

Conference Management System

Excellent solutions for conferences



Conference Management System Software

Installation and Operating Manual

Important Instructions

Only purchased modules will be shown.

Due to software updating, actual software operation may be slightly different from user's manual. It is not an error in this case.

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Chapter 1. Installation and Running

1.1 Running Environment

Hardware requirements: Pentium 4 2.0G / 8-core CPU / 8G or higher. Software requirements: Win7 or higher.

1.2 Installation

• CD contents

The application software of conference system.

	Installer	Function
1	Taiden.CMP.Service.Installer.exe	Service application (database) (must be installed first)
2	Taiden.DCS.Client.Installer.exe	Conference management application
3	Taiden.RoomDesigner.Client.Installer.exe	Room layout designer application
4	Taiden.Media.Client.Installer.exe	Video server application
5	Taiden.LanScreen.Client.Installer.exe	Lan screen application
6	Taiden.Nameplate.Client.Installer.exe	Nameplate management application
7	Taiden.SignIn.Client.Installer.exe	Sign-in client application

Note: the first item is necessary and others based on customer order.

• Installation guide

Double click and run "Installer.exe" on this CD.

Note: when the firewall opened, please add the application to the list of firewall programs allowed.

After installation "Taiden.CMP.Service.Installer.exe", please configure service.

- 1. Database Installation and Configuration
 - Select Database: if no MySQL database, install MySQL first; if MySQL installed, select database;
 - > Login MySQL: input MySQL user name and password to login;
 - > Create Database: create a new database or select an existed database.

MySQL -	
You've already installed MySQL!	
e: root	
#: *****	
Login	
MySQL login succeed!	
e: v1_1_190322	
Create Select	
4	MySQL - You've already installed MySQL root Login MySQL login succeed!

Figure: Database Installation and Configuration

- 2. Service Configuration
 - > Service configuration will finished automatically.

Service Config Tool		
2. Service Configuration		
2. Service Conguration Configing service, please waith: Taiden CMP Service v1.1.1 Installing service, please waith: Taiden CMP Service v1.1.1 Service installation succeed! Starting service, please waith: Taiden CMP Service v1.1.1 Start Succeed! Configing service, please waith: Taiden Peripheral Service Service installation succeed! Starting service, please waith: Taiden Peripheral Service Service installation succeed! Installing service, please waith: Taiden Peripheral Service Start Succeed! Installing service, please waith: Taiden Screen Display Service v1.1.1 Service installation succeed! Starting service, please waith: Taiden Screen Display Service v1.1.1 Service installation succeed! Start Succeed!		
	← Previous	🖌 Finish

Figure: Service Configuration

1.3 Software Running

Once installation is completed, a shortcut named "Taiden DCS Client" will appear on Windows desktop. Double click it to run application, and the below login dialog is shown:

DCS		- 🗆 ×
	TAIDEN®	
	Digital Conference System	
	Language: English	
	Meeting Type: Base	
	User Name: admin	
	Password:	
	+9 Login IC? Close	
	Copyright © 2019 TAIDEN Corporation	

Figure: Login

- Language: select the language of application;
- Meeting Type: the default meeting type is "Origin", user can define its own meeting type, and different meeting types can have different configurations, including: database, system parameters, etc. Different meeting types are used to adapt to different application environments;
- User Name and Password: the default account is "admin", and the password is null.

1.4 Lan Screen Client Setup

Lan Screen Configuration:

Once installation is completed, a shortcut named "Taiden Screen Client" will appear on Windows desktop. Double click it to run application, and the below dialog is shown:

$\overline{\mathbf{Q}}$		- ¤ ×
Lan Screen Client v1.1.5.10	English	• Finish
Server Connection 192.168.1.73 (Connected)		Â
Server IP Address: 192.168.1.73		
Search Disconnect		
Screen Settings		
_DISPLAY1		
Enabled: C		
Monitor Name: \\\DISPLAY1		
Resolution: 1920 * 1080		
Scheme Monitor: No.1: Operator *		
Parameters Setting		
Display default screen when meeting is not started		
		•

Figure: Lan Screen Configuration

- Server Connection: input Server IP address (the computer installed Taiden CMP Service) and then click "Connect" button, or click "Search" button to broadcast Server IP address;
- Screen Settings: enable/disable screen, modify monitor name, and select scheme monitor;
- > Parameters Setting: display default screen or not when meeting is not started.

Chapter 2. Overview

Connecting to fully digital congress system main unit, to control meetings overall.

2.1 General setup process for software

The general use settings for the software are shown in the following table. The details of the operation of each menu are described in the following sections.

	re Meeting:		
	Menu	Submenu	Secondary submenu
1	Install software		
2	Install CMP service		
3	Room Layout Design		
		Add Device	
			MU State
			Device Parameters Setting
			Audio Output
			Audio MU Setting
			Unit Setup
			Unit Arrangement
			Video Matrix
4	Device Information		VM. Setting
4	Device mornation	Detail Settings	VM. Management
			Predefine Position Setup
			SI Channel
			Setup Booth
			Booth Management
			Audio MU Setting
			VM Management
			ME Setting
			Reset Unit Parameters
5	Multimedia Terminal	Parameters Setting, Termi	nal Management,
		Message Management, Ur	nit Arrangement
6	Screen Display Management		
7	Screen Manager		
8	Meeting type		
		New/Delete/Edit	
		Import/Export	
		Delegate Authority	
9	Delegate Management	Wireless Unit	
		IC Card Management	
		Fingerprint Management	
		PIN Code Management	
		Conference Information	Add Conference/Meeting/Agenda/Proposal
		Participant Information	
10	Conference Management	Delegate Seating	
		Speaking Setting	
		File Management	

Before Meeting:

Meeting started:

	Menu	Submenu	Secondary submenu
11	Start Meeting	Select Meeting	
12	Microphone Control		
13	Seat Sign-in		
		Start Agenda→Proposal→Voting	End Voting→Proposal→Agenda
14	Drenegal & Vata	Vote Result	
14	Proposal & Vote	Name List	
		Vote Seat Map	
15	Screen Control		
16	Video Switch		
17	Booth Management		
18	Short Message		
19	End Meeting		

Other:

	Menu	Submenu	Secondary submenu
20	Report Management		
		User Information	
		User Role	
		Camera Tool	
		System Test	
21	Assistant	Assets Management	
		File Management	
		Service	
		Conference Log	
		Backup and Restore	
22	Entry Screen Display		
23	Hot Backup		
24	Others		

2.2 Primary Window

The primary window (Home page) of the conference management system software is shown below:

TAIDEN [®] co	onference Manage	ment System				• 192.168	.1.174 - a ×
Welcome Welcome	 Display welcome view a 	it next startup					admin 🞴
Device Management		Delegate Management		Meeting Management			
Device Information	>>>	Delegate Information	***	Conference Information	>>>	Current Meeting	
é	∋ ■1	+	≡ 185	8		Preparation Meeting	12
Add Device	Search Device	Add Delegate Import Dele	gate Export Data	Add Conference	Participant Information	Select Meeting Start Meeting	
192.168.1.174	••	Stat. by Team	■ 183	Participant Information - Stat. by	Team 🔳 42	Delegate Seating	
		Teem Country Perty	Unicoure#283	Tem Courty P	Likkowski styGroupDelogate Type		J
						Copyright © 2019 T	AIDEN Corporation

Figure: Primary Window of the Conference Management System

2020-11-19 054236	iom I Room Layout stem: Settling	Device & Connect Device Wultimedia Terminal	目 Setup Booth 童 Booth Manageme			Exercised and the second se	Assistant here to activate
	Screen Display Manage.	Device Information MU State	Audio MU Setting	g Delegate Authority	Mic. Control	Recording Setting	System Test
Device Information	Screen Manage.	E Audio Output	Sound Mixer Setti			4 Recording Files	Assets Management
Delegate Management	i Meeting Type	of Device Parameters Setting	O Reset Unit Perame			O Audio Recording	C File Management
Conference Information Participant Information		Unit Setup Linit Arrangement III Video Matrix		 Wireless Unit IC Card Manage. Engerprint Manage. 	Wideo Switch	t-click to edit left n	a service nenu bar ^{yg}
Delegate Seating		Predefine Position Setup		PIN Code Manage.	📾 Hot Backup		Backup and Restore
		# SI Channel				Right dicks	
Drag menu items to	Device	∄ SI Chunnel	Pi	Preparation	Control	Right elick e	o enter menu edit mode Assistant
	Connect Device	Setup Booth	• E	Import Delegate			Assistant
adjust the order	Connect Device Multimedia Terr Device Informat	Setup Booth minal Booth Mana ion Audio MU Se	n igement s etting	Import Delegate Delegate Management Delegate Authority		Report Report Management Audio	Assistant User Information User Role Camera Tool
Screen Display Manage.	Connect Device	Setup Booth	n gement v letting v	Import Delegate Delegate Management		Report Report Management Audio Recording Setting Recording Files	Assistant User Information User Role Camera Tool System Test
adjust the order System Setting Screen Display Manage.	Connect Device Multimedia Terr Device Informat MU State Audio Output Device Paramete	Setup Booth ninal Booth Mana ion Audio MU Si ME2 Setting Sound Mixed	n gement G letting G r Setting G	Import Delegate Delegate Management Delegate Authority Conference Information Participant Information Delegate Seating		Report Report Management Audio Recording Setting	Assistant User Information User Role Camera Tool System Test Assets Management File Management
adjust the order System Setting Screen Display Manage.	Connect Device Multimedia Terr Device Informat MU State Audio Output Device Paramete Unit Setup	Setup Booth ninal Booth Mana ion Audio MU S ME2 Setting Sound Mixed ers Setting Reset Unit P	n gement G letting G r Setting G	Import Delegate Delegate Management Delegate Authority Conference Information Participant Information Delegate Seating Wireless Unit		Report Report Management Audio Recording Setting Recording Files	Assistant User Information User Role Camera Tool System Test Assets Management File Management Service
adjust the order System Setting Screen Display Manage.	Connect Device Multimedia Terr Device Informat MU State Audio Output Device Paramete	Setup Booth ninal Booth Mana ion Audio MU S ME2 Setting Sound Mixed ers Setting Reset Unit P	n gement G letting G r Setting G	Import Delegate Delegate Management Delegate Authority Conference Information Participant Information Delegate Seating	Start Meeling End Meeting Mic. Control Seat Sign-In Proposal & Vote Screen Control Video Switch Short Message	Report Report Management Audio Recording Setting Recording Files	Assistant User Information User Role Camera Tool System Test Assets Management File Management Service Conference Log

Figure: Main menu of the Conference Management System

According to conference traditions, the primary window of the conference system application software consists of separated parts: Room, System Setting, Device, Preparation, Control, Report, Audio and Assistant. The primary window of the conference system software is shown below:

- Room: including Room Layout;
- System Setting: including Screen Display Management, Screen Management and Meeting Type;
- Device: including Connect Device, Multimedia Terminal, Device Information, MU State, Device Parameters Setting, Audio Output, Audio MU Setting, Unit Setup, Unit Arrangement, Video Matrix, Predefine Position Setup, SI Channel, Setup Booth, Booth Management, Audio MU Setting, VM.

Management, ME Setting, Reset Unit Parameters;

- Preparation: including Import Delegate, Delegate Management, Delegate Authority, Conference Information, Participant Information, Delegate Seating, Wireless Unit, IC Card Management, Fingerprint Management, PIN Code Management;
- Control: including Start Meeting, End Meeting, Microphone Control, Seat Sign-in, Proposal & Vote, Screen Control, Video Switch, Short Message, Intercom, Hot Backup;
- Report: including Report Management;
- Assistant: including User Information, User Role, Camera Tool, System Test, Assets Management, File Management, Service, Conference Log, Sync IMF Database, Backup and Restore.

