# CoCon Installation and User Manual

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# Section 1 – General Information

# 1 Copyright Statement

# 2 Trademarks

All terms mentioned in this manual that are known to be trademarks or service marks have been appropriately capitalized. Televic NV cannot attest to the accuracy of this information. Use of a term in this document should not be regarded as affecting the validity of any trademark or service mark.

# 3 General description

This document is a manual for the CoCon software suite of Televic. It contains a description of the various components, as well as giving information about the functionality of the applications it consists of.

## 3.1 General system architecture

The goal of CoCon is to provide a complete software suite for conference management, that provides an intuitive user experience and that allows for flexible setups due to the client-server architecture.

In the image underneath you see the client-server architecture of the system.

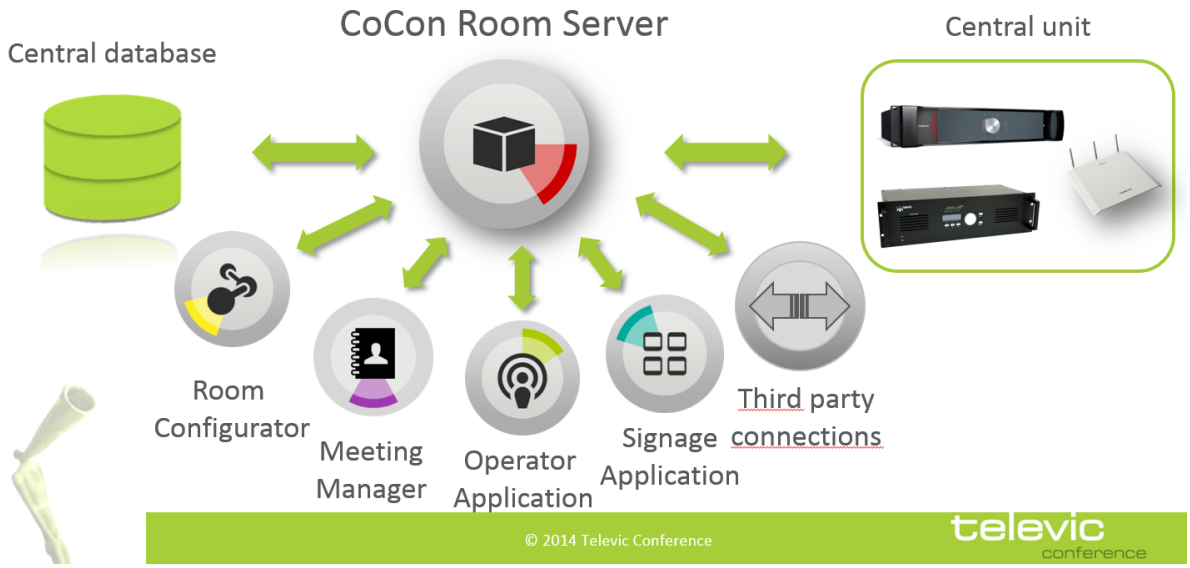



Figure 3-1 CoCon overview

## 3.2 Server application

The server application is responsible for the communication with the central conference unit and is hence typically installed on a machine located in a server room. In that way, it enjoys the same power advantages as the central unit itself. The server application is meant to be active continuously; turning it off and on again for each meeting is not recommended.

The server application allows connection to any type of central conference unit (CPU5500, Confidea CU, Confidea WCAP Gen 1, 2 and 3, Plixus Engine CU) and keeps track of the conference activity. Next to that, it makes connection to a database which allows to store and load data pertaining to the conference.

## 3.3 Client applications

Currently, the following types of client applications are available:

- Room configurator: this is the application where the room synoptic is created, where the microphones are allocated to the seats etc.
- Operator Application: this is the application that is used during a meeting by eg. a chairman or operator. It allows to monitoring and steering the microphone activity and other conference settings.
- Signage Application: this allows showing the conference activity on eg. a screen in the conference room containing the room synoptic, the speaker list etc.
- Meeting Manager: in this application, it is possible to create a meeting up front and specify its details. Additionally, a database with all delegate information can be accessed and edited.
- Audio Application: this application allows you to configure the audio routing in the Televic Plixus Multimedia Engine. This includes the following actions: creating groups of audio input and output components (microphones, auxiliary input/output, Dante input/output, …); visualising the various routing groups as a matrix and controlling the audio routing matrix.
- API: the Room Server can publish an API which allows to control the meeting from a third party device. It lets you start a meeting, activate microphones, go through the agenda etc. For more details about the API, see the document “CoCon API.pdf” that has been installed with the CoCon installation, in the Help-folder.
  In order to activate the API, see Section 7.1.5.

## 3.4 Typical room setup

The figure below shows a possible setup of a conference room, using the CoCon software suite. This figure shows a number of delegates on the left-hand side, and an operator on the bottom right-hand side. The delegates can see changes the Signage Applications (screens in the room), controlled by the operator using this Operator Application. All client applications are connected to the CoCon Room Server, which provides connectivity to the conference Central Unit.

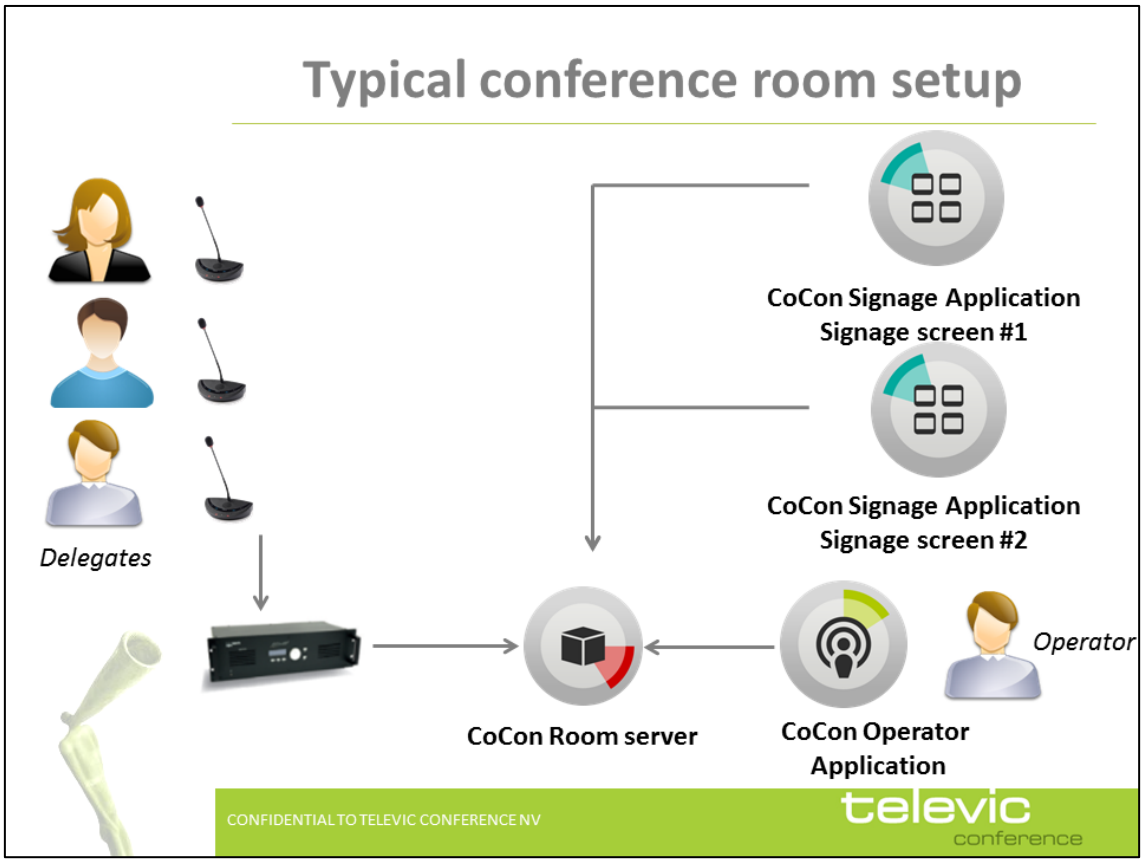



Figure 3-2 Typical conference room setup

# Section 2 – Installation

# 4 System requirements

## 4.1 Hardware requirements

### 4.1.1 Server application

Processor: Intel i5 2 GHz or higher

RAM: minimum 4 GB

Free disk space: minimum 10 GB

Network connectivity: at least 100 Mb/s

### 4.1.2 Client applications

Processor: Intel dual-core 2 GHz or higher

RAM: minimum 4GB

Recommended graphical hardware supporting DirectX 9.0 or better.

Free disk space: minimum 10 GB

Network connectivity: at least 100 Mb/s

Note that, when running multiple client applications on the same PC, at least 2GB per client application needs to be provided.

The following languages are fully supported:

- English
- French
- Spanish
- Russian
- Italian
- Chinese (Simplified)
- Dutch

The following languages are partially supported:

- Chinese (Traditional)
- Japanese
- Vietnamese

### 4.1.3 Network

Network requirements for the following Central Units (connecting over TCP/IP):

- CPU5500
- Confidea WCAP+ Gen 1 & 2
- Confidea WCAP+ Gen3
- Plixus Engine

For these central units following network requirements apply:

- Available bandwidth of at least 10Mb/s for each CoCon Room Server/Central unit connection.
- Available bandwidth of at least 10Mb/s for each CoCon Room Server/client connection.
- Certain network topologies do not allow the auto-Room Server discovery. A manual setting is available, see Section 8.1.

## 4.2 Software requirements

Operating systems supported:

- Windows XP SP3
- Windows Server 2003 SP2
- Windows Vista SP1 or later
- Windows Server 2008 (not supported on Server Core Role)
- Windows 7
- Windows 8

Each PC installed with a CoCon component (any client application or the Server) should also be provided with the .Net Framework 4.0. This will be installed automatically when CoCon is being installed.

# 5 Installation procedure

The installation of CoCon is performed by executing the file CoConInstaller-RELEASE-<VersionNumber>.exe. This will guide you through a typical install wizard with some configuration options. It is recommended that this installation is performed by technically trained personnel.

**Note that it is necessary to let this installation be performed by a Windows user with Administrator rights.**

## 5.1 Prerequisites

In order to be able to install CoCon, a number of other installed programs are necessary. These are

- Microsoft .NET Framework 4.0. This framework is included in the installer package and will be installed automatically if needed.
- Windows Installer 4.5. During installation of the SQL Server Express (the database that CoCon uses to store its data), Windows Installer 4.5 is needed. This is a software component that might not be present on older Windows versions. Therefore, the necessary files are installed with the CoCon suite, and are included in the CoCon installation at C:\Program Files (x86)\Televic Conference\CoCon\Server\WindowsInstaller4_5 (or similar for your installation). You can manually install this when the SQL Server Express setup specifies that these are necessary.

## 5.2 Installer

The installer of CoCon itself consists of various steps; the most important ones are:

- License Agreement.
- Choose components: here it is possible to select which components of the CoCon software suit will be installed on the current PC. Bear in mind that there is usually only 1 Server per meeting room and only 1 meeting room per Server.
  The various client applications that will be installed can also be selected here. Note that the functionality of the applications plays a role: it is e.g. rather illogical to install the Room Configurator on a machine which will only be used for signage – installing only the Signage Application is better suited here. You can position the mouse over any of the client applications to see a description in the text box on the bottom.
- Choose install location.
- Installation is performed.
- The final step allows you to view the release note. Here some remarks are located regarding the current installation version.

During the installation, Windows firewall will ask your permission to let this program communicate. Make sure that you allow all connections for the CoCon applications.

Icons for the selected installed applications can be found on the Desktop and in the Start menu.

# Section 3 – Application description

# 6 License

The CoCon software needs a license issued by Televic in order to function.

## 6.1 License modules

The following license modules are available:

- CoCon Discussion. It contains all functionality that is required to run a conference system in a discussion-only situation. It is perfect for corporate board meetings and council meetings that do not require electronic voting or simultaneous interpretation. Important functionality is delegate management, meeting construction and control, microphone control, … Applications included here are the Room Server, Operator Application and Meeting Manager.

- CoCon Signage: CoCon Signage is the display application within the CoCon Control suite. It is a plugin for CoCon Discussion, so the latter is required to run CoCon Signage. CoCon Signage can be used to display information to the delegates in the room using large screens or projectors.
  The license of the CoCon Signage specifies how many signage screens can be simultaneously active.

- CoCon T-Cast Connector: The T-Cast Connector plug-in integrates the T-Cast on-line management and control environment into the CoCon Conference Control software. It offers a seamless synchronisation between the CoCon meeting preparation and the on-line webcasting environment, as well as control of the T-Cast during a live meeting from the CoCon Operator Application.
  Note that this is a plugin for CoCon Discussion, so the latter is required to run CoCon the T-Cast Connector.

- CoCon Authentication: This module contains the interaction of CoCon with badges. If this module is present, badges can be read from and written to. For each delegate, a badge can be created with which he can identify himself to the system.
  Note that this is a plugin for CoCon Discussion, so the latter is required to run CoCon Authentication.

- CoCon Voting: The Voting module contains all functionality that relates to the process of voting. This module will allow to create voting agenda items and templates, start, stop and control voting sessions and visualize the voting results.

  Note that this is a plugin for CoCon Discussion, so the latter is required to run CoCon Voting.

- CoCon Configurable Import/Export: This module provides additional functionality to import and export data to/from CoCon from various formats (XML, Word), as well as providing advanced printing features.

- CoCon Messages & services: This module adds functionality to the Plixus Multimedia Engine: with this module, it is possible for the delegates to send messages to one another, and request configurable services.
- CoCon Documents: This module adds functionality to the Plixus Multimedia Engine: with this module, it is possible to add documents to the meeting. The delegates are able to consult this document at their leisure, or the Operator can take control of the viewing of these documents.
- CoCon Audio Application: This module allows the usage of the Audio Application. With this application, it is possible to define audio groups, create a matrix of the audio inputs and outputs and control the auxiliary and Dante audio inputs and outputs.

## 6.2 Use License in CoCon

The license mechanism for CoCon changes depending on the hardware you're connecting with.

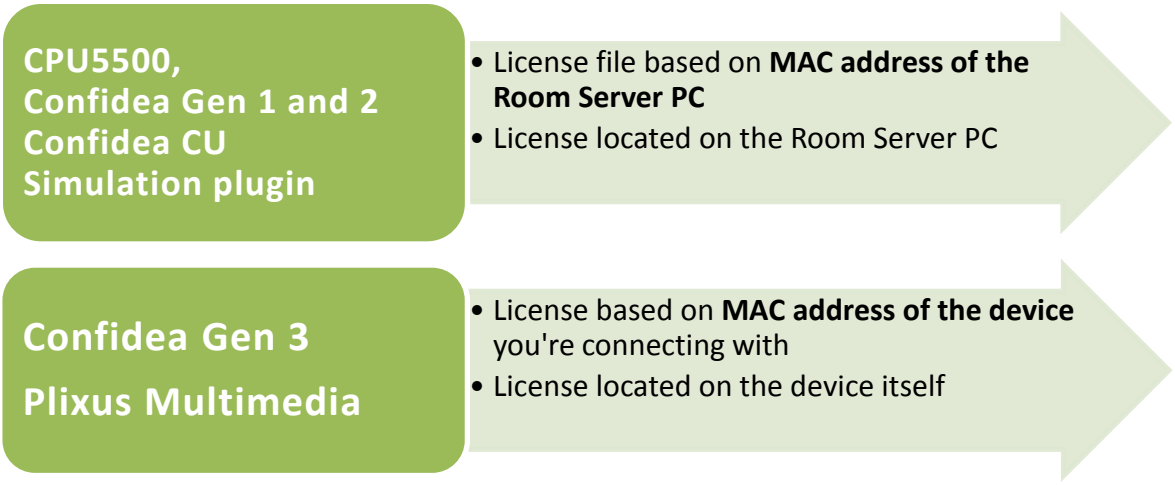



Figure 6-1 License mechanism for various CU

### 6.2.1 Advantages

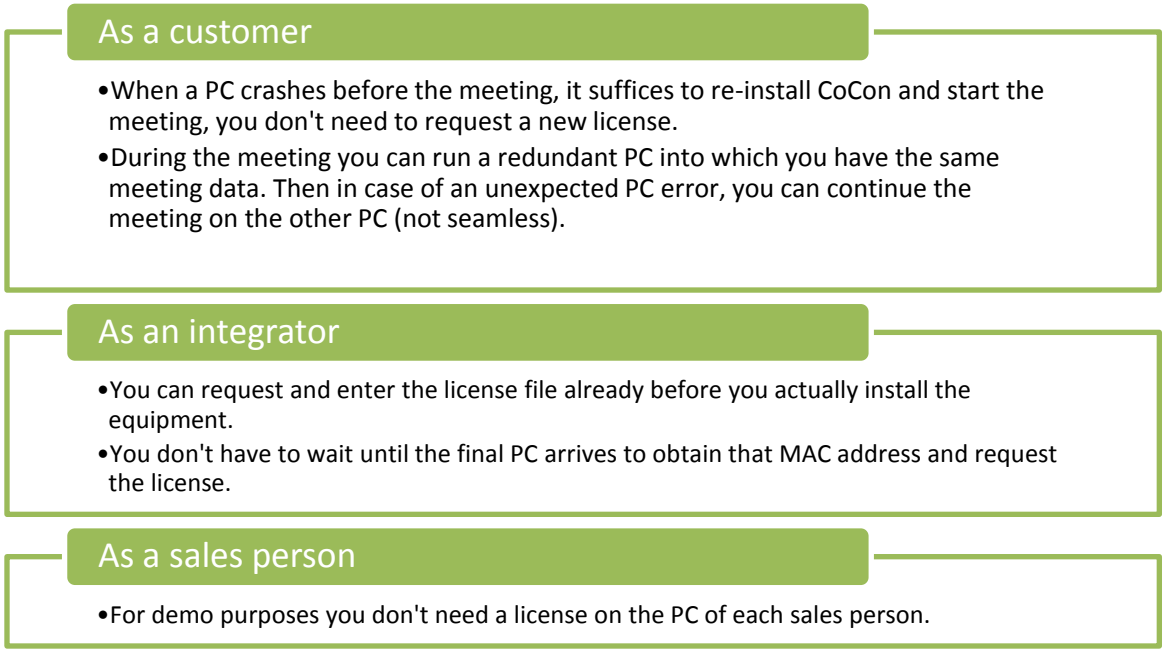



Figure 6-2 License mechanism advantages

### 6.2.2 Practical

There are 2 ways to find the MAC address and add the license file onto your Confidea Gen 3 system:

- Use the web page of the CU and do it manually without CoCon (not yet available for Plixus Multimedia Engines).
- Use CoCon and select the correct device type, then you will be guided in the configuration wizard:

1. After installation of the CoCon Room Server you start the Room Server. Then you will see the following wizard. Click “Next” to continue.

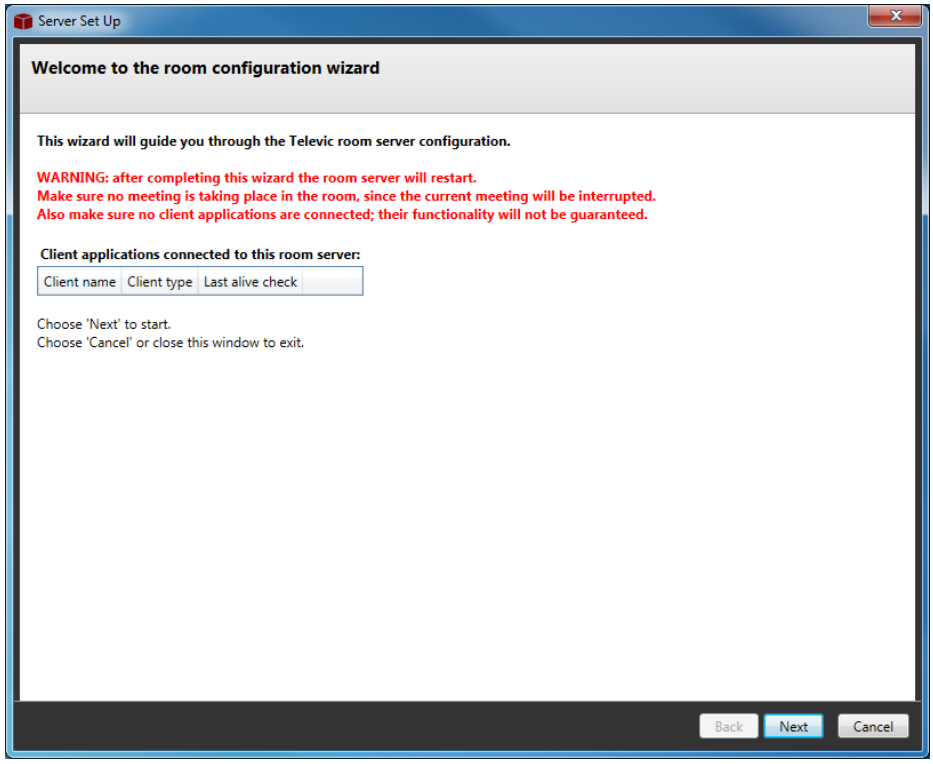



Figure 6-3 First step of the room configuration wizard

2. Then you have to choose the hardware you will be using with CoCon. When you select “Conference Simulation Plugin”, “Confidea CU”, “Confidea WCAP+ 2.0 and earlier” or “CPU5500” and you’ve entered the correct connection parameters (ports, IP addresses) you will be asked to give a license file based on the MAC address of your PC. In the following we will proceed with the new mechanism for Confidea 3.0 or Plixus Multimedia Engine.

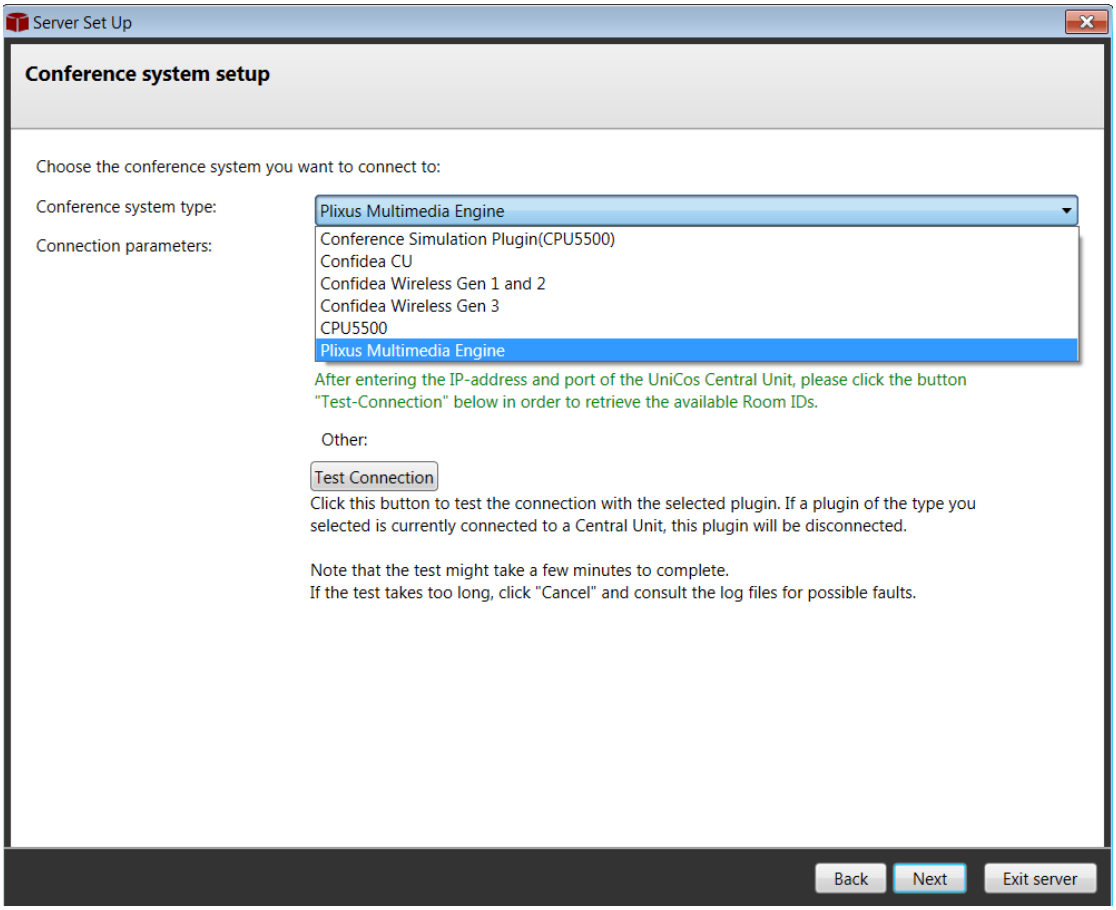



Figure 6-4 Conference system selection

3. Select your preferred conference system type and enter the correct IP address of the device you want to connect to.
   The default IP for Confidea Gen 3 is 192.168.1.110.
   The default IP for Plixus Engine is 192.168.0.100.
   The default IP for Confidea Gen 1 and 2 is 192.168.0.10
   The default IP for the CPU5500 can be found on the CPU itself under the menu: 4 Settings.
   If you cannot connect, please check if your local IP settings (IP address and subnet mask) are correct.

4. When CoCon does detect a device but does not detect a license you will get the following window. Otherwise you will be able to continue the setup of the Room Configurator.

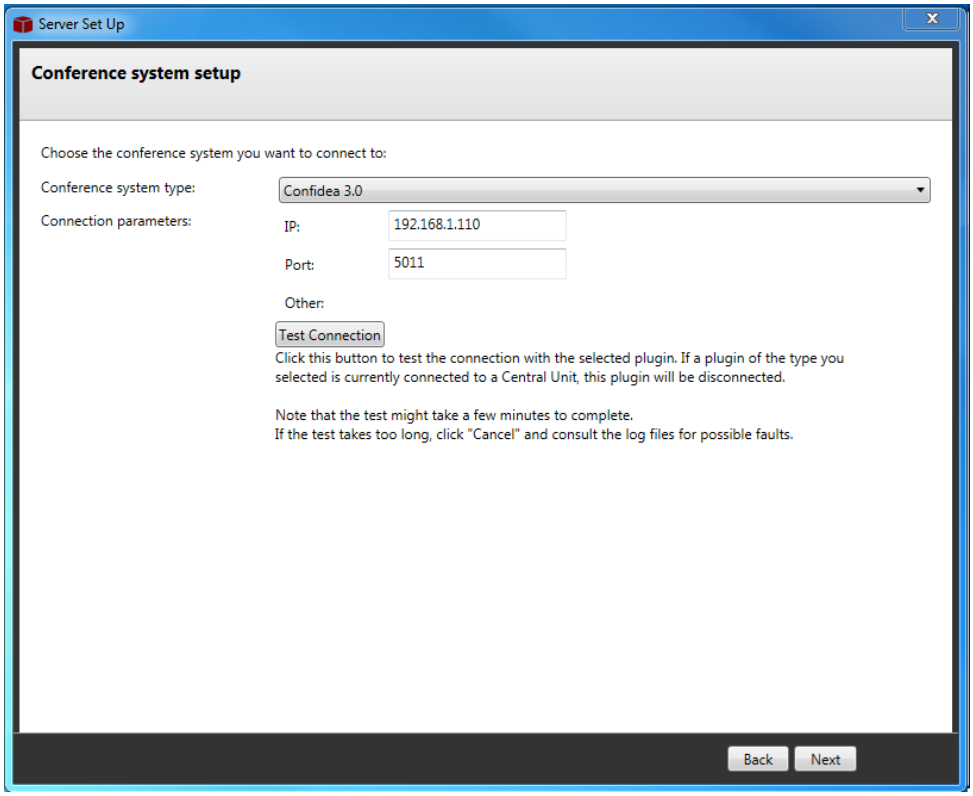



Figure 6-5 Confidea 3.0 connection parameters

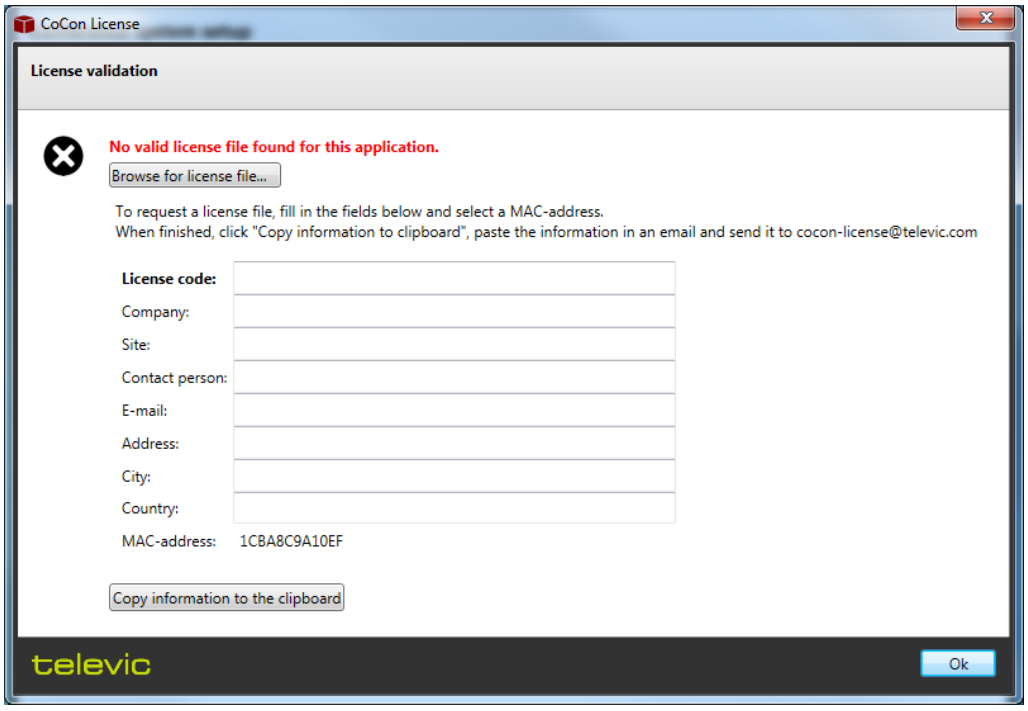



Figure 6-6 No valid license found

5. When you've received the requested license file you can browse for it in this window. Then you will get the following message:

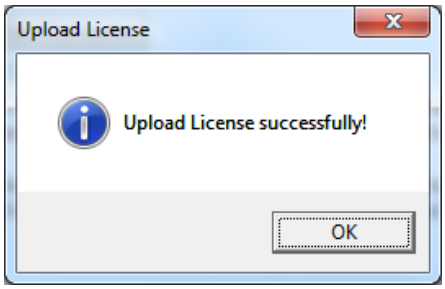



Figure 6-7 License uploaded successfully

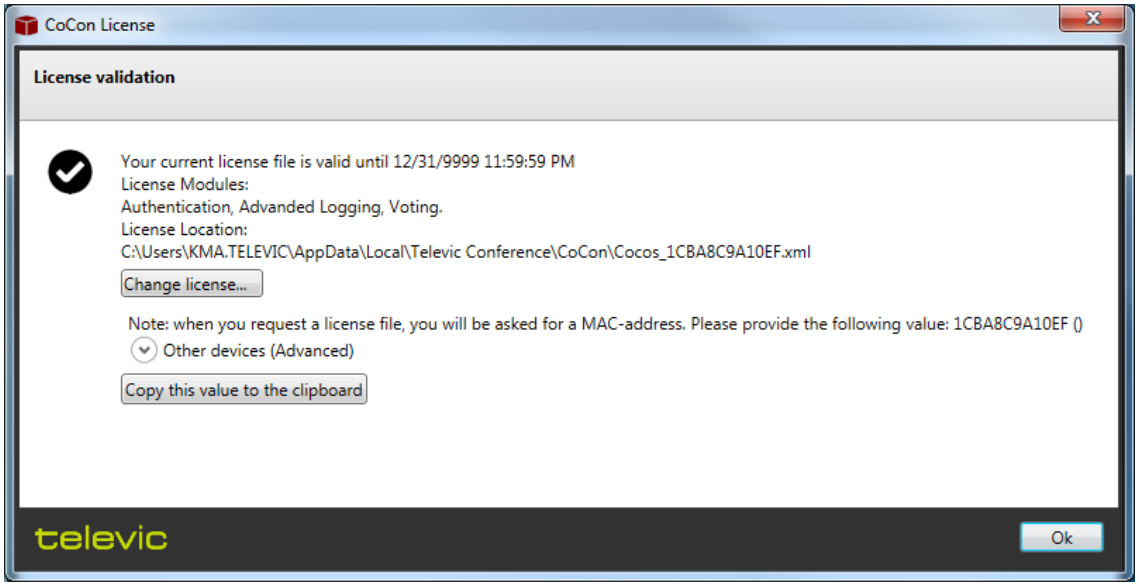



Figure 6-8 Overview of active license modules

# 7 Server

The room server is the application which is responsible for the following functionality:

- Connection with the central conference unit
- Database connectivity
- The component to which the various client applications connect

## 7.1 Room configuration wizard

This wizard is shown when the server is first started, or afterwards if a change to the server configuration is required. It is built up of the screens shown in the following sections.

### 7.1.1 Welcome page

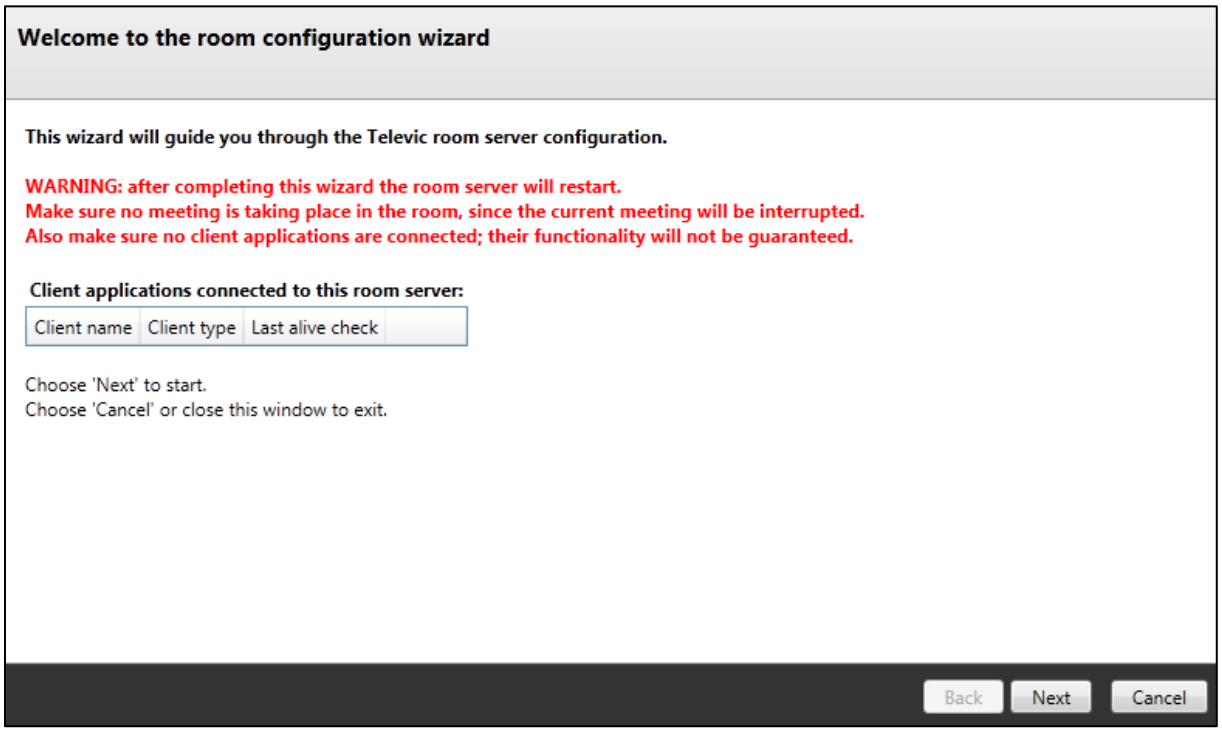



Figure 7-1 Welcome to the room configuration wizard

### 7.1.2 Conference system setup

This screen lets you select the properties for the connection with the central conference unit. A dropdown box is provided which allows selecting any of the available plugins in the current installation. Provided plugins are described in the following sections.

For all CU, you can click the “Test Connection” button at the bottom of this screen to verify your connection settings to the CU. Note that you can cancel the test if it takes too long. One of two results will happen:

- Connection OK.
- Connection not OK. In this case, a link will be shown where you can consult the log files.

#### *7.1.2.1 CPU5500*

This component allows connection to the Televic CPU5500 Central Unit. This connection is established over a standard LAN-connection using the TCP/IP protocol. Parameters here include:

- IP-address. This is the IP address of the central conference unit you want to connect to. The default IP for the CPU5500 can be found on the CPU itself under the menu: 4 Settings.
- Port: this is usually port 5011 for the CPU5500.

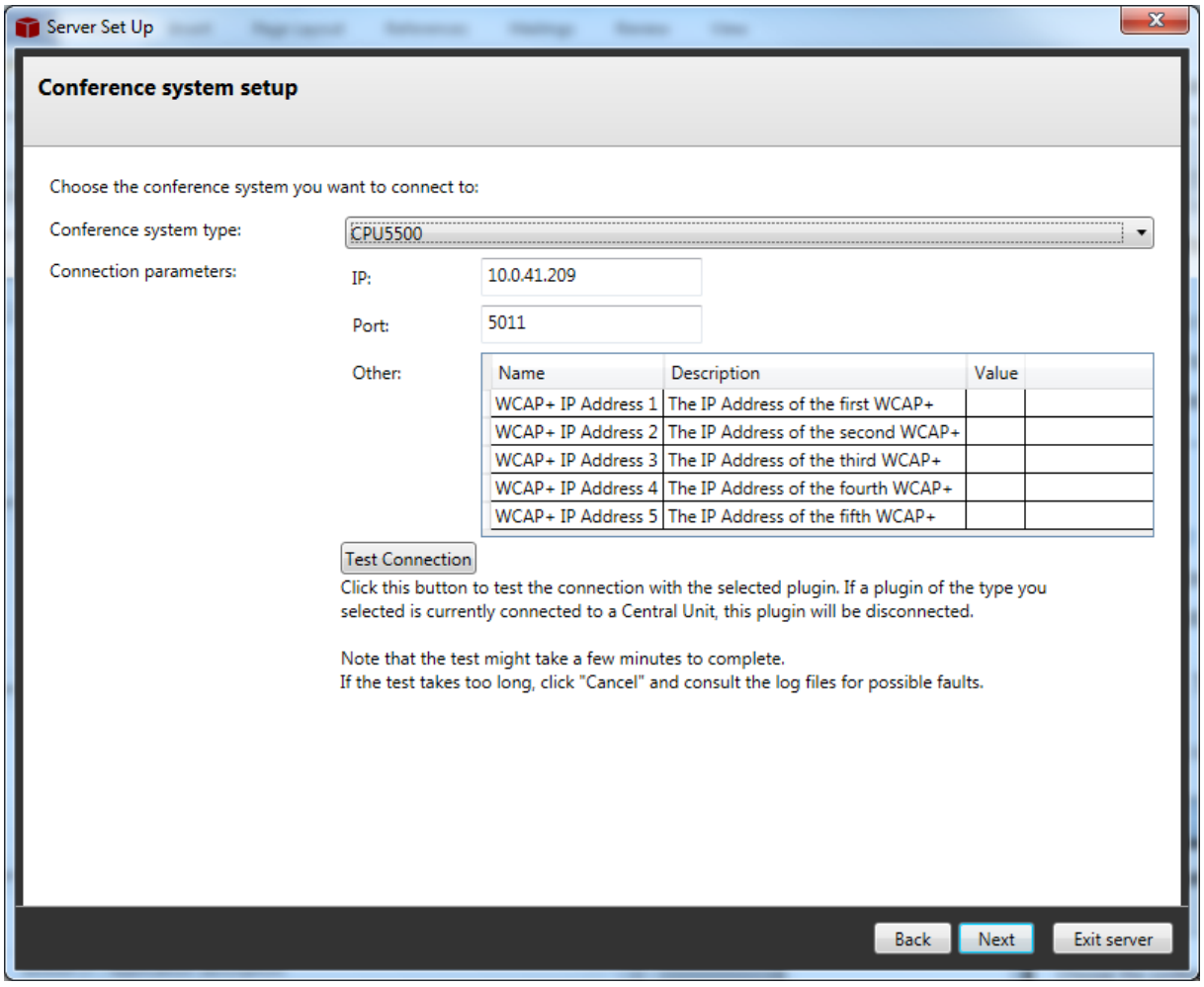



Figure 7-2 Conference system setup

During connection to the CPU5500, a check is performed if the CPU5500 has a software version which is high enough to support all the CoCon features. An automatic update procedure is included

to update the CPU5500. Note however that no firewall or other traffic-blocking programs should be active during this automatic update process.
Alternatively, you can manually copy the CE5532.EXE (contained typically in C:\Program Files (x86)\Televic Conference\CoCon\Server) to the CPU5500 (eg. using Total Commander).

#### 7.1.2.2 Confidea CU

This component allows connection to the Televic Confidea Wired (CE2500) Central Unit. This connection is established using a serial connection over RS232. Parameters here include:

- COM-port: specify here the COM-port **on the computer** to which the serial cable going to the central conference unit is connected. The other side of the serial cable should be connected to the port COM 3 on the Confidea Wired Central Unit.

#### 7.1.2.3 Confidea Wireless Generation 1 and 2

This component allows connection to the Televic Wireless Conference Access Point, Generations 1 and 2. This connection is established over a standard LAN-connection using the TCP/IP protocol. Parameters here include:

- IP-address. This is the IP address of the WCAP unit you want to connect to.
  The default IP for Confidea Gen 1 and 2 is 192.168.0.10
- Port: this is usually port 9000.

#### 7.1.2.4 Confidea Wireless Generation 3

This component allows connection to the Televic Wireless Conference Access Point, Generations 3. This connection is established over a standard LAN-connection using the TCP/IP protocol. Parameters here include:

- IP-address. This is the IP address of the WCAP unit you want to connect to.
  The default IP for Confidea Gen 3 is 192.168.1.110.
- Port: this is usually port 5011.

#### 7.1.2.5 Plixus Multimedia Engine

This component allows connection to the Televic Plixus Multimedia Engine. This connection is established over a standard LAN-connection using the TCP/IP protocol. Parameters here include:

- IP-address. This is the IP address of the WCAP unit you want to connect to.
  The default IP for Plixus Engine is 192.168.0.100.
- Port: this is usually port 5011.

The Plixus Multimedia Engine allows to have multiple virtual rooms on one central unit. That's why CoCon shows a box to select the "Room ID". It is mandatory to click the "Test Connection"-button. CoCon will then try to connect to the Plixus Engine and retrieve the available room IDs. CoCon will automatically select the best possible room ID if no human intervention is needed. The layout of the window is shown in the figure below.

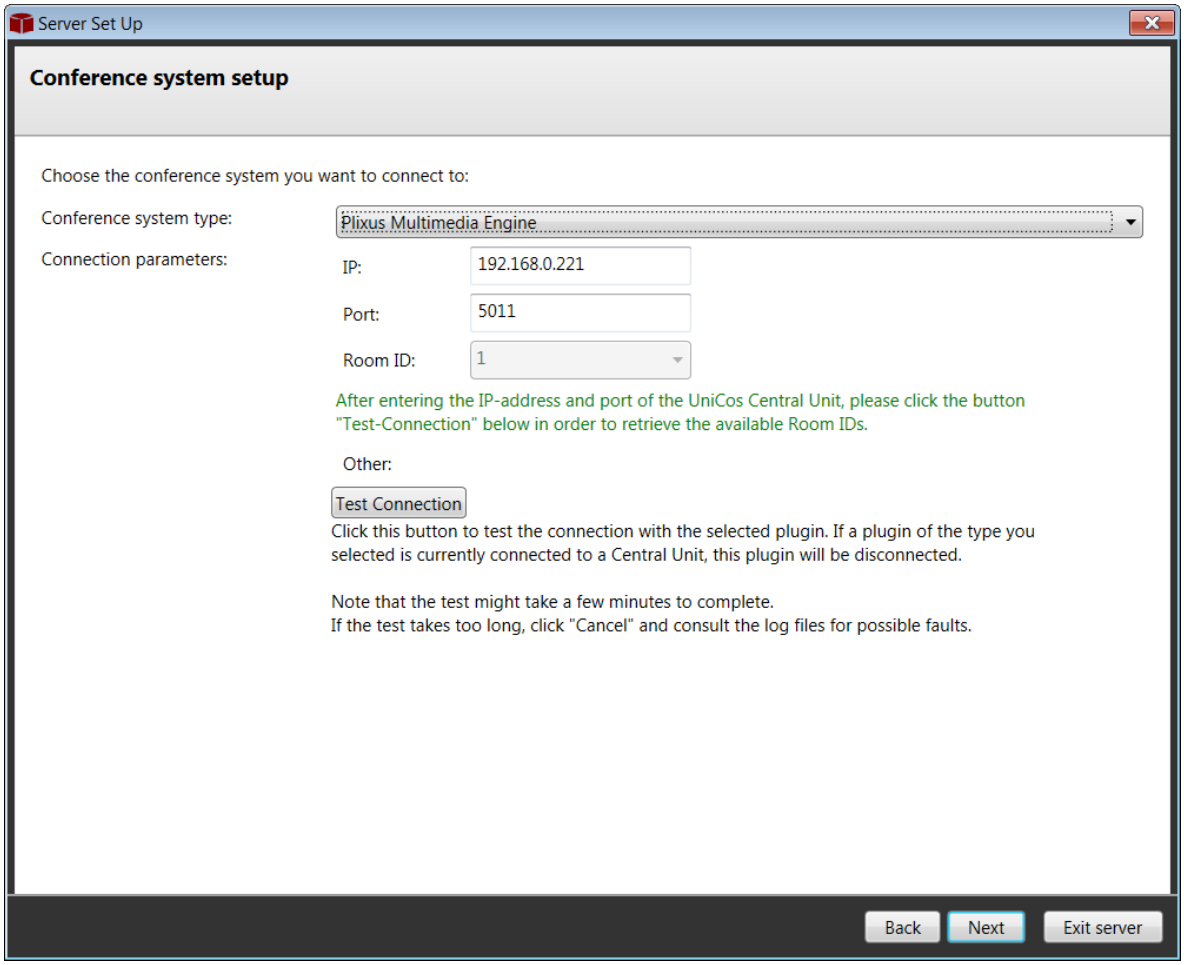



Figure 7-3 Plixus Multimedia Engine connection window

#### *7.1.2.6 Conference Simulation Plugin*

This component allows simulating a conference system without actually using the conference hardware. It will simulate microphone and voting activity, so that the CoCon client applications can be used as if a real system would be connected.

For more information: see the document “Conference Simulation Plugin.PDF” contained in the Help-directory of the CoCon installation or in the Start Menu, under Televic Conference > CoCon > Help.

### 7.1.3 Database

The next steps in the configuration wizard will allow you to choose, create and/or update the database that CoCon uses to store its data.

During installation of the SQL Server Express (the database that CoCon uses to store its data), a check is done whether the Computer Name is the same as the User Name. This is a situation which is considered bad practice in IT terms, and does not allow the successful completion of the SQL Server installation procedure. In order to remedy this, stop the CoCon Room Server (using Task Manager), change either the Computer Name or the User Name and restart the CoCon Room Server.

#### 7.1.3.1 Database detection

This step detects any databases that are already present or can be used to run CoCon on. The first step lets you choose between automatic detection and manual setup.

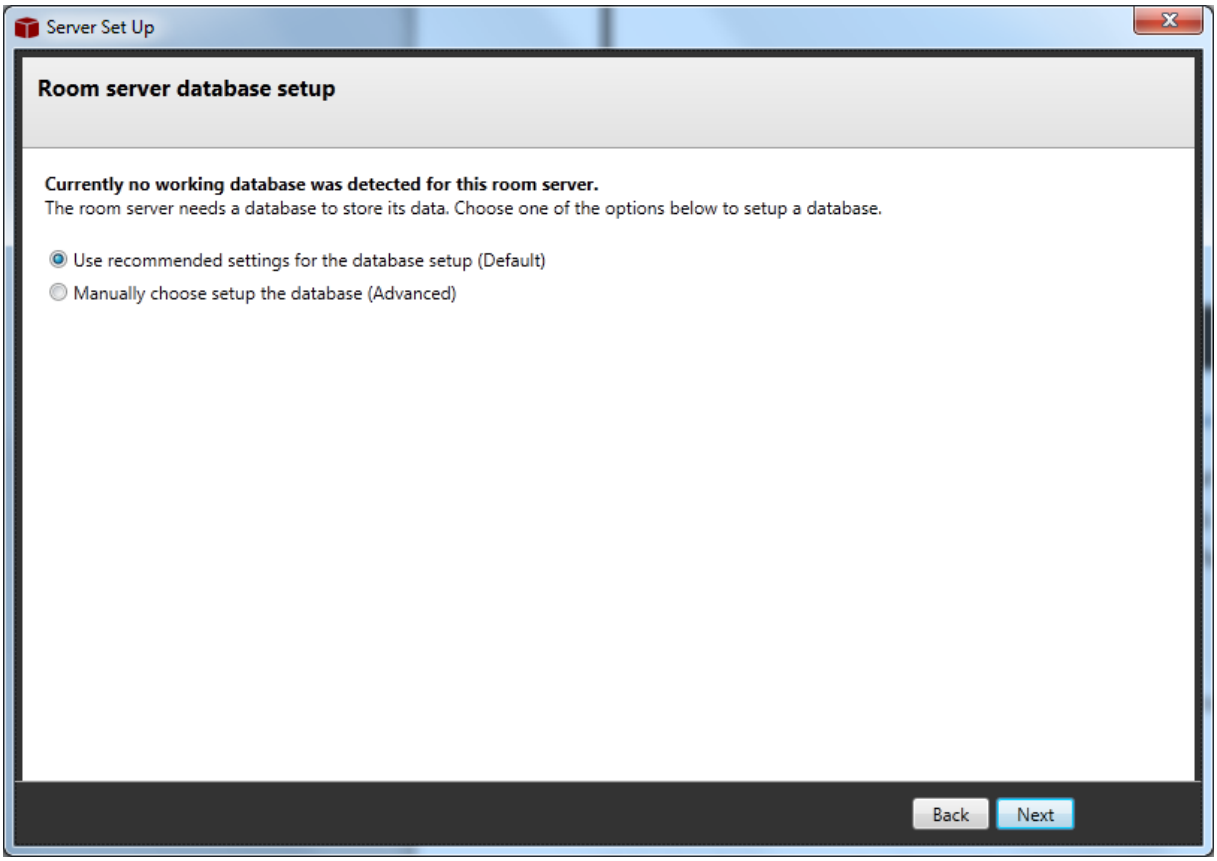



Figure 7-4 Database setup: recommended or manual

The recommended option will show the following screen, where the CoCon Server is looking for usable database servers.

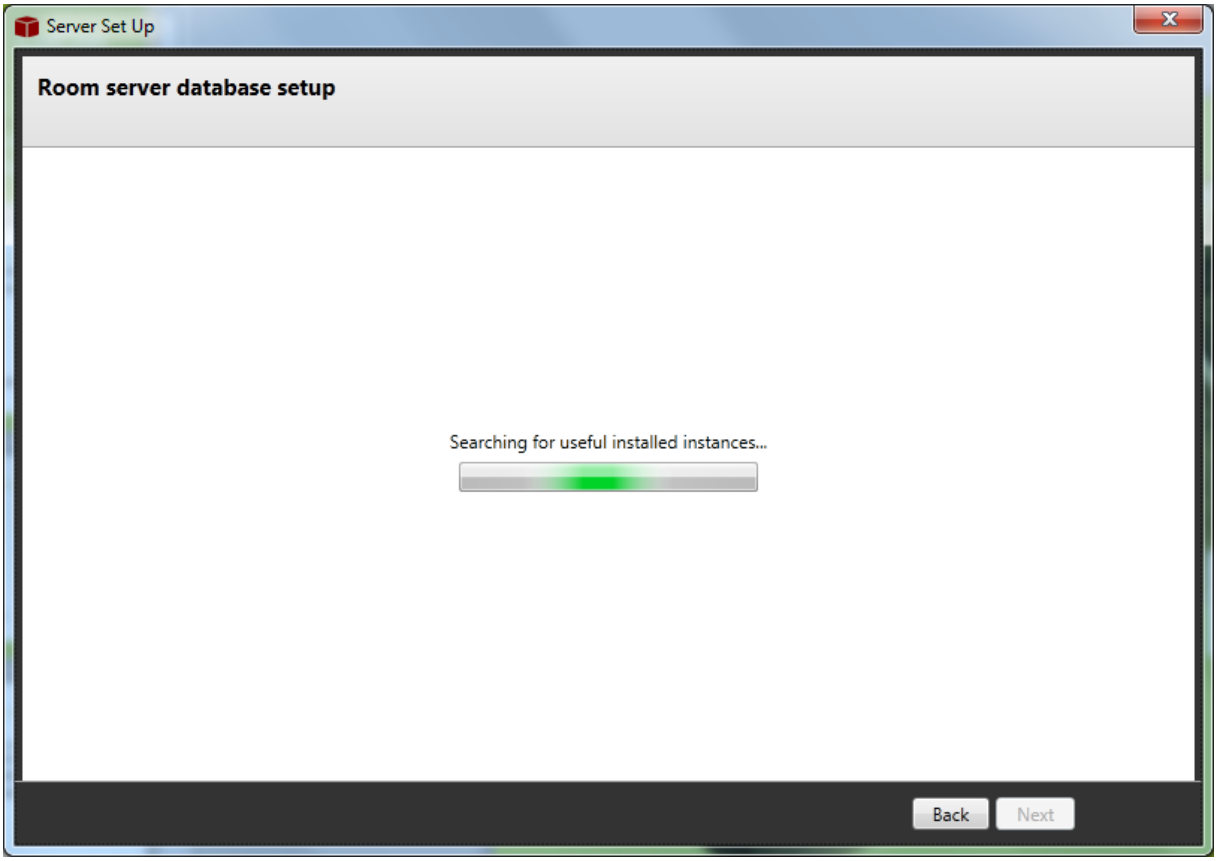



Figure 7-5 Database setup: recommended

The manual option will show the following screen.

In the top half you can select the database server where from a list, or enter it manually. It also allows for Windows or SQL Authentication.

The bottom half allows you to install a new database instance, see next section.

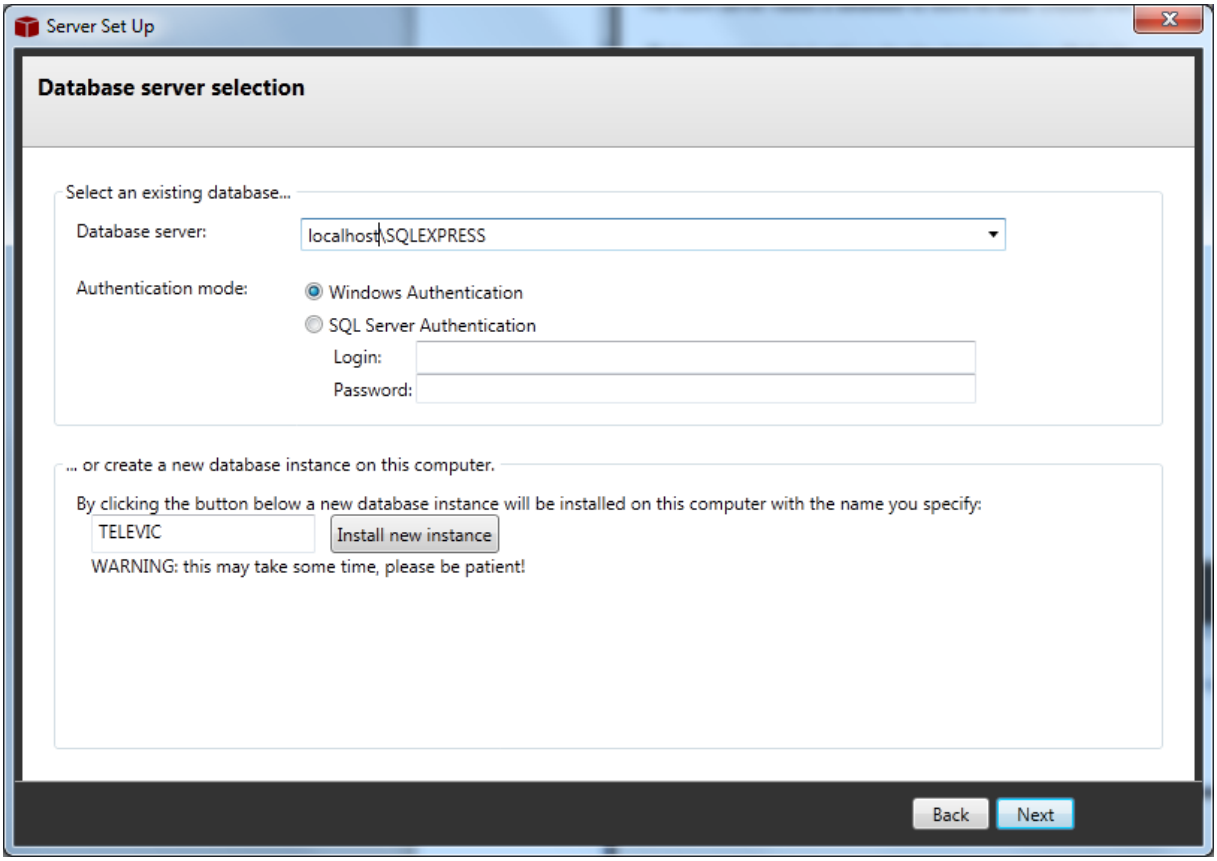



Figure 7-6 Database setup: manual

#### *7.1.3.2 No database found: create new database*

If no usable database is found, CoCon will recommend creating a new database; this is shown in the following screen:

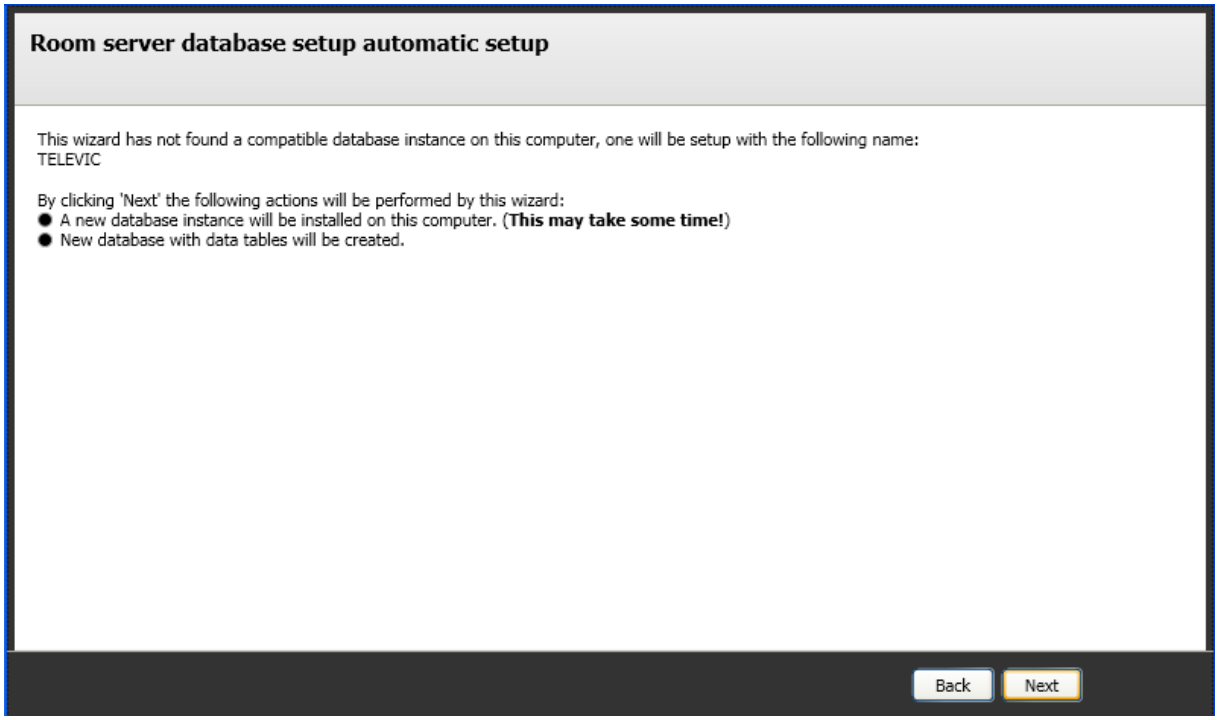



Figure 7-7 Database setup: new database

The following paragraphs describe two possibilities in this situation.

#### 7.1.3.2.1 Install SQL Server Express 2008

No Microsoft SQL Server Express 2008 is installed. The wizard will automatically install this database component and install a valid instance on the database so CoCon server can function correctly.

Note that this is an automated procedure during which no user input is required. It can however take some time to complete this operation.

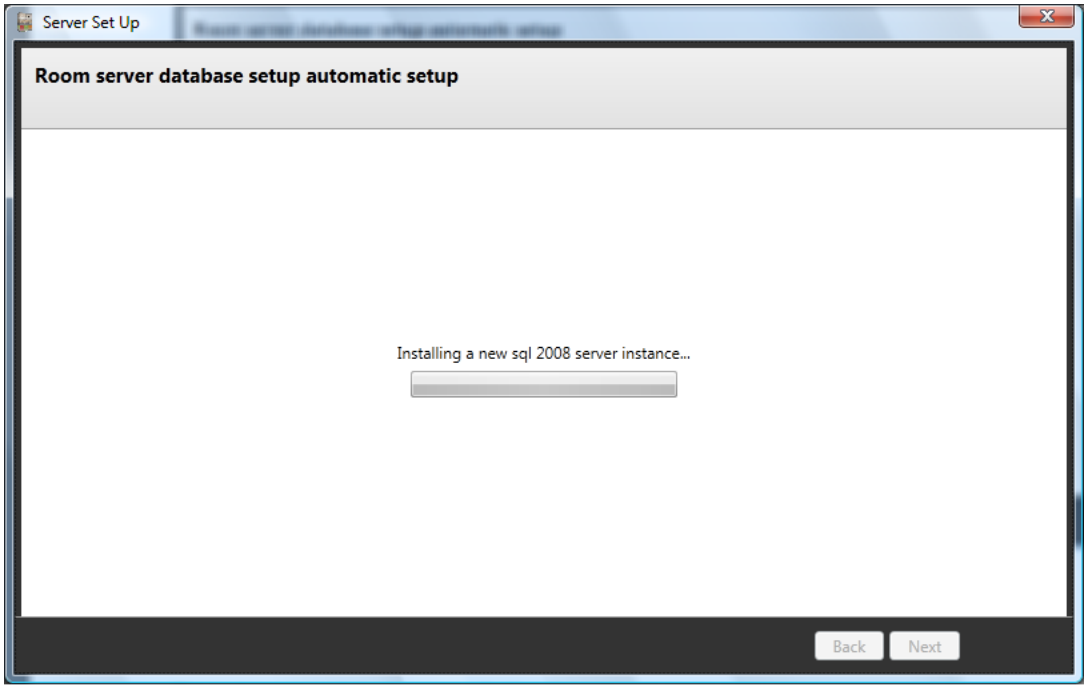



Figure 7-8 Installing SQL Server 2008 - part1

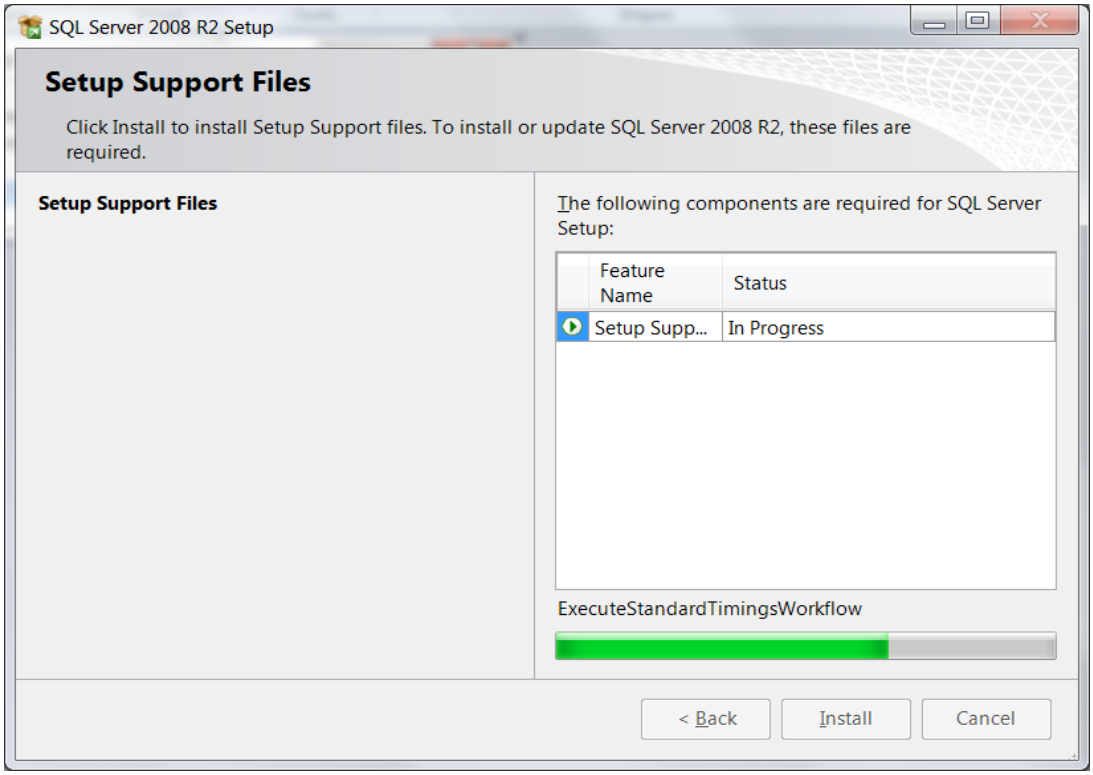



Figure 7-9 Installing SQL Server 2008 - part2

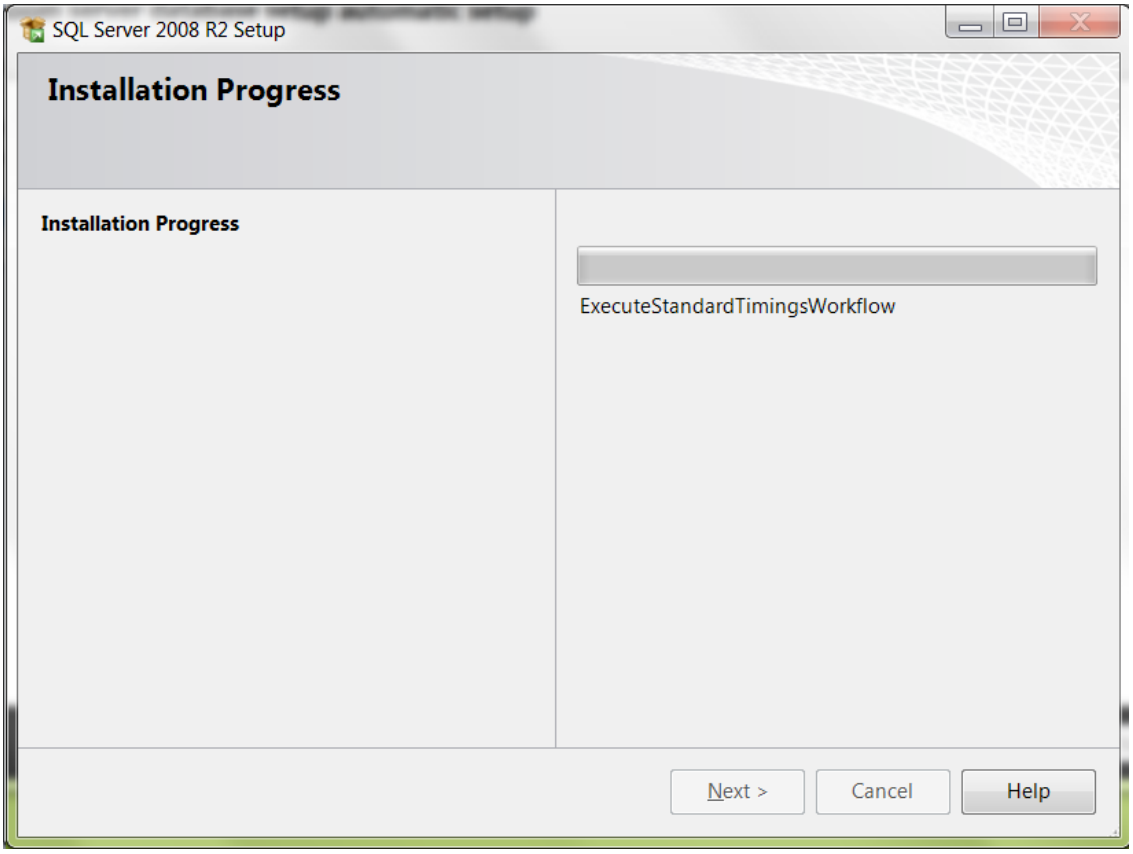



Figure 7-10 Installing SQL Server 2008 - part3

#### 7.1.3.2.2 SQL Server Express 2008 installed but no database found

Microsoft SQL Server Express 2008 installed but no instance found. At this point, you should follow the wizard and allow it to create a new instance.

### *7.1.3.3 Compatible database found and usable*

In this situation, a usable database has been found. CoCon will use this database to store its data. The screenshot below illustrates this.

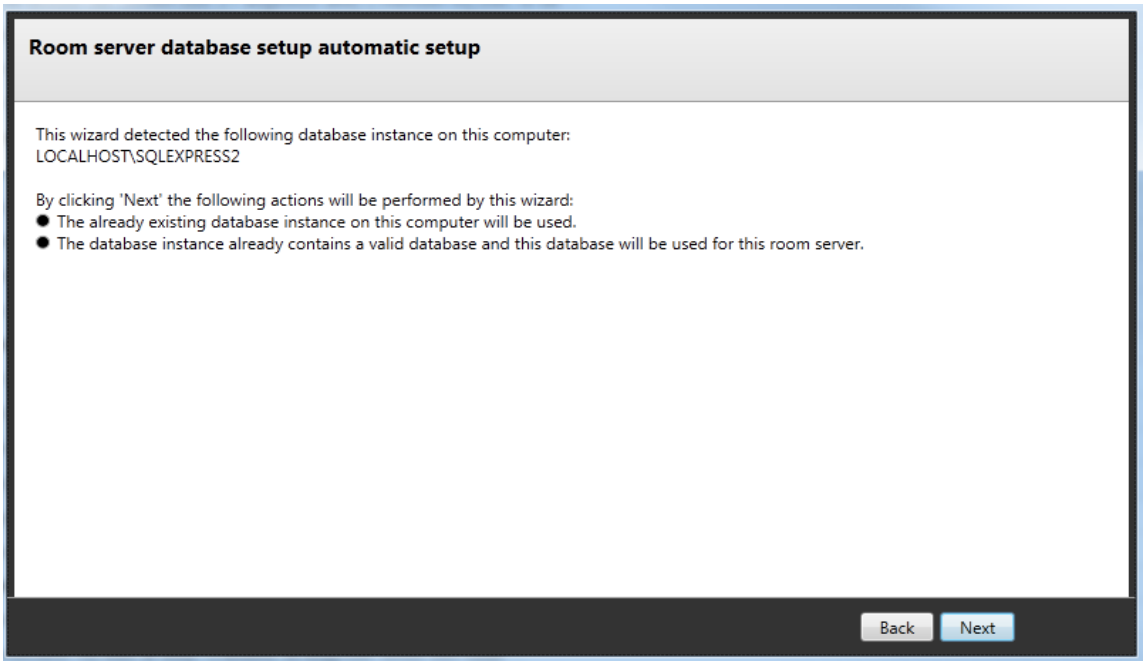



Figure 7-11 Database setup: database found

#### *7.1.3.4 Compatible database found and need to update*

Occasionally, the CoCon database will need to be updated. You will be notified of this, using a special wizard step, as shown in the figure below. The update procedure will take some time to update the database tables in your database, but no data will be lost.

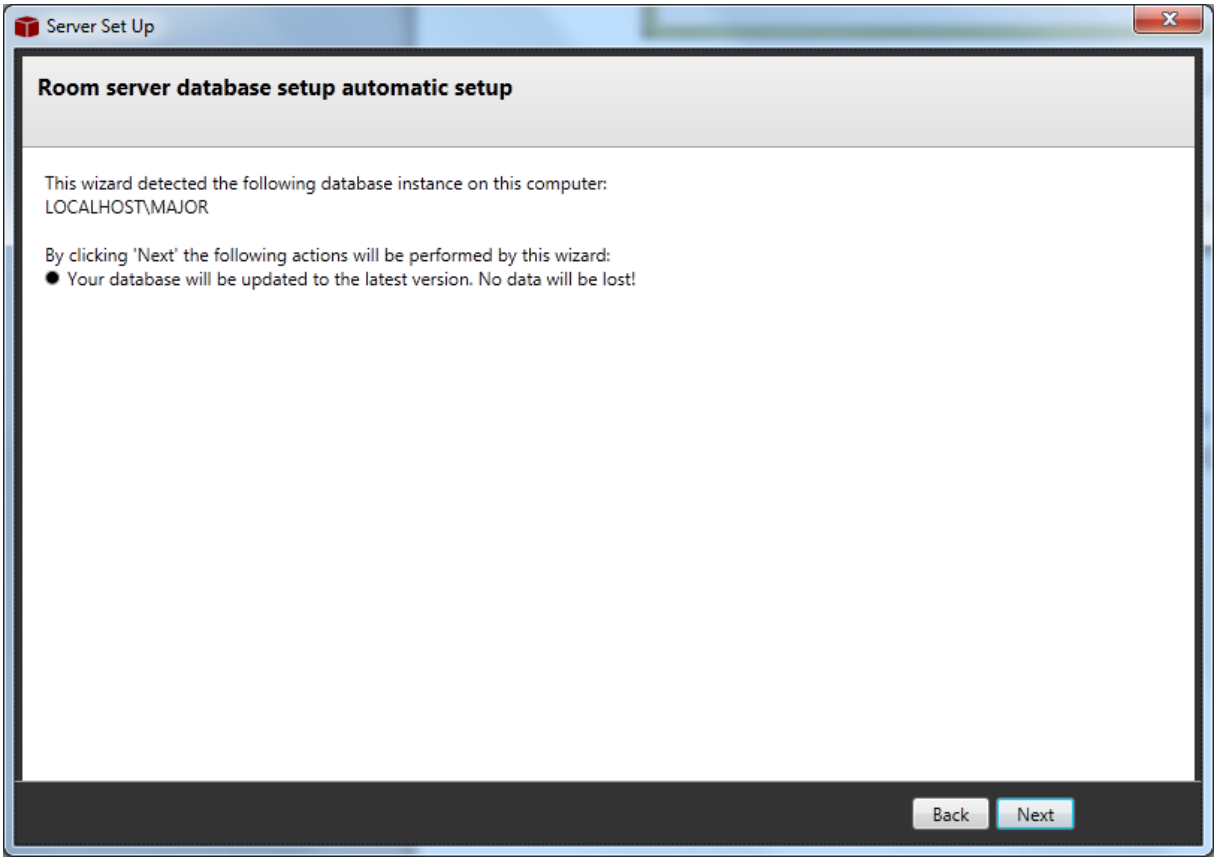


Figure 7-12 Database setup: update needed

### 7.1.3.5 Database configuration OK

If you would run through the configuration again and the database is configured correctly, you will see the following screen.

Clicking on the button “Change database (advanced)” will allow you to change the database, using the steps described in the previous sections.

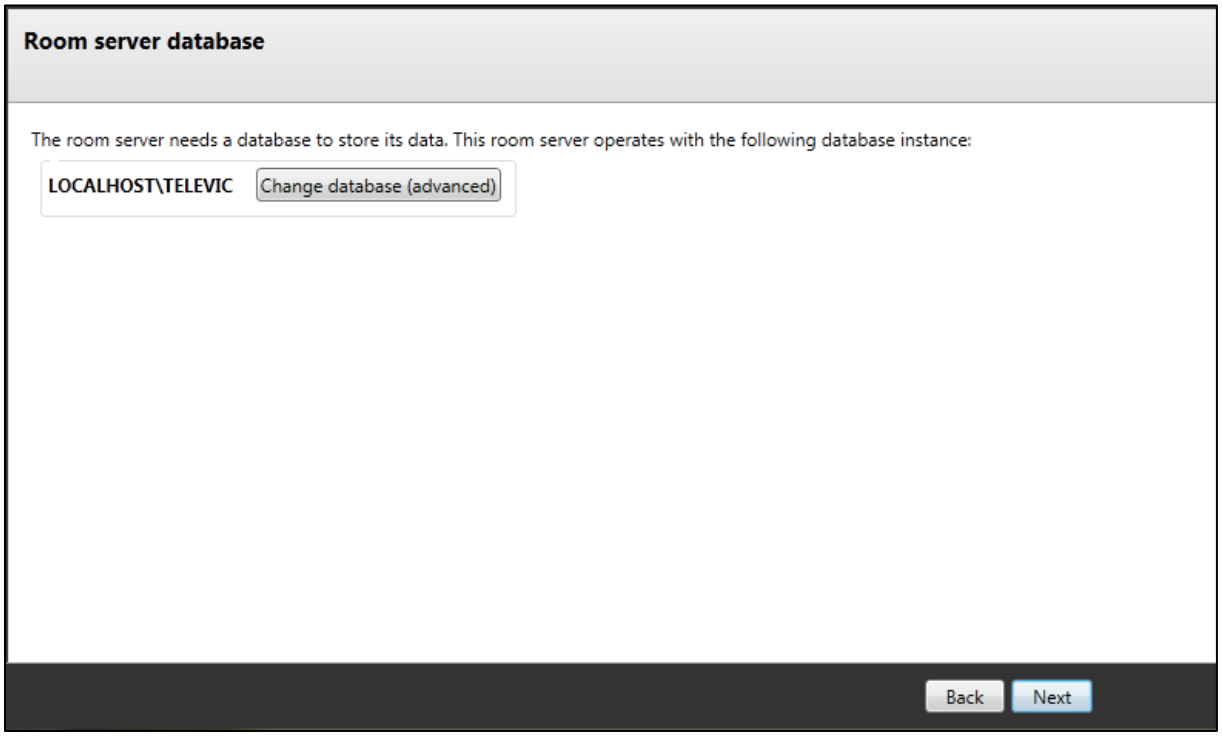



Figure 7-13 Database setup: OK

If you click on the “Change database (advanced)” button and then keep the current settings by clicking “Next”, you will see the following screen:

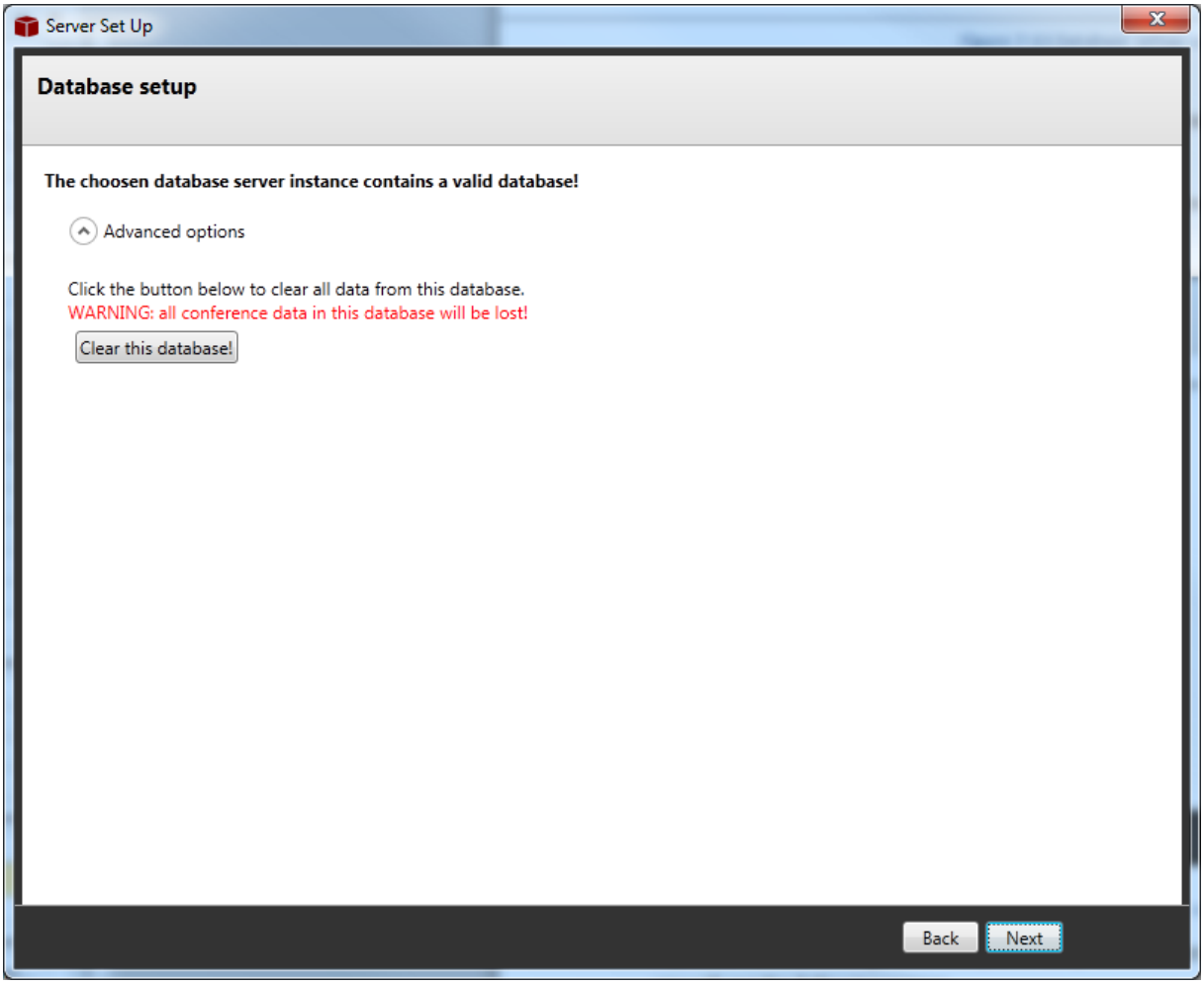



Figure 7-14 Database setup: Clear Database

By clicking the button “Clear this database”, all the information contained in the current database is deleted, so that you can start with a new empty database.

## 7.1.4 Room selection

### *7.1.4.1 Room selection*

This screen contains the room selection. Here you can create a new room, or connect to an existing room. In the upper right-hand corner of this window the effects of the action you choose are shown.

- To create a new room, fill in name and an optional description in the fields at the top.
- If you want to take over an existing room, select any of the room names under “Take over an existing room”. Be aware that these rooms are already assigned to another server. If you select this, the current room server will take over the control of the room from the other server.
- Take control of an unassigned room. By selecting any of the names here you can control an orphaned room (where no CoCon Room Server is associated with it) and assign it to this server.

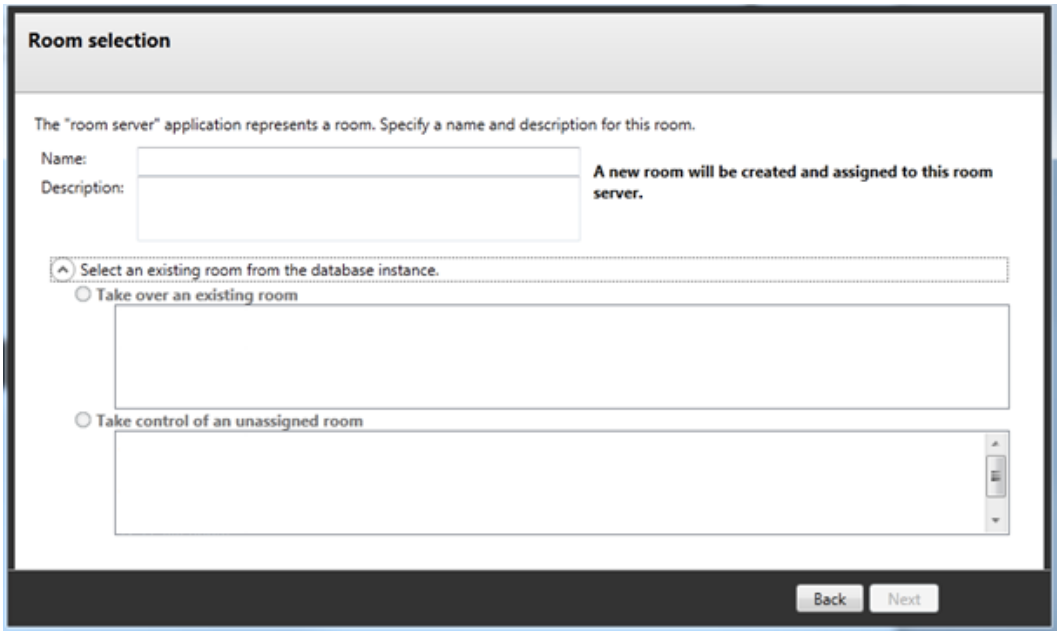



Figure 7-15 Room selection

#### *7.1.4.2 T-Cast configuration*

If there is an expander called “T-Cast config”, you can click this to fill in the configuration parameters for the T-Cast setup. For more details about this, see Section 14.1.1 - Room configuration wizard.

### 7.1.5 Advanced settings

The next page shows the Advanced settings that are available; an example is shown in the figure below. Note that the settings available can change depending on the selected CU and the license modules that are enabled.

When the mouse cursor is hovered over any option, the “Description” section on the right will show further information about the option.

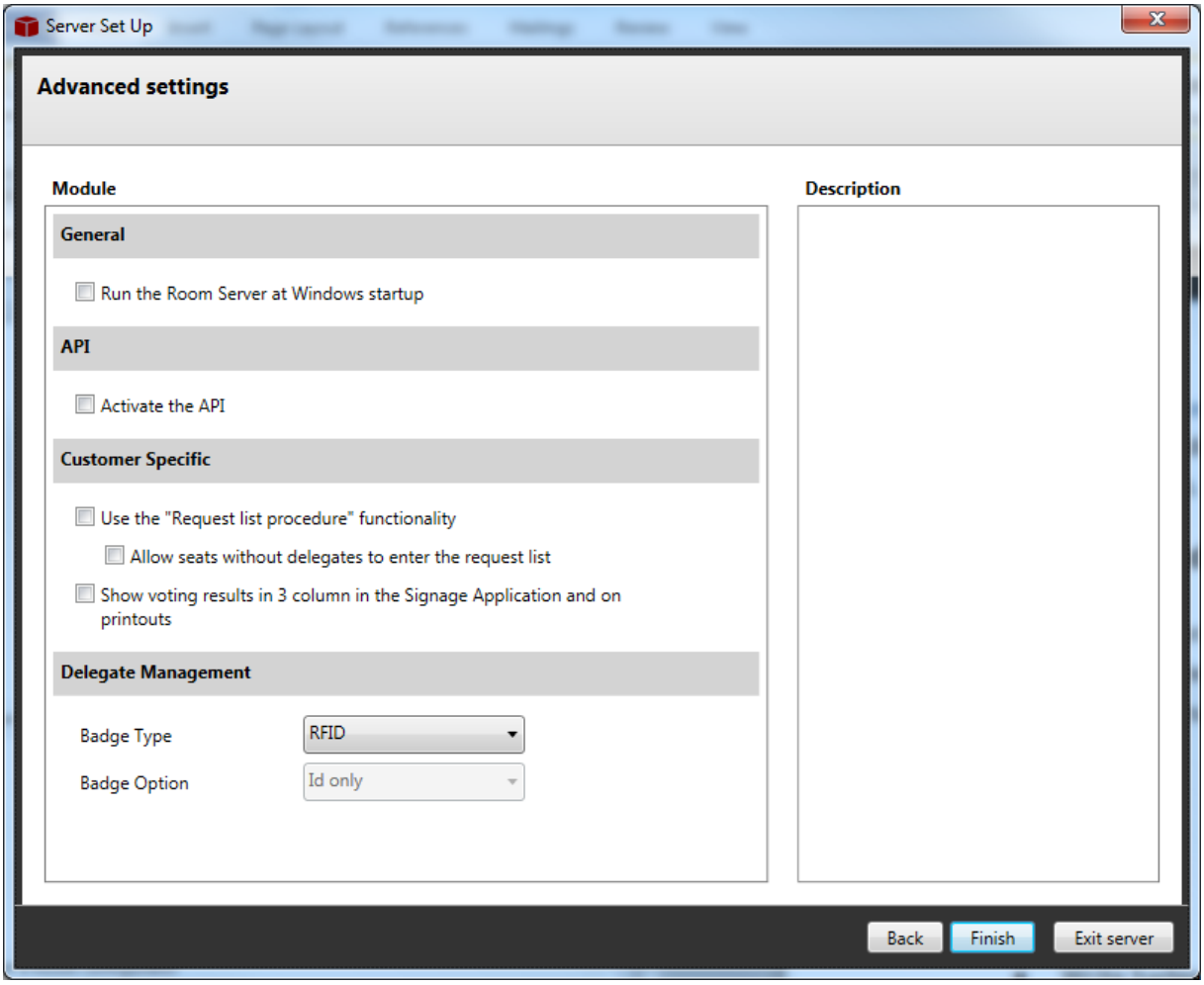



Figure 7-16 Advanced settings

The available options include:

- General:
    - Check the box “Run the room server at Windows start up” if you want to ensure that the CoCon server gets started every time this machine starts up. This can be very convenient for the server application, as no CoCon functionality is available when the server application is not started.
- API:
    - Check the box “Activate the API” to make sure the API is active the next time the Room Server is started.
      **Note that the Room Server needs to be started with Administrator Rights to make sure that the necessary sockets can be opened for the API to function.**
- Customer specific: this section contains the activation of features that have been developed specifically for certain customers. This should not be selected for most users.
- Voting Management:

- Voting buttons: here you can specify if your setup has units with 3 or 5 voting buttons. This will determine the type of voting items you can create in the client applications.

