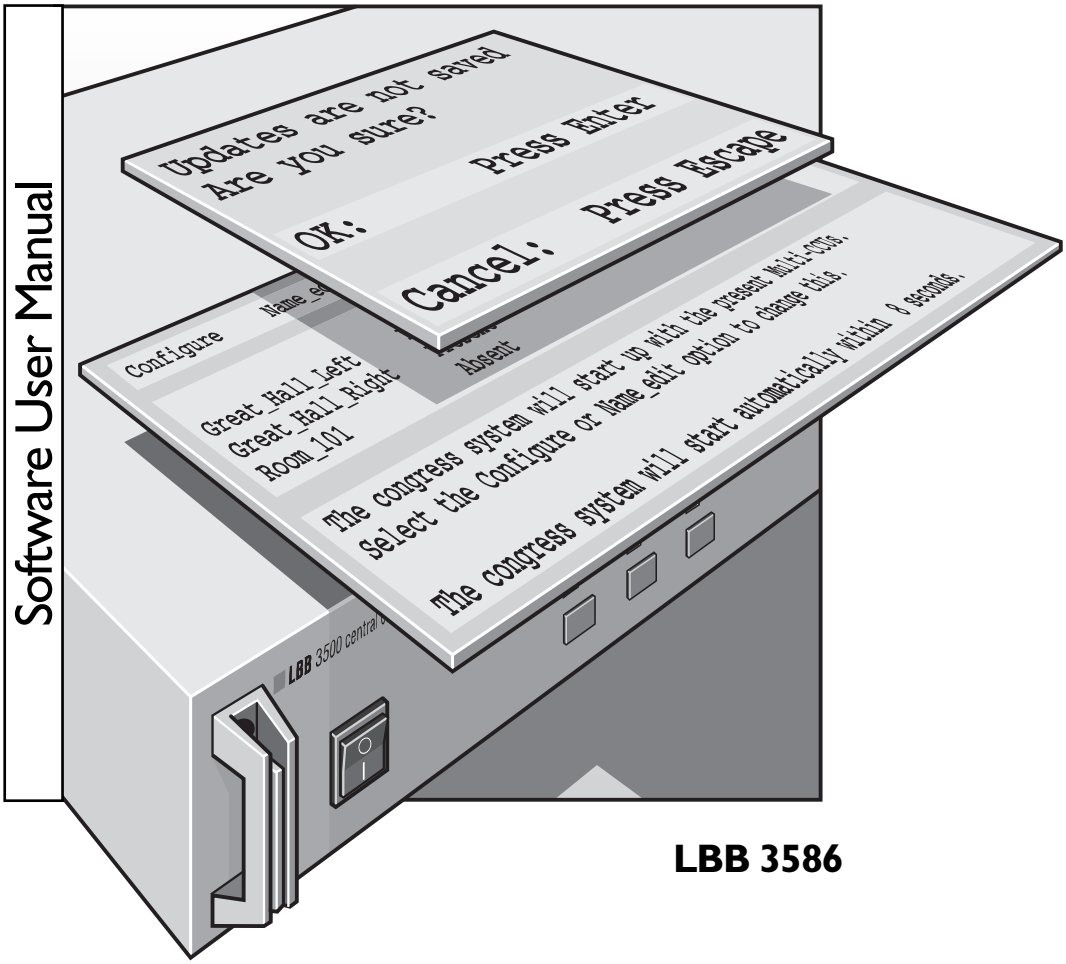
Digital Congress Network

Multi-CCU Control

Software User Manual



LBB 3586

Philips
Communication,
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GENERAL CONTENTS

EXPLANATORY NOTES

About this manual

This user's 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 - *Multi-CCU* - containing a brief overview of the Multi-CCU system and an overview of the functionality of the software.
- Chapter 2 - *Getting started* - containing details of how to start the Multi-CCU software and a description of the user interface.
- Chapter 3 - *Preparing for a conference* - containing details on how to edit configurations; load and create configuration files; and updating the names assigned to CCUs.
- Chapter 4 - *Monitoring a conference* - containing details of monitoring a conference and exiting Multi-CCU.

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

- A.1 - *Listing of menu options*
- A.2 - *Brief description of screens*
- 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 use 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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1.1 ABOUT MULTI-CCU

What is Multi-CCU?

Multi-CCU is the name given to a dedicated software program that allows you to set up and control congress systems that use more than one Central Control Unit (CCU).

***NOTE**: The special central control units that are used in such systems are also called Multi-CCUs. To avoid confusion, all central control units referred to in this user's manual are simply called CCUs, and not Multi-CCUs.*

Multi-CCU software allows up to 16 CCUs to be interconnected in the multi-trunk ring of the system. Each CCU can be assigned one of 32 different numbers. The user can select up to 16 of these CCUs for use at any one time, and then specify parameters related to the control of these CCUs.

