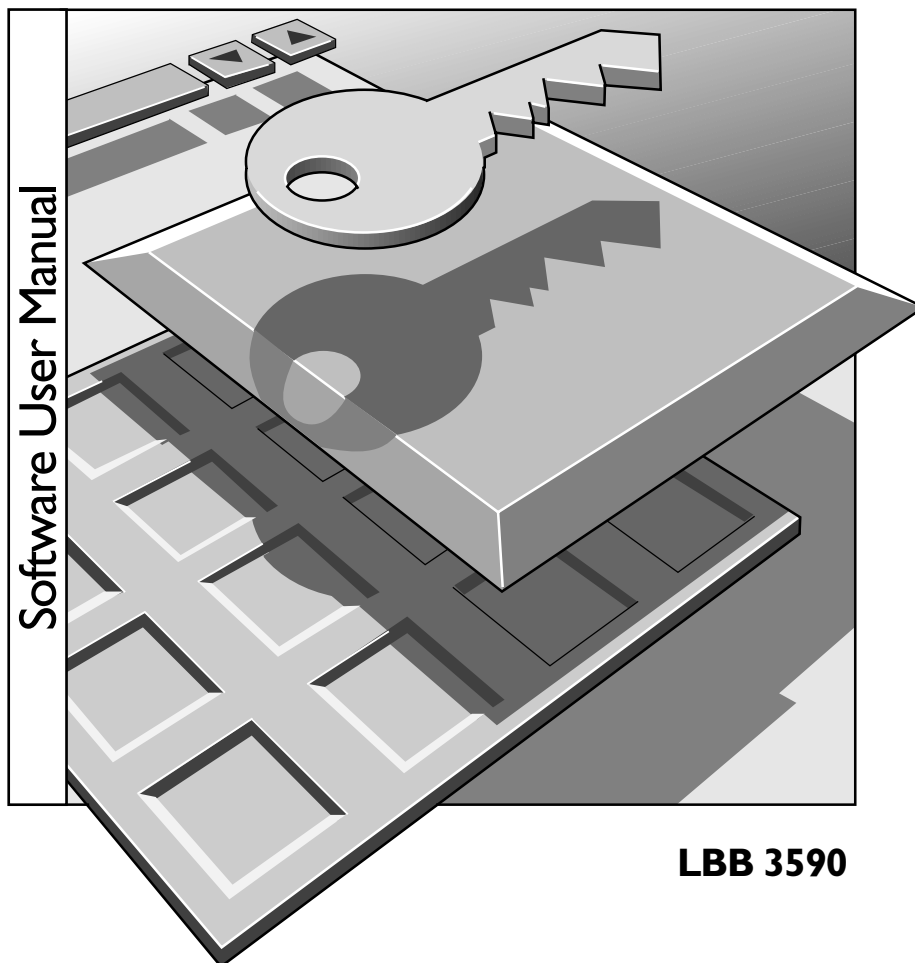




Digital Congress Network

DCN Startup



Philips
Communication,
Security & Imaging



PHILIPS

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EXPLANATORY NOTES

About this manual

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

- Chapter 1 - *DCN Startup* - containing an overview of the functionality of the Startup application, a brief overview of the Digital Congress Network (DCN), and a summary of the application modules.
- Chapter 2 - *Getting Started* - containing details of how to start the Startup application and a description of the Help facility.
- Chapter 3 - *Using Startup* - containing details about the global settings, instructions about starting applications, and how to exit the DCN software.

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

- A.1 - *Overview of Startup 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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STARTUP

1 1.1 ABOUT STARTUP

What is Startup?

The Startup software module is one of a family of modules designed for controlling and monitoring conferences and discussions using the DCN contribution equipment. The Startup module is different from the other modules because it is primarily used as a platform from which the other modules are started. None of the other applications can run without first loading Startup. However, this is only one of several functions of Startup. The following can also be carried out:

- Setting operator headphone and master volume levels, and selecting the channel for the operator to monitor
- Opening, closing and deleting installation files and names files
- Configuring the Startup program to automatically load selected DCN modules
- Accessing, acknowledging and printing error messages

Once you become familiar with Startup, it is possible to configure it so all starting of software modules is carried out automatically. And once the global settings have been defined, you only have to access them if you wish to alter them. As this can actually be from other software modules, it means that after setting up Startup to serve your needs best, you will rarely have to use it again.

STARTUP

System requirements

For Startup to run successfully on your computer, you need the following software:

- Microsoft Windows 95, 98, 2000 or NT

The minimum PC configuration is the same as recommended by Microsoft for Windows 95, 98, 2000 and NT.

The recommended hardware requirement for Windows 95 and 98 is:

- Pentium II processor or higher
- 48 MB Random Access Memory (RAM) or more (32 MB minimum)
- Video card supporting at least VGA and SVGA resolutions
- Hard disk with a data access time of <14 ms and >100 MB free disk space
- Ethernet network card for multi-PC systems
- Free ISA slot for Network Card LBB 3510/00 or free RS232 port for direct CCU connection
- Serial ports (RS232) for connection of:
 - Card encoder/reader
 - CCU (if no Network Card LBB 3510/00 is used), recommended baudrate 115,200
 - Label printer
 - Error logging
 - Microphone activity printing



NOTE: A PC with at least four serial ports is recommended if a direct CCU connection and card encoder is used.

- Parallel printer port for printer connection
- Connections for:
 - Keyboard
 - Mouse

The recommended hardware requirement for Windows 2000, NT 4.0 or higher is as for Windows 95 and 98 with the following exceptions:

- 96 MB Random Access Memory (RAM) or more (64 MB minimum)
- Free serial port for CCU connection, baudrate 115,200

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NOTE: Windows 2000 and NT 4.0 or higher **DO NOT** support Network Card LBB 3510/00. Therefore, a serial port must be used to connect the CCU to the control PC. In this case, there is no connection for the headphone and intercom handset (since this is located on the Network Card). To use the headphone and intercom handset, use the DCN table-top or flush-mounted hardware (please refer to the DCN Installation and Operating Manual for more information).



NOTE: When a direct connection is made between the control PC and the CCU, the headphone control GUI for the operator will be disabled (please refer to page 3-3).



NOTE: It is not possible to use a direct PC connection and the Network Card LBB 3510/00 simultaneously.



NOTE: For more information about connecting peripheral equipment, please refer to the DCN Installation Manual.

I.2 DIGITAL CONGRESS NETWORK



Introducing the Digital Congress Network

The Philips Digital Congress Network (DCN) provides flexible conference facilities using an integrated system of fully compatible hardware and software modules. The DCN contribution, interpretation and control equipment communicates via a simple trunk bus comprising two coaxial cables and two supply wires, so hardware installation is both quick and easy. 'Intelligent' stations (Delegate Units, Chairman Units, etc.) can be connected to a single DCN bus. A range of central control units allow fully automatic operation. For increased operator control and conference management facilities, DCN application software can be used.

Contribution equipment

- Delegate Conference Units, with:
 - *Graphic LCD and ID card reader*
 - *Channel selector*
 - *Intercom handset*
 - *Headphone/headset connections and headphone volume controls*
- Chairman Conference Units, with:
 - *Intercom Handset*
- Pluggable microphones with standard and extended stem length
- Flush-mounted units, with:
 - *Hand-held, Gooseneck and Lavalier Microphones*
 - *Loudspeaker Panel*
 - *Delegate Voting Control Panel with/without LCD Display*
 - *ID Card Reader*
- Table-top Delegate Discussion Units, with:
 - *Channel selector*
- Table-top Chairman Discussion Units, with:
 - *Channel selector*

Simultaneous interpretation equipment

- Interpreter Desks with LCD Display, with:
 - *Interpreter's Headset*
 - *Intercom Handset*
- Language Distribution Systems, with:
 - *Flush-mounting Electronic Channel Selector Panel*
 - *Headphones*
- Analog Input/Output Module

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DCN central control equipment

- Central Control Units, available as:
 - *Basic, Extended or Multi unit*
- Optional Control equipment:
 - *Extension Power Supply Unit*
 - *Audio Media Interface and Power Supply Unit*
 - *Network Card for Personal Computer*
 - *Data Communication Board*
 - *Personal Computer*
 - *Colour Monitor*
 - *Matrix Printer*
 - *Laser Printer*
 - *ID Card Encoder*

Information displays

- Hall Displays, available as:
 - *Numeric, Alphanumeric and Individual Voting Results*
- Video displays, available as:
 - *Rear Projectors, Front Projectors and Personal Displays*

Installation equipment

- A full range of accessories for installation, including:
 - *Cable assemblies, Tap-off units and Trunk Splitters*

Displaying text

It is possible to display text in languages such as Chinese using graphic characters on DCN units equipped with a graphic display. Messages using these graphic characters can also be prepared using the *Message Distribution* software, and names composed of these graphic characters can be entered in the *Delegate Database* software. It is not possible to display such characters on alphanumeric LED displays using the *Text/Status Display* software. However, they can be shown on video displays using the *Video Display* software.

The Allegiant Video Switcher used with the *Camera Control* software cannot display graphic characters in the video pictures it generates on monitors.



NOTE: *Most languages that use non-European or non-US characters have to have special font sets downloaded using the System Installation software. For more information about fonts used by Windows operating systems, refer to the Startup software's readme file.*

STARTUP

The DCN application software

The Philips DCN application software range comprises a number of software modules that run in Windows. They integrate conference preparation, management and control into this versatile graphical computer environment. The modules can be loaded according to specific user requirements.

