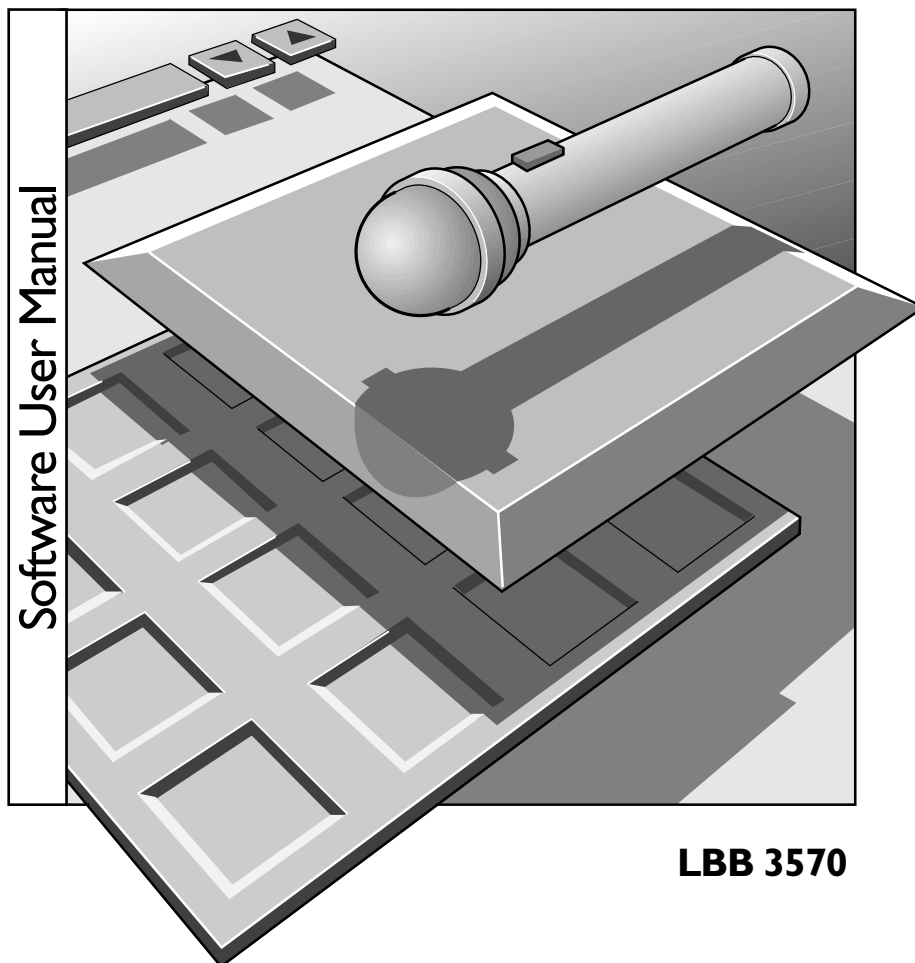




Digital Congress Network

Microphone Management



LBB 3570

Philips
Communication,
Security & Imaging



PHILIPS

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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. The contents are as follows:

- Chapter 1 - *Microphone Management* - containing a brief overview of the Digital Congress Network (DCN), an overview of the functionality of the Microphone Management application, and information about microphone operating modes.
- Chapter 2 - *Getting started* - containing details of how to start the Microphone Management application from the DCN Startup screen and a description of the Help facility.
- Chapter 3 - *Preparing for a conference* - containing details about pre-conference use of Microphone Management. Details are given on editing the speakers list, request list and notebook, specifying microphone operating modes and additional microphone parameters and working with Microphone Management files.
- Chapter 4 - *Controlling a conference* - containing details relating to use of Microphone Management during a conference. Details are given of altering microphone status, viewing and displaying delegate data, printing a record of microphone activity, and exiting Microphone Management.

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

- A.1 - *Overview of Microphone Management 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 a box and indicated with 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 a user) is shown on a grey background and preceded by a round bullet.

Typographical conventions

The following 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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MICROPHONE MANAGEMENT

1 I.1 ABOUT MICROPHONE MANAGEMENT

What is Microphone Management?

The Microphone Management module is one of the DCN software modules designed for controlling and monitoring conferences and discussions using DCN contribution equipment.

The software offers the possibility of managing and overseeing microphone activities during a conference, based on participant names or seat numbers. There are several categories in which delegates can be classed. These are:

- **Speakers list.** If a delegate is on the speakers list then his/her microphone is active (except when switched off in '*Operator with request list*' or '*Operator with request and response list*').
- **Request list.** If a delegate is on the request list this means that he/she has made a request to speak but is not automatically granted speaker status. This can be because the speakers list is full, or because the microphone operating mode dictates that only the operator can promote delegates to the speakers list.
- **Response list.** If a delegate is on the response list this means that he/she has made a response request (only applicable to '*Operator with request and response list*') and his/her microphone has been activated by the operator. Only one delegate can be in the response list.
- **Notebook.** A delegate in the notebook does not have to join the request list and enjoys certain other privileges not granted to delegates with normal status.

The Microphone Management module contains a list of all microphones connected to the system that have been assigned seat numbers. From this list the user can select microphones for the speakers list, the request list, the response list (if applicable) and the notebook. The order of delegates within the request list and speakers list can also be altered. To facilitate locating delegates, a search facility is available that allows the user to locate specific delegates.

Microphone Management can also be used to specify the microphone operation mode. This has a bearing on both how the Microphone Management module operates and how the conference itself proceeds. For further details of microphone modes, please refer to section 1.2, '*Controlling Microphones*'.

MICROPHONE MANAGEMENT

There are a number of options available as to how the conference information is presented. The contents of the main window can be altered, and how each delegate is represented in any of the lists is also user-definable.

Other options include setting a limit on delegate speech time, interactively testing the hardware, monitoring microphone activity, printing a record of microphone activity, and enabling an attention tone for the chairman priority key.

The conference-related information generated is stored in a microphone management file. There are a number of options available to the user for working with these files, all of which are standard DCN file options. These consist of opening, creating, saving, deleting, printing and saving files under a new name.



CAUTION: *Parameters specified in Microphone Management are used by certain other DCN modules, and can have a significant influence on the use of those modules. For instance, microphone operation modes specified in Microphone Management also apply to Synoptic Microphone Control.*

MICROPHONE MANAGEMENT

1 1.2 CONTROLLING MICROPHONES

Conference procedures

To successfully set-up, conduct and organise a conference it is necessary to provide microphone management procedures which facilitate many different types of conference or discussion.

The system operator (or conference chairman) requires a choice of operation modes for controlling delegates waiting to speak, and the number of delegates who can speak at the same time. In addition, an automatic mode of operation, that does not need operator (or chairman) involvement, is essential.

Microphone operation modes

To allow conference delegates to activate their microphones whenever they desired would almost certainly lead to confusion. However, in some smaller discussion groups, it is acceptable to allow a certain amount of freedom. Microphone operation modes must allow for all circumstances.

To manage and control the way delegates and/or the system operator activate microphones, five microphone operation modes are possible:

- Microphone control by operator with request list
- Microphone control by operator with request and response list
- Microphone control by delegate with request list
- Microphone control by delegate with override
- Microphone control by delegate with voice activation



NOTE: All modes are selected using the '**System Mic. Mode...**' command in the '**Settings**' menu. For more information refer to chapter 3, '**Preparing for a Conference**'.

Microphone control by operator with request list - is useful in formal, highly-structured meetings in which participants join a 'request-to-speak' list by activating a key on their delegate unit. They can only be promoted to active status (speaker) via the operator.

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The operator can see which delegate is first in the request-to-speak list. An operator 'shift' function gives this delegate active status and switches off the microphone of the delegate who has been speaking longest. The maximum number of simultaneous active microphones (speakers) can be pre-set by the operator.

When a participant presses the microphone on/off key on the delegate unit, it is indicated as a 'request-to-speak' on the unit with a flashing green LED. No further action is required, and when the delegate receives active status, the microphone is automatically switched on (indicated by an illuminated red LED).

Microphone control by operator with request and response list - is also intended for formal, highly-structured meetings, and is similar to microphone control by operator with request list. However, as well as joining a 'request-to-speak' list, it is now possible for a delegates to make a response request using the middle soft key on his/her DCN delegate conference unit. This is useful in situations where a delegate wants to give a prompt answer to a matter raised by the speaker. This request will be given temporary priority, and will appear at the top of the request list. When such a response request is promoted to active status, the current speaker is deactivated, but remains on the speakers list, and the response delegate is promoted to the 'response' list. The maximum number of response requests is five, only one of which can be active at any time.

Microphone control by delegate with request list - is useful in less formal meetings where the order of speaking is determined by the participants and not the operator. When delegates switch their microphones on, they are automatically promoted to the speakers list, providing the speakers list is not full. No operator action is required to control the conference, though it is possible. The operator can also pre-specify the number of speakers.

When the speakers list is full and delegates not on the speakers list turn their microphones on, they are placed on the request-to-speak list. This list is in chronological order, and the participant at the top of the list is automatically promoted to active status when a currently active speaker switches his/her microphone off. All other participants move up one place. When the operator switches off an active microphone, the delegate at the top of the request-to-speak list is automatically promoted to the speakers list.

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Microphone control by delegate with override - is useful for smaller discussions where participants are given active status by activating a contribution unit key. The microphone of the speaker who has been speaking the longest is automatically switched off. No operator action is required. There is no request-to-speak list (this mode is sometimes called 'first-in-first-out' or FIFO mode). The maximum number of active microphones (speakers) can be preset by the operator. When a participant presses the microphone on/off key on the delegate unit, it is automatically switched on and the delegate receives active status (indicated by an illuminated red LED).

Microphone control by delegate with voice activation - is useful in active discussions in which participants activate their microphones by speaking (no on/off key is required). They are automatically given active status (speaker) while speaking. No operator action is required.

There is no request-to-speak list, response list or speakers list. The number of simultaneous active status microphones (speakers) can be preset by the operator.



NOTE: Notebook speakers in multi-CCU systems can be set as voice activated microphone type. Otherwise, Voice Activation mode is not possible in multi-CCU systems. Only one voice-activated microphone can be connected to a Dual Audio Interface Unit (DAI).



NOTE: Operator control and microphone status monitoring are not possible in 'Voice Activation' mode.

GETTING STARTED

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GETTING STARTED

2.1 STARTING MICROPHONE MANAGEMENT

The DCN Startup screen

The Microphone Management program is started from the DCN Startup screen (shown below).