User name displayed on the top-left of the interface:

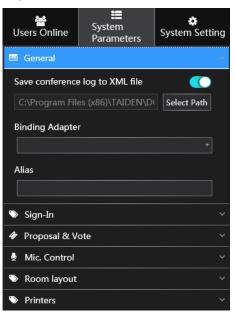
- Edit User: edit user password and base information;
- Lock: lock operation interface to protect the meeting information temporarily in case the operator leaves for a short time;
- Logout: return to login interface;

Click 🔯 on the top-right of the interface:

 Users Online: display logged in client, for example: nameplate management client, room design client, media management platform;



• System parameters



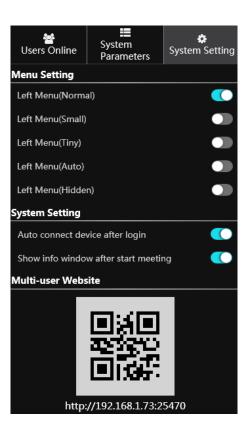
- General:
 - ♦ Save conference log to XML file
 - Binding Adapter: when DCS logs in for the first time, the binding adapter interface will automatically pop up. After binding, DCS needs restart; if the system is configured with multiple adapters, you can change the binding adapter settings here;

Alias

♦ Alias: set alias for current software if install several software on the same computer

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- ➤ Sign-in:
 - ♦ Start sign-in automatically after start conference (Automatic sign-in)
 - ♦ Prompt stop sign-in before start voting (IC card, Pincode or Fingerprint sign-in)
 - ♦ Chairperson privilege is needed when sign-in at chair unit (Free seating)
 - ♦ Allow belated sign-in after stop (Key-press Sign-in)
- Proposal & Vote:
 - ♦ Select next proposal automatically
 - ♦ Vote present number includes no vote right delegates
 - ♦ Auto print default report after vote
 - ♦ Display nominative status to unit
 - ♦ Highlight vote key: please set before voting started (Never/Always/When open mode)
- Mic. Control:
 - ♦ Prompt applying microphone in status bar
 - ♦ Allow double click to control in microphone list
 - ♦ Automatically activate the first request microphone (Open Mode)
- Record:
 - ♦ Auto record voice after start meeting
- Room Layout:
 - ♦ Screen seat map display text
- Printers:
 - ♦ Select and add printer
- System Setting: includes Menu Setting and System Setting;
 - > Menu Setting: set shortcut menu style on the left of the interface
 - System Setting:
 - ♦ Auto connect device after login
 - ♦ Show info window after start meeting
 - Multi-user Website: QR Code for multi-user website; mobile terminal can scan QR code to log in multiuser.



In different stages of the meeting, the main interface of the left side and lower-right corner lists the most common function keys to facilitate the meeting operation control. The status bar shows meeting real-time states: main unit connection state, applying state of speech, etc.

Right-click on the status bar to activate function menu: including Hide/Display Current Meeting, Export System Message, Clear System Message, Configure Message Display (Normal/Special/Serious).

A detailed description of each module is presented in the later sections of this document.

Chapter 3. Room Layout

Room layout is an application to add or design the seating layout for a conference room. Click the 🚺 button to active room designer to edit the existed layout. Click "Designer" on interface or double click "Room Designer Client" on desktop to active room designer to design new layout.

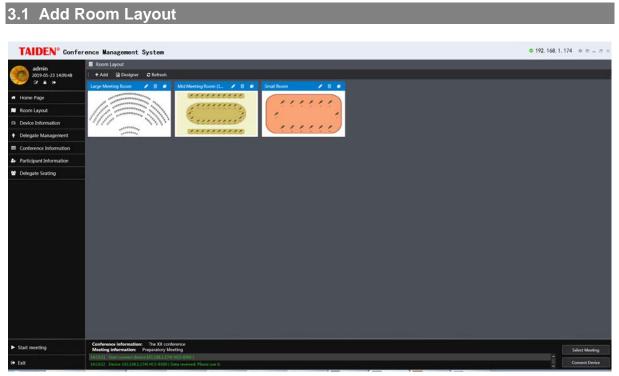


Figure: Room Layout

Add: add a room layout file (*.xml), any room layout is available only after importing to the system.

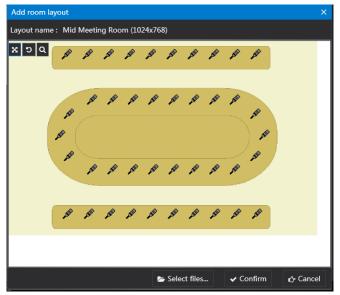


Figure: Add room layout

- Section 21 : Section 22 : display room layout in self-adaption size;
- **D**: display room layout in actual size;
- Q : display room layout in user-defined size (10%-200%);

Select files... : open the layout file under the storage path.

Note:

Ŧ Layout display ratio adjustment in arbitrary interface is available for all layout interfaces.

3.2 Room Designer

Room designer is the reproduction of the actual layout of the conference room in the form of a room layout file. Its extended filename is .xml. The facilities such as seat arrangement (i.e. both arrange seat and unit arrangement), entrance sign-in (access control), seat sign-in, and microphone control shall use the room layout file to perform normal operation. The room designer has two versions: normal edition and advanced edition; both can carry out venue design; the advanced edition provides all capabilities of the normal edition plus additional powerful and convenient functions. It is especially suitable for the design of large/medium room layout.

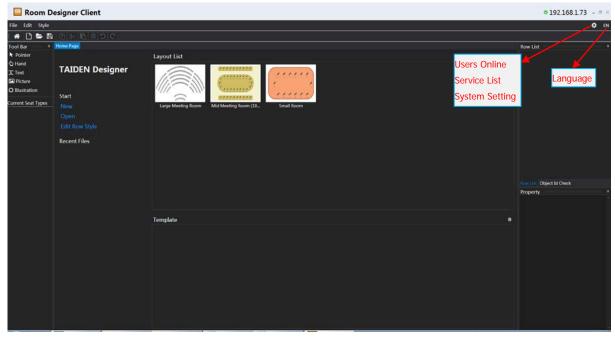


Figure: Room designer

3.2.1 Room Designer (Normal Edition)

The interface of the room designer (normal edition) is as in the figure below:

	• 🖻 🕐		5 8 5	D C																
Ne	Layout1	× 20		300		400	500		600	700	800	900	1000	1100	1200	1300	1400	1500	Row List	
																			2	
													-					Hidden		
													:						4	
	-		A	ø	1	A	A	A					-							
	P	2	p	2	8	8	150	P					:						1	
	1	2	3	4	5	6	7	8					1					Lock	F	
	1	A	A	SP.	A.	AD	S	N					1						8	
	AND .	10	11	12	13	14	15	16					:							
	15	8	N	25	P	P	P	100												
	17	18	19	20	21	22	23	24					1							
	17	18	19	20	Ø	22	A	24					1							
	-	-	"	-	"	"	-	"					1							
	25	26	27	28	29	30	31	32												
													1						Row List Object Id Cr	ieck
																			Property - Panel Property	
													1						Height	768
													1						Width	1,024
													1						Background	
													:						- Base information	
													1						Name	New Layou
													:						- Ruler	
													1						Snap Enabled	
													1						Snap Value	20
																			- Grid Lines' Color	. #FFC8
													1						Grid Lines' Color Grid Size	20
													1						Show Grid	20 -2
																		orene concerne	Show and	

Figure: Room designer (normal edition)

Drag panel: Ctrl+Mouse; Little move: Ctrl+Direction key

Operation menu description:

New: create a new room layout file (xml);

Open: open an existing room layout file;

Save: save a room layout file;

Save as: save current room layout file as another;

Save layout template: save current layout as a template (*.rtp);

Export: save current room layout file as an image;

Design a room layout

The procedure to design a room layout by the room designer (normal edition) is as follows:

• Create a new room layout

Click the "New" button in the toolbar, and the dialog box of the room layout configuration appears as shown in the figure below:

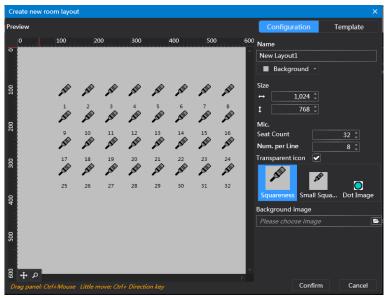


Figure: Create new room layout

The layout name, room size, and other meeting room parameters (i.e. Seat Count, Num. per Line, seat style and background image, etc.) are also configurable. Click "Confirm" to create a new layout, these parameters can be changed later through the "Property" menu.

Adjust layout

After clicking "confirm" in the previous step, the operator can arrange the microphones based on the actual layout of the venue by simply drag-and-drop the microphone icons to the desired positions in the window. When the design is finished, click the "Save" button to save the current design.

• Save room layout file

Do not forget to save the room layout file when the design is completed by clicking the "Save" button (saved in the default path). If saved in other path, the layout can be used only after adding to DCS server.

3.2.2 Venue Designer (Advanced Edition)

The functional buttons for file operation (bitmap buttons) and object operation (buttons below bitmap buttons) are in the toolbars. The functions are also available in the file right-click pop-up menu. Moreover, the "Properties" dialog box on the right side of the window is used for quick changes of the properties of the current object group.

The initial interface of the room designer (Advanced edition) is as in figure below:

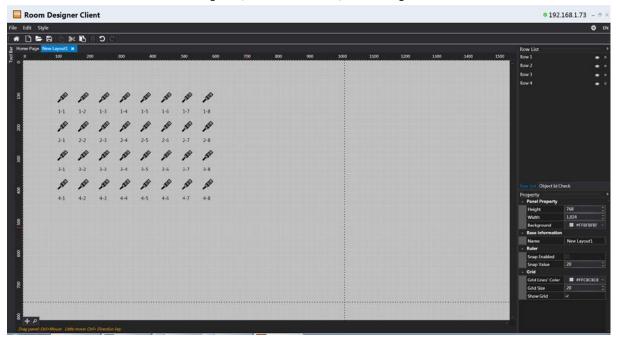


Figure: Room designer (advanced edition)

1 Main menu



(1) File

New: create a new room layout file (xml);

Open: open an existing room layout file;

Save: save a room layout file;

Save as: save current room layout file as another;

Save layout template: save current layout as a template (*.rtp);

Export: save current room layout file as an image (png or bmp);

(2) Edit

Undo: undo previous operation;

Redo: redo previous operation;

Copy: copy the selected object(s);

Cut: cut the selected object(s);

Paste: paste object(s);

Delete: delete selected object(s);

(3) View:

Seat style: add/edit seat style and add object to layout;

(4) Tool bar

Pointer: the mouse is displayed as a pointer in workbench;

Hand: the mouse is displayed as a hand in workbench;

Text: add a text for current layout;

Picture: add a picture for current layout, double click to add image;

Illustration: add an illustration for current layout to facilitate operator identification of various states, for example: sign-in, voting;

- (5) Current seat types: add seats to layout, add/edit seat style;
- (6) Settings in workbench: select object in layout to activate settings menu toolbar;



General: edit seat, seat count and radian;

Arrange: adjust the layer and alignment;

Format: first, adjust property for selected object row(s); second, save format; third, select new object row(s), select property items, click "Format Painter".

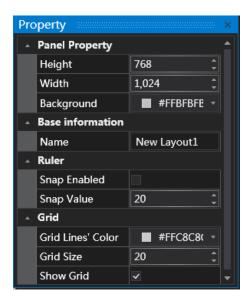
- (7) Row List: display the added object row(s);
- (8) **Object ID Check:** switch to Object ID check;
- (9) Property: check/edit objects Properties.

2 Property - panel

Panel property: set panel height, width and background;Base information: edit layout name;

Ruler: enable/disable snap and set snap value;

Grid: set grid lines' color and size;



3 Property - object

The Object Properties dialog box is as figure, and it contains:

Background:

- Background Color: set the initialized background color of the group; if "Transparent" is checked, the initialized background color is disabled;
- Custom Background: if "Custom Background" is not checked, the background color setting is disabled;

Property

Background

Text Info.

