



SW6000 User Manual

CAA Conference Admin Application

User guide for Shure SW6000 Conference Management Software
Version: 9.3.1 (2021)

Table of Contents

| | | | | | |
|----------|---|-----------|-----------|--|-----------|
| 1 | Introduction | 4 | 8.4 | Agenda Report | 38 |
| 1.1 | Licensing | 4 | 8.4.1 | Agenda Report without Voting Results | 38 |
| 2 | Features | 5 | 8.4.2 | Agenda Report with Voting Results | 39 |
| 2.1 | SW6000 General Description | 5 | 8.5 | Participant Statistical Report | 39 |
| 2.2 | SW6000 Conference Management Software (basic) | 5 | 8.5.1 | All Participants | 39 |
| 2.3 | SW6000 Expanding Options | 5 | 8.5.2 | Detailed Participant | 41 |
| 2.3.1 | SW6000-VOTE | 5 | 8.5.3 | Participant | 41 |
| 2.3.2 | SW6000-ESI | 5 | 8.6 | Search in Voting Results | 41 |
| 2.3.3 | SW6000-ADV | 5 | 9 | Setup/Equipment | 42 |
| 2.3.4 | SW6000-CAA | 6 | 9.1 | Conference Units | 42 |
| 2.3.5 | SW6000-CUA | 6 | 9.2 | Interpreter Devices | 46 |
| 2.3.6 | SW6000-CDA | 6 | 9.3 | Audio Output Units (AO) | 48 |
| 3 | General | 7 | 9.4 | Ambient Microphones (AM) | 49 |
| 3.1 | Starting the CAA | 7 | 9.5 | Meeting Displays (CDA) | 50 |
| 3.2 | Closing the CAA | 7 | 9.6 | ID Card's | 51 |
| 3.3 | Screen Sizes | 7 | 9.6.1 | Program 'User ID / Login code' on card | 51 |
| 3.4 | General Screen Functionality | 8 | 9.6.2 | Affiliate NFC card with user | 52 |
| 3.5 | Search List | 8 | 9.7 | Web Service | 53 |
| 3.6 | Buttons | 8 | 9.8 | Meeting Import/Export Mode | 53 |
| 4 | Language Selection | 9 | 9.9 | Name Signs | 54 |
| 5 | Meetings | 10 | 10 | Setup/Configurations | 56 |
| 5.1 | Meeting Mode | 13 | 10.1 | Agenda Subject Configuration | 56 |
| 5.2 | Speak Mode | 15 | 10.2 | Reply Configuration | 56 |
| 5.3 | Participant Seat Table | 16 | 10.3 | Voting Configuration | 57 |
| 5.4 | Agenda | 19 | 10.3.1 | Voting Buttons | 57 |
| 5.4.1 | Agenda Table View | 19 | 10.3.2 | CDA Voting Indications | 58 |
| 5.4.2 | Subject Control Buttons | 21 | 10.3.2.1 | Conference Units with 3/5 Voting Buttons | 58 |
| 5.4.3 | Subject Tabs | 22 | 10.3.2.2 | Proxy Voting | 58 |
| 5.4.3.1 | Descriptions | 22 | 10.3.3 | Mimic Icon | 59 |
| 5.4.3.2 | Pre-requests to Speak | 22 | 10.3.4 | Parameters | 60 |
| 5.4.3.3 | Vote Results | 23 | 10.3.5 | Attendance Check | 61 |
| 5.4.3.4 | Hyperlinks | 24 | 10.3.6 | Vote Results | 61 |
| 5.4.3.5 | Notes | 24 | 10.3.7 | Passed Criteria's | 62 |
| 5.5 | Meeting Options | 25 | 10.3.7.1 | Quorum | 62 |
| 5.6 | Import Agenda from Word | 28 | 10.3.7.2 | Passed | 62 |
| 5.6.1 | Template | 28 | 10.3.8 | Vote Display Column Formula | 62 |
| 5.6.2 | Field Properties | 28 | 10.3.9 | Formula Fields | 63 |
| 5.6.3 | Examples of Valid Tables | 29 | 10.3.9.1 | Variables | 63 |
| 6 | Tables | 30 | 10.3.9.2 | Syntaxes | 64 |
| 6.1 | Users | 30 | 10.3.9.3 | Use of Voting Group parameter | 64 |
| 6.2 | Groups Table | 32 | 10.4 | Mimic Configuration | 65 |
| 6.3 | Default Participant Seat Table | 32 | 10.4.1 | Edit Image | 66 |
| 7 | Messages | 33 | 10.4.2 | Not Removable Button | 66 |
| 8 | Reports | 34 | 10.4.3 | Dot Sizes | 66 |
| 8.1 | Meeting Log Reports | 34 | 10.5 | CDA Screen Configuration | 67 |
| 8.1.1 | Meeting Log | 35 | 10.6 | CUA Microphones Speak List Content | 67 |
| 8.1.2 | Login and logout activity | 35 | 10.7 | Print Server Configuration | 68 |
| 8.2 | Participant Meeting Report | 36 | 10.8 | Speech Time Configuration | 68 |
| 8.3 | User Table Report | 37 | 10.9 | Speaker Type Configuration | 68 |

| | | |
|-----------|--|-----------|
| 10.10 | Web Service Configuration..... | 68 |
| 10.11 | Meeting Type Configuration | 69 |
| 10.12 | Name Sign Templates | 69 |
| 11 | Setup/Meeting Role..... | 70 |
| 11.1 | Main Menu..... | 71 |
| 11.1.1 | Agenda Options..... | 72 |
| 11.1.1.1 | In-agenda Content Options | 72 |
| 11.1.1.2 | Agenda Detailed View..... | 72 |
| 11.1.1.3 | Notes | 74 |
| 11.1.1.4 | Agenda Controls..... | 74 |
| 11.1.1.5 | User Rights | 74 |
| 11.2 | Control menu..... | 75 |
| 11.3 | Panel Buttons..... | 76 |
| 11.3.1 | Functionality | 77 |
| 11.4 | Speak Operation Settings | 77 |
| 11.4.1 | Default Speak Operation Settings .. | 78 |
| 11.4.2 | Individual Speak Operation Modes . | 78 |
| 11.5 | User Rights..... | 78 |
| 12 | Setup/Language..... | 80 |
| 12.1 | Languages..... | 80 |
| 12.2 | Labels | 81 |
| 12.2.1 | Import/Export Buttons | 81 |
| 12.2.2 | Shortcut to Commands..... | 81 |
| 12.3 | Label Groups..... | 82 |
| 12.4 | Units with Graphical Interface | 82 |
| 13 | Setup/Rooms | 83 |
| 13.1 | Create Rooms | 83 |
| 13.2 | Room Setup..... | 84 |
| 14 | Setup/Database | 85 |
| 14.1 | Create Database Connections..... | 85 |
| 15 | Connect to Database..... | 86 |
| 16 | Tools | 87 |
| 16.1 | Tools/System Messages | 87 |
| 16.2 | Tools/License Information..... | 87 |
| 17 | SW6000 Backup Utility | 88 |
| 17.1 | Backing Up Data..... | 88 |
| 17.2 | Restoring Data to Same Database | 89 |
| 17.3 | Restoring Data to Other Database | 90 |

1 Introduction

The SW6000 Meeting Management Software is designed to operate with hardware units in the MXC Microflex Conference System and the DCS 6000 Digital Conference System.

1.1 Licensing

The SW6000 software facilities are controlled by licensing. The next chapter describes the basic facilities and the expanding options.

One instance of the CUA and CAA application is included in basic SW6000 Software.

Please note that this manual may include description of features, which are not included in basic SW6000 Software like Software Controlled Voting, which is licensed separately.

2 Features

2.1 SW6000 General Description

The use of the SW6000 applications and modules is controlled by a 'SW6000 License' file. Refer to the 'Installation Manual SW6000' for details on the License File.

The SW6000 software package has the following system features:

- Client/server system for multiple PCs
- Multiple user profiles with different functionality
- Full language support
- Very user friendly graphical design of high quality
- Data stored in SQL database format

2.2 SW6000 Conference Management Software (basic)

The basic software includes the following applications:

- CAA Conference Admin Application (one instance)
- CUA Conference User Application (one instance) incl. CUA voting client
- ECA External Control Application

With the following functionality:

- Microphone Control
- Agenda Control
- Messaging
- Mimic/synoptic layout
- User table
- Interpretation Control
- Multiple Languages
- ID card registration/programming
- Multiple room control

2.3 SW6000 Expanding Options

The functionality in the basic software can be expanded with the following modules and applications:

2.3.1 SW6000-VOTE

This 'Parliamentary voting' module enables start/stop of voting from the CUA application and is needed if voting in the system is required.

2.3.2 SW6000-ESI

The External System Interface module includes the following functionality:

- Streaming Application Control
- Web Service Interface (Streaming of Dynamic data)
- Import/Export of meetings

2.3.3 SW6000-ADV

This module expands the functionality in the basic software with the following advanced controls:

- Advanced Microphone Control
- Advanced Agenda Control

- Advanced Speech Time Control

2.3.4 SW6000-CAA

The 'CAA Conference Admin Application' is used by technicians to configure components and setup the system.

The CAA is also used before the event by secretaries or chair persons for setting up meetings, enter participants and agenda information.

During the event the CAA is used for making changes to the meeting agenda.

SW6000 basic includes the use of one CAA instance. Up to 15 additional CAA applications can be used simultaneously in SW6000.

2.3.5 SW6000-CUA

The 'CUA Conference User Application' is used by Chairpersons or delegates to control microphones, view agenda, vote, etc. on a PC instead of using the conference unit.

SW6000 basic includes the use of one CUA instance. Up to 199 additional CUA applications can be used simultaneously in SW6000.

This application includes the facility to vote from the CUA application if the system is expanded with the 'SW6000-VOTE Parliamentary Voting' module.

2.3.6 SW6000-CDA

The 'CDA Conference Display Application' is used for displaying content for the audience or participants in the meeting. Up to 16 CDA applications (instances) can be used simultaneously in SW6000.

Important: Refer to the section 'Module Licenses' in the 'Installation Manual SW6000' for information on the module licenses needed for the required functionality.

This manual may include functionality which is licensed separately.

3 General

3.1 Starting the CAA

After the CAA has been installed, the CAA shortcut is placed on the Desktop and in the start folder.

Selecting the CAA shortcut will start the application

A small window will appear while the application is starting up.



Figure 3.1-A

3.2 Closing the CAA

The CAA can be closed in three different ways:

- Using the 'Exit' option in the menu list
- Using the standard windows option 'x' in the upper right corner
- Using the key combination 'Alt+F4'

3.3 Screen Sizes

The CAA user interface (UI) is designed to run in a window or as a full screen application.

The CAA application accepts screen resolution from 1024x768 and higher, however a minimum resolution of 1600x900 is highly recommended.

3.4 General Screen Functionality

The following describes the general functionality that applies to all screens in the Conference Admin Application (CAA).

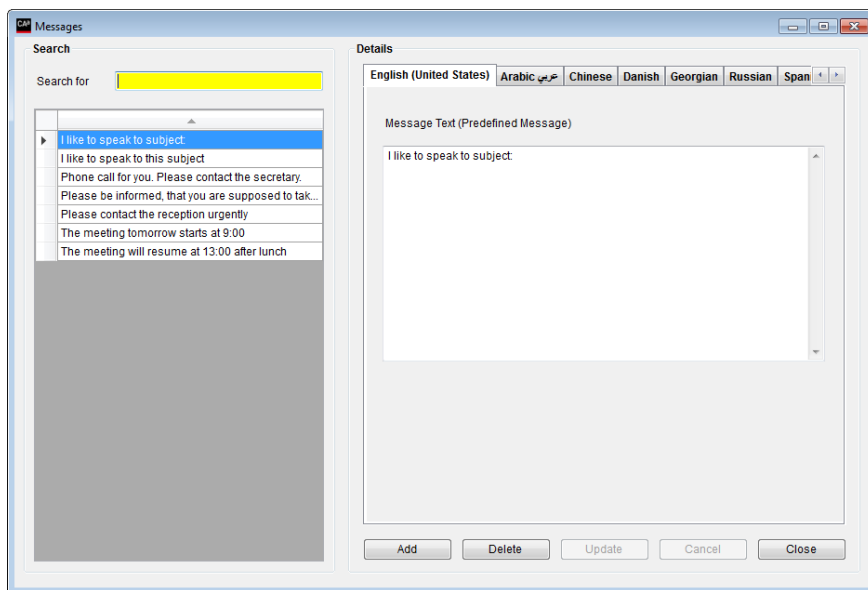


Figure 3.4-A

The above example shows the screen for creating and editing messages.

3.5 Search List

The left side of the screen will display a list of messages that allow to search for and select a specific message to edit. The 'Search for...' field provides free text search on the texts displayed in the list. Entering the text 'Plea' in the shown example would place focus on the first message where the text is found. In this case 'Please approach the Chairperson...' would be found.

A vertical scroll bar will appear to enable scrolling down the message list if additional ones exist off the screen.

The right side is for the actual functionality related to the menu selection. A tab for each language will be available. The user can flip through the language tabs when creating or editing data thereby entering a translation for the different languages. The system will require the user to enter data for the default language, which is the language on the first tab from the left (e.g. English).

Entering data for the rest of the languages is optional. Selected fields will be highlighted in yellow.

3.6 Buttons

Throughout this manual buttons will be referred to by putting the button text in brackets like [Add]. The following buttons are generally implemented on all screens:

| | |
|-----------------|---|
| [Add] | Select the button to add a new record. When the screen is in edit mode then all fields will be sand colored. When the adding of information is complete (possibly for several languages) then select the [Update] button to save the information. |
| [Delete] | Select the button to delete selected record information. Information for the record in all languages will be deleted. |
| [Update] | When information is added the changes are saved by selecting this button. Editing existing information is done simply by selecting the information and changing it. The fields will be sand colored to show that the screen is in edit mode. |
| [Copy] | Select one configuration and select this button. A copy of the configuration selected will be created. |
| [Cancel] | Select the button to avoid saving changes just made or saving a newly added record. If an existing record was being edited then the old data will reappear. |
| [Close] | Select the button to close the window. |

4 Language Selection

When the application is started the a UI language must be selected if more languages are in use.

If only one language is in use, then the language selection screen is not presented.

A user ID or password is not required. If restricted access to the CAA application is needed, use the standard Windows logon when starting up Windows or apply 'Single Sign On'.

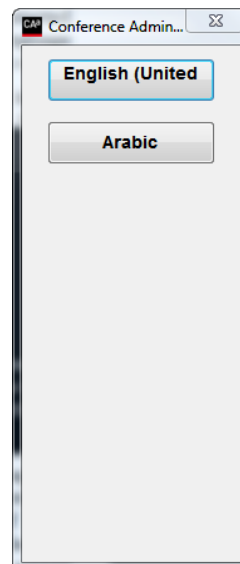


Figure 3.6-A

After selecting the language the application will present the following screen.

At the top of the screen dropdown menu provides access to all the different CAA screens.

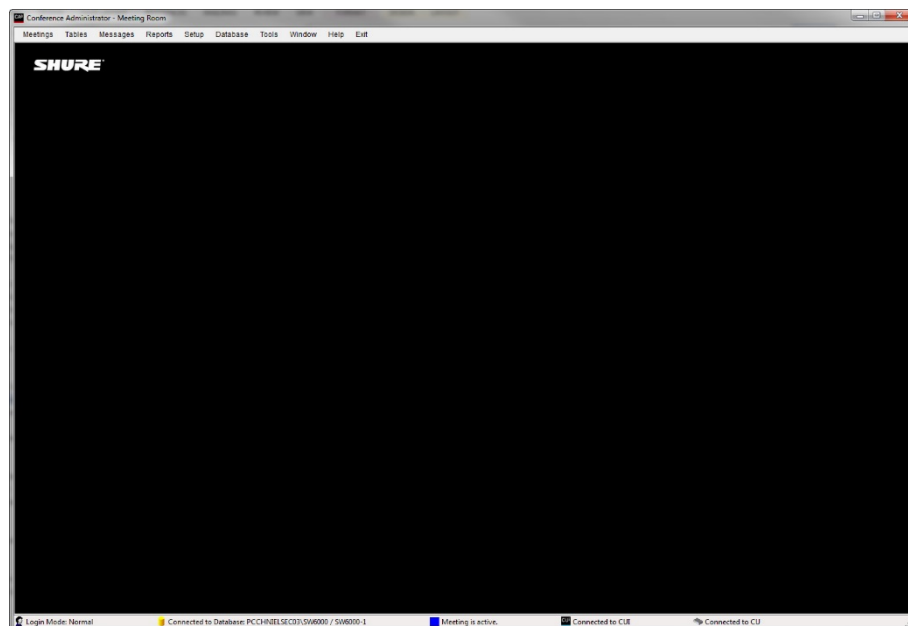


Figure 3.6-B

5 Meetings

Selecting the 'Meetings' brings up the 'Meetings' page.

This screen is used to create meetings with Participant lists assigned to a specific meeting, and to specify operation parameters to be set when the meeting is activated.

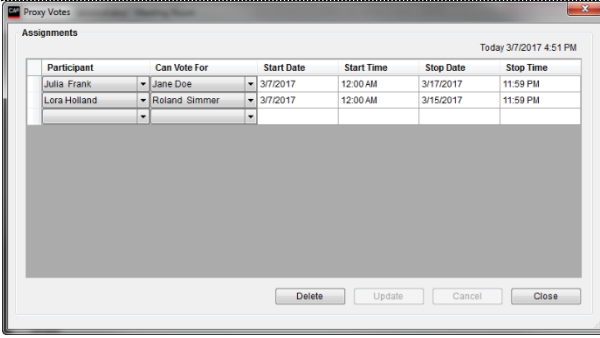
Any number of meetings can be created.

The names of the meetings will normally be a specific meeting name like 'Sales Meeting' or 'Annual Meeting' running a limited period of time.

Figure 3.6-A

| | |
|-------------------------------------|--|
| Meeting ID | An alpha-numerical value use to identify the meeting. |
| Meeting name | Title of the meeting. Max. 50 characters. |
| Meeting mode | The meeting mode determines how Participants are known to the system. Refer to the section '5.1 Meeting Mode'. |
| Speak mode | Select the microphone mode to be used when the meeting is started. Options are 'Automatic', 'Manuel', 'FIFO' and 'VOX (Voice activation)'. Refer to the section '5.2 Speak Mode'. |
| Agenda subject configuration | Note: This facility is subject to availability of 'SW6000-ADV' module. Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information. |
| Voting configuration | Note: This facility is subject to availability of 'SW6000-VOTE' module. The default voting configuration for the meeting can be set using a dropdown box. A set of voting configurations is created in 'Setup Configurations Voting configuration'. The default voting configuration for the meeting can always be changed in the CUA before a voting session is started. |

| | |
|--|---|
| Registration configuration | <p>Note: This facility is subject to availability of 'SW6000-VOTE' module.</p> <p>The dropdown selection 'Registration Configuration' in is used to select the registration configuration for the meeting.</p> <p>If no registration configuration is selected, registration is not available for the meeting.</p> <p>Note: Refer to the 'User Manual SW6000 Registration Facility' for detailed use of the Registration facility.</p> |
| Speech time configuration | <p>The default speech time configuration for the meeting can be set using a dropdown box.</p> <p>A set of speech time configurations is created in 'Setup Configurations Speech time configuration'. The speech time configurations for the meeting can always be changed in the CUA.</p> |
| Start dates End dates | <p>The date fields are used to specify when the meeting is to be held. Meetings are only visible in the CUA Application if today's date falls on or between these two dates.</p> |
| Start time | <p>The start time of the meeting can be specified in this field.</p> <p>If no time is specified, the time the meeting is started will be shown for the first agenda subject</p> |
| System language | <p>The 'System language' displays the default language selected during the installation. It is set per default and cannot be disabled. Missing labels or text entries in other languages will show the system language label/text entry instead.</p> |
| Language in use in the meeting | <p>The 'Language in use in the meeting' option enables the use of languages during a meeting. Only those languages that have been selected before a meeting is started will be available to the users. The default system language selected during the installation will always be enabled and cannot be disabled.</p> |
| No language choice at meeting start | <p>The 'No language choice at meeting start' option disables the language selection when used with meeting modes 'No login', 'Prepared participant seat table' or 'Automatic login on preferred seat'. The user will be presented for the CUA Main screen in the default language, when the meeting is started. When using the meeting modes 'Login using code/card...' the user will be presented for the CUA Login screen, when the meeting is started.</p> |
| Customer meeting ID | <p>Field, which is filled in during an import from a third party system. The field cannot be edited.</p> |
| Customer field 1-4 | <p>Four user defined fields for entering data about the meeting.</p> |
| Meeting type | <p>Type of the meeting. This information is used when streaming content to third party applications.</p> <p>The 'Meeting type' is setup in the 'Meeting type configuration'.</p> |
| Alert on display | <p>Note: This facility is subject to availability of 'SW6000-ADV' module.</p> <p>Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</p> |
| [Seat table] | <p>This button open the screen for creating a 'Participant seat table' for the meeting.</p> <p>The button is not available for the meeting modes 'No login' and 'Login using code/card'.</p> <p>Refer to the section '5.3 Participant Seat Table'.</p> |

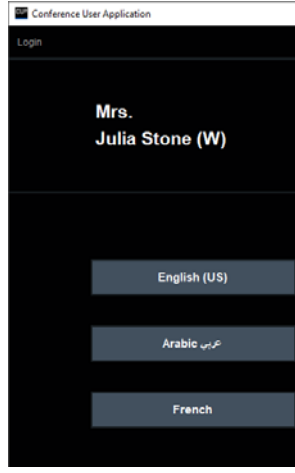
| [Agenda] | <p>Selecting this button bring the 'Agenda' popup used for creating an Agenda to a meeting.</p> <p>Refer to the section '5.4 Agenda'.</p> | | | | | | | | | | | | | | | | | | |
|--------------------------|--|-------------|--------------|------------|------------|-----------|-----------|-------------|----------|----------|----------|-----------|----------|--------------|---------------|----------|----------|-----------|----------|
| [Proxy votes] | <p>On conference units which feature 5 voting buttons 'Proxy' voting is possible. Proxy votes cannot be casted from the CUA.</p> <p>Proxy voting enables a Participant to cast a vote on behalf of another Participant.</p> <div data-bbox="901 331 1503 667" style="border: 1px solid gray; padding: 5px;">  <p>The screenshot shows a window titled 'Proxy Votes' with a sub-header 'Assignments'. It contains a table with the following data:</p> <table border="1" data-bbox="933 392 1476 459"> <thead> <tr> <th>Participant</th> <th>Can Vote For</th> <th>Start Date</th> <th>Start Time</th> <th>Stop Date</th> <th>Stop Time</th> </tr> </thead> <tbody> <tr> <td>Julia Frank</td> <td>Jane Doe</td> <td>3/7/2017</td> <td>12:00 AM</td> <td>3/17/2017</td> <td>11:59 PM</td> </tr> <tr> <td>Lora Holland</td> <td>Roland Simmer</td> <td>3/7/2017</td> <td>12:00 AM</td> <td>3/15/2017</td> <td>11:59 PM</td> </tr> </tbody> </table> <p>At the bottom of the dialog are buttons for 'Delete', 'Update', 'Cancel', and 'Close'. The top right corner of the dialog shows the date and time: 'Today 3/7/2017 4:51 PM'.</p> </div> <p style="text-align: center;"><i>Figure 3.6-B</i></p> <p>The "Proxy Votes" button opens the list for assigning Participants permission to vote for another Participant.</p> <p>If time and/or date entries are made the Proxy votes are only valid within these dates.</p> <p>If only date entries are made the Proxy votes are valid from 00.00-23.59 within these. If no time or date entries are made the Proxy votes are valid throughout the entire meeting.</p> | Participant | Can Vote For | Start Date | Start Time | Stop Date | Stop Time | Julia Frank | Jane Doe | 3/7/2017 | 12:00 AM | 3/17/2017 | 11:59 PM | Lora Holland | Roland Simmer | 3/7/2017 | 12:00 AM | 3/15/2017 | 11:59 PM |
| Participant | Can Vote For | Start Date | Start Time | Stop Date | Stop Time | | | | | | | | | | | | | | |
| Julia Frank | Jane Doe | 3/7/2017 | 12:00 AM | 3/17/2017 | 11:59 PM | | | | | | | | | | | | | | |
| Lora Holland | Roland Simmer | 3/7/2017 | 12:00 AM | 3/15/2017 | 11:59 PM | | | | | | | | | | | | | | |
| [Options] | <p>The 'Option' button brings the 'Meeting option' popup, which is used to set operation settings of the system used when starting the meeting.</p> <p>Refer to the section '5.5 Meeting Options'.</p> | | | | | | | | | | | | | | | | | | |
| [Stop meeting] | <p>Use this button to stop a meeting</p> <p>Note: <i>A meeting is normally stopped from the CUA application.</i></p> | | | | | | | | | | | | | | | | | | |
| [Copy] | <p>The 'Copy' button makes a copy of the selected meeting. Both 'Participant seat table', 'Agenda', 'Proxy votes' and 'Option' settings are copied.</p> | | | | | | | | | | | | | | | | | | |
| [Save as default] | <p>The 'Save as default' button saves the meeting data from the currently marked meeting and inserts this data per default when creating new meetings.</p> | | | | | | | | | | | | | | | | | | |
| [Delete default] | <p>The 'Delete default' button deletes default meeting data.</p> | | | | | | | | | | | | | | | | | | |

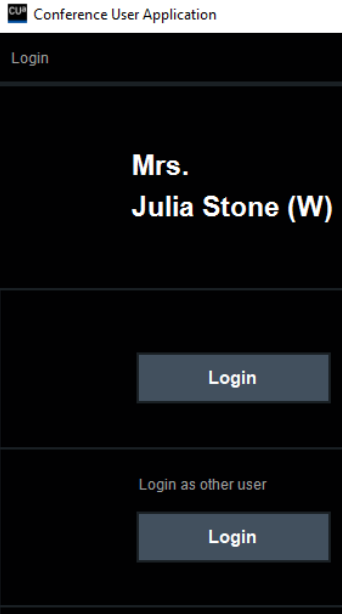
5.1 Meeting Mode

A number of different meeting modes are available. All modes except 'Login using code/card' and 'No login' uses a 'Participant seat table', where the participants login permission, seat assignment and meeting role are validated against this table.

Refer to section: '5.3 Participant Seat Table' for details.

Available meeting modes:

| | | | |
|---|--|---|---|
| <p>Prepared participant seat table</p> | <p>Selecting this option is used for permanently assign seats to the participants attending the meeting.</p> <p>When the meeting is started all are logged in and assignment cannot be changed during the meeting.</p> <p>The login and permissions are validated to the 'Participant seat table' for the meeting.</p> <p>A seat, paired to a PC with CUA Application, will show the participants name on the 'Language selection screen'.</p> | |  |
| <p>Login using code...</p> | <p>Login using code/card</p> | <p>Selecting this option will allow Participants to login using their 'Login code' or using an ID card, depending on the 'Login mode' setting in 'Meetings Options'.</p> <p>The login and permissions are validated to the 'User table'</p> | |
| | <p>Login using code/card on seat</p> | <p>Selecting this option will allow Participants to be assigned a specific seat on the 'Participant seat table' for the meeting.</p> <p>The Participants has to login using their 'Login code' or using an ID card, depending on the 'Login mode' setting in 'Meetings Options', but can only login on the assigned seat.</p> <p>The login and permissions are validated to the 'Participant seat table' for the meeting.</p> | |
| | <p>Login using code/card on list</p> | <p>Selecting this option will allow Participants present on the 'Participant seat table' for the meeting to login at any seat using their 'Login code' or using an ID card, depending on the 'Login mode' setting in 'Meetings Options'.</p> <p>The login and permissions are validated to the 'Participant seat table' for the meeting.</p> | |
| | <p>The microphone in conference units <u>with graphical user interface or ID card reader</u> with no participant logged in cannot be controlled.</p> <p>Other units can be controlled using the CUA Mimic and will be shown with the seat number in the 'Speak lists', however the units will not be shown in participant list in the 'Microphones' screen and in the 'Participants' screen.</p> <p>When using 'Use login code' selected in the 'Login mode' setting in 'Meeting Options', Participants can be logged in/out, moved (not in 'Login using code/card on seat') and get their 'Meeting role' changed by an operator using the CUA Mimic screen.</p> | | |

| | | |
|---|---|---|
| <p>Login using code/card on preferred seat</p> | <p>Login mode: 'Use Login code'</p> <p>Selecting this option will allow Participants to log directly into the assigned seat in the 'Participant seat table' for the meeting, without typing a 'Login code', using the Login button in the CUA. If the participant logout, he will be presented for the same login screen.</p> <p>Another participant can login to the seat using the Login button in 'Login as other user', and then type the login code.</p> <p>On units with graphical units interface <u>not paired</u> to a CUA, the participants can login using their 'Login code'.</p> <p>Other participants on the 'Participant seat table' for the meeting are logged into their seats when the meeting is started.</p> <p>Units not included in the 'Participant seat table' can be controlled using the CUA Mimic and will be shown with the seat number in the 'Speak lists', however the units will not be shown in participant list in the 'Microphones' screen and in the 'Participants' screen.</p> <p>Login mode: 'Use cards' or 'Use NFC card...'</p> <p>Participants in the 'Participant seat table' for the meeting using units with card reader are logged in when an ID Card is inserted. When no participant is logged in, the unit cannot be operated and participants cannot be logged in/out by an operator using the Mimic screen.</p> <p>Participants using a CUA paired with a conference unit without a Card reader are presented for a keypad enabling the participant to login using his 'Login code'.</p> <p>Other participants on the 'Participant seat table' for the meeting using units without card reader are logged into their seats when the meeting is started.</p> <p>Units without card reader not included in the 'Participant seat table' can be controlled using the CUA Mimic and will be shown with the seat number in the 'Speak lists', however the units will not be shown in participant list in the 'Microphones' screen and in the 'Participants' screen.</p> |  |
| <p>Automatic login on preferred seat</p> | <p>This meeting mode is identical to 'Login using code/card on preferred seat', with the exception that the participants using the CUA are not presented for a login option at meeting start.</p> <p>Important: This mode is not supported in DC 6990 Conference Units.</p> | |
| <p>No login</p> | <p>This option will not use names of the participants. The lists in the 'Microphones' screen will show seat number.</p> <p>In this mode, the 'Participants' screen in the CUA application will not be available.</p> | |

Note: The '... preferred seat' modes differs from 'Prepared participant seat table' mode in the sense that the Participants are not registered as logged in before they login and participants can be logged in/out, moved and get their 'Meeting role' changed by an operator using the Mimic screen.

5.2 Speak Mode

The 'Speak mode' can always be changed during a meeting using the Meetings screen in the CUA.

Individual microphone settings which might be assigned to any conference unit are not overridden. See section 'Setup|Meeting Role' for further details about Individual microphone settings.

The following modes are available for the meeting:

| | |
|--------------------------|--|
| Manual | All speak requests from participant with Delegate meeting role are inserted into a request queue. Their microphones are turned on when an Operator/Chairperson grants the individual participant the right to speak. |
| Automatic | All speak requests from participant with Delegate meeting role causes their microphone to turn on if the number of 'Max. delegate speakers' is not reached. Depending on the 'Speak interrupt mode' the speak request may be rejected. |
| FIFO | All delegates speak requests causes their microphone to turn on if the number of 'Max. delegate speakers' is not reached. Otherwise the speak request will be inserted into a speak-request queue. When one of the active microphones is turned off, the first in the speak-request queue will automatically be turned on. |
| VOX | Speaking into a Participant microphone will turn on the microphone if the number of 'Max. delegate speakers' is not reached. Depending on the 'Speak interrupt mode' the speak request may be rejected. Settings for the VOX mode can be set in the DIS-CCU browser application. |
| Manual + reply | Same a 'Manual' mode however the Reply option is enabled |
| Automatic + reply | Same a 'Automatic' mode however the Reply option is enabled |
| VOX + reply | Same a 'VOX' mode however the Reply option is enabled |

Participants with Chairperson meeting role will never be placed in the speak-request queue and can always be turned on if the number of 'Max. speakers' is not reached. Depending on the 'Speak interrupt mode' the speak request may then be rejected.