- Delegate Management:
  - Badge Type: for some type of CUs: here you can choose between chipcard and RFID card.
  - Badge Option: this allows you to specify how much information should be written on the badges. The following possibilities are present:
    - ID only: the badges will only contain the ID of the delegate written on it.
    - Full badge: in this case, more information will be written to the badge. This will include the delegate ID, first name, last name, …

- T-Cast: see section 14.1.1.

### 7.1.6 WCAP+ in coupled mode

The following section describes the behaviour of a WCAP+ in slave mode and is only applicable for the Confidea CU and CPU5500.

If a WCAP+ Central Unit is connected in slave mode to the Confidea CU or CPU5500, then CoCon can make a parallel connection to this WCAP+ to retrieve additional information about the wireless units. This additional information consists of the RF and battery status for each of the wireless units. The Operator Application will then show the states of the wireless units so the operator can quickly see which of the units is almost out of range or needs to be recharged. Up to 5 WCAP+ Central Units can be connected in slave mode to a Confidea CU or CPU5500.

In order to make a parallel connection to a WCAP+, the IP address of the WCAP+ needs to be configured in the Conference system setup. See Figure 7-2 for the configuration of the IP addresses. Click on the column “Value” of the table to enter the IP addresses of one or more WCAP+.

### 7.1.7 Finish

After completing the room configuration wizard, a restart of the server is needed. The server will restart automatically.

## 7.2 Room server window

When the room server is active, an icon will appear in the task bar notification area:  or 

Right-clicking on this icon gives access to one of three functions:

- Room server: see below.

- Configuration wizard: see previous section.
- Exit: shuts down the room server.

The room server window is shown below.

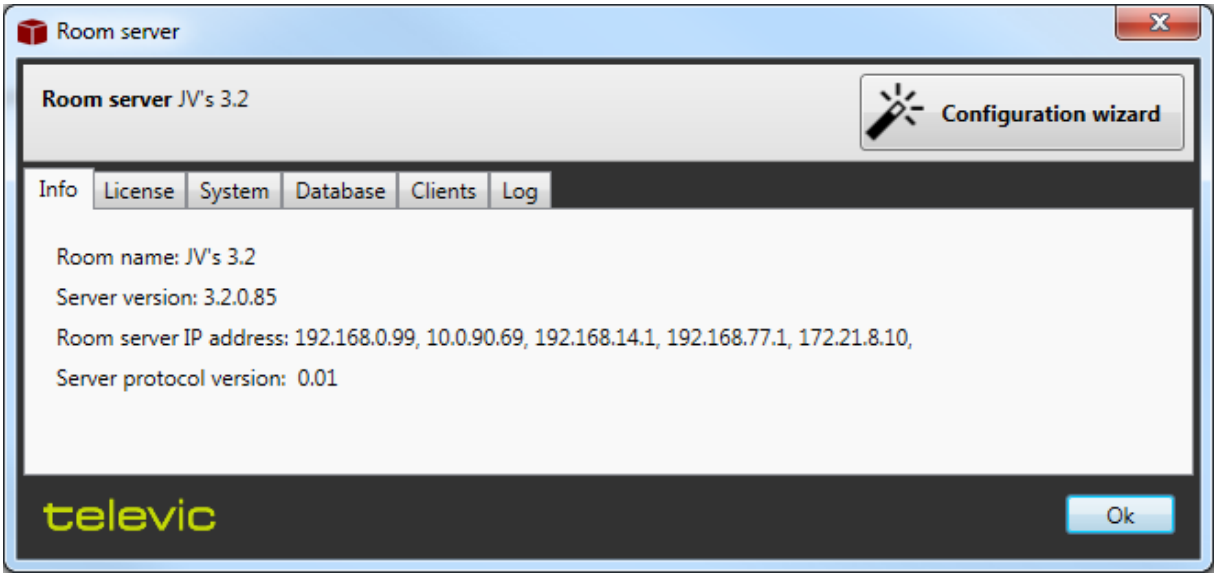



Figure 7-17 Room server window

### 7.2.1 Info

This tab contains information about the name of the server, the server version, Room Server IP address and the protocol version.

### 7.2.2 License

This tab contains the expiration date of the license, an overview of the enabled licenses, and the possibility to change your license to another.

### 7.2.3 System

This tab contains information about the current connection with the central conference unit, its name, description and current status (Connect, Disconnect).

By pressing the button “Restart System Connection”, the connection with the conference system is restarted.

By pressing the button “Reboot Central Unit” (if applicable), the central unit to which this Room Server is connected will be rebooted.

### 7.2.4 Database

This tab shows the connection state and version of the database.

### 7.2.5 Clients

This tab shows an overview of all the connected clients, the type of application, the computer name and “last alive check”, which indicates when their connection was last verified.

### 7.2.6 T-Cast

For more information about this tab, see Section 14.1.2 Room server window.

### 7.2.7 Log

Application log files: the first hyperlink in this tab opens the folder where all the log files of the CoCon applications are stored.

Real-time logging: the second hyperlink opens a window where the real-time communication with the CU can be seen. Note this is a debug window and thus not extensively documented in this manual. However, useful information can be seen here.

## 7.3 Additional configuration for Plixus Multimedia Engine

All of the configuration settings for the Room Server are saved to a settings file in XML format. This file should NOT be changed manually by users. The user interfaces described in the previous sections allow changing almost all settings.

There is, however, one exception to this rule: for the Plixus Multimedia Engine, there are a few options that can be configured in this XML settings file. The file can be found here:

C:\Users\<USER>\AppData\Local\Televic Conference\CoCon\CoCoSServerConfig<GUID>.xml
or similar for your configuration.

The following sections describe the settings that can be set manually here. To enable these settings, add the described lines to the configuration file.

### 7.3.1 Gain reduction

The gain reduction curve can be specified here. This is the level with which the gain is adjusted when more microphones are active at the same time. Up to 8 points in the gain reduction curve can be specified.
The settings are specified with units of 0.1dB.

A typical setting is the following, which will reduce the gain for each additional microphone with 1dB.

```
<Setting Name="GainReductionCurveP1" Value="0" />
<Setting Name="GainReductionCurveP2" Value="-10" />
<Setting Name="GainReductionCurveP3" Value="-20" />
<Setting Name="GainReductionCurveP4" Value="-30" />
<Setting Name="GainReductionCurveP5" Value="-40" />
<Setting Name="GainReductionCurveP6" Value="-50" />
<Setting Name="GainReductionCurveP7" Value="-60" />
```

```
<Setting Name="GainReductionCurveP8" Value="-70" />
```

### 7.3.2 IDC interface language and regional settings

The Plixus Multimedia Engine allows the delegates to change their interface language or regional settings on the IDC itself. However, it may also be necessary that ALL the IDC's in a room are put to the same interface language and/or regional settings. That is the reason that the following two settings are available:

```
<Setting Name="CD_CHANGE_INTERFACE_LANGUAGE" Value="1" />
<Setting Name="CD_CHANGE_REGIONAL_SETTINGS" Value="1" />
```

The first setting CD_CHANGE_INTERFACE_LANGUAGE will change the language of the IDC interface on each meeting start (including resuming of the meeting). The values that can be set here are described in the following table:

| Description | Value (integer) |
|---|---|
| English | 0 |
| Suomi | 1 |
| Italiano | 2 |
| Russian/русский | 3 |
| Deutsch | 4 |
| Arabic/العربية | 5 |
| Chinese/中文 | 6 |
| Français | 7 |
| Japanese/日本人 | 8 |
| Korean/한국의 | 9 |
| Vietnamese/Việt | 10 |
| Português | 11 |
| Nederlands | 12 |

The second setting CD_CHANGE_REGIONAL_SETTINGS will change the regional settings of the keyboard on the IDC on each meeting start (including resuming of the meeting). The values that can be set here are described in the following table:

| Description | Value (integer) |
|---|---|
| US English | 0 |
| Suomi | 1 |
| Belgisch | 2 |

# 8 Shared client components

This section contains a description of all the components which are shared among the client applications.

## 8.1 Login window

In order for the client applications to function, they need to connect to the conference room server. Therefore, a login dialog appears when starting up the application. This is shown in the figure below.

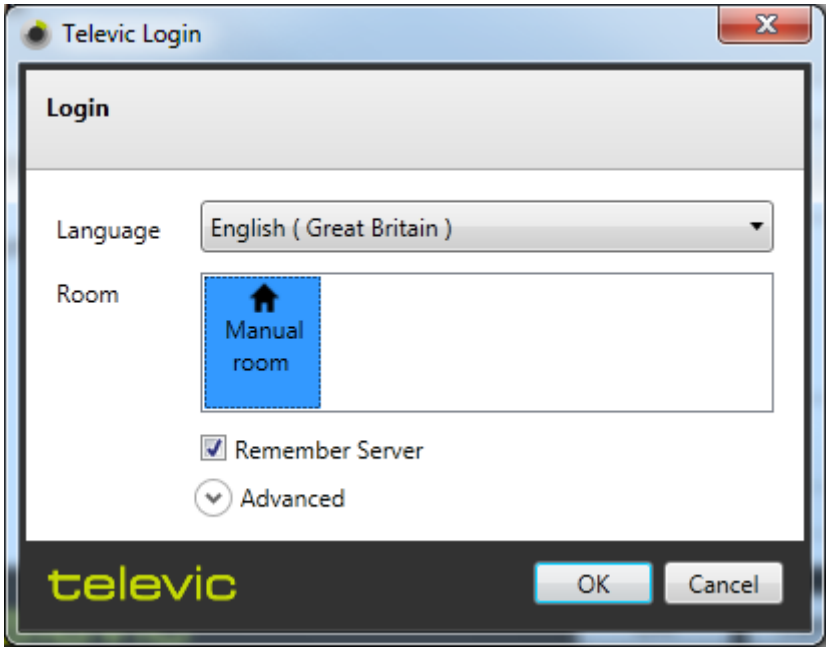



Figure 8-1 Login dialog

This dialog allows selecting the language in which the application is displayed (this can also be changed within the applications, see Section 8.2).

The CoCon clients contain an auto-detection mechanism by which they automatically search for any active CoCon servers. These are shown in the dialog, and you can select one to logon to.

The protocol used is WS-Discovery. More information can be found here:
http://msdn.microsoft.com/en-us/library/dd352335.aspx

The multicast address used is 239.255.255.250 on IPV4 networks and [FF02::C] on IPV6 networks. In both cases, multicast messages are sent to port 3702. More information can be found in the following figure:

| | Source IP | Source Port | Destination IP | Destination Port | Protocol |
|---|---|---|---|---|---|
| Client request | 10.0.40.81 | 50729 [varies] | 239.255.255.250 | 3702 | UDP |
| Server response | 10.0.41.108 | 3702 | 10.0.40.81 | 50729 [varies] | UDP |

Figure 8-2 WS-Discovery information

In case the CoCon Room Server(s) that are currently running are not shown in the dialog, there may be a network configuration (eg. a firewall blocking ports or traffic) that does not allow it. Make sure the traffic needed for the discovery is allowed on your network.

Check the “Remember Server” box to automatically login to the selected server the next time you start up this client application. You can change this setting in the General Settings, as described in the Section 8.2.2. This setting will also be removed if you click the “Logout admin” at the bottom right-hand side of the client applications.

After clicking OK, you are logged in to the CoCon client application.

The following advanced parameter is present (see figure below):

- Manually provide the host address: This means that you manually enter the IP-address or the server host name in the box “IP or Host name”.
  **Note that you have to check the box marked “Use these manual settings” in order for these advanced settings to be used.**

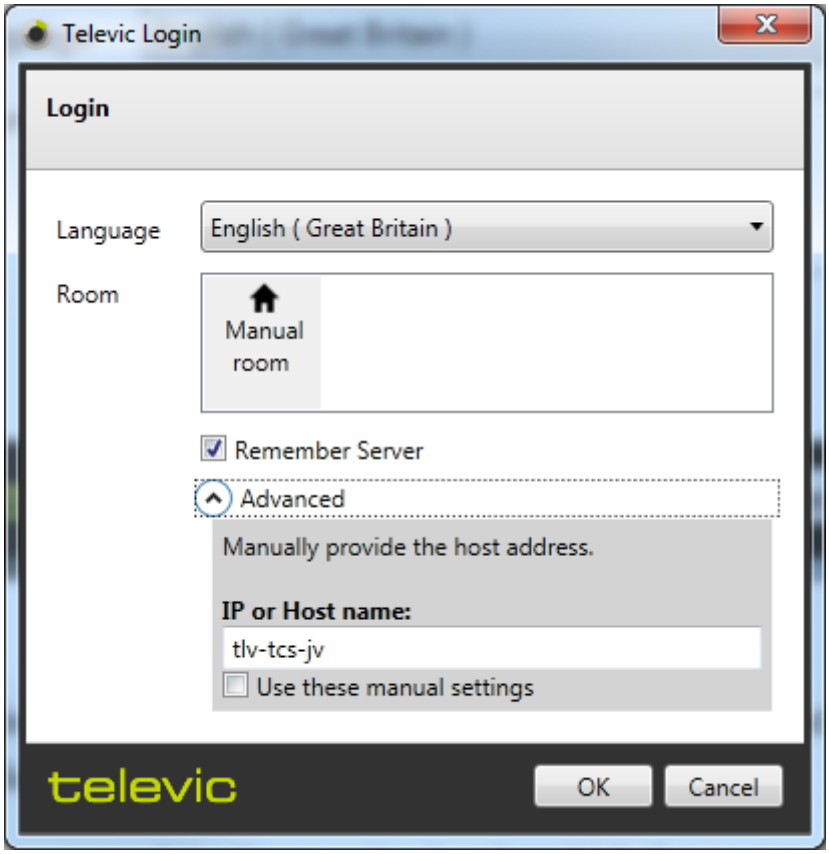



Figure 8-3 Login dialog: advanced

- Note that the servers that have been manually filled in are remembered locally. By clicking the drop-down box arrow on the right side, you get a view of all previous manually entered servers. If you click on any of them, they appear in the box and you can connect to the server, on condition that you checked the “Use these manual settings” box.

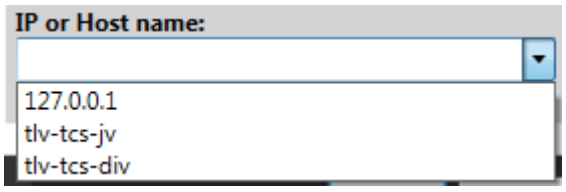



Figure 8-4 Login dialog: advanced server tracing

# 8.2 General Settings

## 8.2.1 Language setting

All the CoCon client applications are able to be translated to other languages. In the login-window (section 8.1) as well as in the Settings-menu, the language can be changed. After selection of the language, the user interface will directly change into the selected language.

As can be seen in the figure below, selection of the current user interface language is available in the File-menu, in the section Settings. Here you can select your preferred

language to view the current CoCon application in. For availability of more languages than those presented here, contact your Televic contact person.

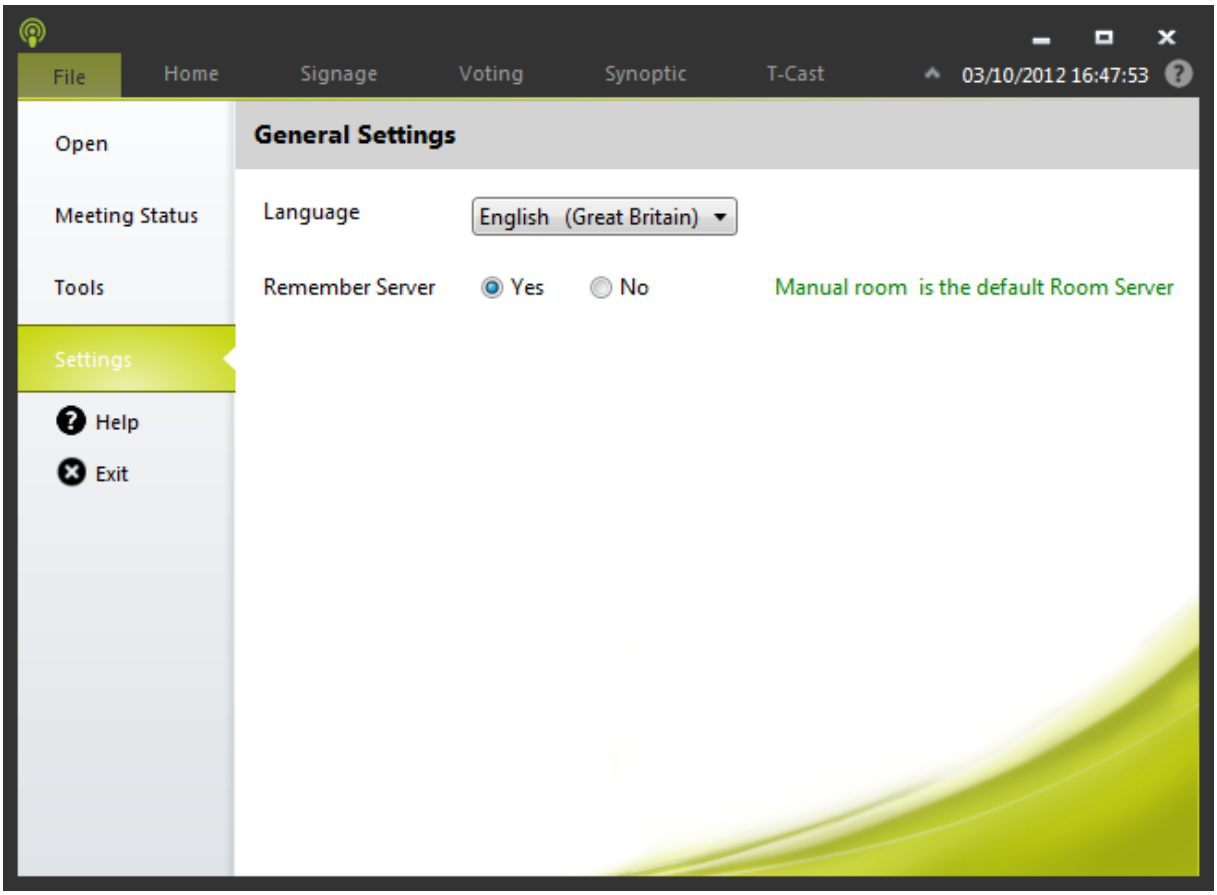



Figure 8-5 General Settings

This setting will be saved per application, so the next time you start the same client application, the same language will be used for the interface.

If you want to have CoCon translated in more languages than are currently available, please contact your Televic Conference contact person. In cooperation with Televic Conference, it is possible to provide CoCon in other languages as well.

### 8.2.2 Remember Server

This option shows if there is currently a default remembered Room Server for this application. You can select here if you want to remember or forget the default Room Server. If you select “No” here, the client application will ask you to specify the server to log on to when next starting up.

On the right-hand side, the default Room Server is shown.

## 8.3 Manual

In the File-menu, under the Help-menu, a button is available which will open this Help-file.

Alternatively, you can click the  icon in the upper right corner of the screen.

There is also a PDF-version located in the installation folder; it can be reached using the Windows-Start Menu folder, under Televic Conference\CoCon\Help\CoCon Manual.

## 8.4 Status bar

At the bottom of most CoCon client applications, you will see the status bar. It looks like this:


Figure 8-6 Status bar

This component contains (from left to right):

- Connections status: this icon shows the status of three connections. If the icon is white, no connection problems are present. By double-clicking on it, the following window appears:

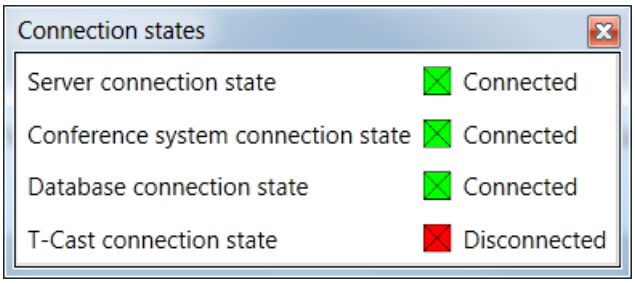



Figure 8-7 Connection states window

  Three components are shown here (if applicable):

  - Server connection state: status of connection with the CoCon server application.
  - Conference system connection state: the status of the connection with the central conference unit.
    Note that for Plixus, this state presents the connection state to a room on the Central Unit, not to the Central Unit as such. When first connecting CoCon to a new Plixus Multimedia Engine, the status will be Disconnected until the initialization has been done successfully (see Section 9.2).
  - Database connection state
  - T-Cast connection state

- Faults status: this icon shows if there are any faults. This can e.g. be microphone faults as well as errors with the connection states described above. Each error has a timestamp when it occurred. The following colour code is used:

- Yellow background: the fault has occurred and has not yet been solved
- Green background: the fault has occurred and has been solved.

Twos button at the top allow clearing the solved faults from the list, as well as clearing the entire list.

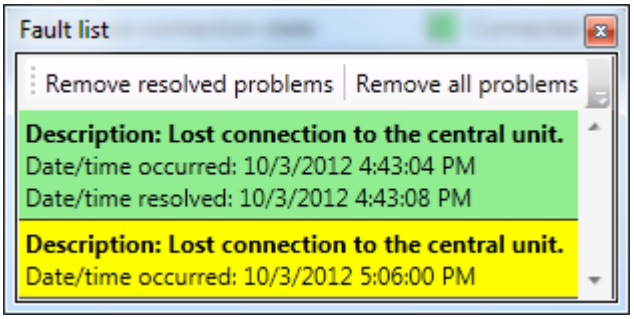



Figure 8-8 Fault list window

- Televic icon
- Meeting symbol
- Name of the room
- Logout button: this button logs you out of the current session, and lets you connect to another room server. This will also forget the currently remembered default Room Server; so you will be able to specify which other server you want to connect to next time.

## 8.5 Date chooser

In several of the CoCon client applications, date choosers are present (eg. to select the start time of a meeting or the birth data of a delegate). Three of views of this can be seen in the figure below.

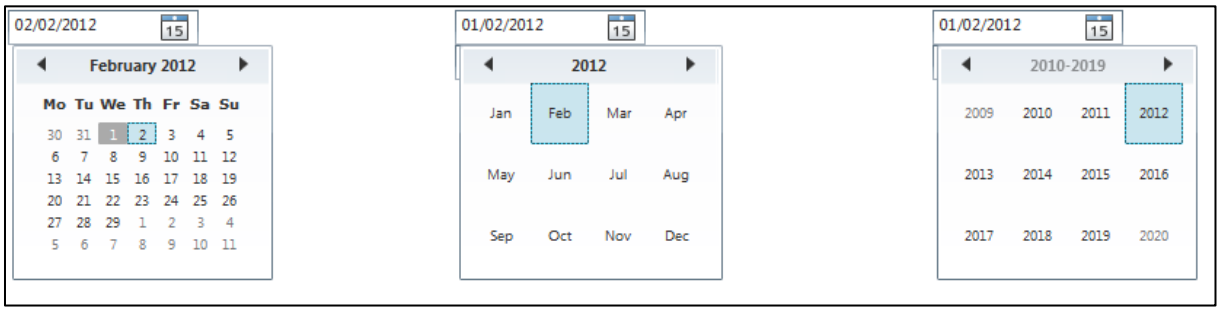



Figure 8-9 Language setting

In the text field representing the date, you can manually fill in the date (by using numbers and /), or you can click the 15 icon next to the field to open the drop-down date chooser.

The first view in the figure above shows the way to pick a date in any month. The currently selected month is shown first. By clicking the left and right arrows next to the month, you can navigate through the months. After clicking on a day in a month, this date is selected and the chooser closes.

If you want to navigate over longer periods of time, click the month/year combination at the top of the chooser. This will result in the second view of the figure which allows you to pick a month in the current year, or navigate the year using the left and right arrows.

Clicking once again on the year at the top of the date chooser, you will get a view of the years that are available. Clicking on a year will select it, and return to the month view, etc.

# 9 Room configurator

This is the application which is responsible for configuring the room; some of its functions are:

- Create and edit the synoptic of the room (background image, colour, …)
- Automatic or manual detection of conference units (microphones, voting units, badge readers, …)
- Placing of the conference units on the synoptic
- Designation of chairman/delegate property

## 9.1 Synoptic concept

A synoptic is a set of room graphics. It can contain microphones, a background image… The Room Configurator is used to create and edit the room synoptic. Initially, there is no synoptic attached to the room, and you will see the following screen.

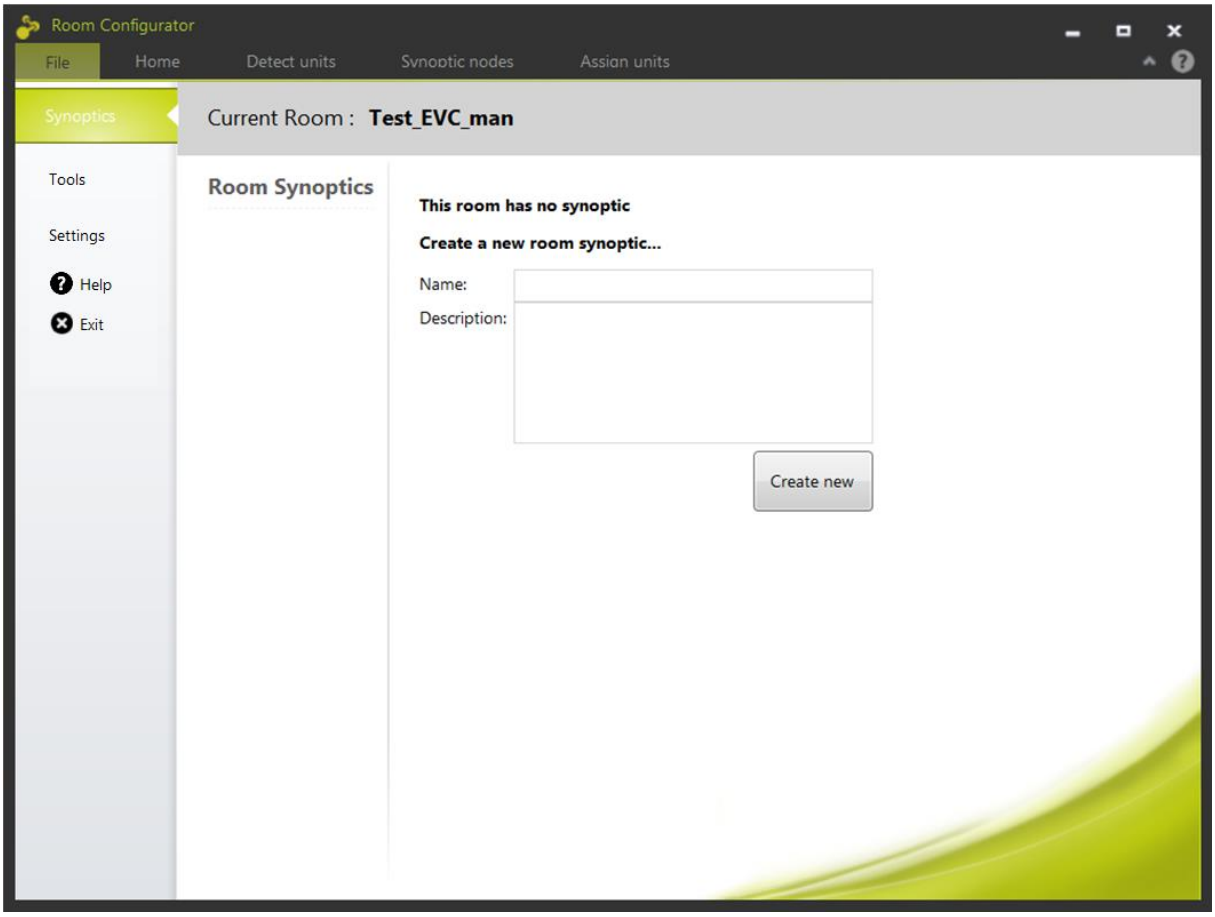



Figure 9-1 Room configurator start screen

After defining a name for the synoptic and clicking “Create new”, you will enter the Room Configurator itself. A few concepts here are crucial to understand how to define the synoptic of your meeting room:

- Unit: a unit is a representation of a physical conference unit connected to the central conference unit. This can e.g. be a microphone, a voting panel, a camera… Each of these can be placed on the room synoptic by attaching them to a node.
- Node: a node is a location in the room, where a person/delegate/meeting attendee can take a seat.
  On a node, a number of conference units can be associated. This can be a microphone, a voting panel, a badge reader… This means that a node can contain more than one unit.
  A node is a part of the synoptic which has a location, and to which conference units can be attached.
- Background: the background image of your synoptic. This can be a picture or a diagram of the conference room.

The following screen shows an example of the Room Configurator. It contains 10 units (shown on the left-hand side), and 5 nodes (shown on the right-hand side). The objects themselves are visible in the middle, the synoptic itself.

Of the 10 units, 4 are associated with a node in the synoptic (shown in green), 6 are not yet associated (shown in red).

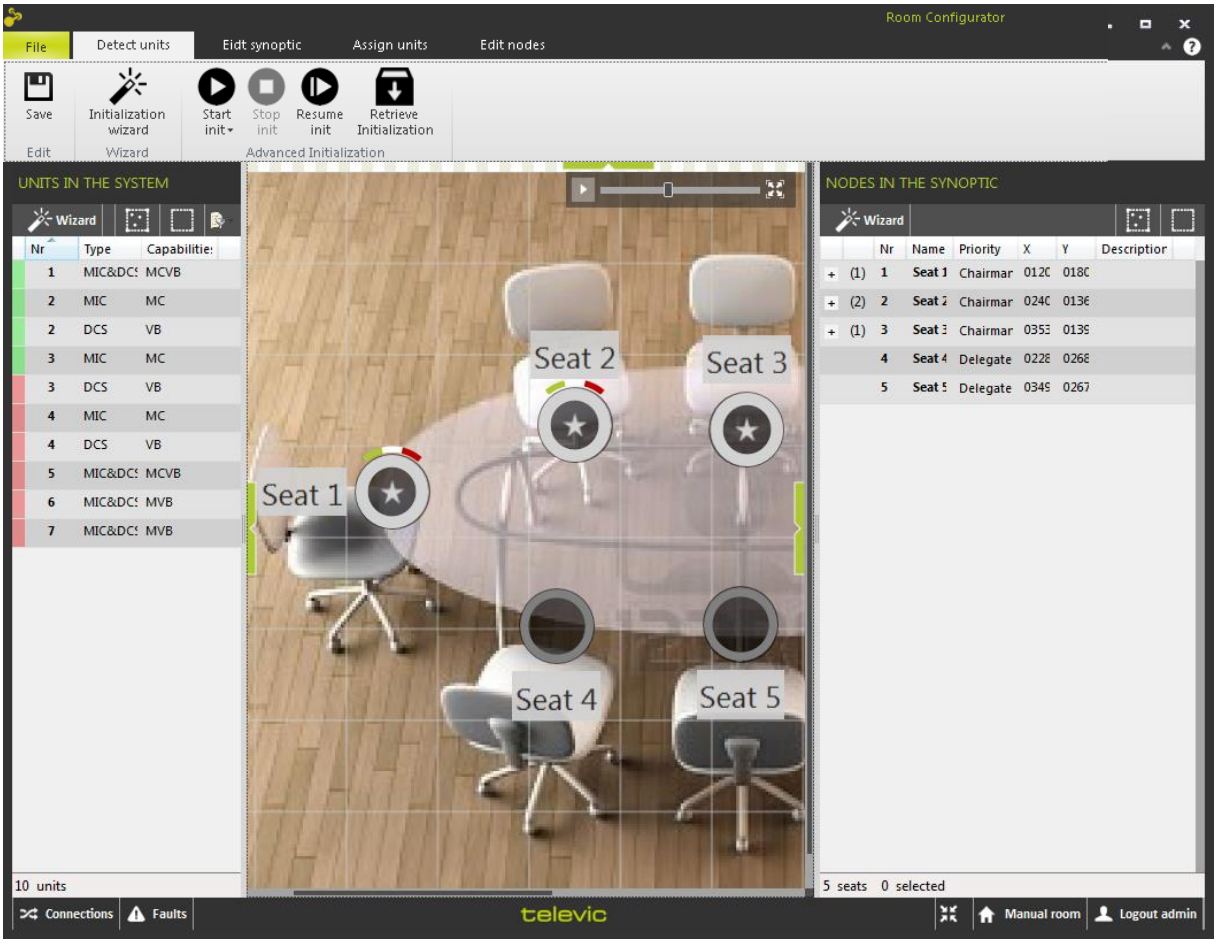



Figure 9-2 Room configurator main screen

### 9.1.1 Units

The units represent the physical units connected to the central conference unit. This can e.g. be a microphone, a voting panel, a camera… Each of these can be placed on the room synoptic by attaching them to a node.

They are controlled on the left hand side of the Room Configurator; this table contains the data and columns described below. Note that the headers in this table can be clicked upon to sort the content.

- Nr: this is the ID that the system uses to identify this unit. It also corresponds to the order in which the unit buttons have been pushed during manual initialization (see Section 9.2).
- Type: this describes the type of the conference unit. The following unit types can be shown here:
    - MIC: this stands for microphone.
    - DCS: this stands for voting panel.
    - MIC&DCS: this is a unit which combines microphone and voting functionalities (eg. Confidea).

- Capabilities: this column shows the capabilities this specific unit has, using abbreviations. The following are available:
    - M: Microphone
    - C: Chairman
    - V: Voting functionality
    - B : Badge reader
    - LCD: language LCD

  Note that these abbreviations are concatenated into one string. Eg. MCVB means a Microphone with Chairman functionality, Voting buttons and a Badge reader.

  A description and a filter are also available by clicking on the icon  in the header of the table. Here the abbreviations are shown in full. Additionally, by checking and unchecking the boxes, the list with all units is filtered to only contain the units with the checked capabilities. This can also be seen in the figure below.

The figure below shows a list of 10 units; 4 are MIC&DCS, 3 MIC and 3 DCS.

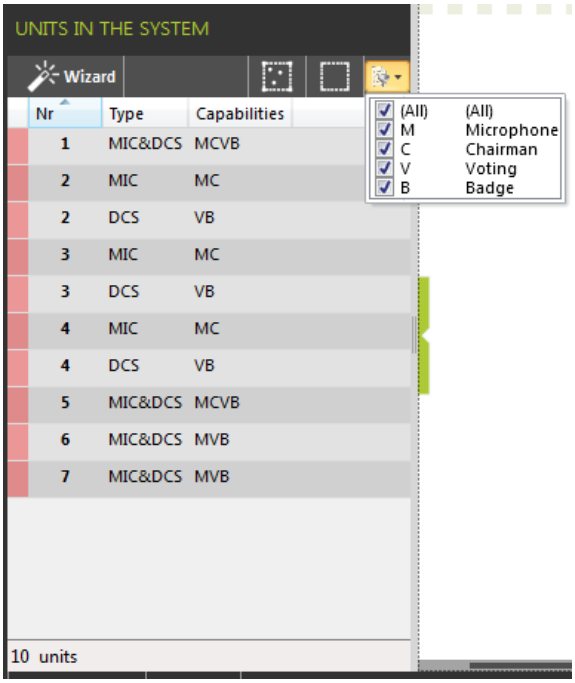



Figure 9-3 Units in the system

Units are constructed by interacting with the central conference unit. This is the component that controls the conference objects in the conference room. They can be initialized automatically or manually (see 9.2). After initialization, they appear in this list with a red indication. This means that

they have not yet been associated with a node in the synoptic. Once this is the case, they are shown with a green indication.

In the left upper corner, a wizard button is available to start a wizard which guides you through the initialization procedure. The two buttons in the upper right corner select all or none of the units in the list.

Association can be done using the functions described in 9.5, or units can be drag-and-dropped onto the synoptic. If they are dragged onto an existing node, the unit will be associated with this node. Note that a check will be performed if e.g. no two vote units are allocated to the same node.

If they are dragged into the open, a new node will be created to which the unit is associated.

### 9.1.2 Nodes

A node is a part of the synoptic which has a location, and to which conference units can be attached. This means that one node can e.g. contain a microphone and/or a voting panel. The figure below shows the list containing the nodes in the synoptic (shown on the right in the Room Configurator).

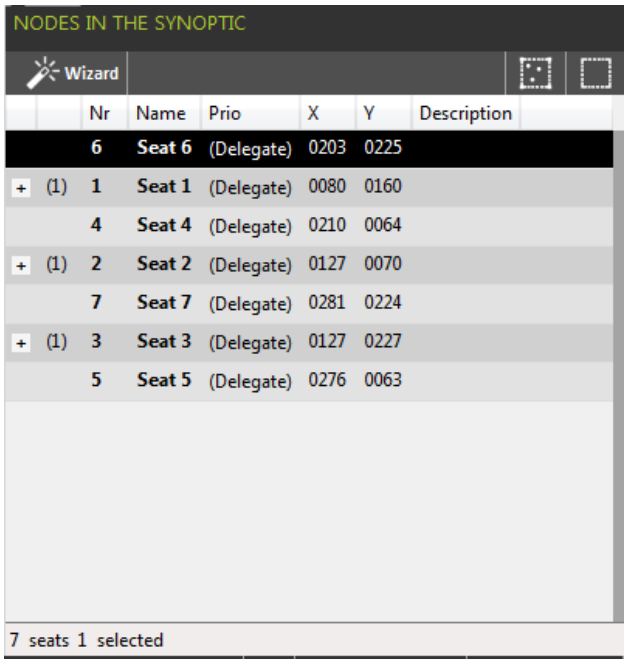



Figure 9-4 Nodes in the synoptic

Each of the nodes has some characteristics (from left to right):

- A '+' shows if any units are associated with it. The number next to it shows how many units it contains. Clicking on this shows which units are associated:


Figure 9-5 Nodes in the synoptic detail

Note that, by adding multiple units to the same seat, you will activate the microphone couple mode. This means that the microphones that are attached to the same node will be activated and deactivated all at once if any of them are activated /deactivated. This is usually a function given to chairman positions, so the application will ask if the current node should be made into a chairman.

- Nr: this column shows the number of this node; this is also called the “Seat Number”. Seat numbers can be changed by double-clicking on them and entering a new number. A check will be performed to make sure that all seat numbers are unique
- Name: by double-clicking on the name contained here, you can edit it. This way it is possible to assign names to the various nodes present in the synoptic.
- Priority: here you can define if a certain seat has delegate or chairman priority. A chairman gets another icon on the synoptic and can always speak. Double-click on this to get a drop-down list to change the property.
- Coordinates: X and Y
- Description

Right-clicking on any line in this list of nodes allows you to perform the following actions:

- Activate the unit(s) positioned on this seat;
- Change the seat number.

For the creation of nodes, see 9.3, for the association of units to nodes, see 9.5.

### 9.1.3 Background

The background image of the synoptic is typically a photograph or a graphic representation (plan, diagram) of the conference room. Here the nodes can be placed to indicate the physical position of the microphones in the room. For actions concerning this background, see 9.3.4.

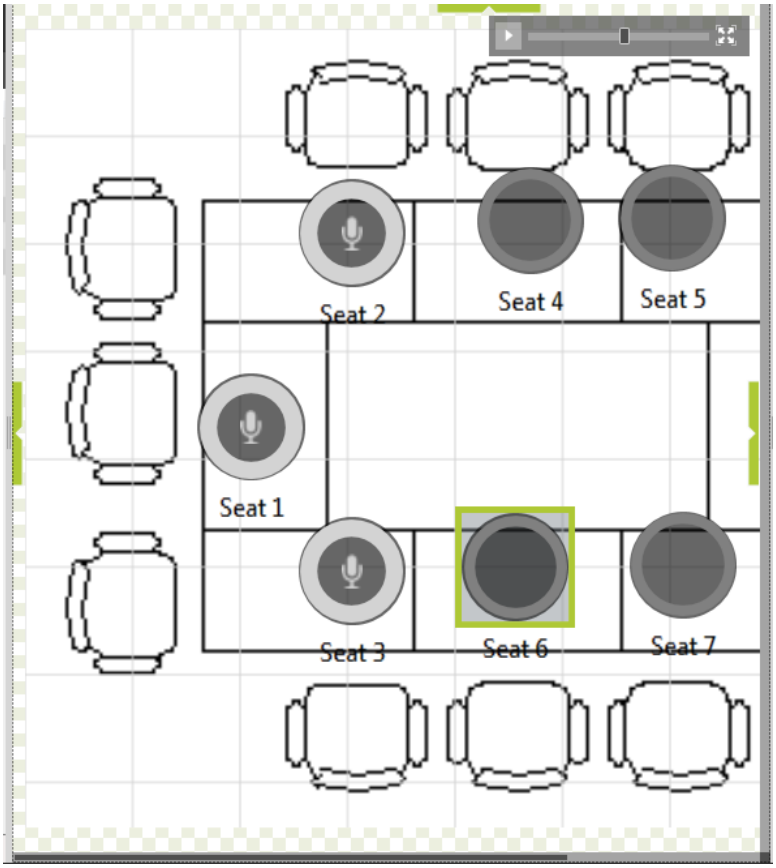



Figure 9-6 Sample synoptic

### 9.1.4 Locking of the room

The Room Configurator locks the room it is editing for as long as it is active. This means that:

- No other user has access to the Room Configurator. Only one user can edit the room at the same time.
- No CoCon Operator Application has access to the room; no meetings can take place as long as the room is being edited. This is because the room is in the process of being configured and it is not allowed to have a meeting here.

Note that if the Room Configurator does not close properly, the room remains in the locked state and any new instances of the Room Configurator would not have access to the room. It suffices to restart the Room Configurator to remove this lock.

## 9.2 Detect units ribbon

This ribbon lets you detect units connected to the central conference unit and load them into the CoCon Room Configurator.

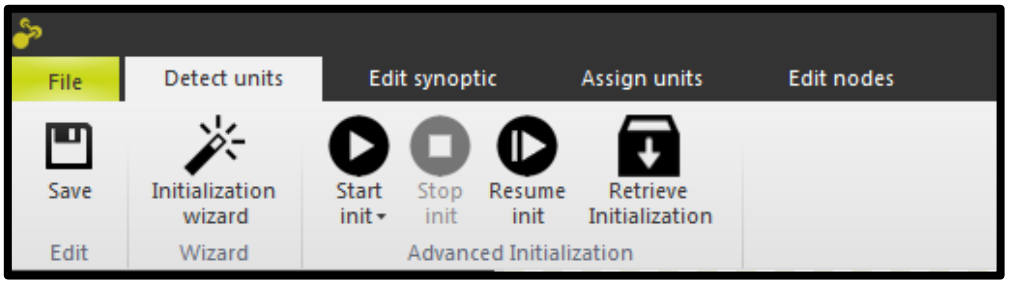



Figure 9-7 Detect units ribbon

The first button is the “Save”-button which saves the entire room configuration to the database.

The “Initialization wizard”-button opens a wizard which guides you through the process of initialization.

The “Start init”-button allows the user to select one of two options:

- In the **automatic initialization**, the central conference unit will detect the units connected to it automatically, and pass the information to the Room Configurator. This entails that the user does not need to do anything other than waiting for the units to appear in the left-hand side of the Room Configurator. The numbering of the microphones in this case has no link to their physical location, but is based on the underlying cabling of the conference system.
- **Manual initialization** means that all of the microphones will have to be identified by an action of the user. This usually happens by pushing the microphone-button. This method can be used if microphones located next to one another should have subsequent numbers.

The “Stop init”-button stops the currently running initialization. This is necessary in a manual init since the CoCon Room Configurator does not know when all the microphones have been activated.

The “Resume init”-button allows to add units to a previous initialization. This is always a manual initialization.

The “Retrieve Initialization”-button will request the current initialization from the central unit and show the initialized microphones in the list with units on the left-hand side.

Note that for the Plixus engine, the initialization can also be done when the Conference system connection state is Disconnected. This is because this state represents the connection state to a room on the Central Unit. This room is only created when the initialization process is performed.

## 9.3 Edit synoptic ribbon

This is the ribbon you see when “Edit Synoptic” is highlighted.

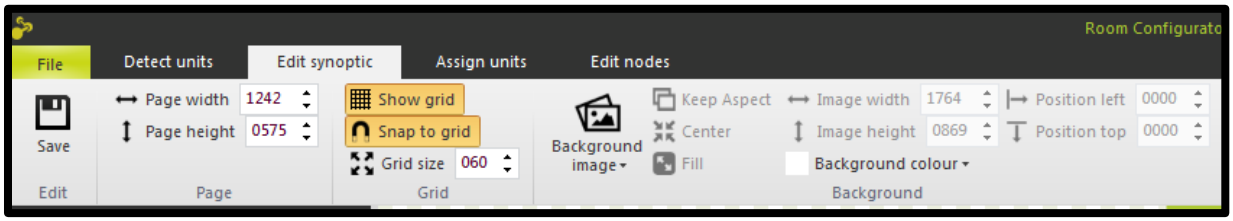



Figure 9-8 Home ribbon

It contains a number of functionalities; these are described in the following sections.

### 9.3.1 Edit

Save: this saves the current synoptic with the current settings to the database.

### 9.3.2 Page

Here you can set the width and height of the page area. This is defined as the “useful” area with in the synoptic editor. Changing this size can also be achieved by clicking and dragging the bottom right corner of the page (shown by a small grey rectangle).

### 9.3.3 Grid

The grid is an overlay to the synoptic editor which allows you to position the objects in a more structured way.

The button “Show Grid” switches this functionality on and off.

The button “Snap to grid” specifies whether the objects in the synoptic are automatically aligned to the grid.

The last option allows adjusting the grid size. If the grid size is reduced, it is possible to place the objects with a greater degree of accuracy.

### 9.3.4 Background

The functions here control the background image.

Under the button “Signage”, you can access the following functions:

- Open new image from file. This opens a file browser where you can select the background you want.
- Reset current image to original. This undoes the editing you performed on the background and returns the image to the originally loaded file.
- Clear current background image. This erases the background image, but keeps the other components of the synoptic.

The button “Keep aspect” specifies whether to scale the length of breadth of the figure in a correlated way.

“Center” places the figure in the middle of the synoptic.

“Fill” expands the figure to fill the entire page area of the synoptic.

“Image width” and “image height” can be set in the next boxes (either entering numerical values or clicking the up- and down-arrows).

Likewise, “Position left” and “position top” shift the image in the desired direction.

Finally, the button “Background colour” lets you select the colour of the background; this is the area where the background image does not cover the page area.

# 9.4 Assign units ribbon

This ribbon lets you construct and manipulate synoptic nodes.

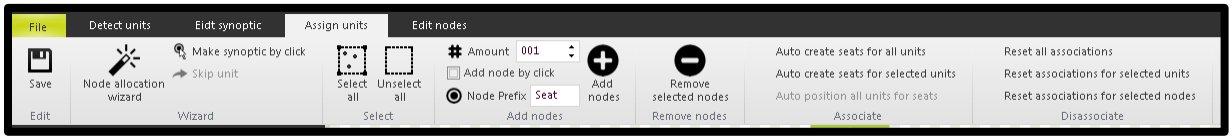



Figure 9-9 Assign units ribbon

## 9.4.1 Wizard

The first button in the “Wizard”-section, “Node allocation wizard” opens the node allocation wizard, which will help you to create and/or associate nodes.

The second button “Make synoptic by click”, when toggled, starts a mode in which the unallocated units (on the left-hand side) are each in turn highlighted. When you click on a location in the synoptic, a new node is created and the highlighted unit is allocated to that node. This continues until there are no unallocated nodes left.

The third button “Skip unit” can be used to skip a node when the “Make synoptic by click” is active.

## 9.4.2 Select

The button “Select all” selects all the nodes currently present in the synoptic view.

The button “Unselect all” deselects any nodes currently selected in the synoptic view.

## 9.4.3 Add nodes

The functions on the left are options for the adding of nodes.

Amount: specify the amount of nodes that will be added to the synoptic when you click the “Add nodes”-button.

Add node by click: if this box is checked, then you will create a node every time you click on the synoptic.

Node prefix: this is the word that will appear on the synoptic in front of the number. Note that the node name can be changed manually for each node once the node has been created.

### 9.4.4 Remove nodes

By clicking this button, you delete the currently selected nodes.

### 9.4.5 Associate

The button “Auto create seats for all units” creates a new node for each of the units that are not yet associated to a node. These nodes are created in the upper left corner of the synoptic viewer.

“Auto create seats for selected units” performs the same tasks, but only for the selected units that are not associated to a node.

The button “Auto position all units for seats” allocates all the non-assigned units (on the left-hand side) to the seats with the same ID.

### 9.4.6 Disassociate

“Reset all associations” clears all the unit associations to any node.

“Reset associations for selected units” clears the unit associations for the units that are selected in the list on the left side of the screen.

“Reset associations for selected nodes” clears the unit associations for all selected nodes in the synoptic viewer.

## 9.5 Edit nodes ribbon

### 9.5.1 Label location

By clicking these buttons after the selection of one or more nodes in the synoptic view, the label location of the nodes is moved to the direction clicked. This can be useful to arrange the nodes and their label in a aesthetically pleasing way.

### 9.5.2 Label font size

By clicking these buttons after the selection of one or more nodes in the synoptic view, the font size of the labels of the selected nodes is decreased, increased or reset to the default value.

The button “Enable/Disable background” will show or hide a semi-transparent background to the label. This is to ensure that the text is readable, even with challenging background images.

### 9.5.3 Node priority

These two buttons allow to select the priority of the selected node(s). A chairman is a user in a meeting who has higher priority than the others. This means he can always speak, even when the speaker-list is full.

By clicking either Delegate or Chairman Priority, the selected priority is set to the selected node. This will be visible in the Room Configurator in the following ways:

- The node icon will look like this:  , whereas the delegate nodes look like this: 
- On the right-hand side, the column “Priority” of the node will change to “Chairman”.

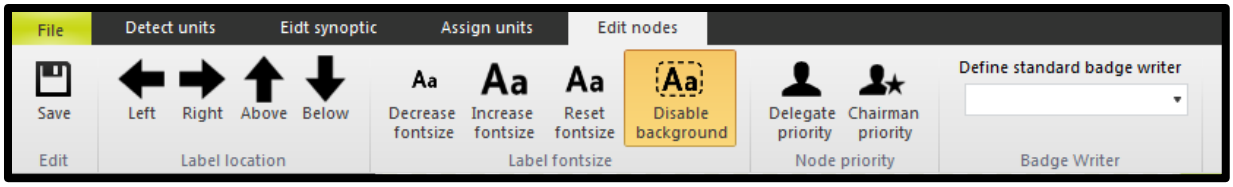



Figure 9-10 Edit nodes ribbon

This ribbon contains functions to associate detected units to nodes in the synoptic.

### 9.5.4 Badge Writer

Here you can define the standard badge writer you want to use to write badges. This will then be selected by default when reading and writing badges for delegates in the Meeting Manager (see Section 10.2.3).

## 9.6 General functions and hot keys

This section contains a number of general functions and hot keys that are available within the CoCon Room Configurator. When you are working in the synoptic viewer, these hot keys are at your disposal:

- Right-click on a node in the synoptic or list allows following actions:
    - Activate unit: this facilitates finding the physical location of the unit in the room.
    - Change seat number: this allows changing the number of the seat. Note that the number should be unique.
- In the upper right corner, there is a zoom control with the following actions available:
    - Mini-map: click to drop down or disappear.
    - Slider: allows zooming in and out.

  - Zoom to fit: click to have the synoptic fill the available area.

- Click on any node: select the node.
- CTRL+click on multiple nodes: select all of the nodes at the same time.
- CTRL+click and hold and drag: creates a square with which you can select all nodes present in this area.
- CTRL+A: select all nodes in the current synoptic.
- Escape: deselects all currently selected nodes.
- Click-and-hold any node on the synoptic viewer and drag it around: move the node to another location on the synoptic. This also works if multiple nodes are selected.
- CTRL+wheel mouse up/down: zoom in/out. You can also use the slider on the upper right corner of the viewer.
- Delete: deletes all selected nodes
- Click-and-hold any unassociated unit on the left-hand side and drag it onto the synoptic: this creates a new node on the synoptic and associates the unit with it. This also works if multiple nodes are selected.
- Note that multiple microphones can be added to a single seat by drag-and-dropping multiple units to the seat (as mentioned in the step above).
- Select nodes on the right-hand side of the field: the corresponding nodes in the synoptic viewer are selected and vice versa.
- Each of the green arrows allows you to collapse the top controls, or the left- or right-hand side components to increase the visible area of the Room Configurator.
- Assigning names to seats can be done by double-clicking on the “Name” column in the “Nodes in the synoptic” on the right-hand side of the synoptic viewer.

## 9.7 Special functions

This section describes a number of special functions available in the Room Configurator. These are not meant for common use, but are available to make sure the software configuration reflects the hardware situation. They are subdivided in sections for the following central units: Confidea CU and CPU 5500.

### 9.7.1 Confidea CU: units with a badge reader

For Confidea CU, it is possible that certain units have the possibility to insert a badge and read/write it. However, the hardware does not permit to detect this possibility automatically. Therefore, the user needs to indicate himself which units have the “badge capability”.

In order to do this, select a unit in the Unit List on the left-hand side of the screen (see Section 9.1.1), and right-click on it. The Room Configurator will show a context menu with a number of functions. Click the “Change badge capability”, and the message-box shown below will appear to verify if the selected unit has a badge reader or not. After clicking Yes or No, the functionality will be shown in the unit table, in the column “Capabilities” (B for Badge reader).

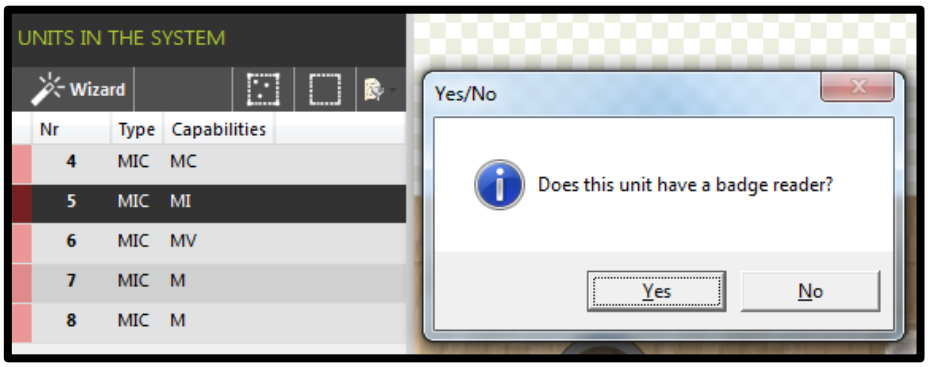



Figure 9-11 Single badge capability

Note that it is also possible to select more than one unit (using the button at the top of the unit view  or CTRL+click or SHIFT+click in the Unit list on the left-hand side). If you select multiple units and then right-click on any of them, you will get a context menu, where you click “Change badge capability” to assign badge capabilities to all of your selected units at the same time.

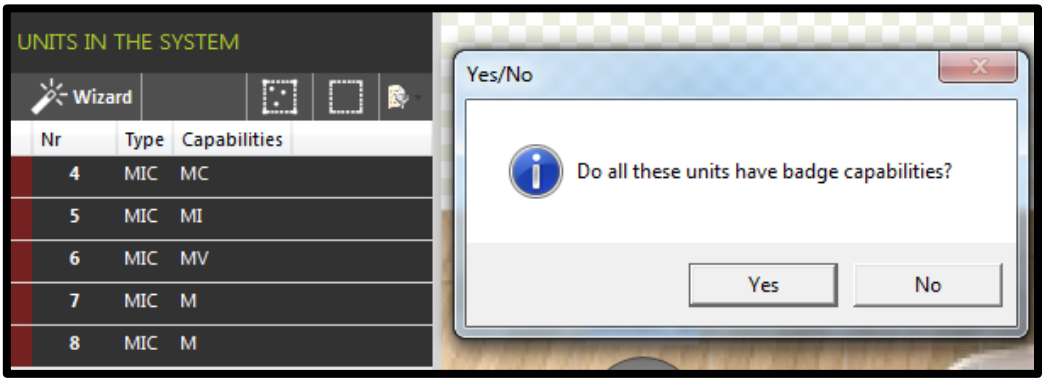



Figure 9-12 Multiple badge capability

Under “File” > “Settings” there is an option in the settings of the Room Configurator that can help in identifying the various units you want to change the badge capabilities for. See Figure 9-13. If you check the option “Activate the microphone when indicating units with badge or voting capability”, as shown below, then the microphone light will be activated if you change the capabilities of any single unit. Note that this does not work with multi-selection. Other settings will be discussed in section 9.7.4.

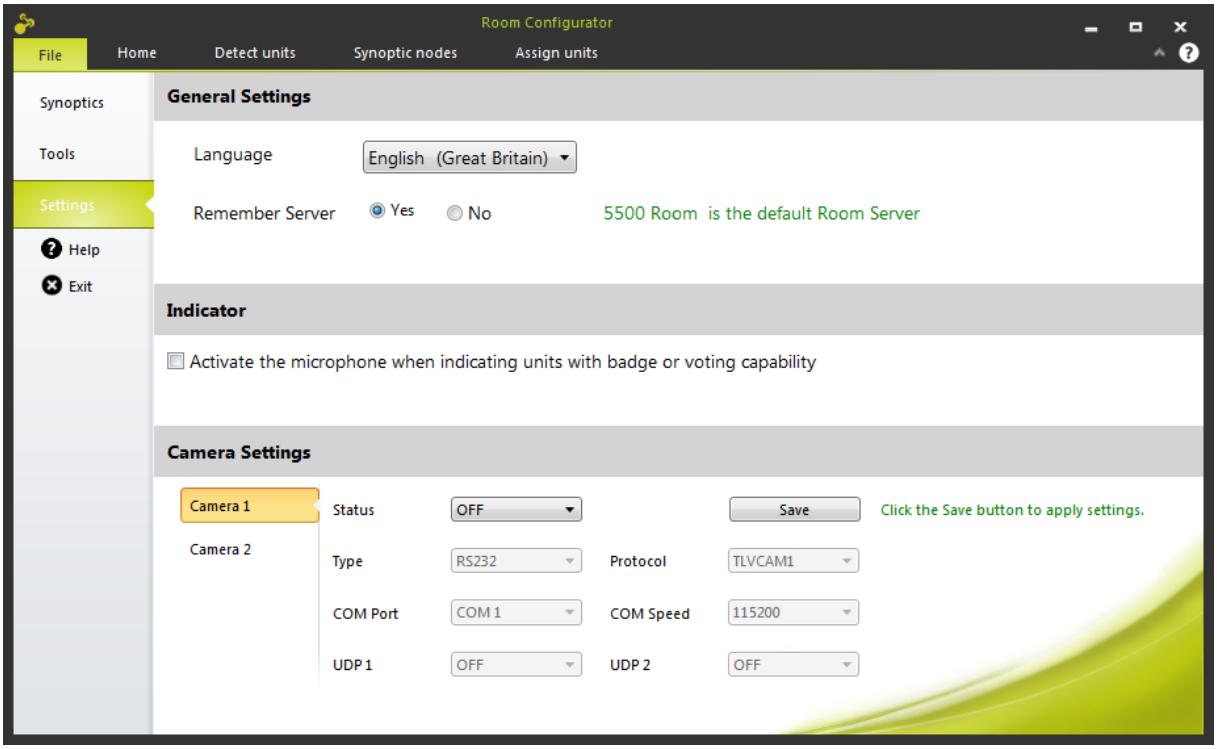



Figure 9-13 Room Configurator Indicator setting

## 9.7.2 Confidea CU: units with voting buttons

For Confidea CU, it is possible that certain units have voting buttons. However, the hardware does not permit to detect the voting button presence automatically. Therefore, the user needs to indicate himself which units have voting buttons.

In order to do this, select a unit in the Unit List on the left-hand side of the screen (see Section 9.1.1), and right-click on it. The Room Configurator will show a context menu with a number of functions. Click the “Change voting capability”, and the message-box shown below will appear to verify if the selected unit has voting buttons or not. After clicking Yes or No, the functionality will be shown in the unit table, in the column “Capabilities” (V for Voting).

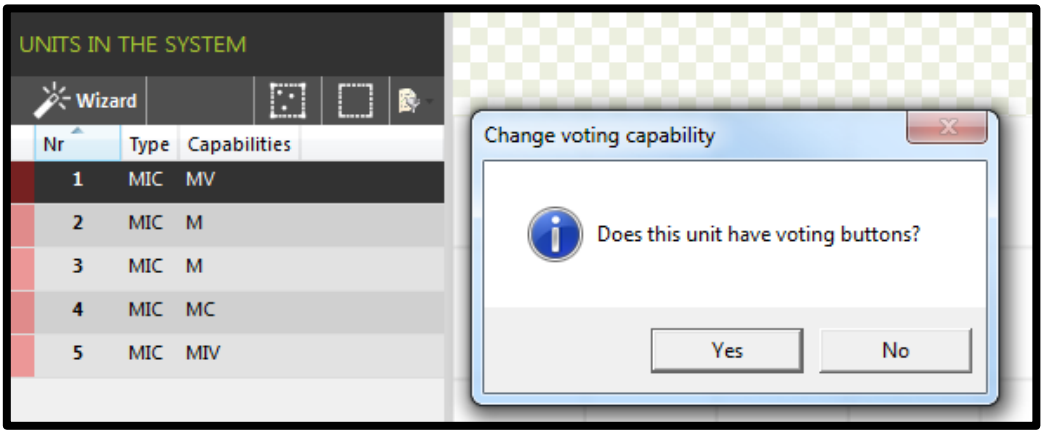



Figure 9-13 Single voting button capability

Note that it is also possible to select more than one unit (using the button at the top of the unit view  or CTRL+click or SHIFT+click in the Unit list on the left-hand side). If you select multiple units and then right-click on any of them, you will get a context menu, where you click “Change voting capability” to assign badge capabilities to all of your selected units at the same time.

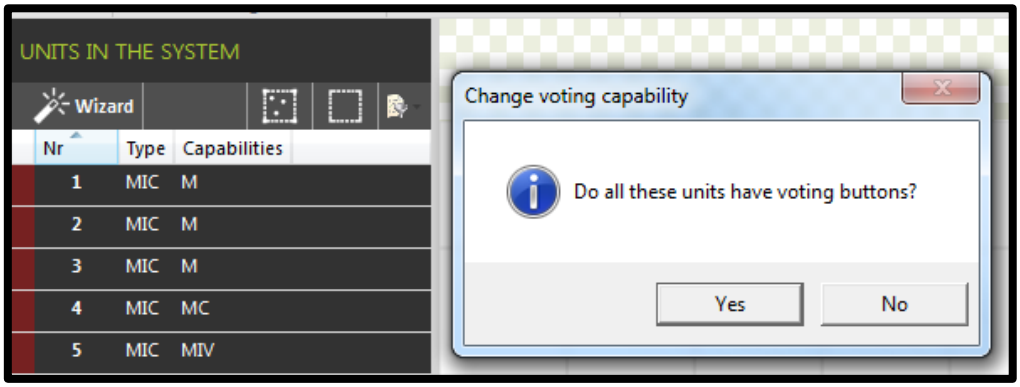



Figure 9-14 Multiple voting button capability

There is an option in the settings of the Room Configurator that can help in identifying the various units you want to change the badge capabilities for. If you check the option “Activate the microphone when indicating units with badge or voting capability”, as shown below, then the microphone light will be activated if you change the capabilities of any single unit. Note that this does not work with multi-selection.

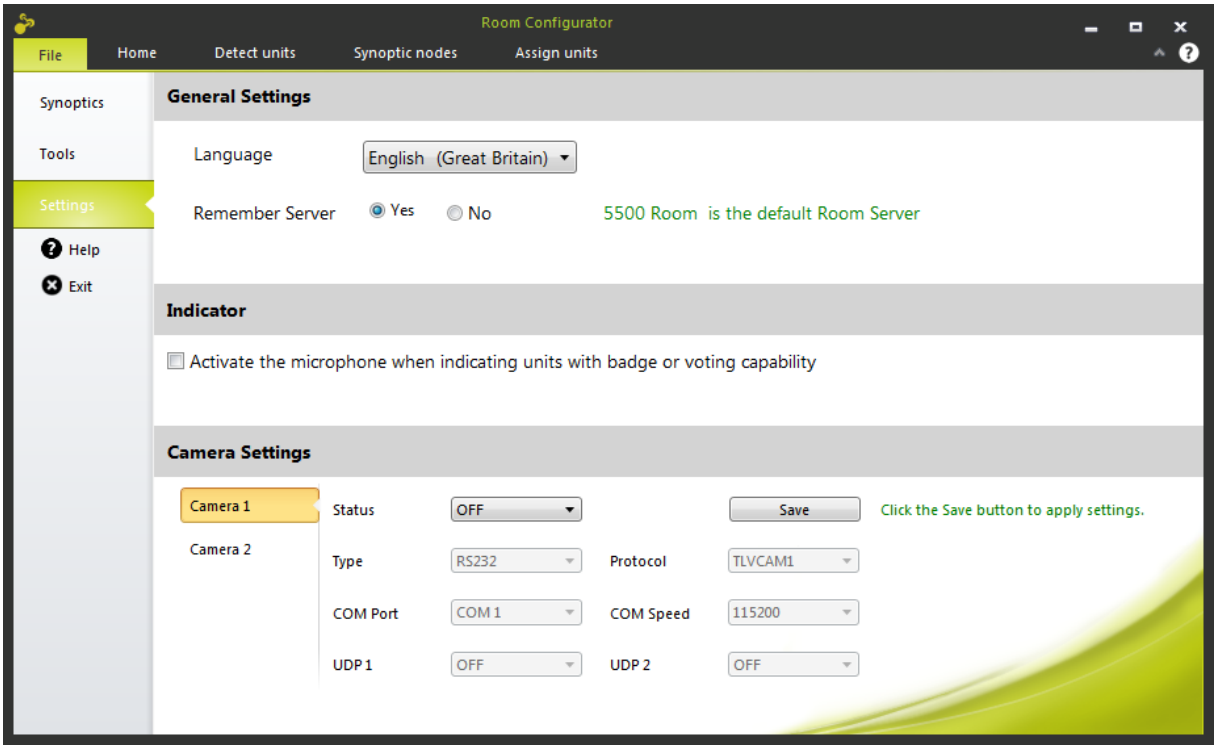



Figure 9-15 Room Configurator Indicator setting

### 9.7.3 CPU 5500: split combined units

The physical cabling of the CPU 5500 is used to determine which units are combined units (MIC&DCS as described in Section 9.1.1). However, it is possible that the cabling erroneously identifies a unit as being combined when it is not. Therefore, it is possible to split a MIC&DCS unit in the Room Configurator. To do this, select the unit in the Unit List on the left-hand side of the screen (see Section 9.1.1), and right-click on it.

The question shown below will appear

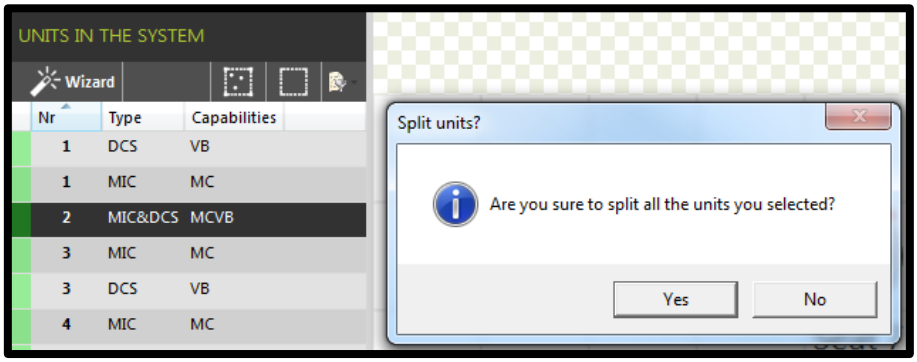



Figure 9-16 Unit to split

Afterwards, the Unit List will look like the figure shown below. Note the split unit with ID 2; there is now one MIC unit and one DCS unit.

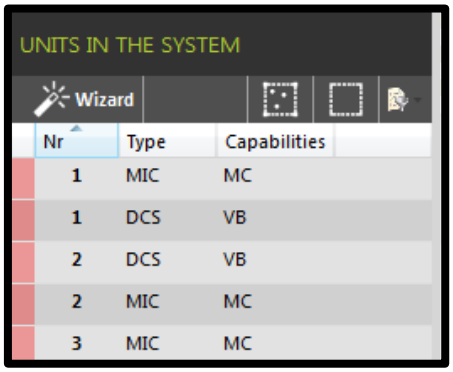



Figure 9-17 Split unit

# 9.8 Other Settings

Under the “Settings” view, there are some other options.

## 9.8.1 General Settings

Here you can select the language of the program and choose to Remember Server. When choosing “Yes” you don’t need to select the Room Server each time you open a client application. It also shows which server is chosen.


Figure 9-18 Remember Server option

### 9.8.2 Camera Settings: CPU5500

If the central unit is a CPU5500, the Camera Settings on the Central Unit can be configured from the CoCon software. These settings can either be set on the CPU itself or in the CoCon software. But it is advised to apply the settings only on one of these.

The various protocols that can be sent out by the CPU5500 are described in Section 18 Camera Protocols.

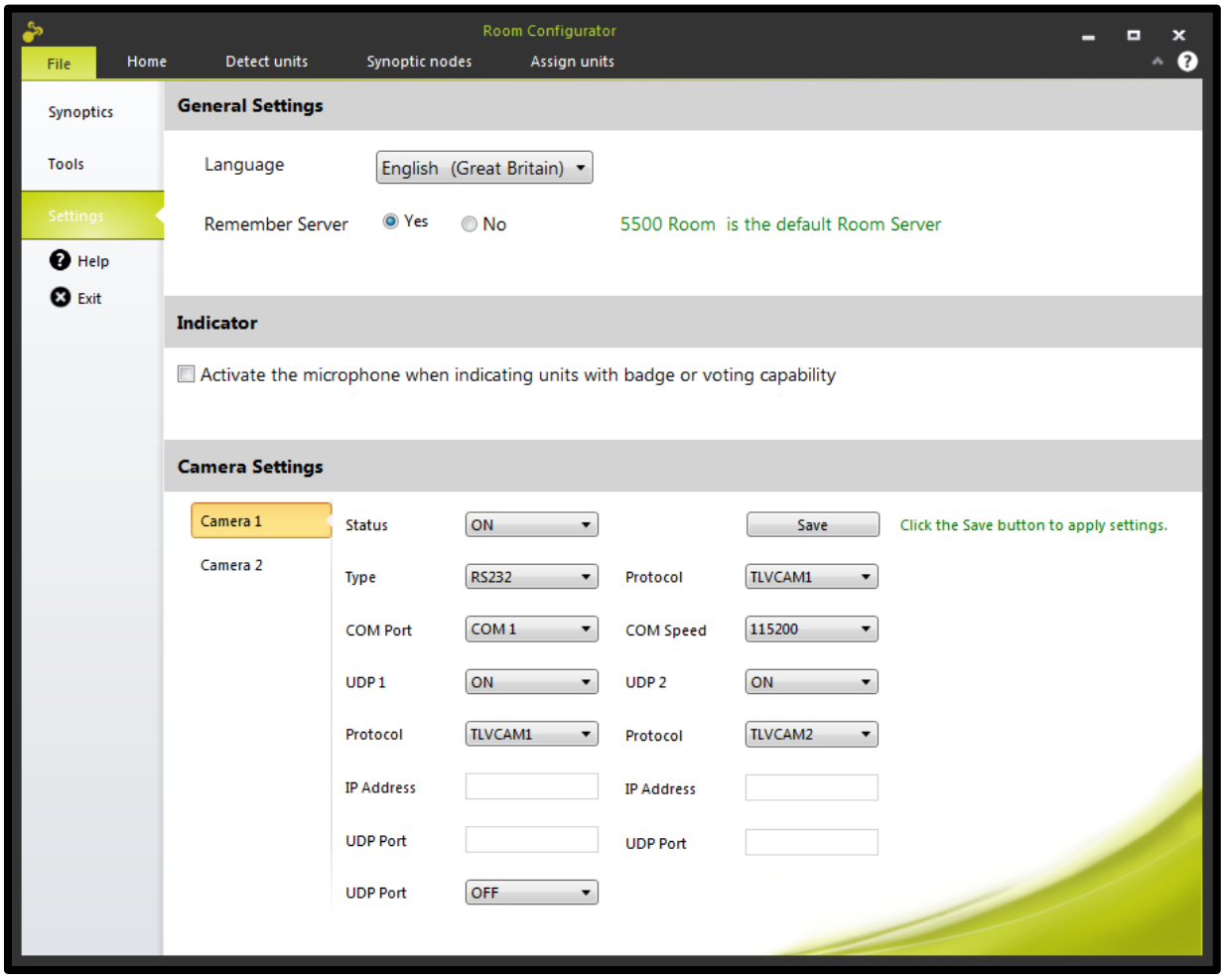



Figure 9-19 Camera Settings on CPU5500

The CPU5500 is capable of sending out 2 different Camera Protocols. That's why the first column shows configuration tabs for "Camera 1" and "Camera 2".

Here's a description of the possible camera settings for Camera 1:

- Status: Here you can choose to switch the camera control option on or off.

- Type: For Camera 1 you have the choice between RS232, TCP/IP and UDP.
- Protocol: In total there are 8 protocols to choose from. These all have the same basics namely: sending a string when a microphone is switched on or off but some give some more information e.g. Delegates name, Agenda item, etc. For a detailed description of these different protocols, see Section 18 Camera Protocols.
- COM Port: Here you can choose which one of the 2 COM ports you want to use.
- COM Speed: By default the communication baudrate is 19200 but this is configurable.
- UPD1 and UDP2: these options set the UDP protocol, IP address and port.

Camera 2 can only be configured with type RS232. The other settings are the same.

**After configuring the settings don't forget to press "Save" in order to send your changes to the CPU.**

### 9.8.3 Camera Settings: other Central Units

If the central unit is not a CPU5500 the Camera Settings can be configured so that the CoCon Room Server transmits the camera protocol. The various protocols that can be sent out by the CoCon Room Server are described in Section 18 Camera Protocols.

The following figure shows the interface to configure the camera settings:

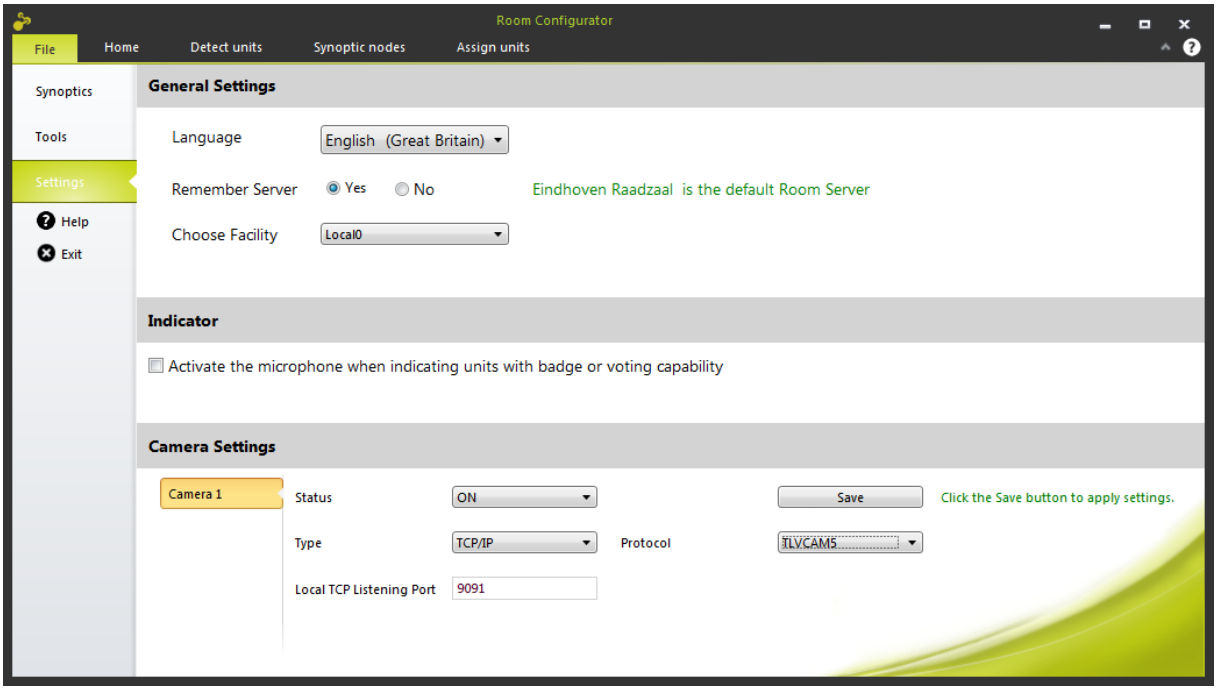



Figure 9-20 Camera Settings on Central Unit, other than CPU5500

Note that currently only 1 camera protocol can be sent out by the CoCon Room Server simultaneously.

The following settings can be configured:

- Status: either ON or OFF

- Type: the following possibilities are present
  - TCP/IP
  - UDP
  - Serial
  - Protocol: the specific camera protocol that will be sent out by the CoCon Room Server. For more information, see Section 18 Camera Protocols.
- Additional settings, depending on the connection type:
  - TCP/IP: for this type of connection, a local TCP Listening Port needs to be configured. The CoCon Room Server will listen on this local port for incoming connections from the camera system.
    Note that firewalls etc. need be configured so that traffic to this port is possible.
  - UDP: for this type of connection, a remote IP-address/port needs to be entered. The CoCon Room Server will make a UDP-connection to this address/port and send the camera protocol over UDP to this port.
  - Serial: for this type of connection, a local COM-port on the CoCon Room Server machine needs to be configured. To this local serial port, a serial cable is then connected that goes to the camera system.

After configuring the settings, be sure to hit the “Save”-button on the right-hand side. This will save the camera protocol configuration and activate the new settings.

Note that these settings are saved and will be used only after restarting the CoCon Room Server.

The CoCon Room Server installation folder contains two small applications that can be used to test the following types of connections:

- CameraProtocolListener.exe:
  - TCP: this tool will connect to the indicated IP/port on the remote machine and display all activity that is sent out.
  - UDP: this tool will listen to the commands sent to the indicated port.
- TMSCamPup.exe: this tool will listen to commands being sent on the indicated Serial Port.

These can typically be found under C:\Program Files (x86)\Televic Conference\CoCon\Server (or similar for your installation).

### 9.8.4 Camera Settings in combination with TREX

TReX is the Televic Recording software. TReX can take in meta-data originating from CoCon.

TReX can be combined with CoCon by providing the correct camera protocol parameters. For connection with TReX, the camera protocol TLVCAM5 needs to be selected. Use the settings as shown in the following figure.

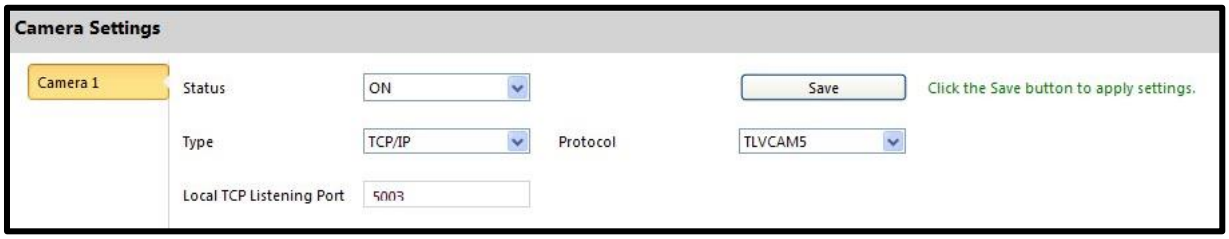



Figure 9-21 Camera Settings for connection with TReX

# 10 Meeting Manager

This section contains a description of the use of the Meeting Manager. This is the application which is responsible for:

- Creating and managing the database management. This includes the creation and management of users, groups, badges, voting rights & weight, creation of authority passes, …
- Creating a meeting, including the title, time, conference settings, …
- Specifying the delegates who will be attending the meeting
- Adding the delegate list to the nodes in the synoptic
- Creating an agenda for a meeting
- Creating a voting agenda
- Specifying the voting settings
- Specifying the time constraints for various parts of the meeting (speech time for the delegates and groups, agenda item time, meeting time, …)

Note that the Meeting Manager has need of a synoptic in the room before defining a meeting. This is necessary because the delegates present should be attributed to a seat. For the definition of a synoptic, see section 9 or FAQ How do I define a synoptic for my meeting room?

## 10.1 Delegate concept

A delegate in the CoCon software suite is defined as a person with a number of characteristics (name, surname, title, address …). A delegate can belong to any number of groups. A group is defined by a name and (optional) a colour, and have any number of delegates.

When defining a meeting, the delegates that are participating can be defined. As such, there is knowledge in the system of who participated in what meeting and when.

## 10.2 Database management

The database management is the part of the Meeting Manager where CoCon allows you to manage the database with delegates, groups etc. The underlying data is all stored in the central database connected to the CoCon Room Server. Important to note here is that no delegate data is stored on the local system; all information entered and modified here is stored in the database, which is connected to the CoCon Room Server.

The Database Management can be accessed by clicking the right-most button on the Home ribbon of the Meeting Manager, as shown below.

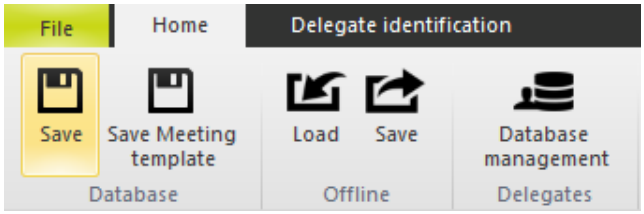
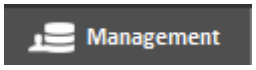



Figure 10-1 Home Ribbon

Alternatively, at various locations in the Meeting Manager-application, the Database Management is available by clicking the following button: 


In the Database Management tool, a substantial amount of information is represented in lists (groups, delegates …). At the top of these lists, a number of functions are available. The figure below illustrates this.

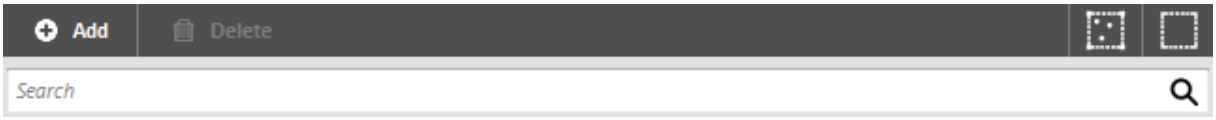
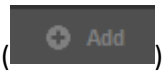


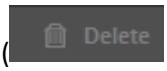

Figure 10-2 Common list actions

At the top right, two buttons are present to select all (  ) or nothing (  ) in the list.

Under that, a search box is present which will filter the list when you type text in the box. This will be instant: the list is filtered as you type the data. Any component of the list below can be entered (if multiple columns are present). If you have entered text, the icon on the right-hand side of the box (  ) will change to an icon that allows you to clear the search terms (  ).

Add ( 

): Click this button to create an empty delegate. All his/her details can be filled in the right-hand column.

Remove ( 

): If one or more delegates are selected in the left column, they can be deleted by clicking this button

The column headers are all sortable. By clicking once, the contents of the list will be sorted alphabetically according to the clicked column. If you click again, the order will be reversed.

## 10.2.1 Main screen

After starting the Database Management, the following screen is shown:

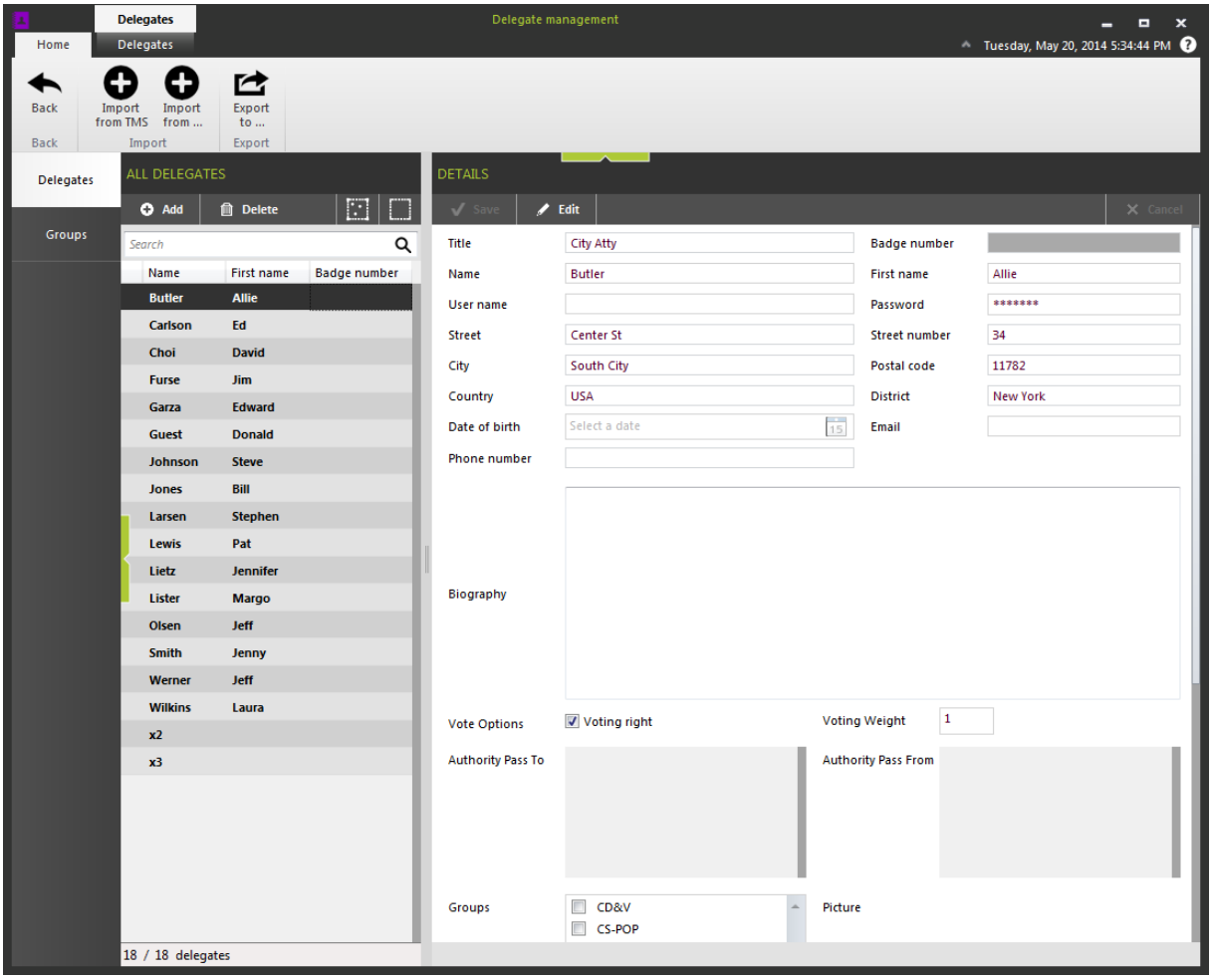



Figure 10-3 Main Screen of the Delegate Management

On the left-hand side, it is possible to select either “Delegates” or “Groups”. Clicking on these tabs, the view will change to show either the defined groups or the delegates contained in the database. At the top, in the menu bar, the contextual menus will also change and provide other functionalities (see below).

