Bosch DCN Conference Software Suite

DCN Next Generation

BOSCH

en Software Manual

Table of contents

1 General Bosch DCN Conference Software Suite

General description

Version 4.2, 2013.

The DCN-SW Conference Software Suite is used to control and monitor a DCN Next Generation Conference system. The DCN-SW controls a meeting which is held in a room. Each meeting consists of an agenda with several sessions about a subject and each session can have a discussion and several votings.

Copyright and disclaimer

Software components

The DCN-SW Conference Software Suite is built as a client server solution and consists of several software components:

– *DCN-SW Server and Console, page 7*
– *Configuration Application, page 8*
– *Operator Application, page 9*
– *Print Application, page 10*

All DCN-SW components can - but do not necessarily need to be - run from separate computers to integrate seamlessly with each other. This allows the possibility for assigning functionality to different users and/or PCs, or, for instance, let one or more users configure the set-up and register delegates (Bosch DCN Conference Software Configuration Application), and other users actually control the meeting on separate PCs (Bosch DCN Conference Software Operator Application).
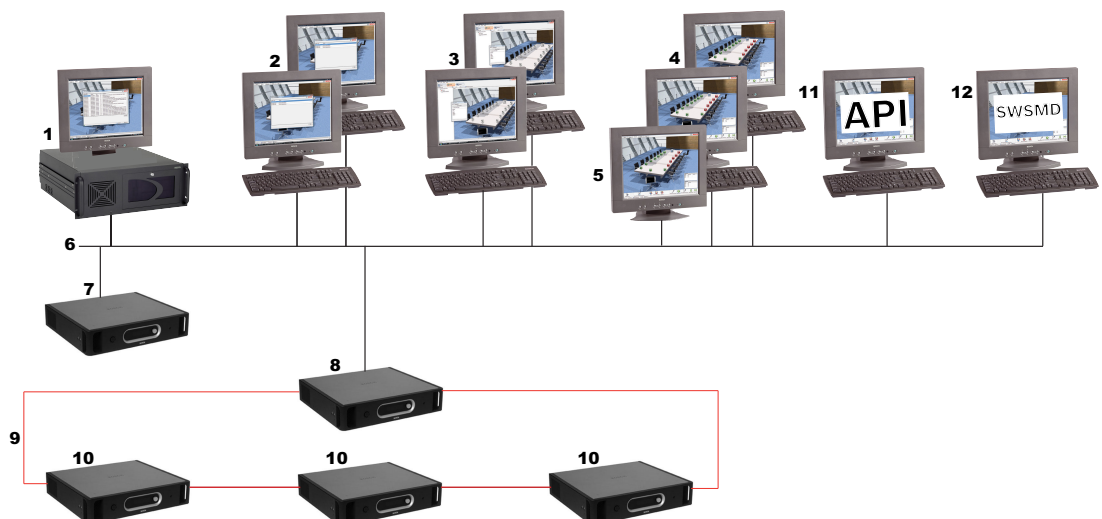
1	Bosch DCN Conference Software Server and Server Console
2	Bosch DCN Conference Software Print Application
3	Bosch DCN Conference Software Configuration Application

4	Bosch DCN Conference Software Operator Application
5	Touch screen
6	Ethernet connections
7	CCU2 (standalone) (Central Control Unit)
8	CCU2 (master in multi ccu mode) (Central Control Unit)
9	Bosch optical network
10	CCU2 (slave in multi ccu mode) (Central Control Unit)
11	DCN-SWAPI (Software API)
12	DCN-SWSMD (XML Streaming Meeting Data)

1.1   DCN-SW Server and Console

The DCN-SW Server is a Windows service and provides management, control, and monitoring of the DCN Next Generation Conference System, and is the main core of the DCN-SW. The server connects and controls all other software components. The server consists of two parts: the server core and the server application.

The server core is a Windows service which is running on the background and communicates via RS232 or via Ethernet to the Conference System. Refer to the DCN Installation and User Instruction manual for how to connect the server PC to the Conference System.
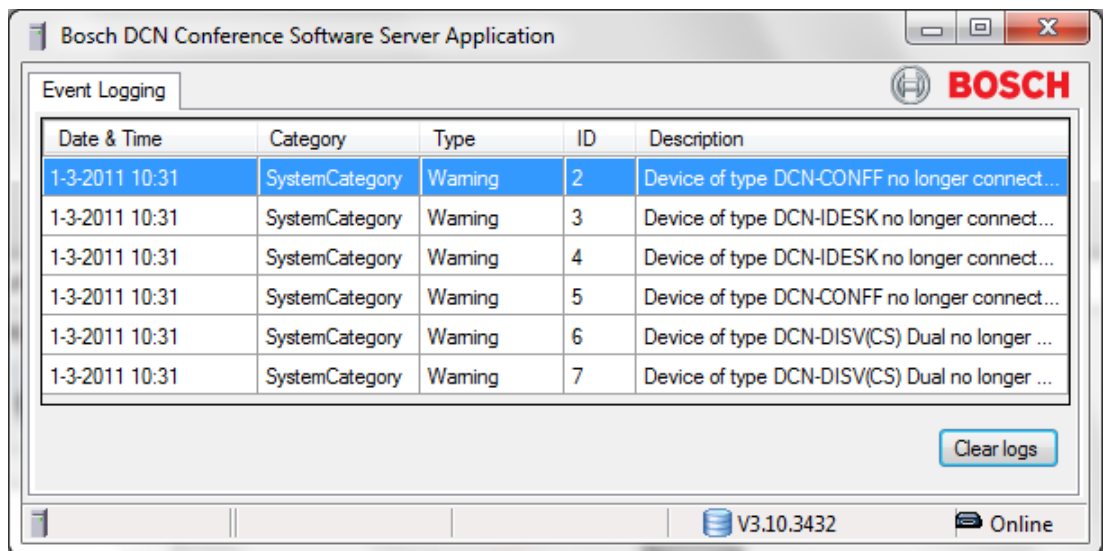
The server console is used as a user interface to the server. The server application gives feedback of general system information. Refer to *Server application, page 13*.

1.2   Configuration Application

The Configuration Application can be used without a Conference System connected. This is the so-called off-line configuration mode. An active mode is also available; in this case a Conference System is connected and the installer needs to define the PC communication port settings.
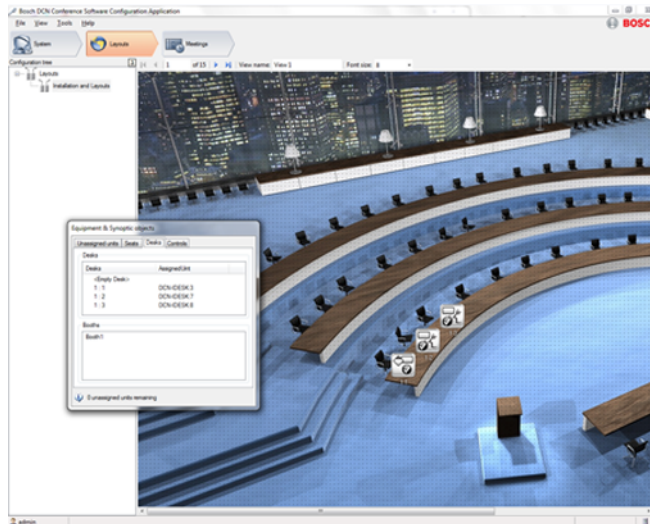
The Configuration Application is divided in three main flows:

System
Used by the administrator and installer to define: User groups, users, system languages and system channels. In User groups, privileges are defined to create different User groups with their own privileges. Examples of User groups can might be "Secretary", "Operators", etc. Each User is assigned to a User group and inherits the rights of that User groups. Also system languages and system channels for interpretation, Intercom or individual channels are defined here.

Layouts
Used by the installer or operator to create several Synoptic overviews of the room where the conference system is located.
The last part of the layouts flow is test; here the microphones and channels can be tested.

Meetings
Used by the operator or secretary to define Voting templates, Groups, Delegates and Meetings. In every meeting delegates can be assigned to this meeting, agenda, simultaneously Interpretation, attendance registration and access control. Request list and Voting can be prepared.

Refer to *Configuration application, page 15*.

1.3   Operator Application

The Operator application is used to control and monitor the meeting. The application is optimized for touch screen control and uses ribbon technology, giving the user a graphical representation of all main functions, which makes it very intuitive to use. Availability of the functions within the Operator application depends upon User group rights and the conference systems license. For example, when the voting license is not available, voting control cannot be used and will be hidden. Throughout the Operator application, links are provided for quick access to the desired part of the Configuration application.
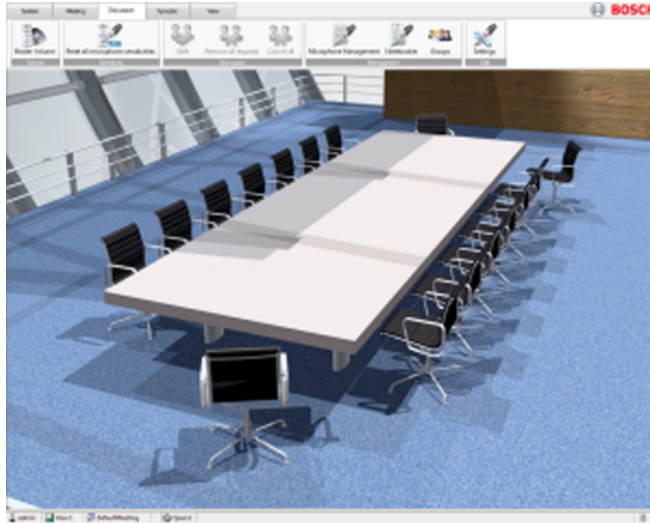
The Operator application consists of 5 ribbons:

System
Here the general functions are available, such as: Login/Logout, Exit, Power (DCN-WAP), Help and a link to Configuration application.

Meeting
From the Meeting ribbon, the meeting, agenda, attendance registration and access control can be activated, voting can be controlled and simultaneous interpretation can be monitored. A quick link is also available for instant jump to the Participant's part in the configuration application.

Discussion
The Discussion ribbon contains all necessary functions to control a discussion.

Synoptic
In the Synoptic ribbon the layout for the room can be chosen and the Synoptic view mode of the room: Microphone control, Voting results, Microphone sensitivity, Usher help request, Battery status and Signal status. Also here is a quick link button to the configuration application for changing the Layout.

View
In the View ribbon the appearance of the ribbon and the full-screen mode can be controlled.

Refer to *Operator application, page 45*.

1.4 Print Application

The print application prints voting results.
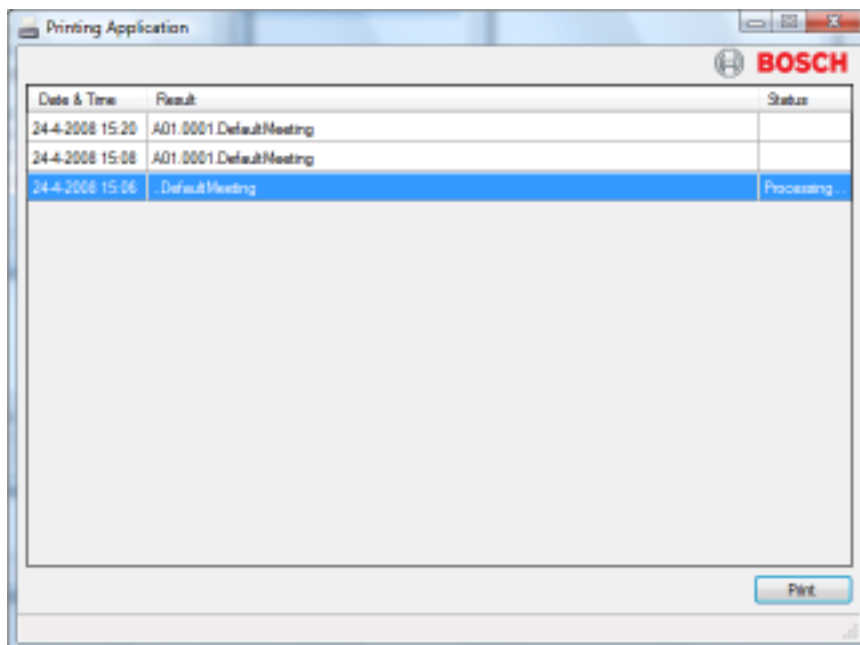
1.5 System license key Conference Software Suite

The use of the DCN-SW depends upon the conference systems license. Depending on the license, which is located in the central control unit, functions are enabled or disabled. The Configuration and print application are not controlled by the system license and are always available. Functions in the server and the operator application are controlled by the system license. The conference systems license can be uploaded to the Central Control Unit with the Download and License Tool.

The DCN-SW Conference Software Suite consists of the following:

DCN-SW Conference Software Main module
Meeting, agenda (only when either DCN-SWMM, DCN-SWPV or DCN-SWMV is present), synoptic microphone control and individual microphone sensitivity control.

DCN-SWMM Conference Software Microphone Management
Management of microphones, request lists, notebook and speech timers (speech timers are assigned to participants which requires DCN-SWDB license).

DCN-SWPV Conference Software Parliamentary Voting
Voting control, individual synoptic voting results (only when DCN-SWDB is present) and total results in bar or pie diagrams and automatic print of voting results for parliamentary voting.

DCN-SWMV Conference Software Multi Voting
Voting control, individual synoptic voting results (only when DCN-SWDB is present) and total results in bar or pie diagrams and automatic print of voting results for parliamentary, opinion poll and audience response voting.

DCN-SWDB Conference Software Delegate Database
The delegate database is used when individual voting results and delegate names need to be used.

DCN-SWMPC Conference Software Multi PC

Multi PC is used when the Bosch DCN Conference Software Operator Application needs to run on a different PC to the one upon which the Bosch DCN Conference Software Server is running.

DCN-SWAPI Conference Software API

Application-Programmable Interface in Microsoft .Net Technology. With the API, a third-party application can edit a subset of the functions present in the Configuration Application and control a subset of the functions available in the Operator Application. For more information about the API, refer to the DCN-SWAPI.CHM located on the Conference DVD.

DCN-SWAT Conference Software Attendance & Access Control

Attendance registration of participants and access control of microphones, intercom and voting functionality.

DCN-SWID Conference Software ID Card Encoding

ID card reading and writing in the Configuration application and DCN-SWAPI.

DCN-SWSI Conference Software Simultaneous Interpretation

To prepare and monitoring simultaneous Interpretation. Control interpreter desks and individual interpreter desk microphone sensitivity.

DCN-SWMD Conference Software Message Distribution

To show speak-slowly requests and service requests of participants and interpreters.

DCN-SWIND Individual channels

To define a system channel as an individual channel for the the recording of an individual participant's microphone. Refer to the Download and License Tool help file for how to setup individual channels.

DCN-SWVAML

To enable the logging of who speaks while the DCN system is in voice mode. This enables automatic camera control using DCN SWSACC, or recording speaker names while the system is in voice activated mode.

DCN-SWSMD

Conference Software Streaming Meeting Data is an interface to provide meeting data such as current speakers, request lists, vote results and other information to video screens or video projectors.

The abbreviations in the table below are used throughout this document to indicate the availability of the functionality depending on the system license key.

Authorization abbreviation	Description
SW	License DCN-SW
MM	License DCN-SWMM
PV	License DCN-SWPV
DB	License DCN-SWDB
MPC	License DCN-SWMPC
SI	License DCN-SWSI
MD	License DCN-SWMD
IND	License DCN-SWIND

Authorization abbreviation	Description
AT	License DCN-SWAT
VAML	License DCN-SWVAML
SMD	License DCN-SWSMD
MV	License DCN-SWMV

Notice!

For demo purposes a demo authorization is available. In case you have a demo license key, the Bosch logo in the right top of the applications will note "Demo version not for sale". The demo version is fully operational but will not be supported. Contact your local Bosch Security Systems office if you had a Demo license when you purchased a normal license.

2   Server application

This Server application is used to control the Bosch DCN Conference Software Server and to show event logging. The user is able to view a real-time event log with events generated by the Bosch DCN Conference Software Server.