Participants with Chairperson meeting role will interrupt a participant with Delegate meeting role if the number of 'Max. speakers' is reached.

5.3 Participant Seat Table

Select the **[Seat table]** button to present the window for creating a 'Participant seat table' for the meeting.

The button is only enabled if the meeting mode is set to

- Prepared participant seat table
- Login using code/card on seat
- Login using code/card on list
- Login using code/card on preferred seat
- Automatic login on preferred eat.

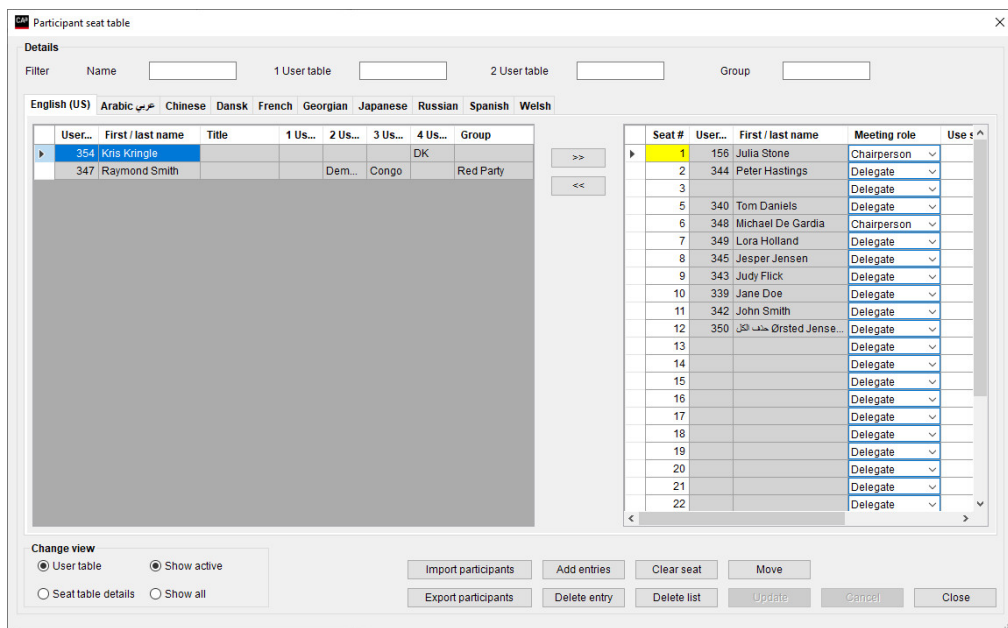


Figure 5.3-A

| | |
|--------------------------|---|
| <p>[>>]</p> | <p>Existing user's in the 'User table' will be shown in the left window. Selecting a user and selecting '>>' will place the user in seat number 1 in the 'Default participant seat table'. The seat will automatically be generated, when selecting '>>'. Selecting an empty seat before selecting '>>' will place the user in that seat. Selecting a seat occupied by a Participant, before selecting '>>' will place the user in a new seat.</p> |
| <p>[<<]</p> | <p>Selecting a seat and selecting '<<' will remove a Participant from a seat. Selecting 'Clear seat' will also remove a Participant from a seat.</p> |
| <p>User table</p> | <p>Selecting this button will show the User table. This is the default view when opening the Participant Seat Table. The following setting can be changed: Meeting role – assigning the Meeting role for the participant for the meeting. The default is the meeting role assigned to the Participant in the User table Use second. meeting role – enabling the use of a Secondary Meeting Role on seat types 'Secondary seat' Secondary meeting role – assigning a Secondary meeting role used on seats with the Seat type configured as 'Secondary seat' in 'Setup Equipment Conference units'. Note: Secondary Meeting Role facility is subject to availability of 'SW6000-ADV' module. Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</p> |

Seat table details

Selecting the 'Seat table details' button brings a window showing all the Participant seat table details.

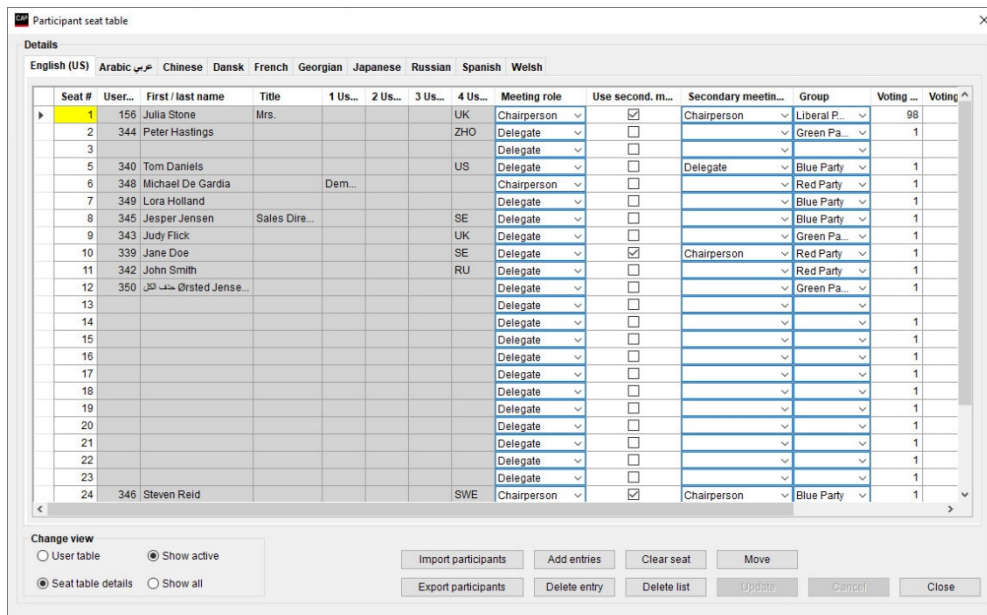


Figure 5.3-B

This option is useful if specific values different from the entries made for the user in the 'User table' has to be changed for the meeting. The following additional values can be changed:

Group – assigning a group e.g. for group speech time

Voting weight – assigning a numerical value giving the number of votes the user has

Voting group – assigning a character used for a voting calculation for groups with different voting rights

Mic attenuation – assigning an individual microphone level

[Show active]

Selecting 'Show active' will filter the list to show all user's marked as 'Active' in the 'User table'.

[Show all]

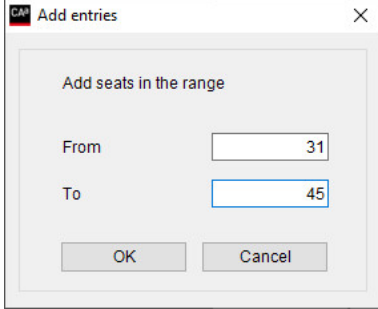
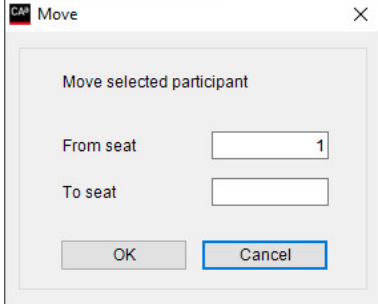
Selecting 'Show All' will show all user's in the 'User table'.

[Import participants]

Select this button to import a list of names from an XML file or to use the 'Default participant seat table' created in the 'CAA|Tables|Default participant seat table'.

[Export participants]

Select this button to export a list of participants to an XML file.

| | | |
|-----------------------|---|--|
| [Add entries] | Select this button to create the number of seats, which will be used for the meeting. |  <p style="text-align: right;"><i>Figure 5.3-C</i></p> |
| [Delete entry] | Select this button to delete a selected seat. | |
| [Clear seat] | Select the button to remove a Participant from a selected seat. | |
| [Delete list] | Select this button to delete all seats. | |
| [Move] | Select this button to move a Participant from one seat to another. |  <p style="text-align: right;"><i>Figure 5.3-D</i></p> |

5.4 Agenda

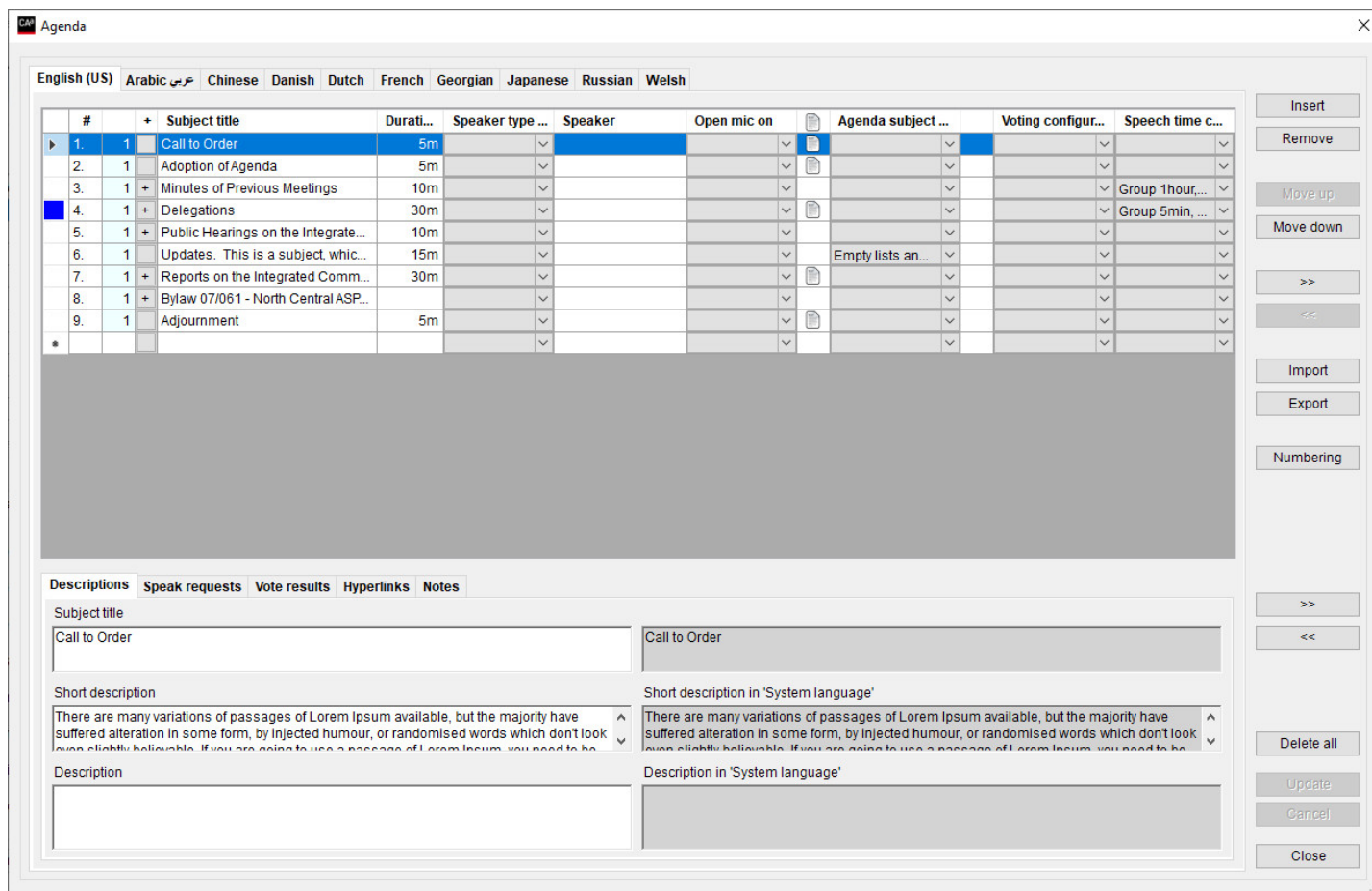


Figure 5.4-A

The agenda is a list of subjects with a Title and optional information like Description. Adding subjects build the Agenda one by one in a table view.

The Agenda screen consist of an 'Agenda Table View' and for a selected subject the 'Subject Tabs' are available for adding additional information like Description, Speak requests, Vote results, Hyperlinks or Notes.

A number of Subject Control Buttons are available on the screen for editing/structuring the agenda subjects.

5.4.1 Agenda Table View

The agenda table view consist of columns with fields for entering data and shows all subjects including indentation.

New subjects are added automatically when entering text on a blank line below the last subject.

Subject can be moved, inserted and indented using the subject control buttons to the right.

Note: The 'Subject title' in a row must not be left blank in the system language.

The columns in the Table View are:

| | |
|-------------|--|
| # | Field for numbering the subjects. The field can be empty. |
| (no header) | This field indicates the indentation level of the subject. Each level is marked with the level number and a different color. |
| -/+ | Expand and collapses the sub-subjects. |

| | |
|-------------------------------------|--|
| Subject title | <p>Field for entering the main subject and sub-subjects. For each main subject it is possible to type in a number of sub-subject activates with '>>'. There can be a maximum of 5 levels of sub-subjects (6 levels including the main subject). The level is marked in the second column with a color and a level number. Each sub-subject is shown with indention as well. The subject title can be edited in the grid or in the editing field in the 'Descriptions' tab. When editing in the editing field line change is possible. Max. number of characters in a subject: 1000 Max. number of subjects (all levels): 1000</p> <p>Important: <i>The MXC640 / DC 6990 Conference Unit support up to 100 characters. Characters exceeding 100 will not be shown.</i></p> <p><i>MXC640 support up to 500 subjects. If the number of subjects exceeds 500, it will impact the performance.</i></p> |
| Duration | <p>Field to enter the duration of the agenda item. Max. duration is 23 hour 59 minutes. The actual time is calculated based on the start time of the meeting.</p> |
| Speaker type configuration | <p>Note: <i>This facility is subject to availability of 'SW6000-ADV' module.</i> <i>Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</i></p> |
| Speaker | <p>It is possible to insert an unlimited number of speakers as sub-subject to a main subject or a sub-subject. Each speaker is normally assigned each a sub-subject i.e. at level 3 below a level 2 subject like "Reply". The speaker is selected by selecting the speaker field at the subject. A popup will open, listing the Participants assigned to the meeting in the Participant Seat Table. Alternatively, the speaker name can be typed in the speaker field at the subject. If a subject with a speaker is set current in the 'CUA Agenda' screen the microphone for the speaker will be set active on the seat, selected in the field 'Open Mic On'. If the subject title is empty the speaker name is shown in the 'CUA Agenda' and 'CDA Agenda'. If the subject title is not empty the speaker name is not shown, but the subject title is shown instead.</p> |
| Open mic on | <p>Note: <i>This facility is subject to availability of 'SW6000-ADV' module.</i> <i>Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</i></p> |
| "Document" icon | <p>This field indicates is one or more documents are linked to the subject</p> |
| Agenda subject configuration | <p>Note: <i>This facility is subject to availability of 'SW6000-ADV' module.</i> <i>Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</i></p> |
| (No header) | <p>Indication column. The field is black if a voting configuration is selected for the subject.</p> |
| Voting configuration | <p>Field for assigning voting configurations for the individual agenda subjects. Note: <i>This facility is subject to availability of 'SW6000-VOTE' module.</i></p> |

| | |
|----------------------------------|---|
| Speech time configuration | <p>Note: This facility is subject to availability of 'SW6000-ADV' module.</p> <p>Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</p> |
|----------------------------------|---|

5.4.2 Subject Control Buttons

The subject control buttons are:

| | |
|---------------------|--|
| [Insert] | This button inserts a blank row above the selected row allowing the user to add a new subject. |
| [Remove] | This button deletes the selected subject unless a vote result exists for the subject. |
| [Move up] | This button moves the selected subject one row up allowing the user to reorder the agenda. |
| [Move down] | This button moves the selected subject one row down allowing the user to reorder the agenda. |
| [>>] | This button increases indentation one level. A limit of 6 indentation levels must apply. |
| [<<] | This button decreases indentation one level. |
| [Import] | <p>Import an agenda from an XML file or Word file. Refer to the section '5.6 Import Agenda from Word' for details about importing from word.</p> <p>A dialog box will be presented for the option of deleting an existing agenda or add the import to the existing agenda.</p> |
| [Export] | Export the agenda to an XML file. |
| [Numbering] | <p>This button opens the 'Define subject numbering' window to define the subject number format.</p> <p>This window give the choice to select 'Manual' or 'Automatic' numbering and if 'Automatic' numbering is selected, the auto-numbering format can be configured.</p> <hr/> <p>Note: The number format cannot be changed if a voting result exist on the subject.</p> |
| [Delete all] | This button deletes all subjects. You have to confirm your choice. |

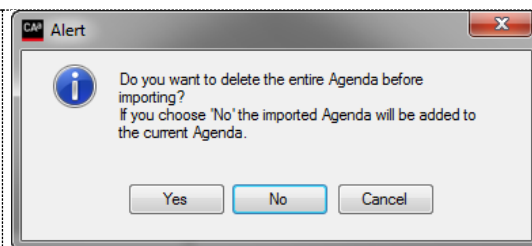
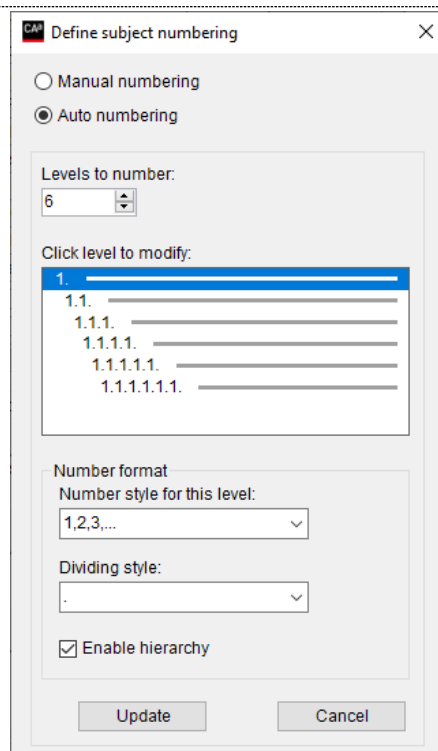


Figure 5.4-B



5.4.3 Subject Tabs

5.4.3.1 Descriptions

| | |
|---|---|
| Subject title | Alternative filed for entering the subject title. The entries made in the 'Agenda Table View' can be edited. This field does also give the option to create multiline subjects. |
| Description | A long description of a subject (main subject or sub-subject) can be inserted. This description is shown in the 'CUA Agenda' in the description window when a subject is selected. Max. number of characters: 10.000 <i>Important: The MXC640 / DC 6990 Conference Unit does not show Description.</i> |
| Short description | A short description, typical one line can be typed for a subject (main subject or sub-subject). This short description is shown in the 'CUA Agenda' and 'CDA Agenda' but only for the main subject. Max. number of characters: 500 <i>Important: The MXC640 / DC 6990 Conference Unit supports up to 250 characters. Characters exceeding 250 will not be shown.</i> |
| Description in "System language" | When adding the description of an agenda subject to other languages the description for the system language can be seen in the 'System language description' window. This will ease the translation to the other languages |
| Short description in "System language" | This field shows the short description in the system language easing the task of making a translation to another language. |
| Subject title in "System language" | This field shows the Subject title in the system language easing the task of making a translation to another language. |

5.4.3.2 Pre-requests to Speak

Note: This facility is subject to the availability of the 'SW6000-ESI' module.

Refer to the 'User Manual SW6000 External System Interface' section 'Web Publish Mode' for information in how to make 'Pre-requests to speak' available.

The speak request tab gives the option to add pre-requests to speak before the meeting is started for participants who are assigned to participate and wants speak to a subject in the meeting.

The 'Pre-request to speak list' can be shown in the agenda informing the Chairperson who want to speak for the subject.

The screenshot displays the 'Pre-requests to speak' interface. At the top, there are tabs for 'Descriptions', 'Speak requests', 'Vote results', 'Hyperlinks', and 'Notes'. Below the tabs is a 'Filter' input field. The main area is divided into two tables. On the left is the 'Participant list' table with columns 'Name' and 'Group'. On the right is the 'Pre-request to speak list' table with columns 'Name', 'Group', 'Sort', and 'Reply Option'. Below the pre-request list are buttons for 'Move up', 'Move down', and 'Clear list'. Navigation arrows (>> and <<) are also present between the two tables.

Figure 5.4-C

| | |
|-------------------------|--|
| Participant list | Shows the participants added to the Seat table for the meeting. The list is only available for the Meeting mode which include a Seat Table. |
|-------------------------|--|

| | | |
|----------------------------------|---|---|
| Filter | Filters the Participant list based on the entry in the filter field | |
| [>>] | Selecting a participant entry in the 'Participant List' and selecting '>>' will add the participant' to the 'Pre-request to speak list' and remove the participant from 'Participant List'. | |
| [<<] | Selecting a participant entry in the 'Pre-request to speak list' and selecting '<<' will remove the participant from 'Pre-request to speak list' and add the participant' to the 'Participant List'. | |
| Pre-request to speak list | <p>When a subject is set active in the CUA, the participants on the 'Pre-request to speak list' will be populated in the 'CUA Microphones Speak' requests list.</p> <p>The pre-request facility uses the 'Reply' facility and if the 'Speak mode' does not include 'Reply', the list will not be populated in the CUA.</p> <p>If the Reply configuration used for the meeting or agenda subject does not include the Reply# selected, the CUA list is not populated with the replies.</p> <p>The list is populated each time the subject is set active.</p> | |
| | Sort | Show the entry made in the 'Group table' in the field 'Sort order'. The sort order can be used to select how the 'Pre-requests to speak are shown in the agenda in the CUA. |
| | Reply# | <p>The reply number shown is the 'Reply #' selected in the Reply configuration selected in 'CAA Setup Equipment Meeting import/export mode Settings', when the 'Web publish mode' selected is 'Web application'.</p> <p>The Reply# cannot be changed.</p> <p>The Reply# is used by the system if the pre-request list to speak is transferred automatically to the Speak list in the CUA. This is the case if:</p> <ul style="list-style-type: none"> • The speak mode includes reply • The participant(s) in the list is logged in |
| Move Up | Moves the selected entry up in the list | |
| Move Down | Moves the selected entry down in the list | |
| Clear List | Removes all entries in the 'Pre-request to speak list'. | |

5.4.3.3 Vote Results

Note: This facility is subject to availability of 'SW6000-VOTE' module

The Vote Result tab on the agenda screen features the following:

- Viewing of 'Total vote result'
- Viewing of the 'Group voting conclusion'

Note: Previous SW6000 versions did include the field 'Comments to the voting results'. When updating from a previous version any entries in 'Comments to the voting results' for old meetings are moved to 'Subject notes'.

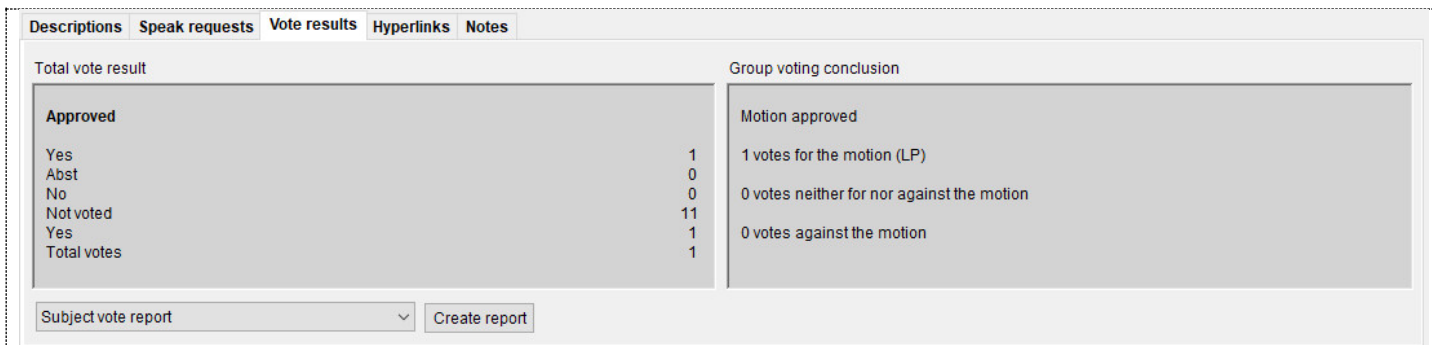


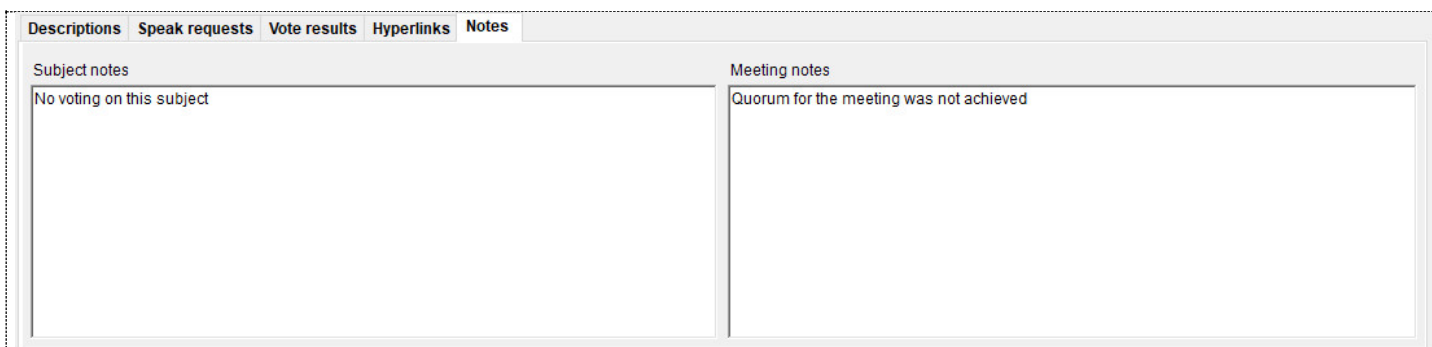
Figure 5.4-D

| | |
|--------------------------------|---|
| Total vote result | Shows the voting result as configured in the 'Vote result column formula' in the 'CAA Setup Configurations Voting configuration' in the following format: Approved/not approved Vote result label 1-9: Result 1-9 |
| Group voting conclusion | Field used to display the voting conclusion in a format specified by customer |
| Vote reports | Dropdown list to select a Voting report to print like: <ul style="list-style-type: none"> • Result • Result with Groups • Simple |
| [Create report] | Prints the selected vote report in PDF format. |

5.4.3.4 Hyperlinks

| | |
|-------------------|--|
| Hyperlinks | Note: This facility is subject to availability of 'SW6000-ADV' module. Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information. |
|-------------------|--|

5.4.3.5 Notes



| | |
|----------------------|--|
| Subject notes | Field for entering subject notes. When entered and updated during a meeting the notes views in the CUA's are updated as well. Multiple uses can edit simultaneously. When a user updates, that content is updated and shown in all Notes views |
| Meeting notes | Field for entering a meeting note. When entered and updated during a meeting the notes views in the CUA's are updated as well. Multiple uses can edit simultaneously. When a user updates, that content is updated and shown in all Notes views |

Note: There is an option in the Agenda reports to print the notes as part of the agenda.

5.5 Meeting Options

The 'Options' popup is used to set the system behaviour when the meeting is started.

Figure 5.5-A

| | | |
|--------------------------------|-------------------------------|---|
| Speak lists settings | Max. delegate speakers | Set the maximum delegate speakers allowed. The value can be set from 1 to 8. |
| | Max. speakers | Set the maximum open microphones allowed. This included both Delegates and Chairmen. The value can be set from 1 to 8. |
| | Max. speak requests | Set the maximum number of entries in "Request to speak" queue. The value can be set from 0 to 250. |
| | Max. speak replies | Set the maximum no of entries in "Reply" queue. The value can be set from 0 to 250. |
| Microphone off mode | Auto off (sec) | When ticked the microphone in a conference unit will switch off after the time set, if nobody is talking in the microphone. |
| Speak interrupt ability | None | Cannot interrupt another speaker. |
| | Lower | Can interrupt a speaker with a speak priority less than own speak priority. |
| | Same/Lower | Can interrupt a speaker with the same or lower speak priority than own speak priority. |

| | | |
|---|--|---|
| Voting time setting | Preset voting time | When ticked the voting time is enabled. After the time set, the voting session will stop automatically. |
| <i>Note: This facility is subject to availability of 'SW6000-VOTE' module</i> | Counting up | Select this option to make voting time counters display elapsed time starting from zero and counting up. |
| | Counting down | Select this option to make voting time counters display elapsed time starting at the time limit and counting down to zero. |
| External validation /Registration | Use external validation /Registration | <p>External validation</p> <p>When external validation is selected e.g. external biometric validation using finger print recognition or iris scanners is enabled using the ECA application.</p> <p>External validation is available for a participant if:</p> <ul style="list-style-type: none"> • The conference units on seats, where external validation is required, feature an card reader • 'Meetings': Meeting mode must be 'Login using code/card', 'Login using code/card on seat' or 'Login using code/card on list' • 'Meetings Options External validation': 'Use external validation' option is selected • 'Meetings Options Login mode': Use of ID cards is selected • 'Setup Equipment Conference units': 'Ext. val. / Registration' option is ticked for the seats, where external validation equipment is available • 'Setup Meeting Role User rights External validation / Registration': 'External validation' option is selected <p>Registration</p> <p>Refer to the 'User Manual SW6000 Registration Facility'</p> |
| Auto printing | Auto-print report after voting stop | <p>When selected, a printer will print a 'Vote report' after a voting session is stopped.</p> <p>The report to print and printer to use is selected in 'CAA Setup Configuration Print server configuration'.</p> |
| Default 'Open mic on' in agenda | | <p>This selection determines the default (Podium or Own place) when a Speakers is selected to a subject.</p> <p><i>Note: 'Open Mic On' facility is subject to availability of 'SW6000-ADV' module.</i></p> <p><i>Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</i></p> |

| | | |
|-------------------------|---|--|
| Agenda | Default 'Open mic on' | <p>Dropdown selection for which microphone a Chairperson/operator will open as default, when a user has requested to speak:</p> <ul style="list-style-type: none"> • Own microphone • Podium (1-3) <p>Use case is, that the participant is requesting to speak on his seat, but when he is allowed to speak, the microphone is opened on either his own microphone or the podium microphone. If opened on the podium microphone, the participant name will be associated to podium microphone as long as the microphone is on.</p> |
| Login mode | Auto-approve pre-requests to speak | When ticked pre-requests to speak are auto approved as default |
| | Use multilevel agenda on DC 6990 | Field for enabling the display of multilevel agenda on the DC 6990P. If not ticked only the active subject (or sub-subject) is shown during a voting session. |
| | Use login code | With this mode, participants using a CUA or a unit with a graphical user interface is presented for a keypad enabling the participant to login to a meeting using his 'Login code'. The participants 'Login code' is entered in 'Tables User table'. |
| | Use card programmed with 'User ID / Login code' | <p>With this mode, participants can login to a meeting using ID cards programmed with 'User ID / Login code' on units featuring a card reader.</p> <p>Participants using a CUA with no paired units are presented for a keypad enabling the participant to login using his 'Login code'.</p> <p>Programming of cards is done in 'Setup Equipment ID cards Program 'User ID / Login' code' on cards.</p> |
| | Use NFC card affiliated with user | <p>With this mode, participants can login to a meeting using ID cards affiliated with a user on units featuring a NFC card reader.</p> <p>Participants using a CUA with no paired units are presented for a keypad enabling the participant to login using his 'Login code'.</p> <p>Programming of cards is done in 'Setup Equipment ID cards Affiliate NFC card with user'.</p> <p>Important: This mode is not supported in legacy 6000 units.</p> |
| Display settings | <p>It is possible to have up to 16 CDA applications running.</p> <p>Various 'CDA screen configurations' can be created in the 'CAA Setup Configurations CDA screen configuration'. For each meeting it is possible to assign any created configuration to any of the CDA displays available.</p> <p>For more information about 'CDA screen configurations' refer to the 'User Manual SW6000 CDA'.</p> | |

Note: This facility is subject to availability of 'SW6000-VOTE' module

5.6 Import Agenda from Word

5.6.1 Template

When importing from word the import facility will import the first table only in a document. Previous/later text and later tables will be ignored.