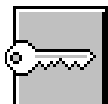


NOTE: Although not all application modules have to be loaded, the DCN Startup and System Installation software are essential for all applications.



NOTE: The asterix (*) shown at the end of the user manual nos, refers to a number which changes each time the manual is updated.

The application software modules are:



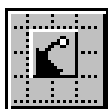
DCN Startup Screen (LBB 3590) - for providing the opening screen and selection window from which all other DCN applications software modules are opened and started. Applications are represented as icons. Some global settings and master controls are also part of this application.

- Covered in this manual.



Microphone Management (LBB 3570) - for configuring and controlling delegate microphones connected to the DCN. Full on-screen microphone control is provided.

- Refer to user manual no. 3922 988 4431*.



Synoptic Microphone Control (LBB 3571) - for configuring and controlling delegates' microphones connected to the DCN. This module uses icons on a graphical layout to provide a highly visual push-button conference control facility. It can be used together with Microphone Management.

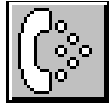
- Refer to user manual no. 3922 988 4381*.



Simultaneous Interpretation (LBB 3572) - for configuring and controlling multi-language conferences using interpreter desks. All functions and facilities are provided for managing international congress venues with up to 15 simultaneous languages.

- Refer to user manual no. 3922 988 4411*.

STARTUP



Intercom (LBB 3573) - for controlling the DCN intercom facility for private two-way communication between delegates, chairman, operator or interpreters. Communication links are defined and controlled via simple on-screen windows.

- *Refer to user manual no. 3922 988 4581*.*



Parliamentary Voting (LBB 3575) - for selecting voting procedure and majority voting figure setting for parliamentary voting sessions. The results can be processed, displayed and printed as absolute values, percentages, including individual report printing. A voting script editor is included.

- *Refer to user manual no. 3922 988 5061*.*



Multi Voting (LBB 3576) - for selecting voting procedure and type for voting sessions. There are six types of voting possible: Parliamentary, Multiple Choice, Audience Response, Opinion Poll, Rating and For/Against. The results can be processed, displayed and printed, including individual report printing. A voting script editor is included.

- *Refer to user manual no. 3922 988 5071*.*



NOTE: *It is not possible to run Parliamentary Voting and Multi Voting simultaneously.*



Attendance Registration (LBB 3578) - for controlling registering and identifying of conference participants using PIN-codes, ID cards or present key. Includes facilities for current and historical data recall, and listing of present and absent participants.

- *Refer to user manual no. 3922 988 4611*.*



Delegate Database (LBB 3580) - for entering and displaying personal data (name, country, language, title, etc) for all participants. Includes facilities for file import and export, and for printing of reports, labels and lists. Required for Microphone Management software and ID Card-encoder software.

- *Refer to user manual no. 3922 988 4441*.*

ID-Card encoder (LBB 3581) - for production of participants ID cards. Requires the Delegate Database software.

STARTUP



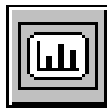
Message Distribution (LBB 3582) - for originating, editing and distributing messages to individual delegates or groups of delegates for viewing on the Delegate Unit LCD display. When used with Text/Status Display or Video Display software, messages can also be sent to a hall display for general viewing.

- Refer to user manual no. 3922 988 4621*.



Text/Status Display (LBB 3583) - for organising and controlling the transfer of display information to alphanumeric, geographic or synoptic hall displays (voting results, motion number, time, etc.).

- Refer to user manual no. 3922 988 4461*.



Video Display (LBB 3584) - for organising and controlling the transfer of detailed information to video-oriented displays such as monitors, Vidiwalls and video projectors. Includes facilities to import background pictures (logos, etc.).

- Refer to user manual no. 3922 988 5051*.



System Installation (LBB 3585) - for assigning seat numbers to installed microphones, and for allocating audio channels (languages, floor and/or intercom). Required for all other software modules.

- Refer to user manual no. 3922 988 4401*.



CAUTION: Once you start using the DCN software, it is extremely important that you make regular back-ups of the files generated by the DCN software. These files are stored as default in the directory 'DCN\DCBS'. The DCN software does not carry out any automatic back-up.



DCN Automatic Camera Control (LBB 3588) - for assigning cameras to seat numbers, and configuring the cameras to display active delegates on hall monitors. Camera Control is also available in a stand-alone version (LBB 3562).

- Refer to user manual no. 3922 988 8911*.

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2.1 USING WINDOWS

2

Running DCN software in Windows

Philips Digital Congress Network (DCN) software needs Microsoft Windows 95, 98, 2000 or NT before it can run.

Windows allows you to run more than one application at a time and transfer information between applications. As the DCN software comprises a number of modules, many of which interact with each other, the multi-tasking aspect of Windows is an important feature.

The Windows graphical user interface is highly visual, and the DCN software also makes full use of this capability to control conferences using icons, menus and the many other standard Windows features.



NOTE: *Running the DCN software does not prevent you running other Windows applications at the same time, and any number of application windows can be run simultaneously. However, the internal memory capacity of your PC and how it is configured may effect the speed at which some applications run if too many are running at the same time.*



NOTE: *It is recommended that screen savers and power management systems are turned off.*

Learning about Windows

The DCN software user manuals assume a basic understanding of Windows. Although some of the important Windows conventions are covered in this section, it is strongly recommended that you read the user guide supplied with Windows before attempting to use the DCN software.



NOTE: *Windows can be used without a mouse (or other pointing device), but the preferred way to work is with a mouse. This manual assumes a compatible Microsoft mouse is installed.*

Using a mouse



A mouse is used to move a pointer around the Windows screen, and it is usually fitted with one or more buttons. On a multiple-button mouse, the 'primary' button is the left-hand button, and this is the button used with DCN software.

GETTING STARTED

The following terms describe the actions you can perform with the mouse:

- Point - move the mouse until the tip of the pointer rests on what you want to point to.
- Click - press and release the mouse button.
- Press - press and hold down the mouse button.
- Drag - move the mouse while you hold down the mouse button.
- Double-click - press and release the mouse button twice in quick succession.

2

Understanding icons

Windows uses graphical symbols, known as 'icons', for representing various elements, including the following:

- Application icon - a representation of an application that has been started. Application icons appear on the desktop task bar.



The DCN software uses *application* icons to show which applications are currently running. You can restore an application by clicking on it.

GETTING STARTED

2

Moving about an application

Each DCN application opens as a separate window. Every window has some common elements - although not every window uses all the elements. A typical window configuration is shown below.

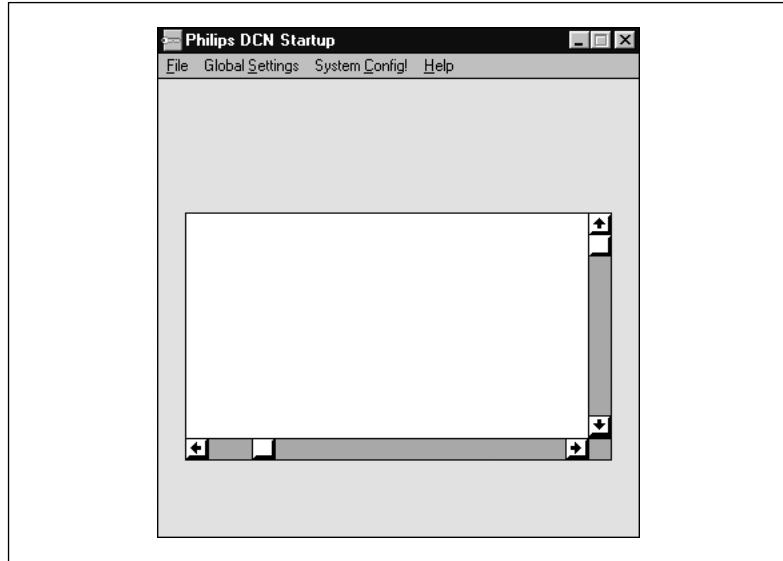


Fig. 1 A typical windows configuration

The various parts of the screen are:



Title bar - is located along the top of the window and shows the name of the application and the name of the document currently open (if applicable). If more than one window is open, the title bar for the active window is a different colour or density (usually darker) than others. A window can be moved about the desktop by dragging on the title bar.



Control-menu box - is located in the upper left-hand corner of each window (and some dialogue boxes). The control menu, activated by clicking on this box, lists commands for resizing, moving, maximizing, minimizing, restoring and closing windows. Double clicking on this box is a short-cut for closing the window.

GETTING STARTED



Minimize button - is the first of the three buttons located in the upper right-hand corner of each window. Clicking on this button shrinks the window to an application icon.



Maximize button - is the second of the three buttons located in the upper right-hand corner of each window. Clicking on this button expands the window to fill the entire desktop. After expanding a window, the maximize button changes to the restore button (see below).

2



Restore button - is the second of the three buttons located in the upper right-hand corner of a window after it has been expanded to fill the desktop. Clicking on this button returns the application to a window. After restoring a window, the restore button changes back to the maximize button.



Close button - is the third of the three buttons located in the upper right-hand corner of each window. Clicking on this button will close the window. Clicking on the close button of the main window of an application will close the entire application.

File Global Settings System Config Help

Menu bar - is situated at the top of the window just below the title bar. It lists all available menus for the application. Most items on the menu bar will activate a pull-down menu (a list of items or commands available).



