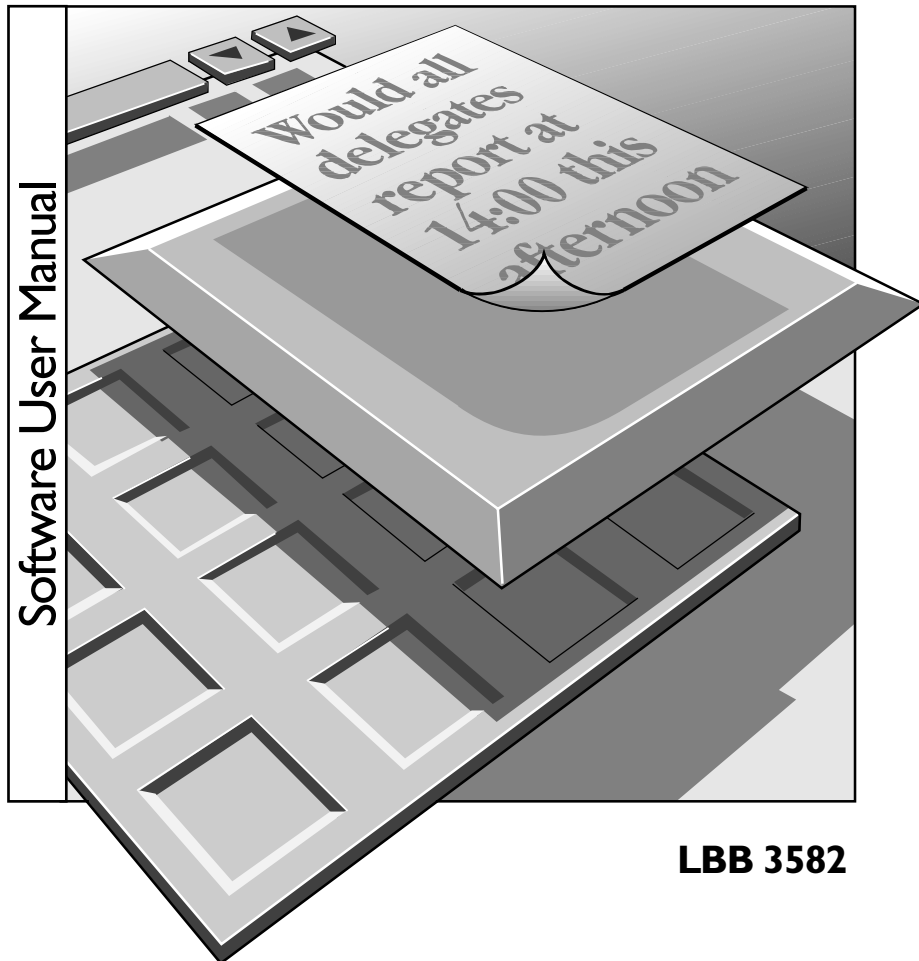




Digital Congress Network

Message Distribution



LBB 3582

Philips
Communication,
Security & Imaging



PHILIPS

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EXPLANATORY NOTES

About this manual

This user manual is divided into four chapters. Chapters 1 and 2 provide background information and chapters 3 and 4 provide detailed user information as follows:

- **Chapter 1 - *Message Distribution*** - containing a brief overview of the Digital Congress Network (DCN) and an overview of the functionality of the Message Distribution application.
- **Chapter 2 - *Getting Started*** - containing details of how to start the Message Distribution application from the DCN Startup screen and a description of the Help facility.
- **Chapter 3 - *Preparing for a Conference*** - containing details about pre-conference activities using Message Distribution; creating, editing and deleting messages, and inserting into and recalling messages from a library.
- **Chapter 4 - *Distributing Messages during a Conference*** - containing details of Message Distribution possibilities during a conference. Information on recalling messages from the library, distributing the messages to selected destinations, clearing messages, and how to exit Message Distribution.

An appendix provides additional reference information that will be helpful to experienced users. This consists of:

- **A.1 - *Overview of Message Distribution menus***
- **A.2 - *Short-cut (accelerator) keys***
- **A.3 - *Alphabetic index***

EXPLANATORY NOTES

Manual conventions

For clarity this user manual uses consistent styles, symbols and typographical conventions. They are:



NOTE: General notes are contained within rules and indicated with this symbol in the left margin. Notes are used to draw attention to special actions or information.



CAUTION: A caution is contained within rules and indicated with this symbol in the left margin. Cautions are used to draw attention to actions or commands that could lead to a loss of information, or damage to equipment



A tip is contained within rules and indicated with this symbol in the left margin. Tips are used to provide supplementary information that may make an action quicker or easier to carry out.

- An action (to be carried out by the user) is shown on a grey background and indicated with a round bullet mark.

Typographical conventions

The following are typographical conventions (text styles) are used in this manual:

- **Typed input** - information to be typed in using the keyboard is shown as:
Filename
- **Single key** - input via a single key (or keys) on the keyboard is shown as:
<enter>, <shift>, etc.
- **Multiple keys** - input via a combination of keys pressed together is shown as:
<ctrl>+<p>, <alt>+<f4>
- **Screen text** - information that appears on screen is shown as:
'Choose Startup Modules:'



NOTE: Some keyboards use <RETURN or the ↵ symbol instead of 'Enter'. Functionally, these keys are identical.

EXPLANATORY NOTES

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MESSAGE DISTRIBUTION

1 I.1 ABOUT MESSAGE DISTRIBUTION

What is Message Distribution?

