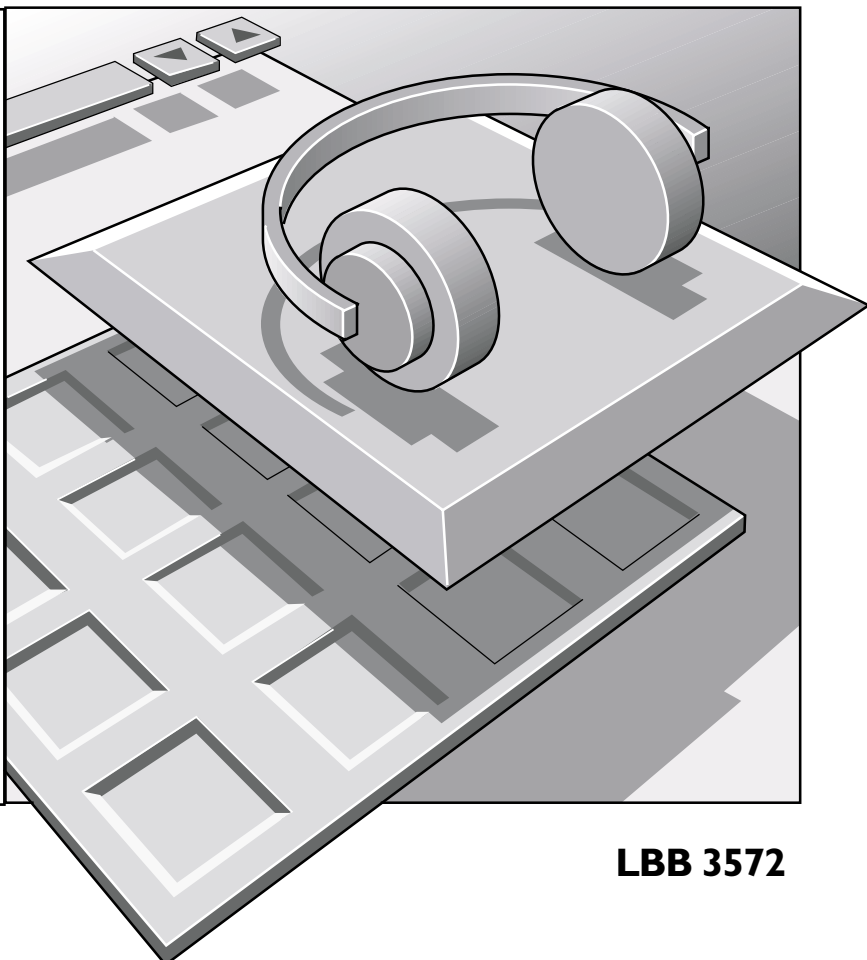




Digital Congress Network

Simultaneous Interpretation

Software User Manual



LBB 3572



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EXPLANATORY NOTES

About this manual

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

- Chapter 1 - *Simultaneous Interpretation* - 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 Simultaneous Interpretation application.
- Chapter 2 - *Getting Started* - containing details of how to start the Simultaneous Interpretation application from the DCN Startup screen and a description of the Help facility.
- Chapter 3 - *Preparing for a Conference* - containing details about assigning languages to channels, assigning languages to desks, working with interpreter configuration files, altering microphone settings and printing.
- Chapter 4 - *Monitoring Interpretations* - containing details about viewing the status of the simultaneous interpretations during a conference, testing, and exiting Simultaneous Interpretation.



NOTE: *The functionality of Simultaneous Interpretation differs when more than 15 interpreter channels are used. Information describing these differences is given in Appendix A.*

Appendices provide additional reference information that will be helpful to users. These consist of:

- A.1 - *Description of differences in functionality when more than 15 interpreter channels are used.*
- B.1 - *Overview of Simultaneous Interpretation menus*
- B.2 - *Short-cut (accelerator) keys*
- B.3 - *Alphabetic index*

EXPLANATORY NOTES

Manual conventions

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



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



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



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

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

Typographical conventions

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

- Typed input - information to be typed in using the keyboard is shown as:

Filename

- Single key - input via a single key (or keys) on the keyboard is shown as:
<enter>, <shift>, etc.

- Multiple keys - input via a combination of keys pressed together is shown as:

<ctrl>+<p>, <alt>+<f4>

- Screen text - information that appears on screen is shown as:
'Choose Startup Modules.'



NOTE: Some keyboards use <RETURN> instead of 'Enter'. Functionally, these keys are identical.

EXPLANATORY NOTES

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I.1 ABOUT SIMULTANEOUS INTERPRETATION

What is Simultaneous Interpretation?

The Simultaneous Interpretation software module is one of a family of modules designed for controlling and monitoring conferences and discussions using the DCN contribution equipment.

The Simultaneous Interpretation program supports the preparation of simultaneous interpretation facilities and the monitoring of interpreter activities during a conference. It can accommodate up to 15 interpreter booths, each with up to six interpreter desks.

The following options are available:

- Specifying a language for each of the system interpretation channels.
- Specifying the languages for outputs A and B of each interpreters desk in the system.
- Determining the microphone interlock mode.
- Opening, closing, saving and deleting interpreter configuration files.
- On-line monitoring of interpreter activities during a conference.
- Printing information concerning interpretation configuration.

I.2 INTERPRETATION PROCEDURES

During a conference the language of the speaker can be simultaneously interpreted into one or more other languages and the interpretation(s) distributed to delegates attending the conference. The interpretation(s) can be accessed by means of headphones connected to a channel selector unit, a contribution unit with a built-in channel selector, or an infra-red receiver.

The floor language (the language of the speaker) is distributed throughout the conference area via a public address system or loudspeakers located in the delegate units. The floor language is also distributed to interpreter booths, where it is used as a basis for all interpretations, directly or after an intermediate stage.

How the floor language is interpreted is dependant on several factors, including the number of languages required and the familiarity of the floor language. To cater for these factors, a simultaneous interpretation system is configured for two separate operating procedures; normal operation and relay interpretation.

Normal operation

When the floor language is familiar to all interpreters it is input directly to all interpreter headphones, and each interpreter interprets the floor language into the language they have been assigned. These languages are transmitted through the DCN audio channels, so delegates with access to a channel selection facility can choose which language to listen to.

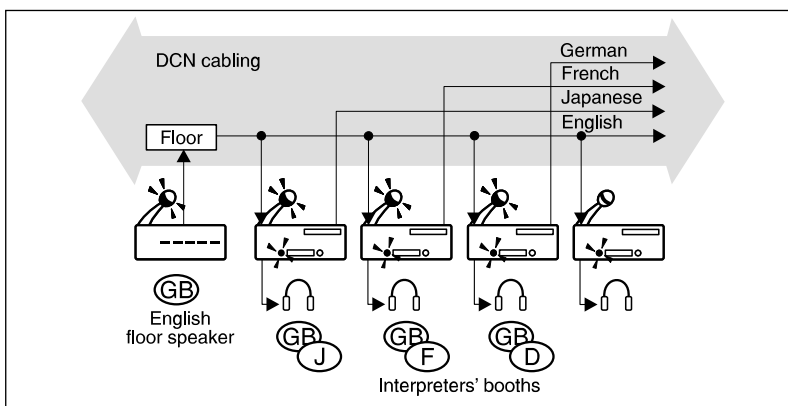


Fig. 1 Simultaneous Interpretation in normal operating mode

SIMULTANEOUS INTERPRETATION

If all the interpreter microphones connected to a particular channel are switched off, the floor language is automatically fed into that channel.

A and B outputs

Each interpreter unit is equipped with two outputs, designated A and B. The system is configured so that the normal output language of an interpreter (the language that interpreter usually interprets into) will be on output A. If the interpreter is required to interpret into another language, this will be on output B (if output B has been programmed). Outputs A or B are selected by means of a switch on the interpreter unit.

Relay interpretation

When the floor language is not understood by interpreters, it is necessary to implement a relay system whereby the interpreters can receive a language that they understand. This is accomplished by having an interpreter familiar with the floor language relay a interpretation of the floor language to other interpreters, who can then use this as a base for their own interpretations. This intermediate interpretation is often known as a transfer interpretation or 'auto relay'.