At the top, in the Home-ribbon, the following functions are available:

- **Back**: Clicking this button will close the Database Management-window and return to the Meeting Manager.

- **Import from TMS:** this function will allow you to select a delegate file from the Televic Conference TMS-software and import the delegates contained into the current CoCon database format. The extension of this type of file is .del, but it is actually just a renaming of a .mdb file (MS Access 2003 database).
  This can also be used to import delegates and groups for users who have a database in a different format. The expected format of the MS Access database can be found in a sample database located under C:\Program Files (x86)\Televic Conference\CoCon\Meeting Manager\TMSImporter\Sample\Sample_100_Delegates.mdb and Sample_100_Delegates.del (or similar for your installation). Be mindful of the following items:

- The names of the tables (“groups” and “delegates”), as well as the column headers should not be changed. The import process uses these fields to identify the data contained.
- Note that the input file does not have to be renamed to a .del extension; it can also remain a .mdb format.

- **Import from …**: this button allows you to import delegates from a local file to the central database. Currently, only a proprietary XML-format is defined as file format for importing and exporting delegates. This data format is used when exporting (see next bullet).
- **Export to …:** using this button, you can export the delegates and groups contained in the database to a local file, which you can later import again (using the button described above).

### 10.2.2 Delegates

The delegates are managed in the first tab of the Meeting Management-tool; click “Delegates” on the left-hand side of the screen to open this. You will now see the screen as is shown below.

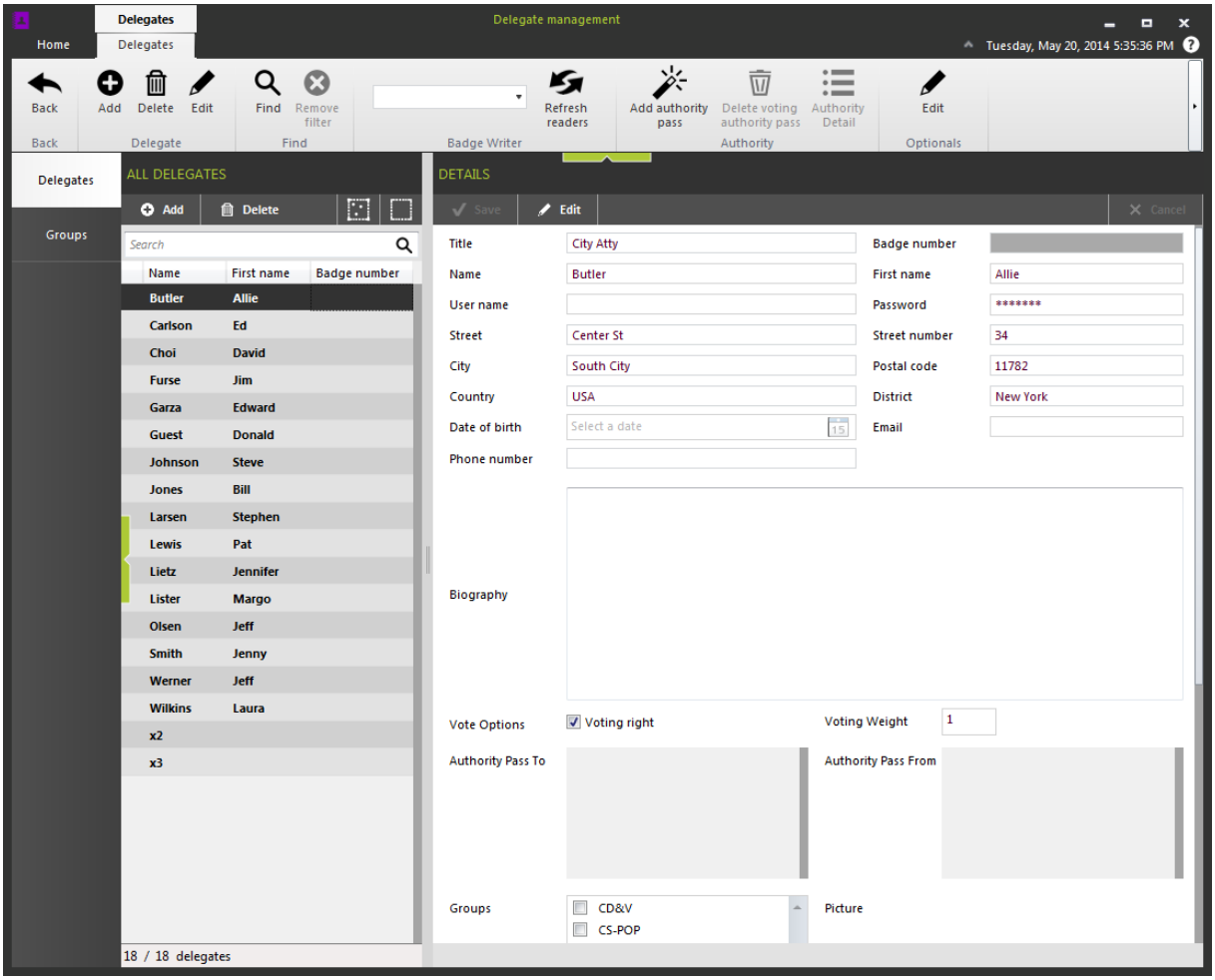



Figure 10-4 Delegate tab

Two columns are present here: the first (ALL DELEGATES) shows a list of all the delegates currently contained in the database. The second column (DETAILS) shows the details of the currently selected delegate in the left column (if any).

In this second column, you can view (and modify) the following details for any delegate:

- Title
- Badge number: this is a read-only field, generated by the CoCon software suite.
- Name
- First name
- Username
- Password
- Street
- Street number
- City
- Postal code
- Country
- District
- Date of birth
- Email
- Phone number
- Any optional fields that have been defined. See Section 10.2.6 for more information.
- Biography
- Vote options:
    - Voting right: check this box if the delegate should be able to vote. By default this box is checked.
    - Voting weight: when casting a vote, a delegate can have a voting weight which is different than 1. This can for example be used for:
        - Delegates with more voting powers than others.

- Delegates that will cast an informative vote; their voting weight can be set to 0.

- Authority pass from/to: an overview of the authority passes for this delegate
- Groups: a list of all the groups in the current system. A checked box in front of the group signifies the current delegate belongs to this group.
- Picture

The delegates can be added, modified or deleted by pressing the buttons on the Delegate-ribbon as shown below.

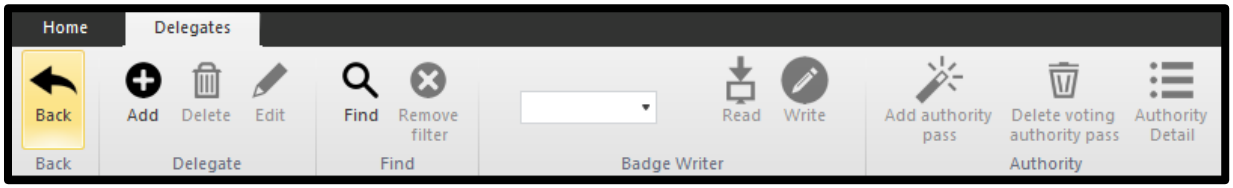



Figure 10-5 Delegate Ribbon

The following buttons are present:

- **Back**: Clicking this button will close the Database Management-window and return to the Meeting Manager
- **Add:** Click this button to create an empty delegate. All his/her details can be filled in the right-hand column. This functionality can also be achieved by pressing the hotkey CTRL+N on the keyboard.
- **Delete**: If one or more delegates are selected in the left column, they can be deleted by clicking this button.
- **Edit**: after selection of a delegate in the left column, this button allows you to modify its data in the right column. At that time, the following two buttons are available at the top of the right column: 

. They will allow you to save or cancel your changes. Saving a delegate can also be achieved by pressing the hotkey CTRL+S on the keyboard.
- **Find:** Searching for a delegate can be done using this functionality. This functionality can also be achieved by pressing the hotkey CTRL+F on the keyboard. Clicking this button will show the following window:

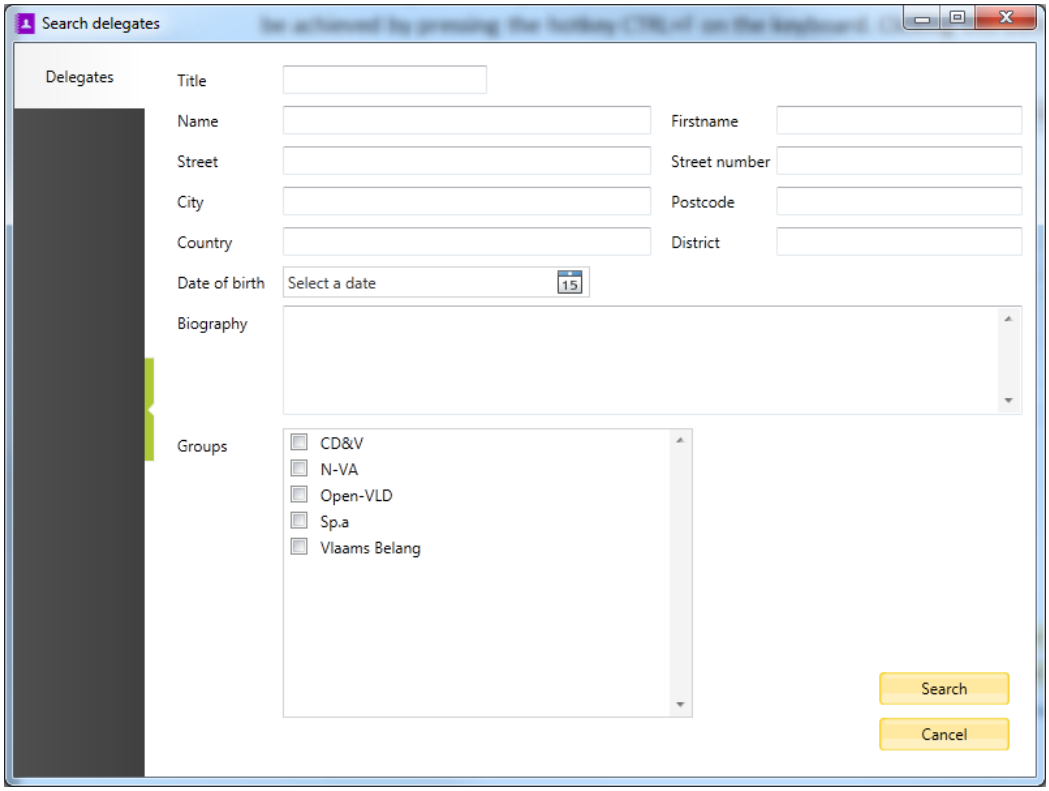



Figure 10-6 Search delegates window

Here you can specify various fields on which the list with delegates will be filtered. Note that you can enter part of a name or field. Note as well that the search criteria are all applied (AND-filter). Clicking the “Search”-button at the bottom-right corner will apply your selection criteria. Afterwards, use the “Remove filter” to clear the filter.

- **Remove filter:** use this button to clear the search criteria describe in the previous step.

### 10.2.3 Chipcard Badge Writer

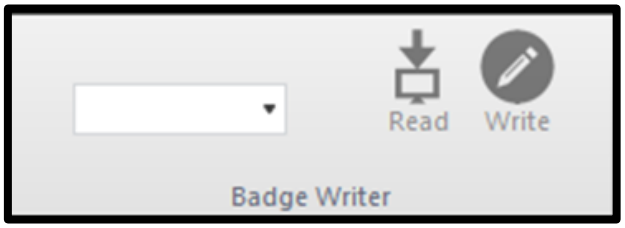



Figure 10-7 Chipcard badge writer

This section of the Delegate Management ribbon contains functions to read and write badges. The following controls are available:

- **Badge reader:** This is a drop-down box containing all units capable of reading and writing a badge. Select here the device you want to use to read or write. After selection of a unit, a colour-code will appear next to the drop-down box (you can also hover with the mouse pointer over the colour to see more information):

1. **Red:** this means that there is currently no badge inserted in the selected unit.
2. **Orange:** this means that you can write to the badge, but not read from it.
3. **Green:** this means that there is valid delegate information on the badge and you can write to it.

- **Read:** This button reads the badge present in the currently selected unit (if any), and will do one of two things:
    1. If the badge contains information about a delegate that is already present in the database, the delegate will be selected in the list. The following window will appear:

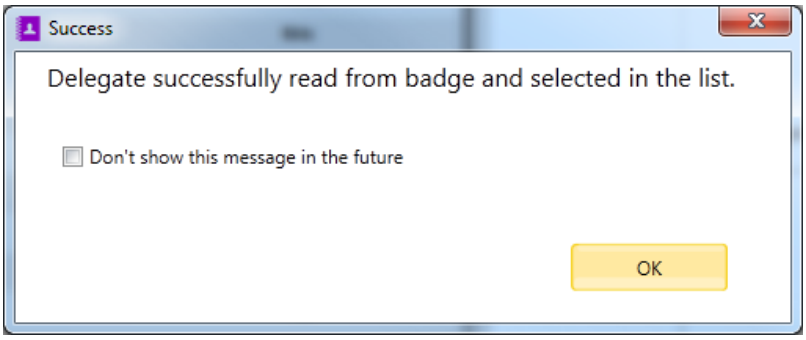



Figure 10-8 Badge containing a delegate in the database

You can check the box “Don’t show this message in the future” to make sure the message is not shown in the future. You can turn this back on in the Meeting Manager Settings (see Section 10.4.4)

2. If the badge contains information about a delegate that is not yet present in the database, it is possible to read this information and save it to the database. The following window will appear:

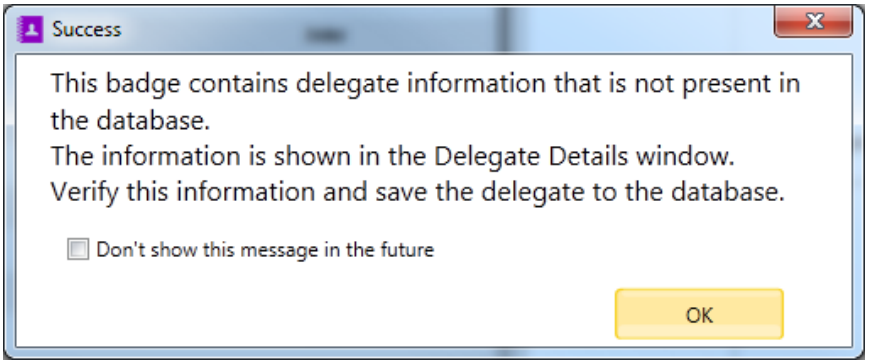



Figure 10-9 Badge containing a delegate in the database

The information that is read from the badge is shown in the delegate information window on the right. You can edit it here, and click Save to save it to the database, or click Cancel to discard the information.
You can check the box “Don’t show this message in the future” to make sure the message is not shown in the future. You can turn this back on in the Meeting Manager Settings (see Section 10.4.4)

- **Write:** After selection of a delegate in the list with All Delegates, you can click this button to write the delegate to the inserted badge of the selected unit.

### 10.2.4 RFID Badge Reader

With a number of Central Units (CPU 5500, Confidea Generation 3, Plixus Engines) it is possible to use RFID badges. CoCon is compatible with RFID badges with 4Byte NUID (like MiFare classic and MiFare Plus) and 7Byte NUID.

When using RFID badges, no actual data is written on the badge. Instead, the Unique Identifier of the badge is read and stored in the database. This means that existing RFID applications can still use the entire data contents of the card.

In that case, the “Badge Writer” section of the Delegates-ribbon looks like the following figure:

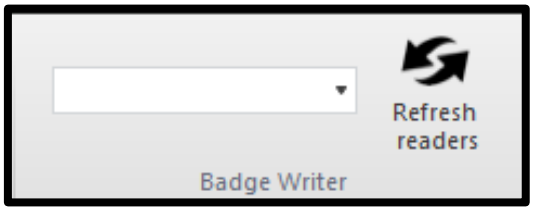



Figure 10-10 RFID badge writer buttons

Connect the USB-RFID reader to the PC where you are running the Meeting Manager, and click the “Refresh readers” button. At that point, you should be able to select the reader and see the following:


Figure 10-11 RFID badge writer selected

Now the following actions are available:

- Select a delegate in the list
- Put a badge on or remove a badge from the RFID reader

Using these actions, the following functionality can be accomplished:

- Read a badge that is not assigned to a delegate and create a new delegate
    1. Put a badge on the RFID reader
    2. The selection of the list with all delegates is removed
    3. You can enter the data of the new delegate in the panel on the right.
    4. Click “Save” when finished. Now a new delegate is created with the badge that was put on the RFID reader.

- Read a badge that is assigned to a delegate:
    1. Put the badge of the delegate on the RFID reader

2. Now the delegate is selected in the list with all delegates.

- Write an existing delegate to a badge:
    1. Select the delegate in the list with all delegates
    2. Click on the “Edit” button in the Delegate-section or the ribbon, or in the Details-section.
    3. Put the badge on the RFID reader. Now the Unique ID is filled in the “Badge number” field of the delegate.
    4. Click “Save”. Now the delegate is associated with the RFID badge.

- Remove an existing delegate from a badge:
    1. Put the RFID badge on the RFID reader. The delegate is automatically selected in the list.
    2. Click on the “Edit” button in the Delegate-section or the ribbon, or in the Details-section.
    3. Remove the badge from the RFID reader. The “Badge number” field of the delegate is cleared.
    4. Click “Save”. Now the delegate is no longer associated with the RIFD badge.

## 10.2.5Authority

This part of the Delegate Management-ribbon allows you to create authority passes. This means that one delegate gives his voting right (and weight) to another delegate for a certain period of time or the duration of a meeting.

### *10.2.5.1 Creation of voting authority pass*

This section describes how to create a voting authority pass.

- **Add authority pass/Delete authority pass**: Clicking this button will show an additional window where the creation of an authority pass can be done.

  In 5 steps it is possible to pass a voting authority to another delegate.

    - STEP 1: Choose a delegate who will give his voting right to another delegate:

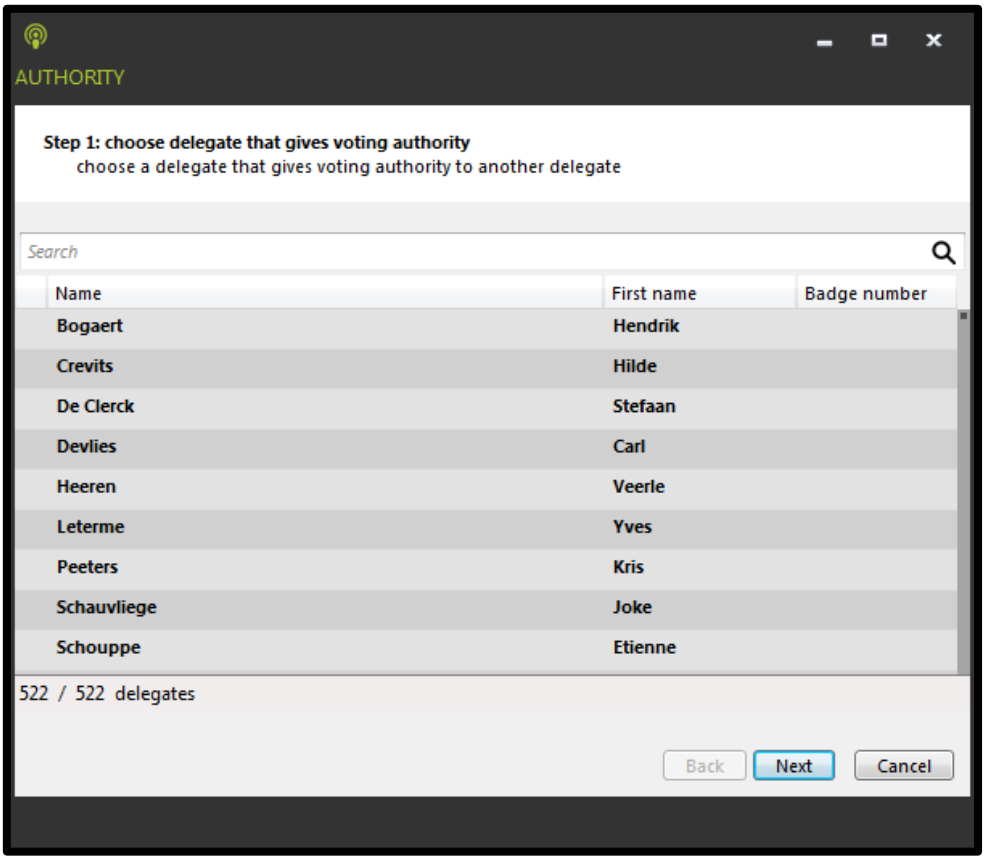



Figure 10-12 Step 1: Choose a delegate

- STEP 2: Choose a delegate to give the voting authority to

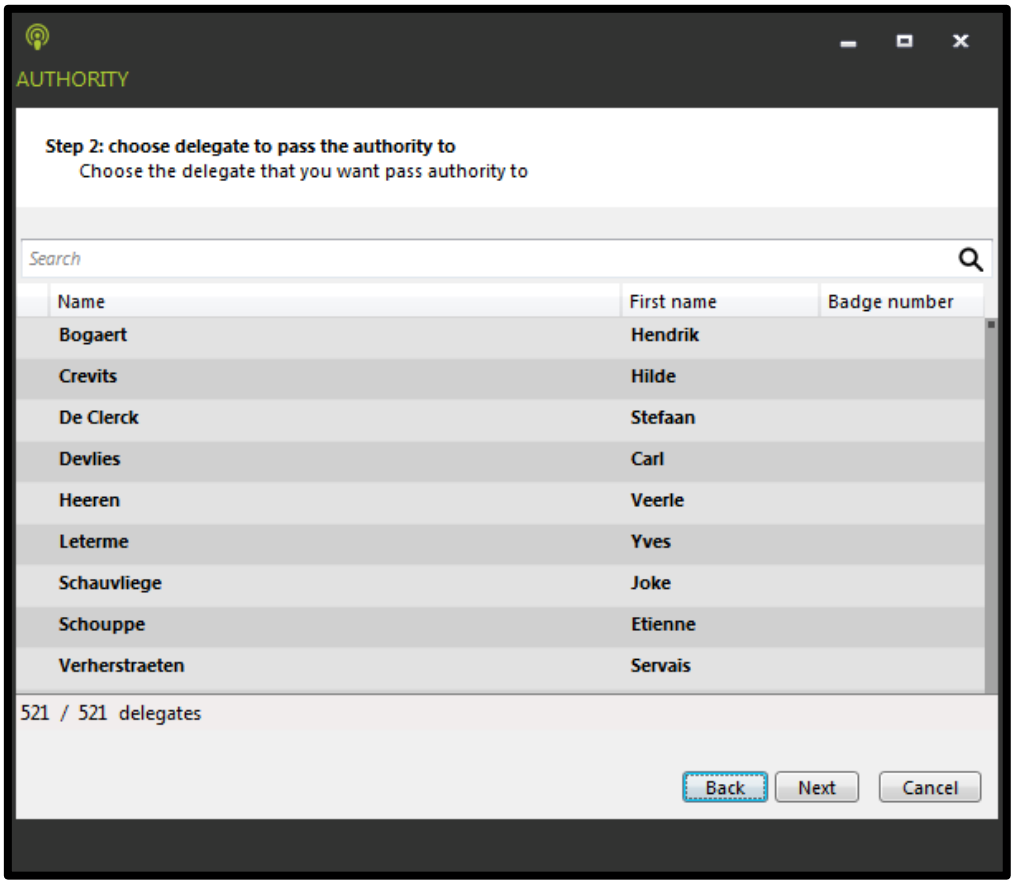



Figure 10-13 Step 2: Choose a delegate

- STEP 3: Choose the authority validation period. This can either be a time period, or the duration of any meeting that has already been defined in the system.

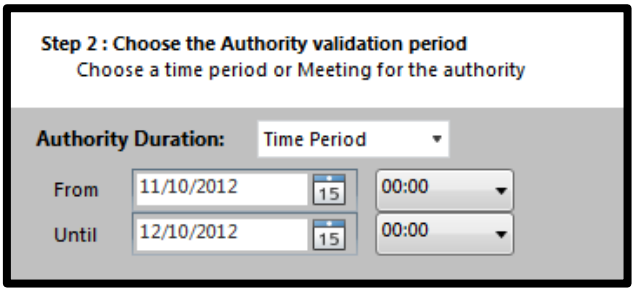



Figure 10-14 Step 3: Choose the authority validity period

- STEP 4: Choose a badge number.
  An authority badge is defined as a badge that contains only the given voting right of the first delegate. This badge cannot be used for identification, but is only useful when voting. After the second delegate has cast his own vote, he can insert the authority badge in the system to vote with the received authority. As a consequence, this means that the own vote and the received vote (with the authority pass) can be different.
  It will then be registered in the system that this is a voting authority pass from the first delegate to the second delegate.

If you don't create an authority badge, this means that the second delegate will vote only once, and that his vote will be his own vote and the received authority.

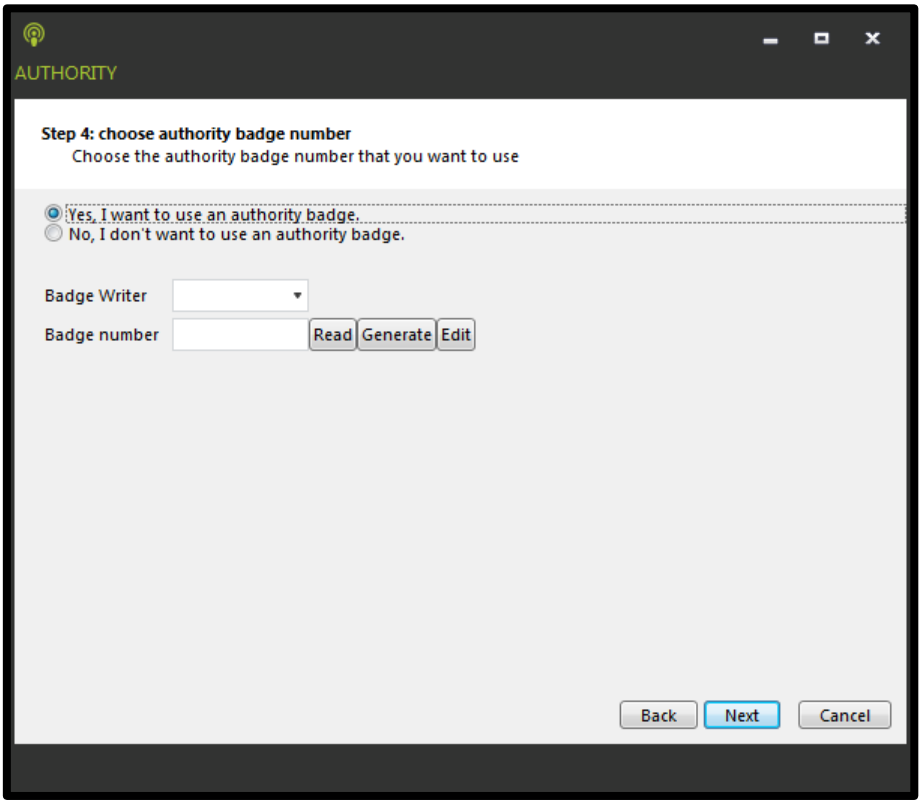



Figure 10-15 Step 4: Choose a badge number

If you select the first option ("Yes, I want to use an authority badge"), you can choose one of the following actions:

- **Read**: read the badge currently in the selected badge writer. This badge will then be used as the authority badge for the current authority pass.
- **Generate**: generate a new authority badge and write the relevant information to the badge currently in the selected badge writer.
- **Edit**: use a previously created authority badge by entering the badge number of the authority badge.

- STEP 5: Confirm information
  The last step shows an overview of the entered data and lets the user review the data.

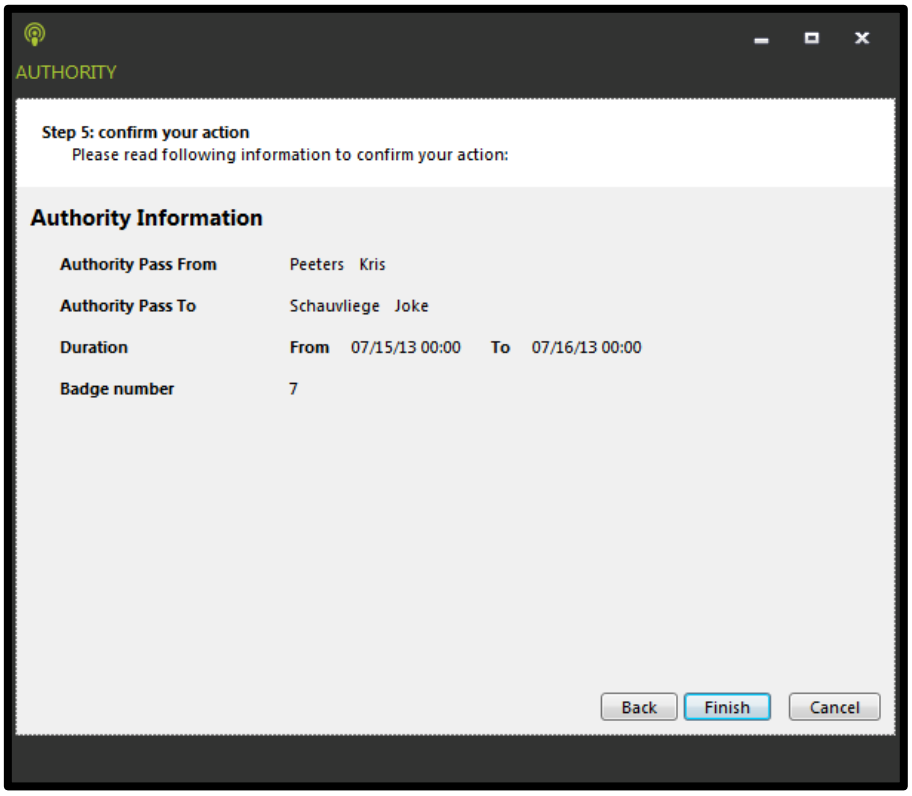



Figure 10-16 Step 5: Confirm Information

### *10.2.5.2 Authority visualisation*

If you select a delegate that has a passed voting authority, you can see the following indications of given and received authority passes in the Delegate Details on the right hand side:

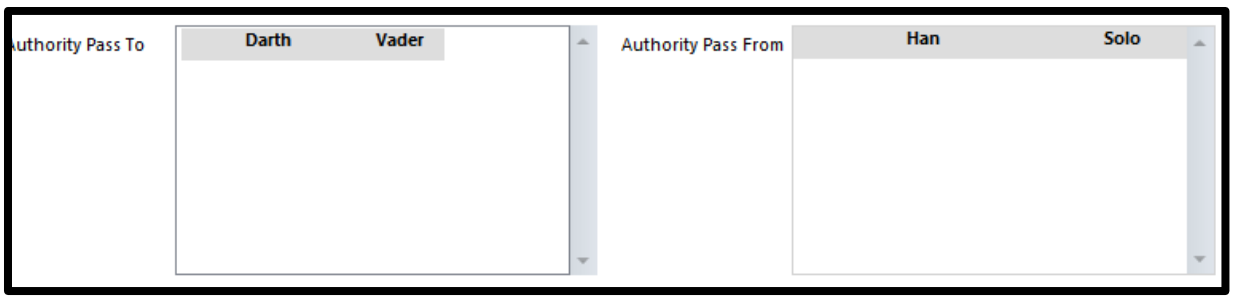



Figure 10-17 Authority for a delegate

After selection of any of the authorities, you can click the **Authority Detail** button to see more information about the authority pass between delegates. This is shown below:

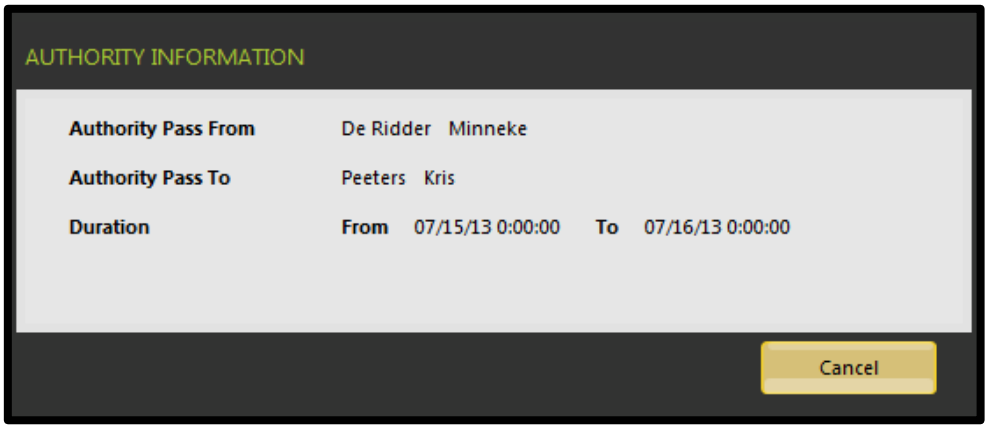



Figure 10-18 Specific authority details

#### *10.2.5.3 Delete authority*

After selection of any of the authorities, you can click the **Delete Voting authority pass**; this button will delete the selected authority pass.

#### *10.2.5.4 Points of attention when working with authorities*

Note the following restrictions when working with authorities:

- The delegate passing his authority should be in the meeting. He can either be allocated on a seat or not allocated on a seat.
- An authority badge can only be created for a delegate with a badge.
- When using authorities, it is NOT recommended to use the voting participation (see Section 10.9.3.2) option “All voting units” because this can lead to situations that can be misinterpreted. The reason is that authorities are ignored when working with “All voting units” because the voting happens on the UNITS, not on the DELEGATES.
  For working with authorities, it is advised to use one of the other three combinations:
  1. Delegates with a badge
  2. Delegates allocated on a seat
  3. Delegates with a badge or delegates allocated on a seat
- An authority vote will be shown in textual views as shown in the following figure: the name of the delegate giving his authority is shown, followed by **[A].**
  The voting result on the right-hand side (of Operator and Signage Application) will also be changed to show the following info:
  1. **Authority registered**: the number of authorities of which the delegate receiving the authority is present in the meeting. This is the same for authorities with and without badge.
  2. **Authorities present**: the number of authorities that have declared themselves in this meeting. This means that the authority badge has been inserted.
     - Without badge authorities are always included here.
     - With badge authorities are only included here IF the badge has been inserted in this voting session.
  3. **Authorities voted**: the actual number of authority votes that have been cast.

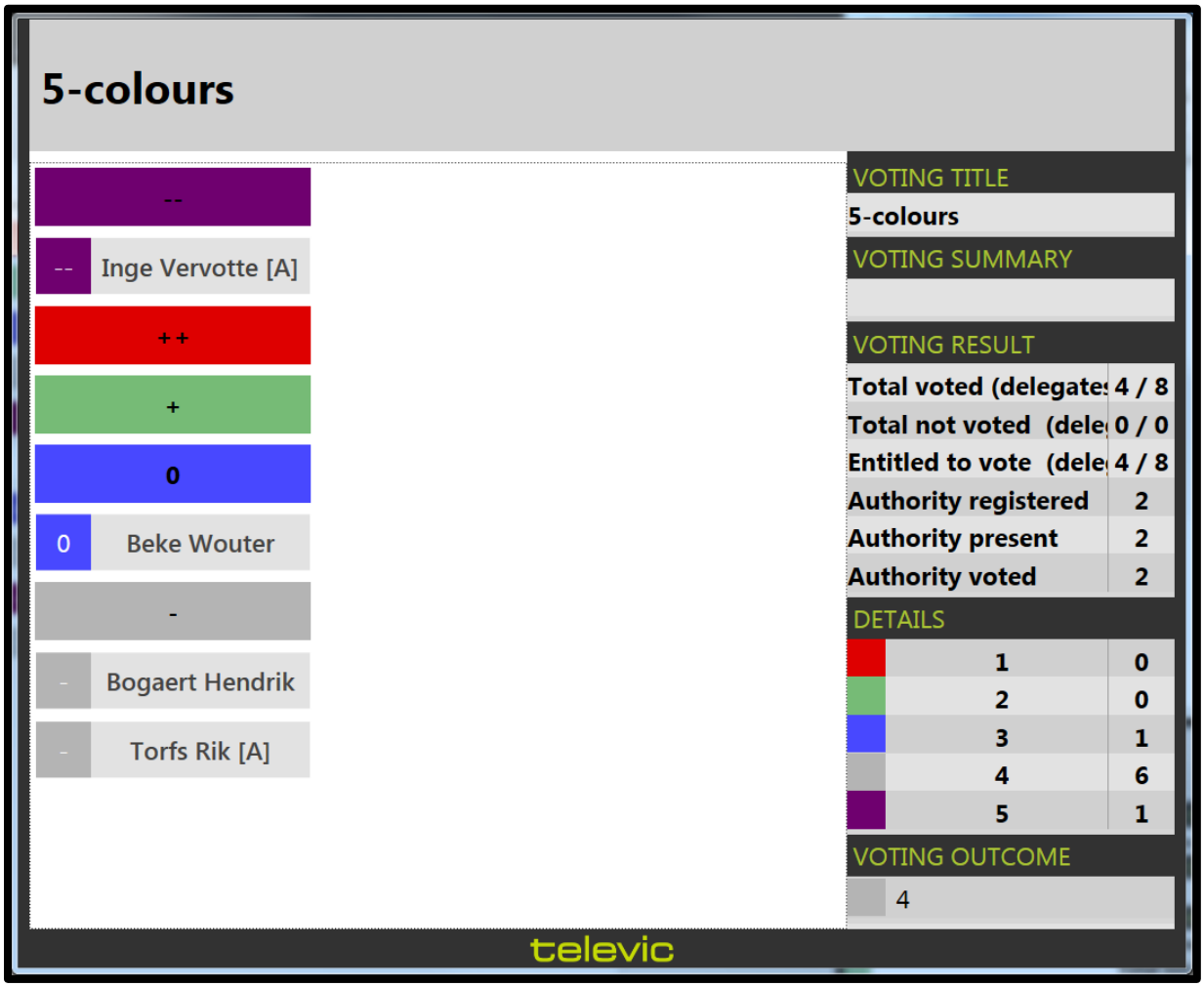



Figure 10-19 Authority votes in textual view: original delegate name + [A]

- An authority vote will be shown on printouts as described here:
    1. The printout of an individual voting item is shown in Figure 10-20. In addition to the 3 counters of authority votes (registered, present, voted), there is also the following detailed info: For each authority vote that has been cast, the name of the delegate giving his authority is shown, followed by **[A].** Note that the printout also shows a column with the person casting the authority ("Authority by").
    2. The printout of an entire meeting will also contain, at the beginning of the printout, a list of all authorities present in this meeting. This is shown in Figure 10-21.

| | |
|---|---|
| Total voted (delegates / weight) | 4/8 |
| Total not voted (delegates / weight) | 0/0 |
| Entitled to vote (delegates / weight) | 4/8 |
| Authority registered | 2 |
| Authority present | 2 |
| Authority voted | 2 |
| Outcome | [] |

Delegates

| ID | Title | Name | Group | Authority by | Vote Choice | weight |
|---|---|---|---|---|---|---|
| | | Beke Wouter | CD&V | | 3[0] | 1 |
| 1 | | Vervotte Inge[A] | CD&V | Beke Wouter | 5[--] | 1 |
| 3 | | Bogaert Hendrik | CD&V | | 4[-] | 1 |
| 3 | | Torfs Rik[A] | CD&V | Bogaert Hendrik | 4[-] | 5 |

Figure 10-20 Authority votes in printout of a voting agenda item: original delegate name + [A]

**Authority In the Meeting**

| Authority Pass From | Authority Pass To | Start | End |
|---|---|---|---|
| Torfs Rik | Bogaert Hendrik | 07/19/13 00:00 | 07/20/13 00:00 |
| Vervotte Inge | Beke Wouter | 07/19/13 00:00 | 07/20/13 00:00 |

Figure 10-21 Overview of authorities present in printout of an entire meeting

## 10.2.6 Optional fields

The CoCon Delegate Management allows augmenting the delegate information with additional attributes. For this the following part in the ribbon is reserved:

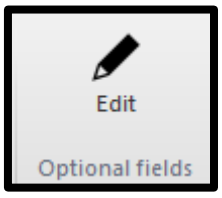



Figure 10-22 Edit optional fields button

When clicking on this button, a dedicated window is shown where the management of the optional fields can be performed, as shown in the figure below.

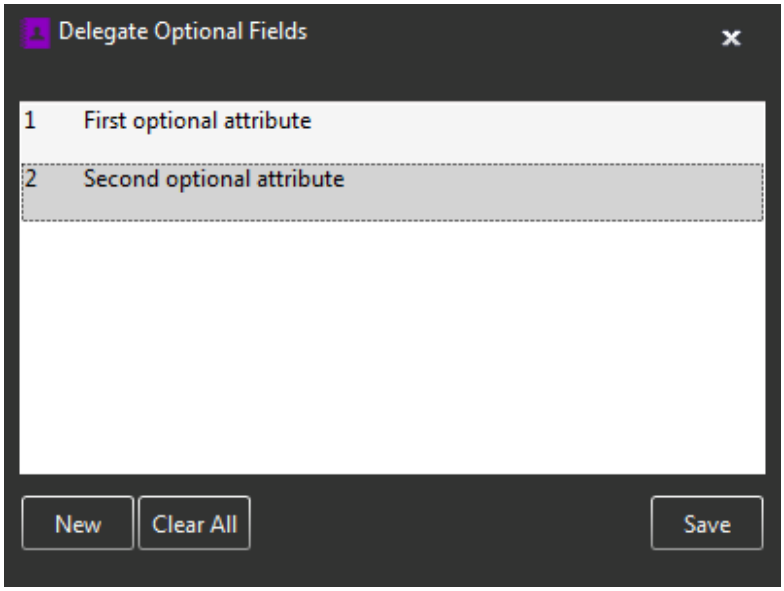



Figure 10-23 Edit optional fields button

This screenshot shows that there are currently two optional attributes defined. The following actions are available:

- New: this creates a new additional attribute. The user can fill in the name of the attribute. After doing that, click the “Save”-button on the bottom right.
- If an attribute is selected, it is also possible to Edit or Delete this field.
- Clear all: this clears all definitions and data of the optional fields.

When finished, close this window by clicking the Close-icon on the upper right. Then the delegate panel will look like this:

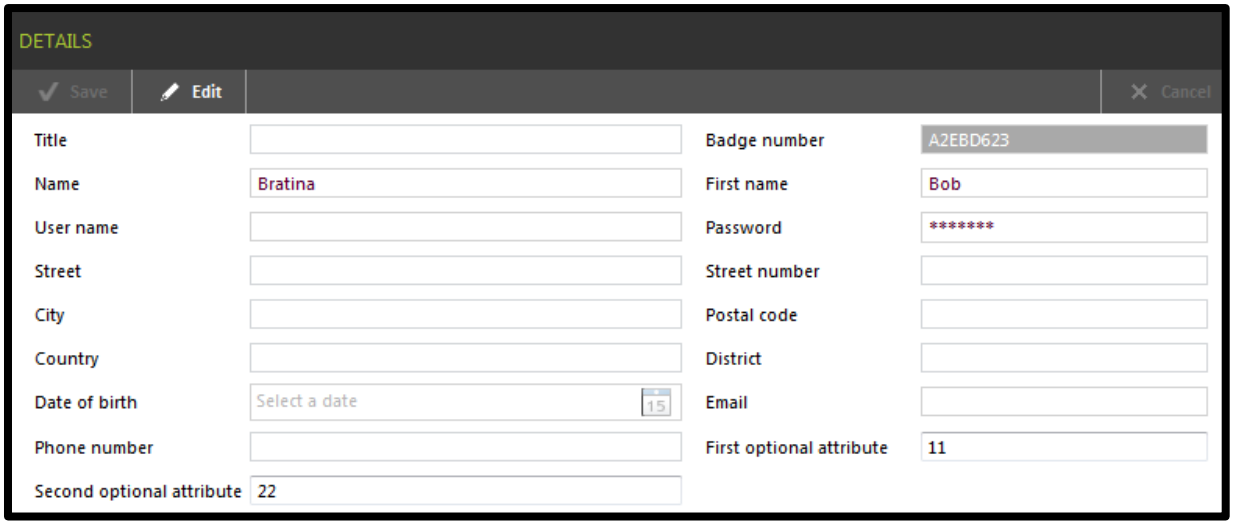



Figure 10-24 Delegate details with optional fields defined

This screenshot shows the two fields that have been defined additionally. Once defined, they are treated the same as other delegate data fields.

### 10.2.7 Groups

Groups are sets of delegates with some common attribute which is expressed using a common name and a colour. Groups can be defined with a great level of flexibility: a delegate can be in none, one or many groups though a group can contain a delegate only once.

The main screen consists of three columns:

- First column: ALL GROUPS: overview of the existing groups (see figure below)


Figure 10-25 Overview groups

- Second column: DETAILS: details of the currently selected group (in the first column)
- Third column: UNASSIGNED DELEGATES: this column contains the delegates that are not assigned to the current group. You can add and remove users from a group by dragging and dropping them in these columns.

A group can be added, deleted or changed by pressing the corresponding buttons in the Groups-ribbon (see figure below).

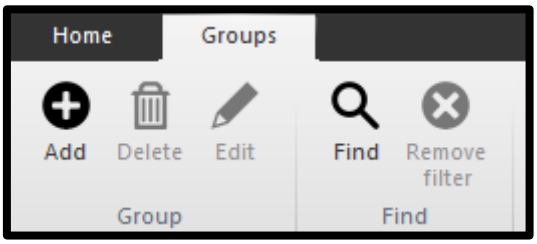



Figure 10-26 Group ribbon

The following functions are available here:

- **Add:** After pressing this button, you can edit the column in the middle of the screen with the data of the group you are creating: name and colour. At the top of this column, you can either save this new group or cancel the modification.

- **Delete:** After selecting a group in the left-hand column, you can press this button to delete it from the database. The delegates contained will not be deleted, only the grouping of these delegates. A verification dialog is shown to prevent errors.

- **Edit:** After selecting a group in the left-hand column, this button allows you to modify the delegate (name & colour). At the top of the column, buttons allow you to save or cancel the modification.

- **Find:** By pressing this button, you will activate the window below:

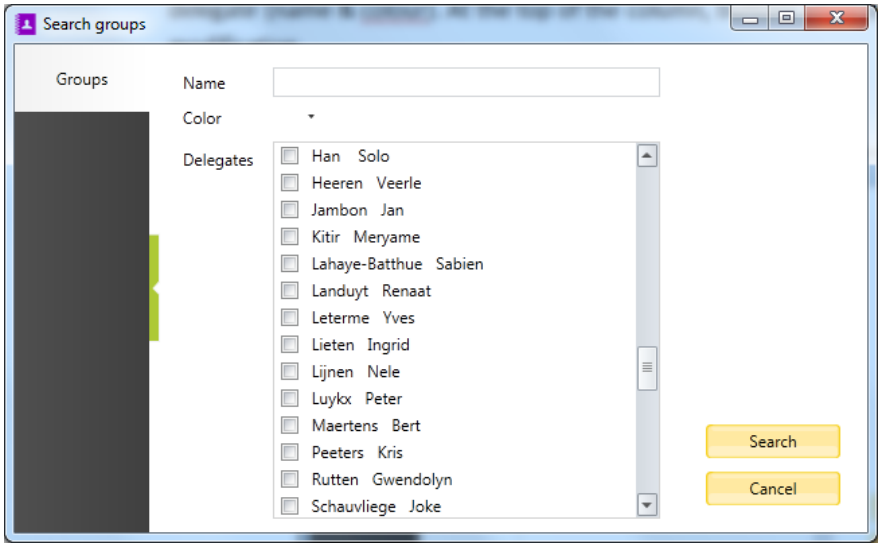



Figure 10-27 Search groups window

This window allows you to search a group using one of the following criteria:
  - Name or any part of the name
  - Colour
  - Any delegate or set of delegates

  After filling in the criteria of your choice select the “Search”-button to close this window and filter the list of groups according to the criteria.

- **Remove filter:** After specifying a filter in the step above, click this button to remove the applied filter.

***Assign delegates to a group***

After selecting a group in the left-most column of the Groups-screen (ALL GROUPS), a delegate can be assigned to this group by selecting him/her in the right-most column (UNASSIGNED DELEGATES), and clicking the button “Add to group” at the top of this column.

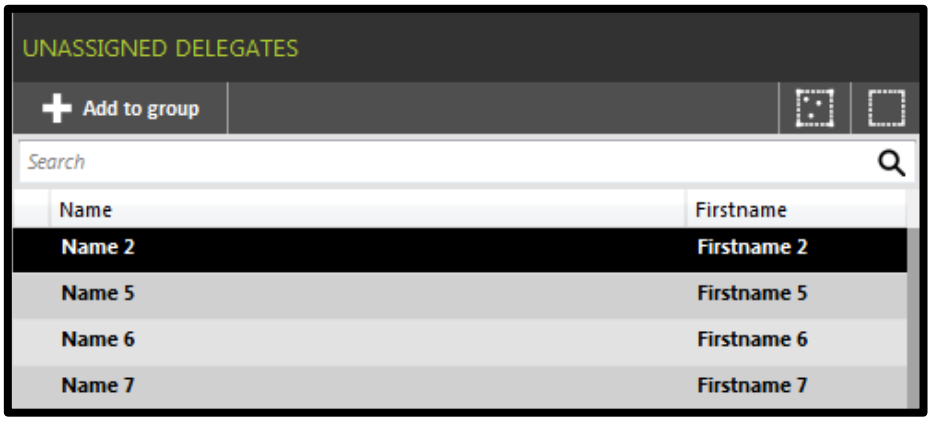



Figure 10-28 Unassigned delegates

Alternatively, you can also select one or more delegates in the list of Unassigned Delegates and drag & drop them to the currently selected group (list of delegates) to add them to this group.

***Remove delegates from a group***

After selecting a group in the left-most column of the Groups-screen (ALL GROUPS), a delegate can be removed from this group by selecting him/her in the middle column (DELEGATES IN THIS GROUP), and clicking the button “Remove from group” at the top of this column.

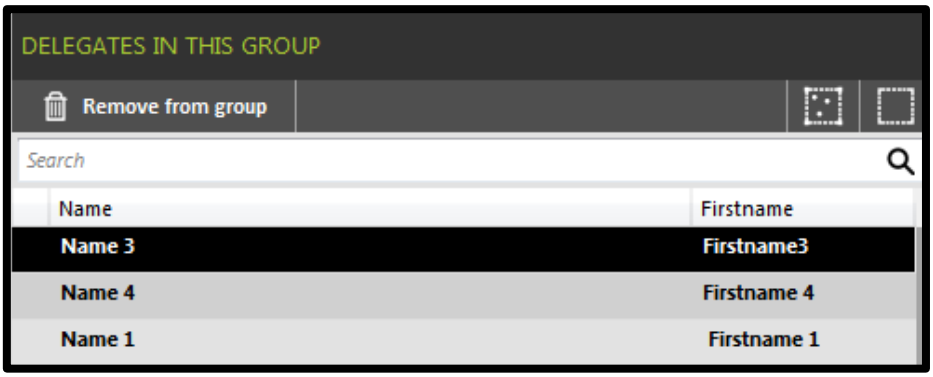



Figure 10-29 Delegates in this group

Alternatively, you can also select one or more delegates in the list of Delegates In This Group and drag & drop them to list of Unassigned Delegates to delete them.

## 10.3 Meeting concept

When creating a new (temporary) meeting in the Operator Application (see Section 11.1.2), a certain amount of information can be specified for the meeting:

- Title
- Description
- Start and end time

For a temporary meeting, this is sufficient but a full-fledged meeting has more parameters to be set.

Therefore, the Meeting Manager allows to additionally specifying the following data for a **meeting**:

- Define conference settings up front (speech mode, …)
- Create an agenda for the meeting with topics and sub-topics. This can be a lecturer, discussion or voting topics.
- Specify a number of speech timers (for delegates, groups, agenda items, voting…)
- Define which delegates are present at the meeting and place them in the synoptic view of the meeting room

Apart from the definition of a meeting, it is also possible to define a **meeting template**. The difference with a meeting is that a meeting template does not have a specific start time and date. A meeting template should be defined when the same type of meeting (with the same delegates or the same agenda or any other component that is always the same) is repeated a number of times. Instead of creating a similar meeting every time, it suffices to create the Meeting Template once, and then opening a new meeting in the Operator Application with this Meeting Template.

## 10.4 File menu

The File-menu is shown below, and its functions will be described in the following paragraphs.

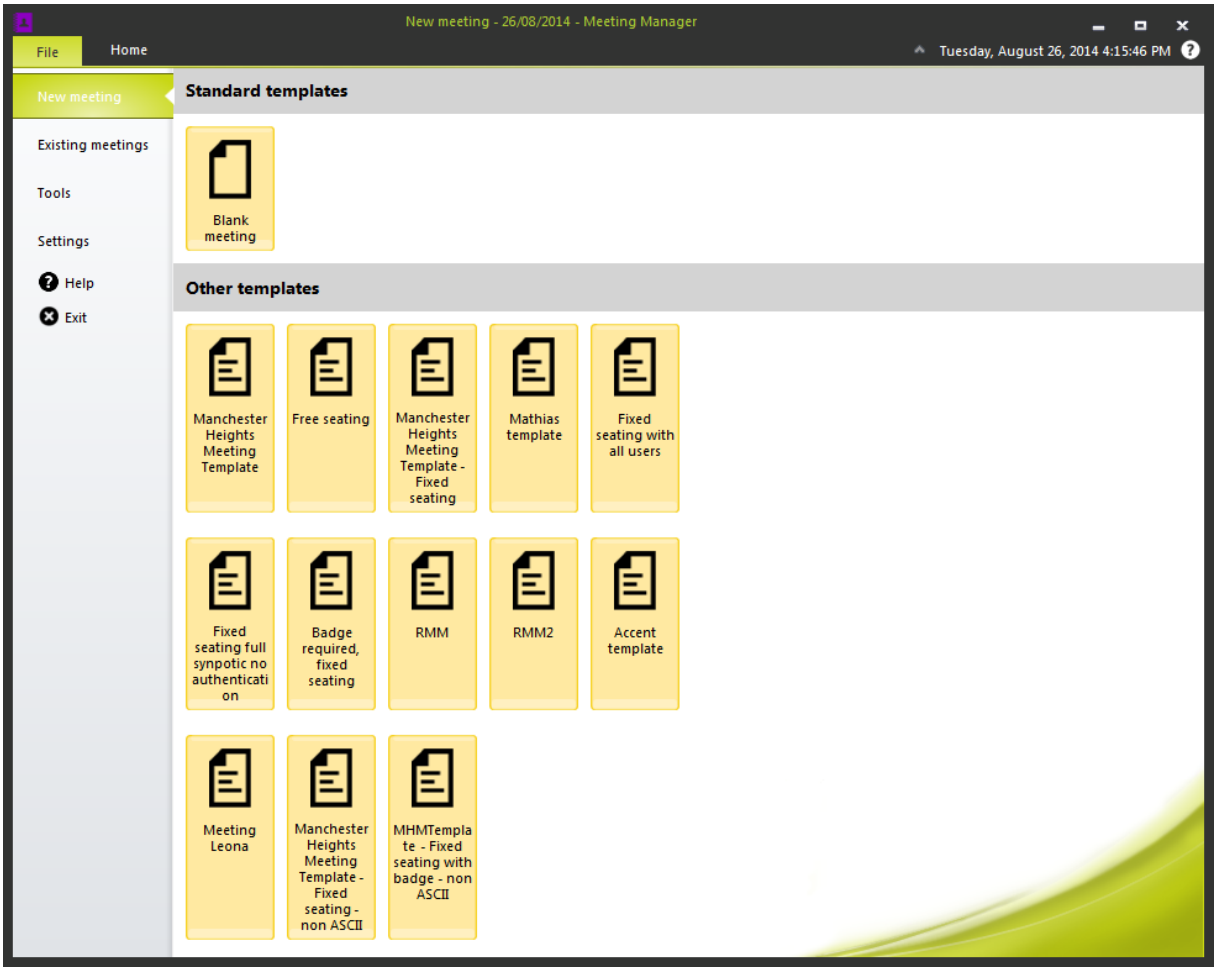



Figure 10-30 File menu

## 10.4.1New meeting

A new meeting can be created by selecting “Blank meeting” at the top. If a meeting is currently opened, the CoCon Meeting Manager will ask whether you want to close the current meeting and open a new one.

It is also possible to open a Meeting Template, and specify the meeting starting from the data already contained in the Meeting Template. To do this, select any of the Meeting Templates in the lower list.

Additionally, it is possible to delete Meeting Templates here: right-click on the Meeting Template, and select “Delete this template”. After confirmation of the action, the Meeting Template is deleted.

## 10.4.2Existing meetings

This tab gives you an overview of the currently created meetings in the database. A calendar filter at the top allows you to select a time interval. The colour of the meeting indicates the status of the meeting:

- Grey: new meeting
- Blue: meeting which is being edited
- Green: running meeting
- Yellow: paused meeting
- Red: ended meeting

A new meeting can be opened by selecting on the corresponding meeting title and then clicking “Open” under the list. After selection of a meeting, it can also be deleted from the centralized database by clicking the “Delete”-button under the list.

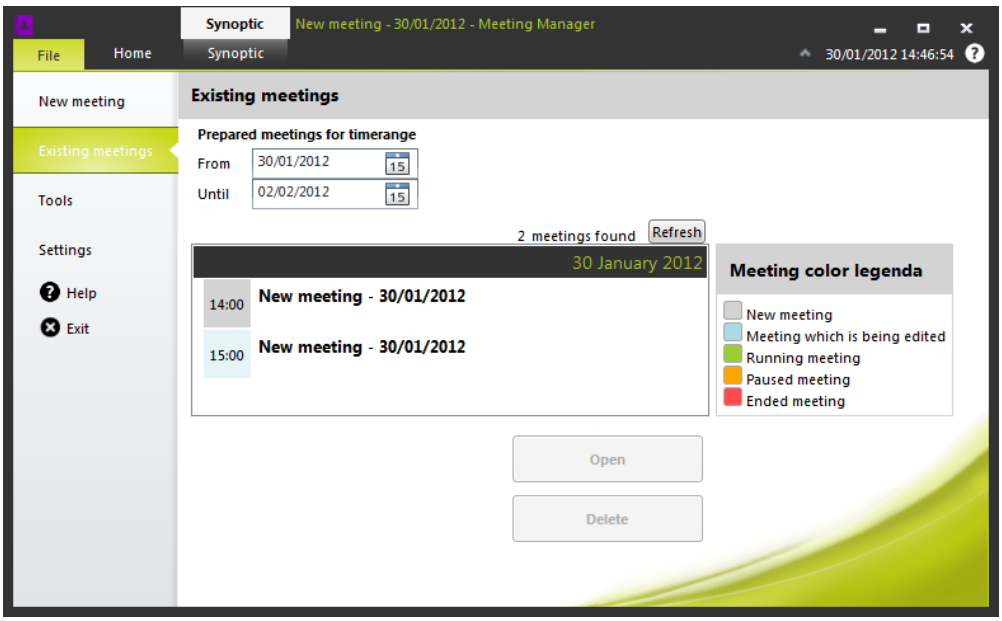



Figure 10-31 Existing meetings

## 10.4.3Tools

This tab-menu will give you access to the other applications of the CoCon software suite. Click any of the icons or programs to start the application.

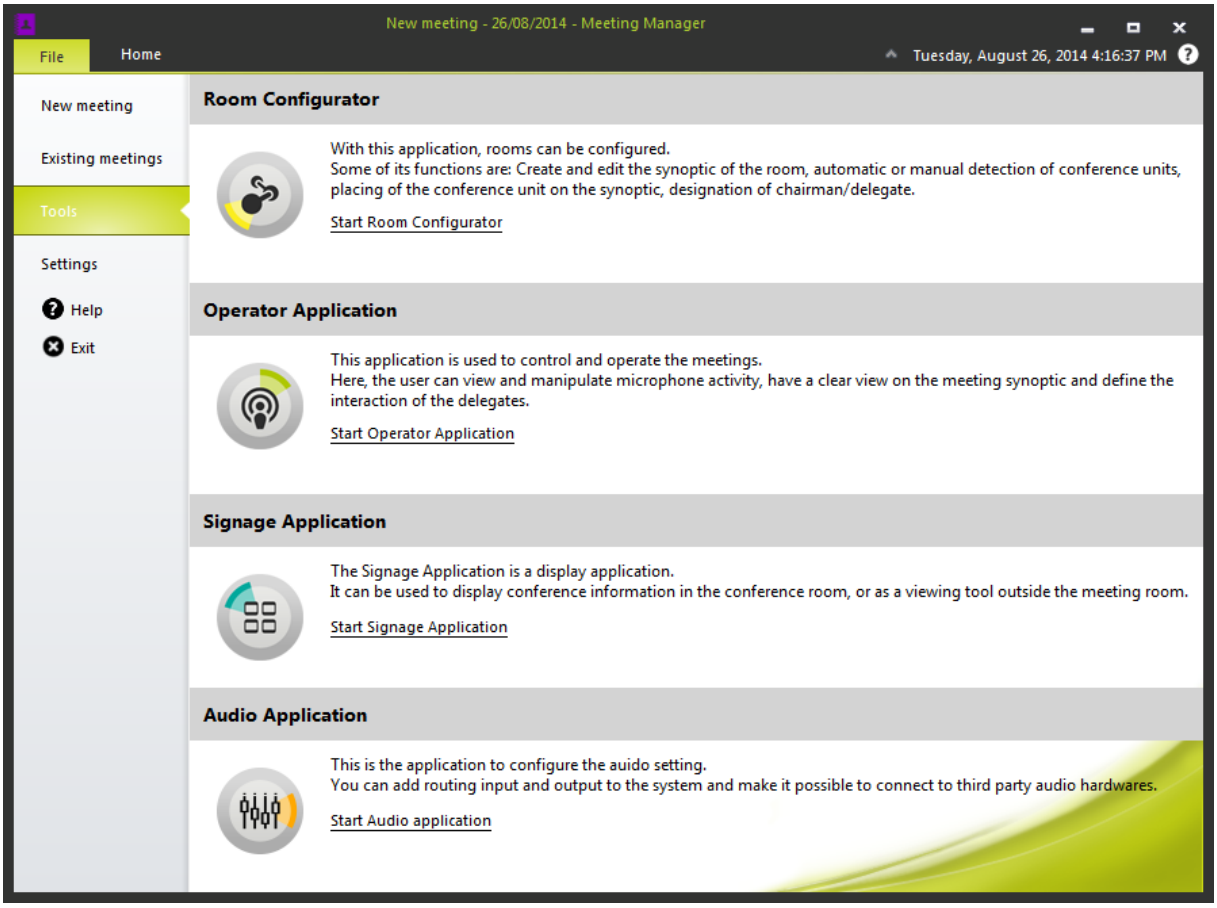



Figure 10-32 Tools

## 10.4.4Settings

For General Settings see Section 8.2.

The figure below shows the additional settings available in the Meeting Manager. They specify if a message should be shown when a delegate is successfully read from or written to a badge.

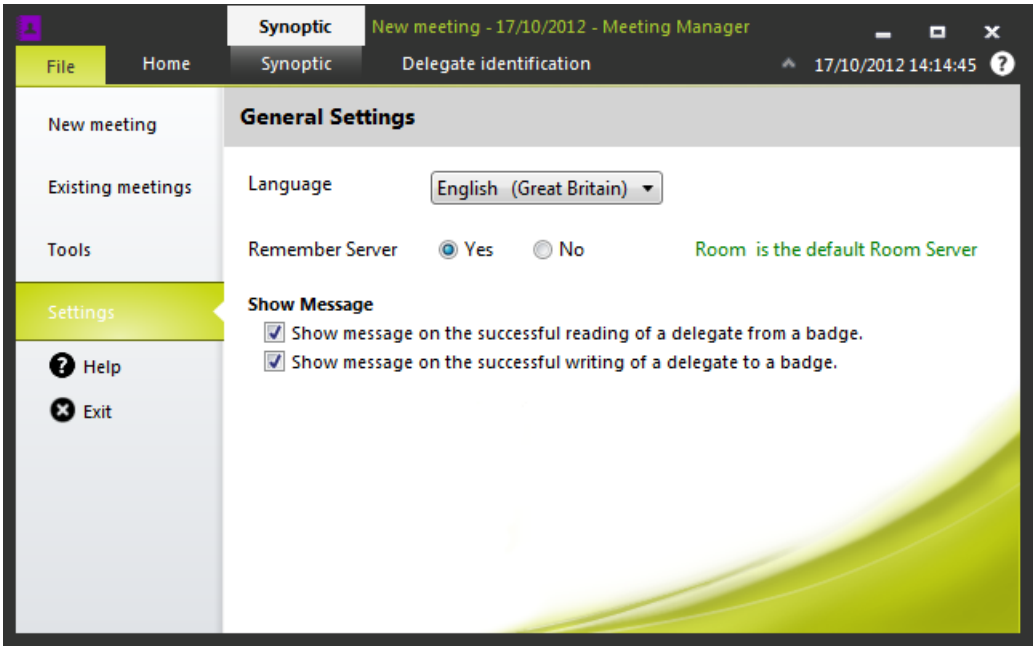



Figure 10-33 Settings

## 10.5 Home tab and ribbon

This is the main view of the Meeting Manager. It is shown by default if starting the Meeting Manager; alternatively it can be reached by clicking the “Home”-tab at the top of the screen. The figure below shows the home screen.

Note that, for certain license or Central Unit configuration, some of the tabs on the left-hand side may not be available.

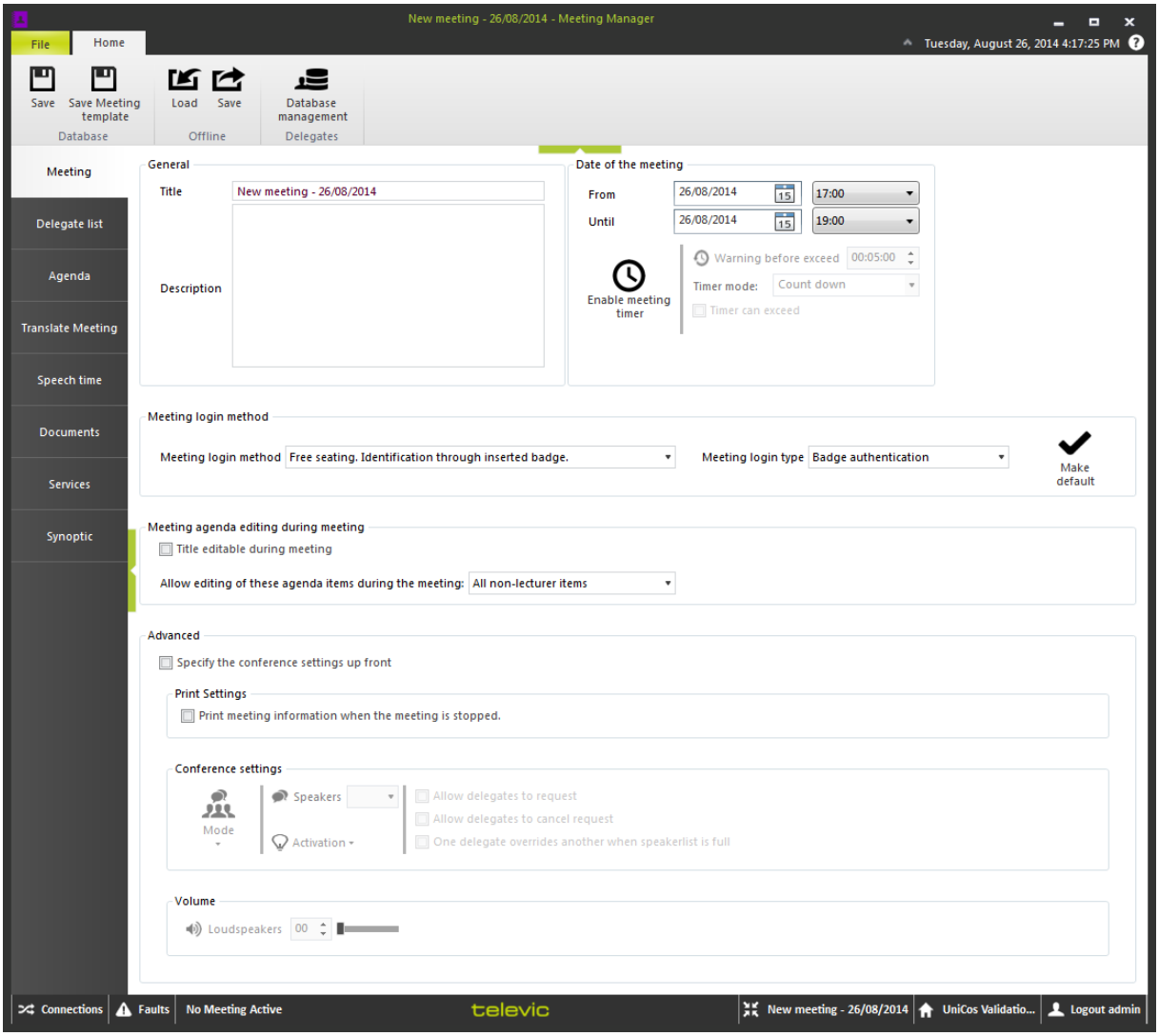



Figure 10-34 Home screen

The main steps to create a meeting are shown here, using tabs on the left side of the screen:

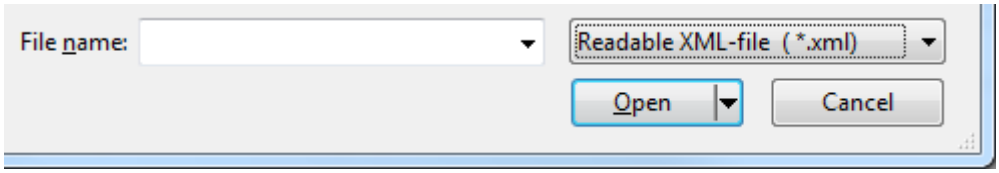
- **Meeting**: Here you can define the main meeting parameters: title, description, time, duration…
- **Delegate list**: Here you can indicate which delegates will be attending the meeting.
- **Translate Meeting**: Here you can define languages to be used in the meeting, and translate the meeting and all its parts into other languages. This is only available for the Plixus Multimedia Engine.
- **Agenda**: This tab will allow you to define the agenda for the meeting.
- **Speech time**: This tab contains all the settings regarding speech time in the meeting.
- **Documents**: Here you can upload documents that will be accessible by the interactive delegate units. This is only available for the Plixus Multimedia Engine.

- **Services**: Here you can specify what services will be available to the delegates with an interactive delegate unit in the room. This is only available for the Plixus Multimedia Engine.
- **Synoptic**: Here you can specify what positions the delegates will have in the meeting room.

The Home-ribbon at the top of the screen contains the following functions:

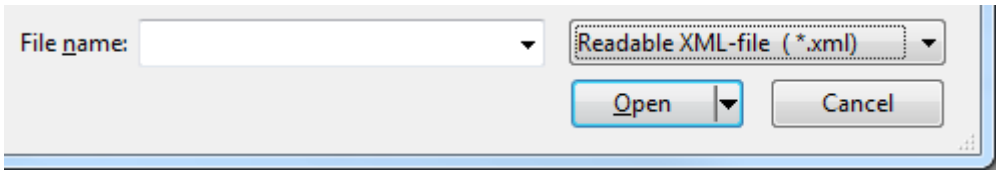
- **Save:** Clicking this button will save the current meeting to the central database connected to the CoCon Room server. Note that this is an operation which transfers the data from the meeting you are created to the central database. Therefore, no local information is saved when you perform a Save action.
- **Save Meeting Template:** This function will save the current meeting as a meeting template (see Section 10.3). This will allow you to create multiple meetings starting from this template.
- **Load:** After exporting a meeting to a local file, this function will allow you to import it again by presenting you a browse-dialog where you can select the previously exported meeting. CoCon Meeting Manager will load the exported meeting – note that at this point, the meeting is not yet present or saved in the database. To do that, you must save the meeting using the first Save-button.

  See the next section for details about the various formats that can be used here. The format to use can be selected in the bottom right corner of the file-browser:




- **Save:** This function will export the current meeting to a local file with all its attributes. You can specify a location using a browse-dialog. The meeting will be saved to the location of your choosing, so you can later import it again with the “Import from…”-function described above.

  See the next section for details about the various formats that can be used here. The format to use can be selected in the bottom right corner of the file-browser:



- **Database management:** As described in Section 10.2, this button opens the Database Management window, which will allow you to manage the database of delegates and groups.

# 10.6 Import/Export format

CoCon allows to import and export to/from various formats. These are described below. Note that these are subject to the Configurable Import/Export license module (see Section 6.1). If this module is not present, then only the first format will be available.

## 10.6.1Standard XML

This format is always available, and represents a complete meeting. This format is very similar to what is being stored in the CoCon database. It is not meant for readability or for easy use by third party software.

This format is used to Load/Save a complete meeting when working in the offline mode (see Section 10.15), and can be completely imported into the online database.

## 10.6.2Word docx format

The CoCon Meeting Manager allows you to import agenda and meeting info from a file with docx format. The formatting of the Word file (title, header, …) defines which content is put where.

Two sample files are available in the following folder:

C:\Program Files (x86)\Televic Conference\CoCon\Meeting Manager\Sample

(Or similar for your installation):

- Import_Word_Template.docx: this file contains the definition of what the import-parser will look for:
  - The meeting title is defined as format “Title” in Word.
  - The first line after that contains the date and time
  - Heading 1, 2, 3 etc define the agenda. Note it is possible to create a hierarchy with this.
  - Another title starts the list of delegates. These need to be each on one line.
- Test agenda 1.docx shows an example of an agenda that is put in this format.

Note that delegates, defined in the meeting that is imported and who are not already in the database, are created and put into the resulting meeting.

## 10.6.3Readable XML

The following section contains a sample XML file that can be imported. The XSD file can be found in Section 17.2.

Note that delegates, defined in the meeting that is imported and who are not already in the database, are created in the database and put into the resulting meeting.

#### *10.6.3.1 Sample XML file*

This file is also available in the following folder:

C:\Program Files (x86)\Televic Conference\CoCon\Meeting Manager\Sample

Or similar for your installation.

```
<?xml version="1.0" encoding="utf-8"?>
<MeetingInformation>
  <MeetingTitle>This is the title of the meeting 25/05/2014</MeetingTitle>
  <MeetingDescription></MeetingDescription>
  <MeetingDate>25 May 2014</MeetingDate>
  <MeetingStartTime>16:00:00</MeetingStartTime>
  <Agenda>
    <AgendaItem>
      <Number>1</Number>
      <Title>First agenda item</Title>
      <Description>This is the description of the first agenda
item</Description>
      <Type>Lecture</Type>
    </AgendaItem>
    <AgendaItem>
      <Number>2</Number>
      <Title>Second agenda item, which is also a parent</Title>
      <Description>NONE</Description>
      <Type>Discussion</Type>
      <AgendaItem>
        <Number>2.1</Number>
        <Title>This is a voting agenda item, using a Voting Template to
define the settings</Title>
        <Description> NONE </Description>
        <Type>Voting</Type>
        <VotingTemplate>3_Vote_Secret</VotingTemplate>
        <AgendaItem>
          <Number>2.1.1</Number>
          <Title>Another agenda item</Title>
          <Description>NONE</Description>
          <Type>Discussion</Type>
          <AgendaItem>
            <Number>2.1.1.1</Number>
            <Title>Another child item</Title>
          <Description>NONE</Description>
            <Type>Discussion</Type>
          </AgendaItem>
        </AgendaItem>
        <AgendaItem>
          <Number>2.1.2</Number>
          <Title>This is agenda item 2.1.2</Title>
          <Description>NONE</Description>
          <Type>Lecture</Type>
        </AgendaItem>
      </AgendaItem>
      <AgendaItem>
        <Number>2.2</Number>
```

```
        <Title>2.2 for the WIN! Also a voting item, no voting template
provided.</Title>
          <Description>NONE</Description>
        <Type>Voting</Type>
        <VotingTemplate></VotingTemplate>
      </AgendaItem>
      <AgendaItem>
        <Number>2.3</Number>
        <Title>2.3 is better, yes?</Title>
          <Description>NONE</Description>
        <Type>Lecture</Type>
      </AgendaItem>
    </AgendaItem>
    <AgendaItem>
      <Number>3</Number>
      <Title>Final agenda item</Title>
          <Description>NONE</Description>
      <Type>Voting</Type>
      <VotingTemplate></VotingTemplate>
    </AgendaItem>
  </Agenda>
  <Delegates>
    <Delegate>
      <Id>8230</Id>
      <Name>76</Name>
      <FirstName>76</FirstName>
      <SeatNumber>1</SeatNumber>
    </Delegate>
    <Delegate>
      <Id>7780</Id>
      <Name>Aers</Name>
      <FirstName>Wilfried</FirstName>
      <SeatNumber>2</SeatNumber>
    </Delegate>
    <Delegate>
      <Id>7954</Id>
      <Name>ALLOSSERY</Name>
      <FirstName>JP.</FirstName>
      <SeatNumber>3</SeatNumber>
    </Delegate>
    <Delegate>
      <Id>7925</Id>
      <Name>ANCEAU</Name>
      <FirstName>JJ.</FirstName>
      <SeatNumber>4</SeatNumber>
    </Delegate>
    <Delegate>
      <Id>7782</Id>
      <Name>Aras</Name>
      <FirstName>Dirk</FirstName>
      <SeatNumber>5</SeatNumber>
    </Delegate>
    <Delegate>
      <Id>8202</Id>
      <Name>ASSOULY</Name>
      <FirstName></FirstName>
      <SeatNumber>6</SeatNumber>
    </Delegate>
    <Delegate>
      <Id>8046</Id>
```

```
      <Name>Aubry</Name>
      <FirstName>Jacques-Andre</FirstName>
      <SeatNumber>7</SeatNumber>
    </Delegate>
    <Delegate>
      <Id>8177</Id>
      <Name>AUDIBERT</Name>
      <FirstName></FirstName>
      <SeatNumber>8</SeatNumber>
    </Delegate>
  </Delegates>
</MeetingInformation>
```

# 10.7 Meeting tab

After the creation of a new meeting, you can fill the data and specify the parameters of this meeting. The screen below shows the first tab in the specification of all the parameters: the meeting data. More information about a meeting can be entered in these fields.

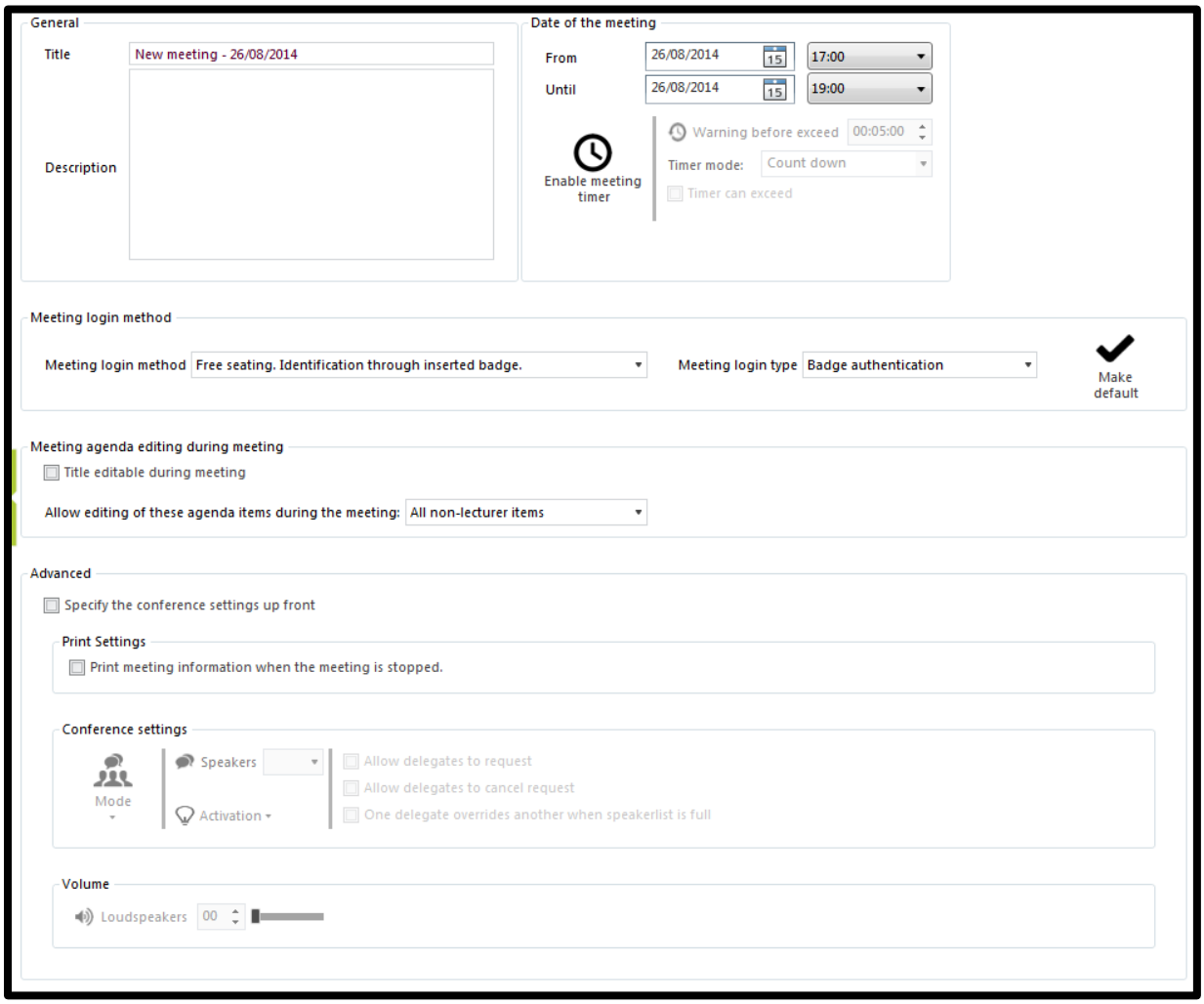



Figure 10-35 Meeting tab

## 10.7.1Title

A title can be given to a meeting.

### 10.7.2Description

More information about the meeting can be entered in this field.

### 10.7.3Date of the meeting

The date and time of a meeting can be entered here.

Under the start and end time of the meeting, you have the option to enable a meeting timer (by default this is switched off). If you enable the meeting timer, a timer will count during the meeting (visible in the Operator Application for the operator and the Signage Application for the delegates). The duration of the timer is determined by the time elapsed between begin and end time. The following options are available:

- Warning before exceed: this is the time before the scheduled end of the meeting that a warning will be given. At that time, the colour of the timer bar will change (from green to orange) to indicate that the meeting time is nearly spent. It can be specified manually or by using the up/down-spinner next to it.
- Timer mode: count down or up. This option will select whether the meeting timer will count down from the specified duration or up to the specified duration. Note that the entire meeting duration is specified by begin and end time.
- Timer can exceed: this option will specify whether the timer will continue counting if the meeting timer is spent. If you don't check this box, the timer will stop counting if the meeting time has been spent; if you check the box, the meeting timer will continue counting (and thus exceed the specified time interval).

### 10.7.4Meeting login method

Here it is possible to specify how the delegates will identify themselves for this meeting. Following options are available:

- **Delegates are allocated on a fixed seat**; **the delegate must introduce their badge before they can participate in the meeting**.
  This means that delegates will be allocated a fixed seat in the preparation of the meeting (in the Meeting Manager). For the meeting, they will have to identify themselves with their badge to make their presence known to the conference system. The Operator Application will show this using colours:
  - Green: for valid badges, inserted on the correct location.
  - Red: for invalid inserted badges.
  - Grey: for locations where no badge is inserted.
- **Delegates are allocated in a fixed seat; Inserted badges are ignored.**
  This option puts the delegates on a fixed seat. Badges are not used.

- **Free seating: Identification through inserted badge.**
  Here delegates do not have to be put on a seat; their names will be automatically shown on the seat where they insert their badge. It is also possible to put delegates on a seat (as in both options above). If they also have a badge, this should of course be inserted on their allotted place. The Operator Application will show a badge indicator in green (for valid) and red (for invalid) inserted badges.

**IMPORTANT: see Section 10.9.3.2 to consult the interaction between the Delegate Identification method and the people participating in a vote.**

On the right hand side of this choice, you can click the “Make default” button. This will make sure your currently selected identification mechanism is saved and re-used the next time you create a meeting in the Meeting Manager.

Note that an empty meeting in the Operator Application (without preparation in the Meeting Manager) is always created with the third delegate identification option.

## 10.7.5Meeting agenda editing during meeting

This setting allows you to specify how much editing is available by the operator during the meeting (using the Operator Application). The following options are available:

- **Title editable during meeting**: check this box to allow the operator to change the title of the meeting while it is running.
- **Allow editing of these agenda items during the meeting:** here you can specify which agenda items the operator can edit during the meeting. Available options are:
  - **None:** no editing of the agenda is allowed during the meeting.
  - **Only non-treated items:** the Operator Application will only allow to change agenda items that have not yet been treated and marked as finished (or busy) during the meeting.
  - **All non-lecturer items:** this allows the operator to change all agenda items (excepting the lecturer items).

## 10.7.6Advanced

### *10.7.6.1 Print*

Check this box to automatically show a print preview with all meeting information after the meeting has finished. See section 11.3.3.3 for more details about this.

### *10.7.6.2 Conference settings*

Here you can control the way in which delegates can control their microphones.

The first section allows you to select the speech mode. Three possibilities here:

- Operator: in this mode, the operator controls all conference activity. The delegates cannot switch on their microphones.
- Auto Request: in this mode, the microphones that are in request get activated automatically when one of the active microphones is switched off.
- Direct Speak: in this mode, the delegates can switch on their own microphones.

The options next to this speech mode allow the operator to modify it according to his wishes:

- “Speakers”: here you can enter the maximum number of microphones that can be active at the same time. Note that a chairman microphone (indicated with a star) can always be active on top of the number specified here.
- “Requests”: here you can enter the maximum number of microphones that can be in request at the same time. Note that this is not applicable for some of the microphone modes.
- “Options”: here you can select the following (note once again that some options may not be available for any given microphone mode):
  - Allow delegate to request
  - Allow delegates to cancel requests
  - One delegate overrides another when the speaker-list is full

Volume: this slider controls the volume of the loudspeakers connected to the central unit.

### 10.7.7 T-Cast.

Check this box to enable the webcasting and archiving functionality for this meeting. This makes a live stream of all meeting activity (video, audio, microphone activity, agenda…) available over the internet during the meeting.

For more details, see Section 14.2.

## 10.8 Delegate list tab

The figure below shows the Delegate List tab. The main functionality of this tab is to specify the delegates that will be attending this meeting. The various functions are described below.