Scroll bars - are located along the bottom (for horizontal scroll) and the right-hand side (for vertical scroll) of some windows and dialogue boxes if the document or application does not fit in it. They allow you to view unseen portions of lists or other information that does not fit the allocated space. The viewed area is moved by:

- Clicking on the up and down (or left and right) scroll arrow buttons to move the viewed area a small step at a time.
- Clicking on the grey background of the scroll bar to move the viewed area in larger steps.
- Dragging the scroll box along the bar to move the viewed area as required.

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Window border - is situated around the outside edge of the window. You can resize a window by dragging these borders. The corners of the Window border can be used to shorten or lengthen two sides of the window at the same time.

Working with menus

Windows functions (and therefore also DCN functions) are accessed through menus. Each DCN application has its own specific menus, plus a standard Windows control menu which is common to all applications. The control menu opens from the control-menu box in the top left-hand corner of the desktop. All DCN-specific functions are accessed via the menu bar located at the top of each application.

Restore
Move
Size
Minimize
Maximize
Close

Control menu - is accessed by clicking on the control-menu box (or the document icon, if the window is minimized). The control menu contains the following commands:

- 'Restore' - restores the Window to its former size after enlarging to full screen or shrinking to an icon (see also 'Restore button' on page 2-5).
- 'Move' - allows you to use the keyboard arrow keys to move the window (see also 'Title Bar' on page 2-4).
- 'Size' - allows you to use the keyboard arrow keys to resize the window.
- 'Minimize' - shrinks the window to an icon.
- 'Maximize' - enlarges the window to its maximum size.
- 'Close' - terminates the application.



NOTE: Not every control menu (sometimes also known as 'System menu') contains all the above commands. A dialogue box, for example, may only include 'Move' and 'Close'.

Selecting menus - to select a menu from the menu bar:

- Point to the name of the menu and click to open it. The menu remains displayed until an item is selected by clicking on it. To access an item quickly, point to the menu and drag directly to the item to be selected while holding the mouse button down. Releasing the mouse button will select the item.



NOTE: After opening one menu, moving the mouse pointer to another menu will automatically open it. There is no need to click again with the mouse button.

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- If the menu names have underlined letters, you can also press the <alt> key then the underlined letter key. For example, for the 'File' menu press <alt> and then <f>.

To cancel a menu without selecting an item:

- Click the menu name again, or click anywhere on the desktop outside the menu (or release the mouse button with the pointer outside the menu if dragging directly to an item).
- Press <alt> or <f10> to cancel the menu (<esc> will cancel the menu but remain on the menu bar ready to select another menu).

2



NOTE: If an exclamation mark (!) appears after an item on the menu bar, this indicates that the command will be carried out without a drop-down menu or dialogue box appearing.

Menu conventions - certain display conventions are followed for listing items on a Windows menu. They are:

- Underlined letter - most items or commands have an underlined letter in the menu list. Typing this letter is a short-cut that selects the item without clicking on it.
- Reduced intensity - if an item or command is not available, it appears 'grey' in the menu.
- Ellipsis ('...') - three dots after an item or command indicates that a dialogue box will appear when the item is selected.
- Tick (✓) - this symbol before an item or command indicates that the item is currently active (clicking on the item again toggles it to non-active and removes the tick).
- Triangle mark (▸) - this symbol after an item or command indicates that a cascading menu (listing additional commands) will appear when the item is selected.
- Key combination - if displayed after an item or command, the keys are a short-cut for selecting the item without opening the menu. For example, pressing <ALT> and <F4> simultaneously will close an application.



NOTE: The short-cut key combinations (also known as accelerator keys) are used in the DCN software. Where appropriate, the accelerator key or key combinations are given in section 2 of the appendix.

GETTING STARTED

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Working with dialogue boxes

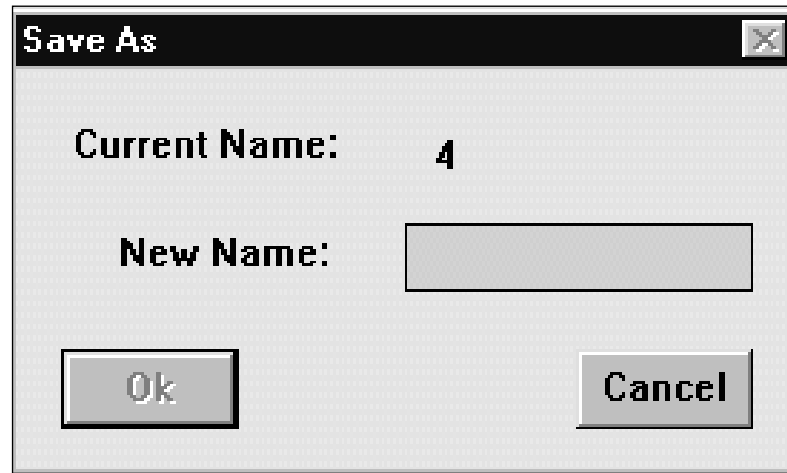
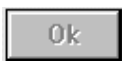


Fig. 2 A typical Windows dialogue box

Windows uses dialogue boxes to request information, and also to provide you with extra information. If the DCN software requires information to carry out a command, a dialogue box is usually used.

A dialogue box looks very much like an application window and can be moved around the desktop area by dragging on the box's title bar.

Most dialogue boxes contain options, each asking for a different kind of information. After you supply the requested information, a push button in the box will initiate the command. There are several methods available for selecting options and entering information.



Push buttons - these initiate immediate action. The button includes a text to describe its action, for example, 'Start' or 'Cancel'. Some push button descriptions have an ellipsis (...), and will open a further dialogue box for more information. To activate a push button, click on it with the mouse button.



NOTE: Push buttons that are unavailable are 'greyed' (displayed with reduced contrast). The currently selected push button has a darker outline than all others.

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Text boxes - are rectangular boxes into which you type information. When an empty text box is selected by clicking on it, an insertion point (a flashing vertical bar also known as a cursor) appears on the left-hand side of the box. As you type, the text starts at the insertion point. Text already in a text box can also be edited. This text is highlighted when it is selected, and any new text typed in automatically replaces it.

Albanian
Arabic
Bulgarian
Catalan

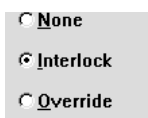
List boxes - contain a column of available choices. To select an item, simply click on it. Normally only one item can be selected from a list box, but for certain applications, more than one item can be selected using the <CTRL> key plus mouse button.



Drop-down list boxes - appear initially as a rectangular box with the current choice. The arrow in a square box at the right opens the list of available choices. Drop-down list boxes are often used in dialogue boxes that are too small or crowded to contain normal list boxes.



NOTE: *If a list contains more choices than fit in the list box or drop-down list box, scroll bars are provided to help you move quickly up and down the list.*



Option buttons - appear in dialogue boxes for selecting mutually exclusive items. You can only select one option from the list at a time, and selecting a new item will automatically cancel the currently selected button (option buttons are sometimes called 'radio' buttons).



Tick boxes - appear in dialogue boxes for selecting any number of non-exclusive options that each can be switched on and off. You can select as few or as many tick box options as are appropriate. When a tick box is selected it contains a '✓', otherwise it is empty. To clear a selected tick box, click on it again.

GETTING STARTED

2.2 INITIATING STARTUP

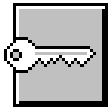
2



Locating the DCN software

The procedure for initiating Startup is always the same, whether it is being used for setting global parameters or for accessing other software modules.

NOTE: *If you are not familiar with Windows terminology and operating procedures, there is a brief overview in section 2.1 of this chapter.*



In your Windows desktop there may be an icon representing the DCN software. You should be able to recognise this icon, i.e. you should know its name.

Loading the DCN application - to load the DCN application:

- Double-click on the DCN icon.

The DCN group window will then appear.

- Double-click on the 'Startup' program icon.

If there is no DCN icon in the Windows desktop, the DCN software can be loaded as follows:

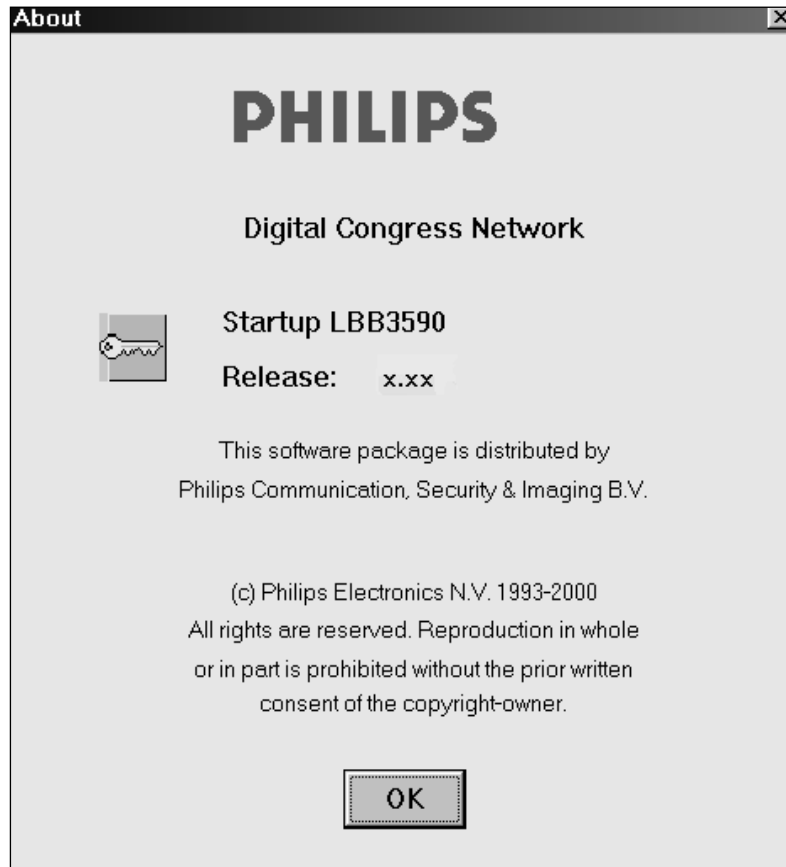
- From the 'Programs' option of the 'Start' menu, select 'Digital Congress Network'.
- Click on the 'Startup' program icon.