If the application is started, its application icon will be visible in the notification area of the Windows status bar. This icon will show an warning indication if no connection to the database, the DCN-system or the Bosch DCN Conference Software Server is available.

Status bar
The status bar displays the following information:

Icon	Description
	Connected to the Bosch DCN Conference Software Server.
	Disconnected from the Bosch DCN Conference Software Server.
	Connected to the SQL database and shows the name of the database.
	Database is not valid or SQL server is not available.
	Connected to the DCN Conference System.
	Disconnected from the DCN Conference System.

Windows notification area
The notification area shows the following information:

Icon	Description
	The Bosch DCN Conference Software Server is running and no errors or warnings.
	Errors or warnings are present. Open the Server application to find out the details.
	The Central Control Unit is disconnected.

The notification icon has a context menu with the following items available (right mouse click the icon):

– **Start Server**: Is enabled if the server is not started. This command is only available if the user has windows administration rights.
    – If the User Account Control (UAC) feature in Windows Vista or Windows 7 is enabled, the Server application must be explicitly started as administrator before Start Server can be used.
– **Stop Server**: Is enabled if the server is already started. This command is only available if the user has windows administration rights.
    – If the User Account Control (UAC) feature in Windows Vista or Windows 7 is enabled, the Server application must be explicitly started as administrator before Stop Server can be used.

- **Help**: Opens the online-help.
- **About...**:Opens the about box of the Server application.
- **Open Main Window**: Shows the Server application main window.
- **Exit**: Exits the Server application.

Using the standard Windows close button does not close the Server application but minimizes the Server application in the Windows notification area.

Caution!

Stop the server before changing the PC's IP network setting from DHCP to static IP or vice versa. Changing the network settings while the server is running might create an unstable system.

3   Configuration application

The Configuration application is used to set-up and configure the system.
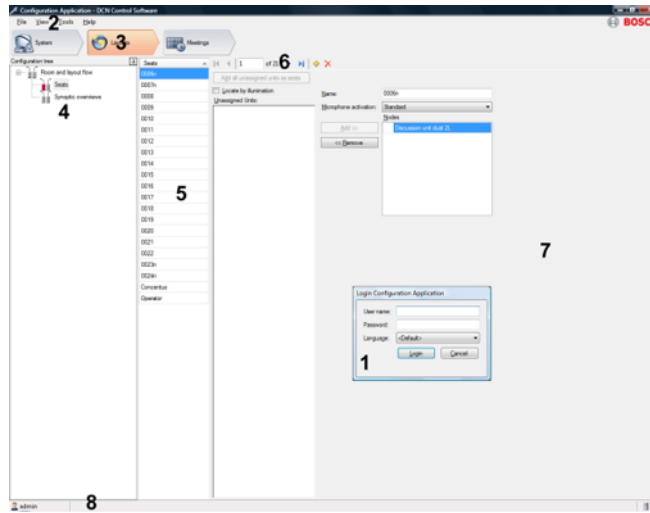
1	*Login, page 15* dialog
2	*Menu File, page 16*
3	*Flow button System, page 21*
4	*Configuration tree, page 19*
5	Item list
6	*Navigation and edit icons, page 20*
7	Content pane
8	*Status bar, page 21*

3.1   Login

When the application starts, a login dialog is shown. This dialog is used to login to the application by using a username and password. The user can also specify the language that is used in the application.

Notice!

The default user name is admin and the password is empty. The default language is the language of the operating system; if the default language is not available, English is automatically chosen.

Refer to *Users, page 24*. for the automatically login feature.

3.2 Menu File

The menu File is divided into the following options:

Login   This dialog is used to login to the application. The user may specify the Language that is used in the application.

Save (Ctrl +S)   This command saves the current Synoptic layout.

Exit (Alt + F4)   This command exits the application.

3.3 Menu View

System Overview (Ctrl+Shift+O)
This dialog displays an overview of the connected devices.

3.4 Menu Tools

Options...
User right needed to add or change: **CSy** *User Groups, page 22*

Connection
The Connection tab is used to set the serial- or TCP/IP connection of the PC to the DCN System:
– **Communication port:** Sets the COM port of the PC that connects to the central control unit.
– **Baud rate:** The baud rate of the serial connection. The default setting is 115200.
– **Host name or IP address:** The Host name or IP address of the Central Control Unit. The default IP address setting is 192.168.0.100.

Caution!
If the IP address of the PC running the DCN Conference Software Server is entered in the Host name or IP address field. The Conference Software becomes unusable and needs to be re-installed.

System settings
This tab is used to set system wide settings and wireless (DCN-WAP) settings:
– **System settings :** The system identification range can be set from 0 - 15. The default setting is 0.
– **Wireless Access Point settings (DCN-WAP):**
  – **Carrier:** The carrier can be set to 0, 1 or 2. The default setting is 0.
  – **Power level:** The power level (coverage) can be set to, High (typical: 30 x 30 meters), Medium (typical 20 x 20 meters), Low (typical 10 x 10 meters) or to Off.
  – **Repetitions:** The repetitions can be set to 0, 1 or 2.
  – **Encryption**: The encryption can be set to On (selected) or Off (deselected).

Notice!
System settings is disabled if no DCN-CCU(B)2 with version 4.0 onwards is connected. By connection of the DCN-CCU(B)2 (from version 4.0 onwards), system settings is enabled and the DCN-CCU(B)2 configuration identification setting is shown.
Wireless Access Point settings is disabled if no DCN-WAP is connected. By connection of the DCN-WAP, Wireless Access Point settings is enabled and the setting is shown as configured in the CCU. Refer also to *Power, page 48*.

Layout

The Layout tab is used to set the grid size, display the grid and snap to grid functionality of the synoptic layout view.

Usher

The Usher tab is used to enable help-request for participants and/or interpreters. The participants call the usher by pushing the auxiliary button or using the external contact; the interpreters by pushing the help button.

Person identification

The Person identification tab is used to set the **Minimum username length:** and **Minimum password length:**, **PIN-code size**, **ID-card type** and to define the **Screenline**.

– The PIN-code size can be defined between 3, 4 or 5 digits. When the length is reduced than the latest digit is removed. When the length is increased a '1' is added after the last digit.

– The ID-card type can be set by selecting the **Non CRC** or **CRC** option. The default type is **CRC**. When the ID-card type is changed, it will be applied after clicking the apply or ok button. After changing the ID-card type all cards produced after this will be of the selected type.

– The **Screenline** is shown on the display of the delegate unit. The **Screenline** is built-up out of codes and fixed characters. The fields which are part of the Delegates under the Meeting are represented by codes:

  – $(1) First name
  – $(2) Middle name
  – $(3) Last name
  – $(4) Title
  – $(5) Country
  – $(6) Group

The codes are listed in the list and can be inserted by the **Insert macro** button.

To compose a **Screenline**:

1. Select a field from the list.
2. Click **Insert macro**.
3. If a fixed character is needed, simply type the required character.
4. Repeat steps 1, 2 or 3 to add more fields or fixed characters.

The maximum Screenline length is 33 characters.

Timers

– The **Voting display hold time** is used to define the time that voting results are shown on the Concentus and Hall-displays. The time can be defined between 0 and 200 seconds.

– The **Speak slow hold time** is used to define the time that speak-slow signaling is maintained after the release of the speak-slow request. The time can be defined between 0 and 30 seconds.

Voice Activation

To use the Voice Activation function the DCN-SWVAML license is required.

The voice activation tab (DCN-SWVAML, Voice Activated Microphone Logging), enables the logging of who speaks while the DCN system is in voice mode. This enables automatic camera control using DCN-SWSACC, or recording speaker names while the system is in voice activated mode.

The following settings are available:

– **Microphone options**:
    – **Voice Activated Microphone Logging**: The logging can be enabled to start the monitoring of microphone activity during voice-mode. Default state is unchecked (disabled).
    – **Threshold**: The audio level, at which the microphone is regarded as being on, can be set via audio threshold. Default value is 150 (minimum value: 1). Maximum value: 500.
    – **Release Time**: The time the microphone stays on, after the audio level drops below the threshold, can be set via release time. Default value is 2000 ms (minimum Value: 1 ms). Maximum Value: 10000 ms.
– **Chairman Priority options**:
    – **Chairman Priority**: The priority can be enabled to mute other microphones based on the audio on the chairman unit. Default state is unchecked (disabled).
    – **Attention tone**: The priority chime can be enabled to automatically sound the priority chime when the chairman speaks. Default state is unchecked (disabled).
    – **Threshold**: The audio level, at which the chairman microphone is regarded as being on, can be set via audio threshold. Default value is 150 (minimum value: 1). Maximum value: 500.
    – **Release Time**: The time the chairman microphone stays on, after the audio level drops below the threshold, can be set via release time. Default value is 2000 ms (minimum Value: 1 ms). Maximum Value: 10000 ms.

3.5 Menu Help

Search   This command opens the **Search** tab of the online help.

Contents   This command opens the **Contents** tab of the online help.

Index   This command opens the **Index** tab of the online help.

About...   This command shows the **About...** dialog.

3.6 Configuration tree

The content of the **Configuration tree** depends on the chosen flow button and the user rights of the user who logged in.

Selected flow	Icon	Description
System		*Flow button System, page 21*
		User Groups, page 22
		Users, page 24
		Language, page 24
		Channels, page 24
Layouts		*Flow button Layouts, page 25*
		Seats, page 28
		Create layout, page 27
		Test, page 26
Meetings		*Flow button Meetings, page 33*
		Voting Templates, page 33
		Groups, page 35
		Delegates, page 35
		Meetings, page 36
		Meeting Information, page 36
		Agenda, page 41

Selected flow	Icon	Description
		Session information, page 42
		Meeting / Session is active

3.7   Navigation and edit icons

Icon	Description
	Move to the first position in the list.
	Move to the previous position in the list.
	Move to the next position in the list.
	Move to last item in the list.
	Add new item to the list.
	Delete the selected item in the list.
	Copy to a new item in the list.
	Move selected item one position up in the list.
	Move selected item one position down in the list.
	Expands and collapse the *Configuration tree, page 19*.

3.8 Status bar

The status bar displays the following information:

Icon	Description
	User who is logged in.
	Connected to the Bosch DCN Conference Software Server.
	Disconnected from the Bosch DCN Conference Software Server.

3.9 Flow button System

- **User Groups** and **Users** are defined by the administrator. In the **User Groups**, privileges
  are defined to create different kind of **User Groups** with their own privileges. Examples of
  User Groups might be "secretary", "operators", etc.
  - *User Groups, page 22*
  - *Users, page 24*
- System Languages and **Channels** can be defined.
  - *Language, page 24*
  - *Channels, page 24*

3.9.1 User Groups

User right needed to add or change: **Apr**

– To add or remove **User Groups** use the *Navigation and edit icons, page 20*.
– **User Groups** are used to organize authorized users. Permissions are granted to **User Groups**.

Users are assigned to the **User Groups** and will inherit permissions.

– Predefined **User Groups**:
    – **Administrators**: Users who have full access to the system.
    – **Guests**: Users who have limited set of permissions.
– The predefined **User Groups** cannot be removed or changed. New **User Groups** can be created with their own permission settings. *Users, page 24* are assigned as guest by default.

Throughout this document the user right abbreviations in the user right table below are used to indicate which user right is needed for which function:

User right abbreviation	Description	Administrator	Guest
	Can Control		
CMe	**Meetings**	v	
CD	**Discuss**	v	
CV	**Vote**	v	
CIn	**Interpretation**	v	
CAT	**Attendance**	v	
CAC	**Access**	v	
	Meeting support		
RP	**Register persons**	v	
VMeS	**View Meeting status**	v	v
VSS	**View synoptic status**	v	v
VMS	**View microphone status**	v	v
VTS	**View Translation status**	v	v
VSec	**View service calls**	v	
HSeC	**Handle service calls**	v	
	Can prepare		
PMe	**Meetings**	v	
PD	**Discussions**	v	
PVo	**Votings**	v	
PIn	**Interpretation**	v	
	System support		
VSyS	**View system status**	v	
DSy	**View diagnostics**	v	
	System configuration and installation		
Apr	**Assign access rights**	v	
CSy	**Configure system**	v	

Table 3.1: User right overview

3.9.2   Users

*User right needed to add or change: **Apr** User Groups, page 22*

– To add or remove **Users** use the *Navigation and edit icons, page 20*.
– **Users** is used to store and manage data of all **Users** who use the system. All **Users** are assigned by default to the **User Groups** Guests. Additional information can be added to the **Users** properties.

> **Notice!**
>
> When the **User name:** is the same as the **User name:** for Microsoft Windows, the applications will login automatically.
>
> This automatic login feature can be used for a PC which needs to be automatically started without intervention of a user

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3.9.3   Language

*User right needed to add or change: **CSy** User Groups, page 22*

– To add or remove user defined languages use the *Navigation and edit icons, page 20* and insert the text in the appropriate text box.
– The **Language** tab is used to define the languages used in the system. The four columns represent:
    – The language **Abbreviation:**.
    – English **Language Name:** (maximum 12 characters).
    – **Original Name:** (maximum 16 characters).
    – The * mark indicates the language is user defined.
       Only user defined system languages can be changed or removed.

3.9.4   Channels

*User right needed to add or change: **CSy** User Groups, page 22*

– The **Channels** tab is used to assign the channel types as present in the DCN system. The total number of available DCN System channels (**Ch#**), **Contribution** and **Distribution**-type channels are listed in the list view.

Two system channel types can be assigned:

– **Interpretation:** The number of interpretation channels can be selected between 0 and 31 (initial value 26).
    – Already assigned Intercom channels, individual channels and delegate microphones will be overruled automatically by adding Interpretation channels.
– **Intercom:** The number of intercom channels can be selected between 1 and 5.
    – The Intercom selection is disabled depending of the number of assigned Interpretation channels.
– **Individual:** Shows the available individual channels. Is only available when the system license contains DCN-SWIND.
– **Delegate microphones:** Shows the number of delegate microphone **Contribution** channels.

Notice!

System channel assignment is not possible when:

The DCN System is not connected.

A meeting is active.

The channel- or microphone- test is active.

3.10   **Flow button Layouts**

User right needed to add or change: **CSy** *User Groups, page 22*

Used by the installer or operator to create several synoptic representations of the room in which the conference system is located.

The layout represents a synoptic representation of the room in which the meeting is held.

A layout of a room can be represented by multiple views. A maximum of 15 layout views can be defined.

The **Layouts** is used to define delegate seats and interpreter desks and place them together with synoptic objects in the view.

–   *Create layout, page 27*
–   *Seat selection in the layout area, page 27*
–   *Replacing a unit, page 27*
–   *Equipment & Synoptic Objects toolbox, page 27*
–   *Unassigned units, page 28*
–   *Seats, page 28*
–   *Deskseat, page 30*
–   *Controls, page 30*
–   *Synoptic icons, page 31*

Notice!

To install wireless nodes in the system, the system must be placed in subscription mode. A button is provided to enable and disable the subscription mode in the system. This button is disabled when no DCN-WAP is connected or the CCU is in maintenance mode (microphone or channel test is running). The text of the button will toggle between enable/disable of subscription mode dependent on the subscription mode status in the system. When disable subscription is pressed, the system is set to the ON mode.

3.10.1   Test

User right needed to add or change: **DSy** *User Groups, page 22*

Microphone test and **Channel test** can be executed.

– The Test tab is used to diagnose the delegate units microphones, Interpreter desk microphones and channels assigned in the DCN System.

> **i**   **Notice!**
>
> The **Microphone test** and **Channel test** check boxes are disabled when:
>
> The DCN System is not connected.
>
> A meeting is active.

---

1. **Microphone test**:
   – **Test delegate microphones**: This check box allows you to select the delegate microphone test.
   – **Test interpreter desk microphones**: This check box allows you to select the Interpreter desk microphone test.

Select the **Show faulty units only** check box when only faulty delegate or Interpreter desk microphones must be listed.

▸ **Channel test**: The channel check box allows you to select or deselect the channels which can be tested manually; **Select All** by clicking the button.