The CCU

The CCU is an electronic control unit that is at the heart of the DCN conferencing system. It provides control facilities for various aspects of a conference, such as microphone activity, voting and simultaneous interpretation. CCUs can be operated via their front-panel controls, and can also be controlled using dedicated DCN software modules that run in a Windows environment and which offer additional functionality. All contribution units (delegate-, chairman- or interpreter units) are connected to the DCN via a CCU. A single CCU can accept up to 240 contribution units.

For conferences with more than 240 delegates, or situations where it is advisable to connect groups of contribution units to separate CCUs (i.e. in multi-hall conference venues), dedicated multi-CCU hardware and software can be used to link individual CCUs. Up to 16 separate CCUs can be connected together, of which a maximum of 16 can be assigned to a multiple-CCU configuration that is controlled from a dedicated PC running the Multi-CCU software under the OS/2 Warp operating system. This means that a total of 3840 contribution units (16 x 240) can be connected in a multi-CCU system. CCUs are connected to each other using BNC cabling in a '*loop-through*' configuration, with the BNC cabling also connected to a special card in the dedicated multi-CCU PC. For more information on installing the card and software, please refer to the DCN installation manual.

MULTI-CCU

***NOTE**: In Multi-CCU systems, each CCU must run the same software version as that present on the dedicated PC running the Multi-CCU software. Otherwise, the CCU will be forced to run in single-CCU mode.*

There are a number of possibilities available with the Multi-CCU software:

Configuration - configuring a multiple-CCU system involves specifying which CCUs will be required for a conference, before the conference begins. This information is stored in a configuration file.

Audiomaster, Control PC and Interpreter CCUs - if simultaneous interpretation is taking place, the interpreter units can be connected to the same CCU (although the interpretations are available throughout the entire system), or to different CCUs. If they are connected to the same CCU, you must specify which CCU this is, which is then known as *'Interpreter'*.

***NOTE**: It is recommended that all interpreter units are connected to the same CCU. If the interpreter units are connected to different CCUs, then these CCUs must not be designated as **'Interpreter'** CCUs.*

***NOTE**: All interpreter units belonging to the same language channel must be connected to the same CCU. In addition, all interpreter units belonging to the same interpreter booth must be connected to the same CCU.*

***NOTE**: If the interpreter units are connected to different CCUs, the auto relay facility is not available.*

You must also specify which CCU will supervise audio distribution throughout the DCN system. This is known as *'Audiomaster'*. If DCN software modules are being used to control conference activities, you must also specify which CCU the PC running these modules is connected to. This is known as the *'Control PC'*.

Configuration mode - in configuration mode you can load, prepare or edit configuration files. This includes assigning new names to CCUs, specifying which CCUs will be active in a conference and specifying the default CCUs for *'Audiomaster'*, *'Control PC'* and *'Interpreter'* (if present).

If the configuration has to be changed during the conference, you must stop the conference before doing so. After saving the new configuration the system can be restarted. The system will always start up with the last-active configuration file.

Operational mode - during a conference, the operator can monitor specific CCU behaviour. Warning messages are displayed whenever there is a change in the actual configuration or when a power failure occurs while using an Uninterruptible Power Supply (UPS). You can also see which CCUs have been nominated as '*Audiomaster*', '*Control PC*' and '*Interpreter*'.

You can also stop the system and shut down the Multi-CCU PC. The next time the system is started the same configuration file is used. If the system is shut down, all conferencing activities will be stopped.

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2.1 INSTALLING MULTI-CCU

Minimum software requirements

- OS/2 version 2.11 or OS/2 Warp versions 3.0 or 4.0

Installing the Multi-CCU software - to install the Multi-CCU software:

- Open the command prompts folder.
- Double-click on the OS/2 Warp full screen icon.
- Insert the LBB 3586/0 Multi-CCU software disk in the a: drive of the computer. If there are two or more disks, insert 'disk 1'.
- Type `A:\Install` then press <enter>.

Installation of the Multi-CCU software will begin. If necessary, you will be asked to insert the other disk(s). The installation will take some time. Once the installation is completed, you must shutdown (or restart) your computer to effect these changes.

To run the Multi-CCU software:

- Restart your computer.

The Multi-CCU software will run automatically when you switch your computer on.

***NOTE**: For information on setting CCU addresses, please refer to the DCN installation manual.*

2.2 EFFECTS OF RUNNING MULTI-CCU

Effects on the DCN control software

The functionality of DCN control software is different when used in a multiple-CCU system than when used in a single-CCU system.

The following differences occur when used in a multiple-CCU configuration:

Simultaneous Interpretation

- Up to 11 interpretation channels are available.

Microphone Management

- The '*Voice Activated*' mode is disabled.