2

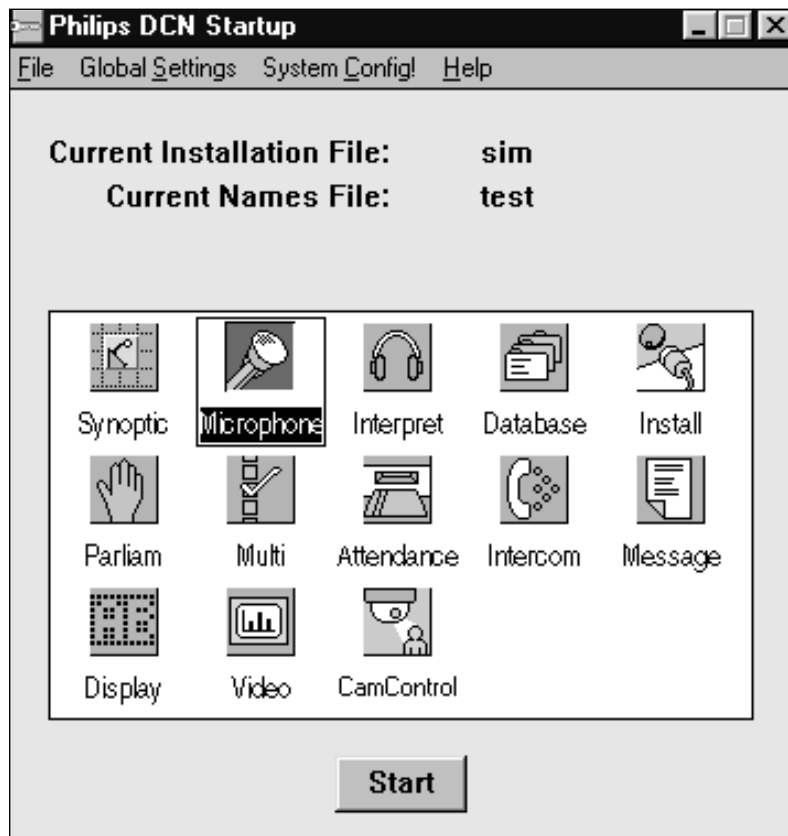


Fig. 1 The DCN Startup screen



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

GETTING STARTED

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).

2

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.

Microphone Management requires both an *installation file* and a *names file* for full functionality, but will work with only an *installation file*.

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 Microphone Management icon

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

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2.2 USING HELP

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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 Microphone Management software, information on how to use the help facility itself, plus an index and a glossary of terms. All information contained in this user's manual can also be found in the '*Help*' facility.

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

- Index
- Keyboard
- Commands
- Procedures
- Glossary
- Using Help
- About Microphone Management

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 Microphone Management 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.

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Commands

This gives information on all menu options, covering the *'File'*, *'Clear Display'* and *'Help'* menus. To access the *'Commands'* help facility:

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

A list of 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 Microphone Management 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 Microphone Management 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.

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Using Help

This gives information on how to use the Microphone Management 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 Microphone Management

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

- Select the '*Help*' menu and click on '*About Mic. Mgt. ...*'.

GETTING STARTED

The following window appears:

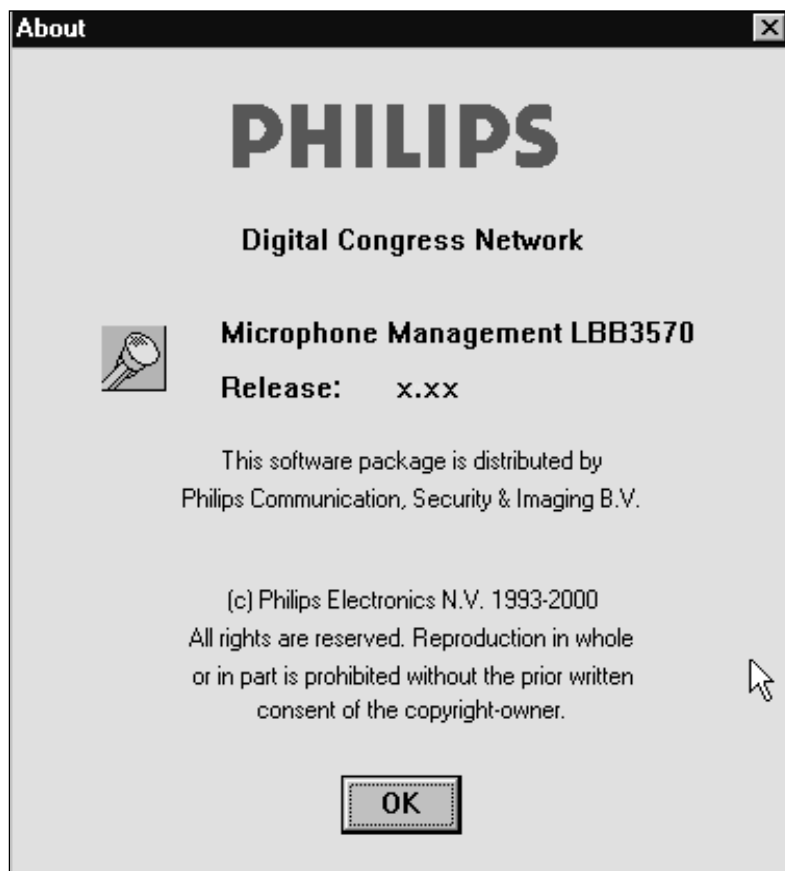


Fig. 2 The 'About...' window

To remove this window:

- Click on the 'OK' push button.

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3.1 THE MAIN WINDOW

The Microphone Management main window is used to monitor the notebook, speakers list and request list, to promote delegates from the request list to the speakers list (or response list, if applicable), and to edit the notebook and the speakers list.

3

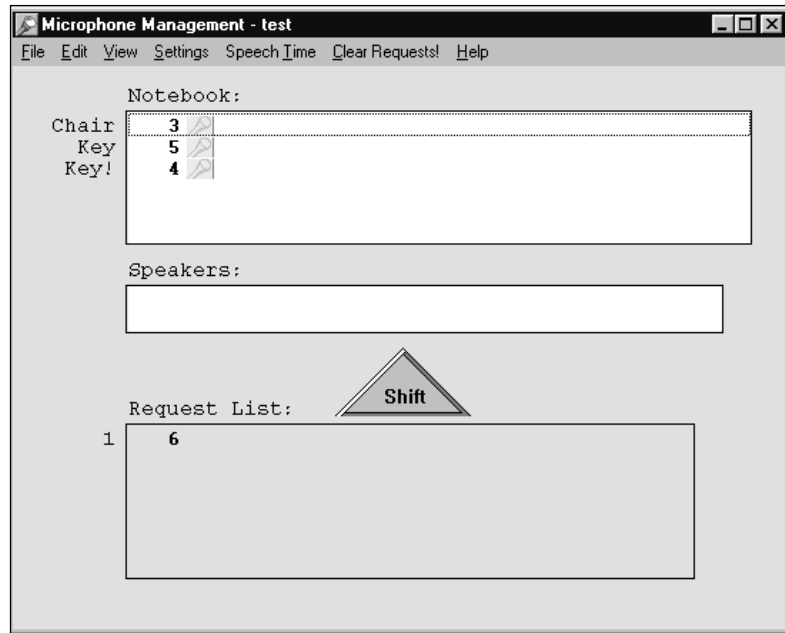


Fig. 1 The Microphone Management main window

In the title bar at the top of this window, the microphone management file name is displayed. If an installation file has been specified in Startup which has no associated microphone management files, no name is displayed. The notebook window will automatically display the names of all chairmen, if the 'Names' option from the 'View' menu is selected. An exclamation mark beside the unit description to the left of the notebook window indicates the Access Check function is disabled (see page 3-6).

The main window contains the following elements:

- Notebook window (if enabled)
- Speakers list window
- Request list window

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- Response list (if applicable)
- 'Shift' push button (if applicable)
- 'Last in Request List' text and display (if applicable)



NOTE: The notebook window can be disabled so it does not appear in the main window. If the notebook is not displayed, the speakers list and request list windows expand to fill the main window. The request list is also resized to display more rows (if present) up to a maximum of seven rows.

An entry in the notebook consists of notebook type, icon, seat number* screenline*, speech time* and access check ID. An entry in the speakers list is the same but without the notebook type and access check ID. An entry in the request list (and response list, if applicable) consists of a request list number, seat number* and screen line*. For details on displaying the optional parameters, please refer to section 4.2, 'Viewing Delegate Data'. (* = if enabled)

If the lists in the notebook or request list windows are longer than can be displayed, a scroll bar will appear at the right side of the appropriate window. The 'Last in request list' text and display only appears if the request list is longer than can be displayed in the request list window.



NOTE: Only one delegate can be present in the response list.

The selected microphone mode also has an influence on which information is displayed in the main window. In 'Delegate with Override' mode there is no request-to-speak list, so the request list and 'Shift' push button are removed from the main window. The notebook would then increase in size. For details on microphone operation modes, please refer to page 3-11.

If the notebook is displayed, it contains a minimum of five and a maximum of six rows. The speakers list contains between one and four rows, depending on the 'Number of Active mics.' specified.

3

PREPARING FOR A CONFERENCE

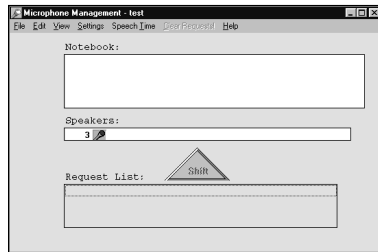


Fig. 2 The main window with the notebook displayed

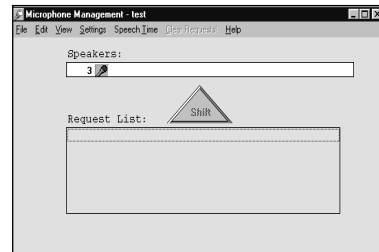


Fig. 3 The main window without the notebook displayed

3

If the main window is not full screen size, you may click on the maximize button in the top right-hand corner of the window's title bar to expand it. This causes the notebook to expand to display more delegates. If all notebook delegates are then displayed, the request list expands to show more of the request-to-speak list. Conversely, if the main window is reduced in size, the request list is reduced in size first, followed by the notebook (if applicable). The minimum size of the main window is reached when both the request list and the notebook are at their smallest.