The word file must be of the format docx and the import to SW6000 will be to the default language only.

The table may have a header line. The header line if present will not be imported if the character in the first column/line is #.

| # | Subject title | Level | Description | Short description |
|---|---------------|-------|-------------|-------------------|
| | | | | |
| | | | | |

- Empty lines will be omitted in the import.
- The Level, Description and Short description columns might be omitted leaving only the # and Subject title in the table. All Subjects will then be imported at level 1.
- If a Level field is empty the subjects will be imported at level 1
- If a Level field contains other characters than stated in the "Field Properties" table, the line will imported to level 1

5.6.2 Field Properties

| Field | Type | Length |
|-------------------|----------------------|--------|
| # | Alpha-numerical | 3 |
| Level | Numerical (1-6 only) | 1 |
| Subject title | Alpha-numerical | 1.000 |
| Description | Alpha-numerical | 10.000 |
| Short description | Alpha-numerical | 500 |

Characters exceeding the specified length will be omitted in the import

5.6.3 Examples of Valid Tables

The following examples are all valid tables.

Example 1

| # | Subject Title | Level | Description | Short description |
|-----|---|-------|---|---|
| 1.0 | This is subject number one on level 1 | 1 | This is the long description at subject 1.0. This description is shown in the CUA in a separate field | This is the short description at subject 1.0. This description is shown in the CUA just below the Subject line |
| 1.1 | This is subject number two on level 2 | 2 | This is the long description at subject 1.1. This description is shown in the CUA in a separate field | |
| 2.0 | This is subject number three on level 1 | 1 | This is the long description at subject 2.0. This description is shown in the CUA in a separate field | This is the short description at subject 2.0. This description is shown in the CUA just below the Subject line. |
| 2.1 | This is subject number four on level 2 | 2 | This is the long description at subject 2.1. This description is shown in the CUA in a separate field | |
| 2.2 | This is subject number five on level 3 | 3 | This is the long description at subject 2.2. This description is shown in the CUA in a separate field | |

The Short Description is only shown in the CUA for subjects at level 1.

Example 2

| # | Subject Title | Level |
|-----|---|-------|
| 1.0 | This is subject number one on level 1 | 1 |
| 1.1 | This is subject number two on level 2 | 2 |
| 2.0 | This is subject number three on level 1 | 1 |
| 2.1 | This is subject number four on level 2 | 2 |

Example 3

| # | Subject Title |
|-----|------------------------------|
| 1.0 | This is subject number one |
| 1.1 | This is subject number two |
| 2.0 | This is subject number three |
| 2.1 | This is subject number four |

Example 5

| # | Subject Title |
|---|------------------------------|
| A | This is subject number one |
| B | This is subject number two |
| C | This is subject number three |
| D | This is subject number four |

Example 4

| # | Subject Title |
|---|------------------------------|
| | This is subject number one |
| | This is subject number two |
| | This is subject number three |
| | This is subject number four |

Example 6

| | |
|---|------------------------------|
| A | This is subject number one |
| B | This is subject number two |
| C | This is subject number three |
| D | This is subject number four |

6 Tables

6.1 Users

Users who attend meetings can be created using this screen.

User ID, Login code, Name, and Meeting role fields are all **mandatory** and must be filled in.

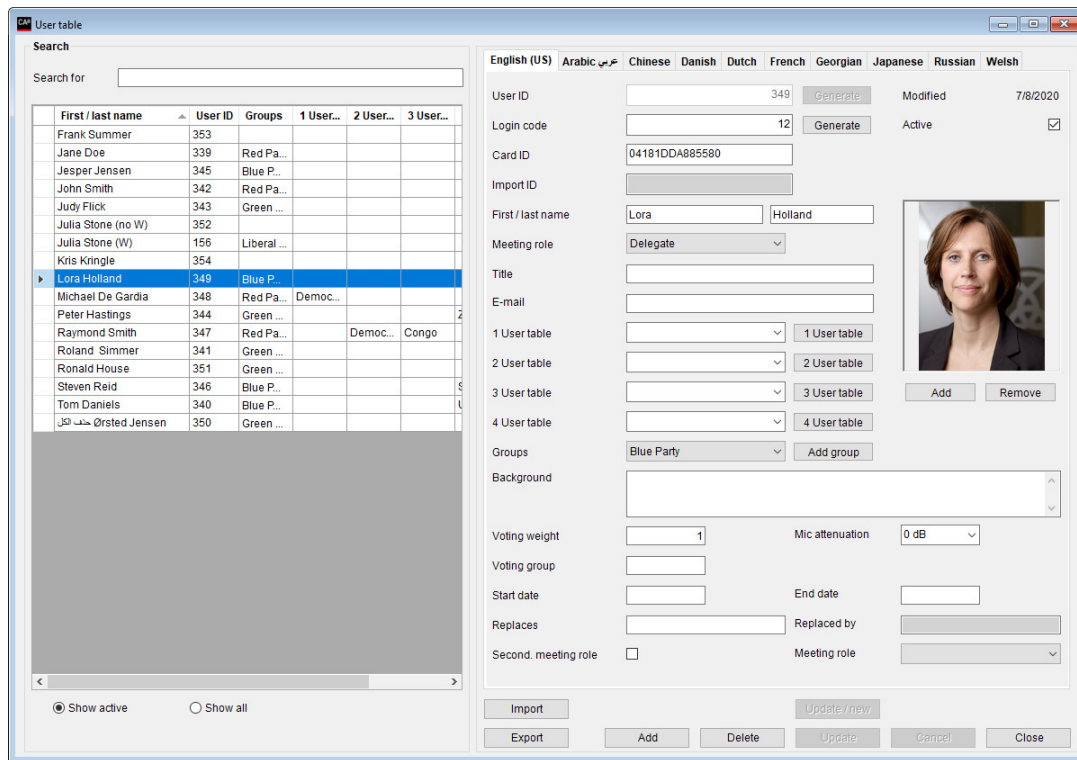


Figure 6.1-A

| | |
|------------------------|---|
| User ID | A numeric value up to 5 digits, unique for each Participant, which is identifying the User. When a Participant is added to the list of Participants, the ID cannot be changed. If ID Cards are in use, this ID has to match the 'Participant Id' programmed on the card. |
| Login code | Enter a unique login code to be used by a Participant to login to a CUA Application or a unit with graphical interface. The use of the 'Login code' is determined by a setting in 'Meetings Options' |
| Card ID | Unique NFC card ID of the card affiliated with the user. The entry can be edited/deleted. |
| [Generate] | Select the button to generate a random number for the User ID/Login Code. When adding new Participants, unique User ID/Login Codes will automatically be assigned. |
| First/last name | First and last name of the Participant. |
| Meeting role | Select one of the existing Meeting roles from the drop down list. The Meeting role determines what screens, buttons, individual microphone settings and functionality will apply to the Participant's CUA Application and conference unit operation when the Participant is logged in. |
| Title | Title or position of the Participant. |
| 1-4 User table | Four user-defined fields are available for entering various text information. Write any text or select predefined text from the drop down list. The description of the fields can be changed in 'CAA Setup Language Labels' to describe the content of the fields. The label numbers are 1204 to 1207. |

| | |
|-----------------------------|---|
| [1-4 User table] | <p>Selecting the buttons will call popup screens that allow the user to create and maintain predefined selections for each of these four fields.</p> <p>The label numbers are 1204 to 1207.</p> |
| Groups | <p>A Participant can be assigned a group of Participant. This is useful if 'Group Speech Time' is used.</p> <p>Note: This facility is subject to availability of 'SW6000-ADV' module. Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</p> |
| [Add group] | <p>This button will bring a popup for adding Participant groups.</p> <p>Note: This facility is subject to availability of 'SW6000-ADV' module. Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</p> |
| Background | <p>The user can enter any free text information here to be displayed on the Participant information screen in the CUA Application.</p> |
| Voting weight | <p>This field is used to insert a numerical value given the number of votes the user has. Default value is '1' (one).</p> <p>Voting weight must be between 0,01 and 100.000.000</p> |
| Mic attenuation | <p>Select this setting to assign individual microphone level to a Participant. The setting can be from 0 to -6.</p> |
| Voting group | <p>This field is used to insert a character to be using in the voting calculations i.e. 'F' for French and 'N' for Nederland if the two groups have different voting rights</p> |
| Start date | <p>Date field for entering from which date the Participant is active. The start date cannot be after the stop date. It is possible to enter a start date but no stop date.</p> |
| Stop date | <p>Date field for entering the stop date where the Participant is not active anymore. The stop date cannot be before the start date. It is possible to enter a start date but no stop date.</p> |
| Replaces | <p>If the Participant is replacing another Participant, a Participant to replace can be found by selecting the field. A popup will show the list of active Participants. Participants selected cannot be replaced by other Participants nor be replacing other Participants.</p> |
| Replaced by | <p>If a Participant is replaced by another Participant this field show the 'First/Last Name' of the Participant who has replaced.</p> |
| Second. meeting mole | <p>Note: This facility is subject to availability of 'SW6000-ADV' module. Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</p> |
| Meeting role | <p>Note: This facility is subject to availability of 'SW6000-ADV' module. Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</p> |
| Active | <p>A Participant is by default marked as 'Active'. If marked as active, he will be shown in lists where 'Show Active' is selected.</p> <p>Non-active participants are only shown if 'Show All' is selected. This setting is only a filtering facility and has no other functional behavior.</p> |

| | |
|---------------------------|--|
| Picture | A picture of the Participant can be inserted using the [Add] button and removed using the [Remove] buttons. A picture added will be displayed on the Participant information screen in the CUA Application. |
| [Add] (picture) | Select the button to call a standard Windows interface to select picture files (maximum size 30 Kb – picture format WxH = 115x120). Pictures are replaced by adding a new one. |
| [Remove] (picture) | Select the button to remove a picture from the Participant record. |

6.2 Groups Table

Note: The 'Groups table' is subject to the availability of the 'SW6000-ADV' module.
Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.

6.3 Default Participant Seat Table

The 'Default participant seat table' is used to create a standard seating which can be used, when creating meetings.

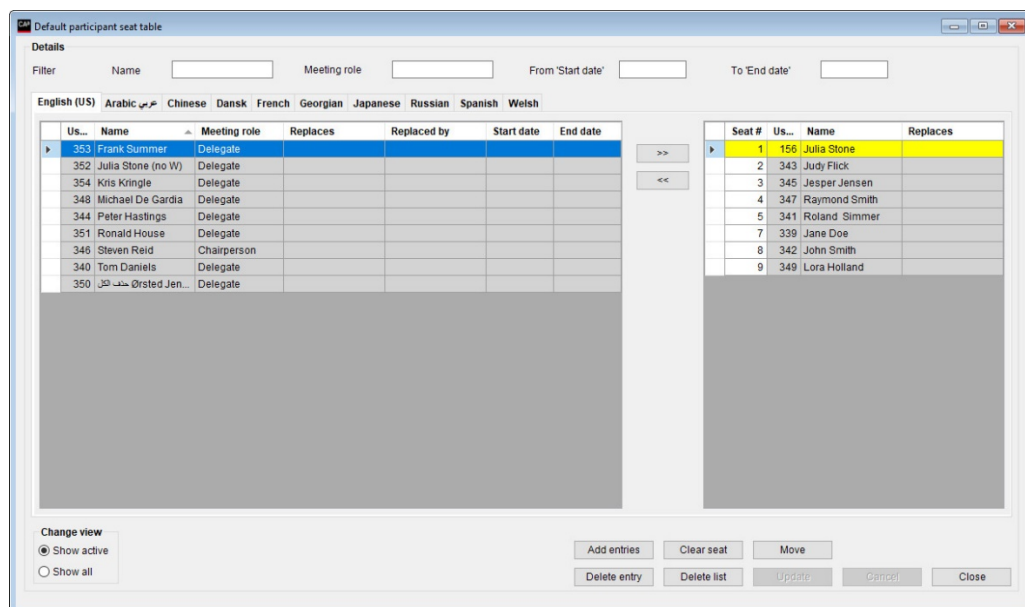


Figure 6.3-A

| | |
|----------------------|---|
| [>>] | Existing user's in the 'User table' will be shown in the left window. Selecting a user and selecting '>>' will place the user in seat number 1 in the 'Default participant seat table'. The seat will automatically be generated, when selecting '>>'. Selecting an empty seat before selecting '>>' will place the user in that seat. Selecting a seat occupied by a Participant, before selecting '>>' will place the user in a new seat. |
| [<<] | Selecting a seat and selecting '<<' will remove a Participant from a seat. Selecting 'Clear seat' will also remove a Participant from a seat. |
| [Show active] | Selecting 'Show active' will show all user's marked as 'Active' in the 'User table'. |
| [Show all] | Selecting 'Show All' will show all user's in the 'User table'. |

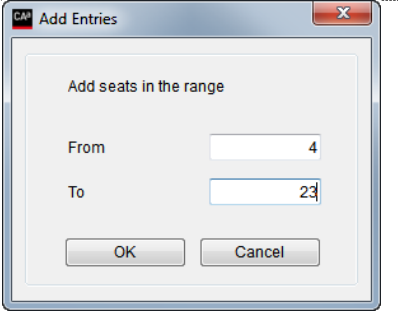
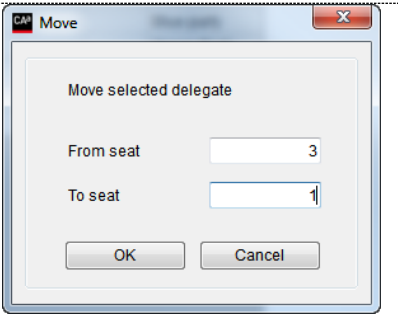
| | | |
|------------------------------|--|--|
| <p>[Add entries]</p> | <p>Select this button to create the number of seats, which will be used for the meeting.</p> |  |
| <p>[Delete entry]</p> | <p>Select this button to delete a selected seat.</p> | |
| <p>[Clear seat]</p> | <p>Select the button to remove a Participant from a selected seat.</p> | |
| <p>[Delete list]</p> | <p>Select this button to delete all seats.</p> | |
| <p>[Move]</p> | <p>Select this button to move a Participant from one seat to another.</p> |  |

Figure 6.3-B

Figure 6.3-C

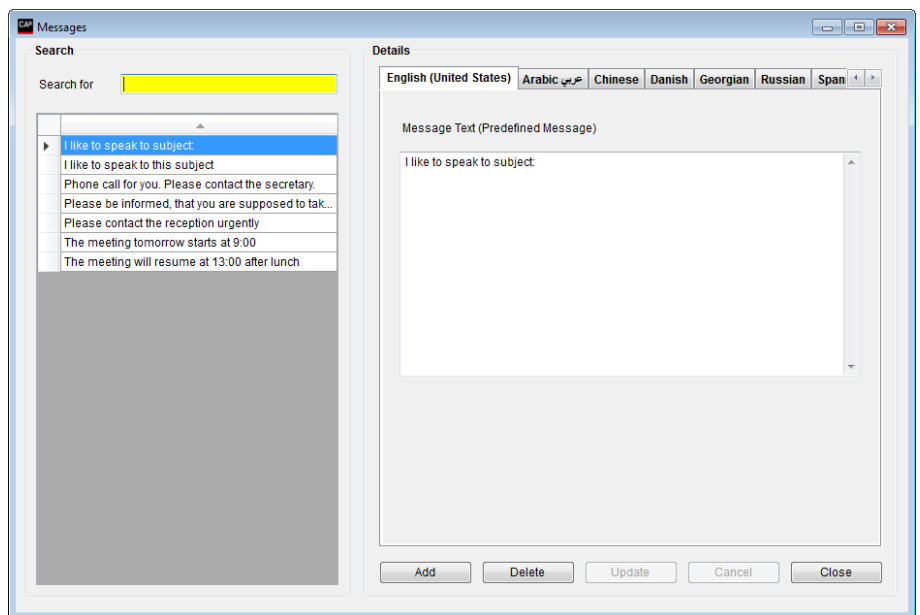
7 Messages

This screen is used to create predefined messages that can be used by Participants who have access to the message screen in the CUA Application.

A maximum of 4000 characters can be used for each message.

If a message is created in several language versions then a Participant logged in using English can read and send the message in English and a Participant logged in using Danish will read the Danish version of the received message etc.

Figure 6.3-A



8 Reports

The following groups of reports are available:

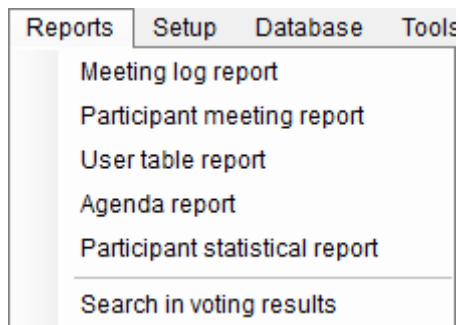


Figure 6.3-A

All reports are created as PDF files.

8.1 Meeting Log Reports

The 'Meeting log reports' lists events taking place during a meeting in chronological order.

The reports are available in the drop-down list 'Choose Report':

- Meeting log report
- Meeting log report with individual votes
- Login and logout activity report
- Registration reports (various)

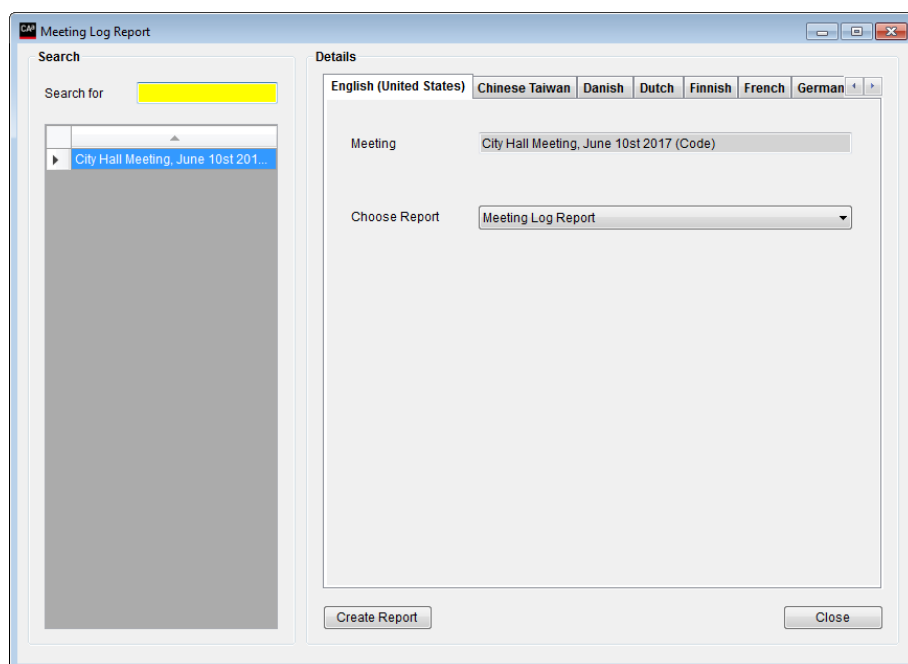


Figure 8.1-A

8.1.1 Meeting Log

The Meeting Log Report lists all events that take place during a meeting in chronological order.

Select a meeting from the list on the left side of the screen.

Select the 'Meeting Log' report in the dropdown list and select [Create report]

When the report is created it is displayed for viewing in a PDF viewer.

| Meeting log report | | | | | | |
|--------------------|------------------------------------|----------------|---------------------------|-----------------------|-----------------------|----------|
| Meeting name | City Hall Meeting (Code on List) 2 | | | Start time | Stop time | Duration |
| Start meeting | City Hall Meeting (Code on List) 2 | | | 3/16/2021 11:55 AM | 3/16/2021 11:56 AM | 00:48 |
| Subject: | No subject | | | 11:55:47 AM | 11:58:02 AM | 02:15 |
| Login: | Julia Stone | Mrs. | Chairperson | 11:55:51 AM | 11:56:36 AM | 00:44 |
| Login: | Jesper Jensen | Sales Director | Delegate | 11:56:04 AM | 11:56:36 AM | 00:31 |
| Login: | Judy Flick | | Delegate | 11:56:17 AM | 11:56:23 AM | 00:06 |
| Login: | Jane Doe | | Delegate, No voting right | 11:56:27 AM | 11:56:36 AM | 00:08 |
| Stop meeting | City Hall Meeting (Code on List) 2 | | | 11:55:47 AM | 11:56:36 AM | 00:48 |
| Meeting summary | Duration | | | | | 00:48 |
| Meeting summary | Participating participants | | | | | 4 |
| Meeting summary | Speakers | | | | | 0 |
| Meeting summary | Voting sessions | | | | | 0 |
| Start meeting | City Hall Meeting (Code on List) 2 | | | 3/16/2021 12:04 PM | 3/16/2021 12:05 PM | 01:01 |
| Subject: | Call to Order | | | 12:04:16 PM | 11:59:22 AM | 04:53 |
| Login: | Julia Stone | Mrs. | Chairperson | 12:04:22 PM | 12:05:17 PM | 00:55 |
| Login: | Jesper Jensen | Sales Director | Delegate | 12:04:29 PM | 12:05:17 PM | 00:48 |
| Login: | John Smith | | Delegate | 12:04:38 PM | 12:05:17 PM | 00:39 |
| Speak: | Julia Stone | Mrs. | Chairperson | 12:04:47 PM | 12:04:50 PM | 00:02 |
| Speak: | Julia Stone | Mrs. | Chairperson | 12:04:52 PM | 12:05:07 PM | 00:14 |
| Request | John Smith | | Delegate | 12:04:55 PM | 12:05:08 PM | 00:13 |
| Speak: | John Smith | | Delegate | 12:05:08 PM | 12:05:17 PM | 00:09 |
| Stop meeting | City Hall Meeting (Code on List) 2 | | | 12:04:16 PM | 12:05:17 PM | 01:01 |
| Meeting summary | Duration | | | | | 01:01 |
| Meeting summary | Participating participants | | | | | 3 |
| Meeting summary | Speakers | | | | | 2 |
| Meeting summary | Voting sessions | | | | | 0 |
| Speech time total | John Smith | | Delegate | | | 00:09 |
| Speech time total | Julia Stone | Mrs. | Chairperson | | | 00:17 |
| Speech time group | Liberal Party | | | | | 00:17 |
| Speech time group | Red Party | | | | | 00:09 |

Figure 8.1-B

8.1.2 Login and logout activity

This report shows all login/logout activity during the meeting.

Select a meeting from the list on the left side of the screen.

Select the 'Login and logout activity' report in the dropdown list and select [Create Report]

When the report is created it is displayed for viewing in a PDF viewer.

| Login and logout activity report | | | | | |
|----------------------------------|------------------------------------|-------|-------------|-------------|-----------------------|
| Meeting name | City Hall Meeting (Code on List) 2 | | | | |
| Start meeting | 3/16/2021 11:55 AM | | | | |
| Stop meeting | 3/16/2021 11:56 AM | | | | |
| Seat # Name | Deputy name | Group | Login time | Logout time | Subject at login time |
| 1 Julia Stone | | LP | 11:55:51 AM | 11:56:36 AM | No subject |
| 2 Jesper Jensen | | BP | 11:56:04 AM | 11:56:36 AM | No subject |
| 3 Judy Flick | | GP | 11:56:17 AM | 11:56:23 AM | No subject |
| 3 Judy Flick | Jane Doe | RP | 11:56:27 AM | 11:56:36 AM | No subject |
| Start meeting | 3/16/2021 11:58 AM | | | | |
| Stop meeting | 3/16/2021 11:59 AM | | | | |
| Seat # Name | Deputy name | Group | Login time | Logout time | Subject at login time |
| 1 Julia Stone | | LP | 11:58:06 AM | 11:59:22 AM | No subject |
| 2 Jesper Jensen | | BP | 11:58:32 AM | 11:59:22 AM | Call to Order |
| 4 Lora Holland | | BP | 11:58:44 AM | 11:58:48 AM | Call to Order |
| 4 Lora Holland | Jane Doe | RP | 11:59:00 AM | 11:59:22 AM | Call to Order |

Figure 8.1-C

Participants, with a Meeting Role in the 'Participant seat table' different from Delegate or Chairperson meeting role, who is logging into a seat after a delegate or Chairperson has been logged into the same seat, will be listed in the report as Deputy.

8.2 Participant Meeting Report

The Participant Meeting Report lists all Participants that have been part of a meeting either sorted by 'Participant Name' or by 'Seat #'.

The drop-down list 'Choose Report' is only used if customized reports are available.

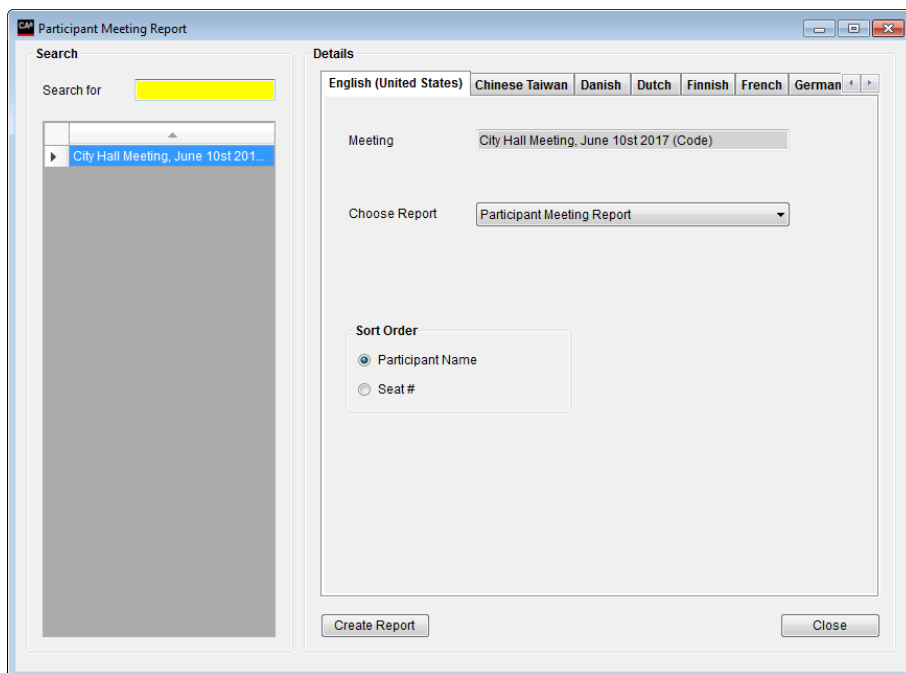


Figure 8.2-A

Select a meeting from the list on the left side of the screen.

Select whether the Participants shall be sorted by Participant names or seat numbers using the Sort order radio buttons.

Select [Create Report]

When the report is created it is displayed for viewing in a PDF viewer.

Participant meeting report

Assembly meeting #22



| | | | | |
|--------|----|--------------------|--------------------|---|
| Seat # | 13 | Name | Frank Summer |  |
| | | Title | | |
| | | Meeting role | Delegate | |
| | | 1 User table | US | |
| | | 2 User table | | |
| | | 3 User table | | |
| | | 4 User table | | |
| | | Group name | Blue Party | |
| | | Group abbreviation | BP | |
| | | Background | Frank Summer | |
| | | Voting group | DMC | |
| | | Voting weight | 100000000 | |
| | | Mic attenuation | 0 | |
| Seat # | 12 | Name | Hans Ørsted Jensen |  |
| | | Title | | |
| | | Meeting role | Delegate | |
| | | 1 User table | | |
| | | 2 User table | | |
| | | 3 User table | | |
| | | 4 User table | | |
| | | Group name | Green Party | |
| | | Group abbreviation | GP | |
| | | Background | | |
| | | Voting group | | |
| | | Voting weight | 100000000 | |
| | | Mic attenuation | 0 | |

Figure 8.2-B

8.3 User Table Report

The 'User table report lists all users in the User table with an option for showing all users or only the users marked 'Active' in the 'User table.

The drop-down list 'Choose report' is only used if customized reports are available.

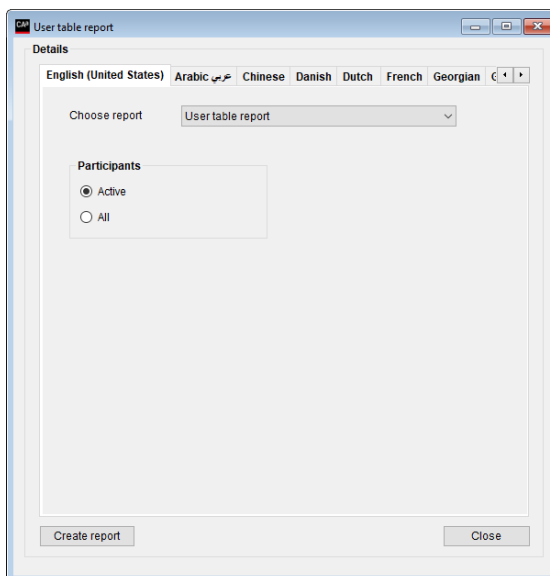


Figure 8.3-A

Select a meeting from the list on the left side of the screen.

Select whether the report shall contain only active Participants or all Participants in the database using the 'Participants Active/All buttons.

Select [Create Report]

When the report is created it is displayed for viewing in a PDF viewer.

User table report



| | | | | |
|----------------|-----|---------------------------|---------------|---|
| User Id | 156 | Name | Julia Stone |  |
| | | Title | Mrs. | |
| | | Meeting role | Delegate | |
| | | 1 User table | | |
| | | 2 User table | | |
| | | 3 User table | | |
| | | 4 User table | | |
| | | Group name | Liberal Party | |
| | | Group abbreviation | LP | |
| | | Background | | |
| | | Voting group | DMC | |
| | | Voting weight | 10 | |
| | | Mic attenuation | 0 | |
| User Id | 339 | Name | Jane Doe |  |
| | | Title | | |
| | | Meeting role | Delegate | |
| | | 1 User table | | |
| | | 2 User table | | |
| | | 3 User table | | |
| | | 4 User table | | |
| | | Group name | Red Party | |
| | | Group abbreviation | RP | |
| | | Background | | |
| | | Voting group | DMC | |
| | | Voting weight | 1 | |
| | | Mic attenuation | 0 | |

Figure 8.3-B

8.4 Agenda Report

The Agenda Reports displays the agenda of a selected meeting.