Synoptic Microphone Control

- Up to 750 icons can be created in a layout file.
- The '*Voice Activated*' mode is disabled.

Startup

- The number of CCU units will be displayed in the system configuration window.
- CCU errors will be displayed and logged.
- The maximum number of contribution units that can be controlled by the 'Control PC' is 1500.

Camera Control

When using Camera Control with Allegiant Video Switchers, the following change must be made in the Multi-CCU software CCU_CFG file:
SERIAL PROTOCOL1 SIMPLE must be changed to
SERIAL PROTOCOL1 CAMERA

The Multi-CCU control PC port settings for communication with the Allegiant Video Switcher should be:
SERIALPORT1 x
(where x = 1 or 2 depending on which PC port is used for communication with the video switcher. The default setting is 2)
SERIALSPEED1 19200
SERIALPROTOCOL1 CAMERA

Chairman priority control settings

The Multi CCU software supports chairman priority functionality, as in single CCU systems. Settings are available on the PC-Card for Multi-CCU systems to activate settings for the following:

- Using an attention tone
- Muting or cancelling delegates' microphones on activation of the chairman's priority button

For more information, please refer to the DCN Installation & Operating Manual (3922 988 4331x).

Effects on a DCN system incorporated into a multi-CCU configuration

If a stand-alone DCN system (i.e. one that is not controlled by DCN control software) is incorporated in a multi-CCU configuration, the following occurs:

- Specifying the number of active microphones and the operation mode for the whole multiple-CCU system can be done on any CCU.

2.3 STARTING MULTI-CCU

The Multi-CCU software runs on a dedicated PC. This means that simply switching this PC on automatically starts up the Multi-CCU software and presents you with a startup screen, which is a special version of the main operational screen.

This startup screen appears with the last-active configuration file as the default. This file contains information on which CCUs will be active during the conference, their physical address, the names that have been assigned to them and software version which is installed in each CCU.

***NOTE**: 'r?.??' indicates that the Multi-CCU software currently running is a release version earlier than 7.20.*

If you take no action within 10 seconds of the Multi-CCU software loading, then the conference starts using this default configuration. At any time, including during this 10-second startup phase, you may edit the configuration, or load or create new configuration files. This is covered in chapter 3, '*Preparing for a conference*' .

2.4 THE MULTI-CCU USER INTERFACE

Menu box

All the screens in the Multi-CCU have a menu box, which is always located at the top of the screen. The basic format for the menu bar is shown below:

```
                    CONFIGURATION SCREEN
 Name_edit  Operate      Load   Save   Update   Exit_to_OS/2  shutDown
```

One of the options in the menu bar is always highlighted. Each option can be selected by typing its uppercase character (in this example N, O, L, S, U, E and D). The following keys can be used to select menu options, and are always available unless other standard user interface elements are active.

Left_cursor:	goes to previous option
Right_cursor:	goes to next option
Enter:	executes current option
Character:	selects and executes options associated with that character

Confirmation box

A confirmation box always appears on the screen whenever an action that may have serious consequences to the system is taken by the operator. A warning message is displayed and the operator can choose to continue or cancel the action. The format of all confirmation boxes is the same and looks similar to this example:

```
Updates are not saved
Are you sure?
   OK:     Press Enter
   Cancel: Press Esc
```

The only action available to the operator is to either confirm the action with the <ENTER> key, or cancel the action with the <ESC> key.

***NOTE**: In the rest of this manual, only the first message line of the confirmation box will be mentioned, as the **'Ok'** or **'Cancel'** options appear in all confirmation boxes.*

Error box

A message will appear when an operator error occurs. A typical error box is shown below:

```
Configuration file error

Press any key to continue
```

The error is cancelled by pressing any key.

***NOTE**: In the rest of this manual only the first line of the error box will be mentioned, as all error boxes contain the **'Press any key to continue'** message.*

Text input

The operator is sometimes required to type text as input. If so, the available text space is marked. Any default text is displayed and the cursor will flash. The text appears as follows:

Default text

When there is default text, text input takes place in overwrite mode; however it is possible to toggle between overwrite and insert modes. In overwrite mode the cursor appears as '_' and in insert mode as '§'.

