Superior
Conferencing
Solutions

A **SHURE** Company
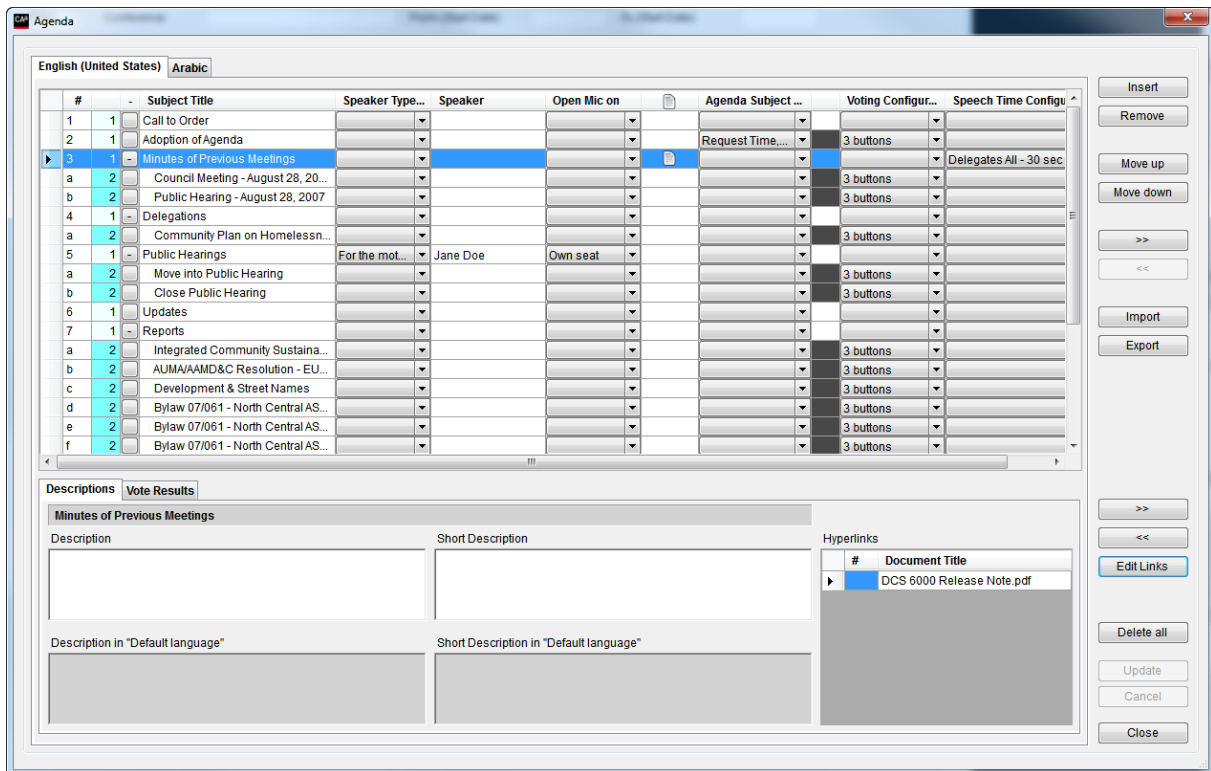
User Manual

SW 6005 CAA Conference Administration Application
Version 6.2.184 +

1 List of Contents

2 Introduction

The SW 6000 Conference Management Software is designed to operate with hardware units in the DCS 6000 Digital Conference System.

SW 6000 opens a completely new way of managing conferences.

DCS 6000 Digital Conference System is a complete "State of the Art" fully digital integrated interpretation, discussion and voting system offering interpretation, language distribution, conference microphone and voting facilities with attendance check with Chip Card™.

The DCS 6000 system is based on a new, unique digital DATA and AUDIO bus using standard network cable. This ensures a very cost effective installation and easy set-up of portable systems.

A total of 4000 units (delegate or interpreter units) can be connected to the system.

3 Features

3.1 SW 6000 General description

The SW 6000 software package consists of following main applications:

- SW 6005 CAA Conference Administrator Application
- SW 6008 CUA Conference User Application
- SW 6090 CDA Conference Display Applications
- SW 6032 ECA External Control Application

The functionality in the SW 6000 applications is controlled by the following standard system modules:

- SW 6010 Microphone Control
- SW 6012 Agenda Control
- SW 6015 Messaging
- SW 6018 Mimic/synoptic layout
- SW 6020 Delegate Information Table
- SW 6032 Interpretation Control
- SW 6050 Multiple Languages
- SW 6060 Parliamentary Voting
- SW 6070 Chip Card Registration
- SW 6071 Chip Card Programming
- SW 6080 Multiple Room Control
- SW 6085 Streaming Application Control of SW 70xx Streaming application

- SW 6086 Web Service Interface (Dynamic data)

In addition to the standard modules a number of advanced modules are available to expand the features further in the SW 6000.

- SW 6110 Advanced Microphone Control
- SW 6112 Advanced Agenda Control
- SW 6125 Advanced Speech Time Control
- SW 6186 Advanced Import/Export of meetings

The SW 6000 software package has the following main features:

- Client/server system for multiple PCs
- Multiple user profiles with different functionality
- Full language support
- Very user friendly graphical design of high quality
- Data stored in SQL database format
- Voting from CUA screen

3.2 CAA Features

The main features of the CAA Conference Administration Application are:

- Used by the people mainly outside the conference room who are responsible for creating and maintaining basic conference data such as conferences, delegates, delegate lists, messages etc. and who monitor the system status during conferences.

4   Operating instructions

4.1   Starting the CAA

After the CAA has been installed, the CAA shortcut is placed on the Desktop and in the start folder.

Clicking the CAA shortcut will start the application

A small window will appear while the application is starting up.

Figure 4.1-A

4.2 Login

When the application is started the user must select a language if more languages are in use.

If only one language is in use, then the Login screen is not presented.

A user ID or password is not required. If restricted access to the CAA application is needed, use the standard Windows logon when starting up Windows.
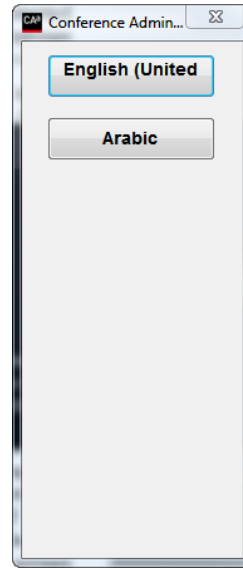

Figure 4.2-A

After selecting the language the application will present the following screen. If the application is run for the first time you will see this screen directly. At the top of the screen a menu provides access to all the different CAA screens:
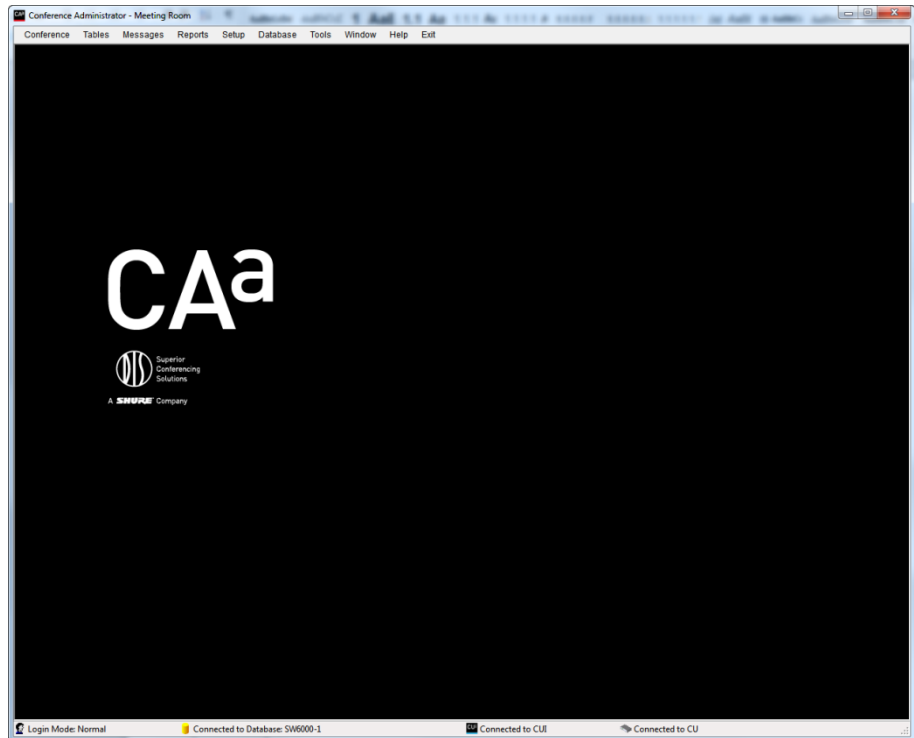
Figure 4.2-B

4.2.1 General screen functionality

The following describes the general functionality that applies to all screens in the Conference Administration Application (CAA).
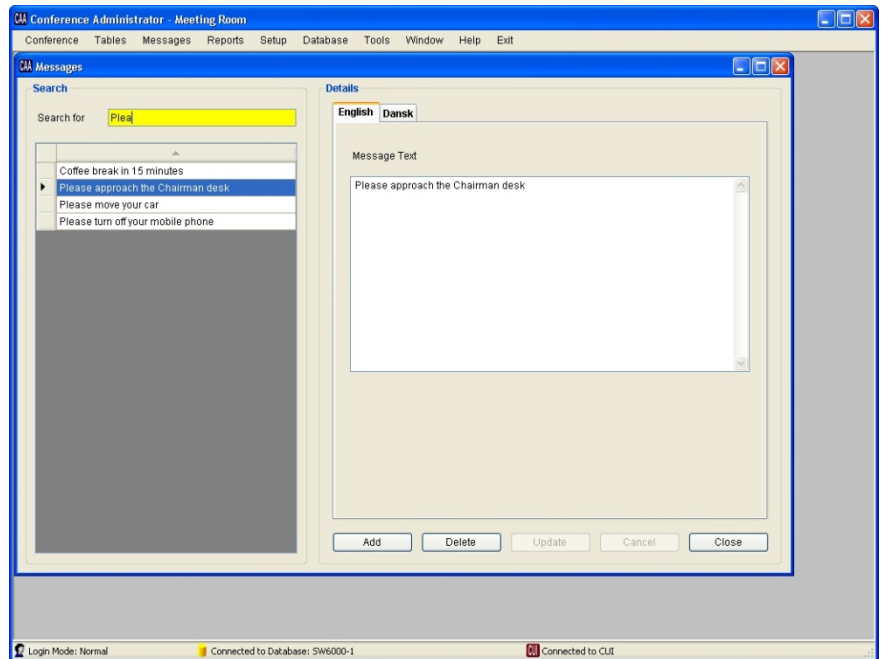
Figure 4.2-C

The above example shows the screen for creating and editing messages.

4.2.2 Search List

The left side of the screen will display a list of messages that allow the user to search for and select a specific message to edit. The 'Search for...' field provides free text search on the texts displayed in the list. Entering the text 'Plea' in the shown example would place focus on the first message where the text is found. In this case 'Please approach the Chairman...' would be found.

A vertical scroll bar will appear to enable scrolling down the message list if additional ones exist off the screen.

4.2.3 Language Tabs

The right side is for the actual functionality related to the menu selection. A tab for each language will be available. The user can flip through the language tabs when creating or editing data thereby entering a translation for the different languages. The system will require the user to enter data for the default language, which is the language on the first tab from the left (e.g. English).

Entering data for the rest of the languages is optional.

Selected fields will be highlighted in yellow.

4.2.4 Buttons

Throughout this manual buttons will be referred to by putting the button text in brackets like [Add]. The following buttons are generally implemented on all screens:

[Add]   Press the button to add a new record. That can be a conference, a delegate, a message or similar record. When the screen is in edit mode then all fields will be sand coloured. When the adding of information is complete (possibly for several languages) then press the [Update] button to save the information.

[Delete]   Press the button to delete selected record information. That can be a delegate, a conference or similar. Information for the record in all languages will be deleted.

9

[Update]   When the user is adding or editing information the changes are saved by pressing this button. Editing existing information is done simply by selecting the information and changing it. The fields will be sand coloured to show that the screen is in edit mode.

[Copy]   Select one configuration and press this button. A copy of the configuration selected will be created.

[Cancel]   Press the button to avoid saving changes just made or saving a newly added record. If an existing record was being edited then the old data will reappear.

[Close]   Press the button to close the window. All windows must be closed before exiting the CAA

4.3   Conference

Clicking the 'Conference' brings up the 'Conference' page.

This screen is used to create conferences with delegate lists assigned to a specific conference, and to specify operation parameters to be set when the conference is activated.

Any number of conferences can be created.

The names of the conferences will normally be a specific conference name like 'Sales Meeting' or 'Annual Meeting' running a limited period of time.

Figure 4.3-A

Language in use	The 'Language in use' option enables the use of languages during a conference. Only those languages that have been selected before a conference is started will be available to the users. The default language selected during the installation will always be enabled and cannot be disabled.
Default Conference Language	The 'Default Conference Language' displays the default language selected during the installation. It is set per default and cannot be disabled. Missing labels in other languages will show the default language label instead.
No Language Selection	The 'No Language Selection' option disables the language selection when used with conference modes 'No login', 'Prepared Delegate Seat Table' or 'Automatic Login on Preferred Seat'. The user will be presented for the CUA Main screen in the default language, when the conference is started. When using the conference modes 'Login Using Code…' the user will be presented for the CUA Login screen, when the conference is started.
Id	An alpha-numerical value use to identify the conference.
Conference	Title of the conference. Max. 50 characters.
Conference Mode	The conference mode determines how delegates are known to the system. Please refer to the section' Conference Mode'.
Microphone Operation Mode	Select the microphone mode to be used when the conference is started. Options are 'Automatic', 'Manuel', 'FIFO' and 'VOX (Voice active)'. VOX option only if the CU 6105/6110 features this mode. Please refer to the section '*4.3.2* *Microphone* Operation Mode'.

11   User Manual SW 6005 CAA ver 6.2 RevA.docx

Default Agenda Configuration	The default agenda subject configuration for the conference can be set using a dropdown box. A set of agenda subject configurations is created in 'Setup/Configurations/Agenda Subject Configuration'.
Voting Configuration	The default voting configuration for the conference can be set using a dropdown box. A set of voting configurations is created in 'Setup/Configurations/Voting Configuration'. The default voting configuration for the conference can always be changed in the CUA before a voting session is started.
Registration Configuration	The dropdown selection 'Registration Configuration' in is used to select the registration configuration for the conference. If no registration configuration is selected, registration is not available for the conference. **Note. Please refer to the 'User Manual SW 6000 Registration Facility ver 6.x' for detailed use of the Registration facility**.
Speech Time Configuration	The default speech time configuration for the conference can be set using a dropdown box. A set of speech time configurations is created in 'Setup/Configurations/Speech Time Configuration'. The speech time configurations for the conference can always be changed in the CUA.
Start / Stop Dates	The date fields are used to specify when the conference is to be held. Conferences are only visible in the CUA Application if today's date falls on or between these two dates.
Start Time	The start time of the conference can be specified in this field.
Customer Id	Field, which is filled in during an import from another system. The field cannot be edited.
Customer field 1-4	Four user defined fields for entering data about the conference.
Use Multilevel Agenda on DC 6990	Field for enabling the display of multilevel agenda on the DC6990P. If not ticked only the active subject (or sub-subject) is shown
Alert on CDA	Text inserted in this field is used to make a notification on a CDA display. When filled in, a button on the CUA/Agenda is visible enabling a user to display the text typed in this field on a CDA Screen (overlay). The button is available if a text string is filled in and the user has User Type rights to "Agenda Control".
[Delegate Seat Table]	Press this button to call the function for creating a delegate seat table for the conference. The button is only enabled if the conference mode is set to 'Prepared delegate seat table', 'Login using code on Seat', 'Login using code on List', 'Login Using Code on Preferred Seat' or 'Automatic Login on Preferred Seat'. Please refer to the section '4.3.5 Agenda'.

[Agenda]	Clicking this button bring the 'Agenda' popup used for creating an Agenda to a conference.
	Please refer to the section '
	Agenda'.
[Proxy Votes]	Some conference units are supplied with an extra "voting" button. This button can be used for casting a vote for another person. The "Proxy Votes" button shows a list, where Delegates are assigned permission for voting for another delegate.
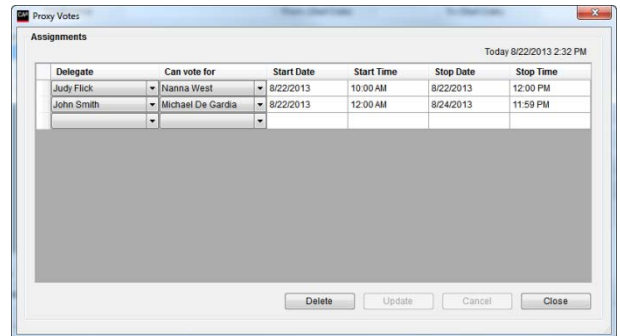
Figure 4.3-B

If time and/or date entries are made the delegated votes are only valid within these.

If only date entries are made the delegated votes are valid from 00.00-23.59 within these.

If no time or date entries are made the delegated votes are valid throughout the entire conference.

[Options]	The 'Option' button brings the 'Option' popup, which is used to set operation settings of the system used when starting the Conference.
	Please refer to the section 'Options'.
[Copy]	The 'Copy' button makes a copy of the selected conference. Both 'Delegate seat table', 'Agenda', 'Delegated votes' and 'Option' settings are copied.
[Save as default]	The 'Save as default' button saves the conference data from the currently marked conference and inserts this data per default when creating new conferences.
[Delete default]	The 'Delete default' button deletes default conference data.
[Stop conference]	Use this button to stop a conference

4.3.1   **Conference Mode**

Select one of the seven available modes for the conference:

Prepared Delegate Seat Table   This mode is used to create a list of delegates with names of all the delegates attending the conference. Each delegate is assigned a seat with a microphone. The assignment of seats is done by clicking the 'Del. Seat Table' button. Se later section: 'Creating a Delegate Seat Table'.
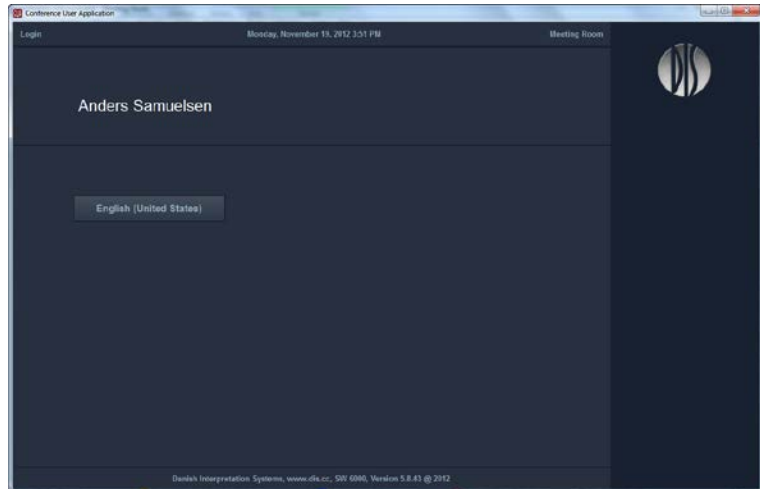
Figure 4.3-C

A seat, having a PC running the CUA Application, will show the name and other information of the delegate on the Language Selection Screen and other screens and on various lists.

Login Using Code   Selecting this option will allow permanent delegates to login at the CUA Application using their individual 'login code'.

If the functionality "Setup/Equipment/Chip Card (CC)/Chip Card Setup: Using Chip Cards in Conference Units" is selected, the login code is taken from a chip card inserted in the conference unit. In this case the user will not be presented for a login screen when starting the CUA.

Delegates using conference units without chip card reader will be shown on various delegate screens/lists with the seat number instead of their name.

Login Using Code on Seat   Selecting this option will allow permanent delegates to be assigned a specific seat with a microphone. The delegates has to login at the CUA Application using their individual login codes, but the delegate can only login to the seat assigned to him.

If the functionality "Setup/Equipment/Chip Card (CC)/Chip Card Setup: Using Chip Cards in Conference Units" is selected, the login code is taken from a chip card inserted in the conference unit. Then the user will not be presented for a login screen when starting the CUA.

Delegates using conference units without chip card reader will be shown on various delegate screens/lists with the seat number instead of their name.

Login Using Code on List   Selecting this option will allow delegates present on a Delegate Seat Table to login at the CUA Application using their individual login codes at any seat.

If the functionality "Setup/Equipment/Chip Card (CC)/Chip Card Setup: Using Chip Cards in Conference Units" is selected, the login code is taken from a chip card inserted in the conference unit. Then the user will not be presented for a login screen when starting the CUA.

Delegates using conference units without chip card reader will be shown on various delegate screens/lists with the seat number instead of their name.

Login Using Code on Preferred Seat

Selecting this option will allow the delegates to have pre-assigned seats. The delegates can either login at the designated seat by using the Login button or login with chip card/code at other seats.

In systems without chip card login, the CUA always allows for login at the designated seat using the Login button and alternative login of other delegates with code login.

In systems with chip card login, the CUA prompts for code login at the designated seat if there is no chip card reader available and allows for alternative login with another code login. If there is a chip card reader available, the CUA prompts for chip card login.

The 'Login Using Code on Preferred Seat' mode differs from the 'Prepared Delegate Seat Table' mode in the sense that the delegates are not registered as logged in before they login using the Login button or login with chip card/code.

Also, it is possible to move the delegates and assign other user types during the meeting (except for seats where a chip card has been inserted) from the CUA mimic.

Furthermore, it is possible to mix units with and without chip card reader and assign names to all units. Delegates using conference units without chip card reader will be shown on various delegate screens/lists with the seat number instead of their name.

Automatic Login on Preferred Seat

Selecting this option will allow the delegates to have pre-assigned seats. The delegates can either login automatically at the designated seat or login with chip card/code at other seats.

In systems without chip card login, the CUA always allows for automatic login at the designated seat and alternative login of other delegates with code login.

In systems with chip card login, the CUA prompts for code login at the designated seat if there is no chip card reader available and allows for alternative login with another code login. If there is a chip card reader available, the CUA prompts for chip card login.

The 'Automatic Login on Preferred Seat' mode differs from the 'Login Using Code on Preferred Seat' mode in the sense that the delegates are automatically logged in when the system operates without chip card login.

Similar to the 'Login Using Code on Preferred Seat' mode it is possible to move the delegates and assign other user types during the meeting (except for seats where a chip card has been inserted) from the CUA mimic.

Furthermore, it is possible to mix units with and without chip card reader and assign names to all units. Delegates using conference units without chip card reader will be shown on various delegate screens/lists with the seat number instead of their name.

No login

This option will not use names of delegates. All Delegate seat tables will show the seat number.

In this mode, the 'Delegates' screen will not be available at the CUA application

4.3.3   Microphone Operation Mode

The Microphone operation mode (system mode) can always be changed during a conference using the Conference page in the CUA.

Individual microphone settings which might be assigned to any conference unit are not overridden. See section Setup/User Type for further details about Individual microphone settings.

The following operations modes (system modes) can be pre-selected for the conference:

Manual   All delegates speak requests are inserted into the Request list. Their microphones are turned on when Chairman grants the individual delegate the right to speak. Microphones with Chairman priority will always be turned on.

Automatic   All delegates speak requests causes their microphone to turn on if the maximum number of speakers is not reached. Otherwise the speak request will be rejected. Microphones with Chairman priority will always be turned on.

FIFO   First In First Out. All delegates speak requests causes their microphone to turn on if the maximum number of speakers is not reached. Otherwise the speak request will be inserted onto the request list. The first on the request list will be turned on when one of the active microphones is turned off.

                    Microphones with Chairman priority will always be turned on directly.

VOX   Speaking into a Delegate microphone will turn on the microphone if the maximum number of Delegates is not reached. Otherwise the speak request will be rejected.

                    Speaking into a Chairman microphone will turn on the microphone if the maximum number of Open Mics is not reached. Otherwise the speak request will be rejected. Chairman units will interrupt a Delegate unit if the maximum number of Open Mics is reached.

                    Operation settings for the VOX mode can be set on the CU 6105/6110.