Two reports are available in the drop-down list 'Choose Report':

- Agenda report
- Agenda report with notes
- Agenda report with voting results
- Agenda report with notes and voting results

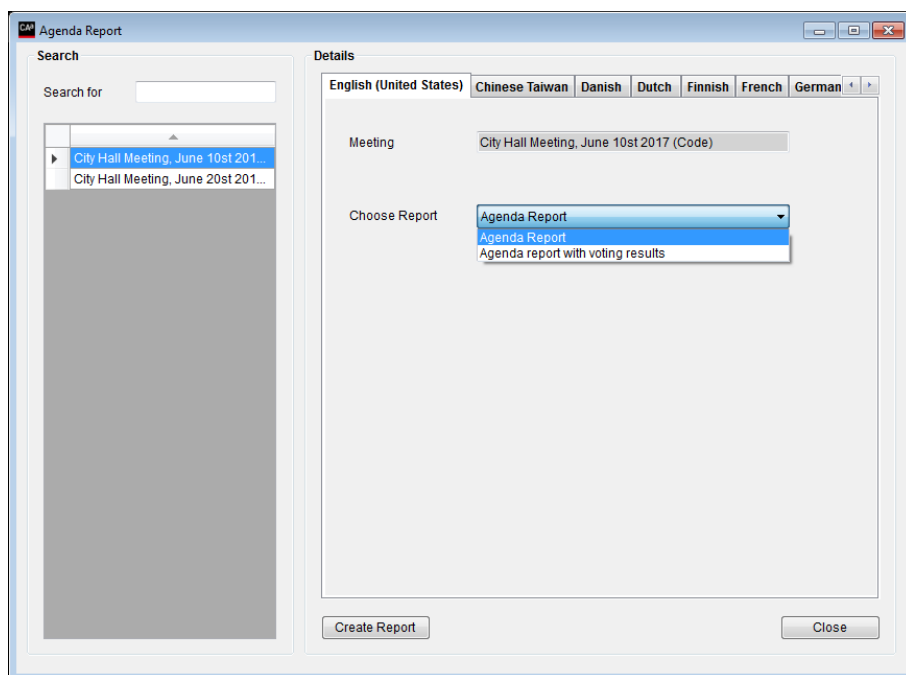


Figure 8.4-A

8.4.1 Agenda Report without Voting Results

Select a meeting from the list on the left side of the screen.

Select the 'without voting result' report in the 'Chose Report' dropdown list

Select [Create Report]

When the report is created it is displayed for viewing in a PDF viewer.

| Agenda Report | |
|-------------------------------|---|
| City Hall Meeting #161 | 8/23/2013 12:00:00 AM |
| 1 | Call to Order |
| 2 | Adoption of Agenda |
| 3 | Minutes of Previous Meetings |
| a | Council Meeting - August 28, 2007 |
| b | Public Hearing - August 28, 2007 |
| 4 | Delegations |
| a | Community Plan on Homelessness |
| 5 | Public Hearings |
| a | Move into Public Hearing |
| b | Close Public Hearing |
| 6 | Updates |
| 7 | Reports |
| a | Integrated Community Sustainability Plan |
| b | AUMA/AAMD&C Resolution - EUB Fees |
| c | Development & Street Names |
| d | Bylaw 07/061 - North Central ASP - 2nd Reading |
| e | Bylaw 07/061 - North Central ASP Amendment |
| f | Bylaw 07/061 - North Central ASP - 3rd Reading |
| g | Bylaw 07/062 - North Central LUB - 2nd Reading |
| h | Bylaw 07/062 - North Central LUB - 3rd Reading |
| i | Bylaw 07/063 - Red Creek Area LUB - 2nd Reading |
| j | Bylaw 07/063 - Red Creek Area LUB - 3rd Reading |
| k | Bylaw 07/064 - LUB General Amendments - 3rd Reading |
| l | Bylaw 07/060 - Assessment & Taxation Fees - 3rd Reading |
| | Postponed for next meeting |
| 8 | Adjournment |
| a | Motion to adjourn |
| x | New item |

Figure 8.4-B

8.4.2 Agenda Report with Voting Results

Select a meeting from the list on the left side of the screen.

Select the 'with voting result' report in the 'Chose Report' dropdown list

Select [Create Report]

When the report is created it is displayed for viewing in a PDF viewer.

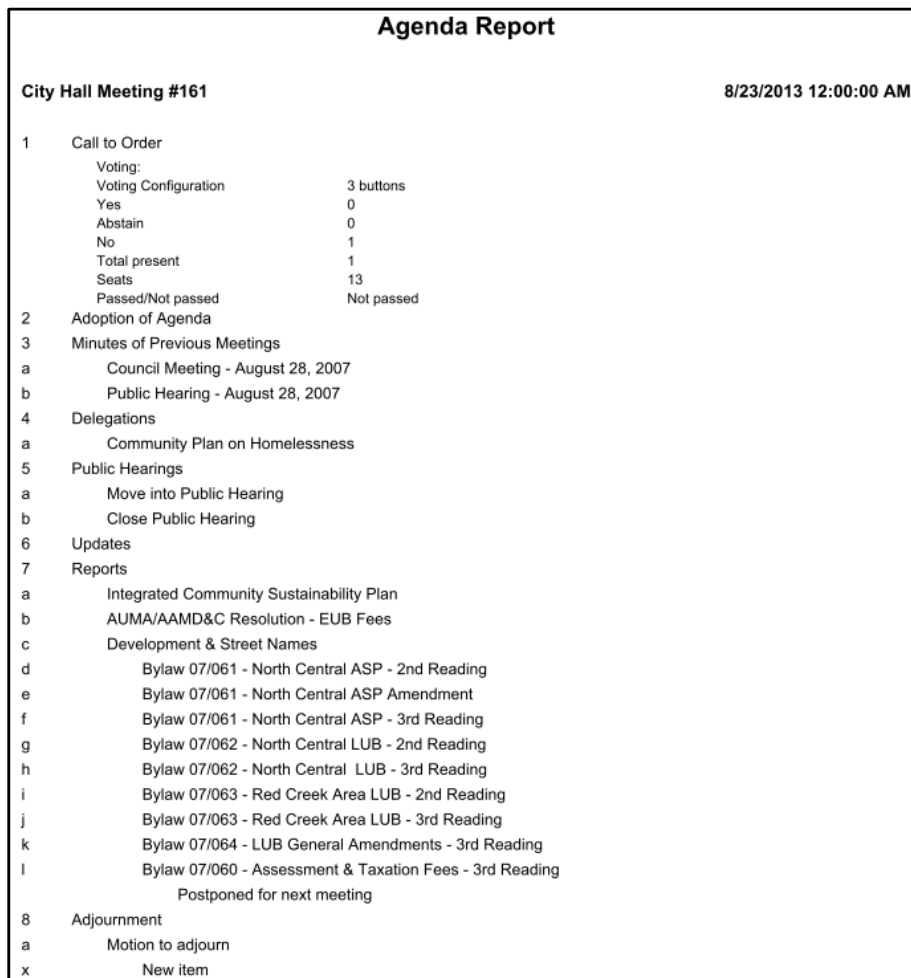


Figure 8.4-C

8.5 Participant Statistical Report

The 'Participant statistical reports' lists Participants speaking information and the number of meetings the users in the 'User table' has participated in.

The statistical reports are available in three versions:

- All Participants
- Detailed Participant
- Participant

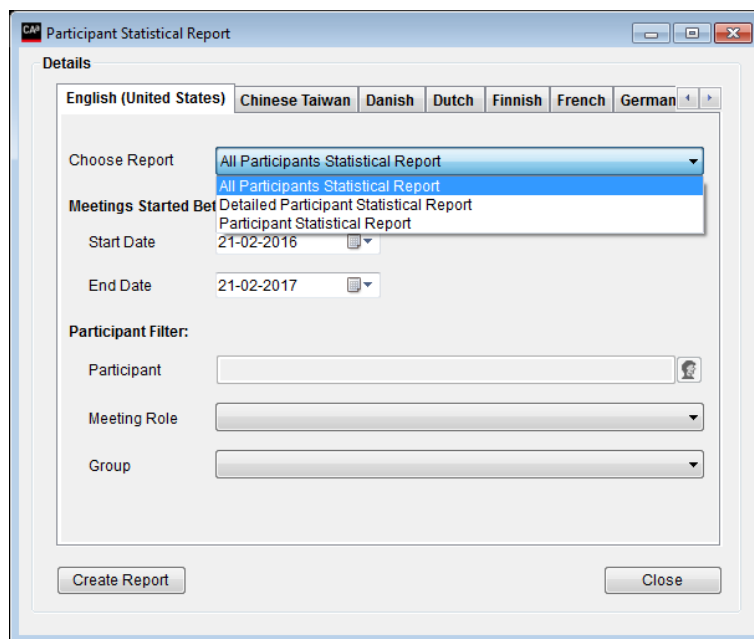


Figure 8.5-A

8.5.1 All Participants

This reports list total speech time and number of meeting participated for all active users in the 'User table' within a specified period of time.

Select the 'All Participants' report in the dropdown list

Enter the 'Start date' and 'End Date'.

Optional select a 'Meeting Role'.

Optional select a 'Group'.

Select [Create Report]

When the report is created it is displayed for viewing in a PDF viewer.

All participants statistical report

| Period | | Start time | Stop time | Meetings total |
|------------------|---------------------------|----------------------|-----------------------|----------------|
| | | 8/13/2018 | 8/30/2019 | 11 |
| Participant | | Participant speeches | Meetings participated | |
| Participant name | Frank Summer | 5, 21:46 | 9 | |
| Meeting role | Deputy | | | |
| Group | Blue Party | | | |
| Participant name | Hans Ørsted Jensen | 1, 09:30 | 7 | |
| Meeting role | Delegate | | | |
| Group | Green Party | | | |
| Participant name | Jane Doe | 14:58:13 | 9 | |
| Meeting role | Delegate | | | |
| Group | Red Party | | | |
| Participant name | John Smith | 5, 17:54 | 9 | |
| Meeting role | Delegate | | | |
| Group | Red Party | | | |
| Participant name | Judy Flick | 1, 13:06 | 9 | |
| Meeting role | Delegate | | | |
| Group | Green Party | | | |
| Participant name | Julia Frank | 12, 05:08 | 6 | |
| Meeting role | Delegate | | | |
| Group | Blue Party | | | |
| Participant name | Julia Stone | 9, 17:55 | 10 | |
| Meeting role | Delegate | | | |
| Group | Liberal Party | | | |
| Participant name | Lora Holland | 1, 10:39 | 6 | |
| Meeting role | Delegate | | | |
| Group | Blue Party | | | |

Figure 8.5-B

8.5.2 Detailed Participant

This reports list a summary of total speech time and number of meetings participated for a selected user in the 'User table' within a specified period of time.

The report does also list all agenda subject, where the selected user has participated with login/logout time and speech time for each subject

Select the 'Detailed participants statistical report' in the dropdown list

Enter the 'Start Date' and 'End Date'.

Select the 'Participant' in the 'Participant filter' dropdown list

Select [Create Report]

When the report is created it is displayed for viewing in a PDF viewer.

| Detailed participant statistical report | | | | | |
|---|---|----------------------|-------------------|-----------------------|--|
| Period | | Start time | Stop time | Meetings total | |
| | | 4/30/2019 | 4/30/2020 | 10 | |
| Participant | | Participant speeches | | Meetings participated | |
| Participant name | Julia Stone (W) | 07:56:24 | | 10 | |
| Meeting role | Chairman | | | | |
| Group | Liberal Party | | | | |
| Meetings | | Start time | Stop time | Duration | |
| Meeting name | Assembly meeting #23 | 5/23/2019 3:49 PM | 5/23/2019 3:53 PM | 03:36 | |
| Subject: | Public Hearings on the Integrated Community Sustainability Plan | 3:49:44 PM | 3:53:41 PM | 03:57 | |
| Login: | | 3:49:47 PM | 3:53:21 PM | 03:33 | |
| speech time subject | | | | 00:00 | |
| Meeting name | Assembly meeting #24 | 5/23/2019 3:53 PM | 5/23/2019 3:53 PM | 00:11 | |
| Subject: | Adoption of Agenda | 3:53:26 PM | 9:04:31 AM | 17:11:05 | |
| Login: | | 3:53:30 PM | 3:53:37 PM | 00:07 | |
| speech time subject | | | | 00:00 | |
| Meeting name | Assembly meeting #23 | 5/23/2019 3:53 PM | 5/24/2019 9:04 AM | 17:10:38 | |
| Subject: | Public Hearings on the Integrated Community Sustainability Plan | 3:53:41 PM | 2:52:52 PM | 00:49 | |
| Login: | | 3:53:44 PM | 8:57:30 AM | 17:03:45 | |
| speech time subject | | 8:57:30 AM | 9:17:05 AM | 19:34 | |
| Meeting name | Assembly meeting #24 | 5/24/2019 9:04 AM | 5/24/2019 9:17 AM | 12:58 | |
| Subject: | Adoption of Agenda | 9:04:31 AM | 9:18:50 AM | 14:18 | |
| Login: | | 9:17:05 AM | 9:17:29 AM | 00:24 | |
| speech time subject | | | | 00:00 | |

Figure 8.5-C

8.5.3 Participant

This reports list a summary of total speech time and number of meeting participated for a selected user in the 'User table' within a specified period of time.

Select the 'Delegate statistical report' report in the dropdown list

Enter the 'Start Date' and 'End Date'.

Select the 'Participant' in the 'Participant Filter dropdown list

Select [Create Report]

When the report is created it is displayed for viewing in a PDF viewer

| Participant statistical report | | | | |
|--------------------------------|-----------------|----------------------|-----------|-----------------------|
| Period | | Start time | Stop time | Meetings total |
| | | 4/30/2019 | 4/30/2020 | 10 |
| Participant | | Participant speeches | | Meetings participated |
| Participant name | Julia Stone (W) | 07:56:24 | | 10 |
| Meeting role | Chairman | | | |
| Group | Liberal Party | | | |

Figure 8.5-D

8.6 Search in Voting Results

Note: This facility is subject to the availability of the 'SW6000-ADV' module.
Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.

9 Setup/Equipment

9.1 Conference Units

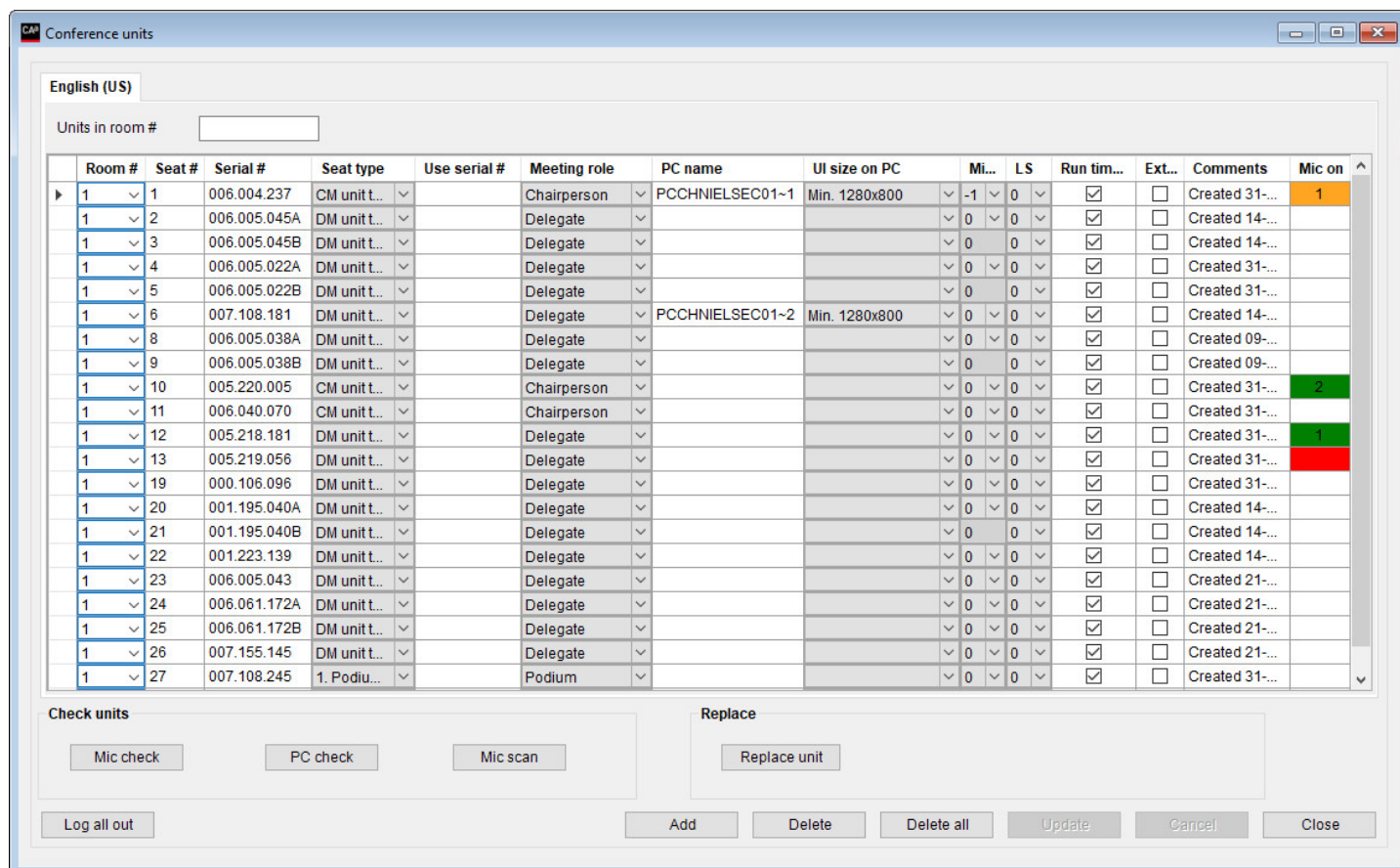


Figure 9.1-A

This screen is used to configure the seat assignment by setting up relations between conference units, seat numbers and computers running the CUA Application.

Seats are automatically created by the CUI application when information about new units is received from the CCU Central Unit.

The table can be sorted in accordance to the various columns by selecting the header.

Note: If a seat has been created, it will not be deleted automatically if the unit is disconnected from the CCU.

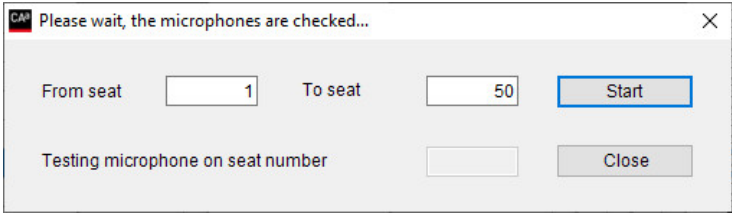
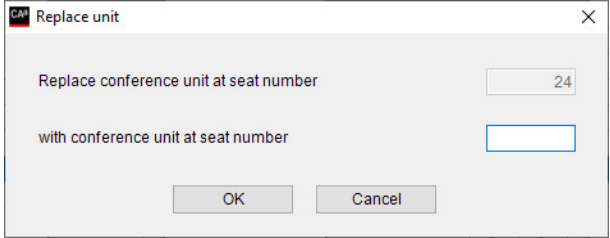
Unused 'Seats' can be only be deleted manually.

When however a device (like MXCMIU, MXC605, MXC615, MXC620, MXC640, DC5980P), which can change unit type, connects to SW6000 with a new unit type compared to the unit type registered in SW6000, the entry with the 'old' unit type is removed and the unit will be registered with the new unit type.

| | |
|----------------------|--|
| Units in room | Type in the Room # to filter the list to shown only units placed in the room selected. |
|----------------------|--|

| Room # | If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in 'Setup Rooms Create rooms'. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------|--|---|---------|--|----------|-----------|--------------|---------|-------------|--------------|--|--------|-------------|--------------|-------------|--------|-------------|--------------|--|--------|-------------|--------------|-------------|--------|-------------|--------------|--|--------|-------------|--------------|--|--------|-------------|------------|--|
| Seat # | The seat number must be unique and is used to identify the seat on lists, reports and on the mimic diagram. It can have a maximum of five numeric characters. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Serial # | Unique serial number encoded into the unit from the factory. The number 000.000.000 must be used to create a seat with a computer but no conference unit. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Seat type | This field is identifying the use of the seat, where the conference unit has been placed. Some entries are just identifying (labeling) the unit and other entries are changing the functionality of the unit. The entries are: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | DM unit type | The connected unit is a Delegate Unit. This is identifying the unit, but does not give any functionality. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | CM unit type | The connected unit is a Chairperson Unit. This is identifying the unit, but does not give any functionality. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | DV unit type | The connected unit is a Voting Unit. This is identifying the unit, but does not give any functionality. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Podium x | <p>Note: This facility is subject to the availability of the 'SW6000-ADV' module.</p> <p>Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Secondary seat | <p>Note: This facility is subject to the availability of the 'SW6000-ADV' module.</p> <p>Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Technician | If a seat has been marked as a 'Technician', a CUA application running on a PC assigned to this seat will not be logged out, when starting a meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | PC | The seat is assigned to a CUA running on a PC. This is identifying the unit, but does not give any functionality. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Use serial # | <p>If the conference units connected are sharing a microphone, this field is used to identify the units sharing a microphone.</p> <p>In the example unit 000.167.059 is using the microphone connected in unit 000.167.109 and unit 000.167.010 is using the microphone connected in unit 000.166.209.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Serial #</th> <th>Seat Type</th> <th>Use Serial #</th> <th>User Ty</th> </tr> </thead> <tbody> <tr> <td>000.096.130</td> <td>CM unit type</td> <td></td> <td>Chairm</td> </tr> <tr> <td>000.167.059</td> <td>DM unit type</td> <td>000.167.109</td> <td>Delega</td> </tr> <tr> <td>000.167.109</td> <td>DM unit type</td> <td></td> <td>Delega</td> </tr> <tr> <td>000.167.010</td> <td>DM unit type</td> <td>000.166.209</td> <td>Delega</td> </tr> <tr> <td>000.166.209</td> <td>DM unit type</td> <td></td> <td>Delega</td> </tr> <tr> <td>000.167.026</td> <td>DM unit type</td> <td></td> <td>Delega</td> </tr> <tr> <td>000.000.000</td> <td>Technician</td> <td></td> <td>Technic</td> </tr> </tbody> </table> <p style="text-align: center;">Figure 9.1-B</p> <p>Note: MXC units and legacy Chairperson units and portable units does not support sharing microphone.</p> <p>Units sharing a microphone has to be connected to the same chain on the CCU.</p> | | | | Serial # | Seat Type | Use Serial # | User Ty | 000.096.130 | CM unit type | | Chairm | 000.167.059 | DM unit type | 000.167.109 | Delega | 000.167.109 | DM unit type | | Delega | 000.167.010 | DM unit type | 000.166.209 | Delega | 000.166.209 | DM unit type | | Delega | 000.167.026 | DM unit type | | Delega | 000.000.000 | Technician | |
| Serial # | Seat Type | Use Serial # | User Ty | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 000.096.130 | CM unit type | | Chairm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 000.167.059 | DM unit type | 000.167.109 | Delega | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 000.167.109 | DM unit type | | Delega | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 000.167.010 | DM unit type | 000.166.209 | Delega | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 000.166.209 | DM unit type | | Delega | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 000.167.026 | DM unit type | | Delega | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 000.000.000 | Technician | | Technic | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|---------------------------------|--|
| Meeting role | <p>Specifies the default meeting role that applies to the CUA Applications and/or the Conference Unit when a no meeting is started.</p> <p>Important: <i>When a meeting is started the meeting role is determined by the meeting role assigned to the participant in the 'Participant seat table' for the meeting.</i></p> |
| PC name | <p>Specifies the windows device name of a PC's running the CUA application. A PC device name must be specified if a PC with CUA application shall be paired to a conference unit, allowing the CUA to control the conference unit.</p> <p>The field must be left blank if no PC is paired to the conference unit. The PC name must be unique.</p> <p>The 'Serial no' can be inserted as '000.000.000' if a seat with a PC running the CUA application does not have a conference unit paired i.e. for a technician.</p> <p>For a Technician, the fields 'Seat type' must be selected as 'Technician'.</p> <p>Terminal server</p> <p>For applications running as a session on a terminal server the computer name should be specified so that terminal server and client console is identified e.g. "ServerName~3" is used to identify a CUA running on terminal server "ServerName" and using client assigned to console number 3.</p> <p>To establish the link between the CUA application and the server, the console number must be specified as a CUA 'Command Line Parameter' e.g. -CONSOLE3.</p> <p>For the use of command line parameters, please refer to 'Installation Manual SW6000'.</p> |
| UI size on PC | Dropdown list to select the CUA Layout type for the PC |
| Mic level | This field is used to apply individual microphone level to a seat. The selectable values are from 0 to -6. |
| LS | This field is used to apply individual speaker level to a seat. The selectable values are from 0 to -6 and OFF. |
| Runtime seat assignment | This field enables/disables automatic CUA seat assignment. |
| Ext. val. / Registration | This field indicates whether the seat shall use 'External validation / Registration'. Please refer to '5.5 Meeting Options' |
| Comments | The text 'Created' with a time stamp is displayed when the seat was created automatically by the system. The field can be used to store comments of any kind. |
| Mic on | <p>Red color indicates that the microphone is ON.</p> <p>Green color indicates that the microphone is in request. The number indicates the number in the request queue.</p> <p>Reply will be shown with the configured reply color.</p> |
| [Mic check] | Will check a selected seat's microphone by turning on the microphone (for two seconds). |
| [PC check] | Will check the connection to the computer whose name is specified for the selected seat. |

| | |
|-----------------------|--|
| [Mic scan] | <p>This button starts a scanning of all conference units, by switching them On and OFF one by one.</p>  <p style="text-align: center;"><i>Figure 9.1-C</i></p> |
| [Replace unit] | <p>This functionality is used for replacing a defective conference unit or switch units between the seat:</p> <ol style="list-style-type: none"> 1 Identify the seat number for the defective unit and remove it. 2 Connect the new unit to the CU. The new unit will after a short time show up as the last unit on the list. 3 Select the line in the 'Seat' window with the new microphone. 4 Select 'Replace unit' and the following dialog window will appear:  <p style="text-align: center;"><i>Figure 9.1-D</i></p> 5 Type in the seat number for the defective unit. 6 Select OK. The new microphone has now replaced the defective one and has got the functionality and Seat number of the defective microphone. Select OK. |
| | <p>Note: <i>If the conference unit was paired to a PC running the CUA application the participant has to logout and login again for getting control of the conference unit.</i></p> |

9.2 Interpreter Devices

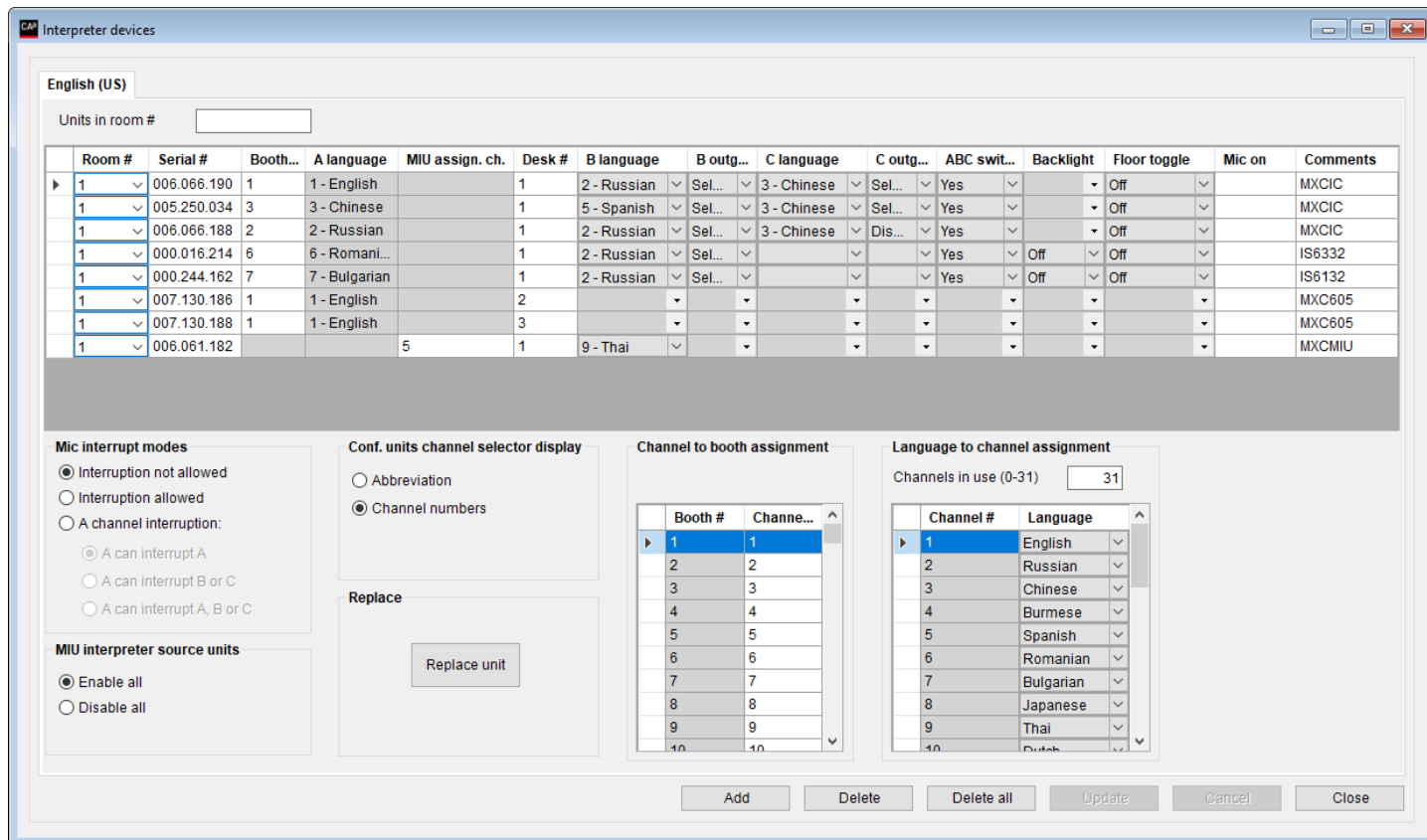


Figure 9.2-A

This screen is used to configure Interpreter Devices and setup the Interpretation system behavior.

Entries are automatically inserted by the CUI Interface application when information about new devices are received from the CCU Central Unit.

The table can be sorted in accordance to the various columns by selecting the header on top.

Note: If an entry has been created, it will not be deleted automatically, if the unit is not connected to the CCU Central Unit anymore.

Un-used units can be deleted manually.