3.10.2 Create layout

1. First select the number of the view from 1 to 15.
2. Next define the **View name:** and the **Font size:**.
3. From the context menu (right mouse click) in the view select:
   - The background image.
   - The target size.
   - If seat labels needs to be shown.
4. Now the Seats and interpreter Desks can be placed in the view by simply drag and drop from the *Equipment & Synoptic Objects toolbox, page 27*.

The layout context menu contains:

- **Add empty seat**: Creates an empty seat icon on the selected layout.
- **Remove all seats from layout**: Removes all seats from the layout.
- **Remove all disconnected seats from layout**: Removes all seats which have a disconnected unit assigned.
- **Remove all unassigned seats from the layout**: Removes all seats which do not have a unit assigned.
- **Unassign all units**: Un-assign all units from the seats.
- **Delete all seats**: Removes all seats from all layouts and the system.
- **Delete all disconnected seats**: Removes all seats not connected with units.
- **Delete all unassigned seats**: Removes all seats not assigned to units.
- **Paste copied seats** (Ctrl-V): Paste the copied seat within the selected layout.
- **Set background image...**: Opens the file browser to select the background image.
- **Clear background image**: Removes the background image from the layout.
- **Show target size**: Dialog to set the size of the layout.
- **Show seat labels**: Makes the labels below the icons visible.

3.10.3 Seat selection in the layout area

- Press and hold down the Ctrl key in the layout area to select all unassigned units between two consecutive mouse clicks.
- In the layout view selection with bounding rectangle, left mouse click and drag area to contain seats.

3.10.4 Replacing a unit

Replacing of a unit is only possible with a Seat where the assigned unit is currently not connected.

When a unit needs to be replaced because it is defective, this can be done with no loss of settings.

- To replace a unit, un-assign the unit from the Seat and assign the replacing unit to the Seat.
- To replace a Seat in the layout view, drag and drop the seat text from the toolbox list on the icon in the view.

3.10.5 Equipment & Synoptic Objects toolbox

The toolbox contains the following tabs:

- *Unassigned units, page 28*
- *Seats, page 28*
- *Deskseat, page 30*
- *Controls, page 30*
- *Synoptic icons, page 31*

3.10.6 Unassigned units

This tab shows the number of conference units and interpreter desks that are not assigned.
The total number of **Unassigned units** and interpreter desks is shown at the bottom.

– To assign and place a unit, drag the unit from the toolbox and drop it on the view. When a
  interpreter desk is dropped, the application asks to define the booth and desk number.
– Multiple units can be selected by using standard Windows shortcut keys (select all: Ctrl-
  A, individual selection: Ctrl, list selection: Shift).
– The selected units can also be dropped by pressing the Assign Selected button. A unit
  can also be dropped on a seat without a unit assigned.
– When a unit needs to be replaced, select the replacing unit and drop this on the seat to
  which the faulty unit was assigned.

3.10.7 Seats

This tab shows all **Seats** that are not placed on the view. To place the seat, drag it from the
toolbox and drop the seat on the view.

– When an unit assigned to a seat is disconnected it is indicated by the indicator in
  front of the seat in the list.
– Right mouse click to delete a seat from the list.
– A new seat can be created by dragging **<New seat>** to the view. This will create a seat on
  the view without a unit assigned.

The following seat options can be selected by right mouse/clicking on the seat in the view:
– **Remove seat from layout** (Del): The seat is removed from the view and moved to the seat
  tab in the toolbox.
– **Unassign unit** (Shift+Del): The unit is unassigned from the Seat.
– **Delete seat** (Ctrl+Del): The unit is unassigned from the seat. The seat is removed from
  the system.
– **Copy seat** (Ctrl+C): A copy of the selected seat is placed on the clipboard.
– **Rename seat** (F2): A seat name can be changed. Seat names need to be unique.
– **Icon size**: A selection can be made from 24, 28, 32, 36, 40, 44, 48 pixels or 100%. To
  change the icons refer to: *How to change synoptic icons, page 82*.

- **Microphone activation**: To add additional microphone activation privileges to the unit assigned to the Seat. If the seat has additional privileges it is added to the Notebook. The Notebook can be controlled from the Operator application.
  - **Standard**: The Seat is treated by the system as a normal Seat. No additional microphone activation privileges.
  - **Voice activated**: The microphone of the Seat is enabled when audio is detected independently of the system microphone mode.
  - **Button activated**: The microphone of the Seat is enabled when the microphone button is pressed independently of the total number of microphones.
  - **Push To Talk**: The microphone of the Seat is only enabled when the microphone request key on the Seat is pressed and hold independently of the total number of active microphones.
  - **Operator activated**: The Seat is treated by the system as a normal Seat when used by the delegate. The Operator has additional privileges in the notebook to activate the seat microphone independently of the total number of active microphones.
  - **Voice, no restrictions**: In "Voice-activated" mode, without restrictions of missing discussion privileges or access control limitations and will always be available for use.
  - **Button, no restrictions**: In "Button-activated" mode, without restrictions of missing discussion privileges or access control limitations and will always be available for use.
  - **Push to Talk, no restrictions**: In "Push-to-Talk" mode, without restrictions of missing discussion privileges or access control limitations and will always be available for use.
  - **Operator activated, no restrictions**: In "Operator-activated" mode, without restrictions of missing discussion privileges or access control limitations and will always be available for use.

Notice!

However it seems that every Seat can be added to the Notebook, the Notebook is limited to a total of 15 Seats. A chairman unit is always added to the Notebook, even when the chairman unit is not assigned to a Seat.

Caution!

It is not possible to login the *Operator application, page 45* when the *Operator application, page 45* is not assigned to a Seat.

When a running *Operator application, page 45* is unassigned from the Seat, the *Operator application, page 45* will be disconnected from the **Bosch DCN Conference Software Server Application**.

Restarting the *Operator application, page 45* will automatically create a new Seat to which the *Operator application, page 45* will be assigned; this will re-enable the user to login.

3.10.8   Deskseat

This tab shows all deskseats that are not placed on the view. To place a deskseat, drag it from the toolbox and drop the deskseat on the view.

– When an interpreter desk assigned to a deskseat is disconnected it is indicated by the

 indicator in front of the deskseat in the list.

– Right mouse click to delete a deskseat from the list.

– A new deskseat can be created by dragging **<New deskseat>** to the view. This will create a deskseat on the view without a interpreter desk assigned. A dialog is opened to define the booth and desk number. Booth and desk number combination already present in the system cannot be selected.

The following deskseat options can be selected by right mouse/clicking on the deskseat in the view:

– **Remove deskseat from layout**: The Deskseat is removed from the view and moved to the Deskseat tab in the toolbox.

– **Unassign deskseat** (Shift+Del): The desk is unassigned from the deskseat.

– **Delete deskseat** (Ctrl Del): The desk is unassigned from the deskseat. The deskseat is removed from the system.

– **Change booth desk...** (F2): Opens a dialog to define the booth and desk number. Booth and desk number combination already present in the system cannot be selected.

– **Icon size**: A selection can be made from 24, 28, 32, 36, 40, 44, 48 pixels or 100%.

3.10.9   Controls

This tab shows the synoptic mode and the Synoptic objects.

Each view has several different Synoptic view modes:

–

– Microphone control
– Microphone sensitivity
– Voting and attendance results
– Usher control
– Battery status
– Signal status

Refer to the *Operator application, page 45* for more information about synoptic modes.

Synoptic objects can be placed on the view in each view mode individually. The size and position of the object can be changed as soon as it is dropped. Right mouse/clicking on the object opens the settings context. To remove the object from the layout, select the Remove control from the layout Del option.

The available objects are:

– **Absence / present list**: Is used to show the participants' first, middle and last names and presence status.

– **Clock**: Shows the current PC time and date. A digital or analog presentation of the clock can be selected with or without date.

– **Group speech time list**: Is used to show the Group Speech Time.

– **Internet browser**: Shows the internet browser window. Right mouse/clicking on the browser window gives you the possibility to enter a random address of (e.g.) and Internet web page, presentation or a document.

– **Language distribution status**: Shows the channel number, language abbreviation, language, booth/desk number and the interpretation languages.

– **Meeting Agenda** : Shows the agenda of the current meeting.

- **Notebook**: Shows all seats with additional microphone activation privileges. Refer to *Seats, page 28* to define the Microphone Activation.
- **Request list**: Is used to provide an overview of all requests to speak.
- **Speaker list**: Is used to provide an overview of the current speakers and the speech time left.
- **Voting results**: Shows the voting results of the active discussion.
- **Speak slow indicator**: Shows the number of speak-slowly requests by the interpreters. The color changes when there are requests.

> **Notice!**
>
> The Locate by illumination function is automatically enabled when the meeting is not running. The LEDs of the unit will light-up when a Seat or unit is selected.

3.10.10   Synoptic icons

The following synoptic icons are used to represent the capabilities of the unit:

Image id	Icon	Description
80000		Seat which does not fit in one of the below and has no function.
80001		Seat with voting only functionality.
80010		Seat with discussion functionality.
80011		Seat with discussion and voting functionality.
80013		Seat with display and discussion and voting functionality.
80020		Deskseat without interpreter desk assigned.
80024		Deskseat with interpreter desk assigned.
80030		Seat with discussion and chairman functionality.
80031		Seat with discussion, voting and chairman functionality.

Image id	Icon	Description
80033		Seat with display and discussion, voting and chairman functionality.
80040		Seat representing the operator using the operator application.
80110		Seat with wireless discussion functionality.
80111		Seat with wireless discussion and voting functionality.
80130		Seat with wireless discussion and chairman functionality.
80131		Seat with wireless discussion, voting and chairman functionality.
80210		Seat with discussion functionality and additional microphone activation privileges (Notebook).
80211		Seat with discussion and voting functionality plus additional microphone activation privileges (Notebook).
80213		Seat with display and discussion and voting functionality plus additional microphone activation privileges (Notebook).
80310		Seat with wireless discussion functionality and additional microphone activation privileges (Notebook).
80311		Seat with wireless discussion and voting functionality plus additional microphone activation privileges (Notebook).

Table 3.2: Icon overview

3.11   Flow button Meetings

Used by the operator or secretary to define Voting templates, Groups, Delegates and
Meetings. In every Meeting, Delegates can be assigned to this Meeting. Request list and Voting
can be prepared.

The Meetings flow is used to configure and prepare Meetings:

–   The first part configures:
     –   *Voting Templates, page 33*
     –   *Quorum, page 34*
     –   *Majority, page 35*
     –   *Groups, page 35*
     –   *Delegates, page 35*
–   The second part prepares Meetings. A meeting consists of:
     –   *Meetings, page 36*
     –   *Meeting Information, page 36*
     –   *Participants, page 37*
     –   *Seating arrangement, page 37*
     –   *Access Control and Attendance, page 38*
     –   *Language to channel assignment, page 39*
     –   *Language to desk assignment, page 39*
     –   *Interpretation, page 41*
     –   *Agenda, page 41*
–   The Agenda consist of sessions. Per session there are:
     –   *Session information, page 42*
     –   *Microphone Settings, page 42*
     –   *Request list, page 43*
     –   *Votings, page 44*

3.11.1   Voting Templates

User right needed to add or change: **PMe***User Groups, page 22*

–   To add, remove or copy **Voting Templates**, use the navigation and edit icons.
–   A Voting template consists of a predefined set of voting settings. A Voting template must
     be selected in a voting script. New templates can be created to share main voting
     settings. The default template is Parliamentary.
–   **Voting Options**:
     –   **Cast vote recoverable**: A cast answer can be changed before the voting ends.
     –   **Automatic abstain**: Abstain is automatic chosen when no answer is cast.
     –   **Time limit (mm:ss)**: To define a voting timer in minutes.
     –   **Automatic stop the vote when time limit is reached**: The voting stops automatically
          when the voting time limit is reached.
     –   **Voting attention tone**: An attention tone can be defined to summon the participants
          to vote. There are three different attentions.
–   **Voting results**:
     –   **Vote weight**: Vote weighting. Vote weight can be used if participants have a more
          important vote than others. Vote weights are often used in shareholders meetings.
     –   **Secret do not show individual cast answer**: Individual answers are not shown and
          not stored in the system. This setting is often used in confidential meetings.
     –   **Show cast vote by illumination of the LEDs of the unit**: The cast answer is shown
          on the vote LEDs. This function is often disabled in confidential meetings so
          participants cannot see the cast answer of their neighbor.

- **Interim results**: To set the interim results based on: Totals. Totals and individuals.
- **Show results on Concentus and Hall Displays**: When disabled the results will not be shown.
- **Automatic print after stop of the voting**: Print the voting results to the default printer. The print out is preformed by the print application; the print application must be active.
- **Totals**: Print only totals.
- **Totals, groups and individuals, sort by**: Print totals, group and individual results. Sorted by answers or sorted by groups.
- **Number of copies**: Number of copies to be printed.
- **Approval**:
  - **Quorum**: Define when the voting is valid.
  - **Majority**: Define when the voting is approved.

Notice!

The Vote weight and individual results can be set anytime. However the effect of Vote weight and the individual voting results in the Operator application are only visible when the DB license is present and participants are assigned to the Meeting.

3.11.2 Quorum

User right needed to add or change: **PMe**_User Groups, page 22_

- To add or remove Quorum use the navigation buttons.
- The Quorum is selected in the Voting Template. The Quorum is used to indicate if a voting is valid.
- A voting is valid if the number of attended participants with vote authorization exceeds the value of the Formula defined in the Quorum.
- For each Quorum a name needs to be defined. This name can be selected in the Voting templates.
- The Formula fields allows to determine how the quorum is calculated. They consist of a numerator (upper field), denominator (lower field) and a constant (right hand field).
- The value of the numerator divided by the denominator is automatically multiplied by the number of all participants with vote authorization assigned to the meeting. Values are rounded up to the nearest integer.

Notice!

If both numerator and constant are set to zero Quorum is disabled.

3.11.3   Majority

User right needed to add or change: **PMe***User Groups, page 22*

– To add or remove Majority use the navigation buttons.
– The Majority is selected in the Voting Template. The Majority is used to indicate if a voting is approved.
– A voting is approved if the number of cast yes answers exceeds the value of the Formula defined in the Majority.
– For each Majority a name needs to be defined. This name can be selected in the Voting templates.
– The Formula fields allows to determine how the majority is calculated. They consist of a numerator (upper field), denominator (lower field) and a constant (right hand field).
– The value of the numerator divided by the denominator is automatically multiplied by the Voting 100% setting defined in the vote definition. Values are rounded up to the nearest integer.

> **Notice!**
>
> If both numerator and constant are set to zero Majority is disabled.

3.11.4   Groups

User right needed to add or change: **RP***User Groups, page 22*

– To add or remove Groups use the navigation and edit icons.
– A Group contains Delegates who are allocated to the same group. A group can be a political party.
– A Group can contain an image: Click the Change... button or right mouse click in the image and select change to define or change the image. Right mouse click in the image and select clear to remove the image.

3.11.5   Delegates

User right needed to add or change: **RP***User Groups, page 22*

Here the Delegates are listed. To add or remove Delegates use the navigation and edit icons. For each Delegates can be entered:

– **General**:
    – **First name:**
    – **Middle name:**
    – **Last name:**
    – **Title:**
    – **Country:**
    – **Group:**
    – Image: Click the Change... button or right mouse click in the image and select change to define or change the image. Right mouse click in the image and select clear to remove the image.
– **Preferences**:
    – **Concentus display:** This is the language shown on the units where the delegate is seated and are equipped with a display. The list of language is depending on the language list in the CCU. This language list can be changed by using the function "Downloading CCU" of the Download and License Tool.
    – **Security**

- **Assigned ID-card:** Here a ID-card can be assigned to a delegate. An ID-card code can be entered or selected from a list. The list contains all ID-card codes which are not in use. Selecting '-' means no card is assigned to the delegate. In case an invalid card code is selected an error provider is shown and the code must be changed. A ID-card code is valid from 1 up to and including 999,999,999 and not in use by another delegate.
            - **Pin code:** Here a PIN code can be assigned to a delegate. In case an invalid PIN code is entered an error provider is shown and the code must be changed into a valid code. A PIN code is valid when the correct length is used and numbers from 1 up to and including 5. The default PIN code length is 5. The PIN code length can be changed in Options under *Menu Tools, page 16*.
    - **Card production**
        - **Inserted ID-card:** Here the code of the ID-card is shown when the card is inserted into the card-encoder.
        - **Write**: Pushing the Write button write the code which is selected under Assigned ID-card to the ID-card. The Write button is enabled if a valid ID-card code is selected, the card-encoder driver is installed, a ID-card is inserted and the DCN-SWID module is licensed.