Custom Backgrour 🗸

Seat Name Color

Background Color 🛛 #00FFFFF 🔻

Delegate Name Cc 🛛 #FF0000C 🔻

#FF0000C -

Delegate Name Po Bottom

Seat Name Position Bottom

Text Information:

- Name Color: set color for delegate name;
- Name Position: set position for delegate name;
- Seat Color: set color for seat text;
- Seat Position: set position for seat text;
- Sign-in Color: set color for seat text after sign-in;

Index Information:

- Display Text: set display text in layout;
- Index Offset: set the increment of numbering in the group;
- Row: set up object row;
- Starting Index: set the start index of the object group;

Base information:

- End Point (X/Y): set the end coordinate of an object/object group;
- Layer: set the layer of an object/object group;
- Object Index: define the object index shown in Seat Arrangement and Unit Arrangement; while if it has left null, the object will not be arranged in neither;
- Object Name: select object name for current object group in the combo box;
- Radian: set the radian of the group;
- Seat Count: set the total number of the units in object group;
- Initial Status: select the initialized status of the group;
- Seat Type: select seat type for object group;
- Start Point (X/Y): set the start coordinate of an object/object group;
- Vertical Text: display vertical text in the layout;
- Auto Fit: auto size in order to display full name in conference room venue.

#FF0000C -Sign-in Color Index Info. Display Text \$ROW\$-\$NUM\$ Index Offset 1 Object Row Start Index **Base information** EndPoint X 562 EndPoint Y 100 Layer ٥ **Object Index** \$ROW\$-\$NUM\$ Object Name Row 1 Radian 0 1 Seat Count 8 **Initial Status** Mic. Seat Type StartPoint X 100 StartPoint Y 100 Text Rotates Vertical Text Auto Fit Font Font Name Microsoft Ya... Font Size 14

4 Design a room layout

This chapter describes the procedure of creating a room layout through the Room Designer.

(1) Create a new room layout

Click "New" on the toolbar, and the room layout configuration dialog box pops up:

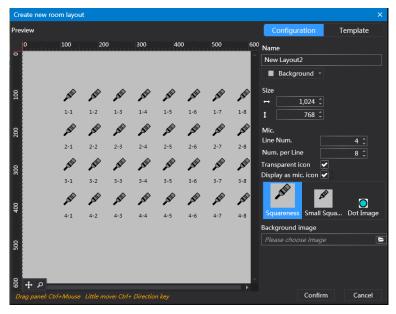


Figure: Create new meeting layout

The layout name, room size, and other meeting room parameters (i.e. Line Num., Num. per Line, seat style and background image, etc.) are also configurable. Click "OK" to create a new layout, these parameters can be changed later through the "Property" menu.

(2) Define seat style

You can add or edit 'Seat style' from 'View – Seat style' menu. Common seat styles have been built in layout designer.

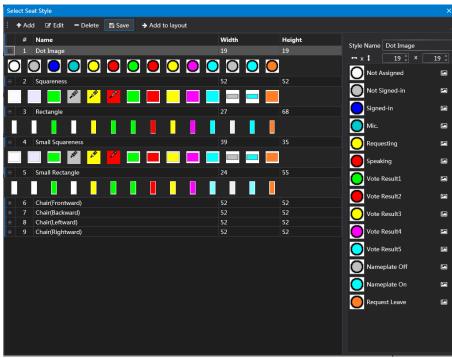


Figure: Select Seat Style

Click + icon to expand and view seat icons of different status. Seat icons of different status can be modified or replaced by your own icons (default icons are stored in folder 'Resources' under installation folder, and we strongly suggest that all icons and pictures be saved in this folder). 'Seat style' can be added or deleted, and

the selected 'Seat style' will be displayed at the right side, including style name, status and picture path as well as the icons. Default seat type cannot be deleted, but status picture can be changed.

- Style name: seat style name;
- Not assigned: the appearance of the seat when it is not assigned;
- > Not signed-in: the appearance of the seat when it is assigned but not signed-in;
- **Signed-in:** the appearance of the seat when it is assigned and signed-in;
- > Mic.: the appearance of the seat in microphone control interface when the microphone is not activated;
- Applying: the appearance of the seat in microphone control interface when the microphone is requesting to speak;
- Speaking: the appearance of the seat in microphone control interface when the microphone is activated;
- > Vote result 1~5: the appearance of the seat in vote seat map interface;
- Nameplate off: the appearance of the seat in nameplate management interface when the nameplate is off;
- Nameplate on: the appearance of the seat in nameplate management interface when the nameplate is on;
- Request leave: the appearance of the seat when delegate leave;
 You can click icon 'I to select needed picture for corresponding status of the seat.

Special note:

D Since the image size of a group is determined by the size of "Not Assigned" image, user should pay special attention to the size of this image. It is recommended that all other images have the same size as "Not Assigned" otherwise they will be resized to the size of "Not Assigned" when the size is larger than "Not Assigned". It's strongly recommended using images of identical size for the same object group.

@ If an object is a label or background, only "Not Assigned" image, is necessary.

When the object group is set to "Custom Background", the background area of each state image of the object group shall be identical, or the desired effects won't be seen.

About the background area: the area is a collection of elements with the same color as the element in the lower left corner of an image. Generally, the background area can be set by specifying the color in the corner to the same as the desired area through drawing tools (such as Windows Paint, etc); whereas if no background effects are needed, just set the color of the corner element to the color different from any colors in the image.

(3) Add seat style

'Seat style' can be added and used in layout design. Click 'Add to layout' in 'Select Seat Style' interface to add the selected style to "Current Seat Types".

(4) Add object group

Double click a 'Seat Type' in "Current Seat Types" toolbar can add an 'Object group' into room layout. The 'Object group' can be dragged and moved by mouse operation. Drag panel: Ctrl + Mouse; Little move: Ctrl + Direction key.

(5) Object properties

Select an object in the current layout, and its properties are filled in the Property dialog box; meanwhile, user can change values in the dialog box.

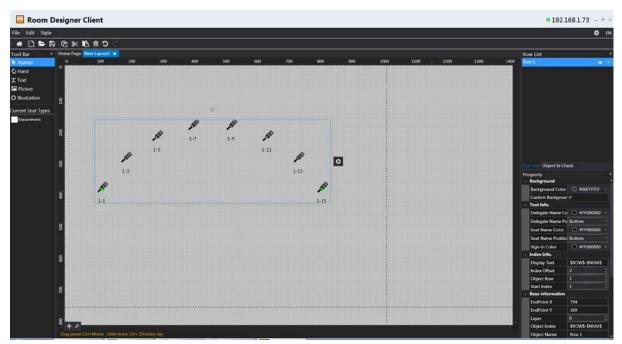


Figure: Object Properties

Here are some explanations of these properties:

Index Information: It is the unique identification in seat arrangement for the unit. The default name is "1Row\$NUM\$": "1Row" shall be replaced by an intelligible symbol according to the actual requirement, such as numbers (1, 2, 3...), letters (A, a, B...) and strings (front, back, and so on), etc. "\$NUM\$" is the index mark decided by start index, seat count and index offset of the object group. In the figure below, the group's start index is 1, seat count is 8, and increment is 2; therefore the "\$NUM\$" of the first unit in the group is 1, while the second is 3 (1+2), and so on.

Note: if the object group is used as background, labels, and illustrations, etc, the object ID should remain null.

Display Text: The setup is similar to the "Object Index".

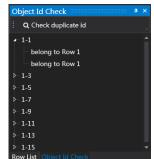
Initial Status: Generally, the default value is Not Assigned or Mic.; it can be set to another if needed.

Radian: Arrange the object group in an arc form according to the specified value.

Custom Background: if "Custom Background" is not checked, the background color setting is disabled.

(6) Object ID Check

Since the object ID is the unique identification of the object in the Seat Arrangement, layout designer provides **Object ID Check** facility to ensure the uniqueness. Click "**Object ID Check**" in the toolbar to open this facility; click "Check duplicate id" to start, if there are duplicate IDs, the duplicate IDs are listed in the dialog box, then double click "object belong to" to check the object. If there are no more duplicate IDs, a message "None" is shown.



Note: this tool is only used to test Object Index, not test the Display Text, so for from future convenient operation, Display Text should be changed together with the change of object ID.

(7) Object copy, cut, paste, and delete

For objects of the same type, using the "Copy", "Cut", and "Paste" functions will be useful. Use the "Delete" button to delete the unused object.

(8) Adjust object layer

Object layer is related to the order it is added by default. User can adjust the layer by using "Property" - "Layer" of the room designer.

(9) Save room layout file

Do not forget to save the room layout file when the design is completed by clicking the "Save" button (saved in the default path). If saved in other path, the layout can be used only after adding to DCS server.

Chapter 4. Setup

Including Screen Display Management, Screen Manager and Meeting type.

4.1 Screen Display Management

Screen display management is to design each screen and their related activating event.

	Select Scheme: English + + Add @ Edit - Delete						
admin 2021-05-15 13+5:04	Predefined Page	Event Mapped Page					
🔍 17 A IN	+ 12 × 7 =	Select Screen: No.2: Auditoria	* Of Rename				
Home Page	# Page Name Page Size Define		Actived Page				
a that toge	1 Default Screen 1920 x 1080 No	1 Default Screen	Default Screen				
Room Layout	2 Start Sign-in 1920 x 1080 No 3 Stop Sign-in 1920 x 1080 No	2 Meeting Start 3 Start Sign-In	Default Screen Start Sign-In				
and the second	4 Reach Quorum 1920 x 1080 No	4 Stop Sign-In	Stop Stop - in				
Device Information	5 Not Reach Quot, 1920 x 1080 No	5 Quorum Reached	Resch Outrum				
Delegate Management	6 Agenda Title 1920 x 1080 No	6 Quorum Not Reached	Not Reach Quorum				
	7 Proposal Title 1920 x 1080 No	7 Start Agenda	Agenda Title				
Conference Information	8 Start Voting 1920 x 1080 No	8 Stop Agenda	Default Screen				
	9 End Voting 1920 x 1080 No	9 Start Proposal	Froposal Title				
 Participant Information 	10 Result (List) 1920 x 1080 No	10 Stop Proposal	Default Screen				
Delegate Seating	11 Result (Bar) 1920 x 1080 No	11 Start Voting	Start Voting				
	12 Result (Pie) 1920 x 1080 No	12 End Voting	End Voting				
	13 Name List 1920 x 1080 No	13 Result(List)	Result List				
	14 Delegate Info 1920 x 1080 No 15 Delegate Info 2 1920 x 1080 No	14 Result (Bar) 15 Result (Pie)	Result (Bar) Result (Pici				
	16 Request List 1920 x 1080 No	16 Display Name List	Name List				
	17 Group List 1920 x 1080 No	17 Display Delegate	Delegate Info				
	18 Response List 1920 x 1080 No	18 Display Request List	Request List				
	19 Timer 1920 x 1080 No	19 Display Group List	Group List				
	20 Sign-in Result 1920 x 1080 No	20 Display Timer	Timer				
	21 Sign-in List 1920 x 1080 No	21 Display Sign-in Result	Sign-in Result				
	22 Options List 1920 x 1080 No	22 Display Sign-in List	Sign-in List				
	23 Microphone Mag 1920 x 1080 No	23 Display Options List	Options List				
	24 Sign-In Map 1920 x 1080 No	24 Display Mic. Map	Microphone Max				
	25 Vote Map 1920 x 1080 No	25 Display Sign-In Map	Sign-In Map				
	26 Entry Sign-in Res 1920 x 1000 No	26 Display Vote Map	Vote Map				
	27 Temporary Page 1920 x 1000 No	27 (Entry) Display Sign-In Result	Entry Sign-In Result				
	Conference information: The XX Confe	9894					
 Start Meeting 	Meeting information: Preparatory Meet			Select Meeting			
	13x107 Device 192,148,1,174(HCS-8400) Det			Select Meeting			
				Connect Device			

Figure: Screen display management

4.1.1 Screen Scheme Setup

Screen Scheme Setup: different pre-defined screen schemes for different languages; you should select a scheme before screen management.

- Select Scheme: select a screen scheme from "Select Scheme" box;
- Add: create a screen scheme;
- Edit: edit screen scheme name and set the scheme as current scheme or not;
- Delete: delete a screen scheme.

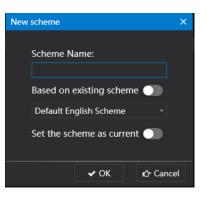


Figure: New scheme

4.1.2 Predefined Page

Define the display effects of screen.