The interpreted floor language can be relayed manually or automatically. If it is relayed manually, interpreters who wish to interpret from the transfer interpretation rather than the floor language can receive it using the incoming channel selectors on their interpreter units.

If the automatic relay facility is used, then the transfer interpretation is automatically fed to interpreters headphones instead of the difficult-to-understand floor language. This automatic facility eliminates both the delay caused by manually switching over and the possibility of the interpreter selecting the incorrect channel.

The example on the following page demonstrates how 'auto relay' works:

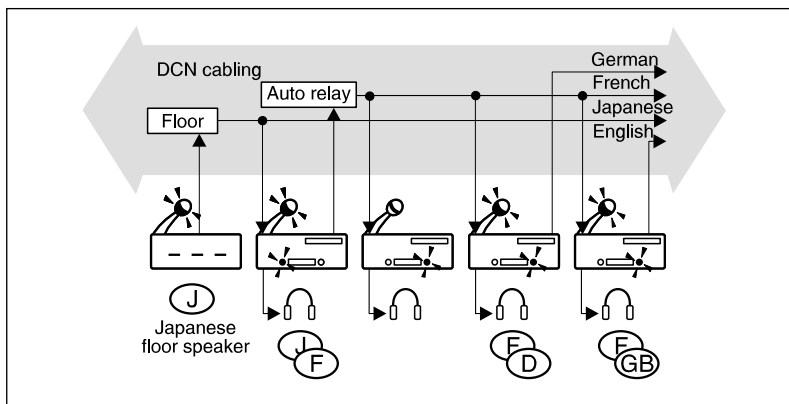


Fig. 2 An example of 'auto relay'

The floor language - Japanese - is one that not all European interpreters can understand. Therefore the Japanese interpreter is assigned to interpret this into a language which will be understood by the other interpreters - in this case, French. The input to the other interpreters desks will not come from the floor, but from the desk of the transfer interpreter. Thus the other interpreters hear French and not Japanese through their headphones.

This is accomplished as follows: the transfer interpreter selects the B output on his/her interpreter desk. All desks in the Japanese booth have been pre-programmed for Auto Relay (for details of how to do this, refer to chapter 3 section 1), and for French on channel 2 (also explained in chapter 3 section 1). The transfer interpretation replaces the floor language as the input to all interpreters desks in other booths where the floor language is selected as the incoming audio signal. The French interpreter at desk 2 has no translating to do, as the transfer interpretation is transmitted on the French channel by the Japanese interpreter using the B output (channel 2 - French) on his desk.

Microphone settings

There are three microphone settings possible; interlock, override, or neither of the two. In interlock mode, the active microphone must first be turned off before any other microphones can become active. In override mode, any microphone making a request to speak will automatically override the current active microphone and become active. These settings can be specified within a booth (i.e. between desks) or between booths.

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GETTING STARTED

2.1 STARTING SIMULTANEOUS INTERPRETATION

The DCN Startup screen

The Simultaneous Interpretation program is started from the DCN Startup screen (shown below).

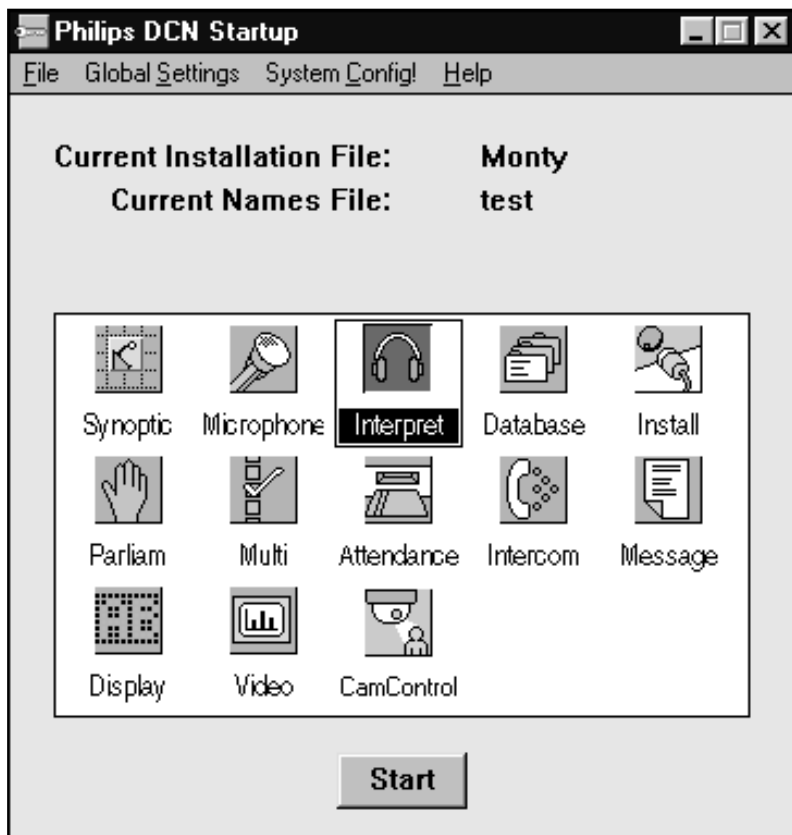


Fig. 1 The DCN Startup screen



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

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

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

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

Simultaneous Interpretation requires an '*installation file*' in order to function correctly. It does not make use of the information in the '*names file*'.

Selecting an installation- (and a names) file

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



The Simultaneous Interpretation icon

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

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 Simultaneous Interpretation 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 is also found in the '*Help*' facility.

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

- Index
- Keyboard
- Commands
- Procedures
- Glossary
- Using Help
- About Simultaneous Interpretation

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 Simultaneous Interpretation 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.

Commands

This gives information on all menu options, covering the 'File', 'Edit', 'View', 'Settings' 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 Simultaneous Interpretation 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 Simultaneous Interpretation 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 Simultaneous Interpretation 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 Simultaneous Interpretation

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

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

The following window appears:

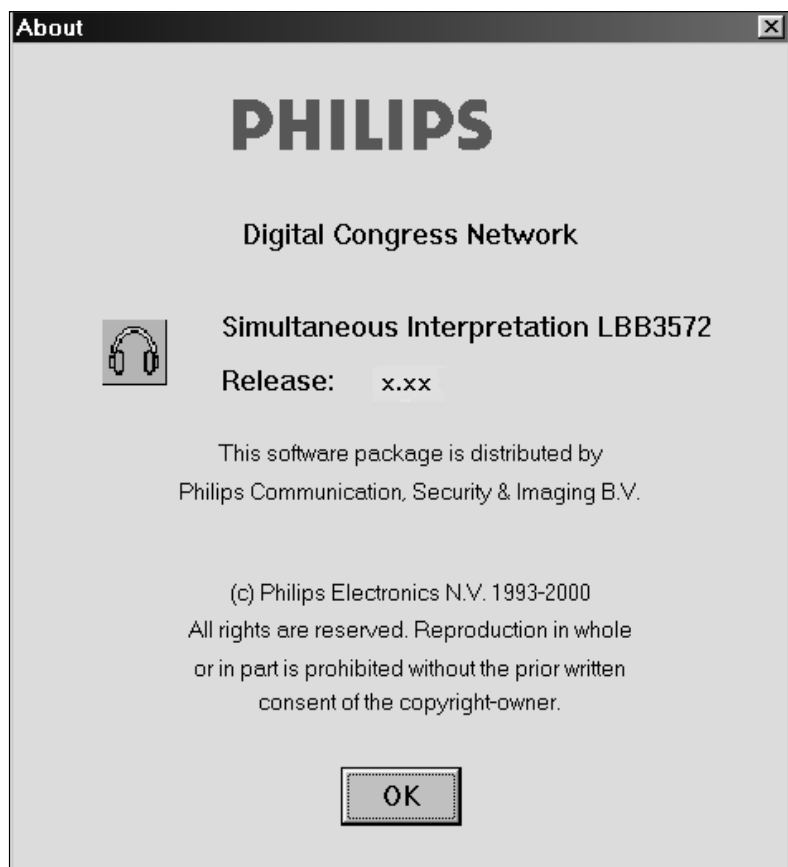


Fig. 2 The 'About...' window

To remove this window:

- Click on the 'OK' push button.