Manual + Reply   Same a 'Manual' mode however the Reply option is enabled

Automatic + Reply Same a 'Automatic' mode however the Reply option is enabled

VOX + Reply   Same a 'VOX' mode however the Reply option is enabled

4.3.4   Delegate Seat Table

Press the **[Del. Seat Table]** button to call the function for creating a Delegate Seat Table for the conference.

The button is only enabled if the conference mode is set to

- 'Prepared Delegate Seat Table'
- 'Login Using Code on Seat'
- 'Login Using Code on List'
- 'Login Using Code on Preferred Seat'
- 'Automatic Login on Preferred Seat'.
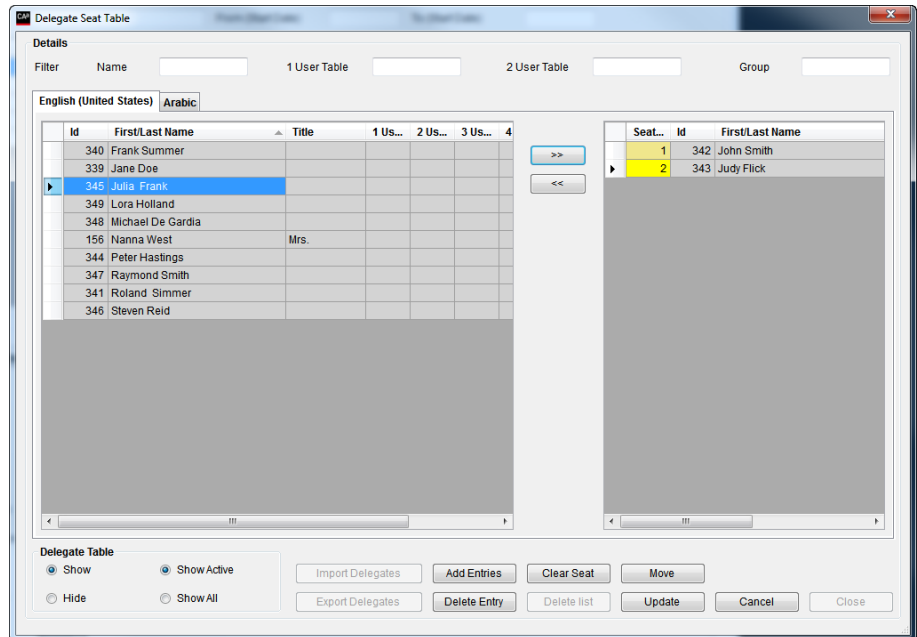
Figure 4.3-D

[>>]   Existing delegates from the Delegates database will be shown in the left window. Selecting a delegate and then clicking '>>' will place the delegate in seat number 1 in the delegate seat table. The seat will automatically be generated, when clicking '>>'.

Selecting an empty seat before clicking '>>' will place the delegate in that seat.

Selecting a seat occupied by a delegate, before clicking '>>' will place the delegate in a new seat.

[<<]   Selecting a seat and clicking '<<' will remove a delegate from a seat.

Clicking 'Clear Seat will also remove a delegate from a seat.

[Show] Delegate Table   Clicking this button will show the 'Delegate' database window.

[Hide] Delegate Table   Clicking the 'Hide' button will remove the Delegate window.

It is now possible to assign specific values for the conference, different from the entries made for the delegate in the Delegate Table. The following values can be changed:

User Type – assigning an individual user type

Use Second. User Type – enabling the use of a secondary user type on seat types 'Secondary seat'

Secondary User Type – assigning a secondary user type used on seat types 'Secondary seat'
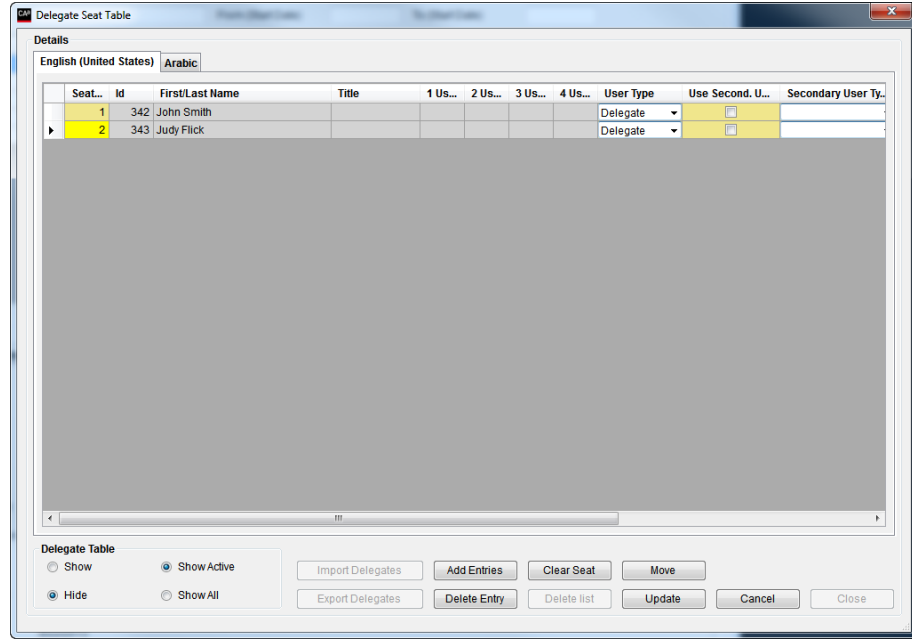
Group – assigning a group e.g. for group speech time

Voting Weight – assigning a numerical value giving the number of votes the user has

Voting Group – assigning a character used for a voting calculation for groups with different voting rights

Microphone Attenuation – assigning an individual microphone level

[Show Active]	Clicking 'Show Active' will show all delegates in the Delegates Database marked as 'Active'.
[Show All]	Clicking 'Show All' will show all delegates in the Delegates Database.
[Import Delegates]	Use this button to import a list of names from an XML file or to use the default delegate seat table created in the CAA/Tables/Default Delegate Seat Table.
[Export Delegates]	Use this button to export a list of names to an XML file.

[Add Entries]   Press this button to create the number of seats, which will be used for the conference.
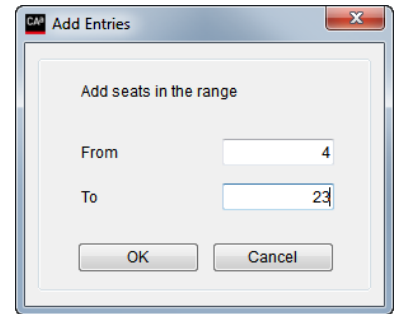

Figure 4.3-E

[Delete Entry]   Press this button to delete a selected seat.

[Clear Seat]   Press the button to remove a delegate from a selected seat.

[Delete list]   Press this button to delete all seats.

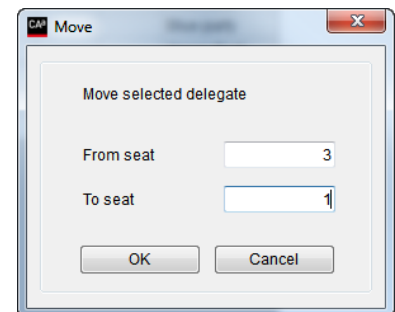**[Move]**   Press this button to move a delegate from one seat to another.

Figure 4.3-F

4.3.5 **Agenda**

The agenda is a list of subjects with a title and description.

Adding subjects build the Agenda one by one.

New subjects are added automatically when entering text on a blank line below the last subject.

The agenda shows all subjects including indentation.

An agenda can be created using the buttons to the right
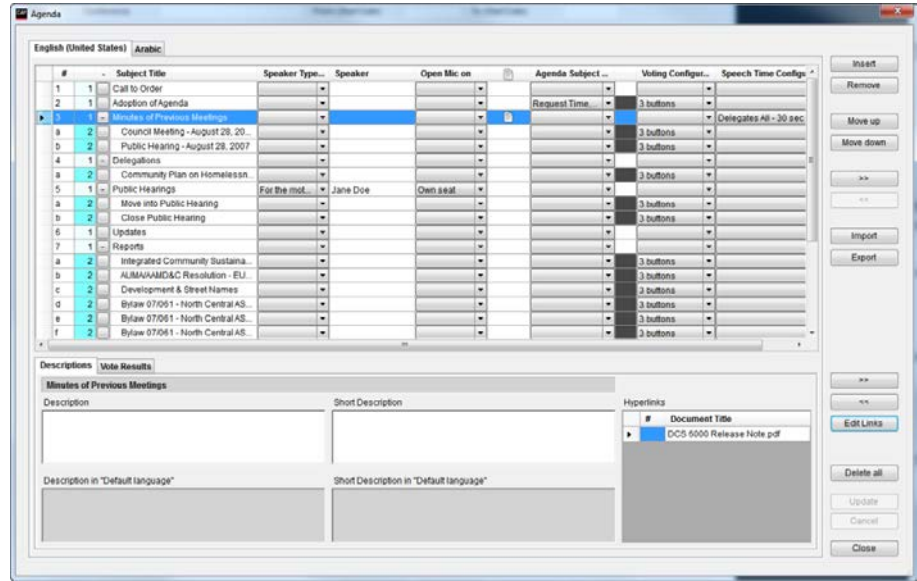
Note: Rows must not be left blank in the default conference language.

Figure 4.3-G

#	Field for numbering the subjects. The field can be empty.
(blank)	This field indicates the 'level' of the subject. Each level is marked with a different color.
-/+	Expand and collapses the sub-subjects.
Subject Title	Field for entering the main subject and sub-subjects. For each main subject it is possible to type in a number of sub-subject activates with '>>'. There can be a maximum of 5 levels of sub-subjects (6 levels including the main subject). The level is marked in the second column with a color and a level number. Each sub-subject is shown with indention as well.

Max. number of characters: 1000 |
| **Speaker Type Configuration** | A speaker type can be selected from a drop-down list. If speaker type is selected the speaker type is shown before the speaker name in the CUA and the CDA Agenda. If speaker type is not selected only the speaker name is shown. Speaker type is only shown in the CUA and CDA if the subject title is empty. Speaker types are created in CAA/Setup/Configurations/Speaker Type Configuration. |

Speaker	It is possible to insert an unlimited number of speakers as sub-subject to a main subject or a sub-subject. Each speaker is normally assigned each a sub-subject i.e. at level 3 below a level 2 subject like "Reply". The speaker is selected by clicking the speaker field at the subject. A popup will open, listing the delegates assigned to the conference in the Delegate Seat Table. Alternatively, the speaker name can be typed in the speaker field at the subject.
	If a subject with a speaker is set current in the CUA/Agenda screen the microphone for the speaker will be set active on the seat, selected in the field 'Open Mic On'.
	If the subject title is empty the speaker name is shown in the CUA/Agenda and CDA/Agenda. If the subject title is not empty the speaker name is not shown in the CUA/Agenda and CDA/Agenda. The subject title is shown instead.
Open Mic On	Using a dropdown box it is possible to select at what seat the microphone for a speaker shall be opened. The choices are:
	Empty: No microphone opens when the subject is set current.
	Own seat: The microphone opens at the seat where the speaker is logged in.
	Podium "x": The microphone opens at the seat configured as Podium "x" in the CAA/Setup/Equipment/Conference Units/Seat Type. The speaker name will be shown in the CUA and CDA.
"Document"	This field indicates is one or more documents are linked to the subject
Agenda Subject Configuration	Drop down list for selecting different agenda subject configurations for individual agenda subjects..
	Indication column. The field is black if a voting configuration is selected for the subject.
Voting Configuration	Field for assigning voting configurations for the individual agenda subjects.
Speech Time Configuration	Drop down list for selecting different speech time configurations for the individual agenda subjects.
[Insert]	This button inserts a blank row above the selected row allowing the user to add a new subject.
[Remove]	This button deletes the selected subject unless a vote result exists for the subject.
[Move up]	This button moves the selected subject one row up allowing the user to reorder the agenda.
[Move down]	This button moves the selected subject one row down allowing the user to reorder the agenda.
[>>]	This button increases indentation one level. A limit of 6 indentation levels must apply.
[<<]	This button decreases indentation one level.

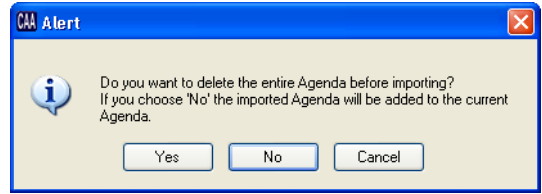| **[Import]** | Import an agenda from an XML file. | |
| | A dialog box will be presented for the option of deleting an existing agenda or add the import to the existing agenda | *Figure 4.3-H* |

| **[Export]** | Export the agenda to an XML file. |
| **[Delete all]** | This button deletes all subjects. You have to confirm your choice. |

| **Descriptions** | **Description** | A long description of a subject (main subject or sub-subject) can be inserted. This description is shown in the CUA/Agenda in the description window when a subject is selected. |
		Max. number of characters: 10.000
	Short Description	A short description, typical one line can be typed for a subject (main subject or sub-subject). This short description is shown in the CUA/Agenda and CDA/Agenda but only for the main subject.
		Max. number of characters: 500
	Description in "Default language"	When adding the description of an agenda subject to other languages the description for the default language can be seen in the 'Default language description' window. This will ease the translation to the other languages
	Short Description in "Default language	This window shows the short description in the default language easing the task of making a translation to another language.
	Hyperlinks	This window shows the hyperlinks to document attached to the agenda subject. Hyperlink are created and edited using the [Edit Links] button
	[Edit Links]	Clicking this button will show the 'Agenda Subject Hyperlinks' dialog.
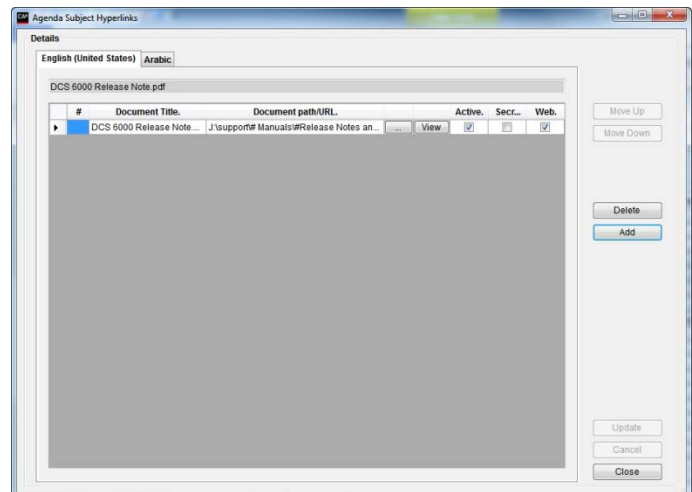
Hyperlinks can be attached either by typing the Document Title and the path to the document or it can be attached using the [...] button.

Attached documents can be viewed using the [View] button.

Hyperlinks can have the following attributes:

Active The document can be viewed in the CUA.

Secret The document can be viewed in the CUA by the users who in the User Type has been assigned to view secret documents.

Web The document links are available in the SW 6000 Web Service Interface for use in third part application like streaming applications.
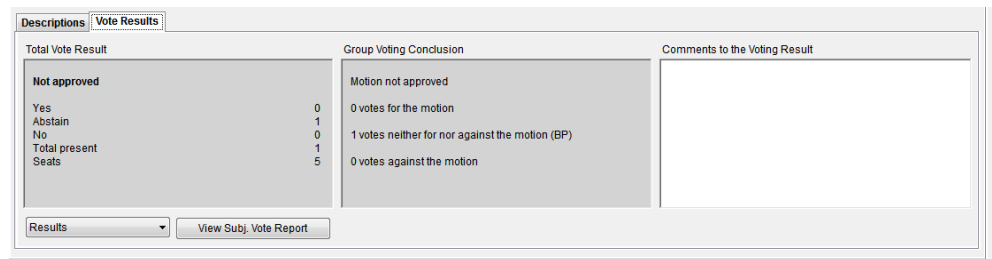
Vote Results

Figure 4.3-J

Total Vote Result	Shows the voting result as configured in the Vote Result table in the CAA/Setup/Configurations/Voting Configuration in the following format:
	Approved/not approved
	Voting configuration result text 1-9: Result 1-9
Group Voting Conclusion	Field used to display the voting conclusion in a format specified by customer
Comments to the Voting Results	Field for inserting comments to the voting results
Results	Dropdown list to select a Voting Report to print:

- Result
- Result with Groups
- Simple

[View Subject Vote Report]	Prints the Subject Vote report in PDF format.

4.3.5.1 Options

The 'Options' button opens the 'Options' popup, which is used to set the system operation settings, used when starting the Conference.
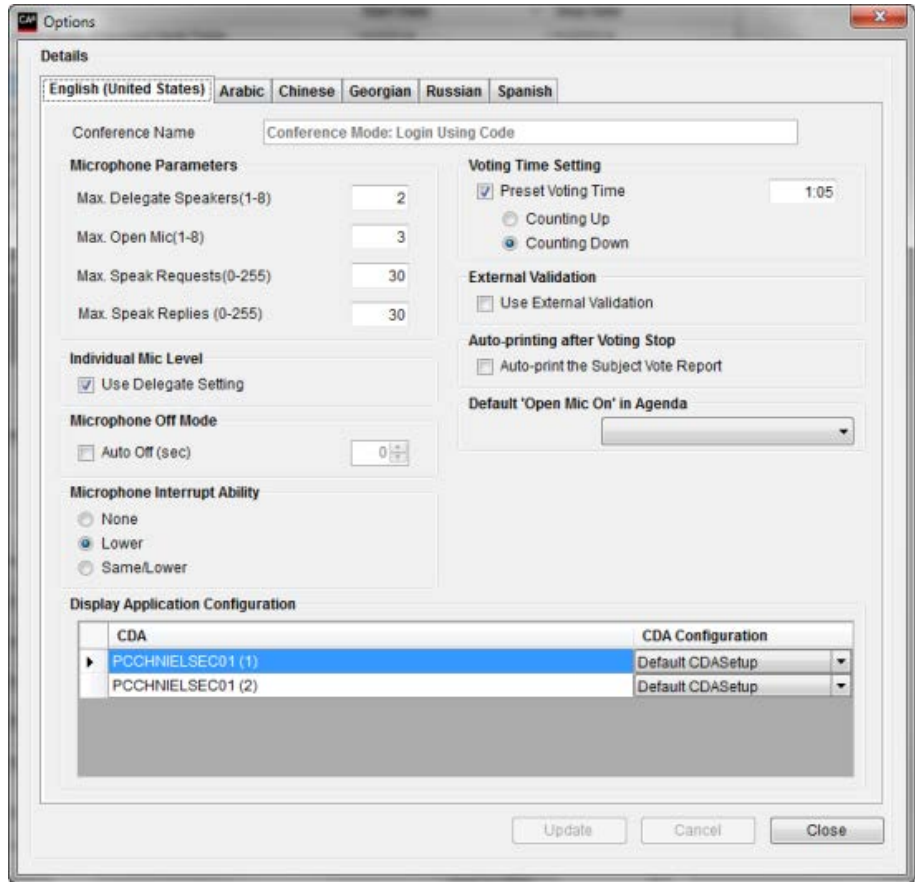

Figure 4.3-K

Microphone Parameters	**Max. Delegate Speakers**	Set the maximum Delegates allowed. The value can be set from 1 to 8.
	Max. Open Mic	Set the maximum open conference units allowed. This included both Delegate Units and Chairman Units. The value can be set from 1 to 8.
	Max. Speak Requests	Set the maximum no of names in "Request to speak" queue. The value can be set from 0 to 255.
	Max. Speak Replies	Set the maximum no of names in "Reply" queue. The value can be set from 0 to 255.
Individual Mic Level	**Use Delegate Setting**	When ticked, the microphone level will be set according to the setting in the 'Delegate Seat Table'
Microphone Off Mode	**Auto Off (sec)**	When ticked a Conference unit will switch of after the time set, if nobody is talking in the microphone.
Microphone Interrupt Ability	**None**	Cannot interrupt another speaker.
	Lower	Can interrupt a speaker with a speak priority less than own speak priority.
	Same/Lower	Can interrupt a speaker with the same speak priority or a speak priority which is less than own speak priority.

Voting Configuration	**Preset Voting Time**	When ticked the voting time is enabled. After the time set, the voting session will stop automatically.
	Counting up	Select this option to make voting time counters display elapsed time starting from zero and counting up.
	Counting down	Select this option to make voting time counters display elapsed time starting at the time limit and counting down to zero.
External Validation	**Use External Validation**	When ticked External Validation e.g. external biometric validation using finger print recognition or iris scanners is enabled. External validation is only available if the current conference is of type 'Login using code', 'Login using code and list' or 'Login using code on list'. It is also a prerequisite that chip card is used.
		The option shall also be ticked if a Registration popup is required, when using Registration at the conference.
Auto Printing after Voting Stop	**Autoprint the Subject Vote Report**	When selected a configured printer will print the 'Subject Vote Report' after a voting session is stopped
Default 'Open Mic On' in Agenda		This selection determines the default (Podium or Own place) when a Speakers is selected to a subject.
Display Application Configuration		It is possible to have up to 8 CDA applications running.
		Various display configurations can be created in the CAA application. For each conference it is possible to assign any created configuration to any of the CDA applications running.
		For more information about CDA configurations please refer to the 'User Manual SW 6090 CDA'.

4.4   Tables

4.4.1   Delegates

Delegates who attend conferences can be created using this screen.

User id, Login Code, Name, and User Type fields are all **mandatory** and have to be filled in.
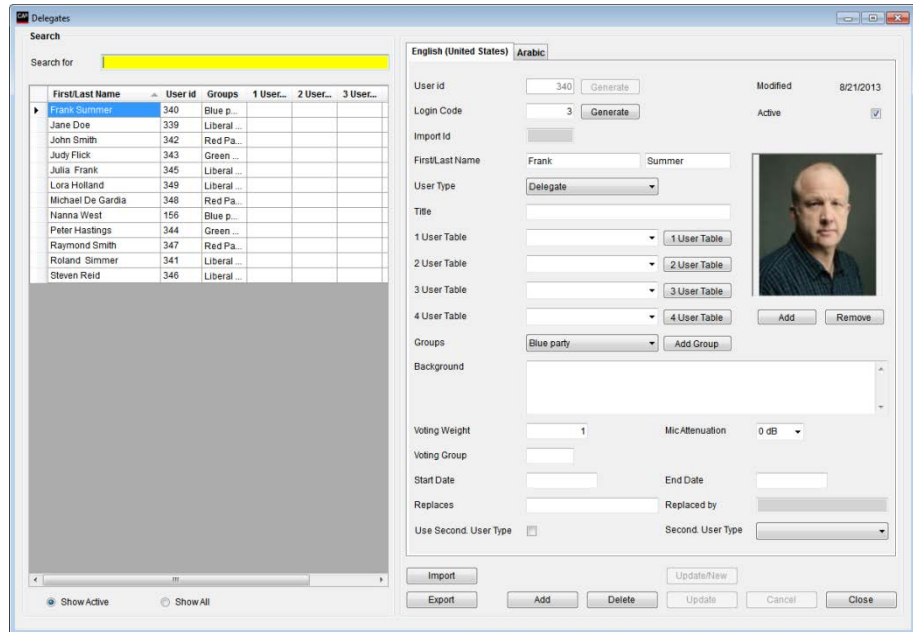

Figure 4.4-A

User id	A numeric value up to 5 digits, unique for each delegate, which is identifying the User. When a delegate is added to the list of delegates, the ID cannot be changed. If chip cards are in use, this ID has to match the 'Delegate Id' programmed on the card.
Login Code	Enter a unique login code to be used by the delegate for logging in to the CUA Application.
[Generate]	Press the button to generate a random number for the User id/Login Code. When adding new delegates, unique User id/Login Codes will automatically be assigned.
First/Last Name	First and last name of the delegate.
User Type	Select one of the existing user types from the drop down list. The user type will determine what screens, buttons, individual microphone settings and functionality will apply to the delegate's CUA Application and microphone operation when the delegate is logged in.
Title	Title or position of the delegate.
1-4 User Table	Four user-defined fields are available for entering various text information. Their labels can be set to describe the content of the fields from the label screen. Their label numbers are 1204 to 1207. Write any text or select predefined text from the drop down list.
[1-4 User table]	Pressing the buttons will call popup screens that allow the user to create and maintain predefined selections for each of these four fields.
	The description of the fields can be changed in 'CAA/Setup/Language/Labels'.
Groups	A delegate can be assigned a group of delegate. This is useful if 'Group Speech Time' is used.
[Add Group]	This button will bring a popup for adding delegate groups.