3.11.6   Meetings

User right needed to add or change: **PMe***User Groups, page 22*

- To add or remove a Meeting use the *Navigation and edit icons, page 20*.
- When a new Meeting is added, the Meeting Information can be entered.

To prepare the Meeting select the new Meeting in the tree and the following tabs appear in the pane:

- *Meeting Information, page 36*
- *Participants, page 37*
- *Participants, page 37*
- *Agenda, page 41*

The icon is displayed in the tree to indicate that a Meeting is currently running.

3.11.7   Meeting Information

User right needed to add or change: **PMe***User Groups, page 22*

To following can be defined for the Meeting:

- **Subject:**
- **Date:**
- **Organizer:**
- **Description:**
- **Documentation:** Is used to define a hyperlink to any kind of document or website which can be used from the operator application. For more information refer to Meetings in the Operator application part of this manual.

3.11.8 Participants

User right needed to add or change: **PMe***User Groups, page 22*

– Delegates can be assigned to a Meeting. As soon as a Delegate is assigned to the Meeting the Delegate becomes a Participant.

The following rights can be assigned to the Participants:

– **Discuss**: The Participant is allowed to Discuss.
– **Vote**: The Participant is allowed to Vote.
– **Vote weight**: The Vote weight defines the weight of the Participant cast answer in a voting.

Participants rights can be applied on multiple Participants at one time:

1. Select multiple Participants.
2. Click the right mouse button (a dialog appears).
3. Enable, disable the desired right and define the Vote weight.
4. Click OK to confirm the changes.

Notice!

In case multiple Participants are selected with different rights, the check box is in try-state mode to indicate that the right is not the same for every selected Participant.

In case the vote weight of the selected Participants is not the same, the value is zero.

If the value of the Vote weight is zero, the Vote weight will not be updated.

Button	Description
Add	Used to add delegates.
Remove	Removes the selected participant from the list.
Remove All	Removes all participants from the list.
Change...	Used to change the privileges of the participant.

3.11.9 Seating arrangement

User right needed to add or change: **PMe***User Groups, page 22*

– Here the participant is assigned to a Seat.
– When the meeting is not running, locate by illumination is activated; the unit assigned to the selected seat will illuminate all LEDs.

Assigning a participant to a seat:

▸ Select the participant in the list and drag and drop the participant to the seat.

Assigning multiple participants to seats:

1. Multiple participants can be selected in the list by using standard Windows shortcut keys (select all: Ctrl-A, individual selection: Ctrl, list selection: Shift).
2. Selection of multiple seats:
   – Press and hold down the Ctrl key in the layout area to select the seats between two consecutive mouse clicks. Or
   – In the layout view selection with bounding rectangle, left mouse click and drag area to contain seats.
3. The selected participants can also be dropped by pressing the Assign Selected button. A participant can also be dropped on a seat without a unit assigned.

> **Notice!**
>
> General: When another participant is already assigned to the seat, it will be unassigned and placed in the unassigned list.

3.11.10   Access Control and Attendance

User right needed to add or change: **PMe***User Groups, page 22*

On the Attendance Registration and Access Control tab the following settings can be defined:

– **Register access for**:
  – **Microphones**: Activates access control to allow use of microphones. Participants' individual allowance is defined in the Participants tab.
  – **Voting**: Activates access control to allow use of voting. Participants' individual allowance is defined in the Participants tab.
  – **Intercom**: Activates access control to allow use of intercom. Participants' individual allowance is defined in the Participants tab.
– **Register at**:
  – **Assigned seat**: Identification is only possible at the Participants' assigned seat. The seat can be defined in the Seating arrangement tab.
  – **Any seat**: Identification is possible at any Seat.
  – **Entrance / exit**: Identification at the Entrance or Exit of the Room.
– **Register using**:
  – **ID-card and PIN code**
  – **Present key**
  – **External contact**

> **Notice!**
>
> The availability of the external contact selection is depending on the systems external contact setting. Refer to the manual of the Download and License Tool for more information how to define the external contact.

– **Options:**
  – Start Attendance Registration when the meeting starts: When enabled, Attendance Registration will be started when the meeting starts.
  – Start Access Control when the meeting starts: When enabled, Access Control will be started when the meeting starts.

> **Caution!**
>
> In Multi PC systems, the In and Out times of the participants are not shown correctly in the Operator Application if the regional setting of the Server PC and Client PC do not have the same time-zone.

3.11.11   Language to channel assignment

User right needed to add or change: **PIn***User Groups, page 22*

– Here the languages can be assigned to the channels. Language to channel assignment is disabled when a meeting is running or when there are no interpretation channels assigned in *Channels, page 24*)

The following settings can be defined on the Language to channel assignment tab:

– **Number of languages**: To define the number of languages needed during the meeting. The maximum number of languages is limited by the number of interpretation channels defined in the flow button system, channels.

– **Filter:** Text box to filter the system languages. When text is entered, the system language list is limited to all languages having the filter-text in either the abbreviation or the language name.

– **Meeting language list (left)**: Overview of the assigned languages to the channels for the meeting. The list is ordered by the channel number. The three columns represent:
  – The channel.
  – The abbreviation.
  – The name of the language.

– **System language list (right)**: Overview of all languages defined in the system. The four columns are represent:
  – The abbreviation.
  – The name of the language.
  – The original name of the language.
  – Whether the language is user defined (*-indicator)

– **<- Assign**: Assign the language to the channel.

– **Unassign - >**: Removes the language from the channel. The un-assign button is disabled when the selected channel (in the meeting language list) has no assigned language.

– **Unassign All - >**: Removes all languages from the channel. The un-assign all button is disabled when none of the channels has a language assigned.

Notice!

Interpretation channels must be defined in the system channel definition before languages can be assigned to channels.

3.11.12   Language to desk assignment

User right needed to add or change: **Pin** *User Groups, page 22*

– The Language to desk assignment assigns the languages to the channels for the meeting. The view is disabled when a meeting is running or when there are no interpretation channels assigned in *Channels, page 24*).

Notice!

Desk microphones are turned off after change of language and/or desk settings.

On the language to desk assignment tab the following settings can be defined:

– **Desk assignment view**: Shows the settings of each desk. The desks shown are the ones which are recognized by the system (assigned).

– **Booth** (Read only): The number of the Booth.

– **Desk** (Read only): The number of the Desk.

– **A-Output**: Information of the A-output of the desk. The information shown shows the channel number and the language assigned to that channel.

- **B Output settings**: Information about the B-output selection. The information presented depends on the width of the column. The number of presented languages is limited to two. The following information can be shown:
  - **None**: None of the languages are assigned to the B-output selection of the desk.
  - **All**: All languages are assigned to the B-output selection of the desk.
  - **Lang1**: Only the mentioned language is assigned to the B-output selection of the desk.
  - **Lang1, Lang2 ...**: Multiple (but not all) languages are assigned to the B-output selection of the desk.
  - **B-Toggle**: The B-Toggle option is switched on.
  - **Change button**: Opens the desk configuration dialog for the selected desks. The button is disabled when a meeting is active.

Desk Configuration

The desk configuration dialog opens as soon the change button is pushed.

The following desk settings can be defined:

- **Booth-desk indicator**: Shows which booth and desk is selected. In case the dialog is opened with multiple desks, the text informs "multiple". However, when the booth is equal for all desks, the correct booth number is mentioned.
- **A-Output**: To assign the languages to the A-output of the desk. When multiple desks are selected, the combo-box reports "—Multiple –"when desks have different A-outputs defined.
- **B-Output list**: Shows the languages to be assigned to the B-output. For each meeting language, a check box reflects whether that language is assigned to the B-output (default off). When multiple desks are selected, the check boxes reflect the state of all desks; the intermediate state is used to indicate differences between multiple desks.
- **Select all / deselect all button**: Select all / Remove all.
- **B-toggle**: Activates the B-toggle for the desk (default off). The option is disabled when none or just a single language is assigned to the B-output. When disabled, the B-toggle option is off. When multiple desks are selected, the check boxes reflects the state of all desks; the intermediate state is used to indicate different setting between multiple desks.
- **Auto-relay for booth**: Activates the auto-relay (default off). The option is disabled when no language is assigned to the B-output. Note that the option still reflects the state of the booths auto-relay option, since other desks can have B-output assignments and activated auto-relay. When multiple desks are selected, the check boxes reflects the state of all booths; the intermediate state is used to indicate different setting between multiple booths.
- **OK / Cancel button**: Stores / cancels the changes made.

3.11.13   Interpretation

User right needed to add or change: **Pin** *User Groups, page 22*

On the Interpretation tab the following general interpretation settings can be defined:

– **Interlock modes between booths**: Sets the channel handling between different booths in case multiple interpreters use the same channel:
  – **None**: Multiple interpreters can speak on the same channel. The speech of the interpreters is merged. As the current interpreter stops, the next interpreter may start speaking. During speech of the interpreter having the channel, others cannot interrupt.
  – **Interlock**: Only a single interpreter can use the channel. When the second activates the microphone the request is refused.
  – **Override**: The second interpreter can override the current interpreter and gets the channel when he activates the microphone.
  – **Interlock on A and Override on B**: The second interpreter only may override the current when the current uses the B-Output. When the current uses the A-Output, the second interpreter is interlocked.
– **Interlock modes within booths**: Sets the channel handling within the booth in case multiple interpreters use the same channel:
  – **None**: Same setting as the between booths function.
  – **Interlock**: Same setting as the between booths function.
  – **Override**: Same setting as the between booths function.
  – **Engaged indication**: Check box defines whether the engaged shall be shown during interlock and override modes.
– **General settings**:
  – **Speak slowly signaling**: Check box to enable the speak-slowly signaling facility. Note that the MD license is required to retrieve feedback of the speak-slowly-signal on the operator application.
  – **Flashing microphone on indication when engaged**: Check box to enable flashing microphone when the channel is engaged.
  – **Floor distribution**: Check box to enable the floor distribution.

3.11.14   Agenda

User right needed to add or change: **PMe** *User Groups, page 22*

– An Agenda, which is part of every Meeting, can have zero or more sessions.
– To add or remove a session use the navigation and edit icons. Use the arrow buttons to change the order of the sessions.

To prepare the session select the new session in the tree and the following tabs appear:

– *Session information, page 42*
– *Microphone Settings, page 42*
– *Request list, page 43*
– *Votings, page 44*

The icon is displayed in the tree to indicate that a session is currently running.

3.11.15   Session information

User right needed to add or change: **PMe** *User Groups, page 22*

The following information can be defined for the Session:

– Subject
– Description
– Documentation: Is used to define a hyperlink to any kind of document or web site which can be used from the operator application. For more information refer to Agenda in the operator application part of this manual.

> **Notice!**
>
> The description can contain a maximum of 255 characters.

3.11.16   Microphone Settings

User right needed to add or change: **PD** *User Groups, page 22*

On the Microphone settings tab various settings can be set.

– **Microphone Control Mode**:
  – **Operator**: Only the operator can control the microphones. Participants can not switch on their own microphone.
  – **Operator with response**: The same as operator but with the possibility for the participants to request for a response on the current speaker. The size of the response request list is fixed to 5 for a DCN-CCU, but can be changed from 1 to 25 for a DCN-CCU2 via the spin buttons.
  – **Open**: Participants can control their own microphone. If the speakers list is full a microphone request is queued in the request list.
  – **Override**: Participants can control their own microphone. If the speakers list is full a microphone request overrides the oldest speaker.
  – **Push To Talk**: Participants must press and hold the microphone button.
  – **Voice**: The microphone is voice controlled.

> **Notice!**
>
> Speech timers are not available when the microphone control mode is set to Push-To-Talk or Voice.

– **Number of Open Microphones (NOM)**:
  – **Number of Open Microphones (NOM)**: The maximum number of microphones in the speakers list.
  – **Microphones off after shift**: Microphones in the speaker list are switched off after a shift of a request.
– **Microphone Options**:
  – **Allow requests**: Request to speak are accepted.
  – **Maximum number of requests**: Sets the maximum number of request to speak.
  – **Allow cancel request**: Participants may cancel their request to speak.
  – **Allow microphone off**: Participants may switch off their microphone.
  – **Automatic microphone off**: Microphones are switched off automatically when they are not used for 30 seconds. This function can be used for wireless units to save battery power, or when participants forget to switch off the microphone manually.
  – **Ambient microphone**: The ambient microphone is switched on when all other microphones are off.

- **Speech Time Limitation**:
  - **Speech time in minutes**: Activates and defines the maximum time of a speech.
  - **Respond time in minutes**: Activates and defines the maximum time of a response.
  - **Individual speech time**: Activates and defines the maximum time an individual delegate can speak within this session.
  - **Group speech time**: Activates and defines the maximum time the group can speak within this session.
  - **Hold when chairman speaks**: Holds the timer when the chairman speaks.
  - **Microphone off when speech limit is reached**: Switches the microphone off after the time limit is reached.

Notice!

Speech timers are not available when the microphone control mode is set to Push-To-Talk or Voice.

Speech time in minutes, **Respond time in minutes** and **Individual Speech time** cannot be used in combination with each other, but can be used in combination with **Group speech time**.

- **Speech Time Indication**:
  - **Show remaining time on delegate units**: Shows the remaining time on the delegate units.
  - **Show last minute on delegate units**: Shows the red microphone button indicator when the last minute of speech is reached.
  - **Show last minute on delegate microphone**: Shows the red microphone indicator when the last minute of speech is reached. Has to be used in combination with **Show last minute on delegate units**.
- **Chairman Priority Options**:
  - **Temporarily mute all speakers**: Mutes all speakers temporarily when the chairman uses priority.
  - **Cancel all speakers and requests**: Cancels all speakers and requests when the chairman uses priority.
  - **Attention tone**: Enables and defines the chairman priority attention tone.

3.11.17 Request list

User right needed to add or change: **PD** *User Groups, page 22*
- The Request list tab is used to set up the sequence of the Participants who requests to speak.

3.11.18 Votings

User right needed to add or change: **PVo** *User Groups, page 22*

– The Votings tab is used to set up each vote.
– To add or remove a vote use the navigation and edit icons. Use the arrow buttons to change the order of the votings.

To following can be defined for the vote:

– **Number:** The number is shown on the display of the participants conference unit.
– **Name:** The name of the voting.
– **Subject:** The Subject is shown on the display of the participants conference unit.
– **Documentation**: Is used to define a hyperlink to any kind of document or web site which can be used from the Bosch DCN Conference Software Operator Application. For more information, refer to "Vote" in the Bosch DCN Conference Software Operator Application part of this document.
– **Template:** Choose the voting template.
– **Answer set:**
    – **Yes/No**
    – **Yes/No/Abstain**
    – **Yes/No/Abstain/DNPV**
    – **--/-/0/+/++ Audience Response**
    – **1/2/3/4/5 Opinion Poll**
– **Voting 100% setting:**
    – **Present button**: 100% = All participants who pressed the Present button.
    – **Authorized for voting**: 100% = All participants who have voting rights in this meeting.
    – **Cast votes**: 100% = All participants who cast an answer.

> **i**
>
> **Notice!**
> DNPV (Do Not take Part in the Vote). The DNPV answer is chosen when the participant does not want to participate in the vote.