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3.1 THE INTERPRETATION STATUS WINDOW

The Simultaneous Interpretation main window gives an overview of which booths and desks are active and the input and output languages from each desk.

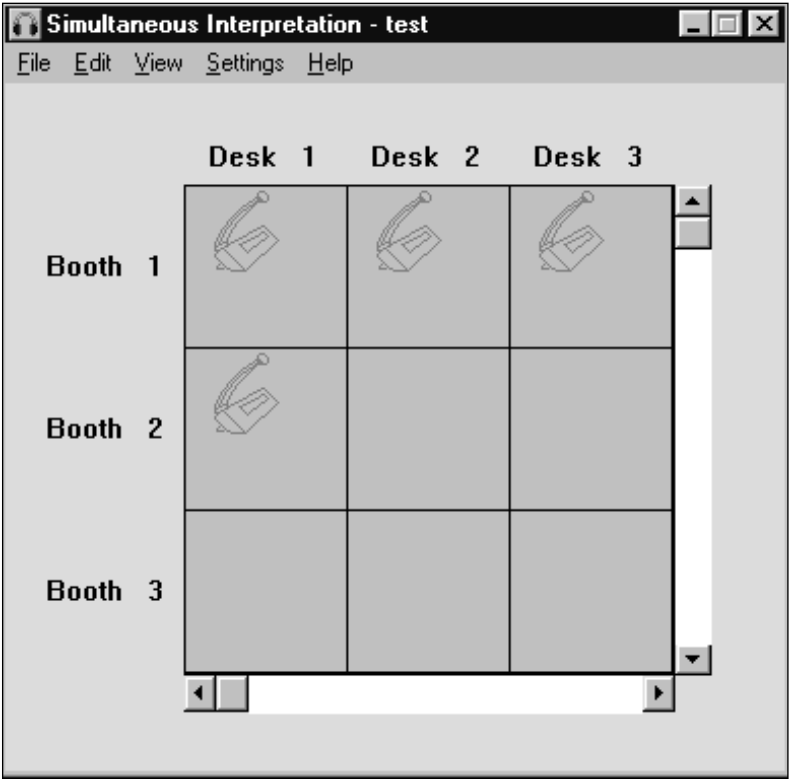


Fig. 1 The Simultaneous Interpretation main window

If an interpreter configuration file is opened, the file name will be displayed in the title bar. An active desk (one with the microphone on) is indicated by a white background. A non-active desk (one with the microphone off) is indicated by a grey background.

The menu bar

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

<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>S</u> ettings	<u>H</u> elp
<u>N</u> ew...	<u>C</u> hannel-Language	<u>D</u> istribution Status	<u>M</u> icrophone	<u>I</u> ndex
<u>O</u> pen...	<u>A</u> ssignment...	<u>I</u> nterpretation Status	<u>I</u> nterlock...	<u>K</u> eyboard
<u>S</u> ave...	<u>D</u> esk-Language		<u>F</u> lashing	<u>C</u> ommands
<u>S</u> ave <u>A</u> s...	<u>A</u> ssignment...		microphone	<u>P</u> rocedures
<u>D</u> elete			bar when engaged	<u>G</u> lossary
<u>P</u> rint...			Floor <u>D</u> istribution	<u>U</u> sing Help
<u>E</u> xit			<u>T</u> ests...	<u>A</u> bout...

Fig. 2 All available menu options on the menu bar

3.2 ASSIGNING LANGUAGES TO CHANNELS

This facility allows you to specify a language for each of the simultaneous interpretation channels. The languages are output from the interpreters booths and directed to the conference participants, who access them by means of headphones connected to a channel selector unit, a contribution unit with a built-in channel selector, or an infra-red receiver.

To assign languages to channels:

- Select the 'Edit' menu on the menu bar and click on 'Channel Language Assignment...'.

The following dialogue box appears:

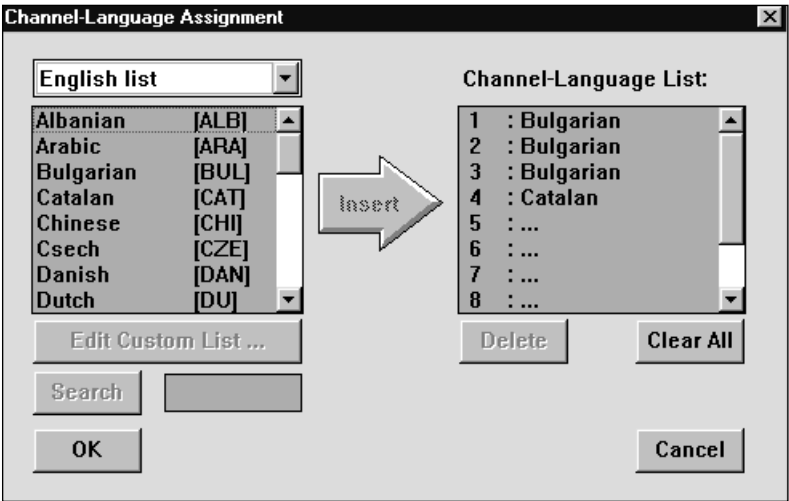


Fig. 3 The 'Channel-Language Assignment' dialogue box

The 'Channel-Language Assignment' dialogue box contains the following elements:

- 'Language' field and drop-down list box
- 'Channel-Language' list box
- 'Edit Custom List...' push button
- 'Search' button and text box
- 'Delete' push button
- 'Clear All' push button
- 'Ok' and 'Cancel' push buttons
- 'Insert' push button

Choosing a language list

The language list is itself available in a number of languages. You can choose to display the language list in English, French, or by the original name of each language. You can also create up to three customised lists that let you determine how the available languages are displayed.

Selecting an existing language list - this option allows you to select one of the three existing language lists. The default language list is English. To select another language list:

- Click on the drop-down list box located above the language list field.
- Click on the desired language list.

The selected language list will be displayed in the list box.

Creating a customised language list - this option allows you to create your own customised language list, where you can specify exactly how each language is named in the language list.

- Click on the drop-down list box located above the language list field.
- Scroll through the list and click on '*Custom List 1*'.
- Click on the '*Edit Custom List...*' push button.

The following dialogue box appears:

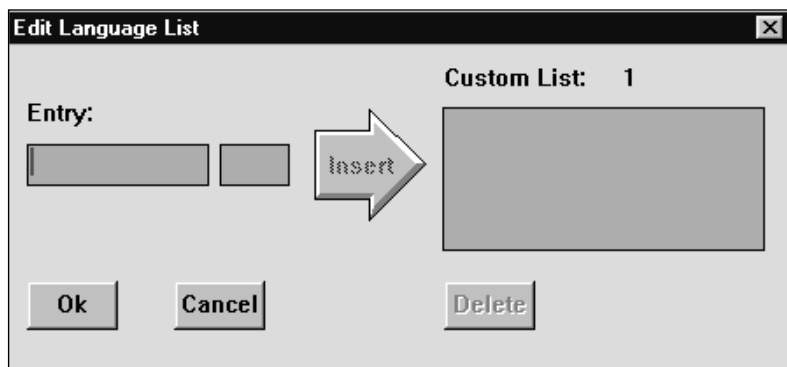


Fig. 4 The 'Edit Language List' dialogue box

PREPARING FOR A CONFERENCE

You can enter a descriptive name of up to 10 characters for each language in the first text box, plus a three-letter mnemonic in the second, smaller text box. This description can then be entered into the custom list.

- Type the desired name and mnemonic in the text boxes.
- Click on the 'Insert' push button.

To remove an already-inserted language from the custom list:

- Click on the language you wish to remove.
- Click on the 'Delete' push button.

Once you have specified all entries in the custom list:

- Click on the 'Ok' push button.

This process can be repeated for custom lists 2 and 3.