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:

File	Edit	View	Settings	Speech Time	Clear Requests!	Help
New...	Insert...	Seat Numbers	System Mic	Limit...		Index...
Open...	Replace...	Names	Mode...	Show Elapsed		Keyboard
Save...	Delete	Speech time	Mic Activity...	Show Remaining		Commands
Save As	Request	Notebook	Microphone			Procedures
Delete...	List...	Action Box	Test...			Glossary
Print...	Notebook...	Settings	Attention tone			Using Help
Activity...			Ambient Mic.			About Mic.
Exit			Control			Mgt....
			Mic's off after shift			

Fig. 4 All available menu options on the menu bar

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3.2 ENTERING DELEGATE DATA

Microphone Management allows you to edit the contents of the notebook, speakers list and request list. This is normally carried out from specific dialogue boxes, although editing can also be carried out from the main window.

Preparing the notebook

The notebook is a list of delegates in a conference who are granted special microphone status. An entry in the notebook consists of an icon, delegate seat number (optional), screen line (optional), microphone type and speech time (if activated, not applicable to chairmen). An exclamation mark indicates that the Access Check function is disabled (see page 3-6). A delegate on the notebook is granted immediate access to the speakers list, and therefore does not have to join the request list. Chairmen are automatically included in the notebook. You can specify delegates to be added to the notebook, as long as the delegates have a valid seat number.

3

To edit the notebook:

- Select the 'Edit' menu on the menu bar and click on 'Notebook...'.

The following dialogue box appears:

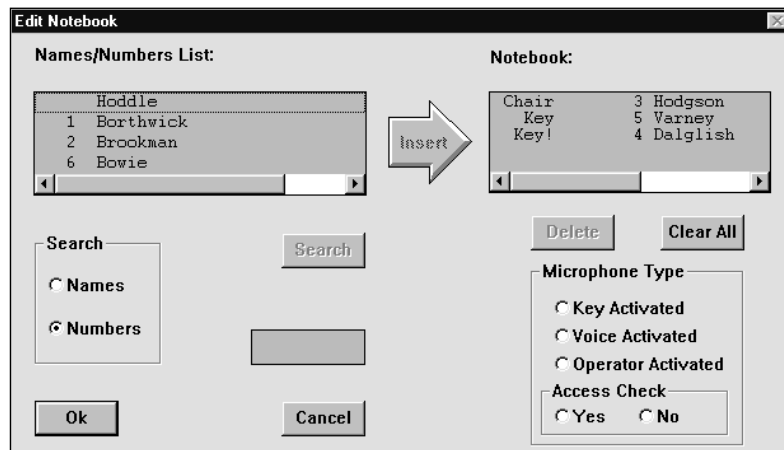


Fig. 5 The 'Edit Notebook' window

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Specifying Microphone Type - this option allows you to specify the type of microphone of the selected delegate, and to enable or disable the Access Check function. When the Access Check function is disabled, the microphone can be used without the registration requirements specified in the Attendance Registration and Access Control module (if any) taking effect. The 'Microphone Type' dialogue box is situated at the bottom right of the 'Edit Notebook' window:

3



Fig.6 The 'Microphone Type' dialogue box

The dialogue box contains three radio buttons for determining the microphone type, and two radio buttons for enabling and disabling the Access Check function. To specify the microphone type and/or Access Check function:

- Click on the required radio button(s).

The selected microphone type and/or Access Check functionality will be applied to the currently selected delegate and to all subsequent delegates selected until it is changed. If no microphone type is specified, the system automatically selects 'Key Activated'. by default, the Access Check function is enabled.



NOTE: A chairman can only be 'Key Activated' or 'Voice Activated'. The Operator Activated option does not appear when you specify microphone type for a chairman.

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To change the microphone type and/or Access Check functionality of a delegate already inserted into the notebook:

- Click on the appropriate delegate.
- Click on the required radio button(s).

The system parameters of the selected delegate will be altered.

Promoting a delegate to the notebook - this option allows you to select a delegate from the names/numbers list box and insert it into the notebook. You can select the position in the notebook where the delegate should be inserted. If no position is specified, the selected delegate is added to the end of the notebook. The names/numbers list contains an entry for every delegate with the following exceptions:

- Chairmen
- Delegates already on the notebook

3

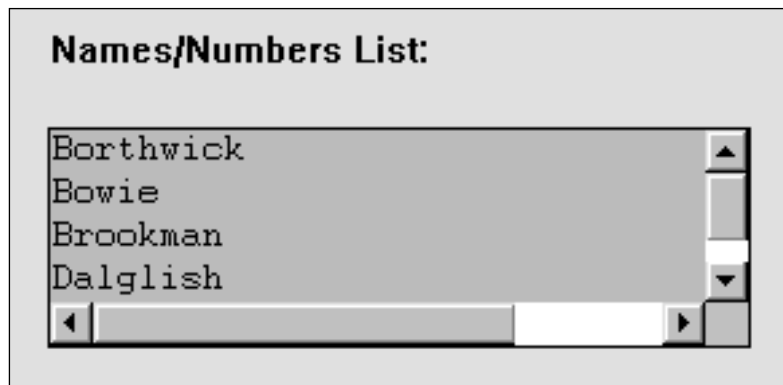


Fig.7 The 'Names/Numbers List' box

Each entry consists of a screen line and a seat number. They are listed either alphabetically by screen line or in ascending seat number order. If the list contains more entries than can be displayed, a scroll bar is provided. To select a delegate:

- Click on the name in the list.

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To change your selection, simply click on the new delegate you want to select. The old selection will be automatically cancelled.

You can also conduct a search for a particular delegate in the names/numbers list. For more details, refer to 'Search' on page 3-9.

3

- Select the position in the notebook list where the delegate is to be inserted by clicking on the entry below that position.
- Click on the arrow-shaped 'Insert' push button.

The selected delegate is inserted into the chosen position. If no position has been specified, the selected delegate is inserted at the end of the list. The currently selected microphone type is applied to the delegate.

The maximum number of entries in the notebook is 15. If the notebook is full, the insertion will not take place.

Removing a delegate from the notebook - this option allows you to remove a delegate from the notebook and return that delegate to the names/numbers list.



NOTE: *Chairmen cannot be removed from the notebook.*

- Select the delegate to be removed from the notebook by clicking on it.
- Click on the 'Delete' push button.

The selected entry will be removed from the notebook and inserted into the names/numbers list, at the position corresponding to the delegate's seat number/screen line.

Clearing the notebook - this option allows you to clear all entries from the notebook except the chairmen. Chairmen cannot be removed from the notebook. To clear the notebook:

- Click on any delegate in the notebook or names/numbers list.
- Click on the 'Clear All' push button.

All entries are removed from the notebook (except the chairmen) and inserted into the names/numbers list. These entries are inserted in order,

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either by seat number or name, depending on which option has been selected for 'Search'.

When you wish to exit the 'Edit Notebook' dialogue box:

- Click on the 'OK' push button.

Any changes made to the notebook will be saved and you will return to the main window.



NOTE: Clicking on 'Cancel' closes the dialogue box without initiating commands and/or changes. This applies to all dialogue boxes in the Microphone Management program.



NOTE: For details of editing the speakers list and the request list, please refer to chapter 4, 'Controlling a Conference'.

Search - this option allows you to conduct a search for a particular delegate. 'Search' can be used when inserting, replacing and editing the request list/notebook. The procedure is always the same. The 'Search' facility appears in the dialogue boxes for the above mentioned actions. There are two 'Search' radio buttons, a 'Search' push button and a list box:

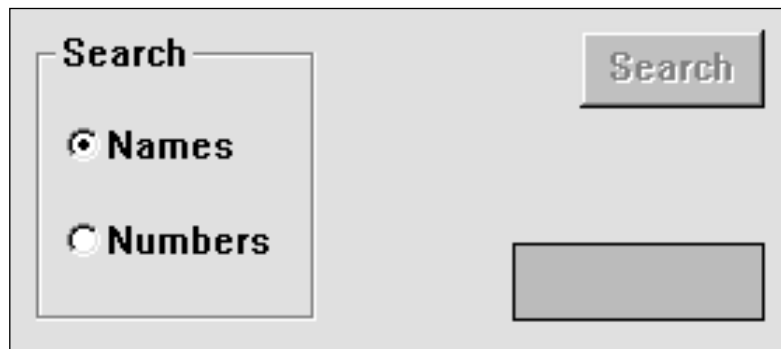


Fig. 6 The 'Search' facility

You can specify whether the search is conducted by delegate screen line 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.

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



3

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 screen line, 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 screen line is displayed after each seat number.

You can specify a particular delegate you wish to search for. This is done by entering 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 screen line. 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 list box displays all entries corresponding to the input details. You can select the desired entry by clicking on it.

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3.3 SPECIFYING CONFERENCE PROCEDURES

Specifying the microphone operation mode

For more general information on microphone operation modes please refer to section 1.2, '*Controlling Microphones*'. For information on the operator possibilities in each mode, please refer to section 4.1, '*Microphone Operation Modes*'.

- Select the '*Settings*' menu and click on '*System Mic. Mode...*'.

3

The following dialogue box appears:

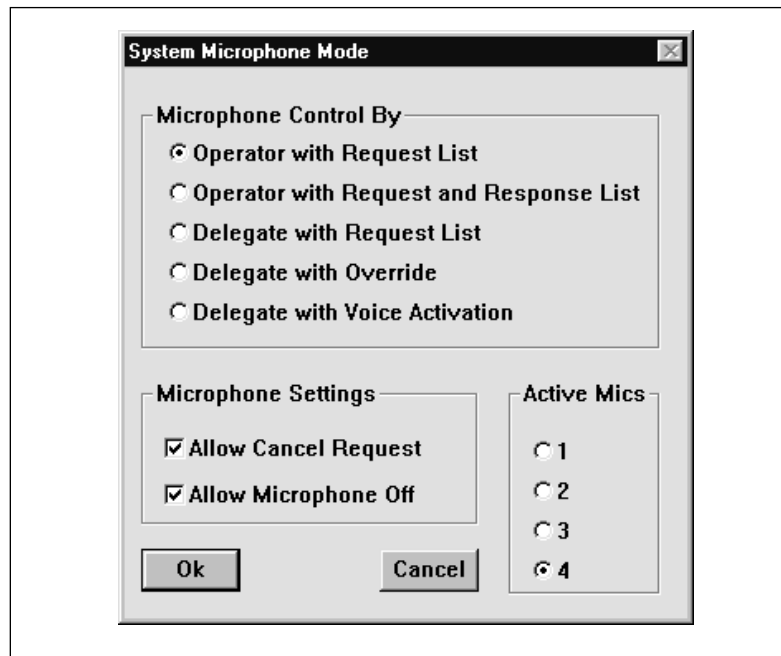


Fig. 7 The '*System Microphone Mode*' dialogue box

Microphone Control By - this part of this dialogue box is for selecting the microphone mode. To do so:

- Click on the desired '*Microphone Control By*' radio button.