4   Operator application

The Operator application is used to control the conference meeting.
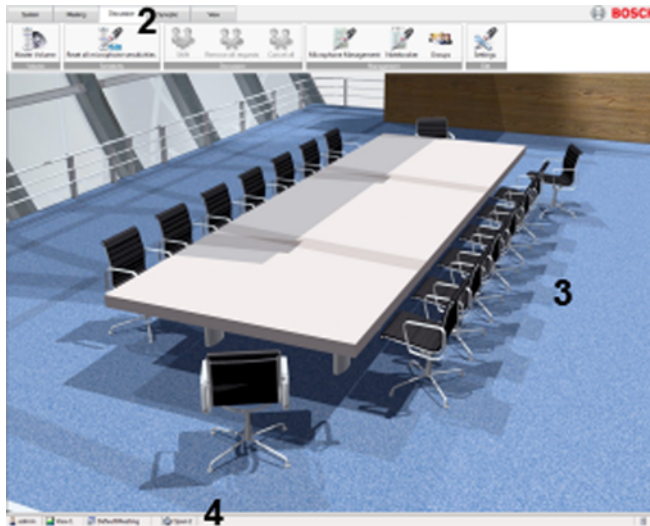
Figure 4.1: Operator application

1	*Login, page 45*
2	*Ribbons, page 46*
3	Content pane
4	*Status bar, page 47*

4.1   Login

When the application starts, a Login dialog is shown. This dialog is used to login to the applications by using a User name and Password. The user can also select the application language.


Notice!

The default User name is "admin" and the password is empty. The default language is the language of the operating system; if the default language is not available, English is automatically chosen.

A single user can only be logged on to one operator application. In case a user logs in, the user is automatically logged out on any other operator application.

Depending on the user rights and software licenses, functions and controls are available to the user. For user rights refer to: *User Groups, page 22* For the licences refer to: *System license key Conference Software Suite, page 10*

4.2   Ribbons

The ribbons used in the Bosch DCN Conference Software Operator Application replaces the traditional menus and tool bars.
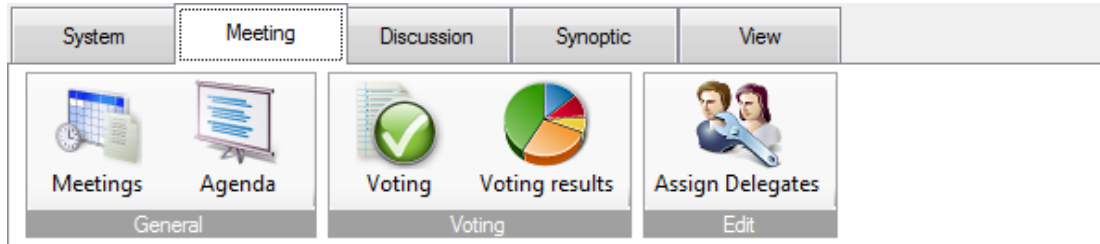
The following ribbons are available:
–   *System Ribbon, page 48*
–   *Meeting Ribbon, page 48*
–   *Discussion Ribbon, page 54*
–   *Synoptic Ribbon, page 58*
–   *View Ribbon, page 64*

The ribbons can be docked to become a tool bar at four different locations: the top, the bottom, the right side or the left.
To dock ribbons as a tool bar, right mouse click on a ribbon and select:
–   Add to top tool bar
–   Add to left tool bar
–   Add to right tool bar
–   Add to bottom tool bar
A ribbon can also be docked as tool bar by left mouse clicking the ribbon:
–   Hold the mouse button while dragging and drag the ribbon to the desired location.
–   In the same way a tool bar can be moved to another location.

To hide a tool bar right mouse click and select Hide tool bar.

4.3 Status bar

The status bar displays the following information:

Icon	Description
	User who is logged in
	Synoptic view mode: Microphone Control and layout View
	Synoptic view mode: Vote Results and layout View
	Synoptic view mode: Microphone Sensitivity and layout View
	Synoptic view mode: Battery Status and layout View
	Synoptic view mode: Signal status and layout View
	Active Meeting
	Active Session
	Current Microphone control mode and Number of open microphones (NOM).
	Connected to the Bosch DCN Conference Software Server.
	Disconnected from the Bosch DCN Conference Software Server

Table 4.1: Icon overview

4.4 System Ribbon

The System ribbon contains the following options:

4.4.1 Login / Logout

This dialog is used to login/logout to the system. The user may specify the Language that is used in the application.

4.4.2 Exit

This command exits the application.

4.4.3 Help

This command launches the online help.

4.4.4 About

This command shows the about box.

4.4.5 Power

This command is used to set the power of the Wireless Access Point (DCN-WAP):
– On
– Off
– Standby

Refer also to *Menu Tools, page 16* (System settings)

4.4.6 Configuration

This command starts the Configuration application.

4.5 Meeting Ribbon

The Meeting ribbon contains the following options:

4.5.1 Meetings

This opens the Meetings view. A meeting can be started or stopped in this view. When a meeting is started, its status becomes active.

When an agenda is prepared and a meeting is started, the agenda will be opened automatically. However, the agenda will not be opened if the agenda is empty. Moreover, the Meetings view will be closed if the meeting is started.

A meeting cannot be started if another meeting is active. The active meeting must be stopped before starting another meeting.

The following buttons are available:

- **Start**: *User right needed*: **CMe***User Groups, page 22*
  - To start the Meeting.
- **Stop** *: User right needed*: **CMe***User Groups, page 22*
  - To stop the Meeting.
- **Adjust meetings** *: User right needed*: **PMe** & **CFG** installed *User Groups, page 22*
  - A quick link to the Bosch DCN Conference Software Configuration Application. The Bosch DCN Conference Software Configuration Application needs to be installed to adjust Meetings.

The name of the meeting can be a hyperlink referring to any kind of document or web site.

The meeting keeps its status after a system restart, meaning the meeting stays active after a system restart if the meeting was active.

The system cannot be controlled if the meeting is active, and system feedback like synoptic status is not available.

4.5.2 Agenda

This opens the Agenda view. In this view sessions of the agenda can be started or stopped. When a session is started its status becomes Stop. When the session is stopped its status becomes Done.

When a Voting is prepared and a session is started, the Voting view will be opened automatically. However, the Voting view will not be opened if no Voting is prepared.

The Session name can be a hyperlink to any kind of document or web site. This hyperlink is configured in the Configuration application. When the hyperlink is clicked, the document or web site is opened in a web browser.

A started Meeting without an active Session will retrieve all settings from the CCU, so the system runs in monitor mode. Now the user can control the meeting using the settings retrieved from the CCU.

The following buttons are available:

- **Start:** *User right needed*: **CMe** *User Groups, page 22*
  - To start the Session.
- **Stop**: *User right needed*: **CMe** *User Groups, page 22*
  - To stop the Session.
- **Adjust agenda**: *User right needed*: **PMe** *User Groups, page 22*
  - A quick link to the Configuration application.
  - To adjust the Agenda the Configuration application needs to be installed.

4.5.3   Attendance Registration

This opens the Attendance Registration view. In this view all Participants are listed. The following columns are shown for each Participant:

Column	Description
First name	First name of the Participant
Middle name	Middle name of the Participant
Last name	Last name of the Participant
Seat	The location of the Participant
Status	Present or Absent
In	The time when the Participant registered present
Out	The time when the Participant registered absent

Table 4.2: Attendance Registration overview

The following controls are available:

Control	Description	User right
Print	To print attendance status	CAT *User Groups, page 22*
Start registration	Start attendance registration	CAT *User Groups, page 22*
Stop registration	Stop attendance registration	CAT *User Groups, page 22*

Table 4.3: Attendance Registration control overview

> **Caution!**
> In Multi PC systems the In and Out time of the participants are not shown correct if the regional setting of the Server PC and Client PC do not have the same time-zone.

Print without Bosch logo

The Attendance Registration is sent to the default printer through Microsoft Reporting. The application is supplied with two sets of reports: one set with the Bosch logo and one set without the Bosch logo. The set with the Bosch logo is used by default. To use the set without the Bosch logo:

– Go to the DCN-SW folder (c:\Program Files\Bosch\Digital Congress Network\DCN-SW)
– Rename the following files:
  – *AttendanceReport.rdlc into AttendanceReport.rdlc.bak*
  – *AttendanceReport.rpt into AttendanceReport.rpt.bak*
  – *AttendanceReportNoLogo.rdlc into AttendanceReport.rdlc*
  – *AttendanceReportNoLogo.rpt into AttendanceReport.rpt*

The Microsoft Reporting application is required to change and customize the reports.

For more information about Microsoft Reporting, refer to: http://msdn.microsoft.com/en-us/library/ms155062.aspx

4.5.4   Access Control
This command activates or deactivates Access Control. *User right needed*: **CAT** *User Groups, page 22*

4.5.5   Interpretation
This option shows the simultaneous interpretation status list. The list shows for each channel the following items: Channel number, Language abbreviation, Language description, Booth and Desk number of the interpreter desk providing the interpretation and the input of the interpreter desk.

4.5.6 Voting

This option shows the Voting view. In this view Prepared voting or an Adhoc voting can be started or stopped.

Control	Description	User right
Votings filter:	Only the votes are shown of which the name complies with the text in the filer box	CV *User Groups, page 22*
Start	Starts the voting	CV *User Groups, page 22*
Stop	Stops the voting	CV *User Groups, page 22*
Restart	Restarts the voting	CV *User Groups, page 22*
Hold	Holds the voting	CV *User Groups, page 22*
Continue	Continues the voting	CV *User Groups, page 22*
Select	The voting number and subject of the selected voting are sent to the chairman unit	CV *User Groups, page 22*
Details	Shows the settings of the selected voting	CV *User Groups, page 22*
Summon	Plays an attention sound summon the participants to voting	CV *User Groups, page 22*
Results	Show the voting results	CV *User Groups, page 22*
Adjust votings	A quick link to the Configuration application to adjust Voting	PVo *User Groups, page 22* and Configuration application needs to be installed

Table 4.4: Voting buttons overview

Prepared votings
Voting that is prepared in the Configuration application.

Adhoc votings
Voting that needs to be initiated at any time. Users can input a voting number, a name, a subject, the required template and the possible answers.

Caution!
When a voting has been started on a Concentus Chairman unit before DCN-SW is running, a voting can not be started from the Operator Application.
Stop the voting on the Concentus chairman and reboot all PCs to solve the problem.

4.5.7 Voting results

This option shows the Voting results view. The voting results are shown in this view. The results can be shown by individual results, a group results or totals results. The results can be displayed as a percentage or an absolute number. The total and group results can be displayed by a Pie or Bar-chart. A thermometer is available for audience response.

The Individual and Groups results are only available if the DCN-SWDB module is licensed.

Totals

This tab shows the Totals of the voting represented by a table, pie or bar chart.

A textual indication will appear if Majority is enabled: Accepted or Rejected.

Accepted only appears when both Majority and Quorum are reached.

Notice!

The Majority and Quorum results are only shown after the first answer has been cast.

All groups

This tab shows the totals of the voting sorted by Group. The voting results of the Group can be visualized Absolute (Absolute) or in Percentage (Percentage).

Groups

This tab shows the voting results of each group separately represented by a pie or bar chart.

Individual

This tab shows the voting results of each individual separately.

4.5.8 Assign Delegates

This option shows the *Participants, page 37* list in the *Configuration application, page 15*.

Notice!

To use this option user right PMe *User Groups, page 22* is needed and the *Configuration application, page 15* needs to be installed.

4.6   Discussion Ribbon

The Discussion ribbon contains the following options:

4.6.1   Master Volume

This option shows the master volume of the delegate loudspeakers. The volume can be changed with the slider.

4.6.2   Reset all microphone sensitivities

This option resets the microphones sensitivity to 0. (see *Microphone Control and Microphone Sensitivity view modes, page 59*)

4.6.3   Shift

This option shifts the first request to speak to the speakers list. This option is disabled if the request and response lists are empty or not available.

4.6.4   Remove all requests

This option removes all requests and responses from their corresponding lists. This option is disabled if the request and response lists are empty or not available.

4.6.5   Cancel all

This option removes all speakers, requests and responses from their corresponding lists. This option is disabled if the speakers, request and response lists are empty or not available.

4.6.6   Microphone Management

This option shows the discussion list view. This view is used to get an overview of the Notebook, speakers and the requests.

Response requests and response speaker are also shown in the request and speaker list and have a special icon associated.

The Notebook shows all seats with additional microphone activation privileges. Refer to *Seats, page 28*.

For easy control of the participant's microphone, the status is represented as a button in the speakers' list. The status indicates the microphone state by means of a color. The speakers' list (together with related buttons) is disabled when the voice microphone mode is selected. The requests list status also uses colors to show the differences between response and normal requests. The requests list (together with related buttons) is disabled when the voice, override or push-to-talk microphone mode is selected.

View	Icon	Description
Notebook		
		Microphone off

View	Icon	Description
		Microphone on
		Response request
		Request
		Voice
Speakers		
		Microphone off
		Microphone on
		Response microphone off
		Response microphone on
Requests		
		Response request
		Request

Button	Description
Stop speaking	Used to stop the selected speaker.
Cancel all	Used to cancel all speakers and requests and remove them from the lists.
Speak now	Used to insert the selected participant or seat from the list of the left-hand side into the speaker list.
Append >>	Used to append the selected participant or seat from the list on the left-hand side into the request list.
<< Remove	Remove the selected request from the request list.
Replace	Used to replace the selected participant or seat in the request list with the selected participant or seat in the list on the left-hand side.
Insert >>	Used to insert the selected participant or seat from the list on the left-hand side into the request list.
Remove all	Remove all requests from the request list.

Table 4.5: Discussion list buttons overview (the user right needed = CD)

4.6.7 Groups

This view is used to get an overview of the delegate groups and their remaining speech time.

4.6.8 Microphone Settings

User right needed to change: **CD** *User Groups, page 22*

This option shows the Discussion settings view. This view is used to change the operational microphone settings. The microphone settings can be changed by the operator, but are not stored after closing the session or closing the meeting.

Setting	Description when the option is enabled
	Microphone control mode
Operator	Only the operator can control the microphones. Delegates can not switch on their own microphone.
Operator with response	The same as operator but with the possibility for the delegates to request for a response on the current speaker. The size of the response request list cannot be changed and is fixed to 5 responses.
Open	Delegate can control their own microphone. If the speakers list is full a microphone request is queued in the request list.
Override	Delegate can control their own microphone. If the speakers list is full a microphone request overrides the oldest speaker.
Push To Talk	Delegates must press and hold the microphone button.
Voice	The microphone is voice controlled. Can not be used with a DCN-WCCU.
	Number of open microphones (NOM)
Number of Open Microphones (NOM)	The maximum number of microphones in the speakers list. NOM 4 can not be used with a DCN-WCCU.
Microphones off after shift	Microphones in the speaker list are switched off after a switch.
	Microphone options
Allow requests	Request to speak are accepted.
Maximum number of requests	Sets the maximum number of request to speak.
Allow cancel request	Delegates may cancel their request to speak.
Allow microphone off	Delegates may switch off their microphone.
Automatic microphone off	Microphones are switched off automatically when they are not used for 30 seconds.
Ambient microphone	The ambient microphone is switched on when all other microphones are off.
	Chairman priority options
Temporarily mute all speakers	Mutes all speakers temporarily when the chairman uses priority.

Setting	Description when the option is enabled
Cancel all speakers and requests	Cancels all speakers and requests when the chairman uses priority.
Attention tone	Enables and defines the chairman priority attention tone.