Selecting a language - this option allows you to select a language from the language list box. The selected language can then be assigned to a channel. The contents of the language lists are pre-determined and cannot be altered at this stage.



Fig. 5 The 'Language List' dialogue box

The languages are displayed in alphabetical order, with the name of the language in full followed by a mnemonic up to three letters in length. The maximum number of languages on the list is 30. As the list contains more names than can be displayed, a scroll bar is provided.

To select a language:

- Click on the name in the list.

PREPARING FOR A CONFERENCE



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

Inserting - this option allows you to insert your selected language into the channel-language list. It will be inserted into the *first available* channel. To insert the language into a channel other than the first available one, see the section below entitled '*Inserting into a specific channel*'. To insert:

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

The selected language is inserted into the first available channel. If there are no free channels, clicking on '*Insert*' has no effect.

Inserting into a specific channel - to assign a language to a specific channel you must ensure that the channel is free. If the required channel is not free, you can remove the current language from that channel. To do so:

- Click on the channel number with language in the '*Channel-Language*' list box.

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

The language will be deleted from that channel. The symbol '...' will appear after the channel number to indicate it is now free.

The language you selected for insertion will still be highlighted in the language list box.

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

The selected language will be inserted in the free channel you have chosen.

To assign languages to further channels, repeat the above procedure.

Clearing all channels in the channel-language list - this option allows you to clear assigned languages from every channel. To do so:

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

All channels will now be free. This will be indicated by the symbol '...' appearing after all channel numbers.

Once you have finished assigning languages to channels:

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

PREPARING FOR A CONFERENCE

You will return to the main window.



NOTE: Clicking on the **‘Cancel’** push button closes the dialogue box without initiating the commands and/or changes. This applies to all dialogue boxes in the Simultaneous Interpretation program.

Searching for a language in the language list

This option allows the system to automatically search for all languages beginning with the letter that you specify. To carry out a search:

- Select the **‘Search’** text box, situated to the right of the **‘Search’** push button.
- Enter the first letters of the language you wish to search for.
- Click on the **‘Search’** push button.



Fig. 6 ‘Language List’ box showing successfully completed search

The system searches for languages beginning with the letters you entered. The first corresponding language located will be highlighted. Once you have selected a language (manually or using **‘Search’**) you can then insert it into a channel (see page 3-5). If no language is found, a dialogue box with the following text is displayed:

‘No match found’

- Click on the **‘Ok’** push button.

The dialogue box will disappear.

3.3 ASSIGNING LANGUAGES TO DESKS

You can specify the languages that will be output from each interpreter desk. Each desk has two outputs, A and B. (For an explanation of A and B outputs, see section 1.2). The language that will be output under normal conditions is always assigned to output A. For output B, you can specify none, some or all languages that are output. You can also specify the microphone settings of a complete booth.

To assign languages to desks:

- Select the *'Edit'* menu and click on *'Desk-Language Assignment...'*.

The following dialogue box appears:

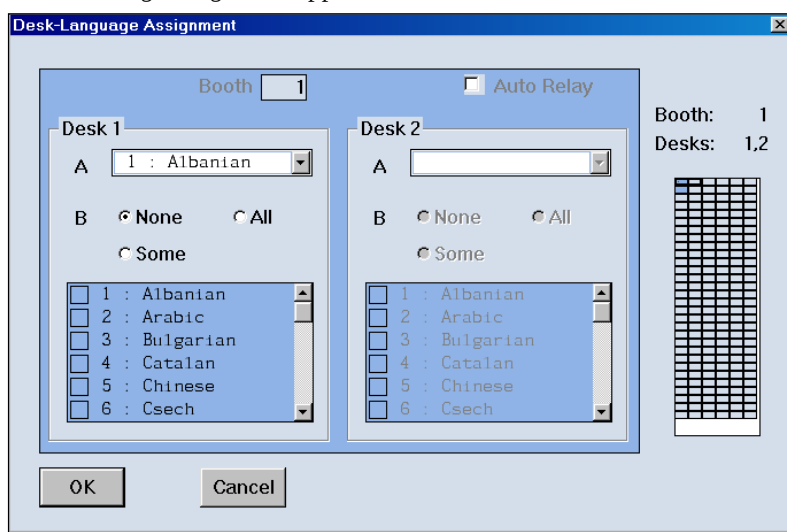


Fig. 7 The *'Desk-Language Assignment'* dialogue box

The dialogue box contains the following elements:

- Booth identification number field
- *'Auto Relay'* check box
- Booth/Desk navigation grid
- Two desk identification fields, each with:
 - *'Output A'* drop-down list box
 - Set of *'Output B'* radio buttons
 - *'Output B'* list box
- *'Ok'* and *'Cancel'* push buttons

PREPARING FOR A CONFERENCE

The system is configured so that the ‘*Desk-Language Assignment*’ dialogue box displays adjacent pairs of desks for language assignment. The procedure for the left-hand desk is exactly the same as for the right-hand desk, so the desk-language assignment procedure will only be explained once.

Selecting a booth/desk for language assignment - to specify which desk a language is assigned to, the navigation grid situated on the right side of the dialogue box is used.

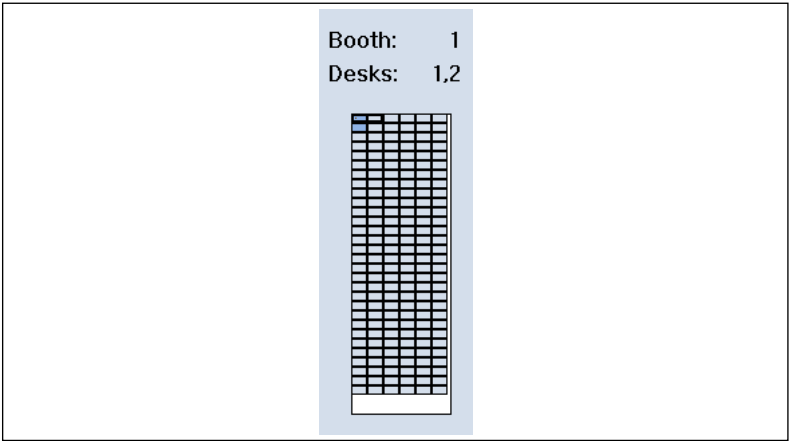


Fig. 8 The navigation grid

The grid is 6 squares wide and up to 30 squares long. Each square in a row represents a desk in a booth, and each row of 6 squares represents a booth or booths. The colour of the squares in the grid indicates their status:

- A green square indicates a non-configured desk
- A blue square indicates a configured desk



NOTE: The colours given above are default Windows colours. It is possible that your Windows colours have been configured differently, so the colours in the navigation grid will not be as described above.



NOTE: You cannot specify any parameters of a non-configured desk, and the square representing it will be inactive. It is not possible to configure desks using the Simultaneous Interpretation program; this can only be done using the desk installation program on the desks themselves.

PREPARING FOR A CONFERENCE



NOTE: All the interpreter desks of one booth must be connected to the same CCU, when using a multi-CCU system.

The cursor on this grid is used to select desks; the two desks that are covered by the cursor are the desks that appear in the dialogue box.

To select the two required desks:

- Move the cursor to the required position and click.



NOTE: The information relating to the selected desks will be automatically displayed in the dialogue box. The booth number and desk numbers will also be displayed.

Assigning a language to output A

The drop-down list box beside the letter A contains a list of channels. This is the same list as the channel-language list, which is compiled in the 'Channel-Language Assignment' dialogue box (see page 3-4). The drop-down list box will display the last-assigned language. To view the rest of the list:

- Click on the arrow to the right of the box.

The other channels with assigned languages will be displayed.

To select a language:

- Click on the required language.

You have now assigned a language to output A.

Assigning languages to output B

A group of three radio buttons beside the letter B allow you to specify how many languages can be assigned to output B. The following options are available:

- Click on 'None'. This means no languages are assigned to output B, and the B output is disabled on the desk. All entries in the list box below the radio buttons will be unchecked and reduced in intensity.
- Click on 'All'. This makes it possible to assign any language contained in the list box to output B.
- Click on 'Some'. This allows you to specify exactly which languages from the list you wish to assign to channel B.