A black circle will appear to indicate the selected option.

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In addition to allowing you to select the microphone operation mode, the 'System Microphone Mode' dialogue box also allows you to specify two other parameters, 'Microphone Settings' and 'Active Mics'.

Microphone Settings - this part of the dialogue box allows you to give delegates the ability to cancel a request-to-speak. The default setting is enabled, meaning delegates can cancel requests to speak. To disable this function:

- Click on the 'Allow Cancel Request' check box in 'Microphone Settings'

The tick mark (✓) will disappear.



NOTE: This option is only available for 'Operator with Request List', 'Operator with Request and Response List' and 'Delegate with Request List' modes. For the other two modes, this option is not displayed.

In this part of the dialogue box, there is also an option which allows delegates to switch their own microphones off. This option is only available in 'Operator with Request List' and 'Operator with Request and Response List' mode. The default setting is enabled, meaning delegates can switch off their microphones. To disable this function:

- Click on the 'Allow Microphone Off' check box in 'Microphone Settings'.

The tick mark (✓) will disappear.

Active Mics - you can specify the number of active delegate microphones permitted (the length of the speakers list). The minimum is one and the maximum is four. To do so:

- Click on the desired radio button in 'Active Mics'.

When you have finished specifying microphone parameters:

- Click on the 'Ok' push button.

You will return to the main window.



NOTE: When 'Delegate with Voice Activation' is selected, the minimum number of active microphones is two, not one. The maximum number is still four.

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Specifying additional microphone parameters

It is also possible to specify the following:

- Printing or saving a record of microphone activity
- Attention Tone
- Ambient Microphone Control
- Microphones off after shift



NOTE: These options are also available in the Synoptic Microphone Control software module.



NOTE: Printing is part of conference control, and is therefore covered in chapter 4.

3

Microphone Activity - enables microphone activity to be monitored and sent to a file, printer, auxiliary output, or a combination of these. The default setting is no monitoring. To define microphone activity:

- Select the 'Settings' menu and click on 'Mic. Activity'.

The following dialogue box appears:

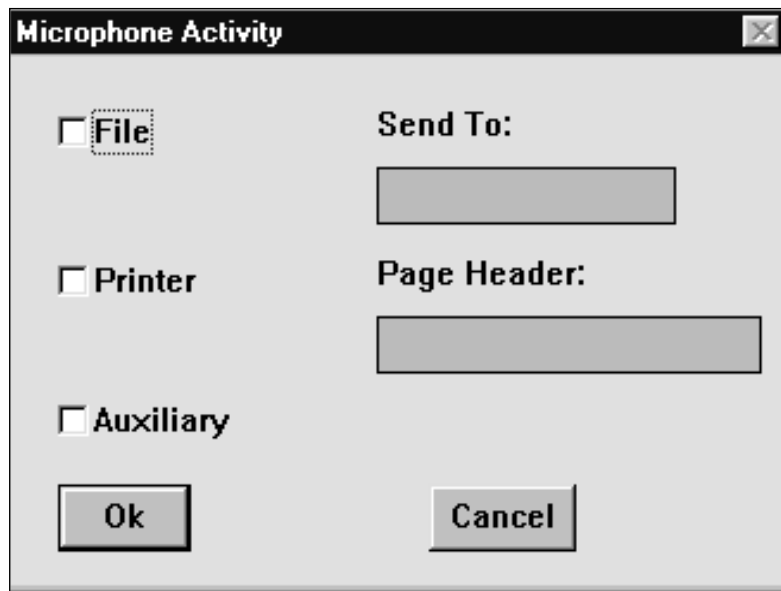


Fig. 10 The 'Microphone Activity' dialogue box

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This dialogue box contains check boxes for sending microphone activity to a file, a printer or auxiliary output. Any combination of these options can be selected as follows:

- Click on the check box(es) of the desired option(s).

If you select 'File':

- The 'Send To' text box becomes active. You can enter a file destination and name, which must be a valid MS-DOS name no longer than eight characters.

If you select 'Printer':

- The 'Page Header' text box becomes active. A descriptive name of the conference may be entered up to 80 characters long. This text box may be left blank.



NOTE: Real time printing is possible using a serial printer. A log of microphone activity, such as microphones being switched on and off, will be printed as it occurs.

If you select Auxiliary:

- If the 'Auxiliary' check box is selected, information on microphone activity is made available on the COM port 2 of the PC. This can be used to direct a camera to the current speaker, for example.

Once you have specified all options, then:

- Click on the 'Ok' push button.

Attention Tone - this allows you to enable or disable a tone which sounds when the priority key is pressed on a chairman unit. The default state is no tone. To turn the attention tone on:

- Select the 'Settings' menu and click on 'Attention Tone'.

The tick mark (✓) will subsequently appear to indicate that this option is enabled. To disable the attention tone, repeat the above.

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Ambient Microphone - this option allows you to enable or disable a microphone located in the conference venue that picks up ambient noise. If this microphone is enabled, it will automatically switch on if all other microphones in the conference venue are switched off. If any microphones are then switched on, the ambient microphone will automatically be switched off. To turn the microphone on:

- Select the '*Settings*' menu and click on '*Ambient Mic. Control*'.

The tick mark (✓) will subsequently appear to indicate that this option is enabled. To turn the microphone off, repeat the above procedure.

Microphones Off After Shift - this option allows you to determine that when a delegate is promoted from the request list to the speakers list, only that delegate's microphone will be activated. The microphones of all other delegates on the speakers list are deactivated. To enable this function:

- Select the '*Settings*' menu and click on '*Mic's off after shift*'.

The tick mark (✓) will subsequently appear to indicate that this option is enabled. To disable the option, repeat the above procedure.

Specifying speech time options

There is a timer facility in Microphone Management that allows you to specify and enable time-related functions which influence delegate speech time. These functions do not apply to chairmen, as it is not possible to limit their speech time.

The following options are available:

- Switching the timer on or off
- Setting the speech time
- Automatically switching microphones on or off when the speech time has elapsed
- Suspending the timer during chairmen speaking time
- Showing the elapsed or remaining speech time

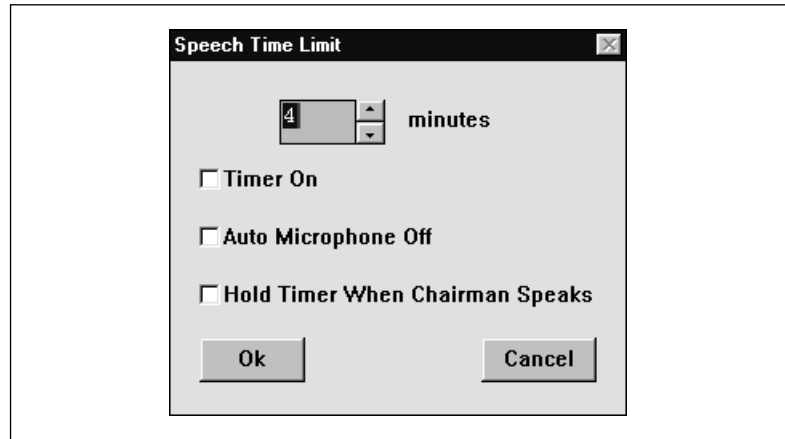
Speech Time Limit - this option allows you to limit the allocated speech time for each delegate, though not for chairmen. To do so:

- Select the '*Speech Time*' menu and click on '*Limit...*'.

3

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The following dialogue box appears:



3

Fig. 11 The 'Speech Time Limit' dialogue box

The default speech time limit is four minutes, or the last-specified number. To specify the speech time (in minutes):

- Type in the desired speech time length in the edit field.



NOTE: This value must be a whole number from 1 to 100.

If you enter a number outside this range, a warning message is displayed when you attempt to leave the dialogue box:

'The speech time must be in the range 1 to 100'

- Click on the 'OK' push button to return to the field and enter a valid speech time value.



You can also use the scroll buttons to the right of the field to select a value for the speech time.

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To switch the timer on:

- Click on the '*Timer On*' check box.

A tick mark (✓) will appear in the check box, indicating you have enabled this option. To disable the timer, repeat the above.

To cause microphones to automatically switch off when the speech time has elapsed:

- Click on the '*Auto Microphone Off*' check box.

A tick mark (✓) will appear in the check box, indicating you have enabled this option. To disable this facility, repeat the above.

To suspend the timer during chairman speaking time:

- Click on the '*Hold Timer When Chairman Speaks*' check box.

A tick mark (✓) will appear in the check box, indicating you have enabled this option. To disable this option, repeat the above.

When you wish to exit the '*Speech Time Limit*' dialogue box:

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

Any changes made in this dialogue box will be saved and you will return to the main window.

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3.4 WORKING WITH MICROPHONE MANAGEMENT FILES

3



The 'File' menu has commands for:

- Opening a new microphone management file
- Opening an existing microphone management file
- Saving a microphone management file under its current name
- Saving a microphone management file under a different name
- Deleting a microphone management file
- Printing a record of microphone activity
- Exiting the Microphone Management program.

NOTE: Both exiting the Microphone Management program and printing are covered in chapter 4.

Creating a new microphone management file - to create a new microphone management file:

- Select the 'File' menu and click on 'New...'.

The following dialogue box appears:

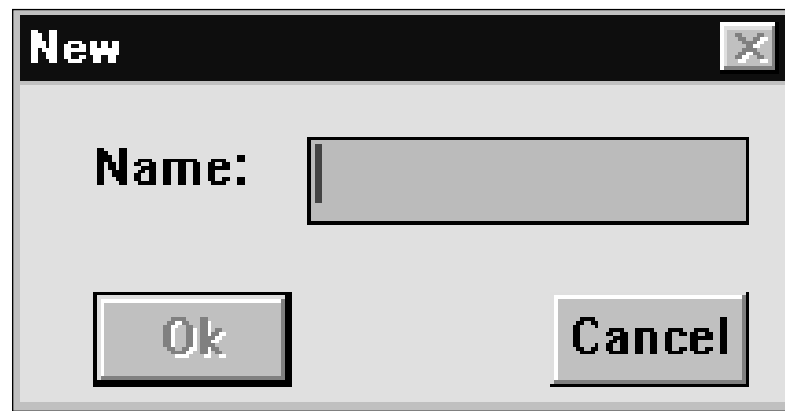


Fig. 12 The 'New' dialogue box

This dialogue box contains a text box for entering the microphone management file name. A text insertion point is already in the text box and you can type a name up to 12 characters long.

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- Type the desired microphone management file name in the text box.
- Click on the 'Ok' push button.

A new microphone management file opens and the name appears in the title bar at the top of the window.