When however a device (like MXCMIU, MXC605 or DC5980P), which can change unit type, connects to SW6000 with a new unit type compared to the unit type registered in SW6000, the entry with the 'old' unit type is removed and the unit will be registered with the new unit type.

| | |
|----------------------|--|
| Units in room | Type in the Room # to filter the list to show only units placed in the room selected. The is needed, when creating setup for multiple rooms |
| Room # | If rooms are linked together for combining system in more rooms, this field is used for identifying which room, the device is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in 'Setup Rooms Room configuration'. |
| Serial # | Unique serial number encoded into the unit from the factory. |

| | | | |
|----------------------------------|--|--|--|
| Booth # | <p>This field is used to enter the booth number, where Interpreter Consoles or MXC605/DC5980P units are placed. Each booth can be assigned to maximum 32 devices. The Language Channel assigned to the booth is assigned at the 'Channel to booth assignment'.</p> <p>Note: MXC605/DC5980P units can be assigned to any booth, however the outgoing channel on the units are 1-4 respectively 1-2 independent of the booth assignment. MXC605/DC5980P units can only be controlled from the 'CUA Interpretation' screen if assigned to a booth.</p> | | |
| A-language | <p>This information field is for informing the channel number (and language assigned to this channel) which is assigned as the A-channel. This is set automatically when the booth is assigned.</p> | | |
| MIU assign. ch. | <p>An MXCMIU configured as 'Interpreter source' can feed audio to any interpreter channel. If control of the unit in the CUA shall be available, the unit must be assigned a channel in 'MIU assign. ch.'.</p> <p>The unit can then be controlled in the CUA when selecting that channel in the 'CUA Interpretation Channels' screen.</p> | | |
| Desk # | <p>Each interpreter booth can use up to 32 devices. This field is used to identify the devices by desk number.</p> | | |
| B-language C-language | <p>Those fields are used for assigning a language channel to the B/C-language of the Interpreter Console.</p> | | |
| B-mode C-mode | <p>Those fields are used to set the mode for the B/C-channel:</p> | | |
| | Selectable | <p>All channels at the Interpreter Console can be set to a B/C-channel.</p> | |
| | One language | <p>Only the channel set as 'B/C-language' can be used.</p> | |
| Disabled | <p>The B/C-language is not in use.</p> | | |
| ABC Switch | <p>Set to 'On' the interpreter can switch between the A, B and C-language with the microphone 'On'.</p> | | |
| Backlight | <p>Set to 'On' switches on the backlight in the LCD display in the IS 6132 Interpreter Console.</p> | | |
| Floor toggle | <p>Set to 'On' enable the toggle of the Floor button.</p> | | |
| Mic on | <p>Red color indicates that the microphone is 'On'.</p> | | |
| Comments | <p>The text 'Inserted' with a time stamp is displayed when the unit is automatically created by the system. The field can be used to store comments of any kind.</p> | | |
| Mic interrupt modes | Interruption not allowed | When ticked, no interpreter can switch 'On' his microphone to an occupied channel. | |
| | Interruption not allowed | <p>When ticked any interpreter can switch 'On' his microphone to an occupied channel. The interpreter who was occupying the channels will be switched 'Off'.</p> | |
| | A channel interruption | A can interrupt A | <p>When ticked, an interpreter can switch 'On' his microphone on his A-channel to a channel occupied by an interpreter using his A-channel. The interpreter who was occupying the channels will be switched 'Off'.</p> |

| | | | |
|---|---|--|--|
| | | A can interrupt B | When ticked, an interpreter can switch 'On' his microphone on his A-channel to a channel occupied by an interpreter using his B-channel. The interpreter who was occupying the channels will be switched 'Off'. |
| | | A can interrupt A+B | When ticked, an interpreter can switch 'On' his microphone on his A-channel to an occupied channel. The interpreter who was occupying the channels will be switched 'Off'. |
| MIU interpreter source units | Enable all | When enabled all connected MIU units configured as interpreter source can be controlled 'on/off' | |
| | Disable all | When disabled all connected MIU units configured as interpreter source will go into 'off' state and cannot be turned 'on'. | |
| Conf. units channel selector display | Abbreviation | When ticked the abbreviation of the language will be shown in the channel selector display in conference units. | |
| | Channel numbers | When ticked the channel number will be shown in the channel selector display in conference units. | |
| [Replace unit] | Replaces a unit. See procedures in previous section 'Setup Equipment Conference units'. | | |
| Channel to booth assignment | Use this table to set the language to be used in each interpreter booth. Several booth can have the same language channels. | | |
| Language to channel assignment | Channel in use (0-31) | Type in the number of channels to be used. Selecting [Update] will update the Channel/Language window to show the number of channels in use. | |
| | Language | A language can then be assigned to the channels in use. | |

9.3 Audio Output Units (AO)

This screen is used to configure the AO Units connected.

Entries are automatically inserted by the CUI application when information about new units is received from the CCU Central Unit.

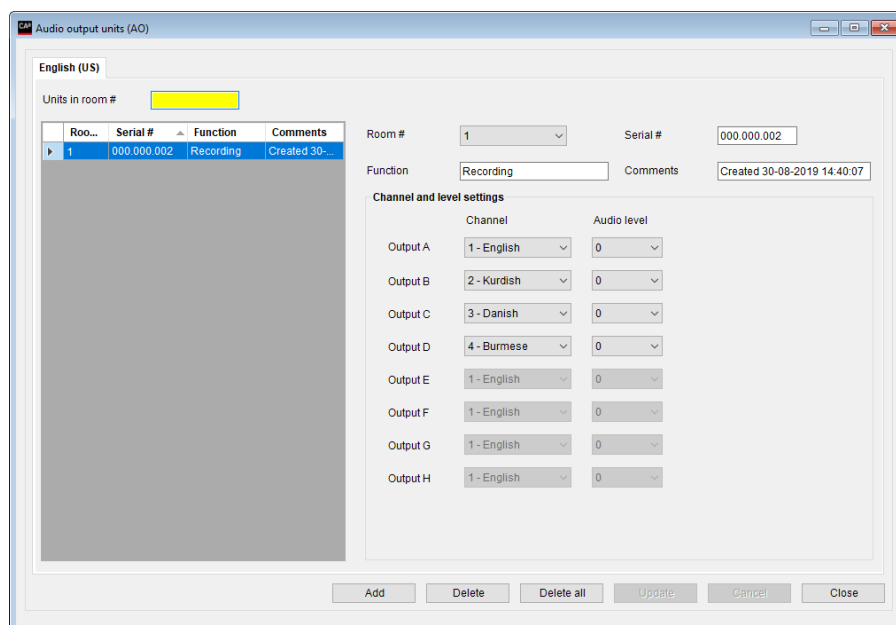


Figure 9.3-A

Note: If an entry has been created, it will not be deleted automatically, if the unit is not connected to the CCU Central Unit anymore.

Unused units can be deleted manually.

| | |
|--------------------------------|---|
| Units in room | Type in the Room # to filter the list to shown only units placed in the room selected. |
| Room # | If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in 'Setup Rooms Room configuration'. |
| Serial # | Unique serial number encoded into the unit from the factory. |
| Function | Field, which can be used to identify the function of the unit. This description is used to identify the units in the CUA application. |
| Comments | The text 'Created' with a time stamp is displayed when the unit was automatically created by the system. The field can be used to store comments of any kind. |
| Channel and audio level | The channel and audio level can be set for each of the outputs at the AO unit. |

9.4 Ambient Microphones (AM)

This screen is used to configure the Ambient Microphone connected.

Entries are automatically inserted by the CUI application when information about new units is received from the CCU Central Unit.

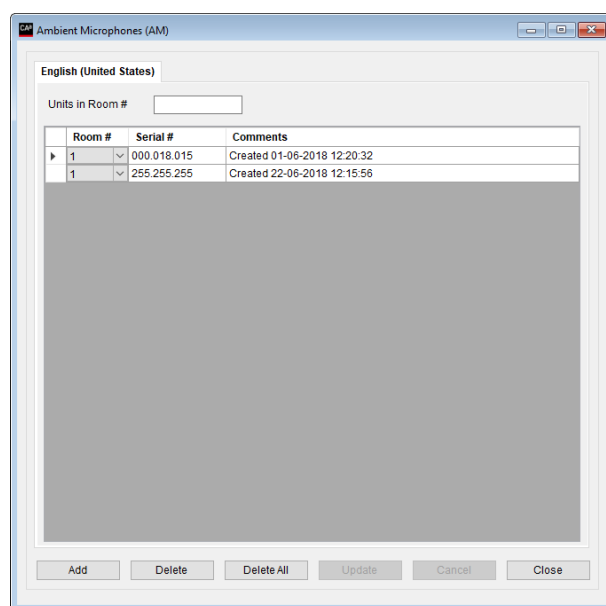


Figure 9.4-A

Note: If an entry has been created, it will not be deleted automatically, if the unit is not connected to the CCU Central Unit anymore.

Unused units can be deleted manually.

When however a device (like MXCMIU or MXC605), which can change unit type, connects to SW6000 with a new unit type compared to the unit type registered in SW6000, the entry with the 'old' unit type is removed and the unit will be registered with the new unit type.

| | |
|----------------------|---|
| Units in room | Type in the Room # to filter the list to shown only units placed in the room selected. |
| Room # | If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in 'Setup Rooms Room Configuration'. |
| Serial # | Unique serial number encoded into the unit from the factory. |

Comments

The text 'Inserted by CU' with a time stamp is displayed when the unit was created automatically by the system. The field can be used to store comments of any kind.

9.5 Meeting Displays (CDA)

This screen is used to configure the 'Meeting displays (CDA)'.

Up to 16 CDA displays can be configured.

For more information about setting up the CDA displays Refer to the 'User Manual SW6000 CDA'.

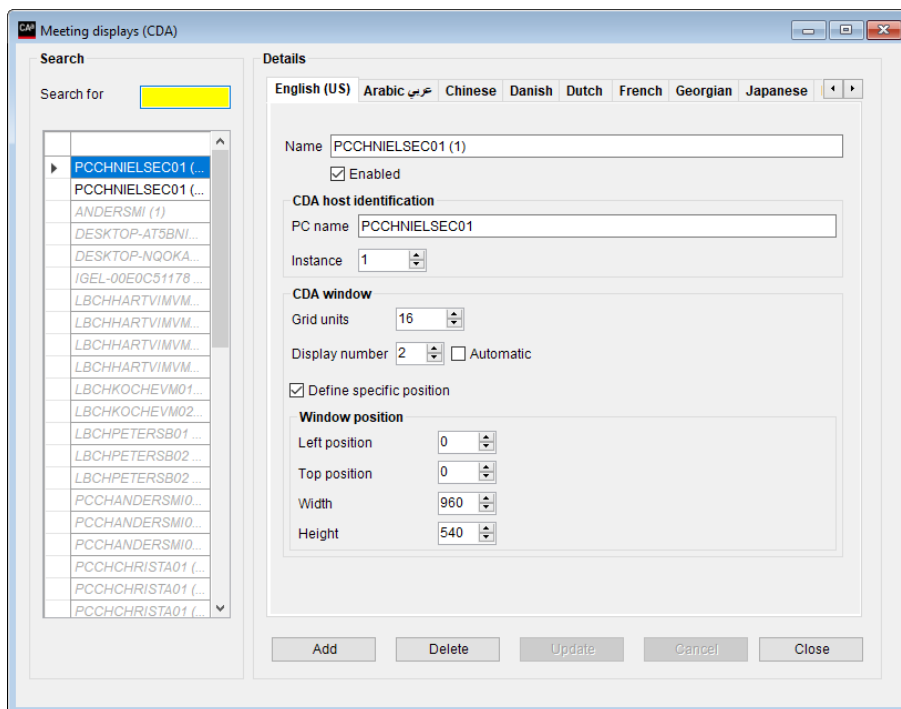


Figure 9.5-A

9.6 ID Card's

Note: For programming or affiliating ID Cards an external card programmer connected to the PC running the CAA must be used.

The programmer can f. ex. be ACS ACR1252U which is an NFC programmer or ACS ACR1281U which can program both NFC and Chip Cards.

9.6.1 Program 'User ID / Login code' on card

This screen is used to program user login information on an ID card.

Valid cards are ACOS3 cards.

When programmed the ID Card contains the information: User ID, Login Code and Location ID, which the system uses to identify the user of the Conference Unit by getting the personal details from the 'User table'.

The card contains also identification information (First/last name), which is used in a standalone system.

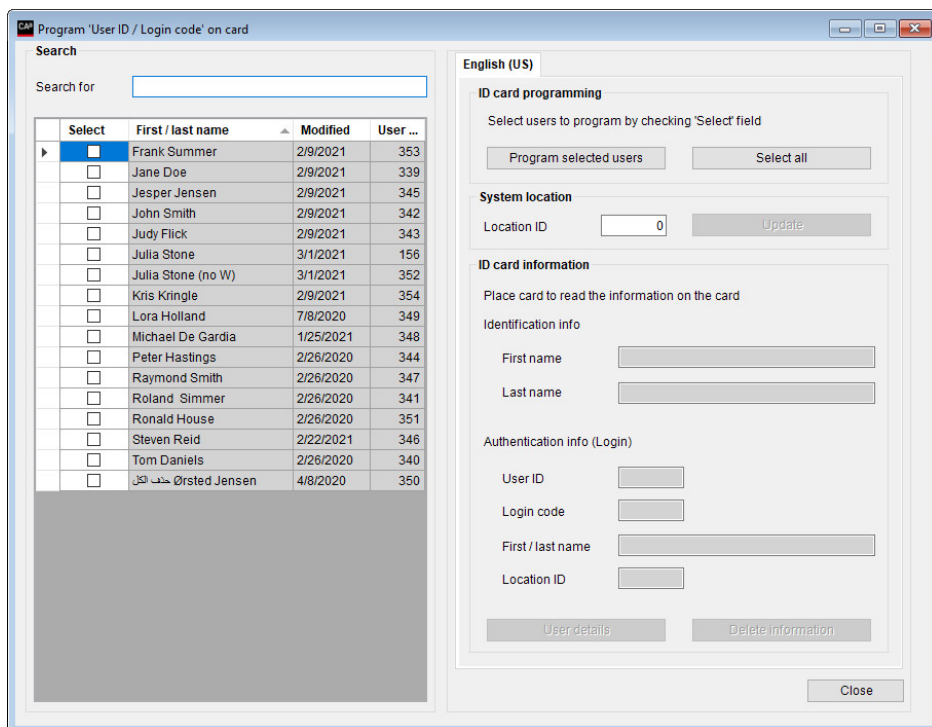


Figure 9.6-A

When a meeting is started with 'Meeting mode':

'Login using code/card', 'Login using code/card on seat', 'Login using code/card on list', 'Login using code/card on preferred seat', or 'Automatic login on preferred seat'

and 'Login mode':

'Use card programmed with 'User ID / Login code'

units with card reader are checked for a valid ID card. When a card is inserted in a conference unit, the software will identify the user by matching the 'User ID' in the 'User table' with the 'User ID' on the card. After this match the 'Login code' will be checked and first then the card will be accepted and the user logged in.

If the card is not inserted or is invalid, the speak and voting buttons are not usable, however the loudspeaker and channel selector will still work.

The facilities on the screen are:

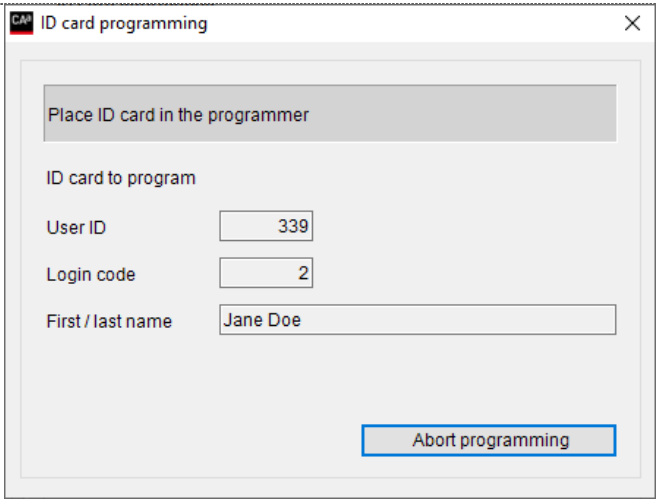
| | |
|--|---|
| <p>[Program selected users]</p> <p>The list to the left shows all names in the 'User table'.</p> <p>Select the users for which an ID card has to be programmed.</p> <p>After selecting the users, select the [Program selected user] button.</p> <p>Note: Programming is only possible if an ID card reader is installed..</p> |  |
| | <p>Insert one card at a time to program the cards for the selected users. You will be prompted to insert a new card each time a card has been programmed.</p> <p>Both login data and identification data will be programmed on the card</p> |
| | <p>[Abort programming] Select this button to abort the programming.</p> |
| <p>[Select all /Clear selection]</p> | <p>Select this button to select all in the list or un-select all selected users.</p> |
| <p>Location ID</p> | <p>This ID is used to make cards usable only in the installation, they are intended for. Insert a one to five digit number identifying your installation. '0' is default.</p> |
| <p>ID card information</p> | <p>When a card is inserted the information on the inserted ID Card is read.</p> |
| <p>[User details]</p> | <p>If a card is inserted in the ID Card reader, the information (User Id, Login Code, Name, Location Id) will be shown in the fields above the button. Selecting [User details] will bring a popup showing all details about the user.</p> |
| <p>[Delete information]</p> | <p>Selecting this card will erase the programmed information on the card.</p> <p>User information in the 'User table' will <u>not</u> be deleted.</p> |

Figure 9.6-B

9.6.2 Affiliate NFC card with user

This screen is used to affiliate an NFC card's unique ID with a user.

Valid cards are Mifare/Desfire or ACOS3 card.

No information from SW6000 is programmed on the card, only the card's ID is affiliated with the user

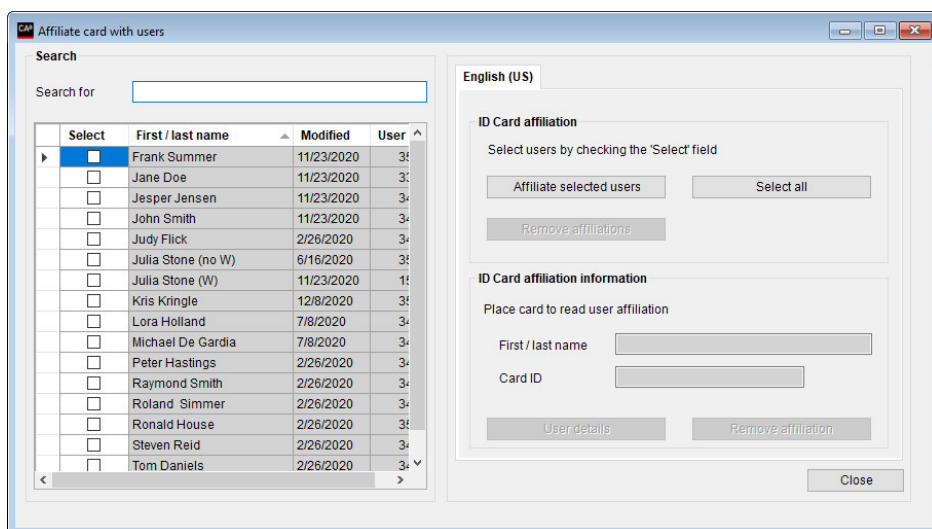


Figure 9.6-C

When a meeting is started with 'Meeting mode':

'Login using code/card', 'Login using code/card on seat', 'Login using code/card on list', 'Login using code/card on preferred seat', or 'Automatic login on preferred seat'

and 'Login mode':

'Use NFC card affiliated with user'

units with card reader are checked for a valid NFC card. When a card is inserted in a conference unit, the software will read the card ID and match this with the card ID affiliated with the user. If there is a match the user is logged into the meeting.

If the card is not inserted or is invalid, the speak and voting buttons are not usable, however the loudspeaker and channel selector will still work.

The facilities on the screen are:

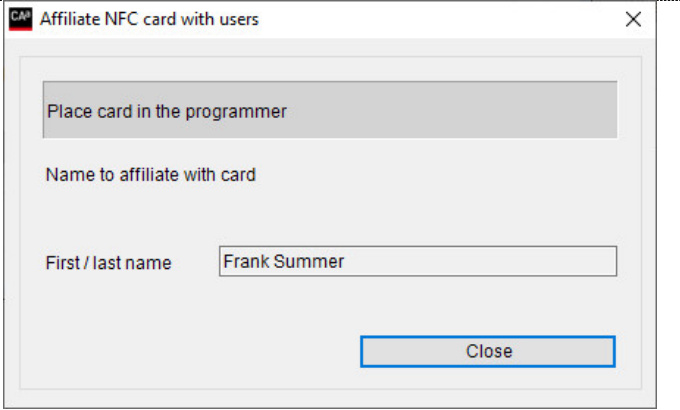
| | | |
|---|---|--|
| <p>[Affiliate selected users]</p> | <p>The list to the left shows all names in the 'User table'.</p> <p>Select the users for which an card has to be affiliated.</p> <p>After selecting the users, select the [Affiliated selected users] button.</p> <p>Note: Affiliation is only possible if an ID card reader is installed.</p> |  |
| | <p>Place one card at a time to affiliate the card to the selected user. You will be prompted to place a new card each time a card has been affiliated.</p> | |
| | <p>[Close]</p> | <p>Select this button to abort the programming.</p> |
| <p>[Select all /Clear selection]</p> | <p>Select this button to select all in the list or un-select all selected users.</p> | |
| <p>ID card affiliation information</p> | <p>When a card is inserted the affiliation information is shown.</p> | |
| <p>[User details]</p> | <p>If a card is inserted in the ID Card reader, the information (User Id, Login Code, Name, Location Id) will be shown in the fields above the button. Selecting [User details] will bring a popup showing all details about the user.</p> | |
| <p>[Remove affiliation]</p> | <p>Selecting this button will remove affiliation between the card and the user.</p> | |

Figure 9.6-D

9.7 Web Service

Note: This facility is subject to the availability of the 'SW6000-ESI' module.

Refer to the 'User Manual SW6000 External System Interface' for user information.

9.8 Meeting Import/Export Mode

Note: This facility is subject to the availability of the 'SW6000-ESI' module.

Refer to the 'User Manual SW6000 External System Interface' for user information.

9.9 Name Signs

This screen is used to configure the name signs by assigning seat numbers to the name signs.

Seats are automatically created by when information about new units is received from the CCU Central Unit.

The table can be sorted in accordance to the various columns by selecting the header.

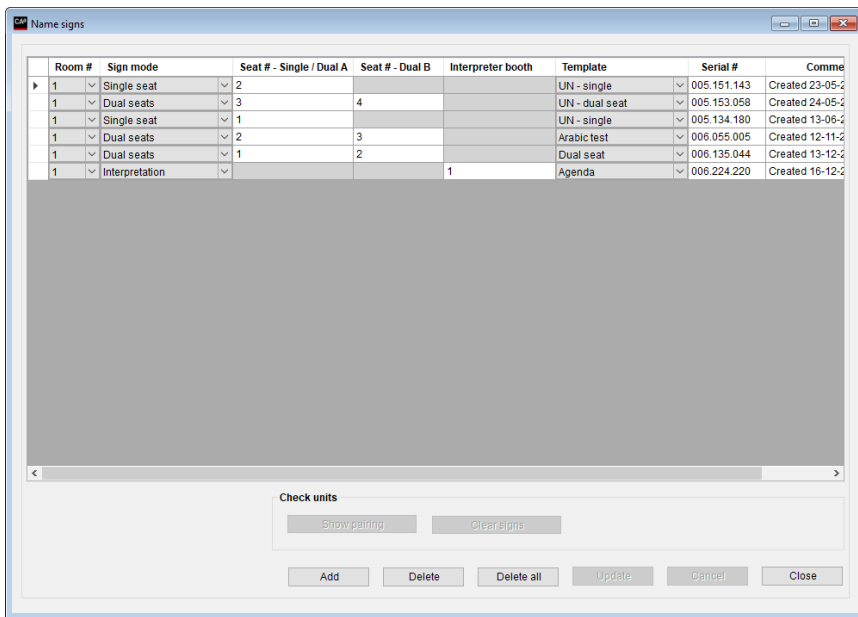


Figure 9.9-A

Note: If an name sign entry has been created, it will not be deleted automatically if the sign is disconnected from the CCU.

Unused 'Name Signs' can be deleted manually.

| | |
|------------------|--|
| Room # | If rooms are linked together for combining system in more room, this field is used for identifying which room, the unit is located in. The room number is selected by use of a drop down box, with a list of configured rooms. The available rooms are set in 'Setup Rooms Room configuration'. |
| Sign mode | <p>This field defines the sign mode.</p> <p>The name sign can be paired to one seat or two seats or an interpreter booth. A name sign with sign mode 'Single Seat' can be paired to one seat and a name sign with sign mode 'Dual-Seat' can be paired to show participant information from two seats.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Single seat • Dual seat • Interpretation <p>A name sign will at the first registration in SW6000 as default be configured as 'Single seat' and use the Name Sign template marked as default in the 'Name sign template' table.</p> |

| | |
|--------------------------------|--|
| Seat # - Single /Dual A | <p>Upon first registration with a CCU, the name sign will be assigned the next available seat number in the Name Signs table. This is identical to the behavior when conference units are registered the first time with a CCU.</p> <p>Assigning seat numbers in the Name Signs table is independent from the assigned seat numbers in the 'Conference units' table. Seat numbers can exist in either table without existing in the other.</p> <p>The automatically assigned seat number can be manually changed to any seat number, however a name sign with the same assigned seat number as a conference unit will show details for the participant logging into that conference unit using the selected name sign template.</p> <p>The same seat number can be assigned to multiple name signs.</p> <p>Selecting [Update] will update the sign with the selections made.</p> |
| Seat # - Dual B | <p>If the 'Sign mode' is 'Dual seat', this field defines the seat number for the second seat, which can be shown on the sign.</p> <p>Selecting [Update] will update the sign with the selections made.</p> |
| Interpretation booth | <p>If the 'Sign mode' is 'Interpretation', this field defines the booth number for which information is shown on the sign</p> <p>Selecting [Update] will update the sign with the selections made.</p> |
| Template | <p>The content in the name sign is defined using templates. The drop down will show the available templates.</p> <p>Refer to the section '10.12 Name Sign Template' for defining and adding new templates. The template marked as default will be the one used, when a name sign is registered the first time.</p> |
| Serial # | <p>Unique serial number encoded into the unit from the factory. The serial number format is xxx.xxx.xxx, which format must be used if entries are created manually.</p> |
| [Show pairing] | <p>The [Show Pairing] button will when activated get all connected name signs to display the assigned seat number(s) and the name sign's individual unique serial number on the front and back displays.</p> <p>Name signs with no assigned seat number will show "Seat --".</p> <p>The [Show pairing] button is disabled if a meeting is started,</p> |
| [Clear sign] | <p>Activation the [Clear sign] button will clear the content in all signs</p> |

10 Setup/Configurations

10.1 Agenda Subject Configuration

Note: This facility is subject to the availability of the 'SW6000-ADV' module.

Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.

10.2 Reply Configuration

This screen is used to create Reply configurations.

The configurations can be applied to a subject on an Agenda.

The 'Default' configuration will be used when

- No meeting is started
- No subject is set active
- A subject is set active, where no Reply configuration is applied

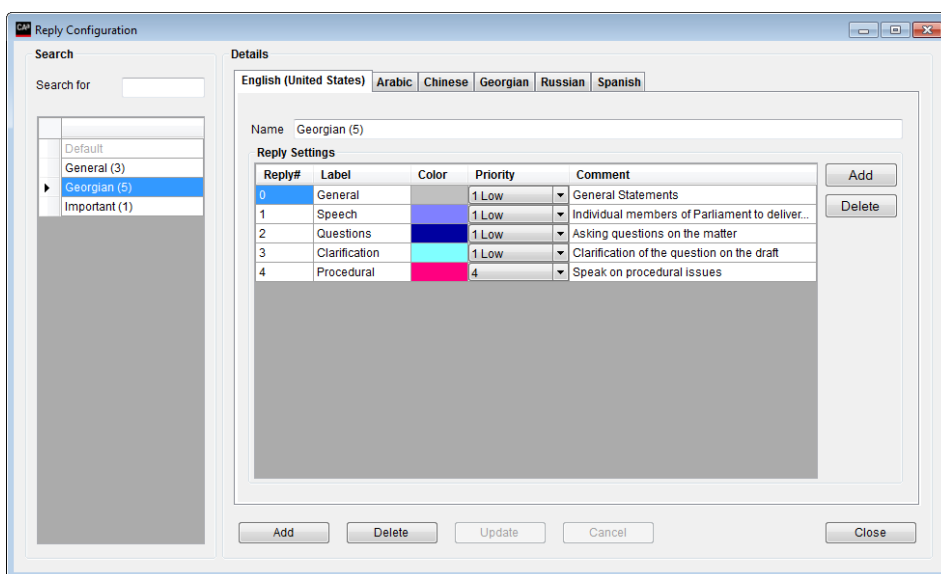


Figure 10.2-A

| | |
|-----------------|--|
| Name | Name of the agenda subject configuration |
| Reply# | Each reply configuration can contain up to 10 reply options numbered from 0 to 9. The 'default' configuration cannot be deleted but changed. The default configuration is used always except when an agenda subject has been applied another configuration (see the chapter 'Agenda Configuration'). |
| Label | The Label name specifies the label in the reply button. |
| Color | Specifies the color indication of the reply option. Hint: Do not specify Red or Green color as those colors are used for Speak and Request indication. |
| Priority | Priority 1 to 10 can be specified. Replies with higher priority will be shown first in the reply list. |
| Comment | Described the reply option. This description is used in the CUA Layout 2 to 4 to guide the Chairperson. |

Note: Only the 'Default' configuration can be used 'SW6000-ADV' module is not available.

Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.

10.3 Voting Configuration

Note: This facility is subject to the availability of the 'SW6000-VOTE' module.

This screen is used to define voting configurations.

Voting configurations are specified as different named configurations, which can be applied when starting a voting session or be applied as default to a Meeting or default to an agenda subject.

Figure 10.3-A

10.3.1 Voting Buttons

Voting configurations can be created with 1 to 5 buttons.

A conference unit with 3 voting buttons cannot vote if a voting session is started with 4 or 5 button voting configuration.

A label and a color is to be specified for each of the voting buttons. The label is used in the voting buttons in the CUA Application and in the Conference Units with Graphical User Interface like 'Yes', 'No' and 'Abstain'. The color is used in the voting buttons and casted vote indications in the CUA, in the CDA Voting Mimic and Voting Individual screens when the voting configuration allow the use of those colors.

A mimic image can be specified if the default round mimic indication need to be replaced. Refer to the section '010.3.3 Mimic I' for details.

When a voting session is closed the total of the different buttons selected are counted and stored in five totals, which can be referred to from the Quorum, Passed and the 9 vote display column formulas.

Please note that the units with voting capability are supplied either with 3 or 5 voting buttons. The 5 voting button option is standard.

In addition to the voting buttons, one optional button is available.

Cancel

If ticked, a Cancel button will be shown on the CUA and can be used to cancel a casted vote

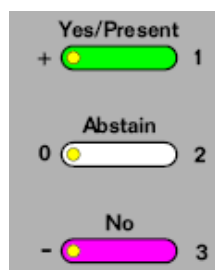
10.3.2 CDA Voting Indications

In addition to the colors used to indicate the casted vote in an Open voting session, the following colors can be specified:

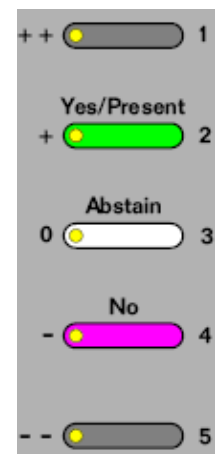
| | |
|--------------------|---|
| Present | The color specified here will be used to indicate 'Present' in CDA Voting Mimic screen |
| Not present | The color specified here will be used to indicate 'Not present' in CDA Voting Mimic screen |
| Vote cast | The color specified here will be used to indicate the a vote has been cast in CDA Voting Mimic and Voting Individual screen. The use of the indication depends on the setting 'CDA Show whether vote is cast'. |

10.3.2.1 Conference Units with 3/5 Voting Buttons

The voting buttons are numbered as shown in the next table. The table shows which of the buttons in the conference unit that are active depending on the Voting Configuration in SW6000:



| 3 voting buttons in Conference Unit | Voting Configuration Number of buttons | | |
|-------------------------------------|--|------------|------------|
| | 3 | 2 | 1 |
| Button 1 (+) | 1 (Total1) | 1 (Total1) | 1 (Total1) |
| Button 2 (0) | 2 (Total2) | | |
| Button 3 (-) | 3 (Total3) | 2 (Total2) | |



| 5 voting buttons in Conference Unit | Voting Configuration Number of buttons | | | | |
|-------------------------------------|--|------------|------------|------------|------------|
| | 5 | 4 | 3 | 2 | 1 |
| Button 1 (++) | 1 (Total1) | | | | |
| Button 2 (+) | 2 (Total2) | 1 (Total1) | 1 (Total1) | 1 (Total1) | 1 (Total1) |
| Button 3 (0) | 3 (Total3) | 2 (Total2) | 2 (Total2) | | |
| Button 4 (-) | 4 (Total4) | 3 (Total3) | 3 (Total3) | 2 (Total2) | |
| Button 5 (--) | 5 (Total5) | 4 (Total4) | | | |

10.3.2.2 Proxy Voting

'Proxy' voting is possible for voting configuration using 1-5 buttons on the MXC640. On conference units featuring 5 voting buttons and the DC 6990 'Proxy' voting is possible for voting configuration using 1-4 buttons. Voting on the CUA does not support proxy voting.

