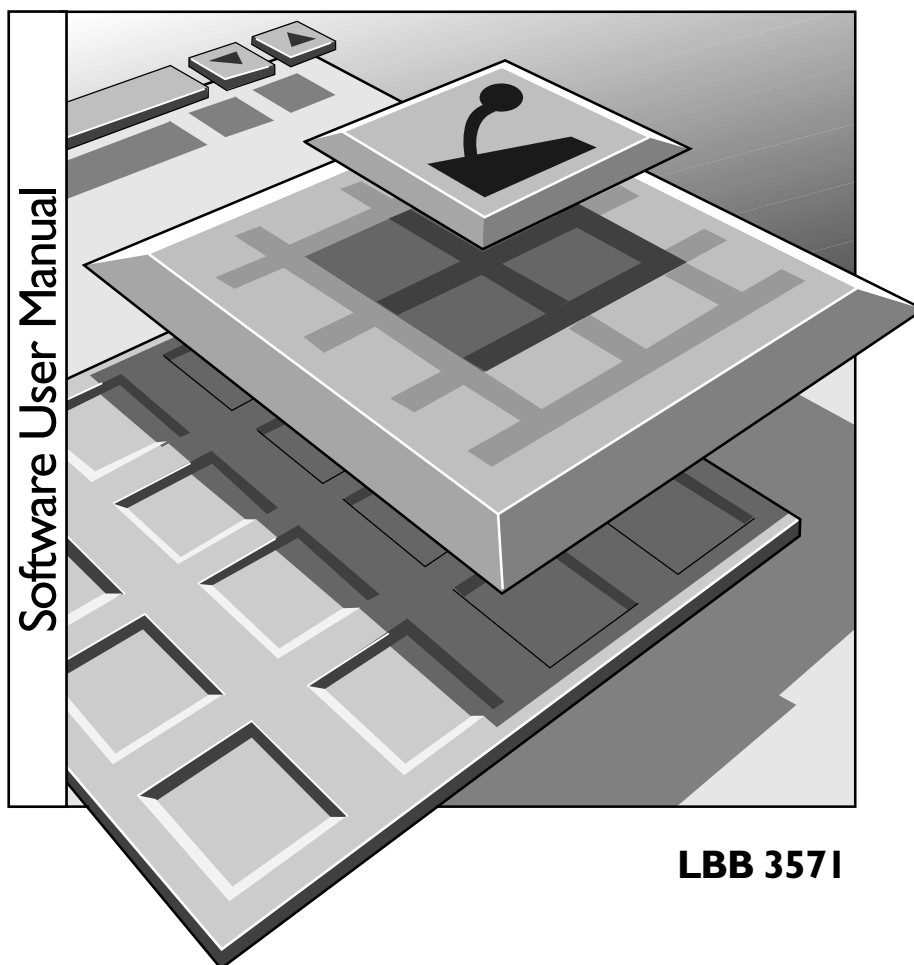




Digital Congress Network

Synoptic Microphone Control



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 - *Synoptic Microphone Control* - containing a brief overview of the Digital Congress Network (DCN), a summary of the application modules available and an overview of the functionality of the Synoptic Microphone Control application.
- Chapter 2 - *Getting Started* - containing details on how to start the Synoptic Microphone Control application from the DCN Startup screen and a description of the Help facility.
- Chapter 3 - *Preparing for a Conference* - containing details about the layout mode, instructions about making a synoptic layout for the first time and editing existing synoptic layouts, and exiting layout mode.
- Chapter 4 - *Controlling a Conference* - containing details about the control mode, instructions about assigning operational modes and accessing conference information, controlling a conference and exiting control mode.

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

- A.1 - *Overview of Synoptic Microphone Control 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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SYNOPTIC MICROPHONE CONTROL

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SYNOPTIC MICROPHONE CONTROL

1 1.1 ABOUT SYNOPTIC MICROPHONE CONTROL

What is Synoptic Microphone Control?

The Synoptic Microphone Control software program is one of a family of modules designed for controlling and monitoring conferences and discussions using the DCN contribution equipment. It is used for configuring and controlling microphones connected to the system, and uses icons to produce a graphical representation of a conference seating plan. The result is a highly visual 'push-button' conference control program. Synoptic Microphone Control has two modes:

- Layout mode
- Control mode

Layout mode - is used to create a synoptic view which contains an arrangement of icons corresponding to the positions of actual microphones in the conference venue. Each type of contribution equipment (delegate unit, chairman unit, etc.) has its own icon. Synoptic layouts can be created and modified in layout mode.

- Refer to chapter 3, *'Preparing for a Conference'*.

Control mode - is used to monitor and control a conference. In control mode, the colour of a particular icon depends on the state (request-to-speak, active, etc.) of the actual microphone it represents. Synoptic layouts generated in layout mode are used in control mode.

- Refer to chapter 4, *'Controlling a Conference'*.

SYNOPTIC MICROPHONE CONTROL

I.2 WHAT IS A SYNOPTIC LAYOUT?

Making a graphical representation

A synoptic layout is a graphical representation of the actual location of the DCN microphones, delegate units and chairman units in a room or hall.

What you create on screen is a plan view of how your conference venue looks. The layout mode of Synoptic Microphone Control contains tools for creating and editing such layouts. Icons (graphical representations) of the DCN contribution equipment are used to build up the layout.

In control mode, the icons you have positioned in the layout become functional, and a conference can be monitored and/or controlled. The icons are used as status indicators or buttons to initiate actions for the DCN unit the icon represents. Icons cannot be moved in control mode, but a layout can always be edited by returning to layout mode.



Before creating a layout, it is useful to know the seat numbers assigned to all microphones connected to the DCN. This helps assigning seat numbers to icons in your layout, as Synoptic Microphone Control does not give a list of all available seat numbers. Seat numbers are assigned using the System Installation software (LBB 3585) and are stored in an installation file.

MICROPHONE MANAGEMENT

1 1.3 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 operating 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

Allowing 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.



NOTE: In this manual, reference is made to the request list, response list and speakers list. However, it is not possible to view these lists on-screen using Synoptic Microphone Control. For more details, refer to the Microphone Management user manual.

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 structured meetings where 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.

MICROPHONE MANAGEMENT

The operator can see which delegate is has been waiting longest to speak, as this microphone is represented by a flashing green icon. The operator can grant active status to this delegate, or indeed any other delegate on the request-to-speak list. The microphone of the delegate who has been speaking longest is automatically switched off to make room. 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 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 the delegate's microphone will be represented by a flashing yellow icon. When such a response request is promoted to active status, the current speaker is deactivated, and the response delegate's microphone is switched on. 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 turn microphones on by clicking on them, and turn them off by clicking on them again. The operator can also specify the length of the speakers list.

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. This automatic promotion also takes place when the operator switches off the microphone of a delegate currently on the speakers list. All other participants move up one place.

MAIN SECTION TITLE

2

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.

The number of simultaneous active status microphones (speakers) can be preset by the operator.



NOTE: 'Microphone control by delegate with 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 'Microphone control by delegate with voice activation' mode.

GETTING STARTED

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GETTING STARTED

2.1 STARTING SYNOPTIC MICROPHONE CONTROL

The DCN Startup screen

The Synoptic Microphone Control program is started from the DCN Start-up screen (shown below).