The Startup program will then be started. A general information window about DCN will appear, which gives the title of the program, software release number, and copyright information.



NOTE: *The DCN.INI file, located in the Windows directory, contains an entry which suppresses the display of Latvian characters on LCD screens. If this entry is activated, these characters will only appear on hall displays.*

GETTING STARTED



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Fig. 3 The 'About' dialogue box



NOTE: You can retrieve this window at any time while using Startup. For more details please refer to section 2.3.

To remove this dialogue box and gain access to the main Startup window:

- Click on the 'OK' push button.

The dialogue box shown on the following page appears:

GETTING STARTED

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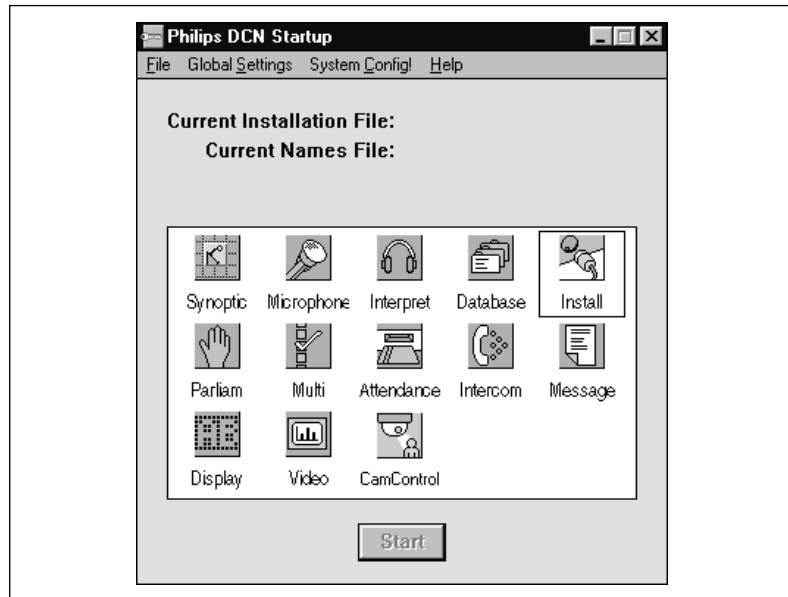


Fig. 4 The DCN Startup screen

This window contains icons representing the different DCN software modules in an icon box, the 'Current Installation File' name and the 'Current Names File' name. Although icons for all DCN modules are displayed, this does not mean that all are available on your system. Those which are available are represented by coloured icons. Those which are not available are represented by purely grey icons.



NOTE: If the CCU is not connected, all the icons will be greyed except Synoptic Microphone and Delegate Database. A line of text is present at the top of the Startup screen indicating whether the CCU is connected or not. In multi PC systems, this text only appears on the server PC.



NOTE: If there are no channels specified for Intercom in the System Installation module, then it will not be possible to open the Intercom module, and the Intercom icon will be greyed even if the Intercom module is available.

From this window you can now carry out your tasks. These will fall under one of two categories:

- Defining global settings
- Starting other software modules

GETTING STARTED

Each of these categories is covered in a separate section of chapter 3. It is assumed that most first time users will begin with setting global parameters (master volume, error messages...), and then select software to start. The manual has been structured accordingly.

2

GETTING STARTED

2.3 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 Startup 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 DCN

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 Startup software. This includes using keys to activate menu items, to move around in dialogue boxes, for short-cuts, and to select options from the main window. To access the '*Keyboard*' help facility:

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

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

- Click on the required key type in the list.

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

GETTING STARTED

Commands

This gives information on all menu options, covering the '*File*', '*Global Settings*' and '*Help*' menus and the '*System Config!*' option. To access the '*Commands*' help facility:

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

2

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 Startup 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.

GETTING STARTED

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 Startup help facility is given in alphabetical order. For more information on any term contained in the glossary:

- Click on the required subject in the index.

A window with the requested information will appear.

Using Help

This gives information on how to use the Startup 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 Startup

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

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

The window shown on page 2-11 appears.

To remove this window:

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

USING STARTUP

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USING STARTUP

3.1 SPECIFYING GLOBAL SETTINGS

The menu bar

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

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File	Global Settings	System Config!	Help
Open Installation file...	Error Messages...		Index...
Open Names file...	Auto Start Config...		Keyboard
Close	Headphone Control		Commands
Delete Installation file...	Master Volume Control		Procedures
Delete Names file...	Multi PC Settings...		Glossary
Exit			Using Help
			About DCN...

Fig. 1 All available menu options on the menu bar

Headphone and master volume control

The 'Headphone Control' and 'Master Volume Control' windows can be displayed on the Windows desktop regardless of which software module you are running or intend to run. They are situated in the left side of the screen alongside the main Startup window. They appear as default when the Startup module is loaded, but do not disappear (unless intentionally removed) when you open another module. You may remove these functions so they disappear from the screen and cannot therefore be altered.



NOTE: When a direct connection is made between the control PC and the CCU, the headphone control GUI for the operator will be disabled.



NOTE: The 'Headphone Control' and 'Master Volume Control' windows can be moved around the desktop by clicking on the window with the left mouse button and dragging it to another position.

Removing the master volume control and headphone volume windows - to remove these functions:

- Select the 'Global Settings' menu on the main menu bar.

The list that appears will contain '✓Headphone Control' and '✓Master Volume Control' commands.

USING STARTUP

To remove either of these options:

- Select the option and click on it.

The appropriate dialogue box will disappear from the screen. The tick mark (✓) will subsequently disappear to indicate this option has been removed. If you wish to restore either option, repeat the above procedure.

Using headphone control - this option allows you to adjust the volume of your headphones without altering the output level to any loudspeakers or delegate units, and to select a channel to monitor. The headphones will be connected to the PC card.

3

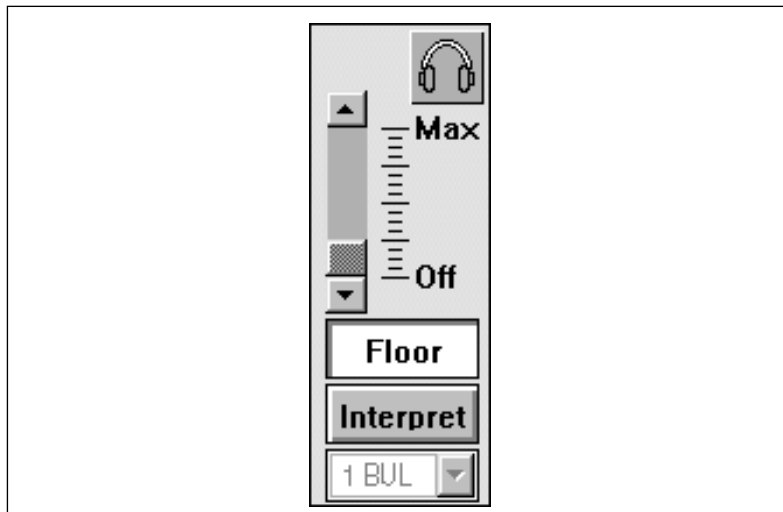


Fig. 2 The 'Headphone Control' window

To alter the volume:

- Click on the up or down buttons, as required.

The slider box will flash to indicate the volume is being altered. It also moves up or down, corresponding to the change in volume.



The volume can also be altered by dragging the slider box up or down, as required. It is also possible to click on the area above or below the slider box. This causes the slider box to move towards the pointer.

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Selecting a channel - this option allows you to specify which language channel is fed to your headphones. This is carried out indicated from the lower part of the headphone volume control window. You may listen to the original channel (floor language), or to the interpretation of your choice. The default state is with the 'Floor' push button enabled, so if you do not alter it you will receive the original (floor) language in your headphones.

3



NOTE: The 'Floor' and 'Interpret' options are mutually exclusive, so selecting one automatically de-selects the other.



NOTE: In Startup you cannot change which languages are assigned to an installation file - that is carried out using the DCN System Installation module. If you have not specified an installation file, then the languages available will be based on the last used installation file.

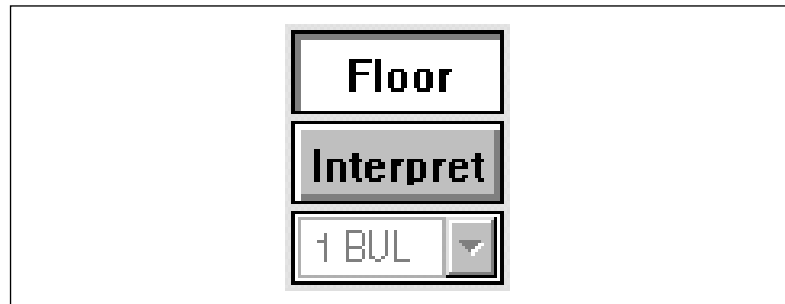


Fig. 3 The 'Channel Control' window

The list contains one entry per available language channel, which corresponds to the channel number. You can scroll through the available languages using the scroll button located to the right-hand side of the drop-down list box.