Background	The user can enter any free text information here to be displayed on the Delegate information screen in the CUA Application.
Voting Weight	This field is used to insert a numerical value given the number of votes the user has. Default value is '1' (one).
Mic Attenuation	Use this setting to assign individual microphone level to a delegate. The setting can be from 0 to -6.
Voting Group	This field is used to insert a character to be using in the voting calculations i.e. 'F' for French and 'N' for Nederland if the two groups have different voting rights
Start Date	Date field for entering from which date the delegate is active. The start date cannot be after the stop date. It is possible to enter a start date but no stop date.
Stop Date	Date field for entering the stop date where the delegate is not active anymore. The stop date cannot be before the start date. It is possible to enter a start date but no stop date.
Replaces	If the delegate is replacing another delegate, a delegate to replace can be found by clicking the field. A popup will show the list of active delegates. Delegates selected cannot be replaced by other delegates nor be replacing other delegates.
Replaced by	If a delegate is replaced by another delegate this field show the 'First/Last Name' of the delegate who has replaced.
Use Second. User Type	Tick box to select if the user shall use another user type on another seat during the conference. If ticked the user will get the User Type specified in 'Second. User Type' when logged into a seat configured as 'Secondary seat' in CAA/Setup/Equipment/Conference Units/Seat Type.
Second. User Type	Dropdown box for selecting the User Type which shall be applied to the delegate when logging in on a seat configured as 'Secondary seat' in CAA/Setup/Equipment/Conference Units/Seat Type
Active	A delegate can be marked as 'Active' If marked as active, he will be shown in list sorted by 'Active'
Picture	A picture of the delegate can be inserted using the [Add] button and removed using the [Remove] buttons. A picture added will be displayed on the Delegate information screen in the CUA Application.
[Add] (picture)	Press the button to call a standard Windows interface to select picture files (maximum size 30 Kb – picture format WxH = 115x120). Pictures are replaced by adding a new one.
[Remove] (picture)	Press the button to remove a picture from the delegate record.

4.4.2   **Groups**

This table is used to create groups used when assigning group speech time configurations and also when counting votes.

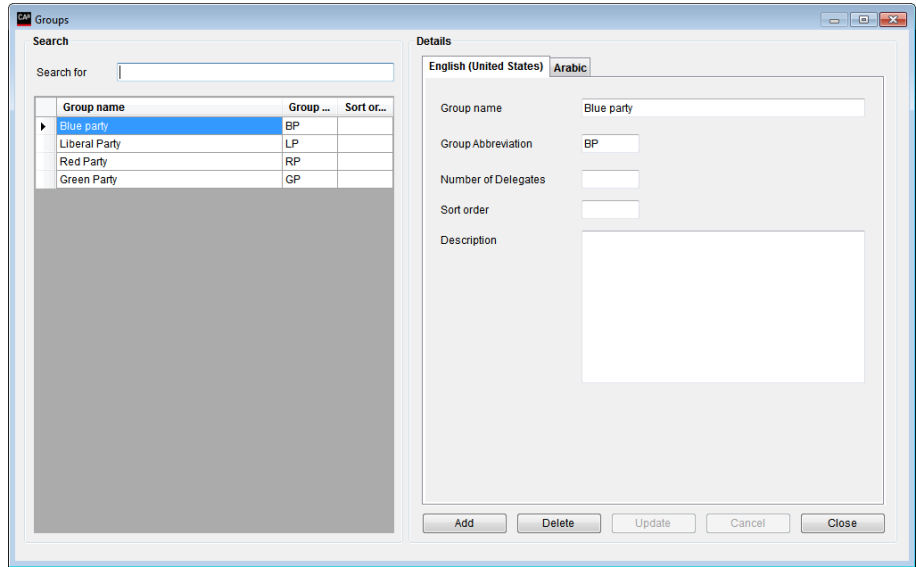The Group table can also be opened from CAA/Tables/Delegates [Add Group].

Figure 4.4-B

Group name	Name of the group.
Group Abbreviation	Abbreviation of the group name (max. 3 digits).
Number of Delegates	A numeric number indicating the number of delegates which are member of the group (max. 4 digits).
Sort order	A sort order number that determines in which order the groups are shown. The lowest number is shown first.
Description	A description of the group.

4.4.3   **Default Delegate Seat Table**

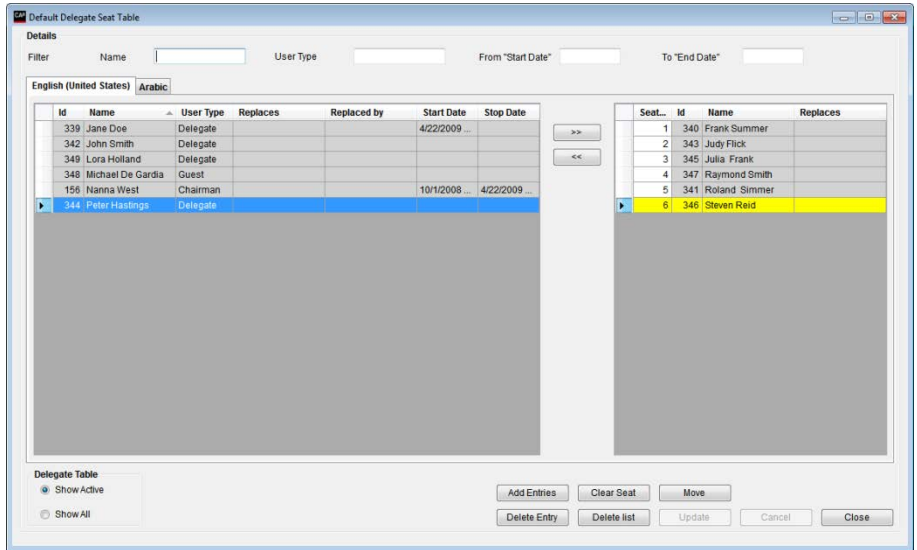The default seat table is used to create a standard seating which can be used, when creating conferences.

Figure 4.4-C

| **[>>]**	Existing delegates from the Delegates database will be shown in the left window. Selecting a delegate and then clicking '>>' will place the delegate in seat number 1 in the default delegate seat table. The seat will automatically be generated, when clicking '>>'.
	Selecting an empty seat before clicking '>>' will place the delegate in that seat.
	Selecting a seat occupied by a delegate, before clicking '>>' will place the delegate in a new seat.
[<<]	Selecting a seat and clicking '<<' will remove a delegate from a seat.
	Clicking 'Clear Seat will also remove a delegate from a seat.
[Show Active]	Clicking 'Show Active' will show all delegates in the Delegates Database marked as 'Active'.
[Show All]	Clicking 'Show All' will show all delegates in the Delegates Database.
[Add Entries]	Press this button to create the number of seats, which will be used for the conference.
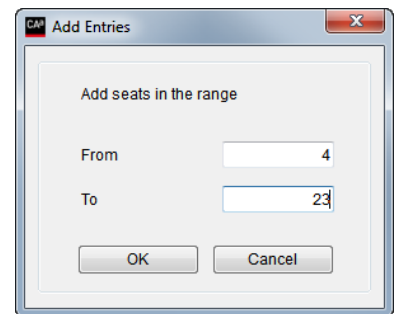
Figure 4.4-D

[Delete Entry]	Press this button to delete a selected seat.
[Clear Seat]	Press the button to remove a delegate from a selected seat.
[Delete list]	Press this button to delete all seats.

29   User Manual SW 6005 CAA ver 6.2 RevA.docx

[Move]   Press this button to move a delegate from one seat
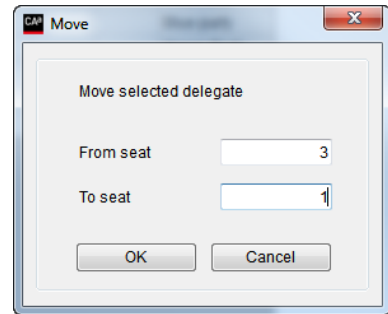   to another.

Figure 4.4-E

4.5   Messages

This screen is used to create pre-recorded messages that can be used by delegates who have access to the message screen in the CUA Application.

A maximum of 4000 characters can be used for each message.

If a message is created in several language versions then a delegate logged in using English can read and send the message in English and a delegate logged in using Danish will read the Danish version of the received message etc.
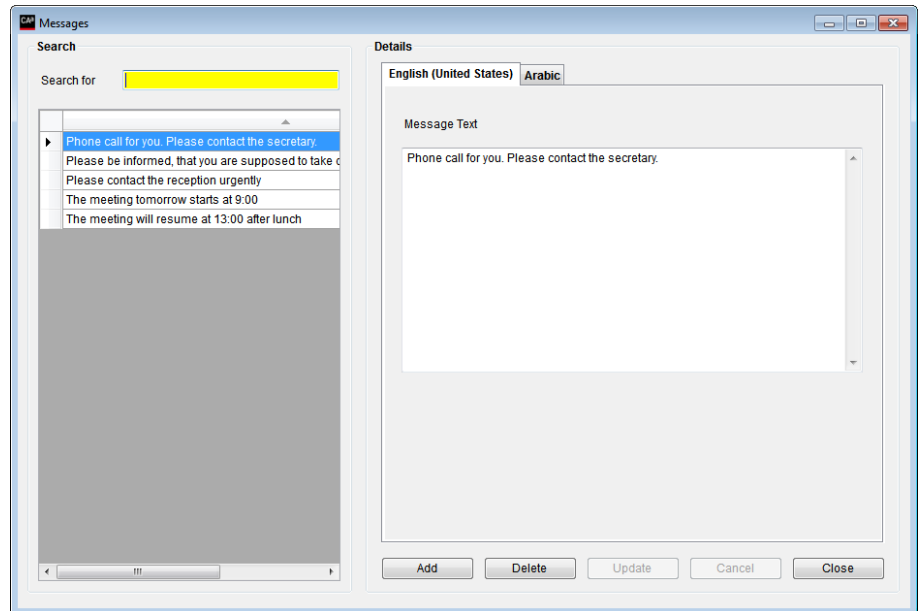

Figure 4.5-A

4.6   Reports

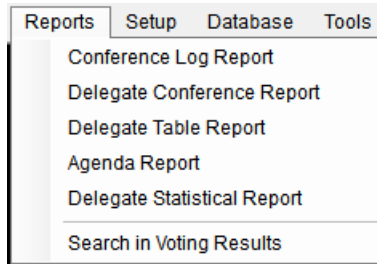The following groups of reports are available:

Figure 4.6-A

All reports are created as PDF files.

4.6.1   **Conference Log Report**

The Conference Log reports lists events taking place during a conference in chronological order.

Two reports are available in the drop-down list 'Choose Report':
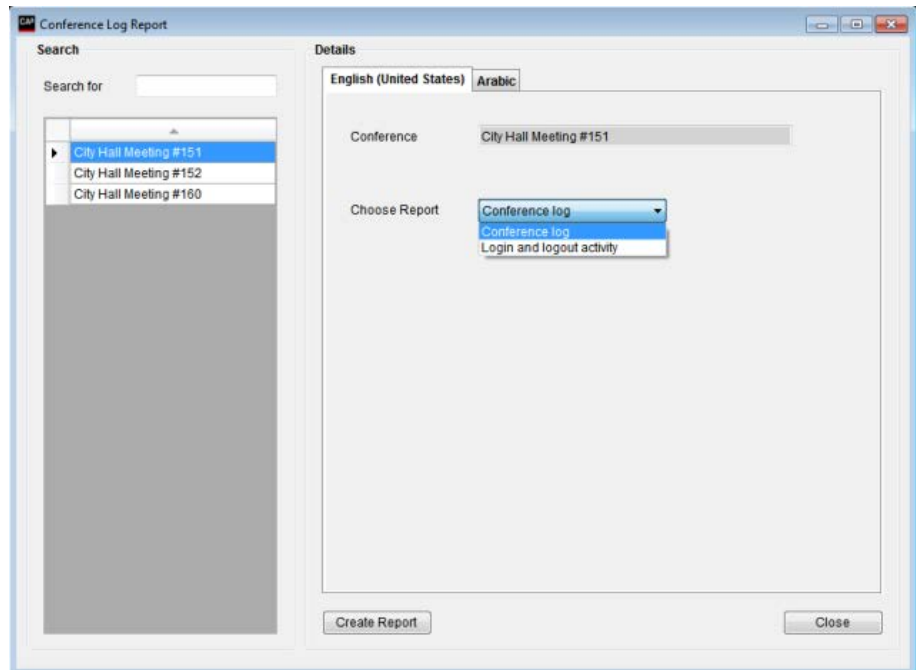
- **Conference log**
- **Login and logout activity**

Figure 4.6-B

4.6.1.1   Conference log

The Conference Log report lists all events that take place during a conference in chronological order.

Select a conference from the list on the left side of the screen.

Select the 'Conference log' report in the dropdown list and press [Create Report]

When the report is created it is displayed for viewing in a PDF viewer.

Figure 4.6-C

4.6.1.2   Login and logout activity

This report shows all login/logout activity during the conference.

Select a conference from the list on the left side of the screen.

Select the 'Login and logout activity' report in the dropdown list and press [Create Report]

When the report is created it is displayed for viewing in a PDF viewer.

Delegates, with a User Type in the Delegate Table different from Delegate or Chairman user type, who is logging into a seat after a Delegate or Chairman has logged in will be listed in the report as Deputy.

Login and logout activity report

Conference Name		**Login Using code 2**				

| *Start conference* | 9/11/2013 2:13:38 PM |
| *Stop conference* | 9/11/2013 2:14:51 PM |

Seat Number	Name	Group	Login time	Logout time	Subject at login time
1	Thomas Jones	S	2:13:42 PM	2:14:51 PM	
2	Anita Knakkergaard	DF	2:14:09 PM	2:14:17 PM	
2	Anne Baastrup	SF	2:14:24 PM	2:14:51 PM	

| *Start conference* | 9/11/2013 2:20:05 PM |
| *Stop conference* | 9/11/2013 2:21:29 PM |

Seat Number	Name	Deputy name	Group	Login time	Logout time	Subject at login time
1	Thomas Jones		S	2:20:10 PM	2:21:29 PM	
2	Anita Knakkergaard		DF	2:20:24 PM	2:20:29 PM	
2	Anita Knakkergaard	Anita Christensen	DF	2:20:33 PM	2:21:29 PM	

| *Start conference* | 9/11/2013 2:22:39 PM |
| *Stop conference* | 9/11/2013 2:24:08 PM |

Figure 4.6-D

4.6.2   **Delegate Conference Report**

The Delegate Conference Report lists all delegates that have been part of a conference either sorted by 'Delegate Name' or by 'Seat Number.

The drop-down list 'Choose Report' is only used if there are customised reports.
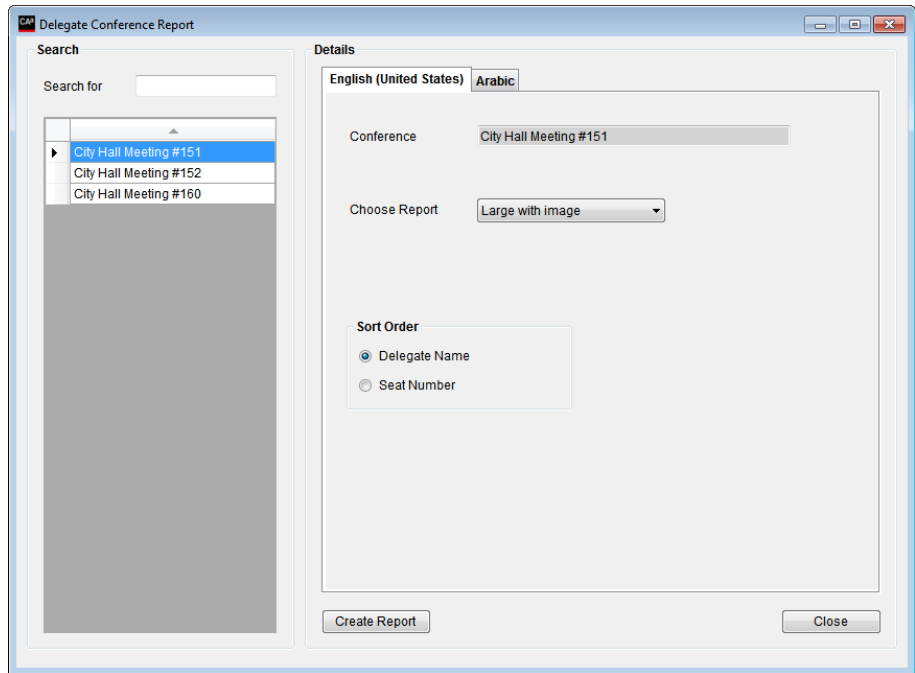
Figure 4.6-E

Select a conference from the list on the left side of the screen.

Select whether the delegates shall be sorted by delegate names or seat numbers using the Sort Order radio buttons.

Press [Create Report]

When the report is created it is displayed for viewing in a PDF viewer.

.
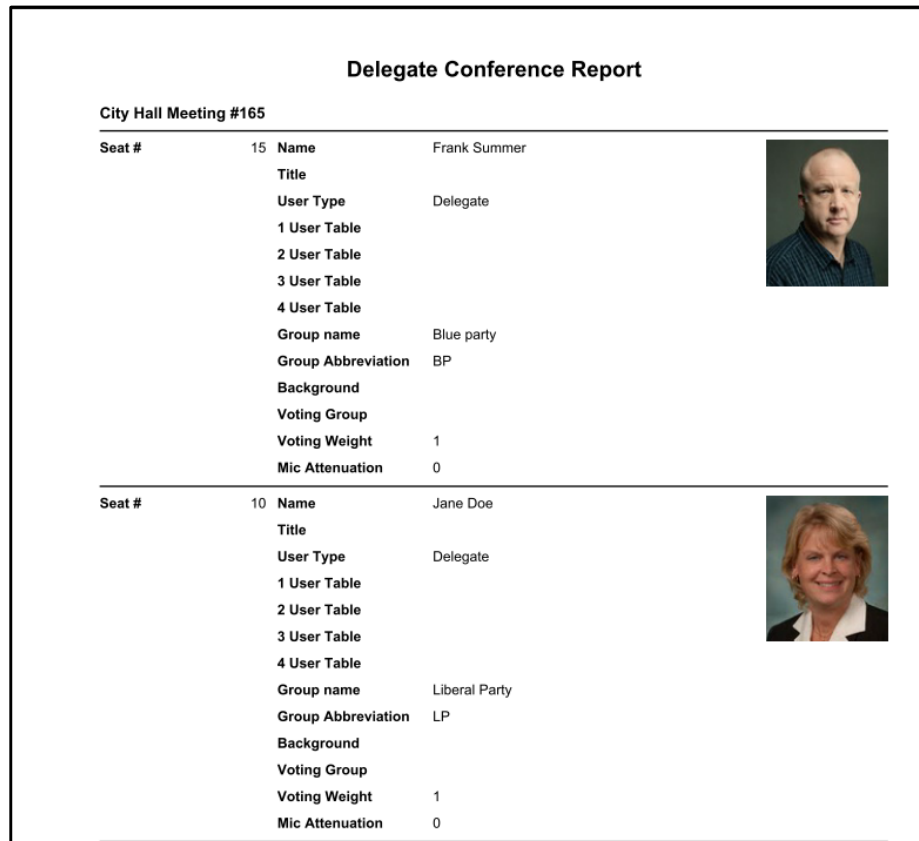
Figure 4.6-F

4.6.3   **Delegate Table Report**

The Delegate Table Report lists all delegates in the Delegate Table for a Conference with an option for showing all delegates or only the delegates marked active in the 'Delegate Table.

The drop-down list 'Choose Report' is only used if there are customised reports.

.
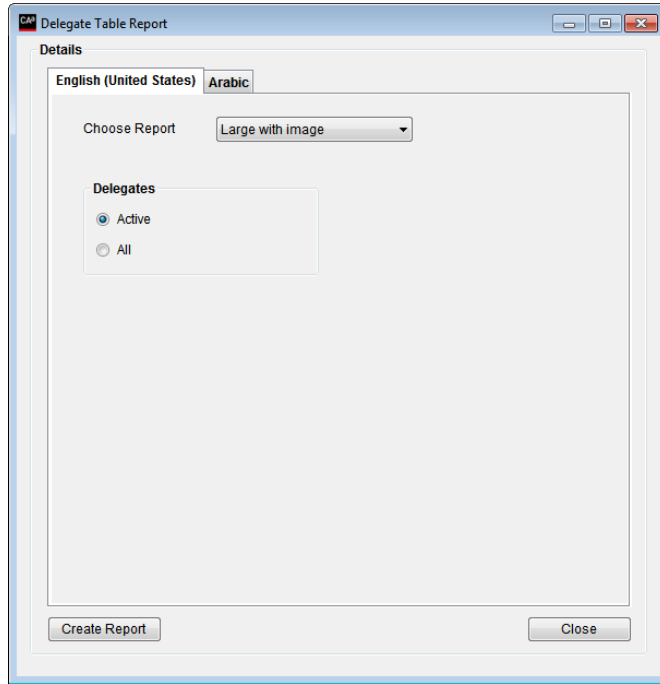
Figure 4.6-G

Select a conference from the list on the left side of the screen.

Select whether the report shall contain only active delegates or all delegates in the database using the 'Delegates Active/All buttons.

Press [Create Report]

When the report is created it is displayed for viewing in a PDF viewer.

4.6.4   **Agenda Report**

The Agenda Reports displays the agenda of a selected conference.

Two reports are available in the drop-down list 'Choose Report':

- **Without voting results**
- **With voting results**

.
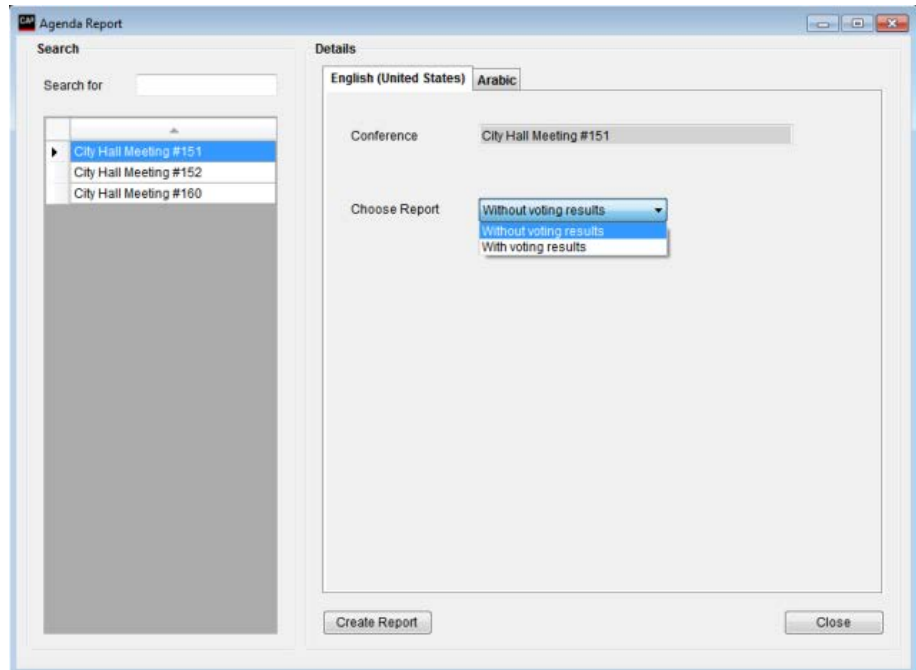
4.6.4.1   Agenda Report without voting results

Select a conference from the list on the left side of the screen.

Select the 'without voting result' report in the 'Chose Report' dropdown list

Press [Create Report]

When the report is created it is displayed for viewing in a PDF viewer

4.6.4.2 Agenda Report with voting results

Select a conference from the list on the left side of the screen.