Table 4.6: Discussion settings overview

4.7 Synoptic Ribbon

The Synoptic ribbon contains the following options:
– *Synoptic objects, page 58*
– *Select Layout, page 58*
– *Microphone Control and Microphone Sensitivity view modes, page 59*
– *Voting results and Attendance registration status, page 61*
– *Usher view mode, page 61*
– *Battery status view mode, page 63*
– *Signal status view mode, page 63*
– *Edit layout, page 64*

4.7.1 Synoptic objects

Depending on the layout made in the Configuration application, synoptic objects are visible.
The available objects are:
– **Absent / Present list**: Is used to show the participants first-, middle-, last name and presence status.
– **Clock**: Shows the current PC time and date. A digital or analog presentation of the clock can be selected with or without date. To remove the clock from the layout, select the Remove control from the layout Del option.
– **Group speech time list**: Is used to show how much Group Speech Time remains for a Group.
– **Internet browser**: Shows the internet browser window. Right mouse click on the browser window gives you the possibility to enter a random address of i.e. an internet web page, presentation or a document.
– **Language distribution status**: Shows the channel number, language abbreviation, language, booth/desk number and the interpretation language.
– **Meeting agenda**: Shows the agenda of the current meeting.
– **Notebook**: Shows all seats with additional microphone activation privileges. Refer to Seats how to define the Notebook Microphone Activation.
– **Request list**: Is used to provide an overview of all requests to speak.
– **Speaker list**: Is used to provide an overview of the current speakers and the speech time left.
– **Voting results**: Shows the voting results of the active discussion.
– **Speak slow indicator**: Shows the number of speak-slowly requests by the interpreters. The color changes when there are requests.

4.7.2 Select Layout

This option is used to select the layout of the room. The layout shows the synoptic layout of a room and the icons for the seats and status lists.

4.7.3   Microphone Control and Microphone Sensitivity view modes

The table below lists the synoptic icons and the microphone state. The empty cells in the table mean that this state is not available. E.g. a chairman unit can not have the state request to speak.

	Image id[1]	Without microphone authorization[2]	Idle	Voice controlled	Request to speak[3]	Request to respond[3]	Microphone on[4]
Image id[1]		10000	10100	10200	10300	10400	10500
Delegate seat	00						
Delegate seat in Notebook	01						
Chairman seat	10						
Deskseat	02						
Any other	90						
Operator	40						

Table 4.7: Microphone control and microphone sensitivity synoptic icons overview (MMSensControl)

Notice!

Overlay icons can appear over the standard icon indicating that attention is needed. For more information see *Overlay warning icons, page 64*

– [1] Id is used as a reference in the icons definition file. For more information see *How to install the software, page 70*.
– [2] See *Assign Delegates, page 53* to change the microphone authorization.
– [3] Blinking means that after a shift this will be the one to speak.
– [4] Blinking means the remaining speech time is 1 minute.

The following mouse buttons can be used in Microphone control:

–   In Microphone control a left mouse click on the icon enables or disables the microphone.
–   In Microphone sensitivity a left mouse click on the icon opens the microphone sensitivity slider view to adjust the microphone sensitivity.
–   A right mouse click on the icon displays the following context menu, depending on the Microphone control mode and the capabilities of the Seat or Deskseat:

Setting	Description
Speak now	Used to switch on the microphone.
Stop speaking	Used to switch off the microphone.
Start Translation	Used to switch on the interpreter desk microphone.
Cancel Translation	Used to switch off the interpreter desk microphone.
Issue request to speak	Used to add to the request list.
Cancel request to speak	Used to remove the request.
Cancel request to respond	Used to remove the response.
Set microphone sensitivity	Used to adjust the microphone sensitivity.

Table 4.8: Seat context menu overview

Setting	Description
Start Translation	Used to switch on the microphone.
Cancel Translation	Used to switch off the microphone.
Switch to A	Used to switch the DCN-IDESK from output B to output A.
Switch to B	Used to switch the IDCN-IDESK from output A to output B.
Set microphone sensitivity	Used to adjust the microphone sensitivity.

Table 4.9: Deskseat context menu overview

4.7.4 Voting results and Attendance registration status

	Image id[1]	No voting authorization[2] Absent	Absent	No voting authorization[2] Attending	Attending	Present in the voting and not voted	Yes, +, 4	No, --, 1	Abstain, 0, 3	DNPV, -, 2	++, 5
Image id[1]		30000	30100	30200	30300	30400	30500	30600	30700	30800	30900
Delegate seat	00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Delegate seats without voting capability	01										
Chairman seat	10										
Chairman seat without voting capability	11										
Any other	90										

Table 4.10: Vote results synoptic icons overview (VoteAttState)

> **Notice!**
> Overlay icons can appear over the standard icon indicating that attention is needed. For more information see *Overlay warning icons, page 64*.
> [1] Id is used as a reference in the icons definition file. For more information see *How to change synoptic icons, page 82*.
> [2] See *Assign Delegates, page 53* to change the vote authorization.

4.7.5 Usher view mode

The operator can service help-requests in this view mode. When a help-request is issued the corresponding icon is changed from idle to pending. Now the operator can service the request by clicking the icon. The icon changes to handling. When the operator is finished, servicing the operator needs to click the icon. The icon changes to idle. The operator can also decide to reject the service request by selecting Cancel service call.

For the seats the following states are visualized:

	Not available	Idle	Pending	Servicing
Image id	90202	90250	90252	90254
Seat				

Table 4.11: Usher synoptic icons overview

The following options are available:

– A left click on the icon will trigger the next activity:

– A Seatseat or deskseat in state 'Service-call idle' will stay in 'Service-call idle'.

– A Seatseat or deskseat in state 'Service-call pending' will switch to 'Service-call handling'. The usher marks the service call as handling.

– A Seatseat or deskseat in state 'Service-call handling' will switch to the state 'Service-call idle'. The usher finishes the call.

– Right mouse click on a icon displays the following context menu:

– **Handle service-call**: Used to mark the service-call as being handled. Visible when the Seatseat or deskseat is in state 'Service-call pending'.

– **Finish service-call**: Used to finish (reset) the services-call. Visible when the Seatseat or deskseat is in state 'Service-call handling'.

– **Cancel service-call**: Used to cancel the services-call. Visible when the Seatseat or deskseat is in state 'Service-call pending' or 'Service-call handling'.

– **Cancel all service-calls**: Used to cancel all services-calls. Visible when one of the Seatseats or deskseats is in state 'Service-call pending' or 'Service-call handling'.

– Right mouse click any where on the view displays the following context menu:

– **Cancel all service-calls**: Used to cancel all services-calls. Visible when one of the Seatseats or deskseats is in state 'Service-call pending' or 'Service-call handling'.

Notice!

Overlay icons can appear over the standard icon indicating that attention is needed. For more information see *Overlay warning icons, page 64*.

[1] Id is used as a reference in the icons definition file. For more information see *How to install the software, page 70*.

4.7.6 Battery status view mode

The table below lists the synoptic icons and the battery state.

	No battery	**<2 hours**	**2-4 hours**	**4-6 hours**	**6-8 hours**	**8-10 hours**	**10-12 hours**	**12-14 hours**	**14-16 hours**	**>16 hours**
Image id[1]	40000	40100	40200	40300	40400	40500	40600	40700	40800	40900
Seat										

Table 4.12: Battery status synoptic icons overview (BatteryState)

Notice!

Overlay icons can appear over the standard icon indicating that attention is needed. For more information see *Overlay warning icons, page 64*.

[1] Id is used as a reference in the icons definition file. For more information see *How to install the software, page 70*.

4.7.7 Signal status view mode

This table below lists the synoptic icons and the signal state.

	Not wireless	**Poor signal**	**Good signal**	**Excellent signal**
Image id[1]	50000	50100	50200	50300
Seat				

Table 4.13: Signal status synoptic icons overview (SignalState)

Notice!

[1] Id is used as a reference in the icons definition file. For more information see *How to install the software, page 70*.

Overlay icons can appear over the standard icon indicating that attention is needed. For more information see *Overlay warning icons, page 64*.

4.7.8 Overlay warning icons

The icons are general and placed over an existing icon to display its current status.

	Unit not available	Warning[2]	Battery <4 hours	Poor signal	Seat assigned	Help requested
Image id[1]	00100	00101	00102	00103	00104	00105
Seat						

Table 4.14: Overlay warning synoptic icons overview

> **Notice!**
> [1] Id is used as a reference in the icons definition file. For more information see *How to install the software, page 70*.
> [2] The unit may be replaced and has different functionality than shown.

4.7.9 Edit layout

A quick link to the *Create layout, page 27* to edit the synoptic layout.

4.8 View Ribbon

The View ribbon contains the following options:
– *Autohide ribbon, page 64*
– *Full screen, page 64*

4.8.1 Autohide ribbon

When ribbon is set to autohide, the ribbons will be hidden if they are not used. To show the ribbon, move with the mouse towards the ribbon tabs and the ribbon appears.
For more information about the ribbons, see *Ribbons, page 46*.

4.8.2 Full screen

This option displays the Operator application full screen.

5 Print application

This application is used to print the voting results according to the voting template settings.
The print application must be activated before the automatically print can be used. The print
applications automatically started by default.

Column	Description
Date Time	Date and Time when the voting has been stopped
Result	The name of the voting including the name of the session and meeting
Status	Showing Processing... when the voting is being printed. Showing Failed to print when the print did not succeed. A possible reason might be that the printer is not available.

The user is able to print previous voting that are still present in the votings list. To print a
voting, take the following steps:

1.   Select the voting in the list.
2.   Click the Print button.

Windows notification area
The notify area shows the following information:

Icon	Description
	The print application is running.

The notification icon has a context menu with the following items available:

–   **Help**: Opens the online-help.
–   **About...**: Opens the about box of the print application.
–   **Open Main Window**: Shows the print application main window.
–   **Exit**: Exits the print application. Using the standard windows close button does close the
print application but minimizes the Bosch DCN Conference Software print application in
the windows notification area.

Print without Bosch logo
The voting results are sent to the default printer through Microsoft Reporting. The application
is supplied with two sets of reports: one set with the Bosch logo and one set without the
Bosch logo. The set with the Bosch logo is used by default. To use the set without the Bosch
logo:

–   Go to the DCN-SW folder (c:\Program Files\Bosch\Digital Congress Network\DCN-SW)
–   Rename the following files:
    –   *VotingReport.rdlc into VotingReport.rdlc.bak*
    –   *VotingReportAll.rpt into VotingReportAll.rpt.bak*
    –   *VotingReportTotals.rpt into VotingReportTotals.rpt.bak*
    –   *VotingReportNoLogo.rdlc into VotingReport.rdlc*
    –   *VotingReportAllNoLogo.rpt into VotingReportAll.rpt*
    –   *VotingReportTotalsNoLogo.rpt into VotingReportTotals.rpt*

The Microsoft Reporting application is required to change and customize the reports.
For more information about Microsoft Reporting refer to: http://msdn.microsoft.com/en-us/
library/ms155062.aspx

How to print from a client PC

The following changes need to be made to print voting results from a client PC (On the PC running the DCN-SW Server, share the folder as Export):

– FOR Vista/Windows 7 the share folder can be found here:

C:\ProgramData\Bosch\DCN Conference Software\<V#>\Export"

On the client:

– First check if the client can access the share you defined on the PC running the DCN-SW server. Consult your local IT department in case of any problems.
– Install the print application on the client.
– Stop the print application

Select "Exit" from the print application notification icon.

– Go to directory "C:\Program Files\Bosch\Digital Congress Network\DCN-SW"
– Open file MeetingAnalyser.exe.config
– Look for

<setting name="ExportFolder" serializeAs="String">

<value>\\localhost\Export</value>

</setting>

– Change \\localhost\Export into: \\[SERVER]\Export where [SERVER] is the Computer name or IP-address of the PC running the DCN-SW server.
– Save the files.
– Restart the application

Remove voting results

To remove the voting results from the print application simply delete the files from the export folder.

– FOR Vista/Windows 7 the export folder can be found here:

"C:\ProgramData\Bosch\DCN Conference Software\<V#>\Export"
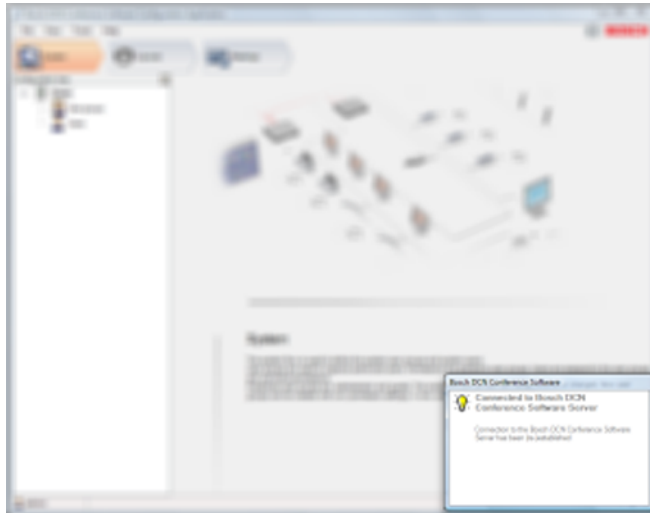
6   Event notification

Figure 6.1: Event notification screen

The notification box is used to notify the user of an event occurrence. There are three types of events: Error, Warning and Info. The event will disappear automatically after a short time. When more than one event appears the error events overlap all other types, warning events overlap info events.

Error and warning types can have an additional critical mode. A critical event does not disappear automatically and will stay visible until the error has been solved.

The table below shows all available events. The following columns are available:

– Application: Application activating the events.
– Type: Type of the event.
– Notification: The problem text shown in the event notification windows.
– Proposal: A proposal provided by the software asking the user what he or she wants to do.
– Remark.

Application	Type	Notification	Proposal	Remark
Configuration Application	info	**Connection to the Bosch DCN Conference Software Server has been (re-)established**		
	Error	**Connection to the Bosch DCN Conference Software Server has been lost**		
Operator Application	Info	**Connection to the Bosch DCN Conference Software Server has been (re-)established**.		

Application	Type	Notification	Proposal	Remark
	Error	**Connection to the Bosch DCN Conference Software Server has been lost**.		
	Warning	New seats are detected which have not been placed in a synoptic layout yet.	Place seats in the synoptic layout.	The Bosch DCN Conference Software Configuration Application is started to place the seats.
	Info	New seats are detected which have not been placed in a synoptic layout yet.		This user does not have the user rights to place the seats in the synoptic layout or the Bosch DCN Conference Software Configuration Application is not installed.
	Info	**A voting has been started by another operator or by a chairman.**		
	Warning	**Bad signal quality detected for DCN Wireless system**.	Switch to synoptic view mode: signal status.	
	Warning	Attendance registration is active and the configuration is changed.	Restart attendance registration.	
	Warning	Access Control is active and the configuration is changed.	Restart Access Control.	
	Warning	Attendance registration and Access Control are active and the configuration is changed.	Restart attendance registration and Access Control.	

Application	Type	Notification	Proposal	Remark
Print Application	Info	Connection has been established between the Bosch DCN Conference Software Server and the Bosch DCN NG Conference System.		
	Error	Connection has been lost between the Bosch DCN Conference Software Server and the Bosch DCN NG Conference System.		
	Info	**Connected to an incompatible database**		
	Warning	No license to control the DCN NG Conference System or required set of licenses is missing.		
	Info	**Bad signal quality detected for DCN Wireless system**.		
	Warning	No license to control the DCN NG Conference System or required set of licenses is missing.		
	Warning	**The Bosch DCN Conference Software Server does not seem to be started.**	Start the Bosch DCN Conference Software Server.	
	Error	**The Bosch DCN Conference Software Server seems not to be installed as a service on this machine**	Close this application.	

Table 6.1: Events overview

7   How to install the software

Installation instruction Bosch Conference Software Suite

These instructions explain how to install the Bosch Conference Software Suite software onto your PC.

You should be in possession of the DCN Next Generation DVD which comes with the Bosch Conference Software Suite DCN-SW but also with DCN-CCU(B)2, DCN-SWSMV, DCN-MR and INT-TX.

Before installing the software, it is advisable to make a backup copy of the DVD and store it in a safe location.

The Bosch Conference Software Suite can be installed on 32 and 64 bits versions of:

– Windows 7 Home Premium * or above. Or:

– Windows Vista Home Premium * or above.

* All with the latest service packs and updates.

PC requirements

Single CCU

– Dual core processor (2.66 GHz) and 4 GBytes internal memory for single PC systems and for the server PC in Multi PC systems.

– Dual core processor (2.66 GHz) and 4 GBytes internal memory for client PC's in multi PC systems.

