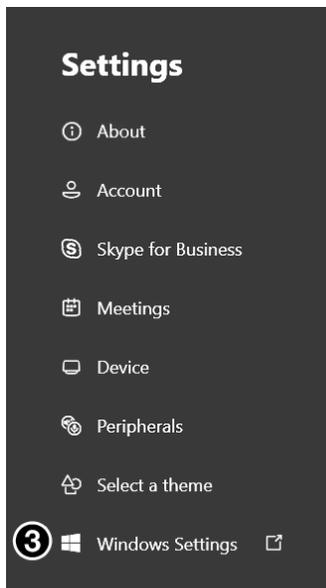
1. With the MTR device powered up, at the main presentation window select the **More** icon (1).



2. Select **Settings** (2) and log in as administrator.



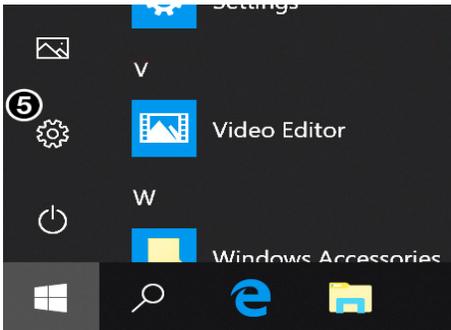
3. Select **Windows Settings** (3) to go to the administrator sign-in.



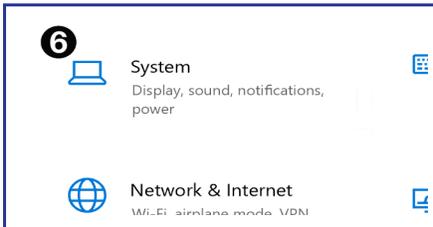
- On the Windows login page, select the appropriate user account to sign in as administrator and enter the credentials. Select the **Right Arrow** (4) when done.



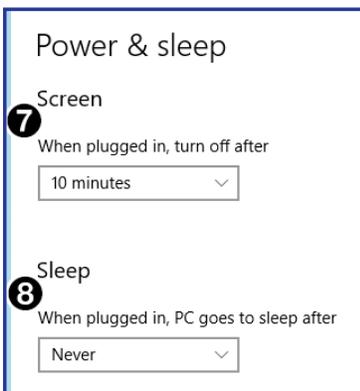
- From the Windows Start menu, select the **Settings** icon (5).



- Select **System** (6).



- To ensure the system turns off the presentation display when not in use, select **Power and sleep** on the System menu. The Screen time (7) for the display can be set to any specific value. The suggested **Screen** time, when on AC power, is 10 minutes. The suggested setting for **SLeep** (8) is **Never**.



- When motion is detected from the motion sensor on the MTR device, the video signal is given as an output to the HD CTL 100. The HD CTL 100 sends a power command to the display, and the MTR screen is then displayed on the display monitor.

**NOTE:** Plugging in a source device, such as a laptop, when the screen is in sleep mode does not wake the Microsoft Teams Rooms device.

For information on safety guidelines, regulatory compliances, EMI/EMF compatibility, accessibility, and related topics, see the [Extron Safety and Regulatory Compliance Guide](#) on the Extron website.