Select the 'with voting result' report in the 'Chose Report' dropdown list

Press [Create Report]

When the report is created it is displayed for viewing in a PDF viewer

4.6.5 Delegate Statistical Report

The Delegate Statistical Reports lists delegates speaking information and the number of conferences delegates has participated in.

The reports are available in three versions:

- **All delegates**
- **Delegate detailed**
- **Delegate**
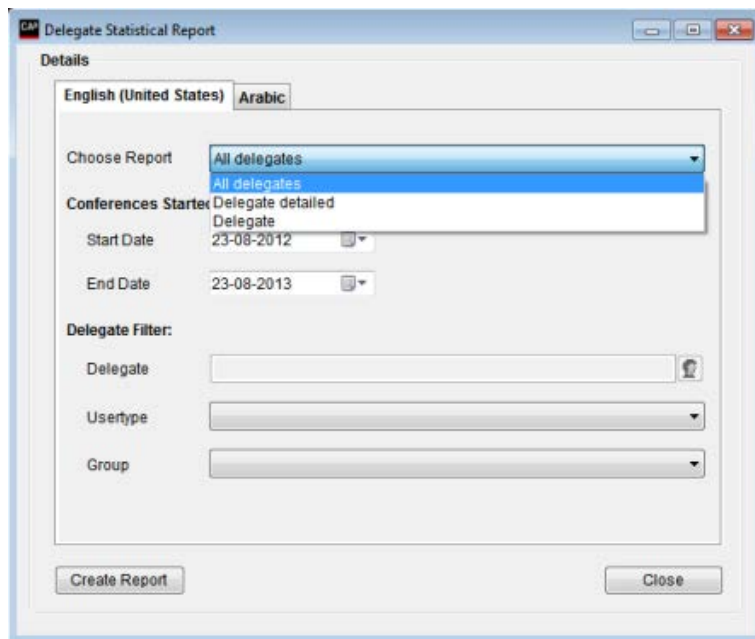
Figure 4.6-H

4.6.5.1   All delegates

This reports list total speech time and number of conference participated for all active delegates in the 'Delegate Table' within a specified period of time.

Select the 'All delegates' report in the dropdown list

Enter the 'Start Date' and 'End Date'.

Optional select a 'User Type'.

Optional select a 'Group'.

Press [Create Report]

When the report is created it is displayed for viewing in a PDF viewer

All Delegates Statistical Report

		Start time	Stop time	Conferences Total
Period		8/22/2013 12:00:00 AM	8/23/2013 11:59:59 PM	3

Delegate			Delegate Speeches	Conferences Participated
Delegate Name	Frank Summer		00:00	1
User Type	Delegate			
Group	Blue party			
Delegate Name	Jane Doe		00:04	1
User Type	Delegate			
Group	Liberal Party			
Delegate Name	John Smith			0
User Type	Delegate			
Group	Red Party			
Delegate Name	Judy Flick		00:14	1
User Type	Delegate			
Group	Green Party			
Delegate Name	Julia Frank		00:08	1
User Type	Delegate			
Group	Liberal Party			

Figure 4.6-I

4.6.5.2   Delegate detailed

This reports list a summary of total speech time and number of conference participated for a selected delegates in the 'Delegate Table' within a specified period of time.

The report does also list all agenda subject, where the selected delegate has participatedwith login/logout time and speech time for each subject

Select the 'Delegate detailed' report in the dropdown list

Enter the 'Start Date' and 'End Date'.

Select the 'Delegate' in the 'Delegate Filter dropdown list

Press [Create Report]

When the report is created it is displayed for viewing in a PDF viewer

Figure 4.6-J

4.6.5.3   Delegate

This reports list a summary of total speech time and number of conference participated for a selected delegates in the 'Delegate Table' within a specified period of time.

Select the 'Delegate' report in the dropdown list

Enter the 'Start Date' and 'End Date'.

Select the 'Delegate' in the 'Delegate Filter dropdown list

Press [Create Report]

When the report is created it is displayed for viewing in a PDF viewer

Figure 4.6-K

4.6.6   Search in Voting Results

The Search in Voting Results menu offers different possibilities for searching voting results including individual voting results.
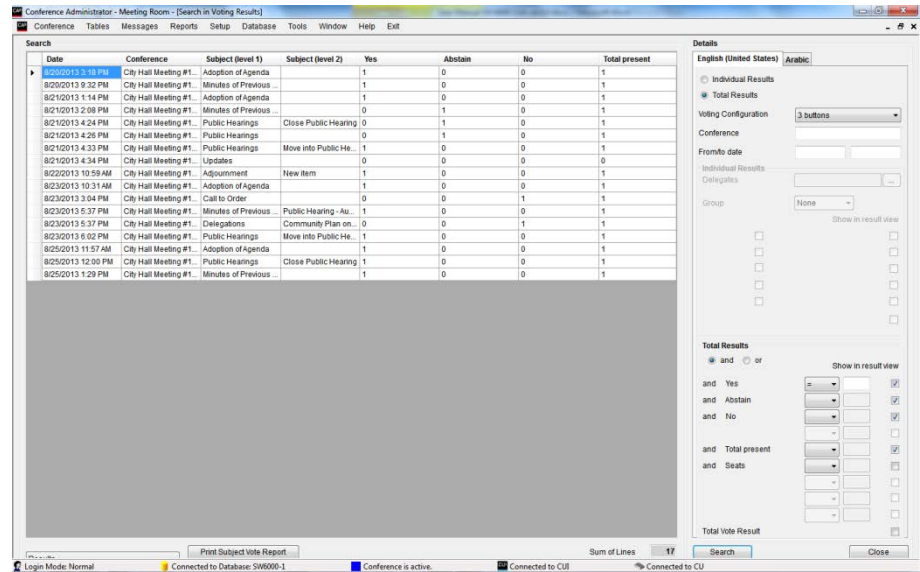
Figure 4.6-L

Individual Results	Option for selecting a search of individual voting results. The options Individual Results and Total Results are mutually exclusive.
Total Results	Option for selecting a search of the total voting results. The options Individual Results and Total Results are mutually exclusive.
Voting Configuration	Option for selecting a voting configuration. The Voting Configuration must be selected to make a search for voting results.
Conference	Option for entering a conferencing name to limit the number of conferences in the search.
From/to date	Option for entering a date interval to limit the number of search results.
[Search]	Button for starting a search based on the selected search parameters.
[Close]	Button for closing the Search in Voting Results menu.
[Print Subject Vote Report]	Button for generating a detailed voting report. The report contains the name of the conference, the voting subject, the total vote results, the group voting result, the group voting conclusion, the delegates absent and the individual voting result.
[Print Simple Vote Report]	Button for generating a short voting report. The report contains the name of the conference, the voting subject, the total vote results and the individual voting result.
Sum of Lines	Field for displaying the number of search results in the Search table.
[Individual Results]	Options only available when selecting Individual Results and Voting Configuration.
Delegates	Option for selecting a delegate from the Delegate Table and view the individual voting results of that delegate.
Group	Option for selecting a group and view the individual voting results of the delegates of that group.
Vote 1-5	Options for selecting voting results. The options available depend on the selected Voting Configuration. If there are no options enabled, all voting results will be shown. If only some of the options are enabled, only the selected voting results will be shown.

41   User Manual SW 6005 CAA ver 6.2 RevA.docx

Show in result view	Options for displaying the voting results in the Search table to the left.
Total Vote Result	Option for displaying the voting conclusion (Approved/Not Approved) in the Search table to the left.

[Total Results]	Options only available when selecting Total Results and Voting Configuration.
and/or	Options for selecting the conditions of the voting result search. The 'and' condition requires that all the conditions are fulfilled in order for a voting result to be included in the search. The 'or' condition requires that one of the conditions is fulfilled in order for a voting result to be included in the search.
Vote 1-9	Options for up to 9 different voting results. The options are defined in the selected voting configuration.
=, <>, <, <=, >, >=	Options for filtering the voting results based on syntax.
[blank]	Field for entering a numerical value used in combination with the chosen syntax.
Show in result view	Options for displaying the voting results in the Search table to the left.
Total Vote Result	Option for displaying the voting conclusion (Approved/Not Approved) in the Search table to the left.

4.7   Setup/Equipment

4.7.1   Conference Units

This screen is used to configure the seat assignment setting up relations between microphones, seat numbers and computers running the CUA Application.

Seats are automatically created by the CU Interface application when information about new units is received from the CU 6105/6110 Central Unit.

The table can be sorted in accordance to the various columns by clicking the header.
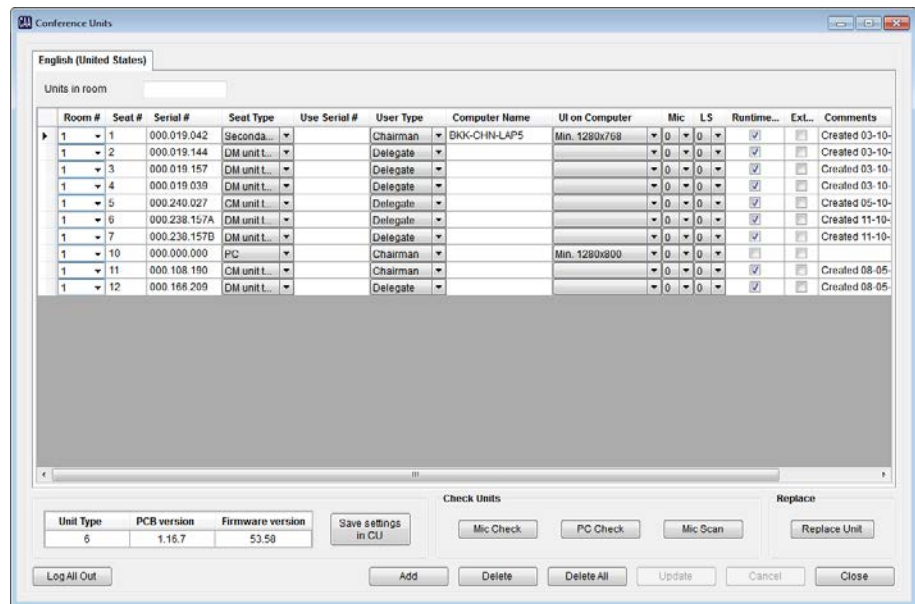
Figure 4.7-A

Note: If a seat has been created, it will not be deleted automatically if the unit is not connected to the CU 6105/6110 anymore.

Un-used 'Seats' have to be deleted manually.

Units in room	Type in the Room # to filter the list to shown only units placed in the room selected.
Room #	If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in Setup/Rooms/Room Configuration.
Seat #	The seat number must be unique and is used to identify the seat on lists, reports and on the mimic diagram. It can have a maximum of five numeric characters.
Serial #	Each microphone has a unique serial number encoded into the unit from the factory. The number 000.000.000 must be used to create a seat with a computer but no microphone.
Seat Type	This field is identifying the use of the seat, where the conference unit has been placed. The entries are:
	The other labels are only used for identifying the unit, but do not give any functionality.
	DM unit type The connected unit is a Delegate Unit.
	CM unit type The connected unit is a Chairman Unit.
	DV unit type The connected unit is a Voting Unit.

Podium x   If a seat has been set to the Seat Type "Podium x" microphone, the unit on this seat will be turned on with the "Podium x" button on the CUA. There can be up to three different podium microphones. Podium microphones cannot be assigned to CUA's or DC 6990 P's.

Secondary seat   If a seat has been set to Seat Type 'Secondary seat', a delegate assigned with a secondary user type, will change to the secondary user type when logged in at the secondary seat.

Technician   If a seat has been marked as a 'Technician', a CUA application running on a PC assigned to this seat will not be logged out, when starting a conference.

PC   The seat is attached to a PC.

Use Serial #   If delegate units connected are sharing a microphone, this field is used to identify the units sharing a microphone.

In the example unit 000.167.059 is using the microphone from unit 000.167.109

Note: Chairman units as well as portable units does not support sharing microphone.

Note: Units sharing a microphone has to be connected to the same chain on the CU.

Serial #	Seat Type		Use Serial #	User Ty
000.096.130	CM unit type	∨		Chairm
000.167.059	DM unit type	∨	000.167.109	Delega
000.167.109	DM unit type	∨		Delega
000.167.010	DM unit type	∨	000.166.209	Delega
000.166.209	DM unit type	∨		Delega
000.167.026	DM unit type	∨		Delega
000.000.000	Technician	∨		Technic

Figure 4.7-B

User Type   Specifies the default user type that applies to the CUA Application and the microphone units when no one is logged in at the seat or a conference is not started.

Computer Name   The computers running the CUA application are identified by their Windows computer name. A computer name must be specified if a PC with CUA application is assigned to the seat. It allows the PCs to send messages to each other via the network using MSMQ and allows the CUA to control the microphone unit assigned to this seat. The field must be left blank if no PC is attached to the microphone unit. Must be unique.

If a seat with a PC running the CUA application for a technician, this position does normally not have a microphone assigned, the 'Serial No' can be inserted as '000.000.000'.

For a Technician, the fields 'Seat type' must be selected as 'Technician'.

For applications running as a session on a terminal server the computer name should be set so that terminal server and client console is identified e.g. "ServerName~3" is used to identify a CUA running on terminal server "ServerName" and using client assigned to console number 3.

Client must identify console number in call as well for the link to be established between client on server and CUI.

UI on Computer   Dropdown list to select the CUA Layout type for the Computer selected

Mic   This field is used to apply individual microphone level to a seat. The values are between 0 and -6.

LS   This field is used to apply individual speaker level to a seat. The values are between 0 and -6.

44   *User Manual SW 6005 CAA ver 6.2 RevA.docx*

Runtime Seat Assignment	This field enables/disables automatic CUA seat assignment.
Ext. Val.	This field indicates whether external validation equipment is available for the seat.
Comments	The text 'Inserted by CU' with a time stamp is displayed when the seat was created automatically by the system. The field can be used to store comments of any kind.
Mic on	Red colour indicates that the microphone is ON. Green colour indicates that the microphone is in request.
	The number in the green indication indicates the number in the request queue.
[Save settings in CU]	Pressing this button will save the current state of the system into the flash memory in the CU 6105/6110.
[Mic check]	Will check a selected seat's microphone by trying to turn on the microphone (for two seconds).
[PC check]	Will check that MSMQ is running on the computer whose name is specified for the selected seat.
[Mic scan]	This button starts a scanning of all microphones, by switching them On and OFF one by one.
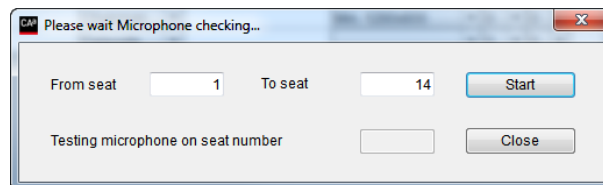
Figure 4.7-C

[Replace Unit]	This functionality is used for replacing a defective conference unit or switch units between the seat:

1   Identify the seat number for the defective unit and remove it.

2   Connect the new unit to the CU. The new unit will after a short time show up as the last unit on the list.

3   Select the line in the 'Seat' window with the new microphone.

4   Click 'Replace microphone' and the following dialog window will appear:
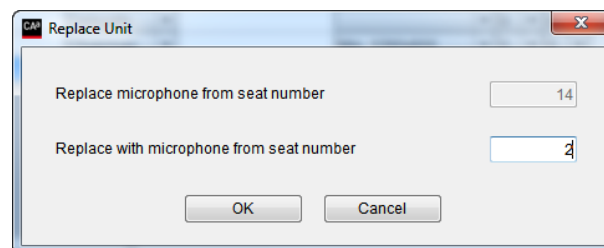
Figure 4.7-D

5   Type in the seat number for the defective unit.

6   Click OK. The new microphone has now replaced the defective one and has got the functionality and Seat number of the defective microphone. Click OK.

Note: If the microphone was assigned a PC running the CUA interface this User has to logout and login again for getting control of the new microphone.

4.7.2   Interpreter Units

This screen is used to configure the use of Interpreter Units and Interpretation Channels.

Entries are automatically inserted by the CUI Interface application when information about new units is received from the CU Central Unit.

The table can be sorted in accordance to the various columns by clicking the header on top.

Note: If an entry has been created, it will not be deleted automatically, if the unit is not connected to the CU Central Unit anymore.

Un-used units have to be deleted manually

Figure 4.7-E

.

Units in room	Type in the Room # to filter the list to shown only units placed in the room selected.
Room #	If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in Setup/Rooms/Room Configuration.
Serial #	Each unit has a unique serial number encoded into the unit from the factory.
Booth #	This field is used to enter the booth number, where the interpreter set is placed. Each booth can max. be assigned 32 interpreter units. The Language Channel assigned to the booth is assigned at the 'Booth Ch. Assignment'.
A-language	This information field is for informing the channel number (and language assigned to this channel) which is assigned as the A-channel. This is set automatically.
Desk #	Each interpreter booth can use multiple desks. This field is used to identify the desk no.
B-language	This field is used for assigning a language channel to the B-language of the interpreter set.
B-mode	This field is used to set the mode for the B-channel:

	All	All channels at the interpreter set can be set to a B-channel.
	One	One channel set as 'B-language' can be used at the B-language.
	None	The B-language is not in use.

Comments	The text 'Inserted by CU' with a time stamp is displayed when the unit was created automatically by the system. The field can be used to store comments of any kind.

AB Switch	Set to 'On' the interpreter can switch between the A and B-language with the microphone 'On'.		
Backlight	Set to 'On' switches on the backlight in the LCD display in the interpreter set.		
Floor toggle	Set to 'On' enable the toggle of the Floor button.		
Mic on	Red colour indicates that the microphone is 'On'.		
Interlock modes	Complete lock	When ticked, no interpreter can switch 'On' his microphone to an occupied channel.	
	No interlock	When ticked any interpreter can switch 'On' his microphone to an occupied channel. The interpreter who was occupying the channels will be switched 'Off'.	
	Inter booth lock	A can interrupt A	When ticked, an interpreter can switch 'On' his microphone on his A-channel to a channel occupied by an interpreter using his A-channel.
			The interpreter who was occupying the channels will be switched 'Off'.
		A can interrupt B	When ticked, an interpreter can switch 'On' his microphone on his A-channel to a channel occupied by an interpreter using his B-channel.
			The interpreter who was occupying the channels will be switched 'Off'.
		A can interrupt A+B	When ticked, an interpreter can switch 'On' his microphone on his A-channel to an occupied channel.
			The interpreter who was occupying the channels will be switched 'Off'.
Conference Units CS Display	Abbreviation	When ticked the abbreviation of the language will be shown in the channel selector display in conference units.	
	Channel numbers	When ticked the channel number will be shown in the channel selector display in conference units.	
		Please note that Channel Selector Units will always show channel numbers.	
[Replace Unit]	Replaces a unit. See procedures in previous section Setup/Equipment/Conference Units.		
[Save settings in CU]	Pressing this button will save the current state of the system into the flash memory in the CU 6105/6110.		
	After making a setting of a system, it is advisable to save the settings in the CU. Please also refer to the CU User Manual.		
Booth Ch. Assignment	Use this table to set the language to be used in each interpreter booth. Several booth can have the same language channels.		
Language Channels	Channel in use (0-31)	Type in the number of channels to be used. Pressing [Update] will update the Channel/Language window to show the number of channels in use.	
	Language	A language can then be assigned to the channels in use.	

47   User Manual SW 6005 CAA ver 6.2 RevA.docx

4.7.3   Audio Output Units (AO)

This screen is used to configure the AO Units connected.

Entries are automatically inserted by the CU Interface application when information about new units is received from the CU Central Unit.

Note: If an entry has been created, it will not be deleted automatically, if the unit is not connected to the CU anymore.
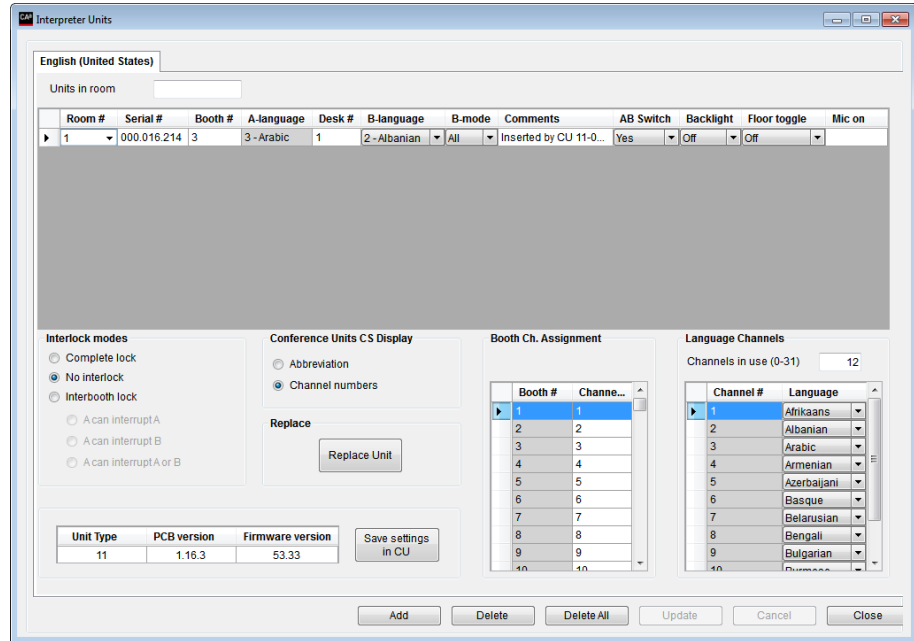
Un-used units have to be deleted manually.
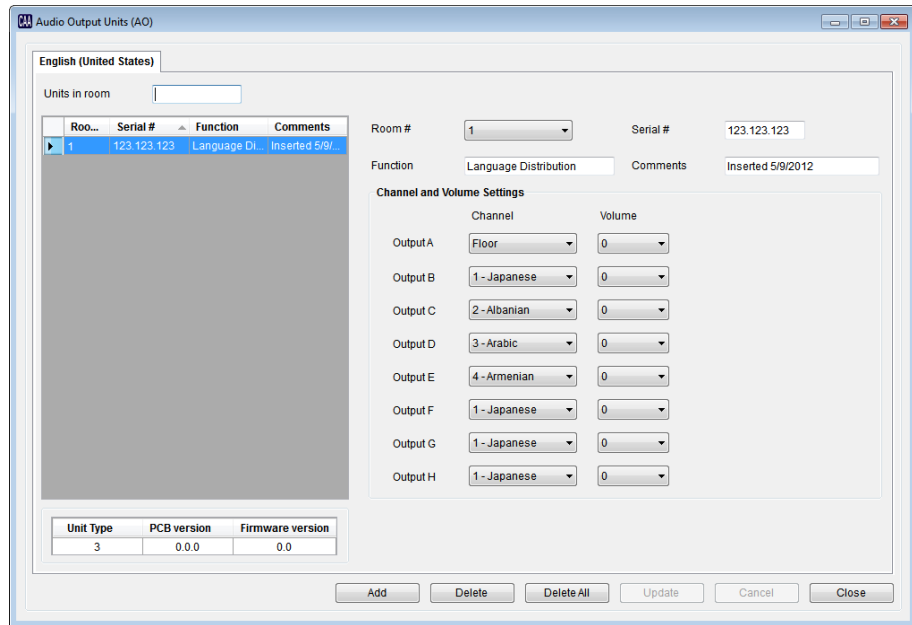
Figure 4.7-F

Units in room	Type in the Room # to filter the list to shown only units placed in the room selected.
Room #	If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in Setup/Rooms/Room Configuration.
Serial #	Each unit has a unique serial number encoded into the unit from the factory.
Function	Field, which can be used to identify the function of the unit. This description is used to identify the units in the CUA application.
Comments	The text 'Inserted by CU' with a time stamp is displayed when the unit was created automatically by the system. The field can be used to store comments of any kind.
Channel and Volume Settings	The Channel and Volume can be set for each of the outputs at the AO unit.

4.7.4   Ambient Microphones (AM)

This screen is used to configure the Ambient Microphone connected.

Entries are automatically inserted by the CU Interface application when information about new units is received from the CU Central Unit.

Note: If an entry has been created, it will not be deleted automatically, if the unit is not connected to the CU anymore.