PREPARING FOR A CONFERENCE

To specify the required language(s) (after clicking on ‘Some’):

- Click on the check box(es) for the required language(s) in the list box.

The procedure for the right-hand desk in the ‘Desk-Language Assignment’ dialogue box is exactly the same as detailed above.

Enabling the Auto Relay facility

If you want to enable the auto relay facility in a booth, this option allows you to do so. (For an explanation of ‘auto relay’, please refer to section 1.2).

NOTE: *At least one desk within the booth must have its B output selected.*

NOTE: *For PC-controlled systems, it is possible to have up to 15 auto relay booths. For stand-alone systems, it is possible to have 15 auto-relay booths only if they are first programmed with a PC (only applies to CCUs with PC control) and then the PC is disconnected. In the case of programming via the interpreter desk, a maximum of three auto relay booths is possible.*

To configure the presently selected booth for ‘auto relay’:

- Click on the ‘Auto Relay’ check box.

Once you have finished the desk-language assignment:

- Click on the ‘Ok’ push button.

You will return to the main window.

3



3.4 ALTERING MICROPHONE SETTINGS

Under microphone settings you can alter both the between-booth and the within-booth (inter-desk) microphone mode. There are three microphone settings possible; interlock, override, or neither of the two. In interlock mode, the active microphone must first be turned off before any other microphones can become active. In override mode, any microphone making a request to speak will automatically override the current active microphone and become active.

Specifying microphone interlocks - this option allows you to specify microphone interlock status both between booths and between desks in a booth. To do so:

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

The following dialogue box appears:

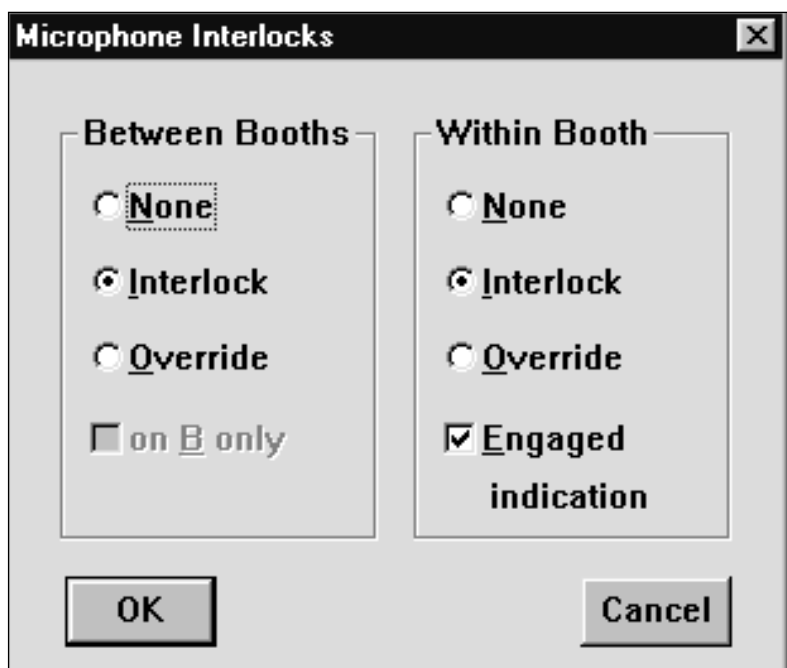


Fig. 9 The 'Microphone Interlocks' dialogue box

PREPARING FOR A CONFERENCE

The procedure for specifying the microphone interlock mode between booths which are using the same channel and the microphone interlock mode between desks within a booth is identical.

The following options are available The default setting is '*None*':

- Click on '*Override*'. This enables an interlock override between all booths (or desks if '*Within Booth*' is selected).
- Click on '*Interlock*'. This enables a microphone interlock between all booths (or desks if '*Within Booth*' is selected).
- Click on '*None*'. This disables all interlocks between booths (or desks if '*Within Booth*' is selected).

3



NOTE: The term '*between booths*' does not refer to all microphones, only to microphones which are assigned to the same language.

You can specify an override setting between booths for output B only.

- Click on the '*on B only*' check box in the '*Between Booths*' dialogue box.

The system provides an indication of an engaged interlock or override setting within a booth.



NOTE: The engaged indication is shown on the interpreters desk itself.

If you wish to disable this function:

- Click on the '*Engaged indication*' check box in the '*Within Booth*' dialogue box.

The tick mark () will disappear, indicating this option has been disabled.

Once you have specified all microphone settings:

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

It is also possible to specify a setting which causes the microphone switch LED bar on interpreters' desks to flash if they attempt to select an engaged outgoing channel. To do so:

- Select the '*Flashing microphone bar when engaged*' option from the '*Settings*' menu.

A tick mark () indicates that this setting is enabled.

3.5 WORKING WITH INTERPRETER CONFIGURATION FILES

All options available for interpreter configuration files are contained in the 'File' menu. This menu has commands for:

- Opening a new interpreter configuration file.
- Opening an existing interpreter configuration file.
- Saving an interpreter configuration file under its current name.
- Saving an interpreter configuration file under a different name.
- Deleting an interpreter configuration file.
- Printing an interpreter configuration file.
- Exiting the Simultaneous Interpretation program.



NOTE: *Exiting the Simultaneous Interpretation program is not covered in this section, but under 'Exiting Simultaneous Interpretation' in section 4.3.*

Creating a new interpreter configuration file - to open a new interpreter configuration file:

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

The following dialogue box appears:

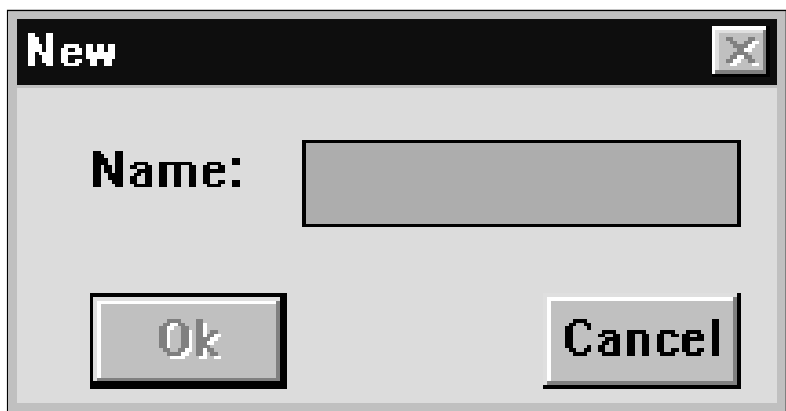


Fig. 10 The 'New' dialogue box

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This dialogue box contains a text box for entering the interpreter configuration file name. When the 'New' 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 interpreter configuration file name in the text box.

- Click on the 'Ok' push button.

If a valid file name has been entered, a new interpreter configuration file opens and the name appears in the title bar at the top of the window.

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

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

- Click on the 'Yes' push button to save the changed interpreter configuration file and open the new interpreter configuration file.

- Click on the 'No' push button to open the new interpreter configuration file without saving the changed interpreter configuration file.

- Click on the 'Cancel' push button to leave the 'New' dialogue box without opening a new interpreter configuration file.

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

'A file already exists with this name'

- Click on the 'Ok' push button.

The dialogue box returns and another name can be typed in.