Proxy voting enables a Participant to cast a vote on behalf of another Participant. On the conference units with 5 voting buttons, button 1 (++) is used to select between own vote and the proxy (Proxy vote).

10.3.3 Mimic Icon

The default round voting image used on the CDA can be changed using the 'Mimic icon' button.

When selected the CDA 'Voting mimic icon xxx' window opens.

This screen is used to upload images to be used when showing voting result in the CDA Mimic screens.

[Add], [Delete], [Select Image] and [Update] is used for uploading images etc.

For using an image in the voting configuration activate the [Select] button after selecting an image in the list.

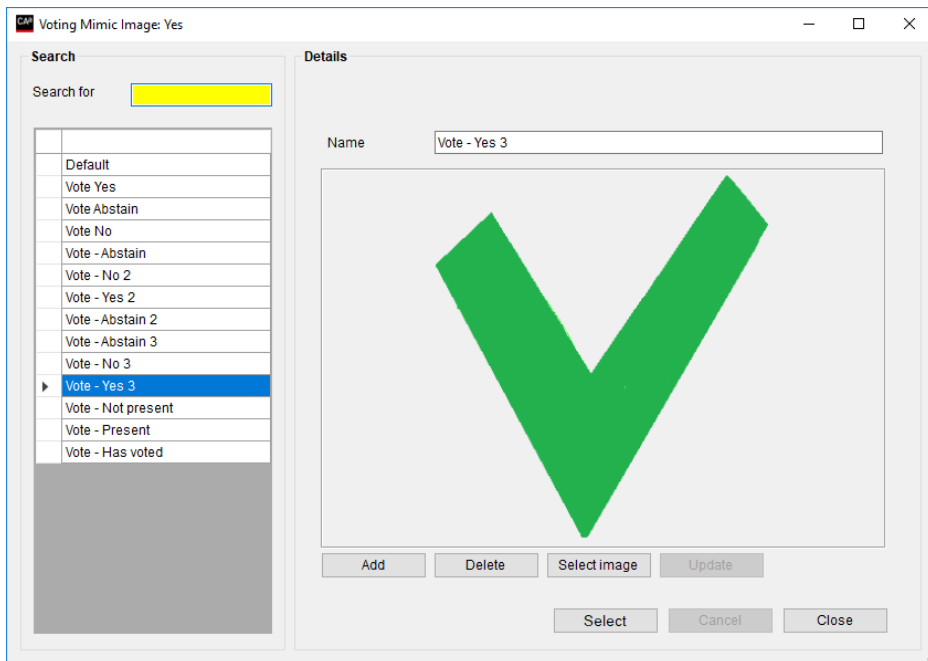


Figure 10.3-B

The name of the selected image is shown in the 'Mimic icon' button next to the Voting buttons.

Hint: Use the CDA skin editor in the section 'Mimic Items' to change the size of the images on the CDA (Dot Size)

Hint: Samples of Voting images are included in the SW6000 Installations Package

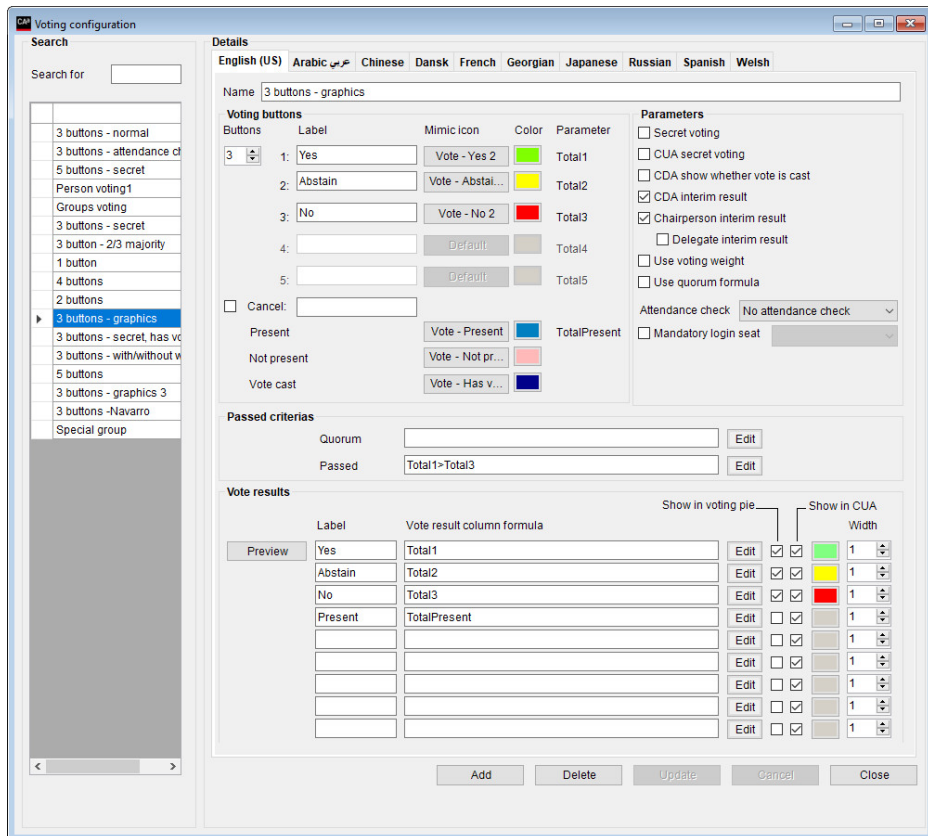


Figure 10.3-C

When the voting configuration is used the new icons are shown in the CDA mimic.



Figure 10.3-D

10.3.4 Parameters

| | |
|--------------------------------------|---|
| Secret voting | Individual result will not be shown on the mimic displays |
| CUA secret voting | When ticked the indication in the CUA Voting buttons will not visually reveal the casted vote |
| CDA show whether vote is cast | <p>When ticked the indication specified in 'Vote Cast' is used in 'CDA Mimic' screen and 'CDA Individual Voting Result' screen to show that a Participant has voted.</p> <p>In Open Mode (not Secret Mode) the color indication in the two screens changes at 'Voting Stop' to the colors specified for the voting buttons, to show which vote, each participant did cast.</p> |
| CDA interim result | Results on the CDA voting displays will be updated during the voting session as the Participants enter the votes |
| Chairperson interim result | Results on the CUA voting screen on a user with 'Chairperson' rights will be updated during the voting session |
| Participant interim result | Results on the CUA voting screen will be updated during the voting session as the Participants enter the votes |
| Use voting weight | <p>The Participant's vote will be multiplied with the 'Voting weight' if the parameter is checked.</p> <p>If the login mode use the 'Participant seat table' then the weight value will be taken this table, otherwise instead from the 'User table'.</p> <p>An example of the purpose could be a shareholder meeting where each shareholder has as many votes as he has shares. In this case you must enter the amount of shares in his weight field in the 'Participant seat table' before a voting session. When a session using this parameter is performed his vote will automatically be multiplied with his amount of shares when the result is calculated</p> <p>The five totals for the buttons store the result after the multiplication with the weight values</p> |
| Use quorum formula | The Quorum formula is only used if this parameter is checked. Otherwise the Quorum formula field must be blank |
| Mandatory login seat | If a seat is selected for this parameter, a voting session cannot be started unless a participant is logged into this seat. |

10.3.5 Attendance Check

An attendance check can be performed in all configurations. The variables used in the different voting result calculation depends on the attendance check option selected.

The attendance check options are:

| Attendance check options | Description | Variables (refer to section '10.3.9.1 Variables') | | |
|-----------------------------|---|--|--|---|
| | | TotalPresent | TotalVotes | TotalAttendance |
| No attendance check | No attendance check is performed before a voting session | The sum of Participants who selected a [Voting] button during the voting session | | Same as 'TotalPresent' |
| Automatic Calculated | No attendance check is performed before a voting session | | | |
| Manual | An attendance check session must be performed before a voting session can be started | The sum of Participants with voting right who are or has been logged in during the voting session. | The sum of Participants with voting right who are logged in. If a Participant logs out during the voting session he is not counted. | Counted as the sum of Participants with voting right who are logged in at the time the voting session is <u>started</u> . The value is not updated during the voting session |
| Manual (for session) | An attendance check session must be performed before a voting session can be started. Following voting sessions can be started without starting an attendance check session. | | | |
| Login Total | No attendance check is performed before a voting | | | |

10.3.6 Vote Results

The vote results can be shown with up to nine voting calculations. When adding Voting Configurations the voting calculations can be filled in a previewed using the [Preview] button.

For each of the nine rows the following fields are available:

| | |
|-----------------------------------|---|
| Label | Specifies the text for each column |
| Vote result column formula | Field for inserting a formula for showing the voting result. Refer to '10.3.8 Vote Display Column Formula' for details. |
| [Edit] | The button [Edit] is showing a window for creating the formulas. |
| Show in voting pie | Tick to get the result to be shown in the CDA – Voting Pie |
| Show in CUA | Tick to get the result to be shown in the CUA – Result |
| 'Color' | Select the color for showing the result |
| Width | Defined the relative width in the voting columns. Value 1-5. |

10.3.7 Passed Criteria's

10.3.7.1 Quorum

The user can define a formula in this field that will determine if a voting session is legal or not. A Quorum is normally based on a calculation of present Participants being equal to or more than a required number.

The Quorum formula is calculated after stopping the vote session but before displaying the result. If the result of the Quorum formula is 1 it is interpreted as 'Quorum obtained'. Anything else is interpreted as 'Quorum not obtained'.

Note: Refer to the paragraph '10.3.9 Formula Fields' for details about the syntaxes and variables to use.

Examples of calculating Quorum:

| | | |
|-----------|--|---|
| Example 1 | At least 2/3 of the number of appointed members (120) must be present. 80 and above is OK | $\text{sum(Present)} \geq 120 * (2/3)$ or $\text{TotalPresent} \geq 120 * (2/3)$ |
| Example 2 | More than 2/3 of the number of appointed members (120) must be present. 81 and above is ok but 80 and below is not ok | $\text{sum(Present)} > 120 * (2/3)$ or $\text{TotalPresent} > 120 * (2/3)$ |
| Example 3 | Quorum is obtained if the given votes are more than 60. | $\text{Total1} + \text{Total2} + \text{Total3} > 60$ |
| Example 4 | Quorum is obtained if the given 'Yes' votes are more than 2/3 of the 'Present'. | $\text{Total1} > \text{Sum(Present)} * (2/3)$ Or $\text{Total1} > \text{TotalPresent} * (2/3)$ |

10.3.7.2 Passed

A vote session can result in either 'Passed' or 'Not passed'. If the Quorum formula is used and the result is "true" being 'Quorum obtained' the result is calculated based on the formula specified in the Passed field.

If the result of the formula is 'true' the result is 'Passed'

If the result of the formula is anything else than 'true' the result is 'Not passed'.

If Quorum was not obtained the result is always 'Not passed – Quorum not met' regardless of the result of the 'Passed' calculation.

The result of the Passed formula is displayed on the various vote result screens right after finishing the vote session. 'Passed' is in clear green color and 'Not passed' in clear red color.

Note: Refer to the paragraph '10.3.9 Formula Fields' for details about the syntaxes and variables to use.

Examples of calculating Passed condition:

| | | |
|-----------|--|--|
| Example 5 | Passed if Yes votes are more than No votes | $\text{Total1} > \text{Total3}$ |
| Example 6 | Passed if Yes votes are more than No+Abstain votes | $\text{Total1} > \text{Total2} + \text{Total3}$ |
| Example 7 | We have exactly 120 appointed Members and more than half of them must vote Yes regardless of how many of them are present during the voting: | $\text{sum(Vote1)} > 60$ |
| Example 8 | Exactly half or more of the present Participants must vote Yes: | $\text{sum(Vote1)} \geq (\text{Sum(Present)}/2)$ |

10.3.8 Vote Display Column Formula

The result of the voting sessions can be displayed on the CUA screens or CDA screens in different ways. Either as plain numbers due to the limited space on the screen or as column charts with numbers.

Up to nine different voting results can be shown each based on the formulas inserted in the 'Vote Display Column Formula'.

Note: Refer to the paragraph '10.3.9 Formula Fields' for details about the syntaxes and variables to use.

Examples of calculating voting results:

| | | |
|------------|-------------------------------|--------|
| Example 9 | Total number of YES votes | Total1 |
| Example 10 | Total number of ABSTAIN votes | Total2 |

| | | |
|------------|---|-----------------------------------|
| Example 11 | Total number of NO votes | Total3 |
| Example 12 | To calculate the sum of those who did not vote at all | TotalPresent-Total1-Total2-Total3 |
| Example 13 | To display the total count of available votes in the hall | TotalVotes+ TotalDelegatedVotes |

10.3.9 Formula Fields

10.3.9.1 Variables

A number of predefined variables are available for use in the formula fields. The variables combined with the syntaxes forms the calculations, which are used in the formula fields.

Each of the variables can be used when specifying a passed or a voting result formula.

| Variable | Variable type | Description | Include Voting Weight |
|---------------------|---------------|--|-----------------------|
| Button1 | Real | The value for Participants who selected button 1. | |
| Button2 | Real | The value for Participants who selected button 2. | |
| Button3 | Real | The value for Participants who selected button 3. | |
| Button4 | Real | The value for Participants who selected button 4. | |
| Button5 | Real | The value for Participants who selected button 5. | |
| TotalButton1 | Real | Sum of Participants who selected button 1. | |
| TotalButton2 | Real | Sum of Participants who selected button 2. | |
| TotalButton3 | Real | Sum of Participants who selected button 3. | |
| TotalButton4 | Real | Sum of Participants who selected button 4. | |
| TotalButton5 | Real | Sum of Participants who selected button 5. | |
| Vote1 | Real | The value for Participants who selected button 1. | x |
| Vote2 | Real | The value for Participants who selected button 2. | x |
| Vote3 | Real | The value for Participants who selected button 3. | x |
| Vote4 | Real | The value for Participants who selected button 4. | x |
| Vote5 | Real | The value for Participants who selected button 5. | x |
| Present | Real | The value for Participants present. This variable correspond to the variable 'TotalPresent'. Refer to the section '10.3.5 Attendance Check' | x |
| Total1 | Real | Sum of Participants who selected button 1. | x |
| Total2 | Real | Sum of Participants who selected button 2. | x |
| Total3 | Real | Sum of Participants who selected button 3. | x |
| Total4 | Real | Sum of Participants who selected button 4. | x |
| Total5 | Real | Sum of Participants who selected button 5. | x |
| TotalSeats | Integer | Sum of Seats configured in CAA/Setup/Equipment/Conference Units | |
| TotalPresent | Real | Refer to the section '10.3.5 Attendance Check' | x |
| TotalAttendance | Real | Refer to the section '10.3.5 Attendance Check' | x |
| TotalVotes | Real | Refer to the section '10.3.5 Attendance Check'. This value is also used in the CUA, 'Participant Votes' subpanel. | x |
| TotalLoggedIn | Real | Same as 'TotalVotes' | x |
| DelegatesVoted | Real | The number of participants/seats who has voted, including participants who has been voted on behalf of by proxy | |
| TotalDelegatedVotes | Real | Sum of the 'proxy votes', which has been delegated to others. This value is also used in the CUA, 'Participant Votes' subpanel. | x |
| DelOnList | Integer | Sum of the users with voting right on the 'Participant Seat Table' | |

| Variable | Variable type | Description | Include Voting Weight |
|----------------|---------------|--|-----------------------|
| Registered | Integer | Sum of the users who indicated presence during a registration session | |
| LateRegistered | Integer | Sum of the users who indicated presence after a registration session is stopped. The value is reset when a registration session is started | |

10.3.9.2 Syntaxes

The following syntaxes are valid when specifying formulas:

| | |
|------------------------------------|---|
| + | Add |
| - | Minus |
| / | Divide |
| * | Multiply |
| and | Two statements combined with 'and' shall fulfil condition |
| or | One of two statements combined with 'or' shall fulfil condition |
| sum('voting_group') | Sum (incl. voting weight) of the given votes for a Voting Group. |
| sum('voting_group',condition) | Sum (incl. voting weight) of the given votes for the Group 'ABC' fulfilling the 'condition'. The condition could be "Vote1" |
| iif (condition,truepart,falsepart) | If the 'condition' is true then the 'truepart' is shown, if not the 'falsepart' is shown |
| convert(number,'System.Int32') | Converts a decimal number to the lower integer part. Example 1: convert(3,'System.Int32') = 3 convert(2.5,'System.Int32') = 2 Example 2 (25% of Total present is always rounded up to the nearest integer): iif(convert(TotalPresent/4,'System.Int32')<TotalPresent/4, convert(TotalPresent/4,'System.Int32')+1, convert(TotalPresent/4,'System.Int32')) |

10.3.9.3 Use of Voting Group parameter

Use of Participant 'Voting Group' parameter in the formulas is a way of counting votes from group of Participants separately and use this count in calculating Quorum or Passed/Not passed results or in the Voting Result columns. The 'voting group' is specified for each Participant in the 'User table' and in the 'Participant seat table'.

The Voting Group parameter type is 3 digits alphanumerical.

In the following the 'Voting Group' parameter ABC has been used for some Participants and DEF for others.

| | | |
|------------|---|-------------------------------------|
| Example 15 | To get all Participants with 'Voting Group' = 'ABC' who has cast a vote. Enclose the 'Voting Group' in quotes and use the SUM-function (you are in fact creating a sum of the individual results...) | SUM('ABC') |
| Example 16 | To get all Participants with 'Voting Group' = 'ABC' who has selected button 1 use the expression | SUM('ABC',VOTE1) |
| Example 17 | The statement is true if yes-votes for ABC-Participants are greater than no-votes for DEF-Participants. | SUM('ABC',VOTE1) > SUM('DEF',VOTE3) |
| Example 18 | To get all Participants with 'Voting Group' = 'ABC' who are present | SUM('ABC',PRESENT) |

10.4 Mimic Configuration

The Mimic is a graphical overview of the meeting room or hall.

Each seat has a colored dot showing microphone and login status.

It is possible to make several mimic diagrams that can be selected for specific meetings.

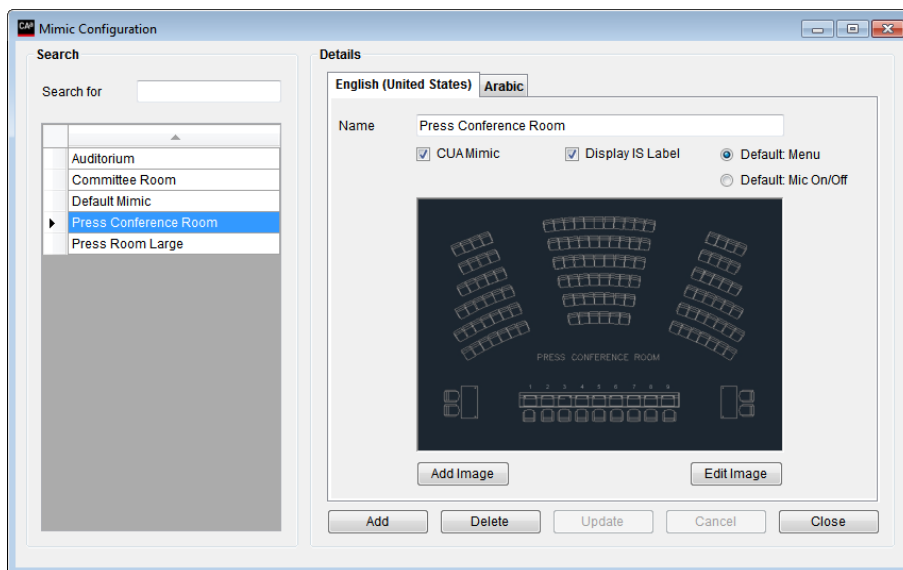


Figure 10.4-A

| | |
|----------------------------|--|
| Name | Name of the mimic diagram. |
| CUA Mimic | One of the mimic diagrams must be marked as default to be used by the system when no meeting is started. |
| Display IC Label | To display the Interpreter console (IC) labels on the mimic diagram the 'Display Label' must be checked. The CDA application has to be restarted in order for the changes to be applied. |
| Default: Menu | Tick this option to enable the Menu button in the mimic diagram per default. When touching the dot representation of a microphone in the mimic diagram a menu is presented directly. |
| Default: Mic On/Off | Tick this option to enable microphone handling. When touching the dot representation of a microphone in the mimic diagram the microphone is directly turned on/off. |
| [Add Image] | Select this button to choose a graphic file (bitmap file) through a standard Windows file selection window. The bitmap must be greater than 150x100 pixels. File formats 'bmp', 'tiff', 'png', 'jpg' are valid graphical file formats. The aspect ratio of the image shown in the Preview window might not be correct. The bitmaps can be created using various standard tools like Microsoft Paint. The full size of the bitmap is shown in full resolution in the 'Edit window' and in the CUA. |
| [Edit Image] | Select the button to call a window allowing the user to edit the mimic diagram as described in the section below. The bitmap will be shown in a scalable window in correct aspect ratio. |

10.4.1 Edit Image

The screen presents a full screen view of the imported bitmap allowing the user to add and edit seats, and to add buttons for special functionality.

Right clicking on the image calls a popup menu presenting the different options.

The dots and buttons inserted by use of the popup menu can be arranged by a standard Windows drag and drop function.

Seat numbers are displayed when the mouse is positioned over a dot.

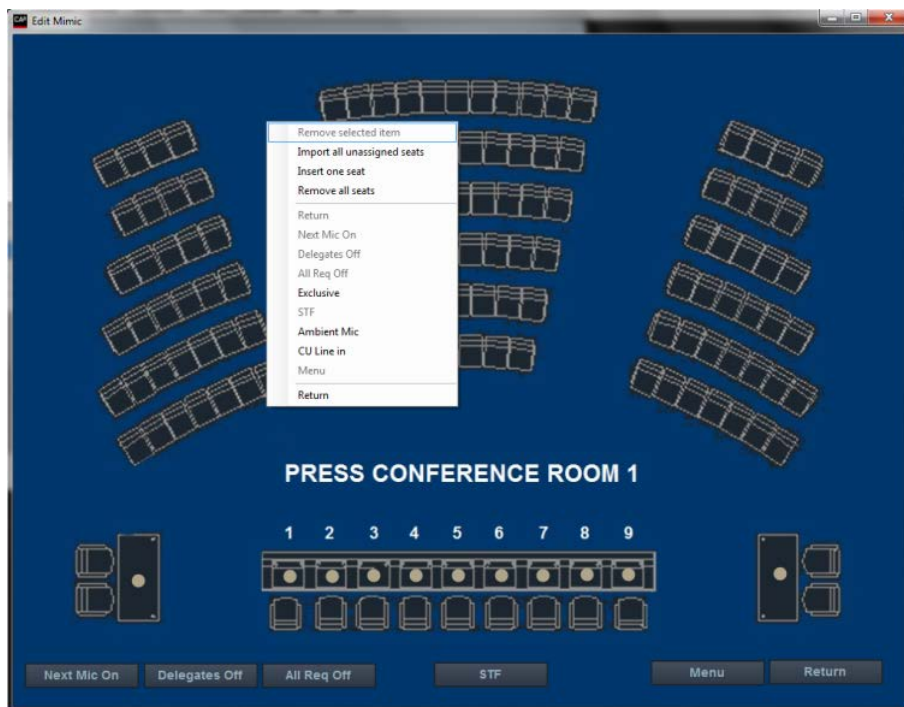


Figure 10.4-B

| | |
|------------------------------------|---|
| Remove selected item | Right click on a button or a dot and select this option to remove it from the mimic diagram |
| Import all unassigned seats | Will create a dot on the screen for each entry in the Seat table that has not been put on the mimic yet. Dot size can be adjusted in the file |
| Insert one seat | Displays a list of all seats not already on the mimic allowing the user to select a single seat. The dot is created where the mouse is pointing. |
| Remove all seats | Will delete all dots on the screen. |
| Return, Next mic on etc. | Will insert the buttons [Return], [Next mic on], [All delegates off], [All requests off], [Exclusive], [STF], [Ambient], [CCU line in] and [Menu]. |
| [Menu] | The button [Menu] switches the functionality of the mimic diagram (in the CUA) between presenting a menu or switching On/Off the microphone directly when touching the dot representing of a microphone |
| Return | Will return to the previous screen presenting the user with a popup 'Save changes yes/no?'. If 'No' is selected all the changes are lost. |

10.4.2 Not Removable Button

| | |
|-----------------|--|
| [Return] | The button [Return] closes the mimic diagram (in the CUA) and returns to previous screen |
|-----------------|--|

10.4.3 Dot Sizes

The dot sizes are configured in the file 'prjCAA.exe.config' in the folder '.\Program Files (x86)\DIS\Conference Administrator Application'. The setting 'MimicRelativeSeatSize' defines the size. Default value is 0.02.

```
<setting name="MimicRelativeSeatSize" serializeAs="String">
  <value>0.02</value>
```

10.5 CDA Screen Configuration

This screen is used to make screen configurations for the use of the CDA application.

Multiple configurations can be created to assign the CDA applications individual configurations.

For more information about CDA Screen Configurations Refer to the 'User Manual SW6000 CDA'.

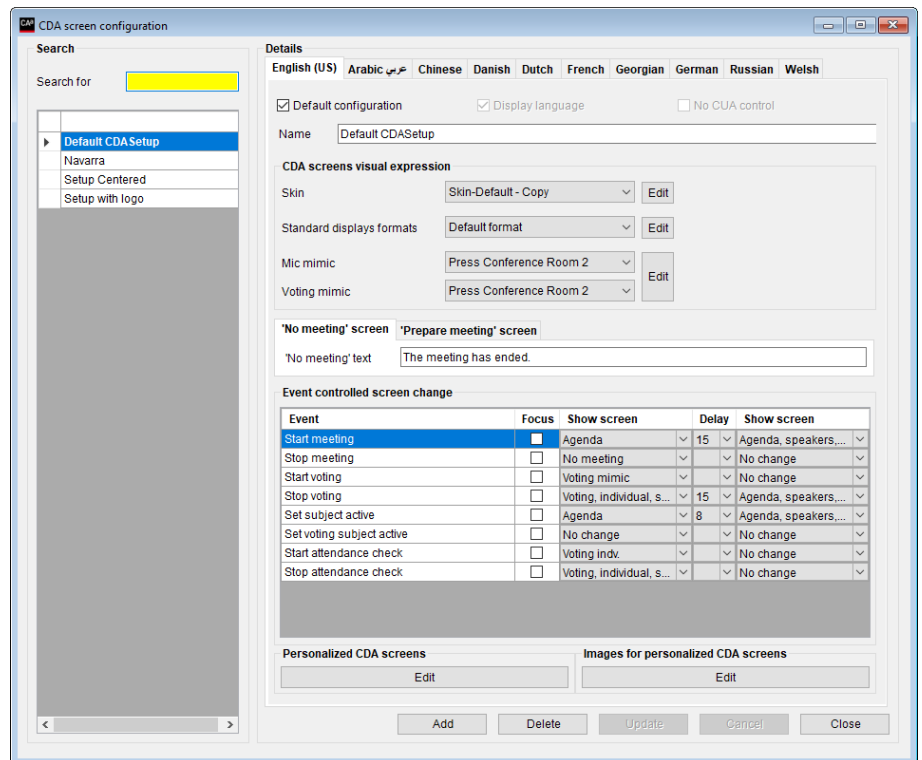


Figure 10.5-A

10.6 CUA Microphones | Speak List Content

This screen allows the user to set the column widths in the CUA Application lists which are showing Participants in the Speak Lists.

The total width is a fixed determined by the maximum available space on the screens. The individual columns can be omitted from the lists by entering zero in the width field. Only the 'Show name' column is mandatory.

The 'Show name' content is defined in the 'Meeting Role' setting.

The fields 'Meeting Role, Group and Group Abbreviation' can alternatively be selected as part of the 'Show Name' content.

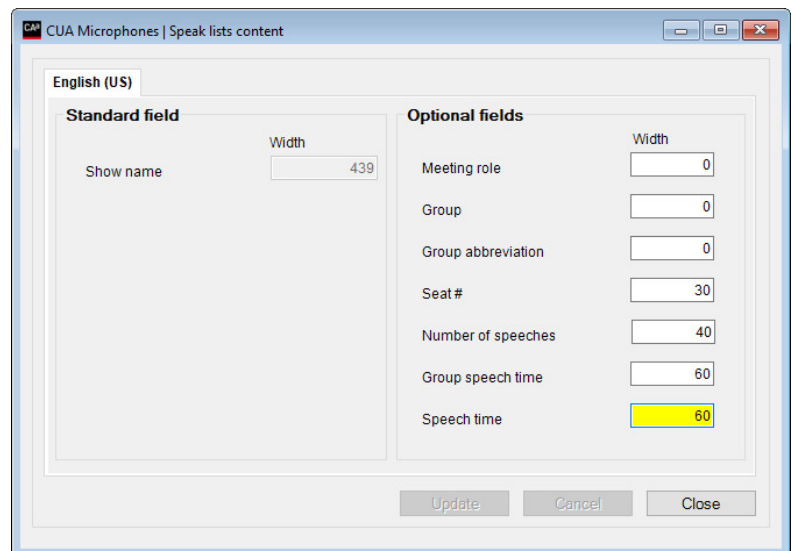


Figure 10.6-A

The 'Number of speeches' field indicated the number a participant has spoken to the active subject.

Note: The fields selected in the 'CUA Microphones | Speak list content' are shown in columns in the lists. If the fields 'Meeting Role, Group and Group Abbreviation' are selected as part of the 'Show Name' content, the fields are not shown in columns but appended in the 'Show Name' content.

10.7 Print Server Configuration

This screen allows the user to configure a print server for the print button in the CUA.

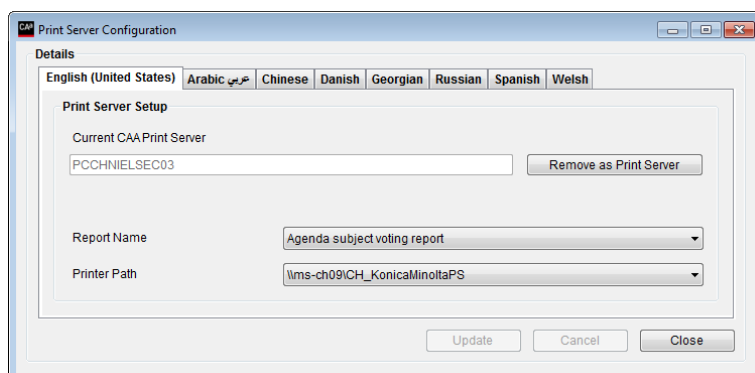


Figure 10.7-A

10.8 Speech Time Configuration

This screen allows the user to configure different speech time configurations.