2



Fig. 1 The DCN Startup screen



NOTE: For starting the DCN Startup program from an icon in the Windows 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.

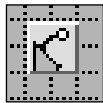
Synoptic Microphone Control requires both an *installation file* and a *names file* for full functionality, but will work with only an *installation file*.



NOTE: A *names file* is needed to show screenline icons.

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 Synoptic Microphone Control icon

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

GETTING STARTED

2.2 USING HELP

2

The Help menu

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

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

- Index
- Keyboard
- Commands
- Procedures
- Glossary
- Using Help
- About Synoptic Microphone Control

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 Synoptic Microphone Control 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.

GETTING STARTED

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

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 Synoptic Microphone Control 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 Synoptic Microphone Control 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.

GETTING STARTED

2

A window with the requested information will appear.

Using Help

This gives information on how to use the Synoptic Microphone Control 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.

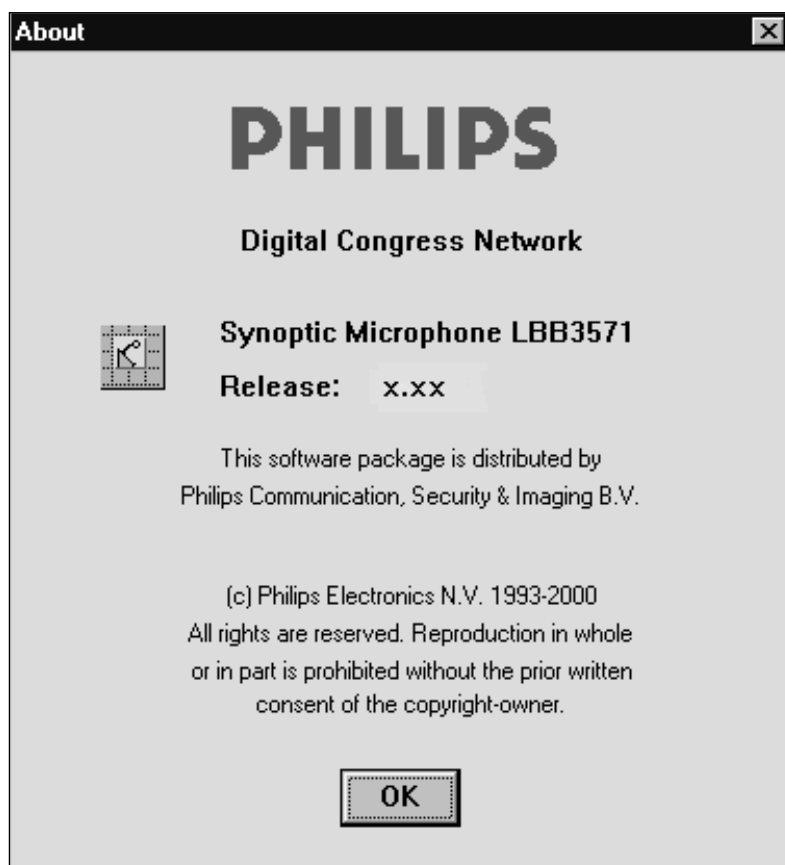
About Synoptic Microphone Control

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

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

GETTING STARTED

The following window appears:



2

Fig. 2 The 'About...' window

To remove this window:

- Click on the 'OK' push button.

GETTING STARTED

2

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PREPARING FOR A CONFERENCE

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PREPARING FOR A CONFERENCE

3.1 USING LAYOUT MODE

The main window

The Synoptic Microphone Control main window contains a layout area and a tool box. From this you will create or edit your synoptic layout.

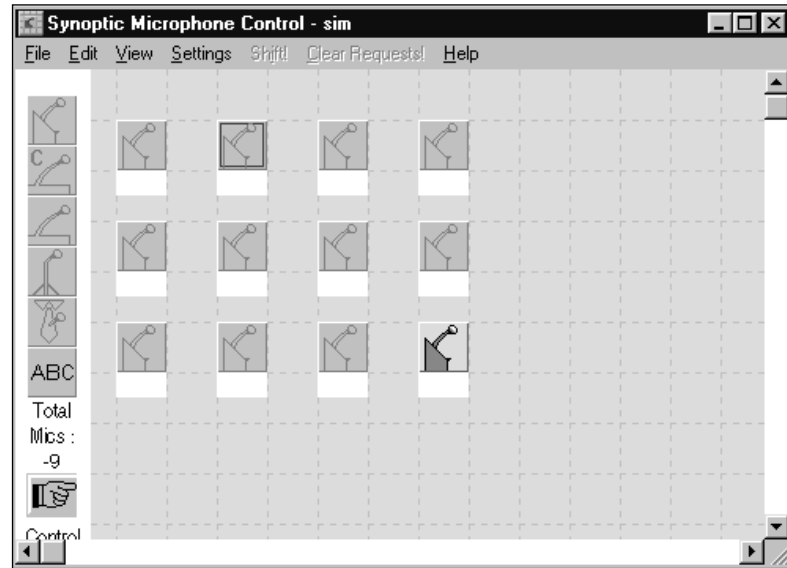


Fig. 1 The Synoptic Microphone main window

In the title bar, the software displays the layout file name. The name displayed is that of the last-used layout file corresponding to that installation file. A new layout file is automatically given the same name as the installation file if no layout file already exists. If an installation file has been opened for which no layout file already exists (for example, the very first time the program is used), the layout area is empty.



NOTE: The synoptic layout area is actually larger than the window. When a layout is opened, the viewed area is always the top left corner. To enable you to work on unseen parts of the layout, scroll bars are provided to move the viewed area.

If the layout window is not full screen size, you may enlarge it to fill the desk-top. To do so:

- Click on the maximize button in the top right corner of the window's title bar.

PREPARING FOR A CONFERENCE

The menu bar

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

File	Edit	View	Settings	Shift!	Clear Requests!	Help
New...	Undo	N <u>umbers</u>	S <u>ystem</u> Mic			I <u>ndex</u> ...
O <u>pen</u> ...	C <u>u</u> t	S mall I <u>cons</u>	M <u>ode</u> ...			K <u>eyboard</u>
S <u>a</u> ve	C <u>o</u> py	G <u>ri</u> d	M <u>i</u> c A <u>ctivity</u> ...			C <u>ommands</u>
S <u>a</u> ve A <u>s</u> ...	P <u>a</u> ste	R <u>o</u> tate I <u>ma</u> ge	M <u>i</u> croph <u>one</u>			P <u>rocedures</u>
D <u>e</u> lete...	D <u>e</u> lete	A <u>cti</u> on B <u>ox</u>	T <u>e</u> st...			G <u>lossary</u>
I <u>m</u> port...	N <u>u</u> mber	S <u>e</u> ttings	S <u>e</u> lect G <u>ri</u> d...			U <u>sing</u> H <u>e</u> lp
P <u>r</u> int	L <u>a</u> yout	R <u>e</u> d background for active mics	S <u>n</u> ap			A <u>bout</u> S <u>yn</u> .
A <u>ctivity</u> ...			A <u>u</u> to N <u>u</u> mbers			M <u>i</u> c C <u>ontrol</u> ...
E <u>x</u> it			A <u>ttention</u> T <u>one</u>			
			A <u>mbient</u> M <u>i</u> c. C <u>ontrol</u>			
			M <u>i</u> c's <u>o</u> ff after shift			

Fig. 2 All available menu options on the menu bar

The tool box

The tool box is situated on left side of the window as default. You can, however, move this anywhere in the window. To do so:

- Position the pointer at the top of the tool box - *though not on any icons* - and drag it to the desired location.