Operation of predefined pages: 🔯 🛨 📝 💌

- Page Color: click " above the predefined page, select the color which you need from the color palette;
- Page Size: click "
 above the predefined page, select "Page Size" or input "Custom page size" (min.: 480, max.: 2560);

Note: the above modify of page color and page size is available for all pages of the scheme.

• Append Page (): input "Page Name" and "Custom page size" or select "Page Size", then click the "Confirm" button;

Apper	nd Page	×
	Page Name:	
	Page Size:	
	1920 x 1080 (16:9)	
	Custom Page Size :	
	🗸 OK 🖉 Ca	ncel

Figure: Append page

- Edit Page (ID): select one page from the predefined pages, input the new "Page Name" and select "Page Size", then click the "Confirm" button;
- Delete Page ():select one page from the predefined pages, then click the "" button;
- Preview (I): select one page from the predefined pages, then click the "I to preview the page;
- Design Page (22): select one page from the predefined pages, click the "22" button, or just double click the page that you want to edit directly. Screen page editor appears as in figure below:

Screen page editor:



Figure: Screen Page Editor

There are several predefined object types: text, image, graphical, chart, list, etc. The toolbar features:

- Menu: basic operation, including general menu, clipboard, combine, arrange, align, import and export;
 - General menu: including clear, open, save, undo and redo;
 - Clipboard: including copy, cut, paste and delete;
 - Combine: combine or separate objects, press "Ctrl" to select objects;
 - Arrange: adjust object arrangement;
 - > Align: align objects, press "Ctrl" to select objects;
 - Import and export: import and export page file;
- Property:
 - Panel Property: edit background color, set page width and height;
 - Grid Property: show grid or not, set grid parameters;
- Tool box:
 - Pointer: in select mode;
 - Normal Text: add a text object to the page, static text or dynamic text, many data source for selection: general data, meeting data, sign-in data, speaking data and vote data, etc.;
 - Stroke Text: add a stroke text object to the page, settings refer to "Text" object;
 - Image Tool: add an image object to the page;
 - Graphical Tool: add a Graphical object to the page;
 - Dynamic Chart: add a dynamic chart object to the page, dynamic chart is to display the voting result in histogram or pie;
 - Dynamic List: add a dynamic list object to the page, dynamic list is a set of variables, such as SI Channel List, Key Press Sign-in List, Applying List, Spoken List, Speaking List, Vote Result List;
 - Name List: add a dynamic list object to the page, dynamic list is a set of variables, such as Stat. by team, Stat. by party, Display by group, Display by list 2;
 - Seat Map: add a seat map object to the page.
- Note: select corresponding object, objects menu is listed after Property menu, you can set objects parameters.

4.1.3 Event Mapped Page

Define the display page when the conference event happens. "Meeting Event" is the action of a conference process operation. For example, when voting started, it is a voting start event; when voting ended, it is a voting end event, etc. Each meeting event corresponds to a certain screen page.

For each event, you can assign a user designed screen page (or do not assign any page). That means when this event happens, this screen page will be displayed.

4.1.4 Rename

Rename the screen according to the location of the venue screen or other usage habits, which is easy to identify.

Þ	Event Map	ped Page					
Se	elect Screen:	No.2: Aud	ditoria			🗷 Renai	me
	_						
	Rename	e				×	
	1	Monitor	Name:				
	[Auditor	ia				
	L						
			🗸 Confirn	n	🖒 Can	icel	

Figure: Rename

4.2 Screen Management

TAIDEN [®] Confe	erence Management System	\odot 192 168. 1. 174 $\circ \equiv -\sigma \times$
admin	🖵 Screen Manager	
2019-05-28 14:25:49	Lan Screen	
🤍 🖉 🖷 🕨	ILLDISPLAY1 Connected	
🖷 Home Page	Name \\JDISPLAY1	
Room Layout	Resolution: 1920*1080	
Device Information	The XX conference Scheme Monitor: No.3: Operator *	
Delegate Management	kp Address: 192.168.1.73	
Conference Information		
A Participant Information		
Delegate Seating		
 Start Meeting 	Conference Information: The XX conference Meeting information: Preparatory Meeting	Select Meeting
🕪 Exit	14/2550 Start connect device/32/168.1.174 (HCS-8300) 34/2552 Device 32/168.1.174 (HCS-8300) Data received. Researce it.	Connect Durice

Figure: Screen Management

All extension screens (physical screen and Lan screen) are listed and distributed. If Lan screen used, please run "Taiden.LanScreen.Client.Installer.exe" first, then configure the screen as one of the Lan screen of DCS. Screen manager is used to monitor the current display status and to switch to display page manually.

#	Meeting Type Name	Meeting Type Name
	Origin	Please input the name
	New	
		🖹 Save 📃 Delet

Figure: Meeting Type

- Meeting Type Name: input meeting type name;
- Save: save new meeting type;

4.3 Meeting Type

• Delete: delete a meeting type (except Origin).

New created meeting type can be selected when log on.

Chapter 5. Device

Including Connect Device, Multimedia Terminal, Device Information, MU State, Audio Output, Device Parameters Setting, Unit Setup, Unit Arrangement, Video Matrix, Predefine Position Setup, SI Channel, Setup Booth, Booth Management, Audio MU Setting, VM Management, ME Setting and Reset Unit Parameters.

5.1	Connect I	Device					
		Co	onnect				
			# IP Address	Backup MU A	Device Type	Alias	Device State
			HCS-8600/4800/96	00 1			
			☑ 192.168.1.174		HCS-8600/480		▲ ★
					% Connect		ct 🕼 Close

Figure: Connect Device

The system software connects to and communicates with the CMU. If no device, please add first through "Device" - "Device Information".

5.2 Multimedia Terminal

Including Parameters Setting, Terminal Management, Message Management and Unit Arrangement.

TAIDEN [®] Confe	rence Management System							• 192.168.1.174	4 □ • = = # ×
admin	A Multimedia Terminal								
2021-05-20 16:10:24	E Device Unit List	Parameters Setting	O Terminal Manage.	S Message Manage. 🖬 Unit	Arrangement				
	8 Name IP Address ID	O AL TANKING STAT	O Selected Terminals (
 Home Page 	1 1 19214850.2 1 2 T1630 192.148.16.30 T1		O spectra remease (
Room Layout		Terminal Para	ameters						
fil Device Information				Language:	English	* Apply			
Delegate Management				Brightness:		Apply			
Conference Information									
Servicipant Information				Switch Interface:	Main	* Apply			
Delegate Seating				Turn Off the Display:	Never	- Apply			
				Clear MMT User Files:	Execute				
				Stand By	Power On				
				Raise	Retract	Stop	COM1 -		
		Function Setu	ιp						
		Mc.		✓ Intercom		Vote		a a	
		✓ Lecture		Multimedia		Paperless		Service	
		Browser		Message		Camera		VOD	
		Shaling		Network		💽 Reader		Memorandum	
		Calculator		Drawing Board		Remote Desktop		Screenshots	
		✓ Postil							
					Set	•			
Start Meeting	Conference information: The XX Conferen	ce .							
 Start meeting 	Meeting information: Preparatory Meeting 18/10/2011 Dealers 19/2 148 11/274(19/2019/06/00) Dealers								Select Meeting
🕒 Exit									Connect Device

Figure: Multimedia terminal

Device Unit List: display all the multimedia terminals in the list, including delegate name, IP address, ID, desktop share status and seat.

Note: terminals ID starts with T, means the terminals connecting to TAIDEN conference management system via the network directly, and its ID is generated by two sections behind of the IP address. For example:

IP: 192.168.16.30	ID: T1630

• Parameters Setting: including Terminal Parameters, Function Setup, Authority Setup

😗 Parameters Setting 💿 Terminal Manage. 👒 Mess	sage Manage. 🛛 🛔 Unit .	Arrangement				
O All Terminals (1) O Selected Terminals (0)						
Terminal Parameters						
	Language:	Chinese -	Apply			
	Brightness:	<u> </u>	Apply			
	Switch Interface:	Information *	Apply			
	Turn Off the Display:	Never *	Apply			
	Clear MMT User Files:	Execute				
	Stand By	Power On				
	Raise	Retract	Stop	COM1 *		

Figure: Multimedia terminal - Parameters management

- > Terminal Parameters:
 - Language: setup the display language for selected Multimedia Terminals;
 - Brightness: setup the brightness for selected Multimedia Terminals;

• Switch Interface: switch interface for selected multimedia terminals, including Information, Network, Calibrate, Welcome and Main interface;

Note: the above operation cannot be carried out in desktop sharing status.

 Turn Off the Display: setup LCD off for all multimedia terminals. When not in the progress of a meeting, if there is no operation on multimedia terminals for a specified time, the LCD of multimedia terminals will be turned off automatically;

Note: the above operation takes effect after clicking the "Apply" button.

- Clear MMT User Files: click the "Execute" button to clear user files on multimedia terminals by operator before meeting started, the operation was unavailable when meeting started;
- Standby Control: select whether use MMT standby function or not;
- Stand By: click the "Stand By" button, then all multimedia terminals will go to stand-by mode; Power On: click the "Power On" button, then all multimedia terminals will power on.
- Elevator control: uniformly control the raise, retract and stop of the HCS-8678 series elevators through the COM port;

Note: the standby operation and elevator control cannot be carried out in sign-in and voting

status.

Function Setup			
Mic.Lecture	IntercomMultimedia	VotePaperless	✓ SI✓ Service
Browser	Message	Camera	VOD
SharingCalculator	NetworkDrawing Board	ReaderRemote Desktop	MemorandumScreenshots
V Postil			
		Setup	

Function Setup: setup functions for multimedia terminals, and the selected function items will be displayed in the main interface. The gray function item means that multimedia terminal cannot support this function in factory default setting. Please set multimedia function before meeting started.

Authority Setup			
✓ *Vote Control	*Microphone Control	*Desktop Sharing Control	Disable Mic. Interface
✓ Intercom	VOD	File Download	Real-time Voting Result
🖌 Take Photo	🛃 Real-time Sign In Result	Enable USB	
		Setup	

- Authority Setup: select the terminal(s) to set up options, multimedia terminals cannot process unauthorized function, "No Permission." will be displayed on the LCD.
 - Common options: Intercom, File Download, Take Photo, Enable USB, VOD, Real-time Voting Result, Real-time Sign In Result, Disable Mic. Interface. These options can be set up for any terminals in the system.
 - Special options: Vote Control, Microphone Control, Desktop Sharing Control. These options must be exclusive. One option for one terminal only, cannot for two or more terminals.

Note: in the above options, grey option is not optional. The options of Microphone Control and Disable Mic. Interface cannot set up on the same terminal.

Note: in voting status, cannot set up terminal options.

• Terminal Management: including Nameplate Parameters setting and Sharing control *Note: please start meeting first.*

neters Setting	Terminal Manage.	🛸 Message Manage.	🚠 Unit Arrangement				
Nameplate Pa	arameters						
			Henry Montgome TAIDEN T				
Sharing							
Sharing			alactad Tarminale				
Selected Terminals 1 Henry Montgome							
			Start Desktop Share Stop Desktop Share				
			Force Display Reject All				
		Nameplate Parameters	Nameplate Parameters Sharing				

Figure: Multimedia terminal – Terminal management

- Nameplate Parameters: set nameplate display effect on the LCD of multimedia terminals, including background color, font color and font size;
 - Display Nameplate: display the nameplate on the LCD of Multimedia terminals for the participators to find their seat;
 - Close Nameplate: close nameplate display on the Multimedia terminals.

Note: the above operation cannot be carried out in sign-in and voting status, desktop sharing status and stand-by status.

Sharing: operator can control the desktop sharing function, the left terminal list shows the sharing status of each terminal, the operator can directly operate one terminal to enter the desktop sharing mode; can approve or reject desktop sharing application.



- Start Desktop Share: select a terminal and enable its desktop sharing function;
- Stop Desktop Share: stop desktop sharing;
- Force Display:

If select "Force Display", other delegates cannot exit desktop status freely, unless initiator or delegate with control option or the operator stops desktop sharing;

If not select "Force Display", delegates can exit desktop sharing temporarily by pressing the yellow button of the pop-up dialog on multimedia congress terminal; and can enter desktop sharing again by press Sharing --> Enter desktop sharing on multimedia congress terminal.