Message Distribution is one of the DCN software modules designed for supplying information to participants of conferences and discussions using the DCN contribution equipment.

The Message Distribution module provides a means of generating and distributing text messages in a DCN environment. The user creates the text message on a PC running the Message Distribution software. A typical kind of message would be to welcome delegates to a conference, to inform them where lunch is, or to notify them of an emergency or a change of plan. Once the message is generated it can be distributed immediately or stored by the program and distributed later. This means that messages can be prepared in advance of a conference, or while a conference is taking place.

The message can be distributed to the following destinations:

- Delegates
- Interpreters
- Groups
- Conference venue displays

The user can specify exactly which delegates, interpreters or groups the message has to be distributed to. If the message has to be distributed to more than one destination, for example delegates and interpreters, it is sent to each destination in turn.

When the message is sent to conference venue displays (hall displays), it goes via the Text/Status Display DCN module. This module can also send microphone information and voting results to conference venue displays, and allows the user to specify which type of information will be displayed. Therefore although a message is sent from Message Distribution, it is not automatically displayed on conference venue displays. For more information about Text/Status Display, please refer to the user manual, reference number 3922 988 4461X.

There is an option which allows the user to put a time limit on how long a message appears on conference venue displays. If no time limit is specified, and for messages to all other destinations, the message remains until it is removed by the user. This is carried out by simply clicking on a menu item.

MESSAGE DISTRIBUTION

Stored messages can be recalled and distributed at any time. Messages can always be added or removed from the *'library'* which holds all messages. Messages added to the library are automatically saved when the program is exited. There is no file menu in Message Distribution.

The Message Distribution program also has facilities for editing messages. These are standard Windows-type edit facilities, including cut, copy, paste and select all.

NOTE: *DCN contribution units with LCD screens can only display the following characters:*



- The letters A to Z, in capital and lower case.
 - The numbers 0 to 9.
 - Certain punctuation marks.
 - Most characters from the Japanese Katakana alphabet.
 - Certain DCN contribution units can also display graphic characters from non-European and non-US languages such as Chinese.
-

MESSAGE DISTRIBUTION

I

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GETTING STARTED

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GETTING STARTED

2.1 STARTING MESSAGE DISTRIBUTION

The DCN Startup screen

The Message Distribution program is started from the DCN Startup screen (shown below).

2

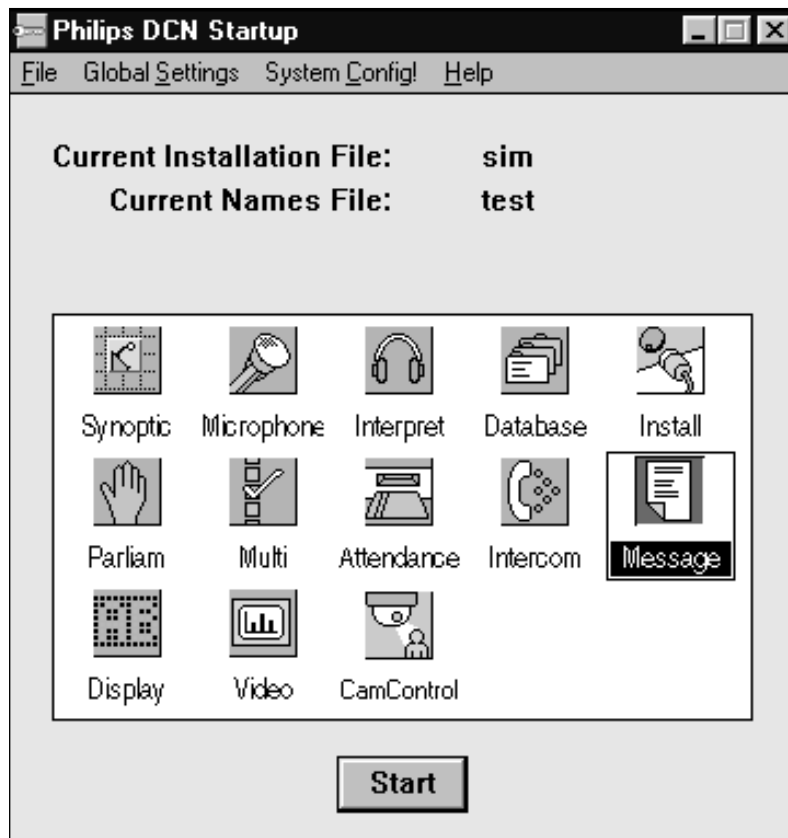


Fig. 1 The DCN Startup screen

GETTING STARTED



NOTE: For starting the DCN Startup program from an icon in the Windows Desktop, refer to the Startup user manual.

2

The DCN software uses two user-created files that contain important information about the installed hardware configuration and about delegates' names. These files are:

- **Installation file** - containing information about channel assignment and the numbers that have been assigned to all microphones connected to the DCN. These seat numbers are assigned using the System Installation software (LBB 3585).
- **Names file** - containing information about the name, seat number and other conference and personal details of participating delegates. Names files are created using the Delegate Database software (LBB 3580).

DCN software modules may be started up from the Startup main window without specifying either an installation or names file. However, some software modules will not run without the appropriate installation or names file.

Message Distribution makes use of the seat numbers information contained in an installation file. It also makes use of the '*Group*' information that is contained within a names file. Therefore, it requires both files to function fully.

Selecting an installation- (and a names) file

For details on selecting an installation- (and a names) file, please refer to section 3.2 of the Startup user manual, under the heading '*Selecting an installation- and a names file*'.