The following keys are available during text input:

Home:	moves cursor to the beginning of the text
End:	moves cursor to the end of the text
Insert:	toggles between overwrite/insert modes
Delete:	deletes character on cursor position
Bkspce:	deletes character before cursor position
L_cursor:	move cursor one position to the left
R_cursor:	moves cursor one position to the right
character:	types overwrite/insert character
Enter:	ends text input and confirms text
Esc:	ends text input and cancels text

***NOTE**: In some screens, active and inactive boxes can be distinguished by the fact that the active box title is highlighted. You can switch between the various on-screen boxes using the <TAB> key (which activates the next box) and the <SHIFT>+<TAB> key (which activates the previous box).*

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3.1 SETTING UP A CONFERENCE

When the Multi-CCU PC is switched on, it automatically runs the Multi-CCU software. The following screen appears:

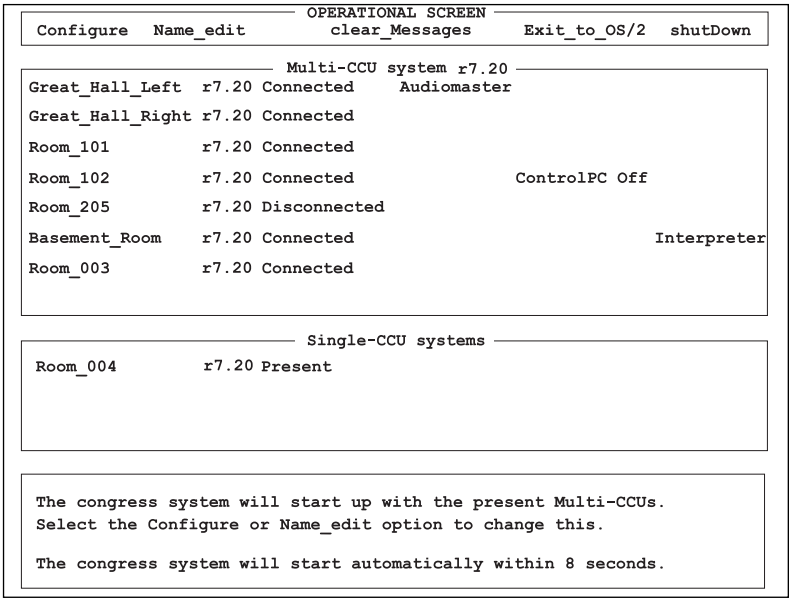

Fig. 1 The startup screen

The startup screen will display the last-saved configuration file. It contains the following main elements:

- Menu bar: the menu bar is identical in both the startup and main operational screens and is described on page 3-4.
- '*Multi-CCU system*' box: this indicates which CCUs have been specified, the release version of the Multi-CCU software, (where r?.?? indicates release versions earlier than 7.20), whether the CCUs are physically connected (or disconnected or absent) and what version of software they are using. It also indicates which of the CCUs have been nominated as '*Audiomaster*', '*Interpreter*' (if selected) and '*Control PC*'.
- '*Single-CCU systems*' box: This shows CCUs that are physically connected to the system but are not part of the multiple-CCU configuration that is controlled from the dedicated PC. These CCUs will run stand-alone.
- '*Messages*' box: this informs the operator of the time remaining before the conference system starts. A startup message initially appears instead of the '*Messages*' box (as shown above).

***NOTE**: The word **'Messages'** will only be displayed in the operational screen.*

Up to three CCUs are given special status in the configuration file. They are displayed in the *'Multi-CCU system'* box and are:

- *'Audiomaster'*: this CCU supervises audio distribution throughout the conference venue.
- *'Interpreter'*:It is recommended that all the interpreter units are connected to this CCU. The interpretations generated are available throughout the DCN system.

***NOTE**: It is possible to connect the interpreter units to different CCUs. In this case, no **'Interpreter'** CCU should be specified. Refer to page 1-3.*

- *'Control PC'*: this is the PC which runs any DCN software modules that are being used. The CCU to which this PC is physically connected must be defined so the functionality of the DCN software can be applied to all CCUs in the multi-CCU system.

***CAUTION**: There must always be an **'Audiomaster'** CCU defined, and it is recommended that an **'Interpreter'** CCU is defined. A **'Control PC'** CCU need only be specified if DCN software is being used.*

The timer in the message box counts down from 10 seconds to 0. During this time you can choose to edit the current configuration, load an existing configuration file or create an new configuration file. After the new information is activated, you can start up the system without further delay. These procedures are described in *'Working with configuration files'* on page 3-4. If you take no action during this initial 10 seconds, then the conference will start using the current configuration file.

***NOTE**: It is also possible to edit the configuration of the system, or load or create a new configuration file, while a conference is in process, as well as in the startup phase. The procedure is the same in both cases.*

***CAUTION**: If the configuration is altered during a conference, all conference activities will be suspended.*

***NOTE**: The **'Messages'** box cannot be cleared during the startup phase, as the **'clear_Messages'** menu option is not available. However, the MCU always starts with an empty **'Messages'** box*

3.2 WORKING WITH CONFIGURATION FILES

The configuration file specifies which CCUs will be used in a multi-CCU configuration for a particular congress or congress venue. It also contains information on the CCUs nominated as *'Audiomaster'*, *'Interpreter'* and *'Control PC'*.