- Reject: reject desktop sharing requirements from the selected delegates;
- Reject All: reject desktop sharing requirements from all delegates.
- Message Management: text communication with multimedia terminals after meeting started, send message to all or selected terminals, and receive messages from terminals; set common information as predefined information.

Parameters Setting	Terminal Manage.	💫 Message Manage.	击 Unit Arrangement
[Henry Montgome]	[Double-click left list to swit	ch message terminals]	
Host			[2021/05/15 14:40:26]
Meeting will start ir	n 5 minutes!		
Henry Montgome			[2021/05/15 14:41:36]
OK!			
Send to All) / 500 word
			Send - CTRL + ENTER

Figure: Multimedia terminal – Message management

• Unit Arrangement: unit arrangement is only valid for terminals, which directly connected to the TAIDEN conference management system via the network.

D Q Blanch	Fiona	Brant	Maggi	Helen	yvette	Larry	Aaron	Charle	Tiffan
	1000	2	T1630	-	100	150	190	10	
Gino.		. Rober	Bruce	Phil	Roger	Luke	Shirle	Andre	Chris
Timot								_	Ashok
Thom	Verno	, Angeli	, Harris	Daniel	Caspa	John	Mark	Kevin	Oliver
	A	AND .		N	A	100	A	A	AND

Figure: Multimedia terminal – Unit arrangement

5.3 Device Information

Including Add/Delete/Edit/Connect/Disconnect device and device details setting. Right click mouse and then select "Set preferred MU" to set MU as preferred device.

The system software connects to and communicates with the MU. If the MU fails, the backup MU will replace it and the system software will connect automatically to the backup MU.

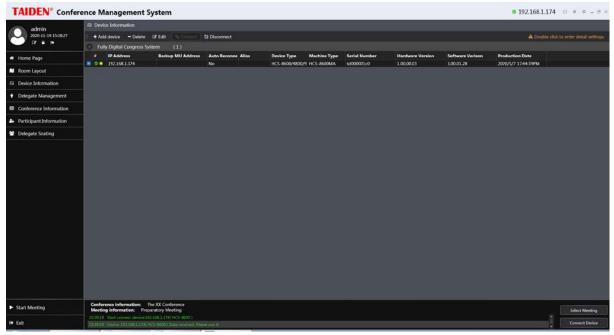


Figure: Device Information

 Add Device: select device type, input device IP address (required) and alias, then click "Confirm" to add device; the IP address of the device and the backup device should be set up manually prior to the meeting;

Note: the IP address of the MU and the backup MU can be found through the CMU menu operation.

Add device			×
ь. т			1
Device Type	HCS-8600/4800/9600		
IP Address	192.168.1.174]
]
Backup System IP	192.168.2.177		J
Alias]
Auto Reconnect			
		✓ Confirm	🖒 Cancel

Figure: Add device

- Delete: delete device including corresponding unit list and unit arrangement but you cannot delete the connected device;
- Edit: modify device IP address, alias and device type; only alias can be modified when device connected;
- Connect: connect device and then its IP address displayed in red;
- Disconnect: disconnect device;

• Setup Details: include MU State, Audio Output, Device Parameters Setting, Unit Setup, Unit Arrangement, Video Matrix, Predefine Position Setup, SI Channel, Setup Booth, Booth Management, Audio MU Setting, ME Setting and Reset Unit Parameters. A detailed description is presented in the later sections.

5.4 MU State

Control and monitor the control panel of conference main unit, including Active Microphones, Operation Mode, Master Volume and Speaker volume control, etc.

TAIDEN [®] Confere	ence Management System	● 192.168.1.174 😑 ● = - 🕫 ×
admin 2020-11-19 15:38:27 27 4 5		0 MU State -
+ Home Page		
Room Layout		
Device Information		
Delegate Management		
Conference Information		
Participant Information	Active Microphones -20 #8 -22 #8	
Delegate Sorting	1 2 3 4 5 6 7 0 Operation Mode Open Override Voke Keyset PT Master V. Speaser	
 Start Meeting 	Conterence information: The XX Conference Meeting information: Preparatory Meeting	Select Meeting
B Exit	15:98:19 Turt connect device 32:388.1374 (HCS-800.) 13:38:19 Device 32:338.1374 (HCS-800) Data membrid. Please suit 8.	Connect Device

Figure: MU State

- Active Microphones: set the maximum number of active microphones: 1~8 optional. If the active number reaches the limit, other delegate microphones cannot be activated, while the chairman and VIP unit(s) can be activated at any time (the setup only affects the delegate units). Whatever may be the operation mode, the maximum number of active microphones cannot exceed eight.
- **Operation Mode:** six modes are available: Open, Discussion, Override, Voice, Request and PTT.
 - ♦ Open: if the number of active microphones reaches the limit, the rest of the delegate
 Automatically activate the first request

microphones enter the request-to-speak state; if select microphone (Open Mode)

(Setting \rightarrow System Parameters), the microphone ranking first in the request-to-speak list will be activated once an active delegate microphone is deactivated; if not select, operator controls request (approve or overrule);

- Discussion: discussion mode, check "Discussion" option from "Open Mode", "Discussion" mode stands for that: a delegate (using the congress unit with discussion function) can request to speak to put his/her name in the request list and can press microphone On/Off button to turn on microphone after chairman's approving;
- Override: override mode, if the number of active delegate microphone reaches the limit (1~8), turning on another delegate microphone will switch off the delegate microphone turned on first: delegates speak in FIFO mode; if the number of active microphone (including chairman and VIP unit) reaches 8, turning on another microphone will switch off the delegate microphone turned on first;
- Voice: voice mode, the microphone ON/OFF is controlled by voice: participator speaks towards the microphone and turns it on. In case of a speech pause (300 ms, 600 ms, 1 s~15 s), the microphone will turn off automatically;

- Request: request mode, the delegate requests to speak by pressing the request key. The delegate can only speak when the operator (connected with PC) or the chairman (not connected with PC) approved his application;
- PTT (Push To Talk): when the delegate presses and holds the microphone ON/OFF button, the microphone will be activated; when the ON/OFF button is released, the microphone will be deactivated;
- Master Volume and Speaker Volume: master volume and speaker volume control.

5.5 Audio Output

admin	#192.19											E Audio Output	
2021-05-15 15:29:42 27 A B	Master Volume	≣ ₿ Input	»	hill Mixer	»	EQ EQ	»	左 Limiter	»	Delay	»	🚼 Output	
Home Page	-30 dB			LingAls Out 1	5.4	AIS 04 1		Attack Time: 5 Threatenil: -10 Decar Time: 200 IS Out 1			÷.		
loom Layout				Linutation of the		Bypann A65 Out 2		Dypless IS Out 2	15	🕑 oms	at M	-21 -10 -28 -48 -10 6 -21 -10 -28 -48 -10 6 -21 -10 -28 -48 -10 6	
elegate Management								Bjoass		() 0ms			
onference Information	1.0	AES = 1		Germap Duit 1	-	рОи 1	Group	SA 7.	61	up Out 1	M	Group Dat 1	
articipant Information Relegate Seating		 -si -ai -ai -si -si -si -si -si -si -si -si -si -s		Group Dut 2	General		Comp	Bypens Dvr 2	64		¢ M	50 -40 -50 -30 -50 0	
	15	ранахаханаана ₩ Физи		Group Dat 3	Grou		Group	- Byoansi Cod 3	50	(C) 0mi	1 1	-10 -10 -10 -10 1 -10 -10 -10 -10 1	
	- 48	рананана жалана ана ана мотен		Group Out 4	Grow		Group	Bycons Cor 4		0 0m	₩	-10 -10 -10 -10 1 	
		- 44 - 44	Danie o so o a a o 4 e es		Group Dut 3	Grow	вурни. 1945	Group		5.7	O Oms		-20 -40 -30 -20 -10 4
	- 27			Group Out 6		Bypass	Group	Bypens		(C) 0m	÷.	-50 -40 -50 -40 -10 0	
				Dante		/Danter		@Danter		@Dante		@Donter	
	\$	Down Stream		Duris Duri 1	Dave		Danks		8	()	1000	@Dante	
	9	Scene Setting		Danter Out 2	Dard	Dypasa • Oxe 2	Dette		8	Di talana.		@Dante: series	
	2	Setting								-			

Figure: Audio Output Setup

• Master Volume: adjust the master volume of the audio output, Range: -30 dB~0 dB; it is a synchronous adjustment with the function knob on the CMU front panel.

Audio Input

Based on TAIDEN originated CongressMatrix[™] technology, supports 2 audio line in (Line/Dante) + 2 AES in (AES/Dante) + 2 USB in (USB/Dante) + 2 Dante in, or 1 audio line in (Line/Dante) + 1 microphone input + 2 AES in (AES/Dante) + 2 USB in (USB/ Dante) +2 Dante in, gain and EQ for each input adjustable separately. +48 V phantom power supply at microphone input, condenser microphone can be connected directly, maximum supports 8 Dante input.

Active Mic.: congress unit microphone input. When a congress unit microphone is activated, the unit ID will be displayed prior to sign-in and delegate's name will be displayed after signed-in. Double click it to adjust Gain and EQ (5 band) or select Mute or set sound Effect (Low Cut, Voice Enhance and Howling Suppression) in the pop-up dialogue box. Gain and EQ (5 band) of each microphone can be adjusted separately, fitting individual orator's voice to achieve perfect speech pickup at any time. Click "All Units" or "All Opened Units" in the lower right to apply microphone parameter settings to other units.

Micropho	ne Para He	enry Mont.						×
G	iain	Ċ	0	Reset	PEQ			Effect
	0 d8	+20 +15						Low cut
	- 12	+10	Enable	d				None ·
	- 0			1 10	2			Voice Enhance
-01-		-15 -30 -30				a 9		None •
-18	- 6		0 di8	0 d0	0 dB	0 dB	0 d0	Howling Suppression
-24 -	- 8		1518	I ≣ ¹⁹	I ≣ ¹⁵	110	1510	None .
-30-			10	- 10	10		10	
-35	-		-	-			-	
-0-	1		10	- 4	-10	1	1.4	
-	0 0		L.15	1. ₁₆	L.15		6	
-	- 0	Gain						
	12	FØ	80 🗍	300	1,000	2,500	9,000	Apply Parameters to:
-60		Q	1.41	1.41	1.41 🕻	1.41	1.41	All Units
	M	Filter p	aramet •	Paramet	Paramet +	Paramet	Paramet •	All Opened Units
			Bypass	Bypass	Bypass	Bypass	Bypass	An opened onits

- Line 1: three input sources can be selected (Line In 1, Dante In 3, MIC In), the default option is Line In 1, set Gain (range: -30 dB ~0 dB) and EQ (5 band, range: -15 dB ~15 dB), display real-time level, if select MIC In, please choose whether to turn on the phantom power according to the need;
- Line 2: two input sources can be selected (Line In 2, Dante In 4), the default option is Line In 2, set Gain (range: -30 dB ~0 dB) and EQ (5 band, range: -15 dB ~15 dB), display real-time level;



 AES In 1~2: two input sources can be selected (AES In 1~2, Dante In 7~8), the default option is AES In 1~2, set Gain (range: -30 dB ~0 dB) and EQ (5 band, range: -15 dB ~15 dB), display real-time level;



USB In 1~2: two input sources can be selected (USB In 1~2, Dante In 5~6), the default option is USB In 1~2, set Gain (range: -30 dB ~0 dB) and EQ (5 band, range: -15 dB ~15 dB), display real-time level;

USB In 1					×	USB In 2					×
Source	Gain	0 C	PEQ			Source	Gain	<u>ل</u>	PEQ		
	S + + + + + + + + + + + + + + + + + + +	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 141 Fibre Parametic 0 141	300 📜 1,000	0 dB 5 6 6 6 6 6 7 8 0 2,500 1.41	0 d8 0			e Gain 0	0 0 0 300 0 1,000	0 dB 1 m 6 d 6 d 6 d 6 d 1 m 70 c 2,500	9,000 📜

Dante In 1~2: Dante inputs (Dante In 1~2), set Gain (range: -30 dB ~0 dB) and EQ (5 band, range: -15 dB ~15 dB), display real-time level;



Audio Output

Based on **TAIDEN** *CongressMatrix*[™] technology, supports 26 audio outputs.