The Message Distribution icon

For details on the Message Distribution icon and how to start Message Distribution from Startup, please refer to section 3.2 of the Startup user manual, under the heading '*Opening other modules from Startup*'.

GETTING STARTED

2.2 USING HELP

2

The Help menu

The *'Help'* menu in the title bar contains commands for an on-screen help facility. This help facility contains information on all commands in the *'File'* menu, on which keyboard keys are functional, a description of how to use the Message Distribution software, information on how to use the help facility itself, plus an index and a glossary of terms. All information contained in this user manual can also be found in the *'Help'* facility.

The *'Help'* facility contains the following options:

- Index
- Keyboard
- Commands
- Procedures
- Glossary
- Using Help
- About Message Distribution

Index

To access the index:

- Select the *'Help'* menu and click on *'Index'*.

A full list of subjects covered by the help facility is given in alphabetical order. For more information on any subject contained in the index:

- Click on the required subject in the index.

An on-screen page with the requested information will appear.

Keyboard

This gives information on which keys on your keyboard can be used with the Message Distribution software. This includes using keys to activate menu items, to move around in dialogue boxes, for short-cuts, and to select options from the main window. To access the *'Keyboard'* help facility:

- Select the *'Help'* menu and click on *'Keyboard'*.

A list of different key types is given. For more information on any key type contained in the list:

- Click on the required key type in the list.

An on-screen page with the requested information will appear.

GETTING STARTED

Commands

This gives information on all options contained in the file menu. This covers the *'Edit'*, *'Clear Messages'* and *'Help'* menus. To access the *'Commands'* help facility:

- Select the *'Help'* menu and click on *'Commands'*.

2

A list of file menu groups is given. For more information on any menu group contained in the list:

- Click on the required menu group in the list.

A list of options in the selected menu group is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

Procedures

This gives information on how to use the Message Distribution software. To access the *'Procedures'* help facility:

- Select the *'Help'* menu and click on *'Procedures'*.

A list of topics is given. For more information on any topic contained in the list:

- Click on the required topic in the list.

A list of options for the selected topic is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

Glossary

To access the glossary:

- Select the *'Help'* menu and click on *'Glossary'*.

A list of terms used in the Message Distribution help facility is given in alphabetical order. For more information on any term contained in the glossary:

- Click on the required subject in the index.

A window with the requested information will appear.

GETTING STARTED

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Using Help

This gives information on how to use the Message Distribution help facility. To access the *'Using Help'* facility:

- Select the *'Help'* menu and click on *'Using Help'*.

A list of topics is given. For more information on any topic contained in the list:

- Click on the required topic in the list.

A list of options for the selected topic is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

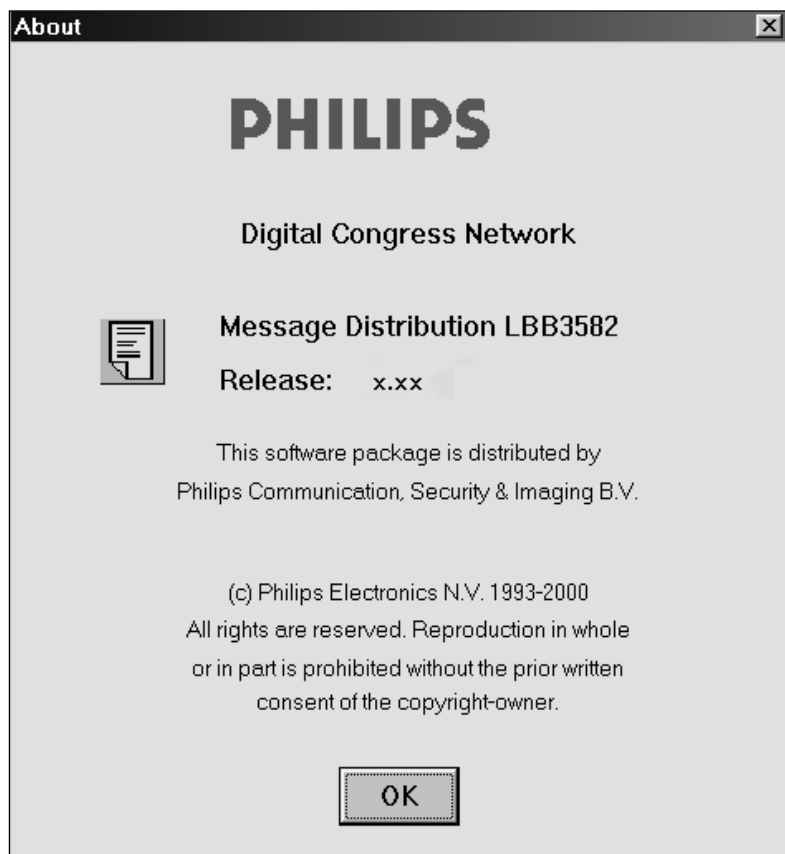
About Message Distribution

This provides software release information. To display the *'About...'* window:

- Select the *'Help'* menu and click on *'About Message Distr...'*.

GETTING STARTED

The following window appears:



2

Fig. 2 The 'About...' window

To remove this window:

- Click on the 'OK' push button.

GETTING STARTED

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PREPARING FOR A CONFERENCE

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PREPARING FOR A CONFERENCE

3.1 THE MAIN WINDOW

3

The Message Distribution main window is used to create messages and insert into or recall messages from a library. Each message stored in the library is represented by the message name and the first 12 characters of the message text. By means of dialogue boxes activated from the main window, the user can specify which delegates, interpreters, groups of delegates or hall displays are to receive the message, and then send the message to the chosen destination.