All options available for configuration files are contained in the operational screen menu bar. There are commands for:

- Editing the current configuration file
- Creating a new configuration file
- Saving a configuration file
- Assigning names to CCUs
- Clearing messages in the *'Messages'* box
- Exiting to OS/2
- Shutting down the multi-CCU system

***NOTE**: Exiting to OS/2 and shutting down the multi-CCU system are covered in section 4.2, **'Exiting Multi-CCU'**.*

Editing a configuration file

To access the main configuration screen:

- Select the *'Configure'* option from the menu on the operational screen.

If this is selected while a conference is in progress, a warning message appears with the following text:

'This will stop the congress system! Are you sure?'

- Select *'OK'* to stop conference proceedings and go to the configuration screen.

- Select *'Cancel'* to cancel the request and return to the operational screen.

If you select *'OK'*, or if no conference is taking place, the following screen appears:

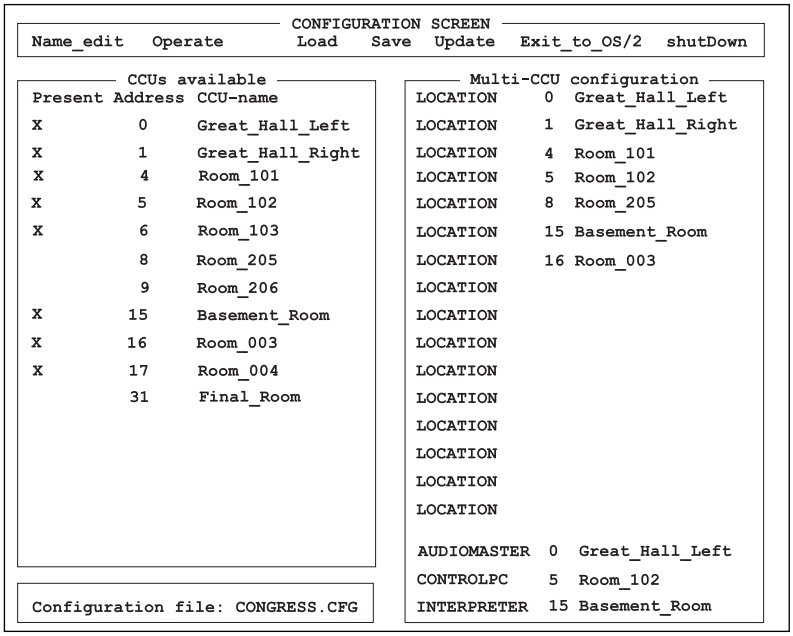

Fig. 2 The main configuration screen

From here it is possible to specify which CCUs will be included in the multi-CCU system; the CCUs that are used as *'Audiomaster'*, *'Interpreter'* (if specified) and *'Control PC'*; and the names assigned to CCUs.

This screen contains the following elements:

- *'CCUs available'* box: this box contains a list of CCUs which are assigned with a name. You can see which of these CCUs is *'present'* (i.e connected to the MCCU cabling and switched on), the CCU address number, and the names that have been assigned. This non-scrolling box can highlight any of the 14 entries

***NOTE**: You can use the <PgUp> and <PgDn> keys to view the CCUs*

- *'Multi-CCU configuration'* box: this box contains a list of all CCUs in the multi-CCU configuration, and the CCUs which have been nominated as *'Audiomaster'*, *'Interpreter'* (if selected) and *'Control PC'*. The box shows all 16 possible CCUs.

- '*Configuration file*' name box: this indicates which configuration file is currently open.
- Menu bar.

To assign a CCU in the Multi-CCU configuration:

- Select '*Update*' from the menu bar.
- Select the location which needs to be added by using the cursor keys.
- Press <ENTER>.
- Enter a CCU number from the CCUs available.
- Press <ENTER>.

NOTE: To delete a CCU number or an interpreters CCU use the <delete> keyboard button. You must first assign another CCU as 'Audiomaster', 'Interpreter' and/or'Control PC' before the CCU can be deleted.

In the main configuration screen, all standard menu keys are available as well as the following special keys:

Home:	*goes to the first **'Location'** entry*
End:	*goes to the **'Interpreter'** entry*
PgUp:	*scrolls 1 page up in the **'CCUs available'** box*
PgDn:	*scrolls 1 page down in the available **'CCUs available'** box*
Up_cursor:	*goes to the previous entry in the **'Multi_CCU configuration'** box*
Dn_cursor:	*goes to the next entry in the **'Multi_CCU configuration'** box*

Loading an existing configuration file

To load an existing configuration file:

- Select the '*Load*' option from the main configuration screen menu.

The configuration screen changes slightly when loading a configuration file. The '*CCUs available*' box is replaced by a '*Configuration files*' box.