- a) Line/AES Out 1~2: 31 band graphical EQ + Limiter + Delay, the maximum delay time is 1000 ms;
- b) GroupOut 1~6: 15 band graphical EQ + Limiter +Delay, the maximum delay time is 1000 ms;
- c) USB 1~2: 8 band parametric EQ + Limiter;
- d) Dante 1~16: 8 band parametric EQ + Limiter;
- Mixer n: double click it to open setting interface, adjust each audio input gain independently, or mute a certain input;

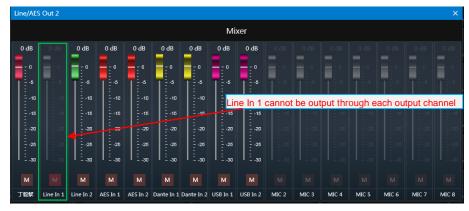
Audio mode - Normal Mode: all input sources can be output through 26 output channels, as shown below:

Line/AES	Out 1														×
	Mixer														
0 dB	0 dB	0 dB	0 dB	0 dB	0 dB	0 dB	0 dB	0 dB							
- o	<u> </u>	= 0	- 0 -	- 0	<u>-</u> °	<u>-</u> °	- 0 -	- 0 - 0	- 0 - 1	<u> </u>	= °	<u> </u>		<u>-</u> •	- •
	1 - 5	-5 -5		 : ⁵	1 :*	 : ⁵	5	5	1-5	5	T = -5	T :-*	5		
10	10	10	10	10	10	10	10	10	- 	- 	10	10	10		10
15 -	15 -	15 -	15	-15 -	-15	15 -	15 -		its can	be out	put thr	ough e	ach ou	tput ch	annel
20	20	20	20	20	20	20	20	20							20
25 30	25 30	25 	25 		25	25 30	25 	25 30							
															30
м	м	м	М	м	м	м	м	м							
丁毅黎	Line In 1	Line In 2	AES In 1	AES In 2	Dante In 1	Dante In 2	USB In 1	USB In 2	MIC 2	MIC 3	MIC 4	MIC 5	MIC 6	MIC 7	MIC 8

Audio mode - Teleconference Mode: the input source Line In 1 cannot be output through Line/AES Out1 and can be output normally through other output channels, as shown in the following figure:

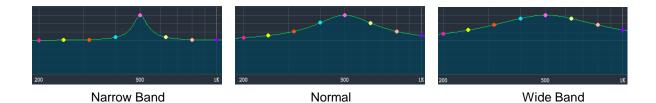


Audio mode - External Processor Mode: Line In 1 input source can be output through down-stream audio channel, other input sources can be output normally through 26 output channels, as shown in the following figure:

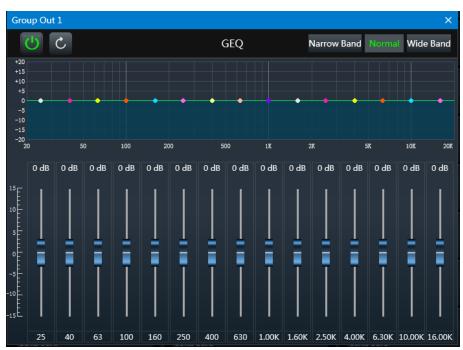


• 31 band GEQ: Line/AES Out 1~2 support the 31 band graphical equalizer;





• **15 band GEQ:** Group Out 1~6 support the 15 band graphical equalizer;



• 8 band PEQ: USB Out 1~2 and Dante Out 1~16 support the 8 band parametric equalizer;



Limiter: double click it to open setting interface;
 Bypass: disabled limiter;
 If enabled limiter:

- Threshold: when the volume of the microphone is higher than the threshold value, the volume will be compressed according to the compression ratio;
- Attack time: when the volume of the microphone is higher than the threshold for a certain period of time, the audio compression will start;
- Decay time: when the volume of the microphone is below the threshold for a certain period of time, the audio compression will stop;





Disable limiter

- Delay : double click it to set delay time, the maximum is 1000 ms;
- Line Out 1~2/AES Out1~2, Group Out 1~6, USB Out 1~6, Dante Out 1~16: double click it to set output gain;

Note: the HCS-4800 system cannot choose the audio matrix software module; the HCS-8600 system can choose the audio matrix software module according to the need.

- **Down Stream:** adjust downlink audio, including loudspeaker volume, downlink bass setting, downlink treble setting, and downlink threshold level setting:
 - Mixer: select audio input source, the microphone audio of the conference unit is output from the downstream audio by default; Line In 1~2, AES In 1~2, Dante In 1~2 and USB In 1~2 can select whether to output from the downstream audio, and the output volume ratio can be set by adjusting the gain;
 - PEQ: 8 band PEQ setting;
 - Limiter: downstream limiter setting, bypass or enabled;
 - Downstream volume control and level indicator.

admin	= 192.1	48.1.174 (Connec	tted)											2 Audio Output
2020-11-24 14:09:27	Master Volume	©								Do	wn Stream	Normal a	nd T	Feleconferencing mode:
Home Page	-20 d8	4		0 dB	0 de	• d8	0 dB	0 dB	0 dB	0 dB 0 1	dB	Enat	ole/C	Disable the left channel to the
Room Layout	1.7		-						-					eam audio.
Device Information	- 4		Mixer					10		S.c.				cessor mode:
Delegate Management			-			an - a	0 - 40	-23	- 48	-70		Only	line	e in 1 can be output to the .
onference Information						aa lita		100	-			downstre	am a	audio
articipant Information				Line In 1	M L Line D	AISIn 1	Alsin 2	Dante In 1	M Dante In 2 U	M N SB1n1 USB	120.2			
			🛐 PEQ 🕞 🕞		0 dB	50 100 O dil 113 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 dil 0 dil 0 dil 0 di 0 di 0 di 0 di 0 di 0 di 0 di 0 di	500 0 dill 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	tt Odl 15 0 6 0 8 0 8 0 8 0 8 0 8 0 8 0 8 0 8 0 8 0 8	27 Odli 100 100 100 100 100 100 100 100 100 10	x ods 9 9 9 4 9 10	500 500 500 500 500 50 500 50 500 50	D Limiter	Limiter Switch
				Gain	o :	• :	۰:			o :		1.000		Threshold: -20 , dBFS
	a			F0 Q	30 1 1.41 1	180	330 (1.41 (600	1,000	4,000	12,000	15,000		Attack Time: 1 ms
				Filter P.	aramet * Bypass	Paramet * Bypais	Paramet * Bypass	Paramet	Paramet * Bypass	Paramet * Bypass	Paramet			Decay Time: 200 📜 ms
	Carter	ence information	The Deal	W Conton	100									

• Scene Setting: Input, Mixer, EQ, Limiter, Delay, Output parameters and downstream audio parameters can be saved as a scene, and then can be called next time.

Se	t Scene			:	×
:	🕇 Add	- Delete	🖺 Save	✔ Call	
	#	Name			
	1	Scene 1			
	2	Scene 2			

- **Setting:** includes Audio Mode Setting, Main Interface Setting Button, Enable Wide Dynamic Mode and Mic. Gain Boost (Dante and USB);
 - Audio Mode Setting:

Normal Mode: all input sources output through all output channels;

Teleconferencing Mode: Line In 1 does not output through Line Out 1 channel;

- External Processor Mode: Line In 1 does not output through all output channels.
- ♦ Main Interface Setting Button: visible or invisible setting button № in the main interface;
- Enable Wide Dynamic Mode: when enabled, allow the microphone to pick up a more dynamic sound
- Enable SI Remote Mode: cooperation with HCS-8600MIO series audio input & output device, the conference system enables remote simultaneous transmission mode;
- Mic. Gain Boost (Dante and USB): boost congress unit's microphone gain when transmitted audio through the Dante network and USB.

Audio Output Parameters Setup	×
● Audio Mode Setting (Normal Mode O Teleconferencing Mode O External Processor Mode
Main Interface Setting Button(◯ Visible
● Enable Wide Dynamic Mode (🔾 Yes 💿 No
Enable SI Remote Mode	🔾 Yes 💿 No
Mic. Gain Boost (Dante and US)	B output) 15 🗘 dB

5.6 Device Parameters Setting

admin	#192.168.1.174 (Connected)			C Parameters
2021-05-15 15:29:42	Main Unit Parameters		 Mic. Parameters 	
2 8 8 9	Distribute floor to unused SI CH		DCS Units Display Real Time	
	Disconnect PC and Allow Chairman to Control Request		Lock Unit Language	
icme Page	Use Extension Port		Reduce headphone Vol. when mic. active	
oom Layout	Use Fiber Port		Headset Plugged in with a Mute Speaker	
evice Information	When abnormally disconnected, switch from Request mode to Open mode		Handheld Mic. PTT Mode	
evice information	Enable SI Remote Mode		Hands Up Key Use As Microphone Key	
degate Management	Allow Video Tracking		Ring Mode	
onference information	Video Track Mode		Touch Button Beep	
anierence information	FIFO O Vip Finit O Voice		Chairman Priority Mode	
articipant Information	MUName		All Off O All Mute O Disabled	
elegate Seating			Turn on and set microphone LED	
or gate second	HCS-8600M		Set Mic. On LED Statua O Off O On O Flash	
	Main Unit Time Setting		Flinth Light	
	Date Format YY/MM/DD *	10	Mic. Light V Red Green	
	Time Format HMM455 -	1	Flash Out mit	
	Host time 5/4/1970 5-34 AM =		Set Mic. Apply LED Status O Off O On Status	
			Flash Light 100 🗧 ms	
			Mic Linkt Red & Green	
	Voice Parameter		Flash Out 100 0 ms	
	Voice Sensitivity Level		Set First Mic. Apply LED Status O Of On O Flash	
	Auto turn off time in voice mode 0.3 (5)		Flash Light me	
	● 4090/4891		Mic. Light Red V Green	
	Display Message Function		Plash Out ms	
	Display Speak List		Set DDS Unit as	
	Productionalise		Single ID Mode Double ID Mode	
	Techniclan Coffee Tea Panol Paper			
	Secretary Tissue Water	_		
	MU Parameters Backup			
	Upbad Download			
	Conference Information: The XX Conference			
art Meeting	Meeting information: Preparatory Meeting			Select Mee

Figure: Parameters

Main Unit Parameters:

- Distribute floor to unused SI CH: select whether to distribute floor to used SI channel automatically or not when the SI channel is not operated;
- Disconnect PC and allow chairman to control Request: when PC disconnected, chairman unit can approve/overrule delegates request;
- Use Extension Port: select whether use extension port or not;
- Use Fiber Port: select whether use fiber port or not;
- When abnormally disconnected, switch from Request mode to Open mode
- Enable SI Remote Mode: cooperation with HCS-8600MIO series audio input & output device, the conference system enables remote simultaneous transmission mode;
- Allow Video Tracking: allow video tracking automatically when the microphone is on;
- Video Track Mode: set video track mode as FIFO, VIP First or Voice when video tracking;
- MU Name: set up main unit's name;
- Main Unit Time Setting: setup the time displayed on the LCD of the main unit's front panel;
 - Current Time: display the time of the DCS server;
 - Reading: read the time of the main unit;
 - Setup: set the time of the main unit according to the time of the DCS server;
- Voice Parameter:
 - Voice Sensitivity Level: set the sensitivity "Level" to open microphone in Voice mode;
 - Auto turn off time in voice mode (s): set the sensitivity "Off Time" to close microphone in Voice mode;
- 4890/4891:
 - Display Message Function: enable displaying message function on HCS-4890/4891 series congress units;
 - Display Speak List: enable displaying Speaking List on HCS-4890/4891 series congress units;
 - Display Service Function: enable service function for HCS-4890/4891 series congress units;

• MU Parameters Backup: upload and download main unit's parameters, used for parameters backup and restore;

Mic. Parameters:

- DCS Units Display Real Time: select whether the contribution units display real time or not;
- Lock unit Language: if locked, congress unit language and SI unit language cannot be changed freely;
- Reduce headphone Vol. when mic. active: select whether reduce headphone volume or not when Mic. active;
- Headset Plugged in with a Mute Speaker
- Handheld Mic. PTT Mode: force handheld microphone to PTT mode;
- Hands Up Key Use As Microphone Key: hands-up key is used as microphone On/Off key except discussion mode;
- Ring Mode: turn on/off all ring tones of the conference units when requesting to speak, on receipt of a short message or on IC card insertion;
- Touch Button Beep: reserved;
- Chairman Priority Mode: set the operation when the chairman unit presses the priority button;
 - All Off: turn off all microphones of delegates (except VIP units and other chairman units);
 - All Mute: mute all microphones of delegates (except VIP units and other chairman units) temporarily; once the button released, the former state is restored;
 - Disabled: disable chairman unit's priority function. If disabled, the function of the priority key is the same as the Mic. On/Off key.
- Turn on and set microphone LED:
 - Status: Off, On and Flash for selection;
 - Mic. Light: Red, Green and Yellow (check both red and yellow) for selection;
- Set DDS Unit as Single ID Mode or Double ID Mode;

5.7 Unit Setup

Including Unit Numbering, Chairman Setting, Unit Parameters, Language, Ambient Mic., Mic. Parameters and Reset Unit Parameters.