Opening an existing interpreter configuration file - to open an existing interpreter configuration file:

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

PREPARING FOR A CONFERENCE

The following dialogue box appears:

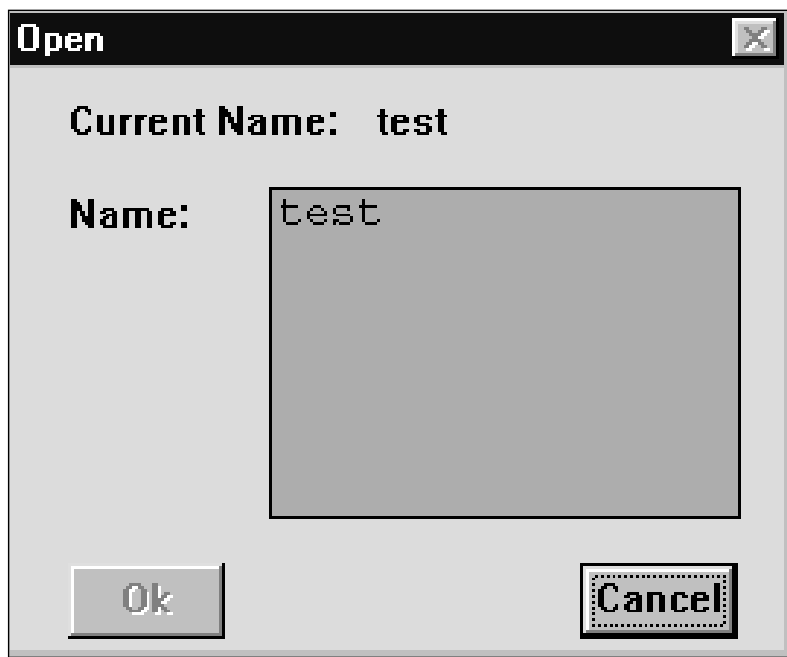


Fig. 11 The 'Open' dialogue box

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

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

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

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

- Click on the 'Yes' push button to save the changed interpreter configuration file and open the requested interpreter configuration file.

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- Click on the 'No' push button to open the requested interpreter configuration file without saving the changed interpreter configuration file.
- Click on the 'Cancel' push button to leave the 'New' dialogue box without opening an interpreter configuration file.

Saving an interpreter configuration file - this option allows you to save the current interpreter configuration file. To do so:

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

The current interpreter configuration file will be saved.

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

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

The following dialogue box appears:

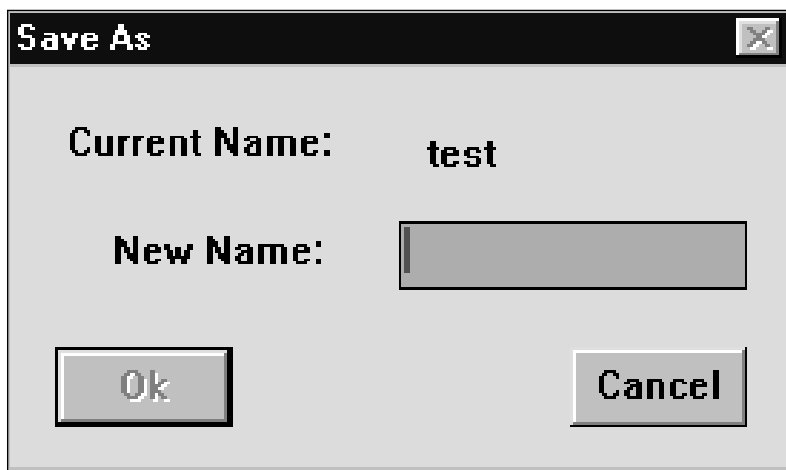


Fig. 12 The 'Save As' dialogue box

PREPARING FOR A CONFERENCE

This dialogue box contains a text line giving the current name of the file and a text box for entering the new 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 new file name in the text box.

- Click on the 'Ok' push button.

Deleting an interpreter configuration file - if you wish to delete a redundant interpreter configuration file:

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

The following dialogue box appears:

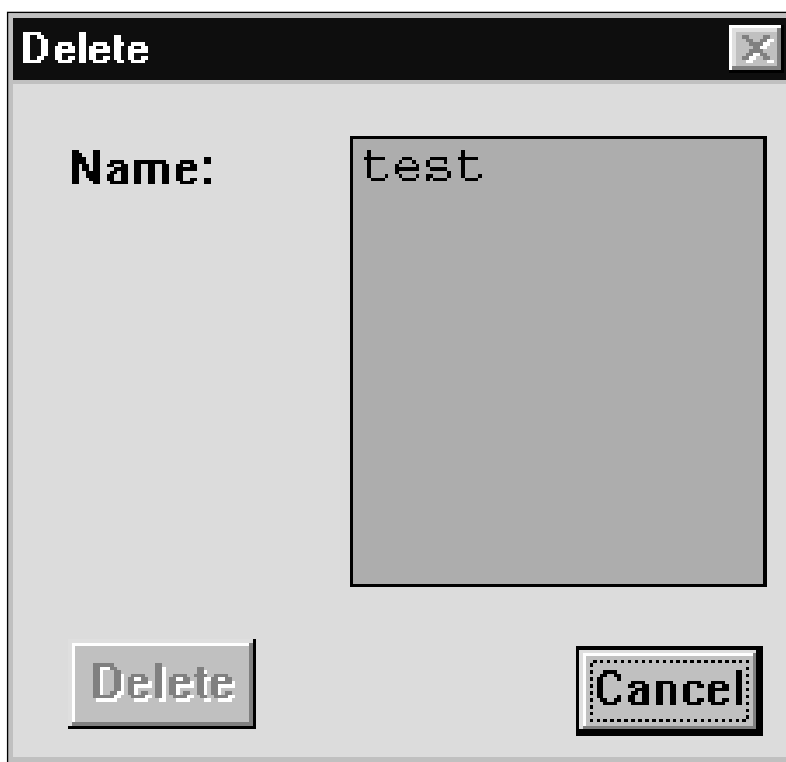


Fig. 13 The 'Delete' dialogue box

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

To delete an interpreter configuration 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 continue:

- Click on the 'Yes' push button.

The file is deleted and the main window returns.



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

3.6 PRINTING

It is possible to print a hard copy of desk-language assignments or channel-language assignments. You can also specify certain parameters relating to the printing. To print:

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

The following dialogue box appears:

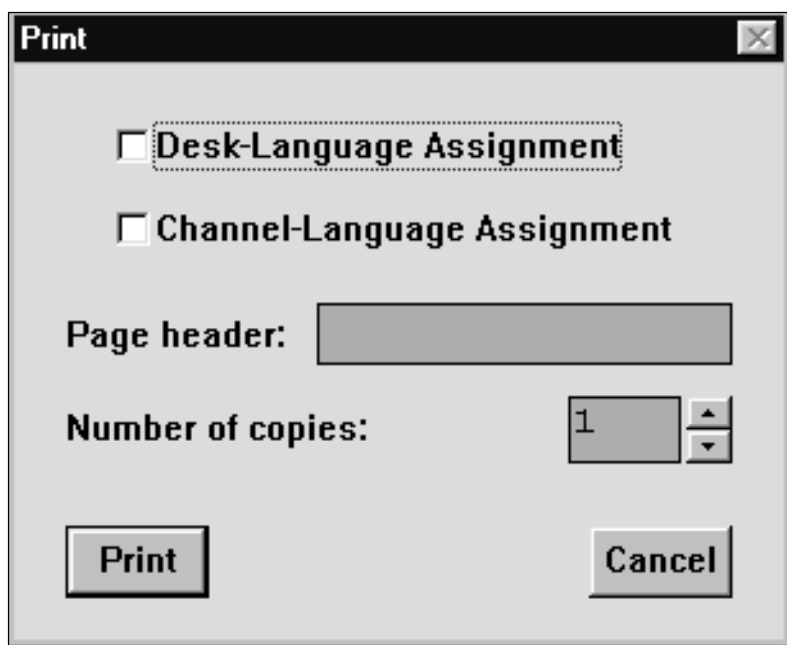


Fig. 14 The 'Print' dialogue box

This dialogue box contains check boxes for printing a desk-language assignment or a channel-language assignment, a text box for entering a page header and a field with up and down arrow buttons for entering the number of copies required.

To specify the current desk-language assignment:

- Click on the 'Desk-Language Assignment' check box.

A tick mark () will appear in the box, indicating this function is enabled.

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To specify the current channel-language assignment:

- Click on the 'Channel-Language Assignment' check box.

A tick mark () will appear in the box, indicating this function is enabled.



NOTE: *These functions are not mutually exclusive, so it is possible to specify both a desk-language assignment and a channel-language assignment for printing.*

3

To enter a page header:

- Click on the 'Page Header' text box.