Multi CCU

– Quad core processor (2.40 GHz) and 4 GBytes internal memory for single PC systems and for the server PC in Multi PC systems

– Dual core processor (2.66 GHz) and 4 GBytes internal memory for client PC's in multi-PC systems.

Be sure you use a user account with full windows administration rights before starting software installation.

It is recommended to read the release notes before you continue to install the software.

When the start installation link is clicked the installation process starts.
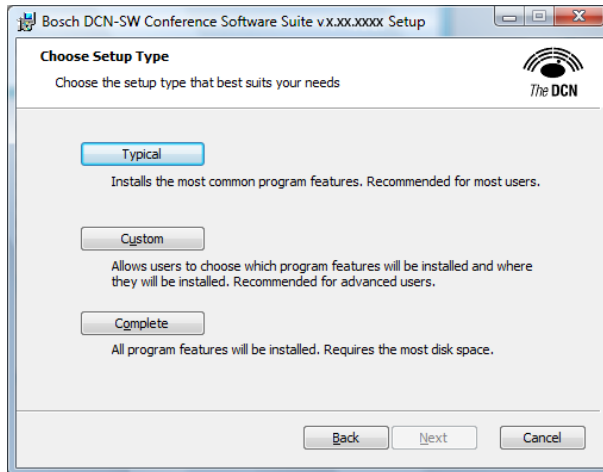
7.1   Start installing

The installer starts with checking if the pre-requisites are present.
If not, these will be installed before the actual DCN-SW installation starts.
The actual DCN-SW installer begins when the pre-requisites are installed.
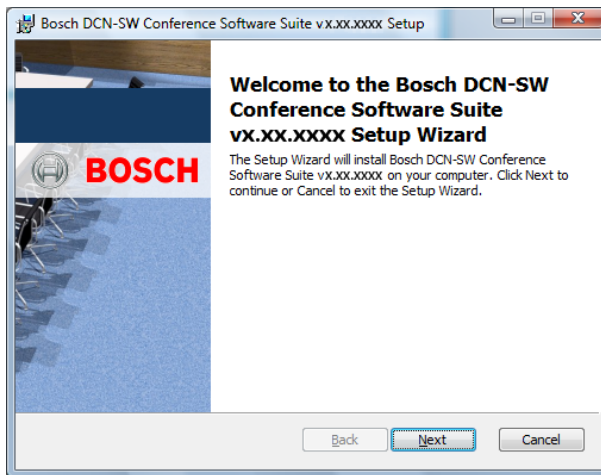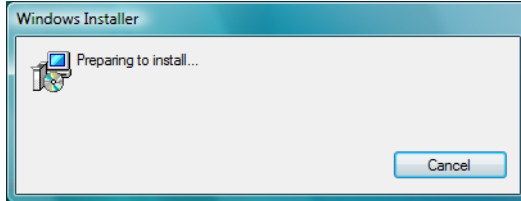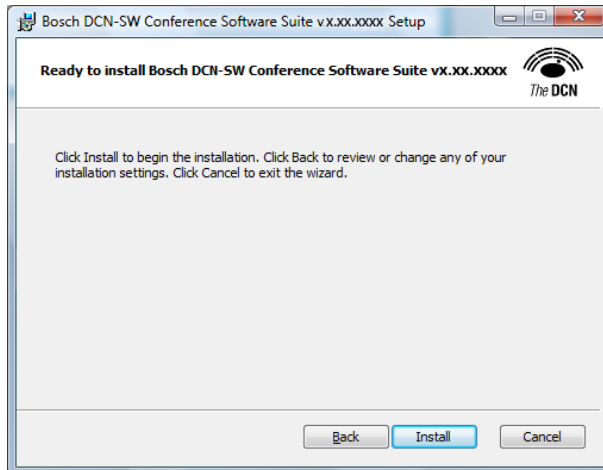

Click **Next** to continue.
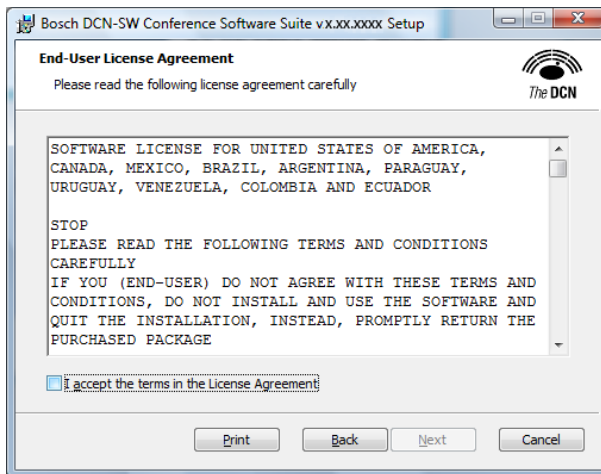
Select I accept... and click **Next** to continue.
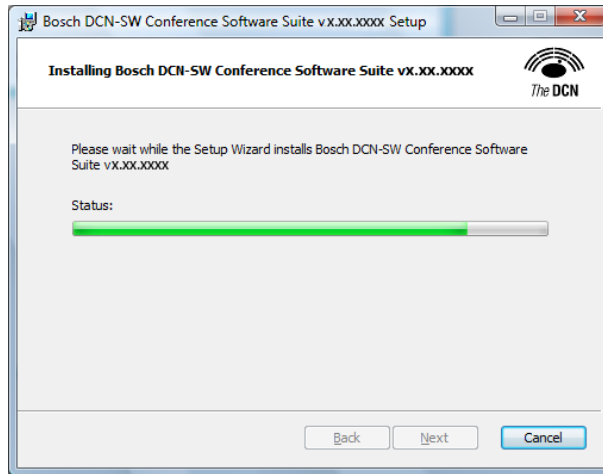
Choose the setup type.
–   Typical installation.
–   Custom installation.
–   Cntinue complete installation.

Typical Setup

Choose **Install** to continue with the typical installation or Back to return to the type of setup
window.
The next window is shown when Install is chosen.

Custom Setup

Here you may choose which components of the software are installed. Make your choice and continue the installation process. See *General Bosch DCN Conference Software Suite, page 6* for more information.
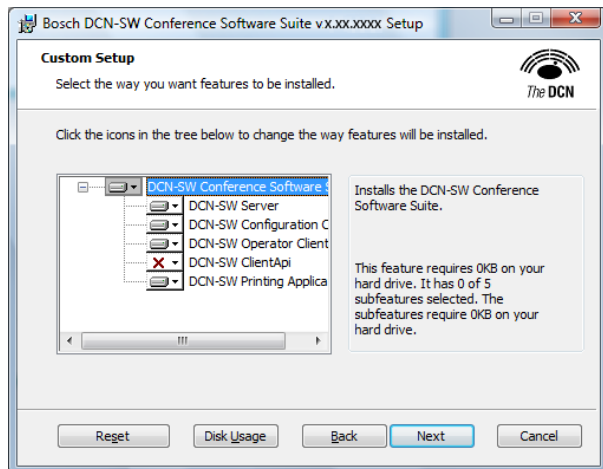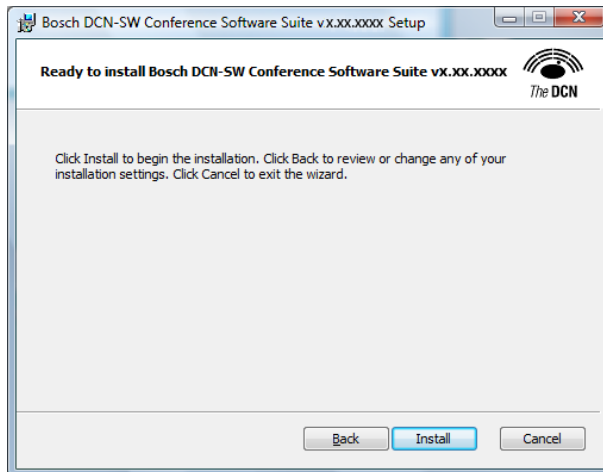

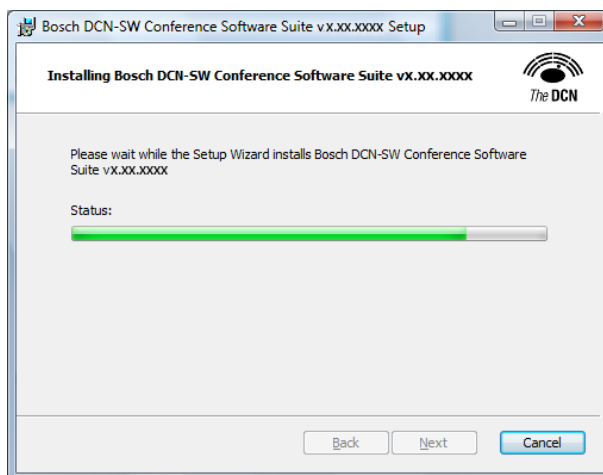Choose **Disk Usage** to check your disks.

Click **Next** to continue.
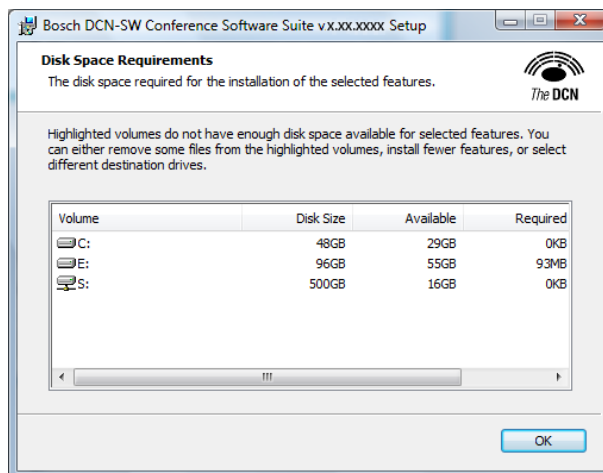
Click **OK** to continue.

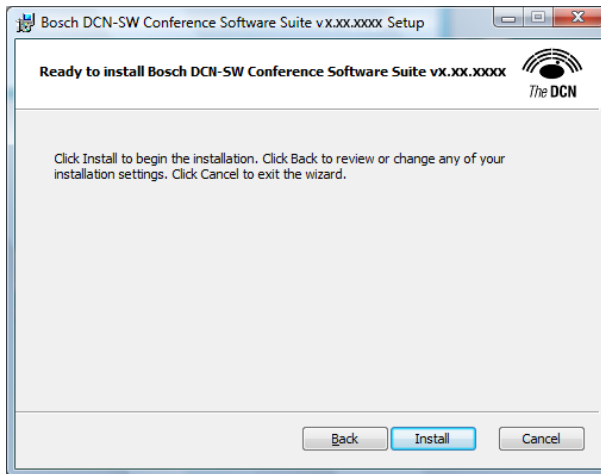Click **Browse** to change the installation folder.
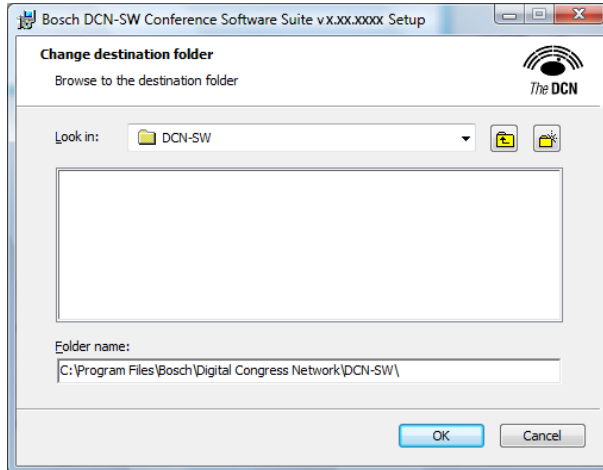
Click **OK** to continue with the new Folder. Click **Cancel** to keep the previous folder.
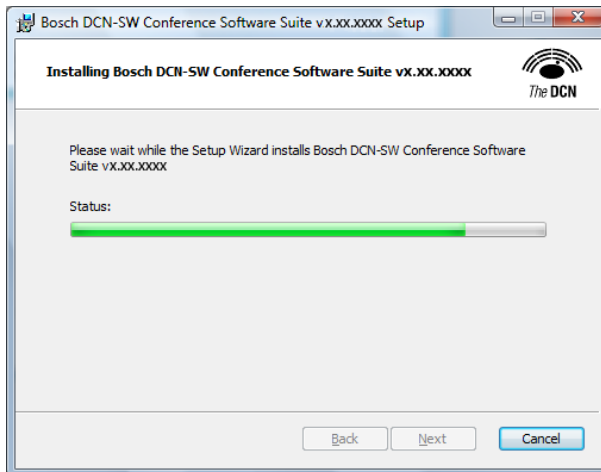
Click **Next** to continue the installation.

Click **Install** to continue the installation.
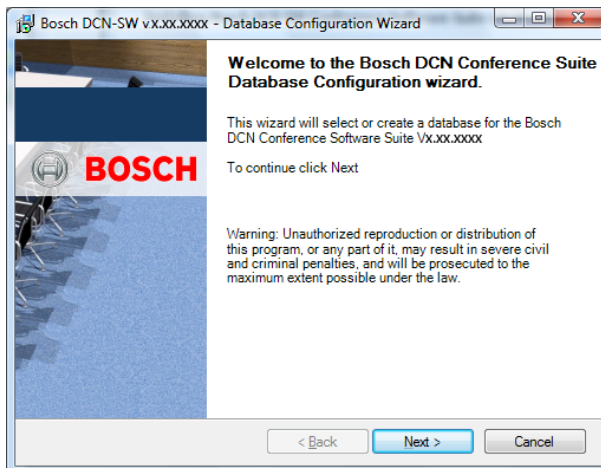
Complete Setup

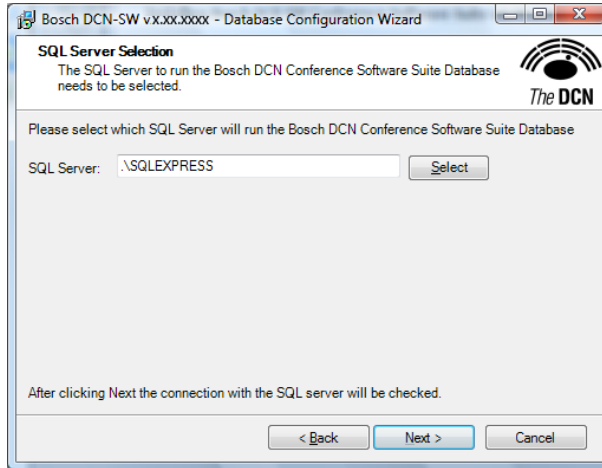
Click **Install** to continue the installation.

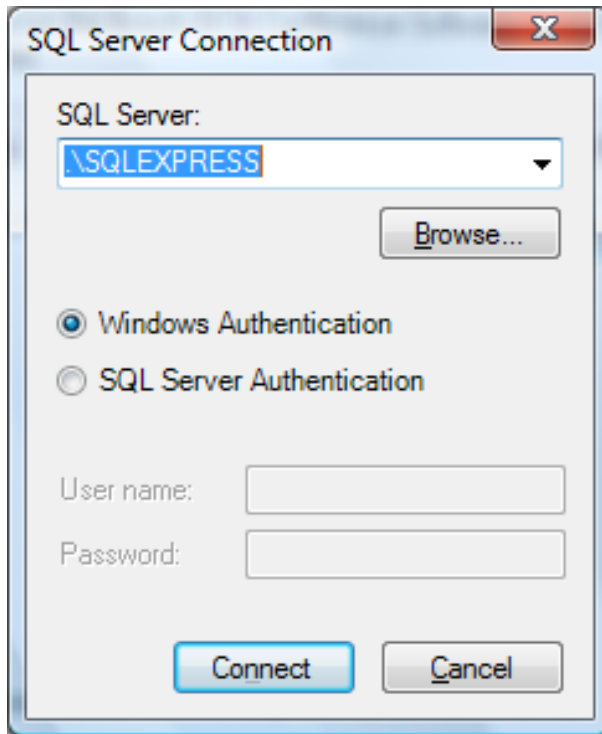**Database Configuration Wizard**

After a while the next window is shown:

All settings and configuration items of the DCN-SW software are part of a SQL database which needs to be defined now.