If you have requested to open a new microphone management file before saving changes to the current file, a warning message with the following text is displayed:

'Changes have been made to <filename>.'
'Do you want to save?'

3

- Click on the 'Yes' push button to save the changed microphone management file and open a new one.
- Click on the 'No' push button to open the new microphone management file without saving the changed one.
- Click on the 'Cancel' push button to leave the 'New' dialogue box without opening a new microphone management file.

If you have entered a filename that already exists, a warning message with the following text is displayed:

'A file already exists with this name'

- Click on the 'OK' push button to return to the dialogue box and enter a valid name.

Opening an existing microphone management file - to open an existing microphone management file:

- Select the 'File' menu and click on 'Open...'.

The dialogue box on the following page appears:

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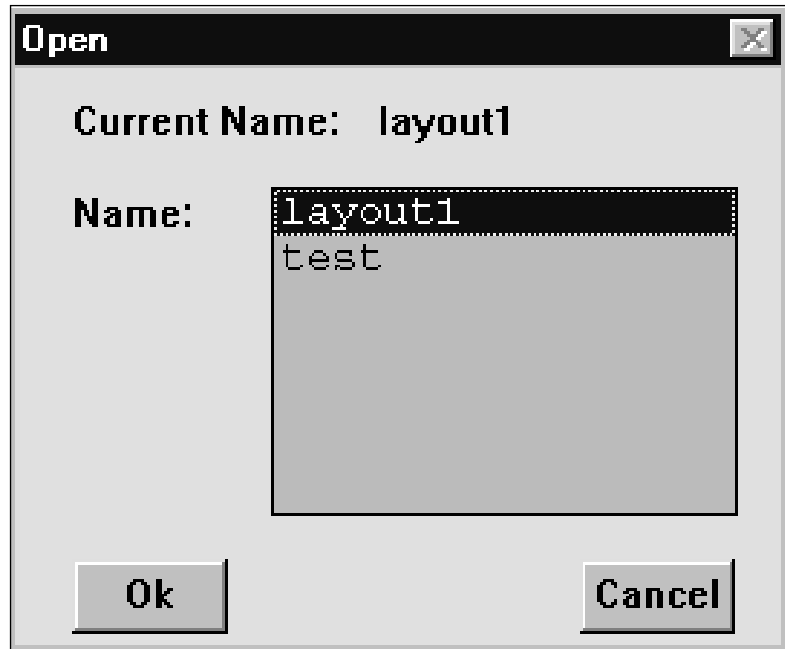


Fig. 13 The 'Open' dialogue box

This dialogue box contains a list box for selecting the microphone management file name. The name of the microphone management file currently open is also displayed. When the 'Open' dialogue box opens, a list box appears with all microphone management files currently available. If the list contains more files than can be displayed, a scroll bar is provided. To open a microphone management file:

- Click on the name in the list.
- Click on the 'Ok' push button.

If you have requested to open a microphone management file before saving changes to the current microphone management file, a warning message with the following text is displayed:

*'Changes have been made to <filename>.
Do you want to save?'*

- Click on the 'Yes' push button to save the changed microphone management file and open another one.

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- Click on the 'No' push button to open another microphone management file without saving the changed one.
- Click on the 'Cancel' push button to leave the 'Open' dialogue box without opening another microphone management file.

Saving a microphone management file - to save the current file:

- Select the 'File' menu and click on 'Save'.

The current microphone management file will be saved.



NOTE: *Speech time settings are not saved.*

Saving a microphone management file under a new name - this allows you to save the current microphone management file under a different name. By doing so, the original file remains unaltered. To do so:

- Select the 'File' menu and click on 'Save As...'.

The following dialogue box appears:

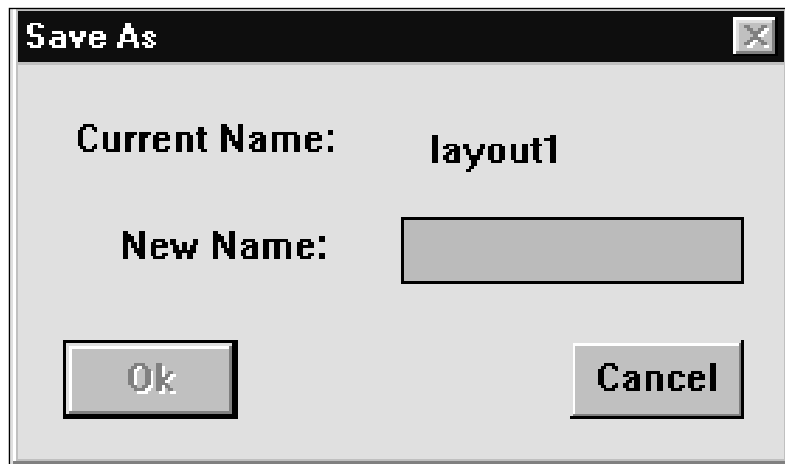


Fig. 14 The 'Save As' dialogue box

This dialogue box contains a text line with the current filename and a text box for entering the new filename. When the 'Save As' dialogue box opens, a text insertion point is already in the text box and you can type a name up to 12 characters long.

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- Type the new file name in the text box.

- Click on the 'Ok' push button.

The new file name appears in the title bar.

If you have entered a file name that already exists, a warning message with the following text is displayed:

'A file already exists with this name'

- Click on the 'OK' push button to return to the dialogue box and enter a unique name.

Deleting a microphone management file - if you wish to delete a microphone management file:

- Select the 'File' menu and click on 'Delete...'.

The following dialogue box appears:

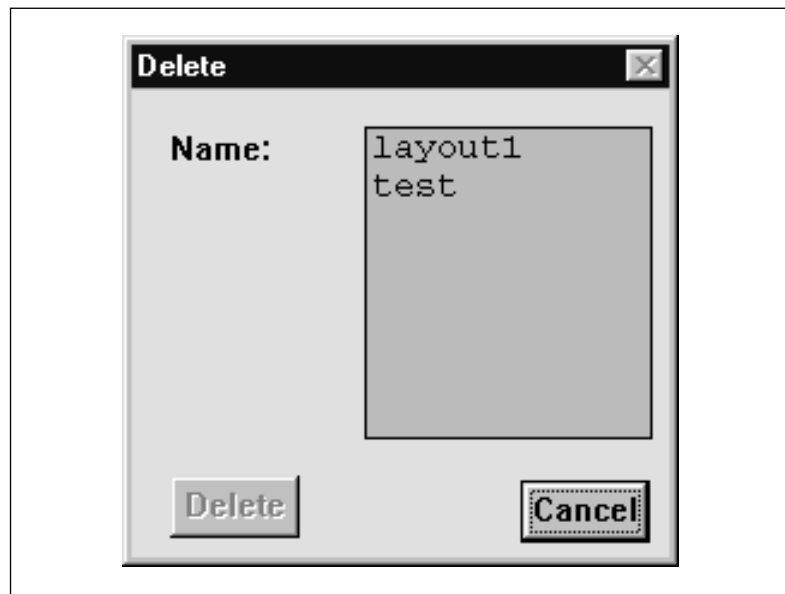


Fig. 15 The 'Delete' dialogue box

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This dialogue box contains a list box for selecting the file to be deleted. If the list contains more names than can be displayed, a scroll bar is provided.

- Click on the name in the list.

- Click on the 'Delete' push button.

Another dialogue box will appear, with the text:

'Are you sure you want to delete file <filename>'

If you still want to continue:

- Click on the 'OK' push button.

The file is deleted.



NOTE: *You cannot delete the currently active file.*

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CONTROLLING A CONFERENCE

4.1 MICROPHONE OPERATION MODES

Microphone Management can be used to influence events during a conference. There are a number of variables and options, but the main influence Microphone Management has on a conference is to alter the microphone status of delegates. The amount of operator intervention required can also be specified before or during the conference, and involves altering the microphone operation mode. You can choose for a mode where delegates can change their own microphone status and so the conference actually requires no intervention, though it remains a possibility. Or you can select a mode where all microphone status changes are determined by the operator.

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There are five modes of operation for a conference:

- Control by: *'Operator with Request List'* mode
- Control by: *'Operator with Request and Response List'* mode
- Control by: *'Delegate with Request List'* mode
- Control by: *'Delegate with Override'* mode
- Control by: *'Delegate with Voice Activation'* mode

The first four modes allow operator control to varying degrees, whereas the last offers no operator control. For details of how to select the microphone operation mode, please refer to section 3.3, *'Specifying Conference Procedures'*.

Control by: Operator with Request List mode - allows the operator to determine all status changes of microphones, so there is no automatic change of status. The following operator actions are possible:

- Promoting delegates to the speakers list.
- Inserting and replacing delegates in the speakers/request list.
- Editing the notebook and the request-to-speak list.
- Switching delegate microphones on and off.
- Determining the length of the speakers list. It can be set to between one and four microphones.
- Removing all microphones from the request-to-speak list by clicking on *'Clear Requests'* in the menu bar or action box.
- Enabling or disabling an option which allows delegates to remove themselves from the request-to-speak list.
- Enabling or disabling an option which allows delegates to switch their microphones off.
- Specifying the length of the request-to-speak list.

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Control by: Delegate with Request and Response List mode - is similar to Control by: 'Operator with Request List' mode but incorporates a facility which allows delegates to make a response request using the middle soft key on his/her DCN delegate conference unit. This is useful in situations where a delegate wants to give a prompt answer to a matter raised by a delegate. This request will be given temporary priority, and will appear at the top of the request list. An 'R' at the left side of the delegate indicates that the request is a response request. When such a response request is promoted to active status, the delegate is automatically added to the response list.



NOTE: Only one delegate can be present in the response list.



NOTE: A maximum of five response requests can be present in the request list.

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The current speaker's microphone is deactivated, but remains on the speakers list.

Control by: Delegate with Request List mode - is similar to Control By: 'Operator with Request List' mode but incorporates an automatic facility, which allows promotion to and removal from the speakers list without operator intervention. The same operator actions are possible as for Control By: 'Operator with Request List' mode, except that it is not possible to enable or disable the option which allows delegates to switch their microphones off. Delegates can always switch their microphones off in this mode.



NOTE: If the operator switches off a microphone in the speakers list, the microphone at the top of the request to speak list will automatically be moved to the speakers list

Control by: Delegate with Override mode - is almost entirely automatic, where promotion to and removal from the speakers list is determined by delegates pressing their microphone keys. (This mode is also known as first-in, first-out). There is only one operator action possible:

- Removing a delegate from the speakers list. This is carried out by clicking on the appropriate microphone icon in the speakers list.