The tool box contains icons representing all available microphone possibilities. These are:



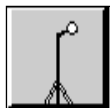
Delegate unit - used for table top or built-in units with microphone, loud-speaker, on/off button and status indicators.



Chairman unit - used for table top or built-in units with microphone, priority key, on/off button and status indicators. Up to three chairman units may be included in a layout.



Podium microphone - used for e.g. gooseneck type microphones mounted on a desk or podium.



Microphone on floorstand - used for e.g. microphones mounted on a floor-stand.

PREPARING FOR A CONFERENCE



Lavalier microphone - a mobile microphone carried by the user on a neck strap or tie-clip.



Screenline - gives the screenline of the delegate as specified in the Delegate Database application.

There are two other elements in the tool box:

3

Total
Mics:
18

Microphone total - the total number of microphones with a valid seat number that remain to be positioned in the synoptic layout is displayed.



Go to Control Mode - there is also an icon with '*Control*' written underneath. Clicking on this exits layout mode and enters control mode (normally used when the layout is ready - refer to chapter 3).

PREPARING FOR A CONFERENCE

3.2 MAKING A LAYOUT

Layout Options

When creating a layout, there are a number of options in the 'View' and 'Settings' menus that make this task easier. These are:

- Displaying icon numbers
- Automatic numbering of icons
- Changing the icon size
- Displaying a layout grid in various sizes
- 'Snapping' icons to the grid
- Rotating icons
- Displaying a red background for active microphones

3

Microphone seat numbers

Synoptic Microphone Control uses seat numbers as specified in the installation file to identify microphone icons in a layout.

Displaying seat numbers - the seat number is displayed beneath a microphone icon as default. If you wish to disable this option:

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

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



NOTE: Seat numbers are always assigned to microphone icons in your synoptic layout if the '**Auto Numbers**' option is active.

Automatic seat numbering - this option assigns sequential seat numbers to microphone icons, starting with the lowest available seat number. To enable this option:

- Select the 'Settings' menu and click on 'Auto Numbers'.

A tick mark (✓) will subsequently appear to indicate that this option is enabled.

PREPARING FOR A CONFERENCE



NOTE: The seat numbers assigned using **'Auto Numbering'** are the seat numbers in the current installation file. If all installation file seat numbers have been used, any further icons will not be given seat numbers.

Small or large icons - if you are planning a layout with a large number of microphones (more than 50, for example), the **'Small Icons'** option reduces the size of the screen icons and the tool box icons. To do so:

- Select the 'View' menu and click on 'Small Icons'.

To restore the icons to normal size:

- Select the 'View' menu and click on 'Large Icons'.

The icons automatically return to their normal size.



Fig.3 Large icons

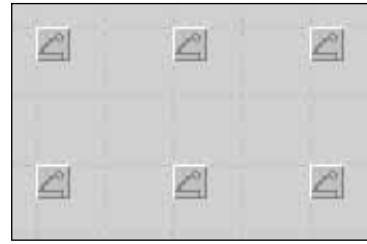


Fig.4 Small icons



NOTE: Small icons can only be displayed without seat numbers.

Displaying a red background for active microphones - when this option is enabled, active microphone icons will have a red background. To do so:

- Select the 'View' menu and click on 'Red background for active mics'.

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

Displaying a layout grid - this option fills the screen with squares to help position the icons. To do so:

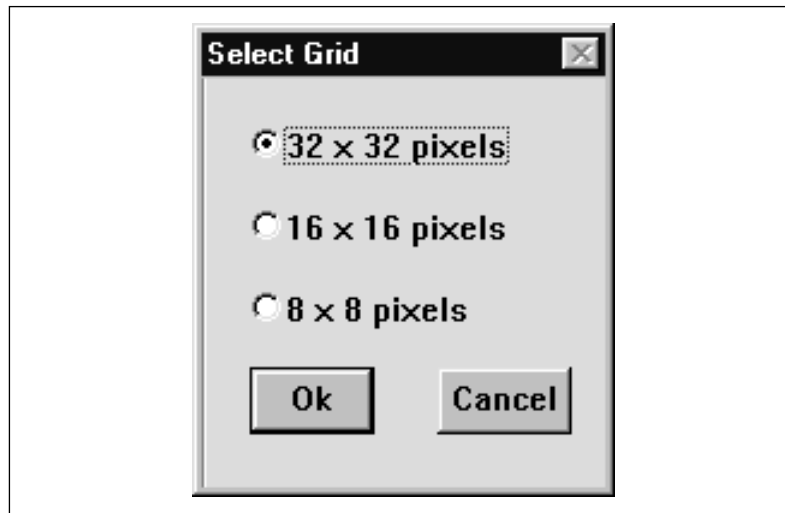
- Select the 'View' menu and click on 'Grid'.

The default grid size is 32 x 32 screen pixels. To select one of the two smaller grid sizes available (16 x 16 or 8 x 8 pixels):

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

PREPARING FOR A CONFERENCE

The following dialogue box appears:



3

Fig.5 The 'Select Grid' dialogue box

- Click on the radio button for the desired grid size.
- Click on the 'Ok' push button.



NOTE: Clicking on the '**Cancel**' push button closes the dialogue box without carrying out the option. This applies to all dialogue boxes in Synoptic Microphone Control.

Snapping to the grid - enabling this option causes icons to automatically align to the grid. To do so:

- Select the '*Settings*' menu and click on '*Snap*'.

Once snapping has been enabled, all existing icons in the layout will be aligned to the grid. Any new icons will automatically be aligned as they are positioned.

PREPARING FOR A CONFERENCE

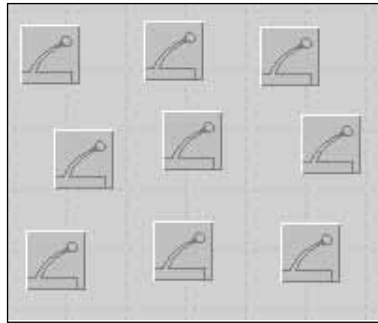


Fig.6 Without 'Snap'

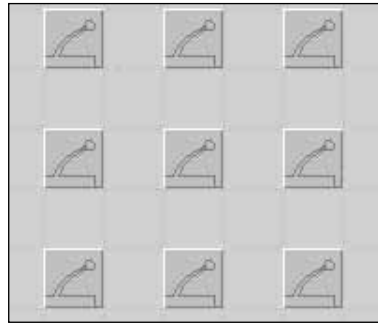


Fig.7 With 'Snap'

Rotating icons- causes the layout to automatically rotate clockwise in steps of 90°. To rotate the synoptic layout.

- Select the 'View' menu and click on 'Rotate Image'.

Positioning icons on a layout

To create a layout, the first step is to position the icons according to the actual layout. To do so:

- Click on the appropriate icon type in the tool box and drag it to the desired location.