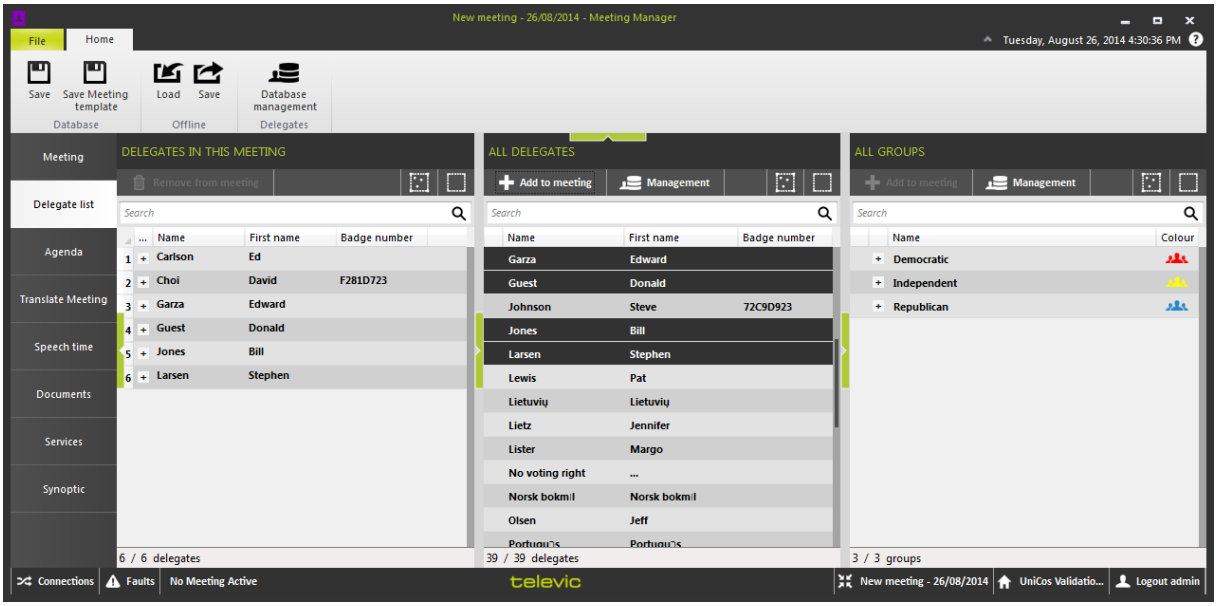


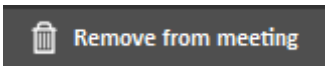

Figure 10-36 Delegate list tab

**The left-hand column (DELEGATES IN THIS MEETING)** shows the delegates that are currently attending this meeting. For delegates that have already been added to the meeting, it is possible to consult the groups they belong by clicking the "+" in front of their name. This will show the groups they belong to; if (for any reason) the delegate should not be in this group for this meeting, the group can be deleted by clicking the X next to the group.

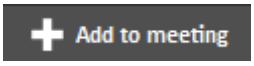
Adding delegates to this list can be done by clicking the "Add to meeting" button, or dragging & dropping delegates or groups in this column.

You can reorder the delegates in this list by dragging and dropping them on another location in the list.

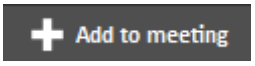
Delegates that have been added to the meeting can be removed by selecting them and clicking the following button at the top:




**The middle column (ALL DELEGATES)** shows a list of all the delegates in the database. After selection of one or more delegates, they can be added to the group by clicking the following button at the top of the column:




**The column on the right (ALL GROUPS)** shows the groups that are present in the database. After selection of the group, you can add an entire group to the meeting by clicking the button




at the top of the column. If you click the "+" icon in front of the group, all the

users that belong to this group are shown beneath it. By default all users are selected; if you deselect any, they will not be added to the meeting when adding the group.

## 10.9 Agenda tab

A meeting agenda can be defined using this tab. The figure below shows the main functionality of the screen.

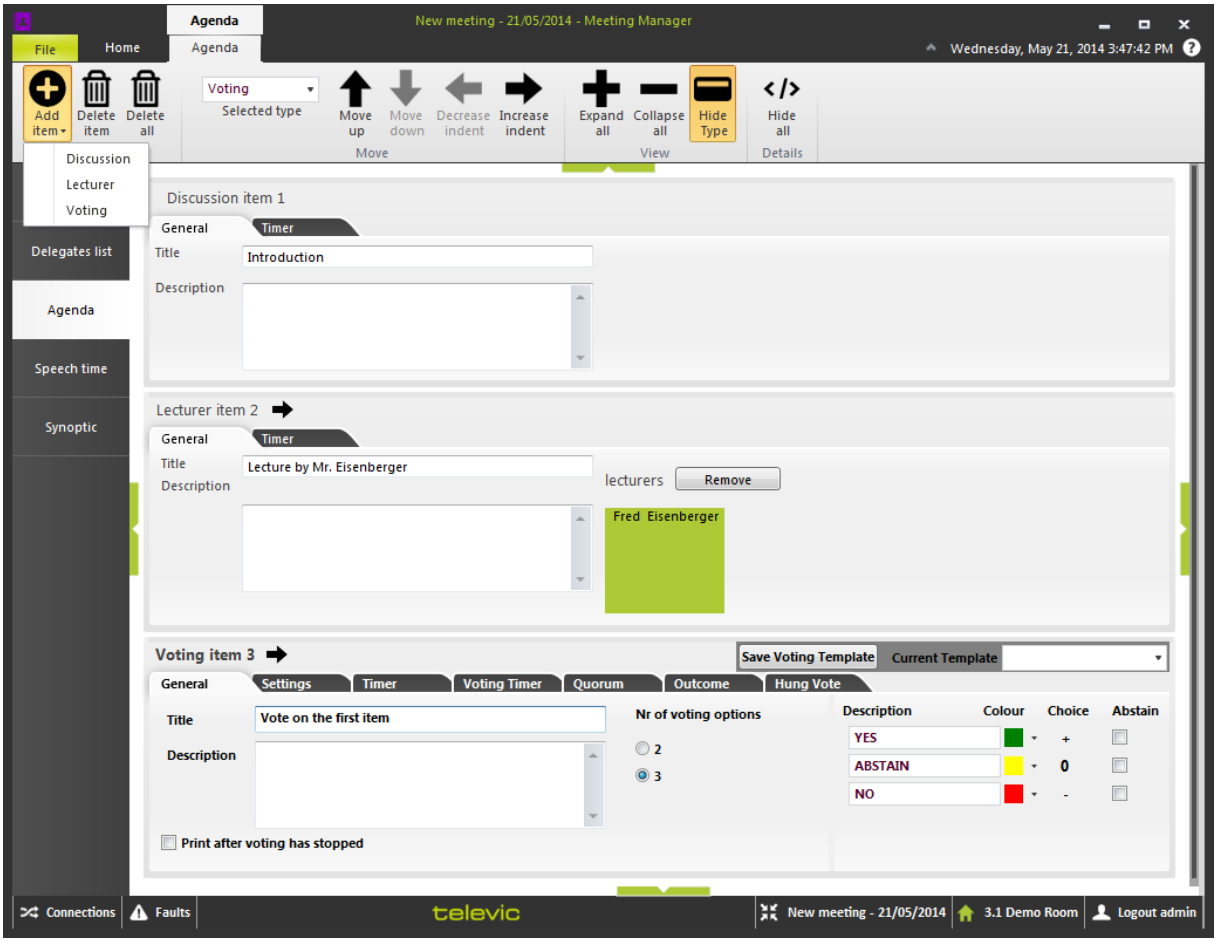



Figure 10-37 Agenda tab

The main part of this window shows the current agenda. Initially this is empty. After adding agenda items, they will be shown here. The following actions are available on agenda items:

- **Double-clicking on the header** will expand the item and show all the details. If the item is expanded, double-clicking on the header will collapse it.
- **Click anywhere** on an agenda item to select it. This item then appears in **bold**. De-selecting can be done again by clicking in empty space or on another agenda item.

The following functions are available in the Agenda-ribbon at the top:

- **Add item:** Drop-down button which allows you to choose between
    - Discussion item
    - Lecturer item. A lecturer agenda item is one where one or more delegates can be specified as lecturer(s). See Section 10.9.2.
    - Voting item. See Section 10.9.3.

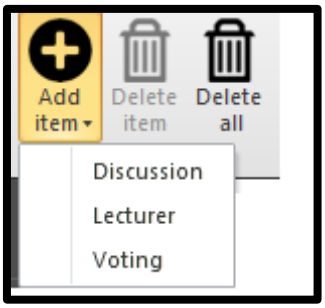



Figure 10-38 Agenda item possibilities

- **Delete item:** Deletes the currently selected agenda item. Note that if the selected item has sub-items, these will be removed as well.
- **Delete all:** This will delete the entire agenda.
- **Selected type**: Using this drop-down box, you can modify the type of the currently selected item.
- **Move up/down:** These functions will move the currently selected agenda item forward or backward in the agenda. If the selected item is a sub-item, it can only be moved within its parent.
- **Decrease indent:** This will move the currently selected agenda item one up in the hierarchy of the agenda items. This can also be controlled by clicking the same icon appearing on the agenda item itself. Note that the indent cannot be decreased if it is already at the top level.
- **Increase indent:** This will move the currently selected agenda item one down in the hierarchy of the agenda items. This can also be controlled by clicking the same icon appearing on the agenda item itself. Note that the indent cannot be increased if it is the sub-item.
- **Expand all/Collapse all:** These buttons will expand/collapse all the present agenda items. Note that there is a + or – button next to an agenda item if it has sub-items.
- **Show/Hide type:** This button allows you to show or hide the types of the agenda items in the agenda.
- **Hide all:** This function will hide all the details that are currently shown.

### 10.9.1General agenda item functionality

Agenda items of any type have the following attributes that can be filled:

- **General:** this tab lets you fill in the title and description of the agenda item.
- **Timer:** this tab lets you enable or disable the agenda item timer for this item. The button “Enable agenda item timer” allows you to activate a meeting timer for the currently selected agenda item. This timer will automatically start when activating the agenda item during the meeting and be shown in the Operator Application and the Signage Application. The following options are available:
    - **Agenda item duration:** This is the time you want the currently selected agenda item to last. It can be specified manually or by using the up/down-spinner next to it.
    - **Warning before exceed:** this is the time before the scheduled end of the agenda item that a warning will be given. At that time, the colour of the timer bar will change (from green to orange) to indicate that the agenda item time is nearly spent. It can be specified manually or by using the up/down-spinner next to it.
    - **Timer mode:** This option will select whether the agenda item timer will count down from the specified duration or up to the specified duration.
    - **Timer can exceed**: This option will specify whether the timer will continue counting if the agenda item timer is spent. If you don’t check this box, the timer will stop counting if the agenda item time has been spent; if you check the box, the agenda item timer will continue counting (and thus exceed the specified time interval).

### 10.9.2Lecturer agenda item

This agenda item type allows specifying one or more delegates who will bring a lecture. When selecting a lecturer agenda item, the list with all delegates present in the database will appear on the right-hand side of the screen. Select one or more delegates and click the “Add to agenda item” button to add them.

The agenda item itself will show an overview of all the currently associated lecturers. You can select one or more of them and click the “Remove”-button on the agenda item to remove them.

### 10.9.3Voting agenda item

Note that for the Confidea CU, a number of voting options are not available. This means that when the Meeting Manager is connected to a Room Server using a Confidea CU as system plugin, the voting functionality will be reduced slightly. In the following section, the full possibilities of voting (as used with eg. the CPU5500 and the Confidea WCAP+ Generation 2 and 3) are described.

The following sections contain a considerable number of configuration options for the voting settings. However, a mechanism called “Voting Templates” is available to make sure that you can

create a configuration once and re-use indefinitely afterwards. See Section 10.9.3.10 for more details.

### *10.9.3.1 General*

The General tab contains some default fields, but adds a number of configuration options.

- Title/description: Here you can enter the name (and optional description) of the voting item.
- Print after voting stopped: The voting results will automatically print when you select this check box.
- Nr of voting options:
    - For most Televic CU's: 2, 3, 4 or 5 voting possibilities are possible. After selection of the number of voting options you want, the user interface will change so you can enter the details for each of the options.

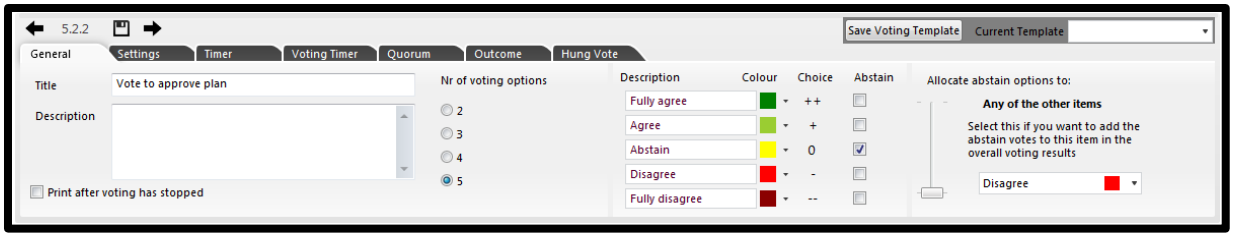



Figure 10-39 Up to 5 voting options on non-Plixus Engines

For some of the Televic CU's, it is possible to change the choice of the physical voting buttons that are shown to the delegates. This is indicated in the "Choice" column. The delegates can then push the selected button on their voting unit to vote on this option. This is applicable for the following Televic CU's:

- Confidea Wireless Gen 1 and 2
- Confidea Wireless Gen 3
- CPU5500

- For Plixus Multimedia Engines: it is possible to specify 1 up to 10 voting options as shown in the figure below. After selection of the number of voting options you want, the user interface will change so you can enter the details for each of the options.


Figure 10-40 Up to 10 voting options on the Plixus Multimedia Engine

- Description/Colour/Choice: For each of the voting options you can provide a description and colour.

- Choice: here the physical voting buttons are shown that the delegates have to push on their voting unit to vote on this option. A default configuration is provided.
- Abstain: for each of the voting options, you can select if this is an “abstain” vote. The following option will appear on the right-hand side:
  Allocate abstain options to:
  - None: Abstain votes cannot be a valid choice for the outcome. If this option is selected, the abstain choice cannot be a valid voting choice for the outcome. As a consequence, in this situation the outcome will be “Majority not achieved”.
  - Abstain votes are subtracted from the vote totals for majority calculations.
  - Any of the other items. Select this option if you want that “abstain”-options are added to the votes for any of the other voting options. You can select a voting option which will receive the abstain votes.

#### *10.9.3.2 Settings – Vote participation versus delegate identification mechanism*

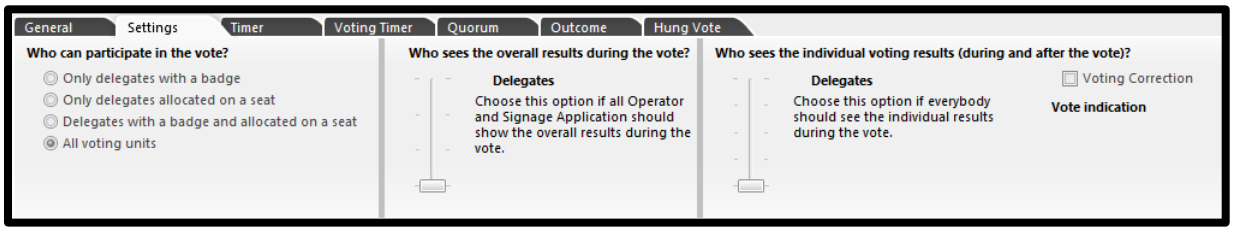



Figure 10-41 Voting settings

The first column of the Settings tab allows you to select who can participate in the vote.

**Who can participate in the vote?** Here you can select who can participate in the vote. Possibilities are:

- Only delegates with a badge: only the delegates who have introduced their badge and who have voting right will be allowed to participate in the voting session.
- Only delegates allocated on a seat: this means that only the delegates that have been placed on a seat (see Section 10.12) will be able to vote.
- Delegates with a badge or allocated on a seat: combination of the above; one or the other.
- All voting units: all voting units present in the room will be able to vote. This includes delegates without voting right.

Important to note is that there are various ways in which delegates can identify themselves to the conferencing system – see Section 10.7.4 for more details. The interaction between the two settings is shown in the figure below.

| Delegate identification mode | Delegates are positioned on a seat<br>they must introduce badges for Identification | Delegates are positioned on a seat<br>Inserted badges are ignored | Free seating<br>Identification through inserted badge<br>Positioning is allowed ==> badge should be inserted correctly |
|---|---|---|---|
| **Who participates** | | | |
| Only delegates with a badge | - Correct inserted badges can vote.<br>- Wrong badge CANNOT vote.<br>- No badge inserted CANNOT vote | Not available! | Only inserted badges can vote. |
| Only delegates positioned on a seat | Not available! | all seats:<br>- CAN vote, IF a delegate is positioned on it<br>- CANNOT vote, if no delegate is present | - inserted badges CANNOT vote in general<br>can vote if correctly inserted on positioned seat<br>- Positioned delegates can vote<br>- empty seats cannot vote |
| Delegates with a badge OR positioned on a seat | Not available! | Not available! | - inserted badges CAN vote in general<br>can NOT vote if incorrectly inserted on positioned a seat<br>- Positioned delegates can vote<br>- empty seats cannot vote |
| All voting units | All voting units | All voting units | All voting units |

**Figure 10-42 Delegate identification versus "Who can vote?"**

Note that normally the Delegate Identification mode has priority over the "Who can vote" setting. More details are described in the table.

Some of the options are not available with some of the Delegate Identification mechanisms. For the available options, the table clearly shows what happens with each of the situations where a badge is inserted correctly or incorrectly.

### *10.9.3.3 Settings - other*

The Settings tab contains a number of additional settings about voting.

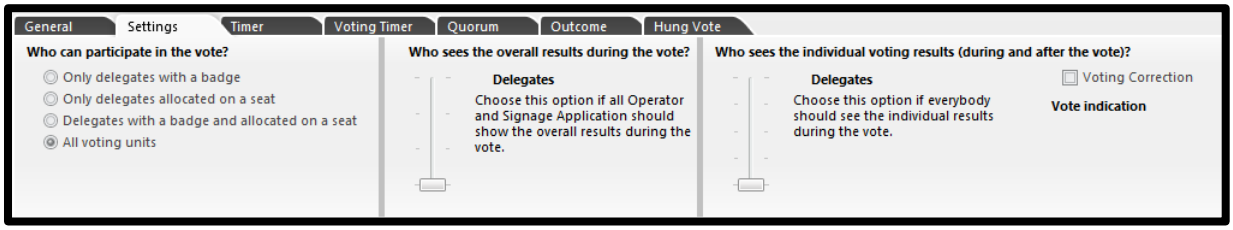



Figure 10-43 Voting settings

- **Who sees the overall results during the vote?** Here you can select who can see the overall voting results (=totals) during the vote:
  - No one**:** no overall voting results will be shown during the vote. This means no graphical results will be shown in Signage and Operator Application.
  - Only Vote Master: Vote Master is a function in the Operator Application which can be activated by the Operator (or chairman) who wants to control the vote. Select this option if only the Operator Application assigned as Vote Master should see the overall voting results. No graphical results will be shown in Signage and other Operator Application.
  - All Operators: all Operator Applications will show the overall voting results. The Signage Applications will not show anything.
  - Delegates: all Operator and Signage Applications will show the overall voting results during the vote.

- **Who sees the individual voting results?** Here you can select who can see the individual voting results (=personal vote choices by delegates) during and after the vote.
  - No one, never: choose this option if you want to have a real secret vote. After the vote, all traces of the individual votes are removed.
  - No one during the vote: choose this option if the individual results should not be shown during the vote. After the vote is finished, the individual voting results will be visible to all.
  - Only Vote Master: Vote Master is a function in the Operator Application which can be activated by the Operator (or chairman) who wants to control the vote. Select this option if only the Operator Application assigned as Vote Master should see the individual voting results. No graphical results will be shown in Signage and other Operator Application.
  - All Operators: all Operator Applications will show the individual voting results. The Signage Applications will not show anything.
  - Delegates: all Operator and Signage Applications will show the individual voting results during the vote.

- **Voting correction**: If voting correction is activated, the delegates have the possibility to correct their vote during the entire vote session. If deactivated, the voting keys are blocked after the voter cast his vote. No changes possible.

- **Vote indication**: here you can specify (in some of the options mentioned above) if there should be an indication IF a delegate has voted (as opposed to WHAT he voted):
    - Operator voting indication: select this option if the Operator Applications should show an indication (grey border) that a delegate has voted.
    - Signage voting indication: select this option if the Signage Applications should show an indication (grey border) that a delegate has voted.
    - Vote panel: select here what the vote panel should show after the delegate has cast his vote.
        - *No vote indication:* There is no indication that the delegate has voted. This means the voting LEDs keep flashing and there is no visual feedback to the delegate that his vote has been registered. On the other hand, his neighbor also has no indication if the delegate has voted.
        - *Vote indication:* There is an indication that the delegate has voted. All the voting LEDs light up (instead of flashing). The real vote choice is not shown.
        - *Real vote choice:* The voting LED with the real vote choice is highlighted. The delegate can see what he has voted (but his neighbor too).

#### *10.9.3.4 Timer*

Enable agenda item timer: Here you can enable the agenda item timer if you want to limit the agenda item in time. (For more information about timer setting see Section 10.9.1.)

#### *10.9.3.5 Voting Timer*

Here you can enable the voting timer if you want to limit the voting session in time. This timer is started automatically when the voting is started. If the box “Timer can exceed” is not checked, the voting session will automatically stop once the timer has reached 0 (or its maximum).

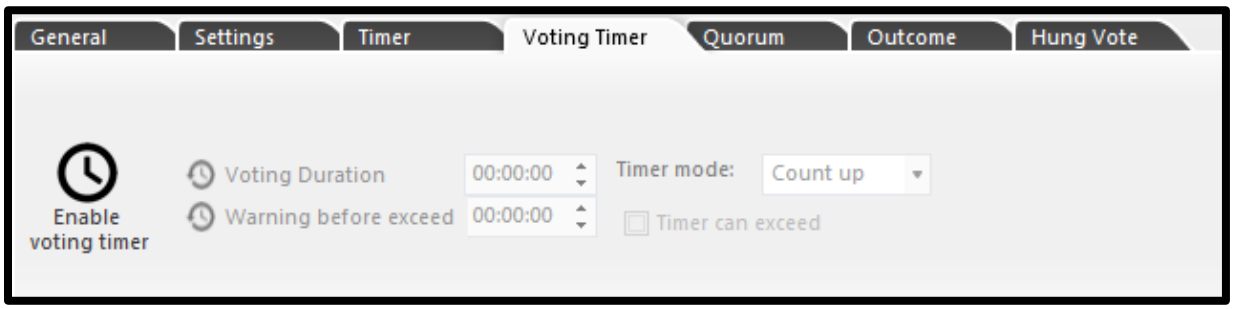



Figure 10-44 Voting timer

#### *10.9.3.6 Quorum*

The quorum is defined as the percentage of delegates that have to be present in order for the vote to start. The following options can be set here:

- Enable Quorum: check this box to enable the quorum. Checking this box will result in a check before the voting session can be started, to verify that the quorum is reached. If it is not checked, a voting session can always be started.
  The quorum can be defined:
  - Absolute: a number of delegates that has to be present.
  - Relative: a fraction of the totally expected delegates to be present.
- Presence determined by: here you can select which method will be used to determine the presence. The following options are available; the first four are determined BEFORE the vote can start; the last one is determined AFTER the vote:
  - Introduced badges: the number of delegates that have introduced their badge will be used to count & determine if the quorum is reached.
  - Presence detection phase before vote: before the real vote is started, the delegates will have the opportunity to press the middle vote button to signify their presence.
  - Delegates allocated on a seat: the number of delegates that are allocated on a seat will be used to count & determine if the quorum is reached.
  - Entered manually by operator.
  - Total number of votes: the value that is compared to the quorum is the actual number of votes that have been cast.
    Note this is the only case in which the voting actually takes place BEFORE the quorum is determined

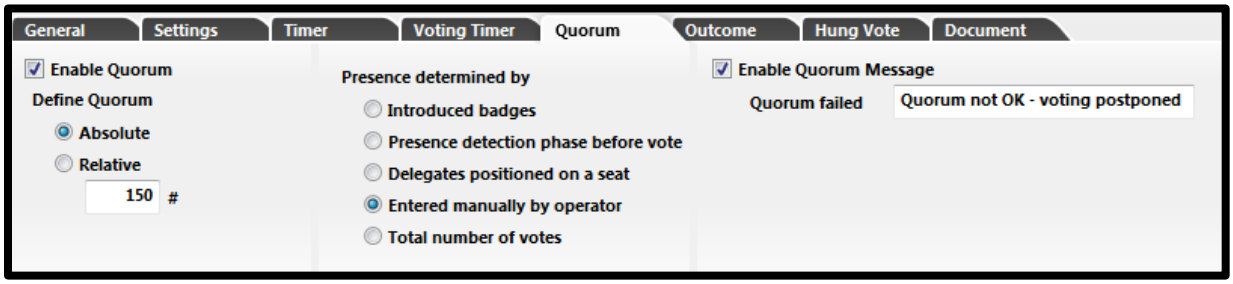



Figure 10-45 Voting Quorum

- Enable Quorum Message: check this box if you want to show a message if the quorum is not reached. The default message is “Quorum not OK – voting postponed”.

### *10.9.3.7 Majority and Outcome*

Here you can define two options for the current voting item:

- Majority: here you can specify how much of the votes one single voting option should receive before it is valid/retained/passed.
  Note that it is possible to select the majority as
  - Absolute: in numbers of delegates
  - Relative: in a certain percentage of either the number of delegates with voting right OR the number of votes cast. This is specified by the next choice:
- Majority option: here you can choose one of the following:
  - Number of delegates entitled to vote is used for majority calculations.
  - Number of votes cast is used for majority calculations.

- Enable Outcome message: if this box is checked, you can define an optional message that will be shown (on Operator and Signage Application) when:
    - Pass: one of the votes has achieved the majority as defined above.
    - Hung: two or more votes have received an equal amount of votes, this is defined as a "Hung vote".
    - Fail: no single vote option has reached the majority.

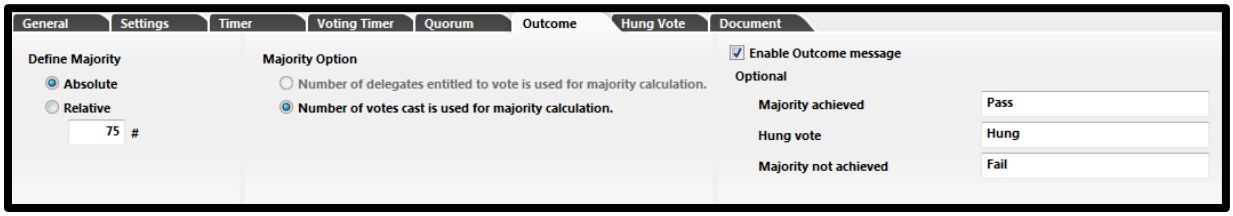



Figure 10-46 Voting Outcome

### *10.9.3.8 Hung vote*

A hung vote is defined as a non-conclusive vote. This means that more than one vote option have the required number of votes to reach the majority. In this tab, you can define what should happen if this situation occurs.

If you don't specify a special solution here, then the vote is saved to the database without a successful outcome.

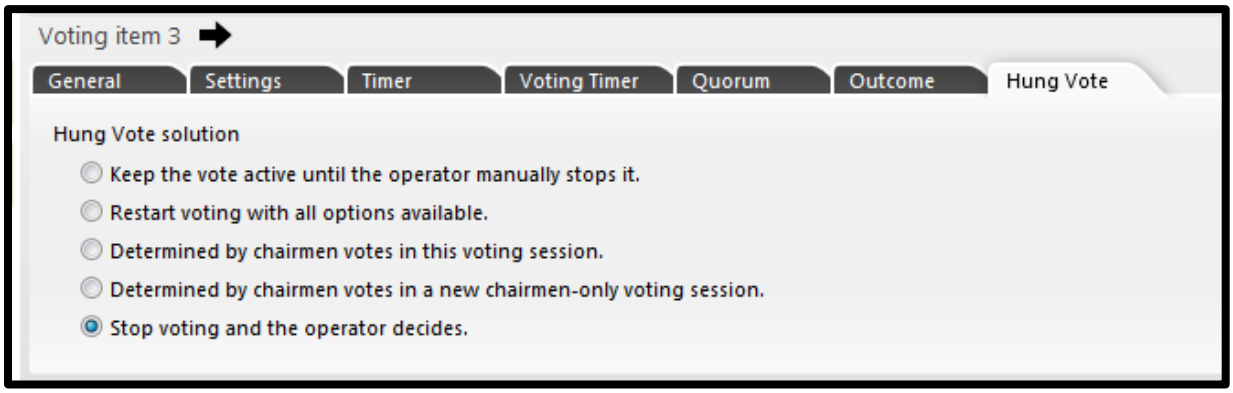



Figure 10-47 Voting Hung vote

The options to solve a hung vote are:

- Keep the voting session active until the Operator manually stops it.
- Restart the voting session with all voting options available.
- Determined by the chairmen votes in this voting session. There is no new voting round; the votes that were cast by the units designated as chairmen are used to calculate the winning vote.
- Determined by the chairmen votes in a new chairmen-only voting session. A new voting round will be started, only for the units designated as chairmen units. The voting result will be determined by this new voting round.
  Note that currently the the results of the original (hung) voting round are not saved to the database, and also not available for printing.

- Stop voting and the operator decides. A message box will appear where the operator can choose from the two (or more) options that caused the hung vote. This message box will look like the following figure:

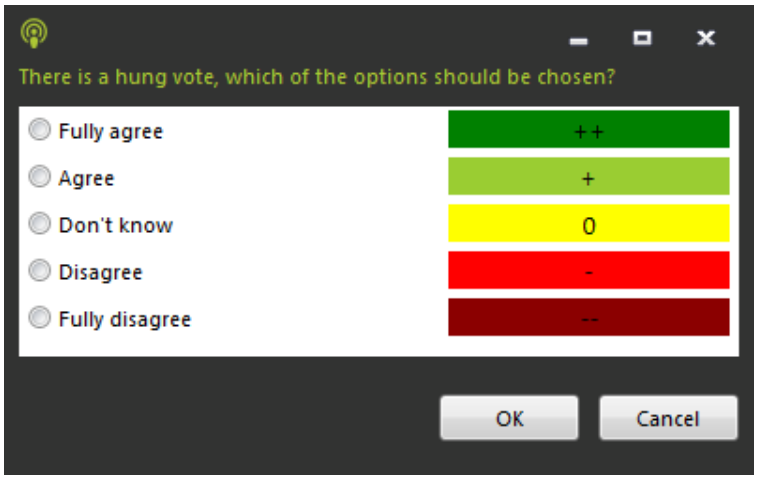



Figure 10-48 Voting Hung vote Operator choice

### 10.9.3.9 Save Voting Template

When expanded, on the upper right hand side of an agenda item, the following control can be seen:

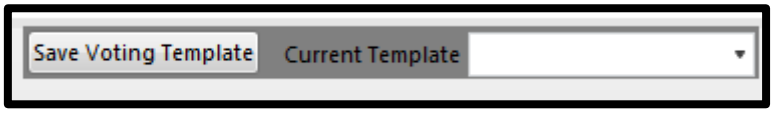



Figure 10-49 Save as template

If you click the button “Save Voting Template”, the current settings of this voting agenda item are saved to a voting template. The name of this template is the title of the voting agenda item, followed by “_Template”.

The second part allows you to apply a previously saved voting template to the current item. Click the arrow on the drop-down box to show all the voting templates, and select one to apply it on your item.

### 10.9.3.10 Voting template

CoCon allows you to save the voting settings to a “voting template”. A collection of these items is kept in the database and available when creating new voting agenda items. On installation, a number of default voting templates are available in the database.

The voting templates can be reviewed using the component shown below. This component can be shown by clicking the expander  at the bottom of the agenda screen in both Meeting Manager and Operator Application.

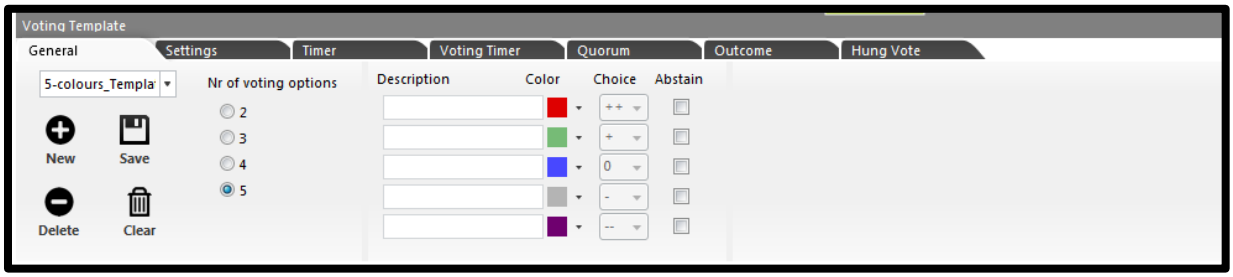



Figure 10-50 Voting Template

The controls here are very similar to the ones described in the previous paragraphs.

On the left-hand side, you can show all the voting templates in the drop-down box. Selecting one here will show its details in the other tabs.

After you click the “New”-button, you can also create a new voting template here and save it under the name you enter in the name box.

## 10.10 Translate meeting tab

This functionality is only available for the Televic Plixus Multimedia Engine.

For Plixus Multimedia Engine, the delegates can look at the meeting in the language they choose. For this purpose, the meeting title, agenda, voting options, … need to be translated to the other languages.

The translation of a meeting is done in two steps. These steps are described in the following sections.

### 10.10.1 Define languages

The first step to translate a meeting is defining the languages. The functionality fo this is provided in the column on the right-hand side (ALL LANGUAGES), as well as in the ribbon. The figure below illustrates that each language has the following attributes (each contained in a column):

- Checkbox indicating if a language is used for the current meeting.
- Picture: an image that matches the language.
- Name: the full name of the language.
- ISO: the ISO-abbreviation of the language.
- A checkmark if this is the default language.

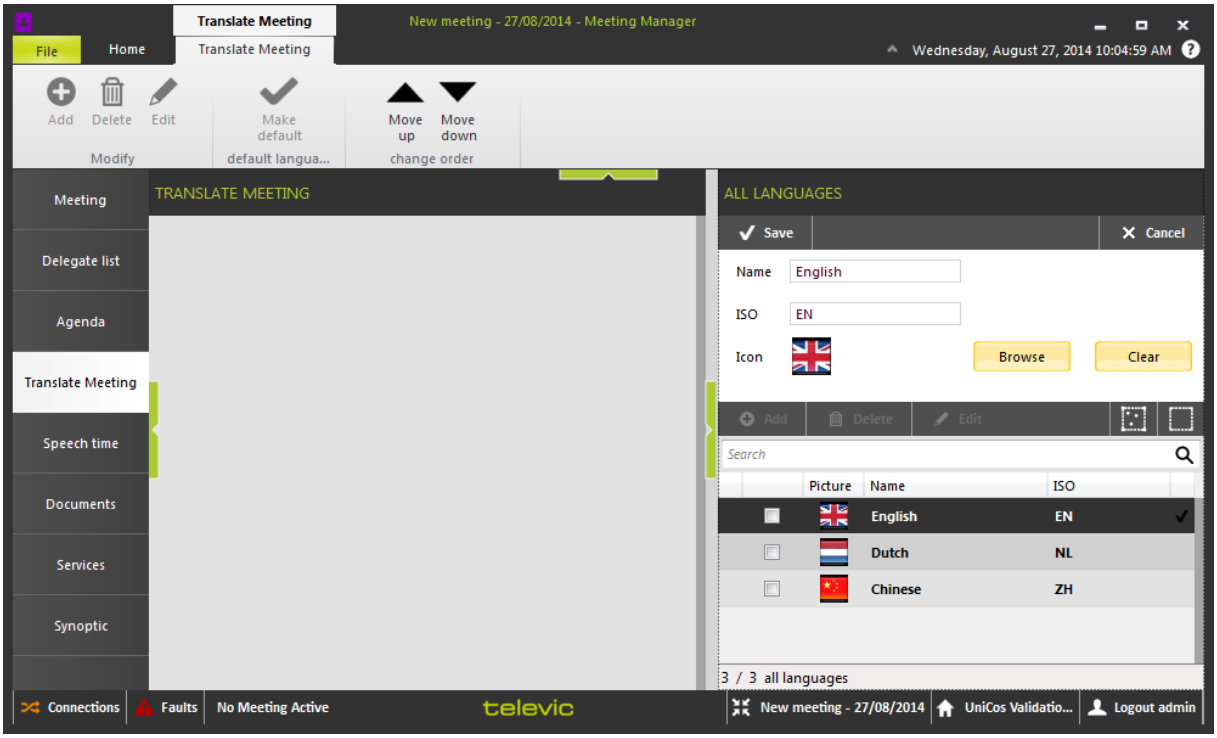



Figure 10-51 Edit language

The following functions are available in the ribbon and with the buttons in the column ALL LANGUAGES:

- Add: this will open a panel where you can define a new language. A language has the following attributes:
  - Name: the full name of the language.
  - ISO: the ISO-abbreviation of the language.
  - Icon: an image that matches the language.

  You can either “Save” or “Cancel” your changes, using the buttons at the top of the panel.
- Delete: delete the selected language in the ALL LANGUAGES-list
- Edit: opens the same panel as “Add”, but for an existing language.
- Make default: this indicates that the currently selected language is the default language.
- Move up/down: change the order of the languages by moving the selected language up or down in the list of ALL LANGUAGES.

Note that a language, once it has been defined, stays in the database. It is thus not necessary to re-create languages for each meeting. All defined languages will remain available in the list of ALL LANGUAGES.

### 10.10.2 Translate meeting

The second step of translating a meeting is actually providing the translated terms. For this purpose, it is necessary to indicate which languages will be selected for this particular meeting. This can be done using the checkbox in the ALL LANGUAGES-column, as shown in the figure below.

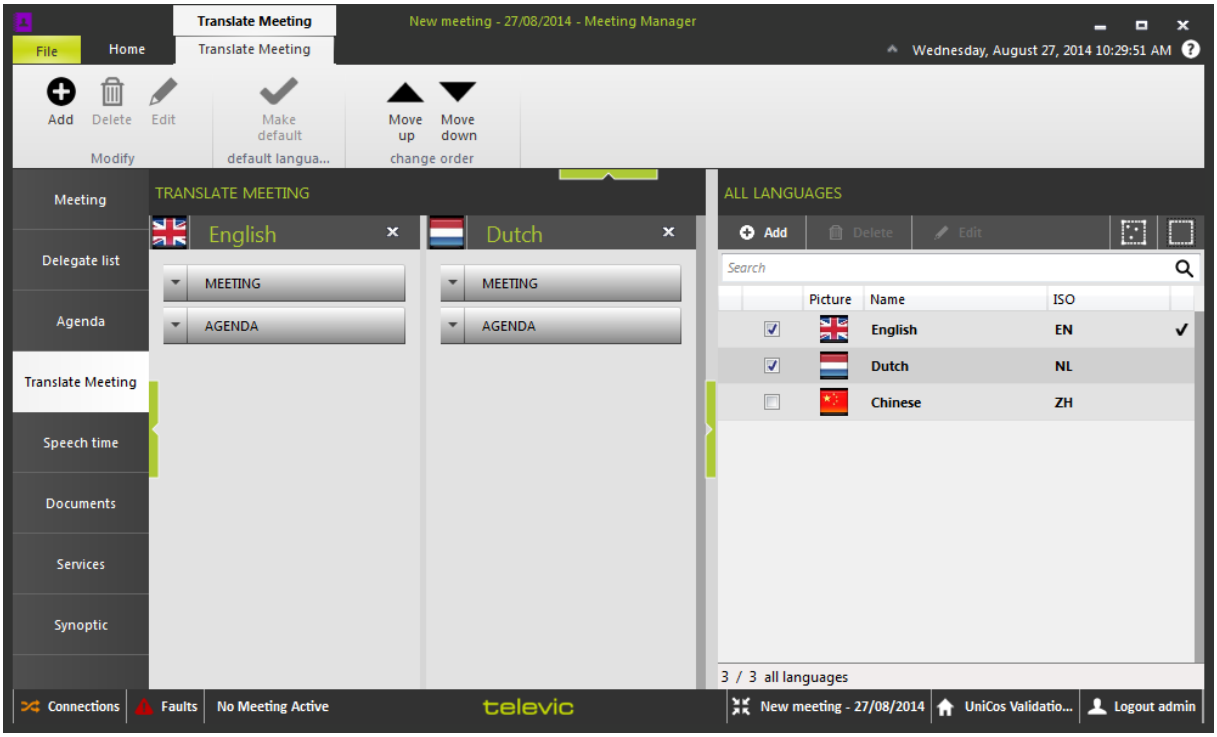



Figure 10-52 Two languages selected for the current meeting

The figure shows that the languages “English” and “Dutch” will be used for the current meeting; with “English” being the default language. “Chinese” is not used, because the checkbox before the language is not selected.

As soon as the languages are selected, an additional column appears in the “TRANSLATE MEETING”-panel. Here you can translate the entire meeting:

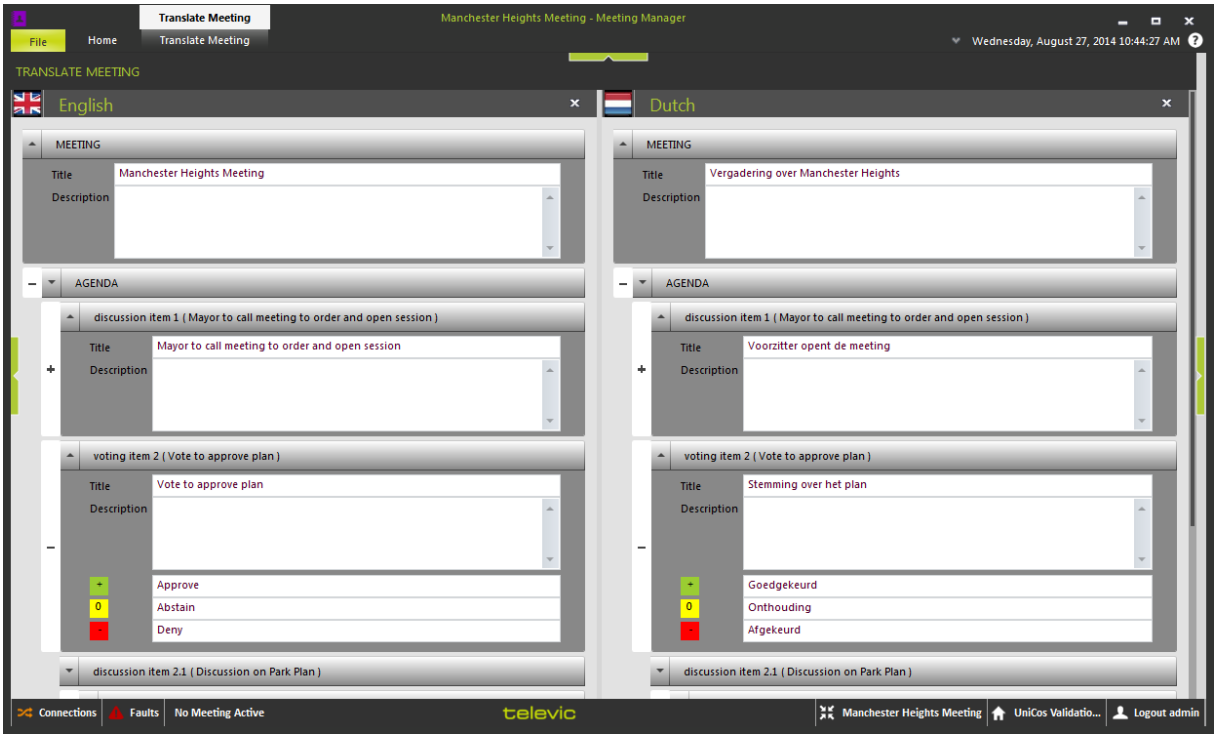



Figure 10-53 Translate all the terms in a meeting

Note that you can use the controls'+' and '-' to expand or collapse the tree-structure of the agenda. The arrows up and down collapse or expand an individual agenda item.

## 10.11 Speech timer tab

This tab allows you to specify various timers for the meeting. The figure below shows the main layout of the speech timer tab. Three columns are present:

- GLOBAL SPEECH TIME: this column will allow you to define the global speech time (applicable for ALL groups or delegates).
- GROUP SPEECH TIME: this column will show the groups currently present in the meeting. There will be a timer-icon in front of them if a speech timer is applicable for the group.
- DELEGATE SPEECH TIME: this column contains the delegates present in the meeting, and their speech time information (an icon in front of the delegate if a speech timer is applicable for this delegate).

At the top of the screen, in the Speech timer-ribbon, you can define the specific timers. These will only be applicable for the group or delegate currently selected. The difference is also discussed further in this section.

Group **specific** and delegate **specific** speech timers

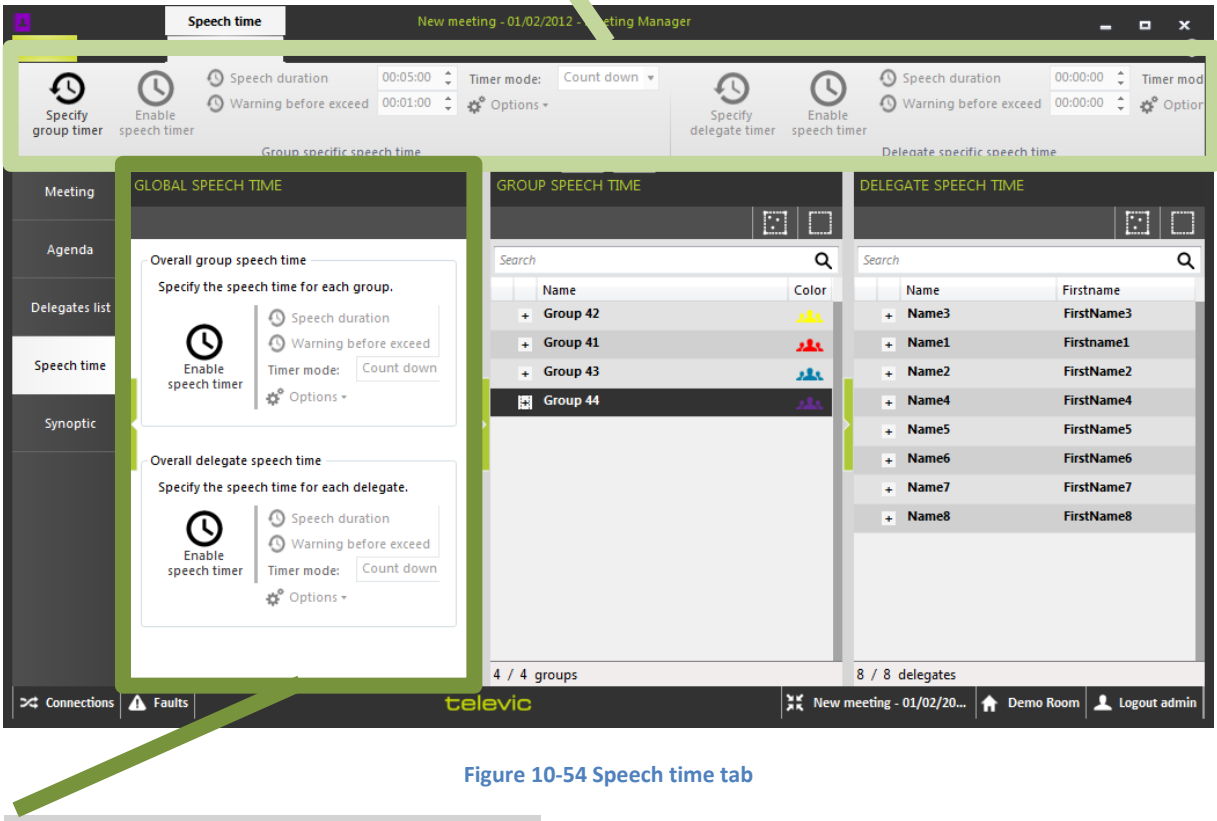



Figure 10-54 Speech time tab

**Overall** group and **overall** delegate speech timers

The possible timers to be defined are described below.

### 10.11.1 Meeting timer

This is an overall timer to determine the length of the meeting. See section 10.5 for more details how to define this.

### 10.11.2 Agenda item timer

This is a timer for the duration of an agenda item. More information can be found in section 10.9.1.

### 10.11.3 Group speech timer

This timer will determine the total speech time for a group within the meeting. Any delegate who is part of the group will have an impact on the timer.

There are two types of group timers (as can be seen in Figure 10-54 Speech time tab above):

- Overall group speech timer: this timer is applicable for **all the groups** present in the meeting.

- Group specific speech timer: this is a timer that is defined for **any one group**. This can be as an exception to the previous overall group speech time. Alternatively it can be used because only one group has need of speech time, and not the others.

The **Overall group speech timer** is defined in the left-most column of the speech timer interface, in the panel titled “Overall group speech time”. There is one button to enable or disable the group speech timer (the action on the button indicates which action you will perform if clicking on it). The options for this type of timer are:

- **Speech duration:** This is the time you want to give to all the groups for their speech time. This is the duration during which they will be allowed to speak in the entire meeting. It can be specified manually or by using the up/down-spinner next to it.
- **Warning before exceed:** this is the time before the scheduled end of the group speech time that a warning will be given. At that time, the colour of the timer bar will change (from green to orange) to indicate that the group speech time is nearly spent. It can be specified manually or by using the up/down-spinner next to it.

- **Timer mode:** This option will select whether the group speech timer will count down from the specified duration or up to the specified duration.

- **Options:** here you can select/deselect the following options:

    - **Include chairmen**: This option will specify whether the chairmen should be included in the group speech time. If activated, the group speech time will diminish for the chairmen as well; if deselected, the speech time will not diminish for the chairmen.

    - **Count for every speaker**: This option specifies whether multiple active microphones from the same group count multiply towards the speech timer. If this option is selected, and two microphones of the same group are active at the same time, then 2 seconds will be counted in the speech time for every 1 second real-time.

    - **Timer can exceed**: This option will specify whether the timer will continue counting if the group speech timer is spent. If you don’t check this box, the timer will stop counting if the group speech time has been spent; if you check the box, the group speech timer will continue counting (and thus exceed the specified time interval).

    - **Automatically switch off microphone**: This allows you to define whether the microphones of the group will automatically switch off once the group speech time has been spent.

The **Group specific speech timer** is defined in the speech time ribbon at the top of the screen, in the panel titled “Group specific speech time”. After selection of one or more groups in the middle column, the first button “Specify group timer” can be clicked. If this button is selected, then you are specifying group specific settings for the currently selected group(s). The second button “Enable speech timer” allows you to specify speech time settings for that specific group(s). If the second

button is not selected, then no speech time settings are applicable for the currently selected group(s).

If you are specifying a timer, then the options for this type of timer are the same as the overall group timer (see the options described directly above).

### 10.11.4 Delegate speech timer

This timer will determine the total speech time for delegates participating in the meeting.

There are two types of delegate timers (as can be seen in Figure 10-54 Speech time tab above):

Overall delegate speech timer: this timer is applicable for **all delegates** present in the meeting.

- Delegate specific speech timer: this is a timer that is defined for **any one delegate**. This can be as an exception to the previous overall delegate speech time. Alternatively it can be used because only one delegate has need of speech time, and not the others.

The **Overall delegate speech timer** is defined in the left-most column of the speech timer interface, in the panel titled “Overall delegate speech time”. There is one button to enable or disable the delegate speech timer (the action on the button indicates which action you will perform if clicking on it). The options for this type of timer are:

- **Speech duration:** This is the time you want to give to all the delegates as speech time. It can be specified manually or by using the up/down-spinner next to it.
- **Warning before exceed:** This is the time before the scheduled end of the speech time that a warning will be given. At that time, the colour of the timer bar will change (from green to orange) to indicate that the speech time of the delegate is nearly spent. It can be specified manually or by using the up/down-spinner next to it.

- **Timer mode:** This option will select whether the delegate speech timer will count down from the specified duration or up to the specified duration.

- **Options:** here you can select/deselect the following options:

    - **Include chairmen**: This option will specify whether the chairmen should be included in the speech time. If activated, the chairmen will have speech time as well; if deselected, no speech time will be counted for the chairmen (it will be possible to start a chairman speech time counter during the meeting).

    - **Speech time can exceed**: This option will specify whether the timer will continue counting if the delegate speech timer is spent. If you don’t check this box, the timer will stop counting if the delegate speech time has been spent; if you check the box, the delegate speech timer will continue counting (and thus exceed the specified time interval).

- **Automatically switch off microphone**: This allows you to define whether the microphones of the delegate will automatically switch off once the delegate speech time has been spent.
- **Reset timer on microphone switch off**: If activated, the speech time will be reset if the microphone is switched off. This means that each delegate can eg. Speak for maximally 5 minutes at one time. When his/her microphone is deactivated, the speech timer is reset. If this option is not selected, then the delegate will only be allocated the given amount of time once in the meeting.

The **Delegate specific speech timer** is defined in the speech time ribbon at the top of the screen, in the panel titled “Delegate specific speech time”. After selection of one or more delegates in the right column, the first button “Specify delegate timer” can be clicked. If this button is selected, then you are specifying delegate specific settings for the currently selected delegate(s). The second button “Enable speech timer” allows you to specify speech time settings for that specific delegate(s). If the second button is not selected, then no speech time settings are applicable for the currently selected delegate(s).

If you are specifying a timer, then the options for this type of timer are the same as the overall delegate timer (see the options described directly above).

## 10.12 Documents tab

This functionality is only available for the Televic Plixus Multimedia Engine.

This tab allows you to specify which documents will be included in the meeting. The delegates with an interactive delegate unit will then be able to look at these documents on their interactive screen during the meeting.

Currently, the only documents that can be uploaded here and shown on the IDC, are PDF-documents.

The documents screen typically looks as shown in the following figure.

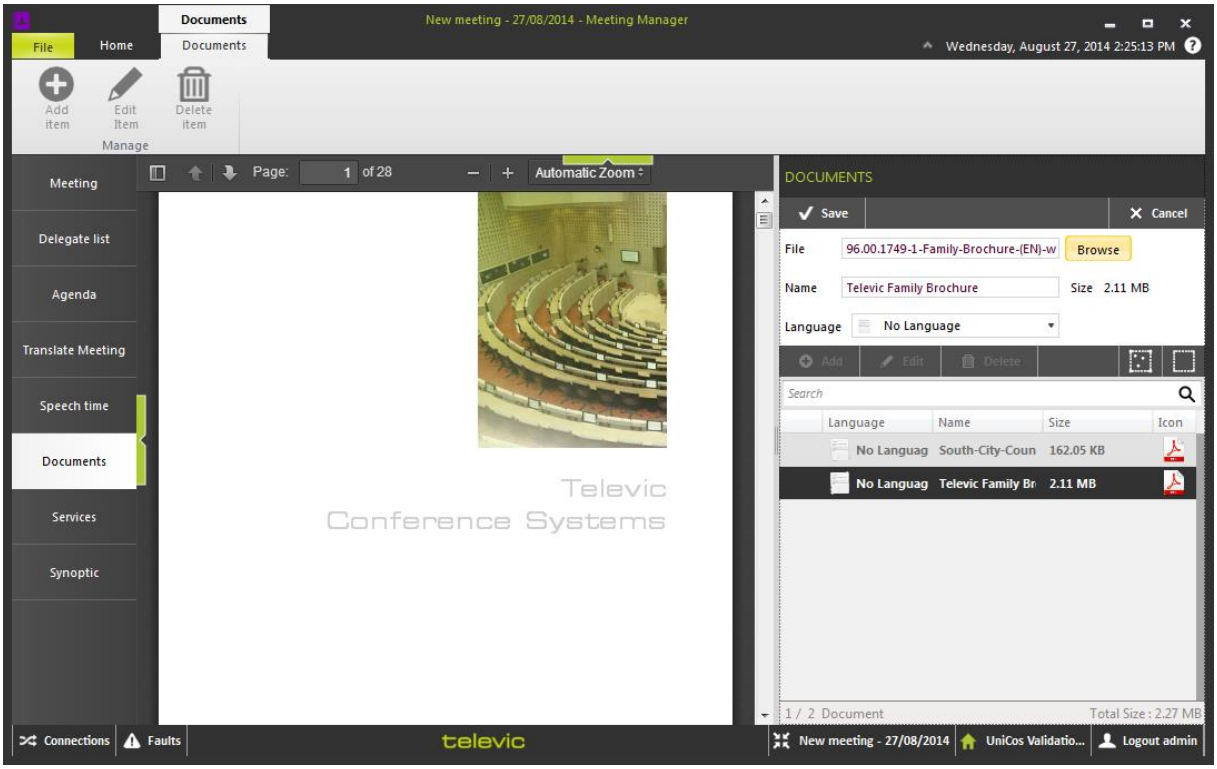



Figure 10-55 Documents tab

### 10.12.1 Document preview

The middle pane shows a preview of the document selected. At the top of this panel, a number of controls are available:

- Toggle sidebar: toggles a sidebar with thumbnails of the pages in the document shown.
- Previous/next page: scrolls the viewer to the previous or next page.
- Page: shows the current page and the total. The current page number is modifiable so you can jump to a page you wish.
- Zoom functions:
    - –: decrease zoom
    - +: increase zoom
    - A number of predefined zoom levels, such as
        - Automatic zoom
        - Actual Size
        - Fit Page
        - Full Width

- …

### 10.12.2 Document overview

The right panel, titled DOCUMENTS, shows the list of documents that are defined for the current meeting. Each document has the following attributes, shown in columns:

- Language: a document can be defined in any of the languages that are available in the meeting.
- Name: the name that is given during saving.
- Size: the size of this document. The total size of ALL documents in the meeting is shown at the bottom of the DOCUMENTS column.
- Icon

The following operations are possible on documents, using the buttons available on the ribbon and at the top of the DOCUMENTS column:

- Add: this function opens an additional panel where the following functions are available, as shown in Figure 10-55 Documents tab:
  - Browse: click this button to open a file dialog where you can browse to the PDF file of your choice.
  - Name: here you can give the name that you want to appear in the list of DOCUMENTS, and on the IDC.
  - Size: here the size of the document selected is shown.
  - Language: this allows you to choose the language of the document out of the languages that have been defined for the meeting (see Section 10.10). If the document contains more than one language, you can leave it empty.
- Edit: modify a document that was previously created.
- Delete: delete the selected document.

## 10.13 Services tab

This functionality is only available for the Televic Plixus Multimedia Engine.

This tab allows you to specify which services will be included in the meeting. The delegates with an interactive delegate unit will be able to request services using the tab “Services” on the IDC. The figure below shows this screen.

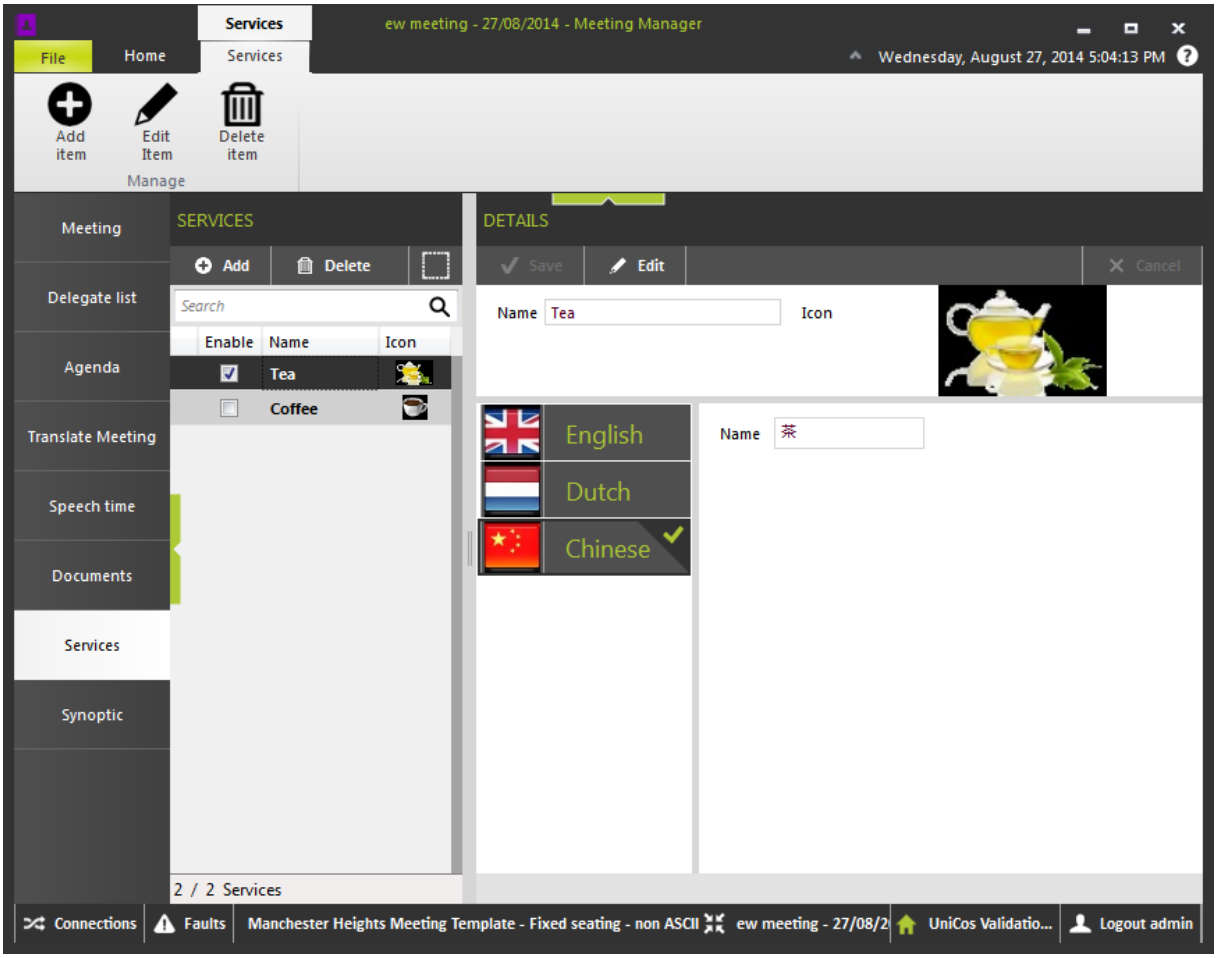



Figure 10-56 Services tab

The pane in the middle shows the list of services already defined.

The column “Enabled” indicates if the service is available in the current meeting.

Note that a service, once it has been defined, stays in the database. It is thus not necessary to re-create services for each meeting. All defined services will remain available in the list of Services.

The panel on the right, titled DETAILS, shows the list of services that are defined for the current meeting. Each service has a default name, and an icon.

Note that a service can be translated into other languages. For this, it is necessary that more languages have been defined for the meeting (see Section 10.10).

The following operations are possible on services, using the buttons available on the ribbon and at the top of the SERVICES column:

- Add: this function opens an additional panel where the following functions are available::
    - Browse: click this button to open a file dialog where you can browse to the image file of your choice that characterizes the service.
    - Name: here you can give the default name that you want to appear in the list of Services, and on the IDC.
    - Language: this allows you to translate the service into other languages. Just select the language you want to translate into, and provide the translated term in the “Name”-field.
- Edit: modify a service that was previously created.
- Delete: delete the selected service.

## 10.14 Synoptic tab

This tab in the Meeting Manager allows you to place the delegates that have been added to the meeting (see section 10.8) on the seats present in the room. The figure below shows the Synoptic tab.

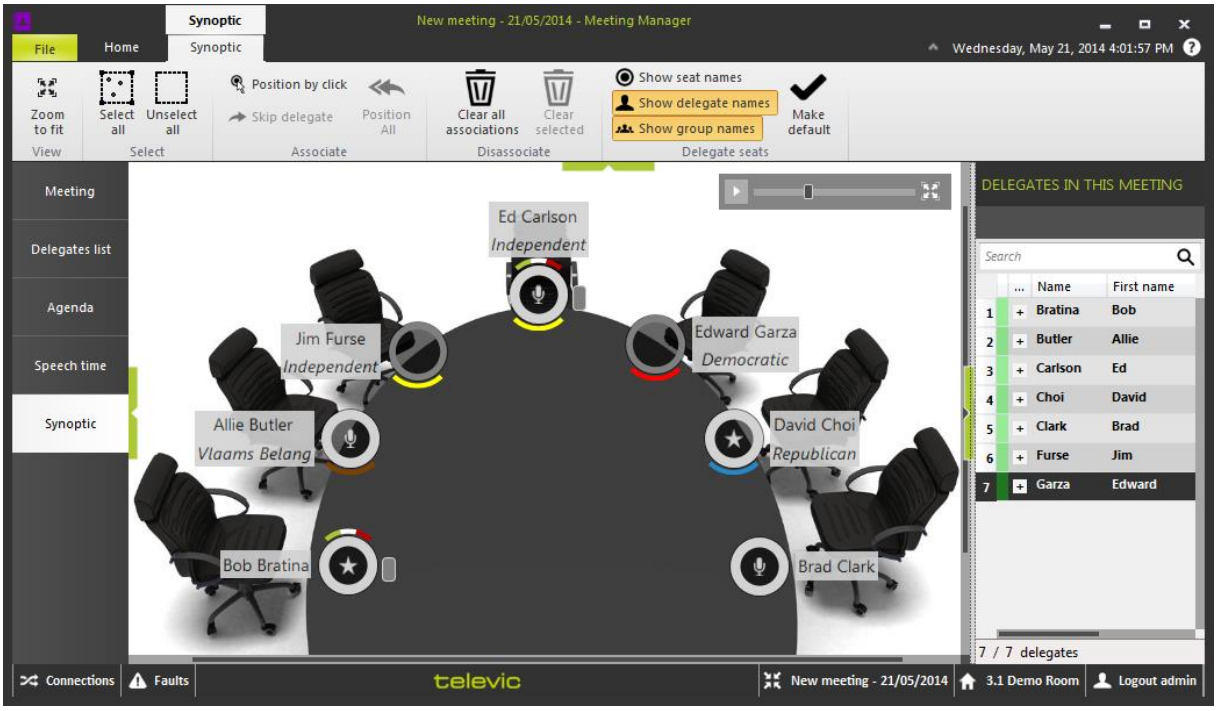



Figure 10-57 Synoptic tab

The main objective here is to associate the delegates contained in this meeting (shown on the right-hand side in the panel DELEGATES IN THIS MEETING) to the seats defined in the meeting room. This can be performed by performing one of the following three actions:

- Drag-and-drop: click-and-hold a delegate in the list with delegates in this meeting, and drag it to a seat in the synoptic.
- Use the button “Position all” in the Edit-part of the Synoptic ribbon. This will position all the delegates in the list to the seats with the same identification number in the synoptic. The number in front of the delegate will be used.
  Note that this feature is only available if no delegates have already been positioned on a seat.
- Use the functionality “Position by click”. When activating this functionality, a selection will appear in the list with “Delegates in this meeting”. When you click on a seat that has not yet a delegate assigned, the highlighted delegate will be put on this seat.
  You can use the “Skip delegate” button to continue to the next delegate.

Note that as a result of these actions the coloured square in front of the delegate name will change:

- Red: not positioned on a seat in the room;
- Green: positioned on a seat in the room.

The “+” in front of the delegate names can be clicked to view the groups the delegate belongs to in this meeting. Click “X” to remove a group from this delegate for the duration of the current meeting.

The functions in the Synoptic ribbon at the top of the screen are the following:

- **Zoom to fit:** Click this button to zoom the synoptic view to fit the current visible area.
- **Select all:** Clicking this button will select all nodes in the current room.
- **Associate:**
  - Position by click and Skip delegate: see previous paragraphs.
  - Position all: see previous paragraphs.
- **Unselect all:** Click this button to deselect all nodes.
- **Clear all associations:** This button will clear all the associated delegates.
- **Clear selected:** This button will clear the delegates from the selected nodes.
- Three toggle buttons determining how each of the seats appear on the synoptic screen:
  - **Show seat names**

- **Show delegate names**
- **Show group names**

- **Make default:** save the configuration of the toggle buttons to automatically use the next time you use the Meeting Manager.

Note that the synoptic window in the Meeting Manager also shows the following information:

- Badge capability and information: to the right of the seat, a small square is visible if the unit has a badge reader/writer. The following colour code is used:
  - Grey for a badge reader that is present with no badge introduced.
  - Green for a badge reader that is present with a badge introduced.
- Voting indications for the seats with units that can vote.

## 10.15 Offline functionality

The Meeting Manager has an extensive range of offline features. These can be used without a connection to the CoCon Room Server, and this means that they can be used away from the conference centre or the room. This allows the creation of meetings or a delegate database in another location.

The figure below shows the login window of the Meeting Manager, including the “Offline” button. Note that the Meeting Manager also goes into offline mode when the connection with the Server is lost.

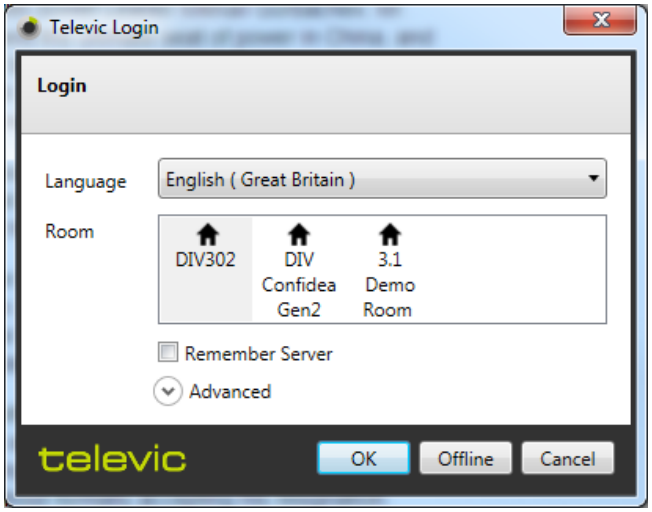



Figure 10-58 Meeting Manager logon window with Offline button

The offline Meeting Manager application looks very much like the online version. Some small differences can be seen in the figure below:

- The “Save” and “Save Meeting Template”-buttons are greyed out. This is because saving to the online database is not possible. The only way to save the meeting you are defining is to an XML-file, using the “Load” and “Save”-buttons in the offline section of the ribbon.
- The “Synoptic”-tab is greyed out, and an additional tab “Offline Synoptic” is shown. Here it is possible to allocate the delegates to seats in a schematic way, as described below.

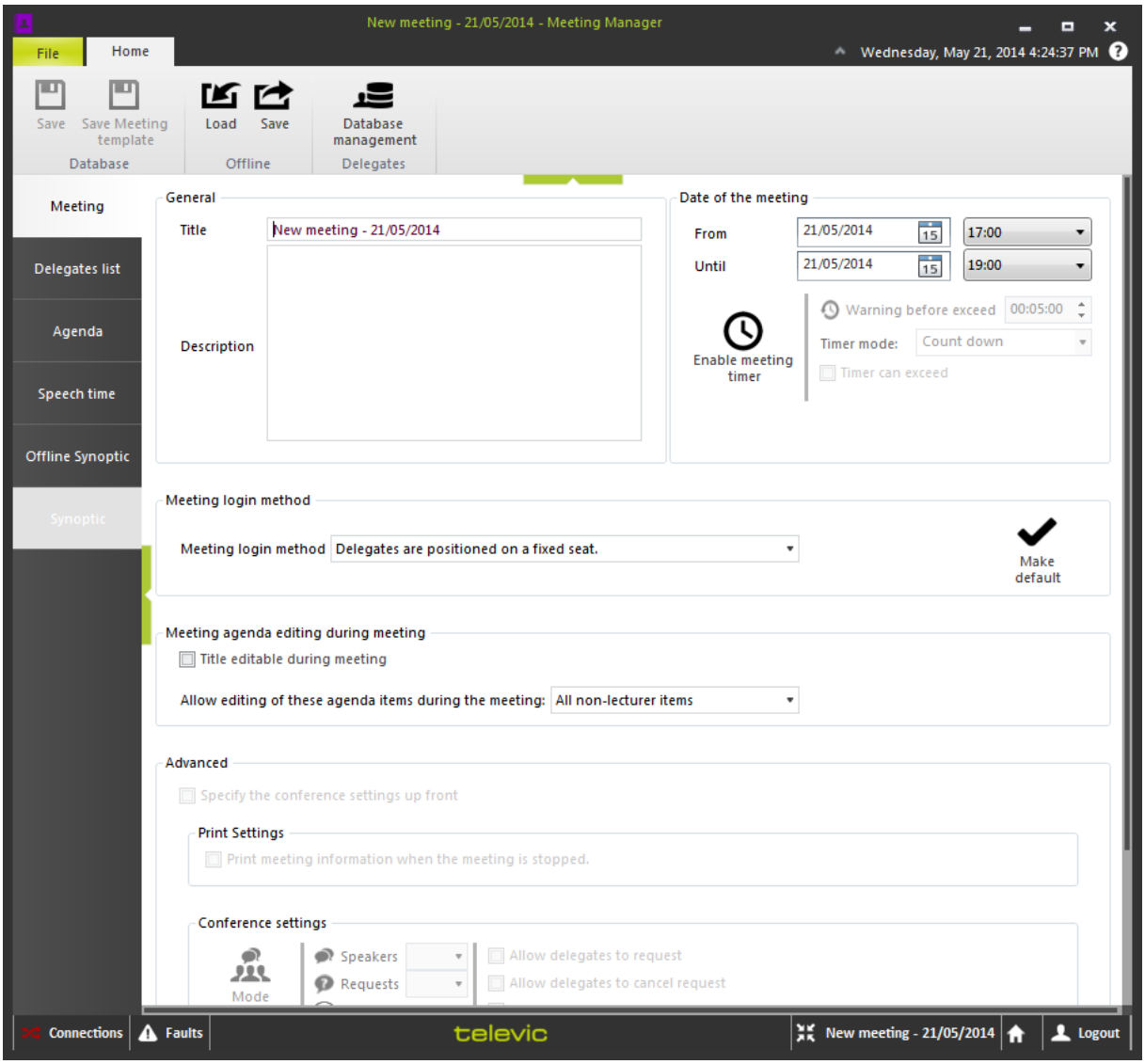



Figure 10-59 Offline Meeting Manager

## 10.15.1 Offline Database Management

The offline Database Management is very similar to the online Database Management with the following exceptions:

- Badges cannot be read or written
- Delegates cannot be allocated to groups

- No optional fields can be defined or edited.

The following actions ARE available:

- Consult the existing delegate database of the Room Server to which the Meeting Manager last connected.

- Create new delegates:
  When in the Offline Database Management, new delegates can be created using the same procedure and actions as described in 10.2.2. At that point, the delegates only exist in the local application. In order to copy these delegates to the online database, they need to be allocated to a meeting that is saved to XML and imported in the online Meeting Manager. See also next section.

### 10.15.2 Offline Meeting Management

The Offline Meeting Manager allows to create offline meetings with mostly the same functionality as described in Section 10.3 and following sections. The exceptions are:

- Voting Templates are not accessible, as these are stored in the online database.
- The synoptic of the room is not available. Instead, a schematic view of the room can be created, as discussed in the next section.

After the meeting has been created using all of the functionality available, it needs to be imported into the online database. This can be done using the following steps:

- Save the offline meeting to an XML-file using the “Save”-button. This file will contain all the meeting information, as well as the newly created delegates that are in this meeting.
  Note that an offline delegate needs to be in a meeting to enable importing in the online database.
- Start the Meeting Manager in online mode and connect to a Room Server. Now do the following:
  - Click the “Load”-button in the Offline-section of the Home-ribbon.
  - Select as format “XML-file” (not the “Readable XML”)
  - Select the XML-file with your online meeting.
  - The meeting is now loaded and you can review and/or modify it.
- Click the “Save”-button in the “Database”-section of the Home-ribbon. The meeting is now saved in the database, and ready to use.

### 10.15.3 Offline Synoptic

The following figure shows the view of the offline synoptic. Note that, on the right hand side, there is a list with all delegates that have been added to the meeting in the “Delegate List” tab.

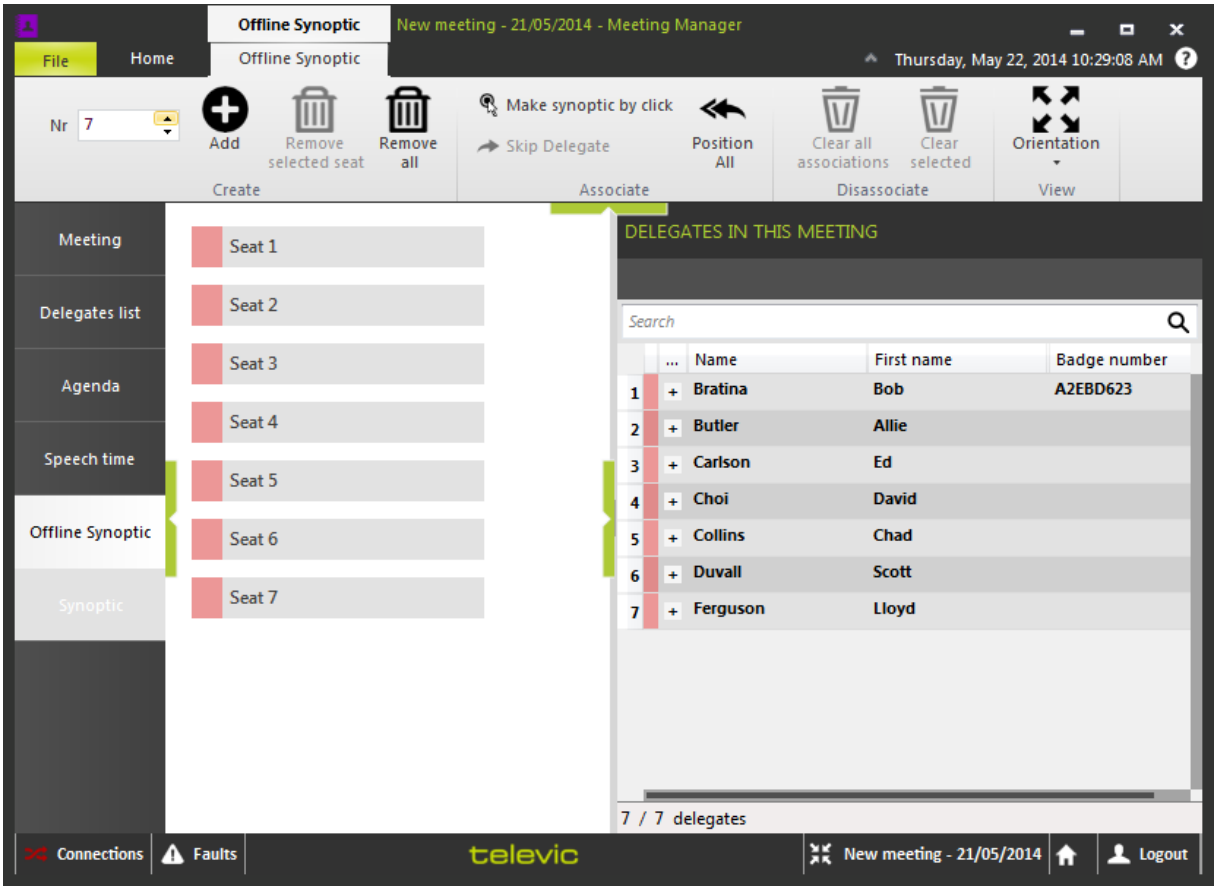



Figure 10-60 Offline Synoptic

The ribbon at the top contains the following functionality:

- **Nr**: this allows you to enter the number of seats you want to add to the offline synoptic.
- **Add:** click this button to add the number of seats you specified in the "Nr"-box.
- **Remove selected seat:** after selecting a seat in the offline synoptic, you can remove this seat by clicking this button. Note the following:
    - Multi-selection is possible using CTRL and SHIFT.
    - Once a seat number has been removed, it is not possible to add the same number again. Seats can only be added at the end of the list. For example:
        - Add 10 seats
        - Remove seat 4
        - Add 1 extra seat ➔ this seat will get number 11
    - If you want to re-use a removed seat number, all the seats need to be removed, and then the seat number counter is reset.
- Associate-buttons: see below.
- **Clear all associations:** This button will clear all the associated delegates.
- **Clear selected:** This button will clear the delegates from the selected nodes.
- **Orientation**: use this drop-down button to layout the seats either vertical or horizontal

Delegates can be allocated to seats using the following actions:

- Drag-and-drop: click-and-hold a delegate in the list with delegates in this meeting, and drag it to a seat in the synoptic.
- Use the button “Position all”. This will position all the delegates in the list to the seats with the same identification number in the synoptic. The number in front of the delegate will be used.
  Note that this feature is only available if no delegates have already been positioned on a seat.
- Use the functionality “Position by click”. When activating this functionality, a selection will appear in the list with “Delegates in this meeting”. When you click on a seat that has not yet a delegate assigned, the highlighted delegate will be put on this seat.
  You can use the “Skip delegate” button to continue to the next delegate.

# 11 Operator Application

This is the application that is used to control and operate the meetings. Here, the operator can view and control microphone activity, have a clear view on the meeting synoptic and define the way in which the delegates interact with the conference system.

Note that the Operator has need of a synoptic in the room before controlling a meeting. This is necessary because the microphone activity is reflected by the synoptic nodes. For the definition of a synoptic, see section 9 or FAQ How do I define a synoptic for my meeting room?

## 11.1 Meeting concept

The Operator Application works with the concept of a meeting. A meeting takes place in a room, and only one meeting can take place in a room at the same time. A meeting has the following attributes:

- Title
- Description
- Start and end time
- Possibly additional attributes if the meeting has been defined in the Meeting Manager up front (see Section 10.3).

There is also a clearly defined meeting state. A meeting can have only one of these five meeting states at any time:

- New: a newly created meeting which has not yet been started.
- Being edited: a meeting that is opened in the Meeting Manager and to which changes are being made.
- Running: a started meeting which is running.
- Paused: a started meeting which is currently paused.
- Ended: a meeting which has been started and finished.

Only a meeting that is in the new, running or paused state can be opened in the Operator Application.

After logging in to the CoCon room server, this is the start screen of the Operator Application:

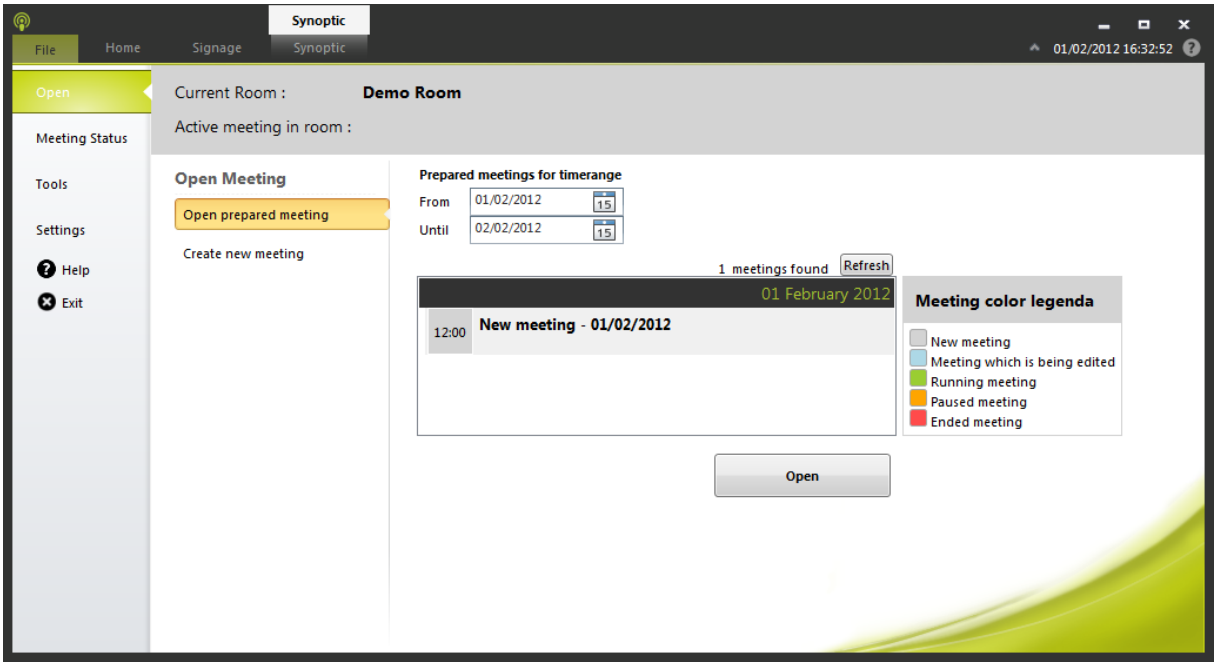



Figure 11-1 Operator Application start screen

On the left-hand side, you can access typical functions of the CoCon client applications. They include:

- **Open**: the default tab which allows you to open prepared or new meetings.
- **Meeting status**: here you can see an overview of the current room status and meeting status (if any).
  An additional button is available here to save the running meeting as a Meeting Template. This feature is also available in the Meeting Manager, see section 10.3 for more information.
- **Tools:** this tab-menu will give you access to the other applications of the CoCon software suite. Click any of the icons or programs to start the application.
- **Settings:** here some views of the user interface can be changed. This includes the language choice, as well as the different user profiles which change the ribbons and views in the user interface.

Under the Open-tab, you can choose between two options:

- Open prepared meeting
- Create new meeting

These are discussed in the next sections.

### 11.1.1 Open prepared meeting

Click the option “Open prepared meeting” to view the meetings that have already been prepared. This shows the following screen:

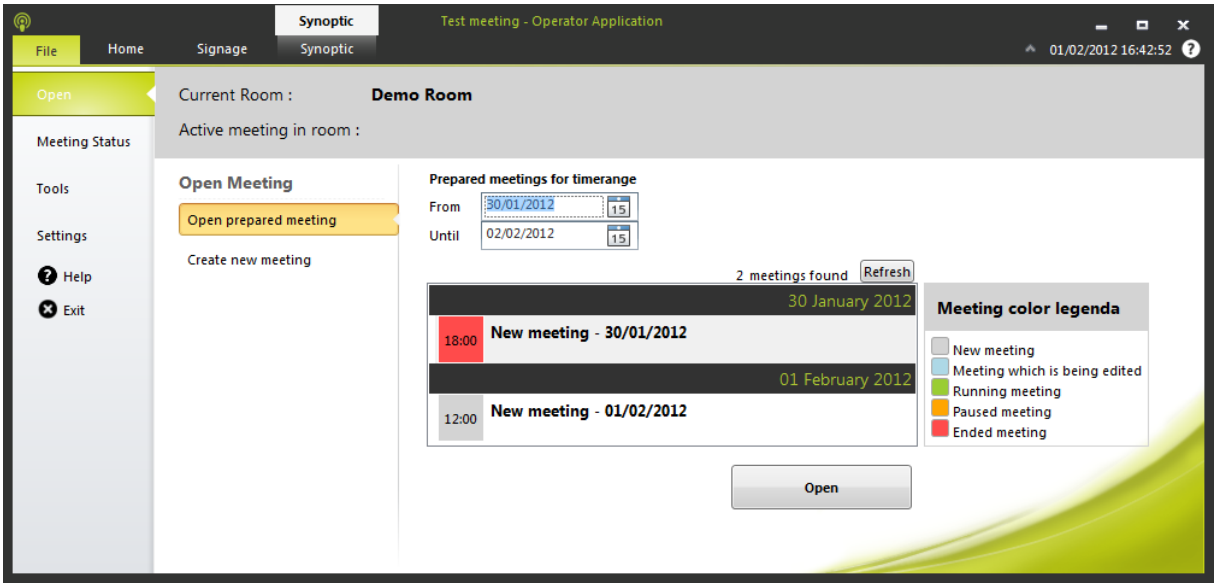



Figure 11-2 Operator Application: open prepared meeting

Here you can browse the prepared meetings for a certain time-range using the two date-choosers available at the top. By standard all the meetings of the current day are shown, but you can specify a range.

The window shows all meetings found in the specified time-range, ordered by date. A colour-code is present here to represent the meeting states (see Section 11.1):

- New: grey
- Being edited: blue
- Running: green
- Paused: orange
- Ended: red

After selection of a meeting in the scrolling list, it can be opened by clicking the “Open”-button.

If you want to connect multiple Operator Applications to the same meeting, start the meeting in the first Operator Application. Then open the second Operator Application search for the meeting on the current day which is coloured green. If you then click “Open”, the meeting is concurrently opened in multiple Operator Applications and you can control it simultaneously from the different applications.

### 11.1.2 Create new meeting

A new meeting is a meeting which has not been prepared with the date and time information in the Meeting Manager.