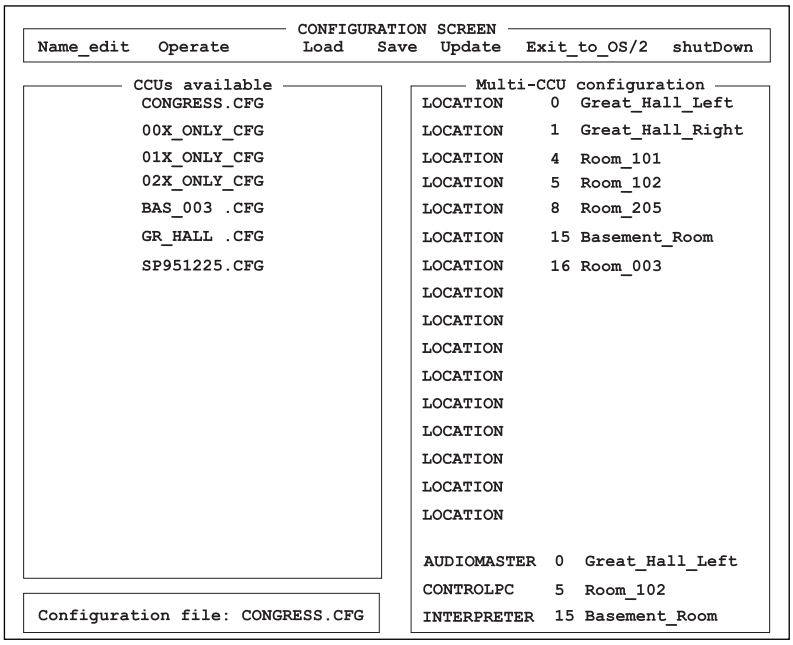

Fig. 3 The main configuration screen during file load

The *'Configuration files'* box contains the names of all existing configuration files. The box is non-scrollable and contains a maximum of 17 filenames. The files all have the extension *'.CFG'*.
The *'Configuration file'* name box contains the name of the current configuration file. To load a different configuration file:

- Type the filename into the *'Configuration file'* name box.
- Press the <ENTER> key.

***NOTE**: The filename extension must always be **'.CFG'.** If no extension is given then **'.CFG'** is automatically added.*

If the file name is valid then the configuration file is loaded. The *'Multi-CCU configuration'* box is updated to incorporate the new configuration and you return to the main configuration screen.

If the filename is invalid, an error box appears with the following text:

'Configuration File Error'

- Press any key to escape from this screen.

The *'Multi-CCU configuration'* box empties and you return to the main configuration screen. You must then select the *'Load'* option again to enter a valid filename.

Saving a configuration file

The process for saving a file is the same as for loading a file, except that the current file name appears as default in the file name box.

To save a configuration file:

- Select the *'Save'* option from the main configuration screen menu.
- Type the desired filename into the configuration file name box.
- Press the <ENTER> key.

The file will be saved. If the filename is invalid, an error box appears with the following text:

'Configuration Save Error'

The file is not saved, and you return to the main configuration screen. You must then select the *'Save'* option again to enter a valid filename.

***NOTE**: If you have typed a filename that already exists, a warning message will be displayed and you must enter a valid name.*

Deleting a configuration file

It is only possible to delete a configuration file from outside the Multi-CCU software. For more information, refer to the MCCU file. This is located in a user-definable directory. A typical delete command would be 'del sp951225.cpg', where sp951225.cpg is the configuration file to be deleted.

3.3 CONFIGURING CCU NAMES

Assigning names to CCUs

Each CCU is identified by a number ranging from 0 to 31. For ease of use, each CCU can also be given a name. This is a string of up to 20 characters that does not include any spaces. The procedure for assigning new names or changing existing ones is exactly the same.

To assign names to CCUs (or edit existing names):

- Select the '*Name_edit*' option from the main configuration screen menu bar or the operational screen menu bar.

If this is selected while a conference is in progress, a warning message and confirmation box appears with the following text:

'*This will stop the congress system! Are you sure?*'

- Select '*OK*' to stop conference proceedings and go to the name edit screen.

- Select '*Cancel*' to cancel the request and return to the operational screen.

If you select '*Yes*', or if no conference is taking place, the screen on the following page appears:

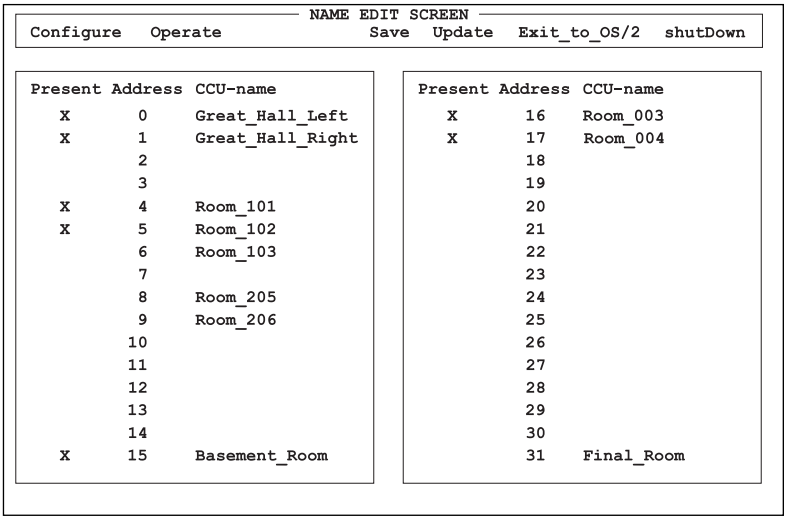

Fig. 4 The name edit screen

This screen contains a menu bar, and two boxes which together display all 32 possible CCU addresses. For each address, you can see whether a CCU is physically connected, and the name that has been assigned to that CCU.

To assign a name to a CCU:

- Select the required address by using the cursor keys.
- Select the *'Update'* option from the menu bar.
- Press the <ENTER> key.
- Type in the new name for this address.
- Press the <ENTER> key.

The box will be updated. If an error occurs (a duplicate name or one containing spaces) an error box appears with the following text:

'Configuration Error'

The update will then be cancelled.

In the name edit screen, all the standard menu keys are available, as well as the following special keys:

Home: goes to address 0
End: goes to address 31
PgUp: goes to the first address in the current box
PgDn: goes to the last address in the current box
Up_cursor: goes to the next address
Dn_cursor: goes to the previous address

Returning to the configuration screen - You can go to the configuration screen after assigning CCU names. To do so:

- Select the *'Configure'* option from the menu bar.

For details on the main configuration screen, please refer to page 3-4, *'Editing a configuration file'*.

For details of starting the multi-CCU system, please refer to page 3-12, *'Starting the multi-CCU system'*.

3.4 STARTING THE MULTI-CCU SYSTEM

Once you have specified all parameters, you can then start up the multi-CCU system. You can do so from the main configuration screen or the name edit screen.

To do so (from either screen):

- Select the *'Operate'* option from the menu bar.

- Press <ENTER> to activate this setting.

The multi-CCU system will be started using the current configuration file.

***NOTE**: If a conference has already been active in the current session, you have 10 seconds to change the configuration. If no conference has been active in the current session, the system starts automatically.*

If any changes have been made to the configuration which have not been saved, a warning box will appear with the following text:

'Updates are not saved! Are you sure?'

- Select *'OK'* to continue starting the multi-CCU system without saving the changes to the configuration file.

- Select *'Cancel'* to cancel the request.

MONITORING A CONFERENCE

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4.1 MONITORING THE MULTI-CCU SYSTEM

During the conference the only activity on the operational screen is the display of any warning messages sent from individual CCUs. In general there is no need for operator action, except to monitor the congress and these error messages.

However, in some cases there may be a need for the system to be reconfigured during a conference, or to change the names assigned to CCUs. This is done via two separate screens, the configuration screen and the name edit screen, which are accessed through the menu bar on the main operational screen.

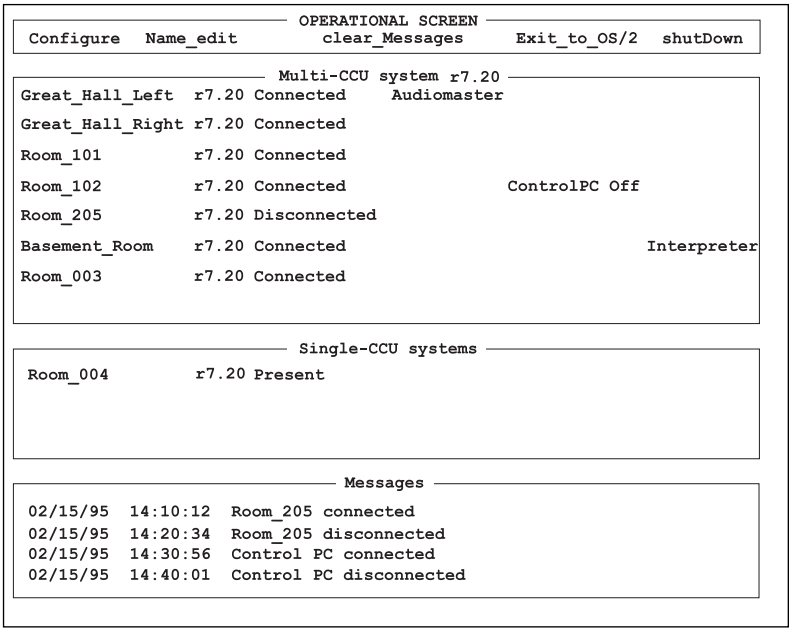

Fig. 1 The operational screen

This is the main screen used for monitoring a conference in progress. It is largely the same as the startup screen, but with the following differences:

In the '***Multi-CCU system***' box, a list is given of CCUs which have been specified for the multi-CCU system, the release version of the Multi-CCU software, (where r?.?? indicates release versions earlier than 7.20), plus an indication of whether these CCUs are physically connected to the system.