Unused units have to be deleted manually.
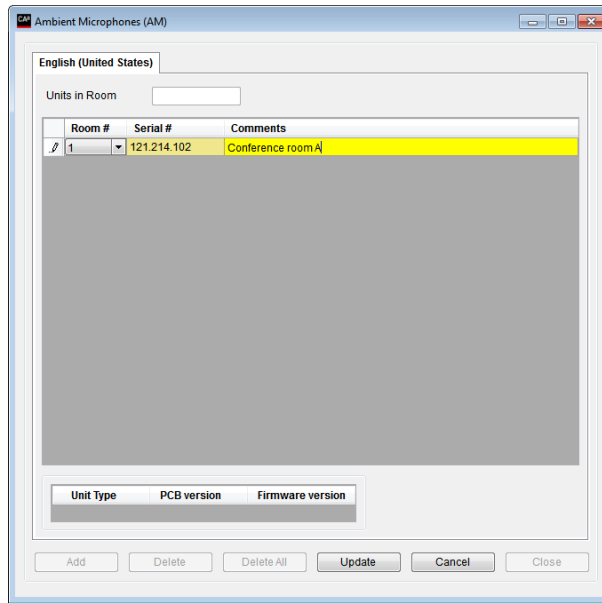
Figure 4.7-G

Units in room   Type in the Room # to filter the list to shown only units placed in the room selected.

Room #   If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in Setup/Rooms/Room Configuration.

Serial #   Each unit has a unique serial number encoded into the unit from the factory.

Comments   The text 'Inserted by CU' with a time stamp is displayed when the unit was created automatically by the system. The field can be used to store comments of any kind.

4.7.5   Conference Displays (CDA)

This screen is used to configure the Conference Display Application (CDA).

Up to 16 CDA applications can be configured.

For more information about CDA configurations please refer to the 'User Manual SW 6090 CDA'.
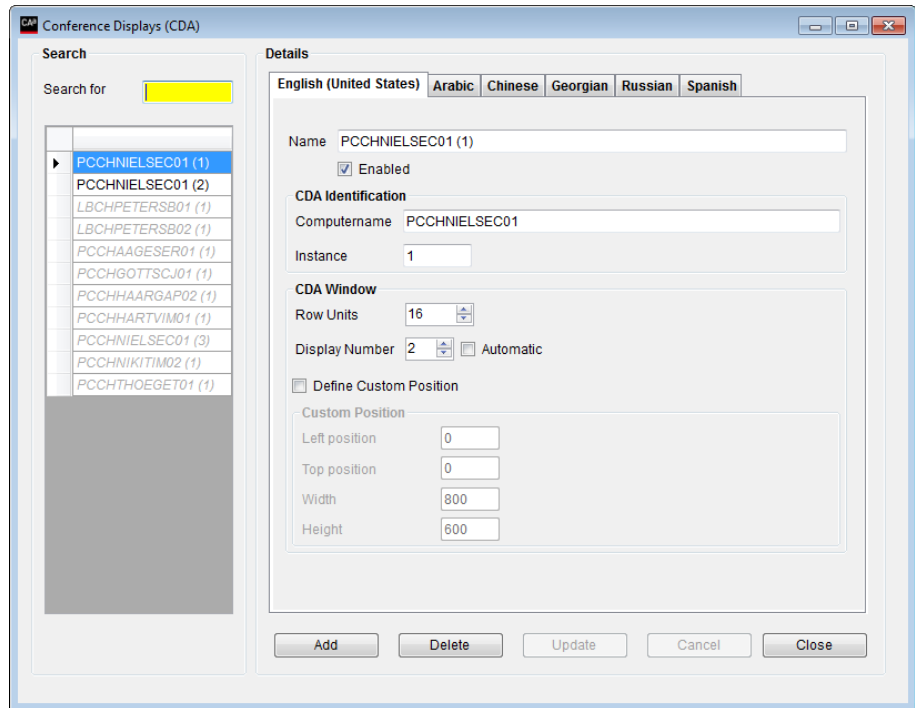
Figure 4.7-H

4.7.6   Chip Card (CC)

Chip Card functionality is a feature where delegates identify themselves to the system by use of a DIS Chip Card. The Chip Card contains information like User ID, Login Code and Location ID, which the DCS 6000 system uses to identify the user of the Conference Unit by getting the personal details from the 'delegate' database in the SW 6000.
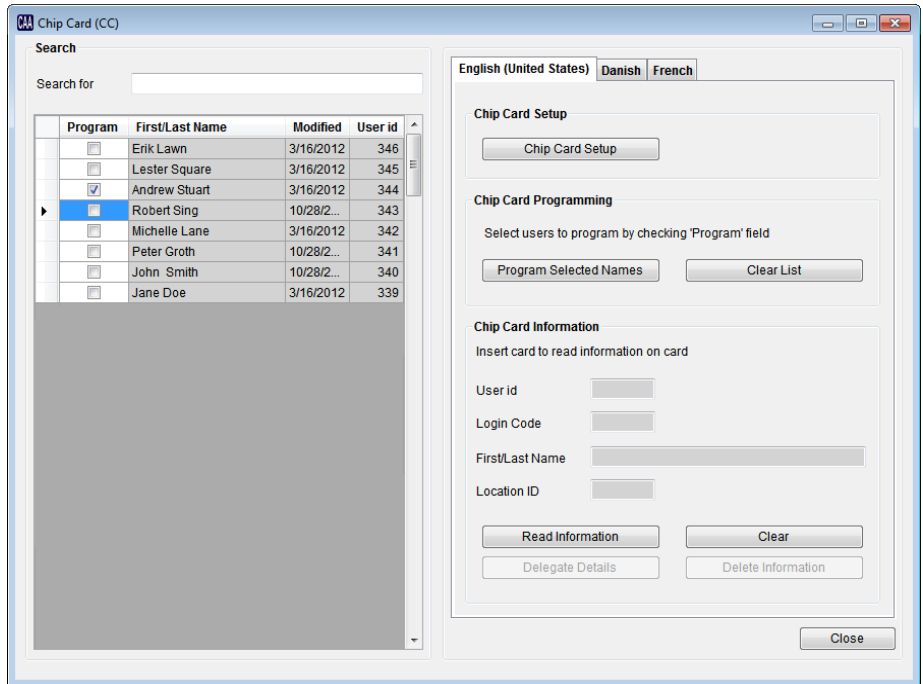
Figure 4.7-I

When a conference is started with conference mode: 'Login Using Code', 'Login Using Code on Seat', Login Using Code on List', 'Login Using Code on Preferred Seat', or 'Automatic Login on Preferred Seat' units are checked for a valid chip card.

When a card is inserted in a conference unit, the software will identify the user by matching the 'User ID' in the 'Delegate' database with the 'User ID' on the card. After this match the 'Login Code' will be checked and first then the cards will be accepted.

The microphone button will then work, however depending on the 'User type' of the logged in person, the person may be allowed to vote.

If the card is not inserted or is invalid, the microphone and voting button are not usable, however the loudspeaker and channel selector will still work

[Chip Card Setup]   If chip cards have to be used in the system click this button
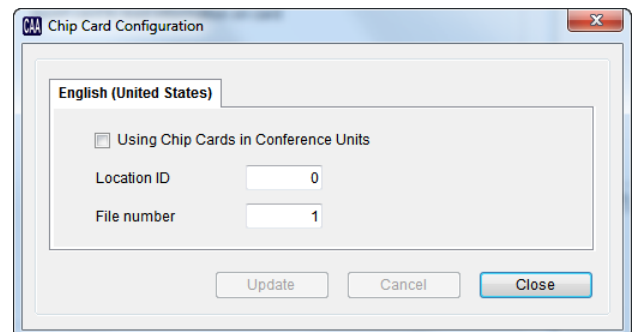
Figure 4.7-J

Using Chip Cards in Conference Units   Tick this option, if chip cards are to be used in the system

51   User Manual SW 6005 CAA ver 6.2 RevA.docx

Location ID	This ID is used to make cards usable only in the installation, they are intended for. Insert a four or five digit number identifying your installation.
	If cards are delivered pre-programmed from DIS, the 'Location id' is marked on the package containing the chip cards.
File number	The entry determines where the information is place on the card.
	This field has to be set to '1' (one) if the cards in use are delivered from DIS.

After clicking [Close], you will be prompted to restart all SW 6000 applications including the CUI.

[Program Selected Names]

The list to the left shows all names in the Delegate Table.

Select the Delegate for which a Chip Card has to be programmed.

After selecting the Delegates, click the button.

Note. Programming is only possible if the CP 6000 Chip Card reader is installed.
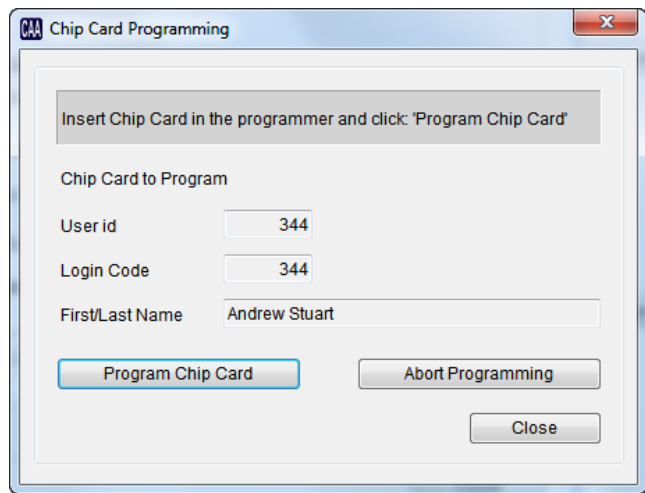
Figure 4.7-K

[Program Chip Card]	Click this button to program chip cards for the selected Delegates. You will be prompted to insert the cards to be programmed.
[Abort Programming]	Click this button to abort the programming.

[Clear List]	Click this button to un-select all selected Delegates.
[Read Information]	Click this button to read the information on the inserted chip card.
[Clear]	Click this button to clear the chip card information fields.
[Delegate Details	If a card is inserted in the chip card reader, the information (User Id, Login Code, Name, Location Id) will be shown in the fields above the button. Clicking [Delegate Details] will bring a popup showing all details about the delegate.
[Delete Information]	Clicking this card will erase the programmed information on the card.
	Delegate information in the Delegates Database will not be deleted.

4.7.7   **Web Service**

This screen is used to setup the connection parameters for the SW 6086 Web Service Interface.

For details about the SW 6086 Web Service Interface please refer to 'User Manual SW 6086 Web Service Interface'.
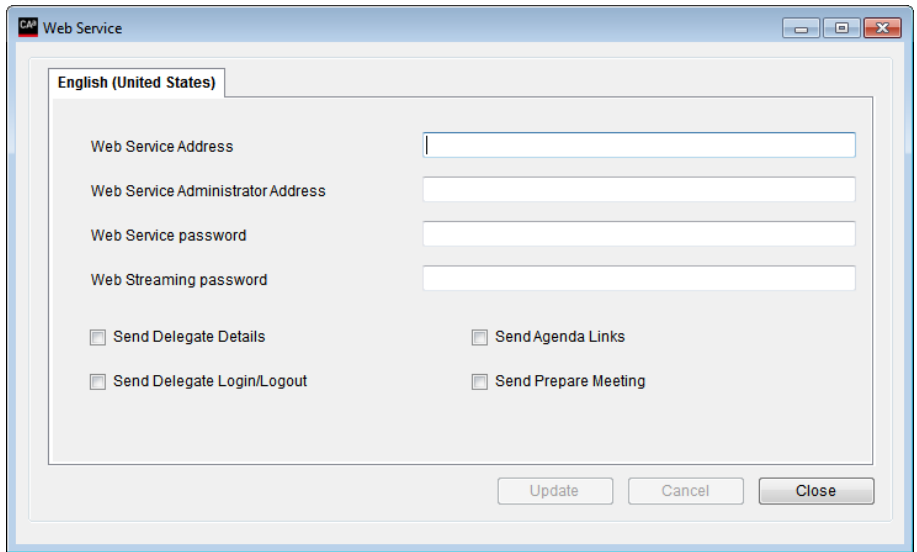
Figure 4.7-L

Web Service Address	Field for entering the web service address
Web Service Administrator Address	Field for entering the web service administrator address
Send Delegate details	Tick this option if delegate details (text and picture) shall be sent to the web service
Send Delegate Login/Logout	Tick this option if delegate login/logout information shall be sent to the web service
Send Agenda Links	Tick this option if agenda links shall be sent to the web service
Send Prepare Meeting	Tick this option if SW 7085 Streaming Software is in use.
Web Service password	Field for entering password for the web service interface to be verified by the web service
Web Streaming password	Field for entering password for the web service to be verified by the web service interface

4.7.8   Conference Import/Export Mode

The default Import/Export mode for conferences is to/from a file folder.

Alternatively Import/Export can be done through a third party web service.

For more information about using this option please refer to the 'User Manual SW 6186 Advanced Import-Export'.
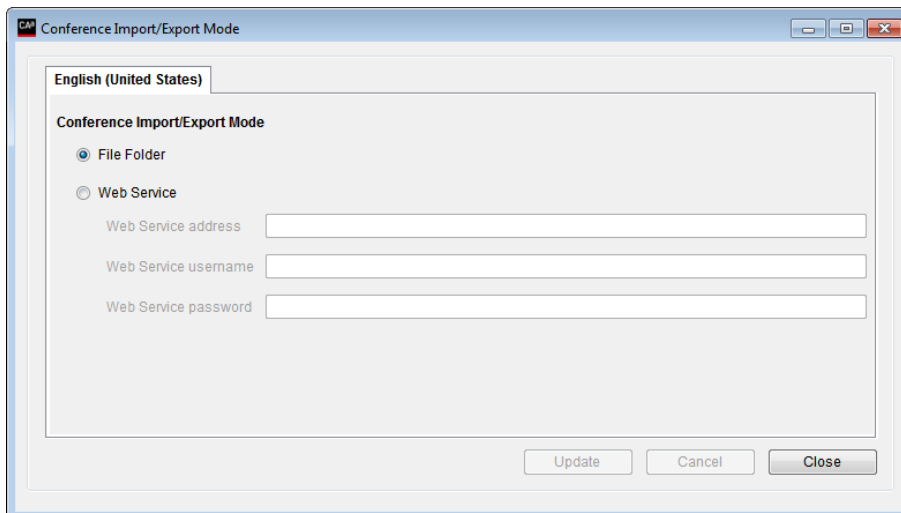
4.8   Setup/Configurations

4.8.1   Agenda Subject Configuration

This screen is used to specify a number of agenda subject configurations.

The configurations can be applied to a subject on an Agenda or to a conference as a default configuration.

Figure 4.8-A

Name	Name of the agenda subject configuration
On setting Agenda Subject active	Empty Request and Reply List — When selected the Microphone Request and Reply list is emptied, when the subject is set active
	Close Delegate Speakers — When selected the microphone is switched Off for all Delegate speakers, when the subject is set active
	Reset Group Speech Time — If returning to the subject the accumulated Group Speech Time is reset.
	Reset Delegate Speech Time — If returning to the subject the accumulated Delegate Speech Time is reset.
	Request Time Limit — When selected a Request time limit is applied. When the request time limit is reached the request list is closed and no more requests are accepted from Delegate.
	A user with 'Microphone Control' rights can still set delegate units in Request. The list can be re-opened by users with 'Request List Control' rights.
Speech Limitations	One Speech pr. Delegate — When selected a user can only request to speak one time for each subject.
Reply Configuration	A reply configuration for the subject can be selected using the dropdown list. If no configuration is selected the default reply configuration will be used. The [Edit] button brings the 'Reply Configuration' screen. For details, please see next chapter.

4.8.2   Reply Configuration

This screen is used to specify a number of reply configurations.

The configurations can be applied to a subject on an Agenda.

The 'Default' configuration will be used when

- No conference is started
- No Subject is set active
- A Subject is set active, where no Reply Configuration is applied
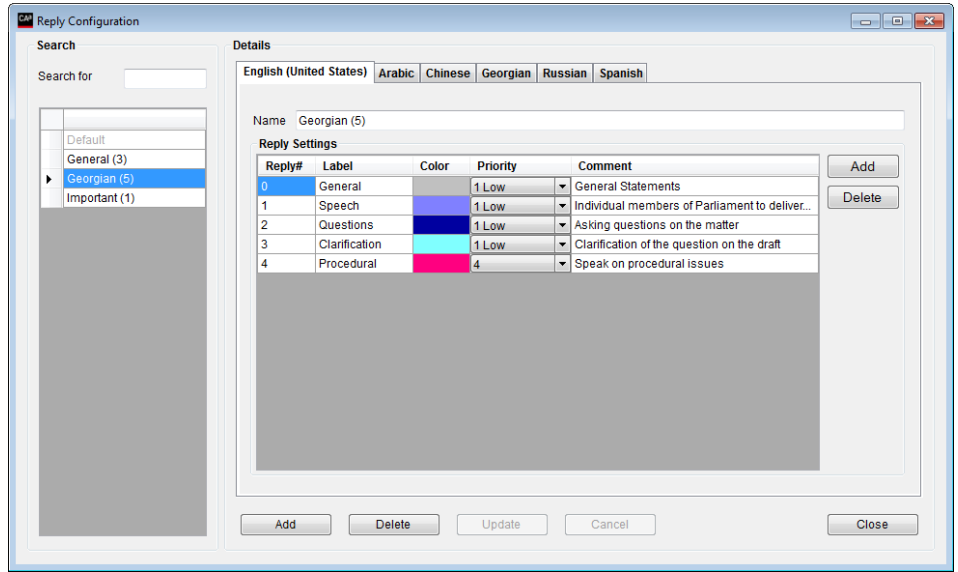
Figure 4.8-B

Name	Name of the agenda subject configuration
Reply#	Each reply configuration can contain up to 10 reply options numbered from 0 to 9. The 'default' configuration cannot be deleted but changed. The default configuration is used always except when an agenda subject has been applied another configuration (see the chapter 'Agenda Configuration'.
Label	The Label name specifies the label in the reply button.
Color	Specifics the color indication of the reply option. *Hint:* Do not specify Red or Green color as those colors is used for Speak and Request indication.
Priority	Priority 1 to 10 can be specified. Replies with higher priority will be shown first in the reply list.
Comment	Described the reply option. This description is used in the CUA Layout 2 to 4 to guide the chairman.

4.8.3   Voting Configuration

This screen is used to specify a number of voting configurations.

Voting configurations are specified as different named configurations, which can be applied when starting a voting session.

The configurations can be applied to a subject in an Agenda or to a Conference as a default configuration.
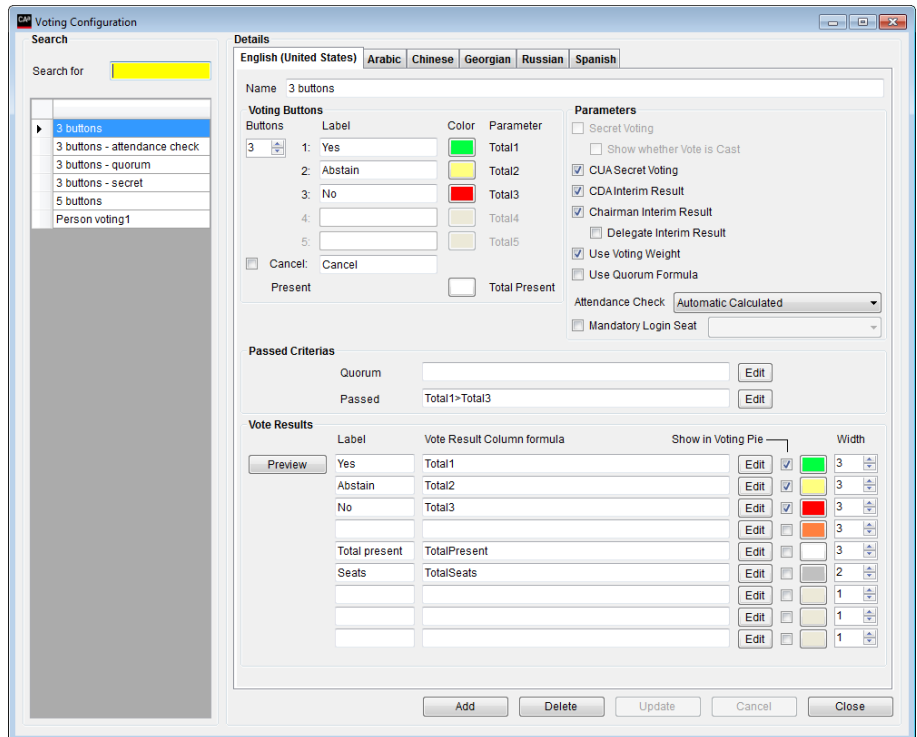
Figure 4.8-C

4.8.3.1   Voting buttons

Voting configurations can be created with 1 to 5 buttons.

A conference unit with 3 voting buttons <u>cannot vote</u> if a voting session is started with 4 or 5 button voting configuration.

A label for each of the buttons to be used in CUA Application like 'Yes', 'No' and 'Abstain' and a colour that is used on the mimic diagrams when displaying vote results can be specified.

When a voting session is closed the total of the different button presses are counted and stored in five totals, which can be referred to from the Quorum, Passed and the 9 vote display column formulas.

Please note that the DIS voting units are supplied either with 3 or 5 voting buttons. The 5 voting button configuration is standard.

4.8.3.1.1   Units with 3 voting buttons

The buttons are numbered as shown in the next figures:

1 (Total1)	This is the "Yes" button
2 (Total2)	This is the "Abstain" button
3 (Total3)	This is the "No" button
Present	The colour specified here will be used to indicate Presence in the CUA and mimics
Cancel	This is a 'Cancel' button. If this is ticked, this button will be shown on the CUA.

57

User Manual SW 6005 CAA ver 6.2 RevA.docx
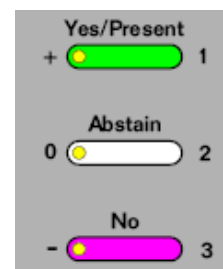
4.8.3.1.2 Units with 5 voting buttons

The buttons are numbered as shown in the next figures:
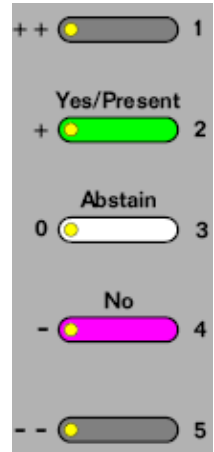
1 (Total1)	This is the "++" button on standard DIS Conference Units.
2 (Total2)	This is the "Yes" button on standard DIS Conference Units
3 (Total3)	This is the "Abstain" button on standard DIS Conference Units.
4 (Total4)	This is the "No" button on standard DIS Conference Units.
5 (Total5)	This is the "--" button on standard DIS Conference Units.
Present	The colour specified here will be used to indicate the Presence in the CUA and mimics
Cancel	This is a 'Cancel' button. If this is ticked, this button will be shown on the CUA.

4.8.3.2 Parameters

Secret Voting	Individual result will not be shown on the mimic displays
Show whether Vote is cast	When ticked an (neutral) indication is given in 'CDA Mimic' screen and 'CDA Individual Voting Result' screen that a delegate has voted
CUA Secret Voting	When ticked the indication in the CUA Voting buttons will not visually reveal the casted vote
CDA Interim Result	Results on the CDA voting displays will be updated during the voting session as the delegates enter the votes
Delegate Interim Result	Results on the CUA voting screen will be updated during the voting session as the delegates enter the votes
Chairman Interim Result	Results on the CUA voting screen on a user with 'Chairman' rights will be updated during the voting session
Use Voting Weight	A weight value for each delegate permanently created in the Delegate Table can be specified. The Delegate's vote will be multiplied with this value if the parameter is checked. If the login mode is 'Prepared delegate seat table' then the weight value will be taken from the delegate seat table instead of the Delegate Table
	An example of the purpose could be a shareholder meeting where each shareholder has as many votes as he has shares. In this case you must enter the amount of shares in his weight field in the delegate table before a voting session. When a session using this parameter is performed his vote will automatically be multiplied with his amount of shares when the result is calculated
	The five totals for the buttons store the result after the multiplication with the weight values
Use Quorum Formula	The Quorum formula is only used if this parameter is checked. Otherwise the Quorum formula field must be blank

4.8.3.3 Attendance check

An attendance check can be performed in all modes. Attendance check options are:

No attendance check	No attendance check is performed before a voting

Automatic Calculated	The total present is calculated as the sum of delegates who pressed a voting button during the voting session.
Manual	An attendance check voting session must be performed before a voting session with this setting can be started. The total present is counted as the sum of delegates who pressed the [Present] button during this session.
Manual (for session)	An attendance check voting session must be performed before a voting session with this setting can be started. The total present is counted as the sum of delegates who pressed the [Present] button during this session. The total present counted in this session is used until a new attendance check is performed
Login Total	The total present is calculated as the sum of delegates who is logged in during the voting session. Delegates who log in during the session is also counted
Mandatory Login Seat	If a seat is selected for this parameter, a voting session cannot be started unless a user is logged into this seat.