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Control by: Delegate with Voice Activation mode - Promotion to and removal from the speakers list is determined by delegates speaking into their microphones.



NOTE: *There are a number of areas of overlap between the Microphone Management and Synoptic Microphone Control (reference number LBB 3571). For further information on Synoptic Microphone Control, please refer to the appropriate user manual.*

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Action box - the action box is made up of four push buttons and is designed to facilitate working within Microphone Management. The action box contains the following push buttons:

- Insert
- Replace
- Delete
- Clear Requests

To access the action box:

- Select the 'View' menu and click on 'Action Box'.

The following dialogue box appears:

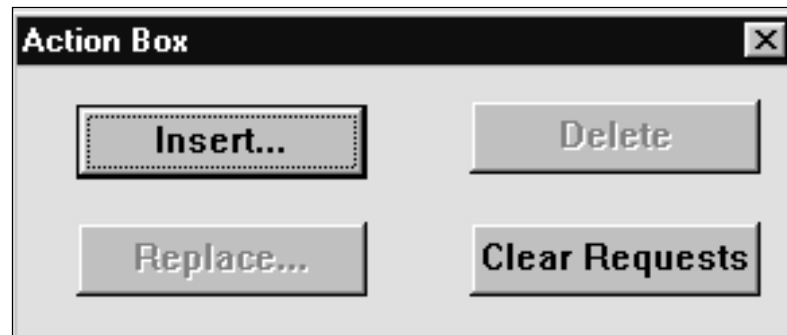


Fig. 1 The 'Action Box' dialogue box

Inserting - The 'Insert' push button is enabled when either the request list or the speakers list is selected. Clicking on 'Insert' causes the 'Insert' dialogue box to appear on screen. From this dialogue box you can select a delegate to be inserted into the appropriate list. For more details on inserting, see page 4-5.

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Replacing - The *'Replace'* push button is enabled when a delegate has been selected in either the request list or the speakers list. Clicking on *'Replace'* causes the *'Replace'* dialogue box to appear on screen. From this dialogue box you can select a delegate in the names/numbers list to replace the already selected delegate. For more details on replacing, see page 4-7.

Deleting - The *'Delete'* push button is enabled when a delegate has been selected in the request list, the speakers list, or the notebook (not a chairman). Clicking on *'Delete'* causes the selected delegate to be removed and inserted into the names/numbers list at the appropriate position.

For more details on deleting, see pages 4-10, and 4-12, and *'Removing a delegate from the notebook'* in section 3.2.

Clearing Requests - The *'Clear Requests'* push button is enabled when *'Operator with Request List'*, *'Operator with Request and Response List'* or *'Delegate with Request List'* is selected, and there is at least one delegate on the request list. Clicking on *'Clear Requests'* clears all delegates from the request list. For more details on clearing requests, see page 4-12.



*You can also clear the request list by clicking on **'Clear Requests!'** in the title bar of the main menu.*

Switching microphones on and off - it is possible to alter the microphone states of delegates on the notebook or the speakers list. This is carried out from the main window.

- Click on the icon corresponding to the delegate whose microphone state you wish to alter.

The microphone will change state. If the microphone was off it will be switched on, and if it was on it will be switched off. The colour of the icon will alter to indicate the change in status.

If there is no microphone icon (e.g. in the request-to-speak list), double-clicking on the name or number of the delegate has the same effect as clicking on the icon.



NOTE: *In 'Operator with Request List' mode and 'Operator with Request and Response List' mode, switching off an active microphone does not remove the delegate from the speakers list. In 'Delegate with Request List' mode, switching off an active microphone does remove it.*

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NOTE: A speaker on the **'Response List'** must be deleted manually by the operator. The speaker will not automatically be removed when the speaker to which the response was made is removed.

Inserting delegates - this option allows you to select a delegate and insert it into the speakers or request list. To do so:

- Select the position in the speakers or request list below where the delegate is to be inserted by clicking on it in the main window.



NOTE: If you do not select a position, the delegate is inserted at the top of the list.

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

The following dialogue box appears:

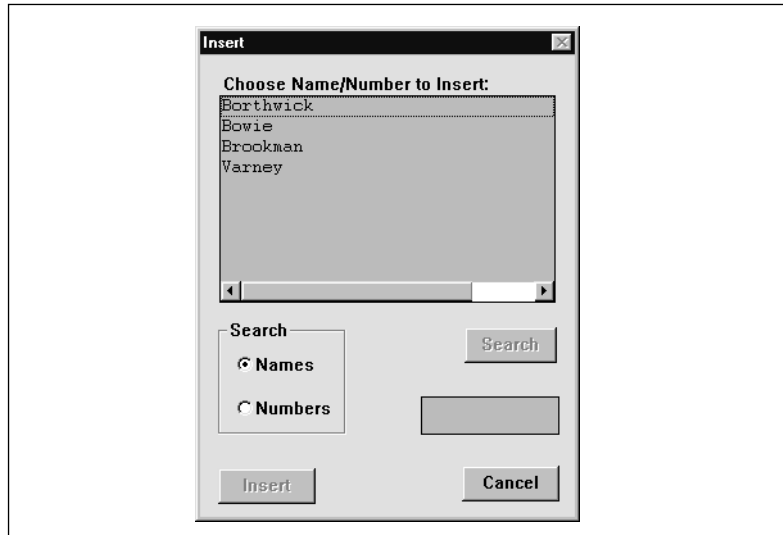


Fig. 2 The **'Insert'** dialogue box

- Click on the entry in the **'Choose Name/Number to Insert'** list that you wish to insert.
- Click on the **'Insert'** command button.

The selected delegate will be inserted in the specified position.

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If the list you are trying to insert into has become full in the meantime, the insertion will not take place. A warning message with the following text is displayed:

'Insertion command button not available'

- Click on the 'OK' push button to return to the main window.

If the selected delegate above which the insertion is to take place is no longer on the speakers list, the insertion will not take place. A warning message with the following text is displayed:

'Insertion is not possible as the selected delegate in the speakers list is no longer present'

- Click on the 'OK' push button to return to the main window.



NOTE: Inserting can also be performed using the action box. For more details, refer to '**Action Box**' on page 4-4.

Replacing delegates - this option allows you to replace a delegate, selected from the speakers list or request list, with another delegate selected from the names/numbers list.

- Select the delegate to be replaced by clicking on it.
- Select the 'Edit' menu and click on 'Replace...'

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The following dialogue box appears:

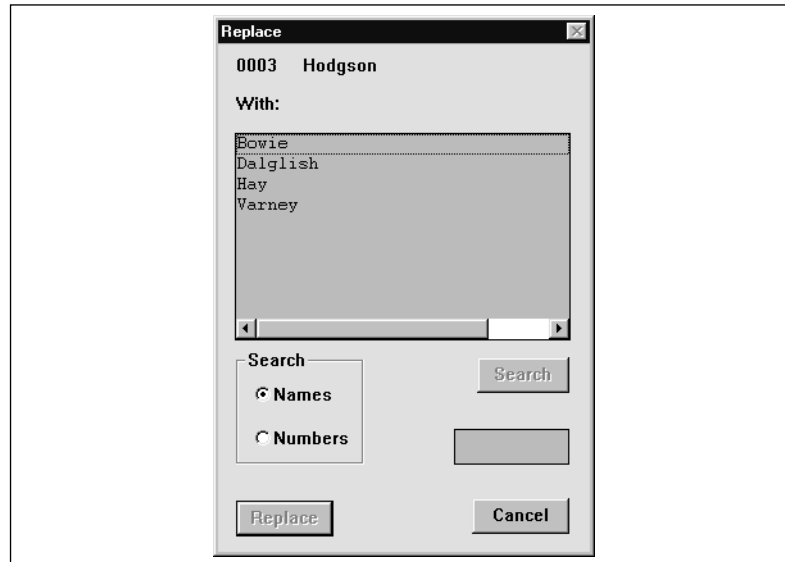


Fig. 3 The 'Replace' dialogue box

- Click on the entry in the 'With' list to replace the selected delegate.
- Click on the 'Replace' command button.



You can also search for the replacement delegate. For details on **'Search'**, please refer to section 3-2, **'Entering Delegate Data'**.

If the delegate to be replaced is no longer on the speakers list or request list, the replacement will not take place. A warning message with the following text is displayed:

'Replace is not possible as the selected delegate in the speakers list is no longer present'

- Click on the 'OK' push button to return to the main window.



Replacing can also be performed using the action box. For more details, refer to **'Action Box'** on page 4-4.

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Editing the speakers list

The speakers list is edited from the main window. You can remove delegates currently on it, or promote delegates from the request list.

Promoting a delegate to the speakers list - this option allows you to promote delegates to the speakers list.



NOTE: This option is only available if the microphone mode is **'Operator with Request List'**, **'Operator with Request and Response List'** or **'Delegate with Request List'**. There must be at least one delegate in the request list.

To promote the first delegate on the request list:

- Click on the **'Shift'** push button, situated between the request list and the speakers list.

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The delegate at the top of the request list will automatically be added to the speakers list, and his/her microphone switched on. All delegates on the request list move up one place. If the speakers list is full prior to the promotion, the first entry on the speakers list is removed and the microphone of that delegate switched off.

To promote any delegate from the request list to the speakers list:

- Click on the delegate name/number in the request list and then click on the **'Shift'** command button, or double-click on the delegate name/number.

Removing a delegate from the speakers list - this option allows you to remove a delegate from the speakers list. To do so:

- Select the delegate to be removed by clicking on it.
- Select the **'Edit'** menu and click on **'Delete'**.

The selected entry will be removed from the speakers list.



TIP You can also delete by selecting the entry then pressing the <delete> key on the keyboard, or by double-clicking on the entry, or by using the **'Delete'** push button in the action box.



NOTE: Switching off a delegate microphone in the speakers list does not cause one from the request list to automatically replace it.

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Editing the request list

It is possible to alter the request list, even while a conference is taking place. When the 'Request List' option is invoked, the current request list is displayed on screen. If a conference is in progress, the request list may change due to delegate action. However, the request list that you specify in 'Request List' has priority, and pressing the 'Ok' push button in the dialogue box causes the current request list to be replaced by the screen request list. To alter the request list:

- Select the 'Edit' menu and click on 'Request List...'.