When the conference starts, it does so with only the CCUs that are connected.

The *'Single-CCU systems'* box, containing all the present Multi-CCUs present but not participating in the conference, remains the same, but can be scrolled if it is active.

The *'clear_Messages'* option is available from the menu box.

The *'Messages'* box is cleared of startup messages. It now displays messages concerning status changes of the CCUs in the multi-CCU system. The last four messages are kept. The date (MM/DD/YY) and time (HH:MM:SS) that the warning occurred is displayed for each message.

The following messages are possible:
- <CCU name> connected
- <CCU name> disconnected
- Control PC connected
- Control PC disconnected
- Power failure

The last message is only available if an Uninterruptible Power Supply (UPS) is being used.

***NOTE**: After each (re-)start the **'Messages'** box will be cleared; it is also possible to clear it manually at any time.*

The operational screen also shows Multi CCU software release is currently running.

***NOTE**: '?.??' indicates that the Multi CCU software currently running is earlier than release 7.2.*

4.2 EXITING AND RE-STARTING THE MULTI-CCU SOFTWARE

There are two ways to exit. The *'Exit_to_OS/2'* option returns you to the operating system, while *'shutDown'* turns off the whole multi-CCU system.

Exiting to OS/2

To exit to the OS/2 Warp operating system:

- Select the *'Exit_to_OS/2'* option from any of the screen menus.

A warning box appears with the following text:

'This will stop the congress system! Are you sure?'

- Select *'OK'* to stop conference proceedings and exit to OS/2 Warp.
- Select *'Cancel'* to cancel the request.

The Multi-CCU PC is a dedicated machine, so under normal circumstances it should not be necessary to exit to the operating system.

Re-starting from OS/2

It is possible to re-start the Multi-CCU software from OS/2 Warp. To do so:

- Type *'DCN'* at the command prompt and press <ENTER>.

Shutting down the Multi-CCU system

This option allows you to switch off the Multi-CCU PC and automatically stop multi-CCU conference activities.

- Select the *'shutDown'* option from any of the screen menus.

A message appears with the following text:

'This will stop the congress system! Are you sure?'

- Select *'OK'* to switch off the PC and stop conference proceedings.
- Select *'Cancel'* to cancel the request.

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A.1 MENU OPTIONS

Each screen used in the Multi-CCU software has its own menu, although many of the menu options are available on all screens. A menu option is accessed by pressing the capital letter associated with that option. For more information on the user interface, refer to chapter 2.4. The complete list of menu options is:

- Configure. This option is available from the 'Operational' screen, during normal operation and the startup phase, and the 'Name edit' screen. It takes you to a separate screen where the current configuration can be edited (refer to page 3-4).
- Name _edit. This option is available from the operational and configuration screens. It takes you to a separate screen for editing the names assigned to CCUs (refer to page 3-9).
- clear_Messages. This option is available from the 'Operational' screen during normal operation. It clears the '*Messages*' box (refer to page 4-2).
- Operate. This option is available from the 'Configuration' and 'Name edit' screens. It starts the multi-CCU system with the current configuration (refer to page 3-12).
- Load. This option is only available from the 'Configuration' screen. It loads a previously created configuration file (refer to page 3-6).
- Save. This option is available from the 'Configuration' and 'Name edit' screens. It saves the current configuration (refer to page 3-8).
- Update. This option is available from the 'Configuration' and 'Name edit' screens. It is used to update CCU information (refer to page 3-10).
- Exit_to_OS/2. This option is available from all screens. It allows the operator to exit from the Multi-CCU software to the OS/2 operating system. (refer to page 4-4).
- shutDown. This option is available from all screens. It allows the operator to stop all congress activities and shut down the Multi-CCU PC (refer to page 4-4).

A.2 SCREENS

There are three main screens used in Multi-CCU, for monitoring congress activities and working with Multi-CCU configurations. Some appear in several versions depending on the specific action requested.

- 'Operational' screen. This is the main screen used in normal operations, for monitoring congress activities and warning messages generated by CCUs. A slightly different version of this screen appears during startup (refer to pages 3-2 and 4-2).
- 'Configuration' screen. This screen is used for editing and creating configurations for various congress set-ups and for working with configuration files. A subsidiary screen is called up from this screen when working with configuration file names (refer to page 3-5).
- 'Name edit' screen. This screen is used for defining and editing the names assigned to CCUs (refer to page 3-10).

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