To select another channel:

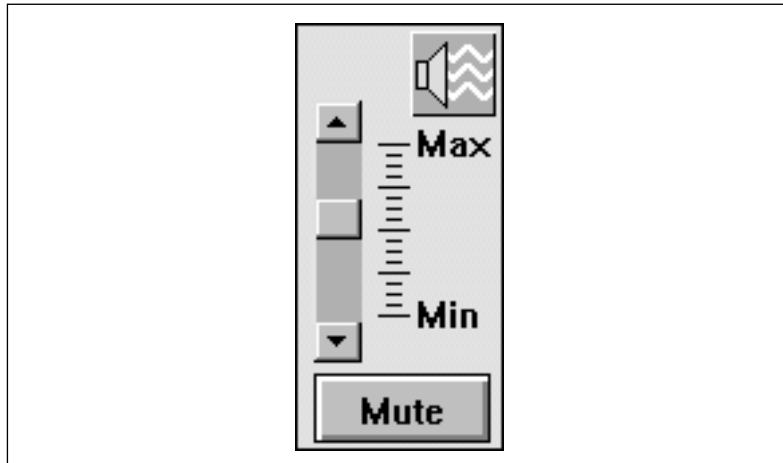
- Click on the 'Interpret' option button.

To choose a language from the drop-down list:

- Click on the down arrow button.
- Locate the desired language channel and click on it.

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Altering the master volume control - this option allows you to adjust the volume of all unit loudspeakers in the DCN system (though not volume of your own headphones).



3

Fig. 4 The 'Master Volume Control' window

To alter the volume:

- Click on the up or down arrow, as required.

The slider box will move up or down corresponding to the change in volume.



The volume can also be altered by dragging the slider box up or down, as required. It is also possible to click on the area above or below the slider box. This causes the slider box to move towards the pointer.

Muting - It is possible to cut off all delegate unit loudspeaker output. To do so:

- Click on the '**Mute**' push button situated underneath the master control volume box at the bottom left of the screen.

The button will turn red, indicating the '**Mute**' function has been activated. The slider box will move to its lowest possible position.

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NOTE: *Muting the output signal only temporarily reduces the output volume to zero. When the muting is disabled, the output volume returns to the level it had before being muted.*

To end the muting:

- Click on the 'Mute' push button again.

The button will turn from red to grey, indicating that muting has ended.

3



NOTE: *The headphone volume, channel control and master volume can be adjusted at any time while you are in Startup. They can also be adjusted while you are using one of the other software modules. The procedure is identical to the one described in this user manual.*

Error messages

When hardware errors occur the system automatically generates error messages. The 'Error Messages' dialogue box provides information on the error messages and allows you to specify what you wish to do with it.

The following information is provided:

- The total number of error messages generated
- A list of all error messages generated

The following options are available:

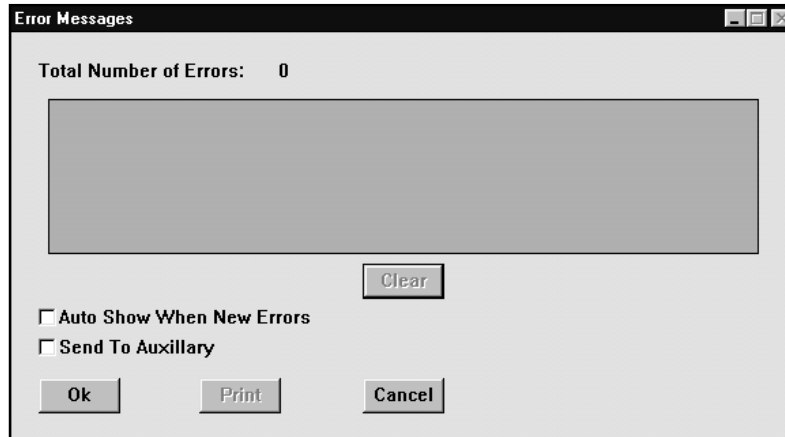
- To provide automatic notification when any error messages occur
- To print out the error messages
- To send error messages to an auxiliary output
- To clear (delete) all existing error messages

To access the 'Error Messages' dialogue box:

- Select the 'Global Settings' menu on the main menu bar and click on 'Error Messages...'.

USING STARTUP

The following dialogue box appears:



3

Fig.5 The 'Error Messages' dialogue box

'Error Messages' list box - this box contains a list of all the hardware error messages generated by the system since the last 'Clear' action. Each entry consists of the seat number of the unit with error (if applicable), the type of error that has occurred, and the date and time of the error. If the list is longer than the window, you can scroll to see the rest of the list contents.

Clearing error messages - it is possible to delete all error messages on the error messages list. To do so:

- Click on the 'Clear' push button.

This will clear the 'Error Messages' list box. The 'Total Number of Errors' field will be reset to zero. The 'Clear' and 'Print' push buttons are disabled.

Automatic acknowledgement of error messages - this facility notifies the user every time an error message occurs. The default state is disabled. If you wish to select this facility:

- Click on the 'Auto Show When New Errors' check box.

An '✓' will appear, indicating you have enabled this function. To de-select this facility, repeat the above.

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Sending error messages to an auxiliary output - this facility allows you to automatically send error messages in real time to the COM 1 port of the PC, thus enabling external data logging. To do so:

- Click on the '*Send to Auxiliary*' check box.

An '✓' will appear, indicating you have enabled this function. To de-select this facility, repeat the above.

3

Printing error messages - if you wish to have a permanent record of all error messages, there is a facility which allows all error messages to print out. You can also specify parameters relating to the printing of the error message. To do so:

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

The following dialogue box appears:

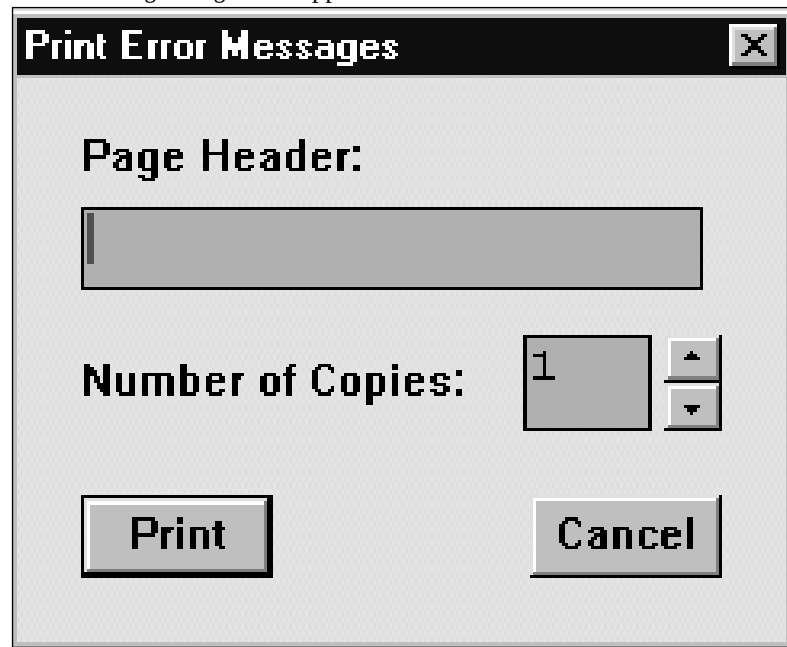


Fig.6 The 'Print Error Messages' dialogue box

This dialogue box contains a text box for entering a page header and a field for entering the number of copies required.

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To enter a header:

- Select the 'Page Header' text box.

An appropriate title for the error messages list may be entered up to 80 characters long (although only 20 characters are displayed in the text box). This text box may also be left blank.



If you are inserting a header more than 20 characters long, the text box scrolls horizontally. To view a header longer than 20 characters, use the left and right arrow buttons on the keyboard.

3

To define the number of copies:

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



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

When you have specified all relevant print parameters:

- Click on the 'Print' push button.

The appropriate information will be printed.



NOTE: Clicking on the 'Cancel' push button removes the dialogue box without carrying out the dialogue box function. This applies to all 'Cancel' options in Startup.



NOTE: Although 'Auto Start Config...' is a Global Setting, it is not dealt with in this section. The 'Auto Start Config...' Information is on page 3-25.

USING STARTUP

Accessing System Configuration information

This function provides you with a list of the number and type of every unit connected to the Central Control Unit (CCU). To access the list:

- Select the '*System Config!*' option from the main menu bar.

The following dialogue box appears:

3

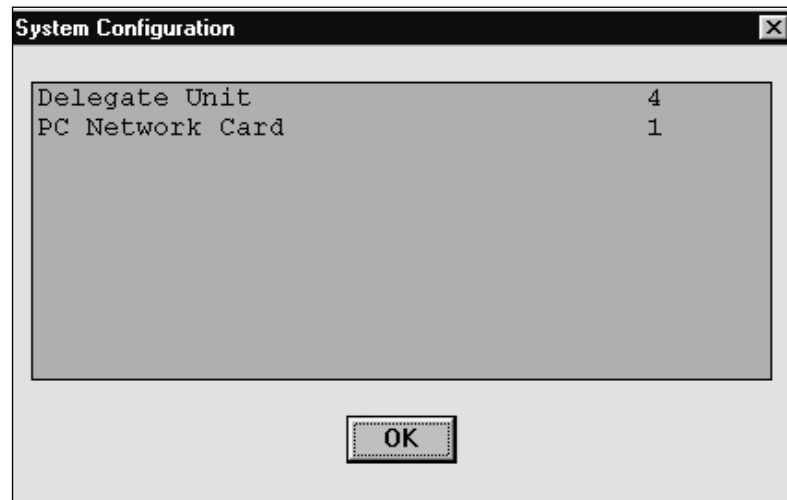


Fig.7 The 'System Configuration' dialogue box

The dialogue box contains a scrollable list of all units connected to the system. Each unit is represented by a number and a description of the type of unit. The different types of units are:

- Delegate Unit
- Delegate Unit with LCD
- Delegate Unit with channel selector
- Delegate Unit, Graph LCD
- Delegate Unit with FPS
- Multi-Purpose Connection Unit (MPC)
- Chairman Unit
- Chairman Unit, Graph LCD
- Analog Input/Output Module
- Dual Audio Interface (DAI) Unit
- Interpreter Desk
- PC Network Card
- Multi Central Control Unit
- Entrance Unit

USING STARTUP

- Exit Unit
- Chairman Discussion Unit
- Delegate Discussion Unit

The units in the system appear in the order given above. If any of these units are not present in the system they will not be included in the list.