TAIDEN [®] Confer	ence Management System	● 192.168.1.174 😑 🔹 =	- 8 ×
admin	# 192.154.1.174 (Connected)	49 Unit Setup	-
2021-05-15 152942	II Unit Numbering		
	Device Unit List 52 Unit Parameter	D Setup Par	en.
Home Page	Unit ID 1	Mic state Free	
Room Layout	+2 +3		
Device Information	Degree O Delegate O Chairman O VP O /	vdence Machine Type HCS-8668AD	
Delegate Management		More 😁 Machine detail	
Conference Information	• 7		
Participant Information	+ 8 Earguage	All Mics. 🖏 Setup Unit La	giage
😫 Delegate Seating	9 • 10 Language Range Locking (5) OHNESE S OHNESE S	i€T ⊄INGLISH ≪IRENCH ≪RUSSIAN ≪SPANSH	
	• 11	k_i oʻlandulari oʻrilanliri oʻrilasanini oʻsrvinlari	
	12 Display Language Please select a language		
	• 13 • 14 Arribient Mic.	Ø Save Setti	ngs
	+ 15		
	- 16	Current Ambient Mic. Is: Non-e Selected Unit Is: 1 Enable Ambient Mic.	
	* 17 * 18		
	- 19		
	+ 20 + 21		
	+ 22		
	• 23		
	* 24 * 25		
	* 26		
	s. 27		
	Sparch 0		
Start Meeting	Conference information: The XX Conference Meeting information: Preparatory Meeting		
- suit meening	Meeting information: Preparatory Meeting \$50044 Desire 102 108 1.174/ ICC 0000 Data secalari. Please use is	Select Me	eting
😥 Exit		Connect D	erice

Figure: Unit Setup

- Unit Numbering: give each unit a unique ID. After installation of a conference system or after adding new congress units / interpreter units in the system, unit numbering should be executed.
 - Congress Unit Numbering: When a new contribution unit is added, the existing contribution units do not need to be renumbered. Only new added contribution units need to be renumbered. Click "Start Numbering" to start numbering and reboot the conference main unit after numbering.
 - Interpreter Unit Numbering: reserved.

Unit Numbering	×	Unit Numbering	×
Meeting Unit Interp. Unit		Meeting Unit Interp. Unit	
Number Of Start Please restart main unit after finishing numberin	, 1 Ĵ	A Please click Start Button and the	n number Interp Units.
තු Start Numb	ering 🗙 Close	තු Start	Numbering 🗙 Close

Figure: Unit Numbering

Unit Parameters: this module is to set up facilities for each conference contribution unit. The facilities include different Degrees (Delegate, VIP, and Audience), Functions (Speaking, Vote, and IC Card), and Phantom Power (On/Off) for multi-function connector HCS-4340A/50P;

Unit Parameter				🖺 Setup Param
Unit ID 1		Mic. state Free		
Degree 🔘 Delegate 🔿 Chairman	O VIP O Audience	Machine Type HCS-4886DVSW/80		
Authority 🗸 Speaking 🖌 Vote		More Machine detail		
Unit 1-Henry Montgome Detailed	d Information			×
Microphone				
Mic. Type : Normal Mic.	Directivity: No	Left and Right Mic: No	Phantom Power: No	
Low cut: Yes	Adjustable Gain : Yes	Has Wide Dynamic Mode: Yes		
Sign-In				
Key-press Sign-in: Yes	IC Card Sign-in: Yes	Fingerprint Sign-in : No	Face Recognition : No	
PIN Code Sign-in: Yes	QR Code Sign-in : No	Entry Sign-in: No	Automatic Sign-in : Yes	
Vote				
5Keys: Yes	Multiple Vote : Yes	Proxy Vote: Yes		
🕑 LCD				
Resolution: 256 x 32	Can Close: No	BackLight Adjust : No	Contrast Adjust : No	

The conference system can connect up to 100 chairman units. The user can choose any chairman unit(s) to be the executive chairman unit(s). If chairman unit is set as **O Delegate** or **O VIP**, the chairman unit is used as delegate units.

Language: select unit in the left list, locked language range, select language in the drop-down list, and then click the "Setup Unit Language" button to setup the operation language for congress unit except paperless multimedia terminal. If "All Mics." option is checked, the language setup will be applied to all the units. If select the item of "DCS units lock language", the operation language cannot be changed freely (include interpreter units).

Language							All M	ics. 🖺 Setup Unit Langu	age
Language Range Locking (6)	 ✓ Select all ✓ CHINESE_S 	✓ CHINESE_T	✓ ENGLISH	✓ FRENCH	✓ RUSSIAN	✓ SPANISH			
Display Language	Please select a lan	guage -							

Ambient Mic.: set up one contribution unit as ambient microphone (used to pick up ambient sound in the congress room), if any other contribution unit microphone turns on, the ambient microphone will turn off automatically; otherwise, the ambient microphone keeps activated. Check "Enable Ambient Mic. " and then click "Save Settings" to set the selected microphone as ambient microphone. Please set up ambient microphone properly before the meeting, because ambient microphone cannot be changed when meeting started;

Amblent Mic.				🛱 Save Settings
	Current Ambient Mic. Is: None	Selected Unit Is: 1	Enable Amblent Mic.	

5.8 Unit Arrangement

Unit Arrangement is used to arrange the contribution units connected with the CMU (Conference Main Unit) and to make a correlation to the actual layout, seating arrangement and connection, which is essential for microphone operation, nominative voting, conference sign-in, etc. The user interface of the Unit Arrangement is shown in the figure below. When right click on the room layout, you can select Show Seat Number, Show CU Function, Display Unit Number and Show All Mic.

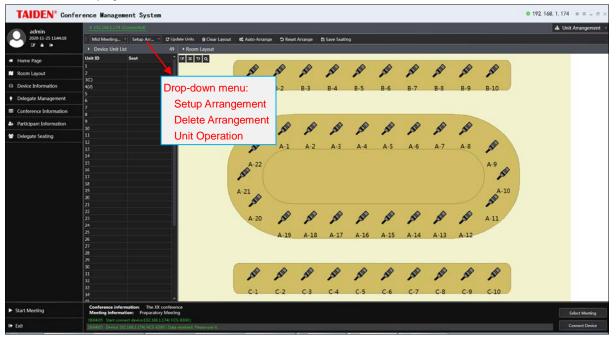


Figure: Unit Arrangement 1

Every room layout has its own specially unit layout.

Setup Arrangement: arrange a CU;

Delete Arrangement: clear a CU;

Unit Operation: operate the arranged CU to check the arrangement;

Update Units: get all units connected with CMU, and update current unit list;

Clear Layout: delete all arranged CUs;

Auto-Arrange: arrange automatically according to the seat number (ascending order) and default unit IDs (ascending order);

Reset Arrange: you can reset the arrange before "Save Seating";

Save Seating: save unit arrangement;

Current Arrange ((a): if you have selected current meeting but the room layout is not the current meeting layout, you can click "(a)" to switch to the current meeting layout;

Search CU position: right click one unit in the list to active "Search CU position" to find the relevant seat in conference room;

Search seat: right click one unit in the list to active "Search seat" to make a location () in the room layout.

Operation procedure:

- 1. Select a conference room layout in the drop-down room list box;
- 2. Update unit list: click the "Update Units" button to get the updated connection of units;
- 3. Locate a contribution unit: to locate a contribution unit; select "Search CU position" in the pop-up menu to turn on the contribution unit in the conference venue;

- 4. Layout: click "Setup Arrangement" first; select the CU in the list, and click the seat according to the actual layout, the identifier of the unit is shown on the arranged seat;
- 5. Repeat step 3 and step 4 to arrange the rest of the CUs in the list;
- 6. Delete arrangement: if there are incorrect layout, click "Delete Arrangement" and click on the seat to clear;
- 7. Unit operation: click "Unit Operation" and click on the seat to turn on/off the corresponding unit for checking purposes (for the device units connected with the conference main unit, the microphone indicator of the unit is on).

Contribution identifier explanation:

Contribution identity: use a letter to identify the unit: D: Delegate, C: Chairman, V: VIP, AM: Ambient microphone, A: Audience unit;

Voting facility: if the unit is equipped with voting facility, it is identified by "=";

Discussion facility: if the unit is equipped with discussion facility, it is identified by "2".

Special hints:

The operation of the contribution units here is only for checking, and isn't interchangeable with the microphone control facility in the conference management module;

When the unit is arranged, after one unit is arranged, the next unit is selected automatically. Once arrangement is completed, you can also sort the units by seat.

The figure below shows the interface when all CUs are arranged.

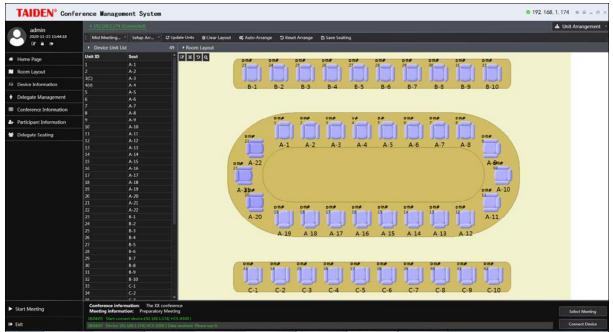


Figure: Unit Arrangement 2

5.9 Video Matrix

admin	# 1921681174 (Connected)	III Video Matrix
2020-11-28 10:58:22	i இ Save and Send to MU → Print	
Home Page		
Room Layout		
Device Information		
degate Management	Matrix type 1.TMX-0608MX * Matrix same BUGU/	AJCKSDKSDHJ
onference Information	Input type	Cther video
articipant Information		t Channel
Delegate Seating	Output type 1 2 3 4	5 6 7 8
	Video1 Video track 🔹 📕 📕 📕	
	Video2 Video track 4 📕 📕 📕	
	Video3 Video track · · · · · · · · · · · · · · · · · · ·	
	Video4 Video track - 📕 📕	
	P Videos Normal · 📰 📰 📰	
	t Video6 Normal - 🖬 🖬 🖬	
	Video7 Normal - 🖬 🖬 🖬	
	Video8 Normalis a 🖬 🖬 🖬	
	Conference information: The XX Conference	
art Meeting	Meeting information: Preparatory Meeting	Select Meeti

Figure: Video Matrix

Setup video matrix, supports TMX-0804, TMX-1608SDI2, TMX-1604SDI2, TMX-0808SDI2, TMX-0804SDI2, TMX-0404SDI2, TMX-1616MX and TMX-0808MX. Setting interface generated according to the connected matrix.

Matrix name: set up matrix name (no more than 15 characters) to facilitate the identification of matrixes. The video input equipment includes dome camera, fixed camera, computer and another video input device.