The following dialogue box appears:

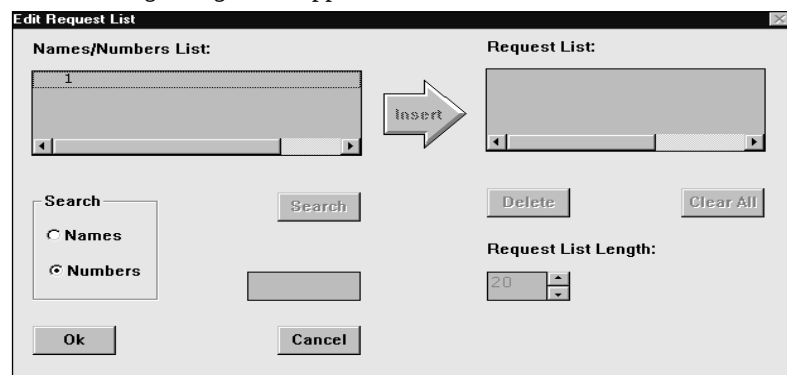


Fig. 4 The 'Edit Request List' dialogue box

Inserting into the request list - this option allows you to select a delegate from the names/numbers list box and insert it into the request list. You can select the position in the request list where the delegate should be inserted. If no position is specified, the selected delegate is added to the end of the request list. The names/numbers list contains an entry for every delegate, with the following exceptions:

- Chairmen
- Notebook delegates
- Delegates already on the request list

Each entry consists of a screen line and a seat number. They are listed either alphabetically by screen line or in ascending seat number order. If the list contains more entries than can be displayed, a scroll bar is provided. To select a delegate:

- Click on the name in the list.

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To change your selection, click on the new delegate you want to select. The old selection will be automatically cancelled.



NOTE: *If the request list is full, 'Insert' is disabled.*

- Select the position in the request list where the delegate is to be inserted by clicking on the entry below that position.
- Click on the arrow-shaped 'Insert' push button.

The selected delegate is inserted into the chosen position. If no position is specified the selected delegate is inserted at the end of the list. The numbers of all delegates on the request list below the newly inserted delegate will increase by one.

To assign further delegates to the request list, repeat the procedure detailed above.

Removing a delegate from the request list - this option allows you to remove a delegate from the request list and insert that delegate in the names/numbers list.

- Select the delegate to be removed by clicking on the appropriate entry in the request list.
- Click on the 'Delete' push button.

The selected entry will be removed from the request list and inserted into the names/number list, at the position corresponding to the delegate's seat number/screen line.

Clearing the request list - this option allows you to clear all entries from the request list. To do so:

- Click on the 'Clear All' push button.

All entries are removed from the request list and inserted into the names/numbers list. These entries are inserted by seat number or screen line, depending on the selection for 'Search'.

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Specifying the request list length - you can specify the number of delegates allowed on the request list to be any number from 0 to 100. The default length is 20. To do so:

- Select the required number in the 'Request List Length' edit field using the up/down buttons to scroll to the required list length.



NOTE: If 0 is selected for the request list length, the '**Request List**' shown in the main window still shows its default length. However, it is no longer possible to enter requests. In the '**Edit Request List**' dialogue box, it is also no longer possible to move delegates from the '**Names/Numbers List**' to the '**Request List**'.

4



Selecting 0 for the request list length allows you to take advantage of the options that accompany the request list modes, without having to provide a delegate request facility.



NOTE: If you have specified a maximum list length less than the current number of delegates on the list, the excess entries on the list are automatically removed and inserted into the names/numbers list in the appropriate places.

When you wish to exit the 'Edit Request List' dialogue box:

- Click on the 'OK' push button.

Any changes made are saved. You return to the main window.

Search - this option allows you to conduct a search for a particular delegate.

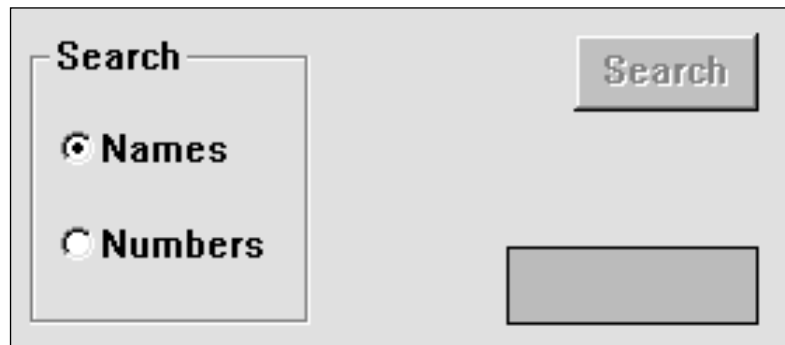


Fig. 5 The 'Search' facility

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'Search' can be used when inserting, replacing and editing the request list/note-book. The 'Search' facility appears in the dialogue boxes for these options. The search can be conducted by delegate seat number or name. The current mode is indicated by a black circle in the appropriate radio button, located under the text 'Search'. To alter the mode:

- Click on the radio button without the black circle.
A black circle will appear in the newly selected radio button.

To search for a particular delegate:

- 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.



NOTE: If '**Numbers**' has been specified for the search, you may only enter up to four characters. If '**Names**' has been specified, the maximum number of characters allowed equals the maximum length of the screen line.

Once the search is completed, all entries corresponding to the input details are displayed.

- Select the desired entry by clicking on it.

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4.2 VIEWING DELEGATE DATA

Viewing options

The Microphone Management program offers a number of possibilities in displaying microphone-related information on-screen. Specifying which information is displayed can be carried out while a conference is taking place.



NOTE: *This can also be carried out before a conference begins, although an operator will almost certainly wish to change the screen display at some point during a conference.*

4

The screen display is specified from the 'View' menu, and covers the following information:

- Seat numbers
- Names
- Speech time
- Notebook
- Action box (see page 4-4 for details)
- Settings

Seat numbers - this option allows you to display or remove the seat number beside each delegate in the notebook, speakers list, request list and response list. Seat numbers are displayed as default.

To remove seat numbers:

- Select the 'View' menu and click on 'Seat Numbers'.

The tick mark (✓) will disappear to indicate that this option has been disabled.

To restore seat numbers:

- Click on 'Seat Numbers' again.

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Names - this option allows you to display or remove the delegate screen line beside each item in the notebook, speakers list, request list and response list. The screen line is displayed as default.



NOTE: The screen line is specified using the Delegate Database program, (LBB 3580) and cannot be altered in any way using Microphone Management.

To remove the screen line:

- Select the 'View' menu and click on 'Names'.

The tick mark (✓) will disappear to indicate that this option has been disabled.

To restore the screen line:

- Click on 'Names' again.

4



Fig. 6 Screen line enabled



Fig. 7 Screen line disabled

Speech time - this option allows you to display or remove the remaining/ elapsed speech time for each delegate on the speakers list and response list. If this option is enabled, the speech time is displayed beside the entry for that delegate in the main window.

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NOTE: This option is only enabled if the **'Timer On'** option has been selected in the **'Speech Time' Limit** dialogue box.

To display the elapsed/remaining speech time:

- Select the **'View'** menu and click on **'Speech Time'**.

To specify either elapsed or remaining time:

- Select the **'Speech Time'** menu.

The **'Show Elapsed'** and **'Show Remaining'** options are mutually exclusive. They are only active if the timer is on. One will always be selected, and the other not. The selected option is indicated by a tick mark (✓). If this is the one you wish to have displayed, then you do not have to do anything. If it is not,

- Click on the option without the tick mark.

The tick mark (✓) appears to indicate it has been selected.

Notebook - this option allows you to display or remove the notebook from the main window. If this option is enabled, the notebook appears at the top of the main window, under the text **'Notebook'**. If disabled, the notebook and text disappear, and the speakers list and request list expand to fill the space.

To remove the notebook:

- Select the **'View'** menu and click on **'Notebook'**.

The tick mark (✓) disappears to indicate this option is disabled.

To restore the notebook:

- Select the **'View'** menu and click on **'Notebook'** again.

Settings - this option allows you to display a status window on-screen, which contains information on the following parameters:

- Microphone operation mode
- Number of active microphones
- Speech time
- Number of requests to speak

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- Select the 'View' menu and click on 'Settings'.

The following window appears:



Fig. 8 The 'Settings' dialogue box

The tick mark (✓) will appear to indicate this option is enabled.

To remove the 'Settings' box:

- Select the 'View' menu and click on 'Settings' again.

The tick mark (✓) will disappear to indicate this option is disabled.

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4.3 MICROPHONE TESTING

Microphone Management incorporates a facility that allows you to test some or all of the microphones connected to the DCN system to check if they are operational.



NOTE: The term '**Microphones**' covers hand-held microphones and microphones on chairman- and delegate units.

- Select the 'Settings' menu and click on 'Microphone Tests...'.

The following dialogue box appears:

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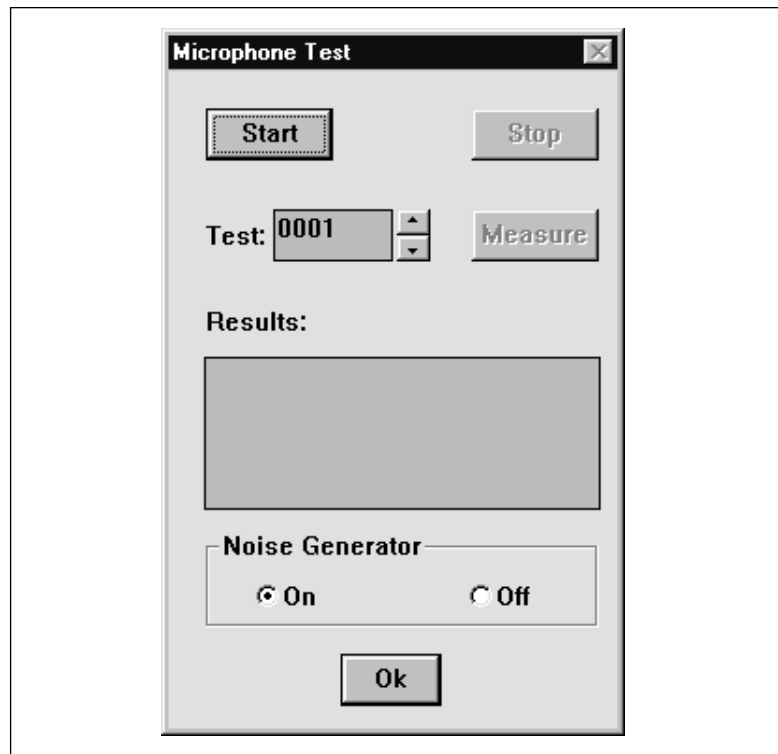


Fig. 9 The 'Microphone test' dialogue box

If you wish to test all microphones connected to the system:

- Click on the 'Start' push button.

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A warning message with the following text is displayed:

'Test mode will reset all microphones. Do you want to continue?'

- Click on the 'OK' button to start the test.
- Click on the 'Cancel' button to cancel the test.