Multi PC Settings

The DCN software can run on a single PC or in a multi-PC environment, where the PCs are interconnected by a local area network (LAN). For such a system to work properly, there must be a server PC which controls and distributes information and prevents data being modified from more than one PC simultaneously. The other PCs in the system are called client PCs. The server must have an audio communication network (ACN) card installed, but any client PC need only have this card installed if DCN headphone functionality is required.

3



NOTE: An ethernet card and software must be present before DCN software can run in a multi-PC environment.



NOTE: The maximum number of PCs which can be present is 10, of which no more than eight can be connected to the ACN. However, with this number of PCs present, only a few applications can be used. A maximum of four PCs can be used with all applications running. DCN CCU software can only be downloaded from the server PC.

In a multi-PC system, it is necessary to determine for each PC what its functionality will be for each DCN software module. There are three possible levels of functionality:

- Master - the DCN software module has full functionality on the PC designated 'Master'. If the master PC is closed down, any slave applications present will be iconised and the text '*offline*' will appear under the icon.
- Slave - the DCN software module has limited functionality on 'Slave' PCs. The software can be started, but does not run (and cannot be restored from an icon) until it is started on the PC where it has master functionality. It can then be used to view settings and to monitor the congress, but it cannot be used to alter settings. For more information, please refer to page 3-13.
- None - the application has no functionality (for example, there is no license for an application).

USING STARTUP



NOTE: Every application should be 'Master' on at least one PC.

The following restrictions apply:

- Startup and System Installation can only have master functionality on the server PC. With other applications, any PC can be used.
- There can only be one instance of an application with master functionality, except in the case of Message Distribution and Video Display, where master functionality can exist on any number of PCs in the system.
- System Installation, Delegate Database, Intercom, Message Distribution and Video Display cannot have slave functionality.
- Microphone Management, Synoptic Microphone Control, Simultaneous Interpretation, Parliamentary Voting, Multi Voting, Attendance Registration and Text/Status Display can have slave functionality on any PC (up to a total of nine).
- Startup can have slave functionality on all PCs except the server.

It is possible to alter these settings using the 'Multi PC Settings...' option in the 'Global Settings' menu. When one user is altering the settings, any other user can view them but not alter them.



NOTE: Settings can only be changed if there are no applications (except Startup) running on any PC, and no other 'Application Configuration' screen is opened. Otherwise, you can view the settings but not change them.



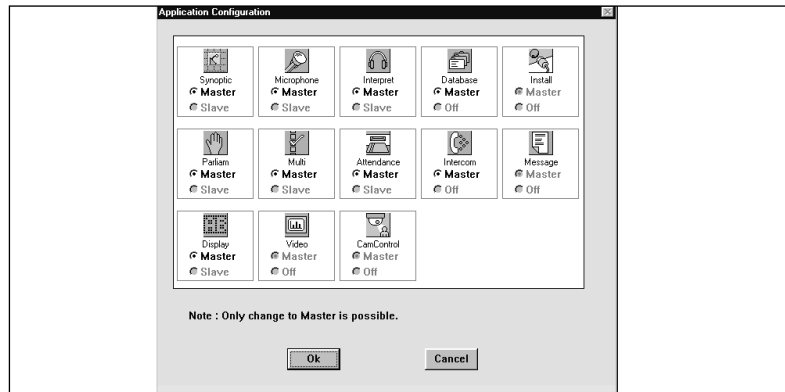
NOTE: Settings can only be changed on the master application.

To alter the settings:

- Select the 'Multi PC Settings...' option from the 'Global Settings' menu.

USING STARTUP

The following window appears:



3

Fig.8 The 'Application Configuration' window

Each application is represented by an icon with two radio buttons underneath. One button is labelled 'Master', and the other is labelled 'Slave' or 'Off', depending on whether slave functionality is possible with that application. If there is no license for an application, the icon and radio buttons will not be active.



NOTE: An application cannot be directly changed from 'Master' to 'Slave' or from 'Master' to 'Off'. This alteration is only possible indirectly, by changing the setting on another PC to 'Master' for the application.

To change the setting to 'Master':

- Click on the 'Master' radio button.



NOTE: If an application is given master functionality on another PC, its setting will automatically change to either 'Slave' (if this functionality is possible) or 'Off' on any PC where it previously had master functionality.



NOTE: For Message Distribution and Video Display, both radio buttons are always inactive and the 'Master' radio button enabled, as these applications can run on more than one PC as master.

When you have finished altering the settings:

- Click on the 'Ok' push button.

USING STARTUP

The following warning message appears:

'Application settings will be changed. Are you sure?'

- Click on the 'Ok' push button to save the changes.
- Click on the 'Cancel' push button to remove the message, without saving any changes.

3

Master/Slave functionality of DCN modules

This section describes the differences in functionality when DCN modules are running as master or slave applications.

System Installation - System Installation can only run in master mode and can only be started on the server PC. On client PCs, you can only enter installation mode if there are no applications apart from Startup running. Otherwise it is only possible to start the module. However, it is possible to enter installation mode on the server PC if there are other applications running on it. In this case the other applications are stopped and restarted after leaving installation mode.

Furthermore, entering installation mode on the server PC prevents any DCN application (apart from Startup) being started on any PC. If you try to start an application on a client PC a warning message will appear. If you try to start an application on the server PC, there will be no warning message, but the application will not start until leaving installation mode, when it will start automatically. However, it is always possible to start applications when not in installation mode.



NOTE: *If seats have to be assigned to delegate units during a conference, this can be done from the server PC using System Installation or limited installation (i.e. assigning free seat numbers to units.)*

Microphone Management - this module can run in master mode and in slave mode.



NOTE: *In Microphone Management, slave functionality is not restricted to monitoring. You also have microphone control, such as switching a microphone on or off.*

USING STARTUP

When Microphone Management is running in slave mode, the following restrictions apply:

- Only the 'Exit' and 'Print Activity' options can be selected from the 'File' menu. Creating, opening, saving and deleting files is not possible.
- Only 'Mic Activity' can be selected from the 'Settings' menu. Setting the system microphone mode, attention tone, ambient microphone control, microphones off after shift and testing the microphones is not possible.
- The 'Speech Time' menu is not available. This means that setting a speech time limit is not possible.

3



NOTE: In either master or slave mode, request lists, notebooks, and the speakers list can only be changed by one Microphone Management application at a time.



NOTE: Altering the system microphone mode or testing microphones is not possible if this is simultaneously being done by a Synoptic Microphone module in master mode on another PC.

For each PC in a multi-PC system, you can specify whether the microphone activity logging is sent to file, printer and/or an auxiliary destination. For the auxiliary and printer logging, you can also select a communication port on another PC. For more information, please refer to 'Sending error messages to an auxiliary output' on page 3-8.

Synoptic Microphone Control - this module can operate in master mode and in slave mode.



NOTE: In Synoptic Microphone Control, slave functionality is not restricted to monitoring. You can also control microphones e.g. switching them on/off.

When Synoptic Microphone is running in slave mode, the following restrictions apply:

- Only the 'Exit' and 'Print Activity' options can be selected from the 'File' menu. Creating, opening, saving and deleting layout files and importing a bitmap are not possible.
- The module can only function in control mode. This means that the 'Edit' menu is disabled and it is not possible to create a layout file.
- It is not possible to set the system microphone mode, attention tone, ambient microphone control, microphones off after shift function or test the microphones.

USING STARTUP

With respect to activity logging, the module has the same functionality as Microphone Management.



NOTE: *Altering the system microphone mode or testing microphones is not possible if this is simultaneously being done by a Microphone Management module in master mode on another PC.*

3

Layout files and background bitmaps

The layout file that is used by the master application is used by slave applications. When a slave application is started and no layout file has been opened by the master application, the slave application will not have a layout. When the master application is editing a layout, a slave application will show the layout file as it was last saved. But when the master application returns to control mode, the layout file will be saved and all slave applications will automatically show the new layout file.



NOTE: *If the master application is editing the layout file for the first time, the slave applications can have no layout file.*



NOTE: *If a background bitmap is imported by the master application, the same bitmap filename is used to load the bitmap from the DCN/bitmap directory. If the bitmap is not present, it is not shown on the slave application. It is up to the operator to copy the bitmaps.*

The 'Rotate Image' function is active for every Synoptic Microphone application. The rotation angle for each layout file of the master application is stored in the database. The rotation angles of the slave applications will be stored in the DCN.INI file. When a slave application is started for the first time, its rotation setting will be the same as that specified in the master application. If a slave application changes the rotation angle, it will be stored in the DCN.INI and will be applied the next time the application is started.