Click the option “Create new meeting” to view the following screen:

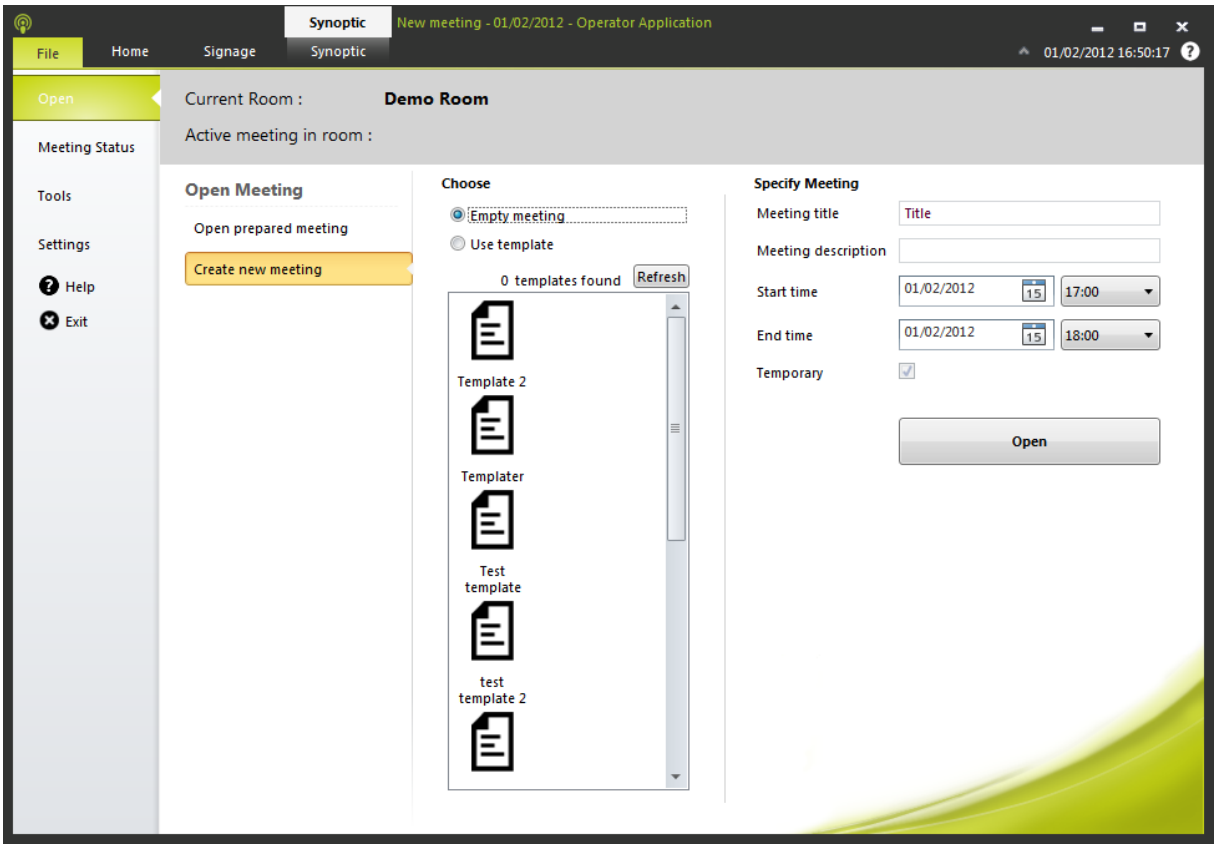



Figure 11-3 Operator Application: create new meeting

In the middle column, there are again two options: “Empty meeting” and “Use Template”. The difference is that an empty meeting has not been prepared in the Meeting Manager, whereas a new meeting based on a Meeting Template contains a number of settings prepared in the Meeting Manager (delegates attending, agenda, …). For more information about Meeting Templates, see Section 10.3.

Note that an Empty meeting uses the third Delegate Identification option: free seating (see Section **Error! Reference source not found.** for more details).

On the right-hand side, you can enter the information you want, and click the “Open”-button. Once you have done this, the meeting has been created and is in the new state. This means that you can see the synoptic of the room, but cannot yet access the meeting room functionality. At the top of the synoptic screen you will see the message:

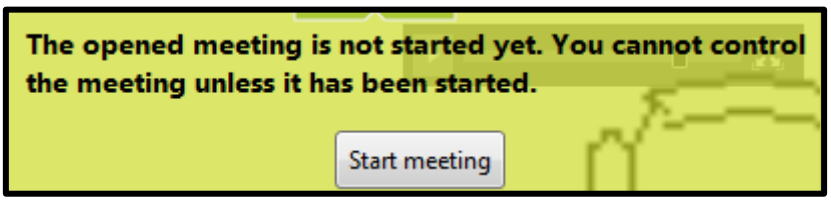



Figure 11-4 New meeting

Any other instances of the Operator Application which would connect now will detect the new meeting state. They will then display the following dialog with title “Open running meeting”

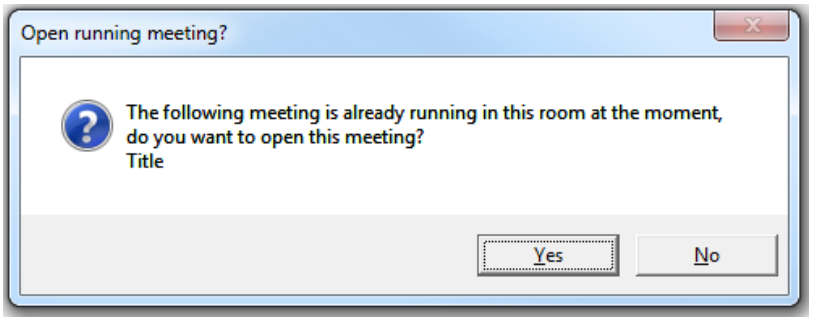



Figure 11-5 Operator Application open running meeting

If you answer “Yes” here, you will open the currently constructed meeting.

If you answer “No”, then the start screen of the Operator Application will be opened. Here you can specify the details for another meeting, but you will not be able to start it.

### 11.1.3 Main screen

The following figure shows the main screen of the Operator Application.

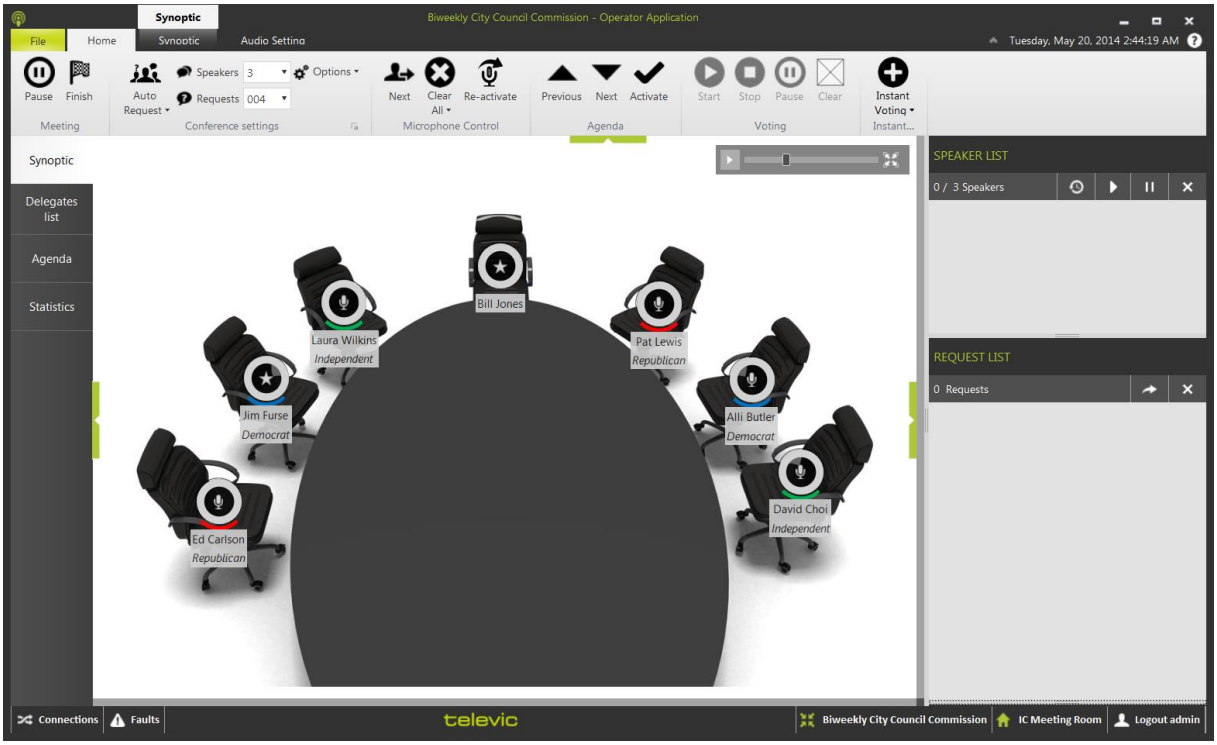



Figure 11-6 Operator Application main screen

This contains the following components:

- At the top: control ribbons
- On the left: switch between various views: synoptic view, delegate list, agenda tab, speech timers. Note that some of these may not be available in a meeting.
- In the centre: room synoptic
- At the right: speaker list, request list, group list, active agenda item.
- At the bottom: diagnostics information

Each of these will be discussed in the following sections

### 11.1.4 Closing the Operator Application

When closing the Operator Application and there is a meeting running, you will be asked if you want to finish the current meeting. If you stop the current meeting, it will be archived and you won't be able to start it again. If you exit the Operator Application without finishing the meeting, this means that another Operator Application can take over the current meeting session.

## 11.2 Operator Application views

The Operator Application allows the operator to have various views on the conference. These can be selected by clicking the tab items on the left-hand side like "Synoptic", "Agenda" or "Statistics".

### 11.2.1Views and user profile

The Operator Application allows configuration for various user profiles. This configuration is done under "File" > "Settings" > "User Profile", as is shown in the following screen:

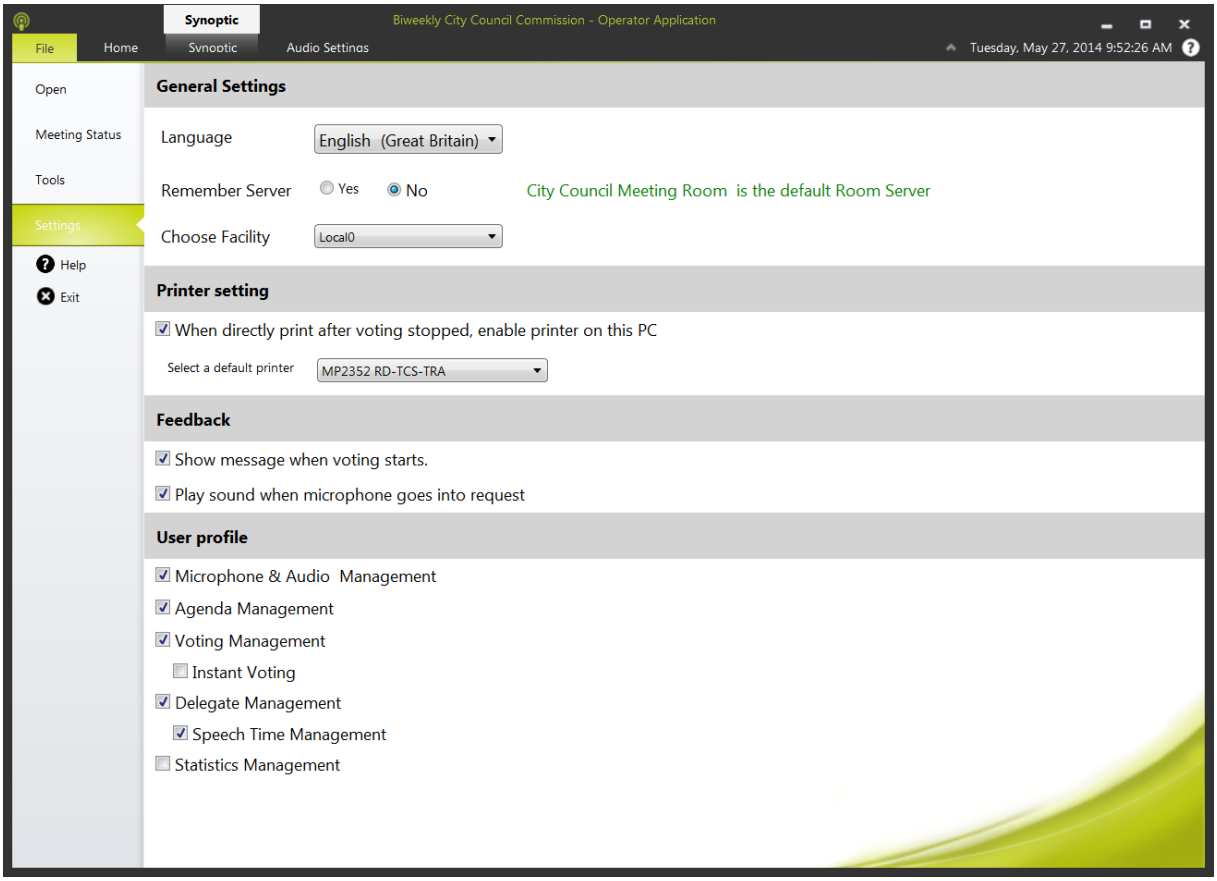



Figure 11-7 Operator Application main screen

Using simple checkboxes, this allows to configure the Operator Application according to the actions that the user wants to have. Checking each of these boxes will show functionality; unchecking it will hide the functionality.

Checking only one or two of these boxes makes sure that the Operator Application becomes fully focused on one or two actions. Leaving all boxes checks allows the Operator full control over all available functions.

When unchecking all boxes the User Interface only allows to start/stop the meeting and switch on microphones.

Note that not all the check boxes are always available; this depends on the license modules enabled, as well as on the type of CU connected.


The checkboxes contains the following information:

- Microphone & audio management: This hides/shows the button for the microphone management in the Home ribbon and the Audio settings ribbon.
- Agenda management: This hides/shows the Agenda tab and its corresponding ribbons for editing the agenda.
- Voting management: This hides/shows the voting buttons in the Home ribbon and
    - Instant voting: Can only be activated when Voting management is active. This adds the “Instant vote” button in the Home ribbon and in the Voting ribbon.
- Delegate management: This hides/shows the Delegate list tab and the corresponding Delegate ribbon which contains the Authority overview.
    - Speech time management: Can only be activated when the Delegate management is active. This adds the Timer ribbon when clicking on the Delegate list tab. This way the user has more control over the speech timers.
- Statistics management: This hides/shows the Statistics tab and the corresponding ribbons.

The following check boxes area additionally available when the CoCon Room Server is connected to a Plixus Multimedia Engine:

- Screen control: This hides/shows the tab where the operator can control the delegates’ screens.

- Message management: This hides/shows the tab where the operator can control the delegates' screens.
- Document management: This hides/shows the tab where the operator can see and control the documents, contained in the meeting.
- Service management: This determines whether this Operator Application will show the services that are being requested by the delegates using the interactive delegate units. It will also determine whether the operator can control the status of the requests.

## 11.2.2Room synoptic

The room synoptic is the area where the meeting activity can be monitored and controlled. It contains the synoptic, as defined in the CoCon Room Configurator (for more info about this application, see Chapter 9). This contains the following elements:

- Nodes: locations where no conference equipment is associated (see 9.1.2)
- Seats: conference units in the room that can be controlled (see 9.1.1). E.g. microphones, voting panels…

The example below contains an image background with 7 seats, each with 1 microphone unit that can be controlled

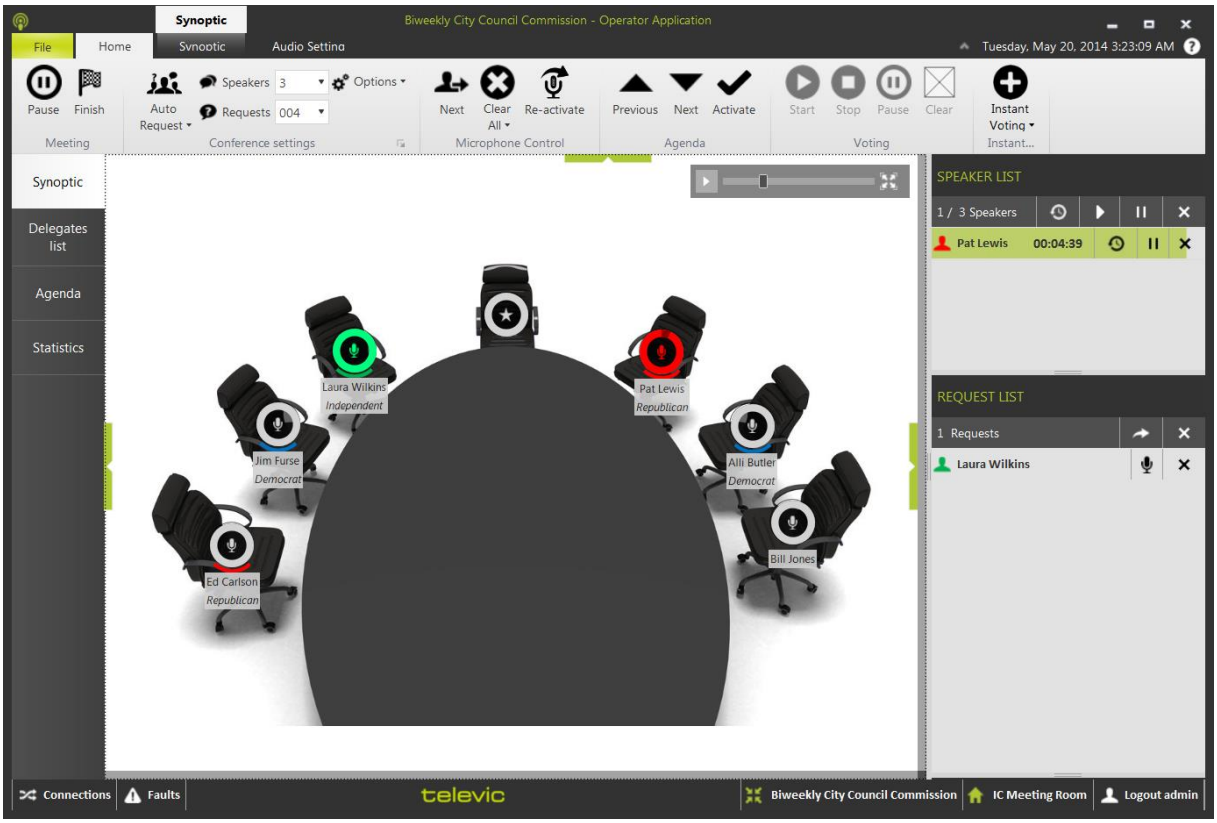


Figure 11-8 Operator Application synoptic

The colour code for the activity is the following:

- Red: microphone is active; delegate can speak. This can usually be switched on and off in the Operator Application by left-clicking on a unit (if no other constraints are active regarding the microphone management, see 11.3.1) or by doing a right-click and choosing “Activate” in the context menu.

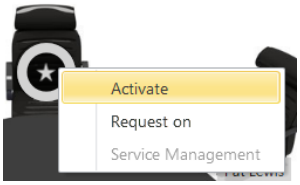



Figure 11-9 Operator Application: right click on microphone

- Green: microphone is in request; delegate cannot speak but has shown the intention of wanting to speak. This can usually be switched on and off in the Operator Application by holding the Control button and right-clicking on a unit (if no other constraints are active, see 11.3.1), or by doing a right-click and choosing “Request on” in the context menu.

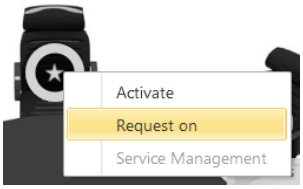



Figure 11-10 Operator Application: right click on microphone

  Another quick way to toggle the request status is to hold down the CONTROL-key and right-click on a unit.

- Yellow: the unit is reported as broken by the CU. No microphone activity is possible.

In the upper right corner, there is a zoom control with the following actions available:

Figure 11-11 Operator Application: zoom level of the synoptic

- Mini-map: click to drop down or disappear.
- Slider: allowing to zoom in and out.
- Zoom to fit: click to have the synoptic fill the available area.

Furthermore, the following options are available when right-clicking on any seat in the synoptic:

- Activate/deactivate
- Request on/off

The following commands are only available for the Plixus Multimedia Engine with UniCOS units.

- Reset Display: This can be used to reset the display of any interactive unit of which the screen does not show the expected display behaviour. The display will then be reset.
- Service Management: If the delegate positioned on the seat that you right-clicked has just selected a service, you can manage the Services here. The various services that the delegate requested are shown here. By clicking on a service, you indicate that the service is being handled. This will also be shown on the delegates' screen.
- Sensitivity offset (dB): this allows you to change the individual sensitivity for the microphone of this delegate. In this way, you can change the input volume of the audio signal being picked up by the microphone. You can control the individual sensitivity in the following way:
    - Using a slider between 12 and -12 dB.
    - Clicking on any of the numbers that are shown next to the slider.

  This is illustrated in the figure below.

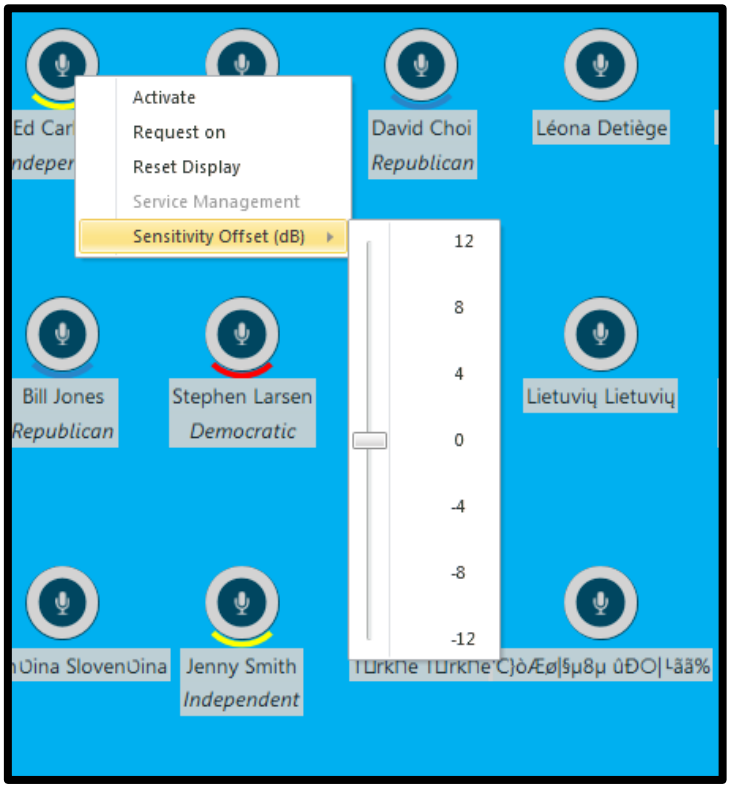


Figure 11-12 Operator Application: individual sensitivity offset

Note that the individual sensitivity is reset for all units when the meeting is stopped.

#### *11.2.2.1 Speaker and request list*

On the right-hand side of the Operator Application, the Speaker List, Request List, Group List and Active Agenda Item can be found. Here you can see which microphones are active, in request and which groups are configured in the meeting.

An example of this can be seen in the following figure.

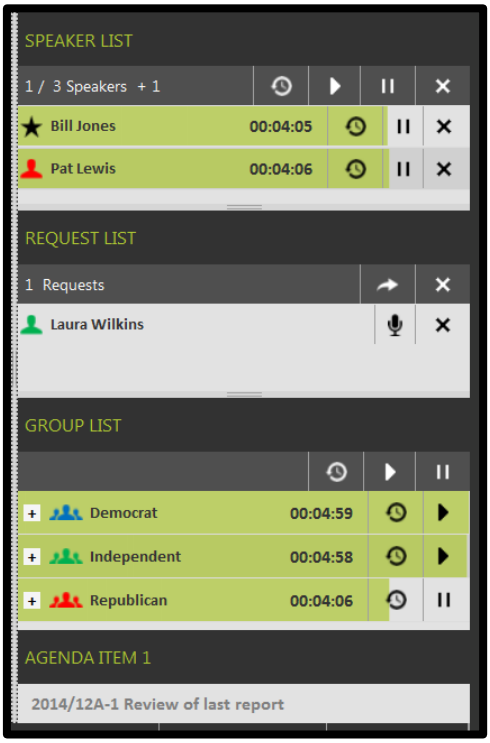



Figure 11-13 Operator Application speaker and request list with delegate speech timers

At the top, you can see that currently 1 of the 3 speakers is allowed in the current conference settings (See 11.3.1). Additionally, one chairman microphone is active (+1); chairmen can always activate their microphones on top of the number of allowed microphones.

The crosses at the right-hand side, when clicked, delete the line they are located on.

The bottom half contains the request list. Currently there is one speaker in the request list (Laura Wilkins). The seat can be activated by clicking the arrow (“Next”) or the microphone-icon next to their name. If there is a slot available in the speakers list, the seat will be added to this and become active.

To move a microphone from the speaker list back to the request list, it suffices to drag and drop the appropriate name.

The figure bellows illustrates the same components, but in a meeting where speech timers for the delegates have been specified (see Section 10.10). Here a green progress bar is shown in the

background of all speaking delegates. This indicates how much time they have remaining. If a “Time before exceed” has been specified, then the progress bar will colour orange for the last part of the allotted speech time.

Additional controls are present on the top bar:

- **Reset:** This will reset all delegate speech timers.
- **Play:** This will start the delegate speech timers, starting from their previous point.
- **Pause:** Pauses all delegate speech timers.

The same functions are present for each delegate separately.

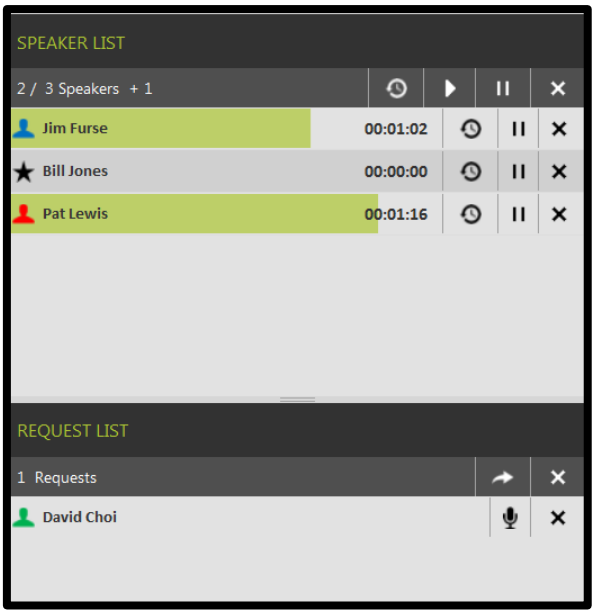



Figure 11-14 Operator Application speaker and request list with delegate speech timers

### *11.2.2.2 Group list*

If delegates that are located in groups are present in the meeting, the following group list will be shown at the right-hand side of the Operator Application.

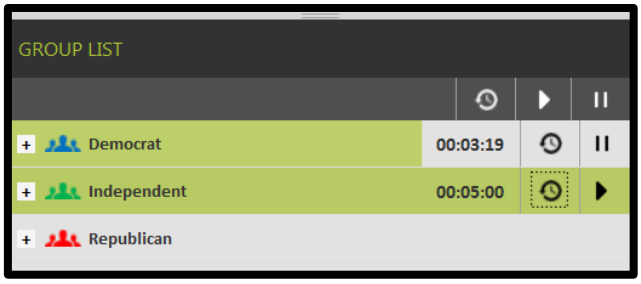



Figure 11-15 Operator Application group list with group timers

Here you can see the various groups that are present in the meeting. The “+” in front of the group will, if clicked, show which delegates are present of this group in the meeting. The figure above

shows a case where a group timer is active. The controls are the same as described in the previous section for the delegate speech timers.

#### 11.2.2.3 Speech timer indications

If additional timers have been activated, these will also be shown in the bottom right-hand corner. The figure below shows an example of this.

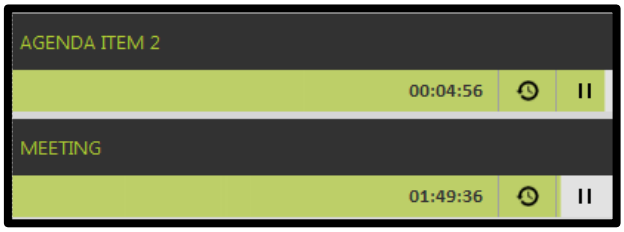



Figure 11-16 Operator Application: timer indications

An agenda item timer is shown if the currently active agenda item has a speech timer associated. Two buttons are available: reset and pause.

The meeting timer is shown if there was a meeting timer specified for the current meeting. Similar functions are available.

#### 11.2.2.4 Active agenda item

On the bottom right-hand corner you see currently activated agenda item.

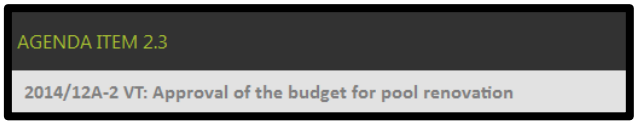



Figure 11-17 Operator Application: Active agenda item

**Note:** The small dragging stripes above each sub division allow you to change the size of the subdivisions or you can hide them all together.

Figure 11-18 Operator Application: drag stripes let you change the size of the subdivisions

#### 11.2.2.5 Voting result statistics

When voting is on-going or finished, and voting results are available, these will also be shown on the right-hand side in the Operator Application. An example of this is shown in the figure below.

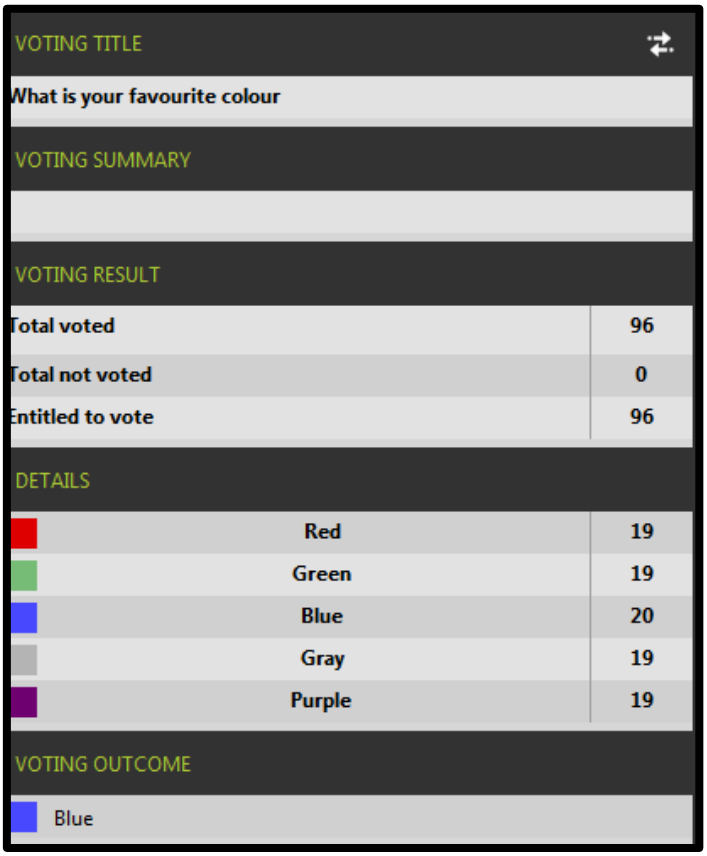



Figure 11-19 Operator Application voting result list

Note that the button in the top-right corner ( ) can be used to switch between voting results and the view with speaker list, request list, group list and speech timers.

This voting result table contains the following components:

- Voting title: the title of the agenda item
- Voting summary: the description of the agenda item
- Voting result: three statistics about the number of participating delegates in the vote:
    - Total voted: the total number of delegates who have voted
    - Total not voted: the total number of delegates who have not voted
    - Entitled to vote: the number of delegates (and their weight) who are entitled to vote in this voting session. See Section 10.9.3.2 for more details about voting participation.
- Details: for each of the voting options: their colour, description and the number of votes that have been cast for this option.
- Voting outcome: the voting outcome (if available).

If there are delegates in the current meeting that have a voting weight which is not 1 (=the default), then the results will look similar to the figure below. Note that a voting weight of 0 also falls under this category.

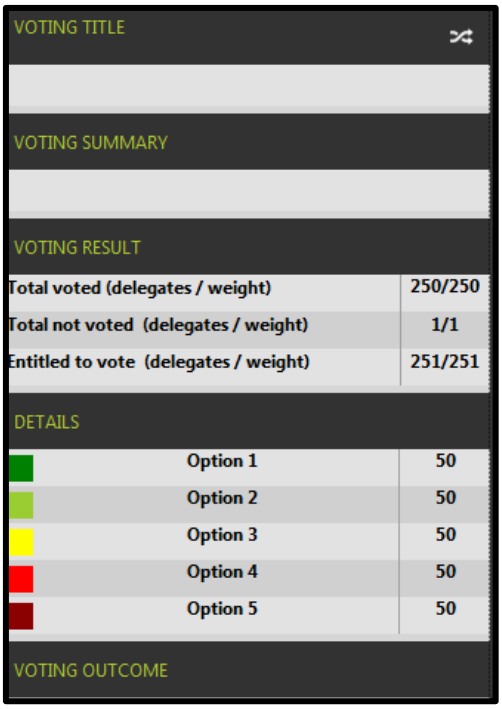



Figure 11-20 Operator Application voting result list with voting weights

This view of the results includes also the weights of the votes cast. Each of the resulting statistics shows two values: the first number represents the count of delegates; the second number the total of their voting weight.

- Total voted: all delegates who have voted, and their voting weight
- Total not voted: all delegates who have not voted, and their weight
- Entitled to vote: the number of delegates who are entitled to vote in this voting session, and their weight. See Section 10.9.3.2 for more details about voting participation.

The list with all the Details always shows the total voting weight of votes that have been cast on each of the options.

#### *11.2.2.6 Voting result synoptic*

The synoptic can show the voting results as shown in the figures below:

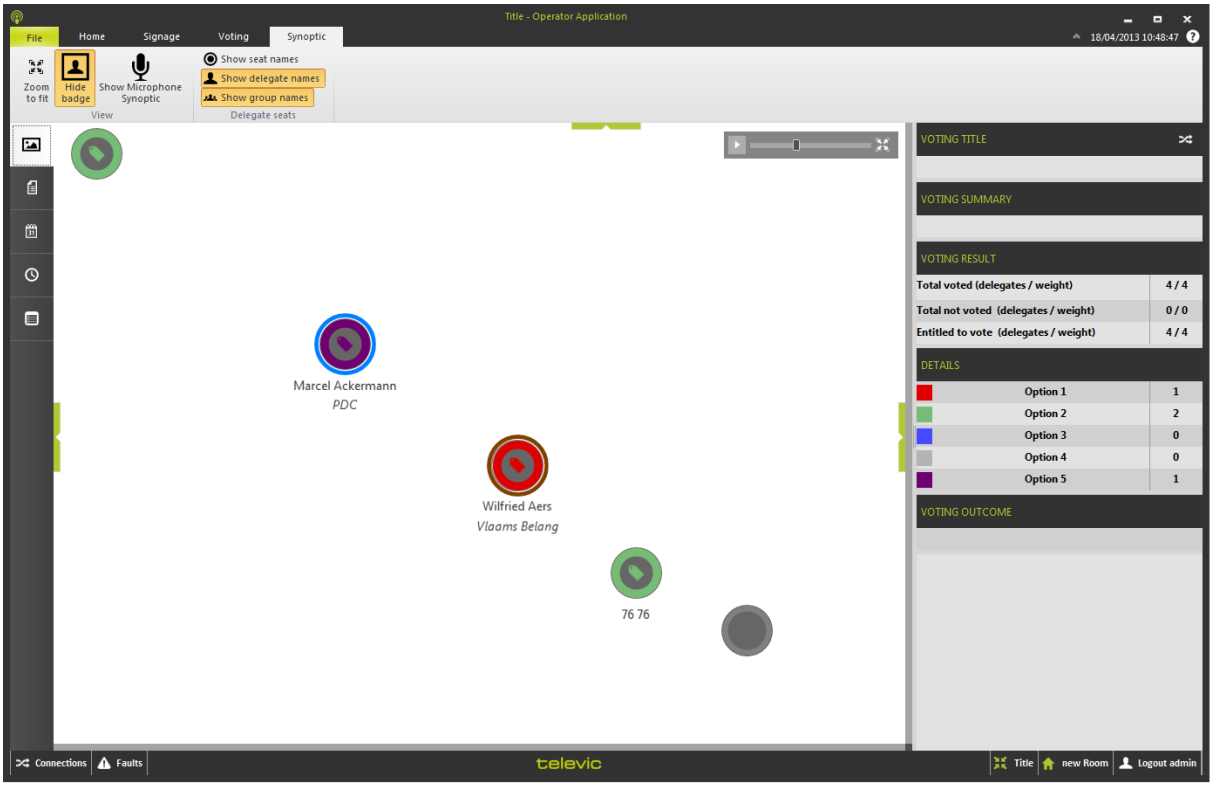



Figure 11-21 Operator Application voting result synoptic – example 1

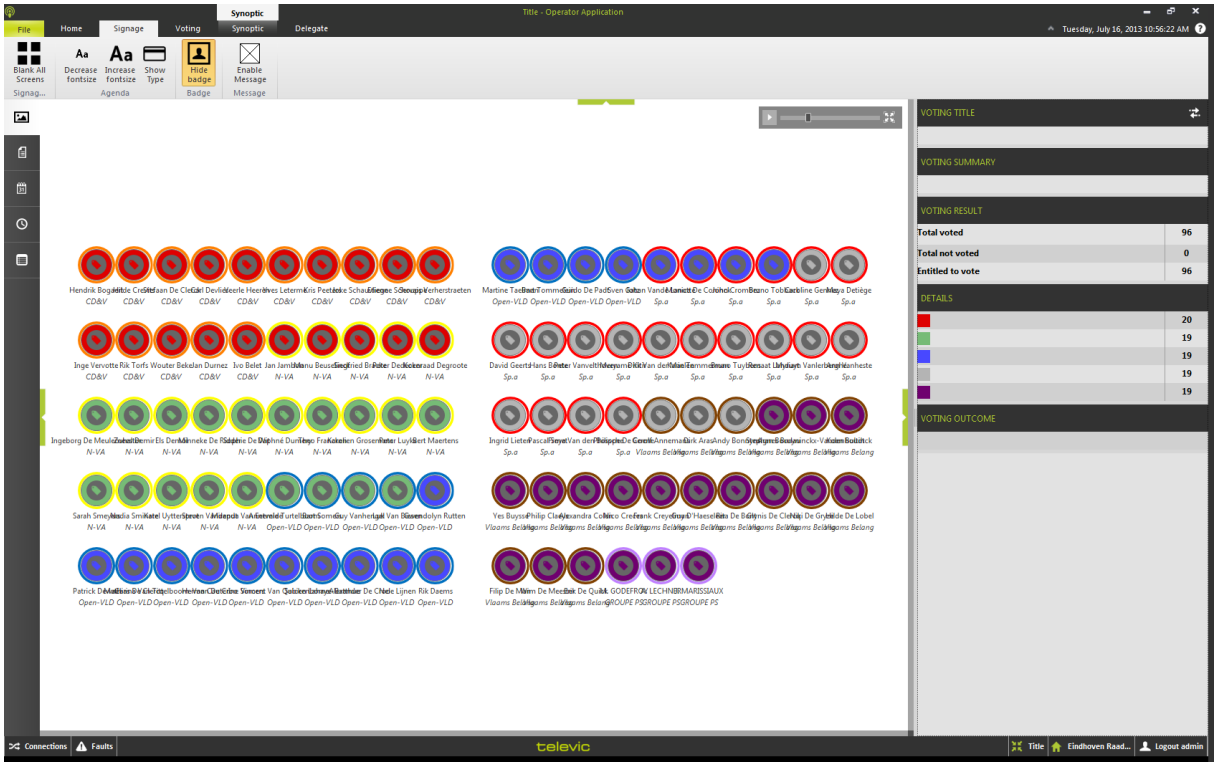



Figure 11-22 Operator Application voting result synoptic – example 2

You can switch between this Voting Synoptic and the Microphone Synoptic by clicking the following buttons:

- 

in the Synoptic ribbon
-  on the right side of the screen next to the voting title.

In the Microphone Synoptic, similar buttons are present to switch to the Voting Synoptic if a vote is ongoing.

The vote synoptic shows the following items:

- The synoptical layout is the same as the one defined in the Room Configurator.
- Microphone icons are replaced by voting icons:

   stands for a vote on the green option.
- Names and groups are shown depending on the settings in the Synoptic ribbon.
- The colour of the group is shown as a full circle around the voting icon:

   stands for a vote on the blue option, by somebody in the red group.

Note that it is not possible to turn on and off microphones in the Voting Synoptic; for this function you should switch to the Microphone Synoptic.

### 11.2.3 Delegate list

On the left-hand side of the Operator Application screen, the “Delegate list” tab item will switch to the delegate list view.

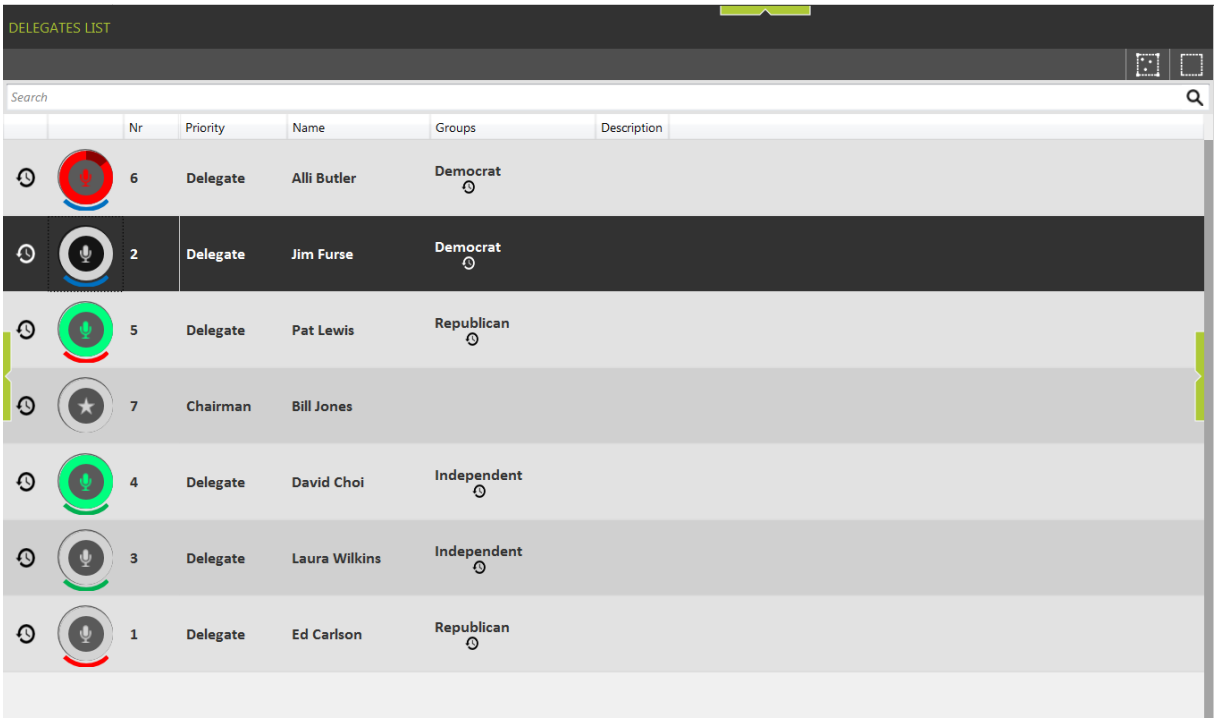



Figure 11-23 Operator Application delegate list

At the top of this list, there is a search bar where you can enter any part of the delegate information to search for (priority, name, groups …). Sorting on the headers is possible by clicking on them.

The symbols are the same as in 11.2): red for active microphone, green for a microphone in request. You can also left-click on a microphone symbol to turn it on or off or in request or off while holding Control and right-clicking. Additionally by right-clicking on the microphone symbol, a context menu appears where you can switch on the microphone, or put the microphone in request.

The colour bars underneath the microphone symbol indicate to which group the delegates belong.

When an individual speech timer is specified for a delegate, a  symbol appears before the delegate seat icon. When a group speech timer is specified, then the same symbol also appears under the group name the delegates belonging to that group.

**Note:** the votes are also shown in this table (if they are allowed to be shown by the voting settings).

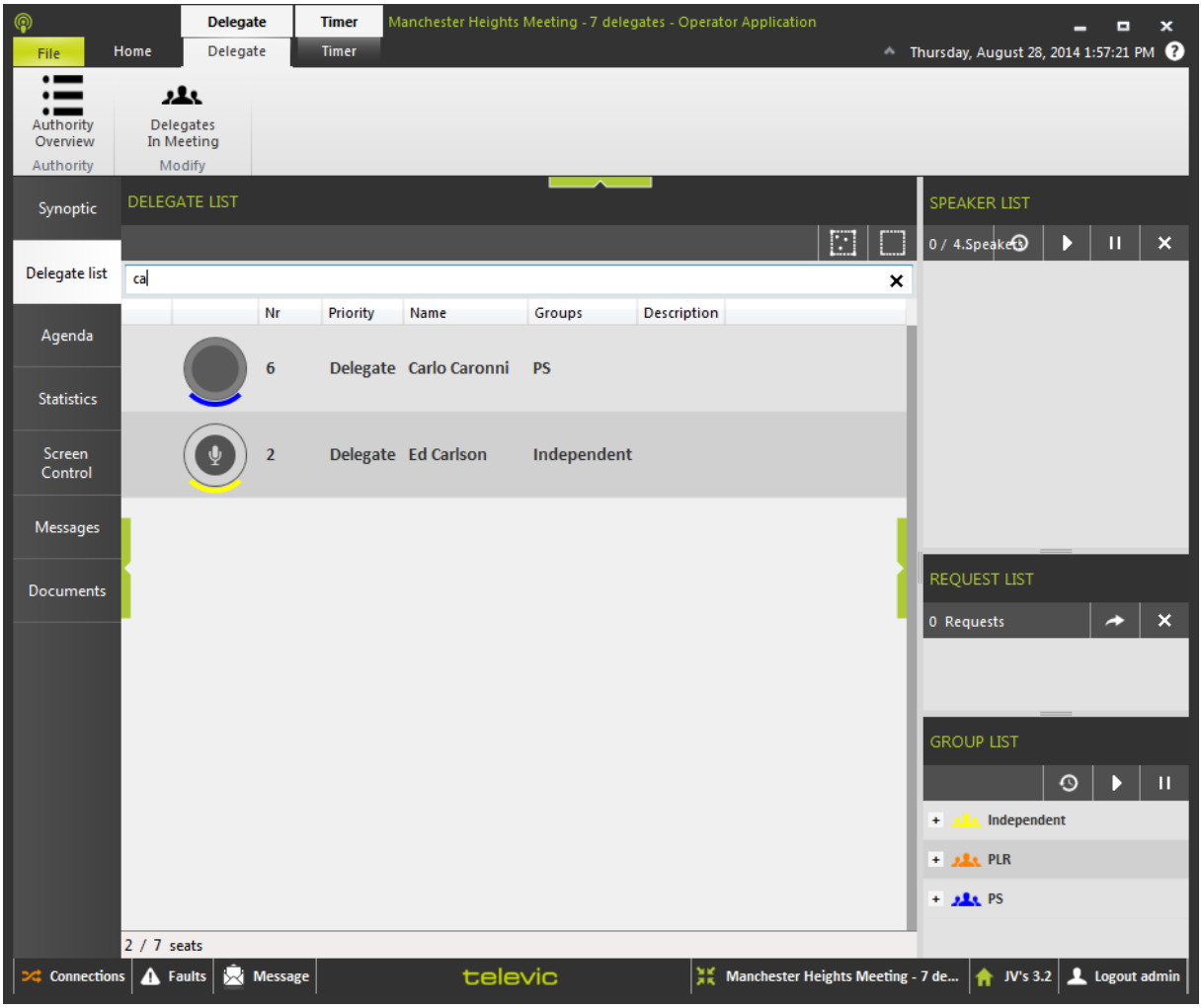



Figure 11-24 Operator Application delegate list with votes and filtering

This figure also contains a filtering on the list of all delegates present in this meeting. This is done by typing “ca” in the text box at the top of the list. At that moment, the list is filtered for all delegates matching this pattern. Note also that the pattern is matched against ALL attributes of the delegates (first and last name, priority, group, …).

Two additional windows can be accessed on the “Delegates”-ribbon, if your license configuration allows it:

### *11.2.3.1 Authority Overview*

This window will show the authorities that are active in the current meeting. For a full description of authorities and how to define them before the meeting, see Section 10.2.5.

This window will show you the authorities that are present in the current meeting using the following columns:

- Authority passed from: the person who is giving his voting right.
- Authority passed to: the person who receives the voting right.

- Meeting title: the title of the meeting for which the authority is being passed (if applicable).
- Authority start and end: the start and end of the authority.

Note that, for each authority, only one of the two last items is filled. For a full description of the validity period of an authority, see Section 10.2.5.1, step 3 of the Authority Creation Wizard.

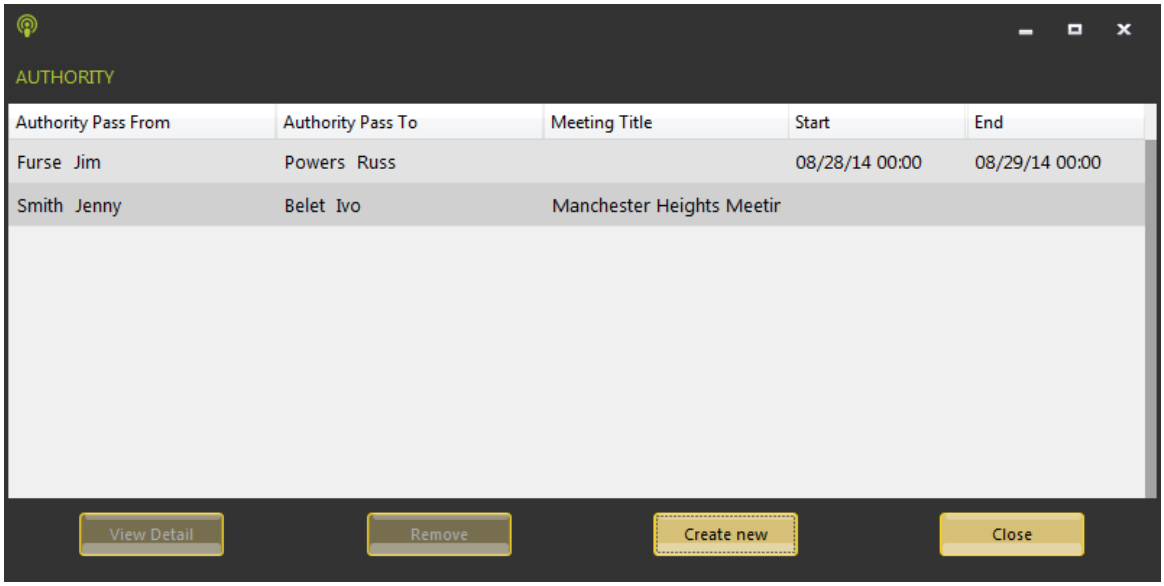



Figure 11-25 Authority Overview window

The following actions are available:

- View Details of the selected authority: this will show a window as shown below.

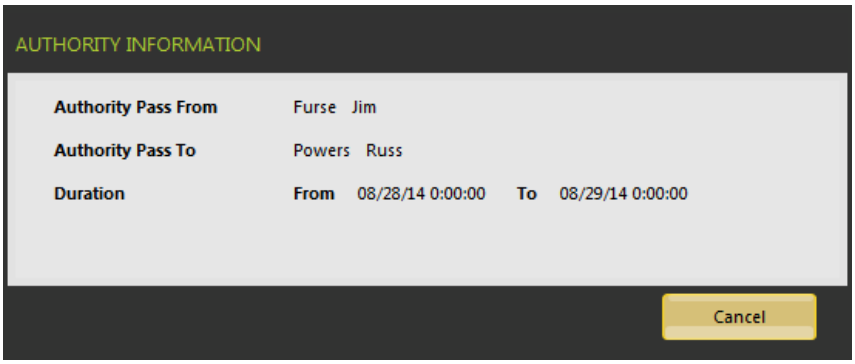



Figure 11-26 Authority Information window

- Remove the selected authority.
- Create new: this will show the wizard described in Section 10.2.5.1, and create an authority that is immediately active in the current meeting.
- Close: closes the window.

### *11.2.3.2 Delegates in Meeting*

This window shows more information about the delegates currently in the meeting, as shown in the figure below:

- Name
- First name
- Badge number

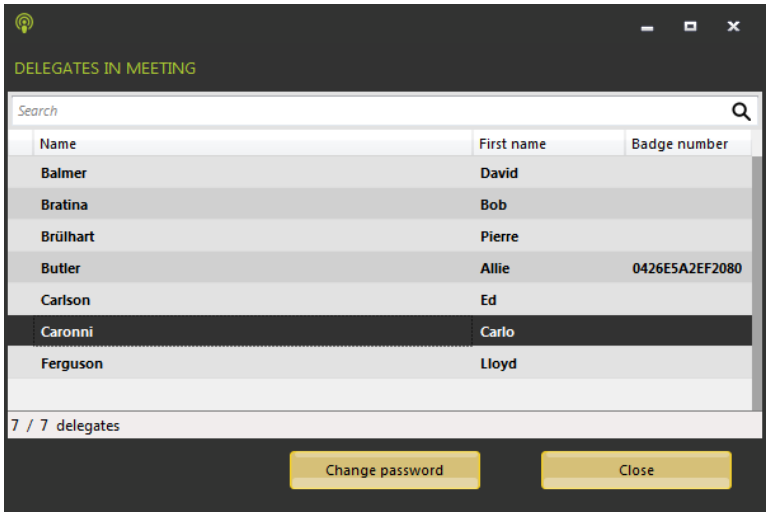



Figure 11-27 Delegates in Meeting window

This window also allows to change the password of the selected delegate.

## 11.2.4 Agenda

The Operator Application allows you to view, edit and control the agenda of the currently active meeting (if one is available). To view the agenda, click the “Agenda” tab in the left-hand side list of tabs. The figure below shows an example of this.

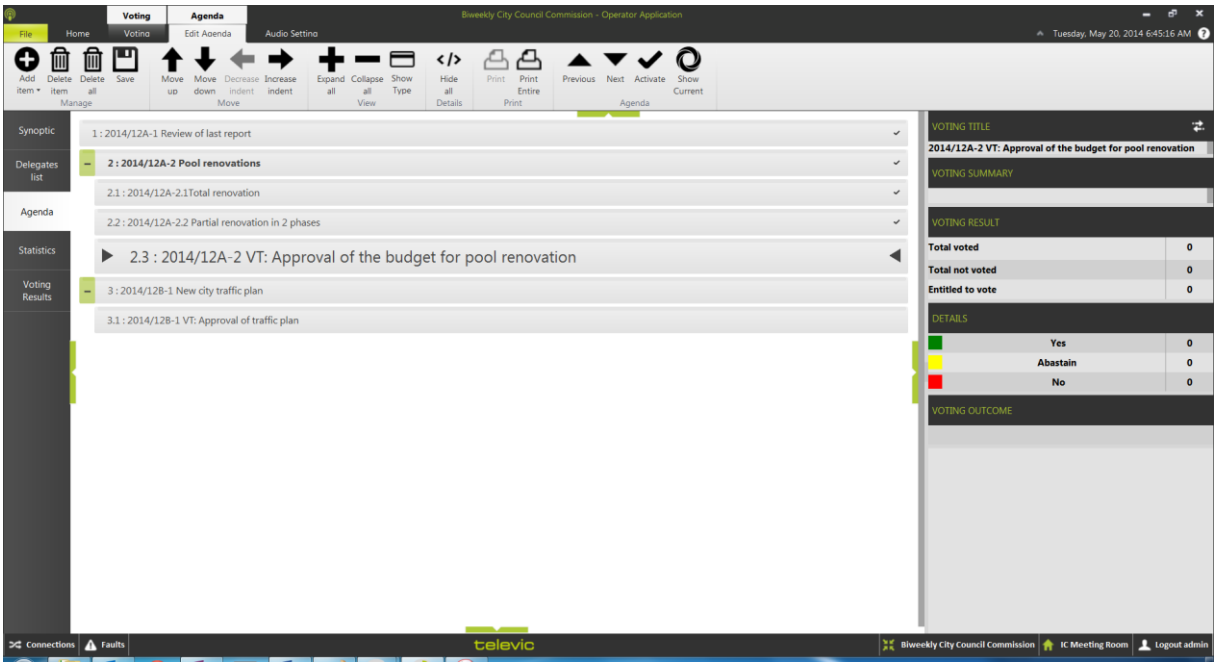



Figure 11-28 Operator Application: Agenda tab

The figure shows an agenda with 7 items. The first 4 items have been handled (icon on the right-hand side). The fifth item which is a voting item, is active (indicated by the two arrows left and right).

By double clicking an agenda item you can also edit the item. The options are completely similar to the ones in the Meeting Manager (see Section 10.8).

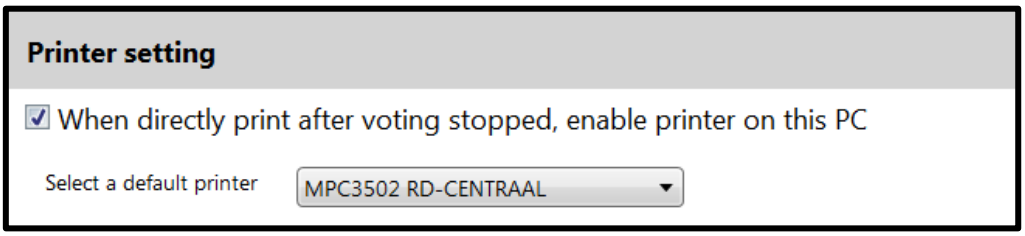
**It is important to click the save icon after editing an agenda item. If this action is not performed, the change will only be available locally; and not on the Server, any of the other connected client applications or the interactive delegate units.**

It is also important in this section to distinguish between the **selected** and the **activated** agenda item:

- **Selected item:** this is the item in the agenda view that has been clicked. It is indicated in **bold**. This is a purely local property, only for the Operator Application.
- **Active item**: this is the item in the agenda that is currently active. This is for the whole meeting, and is shown on all Operator and Signage Applications currently connected to the CoCon Room server. This is illustrated with indications as shown in the figure below:


Figure 11-29 Operator Application: active agenda item

After a voting item has stopped it is possible to automatically generate a print out of the results and send it to a print. To select the printer you want to send the results to, go to File > Settings and choose the printer in the Printer setting part:




### *11.2.4.1 Voting Template*

#### 11.2.4.1.1 Saving a voting template

As discussed in Section 10.9.3.10, CoCon provides Voting Templates to make sure it is possible to save voting settings that are regularly used. To do this, click the button “Save Voting Template” in the upper right corner of a voting agenda item. The current title will be automatically assigned as the template name (with the string “_Template” added).

#### 11.2.4.1.2 Using a voting template

If you want to use a voting template, there are two possibilities:

- Create a new voting item and select the template from the drop-down list in the top-right corner, as shown in the next figure. The selected template will be applied to the voting item

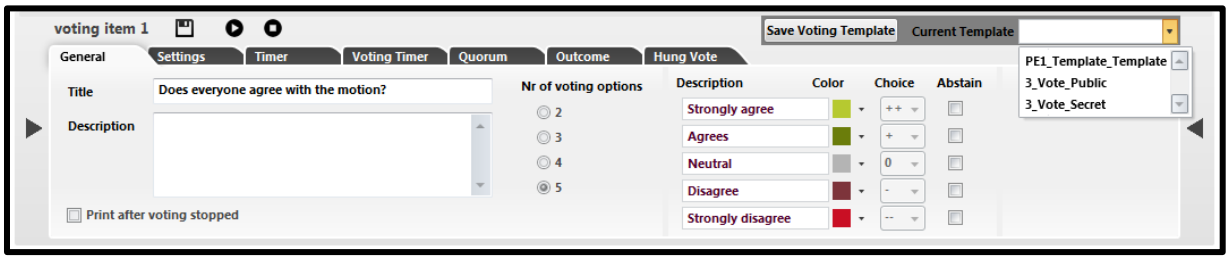



Figure 11-30: Voting item based on a voting template

- If you select the template in the Voting Template editor at the bottom, then all new voting items will be based on the template. You can show this component by clicking on the expander on the bottom of the screen, as shown in this figure:


Figure 11-31: Click the green arrow to access the voting template editor

If you select a template in this window, all newly created voting agenda items will be based on this template.

### 11.2.4.1.3 Modifying a voting template

Configuring a voting template can also be done by clicking the green arrow at the bottom of the agenda view:


Figure 11-32: Click the green arrow to access the voting template editor

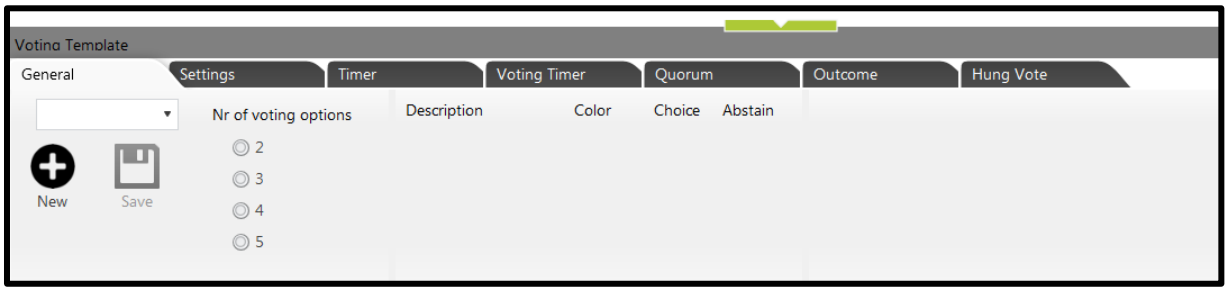



Figure 11-33: Make or edit a voting template

By clicking the drop-down menu you can select a template you want to edit. Or by clicking “New”, you can make a new template with a user-specified name. After clicking “Save” you can use this template for your voting items.

#### *11.2.4.2 Agenda navigation*

In each ribbon you have the “Agenda” part with the “Next”, “Previous” and “Activate” buttons:

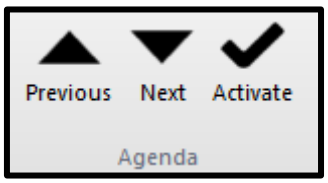



Figure 11-34: Agenda control

The first two buttons are actually arrows which allow you to select the previous and next agenda items. The “Activate” button allows you to activate the currently selected item in the agenda view (see Section 11.2.4 for more explanation about the difference between selected and activated item).
**Note:** the shortcut CTRL+left-click does the same as hitting the “Activate” button.

This lets you start the next agenda item. You can check the status of the agenda item in the agenda view as shown on figure Figure 11-35

A ✓ symbol appears when an agenda item is treated and an arrow is shown at the current agenda. When an agenda item is selected an extra ribbon appears called “Voting”. This will be discussed in section 11.3.3 of this manual.


Figure 11-35: Symbols showing the current and previously treated agenda items

The figure below shows another indication on the agenda item:  means an item has been voted:


Figure 11-36: Voted indication on agenda item

## 11.2.5 Statistics

### *11.2.5.1 Overview*

In this view the operator has a complete view of all the data that is stored in the database. The goal is to provide a clear view on the collected data.

Additionally, when the license module “Configurable import/export” is activated, the user has the possibility to export some or all of these statistics to several formats.

The statistics are divided into 4 categories, as can be selected by clicking on the first button in the “Statistics”-ribbon

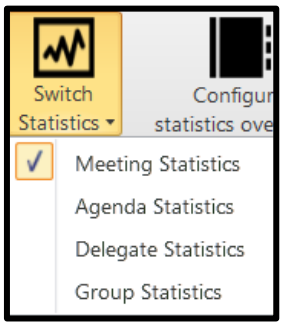



Figure 11-37: Various types of statistics

- **Meeting statistics**: here the general information about the meeting is shown. This comprises: Meeting start time, pause & resume timestamp, end time and meeting duration.

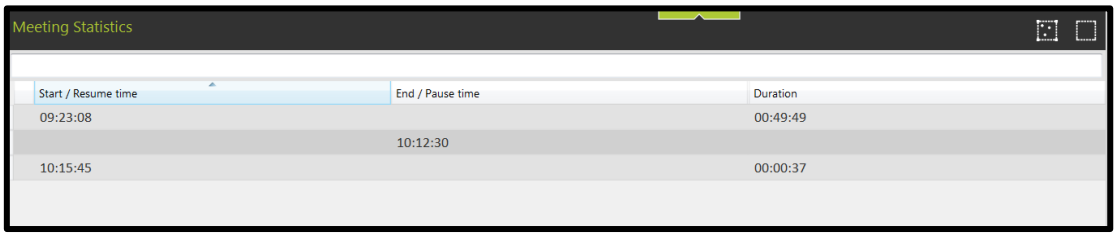



Figure 11-38 Meeting statistics

- **Agenda statistics**: here all information regarding the agenda and its voting items is shown. This comprises:

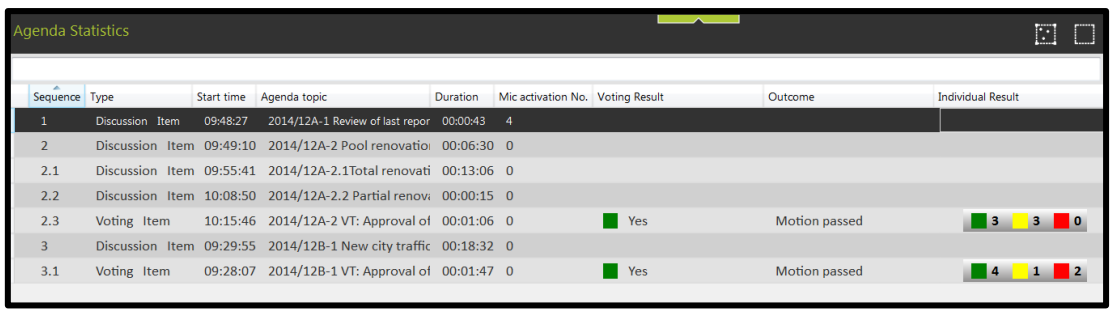


Figure 11-39 Agenda statistics

- Sequence: the agenda item sequence number
- Agenda topic: the name of the agenda topic
- Type: the type of agenda item (e.g.: discussion, voting, lecturer)
- Template: the template voting item used (only for voting items)
- Start time: Timestamp of the start of agenda topic activation
- End time: Timestamp of the end of the agenda topic activation
- Duration: The duration of the activated agenda item
- Mic activation No.: The number of activated microphones during that agenda topic
- Mic request No.: The number of microphone requests during that agenda topic
- Voting result: The
- Outcome
- Individual result: This shows the results for each vote choice separately. This however is a clickable item which means that you can click on the individual results to see more details.

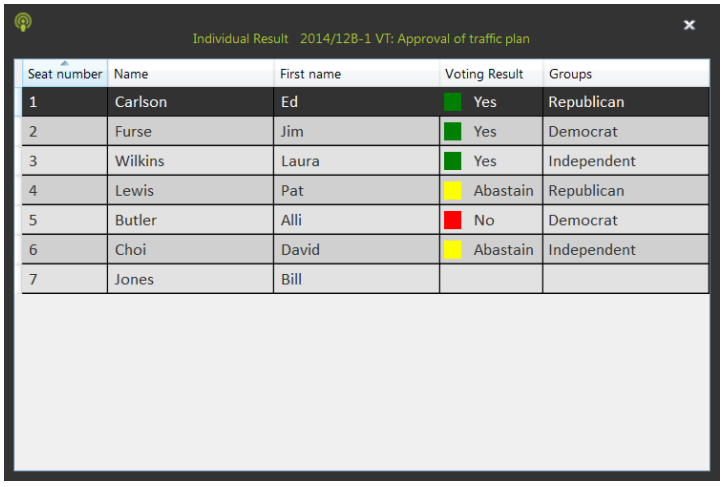
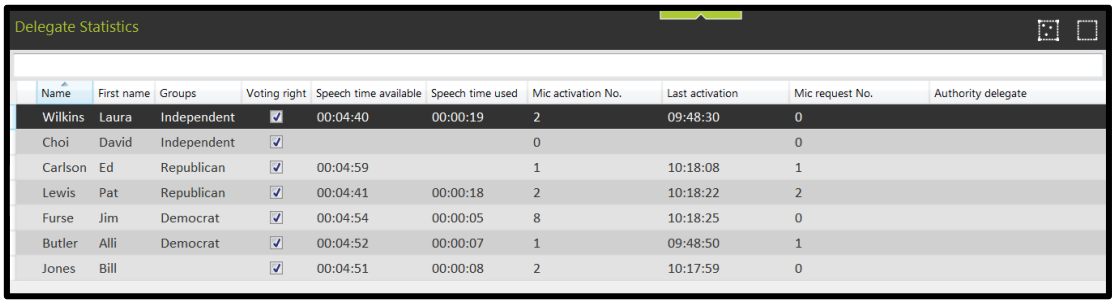



Figure 11-40 Meeting statistics: individual voting results

- **Delegate statistics**

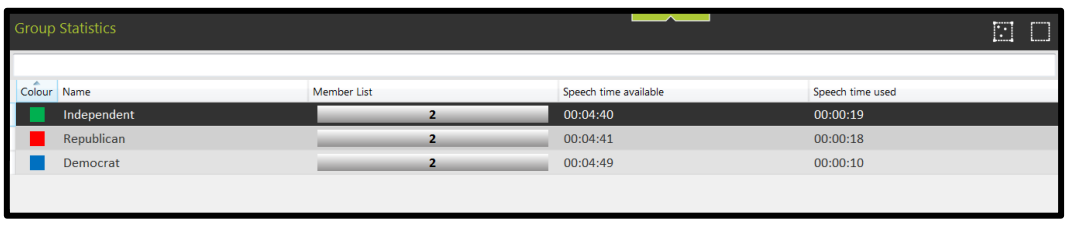



| Name | First name | Groups | Voting right | Speech time available | Speech time used | Mic activation No. | Last activation | Mic request No. | Authority delegate |
|---|---|---|---|---|---|---|---|---|---|
| Wilkins | Laura | Independent | ☑ | 00:04:40 | 00:00:19 | 2 | 09:48:30 | 0 | |
| Choi | David | Independent | ☑ | | | 0 | | 0 | |
| Carlson | Ed | Republican | ☑ | 00:04:59 | | 1 | 10:18:08 | 1 | |
| Lewis | Pat | Republican | ☑ | 00:04:41 | 00:00:18 | 2 | 10:18:22 | 2 | |
| Furse | Jim | Democrat | ☑ | 00:04:54 | 00:00:05 | 8 | 10:18:25 | 0 | |
| Butler | Alli | Democrat | ☑ | 00:04:52 | 00:00:07 | 1 | 09:48:50 | 1 | |
| Jones | Bill | | ☑ | 00:04:51 | 00:00:08 | 2 | 10:17:59 | 0 | |

Figure 11-41 Delegate statistics

- Name
- First name
- Groups: when a delegate is member of multiple groups these will be separated with comma's
- Voting right: a checkbox indicates the voting right of the delegate
- Speech time available: this shows a real-time indication of the available speech time for that delegate
- Speech time used: this shows a real-time indication of the used speech time for that delegate
- Mic activation no.: this shows the number of microphone activations a delegate had
- Last activation: here the timestamp of the last microphone activation is shown
- Mic request no.: this shows the number of microphone requests the delegate did
- Last request: here the timestamp of the last microphone request is shown
- Login no.: this shows the number of logins a delegate did. This comprises multiple login systems.
- Last login: here the timestamp of the last login time is shown
- Authority delegate
- Authority expired

- **Group statistics**




| Colour | Name | Member List | Speech time available | Speech time used |
|---|---|---|---|---|
| | Independent | 2 | 00:04:40 | 00:00:19 |
| | Republican | 2 | 00:04:41 | 00:00:18 |
| | Democrat | 2 | 00:04:49 | 00:00:10 |

Figure 11-42 Group statistics

- Group colour

- Group name
- Member list: this shows the number of members in that group. This is a button, when clicking on it you see the names of the delegates in that specific group.

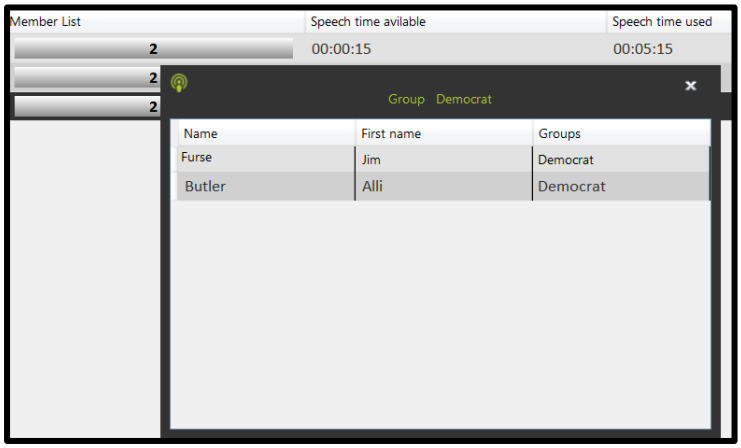



Figure 11-43 Group members of a specific group

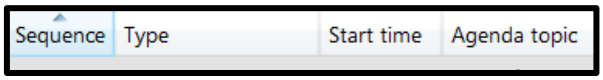
- Speech time available: this shows a real-time indication of the available speech time for that group
- Speech time used: this shows a real-time indication of the used speech time for that group

The user can switch between the different statistics types by using the “Switch statistics” button in the Statistics ribbon.

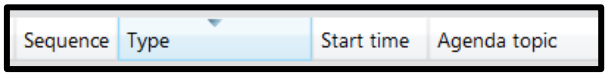
### *11.2.5.2 Configure statistics overview*

Change the statistics presentation:

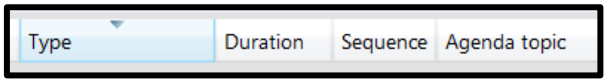
In the ribbon you can configure which data you want to see in the statistics overview. This is treated in item 11.3.8 Statistics ribbon. In the statistics overview change the width of the columns. You can also sort the data on each column by clicking on the name of the column.




Clicking again on the same name of that column changes the sorting order from up to down and vice versa.




The interface also allows to drag and drop the columns in order to change the order of the columns:




Search function:

Similar to the search function in the rest of the CoCon software, this is an automatic search that allows you to search on whatever term is stated in the list underneath.

## 11.2.6Screen Control

This functionality is only available for the Plixus Multimedia Engine.

This tab allows that the Operator Application controls the interactive screens of the UniCOS delegate units. The following figure shows a sample configuration:

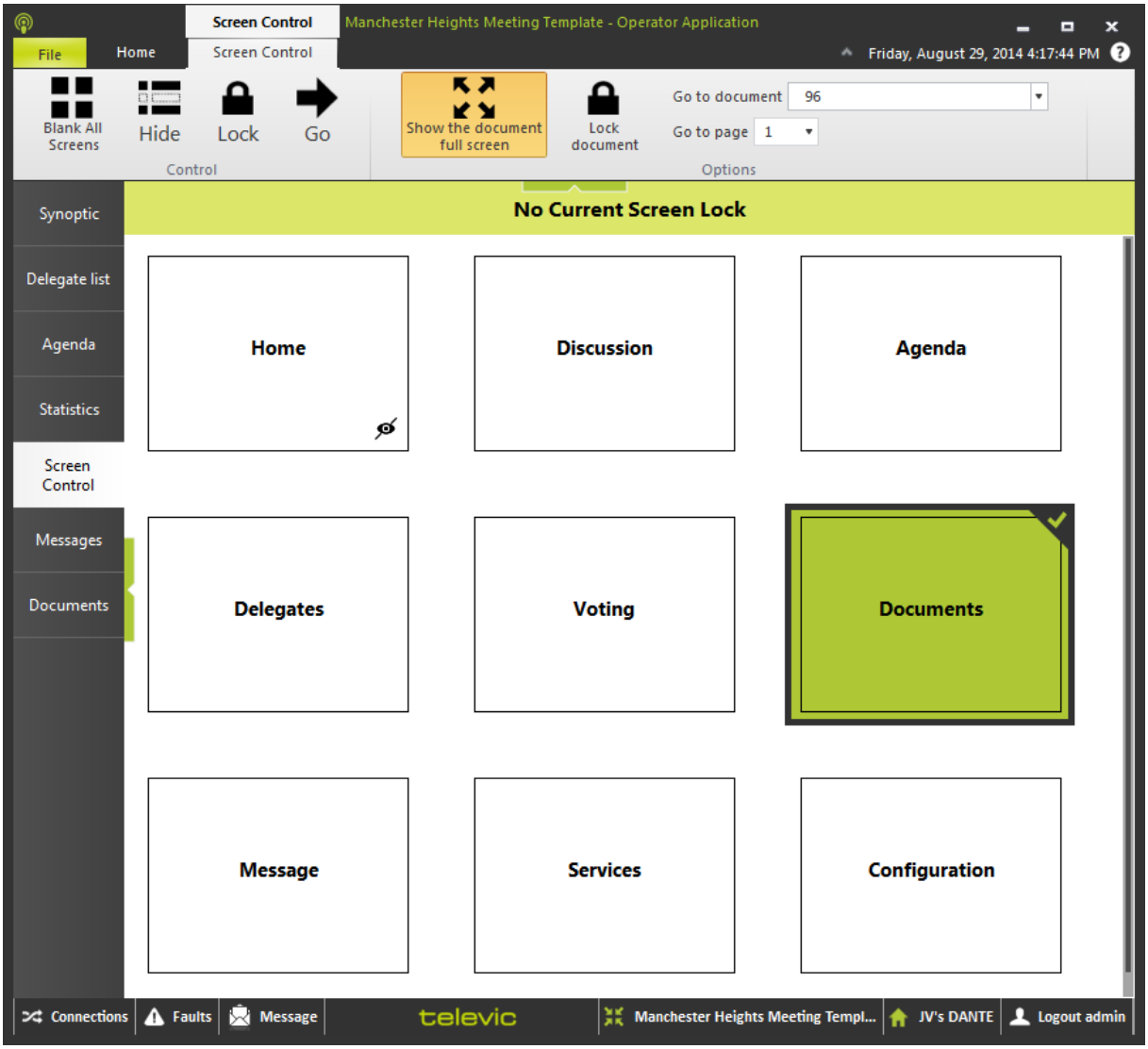



Figure 11-44 Screen control

The middle pane shows all the available screens on the interactive delegate unit. Clicking on one of the screens selects that screen, and further actions are possible. The following figure shows a selected screen:

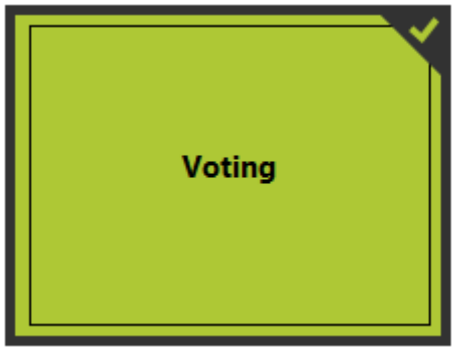



Figure 11-45 Voting screen is selected

The following actions can be performed with the buttons shown in the Screen control ribbon:

- Blank/unblank all screens: this is a toggle button that will make the entire interactive delegate screen black.
- Hide/Show: show or hide the selected screen on the interactive delegate unit. The following icon indicates that a screen is hidden:

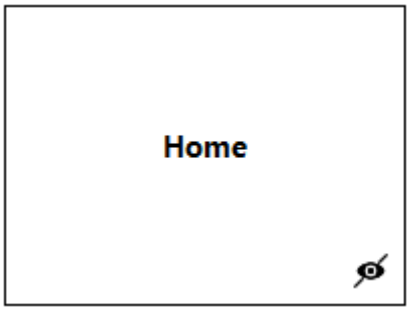



Figure 11-46 Home screen is hidden on the interactive delegate unit

- Lock: clicking this button selects the selected screen on all of the interactive delegate units, AND locks them there. This means there is no further navigation possible by the delegate. Clicking Unlock lifts the screen lock.
- Go: this selects the selected screen on all of the interactive delegate units, but does not lock them there. Further navigation is possible by the delegate.

Depending on your license configuration, all or a subset of the following screens will be shown in the middle pane. For each screen, the additional options for that screen are also described. These are visible in the Screen control button, next to the buttons described above.

- Home
- Discussion
  - Video full screen
- Agenda
  - Show and select active item
- Delegates
- Voting
- Documents

- Show the document full screen
- Lock document
- Go to document
- Go to page

- Messages
- Services
- Configuration

The currently active screen lock (if any) is always shown in the green bar at the top of the screen.

## 11.2.7Messages

This functionality is only available for the Plixus Multimedia Engine. Messages can be sent from the Operator Applications to all delegates, as well as to the other Operator Applications that are connected to the same Room Server.

Interactive delegate units can send messages to all other delegates. Only chairman delegate units can send messages to the operators.

This screen allows the operator to send and receive messages to and from delegates and operators. The following figure shows a possible configuration:

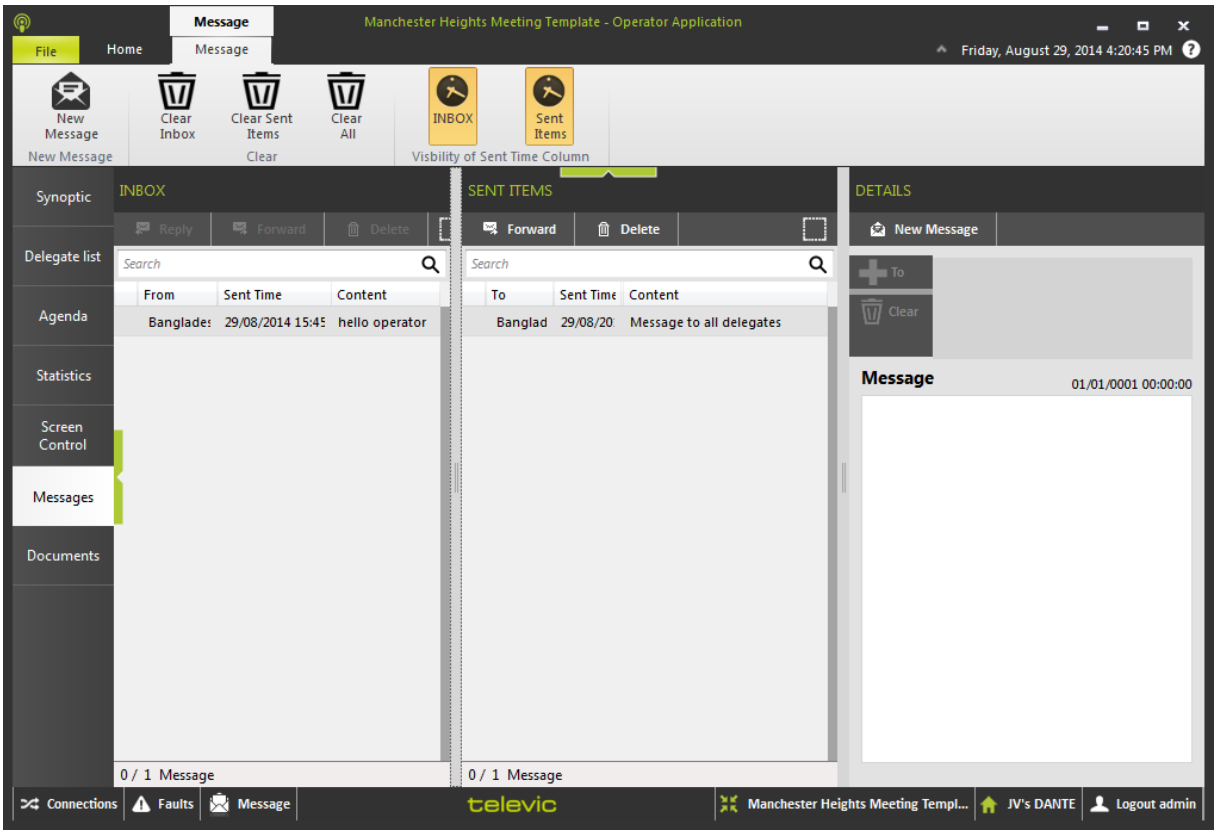



Figure 11-47 Message screen

The screen consists of three main parts:

- INBOX: this column contains the messages received by this Operator Application. Messages are shown with the following attributes:
    - From: the name of the delegate that sent the message
    - Sent Time: note that this attribute can be hidden by toggling the button “INBOX” in the ribbon.
    - Content: a preview of the content.

  If a message is selected, the following items are available:
    - Its full content will be shown in the column DETAILS.
    - Reply: reply to the sender of the message.
    - Forward: forward the message to another delegate or operator.
    - Delete: delete the selected message.

- SENT ITEMS: this column shows the messages that have been sent by this Operator Application. Messages are shown with the following attributes:
    - To: the name of the delegate that the message was sent to
    - Sent Time: note that this attribute can be hidden by toggling the button “INBOX” in the ribbon.
    - Content: a preview of the content.

  If a message is selected, the following items are available:
    - Its full content will be shown in the column DETAILS.
    - Forward: forward the message to another delegate or operator.
    - Delete: delete the selected message.

- DETAILS: this column shows messages if they are selected in one of the two other columns. It also allows to create new messages by clicking the button “New Message”. The following options are available:
    - Send: click this button to send the message.
    - Cancel: Cancel the creation of a message.
    - To: this button opens the following dialogue box.

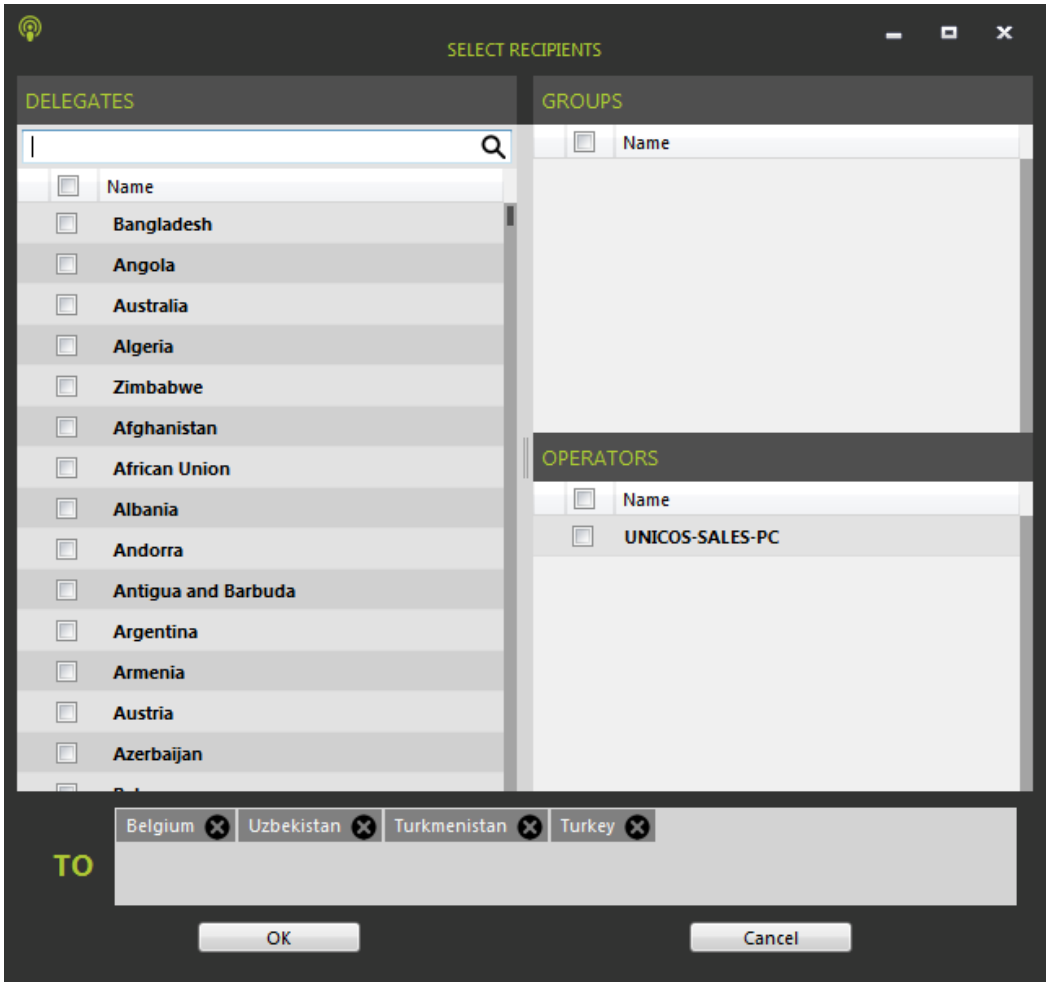



Figure 11-48 Message recipients window

This window allows to select recipients using three possible ways:

- Delegates: the list of delegates. You can use the Search box at the top to filter the complete list of delegates. Select the delegates using the checkbox before their name.
- Groups: if there are groups defined, you can send messages to an entire group. Check the box before their name.
- Operators: it is possible to send a message to another Operator Application connected to the current Room Server. Operators are shown here with their computer name.