From the main window you can also access the menu bar, which allows you to specify viewing options and alter settings, and access the *'Help'* menu.

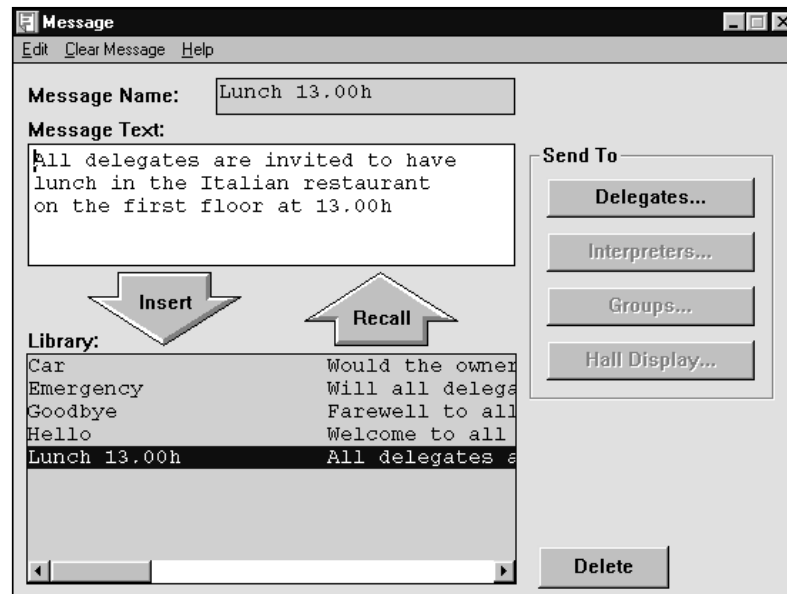


Fig. 1 The Message Distribution main window

The main window contains the following elements:

- *'Message Name'* text and edit field
- *'Message Text'* text and edit field
- *'Insert'* and *'Recall'* push buttons
- *'Library'* list box
- *'Delegates...'*, *'Interpreters...'*, *'Group...'* and *'Hall Display...'* push buttons
- *'Delete'* push button

PREPARING FOR A CONFERENCE

The menu bar

All menu options referred to in this user manual are contained within the menu bar, located underneath the title bar at the top of the main window. Access to drop-down menus is gained by clicking on the menu title, displayed in the menu bar. The full list of menu options is as follows:

<u>E</u> dit	<u>C</u> lear Message	<u>H</u> elp
Cut	<u>D</u> elegates	<u>I</u> ndex
<u>C</u> opy	<u>I</u> nterpreters	<u>K</u> eyboard
<u>P</u> aste	<u>H</u> all	<u>C</u> ommands
<u>S</u> elect All		<u>P</u> rocedures
<u>C</u> lear		<u>G</u> lossary
		<u>U</u> sing Help
		<u>A</u> bout Message Distr...

3

Fig. 2 All available menu options on the menu bar

PREPARING FOR A CONFERENCE

3.2 PREPARING A MESSAGE

Creating a message

Messages are created from the main window.

3



NOTE: It is possible to create messages in languages that use graphic characters (e.g. Chinese). However, this requires that the relevant font sets are first downloaded using the System Installation software. For more information, refer to the relevant documentation, and the Startup software readme file.

Each message consists of a name and contents text. When the Message Distribution program opens for the first time, the *'Message Text'* and *'Message Name'* edit fields are both empty. The cursor is in position in the *'Message Text'* edit field.

The message contents are entered into the *'Message Text'* edit field, which consists of four lines each of 33 characters. To enter the message contents:

- Type the desired message into the edit field.

The message name is entered into the *'Message Name'* edit field, and can be up to 20 characters long. To enter a message name:

- Type the desired message name into the edit field.

It is possible to save the message in a message library. Messages can then be recalled later during a conference. For more information, please refer to *'Saving a Message'* on page 3-7. If you wish to edit the message, there are edit facilities available such as cut, copy and paste. For further details, see below.



NOTE: You can also create a message while a conference is taking place. The procedure is exactly the same as given here.

Editing a message

Message Distribution provides facilities for editing the message currently displayed in the main window. If you wish to edit a message other than the one in the main window, you first have to recall the message from the library. For more information on recalling a message, please refer to page 3-7.

The edit facilities are contained in the *'Edit'* menu, and consist of the following:

PREPARING FOR A CONFERENCE

- Cutting text
- Copying text
- Pasting text
- Selecting a complete message
- Clearing text

The *'Cut'*, *'Copy'* and *'Clear'* options are enabled when an area of the *'Message Text'* edit field has been selected by dragging the cursor across it. The *'Paste'* option is enabled after a *'Cut'* or *'Copy'* action has been performed. *'Select All'* is enabled so long as there is text in the *'Message Text'* edit field. Text can be pasted back into the same message, one recalled from the library, or a new message.

3

Cutting text - this option allows you to remove text from the message currently displayed in the main window and store it in a temporary buffer.

- Select the text to be cut by dragging the cursor across it.

- Select the *'Edit'* menu and click on *'Cut'*.

The text is removed and stored in a temporary buffer. It can be inserted using the *'Paste'* option (see page 3-6).

Copying text - this option allows you to copy text from the message currently displayed in the main window and store it in a temporary buffer.

- Select the text to be copied by dragging the cursor across it.