First the SQL server must be selected. The installer automatically installs a SQL Express server but any other SQL can be selected. Click **Select** to change the SQL server.

Click **Browse** to search for any compatible SQL-server.
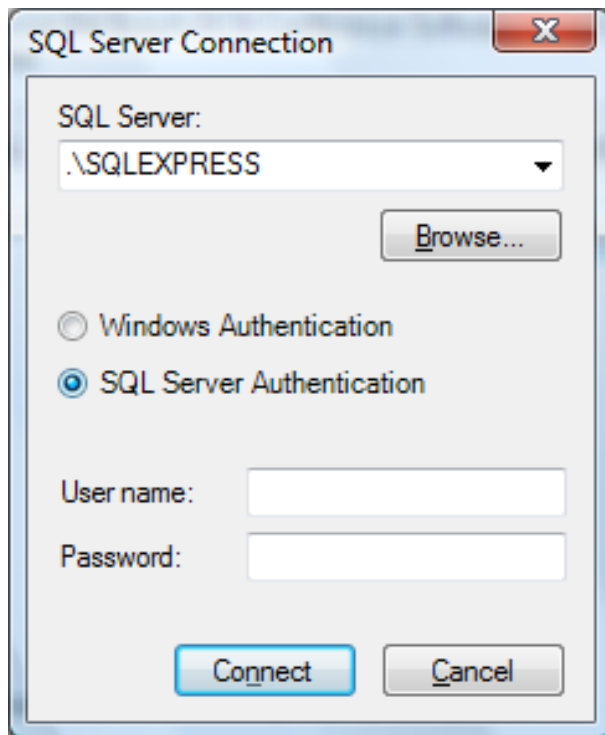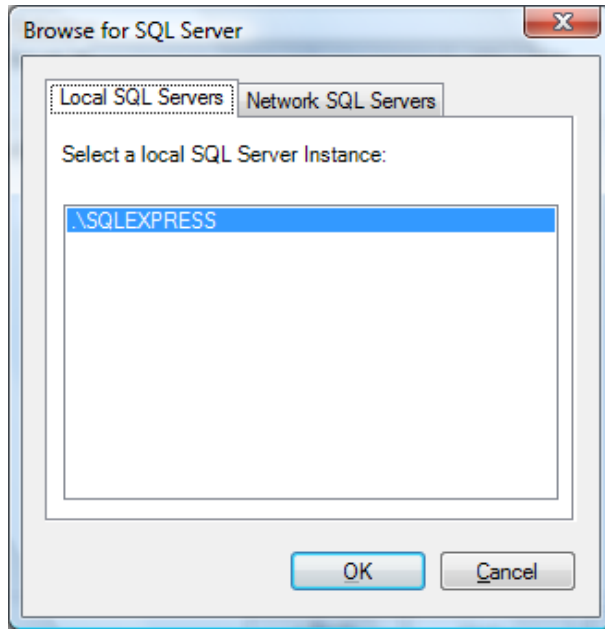
Select Windows Authentication or SQL Server Authentication.

If the default SQL Express server is chosen, Windows Authentication must be selected.

If another SQL server is selected, the kind of Authentication that must be selected depends on the setting of the server. Please consult your local IT department for more information.
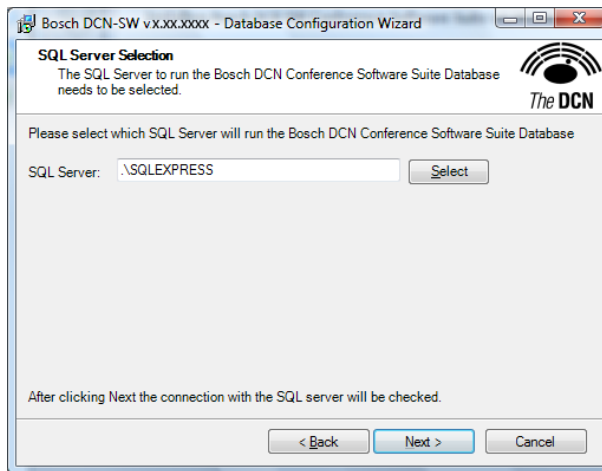
Click **Connect**.

Notice!

SQL Server Express Authentication Mode must be Mixed Mode to be able to use SQL Server Authentication.

By default Authentication Mode is set to Windows Authentication Mode.

The Authentication Mode can be only be chosen during the installation of the SQL server.

Remove and install SQL Server Express manually. The installer can be found on the DVD under ..\DCN-SW\SqlExpress

Click **Next** to continue.

The connection with the SQL server is checked. If the connection is not successful, this will be notified; please consult the local IT department how to solve the SQL connection problems.
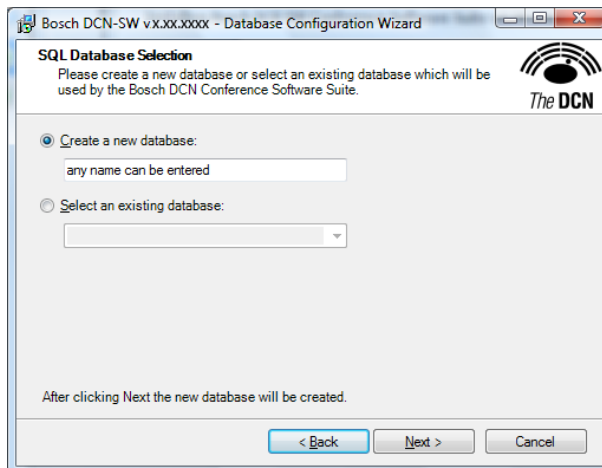
Here the database used by the DCN-SW must be defined. Any name can be used, but it is preferable to use a recognizable name. A good name would be the name of the site or room where the system is used. Click **Next** to continue.

The database will be created. When the database is created the Summary window is shown, showing the selected SQL database and the selected database:
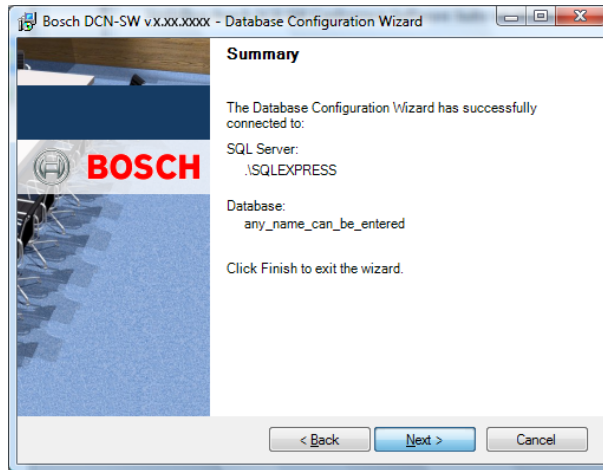
Click **Next** to complete the database wizard and the rest of the installation process continues.
The next window is shown and the installation process is finished when the complete
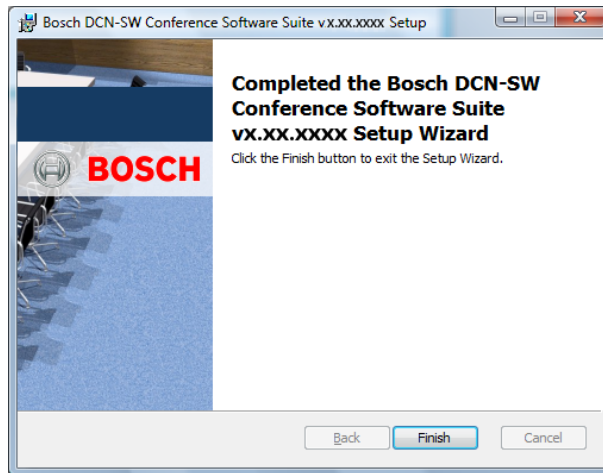installation process is successful.

Click **Finish** to complete the setup.

The Bosch DCN Conference Software Server runs immediately after the installation. The Bosch
DCN Conference Software Server is installed as a service and is automatically started every
time the PC starts. The Bosch DCN Conference Software print application and the Bosch DCN
Conference Software Server application are placed in the auto start folder, so the next time
the PC starts, the Bosch DCN Conference Software print application and the Bosch DCN
Conference Software Server application are automatically started.

If the Bosch DCN Conference Software Server application is not started automatically, the
startup type of the service (DCN Server) must be changed from automatic into manual. This
can be done in Control Panel, Administrative Tools, Computer Management, Service and
Application, Services.
The Bosch DCN Conference Software Server can always be started and stopped in the notify
icon context menu of the Bosch DCN Conference Software Server Application.

How to **Login** after installation, click *Login, page 15*.

8   Multi-PC setup

In a multi-PC solution the system consist of a server-PC and several client-PCs for operators and chairman. An example setup of the system is shown in the figure below.
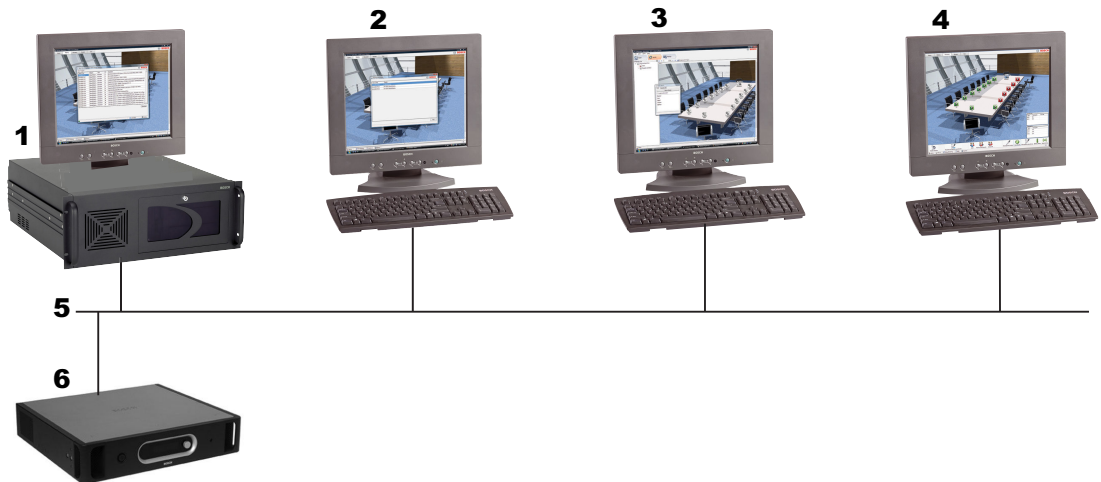
1	Server and Print IP address 192.168.0.1
2	Operator 1 IP address 192.168.0.2
3	Operator 2 IP address 192.168.0.3
4	Chairman IP address 192.168.0.4
5	Ethernet connections
6	Single CCU

Each PC must have a unique IP-address assigned. For the PCs in the system, the following DCN-SW components need to be installed:

– Server: Bosch DCN Conference Software Server application, Bosch DCN Conference Software Print Application and optionally the Bosch DCN Conference Software Configuration Application.
  The Bosch DCN Conference Software Configuration Application can be used to define the connection with the Conference System (DCN-CCU(B)2).

– Operator 1: Bosch DCN Conference Software Configuration Application This PC is only used to configure the system and define delegates and meeting participants.

– Operator 2: Bosch DCN Conference Software Configuration Application and Bosch DCN Conference Software Operator Application. This PC is used by the operator in the room to control the conference system.

– Chairman: Bosch DCN Conference Software Operator Application. This PC is used by the chairman or secretary to control or monitor the meeting.

The DCN-SW server is ready and running after the installation of the software on the PC.

Before the system can work, be sure that TCP port 9461 is opened in the firewall of the server PC and in any switch or router in the network. Please consult the local IT department how to open TCP ports.

For all PCs except the server the following configuration files need to be changed:

– ConfigurationClient.exe.config

- – OperatorClient.exe.config
- – To change these files, be sure you use a user account with full windows administration rights. Follow the steps below to change the configuration files:
- – Start Notepad.exe[1]
- – Open the ConfigurationClient.exe.config file in the DCN-SW folder. Normally this folder is under C:/Program Files/Bosch/Digital Congress Network/DCN-SW.
- – Look for the line: <value>tcp://localhost:9461/IServerObjectFactory.rem</value> and change localhost into the IP-address of the server in this example 192.168.0.1.
- – Save the file.
- – Repeat the sequence for the OperatorClient.exe.config file.
  The OperatorClient.exe.config file has two times the line: <value>tcp://localhost:9461/IServerObjectFactory.rem</value> which need to be changed.

After the changes are applied to the configuration files, the configuration application and/or the operator application should be full functioning. Check the connection icon in the status bar.

Notice!

[1] If the User Account Control (UAC) feature in Windows Vista is enabled it does not allow direct changes to files in the Program Files folder, even when the user has administrator rights. To modify the DCN-SW configuration file, the user has to run Notepad as administrator.

Notice!

Make sure that the ports: 9461 (Multi PC) and 20000 (DCN-SWSMD) are open in your firewall.

Now multiple users need to be created in the Bosch DCN Conference Software Configuration Application. Please see System how to create user and user groups. Note that for each Bosch DCN Conference Software Operator Application a different Users needs to be defined. Also the rights of each Users can be defined by assigning the correct User groups to the user.

9   How to change synoptic icons

Synoptic icons are predefined in the applications but can be changed by the installer. Each PC can have its own icon set. Xml and icon-image files are needed to define different icon sets. Example of xml and icon-image files are available on the DCN-SW DVD. The xml file can be created or changed using Windows Notepad or any other text editor. The images can be changed with windows paint or any other compatible image editor.

The name of the xml-file must be ImageSet.xml and must be located at the same location where the DCN-SW applications are. The default location is C:/Program Files/Bosch/Digital Congress Network/DCN-SW.

In the example of the DCN-SW DVD, the icons are divided in 5 groups and each group is represented by an image file. In the xml file the groups are defined as Image Matrixes and an icon is defined as an Image. The following image types can be used: PNG, GIF, BMP, JPG. The preferred type is PNG.

A matrix in the xml-file is defined as:

<ImageMatrix name="SignalState" file="IconSignal.png" width="48" height="48"></ImageMatrix>

ImageMatrix name	Name of the Matrix. The matrix name is free to be chosen. It is possible the use multiple matrixes or only one matrix which than contains all icons.
file	Name of the image file. The file name is free to be chosen.
width	The width of the individual icons defined in this matrix.
height	The height of the icons defined in this matrix.

An icon in the xml-file is defined as:

<Image id="50300" X="150" Y="0" name="Excellent" />

Image id	The Image id of the icon. The Image id can be found in table of the several view modes: *Microphone Control and Microphone Sensitivity view modes, page 59*, *Voting results and Attendance registration status, page 61*, *Battery status view mode, page 63*, *Signal status view mode, page 63*, *Overlay warning icons, page 64*. The horizontal and vertical Image id in the tables must be added.
X	The X coordinate of the icon in the image file.
Y	The Y coordinate of the icon in the image file.
name	The name of the icon. The name is free to be chosen.

The X, Y coordinate of the icon is the upper left corner of the icon.
The xml-file always contains the following lines:
<?xml version="1.0" encoding="UTF-8" ?> <ImageSet xmlns="http://tempuri.org/ImageSetSchema.xsd"> </ImageSet>
The xml-file can look like this:
<?xml version="1.0" encoding="UTF-8" ?>
<ImageSet xmlns="http://tempuri.org/ImageSetSchema.xsd">
<ImageMatrix name="SignalState" file="IconSignal.png" width="48" height="48">
<Image id="50000" X="0" Y="0" name="Not Wireless" />
<Image id="50100" X="50" Y="0" name="Poor" />

```
<Image id="50300" X="150" Y="0" name="Excellent" />
</ImageMatrix>
</ImageSet>
```

The corresponding image file can look like this:

Not all icons need to be defined in the xml-file. Only the defined icons will replace the default ones.

Please look for sample images and xml-files which can be found on the DCN-SW DVD.