When an icon is selected, it changes from grey to blue. The mouse pointer also changes from an arrow to a hand. An icon remains coloured (indicating it is the last selected icon) until another one is selected, or until the mouse is clicked on an area where there are no icons.



CAUTION: You should take care so as not to position icons on top of each other in a synoptic layout, especially when the '**Snap**' function is enabled. In such cases, only the top icons will be displayed, so the icons underneath cannot be controlled.

To move an icon at any time in layout mode:

- Select the icon to be moved and drag it to the new location.

The icon turns blue to indicate that it is selected.

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Editing icons in a layout

The Synoptic Microphone Control main window includes an *Edit* menu with commands for undoing commands and cutting, copying, pasting and deleting icons. This menu also allows you to edit an icon's seat number. Individual or groups of icons can be cut, deleted, copied and pasted. To select more than one icon:

- Click on the first icon required.
- Press and hold the <CTRL> key.
- Click on further icons while holding the <ctrl> key.

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When you have selected all icons you require:

- Release the <CTRL> key.

Icons that have been selected will be coloured.

To de-select one or more icon in a group of selected icons:

- Press and hold the <CTRL> key.
- Click on the icon to be de-selected.
- Release the <CTRL> key.

De-selected icons turn from coloured to grey.

Deleting icons - to delete icons from a synoptic layout:

- Select the icon(s) to be deleted.
- Select the *Edit* menu and click on *Delete*.



*If you make a mistake when editing a layout, the **Edit** menu has an **Undo** command. Clicking on this command will undo the last edit action, except in the case of seat numbers. An altered seat number cannot be 'undone'.*

Cutting and pasting icons - if you want to move one or more icons from one place to another on the layout, this can be done with the *Cut* and *Paste* commands. To do this:

- Select the icon(s) to be moved.

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

The selected icon(s) are moved from the layout to a 'clipboard' buffer memory (which is not visible). To retrieve them:

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

An outline representation of the cut icon(s) appears in the window. The mouse pointer turns into a cross-hair cursor in the centre of this area.

- Position the cut icons by moving the mouse.

- Click on the mouse button to paste the icons.

The mouse pointer returns to an arrow and the icons become visible.

Copying and pasting icons - if you want to copy one or more icons (leaving the originals on the layout), and then place the copies elsewhere, this can be done with the *'Copy'* and *'Paste'* commands. To do so:

- Select the icon(s) to be copied.

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

The selected icon(s) are copied from the layout to the 'clipboard' buffer memory. To retrieve them:

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

An outline representation of the copied icon(s) appears in the window. The mouse pointer turns into a cross-hair cursor in the centre of this area.

- Position the copied icons by moving the mouse.

- Click on the mouse button to paste the icons.

The mouse pointer returns to an arrow and the icons become visible.



Icons that have been copied or cut to the clipboard can be pasted onto a layout more than once, and remain on the clipboard until another cut or copy action is performed.

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Editing seat numbers - if an icon or icons have been deleted, copied or pasted into the layout, the seat numbers must be edited. To do so:

- Click on the icon whose seat number requires editing.
- Select the *'Edit'* menu and click on *'Number'*.

The seat number beneath the microphone icon becomes an edit field.

- Type in the new icon number.
- Press the <ENTER> key.

This performs a check on the seat number that has been entered. If the seat number is valid, it will appear under the icon.



NOTE: *Seat numbers must correspond to the seat numbers in the current installation file.*

If an invalid seat number is entered, a warning with the following text is displayed:

'The seat number entered does not exist'

- Click on the *'OK'* push button and repeat the number editing for that icon.



TIP *Double-clicking on a microphone icon automatically enters the seat number editing mode.*

If you try to create more than 500 icons the following message appears:

'This action is not possible because the maximum number of icons will be exceeded.'

Altering the default screen line length - when a screen line is displayed instead of a microphone icon, two lines of maximum 15 characters are displayed by default. It is possible to change the number of characters displayed on each line to any number between 0 and 15. This would be useful if, for example, it was necessary to save layout screen space. To alter the default setting you must edit the DCN.INI file.

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To do so:

- Open the DCN.INI file in the C:\windows directory.
- In the section of the DCN.INI file titled [Synoptic], enter the command line: <ScreenLineLength=#>, where # is a number between 0 and 15.
- Save the DCN.INI file then exit it.
- Close the application and restart it from Startup to implement the change.

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PREPARING FOR A CONFERENCE

3.3 SPECIFYING CONFERENCE PROCEDURES

Specifying the microphone operation mode

For more general information on microphone operation modes please refer to section 1.3, '*Controlling Microphones*'. For information on the operator possibilities in each mode, please refer to section 4.3, '*Using Control Mode*'.

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

The following dialogue box appears:



Fig.8 The 'System Microphone Mode' dialogue box

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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.

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

Microphone Setting - 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 to indicate this option is disabled.



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 button 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*' mode 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 to indicate this option is disabled.

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*'.



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
- Microphone off after shift



NOTE: *Printing or saving microphone activity is part of conference control and is covered in chapter 4.*

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

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

The following dialogue box appears:

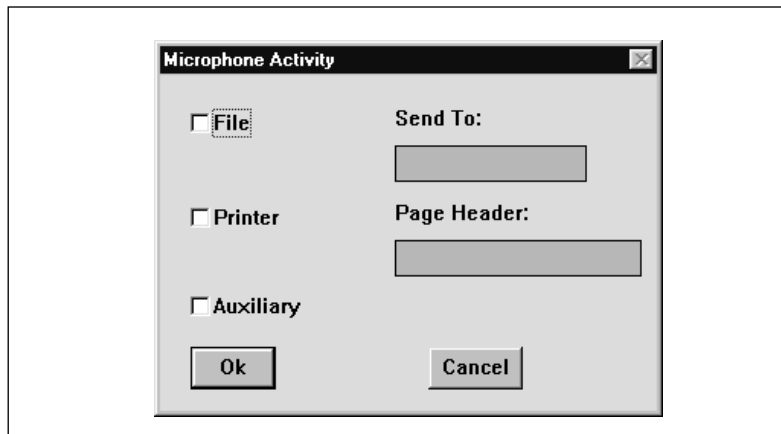


Fig.9 The 'Microphone Activity' dialogue box

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

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



NOTE: *The 'File' check box is only active after you have specified a destination in the 'Send To' field.*

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If you select 'File':

- The 'Send To' text box is highlighted. 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 is highlighted. 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. For more information, please refer to the DCN Installation Manual.

Once you have selected all options:

- Click on the 'Ok' push button.

Attention Tone - this allows you to switch on or off 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 appear to indicate this option is enabled).

To turn off the attention tone, repeat the above.

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 Microphone'. (the tick mark (✓) will subsequently appear to indicate that this option is enabled).

To turn the microphone off, repeat the above.

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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 in 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.

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3.4 WORKING WITH LAYOUT FILES

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Layout file options

The 'File' menu has commands for:

- Opening a new layout file
- Opening an existing layout file
- Saving a layout file under its current name
- Saving a layout file under a different name
- Deleting a layout file
- Importing a bitmap
- Printing microphone activity
- Exiting the Synoptic Microphone Control program



NOTE: Exiting the Synoptic Microphone Control program and printing are both covered in chapter 4.