Selecting 'Start' causes all microphones to be switched off, the current speakers and request-to-speak lists to be cleared (where applicable) and all microphone keys to become inoperative until testing has been completed. The 'Results' text field will be also be cleared. If the noise generator is active, the system will perform a test on every microphone that has been given a seat number in the currently open installation file. The microphones will be tested one by one, and a message will be displayed in the 'Results' text field after each microphone has been tested. If the microphone is working properly, the following message is displayed:

'Microphone <number> OK'

If the microphone is not working properly, the following message is displayed:

'Microphone <number> Faulty'

If you wish to temporarily stop testing:

- Click on the 'Hold' push button.

Testing will be suspended, but microphones remain off and the noise from the noise generator will still be present. The 'Results' text field will display a message for the unit currently being tested. The 'Start' push button becomes a 'Restart' push button. The 'Measure' push button becomes active. This allows you to re-test the microphone currently shown in the 'Test' field. To re-test:

- Click on the 'Measure' push button.

The microphone is tested again and the result is displayed in the 'Results' field.

If you wish to re-start testing:

- Click on the 'Restart' push button.

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Testing will be re-started from the unit at which the testing was suspended.

If you wish to stop testing completely:

- Click on the 'Ok' push button.

Testing will be stopped and the 'Microphone Test' dialogue box will disappear. All activities suspended during testing will be resumed.

It is possible to start the test at a specific microphone, by specifying the number of that microphone in the 'Test' edit field. To do so:

- Type the desired microphone number in the 'Test' edit field.

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A microphone number consists of four alphanumeric characters (numbers or letters).

You can also specify the microphone number by clicking on the up or down scroll buttons situated to the right of the 'Test' text box.

Once you have specified the unit number at which the test is to begin:

- Click on the 'Start' push button.

The test will start at the specified microphone number and test all subsequent microphones in ascending numerical order.

It is also possible to disable the noise generator, which means the sound signal that is sent to system loudspeakers will be switched off (the default setting is noise generator on). Disabling the noise generator allows manual testing of microphones from the conference venue. To do so:

- Click on the 'Off' radio button beneath the 'Noise Generator' text.



NOTE: *When the noise generator is disabled, no test results will be displayed.*

When you have finished microphone testing:

- Click on the 'OK' push button.

The 'Microphone Test' dialogue box will disappear.

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4.4 PRINTING

It is possible to print a hard copy of the microphone activity, known as a log file. This file records the switching off and on of all microphones in a conference. The name of the file may be specified or edited using the 'Microphone Activity' dialogue box (see page #).



NOTE: Printing is only possible when microphone activity is not being monitored (refer to page 3-13).

- Select the 'File' menu and click on 'Print Activity'.

The following dialogue box appears:

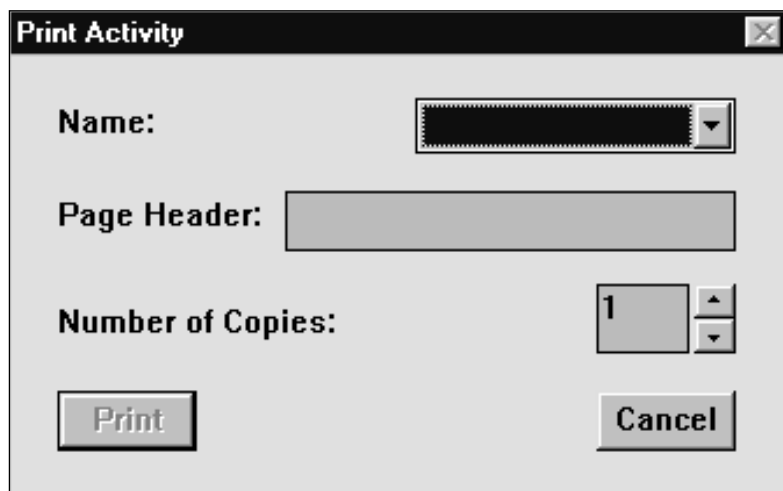


Fig. 10 The 'Print Activity' dialogue box

The dialogue box contains a drop-down list box with all saved files, a text box for entering a page header and a field for entering the number of copies required.

- Click on the arrow button on the right-hand side of the 'Name' entry field. A drop-down list of files appears.
- Scroll through the list and click on the required file. The filename appears in the entry field and the drop-down list is closed.

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- Select the 'Page Header:' text box. A descriptive name of the conference may be entered up to 80 characters long. This text box may be left blank.

- Select the 'Number of Copies:' field and type in the required number.



NOTE: *The up and down arrow buttons on the right-hand side of this field can be used to scroll to the required number. The maximum number is nine.*

- Click on the 'Print' push button.

The specified number of hard copies of microphone activity will be printed out.

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4.5 EXITING MICROPHONE MANAGEMENT

Temporarily exiting Microphone Management

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

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

The Microphone Management program will become iconized in the Windows desk-top. To re-enter Microphone Management:

- Click on the Microphone Management icon.

Permanently exiting Microphone Management

If you wish to exit Microphone Management completely:

- Select the 'File' menu and click on 'Exit'.

If you have requested to exit before saving a layout file that has changed, a warning message with the following text is displayed:

*'Changes have been made to <filename>.
Do you want to save?'*

- Click on the 'Yes' push button to save the changed layout file and exit the program.
- Click on the 'No' push button to exit without saving the changed layout file.
- Click on the 'Cancel' push button to return to the main window without exiting.

When you exit Microphone Management you will return to the Windows desk-top.



You can also exit Microphone Management by clicking on the 'close' button at the far top right corner of the window.



NOTE: By closing the Startup program, all DCN applications will close.

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A.I CONTROL MENUS

File menu

The '*File*' menu covers opening, saving, closing, deleting and printing of microphone management files, and terminating the application. The menu consists of the following items:

- New... allows the user to create a new microphone management file (refer to page 3-18).
- Open... allows the user to open an existing microphone management file. These files are specified from dialogue boxes displayed when this menu item is selected (refer to page 3-19).
- Save... allows the user to save the currently open microphone management file. (refer to page 3-21).
- Save As... allows the user to save the currently open microphone management file under a new name. The original file is left unchanged (refer to page 3-21).
- Delete... allows the user to delete a microphone management file (refer to page 3-22).
- Print Activity... allows the user to print a record of microphone activity (refer to page 4-21).
- Exit terminates Microphone Management. If a file has been created or changed, the program asks if it is necessary to save it (refer to page 4-23).

Edit menu

The '*Edit*' menu covers the options available to assist editing microphone management files. These options are only active when in microphone management mode. The menu consists of the following items:

- Insert... allows the user to insert a selected delegate into the speakers list or request list (refer to page 4-6).
- Replace... allows the user to replace a selected delegate in the speakers list or request list (refer to page 4-7).
- Delete allows the user to delete delegates from the notebook, speakers list or request list (refer to page 4-10).
- Request List... allows the user to edit the contents of the request list (refer to page 4-10).
- Notebook... allows the user to edit the contents of the notebook (refer to page 3-8).

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View menu

The 'View' menu covers viewing options available to the user. The menu consists of the following items:

- Seat Numbers allows the user to enable or disable the display of seat numbers in the notebook, speakers list and request-to-speak list (refer to page 4-14).
- Names allows the user to display the names of chairmen/delegates in the notebook, speakers list and request-to-speak list. The names are obtained from the names file (refer to page 4-15).
- Speech Time allows the user to display the remaining or elapsed speech time alongside each item in the notebook and speech list (refer to page 4-15).
- Notebook allows the user to display the notebook in the main window (refer to page 4-16).
- Action Box allows the user to display the action box on-screen (refer to page 4-4).
- Settings allows the user to display or remove the status window on-screen (refer to page 4-16).

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Settings menu

The 'Settings' menu covers various user-specified settings options. The menu consists of the following items:

- System Mic Mode... allows the user to alter the parameters within the 'System Microphone Mode' dialogue box (refer to page 3-11).
- Mic Activity... allows the user to alter the parameters within the 'Microphone Activity' dialogue box (refer to page 3-13).
- Microphone Test... allows the user to initiate microphone testing (refer to page 4-18).
- Attention Tone allows the user to enable an attention tone that sounds when the priority key on a chairman unit is pressed (refer to page 3-14).
- Ambient Mic. Control allows the user to enable a microphone located in the conference venue for picking up ambient sound. (refer to page 3-15).
- Mic's off after shift allows the user to determine that when a delegate is promoted from the request list to the speakers list, only that delegate's microphone will be activated. All other microphones of delegates on the speakers list will be deactivated (refer to page 3-15).

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Speech Time

- Limit... allows the user to display the '*Speech Time Limit*' dialogue box. (refer to page 3-15).
- Show Elapsed allows the user to display the time that each microphone has been on. Checking this menu item automatically deselects the '*Show Remaining*' item (refer to page 4-15).
- Show Remaining allows the user to display the time that each microphone will remain on. Checking this menu item automatically deselects the '*Show Elapsed*' item (refer to page 4-15).

Clear Requests!

This option allows the user to remove all delegates from the request-to-speak list. '*Clear Requests!*' has no menu.

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 Microphone Management 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 Microphone Management software (refer to page 2-5).
- Glossary provides the user with an alphabetical list of terms used in the help facility (refer to page 2-5).
- Using Help provides the user with information on how to use the help facility refer to page 2-6).
- About Mic. Mgt. ... displays the dialogue box with software release information (refer to page 2-6).

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A.2 ACCELERATOR KEYS

Microphone Management accelerator (short-cut) keys

Menu	Item	Short-cut
File		<ALT> + <F>
	New...	<N>
	Open...	<O>
	Save...	<S>
	Save As...	<A>
	Delete	<D>
	Print Activity	<P>
	Exit...	<x>
Edit		<ALT> + <E>
	Insert	<I>
	Replace	<R>
	Delete	<D>
	Request List...	<L>
	Notebook	<N>
View		<ALT> + <V>
	Seat Numbers	<e>
	Names	<N>
	Speech Time	<S>
	Notebook	
	Action Box	<A>
	Settings	<t>

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Menu	Item	Short-cut
Settings		<ALT> + <S>
	System Mic Mode...	<S>
	Mic Activity...	<y>
	Microphone Tests...	<T>
	Attention Tone	<A>
	Ambient Mic. Control	
	Mic's off after shift	<o>
Speech Time		<ALT> + <T>
	Limit...	<L>
	Show Elapsed	<E>
	Show Remaining	<R>
Clear Requests!		<ALT> + <C>
Help		<ALT> + <H>
	Index	<I>
	Keyboard	<K>
	Commands	<C>
	Procedures	<P>
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