For more information on the speech time configuration Refer to the 'User Manual SW6000 ADV Advanced Meeting Management'.

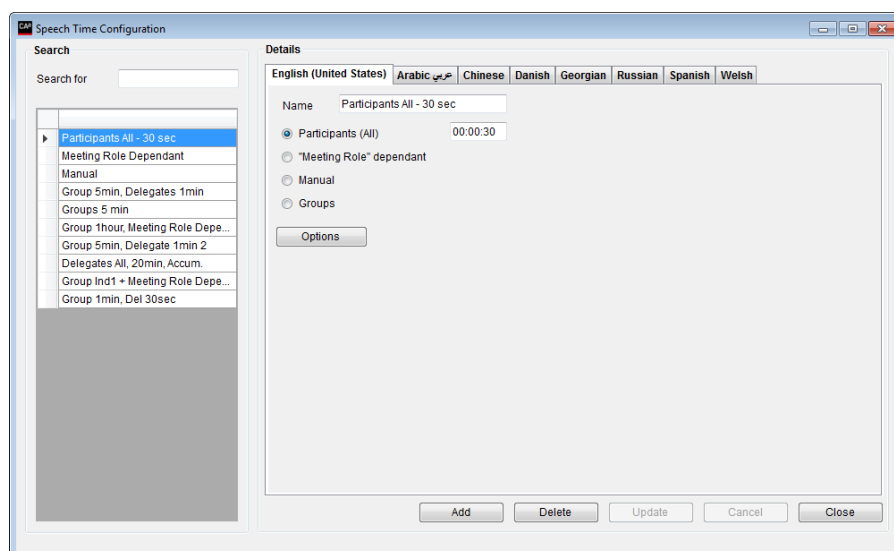


Figure 10.8-A

10.9 Speaker Type Configuration

Note: This facility is subject to the availability of the 'SW6000-ADV' module.

Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information.

10.10 Web Service Configuration

Note: This facility is subject to availability of 'SW6000-ESI External System Interface' module.

Refer to the 'User Manual SW6000 External System Interface' for user information.

10.11 Meeting Type Configuration

This screen allows the user to configure different Meeting Types used when different type of meetings are streaming to the same web application.

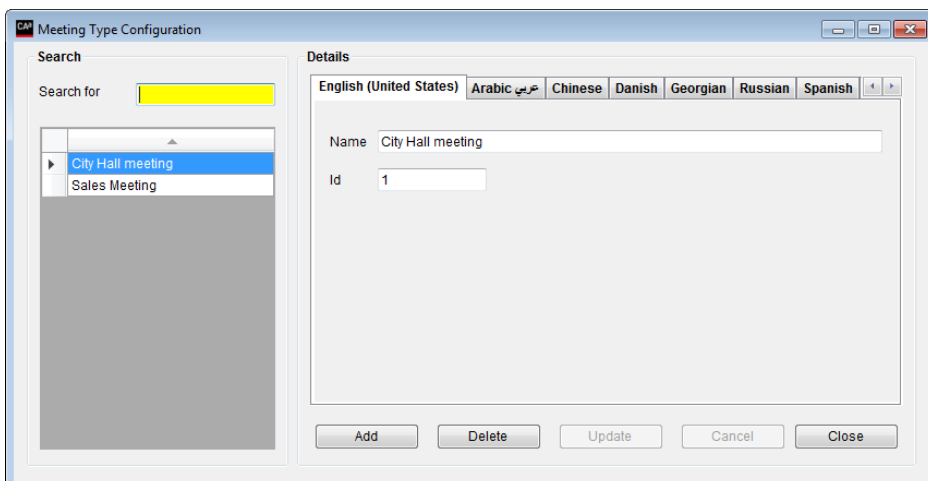


Figure 10.11-A

10.12 Name Sign Templates

This screen is used to define the content on the Name Signs.

Each template is split into a "Front" and "Rear" definition for easier handling, and then merged into one before sending to a Name Sign.

Only the side with updated content will be updated.

The template defines font size and type, position of the text and the content.

Refer to the "User Manual SW6000 Name Sign Template" for details about the template format.

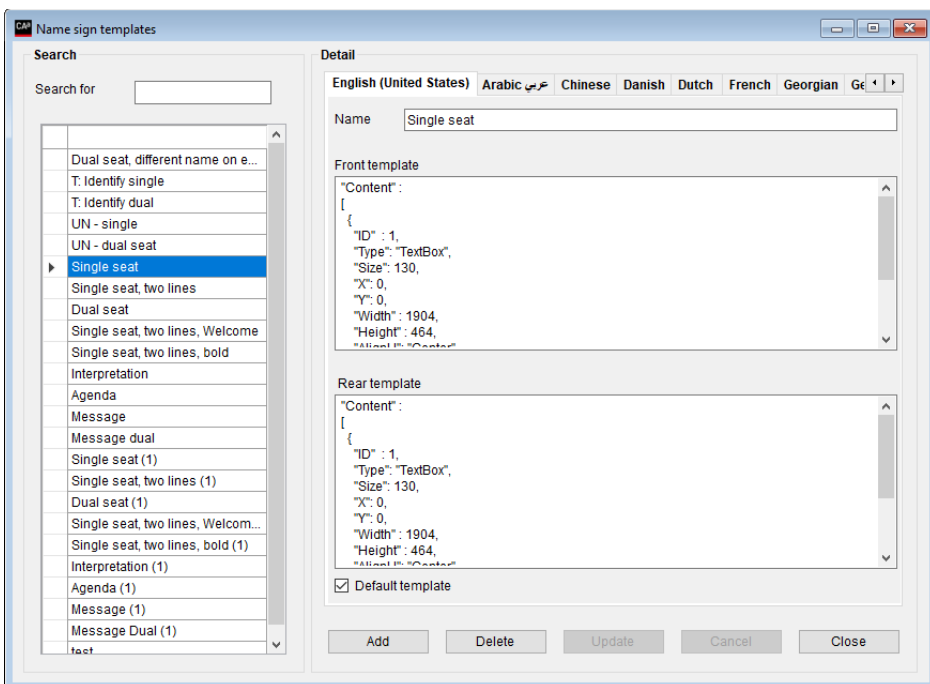


Figure 10.12-A

| | |
|-----------------------|---|
| Templates | The list of defined templates |
| Template Name | The name of the template |
| Front template | The definition of the content to be shown on the name sign facing the audience |
| Rear template | The definition of the content to be shown on the name sign facing the participant |
| Default | The template marked as default will be the one used, when a name sign is registered the first time. |

11 Setup/Meeting Role

Note: The available settings in the Meeting role screen depends on the licensed modules.

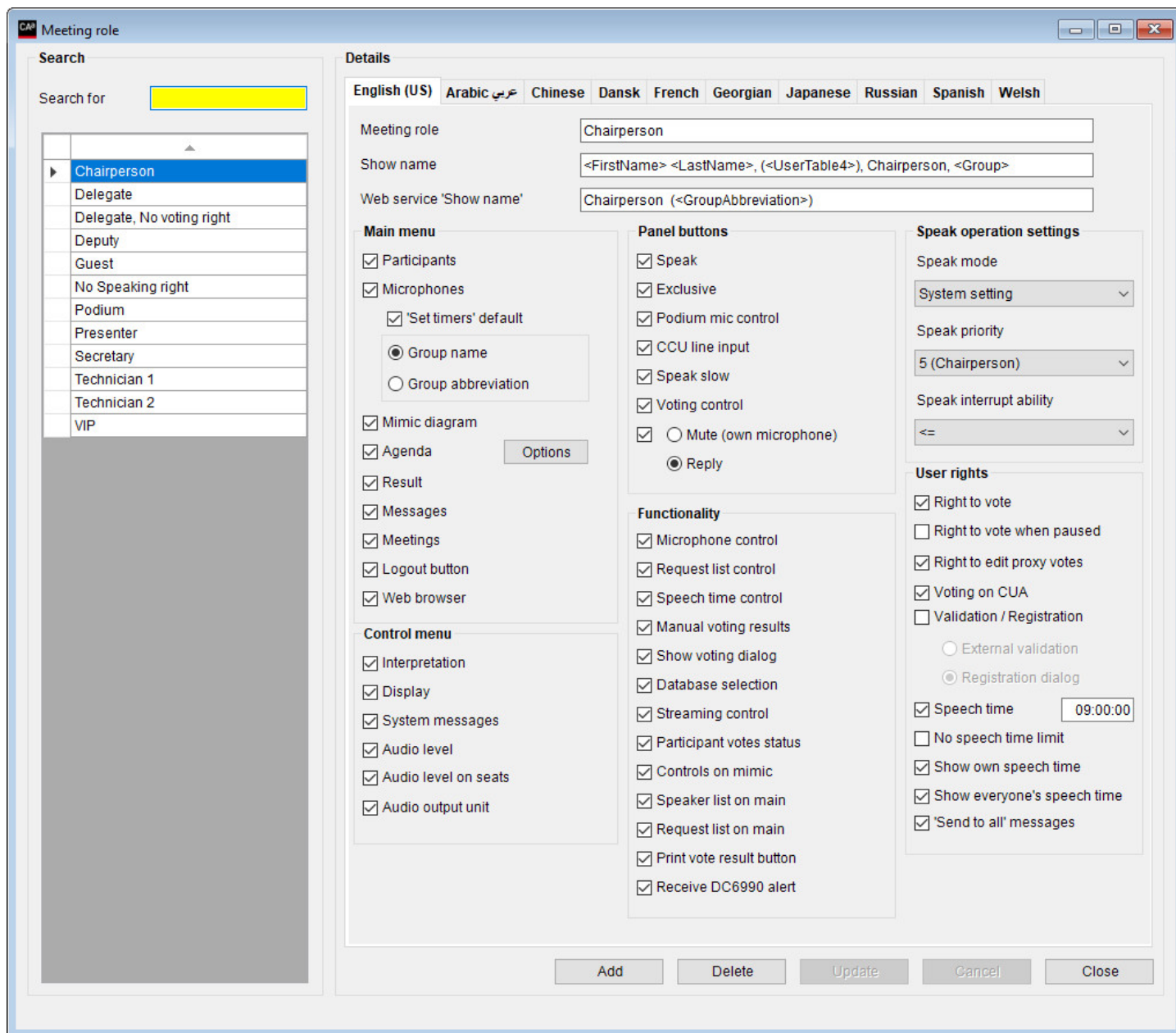


Figure 10.12-A

This screen is used to create and maintain the various 'Meeting Roles' that can be assigned to Participants and Seats.

It is used to specify the screens, buttons or special functionalities that apply to a Participant or a seat's profile.

A number of standard Meeting Roles are created automatically during installation.

They standard Meeting Roles can be modified or deleted except the Chairperson and Delegate which can be modified but not deleted.

| | |
|---|--|
| Meeting role | Label with an intuitive description of the Meeting role |
| Show name & Web service show name | Note: This facility is subject to the availability of the 'SW6000-ADV' module. Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information. |

11.1 Main Menu

The options specify which screens will available to the user of the CUA Application:

| | |
|----------------------|---|
| Participants | Shows names, titles, pictures and other information for the Participants attending the meeting. |
| Microphones | Microphone management, speakers list, speak request list and last five speakers. Allows the user to open and close microphones. 'Set timers' default opens the speech time 'Timer' sub-panel in the CUA/Microphones as default. Group name Group name is shown in the 'Group Speech Time' window in the CUA Group abbreviation The group abbreviation is shown in the 'Group Speech Time' window in the CUA |
| Mimic diagram | Graphical overview of the room or hall showing login and microphone status and allowing the user to turn microphones on and off, log Participants in and out and set individual volume level of microphones. |
| Agenda | Shows the agenda. See section '11.1.1 Agenda Options' for information about content, user rights etc. |
| Result | Show the voting result. |
| Messages | Allows Participants to exchange written or pre-recorded messages between each other. |
| Meetings | Allows a user to start and stop a meeting and setting 'Speak operation settings'. This does also give the permission to access the sub-panel 'Not Voted' during a voting session. |
| Logout button | Show the logout button on the CUA |
| Web browser | Note: This facility is subject to the availability of the 'SW6000-ADV' module. Refer to the 'User Manual SW6000 Advanced Meeting Management' for user information. |

11.1.1 Agenda Options

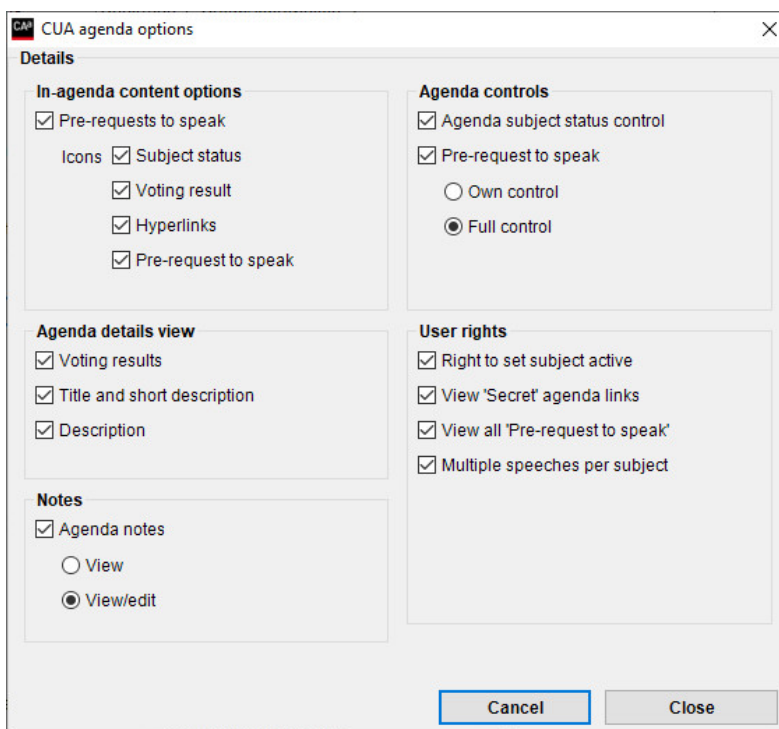


Figure 11.1-A

The following settings are available in the Agenda option window:

11.1.1.1 In-agenda Content Options

| | |
|-----------------------------|---|
| Pre-request to speak | Selects if a Pre-request to speak list is available within the agenda |
| Icons | Selects which icon shall be visible in the agenda |

11.1.1.2 Agenda Detailed View

| | |
|---|--|
| Voting results | Selects if a voting result (if exists) shall be shown at the bottom of the agenda window |
| Title and short description & Description | Selects if a short description and/or description (if exists) shall be shown at the bottom of the agenda window. The button 'Description' will be available and when activated the agenda window will be replaced with a subject item window with the following content |

| Selected in Meeting role | | Description button activated |
|-----------------------------|-------------|---|
| Title and short description | Description | |
| X | | <p>Conference User Application</p> <p>Agenda Monday, May 20, 2019 4:57 PM Meeting room</p> <p>SHURE</p> <p>Main</p> <p>Microphones</p> <p>Mimic diagram</p> <p>Agenda</p> <p>Result</p> <p>Participants</p> <p>Messages</p> <p>Web browser</p> <p>Meetings</p> <p>Control menu</p> <p>Logout</p> <p>Speak</p> <p>Title</p> <p>Updates. This is a subject, which includes updates. There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures, to generate Lorem Ipsum which looks reasonable. The generated Lorem Ipsum is therefore always free from repetition, injected humour, or non-characteristic words etc.</p> <p>Short description</p> <p>This is a short description. There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable.</p> <p>Description Alert on CDA Set new Set postponed Set cancelled Agenda time Pre-request list Hyperlinks</p> <p>Set subject No subject Speak slow Start voting Exclusive Reply</p> <p>Julia Stone</p> |
| | X | <p>Conference User Application</p> <p>Agenda Monday, May 20, 2019 4:54 PM Meeting room</p> <p>SHURE</p> <p>Main</p> <p>Microphones</p> <p>Mimic diagram</p> <p>Agenda</p> <p>Result</p> <p>Participants</p> <p>Messages</p> <p>Web browser</p> <p>Meetings</p> <p>Control menu</p> <p>Logout</p> <p>Speak</p> <p>Description</p> <p>There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures, to generate Lorem Ipsum which looks reasonable. The generated Lorem Ipsum is therefore always free from repetition, injected humour, or non-characteristic words etc.</p> <p>Description Alert on CDA</p> <p>Set subject No subject Speak slow Start voting Exclusive Reply</p> <p>Julia Stone</p> |

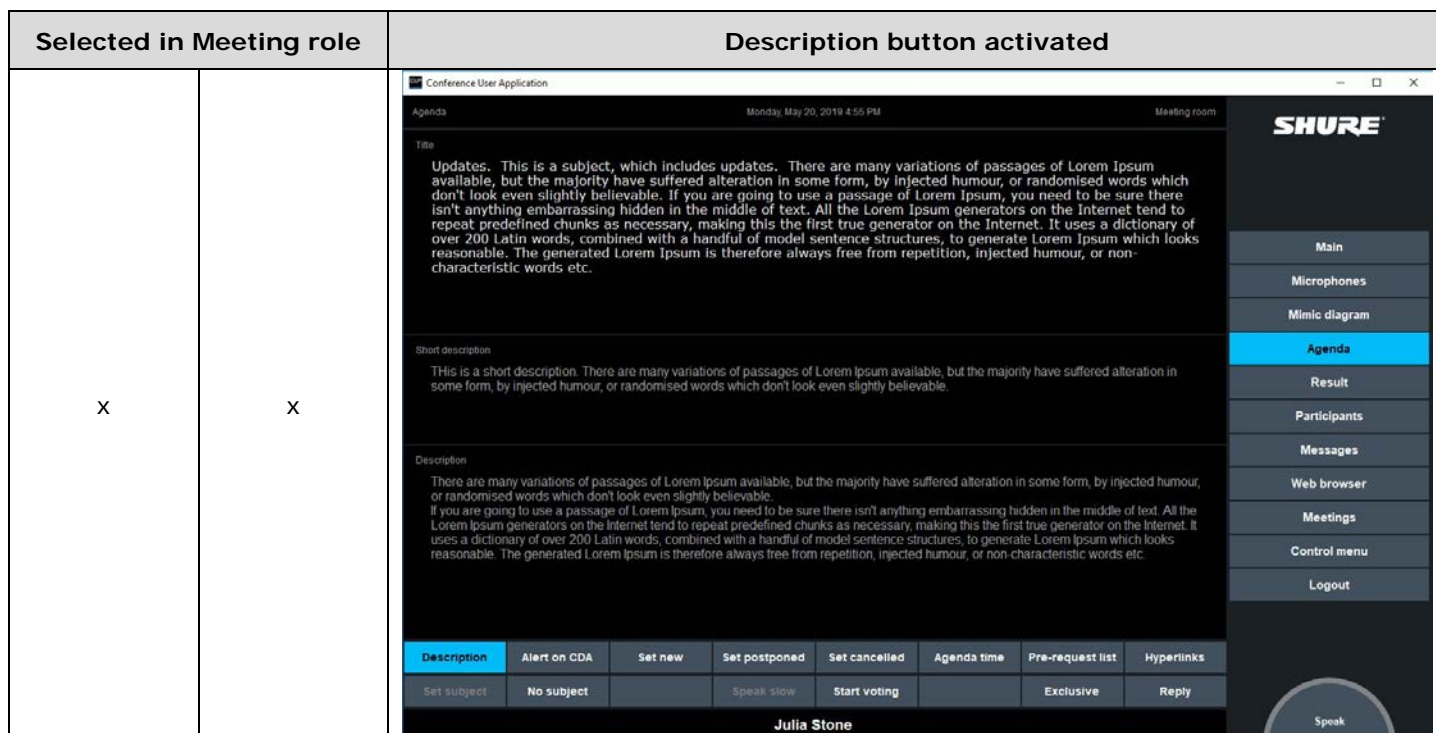


Figure 11.1-B

11.1.1.3 Notes

| | | |
|---------------------|---|--|
| Agenda notes | When selected agenda notes can be viewed/edit | |
| | View | The participant can view agenda notes |
| | View/edit | The participant can view/edit agenda notes |

11.1.1.4 Agenda Controls

| | | |
|--------------------------------------|--|--|
| Agenda subject status control | When enabled three buttons for setting agenda subject status in the CUA are available. The default subject status are: Cancelled, Postponed or New. The 'status' labels can be changes in 'Setup Languages Labels'. | |
| Pre-request to speak | When selected, the participant will have the option to pre-request to speak on the selected subject. | |
| | Own control | The participant can only request on behalf of himself |
| | Full control | The participant can request on behalf of all participants and approve/deny/remove all pre-requests |

11.1.1.5 User Rights

| | |
|---------------------------------------|--|
| Right to set subject active | With this option the user has the right to set a subject active. |
| View 'Secret' agenda links | When enabled the user can view open links to documents, which has the attribute 'Secret' |
| View all pre-requests to speak | When enabled, the user can view pre-request to speak from all participants |
| Multiple speeches per subject | If the option 'One speech pr. subject' is active (configured in 'Agenda subject configuration') only users with 'Multiple speeches per subject' are allowed to speak multiple times. |

11.2 Control menu

The 'Control menu' is a sub-menu in the CUA giving access to screens for setting like adjusting CCU volume controls and adjusting individual conference unit volume controls

| | |
|-------------------------------|--|
| Interpretation control | Allow the user to control and monitor the status of the Interpreter Consoles. |
| Display control | This page is used to select the screen to be shown on the CDA displays. <i>Note: This facility is subject to the availability of the 'SW6000-CDA' application. Refer to the 'User Manual SW6000 CDA' for user information.</i> |
| System messages | Displays important system messages generated by the MXC system |
| Audio level | Adjusting the DIS-CCU volume controls |
| Audio level on seats | Adjusting individual conference unit microphone and loudspeaker level. |
| AO unit control | Control the channel setting and output volume of connected AO units. |

11.3 Panel Buttons

These options specify the panel buttons which will be available to the user of the CUA Application:

| | |
|------------------------------|---|
| Speak | Speak button with the same functionality as the button on the conference unit. |
| Exclusive (Speak) | Button for requesting the exclusive right to speak. Will turn off all delegate microphones. This button will only work, if the participant is a Chairperson ('Speak Priority' = 5) |
| Podium mic control | Buttons for turning On/Off the Podium microphone(s). |
| CCU line input | Button for switching On/Off the Line input at the CCU |
| Speak slow | Turns red if an interpreter selects his 'Speak slow' button to indicate that the current speaker needs to speak slower in order for the interpreters to follow. |
| Voting control | Right to start a voting session and to assign vote proxies |
| Mute (own microphone) | Button for temporary muting the participants own open microphone. Either the [Mute] or the [Reply] button can be selected |
| Reply | Reply button. Either the [Mute] or the [Reply] button can be selected |

11.3.1 Functionality

These parameters specify special functionality that applies to seats or Participants of this Meeting Role:

| | |
|---------------------------------|--|
| Microphone control | With this option the user has control of microphones in the CUA Microphone screen and Interpreter Screen. |
| Request list control | With this option the user has the right to close and hide the request list for all as well as to close the request queue for all except a 'Technician' user (Seat type: Technician). |
| Speech time control | With this option the user has the right to set speaking time in a CUA. |
| Manual voting results | With this option the user has the right to type in a voting result using a dialog box. |
| Show voting dialog | This option enables the display of the voting pop-up when the Start Voting button has been activated. |
| Database selection | A user with Technician Role can switch his CUA application between two or more databases. |
| Streaming control | With this option the user has the right to control streaming and archiving. |
| Participant votes status | With this option the user has the right to display the 'Participant Votes Status' information on the CUA Result screen and 'Proxy Votes' on the CUA Participants screen. |
| Controls on mimic | With this option the user has access to the control buttons on the mimic diagram in the CUA. |
| Speaker list on main | With this option the user has access to the Speakers list on the CUA and on the MXC640 / DC 6990 (not the Request list). |
| Request list on main | With this option the user has access to the Speakers and Request list on the CUA and on the MXC640 / DC 6990. |
| Print vote result button | With this option the user has access to a button on the voting results screen enabling the user to print the voting result. |
| Receive DC69 alert | With this option the user will receive alerts send from DC 6990 unit using the 'Send Alert' button in the Messages menu |

11.4 Speak Operation Settings

Those settings are used to assign individual settings to Users or Seats. The default setting for Speak Mode is 'System Setting'.

System Setting means that the Speak Mode for the users is following the setting made for the system, e. g. if the system is running in Manual Mode the Participants Speak Mode will be Manual mode.

The settings at the time of installation for the default Meeting Roles are found in the following table:

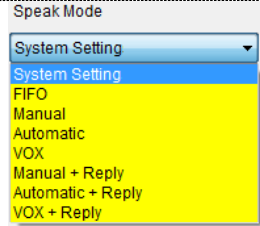
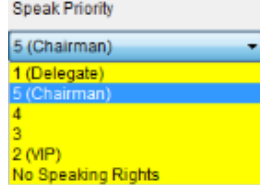
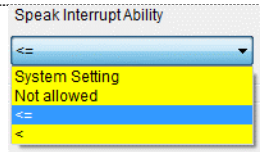
11.4.1 Default Speak Operation Settings

| Meeting Role | Speak Mode | Speak Priority | Speak Interrupt ability |
|--------------|----------------|----------------|-------------------------|
| Chairperson | Auto or VOX | 5 | < = |
| Participant | System Setting | 1 | System Setting |
| VIP | System Setting | 2 | System Setting |
| Guest | System Setting | 1 | Not allowed |
| Secretary | System Setting | 2 | < = |
| Technician | System Setting | 1 | System Setting |

Figure 11.4-A

11.4.2 Individual Speak Operation Modes

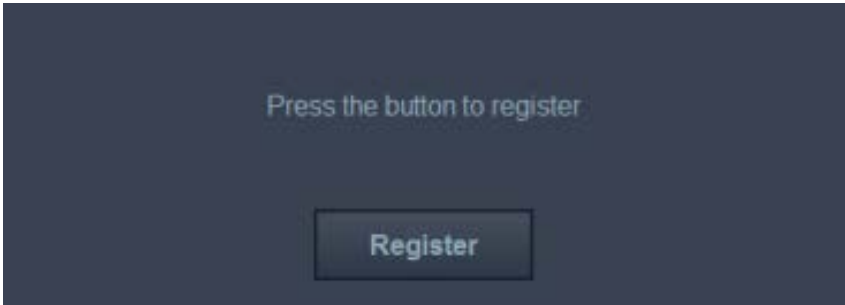
For certain applications, it is desirable to assign individual Speak operation settings, where the participant will always use the selected mode independently of the default 'Speak operation settings' or the settings made for or during a meeting.

| | | |
|--------------------------------|---|---|
| Speak mode | System Setting, FIFO, Manual, Automatic, VOX, Manual+Reply, Automatic+Reply or VOX+Reply. See explanation of the modes in the Meeting chapter |  |
| Speak priority | 1 (Participant), 5 (Chairperson), 4, 3, 2 (VIP) or No Speaking Rights Chairperson (5) is the highest priority and the microphone will always be turned on regardless of operation mode. In the Request list in the CUA, a user with higher speak priority will be placed before a user with lower speak priority. |  |
| Speak interrupt ability | Determines the microphone's ability to interrupt another speaker if the maximum number of speakers is reached. |  |
| | System Setting | The interrupt ability will follow the setting for the system |
| | Not allowed | Cannot interrupt another speaker |
| | < = | Can interrupt a speaker with the same speak priority or a speak priority which is less than own speak priority. |
| | < | Can interrupt a speaker with a speak priority less than own speak priority |

11.5 User Rights

These settings specify special functionality that applies to Seats or Participants of this Meeting Role:

| | |
|----------------------------------|---|
| Right to vote | With this option the user has the right to vote. |
| Right to vote when paused | With this option the user has the right to vote after the voting session has been paused. |
| Right to edit proxy votes | With this option the user has the right to edit proxy votes in the CUA |

| | |
|------------------------------------|---|
| Voting on CUA | A user with this right can vote on the CUA display. When this option is set, then voting buttons on a connected conference unit will be disabled. |
| Validation /Registration | <p>External. validation</p> <p>With this option selected the user can use external validation if required for the meeting.</p> <p>Please refer to '5.5 Meeting Options'</p> <p>Registration dialog</p> <p>This option is only available for the user if Registration is in use at the Meeting.</p> <p>The option is used to enable/disable a popup on the CUA when an ID card is inserted in the attached conference unit. When selected, the user is not registered/logged in before he has selected a 'Registration' button on the popup:</p> <div data-bbox="609 763 1458 1066" style="text-align: center;">  </div> <p>Note: Refer to the 'User Manual SW6000 Registration Facility' for detailed use of the Registration facility.</p> |
| Speech time | This option applies individual speech time limit (0:00:00-9:59.59) to the Meeting Role. If the option is not enabled, the Meeting Role will not have any speech time applied even though a speech time configuration based on Meeting Roles is active. |
| No speech time limit | This option applies a no speech time configuration to the Meeting Role. |
| Show own speech time | This option enables the Meeting Role only to see own speech time in the CUA. |
| Show everyone's speech time | This option enables the Meeting Role to see the speech time of all Participants in the CUA. |
| 'Send To All' messages | When enabled the user can send messages to all Participants |

12 Setup/Language

12.1 Languages

The CUA and CAA Application offer full support for multiple languages.

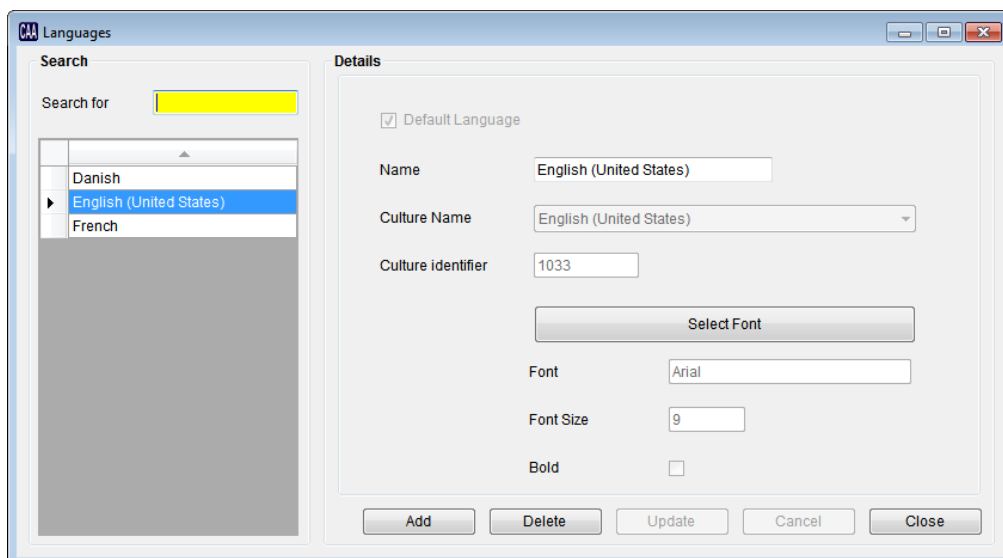


Figure 12.1-A

| | |
|---------------------------|---|
| Default Language | The default language, which is created during the installation, is marked as the default language. |
| Name | Name of the language (this will be displayed on the language selection buttons on the CUA Application and on the language tabs of the different screens in this application). |
| Culture Name | Selects the standard Windows culture that applies to the language. These languages must also be installed manually on Windows on all PCs that will use the language. |
| Culture identifier | Field for showing the associated culture identifier for the selected culture name. |
| [Select Font] | Select this button to change of the font and font size in the CAA for this language (Arial is currently the default for the SW6000 applications). |
| Font | Field for showing the selected font. |
| Font size | Field for showing the selected font size. (Font size 10 is the default size for labels and data fields). |
| Bold | All text and labels will be in Arial Bold if this option is selected. |

12.2 Labels

This screen allows the user to enter a complete translation of all labels and system text used in the CUA and CAA Application. Maximum amount of characters per label is 100 however the maximum useable number of characters might be limited in the application, where the label is used.