4.8.3.4 Quorum formula

The user can define a formula in this field that will determine if a voting session is legal or not. A Quorum is normally based on a calculation of present delegates being equal to or more than a required number.

The Quorum formula is calculated after stopping the vote session but before displaying the result. If the result of the Quorum formula is 1 it is interpreted as 'Quorum obtained'. Anything else is interpreted as 'Quorum not obtained'.

Please refer to the paragraph "Use of Voting Group parameter" for details about the variables to use.

Here are some different examples that show ways of calculating:

Example 1	At least 2/3 of the number of appointed members (120) must be present. 80 and above is OK	sum(Present) >= 120*(2/3) or TotalPresent >= 120*(2/3)
Example 2	More that 2/3 of the number of appointed members (120) must be present. 81 and above is ok but 80 and below is not ok	sum(Present) > 120*(2/3) or TotalPresent > 120*(2/3)
Example 3	Quorum is obtained if the given votes are more than 60.	Total1+Total2+Total3>60
Example 4	Quorum is obtained if the given 'Yes' votes are more than 2/3 of the 'Present'.	Total1>Sum(Present)*(2/3) Or Total1>TotalPresent*(2/3)

4.8.3.5   Passed formula

A vote session can result in either 'Passed' or 'Not passed'. If the Quorum formula is used and the result is "true" being 'Quorum obtained' the result is calculated based on the formula specified in the Passed field.

If the result of the formula is 'true' the result is 'Passed'

If the result of the formula is anything else than 'true' the result is 'Not passed

If Quorum was not obtained the result is always 'Not passed – Quorum not met' regardless of the result of this calculation.

The result of the Passed formula is displayed on the various vote result screens right after finishing the vote session. 'Passed' is in clear green colour and 'Not passed' in clear red colour.

Please refer to the paragraph "Use of Voting Group parameter" for details about the variables to use.

Here are some different examples that show ways of calculating:

Example 5	Passed if Yes votes are more than No votes	Total1>Total3
Example 6	Passed if Yes votes are more than No+Abstain votes	Total1>Total2+Total3
Example 7	We have exactly 120 appointed Members and more than half of them must vote Yes regardless of how many of them are present during the voting:	sum(Vote1) > 60
Example 8	Exactly half or more of the present delegates must vote Yes:	sum(Vote1) >= (sum(Present) / 2)

4.8.3.6   Vote display column formula

The result of the voting sessions is displayed on several CUA screens or CDA screens in different ways. Either as plain numbers due to the limited space on the screen or as column charts with numbers.

Up to nine different results column formulas with labels can be used. For each of the column formulas the user must specify a header label, colour and a width. The widths are used on the CUA and CDA Result screen.

Please refer to the paragraph "Use of Voting Group parameter" for details about the variables to use.

Here are some different examples that show ways of calculating:

Example 9	Total number of YES votes	Total1
Example 10	Total number of ABSTAIN votes	Total2
Example 11	Total number of NO votes	Total3
Example 12	To calculate the sum of those who did not vote at all	TotalPresent-Total1-Total2-Total3
Example 13	To display the total count of available seats in the hall	TotalSeats+TotalDelegatedVotes

4.8.3.6.1   Formula fields

Instead of hard-coding a set of predefined rules a number of formula fields can be implemented. Each of the formula fields allow the user to specify a formula calculation using the below command syntax.

Field	Field type	Description
Vote1	Integer	Value = 1 for individual Delegates who pressed button 1. Can be used to calculate totals depending on Parameter
Vote2	Integer	Value = 1 for individual Delegates who pressed button 2. Can be used to calculate totals depending on Parameter
Vote3	Integer	Value = 1 for individual Delegates who pressed button 3. Can be used to calculate totals depending on Parameter
Vote4	Integer	Value = 1 for individual Delegates who pressed button 4. Can be used to calculate totals depending on Parameter
Vote5	Integer	Value = 1 for individual Delegates who pressed button 5. Can be used to calculate totals depending on Parameter
Present	Integer	Value is always 1. Can be used to calculate totals depending on Parameter
Voting Group Parameter	Character(3)	A way of grouping the permanently created delegates. This could be political party membership or nationality etc.
Weight	Integer	A value indicating the Delegate's weight in vote sessions. It could be number of shares etc.
Total1	Integer	Sum of delegates who pressed button 1. Multiplied with Weight if 'Weight in use' parameter is checked.
Total2	Integer	Sum of delegates who pressed button 2. Multiplied with Weight if Weight in use parameter is checked.
Total3	Integer	Sum of delegates who pressed button 3. Multiplied with Weight if Weight in use parameter is checked.
Total4	Integer	Sum of delegates who pressed button 4. Multiplied with Weight if Weight in use parameter is checked.
Total5	Integer	Sum of delegates who pressed button 5. Multiplied with Weight if Weight in use parameter is checked.
TotalSeats	Integer	Sum of Seats configured in CAA/Setup/Equipment/Conference Units
TotalPresent	Integer	Sum of delegates who have indicated presence using the Present button during attendance check and delegates who did not participate in the attendance check but did participate in the voting session. Voting weight is taken into account.
TotalAttendance	Integer	Sum of delegates with voting right who have indicated presence using the Present button during attendance check. Voting weight is taken into account.
TotalVotes	Integer	Sum of the logged in users with voting right multiplied with Weight if Weight in use parameter is checked
TotalLoggedIn	Integer	Sum of the logged in users with voting right
TotalDelegatedVotes	Integer	Sum of the votes, which has been delegated to others right multiplied with Weight of the delegated vote if Weight in use parameter is checked

4.8.3.6.2   Syntaxes

The following syntaxes are valid:

+	Add
-	Minus
/	Divide
*	Multiply
and	Two statements combined with 'and' shall fulfil condition
or	One of two statements combined with 'or' shall fulfil condition
sum(voting_group')	Sum of the given votes for a Voting Group
sum('voting_group',condition)	Sum of the given votes for the Group 'ABC' fulfilling the 'condition'
iif (condition,truepart,falsepart)	If the 'condition' is true then the 'truepart' is shown, if not the 'falsepart' is shown
convert(number,'System.Int32')	Converts a decimal number to the lower integer part. Example 1: $\qquad$ convert(3,'System.Int32') = 3 $\qquad$ convert(2.5,'System.Int32') = 2 Example 2 (25% of Total present is always rounded up to the nearest integer): $\qquad$ iif(convert(TotalPresent/4,'System.Int32')<TotalPresent/4, convert(TotalPresent/4,'System.Int32')+1, convert(TotalPresent/4,'System.Int32'))

4.8.3.6.3   Use of Voting Group parameter

Use of delegate 'Voting Group' parameter is a way of counting votes from group of delegates separately and use this count in calculating Quorum or Passed/Not passed results.

In the following the 'Voting Group' parameter ABC has been used for some delegates and DEF for others.

Example 15	To get all delegates with 'Voting Group' = 'ABC' who has cast a vote. Enclose the 'Voting Group' in quotes and use the SUM-function (you are in fact creating a sum of the individual results...)	SUM('ABC')
Example 16	To get all delegates with 'Voting Group' = 'ABC' who has pressed button 1 use the expression	SUM('ABC', VOTE1)
Example 17	So if the statement that "passed" is true if yes-votes for ABC-delegates are greater than no-votes for DEF-delegates.	SUM('ABC',VOTE1) > SUM('DEF',VOTE3)

4.8.3.7   Special buttons

[Edit]   The button [Edit] is showing a window for creating the SQL statement.

The user can cut and paste from the textbox displaying it. An advanced user may want to copy the statement to the Microsoft Enterprise Manager's SQL analyzer to try out different syntax possibilities or to debug the formulas.

62

[Preview]   This button present a screen preview of the selected parameters

4.8.4   Mimic Configuration

The Mimic is a graphical overview of the conference room or hall.

Each seat has a coloured dot showing microphone and login status.

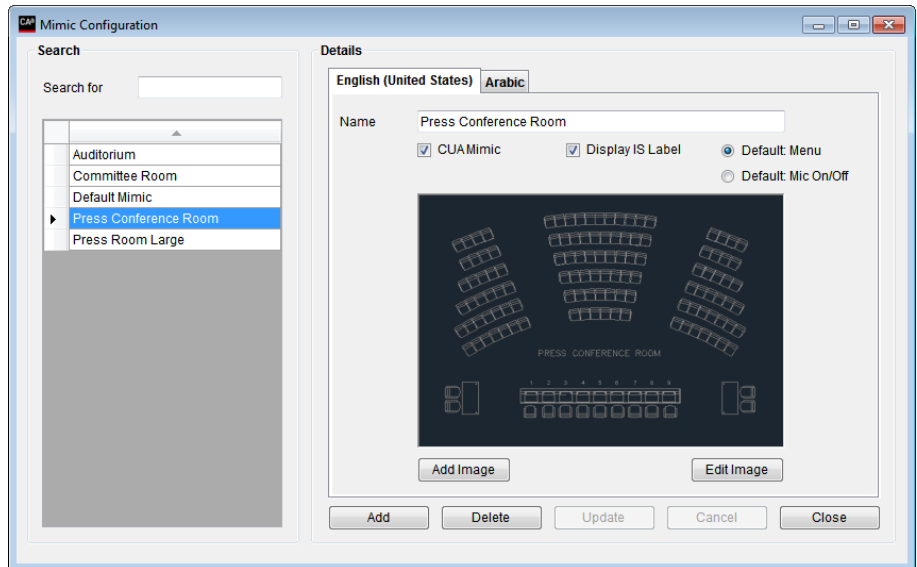It is possible to make several mimic diagrams that can be selected for specific conferences.

Figure 4.8-D

Name   Name of the mimic diagram that will be shown on the drop down list on the Conference screen.

CUA Mimic   One of the mimic diagrams must be marked as default to be used by the system when no conference is started.

Display IS Label   To display the interpreter set labels on the mimic diagram the 'Display Label' must be checked. The CDA application has to be restarted in order for the changes to be applied.

Default: Menu   Tick this option to enable the Menu button in the mimic diagram per default. When touching the dot representation of a microphone in the mimic diagram a menu is presented directly.

Default: Mic On/Off Tick this option to enable microphone handling. When touching the dot representation of a microphone in the mimic diagram the microphone is directly turned on/off.

[Add Image]   Press the button to select a graphic file (bitmap file) through a standard Windows file selection window. The bitmap must be greater than 150x100 pixels. File formats 'bmp', 'tiff', 'png', 'jpg' are valid graphical file formats. The aspect ratio of the image shown in the Preview window might not be correct.

                         The bitmaps can be created using various standard tools like Microsoft Paint. The full size of the bitmap is shown in full resolution in the 'Edit window' and in the CUA.

[Edit Image]   Press the button to call a window allowing the user to edit the mimic diagram as described in the section below. The bitmap will be shown in a scalable window in correct aspect ratio.

63   User Manual SW 6005 CAA ver 6.2 RevA.docx

4.8.4.1   Edit image

The screen presents a full screen view of the imported bitmap allowing the user to add and edit seats, and to add buttons for special functionality.

Right clicking on the image calls a popup menu presenting the different options.

The dots and buttons inserted by use of the popup menu can be arranged by a standard Windows drag and drop function.

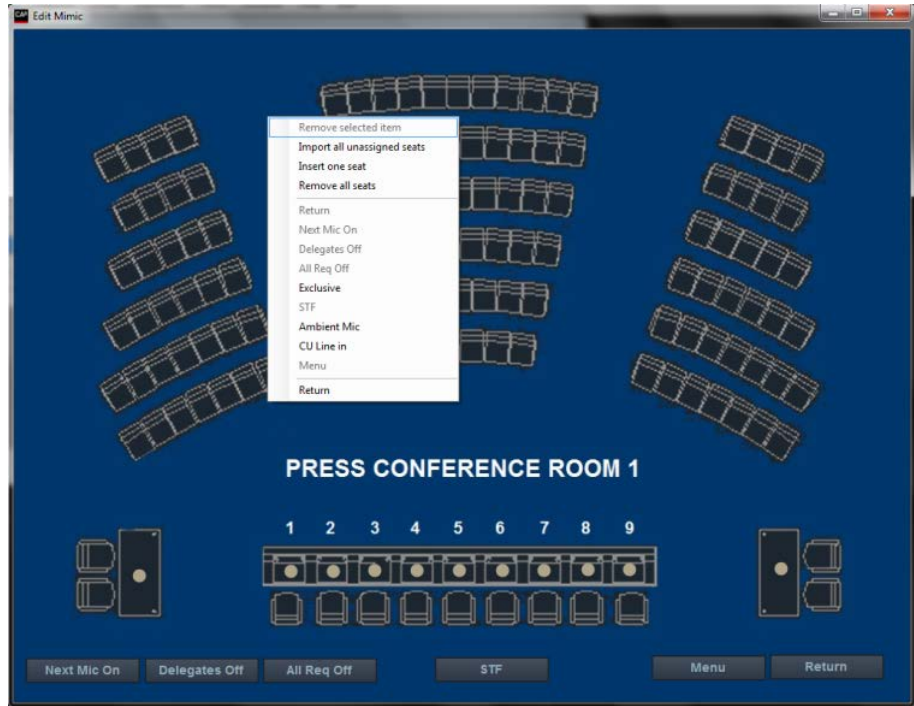Seat numbers are displayed when the mouse is positioned over a dot.

Figure 4.8-E

Remove selected item	Right click on a button or a dot and select this option to remove it from the mimic diagram
Import all unassigned seats	Will create a dot on the screen for each entry in the seat table that has not been put on the mimic yet.
	Dot size can be adjusted in the file
Insert one seat	Displays a list of all seats not already on the mimic allowing the user to select a single seat. The dot is created where the mouse is pointing.
Remove all seats	Will delete all dots on the screen.
Return, Next Mic On etc.	Will insert the buttons [Return], [Next Mic On], [Delegates Off], [All Req Off], [Exclusive], [STF], [Ambient], [CU Line in] and [Menu].
[Menu]	The button [Menu] switches the functionality of the mimic diagram (in the CUA) between presenting a menu or switching On/Off the microphone directly when touching the dot representing of a microphone
Return	Will return to the previous screen presenting the user with a popup 'Save changes yes/no?'. If 'No' is selected all the changes are lost.

4.8.4.2   Not removable button

[Return]	The button [Return] closes the mimic diagram (in the CUA) and returns to previous screen

4.8.4.3   Dot sizes

The dot sizes are configured in the file 'prjCAA.exe.config' in the folder '..\Program Files (x86)\DIS\Conference Administrator Application'. The setting 'MimicRelativeSeatSize' defines the size. Default value is 0.02.

<setting name="MimicRelativeSeatSize" serializeAs="String">
  <value>0.02</value>

4.8.5   CDA Configuration

This screen is used to make configurations for the use of the CDA application.

Multiple configurations can be created to assign the CDA applications individual configurations.

For more information about CDA configurations please refer to the 'User Manual SW 6090 CDA'.
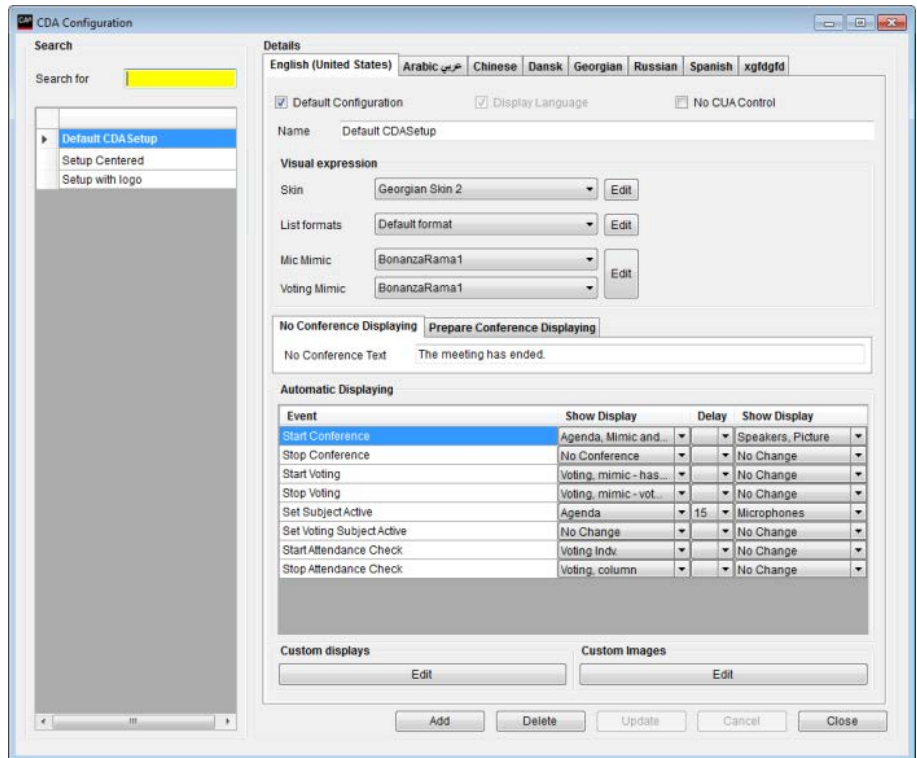

Figure 4.8-F

4.8.6   Delegate List Configuration

This screen allows the user to set the column widths for the different lists in the CUA and CDA Application, which show Delegates.

The total width is a fixed determined by the maximum available space on the screens. The individual columns can be omitted from the lists by entering zero in the width field. Only the 'Show Name' column is mandatory.

The 'Show Name' content is defined in the 'User Type' setting.

The fields 'User Type, Group and Group Abbreviation' can also be selected when configuring the 'Show Name' content.
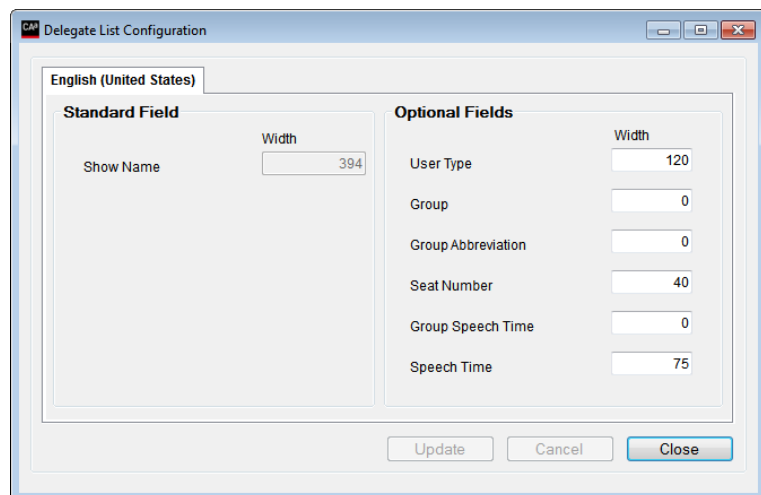
Figure 4.8-G

4.8.7   Print Server Configuration

This screen allows the user to configure a print server for the print button in the CUA.
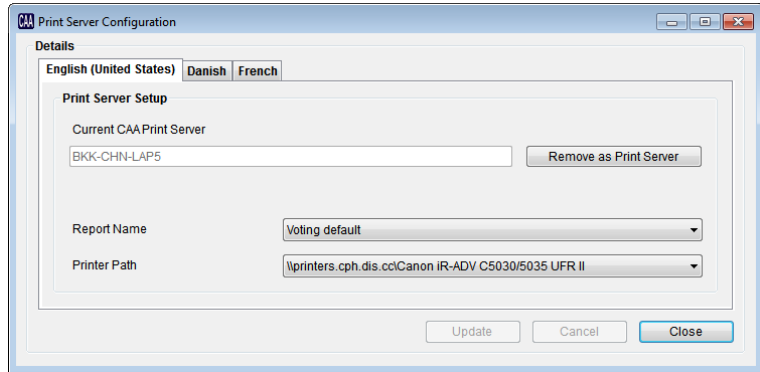
Figure 4.8-H

4.8.8   Speech Time Configuration

This screen allows the user to configure different speech time configurations.

For more information on the speech time configuration please refer to the Advanced Speech Time Control User Manual.
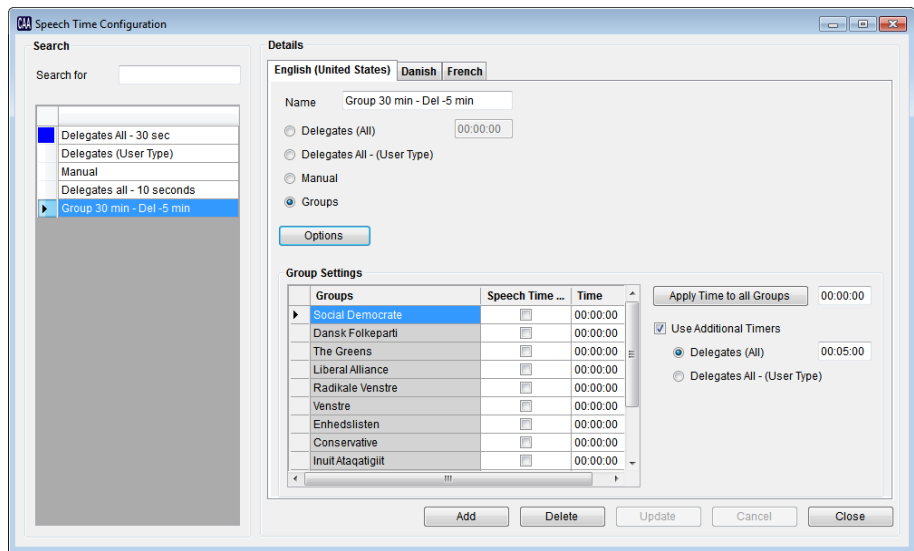

Figure 4.8-I

4.8.9   Speaker Type Configuration

This screen allows the user to configure different speaker types.

The speaker types are used in the Agenda for configuring the delegates to be shown by speaker type and name in the CUA and CDA.
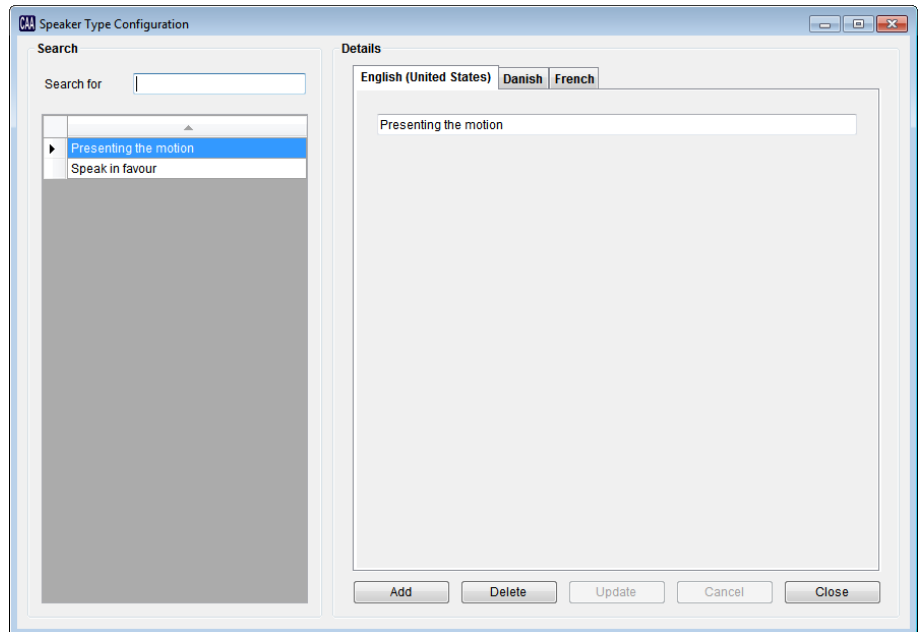
Figure 4.8-J

4.8.10   Web Service Configuration

This menu item allows the user to open a web page for configuring the SW 70xx Streaming Software or other third parts application, which allows a web page for configuring.