NOTE: *The rotation angle of slave applications is global and applies to every layout file.*



NOTE: *Rotation angle applies only to the layout file. Bitmap files are never rotated.*

USING STARTUP

3

Simultaneous Interpretation - this module can run in master and slave mode. However, in slave mode applications only have a monitoring function. The following restrictions apply:

- Only the 'Print' and 'Exit' options can be selected from the 'File' menu. Creating, opening, saving and deleting interpretation files is not possible.
- The 'Edit' menu is disabled, so it is not possible to edit channel language assignment and desk language assignment.
- The 'Settings' menu is disabled, so it is not possible to test microphones or change the microphone interlock mode.

Delegate Database - this module can only run in master mode and it can only be started once on the PC where it is configured to run. The DCNAPI.DLL in the DCN directory can be used as a substitute for Delegate Database. For more information see DCN external interface manual 3922 988 5101*.



NOTE: *There are no restrictions concerning which application is used, but it is possible that the data of downloads made using different applications may be mixed.*

Parliamentary Voting and Multi Voting - these modules can run in master and slave mode. However, it is not possible to run both Parliamentary Voting (PV) and Multi Voting (MV) in a multi PC configuration at the same time. So, when PV is running on a PC, MV cannot be started on that PC and vice versa. When you click on the PV or MV icon in the Startup main window, the other voting icon will be disabled. When the 'Start' button is pressed and one of the voting applications is started, the icon of the other voting application will be disabled on all other PCs. If a voting application cannot be started for a different reason, such as the PV and MV applications being started at exactly the same time on two different PCs, a message box will appear and the start up will not proceed.

In slave mode, these application only have a monitoring function.



NOTE: *In slave mode, only the 'Results' window can be seen.*

The following restrictions apply:

- Only the 'Exit' option can be selected from the 'File' menu. Creating, opening, saving, deleting or printing voting scripts is not possible.
- You cannot prepare a voting script.
- You cannot edit votings.

USING STARTUP

- You cannot control voting in any way, such as starting, stopping, holding and restarting a voting round.
- Voting settings cannot be changed.



NOTE: For more information about the settings and parameters used in Parliamentary Voting and Multi Voting, please refer to the User Manuals.

3



NOTE: Both master and slave applications can independently select which group results are shown in the **'Results'** window.

Intercom - this module can only run in master mode and can only be started once on the PC where it is configured to run. This application of Intercom automatically becomes the master application.

Attendance Registration - this module can run in master and slave mode. However, in slave mode applications only have a monitoring function. The following restrictions apply:

- You cannot specify whether 'Access' or 'Attendance' is on.
- Only the 'Att. Reg. Activity' option can be selected from the 'Settings' menu.
- Setting modes, such as registration at seats or at entrance/exit units, fixed or free seating and registration by present key, pin code only, ID card or ID card and PIN code is not possible.

Text/Status Display - this module can run in master and slave mode. However, in slave mode applications only have a monitoring function. The following restrictions apply:

- You cannot set the display configuration, such as specifying whether the hall displays should show voting results, messages or microphone information.
- The 'Settings' menu is disabled, so you cannot specify whether information should be sent to geographic displays.
- The 'Clear Display' option is disabled.

Message Distribution - there is no master/slave functionality for Message Distribution. This means that every Message Distribution application has full functionality. This application can also run on more than one PC at a time.

Video Display - there is no master/slave functionality for Video Display. This means that every Video Display application has full functionality. This application can also run on more than one PC at a time and on every PC it is possible to run a DDE client with different information.

USING STARTUP

DCN Automatic Camera Control - this application can only run on the server PC, and can only run in master mode.



NOTE: For more information about what can be displayed using this module and about the format of the information displayed, please refer to the Video Display Reference Manual.



NOTE: If more than one PC is connected to the same video display, it is not possible to specify how much longer it takes one DDE client to show its results than another.

3

USING STARTUP

3.2 STARTING UP OTHER SOFTWARE MODULES

3

Before selecting applications to be started, it is important to first open an installation file and a names file, as certain DCN modules will not run unless an installation and/or names file has been specified. Even if you do not intend to immediately use DCN modules that use information from these files, it is advisable to open them anyway, as this information may be required later. You cannot create these files in Startup, only specify them.

Selecting an installation- and a names file

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 the seat numbers that have been assigned to all active contribution units connected to the DCN. These seat numbers are assigned using the System Installation module (LBB 3585).
- Names file - containing information about the names of and details of participating delegates, and which seat number they occupy. These names are assigned using the Delegate Database module (LBB 3580).

Applications may be started without specifying either an installation or names files. However, some applications will not open without the appropriate installation or names file.

Opening an installation file - when the DCN Startup screen is opened, the last-used installation file (and names file) is automatically opened and displayed in the window as follows:

'Current Installation File: <FILENAME>'
'Current Names File: <FILENAME>'



NOTE: If the DCN Startup screen is being opened for the first time (or installation and names files have not been generated) no file names will be given.



NOTE: Installation files can only be opened if there are no software modules active other than System Installation.

USING STARTUP

To open an installation file:

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

The following dialogue box appears:

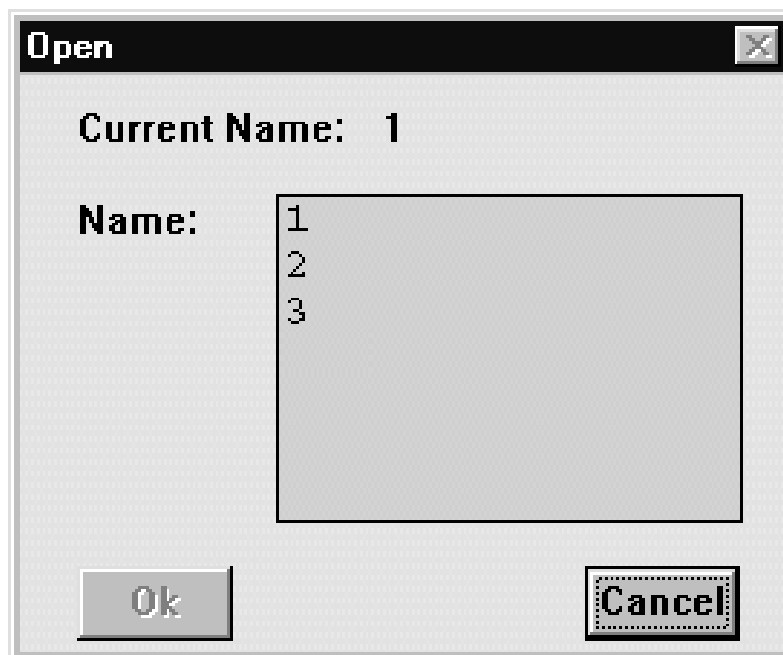


Fig. 9 The *'Open'* dialogue box

This dialogue box contains a list box for selecting the installation file. It contains all installation files currently available. 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 *'Ok'* push button.

The selected installation file will be opened and you will return to the Start-up main window.

Opening a names file - you can only open a names file if an installation file has already been opened. To open a names file:

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

USING STARTUP

The 'Open' dialogue box shown on the previous page appears. The procedure for opening a names file is exactly the same as opening an installation file. Please refer to the previous page for more details.

Closing files - this option allows you to close the currently open installation file and names file. This is only possible if there are no other active DCN modules. To close:

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

The current installation file and names file will be closed.

Deleting an installation file - If you wish to delete a redundant installation file:

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

You cannot delete the current installation file.

The following dialogue box appears:

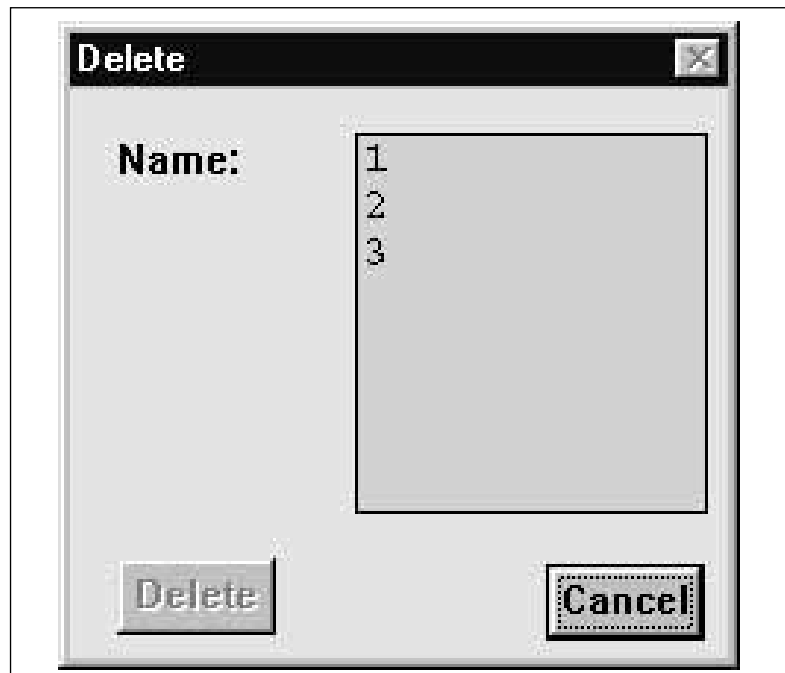


Fig. 10 The 'Delete' dialogue box

USING STARTUP

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

- 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 delete <filename>:

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

The file is deleted and you return to the Startup main window.