Creating a new layout file - to open a new layout file:

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

If there are no conditions that cause an error message to be displayed, the following dialogue box appears:

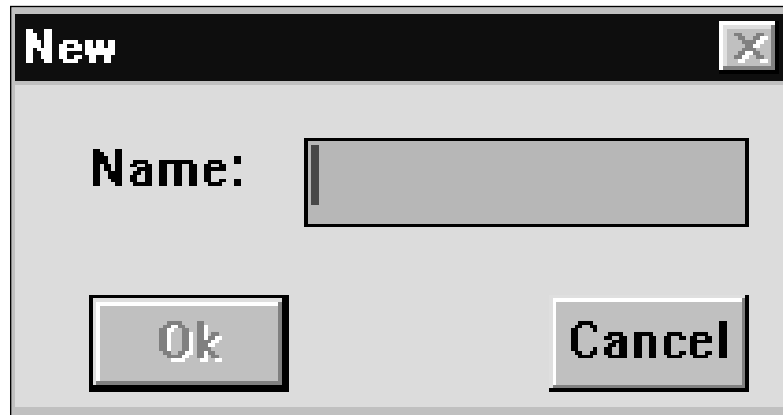


Fig.10 The 'New' dialogue box

The dialogue box contains a text box for entering the 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 layout file name in the text box.
- Click on the 'Ok' push button.

A new layout file (with no microphone icons placed) opens and the name appears in the title bar at the top of the window.

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

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

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- Click on the 'Yes' push button to save the changed layout file and open the new layout file.
- Click on the 'No' push button to open the new layout file without saving the changed layout file.
- Click on the 'Cancel' push button to return to the 'New' dialogue box.

If you have typed 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. You can then enter a unique name in the 'New' dialogue box.

If there are icons without seat numbers in the current file, a warning message with the following text is displayed before the 'New' dialogue box appears:

*'Icon(s) without seat numbers will be deleted.'
'Do you want to continue?'*

- Click on the 'Ok' push button to open the 'New' dialogue box.
- Click on the 'Cancel' push button to return to the current layout file and edit the icons without seat numbers.

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If there are two or more icons with the same seat number, a warning message is displayed before the 'New' dialogue box appears:

'Two or more icons have the same seat number!'

- Click on the 'Ok' push button.

The 'New' dialogue box appears. To change the duplicate seat numbers:

- Click on the 'Cancel' push button.

You will return to the current layout file, and can then edit the duplicate seat numbers.

3



NOTE: If you proceed to open a new layout file after the 'duplicate seat numbers' message appears, the **'Changes have been made to <file-name>'** message also appears. If you then save the changes, the duplicate seat numbers are also saved. When you re-open that layout file, the 'duplicate seat numbers' error message will re-appear.

Opening an existing layout file - to do so:

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

If there are no conditions that cause an error message to be displayed, the following dialogue box appears:

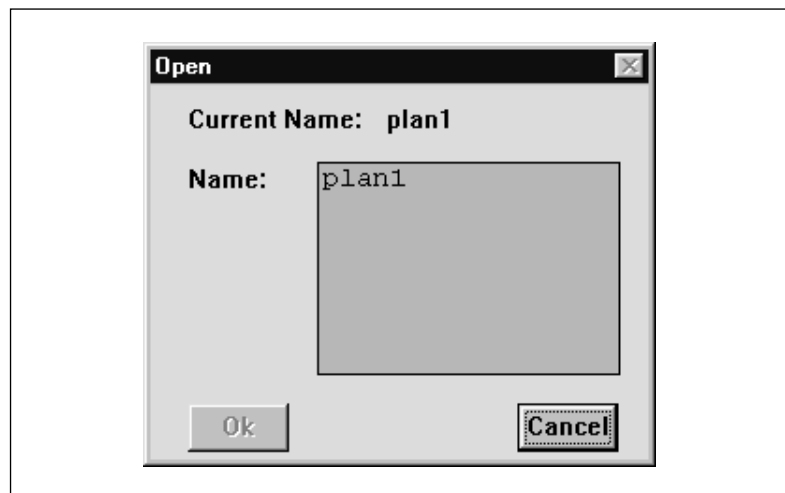


Fig. 11 The 'Open' dialogue box

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

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

If changes have been made to the current layout file, or there are duplicate seat numbers or icons without seat numbers, the same error messages will appear as for 'Creating a new layout file'. The same procedure should be followed. For more details, please refer to page 3-18.



NOTE: When an existing file is opened, control mode is automatically started. To return to layout mode, select the 'Edit' menu and click on 'Layout'.

Saving a layout file - to save the current layout file:

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

If there are duplicate seat numbers or icons without seat numbers, the same error messages will appear as for 'Creating a new layout file'. The same procedure should be followed. For more details, please refer to page 3-18.



NOTE: It is useful to periodically save a layout while creating it in case of a system breakdown or other failure that could result in the accidental loss of the layout file.

Saving a layout file under a new name - this allows you to save the current layout 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...'.

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The following dialogue box appears:

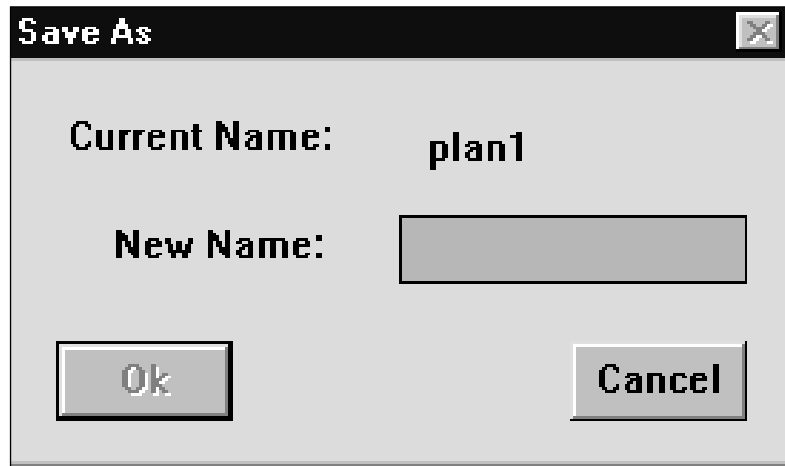


Fig. 12 The 'Save As' dialogue box

This dialogue box contains a text box for entering the new layout file name. 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.

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

The layout file is saved with the new name, which appears in the title bar at the top of the window. The original file is unchanged.

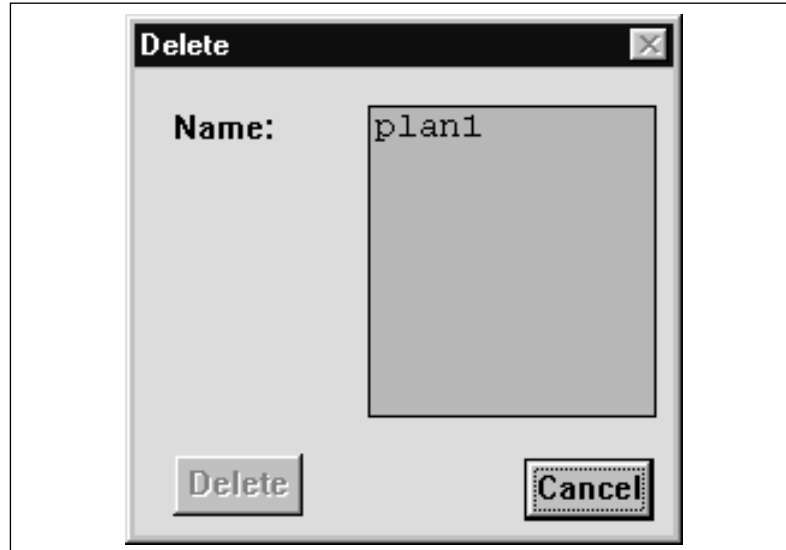
If there are duplicate seat numbers or icons without seat numbers, the same error messages will appear as for '*Creating a new layout file*'. The same procedure should be followed. For more details, please refer to page 3-18.