For more information on the streaming configuration please refer to the document 'SW 70xx Streaming and Archiving Software'

4.8.11   Conference Type Configuration

This screen allows the user to configure different conference types used when multiple rooms are streaming to the same web application

Figure 4.8-K

67   User Manual SW 6005 CAA ver 6.2 RevA.docx
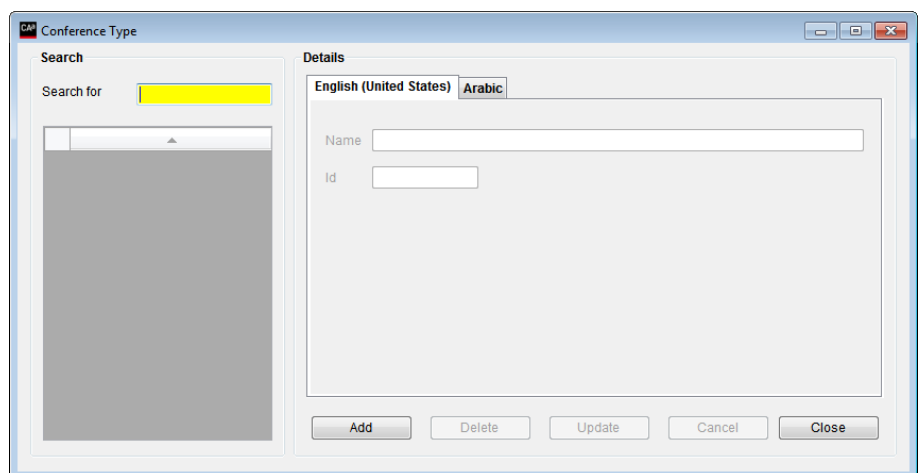
4.9   Setup/User Type

This screen is used to create and maintain the various 'User Types' that can be assigned to delegates and seats.

It is used to specify the screens, buttons or special functionalities that apply to a delegate or a seat's profile.

A number of standard user types are created automatically during installation.

They can be modified or deleted except the Chairman and Delegate. The Chairman and Delegate user type can only be modified but not deleted.
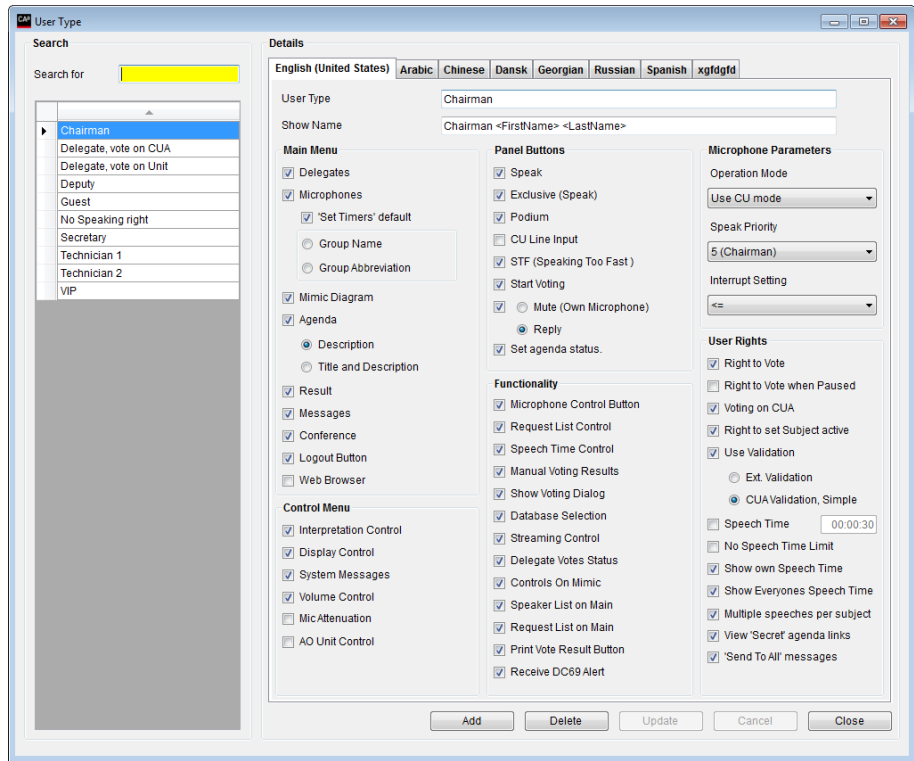

Figure 4.9-A

4.9.1.1   Screens

The options specify which screens will available to the user of the CUA Application:

Delegates   Shows names, titles, pictures and other information for the delegates attending the conference.

Microphones   Microphone management, speakers list, speak request list and last five speakers. Allows the user to open and close microphones.

'Set Timers' default Shows the speech time timers in the CUA/Microphones instead of the Last 5 Speakers.

**Group Name** Group name is shown in the 'Group Speech Time' window in the CUA

Group Abbreviation The group abbreviation is shown in the 'Group Speech Time' window in the CUA

Mimic Diagram   Graphical overview of the room or hall showing login and microphone status and allowing the user to turn microphones on and off, log delegates in and out and set individual volume level of microphones.
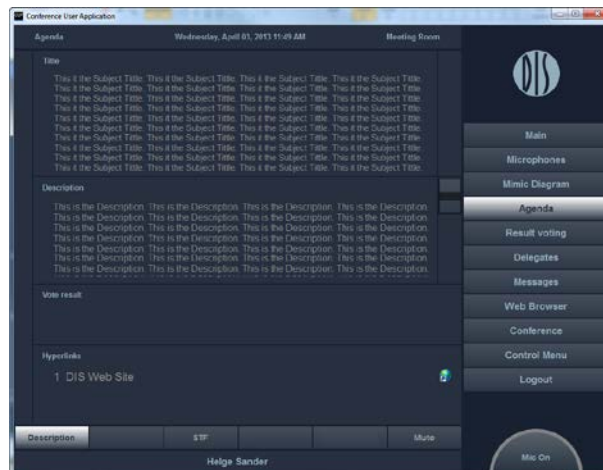
Agenda   Shows the agenda for the current conference.

Agenda – Description This selection is default. If selected the [Description] button in the CUA Agenda will show:
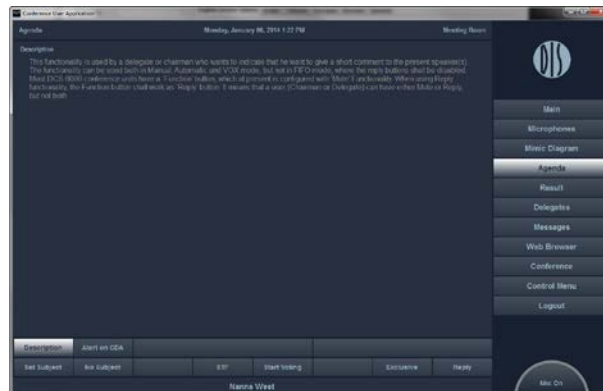
Agenda – Title and Description If selected the [Description] button in the CUA Agenda shall show:

Result   Shows the voting result.

Messages   Allows delegates to exchange written or pre-recorded messages between each other.

Conference   Starting and stopping a conference and setting conference parameters

Logout Button   Show the logout button on the CUA

Web Browser   Shows the web browser

4.9.1.2   Control menu

The 'Control menu' is a sub-menu in the CUA giving access to screens for setting conference parameters, adjusting CU volume controls and adjusting individual microphone unit volume controls

Interpretation Control	Allow the user to control and monitor the status of the interpreter units.
Display Control	This page is use to select the screen to be shown on the CDA displays
System Messages	Displays important system messages generated by the DCS6000 system
Volume Control	Adjusting the CU 6105/6110 volume controls and adjusting individual microphone unit volume controls.
Mic Attenuation	Adjusting individual microphone unit volume controls.
AO Unit Control	Control the channel setting and output volume of connected AO units.

4.9.1.3   Panel Buttons

These options specify which panel buttons will be available to the user of the CUA Application:

Speak	Button for requesting to speak with the same functionality as the button on the microphone unit.
Exclusive (Speak)	Button for requesting the exclusive right to speak. Will turn off all delegate microphones.
	This button will only work, if the user has 'Speak Priority' = Chairman
Podium	Button for turning On/Off the Podium microphone(s).
CU Line input	Button for switching On/Off the Line input at the CU
STF (Speaking Too Fast)	Indication button. Turns red if an interpreter presses his STF button.
Start Voting	Button for starting a Voting session
Mute (Own Microphone)	Button for temporary muting an open microphone. Either the [Mute] or the [Reply] button can be selected
Reply	Button for requesting to give a reply. Either the [Mute] or the [Reply] button can be selected
Set Agenda Status	When enabled three buttons for setting agenda subject status in the CUA are available. The subject status could be: Cancelled, Postponed or New.

4.9.1.4   Functionality

These parameters specify special functionality that applies to seats or delegates of this user type:

Microphone Control Button	With this option the user has control of microphones in the CUA Microphone screen and Interpreter Screen.
Request List Control	With this option the user has the right to close and hide the request list for all as well as to close the request queue for all except a 'Technician' user (Seat type: Technician).
Speech Time Control	With this option the user has the right to set speaking time in a CUA.
Manual Voting Results	With this option the user has the right to type in a voting result using a dialog box.
Show Voting Dialog	This option enables the display of the voting pop-up when the Start Voting button has been activated.

Database Selection	A user with this functionality can switch his application between two or more systems.
Streaming Control	With this option the user has the right to control streaming and archiving.
Delegate Votes Status	With this option the user has the right to display the 'Delegate Votes Status' information on the CUA Result screen.
Controls On Mimic	With this option the user has access to the control buttons on the mimic diagram in the CUA.
Speaker List on Main	With this option the user has access to the Speakers list on the CUA and on the DC6990P (not the Request list).
Request List on Main	With this option the user has access to the Speakers and Request list on the CUA and on the DC6990P.
Print Vote Result Button	With this option the user has access to a button on the voting results screen enabling the user to print the voting result.

4.9.1.5   Microphone Parameters

This setting is used to assign <u>individual</u> 'Modes' to Users or Seats. For most applications, the 'Operation Mode' is set to 'Use CU mode'. It means that the operation mode for the users is following setting made on the CU, i.e. if the system is running in Manual mode the Delegates will run in Manual mode.

The Standard CU modes are found in the following table:

4.9.1.5.1   Standard System setting

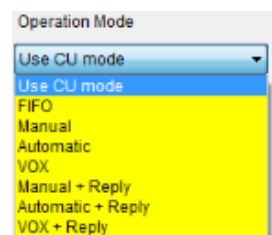|	Operation mode	Speak priority	Interrupt ability
Chairman	Use CU mode	5	<=
Delegate	Use CU mode	1	Use CU mode
VIP	Use CU mode	2	Use CU mode

Figure 4.9-B

However for certain applications, it is desirable to assign individual operations mode, where the user will always run in the selected mode independently of the 'System Setting'.

4.9.1.5.2   Individual modes

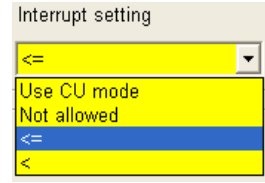|		
Operation Mode	Use CU mode, FIFO, Manual, Automatic, VOX, Manual+Reply, Automatic+Reply or VOX+Reply.	
	See explanation of the modes in the Conference section	
Speak Priority	1(Delegate), 5 (Chairman), 4, 3, 2 (VIP) or No Speaking Rights	
	Chairman (5) is the highest priority and the microphone will always be turned on regardless of operation mode.	
	In the Request list in the CUA, a user with higher speak priority will be placed before a user with lower speak priority.	

71   User Manual SW 6005 CAA ver 6.2 RevA.docx
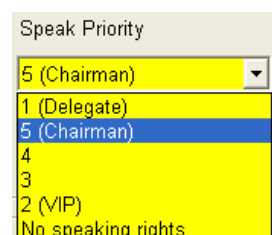
| Interrupt Setting | Determines the microphone's ability to interrupt another speaker if the maximum number of speakers is reached. | |

| | Use CU mode | The interrupt ability will follow the setting made in the CU. |
	Not allowed	Cannot interrupt another speaker
	<=	Can interrupt a speaker with the same speak priority or a speak priority which is less than own speak priority.
	<	Can interrupt a speaker with a speak priority less than own speak priority

4.9.1.6 User Rights

These parameters specify special functionality that applies to seats or delegates of this user type:

Right to Vote	With this option the user has the right to vote.
Right to Vote when Paused	With this option the user has the right to vote after the voting session has been paused.
Voting on CUA	A user with this right can vote pro the CUA display. When this option is set, then voting buttons on a connected conference unit will be disabled.
Right to set Subject active	With this option the user has the right to set a subject active.
Use Validation	**Ext. Validation** With this option the user can use external validation on a delegate user type.
	CUA validation, Simple This Option is only available for the user if Registration is in use at the Conference and 'External Validation' is ticked in CAA/Equipment/Conference Units. The option is used to enable/disable a popup on the CUA when a chip card is inserted in the attached conference unit. When enabled, the user is not registered/logged in before he has pressed a 'Registration' button on the popup:
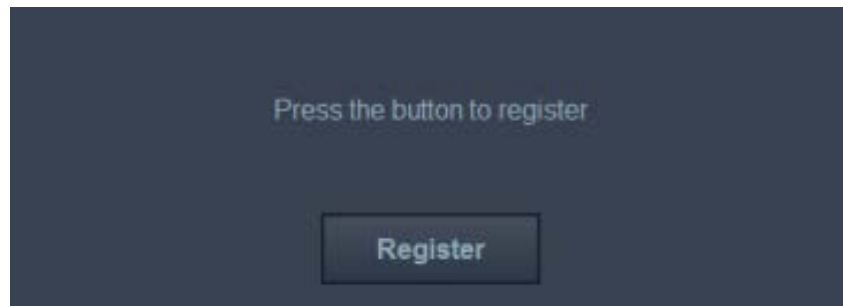
Speech Time	This option applies individual speech time limit (0:00:00-9:59.59) to the user type. If the option is not enabled, the user type will not have any speech time applied even though a speech time configuration based on user types is active.
No Speech Time Limit	This option applies a no speech time configuration to the user type.
Show own Speech Time	This option enables the user type only to see own speech time in the CUA.

72

Show Everyone's Speech Time	This option enables the user type to see the speech time of all delegates in the CUA.
Multiple Speeches per subject	Is the option 'One speech pr. Subject' is active (configured in 'Agenda Subject Configuration') only users with 'Multiple Speeches per Subject' are allowed to speak multiple times.
View 'Secret' agenda links	When enabled the user can view open links to documents, which has the attribute 'Secret'

4.10   Setup/Language

4.10.1   Languages

The CUA Application and the Conference Administration Application (CAA) offer full support for multiple languages.

.
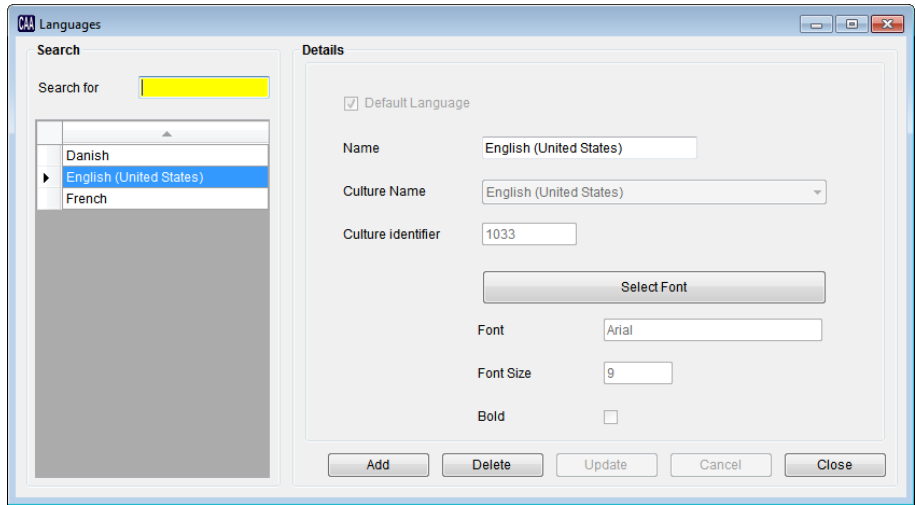
Figure 4.10-A

Default Language	The default language, which is created during the installation, is marked as the default language.
Name	Name of the language (this will be displayed on the language selection buttons on the CUA Application and on the language tabs of the different screens in this application).
Culture Name	Selects the standard Windows culture that applies to the language. These languages must also be installed manually on Windows on all PCs that will use the language.
Culture identifier	Field for showing the associated culture identifier for the selected culture name.
[Select Font]	Use this button to change of the font and font size in the CAA for this language (Arial is currently the default for the SW 6000 applications).
Font	Field for showing the selected font.
Font size	Field for showing the selected font size. (Font size 10 is the default size for labels and data fields).
Bold	All text and labels will be in Arial Bold if this option is selected.

4.10.2   Labels

This screen allows the user to enter a complete translation of all labels and system text used in the CUA and CAA Application. Maximum amount of charters per label is 100 however the maximum useable number of characters might be limited in the application, where the label is used.

A drop down box 'Label Group' allows the user to select the labels grouped by application and screen.

Labels for the 'Default language' that is selected during installation must be created or imported.

In the SW 6000 installation package are labels for some language, which can be imported.

Figure 4.10-B

4.10.2.1   Special buttons

[Import Language]   Use this button to import a set of labels for one language in XML format. Only one language at a time can be imported. Before importing select the language, where you want to import the labels. Only languages with the same culture code can be imported.

[Export Language]   Use this button to export a set of labels for one language in XML format. Only one language at a time can be exported. The exported language file can be edited using the 'Label editor' program.

75
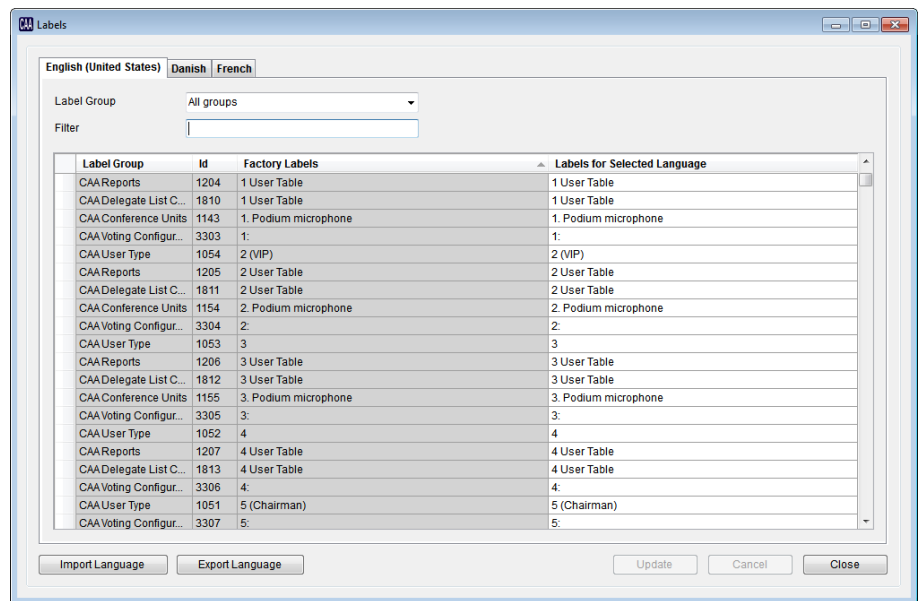
4.10.3   Label Groups

This screen allows the user
to change the labelling of a
label group.
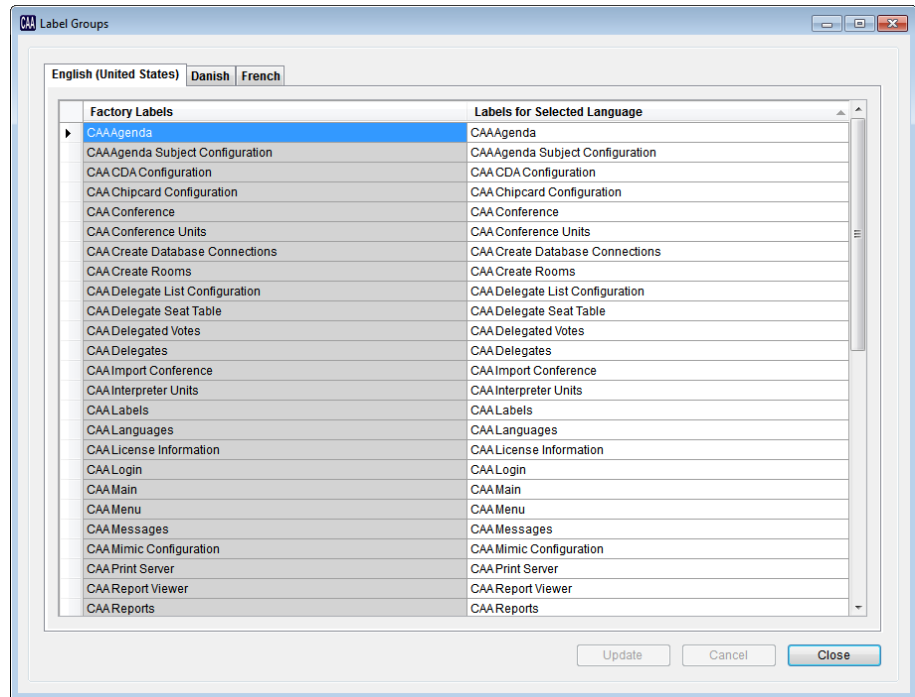
Figure 4.10-C

4.10.4   Shortcut to Commands

Placing an &-sign before the label text will invoke the function, that the button can be activated with Alt+"the letter after the & sign"

If the underline has to be present before the Alt-key is pressed, the following has to be done:

1. Right click on the desktop and select 'Properties'
2. Select 'Appearance'
3. Activate the button 'Effects..'
4. Remove the tick mark in 'Hide underlined letters for keyboard navigation until I press the Alt key'

In Vista and Windows 7 the setting is in "Ease of use" in desktop properties.

4.10.5   Report Names

Report Names are not translated in the label editor but translated is done by changing part of the report name. The reports are placed in the 'Reports' folders at this path: ...\Program Files (x86)\DIS\Conference Administrator Application\Reports.

Applied rules

The names shown in the drop-down box in the CAA are generated directly from the file names for the reports in the CAA report folder. This is done for making the report section generic with the purpose that additional reports can be added without making any programming. The side effect is, that report names are not translated in the label editor, but translation has to be done by changing part of the report name.

The renaming of the report can be done following those guidelines:

1. The first word in the filename is ignored and is not shown in the CAA. This name should not be translated due to the categorization of the reports, but is in praxis without importance.
2. If the second word is 'default' then this must be maintained and not translated as the reports containing the word 'default' will be used as the default reports in the CAA. The 'default' note can of course be move to another report.
3. If the second word is 'subreport' the report are not to be translated, as the report is used as reference for other reports. If renamed the other reports will fail. 'Subreports' are not shown in the CAA so renaming is unnecessary
4. The rest of the file name (of course exclusive the file end .rdlc) can be translated.

Example

Report name in folders	Report shown in CAA - Reports
name ▢ Agenda default Without voting results.rdlc ▢ Agenda With voting results.rdlc	Choose Report Without voting results ▼ Without voting results With voting results
▢ Agenda default Uden afstemningsresulta... ▢ Agenda Med afstemningsresultat.rdlc	Choose Report Uden afstemningsresultat ▼ Uden afstemningsresultat Med afstemningsresultat

4.10.6   DC6990 Language

This screen allows the user to select the language of the dynamic text in the DC 6990 units. The dynamic text refers to the text strings that come from the SW 6000 such as Delegate Names, Agenda Items and Conference Names.