- Select the *'Edit'* menu and click on *'Copy'*.

The text is copied and stored in a temporary buffer. It can be inserted using the *'Paste'* option (see page 3-6).

Clearing text - this option allows you to delete text from the message currently displayed in the main window.

- Select the text to be cleared by dragging the cursor across it.

- Select the *'Edit'* menu and click on *'Clear'*.

The text will be deleted.



CAUTION: *It is not possible to retrieve the deleted text.*

PREPARING FOR A CONFERENCE

3

Selecting a complete message - this option allows you to select a complete message and cut, copy or clear it. To do so:

- Select the *'Edit'* menu and click on *'Select All'*.
- Select the *'Edit'* menu and click on *'Cut'*, *'Copy'* or *'Clear'*.

If cut or copied, the message is stored in a temporary buffer, and can be inserted using the *'Paste'* option (see below). If cleared, the message is removed and destroyed.

Pasting text - this option allows you to paste cut or copied text from the temporary buffer into the message currently displayed in the main window. If you wish to paste the text into another message, you first have to recall the message from the library. To paste text:

- Select the position where the text has to be pasted by clicking on it.
- Select the *'Edit'* menu and click on *'Paste'*.

The text in the temporary buffer will be inserted in the selected position.



NOTE: You can also paste text copied from another Windows program.



NOTE: Pasting does not empty the buffer. The cut or copied text remains in the buffer until another block of text replaces it. This means you can paste the same block of text as many times as you wish. If you paste onto selected text in a message, the selected text will be deleted and replaced by the buffer text.

Recalling a message

You can recall a message from the library, edit it, and save it under a new name. To recall a message from the library:

- Click on the message in the library you wish to recall.
- Click on the *'Recall'* push button.

The selected message will appear in the main window.



TIP You can also recall a message from the library by double-clicking on it.

PREPARING FOR A CONFERENCE

If there was already a message displayed in the main window that has been altered since it was recalled, a warning with the following text is displayed: *'You are currently editing a message. Recalling another message will cause the current message to be lost permanently. Continue?'*

- Click on the *'Yes'* push button to recall the selected message and delete the message currently displayed.
- Click on the *'No'* push button to return to the main window without recalling the message.

3

Once you have recalled a message from the library you can edit it in the same way as editing a new message. For further information on editing, please refer to page 3-4.

Saving a message

Once you have created a message, it is possible to save it in a message library. This is carried out from the main window. This allows you to prepare messages before a conference and recall them when needed during the conference. When you exit Message Distribution, all messages in the library are automatically saved, and will be in the library when you start the program up again.

If you wish to save the message currently displayed in the main window:

- Click on the *'Insert'* push button.

If you are attempting to save a message with the same name as a message already in the library, a warning message with the following text is displayed:

'A message with this name already exists in the library, overwrite?'

- Click on *'Yes'* to overwrite the message of that name in the library with the current message.
- Click on *'No'* to cancel the insert request and return to the main window.

PREPARING FOR A CONFERENCE

Deleting a message

If you wish to delete a message in the library:

- Click on the message in the library to be deleted.
- Click on the *'Delete'* push button located to the right of the *'Library'* list box.

A warning with the following text is displayed:

*'The message will be removed from the library permanently,
continue?'*

- Click on the *'Yes'* push button to delete the selected message.
- Click on the *'No'* push button to return to the main window without deleting the message.

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DISTRIBUTING MESSAGES DURING A CONFERENCE

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DISTRIBUTING MESSAGES DURING A CONFERENCE

4.1 DISTRIBUTING MESSAGES

It is possible to recall and distribute pre-prepared messages, or to create new messages and distribute them without first inserting them into the library (saving them). For information on preparing messages, please refer to chapter 3.2, *'Preparing a Message'*. If you wish to create a message during a conference, the procedure is exactly the same as given in chapter 3.2.

Message Distribution allows you to distribute messages to selected delegates, interpreters, delegate groups or hall displays. If you wish to distribute a message to more than one destination, for example delegates and interpreters, you must send it to each destination in turn.

4



NOTE: In Message Distribution, the term **'delegates'** also covers chairmen.



CAUTION: Each message that is sent is stored in a buffer, which has a maximum capacity of 10 messages. When the buffer is full, no more messages can be sent. It is therefore advisable to clear the buffer each time Message Distribution is started up. For details on how to clear the buffer, refer to chapter 4.2, **'Clearing Messages'**.

Recalling a message

To recall a message from the library:

- Click on the message in the library you wish to recall.
- Click on the *'Recall'* push button.

The selected message will appear in the main window.



You can also recall a message from the library by double-clicking on it.

Distributing a message to delegates

To distribute a message to delegates:

- Click on the *'Delegates...'* push button in the main window.