You can delete recipients by clicking the X next to their name.

Click either OK or Cancel to exit this window.

- Clear: this clears all recipients
- Message: enter your message here

If a message arrives, the status bar will show an indication that a message has arrived as shown in the following figure:

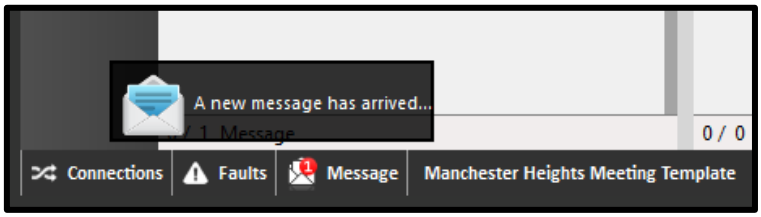



Figure 11-49 Document screen

Clicking on either the popup, or the “Messages”-button will navigate you to the Messages screen.

## 11.2.8Documents

This functionality is only available for the Plixus Multimedia Engine.

This screen allows you to manage the documents contained in the meeting, as well as add new ones or synchronizing the document scrolling with the interactive delegate units or the Signage Applications. The following figure shows an example of this screen:

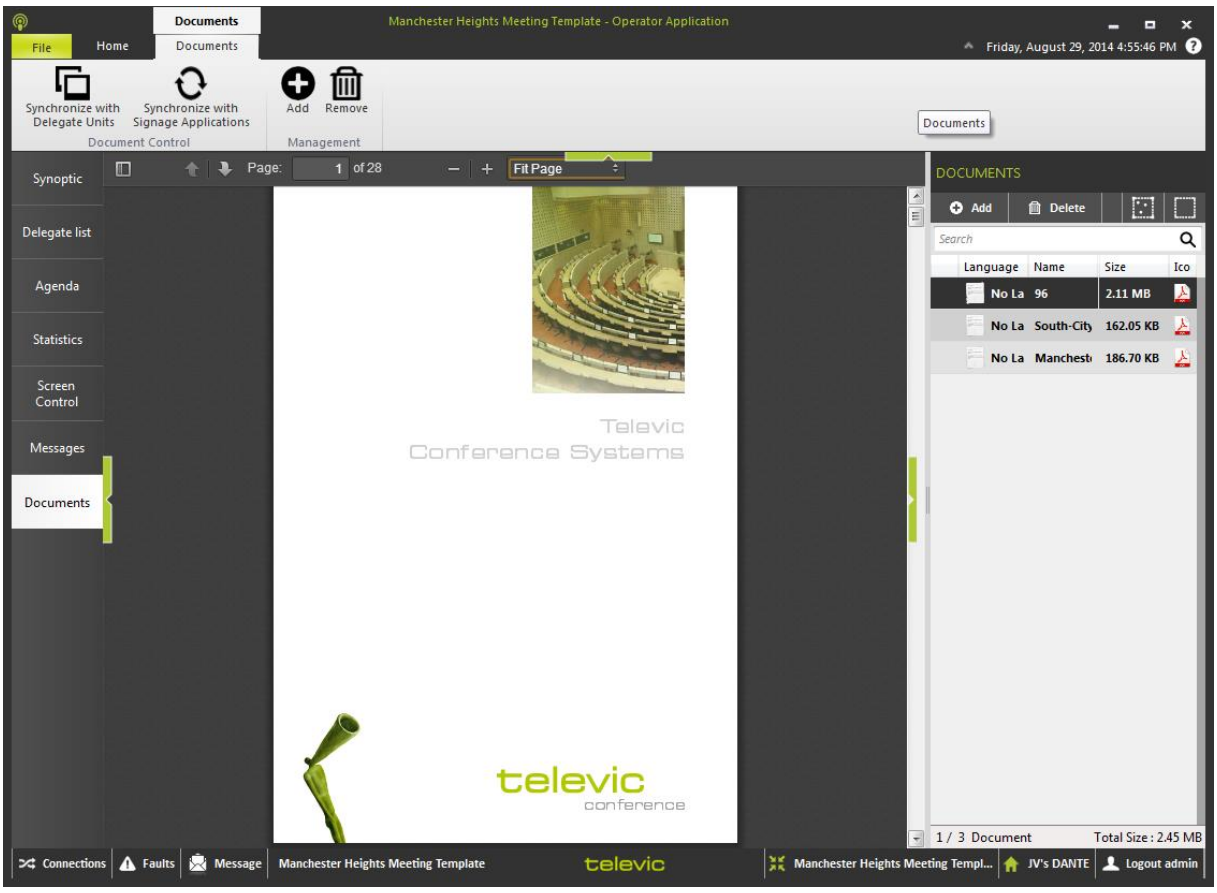



Figure 11-50 Document screen

The main panel shows a preview of the document selected, with similar controls as described in Section 10.12.1.

The column on the right shows the overview of all the documents contained in the meeting. Selecting a document here shows it in the main panel. At the top of this column, there are controls to Add or Remove a document to the list of documents in the meeting.

# 11.3 Ribbons

## 11.3.1Home ribbon

The home ribbon lets you do the most needed functions. Start the meeting, change microphone mode, go through the agenda and start a voting. We will now describe the different sections of the Home ribbon.

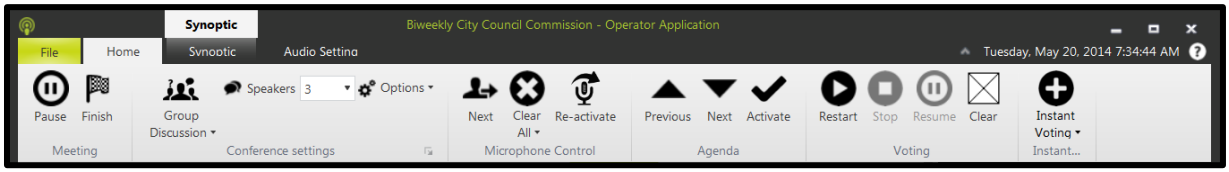



Figure 11-51 Home ribbon

### *11.3.1.1 Meeting*

These two buttons allow you to control the meeting:

The first button will show “Start” when the meeting has not yet started (New state). Clicking it will start the meeting and enable all conference controls. Once the meeting is active (as above) this button will show “Pause”, and clicking it will pause the meeting (Paused state) and disable all conference functionality once again. A banner will also appear on the synoptic to show this. Clicking the Pause button or “Resume meeting” will resume the meeting.

Note that the pausing of a meeting, while a voting session is ongoing, will also pause the vote. When resuming the meeting, the voting session will automatically resume.

The button “Finish” will show the following screen:

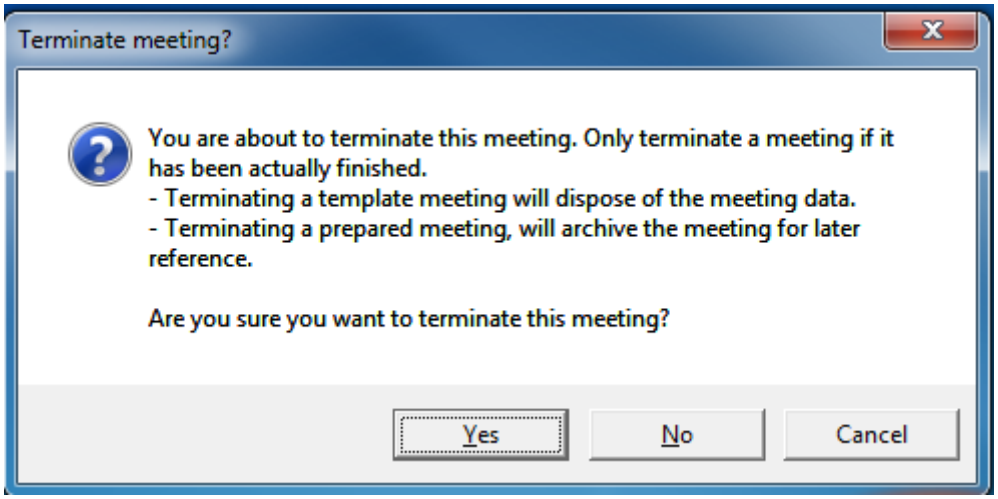



Figure 11-52 Finish meeting popup

Answering “Yes’” will finish the meeting. “No” will return you to the meeting.

**Note:** When a meeting is active you cannot change the synoptic of the meeting in the Room Configurator. To do so, you need to pause the meeting, close all active Operator Applications and then open the Room Configurator to allow the changes.

#### *11.3.1.2 Conference settings*

Here you can control the way in which delegates can control their microphones.

The first section allows you to select the speech mode. The possibilities here are (note that not all are available for all Central Units):

- Operator: in this mode, the operator controls all conference activity. The delegates cannot switch on their microphones.
- Auto Request/Group Discussion: in this mode, the microphones that are in request get activated automatically when one of the active microphones is switched off.
- Direct Speak: in this mode, the delegates can switch on their own microphones.
- VOX: Voice Activation: the microphone will be activated when the delegate starts speaking.

The options next to this speech mode allow the operator to modify it according to his wishes:

**Speakers**: here you can enter the maximum number of microphones that can be active at the same time. Note that a chairman microphone (indicated with a star) can always be active on top of the number specified here.

**Requests**: here you can enter the maximum number of microphones that can be in request at the same time. Note that this is not applicable for some of the microphone modes.

**Options**: here you can select the following (note once again that some options may not be available for any given microphone mode):

- Allow delegates to request
- Allow delegates to cancel requests
- One delegate overrides another when the speaker-list is full

**Activation**: here you can specify the way that delegates activate their microphones. The following options are available:

- Toggle: this activation type lets the delegate activate or deactivate their microphone with one tap on the microphone button.
- Push: this activation type requires that the delegates keeps pushing the button while talking.
- Voice: this is only applicable for the VOX microphone mode.

#### 11.3.1.3 Microphone controls

These buttons allow controlling the microphones:

**Next**: this will allow the next speaker in the request list to become active. Note that some constraints can overrule this (e.g. maximum number of microphones active).

**Clear All**: clicking on this button directly will turn off all microphones, including chairmen microphones and those that were in request. If you click on the bottom half of the button and open the drop-down list, you get the choice to either :

- Clear Speakers: clear all active microphones that are not a chairman microphone. This leaves any active chairman microphones or microphone in request unchanged.
- Clear Requests: clears the list of all microphones in request.

**Re-activate**: this will re-activate the microphone that was last switched off.

#### 11.3.1.4 Agenda

These two buttons will navigate through the items in the agenda for the current meeting (if any agenda is present for the current meeting). When going through the agenda the current active agenda item can be seen at the bottom of the right window pane.

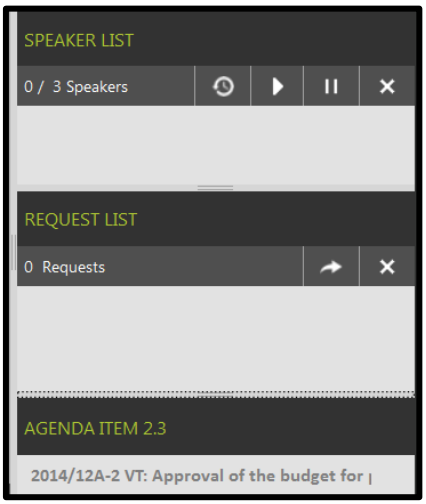



Figure 11-53 Right window pane showing the current activate agenda item

#### 11.3.1.5 Voting

When a voting agenda item is activated by going through the agenda the voting control buttons will become available. This means that the operator can control the voting from within the Home ribbon.

To start the voting, press the “Start” button. When the voting is completed the operator can press “Stop” to stop the voting. Also the possibility is given to pause or restart the voting.

#### 11.3.1.6 Instant Voting

This function allows you to quickly start a vote. For an in detail description of this feature, see Section 11.3.3.2.

### 11.3.2Audio settings

Because each central unit has different audio possibilities and features, the audio settings ribbon automatically adapts. The following controls are available here.

#### *11.3.2.1 Volume*

Here you can enter the floor volume by entering a value in the field or dragging the slider.

#### *11.3.2.2 Audio settings*

These two sliders allow you to set these parameters on the central unit. Use the slides to change the setting. More information about what is being changed:

The limiter gain is used to achieve a constant level of audio output from the microphone, by determining the reach of the microphone. When the delegate raises or lowers his voice, or changes the distance from the microphone, the level can change.

The gain reduction indicates how much the gain will be reduced when multiple microphones become active. The higher the number, the higher the reduction will be applied for multiple microphones.

### 11.3.3 Voting ribbon

This ribbon contains functions relating to voting. The following section will describe all functions provided here.

The voting ribbon only is available when the currently active agenda item is a voting agenda item.

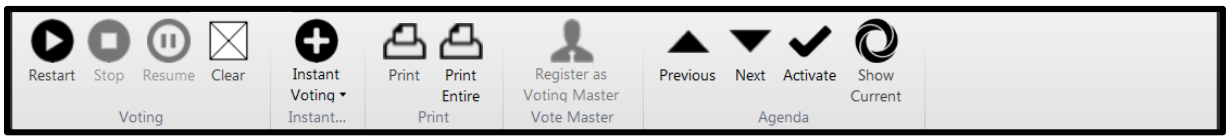



Figure 11-54 Voting ribbon

Note that the last three buttons are general buttons, available on almost all the ribbons. They are described in Section 11.2.4.2.

#### *11.3.3.1 Voting*

To start the voting, press the “Start” button. When the voting is completed the operator can press “Stop” to stop the voting. Also the possibility is given to pause or restart the voting.

After clicking stop, the operator can “Clear” the results. This does not delete the results, only disable the display of the results in Operator Application and Signage. If after that, the Operator wants to show the results again, he can click the “Retrieve Results”-button as shown in the figure below. At that moment, the Signage and Operator Application will again show the voting results.

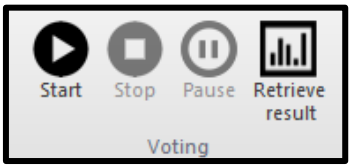



Figure 11-55 Voting controls when results are available

If a voting is started where a presence check is required (see Section 10.9.3.6), a green bar will appear in the agenda overview (See Figure 11-56). On the delegate units the 0-vote LED will blink. By pressing the 0-vote button, you confirm your presence (cf. Figure 11-57). If the required number of people have confirmed, the voting can be started. If the presence is detected by badge a message will appear if not enough people are present.

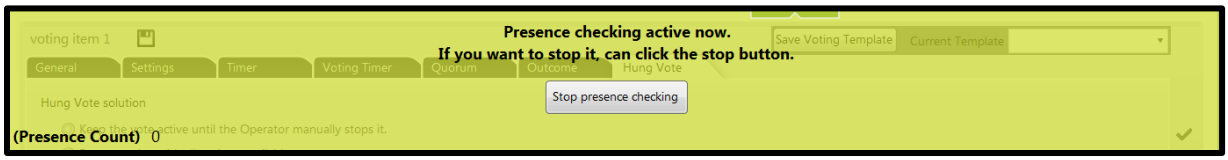



Figure 11-56 Presence check


Figure 11-57: Blinking LED to confirm presence.

When the voting is stopped, and there is a hung vote (=a number of voting options have the same number of votes), there are some possibilities depending on the hung vote options. One of the possibilities is that the voting immediately restarts. Or a pop-up message can appear so the operator decides what the outcome must be. All options are described in Section 10.9.3.8.

### *11.3.3.2 Instant Voting*

This function allows you to quickly start a vote. When clicking on the button, the view in this figure will appear:

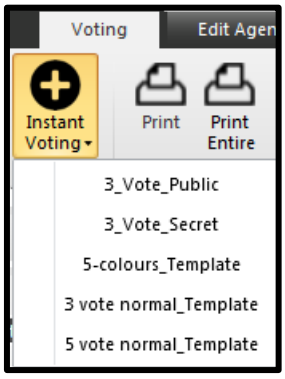



Figure 11-58: Instant Voting.

This shows a list of all the voting templates that are currently available. When clicking on one of these voting templates, a new voting agenda item will be automatically created, based on the settings contained in the voting template. If the user selects a voting template from the dropdown-box, the following will happen:

- Add a new agenda item. The position of this item should be as follows:
    - On the same level of the currently selected agenda item.
      Eg: 1.5 is the selected item ➔ create item 1.6. If 1.6 already exists, this becomes 1.7

    - If no agenda item is selected, on the same level of the currently activated agenda item.
    - If no agenda item is selected or activated, create a new agenda item at the end of the agenda, at top level.

- The agenda item is based on the template selected.
  The title of the new agenda item is the title of the template; with the "_template" removed.
- Activate this new agenda item.
- See also the distinction between activated and selected agenda item in Section 11.2.4.

After the item has been created, it suffices to hit the "Start" button to start the newly created voting session. Of course, the Operator can still change the voting settings (eg. title or voting options), save the item and then start it.

#### *11.3.3.3 Print*

The Printing functionalities always possible to choose "Print Entire". This shows a printable PDF of the complete agenda with:

- Delegates attending
- Agenda
- Voting results

An example is shown in the figure below:

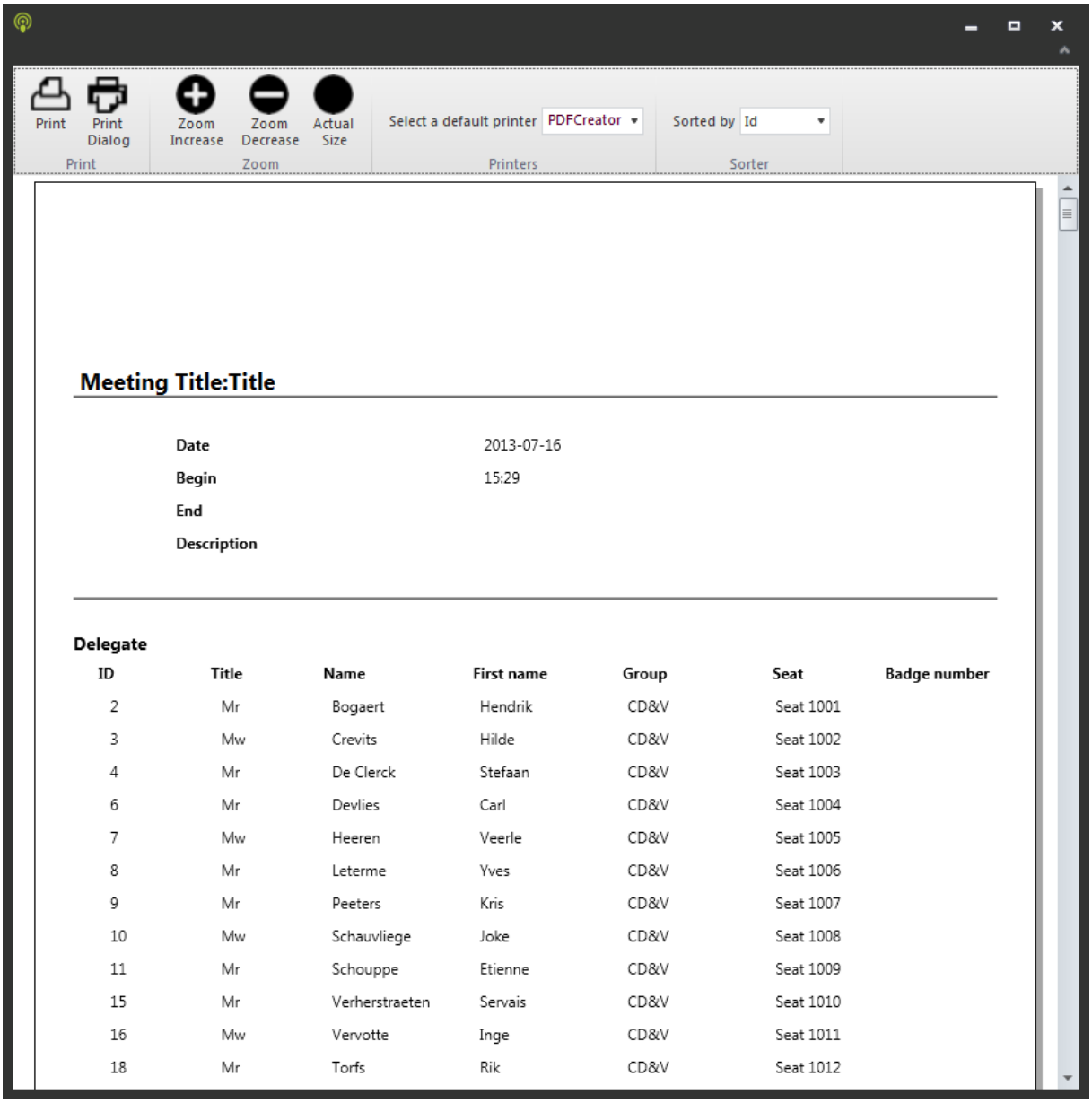



Figure 11-59 Print preview

Here you can browse through a preview of the document that will be printed.

The following functionalities are available in the ribbon at the top:

- Print: print the current preview with the currently selected printer.
- Print Dialog: opens the standard Windows Print Dialog where you can select the printer, change the printer settings etc.
- Zoom: these buttons allow to zoom in and out of the print preview:
    - Zoom Increase
    - Zoom Decrease

- Actual Size

- Printers: here you can select a default Printer that will always be used when clicking the “Print” button.

- Sorter: this drop-down box allows you to sort the delegates and the voting results in this print preview according to

  - ID of the delegates
  - Name
  - Group
  - Vote Choice

The “Print” button only comes available if the voting has been stopped. This gives a printable PDF of the results of the last voting. Similar functions as described above are available.

**Important note:** With CoCon 3.1 you can also export use the Export statistics button in the Statistics ribbon. When your license contains the Import-export module you can configure the data you want to export to your printer.

#### *11.3.3.4 Register as voting master*

If “Register as Voting Master” is selected, then the Operator Application running on this PC is the only one who can control the vote in any way e.g. start, stop, clear vote results. There can only be 1 vote master in the system, meaning that Operator Applications from other PCs will not be able to control the voting.

## 11.3.4Edit Agenda ribbon

The Edit Agenda ribbon is available when the Agenda tab is selected on the left-hand side – see Section 11.2.4.

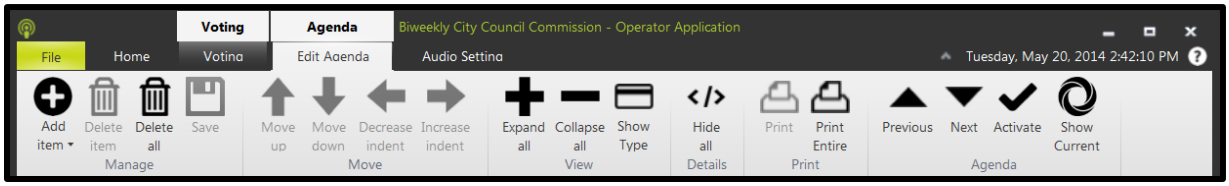



Figure 11-60 Edit Agenda ribbon

The functions available here are very similar to the ones described in the Meeting Manager see Section 10.9. The only additional control is the “Show Current”: this button will scroll the agenda view to the currently active item, and expand it.

## 11.3.5Speech Time ribbon

The Speech Time ribbon is available when the Delegate list tab is selected on the left-hand side – see Section 11.2.5.

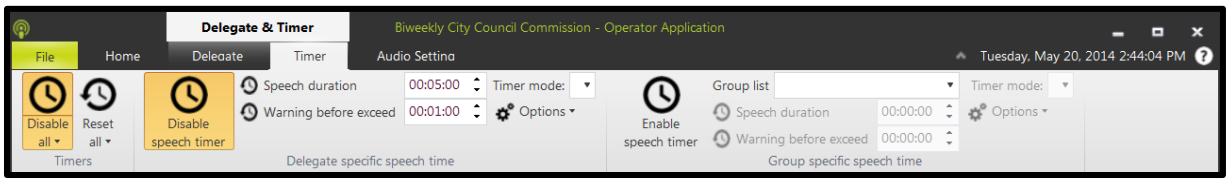



Figure 11-61 Speech Time ribbon

The functions available here are very similar to the ones described in the Meeting Manager, see Section 10.10.

The left-hand side of the ribbon shows the “Delegate specific speech timer”. The actions you perform here apply to the delegates that are selected in the delegates list. By holding CTRL you can select multiple delegates. If you specify the timer for individual delegates, then a symbol appears before their seat icon. You can change the timers while the delegates are speaking.

The right-hand side of the ribbon shows the “Group specific speech time”. When a delegate that is member of a certain group is selected, than that group name will appear in the “Group list”. Applying changes to that timer off course has consequences for the whole group. When you enable a speech timer for a group, an icon appears under the group name.

For more detailed information about this visualization, see Section 11.2.3.

## 11.3.6Synoptic ribbon

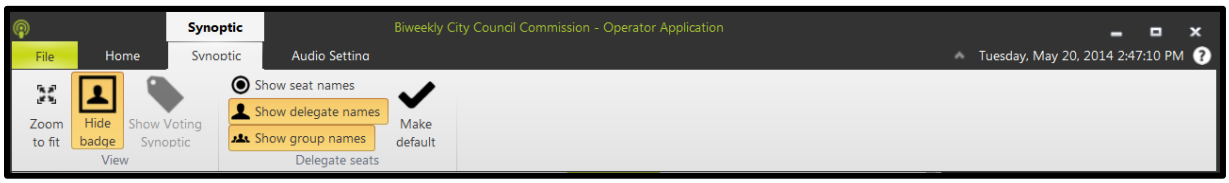



Figure 11-62 Synoptic ribbon

- “Zoom to fit”: To resize the names of the delegates in the synoptic view to fit in the visible area.
- “Hide badge”: In the synoptic view, units with badge reader are shown with a small rectangle (grey, green or red depending if the badge is present or not). With the “Hide badge” button you can choose not to show this.
- “Delegate seats”: Lets you choose what must be shown under the unit icons in the synoptic view.

Note that, when a voting is on-going, an additional button will appear here to switch between Voting and Microphone Synoptics:

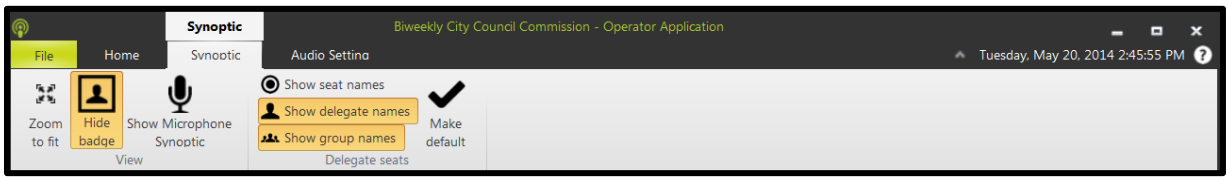



Figure 11-63 Synoptic ribbon

## 11.3.7Delegate ribbon

The Delegate ribbon allows you to show the Authority Overview for this meeting.

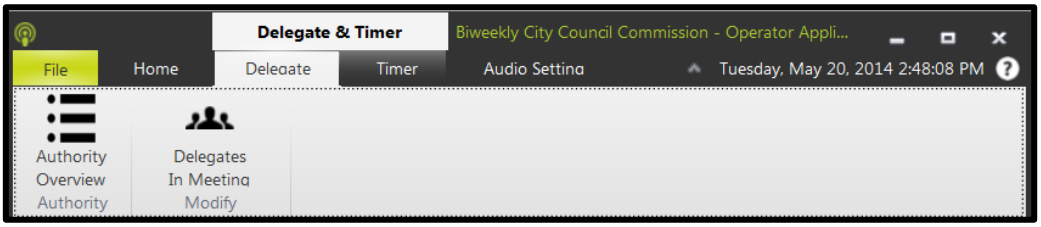



Figure 11-64 Delegate ribbon

The available dialogues here are described in Sections 11.2.3.1 and 11.2.3.2.

## 11.3.8Statistics ribbon

### *11.3.8.1 Switch statistics*

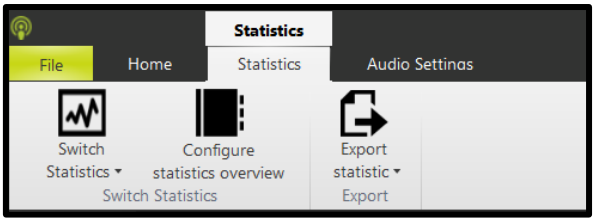



Figure 11-65 Statistics ribbon

In the statistics ribbon you can choose which Statistics you want to see in the overview. You can switch between Meeting statistics, Agenda statistics, Delegate statistics and Group statistics.

When clicking on Configure statistics overview a window pops up allowing you to change the data you want to see in that specific statistics overview. You can also choose the column you want to sort on and the sorting order.

In the following example the Agenda statistics are selected. When clicking on “Configure statistics overview” you see the following:

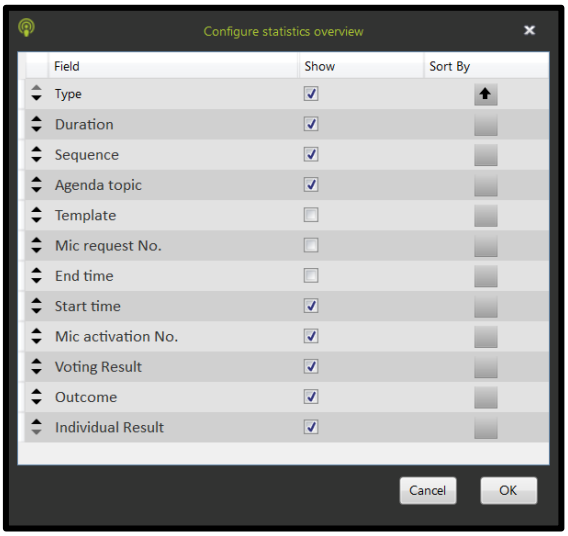



Figure 11-66 Step 2 Configure statistics overview window

You can select which statistics you want to show and then choose the column you want to sort on. With the small arrows on the left hand side of the screen you can drag the rows up or down to change the visualization order.

### *11.3.8.2 Export*

This button is only available when the "Configurable Import/Export" license module is activated. It allows you to choose a subset of the available meeting data and export it to Word, XML and generate a custom print report.

When you click on the button the following wizard appears:

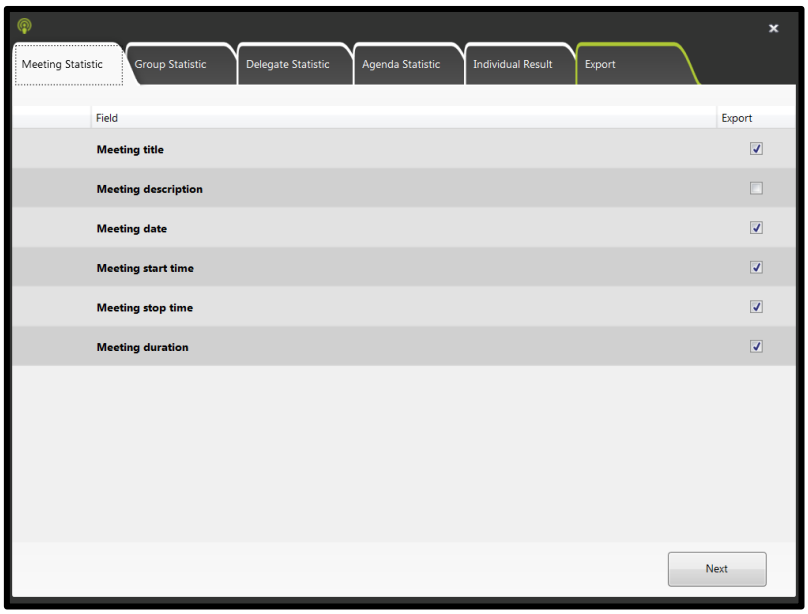



Figure 11-67 Step 3 Export statistics window

Here you can select which data from the Meeting statistics you want to export. The same is valid for the Group statistics.

For the Delegate statistics 5 fields are available where the data to be shown can be chosen. You can also choose on which data you want to sort the columns.

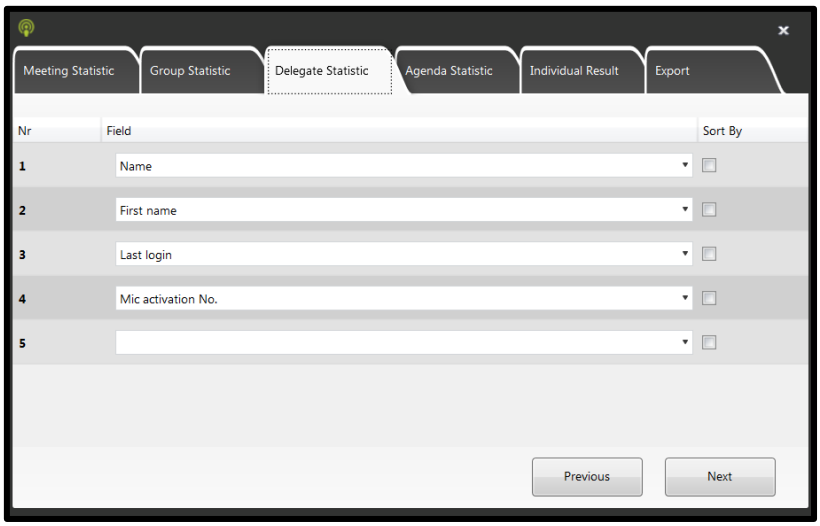



Figure 11-68 Step 4 Export Delegate statistics tab

In the Agenda statistics you can again select the data you want to export. The last field is “Individual results”. This is the individual voting results of that agenda topic. When you activate this checkbox another tab appears in the pop-up, called “Individual results”. There you can further specify the fields that must be shown when showing the individual voting results.

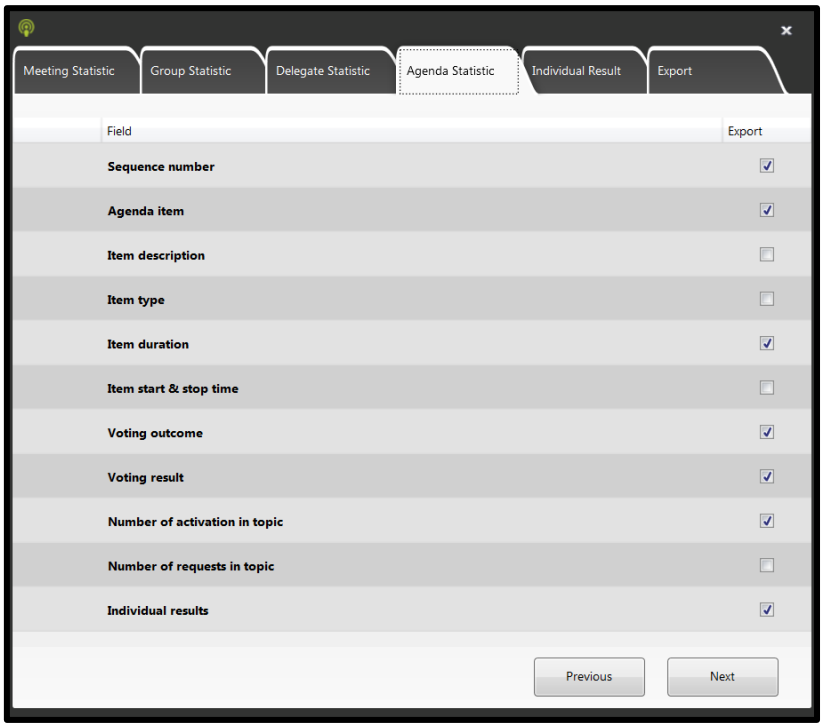



Figure 11-69 Step 5 Export Agenda statistics tab

The last tab in the pop-up is called Export:

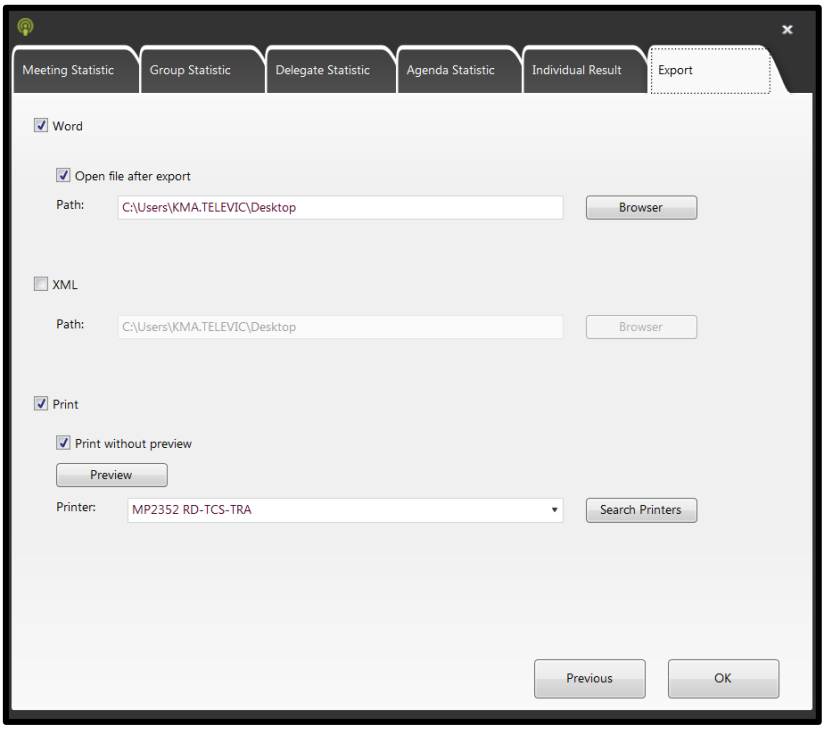
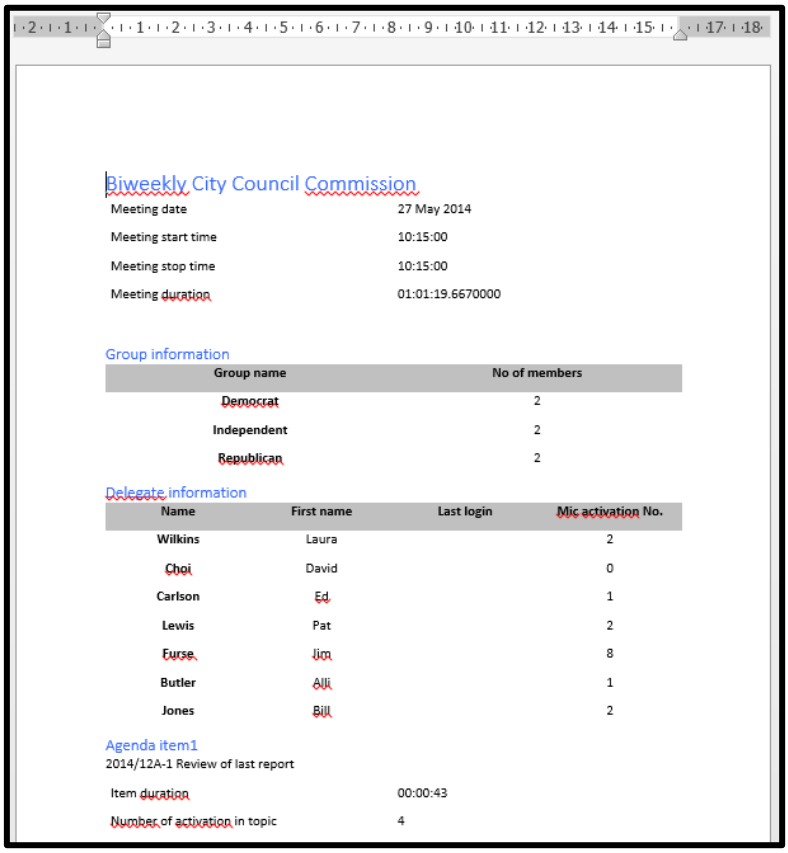



Figure 11-70 Step 6 Export choice tab

By clicking the checkboxes you can choose which formats you want to export to. Also specify the path where you want to save the files to. The filename uses the date and time of the export e.g.: 2014-5-27_10-27-48Statistic.docx

An example of the export to word is depicted underneath:



Biweekly City Council Commission

| | |
|---|---|
| Meeting date | 27 May 2014 |
| Meeting start time | 10:15:00 |
| Meeting stop time | 10:15:00 |
| Meeting duration | 01:01:19.6670000 |

Group information

| Group name | No of members |
|---|---|
| Democrat | 2 |
| Independent | 2 |
| Republican | 2 |

Delegate information

| Name | First name | Last login | Mic activation No. |
|---|---|---|---|
| Wilkins | Laura | | 2 |
| Choi | David | | 0 |
| Carlson | Ed | | 1 |
| Lewis | Pat | | 2 |
| Furse | Jim | | 8 |
| Butler | Alli | | 1 |
| Jones | Bill | | 2 |

Agenda item1
2014/12A-1 Review of last report

| | |
|---|---|
| Item duration | 00:00:43 |
| Number of activation in topic | 4 |

Figure 11-71 Example of the export to Word

In the “Print” you can specify the printer you want to use to do the printing.

## 11.3.9Screen control ribbon

This ribbon allows the operator to perform actions with relation to the Screen Control. The following figure shows the ribbon:

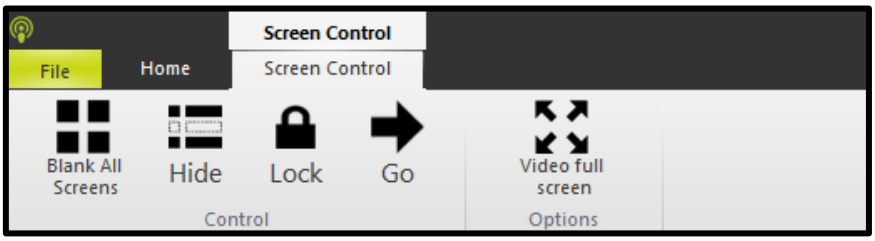



Figure 11-72 Screen control ribbon

The buttons available are described in Section 11.2.6

## 11.3.10 Messages ribbon

The “Messages” ribbon contains functionality related to the sending and receiving of messages to/from delegates and other Operator Applications.

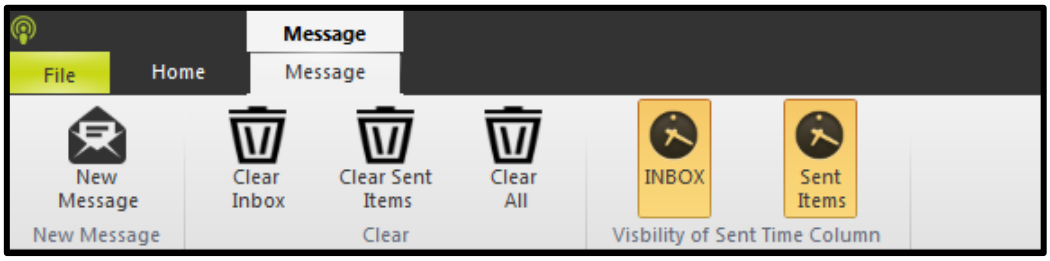



Figure 11-73 Messages ribbon

The controls available are:

- New Message: this allows you to create a new message using the controls described in Section 11.2.7.
- Clear Inbox: this button will clear the Inbox after confirmation.
- Clear Sent Items: this button will clear the Sent Items after confirmation.
- Clear All: this button will clear both received and sent items after confirmation.
- Visibility of the Sent Time column: with these two buttons you can either show or hide the column “Sent Time” in the Inbox and Sent Items-column.

### 11.3.11 Documents ribbon

This ribbon allows you to manage the documents that are contained in the meeting.

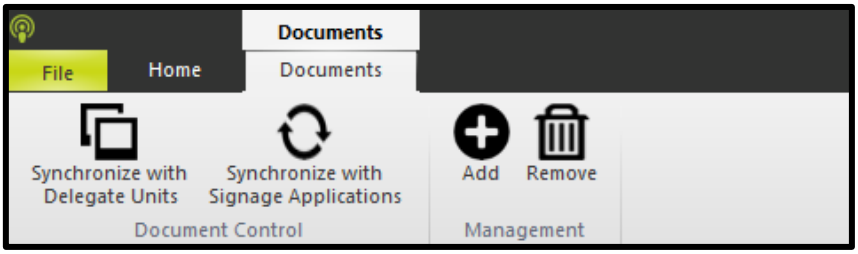



Figure 11-74 Documents ribbon

The following actions are available:

- Synchronize with Delegate Units: this is a toggle button that activates a mode where the view of your Operator Application is the same as the delegate units. The interactive delegate units will automatically put the selected document to full screen, and follow the focus of the Operator Application. This facilitates the viewing of documents by everybody in the room. Note that the scrolling only starts at the top of the page.
- Synchronize with Signage Applications: this feature shows the document currently in the Operator Application full screen in the Signage Application. When scrolling through the document, the Signage Application will scroll accordingly.
  Note that the scrolling only starts at the top of the page.
- Add: adds a new document to the current meeting, using steps described in Section 10.12.2.
- Remove: removes the selected document from the current meeting.

# 11.4 Diagnostics information

In the bottom part of the screen you find some diagnostics information.

By clicking “Connections” 

a pop-up screen appears with the status of the connections.

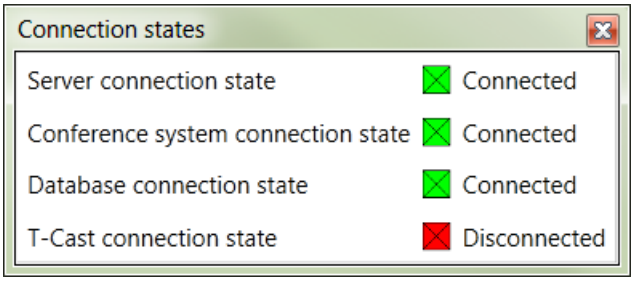



Figure 11-75 Connection states pop-up

When for some reason a connection would get lost then the “Connections icon” will turn orange. 

In this example the T-Cast connection is not activated so this does not trigger a lost connection.

By clicking “Faults” 

a pop-up appears with a list of faults. The ones in green are resolved problems. By clicking “Remove all problems” you can clear the list. Clicking “Remove resolved problems” only clears the “green” problems. When a problem occurs the “Faults icon” turns red and a message appears. See figures below.

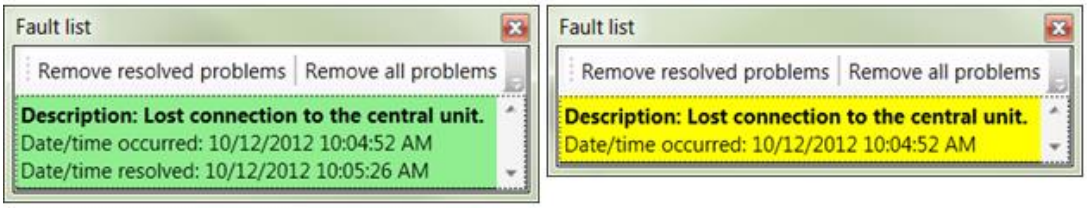



Figure 11-76: Fault list

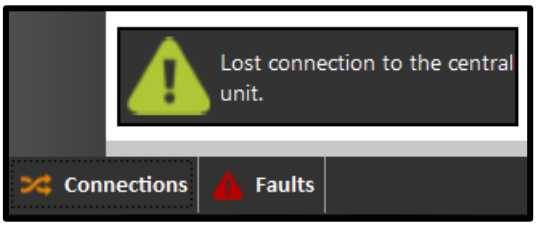



Figure 11-77 Message popping up after fault

In the right bottom corner some information can be found such as the meeting title and the used database. There you also have the possibility to log out of the application by clicking “Logout admin”.

## 11.5 General functions and hot keys

This section contains a number of general functions and hot keys that are available within the Operator Application. These hot keys are at your disposal:

- In the upper right corner of the synoptic, there is a zoom control with the following actions available:
  - Mini-map: click to drop down or disappear.
  - Slider: allows to zoom in and out.
  - Zoom to fit: click to have the synoptic fill the available area.
- CTRL+wheel mouse up/down: zoom in/out. You can also use the slider on the upper right corner of the viewer.
- Left-click on any microphone/seat icon to activate it. Note that some operator modes will not allow the microphone to be switched on.
- Right-click on any microphone/seat icon to have a context menu which allows you to activate the microphone, or put the microphone in request.
- Hold down Control and right-click on any microphone to put it in request. Note that some operator modes and central units may not allow a microphone to be put in request.
- Press the Num Pad “+” key to activate the first microphone in the request; this is similar to pressing the “Next”-buttons.

# 12 Signage Application

This is the application that can be used to show to the delegates in the meeting room what is going on in the meeting. The floor plan, microphone activity, agenda etc. can be displayed. An example of such a screen is shown below.

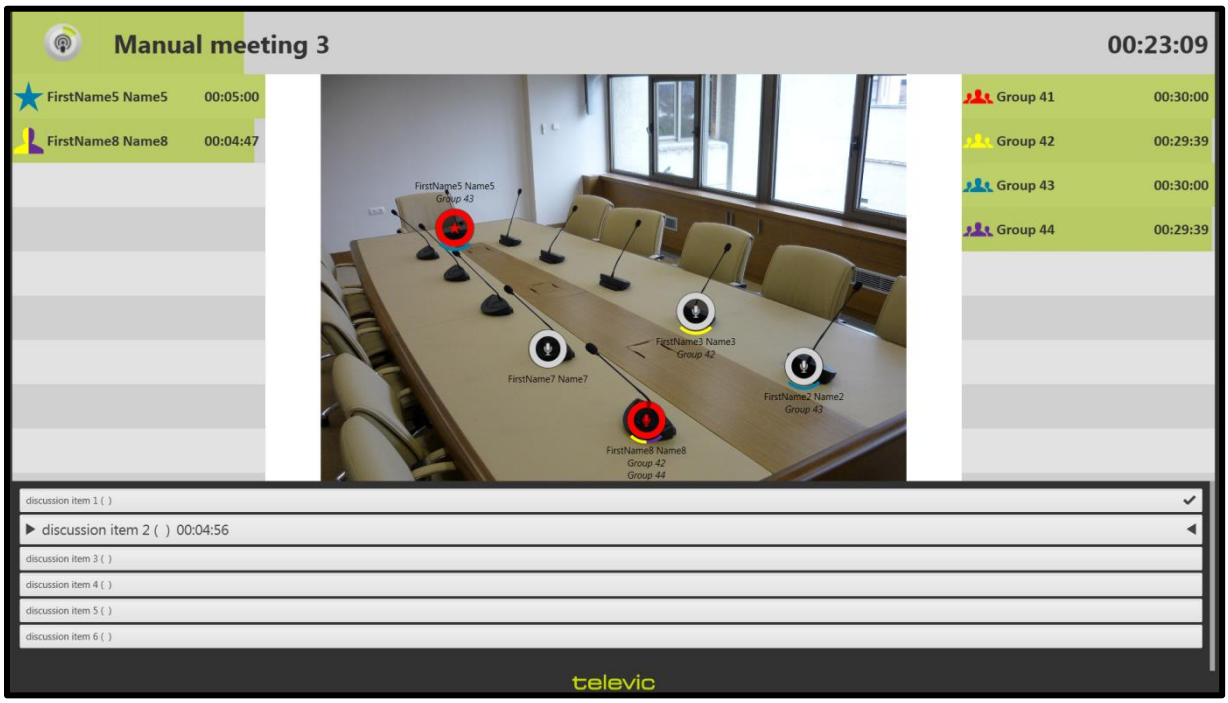



Figure 12-1 Signage Application: example

This Signage screen in this figure shows the following items:

- At the top: title of the meeting and meeting timer.
- On the left: speaker list and delegate speech timers.
- On the right: group list and group speech timers.
- In the middle: synoptic view of the room with microphone activity.
- At the bottom: agenda with current agenda item.

Additionally, the Signage Application also has the following capabilities:

- The showing of voting results in various layouts: on the synoptic, in a textual/list view, overview as bar graph and pie chart.
- Adapt the colour, layout and font sizes of the components shown.
- Configure background and logo.

## 12.1 Signage wizard

This is the place where the entire configuration to the Signage Application is done. The Signage wizard can be accessed in the following ways:

- It is shown automatically when the Signage Application is started for the first time.
- When the following login dialog is shown, you can show the wizard by clicking on the “Cancel”-button:

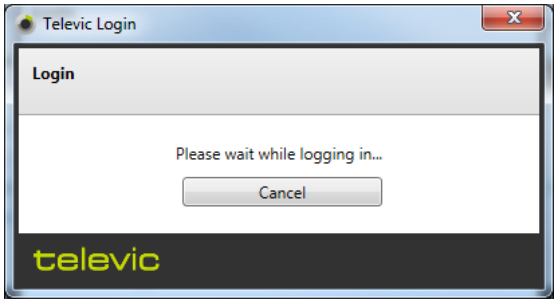



Figure 12-2 Signage Application: Automatic login window

- There is a hotkey that shows the Signage wizard when the Signage Application is activated (this means you have clicked somewhere on the application). The default of this hotkey is CTRL+W
  Note however, that this hotkey can be changed in the Signage wizard.

### 12.1.1Choose the room

When first starting the Signage Application (or afterwards when configuring), the signage wizard is displayed. This allows you to enter all the settings necessary to let the signage function as you wish.

Refer to section 8.1 for a description of the login-component; this is also shown in the figure below.

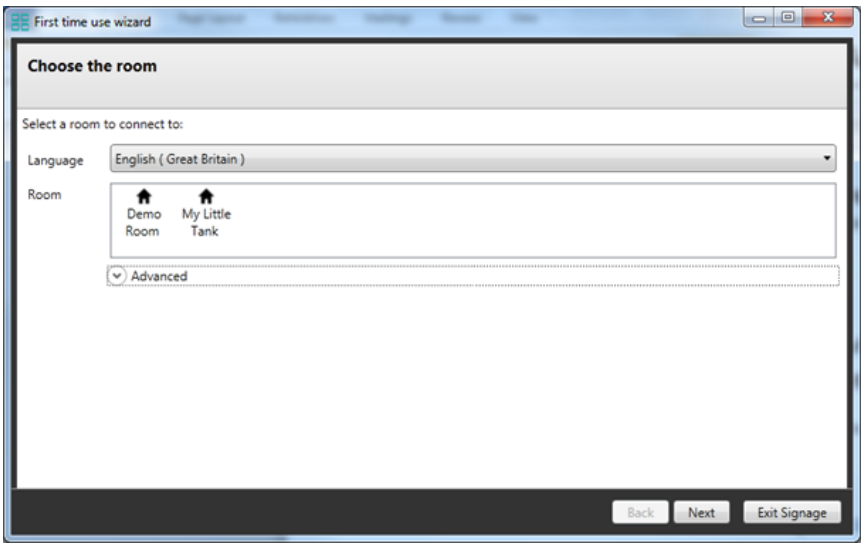



Figure 12-3 Signage Application: Choose the room

Note that the first screen of the Signage Application will look like the following figure, if you have configured to connect to any room in the past. The figure shows that this Signage Application has been configured to connect to the “Simulated 500 Room”. To change the room that this Signage Application will connect to, click the “Change the Room” button to get the view in the figure above.

Note that the language selection of the Signage Application also happens in the expanded version of this page (figure above).

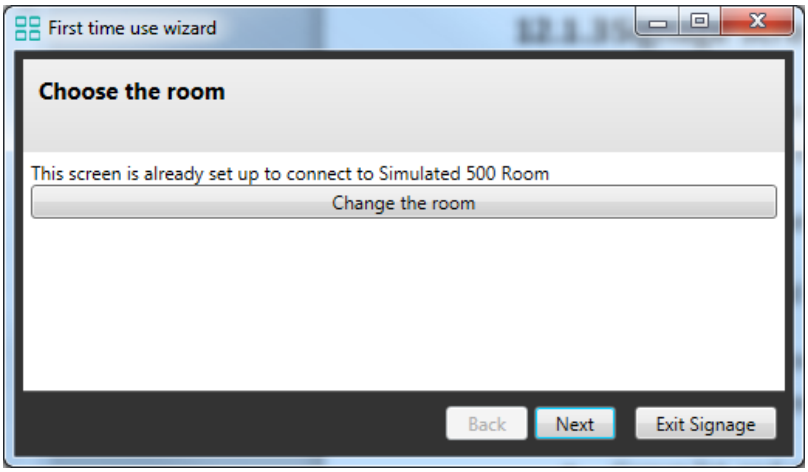



Figure 12-4 Signage Application already configured

## 12.1.2Choose which screen to use

If multiple screens are connected to this computer, you can choose in the next step on which the Signage Application is displayed; see figure below.

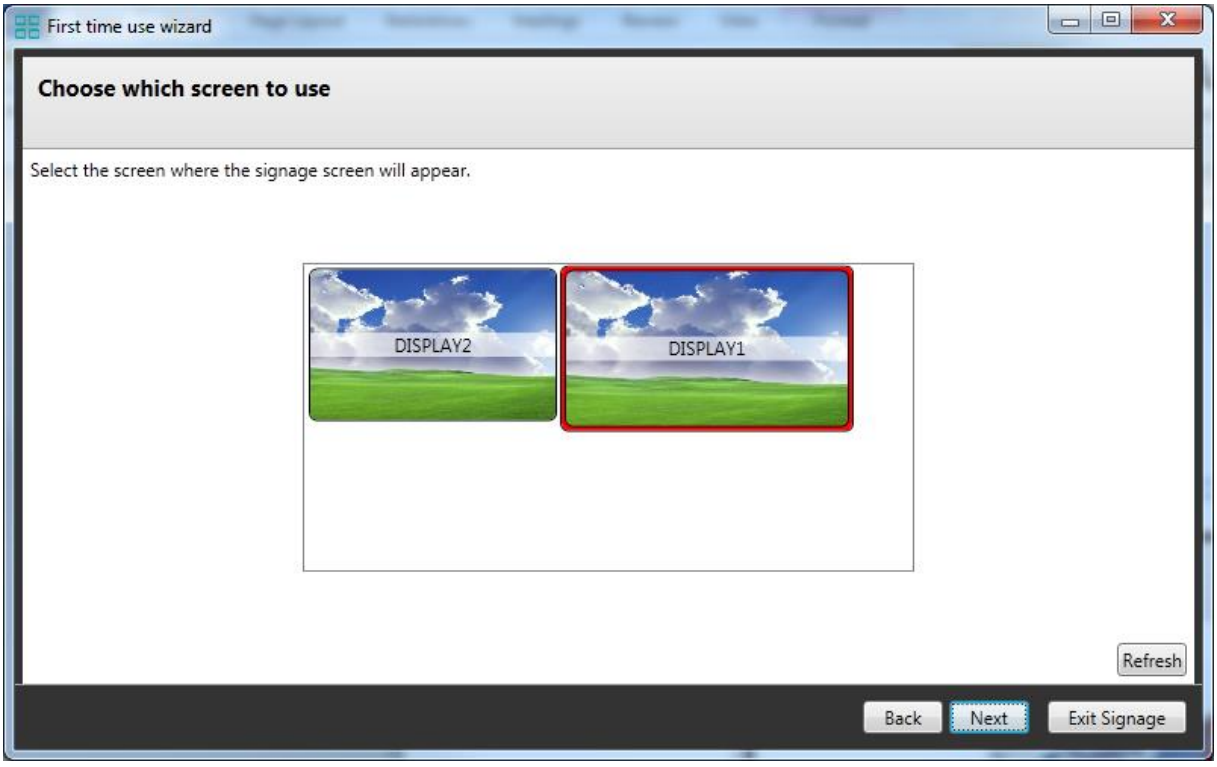



Figure 12-5 Signage Application: Screen selection

## 12.1.3Signage screen layout

The next screen lets you determine the layout of the signage screen, as shown in the figure below.

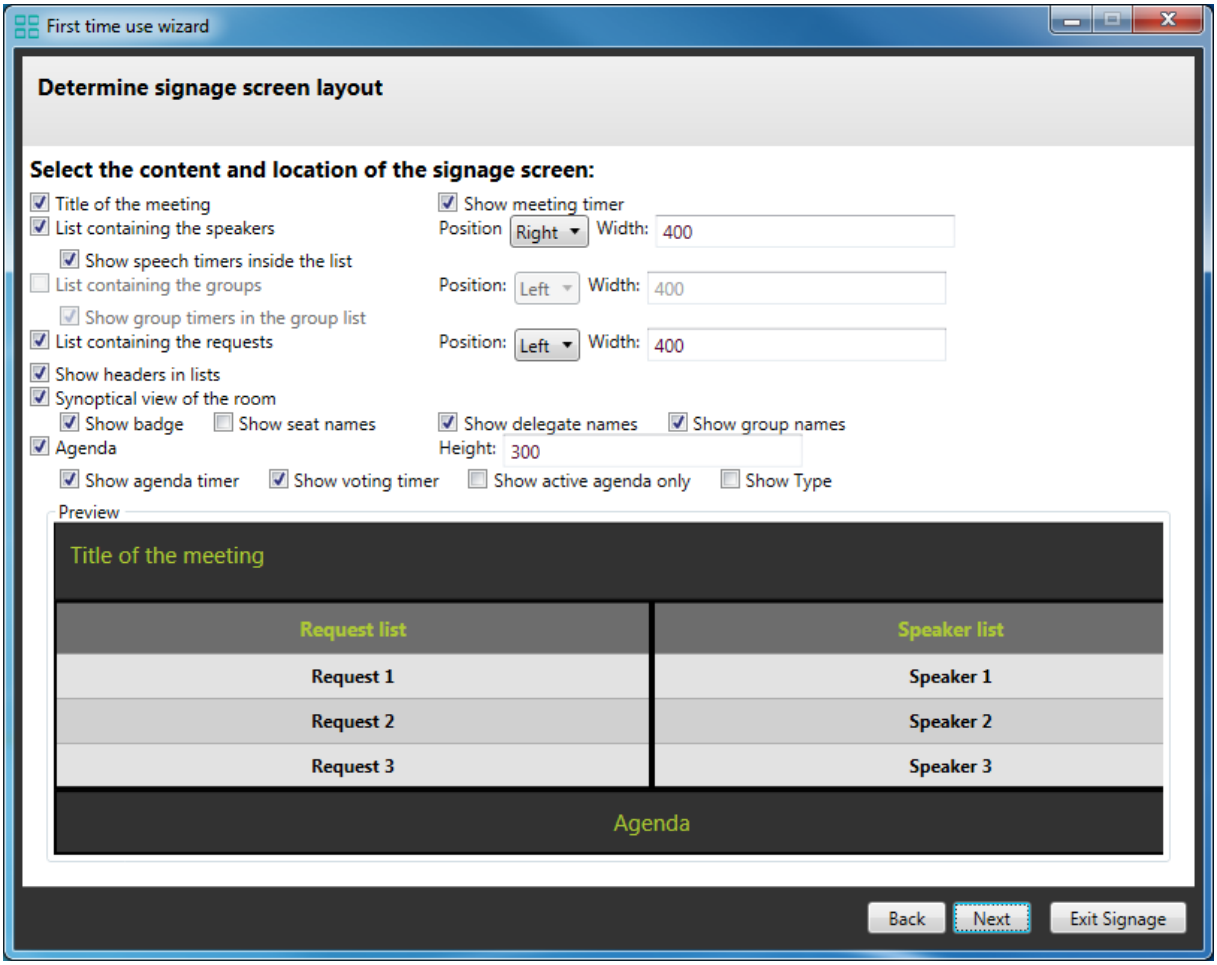



Figure 12-6 Signage screen layout

Check the boxes to select if these components will be present on the screen:

- Title of the meeting and meeting timer
- Speaker list and speaker timers
    - Here you can indicate the position of this component on the screen (Left or Right) and the width of this component (in pixels).
- Group list and group timers
    - Here you can indicate the position of this component on the screen (Left or Right) and the width of this component (in pixels).
- Request list
    - Here you can indicate the position of this component on the screen (Left or Right) and the width of this component (in pixels).

*Note that only 2 of the previous 3 lists can be shown simultaneously.*

- Show the headers in the lists shown. This will hide or show the headers “Speaker List”, “Request List” and “Group List”.
- Synoptic view of the room
    - Enable or disable the badge status of the units in the room: this will show or hide a small rectangle next to the units with badge reading capability, indicating:
        - Green: for valid badges, inserted on the correct location.
        - Red: for invalid inserted badges.
        - Grey: for locations where no badge is inserted.
    - Show seat names: show or hide the names of the seats on the synoptic.
    - Show delegate names: show or hide the names of the delegates on the synoptic.
    - Show group names: show or hide the names of the groups on the synoptic.
- Agenda of the meeting and agenda timer
    - Here you can also indicate the height of this component(in pixels).
    - The following check boxes are available
        - Choose whether you want to show the agenda timer
        - Choose whether you want to show the voting timer
        - Show the entire agenda, or show the active agenda only.
        - Show the type of the agenda items

At the bottom of the screen, a preview is given of the Signage screen.

### 12.1.4 Customize Signage Screen Font Size

The following page allows you to configure various font sizes.

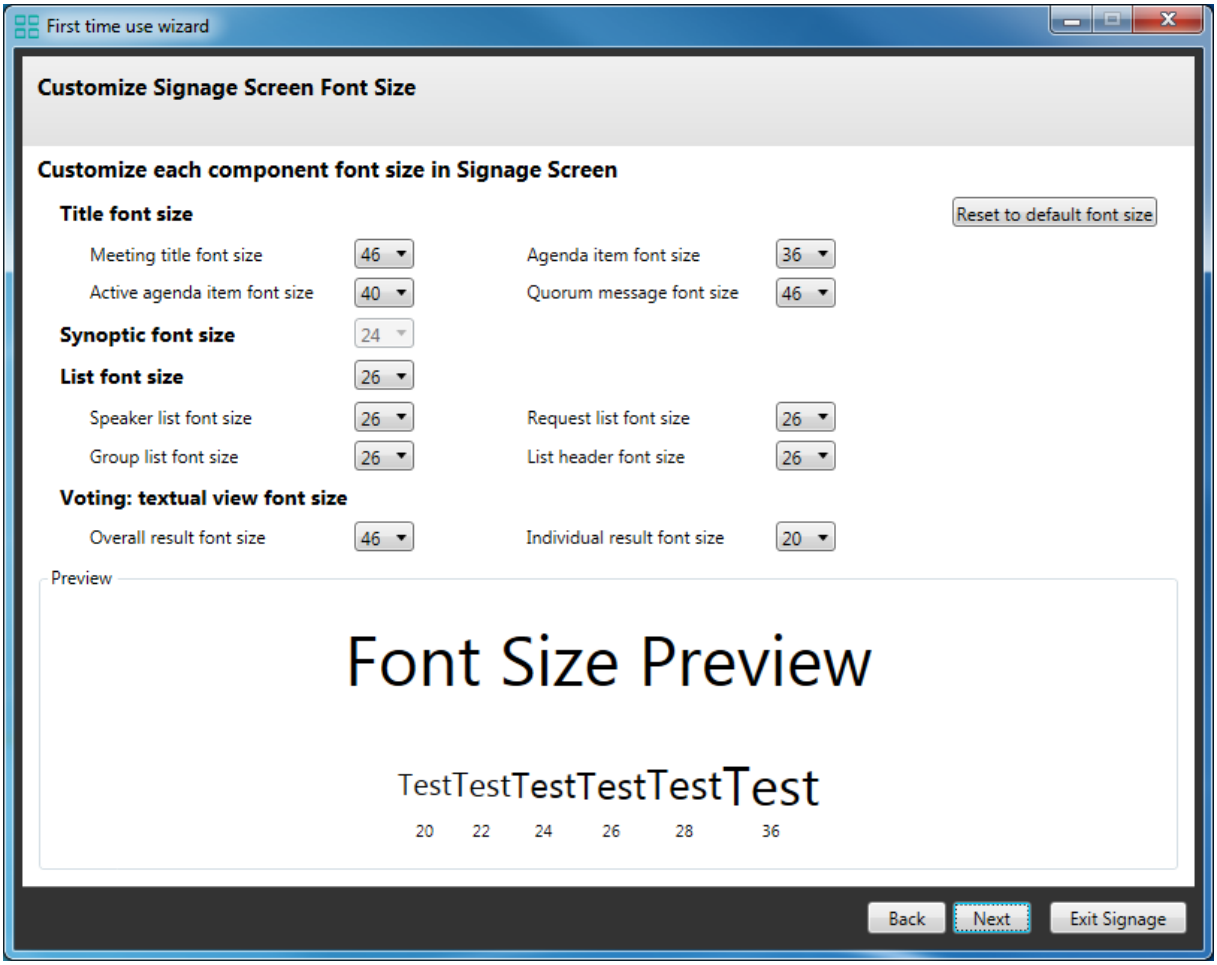



Figure 12-7 Customize Signage Screen Font Size

The following font sizes are available:

- Meeting title font size
- Agenda item font size
- Active agenda item font size
- Quorum message font size.
- Synoptic font size: this is a read-only attribute. It is defined for all views on the synoptic in the Room Configurator. See Section 9.5.2 to set and change this.
- List font size: this is an overall setting that controls the four following settings. Note that they can also be changed individually.
    - Speaker list font size
    - Request list font size
    - Group list font size
    - List header font size
- Voting: textual view font size
    - Overall result font size
    - Individual result font sizeIn the upper right corner, there is a button to reset all font sizes to the default.

At the bottom of the screen, a preview is shown of the latest font size selected and changed, as well as various font sizes.

### 12.1.5 Customize Signage Screen Colours

The next page allows you to configure the colours shown in the Signage Application:

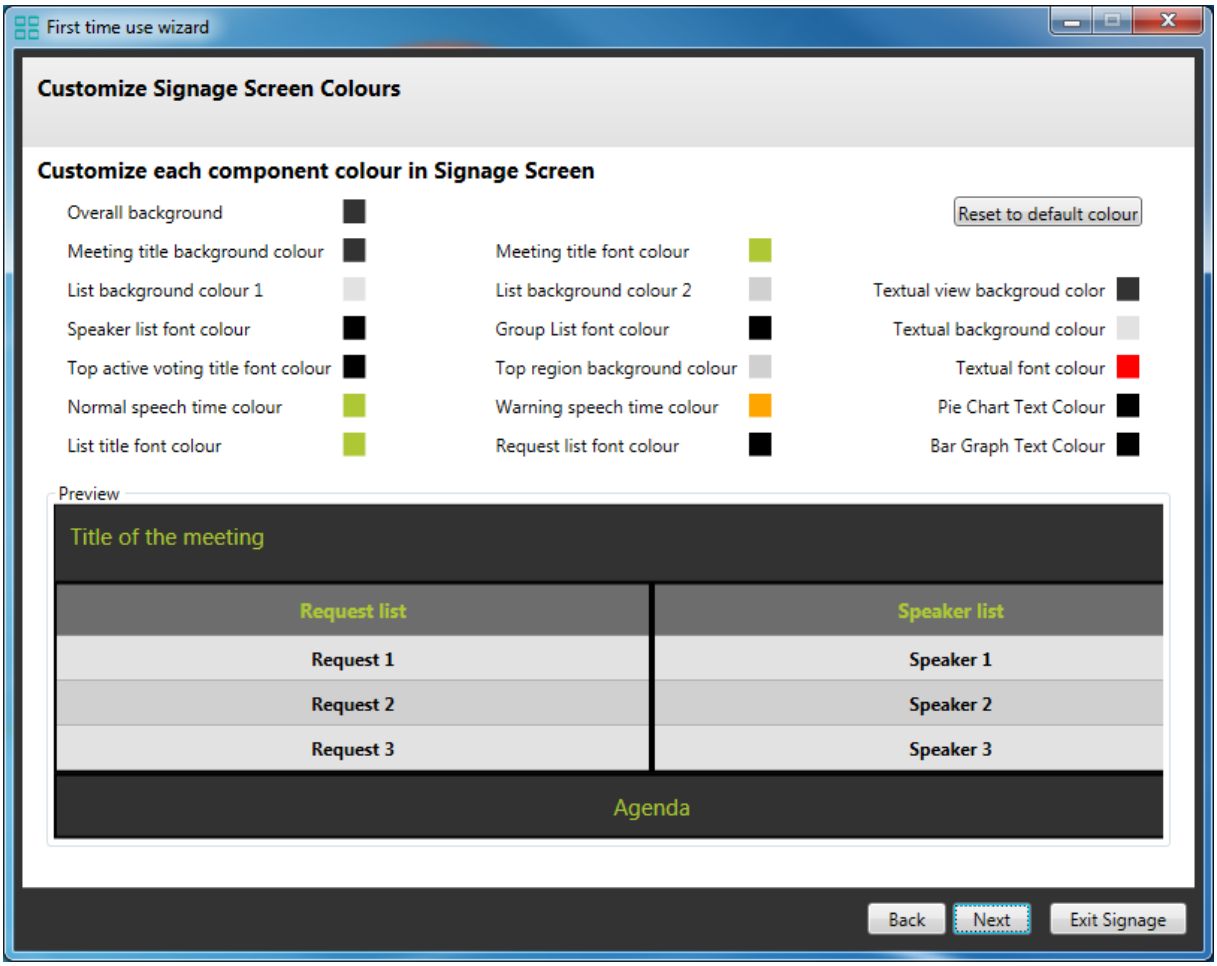



Figure 12-8 Customize Signage Screen colours

Each of the coloured squares can be clicked upon and changed to change the colours used in the Signage Application. An example is shown below:

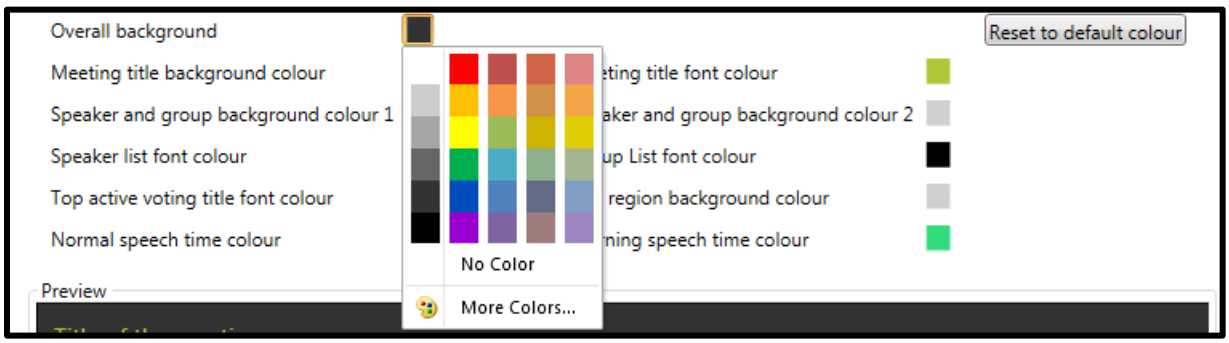



Figure 12-9 Customize Signage Screen colours

The function “More Colours” can be used to specify colours not shown already.

At the top right there is a button that will reset all the settings to the default colour.

### 12.1.6Voting Display Options

This screen is only available when the Voting license module is activated.

In this screen, you can specify – for the current Signage screen – what should be shown in which phase of the voting. There are three voting phases:

- Voting Not Started: the normal situation, when no voting session is active.
- Voting Started: the situation where a voting session is active; the delegates are able to vote.
- Voting Stopped: the final situation, in which the results of the voting are shown.

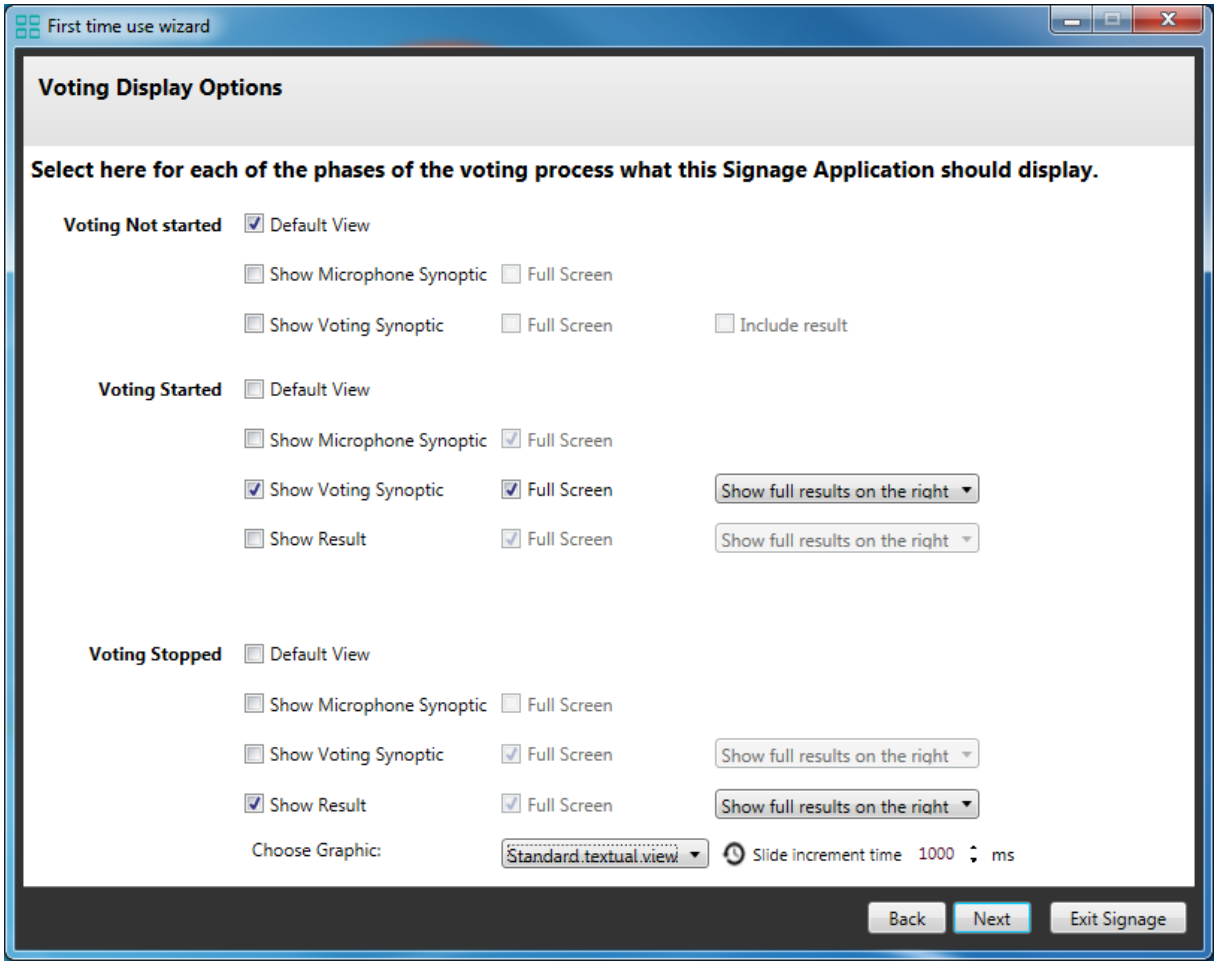



Figure 12-10 Signage voting screen layout

In each of these phases, you can select which of the following visualisation to show on the Signage screen, unless indicated otherwise:

- Default View: this is the view that was configured in the previous screen (see Section 12.1.3).
- Show Microphone Synoptic: only show the Microphone Synoptic view of the room. During a voting procedure, the microphone activity will be shown, but no voting info.
    - There is an option Full Screen here to show this component full screen, without any additional lists or agenda.
- Show Voting Synoptic: this is similar to the Voting Synoptic described in 11.2.2.6. It shows the synoptical view of the room, with the votes colouring the places of the microphone symbols. Colours of the groups of the relating delegates are shown in a circle around. There are 2 options present here:
    - Full Screen: show this component full screen
    - Include result: Here 3 choices are available:
        - Don't show the results
        - Show totals at the bottom: this is only available in the 3-column Textual View: this is a customer-specific option that has to be enabled in the Server configuration wizard: see Section 7.1.5
        - Show full results on the right: this will show, on the right side of the screen, the result of the vote, as shown in the figure below:

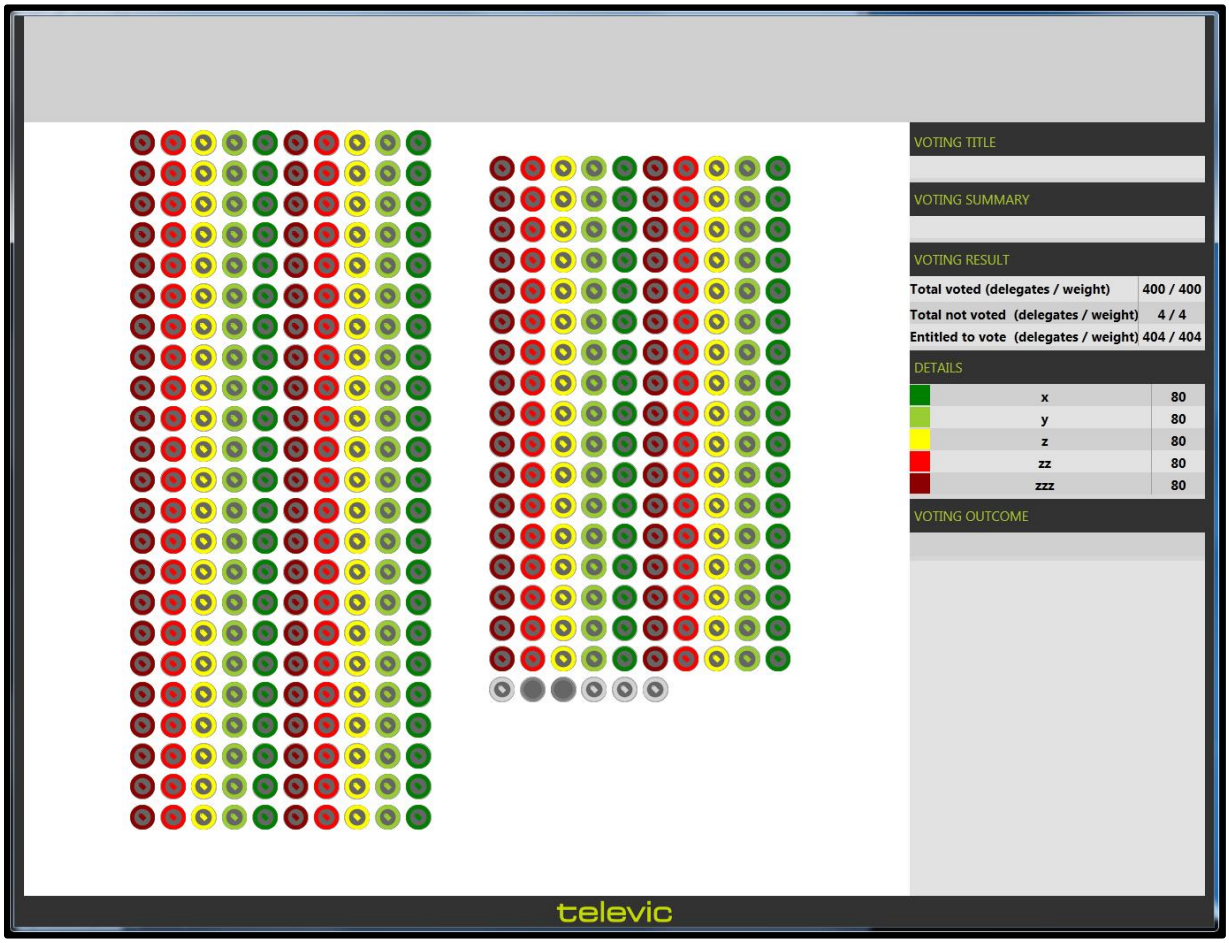



Figure 12-11 Signage example: Voting synoptic with result

- Show Result: select this to show the voting results. Some additional options are available here:
    - Full Screen: show this component full screen.
    - Visualisation of the result: the following options are available to show the overall/total results:
        - Don't show results
        - Show full results on the right
        - Show totals at the bottom
    - Choose Graphic: Here you can select which visualisation of the result you want to see on the screen. Possibilities are very similar to those available in the Operator Application:
        - Textual View
            - Standard
            - Sorted by group
            - Sorted by vote choice. Note that this view is not available during voting, only after the voting has finished.

          The font size of the textual views can be controlled using the setting "Voting: textual view font size" in the wizard step that allows to set the font sizes: see Section 12.1.4.
        - Horizontal Bar Chart
        - Vertical Bar Chart
        - Pie Chart
        - 3-column Textual View: this is a customer-specific option that has to be enabled in the Server configuration wizard: see Section 7.1.5.
    - Slide increment time: this is a feature that will slowly slide the screen to the right if the textual voting results are too large to put all on one screen. Here you can adjust the speed of the sliding action to the right. The higher you set this number, the slower the screen will slide to the right. Choose a number between 1 and 1000 ms.

The figures below illustrate the Vertical Bar Chart and the textual view:

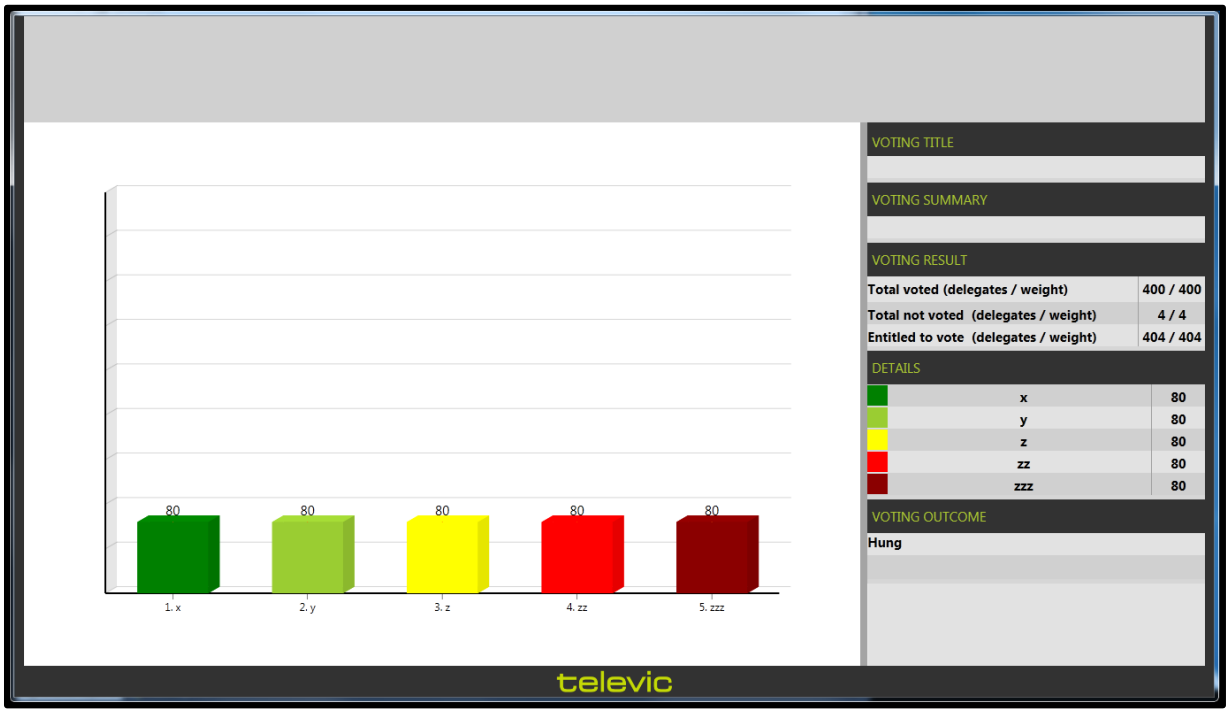



Figure 12-12 Signage example: Vertical Bar Chart.