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Deleting a layout file - if you wish to delete a layout file:

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

The following dialogue box appears:



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Fig. 13 The 'Delete' dialogue box

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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Importing a bitmap - you can import a bitmap to use as a background for the synoptic layout.



NOTE: You can only import files which have a .bmp extension, and which have no more than 256 colours.

To do so:

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

The following dialogue box appears:

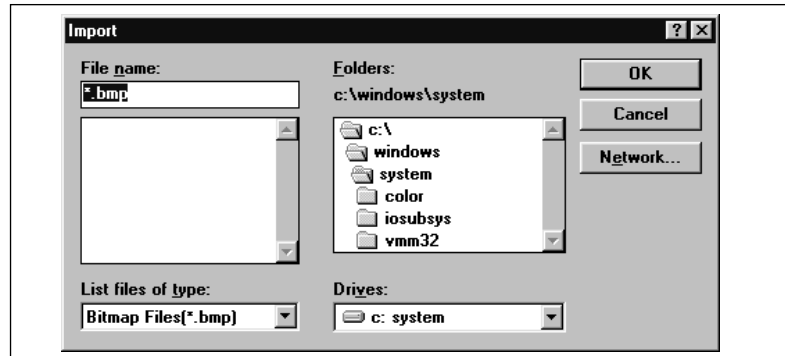


Fig. 14 The 'Import' dialogue box

This is a standard windows dialogue box. The default directory is displayed in the 'Directories:' list box on the right hand side of the window. To change to a different directory:

- Double click on the required directory.

To select a file for importing:

- Type the file name into the 'File Name:' text box.
- Click on the 'OK' push button.

The selected file will be imported.



You can also select a file to import by double clicking on the filename in the list box underneath the '**File Name:**' text box.

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3.5 GOING TO CONTROL MODE

It is possible for you to leave layout mode and go into control mode at any time. To do so:

- Click on the 'Control' button in the toolbox.

If there are any invalid seat numbers, or icons without seat numbers, the appropriate error message will be displayed. It is not possible to enter control mode until valid seat numbers are entered. Any invalid seat numbers entered are not accepted by the software.



NOTE: *If the system does enter control mode, any grid displayed in layout mode will disappear.*

To return to layout mode from control mode:

- Select the 'Edit' Menu and click on 'Layout'.

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4.1 WHAT IS CONTROL MODE?

Monitoring and controlling a conference

In control mode, the layout created in layout mode is used as a basis for monitoring and controlling a conference. The icons in the layout are functional, rather than just representational as in layout mode. They indicate the status of each microphone and function as buttons for the microphone the icon represents. In this mode you can control almost all microphone activities, and have an overview of the status of microphones in a conference. The layout cannot be altered in control mode.

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Conventions used in this chapter

- Microphone - covers delegate and chairman units, lavalier-, floor stand- and podium microphones.
- Speakers list - a microphone on the speakers list is on and therefore active (except when switched off in 'Operator with Request List' or 'Operator with Request and Response List'.
- Request-to-speak list - contains delegates that are waiting to speak. Delegates gain access to this list by pressing their microphone button or by making a response request when the speakers list is full, or via the operator in Microphone Management (LBB 3570).
- Response list - can contain a maximum of one response microphone which has been promoted from the request-to-speak list.
- Inactive - an inactive microphone is one that has been turned off by the operator or by the delegate him/herself.
- Oldest speaker - the microphone longest on the speakers list.

Icon status

In control mode the colour of the microphone icons indicates their status. The possibilities are:

- Grey - microphone off (inactive)



NOTE: Voice activated microphones are always displayed by grey icons.

- Red - microphone on (active), therefore on the speakers list



NOTE: If the 'Red background for active mics' option in the 'View' menu is enabled, the active microphone icons will have a red background. If this option is not enabled, active microphone icons are only partially red.

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- Flashing red - last minute of speaking time



NOTE: This is only applicable if a limit has been set on speaking time using Microphone Management (LBB 3570).

- Green - microphone in request-to-speak list
- Flashing yellow - response microphone in request-to-speak list
- Flashing green - microphone is first in the request-to-speak list
- Red diagonal line - microphones that are disconnected are shown by an icon crossed with a red diagonal line.



NOTE: If a microphone represented by a screenline icon is disconnected, there is no red diagonal line. In this case the icon turns grey, and should not be confused with voice activated microphones, which are always displayed by grey icons.

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CONTROLLING A CONFERENCE

4.2 CONTROL MODE DISPLAY OPTIONS

There are a number of options in the 'View' and 'Settings' menus that make controlling a conference easier:

- Small or large icons
- Displaying seat numbers
- Rotating an image
- Displaying a red background for active microphones



NOTE: These options are also available in layout mode, and are described in section 3.2.

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Small or large icons - if you are working on a layout with a large number of icons (more than 50, for example), you can activate the '*Small Icons*' option. This reduces the size of the screen icons.

- Select the 'View' menu and click on '*Small Icons*'.

To restore the icons to normal size:

- Select the 'View' menu and click on '*Large Icons*'.

Displaying seat numbers - this option displays the seat numbers assigned to a microphone beneath that microphone's icon. The default setting is on. If you wish to disable this option:

- Select the 'View' menu and click on '✓ *Numbers*'.

Rotate - the layout may have been created looking from a different position than the one you occupy as operator. To compensate for this, the rotate function allows the layout to be rotated clockwise in 90° steps around the centre of the window. The icons and seat numbers are always shown upright. To rotate the synoptic layout:

- Select the 'View' menu and click on '*Rotate Image*'.

The layout will automatically rotate through 90° about the central point of the part of the layout that is visible in the window. To rotate the image through 180°, use '*Rotate*' twice, and for 270°, use '*Rotate*' three times.

Displaying a red background for active microphones - when this option is enabled, active microphone icons will have a red background. To do so:

- Select the 'View' menu and click on '*Red background for active mics*'.

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4.3 USING CONTROL MODE



Before using control mode, you should be familiar with the characteristics of each of the five microphone operating modes. Please refer to chapter 1.3 (**‘Controlling Microphones’**) and page 3-13 (**‘Specifying the Microphone Operation Mode’**) for further information.

Switching microphones on and off

In control mode, depending on the microphone operating mode, the operator can switch inactive microphones on, and switch them off again. It is also possible to clear all requests-to-speak.



NOTE: In **‘Delegate with Voice Activation’** mode, no operator intervention is possible.