An appropriate title for the chosen dialogue box(es) 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, you can scroll the text horizontally by using the left and right arrow keys on the keyboard.

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 print parameters and wish to start printing:

- Click on the 'Print' push button.

The appropriate information will be printed.

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4.1 VIEWING SYSTEM STATUS

Simultaneous Interpretation provides two windows for monitoring interpreter activities: the distribution status window and the interpretation status window. One of these windows is always present as the main window of Simultaneous Interpretation. The interpretation status window appears as default. To select the view status that is currently not displayed:

- Select the 'View' menu and click on the option without the tick mark.

Distribution status

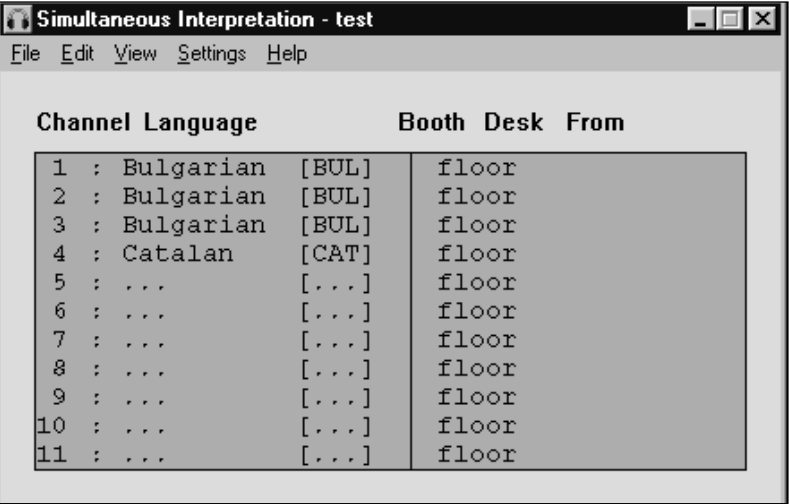


Fig. 1 The 'Distribution Status' window

The distribution status window gives a channel-oriented overview of system status. For each channel, the following information is provided:

- Which language is present on that channel.
- The mnemonic for that language.
- The number of the desk and booth generating that language.
- The source language being used by the interpreter, or an indication that the floor language is being transmitted when no interpreting is taking place.

If the list contains more names than can be displayed, use the scroll bar to view the rest of the list.

MONITORING INTERPRETATIONS

Interpretation status

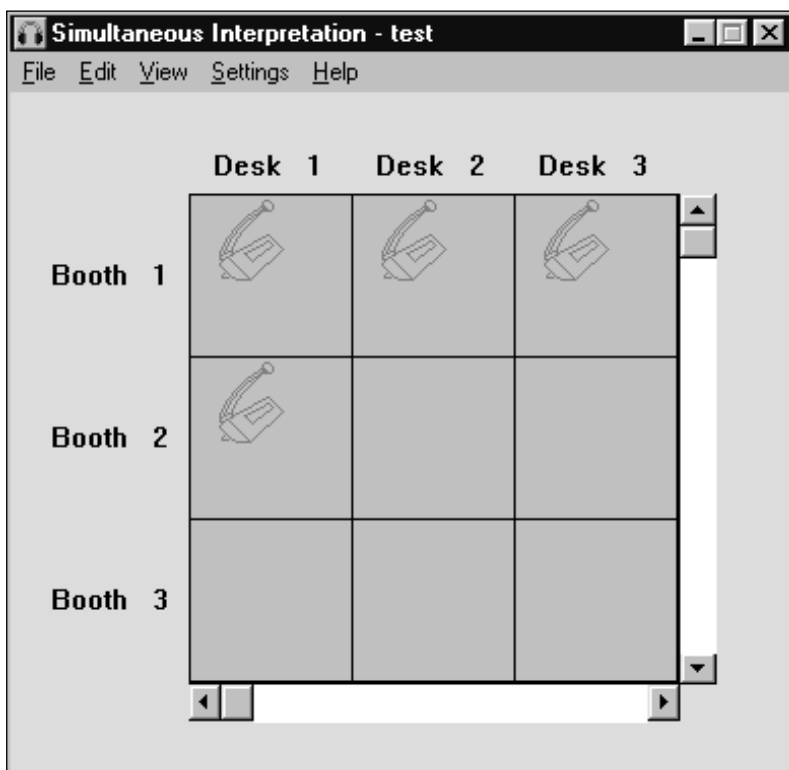


Fig. 2 The 'Interpretation Status' window

This window displays the same information as the distribution status window, but in a different form. It provides an overview of the status of each desk in each booth.

The following information is provided:

- Desk status - an active desk is indicated by a white square, an inactive one by a grey square.
- The language in and out of each desk. This is displayed as text inside the square for each active desk.

The window can be scrolled both horizontally and vertically.



NOTE: These windows are for information only, and cannot be used to alter any of the parameters displayed.

4.2 TESTING

The Simultaneous Interpretation program incorporates a facility that allows you to test some or all of the microphones on interpreter units connected to the DCN system to check they are operational.

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

The following dialogue box appears:

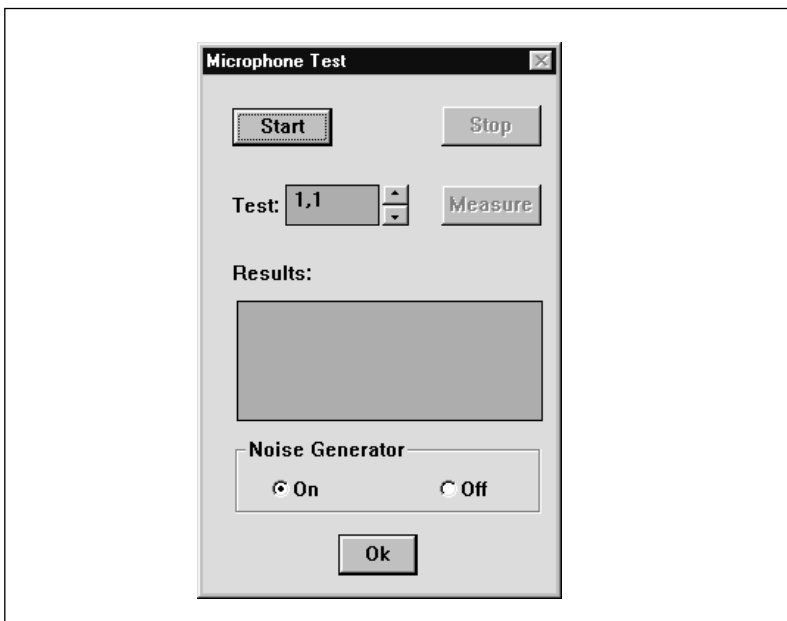


Fig. 3 The 'Microphone Test' dialogue box

If you wish to test all interpreter units 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?'*

- Click on the 'Start' button to start the test.

- Click on the 'Stop' button to cancel the test.

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

'Microphone <booth number, unit number> Ok'

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

'Microphone <booth number, unit number> Faulty'

If you wish to temporarily stop testing:

- Click on the 'Hold' push button.

Testing will be suspended, but interpreter units 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.

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.

MONITORING INTERPRETATIONS

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

- Type the desired interpreter unit number in the 'Test' edit field.

An interpreter unit number consists of a booth number and a unit number, separated by a comma. Both numbers are two characters long.



You can also specify the interpreter unit 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 interpreter unit number and test all subsequent units 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. This allows microphones in interpreter units to be manually tested by someone in the conference venue. To do so:

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



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

4.3 EXITING SIMULTANEOUS INTERPRETATION

Temporarily exiting Simultaneous Interpretation

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

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

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

- Click on the Simultaneous Interpretation icon.

Permanently exiting Simultaneous Interpretation

If you wish to exit Simultaneous Interpretation completely:

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

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

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

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

When you exit Simultaneous Interpretation you will return to the Windows desk-top.



You can also exit Simultaneous Interpretation by clicking on the 'close' button at the far top right of the window.