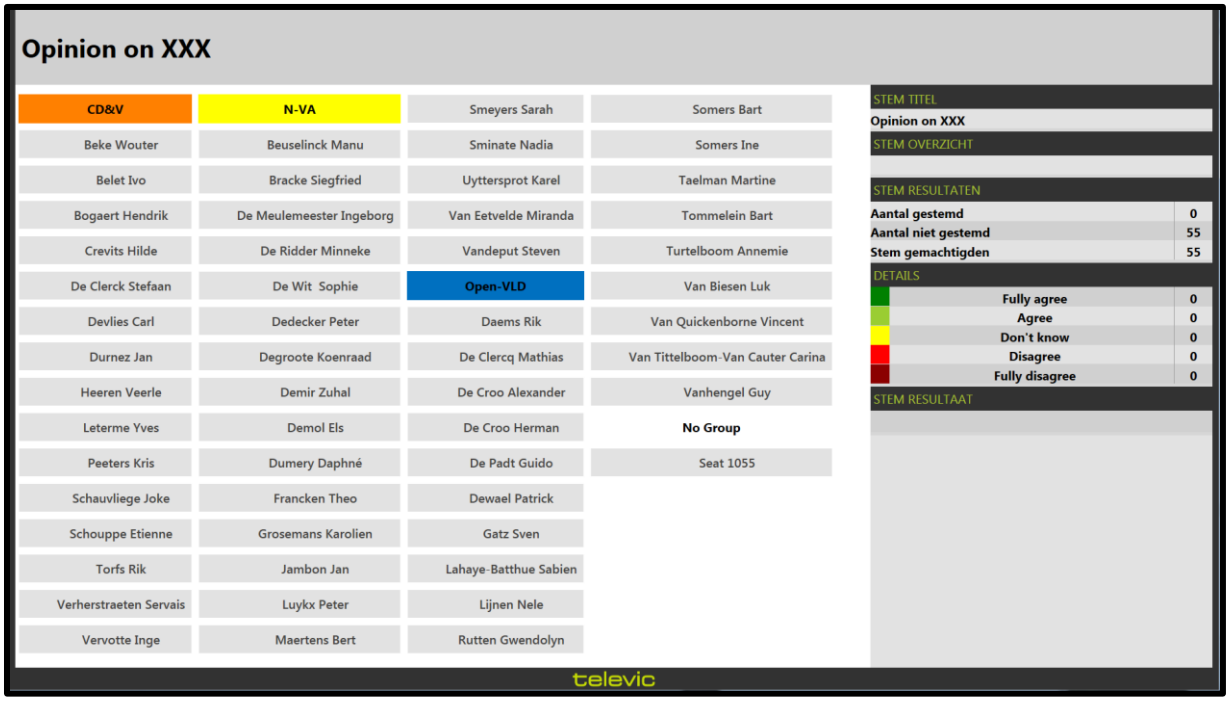



Figure 12-13 Signage example: Textual view sorted by group, not voted.

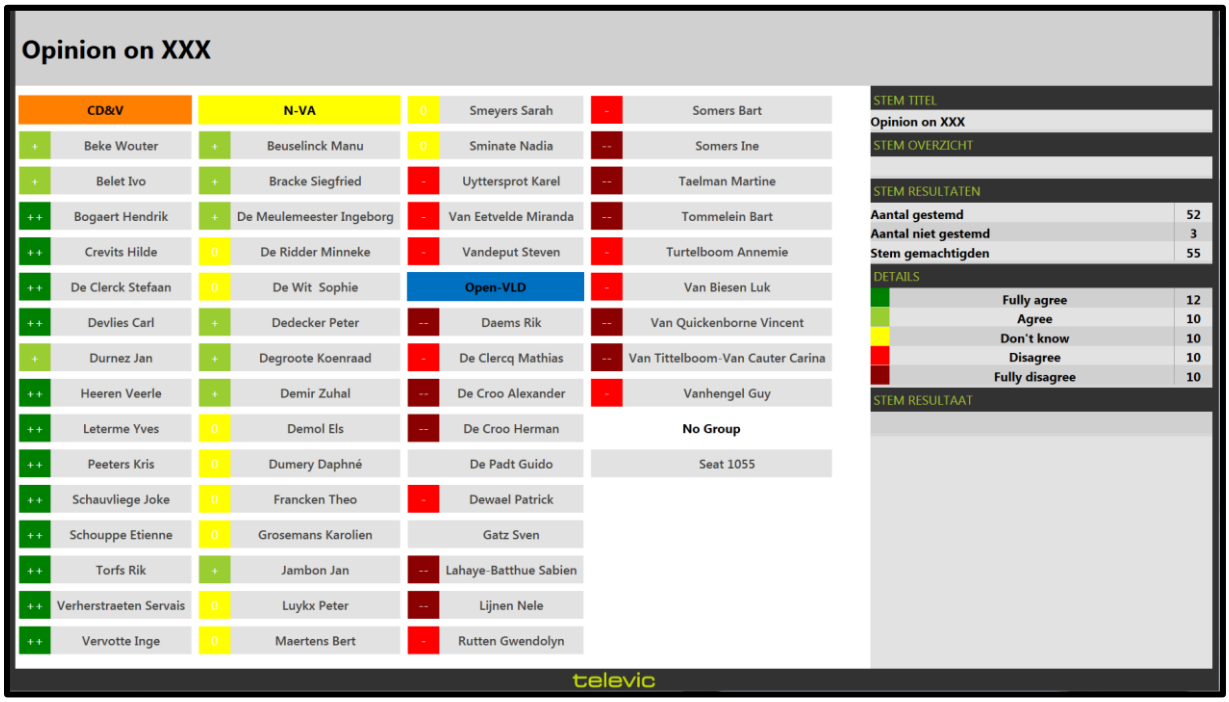



Figure 12-14 Signage example: Textual view sorted by group, voted.

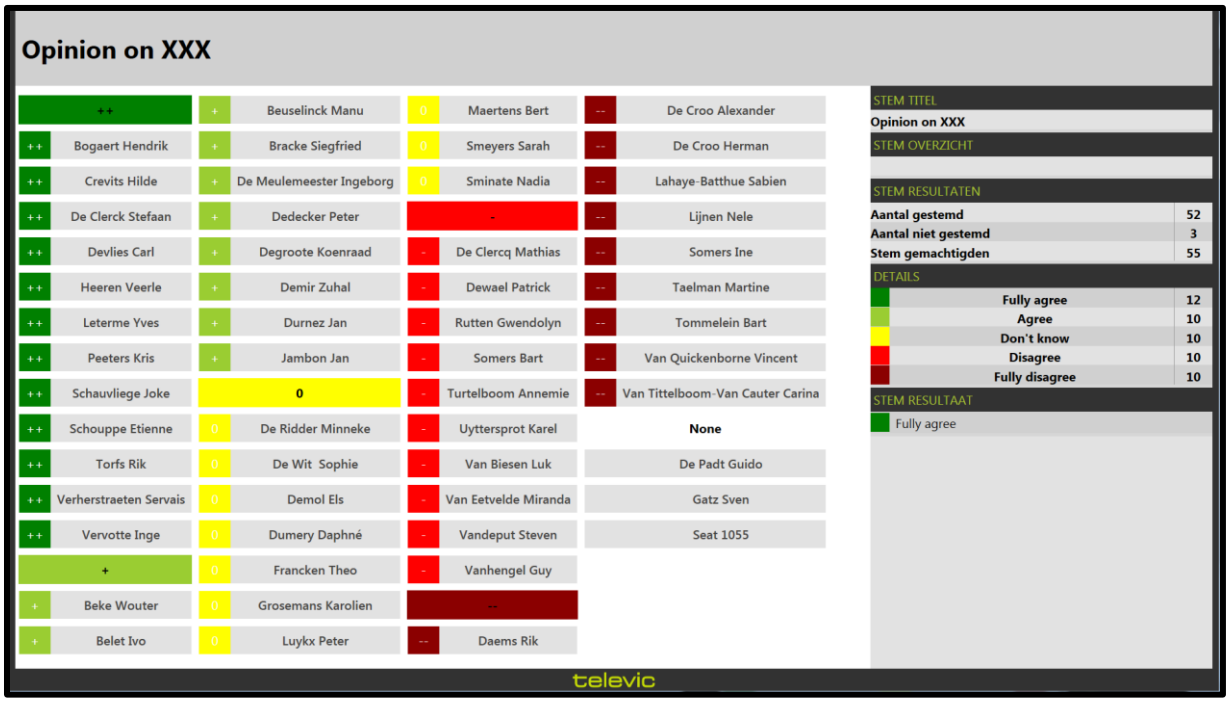



Figure 12-15 Signage example: Textual view sorted by vote choice, voted.

## 12.1.7Automatically start Signage Application

The next screen presents you with a checkbox specifying whether the Signage Application should start when Windows starts. This can be convenient for computers which are solely used for signage functions.

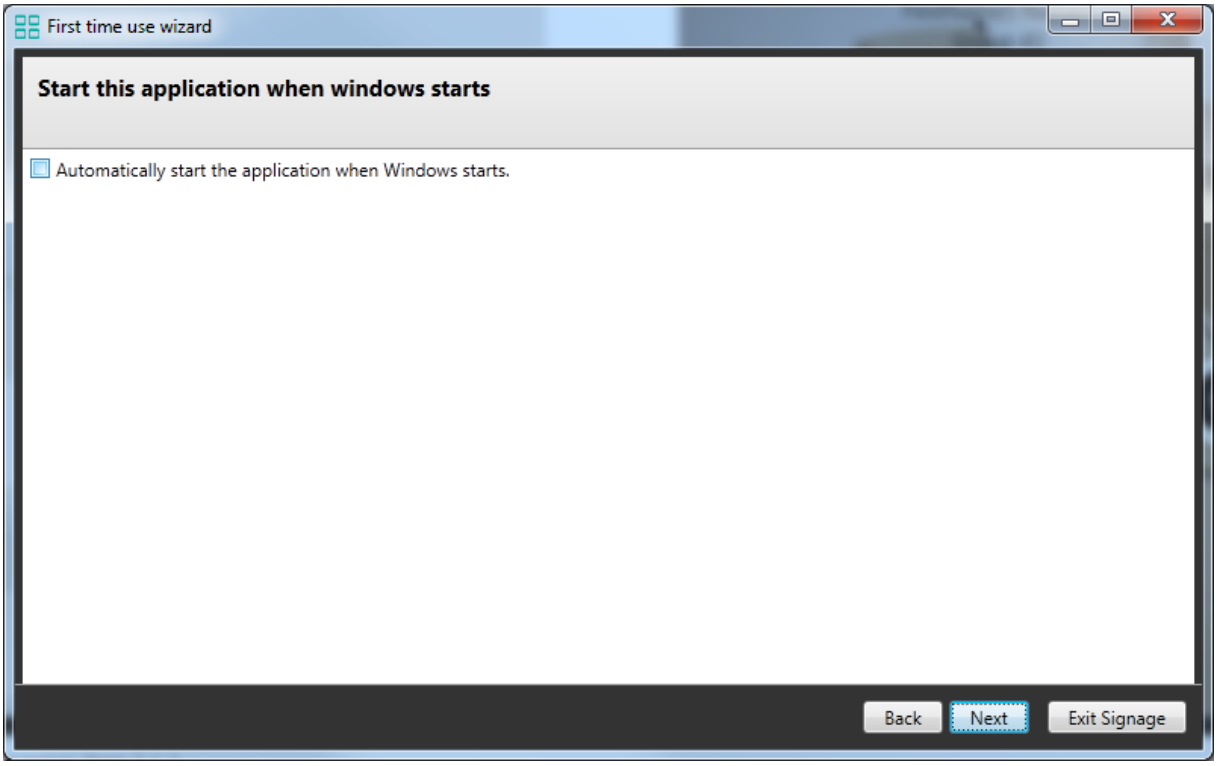



Figure 12-16 Automatically start Signage Application

## 12.1.8Choose the blank screen

The blank screen is used to display when there is no meeting information to display. This is when no meeting is started, the meeting is paused, or no connection with the server can be established.

This can e.g. be the logo of the company or meeting centre.

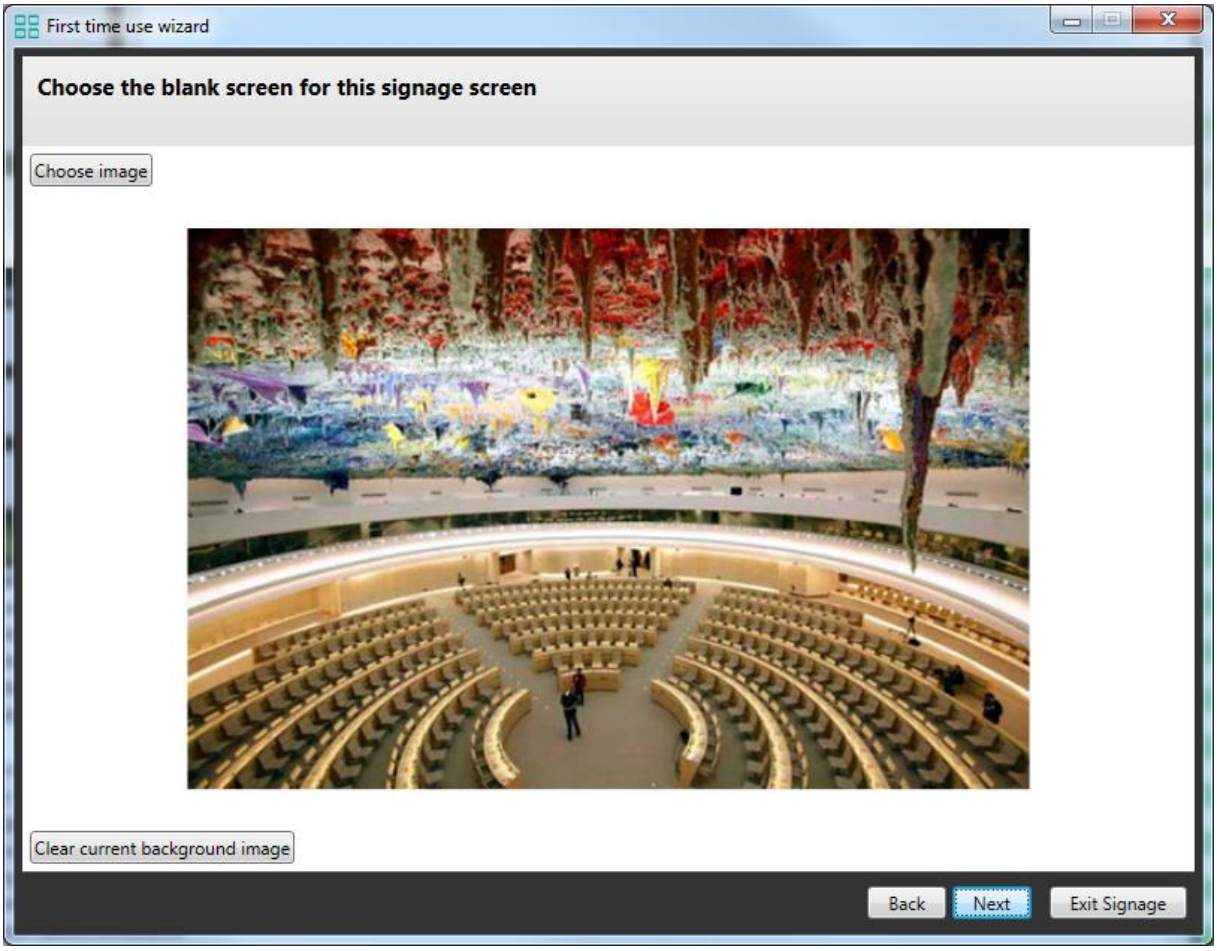



Figure 12-17 Blank screen

## 12.1.9 Signage Logo

The next page allows you to select the logo that is shown at the bottom of the Signage screen. By default, this is a Televic-logo. Here you choose a new image or clear the current background image.


Figure 12-18 Set Signage Logo

### 12.1.10 Key combination

Since the Signage Application functions in full screen, a key combination is required to bring up the wizard again and configure the Signage Application. By default, this is CTRL+W.

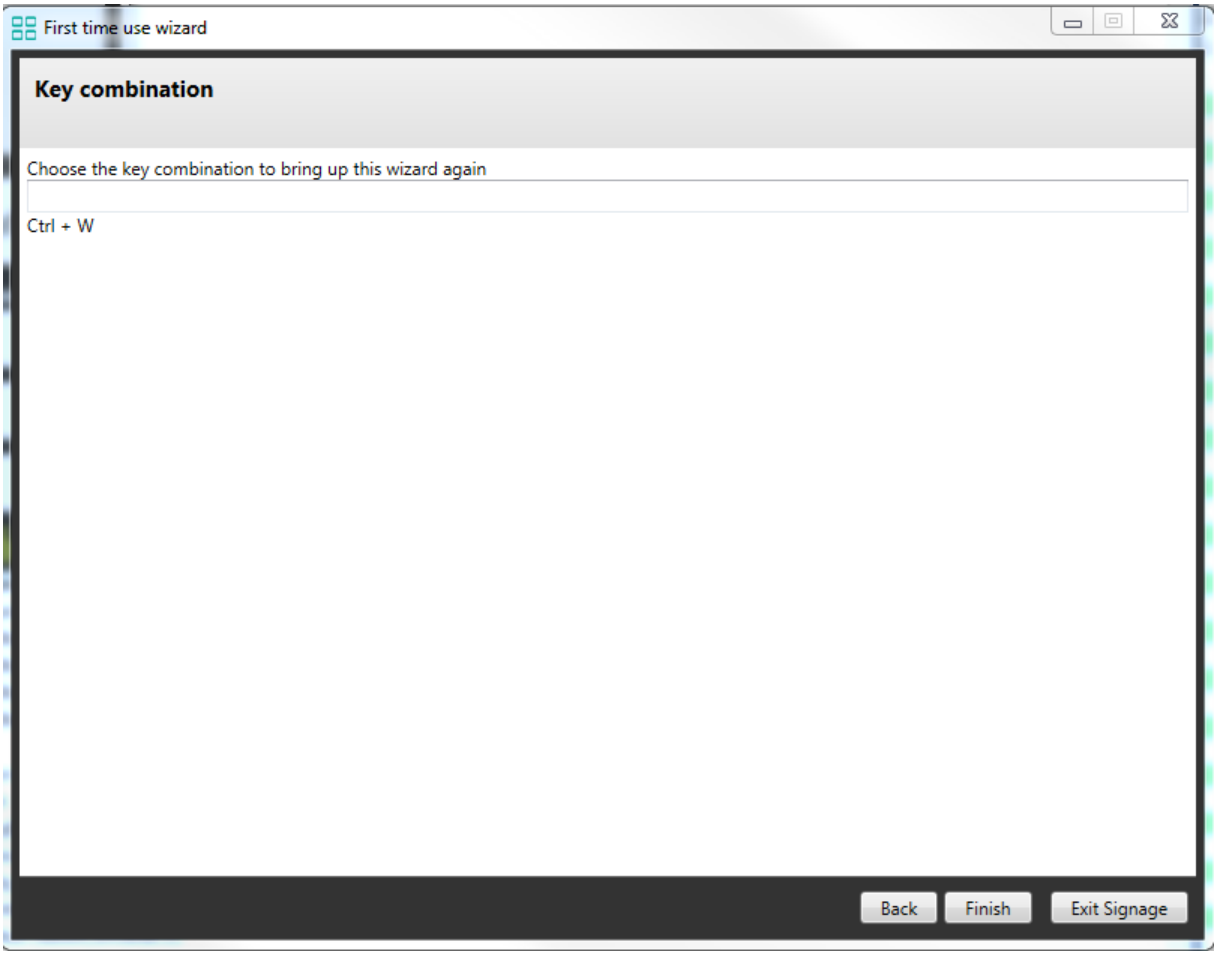



Figure 12-19 Fault list window

## 12.2 Closing the signage

The Signage Application can be closed by pressing Alt+F4 when the application is active.

Alternatively, in each of the wizard steps, a button “Exit Signage” is present in the bottom right corner.

Note that a popup window will ask for verification to avoid the unintended closing of the Signage.

## 12.3 Starting the signage

If the Signage Application has been configured once (as shown in Section 12.1), then this configuration is saved. Each time the Signage Application starts after that, it will automatically re-use the settings entered previously. This facilitates the use of the Signage Application on a stand-alone computer showing information to the delegates on a large screen in the room.

# 13 Audio Application

This application allows you to configure the audio routing in the Televic Plixus Multimedia Engine. This includes the following actions:

- Creating groups of audio input and output components (microphones, auxiliary input/output, Dante input/output, …)
- Visualising the various routing groups as a matrix
- Controlling the audio routing matrix

All of the audio settings at any one time are defined as an **audio configuration**. This includes the following:

- A set of audio routing input groups
- A set of audio routing output groups
- A matrix resulting from the previous two data-sets, and the settings of this matrix.

## 13.1 File menu

The File menu of the Audio Application allows you to show, open and save audio configurations. The basic view is shown in the figure below.

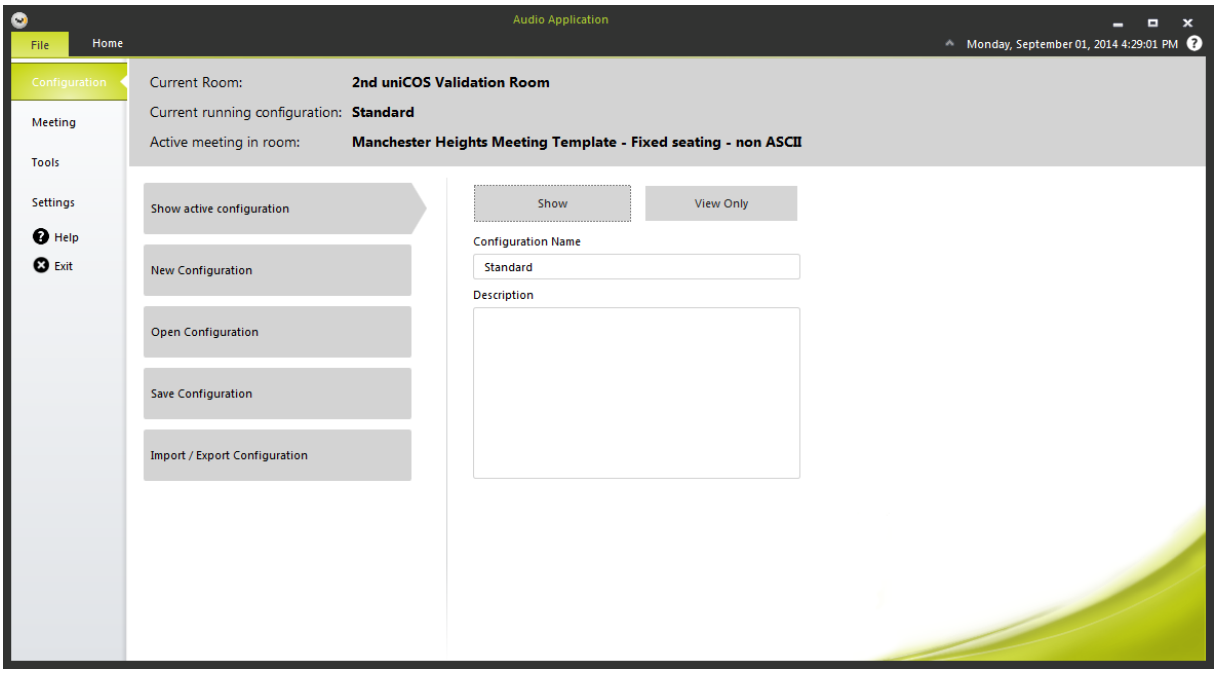



Figure 13-1 File menu

The top part of the screen shows the following information:

- Current Room
- Currently active configuration
- Active meeting in the room

The following sections describe the actions that are available here in the “Configuration” part.

The other parts of the screen that can be selected on the left-hand side are general functionalities, described in Section 8.

### 13.1.1Show active configuration

This section shows information about the currently active audio configuration, and provides the following functionality, as can be seen in Figure 13-1:

- Show: clicking this button will show the currently active audio configuration, and allow you to make changes to it.
- View Only: this button will open the currently active audio configuration in view-only mode, this means you can consult it, but not edit it.
- Configuration Name and Description: displays the name and the description of the currently active audio configuration.

### 13.1.2New configuration

This section allows you to make a new configuration from the presets currently available in the database. The figure below shows one blank preset that is available.

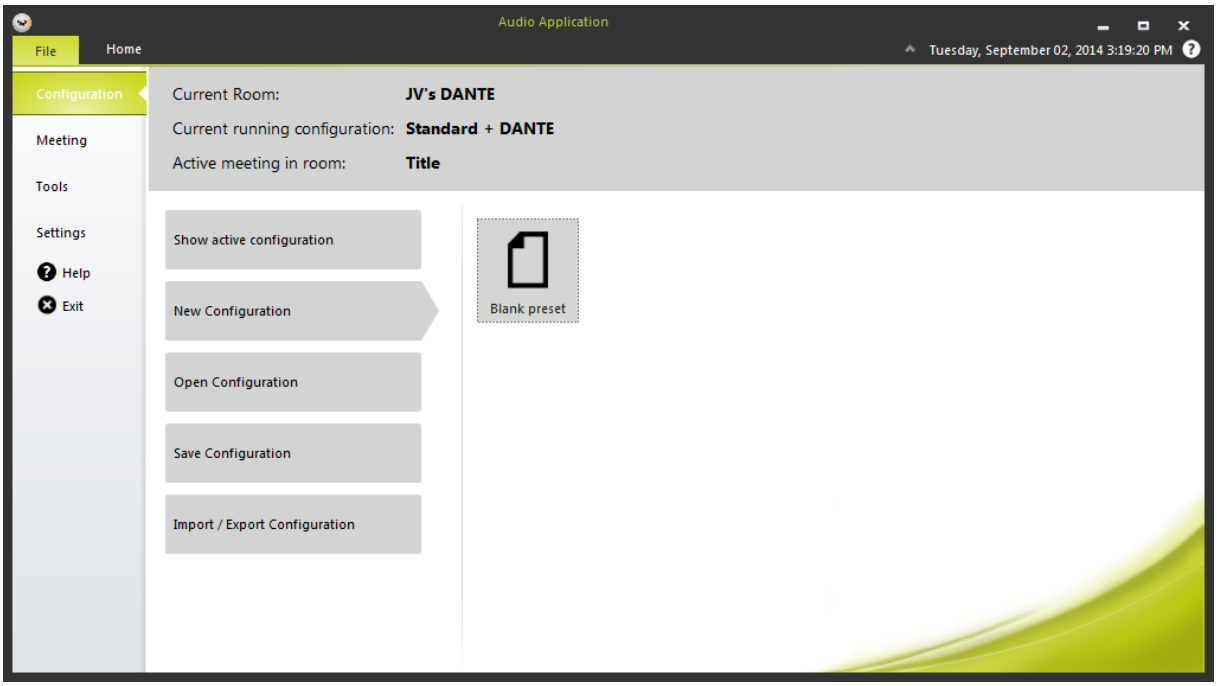



Figure 13-2 New Configuration

## 13.1.3Open configuration

This section allows you to open previously saved configurations, as well as the standard configurations that are present in the database.

Selecting a configuration will show the description of the configuration on the right, as shown in the figure below.

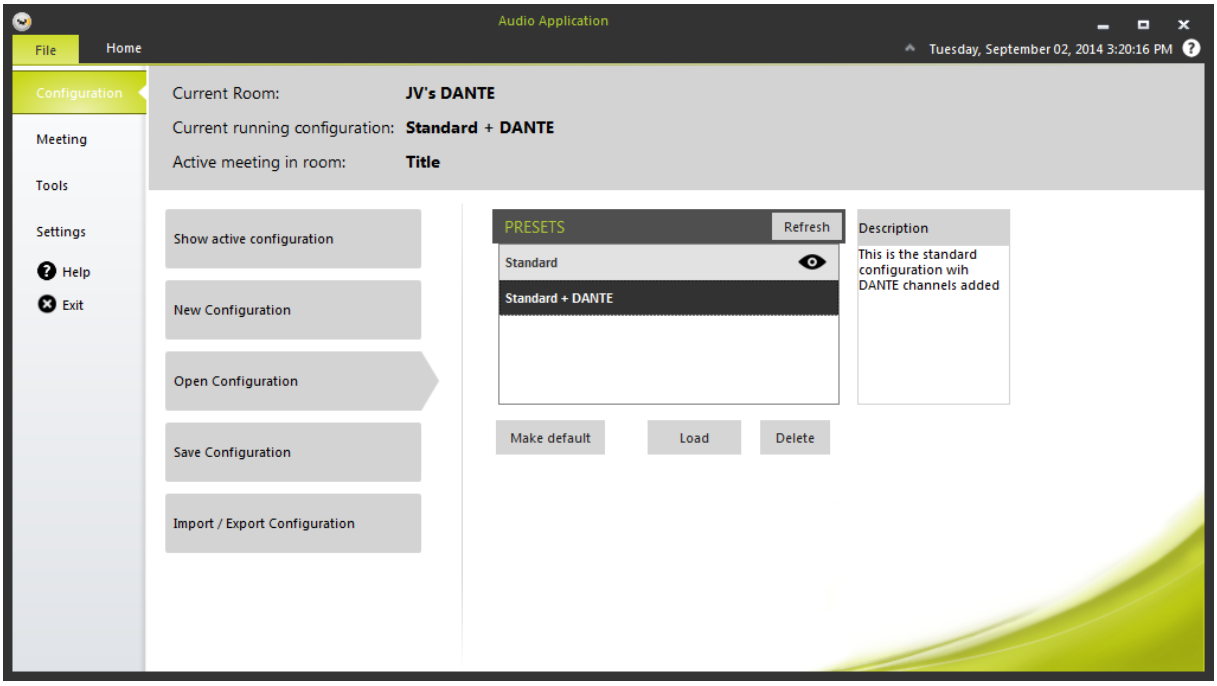



Figure 13-3 Open Configuration

Buttons are available to Load or Delete the selected configuration, as well as to make it the default configuration. The default configuration will be automatically sent to the CU, when connection is made between the CU and CoCon. The default configuration is also characterized with the following symbol in the table with configurations:  .

## 13.1.4Save configuration

This section can be reached by either clicking “Save Configuration” in the File-menu, or the “Save”-button in the Home menu. The resulting view is shown in the figure below.

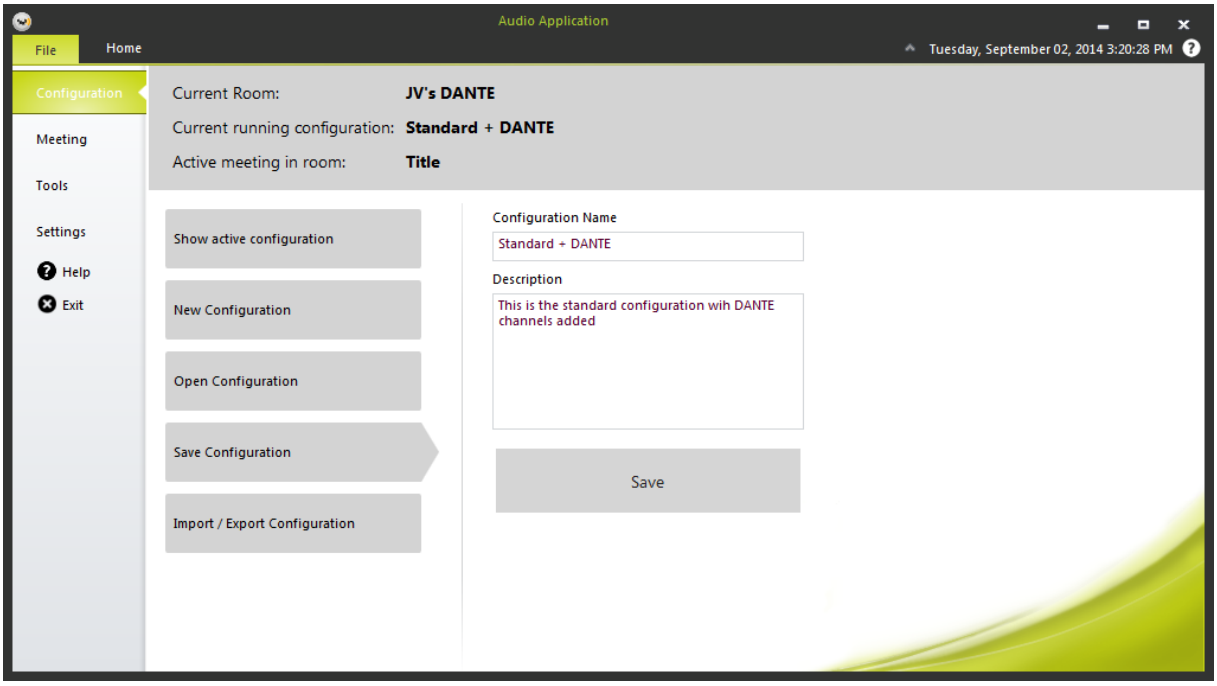



Figure 13-4 Save Configuration

The following components are available here:

- Configuration Name: enter the name under which the audio configuration will be saved to the database.
- Description: here you can enter a longer description of the audio configuration.
- Save: click this button to save the audio configuration to the database.

## 13.1.5Import/Export configuration

The final part of the File menu provides functionality to import or export the current audio configuration to or from XML file. The following figure illustrates this:

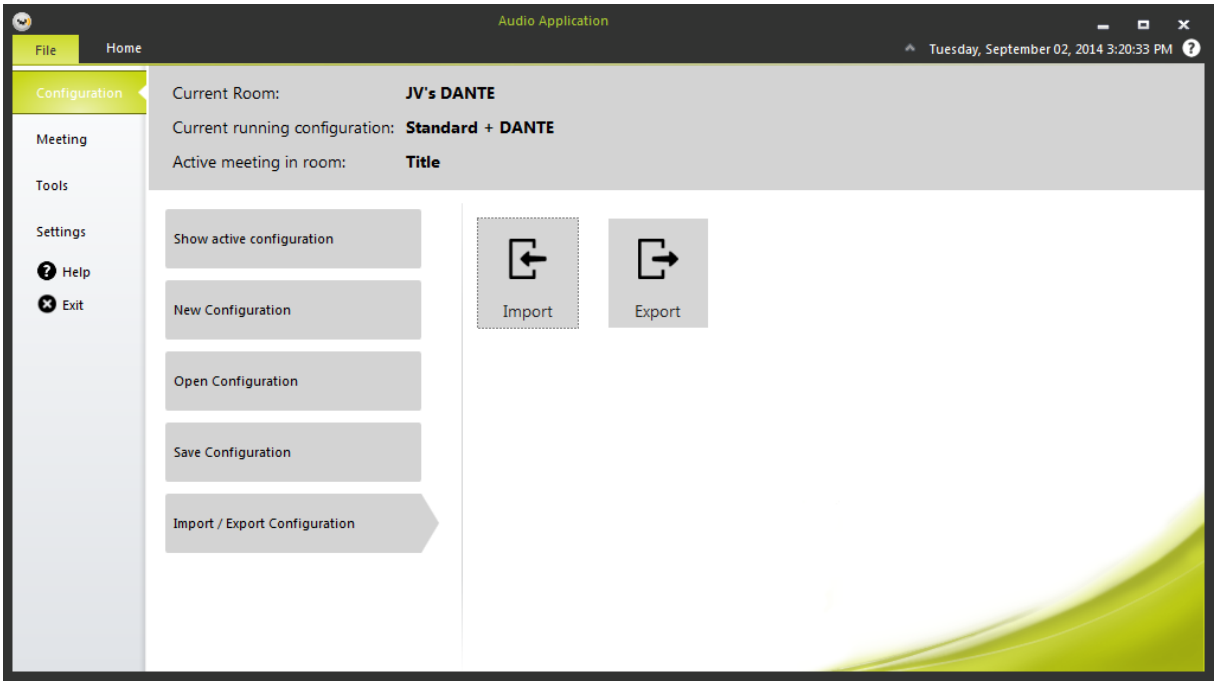



Figure 13-5 Import/Export configuration

Two buttons are available:

- Import: this opens a file-browser dialogue where you can select an XML file that contains an audio configuration. The audio configuration will be imported and shown. You can then either send it to the CU, or save it to the database.
- Export: this button opens a file-browser dialogue in which you can enter a file name and location. The current audio configuration will then be exported to this file.

## 13.2 Home ribbon

The Home ribbon of the Audio Application is always visible at the top; it can be shown in the figure below.

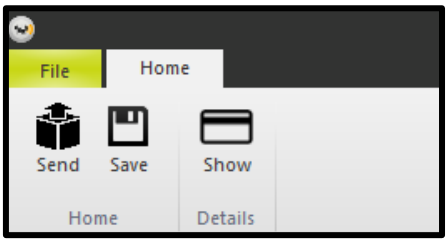



Figure 13-6 Audio Application Home ribbon

This Home-ribbon contains the following important functionality:

- Send: The Audio Application does not have real-time behaviour; the actions that you do (creating groups, modifying the audio routing matrix, …) only happen locally. It is necessary to click the “Send”-button to push the audio configuration to the Central Unit. The “Send”-button sends the current audio configuration in the Audio Application to the Central Unit. This means that all the settings that have been defined (groups, routing, volume, …) are

applied to the audio routing facilities in the Central Unit.
Note that during this process the audio signals of the Central Unit will be disabled. Any active microphones will be disabled and re-activated afterwards.

- Save: this opens the view described in Section 13.1.4.
- Show: this enables or disables details of the routing matrix. See Section 13.5 for more details.

## 13.3 Routing inputs

This section describes the functionality to define input routing groups. These are groups of audio inputs into the Plixus Engine. The components that are considered audio inputs and can thus be put into audio input routing groups are:

- Seats and their microphones
- Dante input channels. Note that this requires that there is a Dante card present in the Plixus Engine. If a Dante card was not detected during initialization, the Dante components will not be available here.
- Analog inputs: auxiliary inputs on the Central Unit. There are 3 auxiliary inputs available:
    - AUX Input 1: balanced audio input (XLR)
    - AUX Input 2: unbalanced audio input 1 (cinch)
    - AUX Input 3: unbalanced audio input 2 (cinch)

Note that an audio input can be put into multiple input routing group at the same time. This means for example that a microphone can be put into more than one input routing group.

The figure below shows the layout of this screen. It consists of the parts described in the following sections.

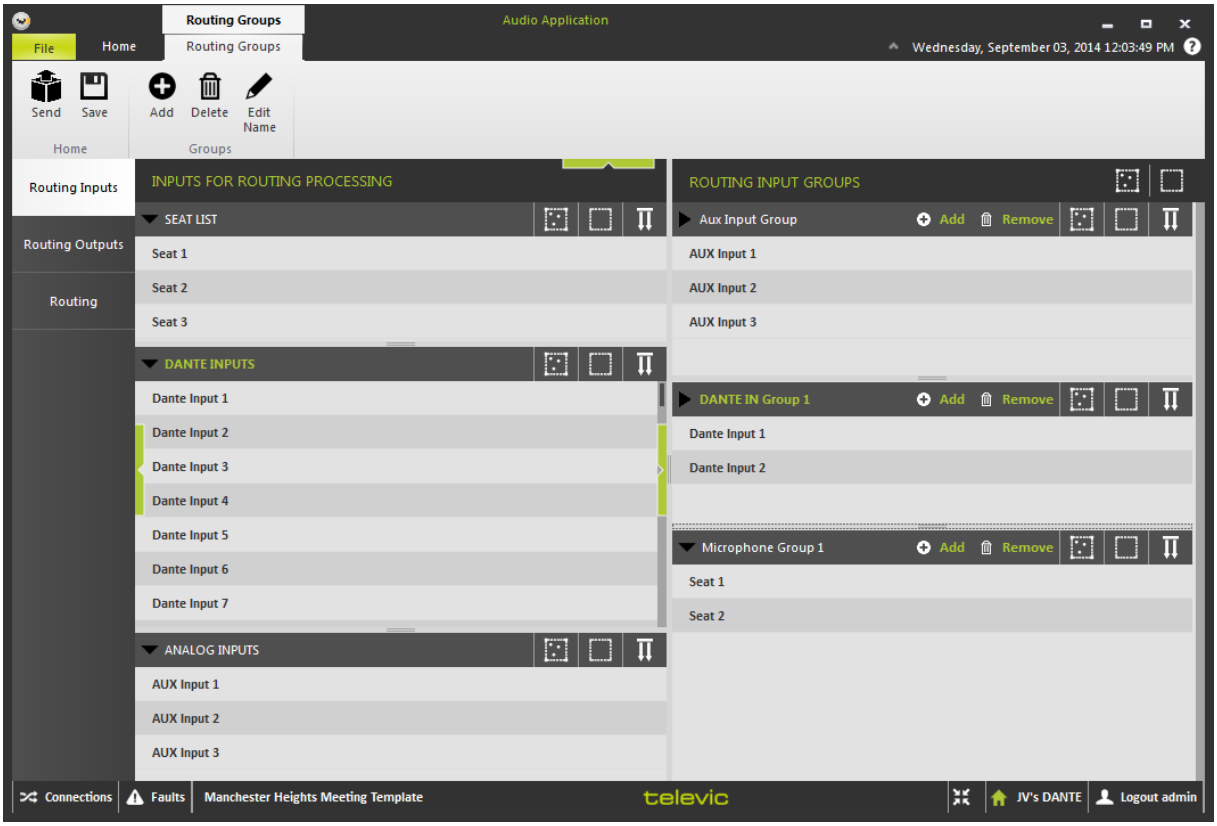



Figure 13-7 Routing inputs

## 13.3.1Inputs for routing processing

This is the left column in the “Routing inputs”-view and contains all audio parts that can be put into groups. As described in the previous section, the following components are available:

- Seat list: a list of all the seats that have been configured in the Room Configurator. The important part in the context of audio input is the microphone.
- Dante inputs: here all the 64 Dante channels are shown.
  Note that this section will be empty if there is no Dante card present in the Plixus Engine at initialization time.
- Analog inputs: this section contains the 3 analog inputs on the CU:
  - AUX Input 1: balanced audio input (XLR)
  - AUX Input 2: unbalanced audio input 1 (cinch)
  - AUX Input 3: unbalanced audio input 2 (cinch)

Each of the lists has a number of functions available:

- Arrow before the name: clicking on this arrow will expand or collapse the entire group of components
- Icons on the right of the header to
    - Select all
    - Select none
    - Sort ascending or descending
- It is possible to change the size of each component by dragging the border between the components (horizontal line).

### 13.3.2Routing input groups

The right column contains the currently defined groups, and offers functionality to create, edit and remove these groups.

As an example, Figure 13-7 shows three groups that have been defined:

- AUX Input Group
- Dante In group 1
- Microphone Group 1

Each of these groups shows the input routing components (from the left column) that they contain.

In this view, the following operations are possible on the groups:

- Add or create a group:
    - By clicking the button “Add” in the “Routing Groups”-ribbon
    - By dragging and dropping any audio input component into the empty “Routing input groups”-panel
- Select a group: by clicking either on the group header or on any of the audio components in the group. The header of a selected group is indicated in green, as shown in the following figure:

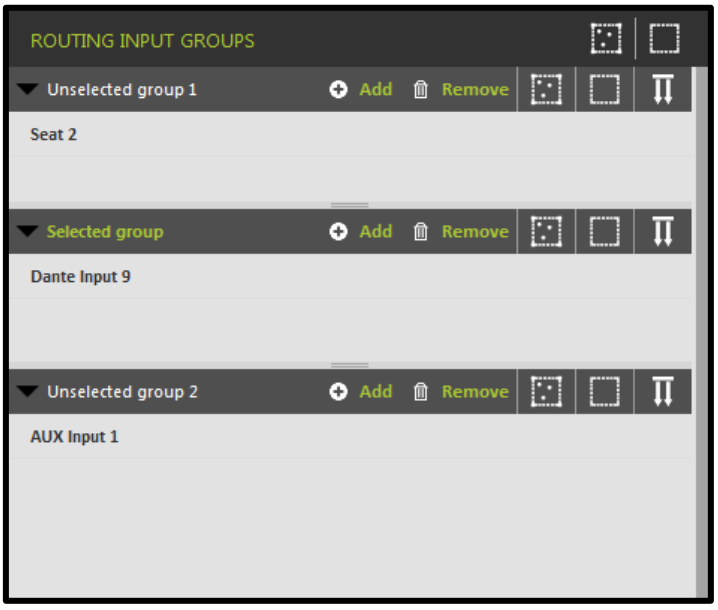



Figure 13-8 Selected and unselected routing input groups

- Delete a group: by selecting the group and clicking on the “Delete”-button in the “Routing Groups”-ribbon
- Edit the name of a group:
    - by selecting the group and clicking the “Edit name”-button on the “Routing Groups”-ribbon.
    - by double-clicking on the name of the group
- Add audio input components to a group: there are two ways to do this:
    - by selecting the audio components in the left column, and clicking on the “Add” button
    - by dragging and dropping audio components from the left column into groups in the right column

  Note that one audio input can be put into several audio input routing groups at the same time.
- Remove audio input components from a group:
    - by selecting the audio components in their group, and clicking on the “Remove” button in the header of the group.
    - by dragging & dropping audio components from the right column into the correct component part on the left.
- Copying audio input components between groups:
    - by dragging and dropping audio components from one group (right column) to another group
- Note it is possible to select and deselect all audio input routing groups by clicking the “Select all”/”Deselect all”-buttons next to “ROUTING INPUT GROUPS” at the top right. In this way, it is possible to delete all of the input routing groups in one operation.

Each of the defined groups has a number of functions available:

- Arrow before the name: clicking on this arrow will expand or collapse the entire group
- Icons on the right side of the header to
    - Select all
    - Select none
    - Sort ascending or descending
- It is possible to change the size of each component by dragging the border between the components (horizontal line).

## 13.4 Routing outputs

This section describes the functionality to define output routing groups. These are groups of audio outputs from the Plixus Engine. The components that are considered audio outputs and can thus be put into audio output routing groups are:

- Dante output channels. Note that this requires that there is a Dante card present in the Plixus Engine. If a Dante card was not detected during initialization, the Dante components will not be available here.
- Analog outputs: auxiliary outputs on the Central Unit. There are 3 auxiliary outputs available:
    - AUX Output 1: balanced audio output (XLR)
    - AUX Output 2: unbalanced audio output 1 (cinch)
    - AUX Output 3: unbalanced audio output 2 (cinch)

Note that an audio output can NOT be put into multiple output routing groups at the same time, in contrast to the input components. This means for example that a speaker or auxiliary out can only be put in one output routing group at the same time. However, it is possible to let multiple audio input groups route to one audio output group; see Section 13.5 for a description of the routing matrix.

The figure below shows the layout of this screen. It consists of the parts described in the following sections.

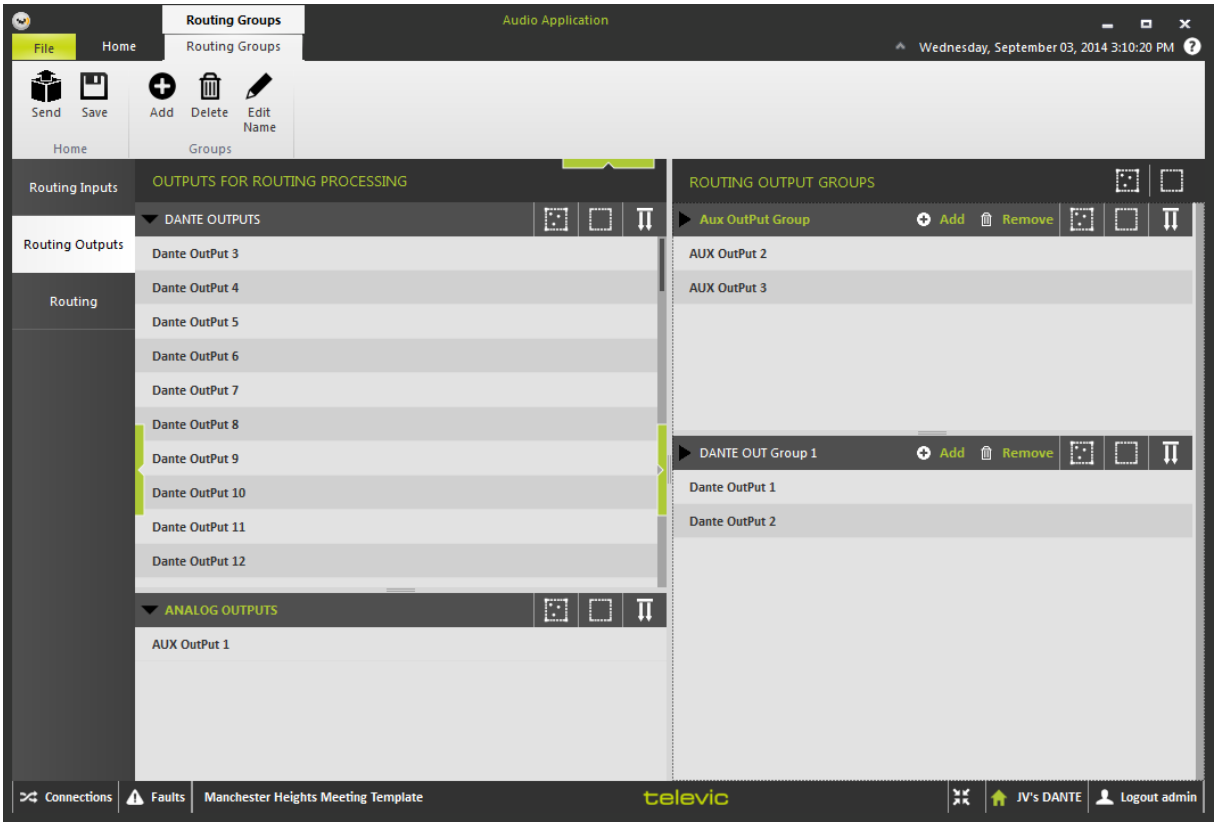



Figure 13-9 Routing outputs

## 13.4.1Outputs for routing processing

This is the left column in the “Routing outputs”-view and contains all audio parts that can be put into groups. As described in the previous section, the following components are available:

- Dante outputs: here all the 64 Dante channels are shown.
  Note that this section will be empty if there is no Dante card present in the Plixus Engine at initialization time.
- Analog outputs: this section contains the 3 analog outputs on the CU:
  - AUX Output 1: balanced audio output (XLR)
  - AUX Output 2: unbalanced audio output 1 (cinch)
  - AUX Output 3: unbalanced audio output 2 (cinch)

Each of the lists has a number of functions available:

- Arrow before the name: clicking on this arrow will expand or collapse the entire group of components
- Icons on the right side of the header to

- Select all
- Select none
- Sort ascending or descending

- It is possible to change the size of each component by dragging the border between the components (horizontal line).

### 13.4.2Routing output groups

The right column contains the currently defined groups, and offers functionality to create, edit and remove these groups.

As an example, Figure 13-9 shows two groups that have been defined:

- AUX Output Group
- Dante out group 1

Each of these groups shows the output routing components (from the left column) that they contain.

In this view, the following operations are possible on the groups:

- Add or create a group:
  - By clicking the button “Add” in the “Routing Groups”-ribbon
  - By dragging and dropping any audio output component into the empty “Routing output groups”-panel
- Select a group: the behaviour of selecting and deselecting is the same as described in Section 13.3.2 for routing input groups.
- Delete a group: by selecting the group and clicking on the “Delete”-button in the “Routing Groups”-ribbon
- Edit the name of a group:
  - by selecting the group and clicking the “Edit name”-button on the “Routing Groups”-ribbon.
  - by double-clicking on the name of the group
- Add audio output components to a group: there are two ways to do this:
  - by selecting the audio components in the left column, and clicking on the “Add” button
  - by dragging & dropping audio components from the left column into groups in the right column

  Note that an audio output component can only be put into one audio output group at the same time.
- Remove audio output components from a group:
  - by selecting the audio components in their group, and clicking on the “Remove” button in the header of the group.

    - by dragging & dropping audio components from the right column into the correct component part on the left.
- Moving audio output components between groups:
    - by dragging & dropping audio components from one group (right column) to another group
- Note it is possible to select and deselect all audio output routing groups by clicking the “Select all”/”Deselect all”-buttons next to “ROUTING OUTPUT GROUPS” at the top right. In this way, it is possible to delete all of the output routing groups in one operation.

Each of the defined groups has a number of functions available:

- Arrow before the name: clicking on this arrow will expand or collapse the entire group
- Icons on the right of the header to
    - Select all
    - Select none
    - Sort ascending or descending
- It is possible to change the size of each component by dragging the border between the components (horizontal line).

# 13.5 Routing

This is the heart of the Audio Application: here the audio routing is defined and can be changed, customized and monitored. It is visualised using a routing matrix, as is described in the section below.

Note that the Audio Application does not have real-time behaviour; the actions that you do (creating groups, modifying the audio routing matrix, …) only happen locally, in the Audio Application itself. It is necessary to click the “Send”-button to push the audio configuration to the Central Unit. The various settings will then be applied in the CU, and the audio routing will now be active.

## 13.5.1Routing matrix

All of the routing visualisation and control is done using the audio routing matrix. An example of this can be shown in the figure below:

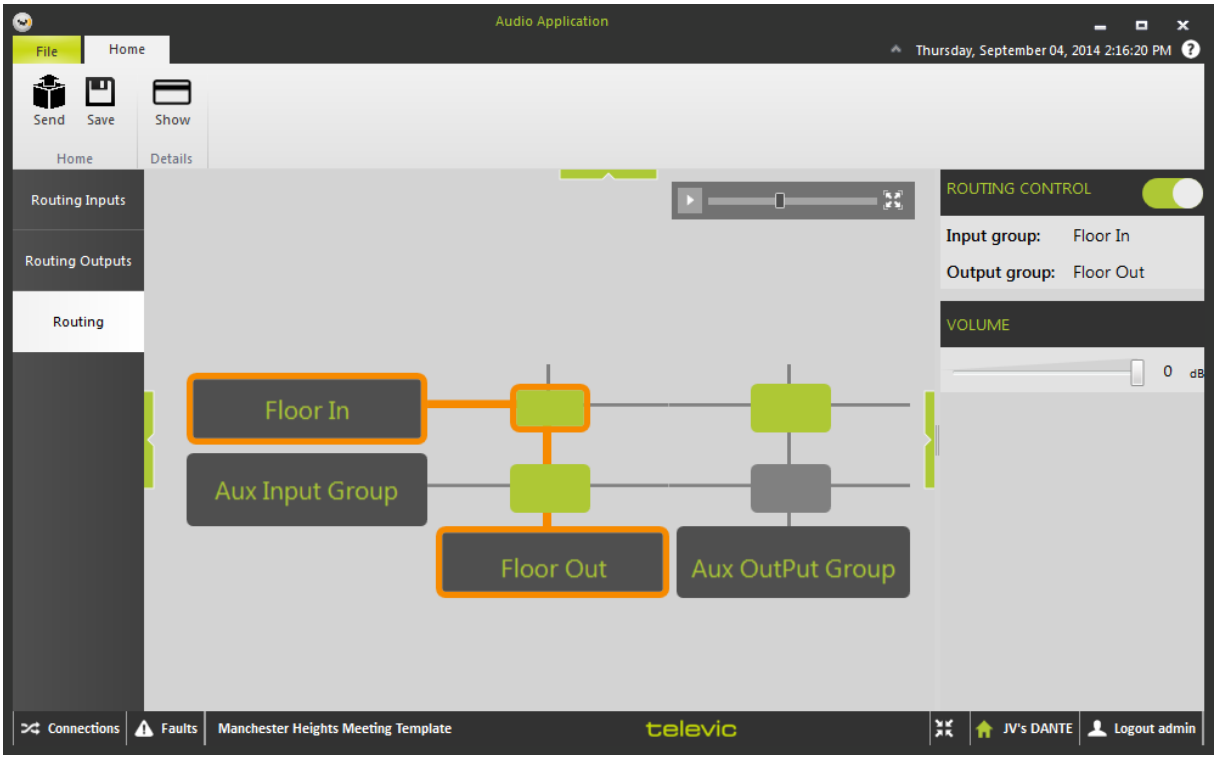



Figure 13-10 Audio routing matrix: standard

The matrix should be read as follows:

- The column on the left side of the matrix contains all the audio routing input groups that have been defined in the tab “Routing inputs”, as described in Section 13.3. These groups represent the audio coming IN to the Plixus Engine.
  Note that the default input routing group “Floor In” is ALWAYS present. This group contains by default all the microphone units that are connected to the Plixus Engine. This group cannot be deleted, but if you don’t want to use it, it is possible not to route it to any output groups.

- The row at the bottom of the matrix shows all of the audio routing output groups as defined in the tab “Routing outputs”; more information can be found in Section 13.4. These groups define where the audio is coming OUT of the Plixus Engine.
  Note that the default output routing group “Floor Out” is ALWAYS present. This group contains by default all the speakers on delegate units that are connected to the Plixus Engine. This group cannot be deleted, but if you don’t want to use it, it is possible not to route any input group to it.

- The nodes in the matrix (“cross-points”) represent the audio being routed between AN input group on the left side and AN output group at the bottom. This node/cross-point has a number of properties (see below), but the most important one is active (green) or inactive (grey). An active node will route the audio from the input group to the output group.

A node in the matrix can be selected by clicking once on it. At that point, the following happens:

- The corresponding input and output groups are highlighted, as well as the “path” the audio would take through the matrix.
- The “Routing control”-panel on the right is shown and contains the following information about the node in the matrix:
    - The status is shown on the top right:
        - not active : 
        - active : 

      Clicking on this switch toggle the status of the node between active and not active. Note that double-clicking on the node itself also toggles between active and not active.
    - Input group: the name of the audio input routing group, associated with this node.
    - Output group: the name of the audio output routing group, associated with this node.
    - Volume: here you can decrease the mixing volume with which the audio input routing group is mixed into the audio output routing group. The volume can be reduced from 0 to -100 dB.
      By varying the volumes of the various input groups in an audio group, it is possible to create a balanced mix.

The matrix is contained in panel that can be zoomed and scrolled. In the upper right corner, there is a zoom control with the following actions available:

Figure 13-11 Audio Application: zoom level of the routing matrix

- Mini-map: click to drop down or disappear.
- Slider: allowing to zoom in and out.
- Zoom to fit: click to have the matrix fill the available area.
- CTRL+mouse wheel scroll: zoom in and out
- If zoomed in: horizontal and vertical scroll bars

## 13.5.2Standard audio configuration

Figure 13-10 shows the default audio configuration that is sent from CoCon to the Plixus Engine, if there is no other audio configuration defined by the user and sent to the CU. This configuration does the following:

- Input groups
    - Floor In: All microphones are put in this default input group
    - Aux Input Group: All 3 analog inputs are put in this input group
- Output groups
    - Floor Out: All speakers of the units are put in this default group
    - Aux Output Group: All 3 analog outputs are put in this input group
- Routing matrix: there are 3 nodes active, and they accomplish the following:
    - Floor In → Floor Out: the audio from the microphones is put through the speakers
    - Floor In → Aux Output Group: the audio from the microphones is available on the auxiliary outputs
    - Aux Input Group → Floor Out: the audio that is put on any auxiliary input is put through the speakers, mixed with the Floor In
    - Aux Input Group → Aux Output Group is NOT active, making sure that the audio that is inserted through the auxiliary inputs is NOT mixed into the audio from the microphones (Floor In)

### 13.5.3Advanced audio configuration example

This section describes a more advanced audio configuration example. The figure below shows the resulting routing matrix:


Figure 13-12 Audio routing matrix: advanced

This audio configuration consists of the following components:

- Input groups
    - Floor In: All microphones are put in this default input group
    - Aux Input Group: All 3 analog inputs are put in this input group
    - Dante In Group 1: a number of Dante channels put in one group
    - Dante In Group 2: a number of other Dante channels put into another group
    - Chairman microphones: only the microphones of the chairmen are put into this group. This could e.g. be a podium or a jury.
    - Delegate microphones: these are the remaining microphones of the non-chairman delegates in the room.
- Output groups
    - Floor Out: All speakers of the units are put in this default group
    - Aux Output Group: All 3 analog outputs are put in this input group
    - Dante Out Group 1: a number of Dante channels used for output
- Routing matrix: the nodes that are not active make sure that no audio is routed between their respective input and output groups.
  The active nodes will accomplish the following:

- Input groups → Floor out: all of the groups that are routed towards the Floor out make sure that all of the following audio input groups are played through the speakers of the delegate units:
  - Aux Input Group
  - Dante In Group 1 and 2
  - Chairman microphones
  - Delegate microphones
- Chairman microphones → Aux Output Group: the audio of the chairman microphones will be available on the auxiliary analog inputs.
- Delegate microphones → Dante Out Group 1: the audio of the delegate microphones will be available on all of the Dante channels in this group.

## 13.6 Audio Application offline

It is possible to use the Audio Application in offline mode. This means that there is no connection to a CoCon Room Server, and also no connection to a Plixus Engine CU. Hence a large number of functionality is not available.

The following is possible:

- Creating a new configuration, including creating audio groups and an audio routing matrix.
- Import and export a configuration to/from XML-file.

# 14T-Cast Connector

The T-Cast Connector plug-in integrates the T-Cast on-line management and control environment into the CoCon Conference Control software. It offers a seamless synchronisation between the CoCon meeting preparation and the on-line webcasting environment, as well as control of the T-Cast during a live meeting from the CoCon Operator Application.

The figure below shows a typical setup for the CoCon T-Cast Connector and a central unit. The following items can be identified in the figure:

- Central Unit: on the bottom left-hand side. This central unit gather the microphone signals and passes on information to both the CoCon Room Server and the T-Cast Encoder.
- T-Cast Encoder: on the left-hand side. Here the audio and video of the conference room is gathered, buffered and sent for streaming to the Internet. Viewers can follow the conference activity over the Internet.
- CoCon Room Server: in the middle lower half.
- CoCon client applications:
    - Meeting Manager. During preparation of a meeting, it is possible to specify this will be a T-Casted meeting. When saving a meeting of this type, all meta-data (title, start time of the meeting, agenda, speaker information) is uploaded to the T-Cast cloud service.
    - Operator Application. When controlling a T-Casted meeting from the Operator Application, the actions taken in the Operator Application will also control the T-Cast itself. These include start/stop of the meeting, indicating the active agenda topic, active speaker information.

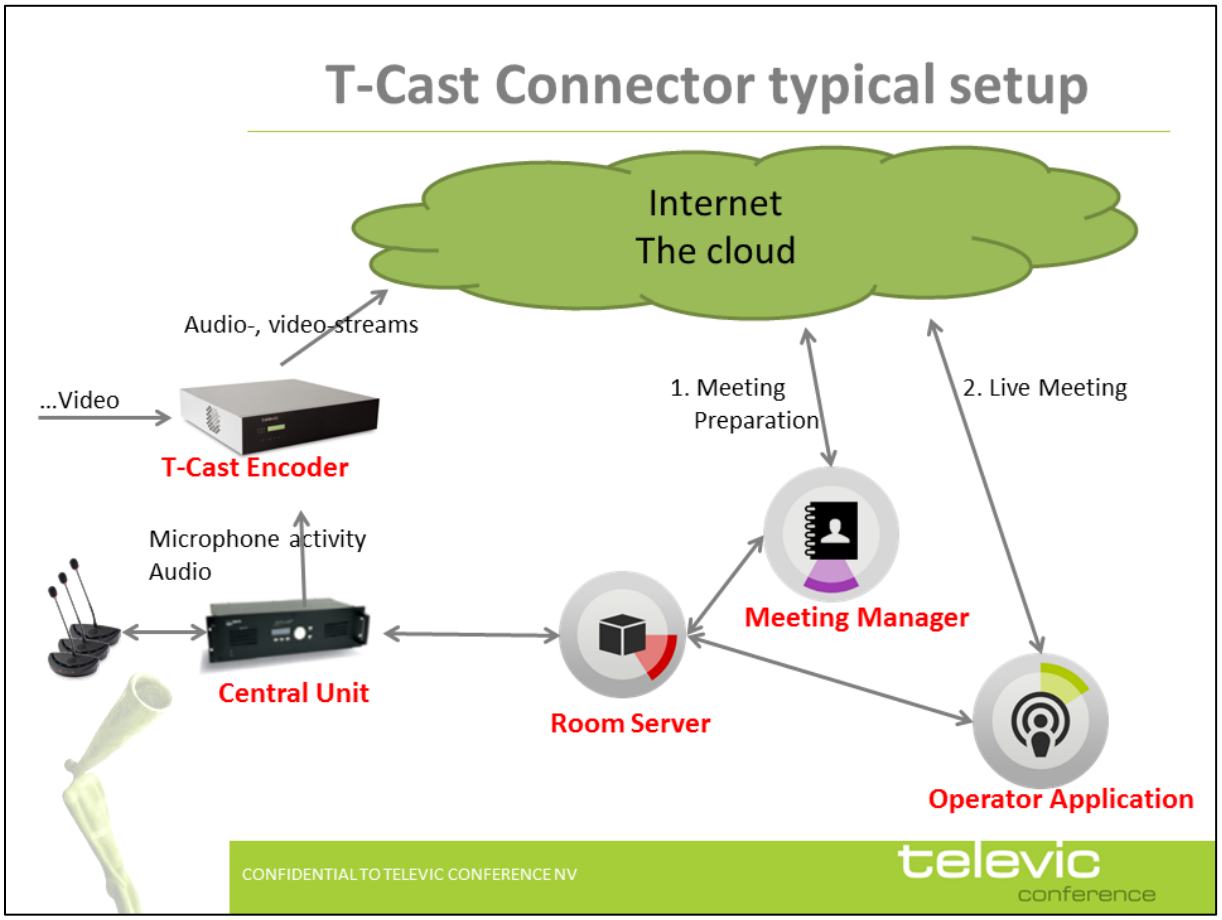



Figure 14-1 Typical conference room setup

Each of the CoCon components involved in the T-Cast Connector will be discussed in the following sections. There is an additional set of functionality available in each of these components if the license used in the CoCon Room Server supports this (see Section 6.1 for more information).

For information about the physical setup and connectivity of the T-Cast Encoder itself, see the related manual.

# 14.1 Room Server

The Room Server adds functionality when the T-Cast Connector is enabled, mostly related to authentication to the T-Cast platform.

## 14.1.1Room configuration wizard

The options in the figure below are added to the Server Room configuration wizard, Advanced Settings page. Here you should enter your credentials for the T-Cast platform.

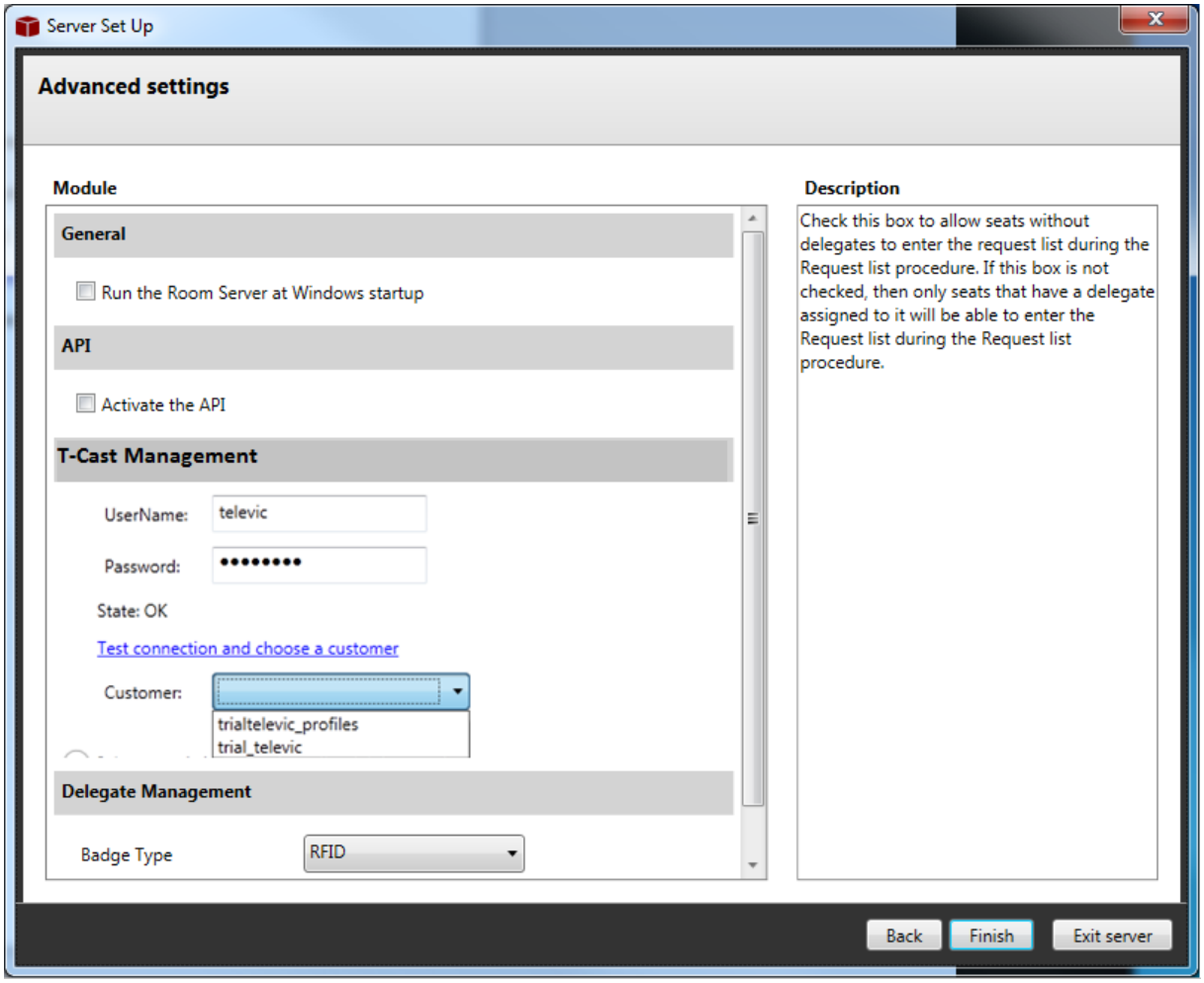



Figure 14-2 Room configuration wizard: T-Cast user information

Once the credentials have been entered, you can click the “Test connection and choose a customer” link. A check is now being made if the connection to the cloud service is available and functioning correctly.

A customer must be chosen in order to proceed. Refer to the information received upon creation of your T-Cast profile to guide you which customer to choose.

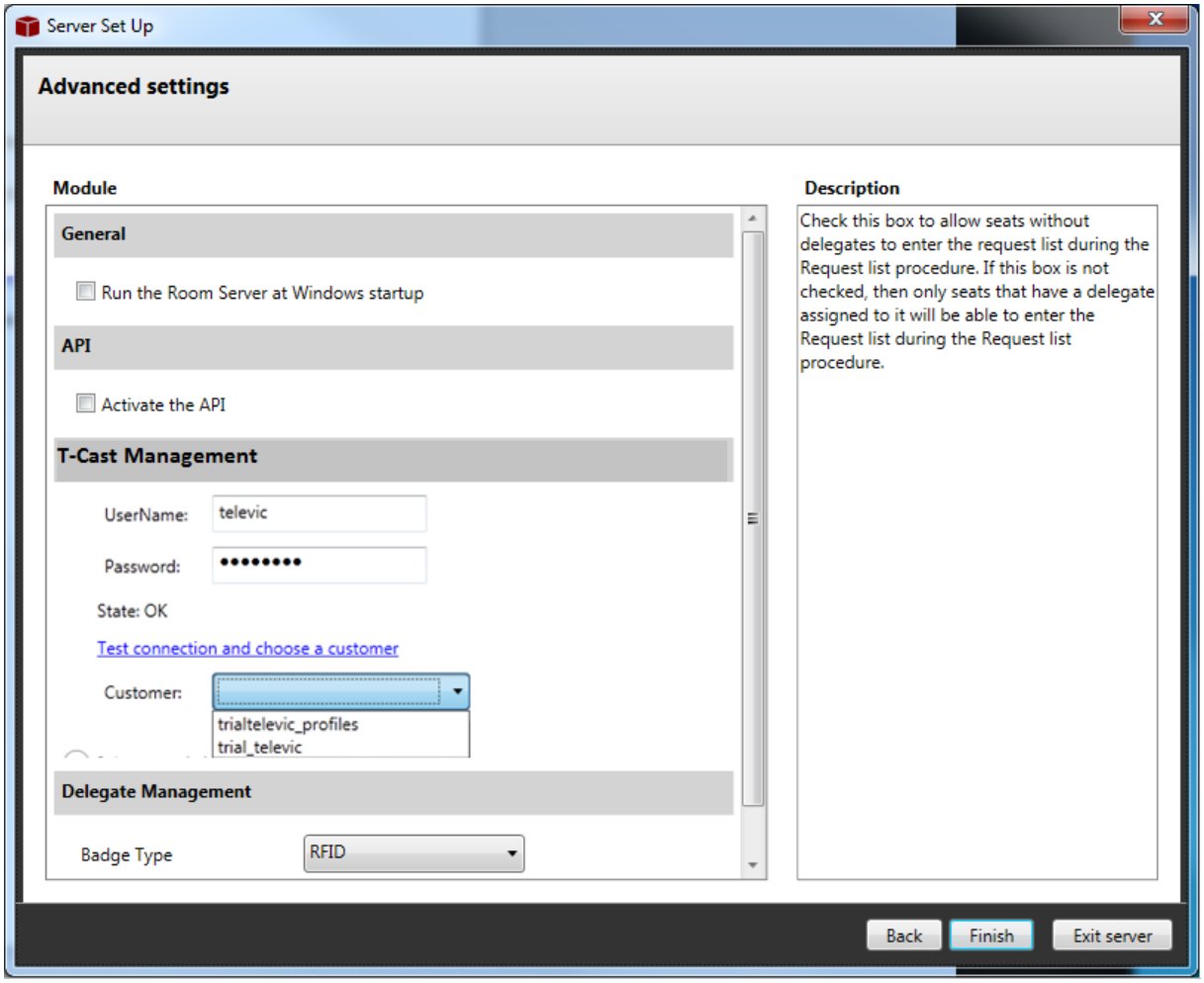



Figure 14-3 Room configuration wizard: T-Cast customer information

## 14.1.2Room server window

In the Room Server window, there is an additional tab when the T-Cast Connector is available; this is shown in the figure below.

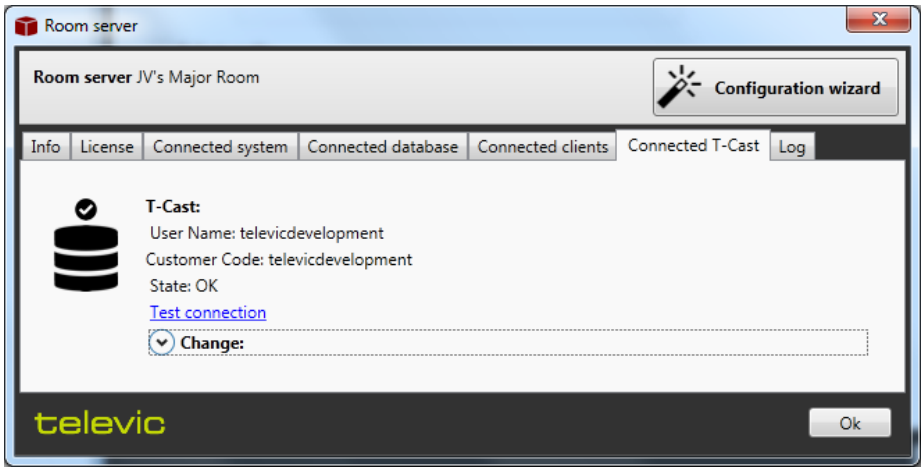



Figure 14-4 Room Server window: T-Cast Connector tab

Here you can see the User Name and Customer Code you selected in the Room configuration wizard. There is an indication of the status; you click the “Test connection” to start a check regarding to the connection and functionality of the T-Cast Connector.

Note that it is possible to change the profile you are using with the T-Cast Connector here. Click the “Change”-expander to show the following section:

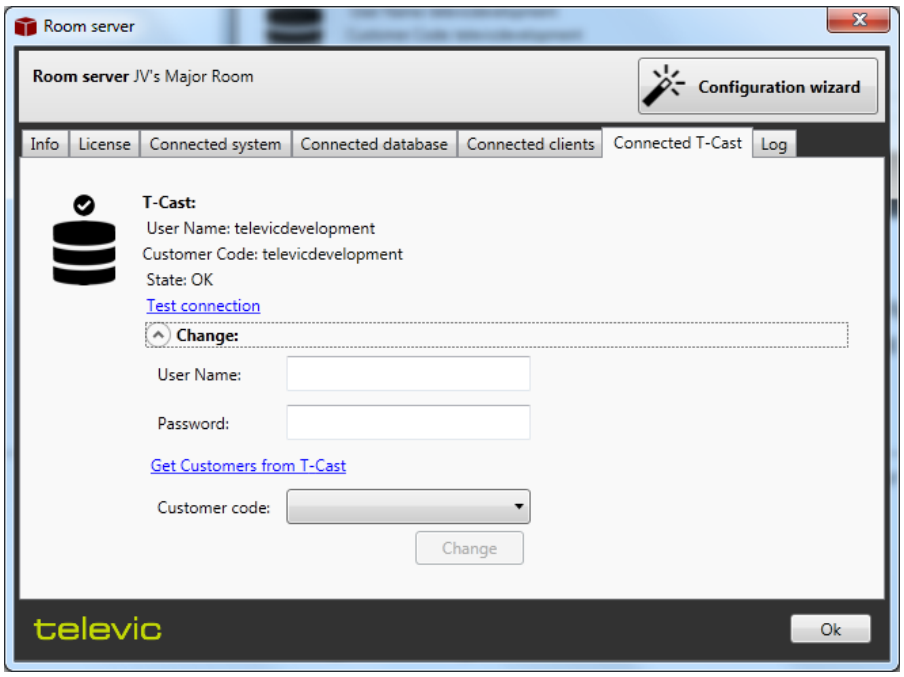



Figure 14-5 Room Server window: T-Cast Connector change credentials

Here the same interface is available as in the Room configuration wizard (Section 14.1.1), where you can enter the T-Cast platform credentials, retrieve the customers and select a customer to work with.

It is recommended that no clients are connected to the Room Server when doing this.

## 14.2 Meeting Manager

If the T-Cast Connector is available, the meetings that are prepared in the Meeting Manager have an additional option: “Enable T-Cast for this meeting”. This is shown in the following figure:

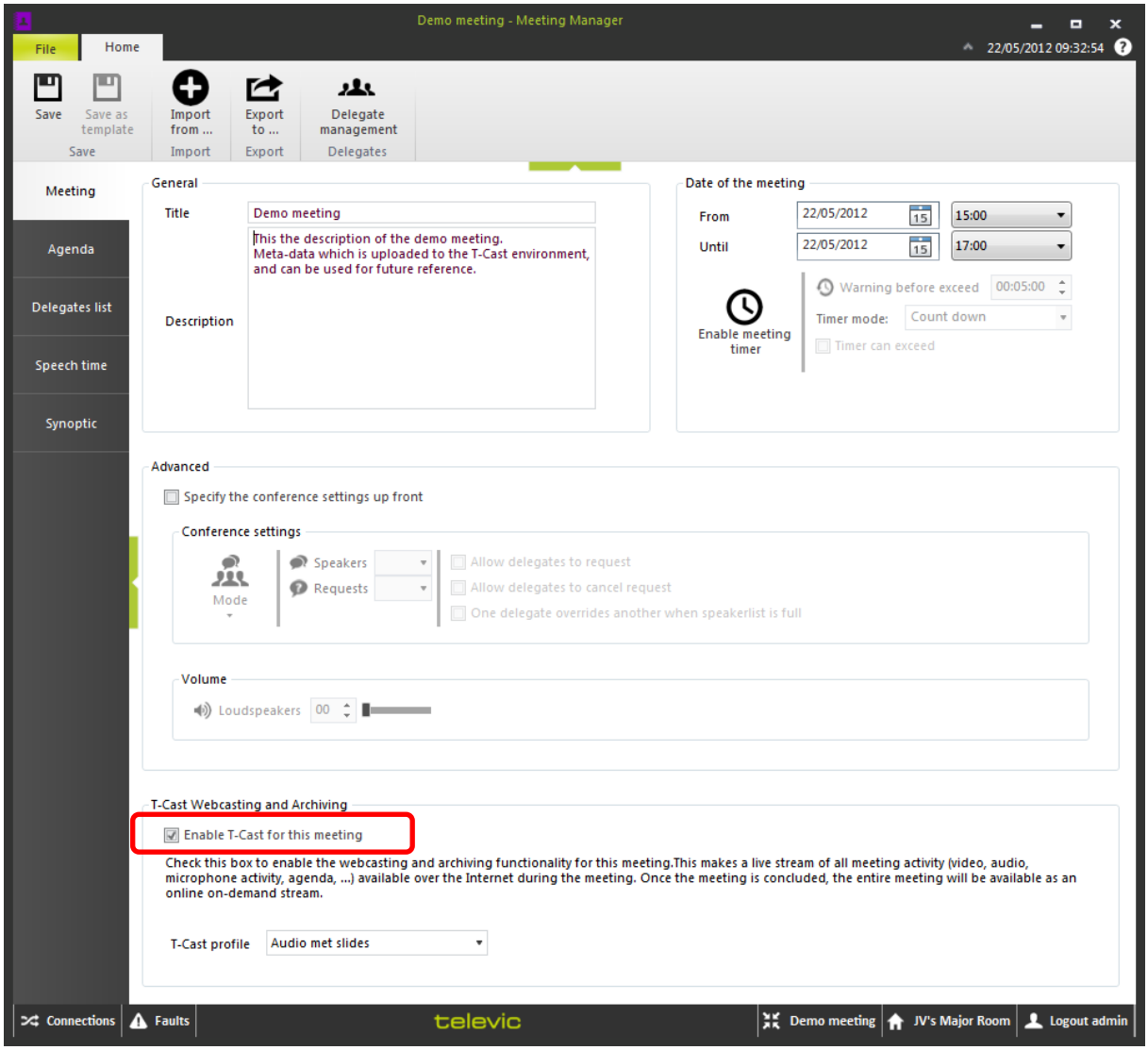



Figure 14-6 Meeting Manager T-Cast Connector

This is the main adaptation of the Meeting Manager when the T-Cast Connector is available.

Checking the box has the effect that, when a meeting is saved to the database, it is also created in the T-Cast platform. Additionally, the following information is uploaded to the T-Cast platform:

- Meeting title
- Meeting description
- Start time of the meeting
- Agenda
- Speaker information for the delegates that are allocated to a seat with an active microphone. These are the delegates that have been associated to a seat with a microphone symbol in the “Synoptic” tab.

There is also an indication of connectivity to the T-Cast platform in the cloud. This can be shown by clicking on the “Connections”-button in the bottom left corner. This shows the following:

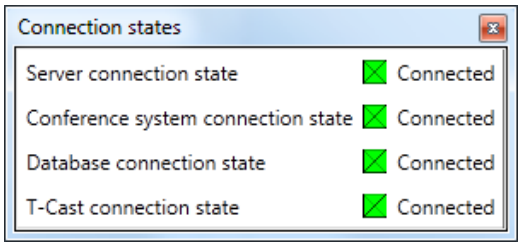



Figure 14-7 Connection states

The last item in this list indicates whether the connection with the T-Cast platform is up and running. If it is not, you cannot select the “Enable T-Cast” function, and a Save for a T-Cast enabled function will fail. It is not recommended to save a meeting when the connection state is disconnected.

## 14.3 Operator Application

This application does not show any additional functionality when the T-Cast Connector is available. However, when opening a T-Cast enabled meeting, the following functionality is relayed from the Operator Application to the T-Cast platform in the cloud:

- Start meeting
- Stop meeting
- Select a currently active agenda topic
- Information about the delegate associated with the currently active microphone.

# 15 FAQ

## 15.1 How to add a license onto Confidea Gen 3 or Plixus

For Confidea G3 and Plixus Engines, the license file is located on the devices itself and based on the MAC address of the device itself (and not the MAC address of the Room Server PC as for CPU5500, Confidea Gen 1 and 2 and Confidea CU).

There are 2 ways to find the MAC address and add the license file onto your Confidea G3 AP or Plixus Multimedia Engine:

- Use the web page of the CU and do it manually without CoCon (not yet available for Plixus Multimedia Engines).
- Use CoCon and select the correct device type, then you will be guided in the configuration wizard:

6. After installation of the CoCon Room Server you start the Room Server. Then you will see the following wizard. Click “Next” to continue.

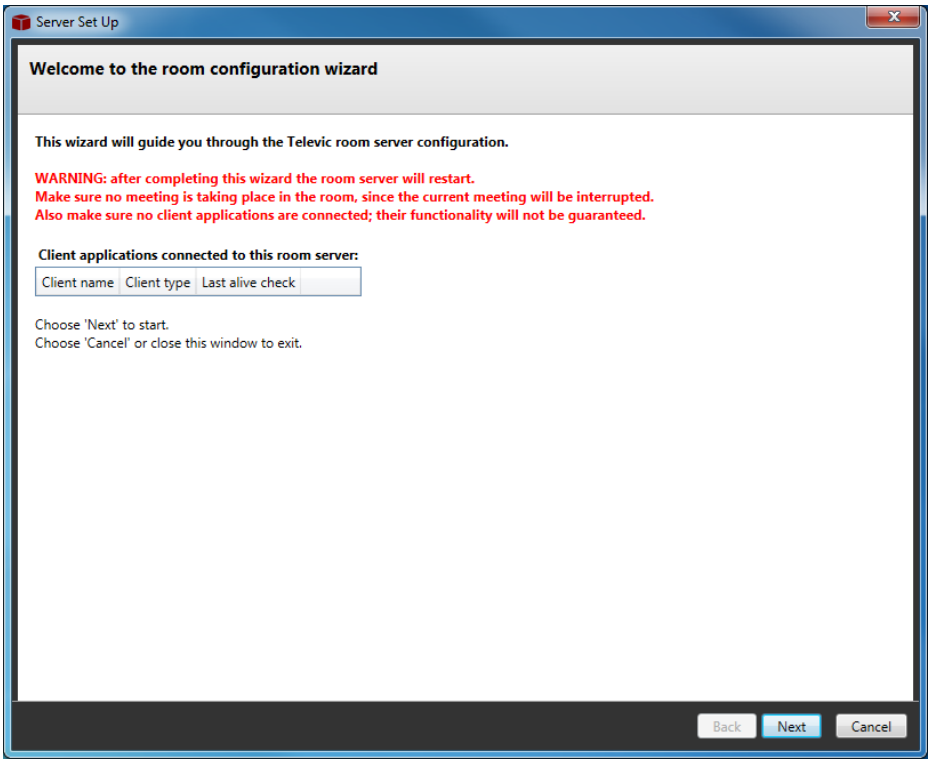



Figure 15-1 First step of the room configuration wizard

7. Then you have to choose the hardware you will be using with CoCon. When you select “Conference Simulation Plugin”, “Confidea CU”, “Confidea WCAP+ 2.0 and earlier” or “CPU5500” and you’ve entered the correct connection parameters (ports, IP addresses) you

will be asked to give a license file based on the MAC address of your PC. In the following we will proceed with the new mechanism for Confidea G3 and Plixus Multimedia Engine.