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Switching microphones on - to switch any inactive microphone on:

- Click on the icon of the inactive microphone you wish to switch on.
- In **‘Operator with Request List’** mode, **‘Operator with Request and Response List’**, **‘Delegate with Request List’** mode and **‘Delegate with Override’** mode, clicking on an inactive microphone icon automatically makes that microphone active. This applies to all inactive microphones, whether they are on the request-to-speak list or not (only applicable to **‘Operator with Request List’** mode and **‘Delegate with Request List’** mode). If the speakers list is full, then the first microphone is automatically switched off and removed from the speakers list to make room.

To switch on the first microphone on the request-to-speak list in **‘Operator with Request List’**, **‘Delegate with Request List’** and **‘Operator with Request and Response List’** modes:

- Click on the **‘Shift!’** option on the menu bar, or click on the **‘Shift’** push button in the action box. You can also simply click on the microphone icon.



NOTE: The **‘Shift!’** and **‘Clear Requests!’** options on the menu bar can be displayed as an action box with push buttons for these two functions. For more details, please refer to page 4-6, **‘Action Box’**.



NOTE: A response request to speak is always automatically at the top of the request-to-speak list, and is therefore the first to be automatically activated.

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Switching microphones off - to switch an active microphone off:

- Click on the active microphone icon.
- In *'Operator with Request List'* mode and *'Operator with Request and Response List'*, clicking on an active microphone icon turns the microphone off but does not remove it from the speakers list. Clicking on the icon again turns the microphone back on.
- In *'Delegate with Request List'* mode, turning an active microphone off causes a shift action to occur. If there is a request-to-speak list, then the first microphone in the request-to-speak list is automatically promoted to fill this space. All other microphones on the request-to-speak list are shifted up one place.
- In *'Delegate with Override'* mode, clicking on an active microphone turns the microphone off and removes it from the speakers list. There is no automatic replacement facility.



NOTE: *The delegate at the top of the request-to-speak list will automatically be promoted to the speakers list when a delegate on the speakers list switches his/her microphone off.*

Clearing all requests-to-speak - this can only be carried out in either *'Delegate with Request List'*, *'Operator with Request and Response List'* or *'Operator with Request List'* mode. If you wish to clear all requests-to-speak:

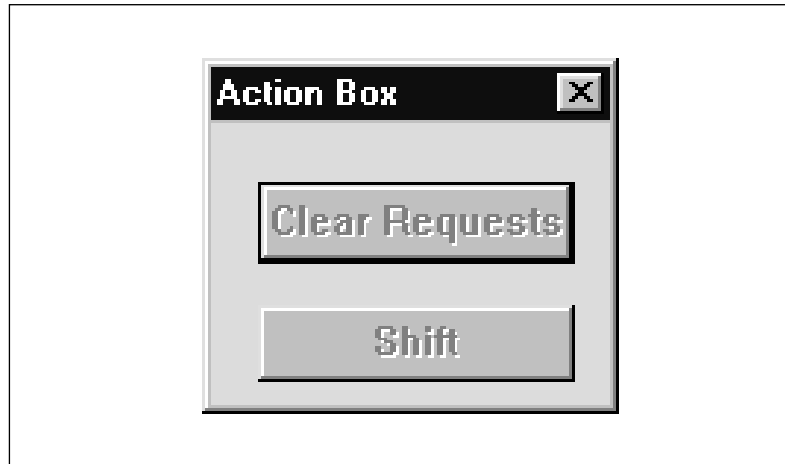
- Click on the *'Clear Requests!'* option on the menu bar, or click on the *'Clear Requests'* push button in the action box.

Action box - the *'Shift!'* and *'Clear Requests!'* options on the menu bar can be displayed as an action box with push buttons for these two functions. To display the action box

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

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The following dialogue box appears:



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Fig. 1 The 'Action Box'



NOTE: The **'Shift'** push button is only enabled in **'Operator with Request List'** mode and **'Operator with Request and Response List'** mode. The **'Clear Requests'** push button is only enabled in **'Operator with Request List'** mode, **'Delegate with Request List'** mode and **'Operator with Request and Response List'** mode.

The action box can be moved around the window as required.

To close it:

- Double-click on the control-menu box in the top left-hand corner.

CONTROLLING A CONFERENCE

4.4 ACCESSING CONFERENCE INFORMATION

Checking the conference status

The status of the Synoptic Microphone Control can be checked at any time during a conference. To check the status:

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

The following window appears:

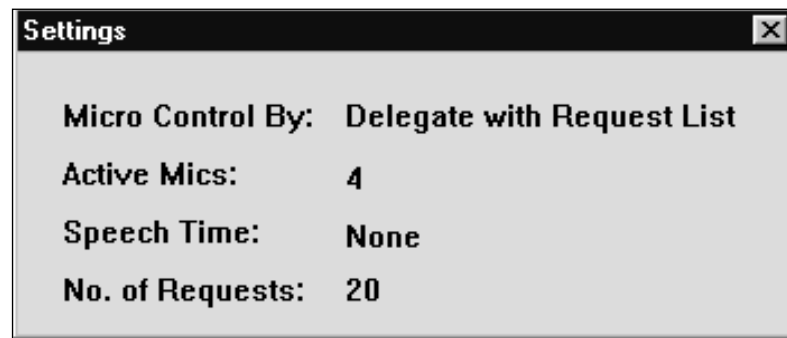


Fig. 2 The 'Settings' window

The 'Settings' window contains the following information:

- 'Micro Control By' - this refers to the chosen microphone control mode.
- 'Active Mics' - this shows the maximum number of microphones on the speakers list.
- 'Speech Time' - this gives the maximum length of time each delegate is allowed to speak during one turn.



NOTE: This period is specified in the Microphone Management program and cannot be altered in Synoptic Microphone Control. If no time limit has been specified in Microphone Management then 'None' will appear, meaning delegates can speak for as long as they wish.

- 'No. of requests' - this gives the maximum number of microphones waiting to speak, (i.e. the length of the request-to-speak list).

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The '*Settings*' window is for reference only and cannot be used to alter the information it shows. However, if any of the displayed system parameters change while the window is on screen (for example, No. of Requests, Active Mics), it will update immediately to show the new status.

This window can be moved around the window and resized as required. To close it:

- Double-click on the control-menu box in the top left-hand corner.

Returning to layout mode

If you wish to return to layout mode:

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

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4.5 PRINTING

It is possible to print out a record of microphone activity.



NOTE: *Printing is only possible when microphone activity is not being monitored (refer to page 3-15).*

To print a record of microphone activity:

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

The following dialogue box appears:

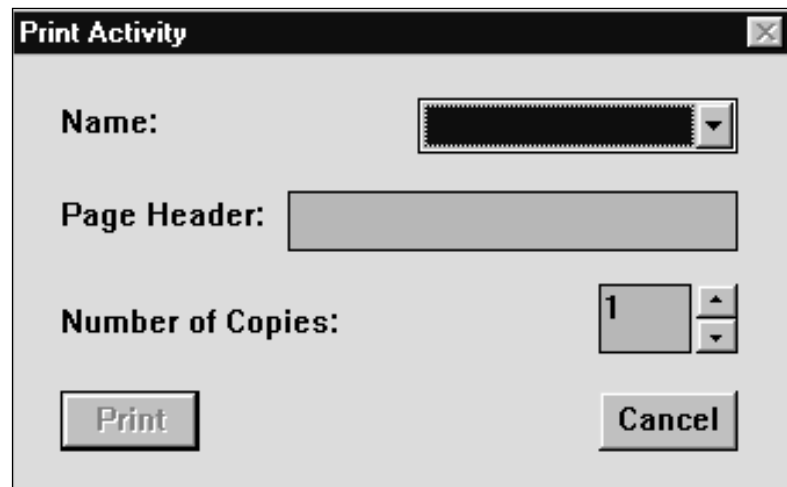


Fig. 3 The 'Print Activity' dialogue box

- 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.
- Select the 'Page Header:' text box. A descriptive name of the conference may be entered up to 20 characters long. This text box may be left blank.
- Select the 'Number of Copies:' field and type in the required number.