DISTRIBUTING MESSAGES DURING A CONFERENCE

The following dialogue box appears:

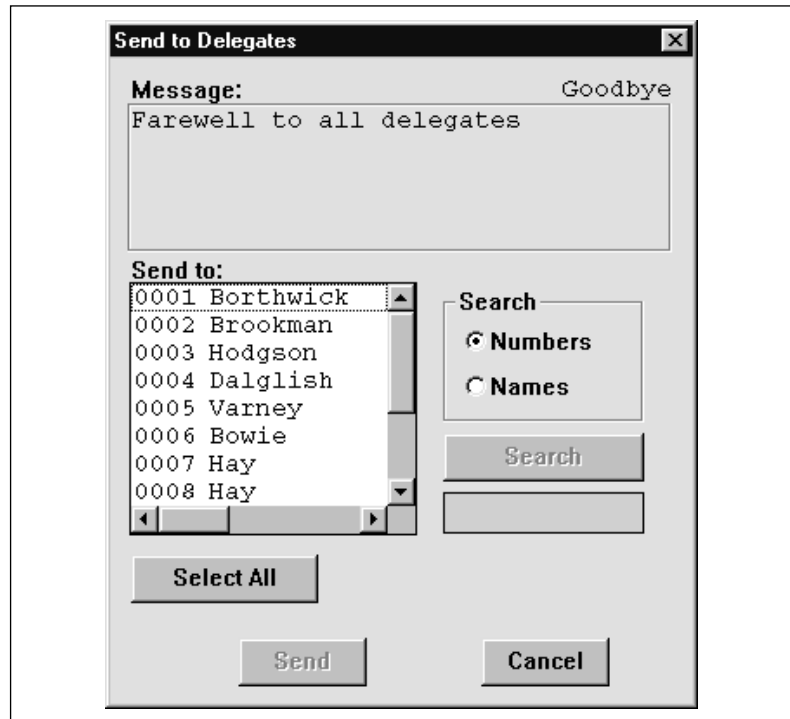


Fig. 1 The 'Send to Delegates' dialogue box

The message to be sent is displayed in the '*Message*' text box at the top of the dialogue box. The message name is shown above the top right corner of the text box. All delegates that are eligible to receive a message are listed in the '*Send to*' list box. If there are more delegates than can be displayed, a scroll bar is provided. Delegates are represented by their seat number and screen line, which is specified using the Delegate Database program and is almost always the delegate's last name.

Selecting delegates to receive a message - to select delegate(s) from the '*Send to*' list:

- Click on the delegate(s) in the list.

DISTRIBUTING MESSAGES DURING A CONFERENCE

To de-select a delegate:

- Click on the delegate that has already been selected in the list.

This name will be de-selected.

If you wish to select all delegates:

- Click on the *'Select All'* push button.

Search - this option allows you to conduct a search for a particular delegate. There are two *'Search'* radio buttons, a *'Search'* push button and a list box:

4

The image shows a screenshot of a software interface for searching delegates. It features a light gray background. At the top, the word "Search" is displayed. Below it are two radio buttons: "Numbers" (which is selected, indicated by a black circle) and "Names". Below the radio buttons is a rectangular button labeled "Search". At the bottom is an empty rectangular list box.

Fig. 2 The 'Search' facility

You can specify whether the search is conducted by delegate last name or delegate seat number. The current search mode is indicated by a black circle in the appropriate radio button, located under the text *'Search'*. To choose the other mode:

- Click on the radio button without the black circle.

A black circle will appear in the newly selected radio button. Any searches will be conducted using this mode.

NOTE: Specifying the **'Search'** mode also determines the order of the delegate name/number list. If **'Names'** is selected, then the delegate list is arranged alphabetically by last name, with the delegate seat number displayed after each screen line. If **'Numbers'** is selected, then the delegate list is arranged by seat number, in ascending numerical order. The delegate last name is displayed after each seat number.



DISTRIBUTING MESSAGES DURING A CONFERENCE

You can specify a particular delegate you wish to search for. This is done by typing the details of the required delegate in the text box situated under the 'Search' push button. If 'Numbers' has been specified for the search, you may only enter up to four characters. If 'Names' has been specified for the search, then the maximum number of characters allowed equals the maximum length of the last name. To search:

- Click on the text box under the 'Search' push button.
- Type the details of the required delegate in the text box.
- Click on the 'Search' push button.

Once the search is completed, the 'Send To' list box displays all delegates that match the details entered in the 'Search' text box. You can select the desired delegate by clicking on it.

Once you have selected the delegates to receive a message:

- Click on the 'Send' push button.

The message will be sent to all selected delegates.



NOTE: Clicking on the 'Cancel' push button closes the dialogue box without carrying out any action. This applies to all dialogue boxes in Message Distribution.

4

DISTRIBUTING MESSAGES DURING A CONFERENCE

Distributing a message to interpreters



NOTE: Messages can only be sent to interpreters when the *Simultaneous Interpretation* software is running.

To distribute a message to interpreters:

- Click on the *'Interpreters...'* push button in the main window.

The following dialogue box appears:

4

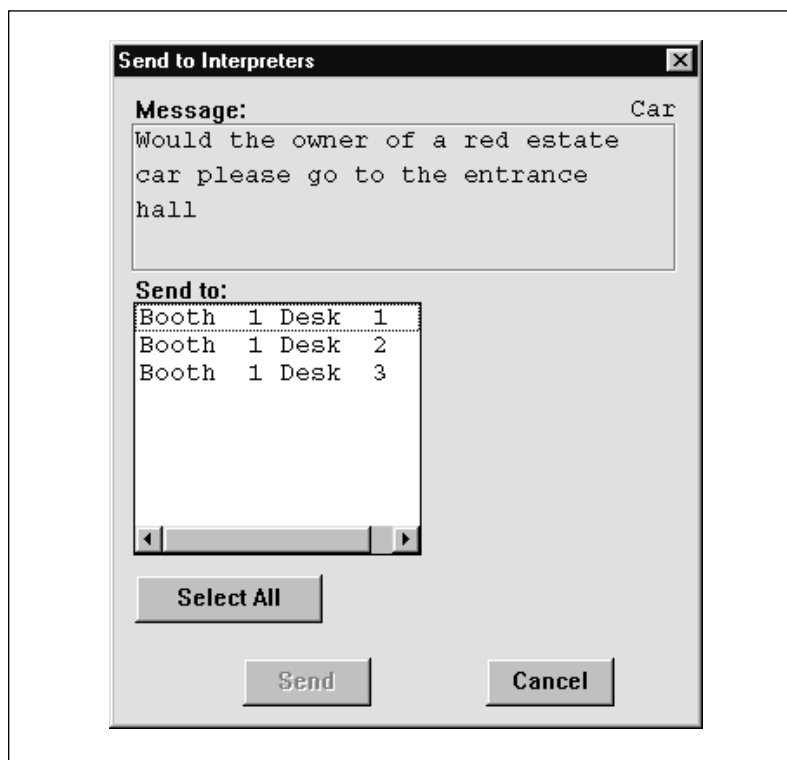


Fig. 3 The *'Send to Interpreters'* dialogue box

The message to be sent is displayed in the *'Message'* text box at the top of the dialogue box. The message name is shown above the top right corner of the text box. All interpreters that are eligible to receive a message are listed in the *'Send to'* list box. If there are more interpreters than can be displayed, a scroll bar is provided. Interpreters are represented by their booth number and desk number.

DISTRIBUTING MESSAGES DURING A CONFERENCE

Selecting interpreters to receive a message - to select an interpreter(s) from the '*Send to*' list:

- Click on the interpreter(s) in the list.

To de-select an interpreter:

- Click on the interpreter that has already been selected in the list.

This name will be de-selected.

If you wish to select all interpreters:

- Click on the '*Select All*' push button.

Once you have selected the interpreters to receive a message:

- Click on the '*Send*' push button.

The message will be sent to all selected interpreters.

Distributing a message to groups

To distribute a message to groups:

- Click on the '*Groups...*' push button in the main window.

4

DISTRIBUTING MESSAGES DURING A CONFERENCE

The following dialogue box appears:

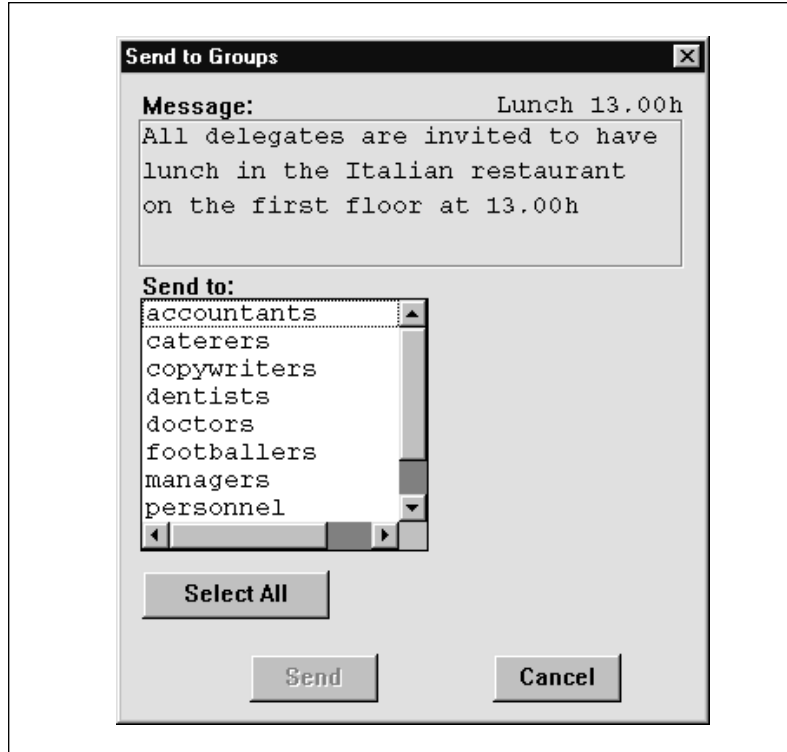


Fig. 4 The 'Send to Groups' dialogue box

The message to be sent is displayed in the 'Message' text box at the top of the dialogue box. The message name is shown above the top right corner of the text box. All groups are listed in the 'Send to' list box. If there are more groups than can be displayed, a scroll bar is provided. Groups are specified using the Delegate Database program.

Selecting groups to receive a message - to select a group(s) from the 'Send to' list:

- Click on the group(s) in the list.

To de-select a group:

- Click on the group that has already been selected in the list.

This name will be de-selected.

DISTRIBUTING MESSAGES DURING A CONFERENCE

If you wish to select all groups:

- Click on the 'Select All' push button.

Once you have selected the groups to receive a message:

- Click on the 'Send' push button.

The message will be sent to all selected groups.

Distributing a message to hall displays



NOTE: Messages can only be sent to hall displays when the Text/Status Display software is running.

To distribute a message to hall displays:

- Click on the 'Hall Display...' push button in the main window.

The following dialogue box appears:

Send to Hall Display

Message: Lunch 13.00h

All delegates are invited to have lunch in the Italian restaurant on the first floor at 13.00h

☒ Auto Erase after: 2:30 minutes

☐ Permanent

Send **Cancel**

Fig. 5 The 'Send to Hall Displays' dialogue box

The message to be sent is displayed in the 'Message' text box at the top of the dialogue box. The message name is shown above the top right corner of the text box. The message is sent to hall displays via the Text/Status Display program.