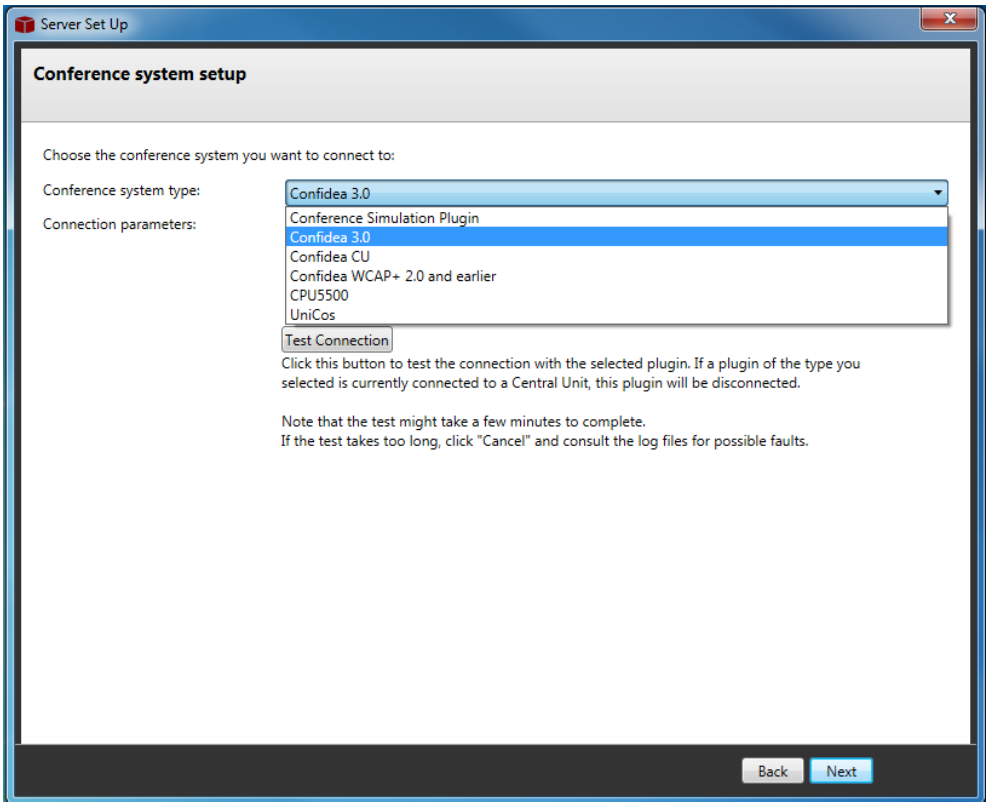



Figure 15-2 Conference system selection

8. Select Confidea Gen 3 and enter the correct IP address of the device you want to connect to.
   The default IP for Confidea G3 is 192.168.1.110.
   The default IP for Plixus Engine is 192.168.0.100.

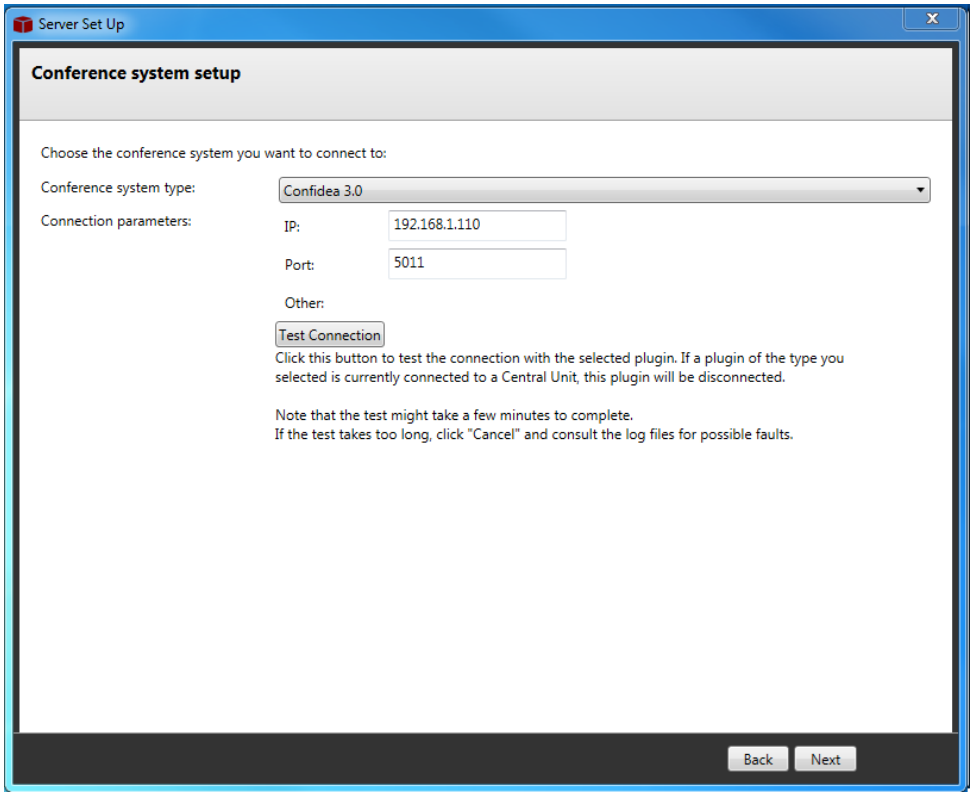
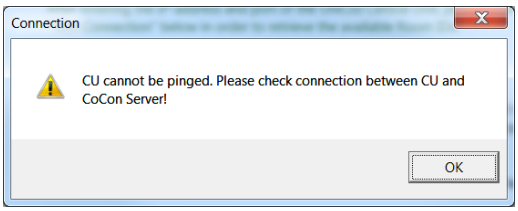



Figure 15-3 Confidea G3 connection parameters

9. Click Test connection. This performs a series of tests:

    a. Cannot ping: if you get a message that it cannot ping the device, it is not physically connected, check your network infrastructure.




    b. Connection test not OK: If you see a red description that the connection test was not OK, then it might be that your IP-address of your PC is not in the same range as the device. Change your IP to a static IP address in the same range or change the subnet.

    c. Connection test OK. This means that everything is set correctly and that communication is OK.

10. When CoCon does detect a device but does not detect a license you will get the following window. Otherwise you will be able to continue the setup of the Room Configurator.

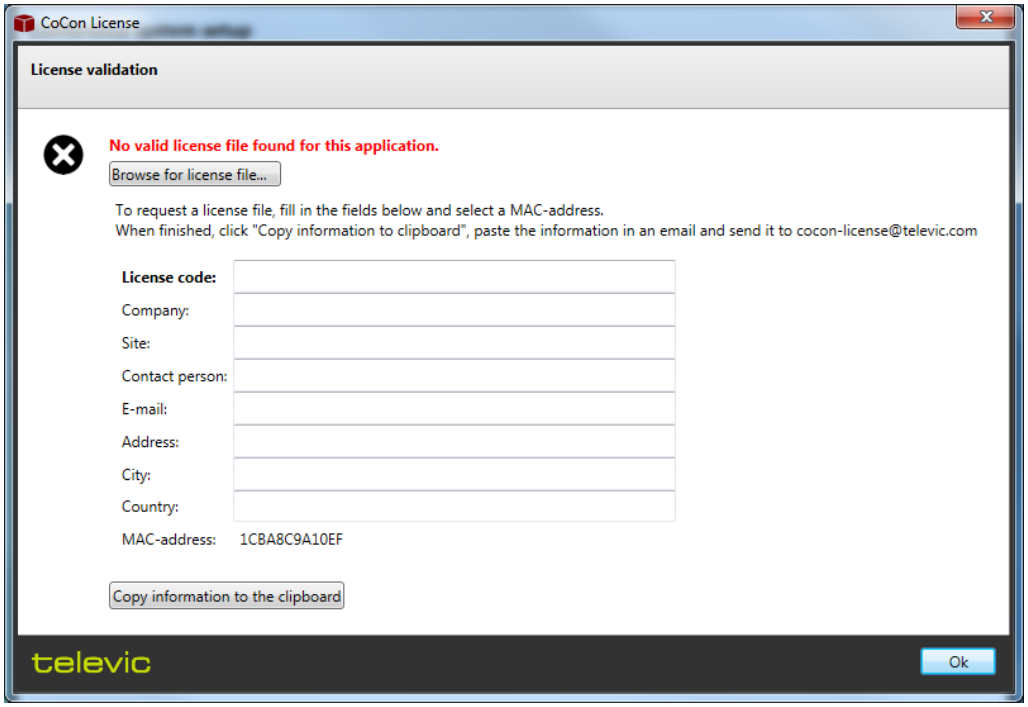
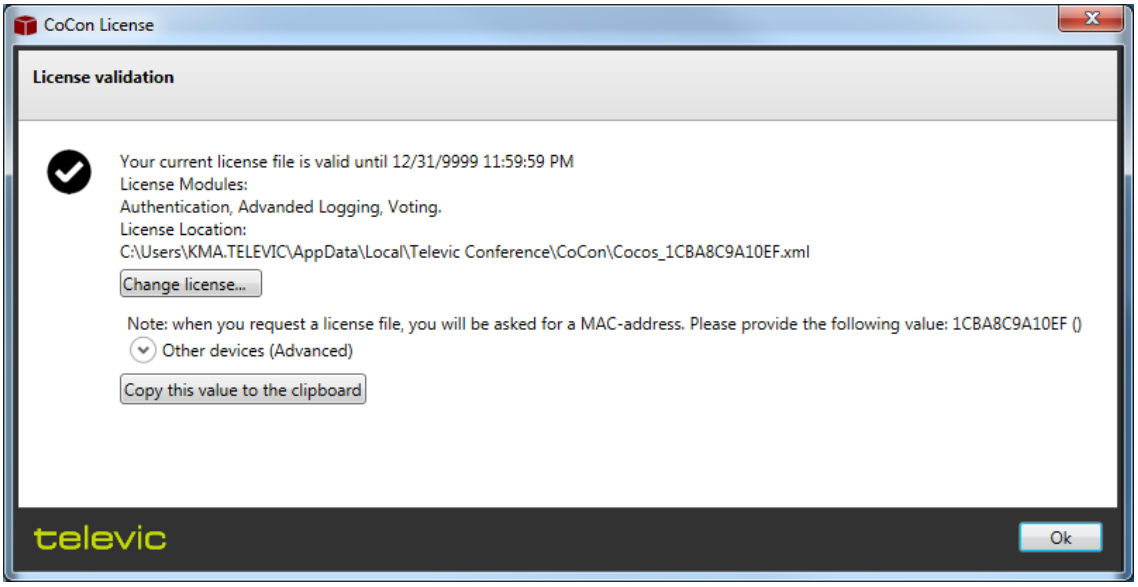



Figure 15-4 No valid license found

11. When you've received the requested license file you can browse for it in this window. You'll then see if the loaded license is valid.




12. You can click OK. And you will get back to the connection window. When clicking next the License file will be transferred to the hardware device over FTP. This might take 20 seconds. If the transfer is successful you will get the following message:

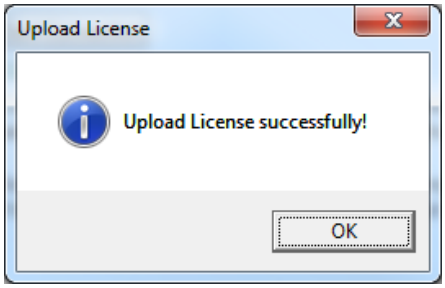


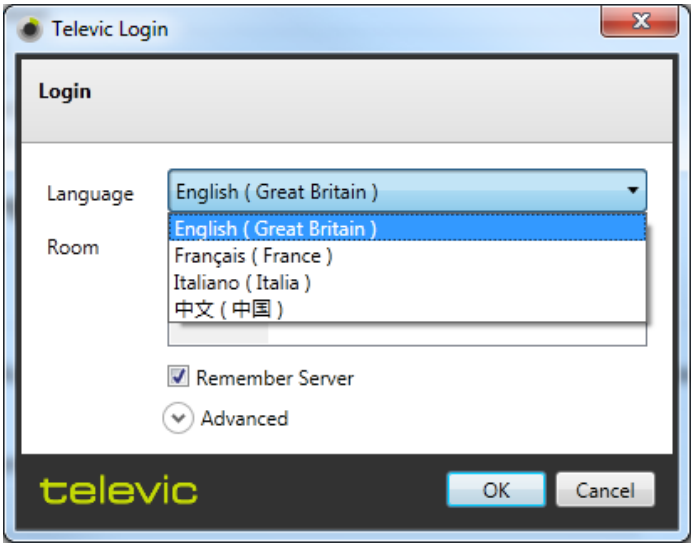

Figure 15-5 License uploaded successfully

13. When the license transfer is not OK it means that your PC does not allow FTP transfer to the device. Mostly this is because either Windows Firewall or virusscan does not allow FTP transfer. You can add CoCon as an exception by going to Windows Control Panel>Windows Firewall> “Allow an app or feature through Windows Firewall”.

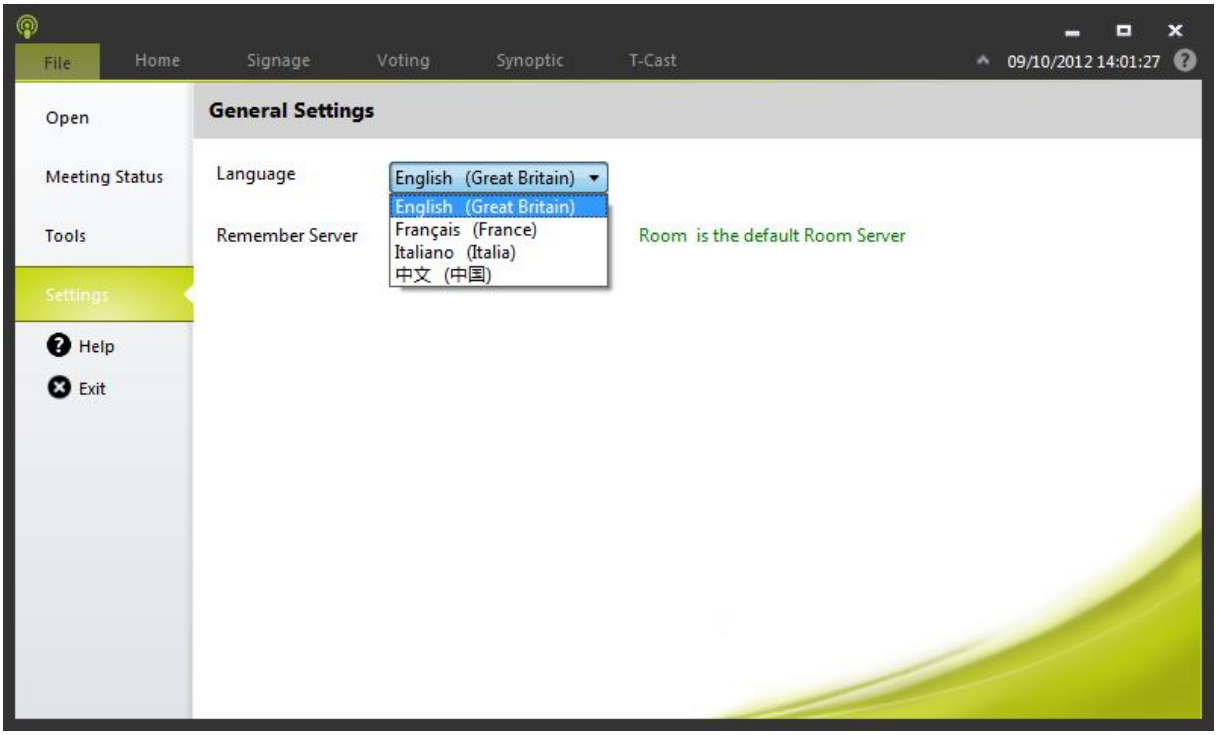
## 15.2 How can I change the language of the CoCon applications?

There are two ways to change the language of the CoCon client applications. These are the following:

- At the login screen, there is a drop-down list where you can select the language in which you want to see the CoCon application. This is shown in the following figure:




- In the applications themselves, click on the “File”-menu, then select the “Settings”-tab to change the settings for the current application. Here you can also select the language from a drop-down list, as illustrated in the following figure:




## 15.3 How do I connect the CoCon software to my Televic Central Conference Unit?

In order to run a meeting from the CoCon software, the CoCon Room Server needs to be configured to communicate with your conference hardware. To do this, start the CoCon Room Server 

The first time you start this server, you will see the Room Configuration wizard that will guide you through some general settings. For full details, see the CoCon manual section 7.1.

The last of these settings is the setup of the conference system. Here you can select the following plugins to communicate with your Televic Conference hardware:

- CPU5500 Plugin: this component allows connection to the Televic CPU5500 Central Unit. This connection is established over a standard LAN-connection using the TCP/IP protocol. Parameters here include:
    - IP-address. This is the IP address of the central conference unit you want to connect to.
    - Port: this is usually port 5011 for the CPU5500.
- Confidea Wired Plugin: this component allows connection to the Televic Confidea Wired (CE2500) Central Unit. This connection is established using a serial connection over RS232. Parameters here include:

  - COM-port: the COM-port on the computer to which the serial port of the central conference unit is connected.

- WCAP + Plugin: This component allows connection to the Televic WCAP. This connection is established over a standard LAN-connection using the TCP/IP protocol. Parameters here include:
  - IP-address. This is the IP address of the WCAP unit you want to connect to.
  - Port: this is usually port 9000.
- Plixus Multimedia Engine:
  - IP-address: The default IP is 192.168.0.110.
  - Port: this is usually 5011.
  - For Plixus Multimedia it is **mandatory** to click **“Test Connection”**. This way CoCon gets the correct Room ID and that field is automatically filled in correctly.

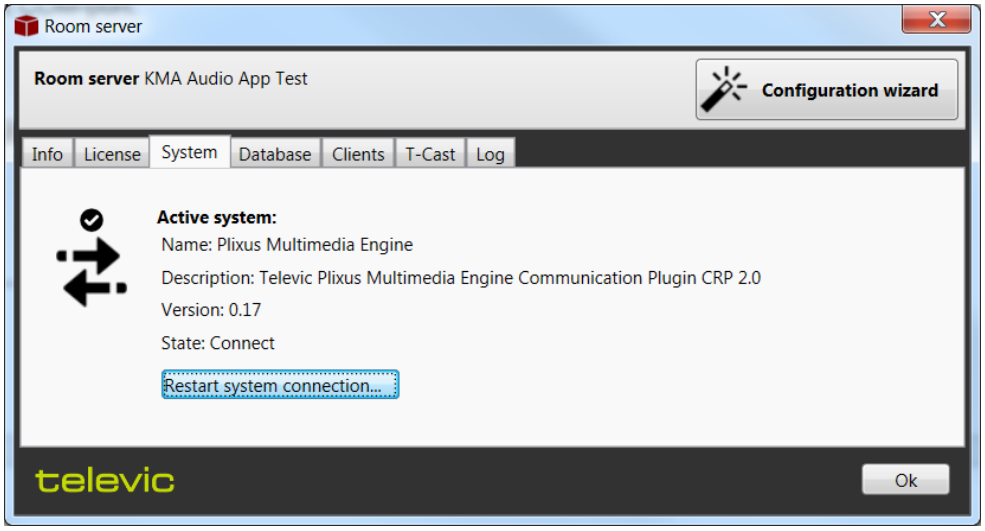
After selecting the appropriate plugin and entering the necessary settings, you can press the “Test Connection”-button in order to test your settings. If the test succeeds, you will see a message “Connection OK”. If it does not succeed after a few minutes, click the “Cancel Test”-button and consult the log files to determine the problem. Common problems are:

- CPU5500 Plugin and WCAP+ Plugin: wrong IP-address or port.
- Confidea Wired Plugin: wrong COM-port. Check the Device Manager of your Windows system to determine the correct COM-port.

## 15.4 The clock on UniCOS multimedia units is not correct.

This can happen when the Plixus Multimedia Engine has rebooted, while the Room Server was already running. This can be quickly solved by opening the Room Server. Click on the System tab and then click “Restart system connection”.

Be careful, this will interrupt the meeting and audio!




## 15.5 How do I define a synoptic for my meeting room?

After starting the CoCon Room Server and setting up the communication with the conference hardware (see previous question), you should start with defining a synoptic for your room. This synoptic consists of a number of interactive nodes where the microphones and delegates are located and a background image (eg. picture of the room). To define this, start the CoCon Room Configurator

After selecting the appropriate CoCon Room Server, this application shows there is no synoptic defined for the current room. Enter a name for the synoptic and click “Create new”.

The following actions should be taken here:

### 15.5.1How do I define a background image for the room synoptic?

If you have a picture or blueprint of your conference room, you can define it as the background image of your synoptic by clicking the “Background Image” at the top, and then “Open new image from file” to browse to it.

Once you have selected it, you can resize it using the controls shown at the top, or clicking the buttons “Center” and “Fill” to let it fill the available drawing canvas.

Note that you can resize the drawing canvas by changing the Page attributes (“Page width” and Page height” in the top left corner), or dragging the small grey square in the bottom right corner of the drawing canvas.

### 15.5.2How to initialize or retrieve the microphones connected to the Central Unit?

Depending on the situation, there are a number of actions that are required here. The best course of action is to follow the Wizard to define the Units in the System. This wizard can be activated by clicking the button “Wizard” at the top of the list of Units in the System on the left-hand side. This wizard will guide you step by step through the process of initializing or retrieving the conference units connected to your system.

The result of this step should be that you have a number of microphones in the list of Units on the left side of the screen.

### 15.5.3How do I create microphone nodes in the synoptic?

After determining which units you have in the system, you should allocate them to a position in the room. This can be done by the following actions:

- You can drag and drop the units from the left column onto the drawing canvas. This will create nodes in the synoptic, and associate the selected microphone with it.
- You can click the “Wizard” button on the right-hand side of the screen. This will guide you through the steps to create nodes and associate microphones to them.

## 15.6 How can I change a delegate into a chairman?

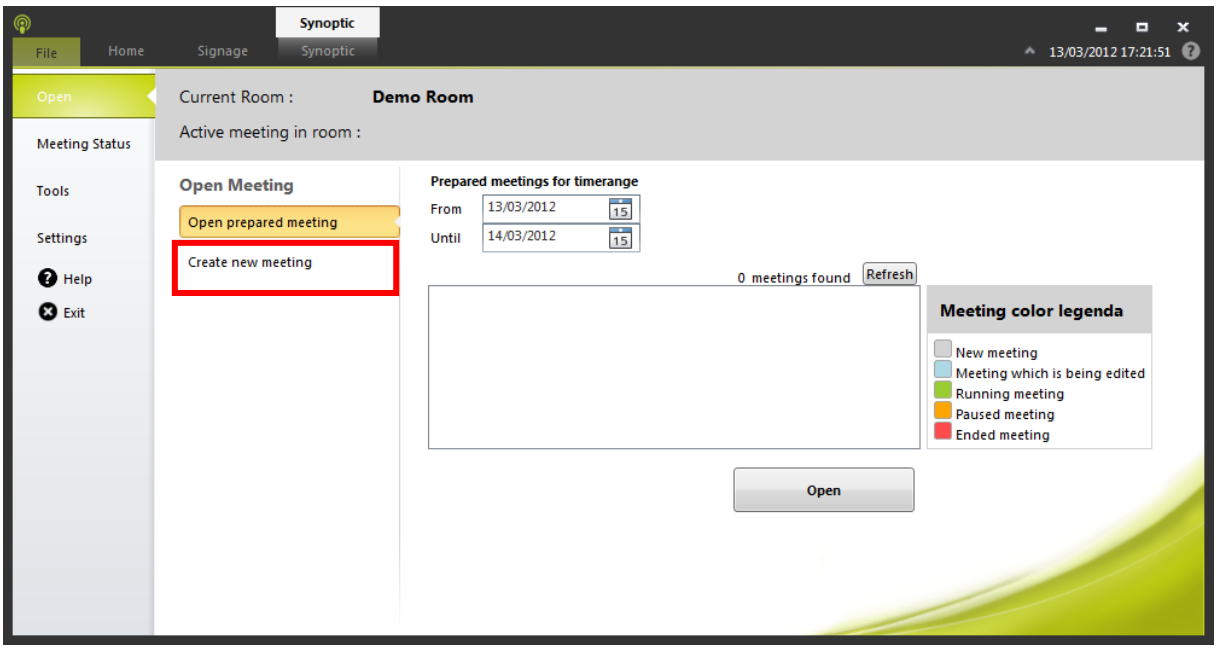
This is done in the Room Configurator application: 
Make sure you select the microphone icon of the seat you want to change. By clicking either Delegate or Chairman Priority in the ribbon at the top, the selected priority is set to the selected node.

Note: UniCOS multimedia units that are connected to the Plixus network are automatically defined as delegates. If you want to assign chairmen units, you need to do this as described above.

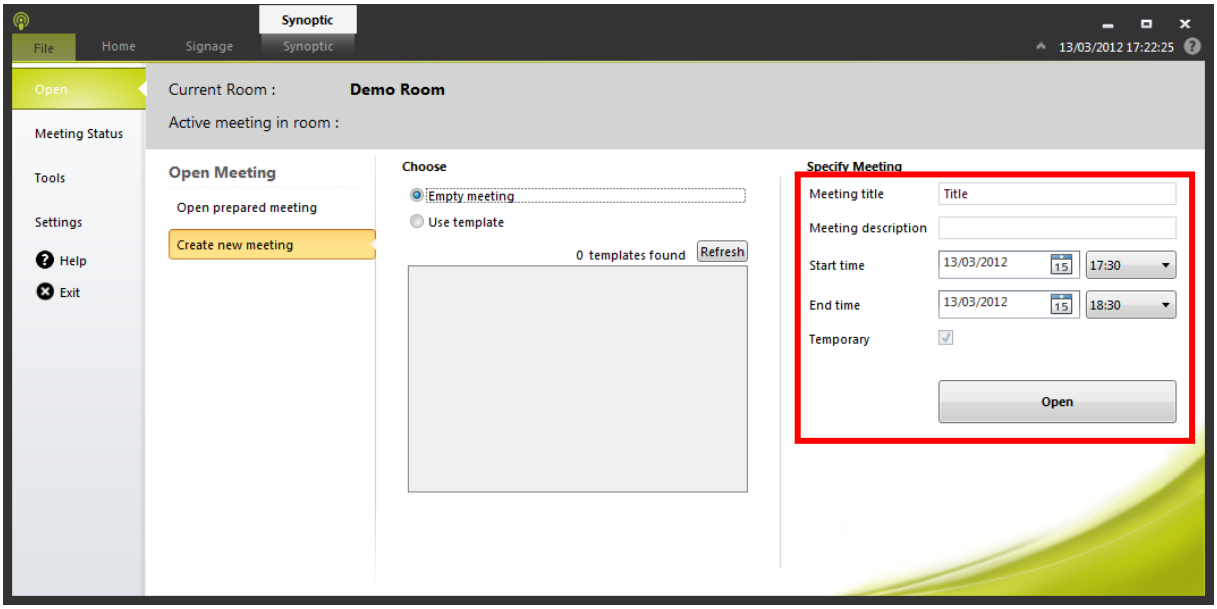
## 15.7 How do I quickly start a meeting?

To quickly start a meeting without any preparation (agenda, attending delegates, …), perform the following actions:

- Make sure your CoCon Room Server is running and configured (See the CoCon Walkthrough or the CoCon Manual for this).
- Start the CoCon Operator Application 
- Choose your CoCon Room Server in the logon dialog.
- Click “Create New Meeting”.

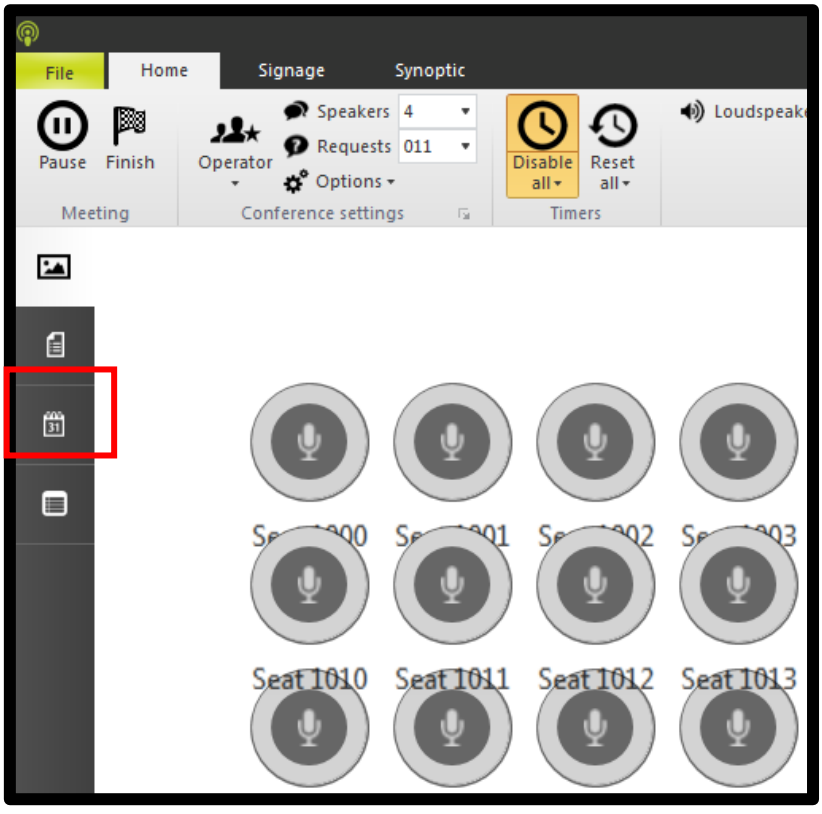



- Enter the meeting details on the right-hand side




- Click “Open”.
- Click “Start Meeting” at the top of the synoptic view of the room.
- The meeting is now started, you can now monitor and control microphone activity.

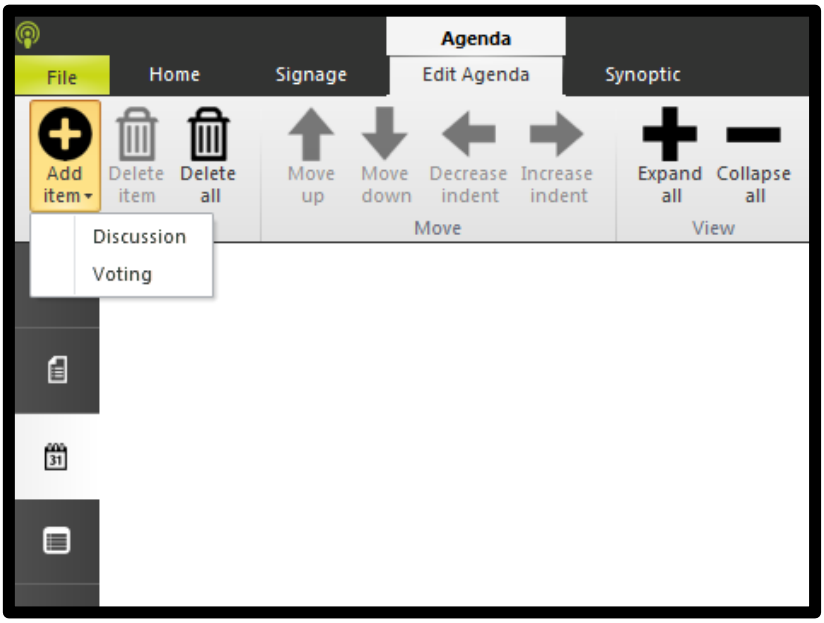
- You can also create an agenda during the meeting. To do this, click on the Agenda-tab on the left-hand side of the Operator Application: 



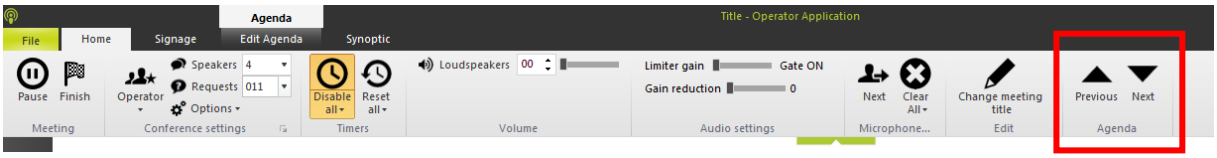
You will now see the Agenda-tab, where the current agenda is shown. This is off course empty, since no preparation was done for this meeting.

You can use the functions under the “Edit Agenda”-ribbon at the top to

- Add and delete agenda items
- Make a hierarchy using the increase and decrease indent
- Change the view by expanding or collapsing all




On the Home-ribbon, you can use the Previous- and Next-buttons to activate the agenda items and navigate through the agenda:



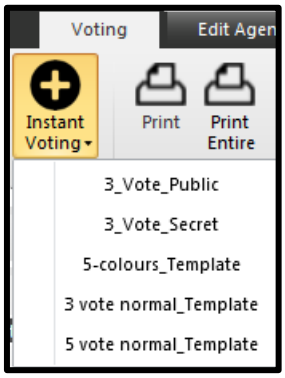

# 15.8 How do I quickly start a vote?

First, you need to have a meeting active and started. See the previous question how to do this.

There are two ways in which to quickly start a vote. These are described in the sections below.

## 15.8.1 Instant Voting based on a voting template

On the Voting ribbon, there is a button “Instant Voting”, as shown in the figure below:



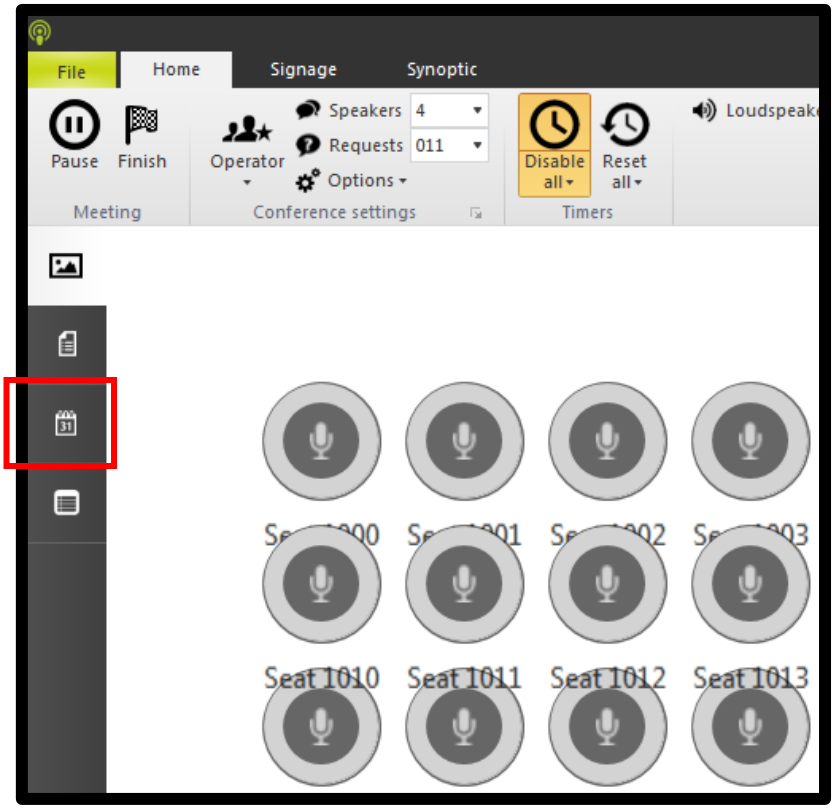

When clicking, on this button, all the available voting templates are shown. Selecting one of these will automatically create a new agenda item based on the settings contained in this voting template. The only action that the Operator still has to do is hit the “Start”-button to start the voting.

Of course, the Operator can first edit the settings of this voting item (e.g. the title or the voting options). After editing, it is important to click the small Save button  on the agenda item, to transfer your changes to the Server.

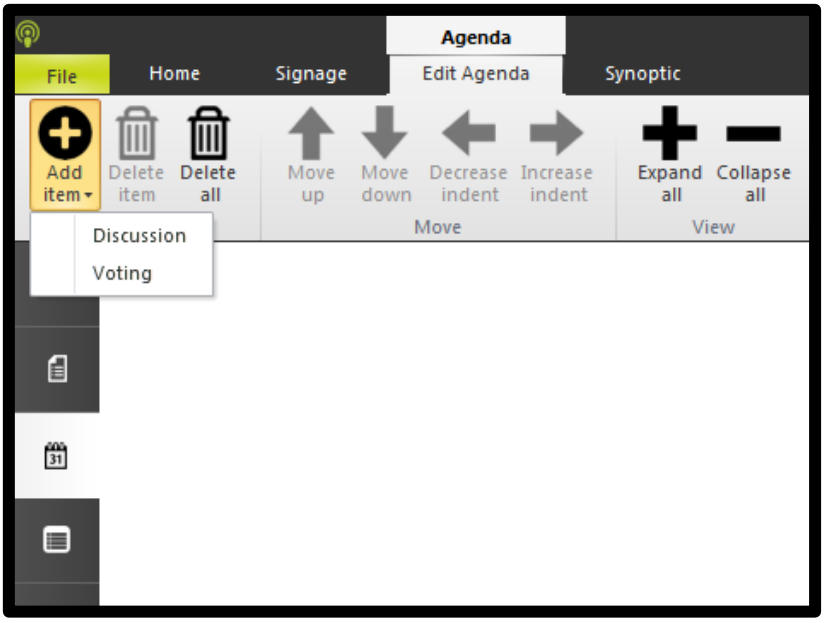
Finally, the edited voting agenda item can be started by clicking the “Start”-button.

## 15.8.2Create and configure new voting item

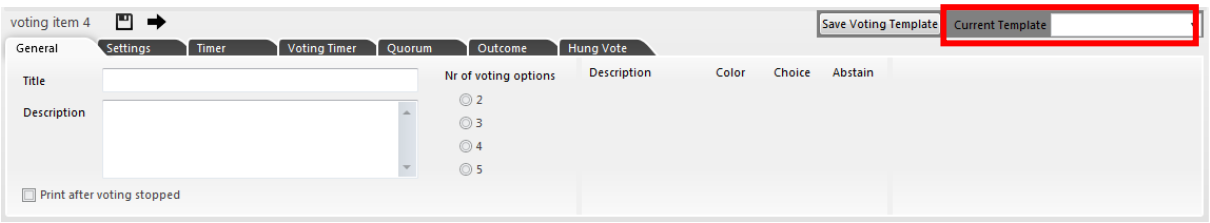
Click the Agenda-tab on the left side of the screen to access the agenda. Each vote is coupled to an agenda item, so you need to create a new agenda item to be able to start a vote.



Go to the “Edit Agenda”-ribbon at the top of the screen, and then click the “Add Agenda”-button, and select “Voting”, as shown in the figure below:




A new voting agenda item will now be create in the agenda. Double-click the header to fill in the voting settings. You will now see this view:




Now you have two options to fill in the options of your voting item:

1. Use a voting template. To do this, click the drop-down button on the top right of the voting item, as indicated in the figure above. Here is a list of all current voting templates, with a few pre-filled by Televic CoCon. For example, you can select the template 3_Vote_Public.
   Now the details of the voting template are filled in your voting agenda item. These include:
   a. 3 voting options and their colour
   b. A number of settings in the various other tab pages. You can for example consult the tab Settings to see how the voting results are shown to who.
2. Fill in the details on your own. The most important ones include:
   a. Title
   b. Number of voting options
   c. Description and colour of your voting options

On the settings tab:

d. Who can participate in the vote?

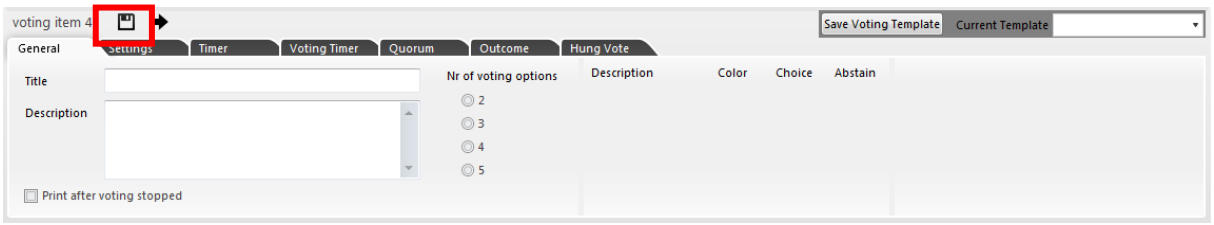
e. Who sees the overall results during the vote? After the vote, all will see the overall voting results

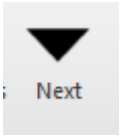
f. Who sees the individual voting results?

g. …and a number of other options.

For a full description of all voting options and settings, see Section 10.9.3.

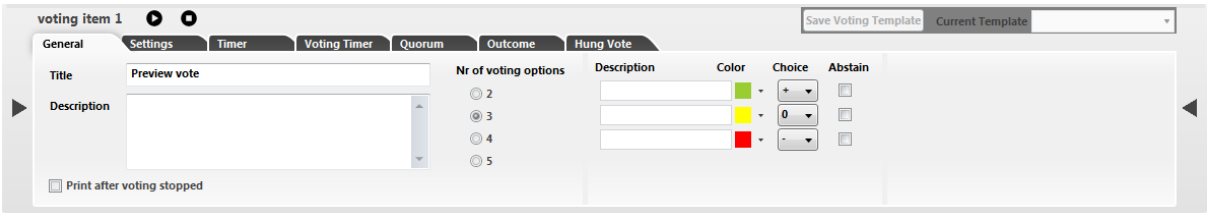
After you have filled the voting options, it is important to click the small Save button  on the agenda item, to transfer your changes to the Server. Up until now, you have been working locally in the Operator Application.




After saving the item, you should activate it in the current agenda, by clicking the Next-button 

on the Home, Voting, or Edit Agenda-ribbon.

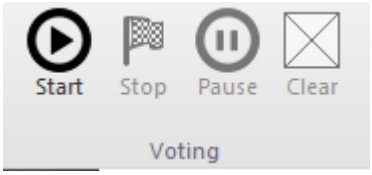
Your voting item is currently active, which you can see by the arrows next to it as shown below:




Now there are two ways to control the vote:

- Click the small Start and Stop vote-button on the item itself: 

- Click the large Start and Stop vote-button on the “Voting”ribbon:

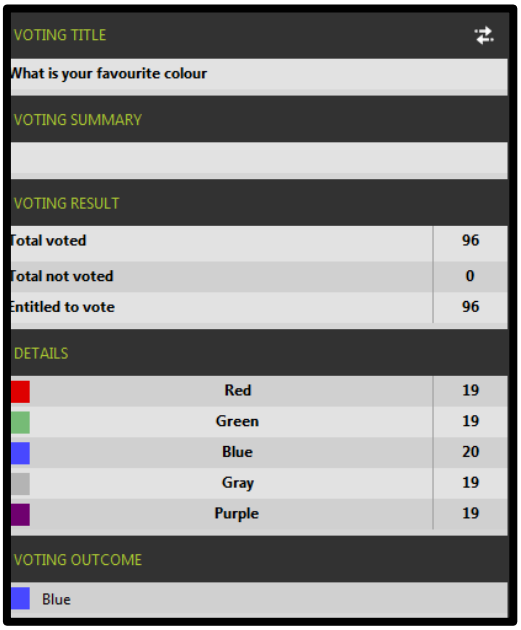



Starting the vote from any location will have the same effect: the voting units will activate their voting LEDs to indicate to the delegates that they can vote.

## 15.9 Where can I see the voting results?

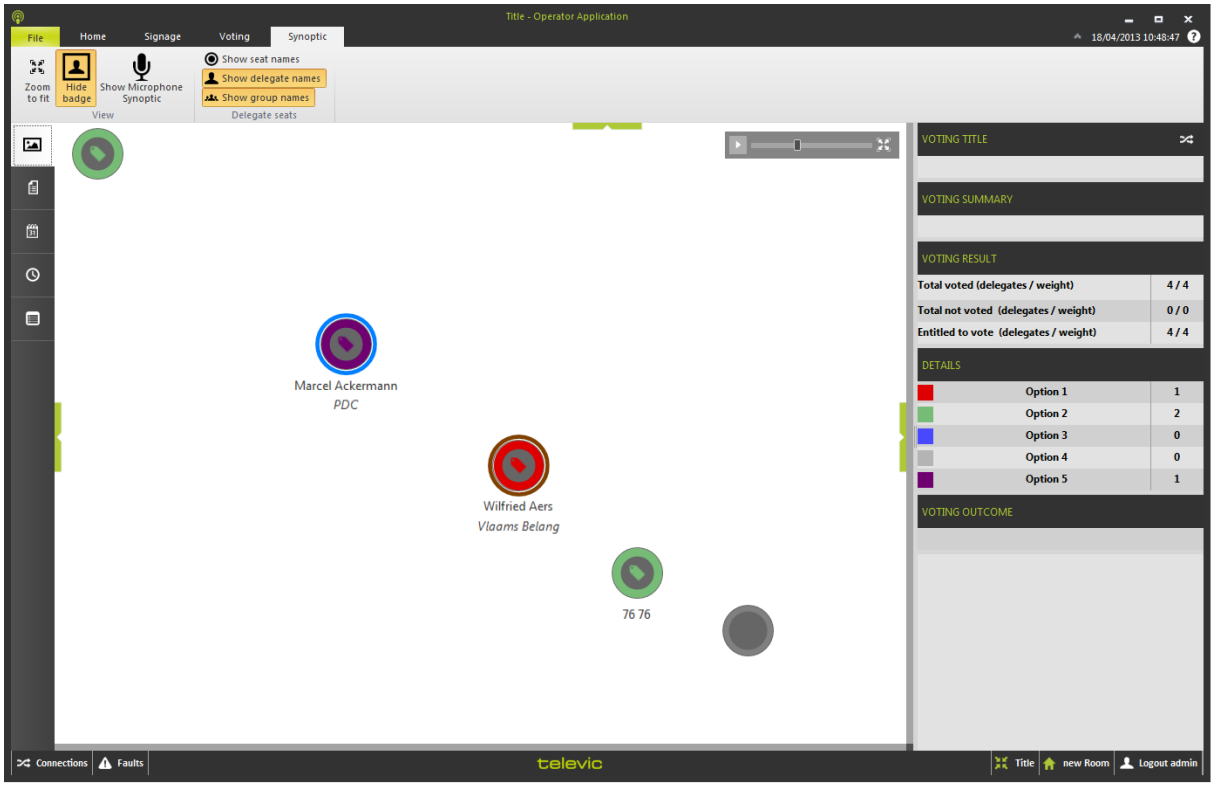
Depending on the options you specified, you can follow the results on one of the following locations:

- An overview with the total number of votes and votes per option is always visible on the right-hand side of the Operator Application. It looks like this:

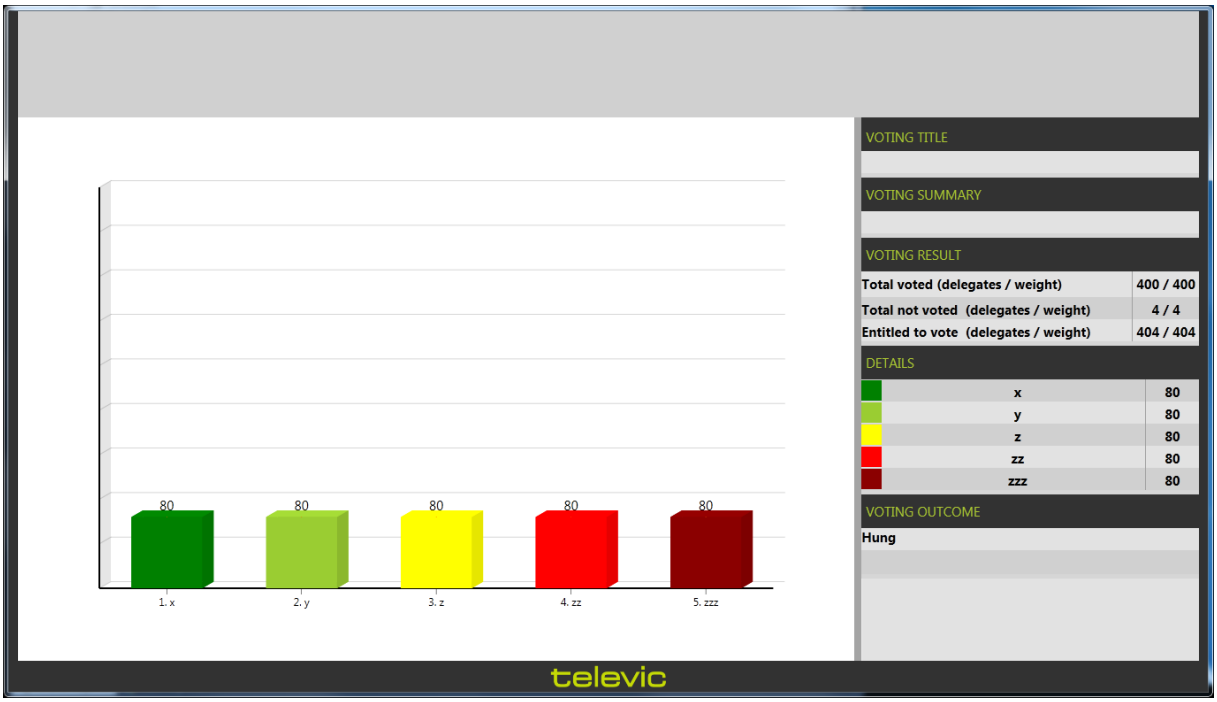



Note that the button in the top-right corner (  ) can be used to switch between voting results and the view with speaker list, request list, group list and speech timers.

- Synoptic tab: in the Voting Synoptic: 




- Signage application:




After you stop the vote, you can still look at the results, until another agenda item is activated, or you click the “Clear” button on the Voting ribbon. After that, the results of a voting item can be retrieved and shown on the Operator and Signage Application by clicking the “Retrieve Results”-button.

## 15.10 Why doesn't the voting session start?

After clicking the "Start" button on the Voting ribbon, it is possible that the voting does not start. Reasons for this can be:

- No voting units have been initialized in the Room Configurator. A voting unit is characterized by the following:
  - A "V" in the Unit Capabilities column (for voting).
  - A tri-colored band at the top of the seat icon.
- No delegates can participate in the vote. If you have for example chosen that only users with a badge can vote, and no badges have been inserted, then there are no valid voting users.

## 15.11 How do I manage my delegate database?

All of the actions described here are done in the Meeting Manager application; start this application by starting the Meeting Manager application with the following icon: 

### 15.11.1 How do I create and manage delegates?

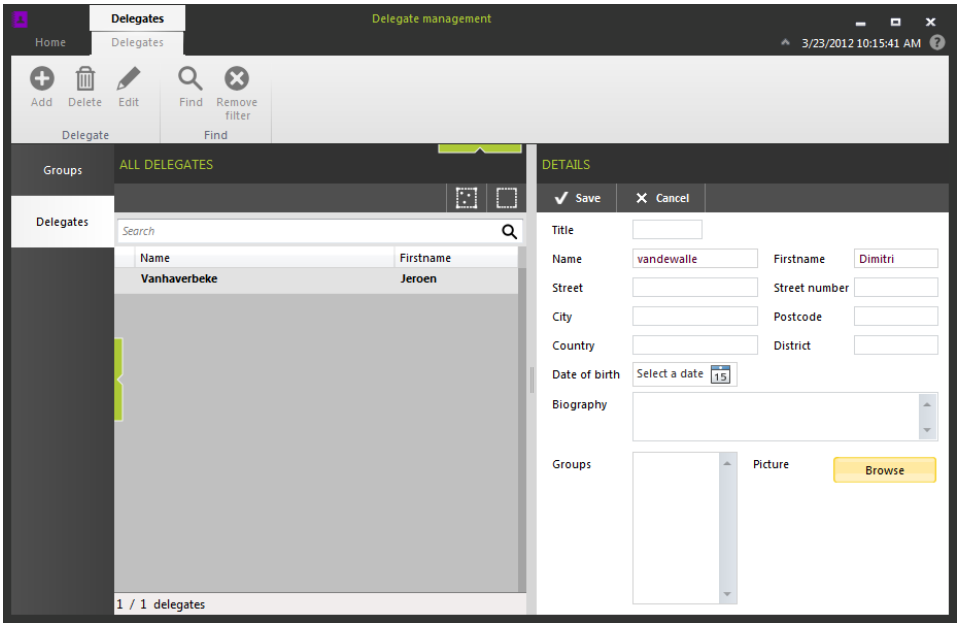
First, you have to open the Delegate Management-view. Click on "Delegate Management" at the top of the main window to open this.

The delegates are managed in the second tab of the Meeting Management-tool; click "Delegates" on the left-hand side of the screen to open this. You will now see the screen as shown below.

Two columns are present here:

- The first (ALL DELEGATES) shows a list of all the delegates currently contained in the database.
- The second column (DETAILS) shows the details of the currently selected delegate in the left column (if any).

The delegates can be added, modified or deleted by pressing the buttons on the Delegate-ribbon.




## 15.11.2 How do I add delegates to the meeting?

Close the delegate management screen and go to the delegate list (on the left-hand side).

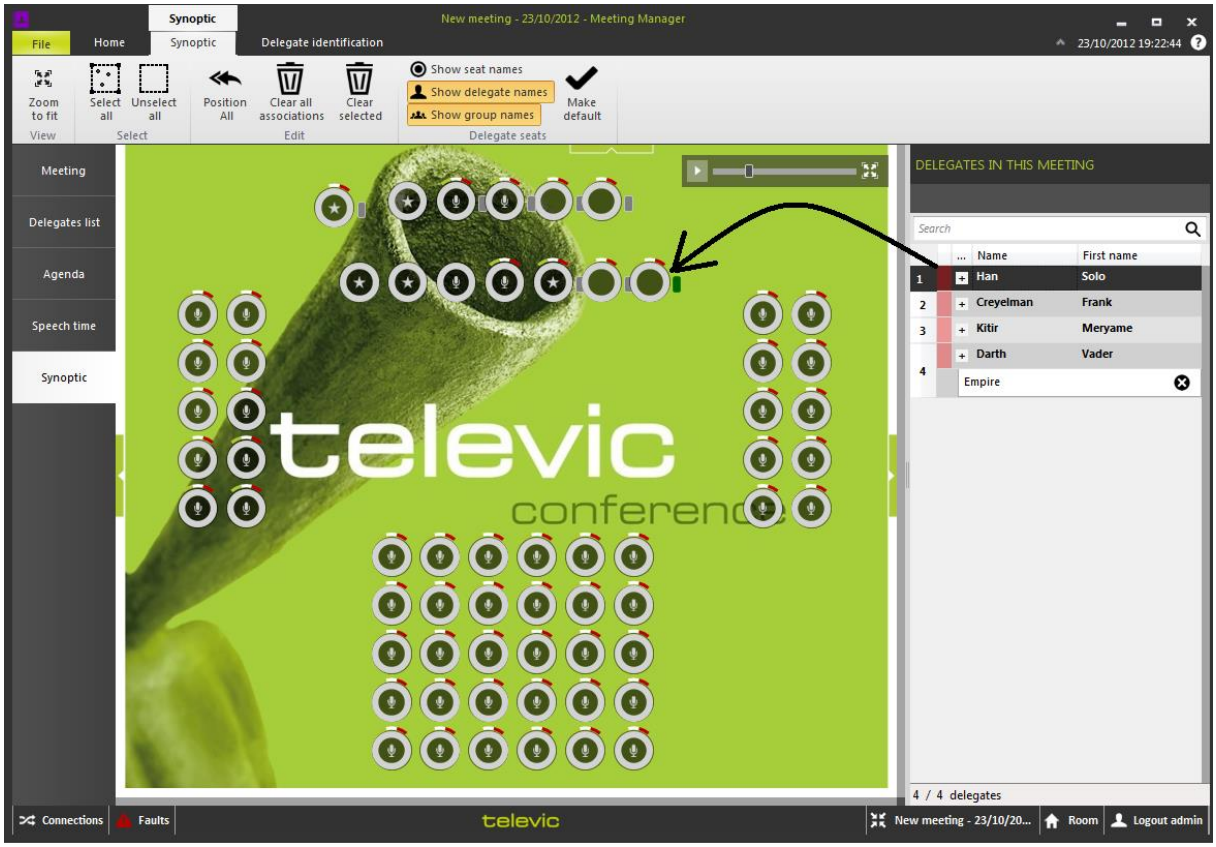
Now you can add the delegates you want to the meeting. This can be done by selecting the delegates and clicking “Add to meeting” to add them to the meeting.

Alternatively, you can drag and drop them from the list of delegates (or groups) to the list of delegates in this meeting.

### 15.11.3 How do I add delegates to a seat in the synoptic?

Go to the synoptic tab on the left-hand side.

Drag and drop the delegates currently in the meeting to their seats.




Alternatively, you can use the “Allocate all” button at the top to allocate all of the delegates in one move to the synoptic. The identification number of the delegates will be used to put them on the seat with the same number.

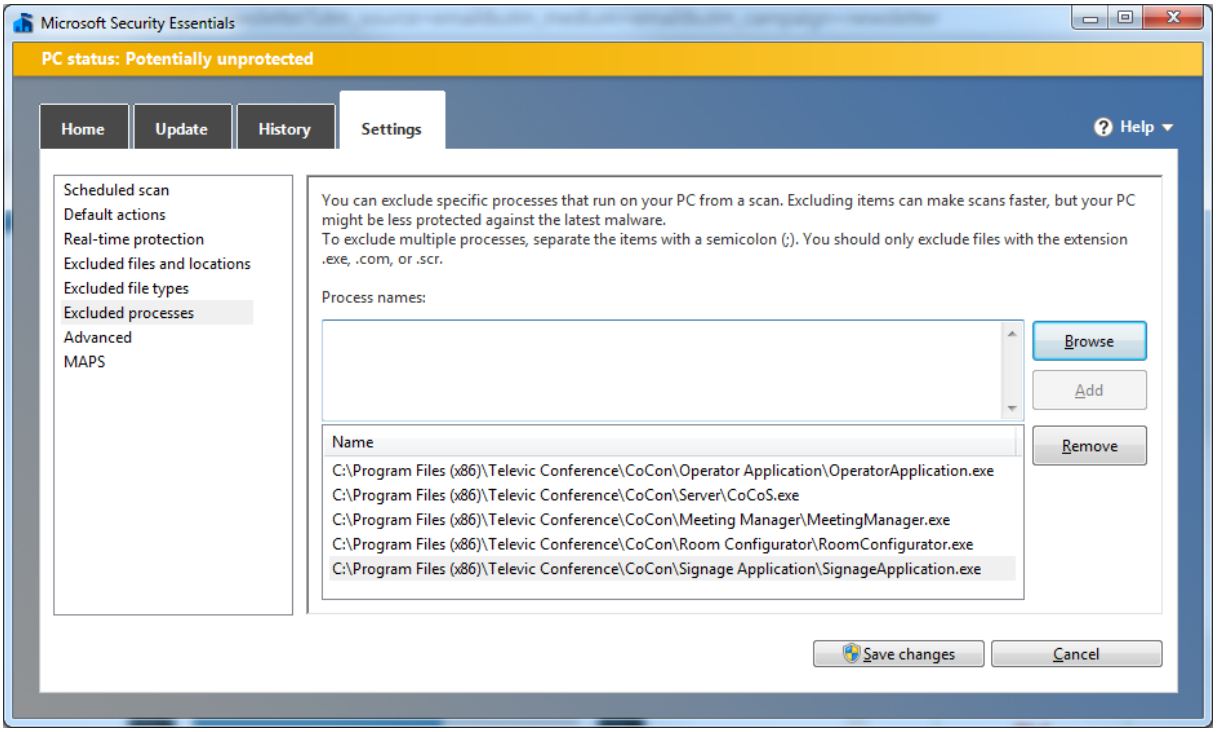
You can first move the delegates in the list by dragging and dropping them into the correct order.

# 16 Known Issues

The following is a list of known issues with the current version of the software:

- **API:** To be able to communicate with the Room Server using the API, you need to run the Room Server in administrator mode.
- **Meeting Manager**: Occasionally, the Meeting Manager may stop working when saving a meeting as a template. This does however not affect the saving of the meeting data to the database. A restart of the program suffices to continue working with the required data.
- **All application:** Some version of Windows Defender and Microsoft Security Essential can cause a significant delay in the communication between the Central Unit and the CoCon Room Server on the one hand, and between the CoCon Room Server and the CoCon clients

on the other hand. This can be seen by the fact that the “MsMpEng.exe” process takes a lot of CPU in the Windows Task Manager section Processes while the CoCon applications are running.
The solution for this is adding exceptions for the CoCon Room Server and CoCon clients on the management consoles of these Microsoft programs, as shown in the screenshot below for the Microsoft Security Essentials:




- **All applications:** The Windows multi-user support at this point is limited and depends on the Windows-platform on which the applications are installed.
  For the CoCon client applications, the following is applicable: after the installation has been done, multiple Windows users on the same machine will be able to access the CoCon client applications, each with their own settings.
  For the CoCon Server application, the following is applicable:
  - *Windows 7 and Vista:* The CoCon Room Server application should be run as a regular user (without Administrator rights). However, the first time the CoCon Room Server is started, the installation of SQL Server might ask for Administrator rights to install this.
  - *Windows XP:* Due to the SQL Server rights policy, the CoCon Room Server should always be run by a user with Administrator rights. This can be circumvented by using an external SQL Server installation; in this case the CoCon Room Server can be run by a regular user.
- **Server application:** During installation of the SQL Server Express (the database that CoCon uses to store its data), a check is done whether the Computer Name is the same as the User Name. This is a situation which is considered bad practice in IT terms, and does not allow the successful completion of the SQL Server installation procedure. In order to remedy this, stop the CoCon Room Server (using Task Manager), change either the Computer Name or the User Name and restart the CoCon Room Server.

- **Server application:** During installation of the SQL Server Express (the database that CoCon uses to store its data), Windows Installer 4.5 is needed. This is a software component that might not be present on older Windows versions. Therefore, the necessary files have been included in the CoCon installation at C:\Program Files (x86)\Televic Conference\CoCon\Server\WindowsInstaller4_5 (or similar for your installation).
- **Server application:** If the serial communication to the Confidea CU-plugin is specified as connecting to a COM-port which is used for Bluetooth Serial Communication, then the CoCon Server is not able to start. This is due to a problem in the .Net framework. The solution is to change the setting TCS2500COMPort in the Server Config file. This setting contains the COM-port to be used to connect to the Confidea CU, eg. “COM5” .
  The setting file is located in the configuration directory, which can be found at the following locations:
  - Windows XP: C:\Documents and Settings\<USER>\Local Settings\Application Data\Televic Conference\CoCon\
  - Windows Vista; C:\Users\<USER>\AppData\Local\Televic Conference\CoCon\
  - Windows 7: C:\Users\<USER>\AppData\Local\Televic Conference\CoCon\
- **Server application:** If a USB-to-serial convertor is used, the CoCon server might stop functioning if the USB-convertor is unexpectedly removed. This is due to a problem in the .Net framework.
- **Room Configurator:** by sorting rapidly on the list of units and nodes, a crash might occur due to a problem in the Microsoft .Net framework. A patch is available in the CoCon installed files: from the Solutions for this problem can be found at C:\Program Files (x86)\Televic Conference\CoCon\Room Configurator\Patch_Net (or similar for your installation)
- **Operator Application:** very infrequently the Operator Application will generate a “Runtime Error” when exiting. No fix found as yet.
- **Audio settings:** The audio settings (limiter gain, auto gain reduction, general volume) have to be set on CoCon and not on the used central equipment to allow correct functioning.
- **Hung voting setting:** if the resolution of the hung vote is chosen as “Determined by chairmen in a new chairmen-only voting session”, then the results of the original (hung) voting round are not saved to the database, and also not available for printing.
- **Meeting Manager:** meeting templates created with an earlier version might not be aligned with the latest version of the database. It is safest to make new meeting templates based on the same settings.
- **Meeting Manager:** Infrequently, this application may lose connection with the Server when a meeting is being controlled in the Operator Application.

# 17 XSD files

This section contains a number of XSD files for the various functionalities that CoCon offers to import/export XML data.

Note that all of these XSD-files can also be found under C:\Program Files (x86)\Televic Conference\CoCon\Meeting Manager\Sample\
(or similar for your installation)

## 17.1 Import/Export delegates

```
<?xml version="1.0" encoding="UTF-8"?>
   <xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
elementFormDefault="qualified" attributeFormDefault="unqualified">
    <xs:element name="delegatemanagement">
      <xs:complexType>
      <xs:sequence>
         <xs:element name="groups">
         <xs:complexType>
            <xs:sequence>
            <xs:element name="ArrayOfGroup">
               <xs:complexType>
               <xs:attribute name="xmlns:i" type="xs:string"></xs:attribute>
               <xs:attribute name="xmlns" type="xs:string"></xs:attribute>
               </xs:complexType>
            </xs:element>
            </xs:sequence>
         </xs:complexType>
         </xs:element>
         <xs:element name="delegates">
         <xs:complexType>
            <xs:sequence>
            <xs:element name="ArrayOfUser">
               <xs:complexType>
               <xs:sequence>
                  <xs:element name="User" maxOccurs="unbounded">
                  <xs:complexType>
                     <xs:sequence>
                     <xs:element name="EntityKey">
                        <xs:complexType>
                        <xs:sequence>
                           <xs:element name="d3p1:EntityContainerName"
type="xs:string"></xs:element>
                           <xs:element name="d3p1:EntityKeyValues">
                           <xs:complexType>
                              <xs:sequence>
                              <xs:element name="d3p1:EntityKeyMember">
                                 <xs:complexType>
                                 <xs:sequence>
                                    <xs:element name="d3p1:Key"
type="xs:string"></xs:element>
                                    <xs:element name="d3p1:Value" type="xs:int">
                                    <xs:complexType>
                                       <xs:attribute name="xmlns:d6p1"
type="xs:string"></xs:attribute>
                                       <xs:attribute name="i:type"
type="xs:string"></xs:attribute>
                                    </xs:complexType>
                                    </xs:element>
                                 </xs:sequence>
                                 </xs:complexType>
```

```
                              </xs:element>
                              </xs:sequence>
                           </xs:complexType>
                           </xs:element>
                           <xs:element name="d3p1:EntitySetName"
type="xs:string"></xs:element>
                        </xs:sequence>
                        <xs:attribute name="xmlns:d3p1"
type="xs:string"></xs:attribute>
                        <xs:attribute name="xmlns" type="xs:string"></xs:attribute>
                        <xs:attribute name="z:Id" type="xs:string"></xs:attribute>
                        </xs:complexType>
                     </xs:element>
                     <xs:element name="CoCoSEditState"
type="xs:string"></xs:element>
                     <xs:element name="Id" type="xs:int"></xs:element>
                     <xs:element name="PicturePath" type="xs:string"></xs:element>
                     <xs:element name="Name" type="xs:string"></xs:element>
                     <xs:element name="FirstName"></xs:element>
                     <xs:element name="DateCreated" type="xs:string"></xs:element>
                     <xs:element name="DateLastModified">
                        <xs:complexType>
                        <xs:attribute name="i:nil" type="xs:string"></xs:attribute>
                        </xs:complexType>
                     </xs:element>
                     <xs:element name="Street"></xs:element>
                     <xs:element name="StreetNumber">
                        <xs:complexType>
                        <xs:attribute name="i:nil" type="xs:string"></xs:attribute>
                        </xs:complexType>
                     </xs:element>
                     <xs:element name="PostCode"></xs:element>
                     <xs:element name="City"></xs:element>
                     <xs:element name="Country"></xs:element>
                     <xs:element name="BadgeNumber"></xs:element>
                     <xs:element name="Title"></xs:element>
                     <xs:element name="FingerData">
                        <xs:complexType>
                        <xs:attribute name="i:nil" type="xs:string"></xs:attribute>
                        </xs:complexType>
                     </xs:element>
                     <xs:element name="BadgeValidFrom">
                        <xs:complexType>
                        <xs:attribute name="i:nil" type="xs:string"></xs:attribute>
                        </xs:complexType>
                     </xs:element>
                     <xs:element name="BadgeValidUntil">
                        <xs:complexType>
                        <xs:attribute name="i:nil" type="xs:string"></xs:attribute>
                        </xs:complexType>
                     </xs:element>
                     <xs:element name="IsTemporary" type="xs:string"></xs:element>
                     <xs:element name="UserId" type="xs:string"></xs:element>
                     <xs:element name="ActiveFrom" type="xs:string"></xs:element>
                     <xs:element name="ActiveUntil">
                        <xs:complexType>
                        <xs:attribute name="i:nil" type="xs:string"></xs:attribute>
                        </xs:complexType>
                     </xs:element>
                     <xs:element name="BirthDate">
                        <xs:complexType>
                        <xs:attribute name="i:nil" type="xs:string"></xs:attribute>
                        </xs:complexType>
                     </xs:element>
                     <xs:element name="District"></xs:element>
                     <xs:element name="Biography" type="xs:string"></xs:element>
                     <xs:element name="VotingWeight" type="xs:int"></xs:element>
```

```
                     <xs:element name="HaveVotingRight"
type="xs:string"></xs:element>
                     <xs:element name="VotingRightByGroup">
                        <xs:complexType>
                        <xs:attribute name="i:nil" type="xs:string"></xs:attribute>
                        </xs:complexType>
                     </xs:element>
                     <xs:element name="UserName"></xs:element>
                     <xs:element name="Password" type="xs:string"></xs:element>
                     <xs:element name="Email"></xs:element>
                     <xs:element name="PhoneNumber"></xs:element>
                     <xs:element name="Profile">
                        <xs:complexType>
                        <xs:attribute name="i:nil" type="xs:string"></xs:attribute>
                        </xs:complexType>
                     </xs:element>
                     <xs:element name="LecturerAgendaItems"></xs:element>
                     <xs:element name="MeetingUsers"></xs:element>
                     <xs:element name="Admin"></xs:element>
                     <xs:element name="Groups"></xs:element>
                     <xs:element name="PictureData">
                        <xs:complexType>
                        <xs:sequence>
                           <xs:element name="EntityKey">
                           <xs:complexType>
                              <xs:attribute name="xmlns:d4p1"
type="xs:string"></xs:attribute>
                              <xs:attribute name="xmlns"
type="xs:string"></xs:attribute>
                              <xs:attribute name="i:nil"
type="xs:string"></xs:attribute>
                           </xs:complexType>
                           </xs:element>
                           <xs:element name="CoCoSEditState"
type="xs:string"></xs:element>
                           <xs:element name="Id" type="xs:int"></xs:element>
                           <xs:element name="Data">
                           <xs:complexType>
                              <xs:attribute name="i:nil"
type="xs:string"></xs:attribute>
                           </xs:complexType>
                           </xs:element>
                           <xs:element name="Type">
                           <xs:complexType>
                              <xs:attribute name="i:nil"
type="xs:string"></xs:attribute>
                           </xs:complexType>
                           </xs:element>
                           <xs:element name="RoomSynoptic_ScreenShot">
                           <xs:complexType>
                              <xs:attribute name="i:nil"
type="xs:string"></xs:attribute>
                           </xs:complexType>
                           </xs:element>
                           <xs:element name="Room_RoomIcon">
                           <xs:complexType>
                              <xs:attribute name="i:nil"
type="xs:string"></xs:attribute>
                           </xs:complexType>
                           </xs:element>
                           <xs:element name="User_Picture">
                           <xs:complexType>
                              <xs:attribute name="i:nil"
type="xs:string"></xs:attribute>
                           </xs:complexType>
                           </xs:element>
                           <xs:element name="RoomSynoptic_BackgroundImage">
```

```
                           <xs:complexType>
                              <xs:attribute name="i:nil"
type="xs:string"></xs:attribute>
                           </xs:complexType>
                           </xs:element>
                           <xs:element name="Meeting_MeetingIcon">
                           <xs:complexType>
                              <xs:attribute name="i:nil"
type="xs:string"></xs:attribute>
                           </xs:complexType>
                           </xs:element>
                           <xs:element name="Language_LanguageIcon">
                           <xs:complexType>
                              <xs:attribute name="i:nil"
type="xs:string"></xs:attribute>
                           </xs:complexType>
                           </xs:element>
                           <xs:element name="Service_IconData">
                           <xs:complexType>
                              <xs:attribute name="i:nil"
type="xs:string"></xs:attribute>
                           </xs:complexType>
                           </xs:element>
                           <xs:element name="WebSite_IconData">
                           <xs:complexType>
                              <xs:attribute name="i:nil"
type="xs:string"></xs:attribute>
                           </xs:complexType>
                           </xs:element>
                        </xs:sequence>
                        <xs:attribute name="z:Id" type="xs:string"></xs:attribute>
                        </xs:complexType>
                     </xs:element>
                     <xs:element name="CustomUserField"></xs:element>
                     <xs:element name="AuthorityGivens"></xs:element>
                     <xs:element name="AuthorityReceives"></xs:element>
                     <xs:element name="OptionalFields"></xs:element>
                     </xs:sequence>
                     <xs:attribute name="xmlns:z" type="xs:string"></xs:attribute>
                     <xs:attribute name="z:Id" type="xs:string"></xs:attribute>
                  </xs:complexType>
                  </xs:element>
               </xs:sequence>
               <xs:attribute name="xmlns:i" type="xs:string"></xs:attribute>
               <xs:attribute name="xmlns" type="xs:string"></xs:attribute>
               </xs:complexType>
            </xs:element>
            </xs:sequence>
         </xs:complexType>
         </xs:element>
      </xs:sequence>
      </xs:complexType>
   </xs:element>
   </xs:schema>
```

# 17.2 Import/Export prepared meeting information

```
<?xml version="1.0" encoding="UTF-8"?>
   <xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
elementFormDefault="qualified" attributeFormDefault="unqualified">
   <xs:element name="MeetingInformation">
      <xs:complexType>
      <xs:sequence>
         <xs:element name="MeetingTitle" type="xs:string"></xs:element>
         <xs:element name="MeetingDescription"></xs:element>
```

```
        <xs:element name="MeetingDate" type="xs:string"></xs:element>
        <xs:element name="MeetingStartTime" type="xs:string"></xs:element>
        <xs:element name="Agenda">
        <xs:complexType>
           <xs:sequence>
           <xs:element name="AgendaItem" maxOccurs="unbounded">
              <xs:complexType>
              <xs:sequence>
                 <xs:element name="Number" type="xs:int"></xs:element>
                 <xs:element name="Title" type="xs:string"></xs:element>
                 <xs:element name="Description"></xs:element>
                 <xs:element name="Type" type="xs:string"></xs:element>
              </xs:sequence>
              </xs:complexType>
           </xs:element>
           </xs:sequence>
        </xs:complexType>
        </xs:element>
        <xs:element name="Delegates">
        <xs:complexType>
           <xs:sequence>
           <xs:element name="Delegate" maxOccurs="unbounded">
              <xs:complexType>
              <xs:sequence>
                 <xs:element name="Id" type="xs:int"></xs:element>
                 <xs:element name="Name" type="xs:string"></xs:element>
                 <xs:element name="FirstName"></xs:element>
                 <xs:element name="SeatNumber" type="xs:int"></xs:element>
              </xs:sequence>
              </xs:complexType>
           </xs:element>
           </xs:sequence>
        </xs:complexType>
        </xs:element>
     </xs:sequence>
     </xs:complexType>
  </xs:element>
  </xs:schema>
```

## 17.3 Export meeting statistics

As this is quite a lengthy XSD-file, it can be found under C:\Program Files (x86)\Televic Conference\CoCon\Meeting Manager\TMSImporter\Sample\MeetingStatisticsExport.xsd (or similar for your installation)

# 18 Camera Protocols

## 18.1 Overview

Various Televic Conference products offer the ability to connect a camera system. Various protocols that can be used for this are described in this section.
The camera control can be connected to one of the following Televic Conference products:

- The CPU5500 central unit
- The CoCon Room Server

The CPU5500 allows for the following type of connection to the camera system.

- RS232
- RS232 + UDP, when connecting 2 camera systems;
- TCP/IP
- TCP/IP + UDP, when connecting 2 camera systems;
- UDP

The CoCon Room Server allows for the following type of connection to the camera system.

- RS232
- TCP/IP
- UDP

If CoCon sends out the camera protocol, this is done by the CoCon Room Server. This PC will send out the commands to the camera system.

Note that the CoCon Room Server sends out the SEAT number, whereas the CPU5500 sends out the unit number. See section 9.1 for more details.

### 18.1.1 RS232 communication

The appropriate serial port to use on the CPU5500 central unit is by default COM4. The communications port COM4 operates at a default speed of 19200 bits per second.
A complete overview of the settings of the communications port for the camera control:

| | | |
|---|---|---|
| Port | COM4 | Configurable |
| Bits per second: | 19200 | Configurable |
| Data bits: | 8 | |
| Parity: | None | |
| Stop bits: | 1 | |
| Flow control: | None | |

When using the CoCon Room Server to send out the camera protocols, the local COM-port can of course be chosen as a part of the camera protocol configuration.

### 18.1.2TCP/IP communication

In this mode the CPU5500 and CoCon both operate as a TCP/IP server. The default connection port for the CPU5500 is 5003. The camera systems must make the TCP connection to the CPU5500 or to the CoCon Room Server!

### 18.1.3UDP communication

In this mode the CPU5500 sends the camera commands via UDP to a destination IP address.
The default communication port on the CPU5500 is 10001.

## 18.2 Protocols

Following protocols are supported:

- TLVCAM1 (TLV Protocol (default))
- TLVCAM2 (Philips protocol)
- TLVCAM3 (EP BXL protocol)
- TLVCAM4 (EP BXL+ Name protocol)
- TLVCAM5 (ARBOR protocol)
- TLVCAM6 (RUMINE)
- TLVCAM7 (EP BXL+ Timestamp protocol)
- TLVCAM8 (Philips protocol + Start stop vote)

The protocol is configurable via the Central Unit, or using the CoCon Room Configurator – see Section 9.8 Other Settings.

# 18.3 Commands for TLVCAM1 protocol (TLV)

All commands sent for this protocol start with a '%' sign. The last character is a character that states the end of the transmission. Just before the end of transmission character, there are four characters within the command sent to the camera control which account for the CRC checksum. The CRC checksum is in uppercase hexadecimal form while all other numbers are in decimal form.

The protocol is described as follows: STX '%' data CRC ETX
With:

STX = start transmit char (0x25 = '%')

ETX = end transmit char (0x0D)

CRC = 16 bit sum of the ASCII characters between STX and CRC

All commands sent by the protocol, need to be acknowledged by the camera system! For UDP connection this is not necessary.
The protocol will retransmit the command up to 3 times if no acknowledge is received.
The acknowledge frame is 1byte long and holds the value 0x06.

We will adopt a certain notation to explain the messages sent. All separate entities in a message are represented between curly brackets. If the contents of such an entity is also between quotes (' ') then this means that this is a literal string. Otherwise it describes the logical entity. A logical entity will also contain a number between brackets. This number states how many characters the entity will exist of. If the subtext 1+ is attached to the entity between curly brackets, then this means that one or more occurrences of this entity may occur.

Whenever a microphone of a delegate or the microphone of the president is activated, then a command is sent to the camera control. Whenever an active microphone is deactivated, another command is sent to the camera control.

- The microphone of the president is activated:
  {STX}{'P'}{Microphone number (4)} {CRC (4)}{ETX}
- The microphone of the president is deactivated:
  {STX}{'p'}{Microphone number (4)} {CRC (4)}{ETX}
- The microphone of a delegate is activated:
  {STX}{'M'}{Microphone number (4)} {CRC (4)}{ETX}
- The microphone of a delegate is deactivated:
  {STX}{'m'}{Microphone number (4)} {CRC (4)}{ETX}

The remaining commands are control commands.

- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.
  {STX}{'R'}{CRC (4)}{ETX}

- At a time-interval of around 5 seconds a synchronization message is sent to the camera control. The message contains all the numbers of the active microphones or the number 0 to stipulate that there are no microphones active.
  {STX}{‘S’}{Microphone Number (4)}1+{CRC (4)}{ETX}
- All active microphones are deactivated simultaneously.
  {STX}{‘V’}{‘0000’}{CRC (4)}{ETX}

### 18.3.1Examples

If the president microphone is activated, and the president microphone has the number ‘0001’ then the following message is sent: %P00010111
When the president microphone is deactivated, then the following message is sent: %p00010131
If a delegate microphone is activated, and that delegate microphone has the number ‘0003’ then the following message is sent: %M00030110
When the delegate microphone is deactivated, then the following message is sent: %m00030130
Suppose now that the delegate microphone with number ‘0003’ is active. On a synchronization check the synchronization message will look like this: %S00030116
Suppose now that the delegate microphones with number ‘0002’ and ‘0004’ are also active. On a synchronization check the synchronization message will look like this: %000300020004029C
When no microphones are active, then the following synchronization will be received: %S00000113
When the camera control system should reset itself to its start position, then the following message will be received: %R0052
When all microphones are deactivated simultaneously, then the following message is received: %V00000116

# 18.4 Commands for TLVCAM2 protocol (Philips)

All commands sent by this protocol start with a '$' sign or '&'.
Commands are terminated with a CR(0xd) and LF(0xa).

- The microphone of a delegate is activated:
  $1{Microphone number (4)}<CR><LF>
- The microphone of a delegate is deactivated:
  $2{Microphone number (4)}<CR><LF>
- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.
  &30000<CR><LF>
- All active microphones are deactivated simultaneously.
  &30000<CR><LF>

## 18.4.1Examples

If the president microphone is activated, and the president microphone has the number '0001' then the following message is sent: $10001<CR><LF>
When the president microphone is deactivated, then the following message is sent: $20001<CR><LF>
If a delegate microphone is activated, and that delegate microphone has the number '0003' then the following message is sent: $10003<CR><LF>.
When the delegate microphone is deactivated, then the following message is sent: $20003<CR><LF>

When the camera control system should reset itself to its start position, then the following message will be received: &30000<CR><LF>
When all microphones are deactivated simultaneously, then the following message is received: &30000<CR><LF>

## 18.5 Commands for TLVCAM3 protocol (EP BXL)

- The microphone of a delegate is activated:
  micro <microphone n°> ON <LF><CR>
  where <microphone n°> is 3 bytes long.

- The microphone of a president is activated
  micro  P ON <LF><CR>

- All microphones are deactivated:
  micro  OR ON <LF><CR>

- The microphone of the president is deactivated
  micro  P OFF <LF><CR>

- The microphone of a delegate is deactivated, but a microphone of a president is still on
  micro  P ON <LF><CR>

- The microphone of a delegate is deactivated and no president microphones are on
  micro <microphone n°> OFF <LF><CR>
  where <microphone n°> is 3 bytes long.

- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.
  HARDWARE RESET !!!  <LF><CR>

## 18.6 Commands for TLVCAM4 protocol (EP BXL + Name)

- The microphone of a delegate is activated:
  <microphone n°> : <Name>
  where <microphone n°> is 3 bytes long.

- The microphone of a president is activated
  P<microphone n°> : <Name>
  where <microphone n°> is 3 bytes long.

- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.
  HARDWARE RESET
- All active microphones are deactivated simultaneously.
  All micro's  OFF

(This protocol is mostly used with Led displays)

# 18.7 Commands for TLVCAM5 protocol (ARBOR)

All commands sent by this protocol start with a '%' sign. The last character ETX is a character that states the end of the transmission. Just before the end of transmission character, there are four characters within the command sent to the ARBOR system which account for the CRC checksum. The CRC checksum is in uppercase hexadecimal form while all other numbers are in decimal form.

The protocol is described as follows: STX '%' data CRC ETX
With:

STX = start transmit char (0x25 = '%')

ETX = end transmit char (0x0D)

CRC = 16 bit sum of the ASCII characters between STX and CRC

We will adopt a certain notation to explain the messages sent. All separate entities in a message are represented between curly brackets. If the contents of such an entity is also between quotes (' ') then this means that this is a literal string. Otherwise it describes the logical entity. A logical entity will also contain a number between brackets. This number states how many characters the entity will exist of. If the subtext 1+ is attached to the entity between curly brackets, then this means that one or more occurrences of this entity may occur.
Maybe this notation seems a little hard to comprehend at first, but some examples should clarify them.
Whenever a microphone of a delegate is activated, then a command is sent to the ARBOR system.
Whenever an active microphone is deactivated, another command is sent to the ARBOR system.

- The microphone of a delegate is activated:
  {STX}{'M'}{Microphone number (4)}{Delegate's Full name (60)} {CRC (4)}{ETX}
- The microphone of a delegate is deactivated:
  {STX}{'m'}{Microphone number (4)} {CRC (4)}{ETX}
- Start recording of the conference
  {STX}{'S'}{Conference room (20)}{Agenda title (40)}{Agenda item (40)}{CRC (4)}{ETX}
- Stop recording of the conference
  {STX}{'s'}{CRC (4)}{ETX}
- Agenda item
  {STX}{'I'}{Agenda item (40)}{CRC (4)}{ETX}

The remaining commands are control commands:

- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.
  {STX}{'R'}{CRC (4)}{ETX}
- All active microphones are deactivated simultaneously.
  {STX}{'V'}{'0000'}{CRC (4)}{ETX}

# 18.8 Commands for TLVCAM6 protocol (Rumine)

All commands sent by this protocol start with a '%' sign. The last character is a character that states the end of the transmission. Just before the end of transmission character, there are four characters within the command sent to the camera control which account for the CRC checksum. The CRC checksum is in uppercase hexadecimal form while all other numbers are in decimal form.

The protocol is described as follows: STX '%' data CRC ETX
With:

STX = start transmit char (0x25 = '%')

ETX = end transmit char (0x0D)

CRC = 16 bit sum of the ASCII characters between STX and CRC

All commands sent by this protocol, need to be acknowledged by the camera system! For UDP connection this is not necessary.
The acknowledge frame is 1byte long and holds the value 0x06.

We will adopt a certain notation to explain the messages sent. All separate entities in a message are represented between curly brackets. If the contents of such an entity is also between quotes (' ') then this means that this is a literal string. Otherwise it describes the logical entity. A logical entity will also contain a number between brackets. This number states how many characters the entity will exist of. If the subtext 1+ is attached to the entity between curly brackets, then this means that one or more occurrences of this entity may occur.
Maybe this notation seems a little hard to comprehend at first, but some examples should clarify them.
Whenever a microphone of a delegate or the microphone of the president is activated, then a command is sent to the camera control. Whenever an active microphone is deactivated, another command is sent to the camera control.

- The microphone of the president is activated:
  {STX}{Microphone number (3)}{'M'}{Delegate's name (40)}{Delegate's First name (20)} {CRC (4)}{ETX}
- The microphone of the president is deactivated:
  {STX}{Microphone number (3)}{'m'} {CRC (4)}{ETX}
- The microphone of a delegate is activated:
  {STX}{Microphone number (3)}{'M'}{Delegate's name (40)}{Delegate's First name (20)} {CRC (4)}{ETX}
- The microphone of a delegate is deactivated:
  {STX}{Microphone number (3)}{'m'} {CRC (4)}{ETX}

The remaining commands are control commands:

- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.
  {STX}{'R'}{CRC (4)}{ETX}

- All active microphones are deactivated simultaneously.
  {STX}{‘V’}{‘000’}{CRC (4)}{ETX}

## 18.9 Commands for TLVCAM7 protocol (Timestamp)

- The microphone of a delegate is activated:
  M<microphone n°> : <Timestamp><CR>
  where <microphone n°> is 3 bytes long.
  Timestamp format: hh:mm:ss

- The microphone of a president is activated
  P<microphone n°> : <Timestamp><CR>
  where <microphone n°> is 3 bytes long.
  Timestamp format: hh:mm:ss

- The microphone of a delegate is deactivated:
  m<microphone n°> : <Timestamp><CR>
  where <microphone n°> is 3 bytes long.
  Timestamp format: hh:mm:ss

- The microphone of a president is deactivated
  p<microphone n°> : <Timestamp><CR>
  where <microphone n°> is 3 bytes long.
  Timestamp format: hh:mm:ss

- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.
  HARDWARE RESET<CR>
  All active microphones are deactivated simultaneously.
  All micro's  OFF<CR>

(This protocol is mostly used with Led displays)

## 18.10 Commands for TLVCAM8 protocol (Philips + Start&Stop Vote)

All commands sent this protocol start with a '$' sign or '&'.
Commands are terminated with a CR(0xd) and LF(0xa).

- The microphone of a delegate is activated:
  $1{Microphone number (4)}<CR><LF>
- The microphone of a delegate is deactivated:
  $2{Microphone number (4)}<CR><LF>
- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.
  &30000<CR><LF>
- All active microphones are deactivated simultaneously.
  &30000<CR><LF>
- Start Vote
  v1<CR><LF>
- Stop Vote
  v0<CR><LF>

### 18.10.1 Examples

If the president microphone is activated, and the president microphone has the number '0001' then the following message is sent: $10001<CR><LF>
When the president microphone is deactivated, then the following message is sent: $20001<CR><LF>
If a delegate microphone is activated, and that delegate microphone has the number '0003' then the following message is sent: $10003<CR><LF>.
When the delegate microphone is deactivated, then the following message is sent: $20003<CR><LF>

When the camera control system should reset itself to its start position, then the following message will be received: &30000<CR><LF>
When all microphones are deactivated simultaneously, then the following message is received: &30000<CR><LF>

# Table of figures