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

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APPENDIX A - ADDENDUM

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APPENDIX A - ADDENDUM

A.I SIMULTANEOUS INTERPRETATION WHEN MORE THAN 15 INTERPRETER CHANNELS ARE SELECTED

It is possible to select more than 15 interpreter channels in Simultaneous Interpretation. When this is the case, the functionality of Simultaneous Interpretation and of the Startup module differ from the situation where up to and including 15 interpreter channels are selected. The appearance of the Startup screen which appears when the DCN software is started also changes. This addendum describes how to select more than 15 interpreter channels, and the changes in functionality this results in.

NOTE: *When more than 15 interpreter channels are selected, the CCU is dedicated to interpretation only, and normal DCN contribution units cannot be used. Instead special interpretation hardware including interpreter desks and channel selectors must be used. This equipment is available from Philips Projects on special order.*

Selecting more than 15 interpreter channels

This must be done from the DCN.INI file. This file is located in the Windows directory of the DCN control PC. The maximum number of interpretation channels possible is 30.

NOTE: *When more than 15 interpreter channels are selected, the maximum number of interpreter booths is 30, with a maximum of six interpreter desks per booth. However, the total number of interpreter desks cannot exceed 120.*

To select the number of interpreter channels:

- Open the DCN.INI file in the Windows directory.
- In the [Interpretation] section, type the following line:
Channels=#, where # is a number from 16 to 30.
- Save and exit the DCN.INI file.

NOTE: *The DCN software must be restarted for the change to take effect.*

NOTE: *Selecting more than 15 interpreter channels is only possible in single CCU systems.*

APPENDIX A - ADDENDUM



NOTE: It is not possible to select more than 30 interpreter channels.

When the DCN software is restarted, the Startup screen now appears as shown below.

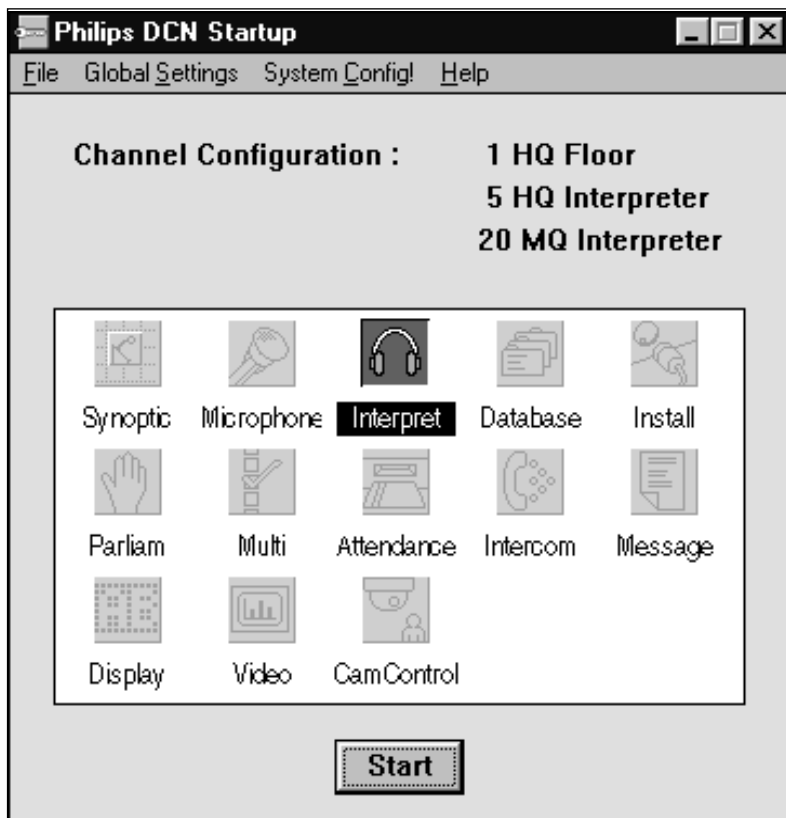


Fig. 1 The 'DCN startup screen'



NOTE: All applications except Simultaneous Interpretation are inactive and cannot be used.



NOTE: Operator controls for master volume and headphone control are no longer available.

When more than 15 interpreter channels are selected, information concern

ing the number of high quality (HQ) and the number of medium quality (MQ) channels appears at the top of the screen. Medium quality channels have only half the bandwidth of high quality channels (7 kHz instead of 14 kHz). The above screen applies to a configuration containing 25 interpreter channels. In this case, there are five high quality interpreter channels and 20 medium quality interpreter channels. The ratio of high quality to medium quality channels for different numbers of selected interpreter channels occurs automatically. The MQ channels are always the highest channels, and the floor channel is always a HQ channel.

When more than 15 interpreter channels are selected, the available options from the main menu bar of the Startup screen are reduced. The list of options becomes:

File	Global Settings	System C_onfig!	Help
Exit	E_rror Messages...		I_ndex...
	A_u_to Start Config...		K_eyboard
			C_ommands
			P_rocedures
			G_lossary
			U_sing Help
			A_bout DCN

Fig. 2 Menu options on the menu bar when more than 15 interpreter channels are selected.

Using Simultaneous Interpretation with more than 15 interpreter channels

The functionality of Simultaneous Interpretation with more than 15 interpreter channels selected is identical to its functionality with 15 interpreter channels. However, some of the screens will automatically be adjusted to display the extra number of interpreter channels.

APPENDIX B - REFERENCE GUIDE

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B.1 CONTROL MENUS

File menu

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

- New... allows the user to create a new interpreter configuration file (refer to page 3-15).
- Open... allows the user to open an existing interpreter configuration file. These files are specified from dialogue boxes displayed when this menu item is selected (refer to page 3-17).
- Save... allows the user to save the currently open interpreter configuration file (refer to page 3-18).
- Save As... allows the user to save the currently open interpreter configuration file under a new name. The original file is left unchanged (refer to page 3-18).
- Delete... allows the user to delete an interpreter configuration file (refer to page 3-19).
- Print... allows the user to print up to nine copies of the current interpreter configuration file (refer to page 3-21).
- Exit terminates Simultaneous Interpretation. If a file has been created or changed, the program asks if it is necessary to save it (refer to page 4-7).

Edit menu

The '*Edit*' menu covers the options available for assigning languages to channels and interpreter desks. The menu consists of the following items:

- Channel-Language Assignment allows the user to assign languages to system language channels or alter existing assignments (refer to page 3-4).
- Desk-Language Assignment allows the user to assign languages to interpreter desks or alter existing assignments (refer to page 3-9).

View menu

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

- Distribution Status allows the user to view the configuration of system language channels. A language, booth, desk and source is given for each channel (refer to page 4-2).
- Interpretation Status allows the user to view the status of currently active interpreter desks. The same information is given as for '*Distribution Status*' but is displayed pictorially (refer to page 4-3).

Settings menu

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

- Microphone Interlocks... allows the user to specify the microphone interlock mode both between and within booths (refer to page 3-13).
- Flashing microphone bar when engaged enables the microphone switch LED bar on interpreters' desks to flash if they attempt to select an engaged channel (refer to page 3-14).
- Floor distribution allows the user to enable/disable the use of the floor signal to fill a channel when a translation channel is not used
- Tests... allows the user to initiate microphone testing (refer to page 4-4).

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

APPENDIX B - REFERENCE GUIDE

B.2 ACCELERATOR KEYS

Simultaneous Interpretation accelerator (short-cut) keys

Menu	Item	Short-cut
File		<ALT> + <F>
	New...	<N>
	Open...	<O>
	Save	<S>
	Save As...	<A>
	Delete...	<D>
	Print...	<P>
	Exit	<x>
Edit		<ALT> + <E>
	Channel-Language Assignment...	<C>
	Desk-Language Assignment...	<D>
View		<ALT> + <V>
	Distribution Status	<D>
	Interpretation Status	<I>
Settings		<ALT> + <S>
	Microphone Interlocks...	<M>
	Flashing microphone bar when engaged	<F>
	Floor Distribution	<D>
	Test...	<T>
Help		<ALT> + <H>
	Index	<I>
	Keyboard	<K>
	Commands	<C>
	Procedures	<P>
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