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

- Click on the 'Print' push button.

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

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4.6 MICROPHONE TESTING

Synoptic Microphone Control incorporates a facility that allows you to test some or all of the microphones connected to the DCN system to check whether 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 Test...'

The following dialogue box appears:

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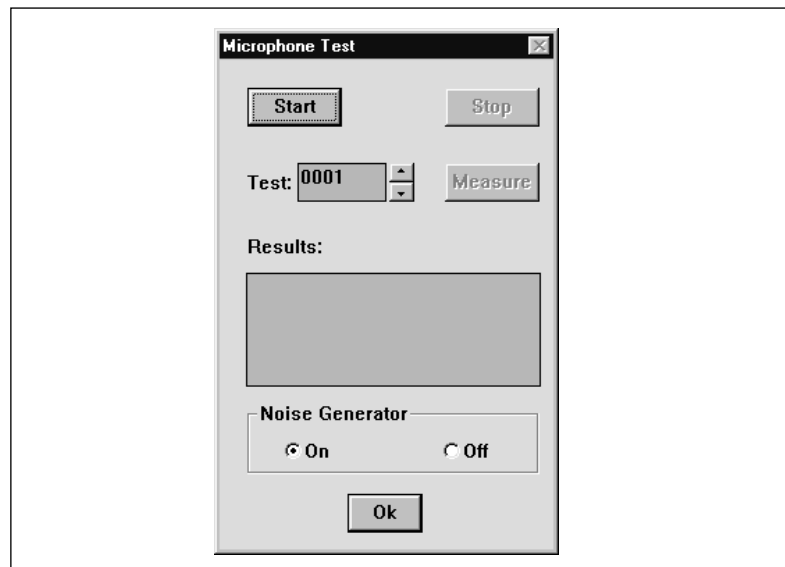


Fig. 4 The 'Microphone Test' dialogue box

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

- Click on the 'Start' push button.

A warning message with the following text is displayed:

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

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- 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.

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

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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.

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

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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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4.7 EXITING SYNOPTIC MICROPHONE CONTROL

Temporarily exiting Synoptic Microphone Control

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

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

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

- Click on the Synoptic Microphone Control icon.

Permanently exiting Synoptic Microphone Control

If you wish to exit Synoptic Microphone Control 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 wish 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 Synoptic Microphone Control you will return to the Windows desk-top.



You can also exit Synoptic Microphone Control 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 layout files, and terminating the application. The menu consists of the following items:

- New... allows the user to create a new layout file (refer to page 3-18).
- Open... allows the user to open an existing layout file. These files are specified from dialogue boxes displayed when this menu item is selected (refer to page 3-20).
- Save... allows the user to save the currently open layout file (refer to page 3-21).
- Save As... allows the user to save the currently open layout file under a new name. The original file is left unchanged (refer to page 3-22).
- Delete... allows the user to delete a layout file (refer to page 3-23).
- Import... allows the user to import a bitmap (please refer to page 3-24).
- Print Activity... allows the user to print a record of microphone activity (refer to page 4-10).
- Exit terminates Synoptic Microphone Control. If a file has been created or changed, the program asks if it is necessary to save it (refer to page 4-13).

Edit menu

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

- Undo... allows the user to undo the last edit action (refer to page 3-9).
- Cut... allows the user to cut a selected area from the currently open layout file and store it in a buffer (refer to page 3-9).
- Copy... allows the user to copy a selected area from the currently open layout file and store it in a buffer (refer to page 3-10).
- Paste... allows the user to paste the contents of the buffer in to a layout (refer to page 3-9 or 3-10).
- Delete... allows the user to delete a selected area from the currently open layout file (refer to page 3-9).
- Number... allows the user to modify the currently assigned seat number of an icon in the layout (refer to page 3-11).
- Layout... allows the user to switch from control mode to layout mode (refer to page 3-25).

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View menu

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

- Numbers allows the user to enable or disable the display of seat numbers beneath icons in a layout (refer to page 3-5 or 4-3).
- Small/Large Icons allows the user to display the layout icons in normal or reduced size (refer to page 3-6 or 4-3).
- Grid allows the user to display a background grid on the synoptic layout (refer to page 3-6).
- Rotate Image allows the user to rotate the synoptic layout by 90° in a clockwise direction (refer to page 4-4).
- Action Box allows the user to display the action box on-screen (refer to page 4-6).
- Settings allows the user to display system status information (refer to page 4-7).
- Red background for active mics allow the user to display active microphones with a red background (refer to pages 3-6, 4-4).

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 3-13).
- Mic Activity... allows the user to alter the parameters within the 'Microphone Activity' dialogue box (refer to page 3-15).
- Microphone Test... allows the user to initiate microphone testing (refer to page 4-10).
- Select Grid... allows the user to specify the scale of the grid (refer to page 3-6).
- Snap allows the user to automatically align icons to the grid (refer to page 3-7).
- Auto Numbers allows the user to specify automatic numbering for all icons added to a synoptic layout (refer to page 3-5).
- 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 3-16).
- Ambient Microphone allows the user to enable a microphone located in the conference venue for picking up ambient sound. (refer to page 3-16).

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- Microphones 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 3-17).

Shift!

This option allows the user to perform a shift function, promoting the first delegate in the request-to-speak list to the speakers list. '*Shift!*' has no menu.

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

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A.2 ACCELERATOR KEYS

Synoptic Microphone Control accelerator (short-cut) keys

Menu	Item	Short-cut
File		<ALT> + <F>
	New...	<N>
	Open...	<O>
	Save...	<S>
	Save As...	<A>
	Delete	<D>
	Import	<I>
	Print Activity	<P>
	Exit...	<x>
Edit		<ALT> + <E>
	Undo	<U>
	Cut	<t>
	Copy	<C>
	Paste	<P>
	Delete	<D>
	Number	<N>
	Layout	<L>
View		<ALT> + <V>
	Numbers	<N>
	Small Icons	<I>
	Grid	<G>
	Rotate Image	<R>
	Action Box	<A>
	Settings	<S>
	Red background for active mics	<R>

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Menu	Item	Short-cut
Settings		<ALT> + <S>
	System Mic Mode...	<S>
	Mic Activity...	<y>
	Microphone Tests...	<T>
	Select Grid...	<G>
	Snap	<p>
	Auto Numbers	<N>
	Attention Tone	<A>
	Ambient Mic. Control	
	Mic's off after shift	<o>
Shift!		<ALT> + <i>
Clear Requests!		<ALT> + <C>
Help		<ALT> + <H>
	Index	<I>
	Keyboard	<K>
	Commands	<C>
	Procedures	<P>
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