A drop down box 'Label Group' allows the user to select the labels grouped by application and screen.

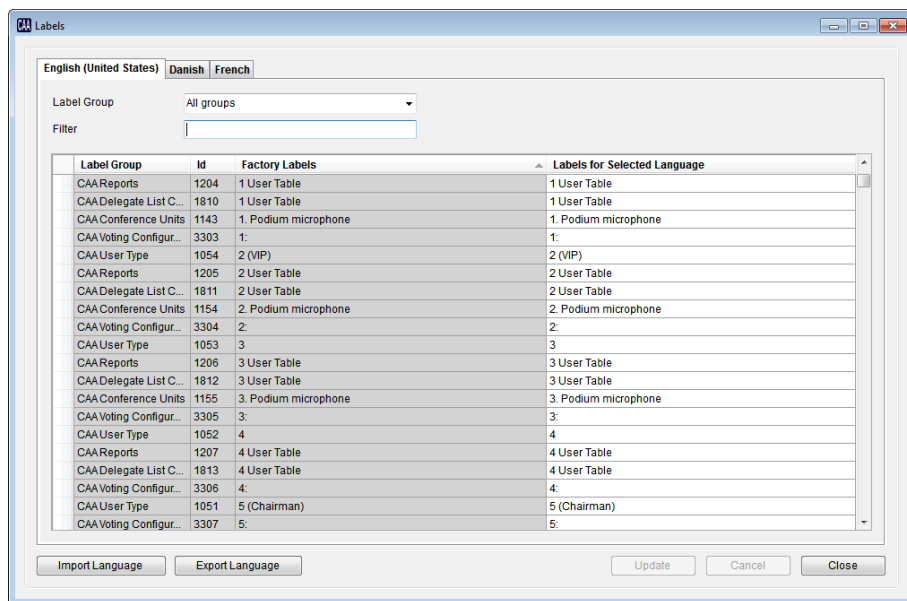


Figure 12.2-A

Labels for the 'Default language' that is selected during installation must be created or imported if the default language is changed from English.

Note: In the SW6000 installation package are labels for some languages, which can be imported.

12.2.1 Import/Export Buttons

| | |
|--------------------------|---|
| [Import Language] | Select this button to import a set of labels for one language in XML format. Only one language at a time can be imported. Before importing select the language, where you want to import the labels. Only languages with the same culture code can be imported. |
| [Export Language] | Select this button to export a set of labels for one language in XML format. Only one language at a time can be exported. The exported language file can be edited using the 'Label editor' program. |

12.2.2 Shortcut to Commands

Placing an &-sign before the label text will invoke the function, that the button can be activated with Alt+"the letter after the & sign"

If the underline has to be present before the Alt-key is selected, the following has to be done:

1. Right click on the desktop and select 'Properties'
2. Select 'Appearance'
3. Activate the button 'Effects..'
4. Remove the tick mark in 'Hide underlined letters for keyboard navigation until I press the Alt key'

In Windows 7 the setting is in "Ease of use" in desktop properties.

12.3 Label Groups

This screen allows the user to change the labelling of a label group.

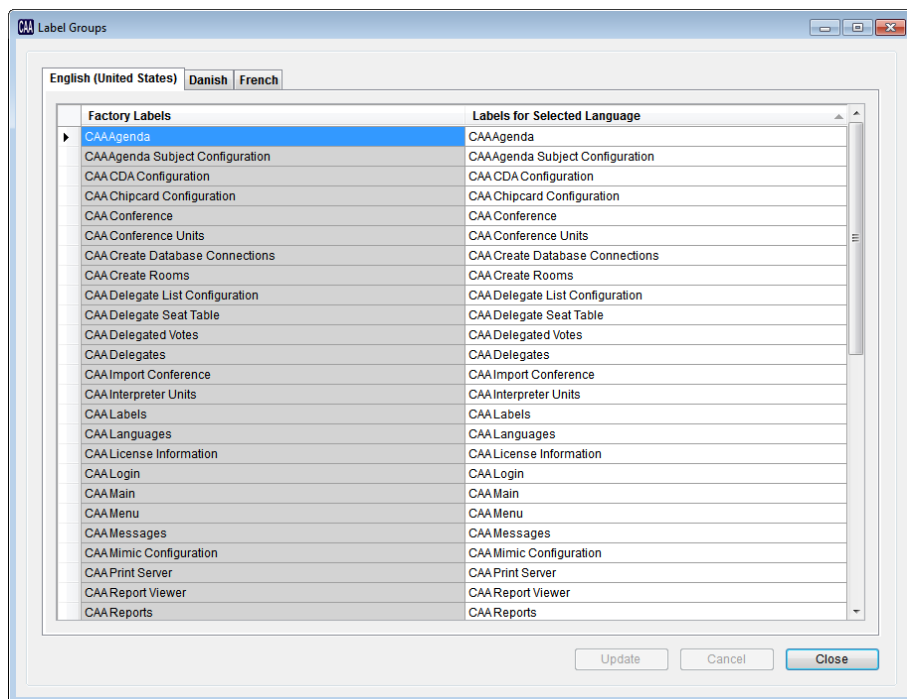


Figure 12.3-A

12.4 Units with Graphical Interface

This screen allows the user to select the language of the dynamic text and the default UI label language used in the conference units with graphical user interface. The dynamic text refers to the text strings that come from the SW6000 such as Participant names, Agenda items and Meeting names.

If the selected Language is not available in the conference units the English UI language will be used as the static labels.

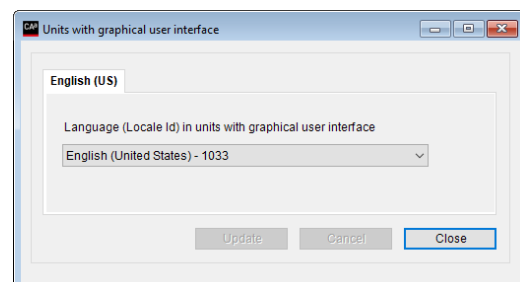


Figure 12.4-A

After selecting the language the CUI application must be restarted for the selection to become active. A CAA alert will pop up when updating the language prompting to restart the CUI.

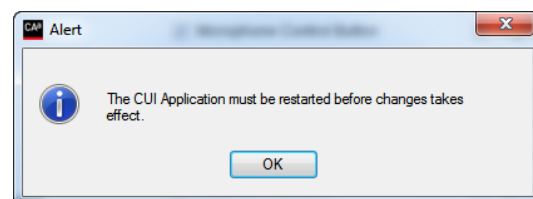


Figure 12.4-B

13 Setup/Rooms

13.1 Create Rooms

This screen is used listing the rooms, which can be connected together.

Configurations for the rooms are created in 'Setup/Rooms/Room Configuration'.

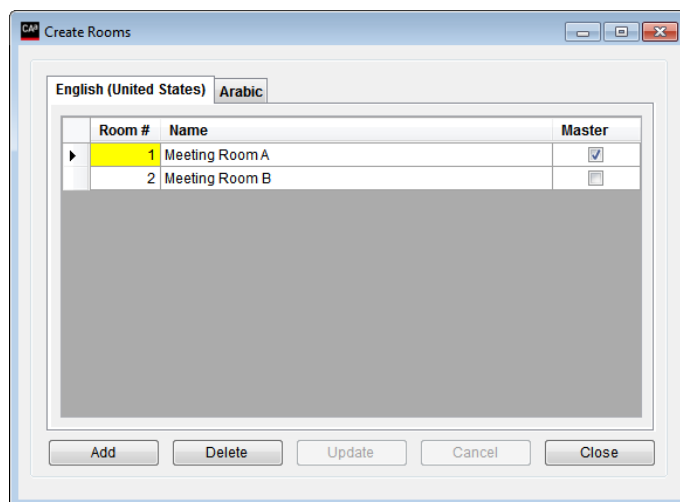


Figure 13.1-A

| | |
|---------------|--|
| Room # | An integer value, numbering the rooms |
| Name | Description of the room |
| Master | Indicating that this room is the default room, where the CCU is located. |

13.2 Room Setup

This screen is used to create setups for the units in each of the rooms created in 'Setup|Rooms|Create Rooms'.

Multiple setups can be made for each room.

Left window is showing the list of rooms.

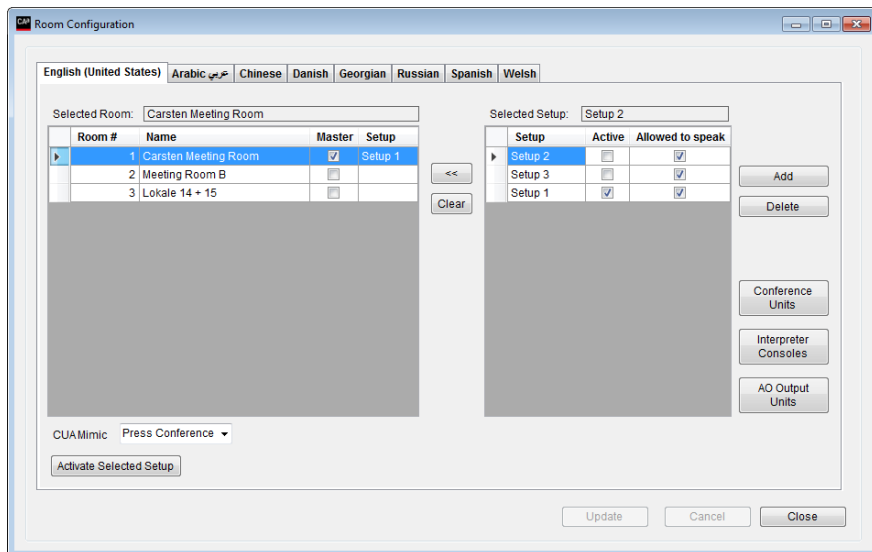


Figure 13.2-A

For each of the rooms in the left panel, a list of created setups is shown in the right panel. One of those setups can then be selected for the room and set active.

| | |
|-----------------------------------|---|
| [Add] [Delete] | The buttons are used to add/delete setups. |
| [Conference units] | This button is used to edit a setup and when selected the current setup in 'Setup Equipment Conference units' is shown. 'Meeting role', 'Mic level' and 'LS' can be edited in this window. Selecting update will save the setup. |
| [Interpreter consoles] | This button is used to edit a setup and when selected the current setup in 'Setup Equipment Interpreter devices' is shown. All settings except <u>'Booth #', 'Desk #' and 'Comments'</u> can be edited in this window. <u>'Meeting role', 'Mic level' and 'LS'</u> can be edited in this window. Selecting update will save the setup. |
| [AO output units] | This button is used to edit a setup and when selected the current setup in 'Setup Equipment Audio output units (AO)' is shown. <u>'Channel' and 'Audio level'</u> can be edited in this window. Selecting update will save this setup to the setup. |
| [Name signs] | This button is used to edit a setup and when selected the current setup in 'Setup Equipment Name signs' is shown. <u>The 'Template'</u> can be edited in this window. Selecting update will save the setup. |
| CUA mimic | Dropdown list of mimic's to be activated when the setup is activated. |
| [Activate selected setups] | When each room has been assigned the Setup to be used, this button activates the setup. |

14 Setup/Database

14.1 Create Database Connections

This screen is used to create connections to other databases definitions for the CAA and CUA applications.

Each row represent a connection to a database.

The columns 'Location', 'CUI Computer Name' and 'Database Name' are labels used to identify and group the database connections.

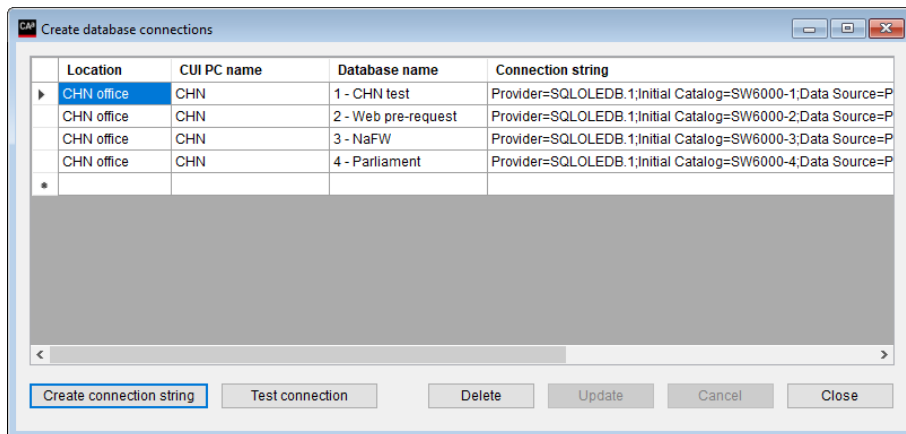


Figure 14.1-A

The button **[Create connection string]** will bring the 'Generate connectionstring' window.

Refer to the 'Installation Manual SW6000' page 22, row 30 for details.

Note: *The connections strings applied has to be unique.*

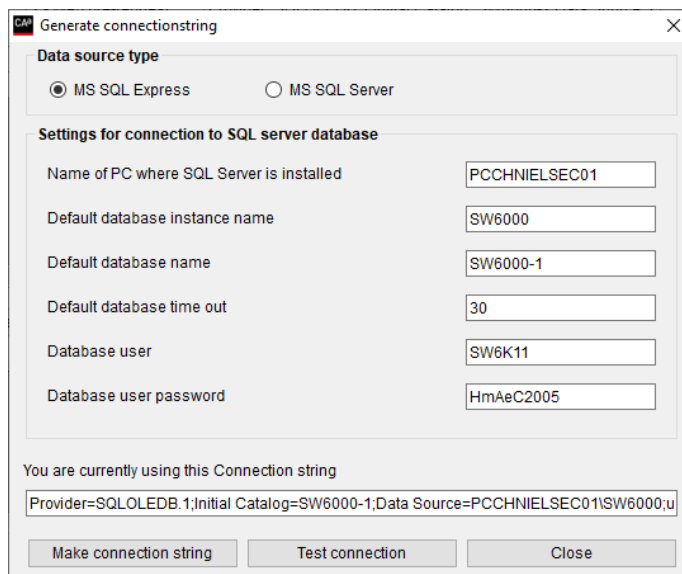


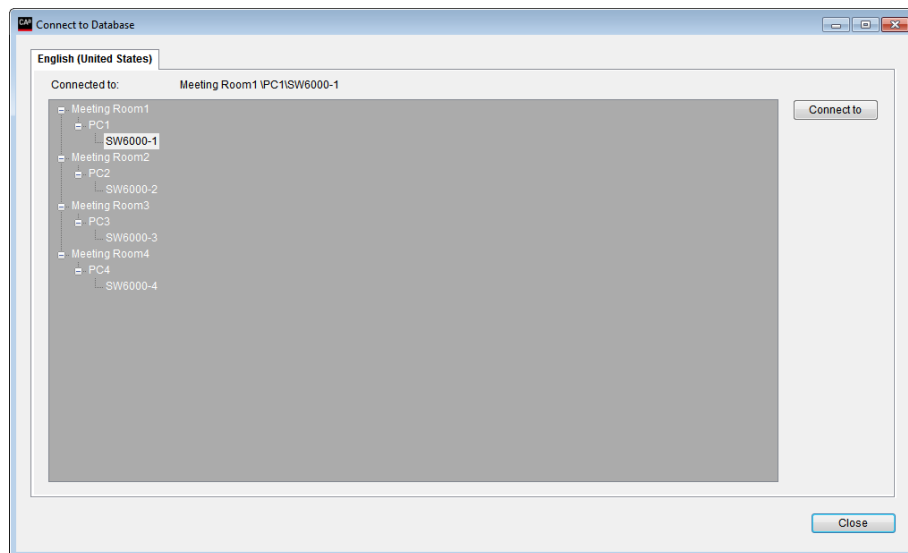
Figure 14.1-B

15 Connect to Database

This screen is used to switch between the database connections made in the 'Create Database Connections' screen.

Activating the **[Connect to]** button will change the connection for the CAA application to the database selected.

Figure 14.1-A



16 Tools

16.1 Tools/System Messages

This screen is used to view system messages generated by the SW6000 Conference Management Software. The system messages can be saved to a file using the 'Save to file' button.

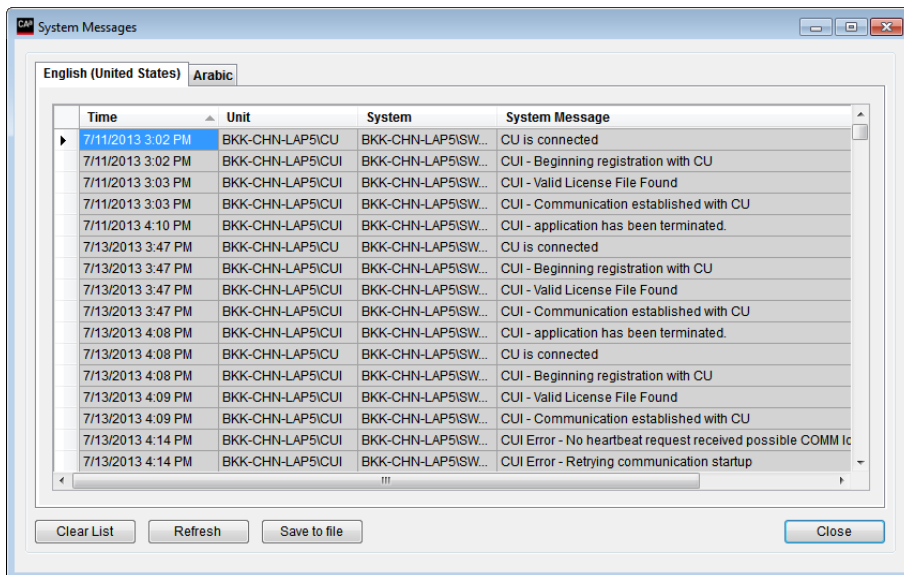


Figure 16.1-A

16.2 Tools/License Information

This screen is used to view license information for the SW6000 Conference Management Software.

The License Information window displays a list of how many licenses are available per software applications and modules based on the loaded software license.

The 'Licenses In Use' provides information on how many licenses are currently in use for the different software applications.

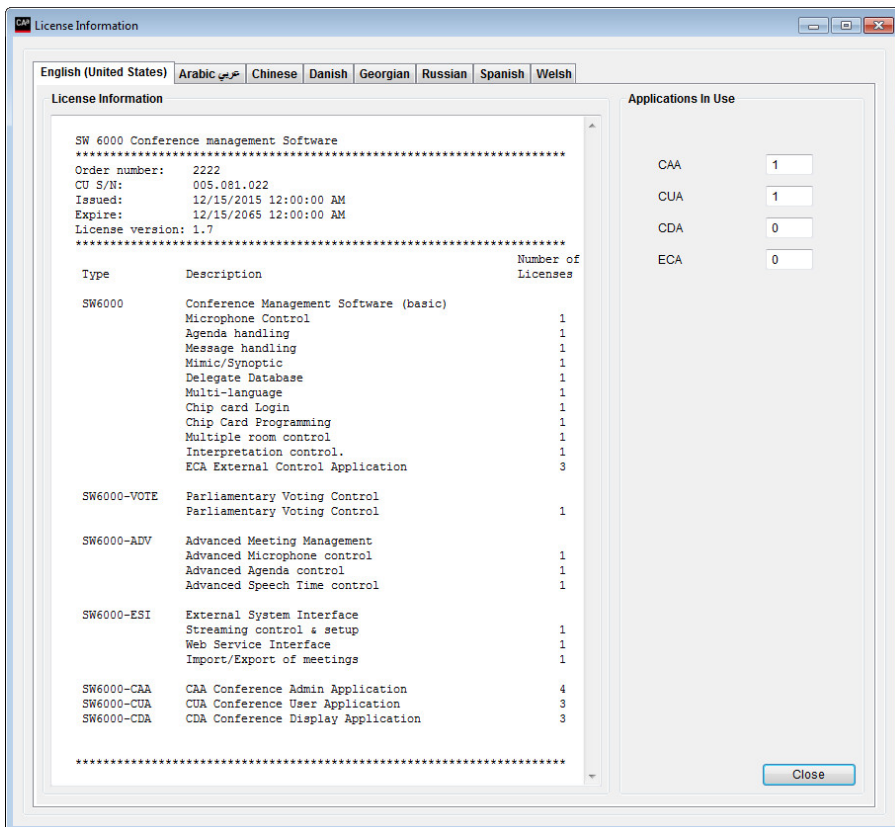


Figure 16.2-A

17 SW6000 Backup Utility

This application is used to backup and restore the SW6000 database. You need to have 'Local Administrator Rights' to perform a Backup and Restore procedure.

17.1 Backing Up Data

The procedure for backing up data is as follows:

| | |
|---|--|
| 1 | Close all SW6000 applications. |
| 2 | Start the application by selecting the SW6000 DataBase Backup Utility shortcut in the Start menu. |
| 3 | <p>The utility will start.</p> <p>Select 'Backup'.</p> <p>Fill in the fields:</p> <p>Server Name This is the name of the PC, where the database is installed.</p> <p>Database Name: This is the name of the database. Normally this will be 'SW6000-1'.</p> <p>Select 'Use Windows Authentication'.</p> <p>Fill in the Backup file path and name or use the suggested name.</p> <p>Select the [Backup] button.</p> |
| 4 | <p>Select [Yes] to start backing up the database.</p> |
| 5 | <p>The data will be backed up and when finished the message box 'Backup Database is complete' will show.</p> <p>Select [OK] and select [Exit] to close the application.</p> |

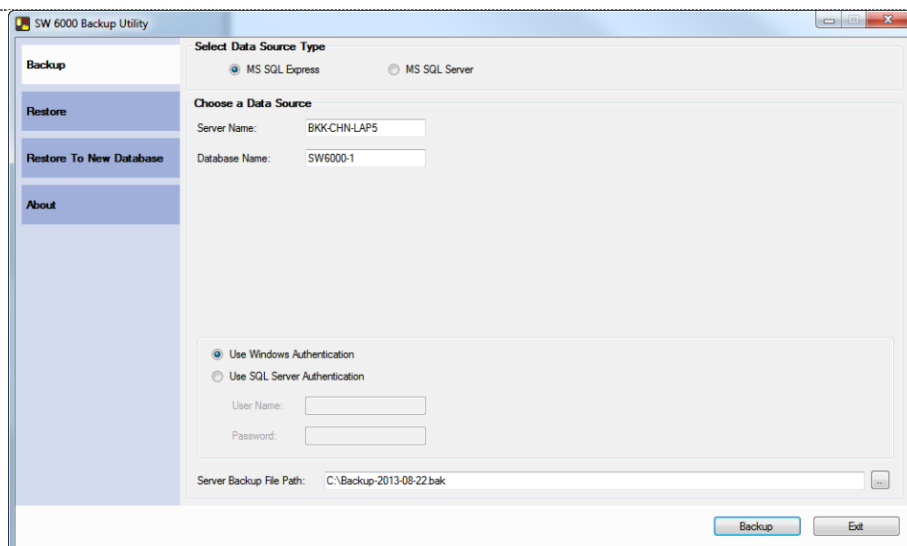


Figure 17.1-A

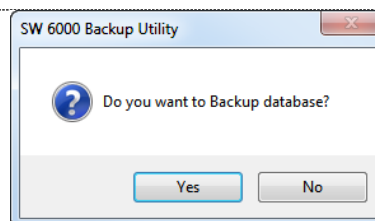


Figure 17.1-B

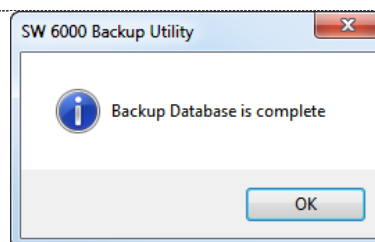

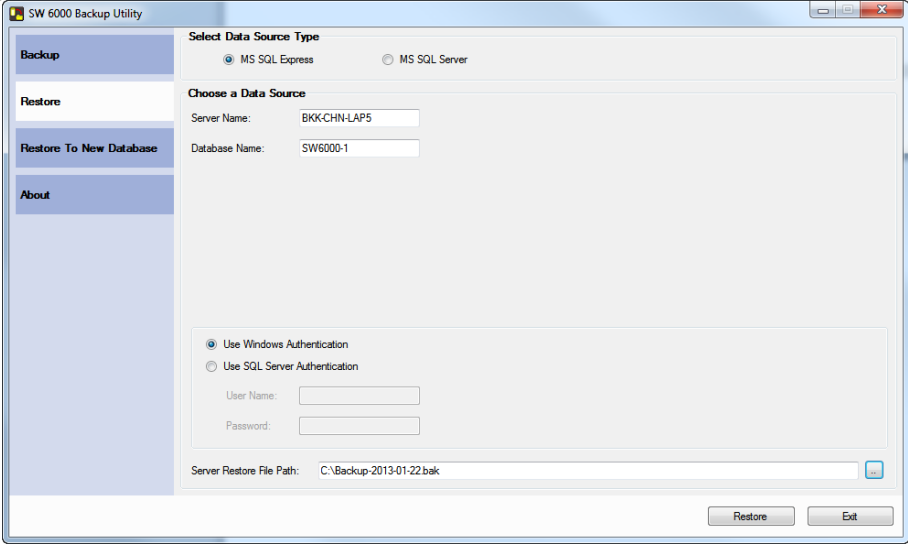
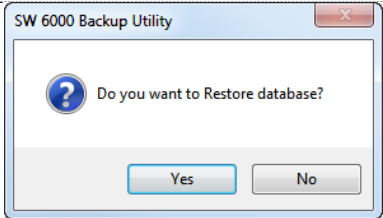
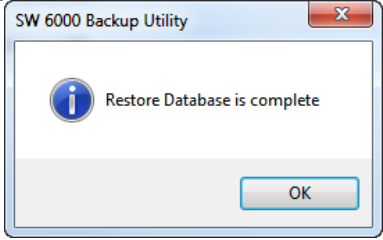


Figure 17.1-C


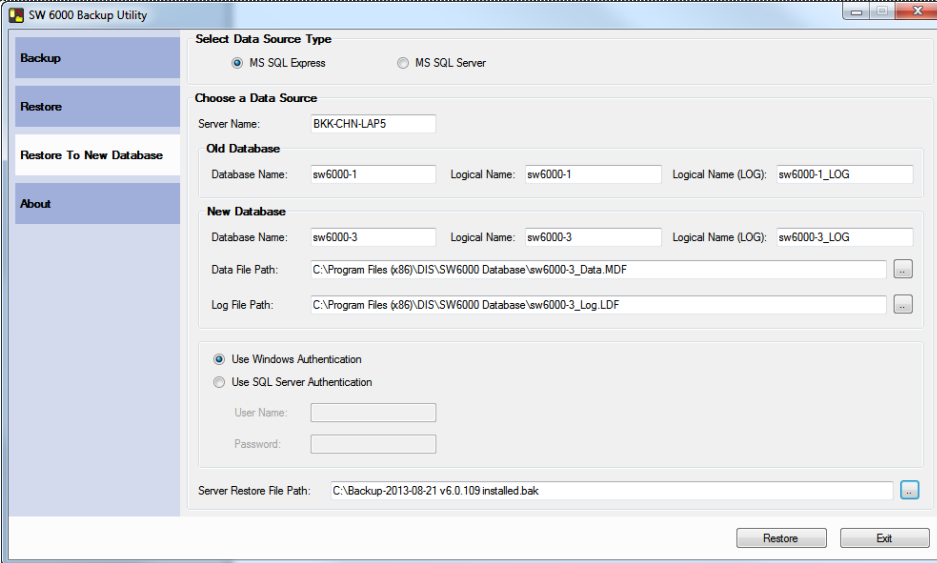
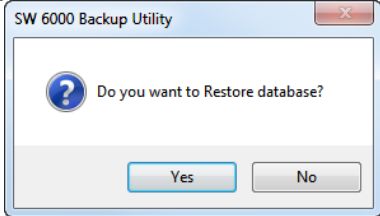
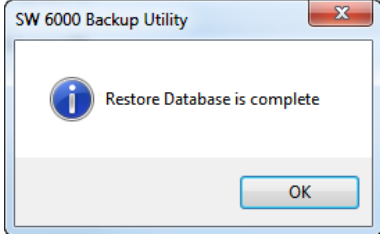
17.2 Restoring Data to Same Database

The procedure for restoring data to the same database as the backup is as follows:

| | |
|---|--|
| <p>1 Close all SW6000 applications.</p> | |
| <p>2 Start the application by selecting the SW6000 DataBase Backup Utility shortcut in the Start menu.</p> |  |
| <p>3 The utility will start. Select 'Restore' Fill in the fields: Server Name This is the name of the PC, where the database is installed. Database Name This is the name of the database. Normally this will be 'SW6000-1', but it has to be the same as when the data was backed up. Select 'Use Windows Authentication'. Select the backup file using the [...] button. Select the [Restore] button.</p> |  <p style="text-align: center;"><i>Figure 17.2-A</i></p> |
| <p>4 Select [Yes] to start restoring the database.</p> |  <p style="text-align: center;"><i>Figure 17.2-B</i></p> |
| <p>5 The data will be restored and when finished the message box 'Restore Database is complete' Select [OK] and select [Exit] to close the application.</p> |  <p style="text-align: center;"><i>Figure 17.2-C</i></p> |

17.3 Restoring Data to Other Database

The procedure for restoring data to another database than the backup is as follows:

| | |
|--|--|
| <p>1 Close all SW6000 applications.</p> | |
| <p>2 Start the application by selecting the SW6000 DataBase Backup Utility shortcut in the Start menu.</p> |  |
| <p>3 The utility will start. Select 'Restore" Fill in the fields: Server Name This is the name of the PC, where the database is installed. Old Database This is the name of the database, which was backed up (ex. SW6000-1). New Database This is the name of the database, which has to be restored (ex. SW6000-3). Select 'Use Windows Authentication' Select the back using the [...] button Select the [Restore] button.</p> |  <p style="text-align: center;"><i>Figure 17.3-A</i></p> |
| <p>4 Select [Yes] to start restoring the database.</p> |  <p style="text-align: center;"><i>Figure 17.3-B</i></p> |
| <p>5 The data will be restored and when finished the message box 'Restore Database is complete' Select [OK] and select [Exit] to close the application.</p> |  <p style="text-align: center;"><i>Figure 17.3-C</i></p> |

**United States, Canada, Latin
America, Caribbean:**

Shure Incorporated
5800 West Touhy Avenue
Niles, IL 60714-4608
USA

Phone: +1 847 600 2000
Fax: +1 847 600 1212 (USA)
Fax: +1 847 600 6446
Email: info@shure.com

Europe, Middle East, Africa:

Shure Europe GmbH
Jakob-Dieffenbacher-Str. 12
75031 Eppingen
Germany

Phone: +49 (0) 7262-9249-100
Fax: +49 (0) 7262-9249-114
Email: info@shure.de

Asia, Pacific:

Shure Asia Limited
22/F, 625 King's Road
North Point, Island East,
Hong Kong

Phone: (+852) 2893-4290
Fax: (+852) 2893-4055
Email: info@shure.com.hk