Deleting a names file - to delete a redundant names file:

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

The '*Delete*' dialogue box shown on the previous page appears. The procedure for deleting a names file is exactly the same as deleting an installation file. Please refer to the previous page for more details.



NOTE: *You cannot delete the current names file.*

Opening other modules from Startup

The Startup program is the means of access to the other DCN software modules. An overview of these modules is contained in chapter 1. These modules can only be started from Startup. There are two methods of starting up these modules:

- Select the module(s) you wish to start from the main Startup window, and then click on '*Start*'. You can select as many (installed) modules as you wish.
- If there are modules that you use on a regular basis, you can configure the system to automatically start these modules every time Startup is started from the Windows desktop. Additional modules can be selected from the main icon box and also started if required. Details of the automatic start up configuration facility are contained on page 3-25.

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USING STARTUP



NOTE: Only modules that have been installed on your system can be started. The modules that have been installed are represented by coloured icons. Those not installed are represented by purely grey icons. Clicking on the grey icons will have no effect.



NOTE: Parliamentary Voting or Multi Voting can be started but **not** both.

3

Choosing one or more software modules

At this point you should know which modules you wish to use for your conference. The operating procedures for each module are contained in separate user manuals, and is therefore not included in this manual. If you intend to start a particular module, you should have the user manual for that module to hand.

The icon box displays icons for all modules. To load the required module(s):

- Select the icon representing the module you wish to load, and click on it.

The icon will become darker, and the text underneath the icon will change to white-on-black, indicating that module has been selected.



NOTE: To de-select an icon, simply click on it again.

You may choose as many available modules as you wish.



NOTE: It is not possible to run Parliamentary Voting and Multi Voting simultaneously.



NOTE: If there are no channels specified for Intercom in the System Installation module, then it will not be possible to open the Intercom module, and the Intercom icon will be greyed out.

Once you have selected the desired number of modules:

- Click on the 'Start' push button.

These modules will then be started and will appear as application icons underneath the main window.

USING STARTUP

You can check which applications have been started by looking at the bar at the bottom of the windows desktop with the 'Start' icon at the left hand side. This gives a list of all currently open applications which have been minimized.

To open an application icon on the Windows desktop:

- Click on the icon.

Alternatively, press **<ALT+TAB>** to display a list of icons representing currently open applications which have been minimized. By using the **<TAB>** key while holding the **<ALT>** key down, you can highlight any icon. Releasing both keys will now open the highlighted application.

3



NOTE: When other modules are started from Startup, the Startup program itself becomes minimised.

If you wish to re-open Startup, this can be done in two ways:

- By double-clicking on the Startup icon
- or
- By using the **<ALT>+<TAB>** keys as described above.

It is possible to run more than one module simultaneously. In theory all can be run at the same time, although it is unlikely that you would need to run so many simultaneously.

If you are running more than one module, then Windows has facilities for displaying a number of programs simultaneously on the desktop as overlapping windows or as 'tiled' windows. For further information, please refer to the Windows documentation.

Configuring the system for Auto Start

This option allows you to specify any number of (available) software modules for automatic start up. When this option is enabled, the selected modules are loaded directly from Startup, and appear as application icons at the bottom of the desktop.

Application icons can be opened (restored to a window) simply by double-clicking on them.

To configure the system for Auto Start:

- Select the 'Global Settings' menu and click on 'Auto Start Config...'

USING STARTUP

The following dialogue box appears:

3

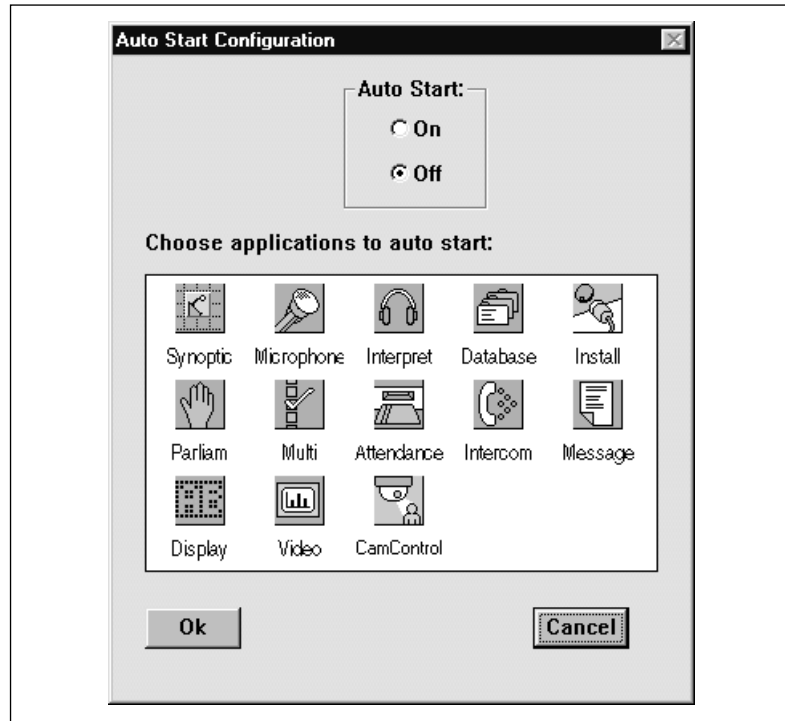


Fig. 12 The 'Auto Start Configuration' dialogue box

The available software modules are indicated by coloured icons. There is a prompt above the icon box which says,

'Choose applications to auto start'

- Click on the modules you wish to auto start.



NOTE: You can de-select one or more modules for auto start simply by clicking on the icon again.

When you have finished your selection:

- Click on the 'On' option button under 'Auto Start' at the top of the window.

USING STARTUP

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

To disable auto start:

- Click on the '*Off*' option button under '*Auto Start*' at the top of the window.

USING STARTUP

3.3 EXITING STARTUP

Temporarily exiting Startup

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

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

3

The Startup program will become iconised in the Windows desktop. To re-enter Startup:

- Double-click on the Startup module icon.

Permanently exiting Startup

If you wish to exit Startup completely:

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



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

Any changes made within Startup will automatically be saved. If you have requested to exit before saving changes to any active DCN module, a warning message with the following text is displayed for each module with unsaved changes:

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

- Click on the 'Yes' push button to save the changed file and exit the program.
- Click on the 'No' push button to exit without saving the changed file.

When you exit Startup you will return to the Windows desktop.



You can also exit the Startup program by clicking on the 'close' button in the far top right corner of the window.

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A.1 CONTROL MENUS

A

File menu

The 'File' menu covers opening and closing of Installation and names files, and terminating all DCN applications including Startup itself. The menu consists of the following items:

- Open installation file... opens existing installation files. These files are specified from dialogue boxes displayed when this menu item is selected (refer to page 3-20).
- Open names file... opens existing names files. These files are specified from dialogue boxes displayed when this menu item is selected (refer to page 3-21).
- Close closes installation and names files that have already been opened (refer to page 3-22).
- Delete installation file... selects an installation file to allow it to be deleted. The file(s) can be deleted using dialogue boxes displayed when this menu item is selected (refer to page 3-22).
- Delete names file... selects a names file to allow it to be deleted. The file(s) can be deleted using dialogue boxes when this menu item is selected (refer to page 3-23).
- Exit terminates all active DCN applications and closes Startup. If a file in any application has been changed, the program asks if it is necessary to save it (refer to page 3-28).

Global Settings menu

The '*Global settings*' menu covers enabling or disabling hardware error message display and headphone and volume control display. It also allows the auto start configuration to be set up. The menu consists of the following items:

- Error Messages... displays the latest list of hardware error messages, with commands for clearing the list, printing the list, showing errors on screen when they occur, and sending error messages to an auxiliary output (refer to page 3-6).
- Auto Start Config... sets up DCN application(s) that will be automatically be started when Startup is started from Windows (refer to page 3-25).
- Headphone Control determines whether the headphone control window is displayed on the screen (refer to page 3-2).

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- Master Volume Control determines whether the master volume control window is displayed on the screen (refer to page 3-2).
- Multi PC Settings... determine the master/slave application settings for multi-PC systems (refer to page 3-11).

System Config!

The '*System Config!*' option directly opens the System Configuration dialogue box (no menu is displayed). This dialogue box displays the number of each type of unit connected to the DCN (refer to page 3-9).

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 2-13).
- Keyboard provides the user with information on which keyboard keys can be used with the Startup software (refer to page 2-13).
- Commands provides the user with information on all options contained in the file menu (refer to page 2-14).
- Procedures provides the user with information on how to use the Start-up software (refer to page 2-14).
- Glossary provides the user with an alphabetical list of terms used in the Startup help facility (refer to page 2-15).
- Using Help provides the user with information on how to use the Start-up help facility (refer to page 2-15).
- About Startup... displays the dialogue box with software release information (refer to page 2-15).

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A.2 ACCELERATOR KEYS

Startup accelerator (short-cut) keys

Menu	Item	Short-cut
File		<ALT> + <F>
	Open Installation File...	<O>
	Open Names File...	<p>
	Close	<C>
	Delete Installation File...	<D>
	Delete Names File...	<e>
	Exit	<x>
Global Settings		<ALT> + <S>
	Error Messages...	<E>
	Auto Start Config...	<A>
	Headphone Control	<H>
	Master Volume Control	<M>
	Multi PC Settings...	<u>
System Config!		<ALT> + <C>
Help		<ALT> + <H>
	Index	<I>
	Keyboard	<K>
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