DISTRIBUTING MESSAGES DURING A CONFERENCE



NOTE: *Text/Status Display has a priority system that determines which information appears on hall displays, and has separate outputs for different types of hall displays. For more information, please refer to the Text/Status Display user manual, reference number 3922 988 4461X.*

It is possible to specify how long the message will be displayed on hall displays. You can allow it to be displayed indefinitely, or specify a time limit. If you wish to specify a time limit:

- Click on the *'Auto Erase after'* radio button.

This will automatically enable the edit field between the *'Auto Erase after:'* and the *'minutes'* text. The cursor will be in place in the edit field.

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To specify a time limit:

- Enter the desired time limit into the edit field.



You can use the up and down arrows to the right of the edit field to access the next highest or lowest possible time limit.

Once you have specified the time limit:

- Click on the *'Send'* push button.

The message will be sent to the selected hall displays.

If you do not wish to specify a time limit:

- Click on the *'Permanent'* radio button.



NOTE: *If you select the **'Permanent'** option, you can still remove the message by means of the **'Clear Message'** menu. For more details, please refer to page 4-11.*

DISTRIBUTING MESSAGES DURING A CONFERENCE

4.2 CLEARING MESSAGES

You can clear a message at any time that has been sent to delegates, interpreters, groups or hall displays. This is carried out from the *'Clear Messages'* menu.



NOTE: Each time Message Distribution is started up, it is advisable to clear all messages that have already been sent. Otherwise the buffer - where the messages are stored - can become full, with the result that no more messages can be sent. The buffer has a capacity of 10 messages.

Clearing a message sent to delegates - to clear the last message that was sent to delegates:

- Select the *'Clear Messages'* menu and click on *'Delegates'*.

The last message will be removed from all delegate units (and chairman units) on which it was displayed.



NOTE: Clearing a message sent to delegates automatically clears the messages from all groups as well. There is therefore no separate **'Clear'** function for groups.

Clearing a message sent to interpreters - to clear the last message that was sent to interpreters:

- Select the *'Clear Messages'* menu and click on *'Interpreters'*.

The last message will be removed from all interpreter units on which it was displayed.

Clearing a message sent to hall displays - to clear the last message that was sent to hall displays:

- Select the *'Clear Messages'* menu and click on *'Hall'*.

The last message will be removed from all hall displays on which it was displayed.



NOTE: This command overrides the **'Permanent'** command (if specified) from the **'Send to Hall Displays'** dialogue box.

DISTRIBUTING MESSAGES DURING A CONFERENCE

4.3 EXITING MESSAGE DISTRIBUTION

Temporarily exiting Message Distribution

It is possible to temporarily leave Message Distribution without closing it down completely. To do so:

- Click on the 'minimize' button situated at the top right of the application window.

The Message Distribution program will become iconised in the Windows desk-top. To re-enter Message Distribution:

- Click on the Message Distribution icon.

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Permanently exiting Message Distribution

If you wish to exit Message Distribution completely:

- Click the 'close' button at the far top right corner of the window.



NOTE: By closing the Startup program, all DCN applications - including Message Distribution - will close.

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APPENDIX A - REFERENCE GUIDE

A.1 CONTROL MENUS

Edit menu

The '*Edit*' menu covers the options available to assist editing messages. The menu consists of the following items:

- **Cut** allows the user to cut a selected area from the current message and store it in a buffer (refer to page 3-5).
- **Copy** allows the user to copy a selected area from the current message and store it in a buffer (refer to page 3-5).
- **Paste** allows the user to paste the contents of the buffer into a message (refer to page 3-6).
- **Select All** allows the user to select the current message and store it in a buffer (refer to page 3-6).
- **Clear** allows the user to delete a selected area from the current message (refer to page 3-5).

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Clear Messages menu

The '*Clear Messages*' menu covers the options available to clear messages that have been sent to delegates, interpreters, groups or hall displays. The menu consists of the following items:

- **Delegates** allows the user to remove the message currently being displayed on delegate- and chairman units connected to the DCN system (refer to page 4-11).
- **Interpreters** allows the user to remove the message currently being displayed on interpreter units connected to the DCN system (refer to page 4-11).
- **Hall** allows the user to remove the message currently being displayed on conference venue displays connected to the DCN system (refer to page 4-11).

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Help menu

The '*Help*' menu manages the on-line help related to the whole DCN application. The menu consists of the following items:

- **Index** provides the user with an alphabetical list of subjects covered by the help facility (refer to page 2-4).
- **Keyboard** provides the user with information on which keyboard keys can be used with the Message Distribution software (refer to page 2-4).
- **Commands** provides the user with information on all options contained in the file menu (refer to page 2-5).
- **Procedures** provides the user with information on how to use the Message Distribution software (refer to page 2-5).
- **Glossary** provides the user with an alphabetical list of terms used in the Message Distribution help facility (refer to page 2-5).
- **Using Help** provides the user with information on how to use the Message Distribution help facility (refer to page 2-6).
- **About Message Distr...** displays the dialogue box with software release information (refer to page 2-6).

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APPENDIX A - REFERENCE GUIDE

A.2 ACCELERATOR KEYS

Message Distribution accelerator (short-cut) keys

Menu	Item	Short-cut
Edit		<ALT> + <E>
	Cut	<t>
	Copy	<C>
	Paste	<P>
	Select All	<S>
	Clear	<e>
Clear Messages		<ALT> + <C>
	Delegates	<D>
	Interpreters	<I>
	Hall	<H>
Help		<ALT> + <H>
	Index	<I>
	Keyboard	<K>
	Commands	<C>
	Procedures	<P>
	Glossary	<G>
	Using Help	<U>
	About Message Distr...	<A>

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