If the selected DC 6990 Language is not available as static labels on the DC 6990 the user must select another available language for the static labels.
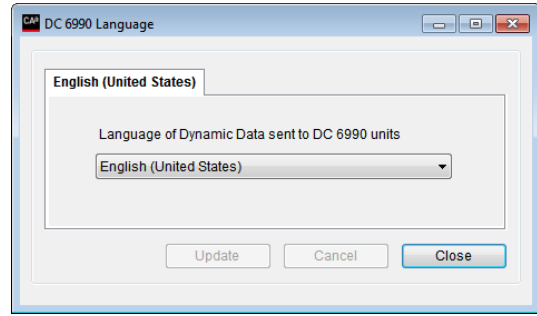

Figure 4.10-D

After selecting the language of the dynamic text the CUI application must be restarted for the selection to become active. A CAA alert will pop up when updating the DC 6990 Language prompting the user to restart the CUI.
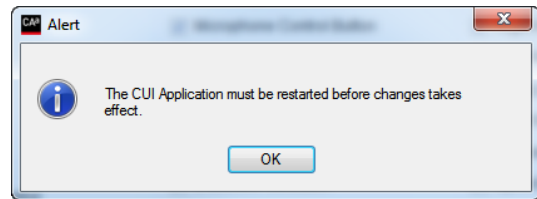
Figure 4.10-E

4.11   Setup/Rooms

4.11.1   Create Rooms

This screen is used listing the rooms, which can be connected together.

Configurations for the rooms are created in 'Setup/Rooms/Room Configuration'.
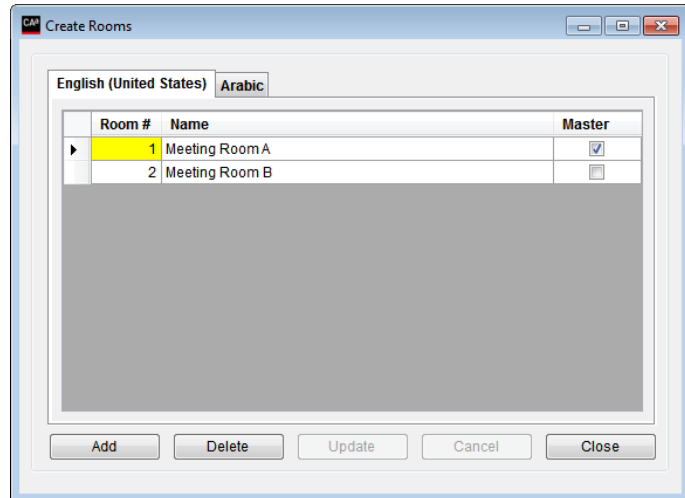
Figure 4.11-A

Room #	An integer value, numbering the rooms
Name	Description of the room
Master	Indicating that this room is the default room, where the CU is located.

4.11.2   Room Configuration

This screen is used to create configurations for the unit in each room listed in 'Setup/Rooms/Create Rooms'. Multiple configurations can be made for each room.

If multiple configurations are to be used for one room only, then create one room in 'Setup/Rooms/Create Rooms' and create the needed configurations in 'Setup/Rooms/Room Configuration'.

Left window is showing the list of rooms.

For each of the rooms in the left panel, a list of created setups is shown in the right panel. One of those Setups can then be selected for the room.

This is done for each room.
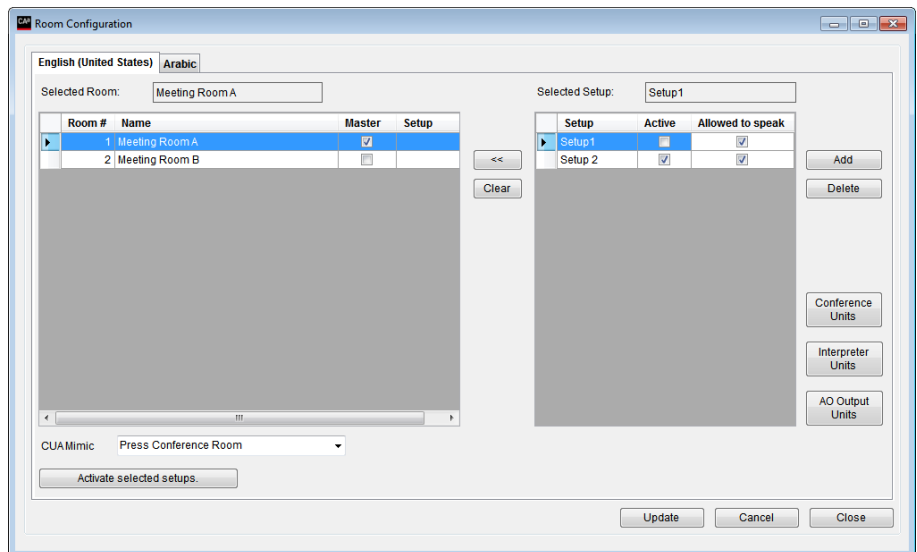
Figure 4.11-B

[Add] [Delete]	The buttons are used when creating the setups.
[Conference Units]	When a new setup is created, this button is used to show the Seat table for the units in this room. The functionality of the units can then be changed as described in Setup/Equipment/Conference Units.
[Interpreter Units]	When a new setup is created, this button is used to show the table for the interpreter sets in this room. The functionality of the units can then be changed as described in Setup/Equipment/Interpreter Units.
[AO Output Units]	When a new setup is created, this button is used to show the table for the AO output units in this room. The functionality of the units can then be changed as described in Setup/Equipment/Audio Output Units (AO).
[Activate selected setups]	When each room has been assigned the Setup to be used, this button activates the setup.

4.12   Setup/Database

4.12.1   **Create Database Connections**

This screen is used to create connections to other databases definitions for the CAA and CUA applications.
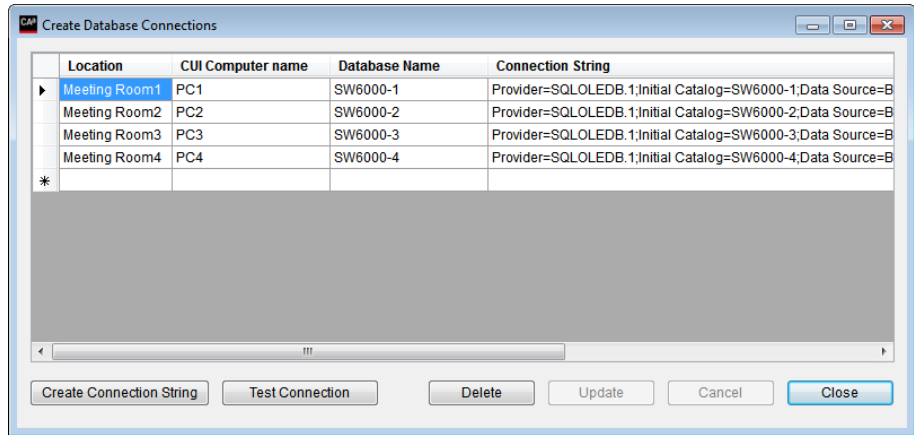

Figure 4.12-A

4.13   Connect to Database

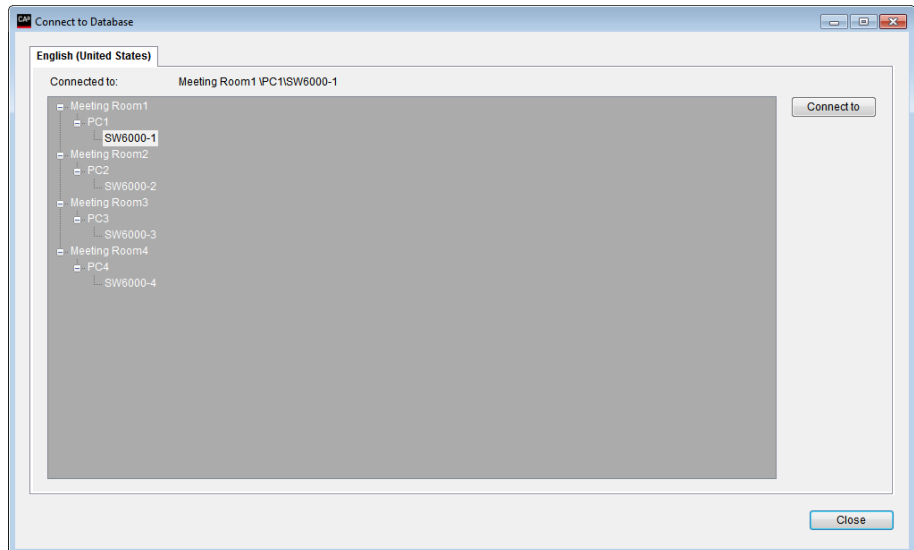This screen is used to switch between the database connection made in the 'Create Database Connections' screen.

Figure 4.13-A

4.14   Tools

4.14.1   Tools/System Messages

This screen is used to view system messages generated by the SW 6000 Conference Management Software. The system messages can be saved to a file using the 'Save to file' button.
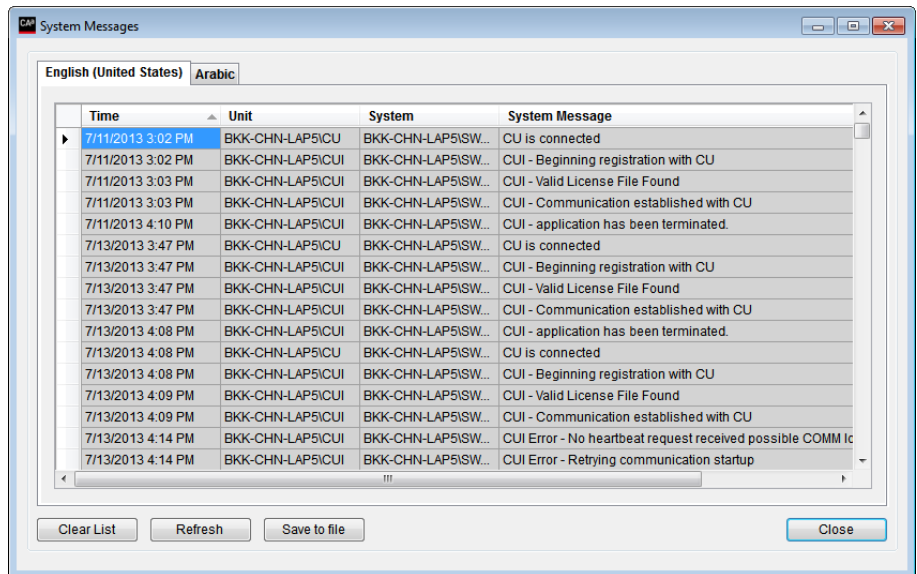
Figure 4.14-A

4.14.2   Tools/License Information

This screen is used to view license information for the SW 6000 Conference Management Software.

The License Information window displays a list of how many licenses are available per software applications and modules based on the loaded software license.

The 'Licenses In Use' provides information on how many licenses are currently in use for the different software applications.

Figure 4.14-B

**81**   User Manual SW 6005 CAA ver 6.2 RevA.docx
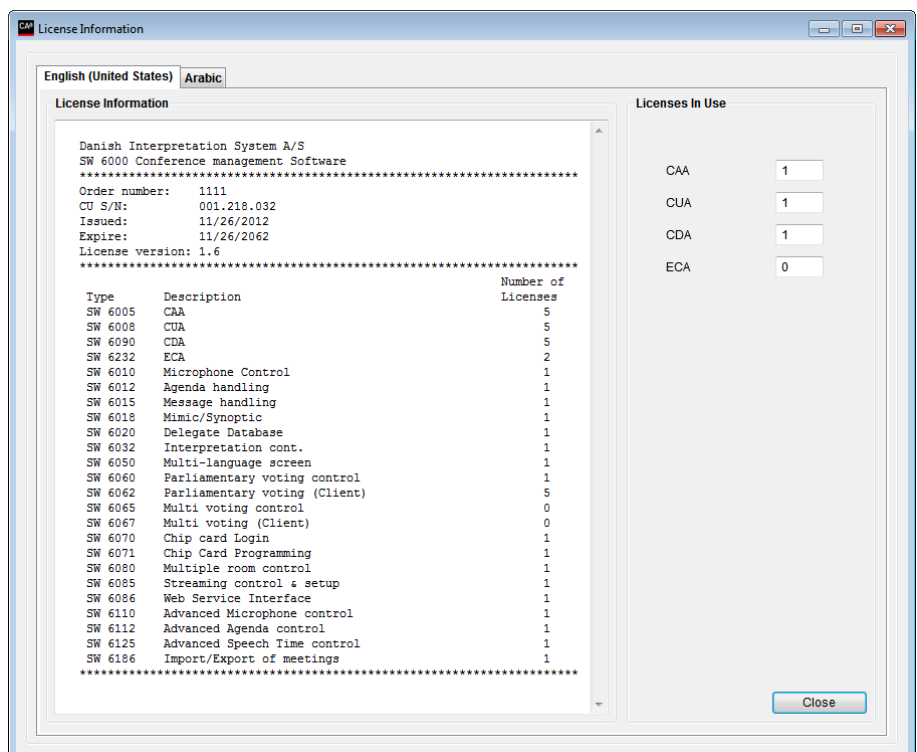
5   SW 6000 Backup Utility

This application is used to backup and restore the SW 6000 database. You need to have 'Local Administrator Rights' to perform a Backup and Restore procedure.

5.1   Backing up data

The procedure for backing up data is a follows:

1   Close   all   SW   6000 applications.

2   Start the application by clicking the SW6000 DataBase Backup Utility shortcut in the Start menu.

3   The utility will start.
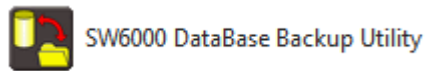
Select 'Backup".

Fill in the fields:

Server Name This is the name of the PC, where the database is installed.

Database Name: This is the name of the database. Normally this will be 'SW6000-1'.

Select 'Use Windows Authentication'.

Fill in the Backup file path and name or use the suggested name.

Click the [Backup] button.

Figure 5.1-A
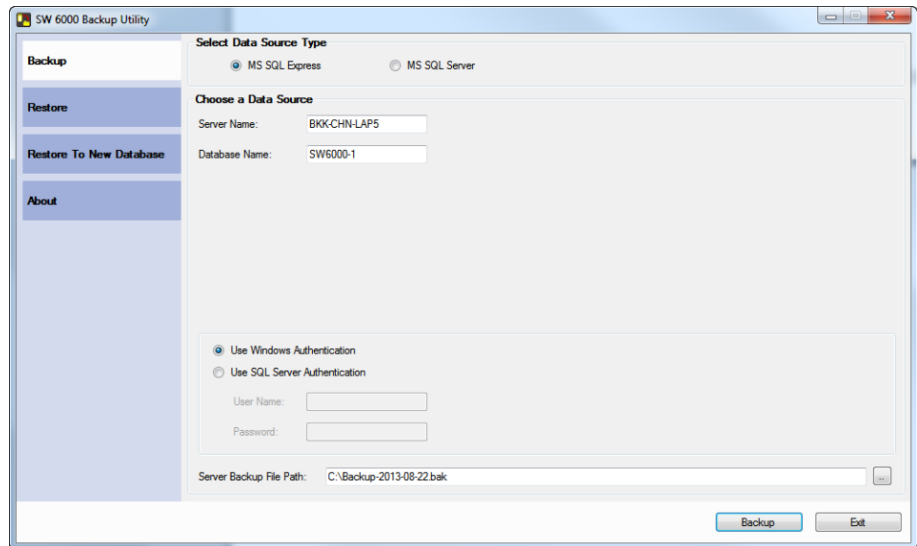
4   Click [Yes] to start backing up the database.

Figure 5.1-B

5   The data will be backed up and when finished the message box 'Backup Database is complete' will show.

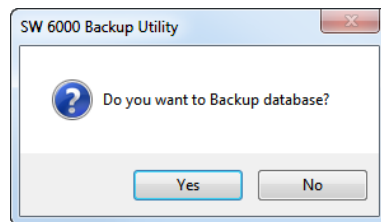Click [OK] and click [Exit] to close the application.
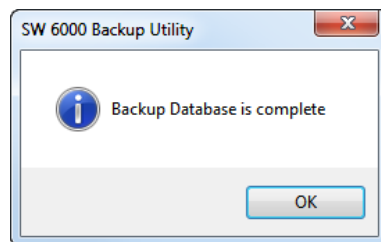

Figure 5.1-C

82   User Manual SW 6005 CAA ver 6.2 RevA.docx

5.2   Restoring data to same database

The procedure for restoring data to the same database as the backup is as follows:

1   Close all SW 6000 applications.

2   Start the application by clicking the SW6000 DataBase Backup Utility shortcut in the Start menu.

3   The utility will start.

Select 'Restore"

Fill in the fields:

Server Name This is the name of the PC, where the database is installed.

Database Name This is the name of the database. Normally this will be 'SW6000-1', but it has to be the same as when the data was backed up.

Select 'Use Windows Authentication'.

Select the backup file using the [...] button.

Click the [Restore] button.

Figure 5.2-A

4   Click [Yes] to start restoring the database.

Figure 5.2-B

5   The data will be restored and when finished the message box 'Restore Database is complete'
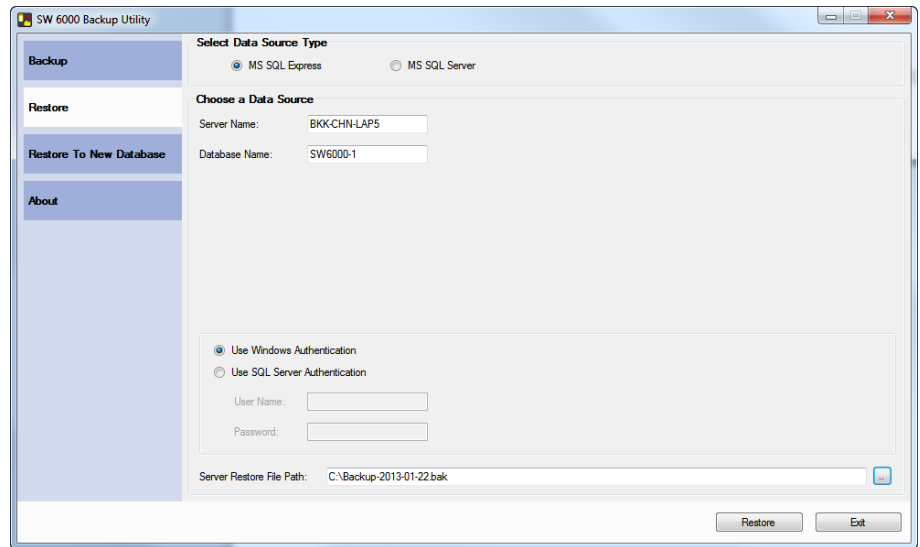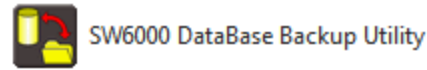
Click [OK] and click [Exit] to close the application.
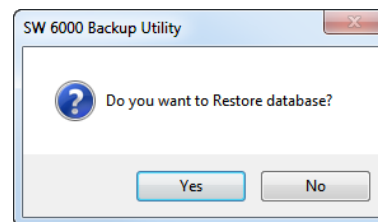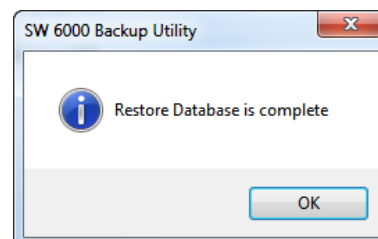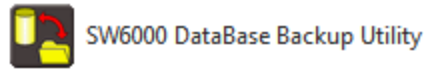

Figure 5.2-C

5.3   Restoring data to other database

The procedure for restoring data to another database than the backup is as follows:

1   Close all SW 6000 applications.

2   Start the application by clicking the SW6000 DataBase Backup Utility shortcut in the Start menu.

3   The utility will start.

Select 'Restore"

Fill in the fields:

Server Name This is the name of the PC, where the database is installed.

Old Database This is the name of the database, which was backed up (ex. SW6000-1).

New Database This is the name of the database, which has to be restored (ex. SW6000-3).

Select 'Use Windows Authentication'

Select the back using the [...] button

Click the [Restore] button.

Figure 5.3-A
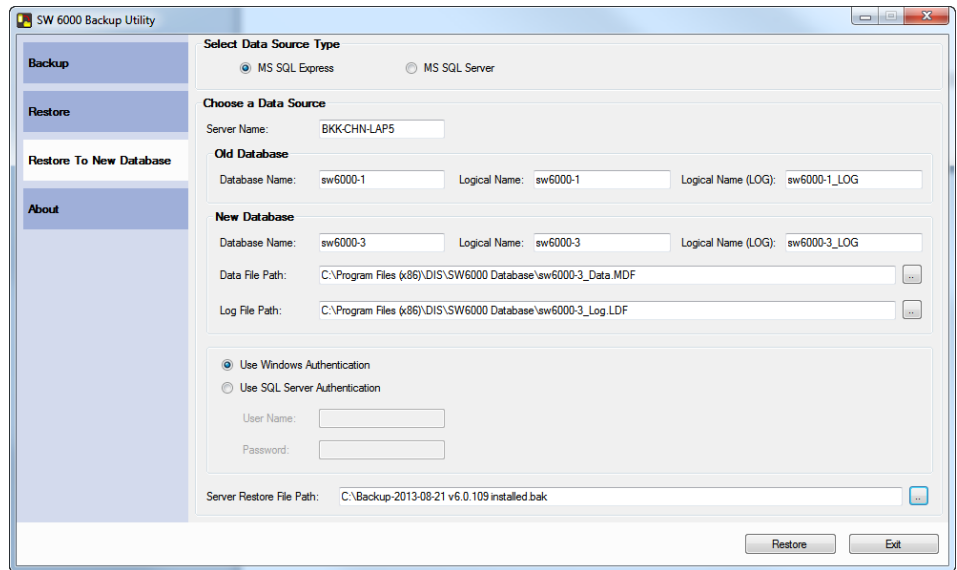
4   Click [Yes] to start restoring the database.

Figure 5.3-B

5   The data will be restored and when finished the message box 'Restore Database is complete'
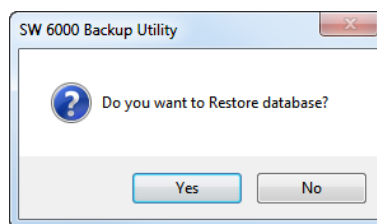
Click [OK] and click [Exit] to close the application.
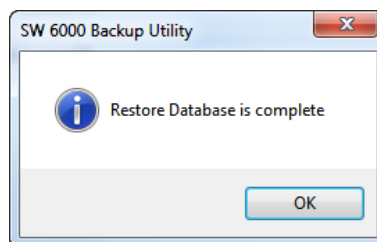

Figure 5.3-C

84   User Manual SW 6005 CAA ver 6.2 RevA.docx

User Manual SW 6005 CAA ver 6.2 RevA.docx

SHURE ®

LEGENDARY
PERFORMANCE™

www.shure.com

United States, Canada, Latin America, Caribbean:
Shure Incorporated
5800 West Touhy Avenue
Niles, IL 60714-4608
USA

Phone: +1 847 600 2000
Fax: +1 847 600 1212 (USA)
Fax: +1 847 600 6446
Email: info@shure.com

Europe, Middle East, Africa:

Shure Europe Gmbh
Jakob-Dieffenbacher-Str. 12
75031 Eppingen
Germany

Phone: +49 (0) 7262-9249-100
Fax: +49 (0) 7262-9249-114
Email: info@shure.de

Asia, Pacific:

Shure Asia Limited
22/F, 625 King's Road
North Point, Island East,
Hong Kong

Phone: (+852) 2893-4290
Fax: (+852) 2893-4055
Email: info@shure.com.hk

Free Manuals Download Website

http://myh66.com

http://usermanuals.us

http://www.somanuals.com

http://www.4manuals.cc

http://www.manual-lib.com

http://www.404manual.com

http://www.luxmanual.com

http://aubethermostatmanual.com

Golf course search by state

http://golfingnear.com

Email search by domain

http://emailbydomain.com

Auto manuals search

http://auto.somanuals.com

TV manuals search

http://tv.somanuals.com