- Dome camera: for automatic video tracking, and is controlled by system software;
- Fixed camera: fixed for image output of panorama or chairman; is controlled manually and switched by system software;
- PC: display vote result, proposal information or delegate's information from PC output;
- Other video input: other video equipment for switching, such as DVD, VCD, and so on.

Two kinds of video output pattern: Video track and Normal.

- Video track: switch output channels among dome camera and fixed camera;
- Normal: in this mode, the input and output channel are preset.

Matrix setup:

- 1. Assign video input type according to the actual situation;
- 2. Assign video output type;
- 3. Assign output channel for "normal" video output by clicking on the crosspoint of input and output;
- 4. Click "Save and Send to MU" button to save current video matrix.

Print: send video matrix setup with TXT file.

5.10 Predefined Position Setup

Panorama:

Preset the panorama of the room layout, as in the figure below:



Figure: Panorama

Operation: select proper matrix, camera and predefine position number, then adjust the camera angle by the four direction buttons, and click zoom in/out button to adjust the size of the video image, at last, click "Save and Send to MU" button to save the panorama if the adjustment is done.

You can set two panorama positions, the two predefine positions must be saved in two cameras but the two cameras must be connected to the same matrix.

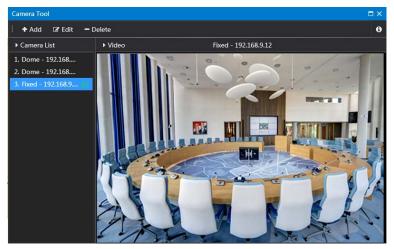


Predefine Position

Figure: Predefined Position

If the conference system is equipped with cameras, the system can carry out automatic video tracking, i.e. display the image of the speaking participator to the display devices (large screen, TV, and so on). Predefine Position is to set the predefined position of each seat/microphone.

- Room Layout: display units in room layout, click unit to turn On/Off microphone;
- Device Unit List: display units in list, right-click on unit to select On/Off microphone;
- Camera Tool: management network camera, Add, Edit or Delete camera, double click the camera to play the image.



 Predefine Position Management: delete/clear/search/sort predefine positions, press and hold Ctrl/Shift to select several;

Predefine position management X							
– De	lete 📋 Cle	ear all	Matrix Type Id	LTMX-0808MX(BL	JGUAJD Sear	ch	
Pred	efine Positi	No.	Delegate Name	Seat	Video Matrix	Camera	Predefine Posit
Pano	rama				1	6	1
Unit	- 1			A-1	1	1	1
Unit	- 1			A-1	1	2	1
Unit	- 2			A-2	1	1	2
Unit	- 2			A-2	1	2	2
Tota	1: 5						

Figure: Predefine Position Management

The procedure is as follow:

- 1. Enter Predefine Position interface;
- 2. Open the microphone to be predefined;
- 3. Select the proper matrix in the Matrix Type combo box;
- 4. Select the proper camera in the Camera combo box (since each conference can be equipped with multiple cameras, the operator shall select the proper camera to give the best image of each participator);
- 5. Select the predefine position1 number (each camera can accommodate 64 positions);

- 6. Adjust the camera angle by the four direction buttons, and click zoom in/out button to adjust the size of the video image;
- 7. Click "Save and Send to MU" button to save the current predefined position if the adjustment is done;
- 8. If you need to modify position, please click "Delete" and then set the new position again; click "Predefine Position Management" to delete part or all positions;
- 9. If needed, please set position2 number, methods refer to position1 number;
- 10. Repeat steps 2~9 to set the predefined position for other seats/microphones.

Each unit can be set with two predefine positions, the two predefine positions must be saved in two cameras but the two cameras must be connected to the same matrix. If "Synchro" selected, when you switch positions between position1 and position2, the picture switches synchronously.

During the conference, if all microphones are configured with predefined positions, the camera will aim at the speaking participator automatically, i.e. automatic video tracking.

Note:

- > In the module, only one microphone can be turned on at one time, while this is different from the microphone control facility;
- > Speech Timing and recording are not available in this interface;
- > If "Auto Iris" option is checked, predefined positions use auto iris; if not checked, the predefined positions can be adjusted manually (RS-232).

5.11 SI Channel

admin	# 192.168.1.174 (Connectint)		🖈 SI Channel
2019-07-08 09:06:41 27 🎍 🍽	Channel Count 63 1 🖶 Print	Setap Language	
Home Page		CH00 CH12 Italian * CH34 Bengali * CH51 Croatian *	
Room Layout		CH01 Albanian * CH18 Japanese * CH35 Burrese * CH52 Slovak *	
Device Information		CH02 Anabic * CH19 Korean * CH56 Belanusian * CH53 Slovenian *	
Delegate Management		CH03 Bulgarian * CH20 Malay * CH37 Conscan * CH54 Estonian *	
Conference Information		CH04 Catalan * CH21 Norwegian * CH38 Irich * CH55 Latvian *	
 Participant Information 		ONS Chinese * OH22 Persian * OH39 Kazakh * OH56 Uthuanian *	
Delegate Seating		CH06 Czech * CH23 Polish * CH40 Kirghiz * CH57 Georgian *	
		CH07 Danish * CH24 Portuguese * CH41 Lao * CH58 Icelandic *	
		CH88 Dutch * CH25 Romanian * CH42 Mongolian * CH59 Assamese *	
		CH09 English * CH26 Russian * CH43 Nepall * CH60 Basque *	
		CH30 Finnlih * CH27 Serblan * CH44 Tajik * CH51 Darl *	
		CH11 French * CH28 Spanish * CH45 That * CH62 Dzongkha *	
		CH12 German * CH29 Swedish * CH66 Tibetan * CH63 Brund *	
		CH13 Greek · CH30 Turkish · CH47 Turkmen ·	
		Of14 Hebrew CH31 Armenian CH48 Ukrainian *	
		OfIS Hungarlan ' OH32 Azerbaijani ' OH9 Vietramese '	
		CH16 Indonesian * CH33 Balinese * CH50 Yue Chinese *	
Start Meeting	Conference information: The XX conference Meeting information: Preparatory Meeting		Select Meetin
Edit	093644 Start connect device:192168.1.174(HCS-830 093645 Davice 192.188.1.174(HCS-8300) Data reserv		Connect Devic

Setup of simultaneous interpretation channel, as in figure below:

Figure: SI Channel

The system supports 63 S.I. channels, and distributes as well an output language for each channel. To set up the S.I. channels, the user should first select the number of channels, according to the conference requirement. If there are 30 different languages applied in the conference, the operator shall set the channel number to 30. Assign now a specific language for each channel. After completion, click the "Save and Send to MU" button to save the settings and to update the conference main unit.

Click the "Print" button to export SI channel setup to TXT file.

Click the "Setup Language" button, custom languages can be added, edited or deleted conveniently, as shown in the figure below. Custom language name should be no more than 8 letters, abbreviation should be no more than 3 letters. But the system language cannot be modified.

Setup Lang	uage				×
🗄 🛨 New	🖋 Edit 🗙 De	lete 💼 Clear	🖹 Save 🗙 Cancel	C Refresh	
No.:		130	Language Type:	Userdefined	language
Name:	Please enter lang	uage name	Abbr.:	Please ente	r language abbreviation
	No.		Name		Abbr.
 Userdefi 	ned language 1				
129		Custom1			CUS
 System I 	anguage 95				
0		Floor			FLO
1		Albanian			SQI
2		Arabic			ARA
3		Bulgarian			BUL
4		Catalan			CAT
5		Chinese			ZHO
6		Czech			CES
7		Danish			DAN
8		Dutch			NLD
9		English			ENG
10		Finnish			FIN
11		French			FRA
12		German			DEU
12		Graak			FII

Figure: Setup Language

5.12 Setup Booth

Set the outgoing languages for the A, B, C channels and auto-relay booths for each interpreter booth.

admin	# 192.168.1.179 (Connected)							📱 Booth	
2019-47-68 09:6641 27 🔒 💌	Count 63 C Save B	looth Info. 🐮 Booth Borrow 🗧	Print.						
Home Page	Booth01	✓ 🗟 Booth02	1	E Booth03	1	E Booth04	E Booth05 /	Booth05	1
Room Layout	CH. A output: 01:Albanian	CH. A output: 02Arabic		CH. A output: 03:Bulgarian		CH. A output: 04:Catalan	CH. A output: 05:Chinese	CH. A output: Of:Czech	
Device Information	CH. B output: 13:Greek	CH. B output: 09English		CH. 8 output: 11:French		CH. 8 output: 09:English	CH. B output: 11french	CH. B output: 10:Finnish	
Delegate Management	CH. C output: Yes	CH. C output: Yes		CH. Coutput: Yes		CH. C output: Yes	CH. C output: Yes	CH. C output: Yes	
Conference Information	Auto-relay: 02,03,04	Auto-relay: 03.04.05		Auto-relay: 04,05,06		Auto-relay: 01.02.03.05.06.07.08	Auto-relay: 01,02,03,04,06,07,08	Auto-relay: 01.02.03.04.05	5.07.08
Participant Information			_		-				907222
Delegate Seating	Booth07	Booth08		8 Booth09	1	E Booth10	Booth11	Booth12	1
	CH. A output: 07.Danish	CH. A output: OBDutch		CH. A output: Offingish		CH. A output: 10.Finnish	CH. A sutput: 11/rench	CH. A output: 12:Gorman	
	CH. B output: 18Japanese	CH. B output: 13Greek		CH. 8 output: 11:French		CH. B output: 23.Polish	CH. B output: 285panish	CH. B output: 17.2alian	
	CH. C output: Yes EC	tt CH. Coutput: Yes		CH. Coutput: Yes		CH. Coutput: Yes	CH. C output: Yes	CH. C output: Yes	
	Auto-relay: Not Setup	Auto-relay: Not Setup		Auto-relay: Not Setup		Auto-relay: Not Setup	Auto-relay: Not Setup	Auto-relay: Not Setup	
	Booth13	✓ E Booth14	,	Beoth15	,	≣ Booth16	Booth17	E Booth18	,
	CH. A output: 13Greek	CH. A output: 14Hebrew		CH. A output: 15:Hungarian		CH. A output: 16dindonesian	CH. A output: 17stalian	CH. A output: 18.Japanese	
	CH. B output: 26Russian	CH. 8 output: 18Japanese		CH. 8 output: 29:Swedish		CH. 8 output: 09English	CH. B output: 07:Danish	CH. B output: No	
	CH. C output: Yes	CH. C output: Yes		CH. Coutput: Yes		CH. C output: Yes	CH. C output: Yes	CH. C output: No	
	Auto-relay: Not Setup	Auto-relay: Not Setup		Auto-relay: Not Setup		Auto-relay: Not Setup	Auto-relay: Not Setup	Auto-relay: Not Setup	
				II 0	•		- III BAAN		
Start Meeting	Conference information: The XX Meeting information: Preparatory							Sel	loct Meeti
Edit	095644 Start connect device:192.168.1 095646 Device:192.158.1.174(HCS-830								nnect Dev

Figure: Booth

The system supports 63 Interpreter Booths. Each booth should set the outgoing A channel, and whether outgoing B and C channel is needed. If the outgoing C channel is checked, the outgoing language of B channel should be set. If needed, please set auto-relay booths. All settings shall be configured according to the actual conference requirements. When the setup is completed, click the "Save Booth Info." to save the settings and to update the conference main unit.

Click the "*m*" icon on the top-right corner of each booth to set up booth, as in figure below:

admin	# 192368.1.174 (Connecto	<u>a) (</u>										Booth
2019-07-08 09:06:41 27 & *	Count 63 C	Save Booth	Into. 🛃 Booth Borro	w 😝 Print								
Home Page	Booth01	•	Booth02	•	🛙 Booth03	•	Booth04	•	8 Booth05	•	Booth06	•
Room Layout	CH. A output: 01:Alban	ilan •	CH. A output: 023	rabic 1	CH. A output	03:Bulgarian *	CH. A output: 01:C	atalan -	CH. A output:	05:Chinese *	CH. A output:	06/Czech
Device Information	CH. B output: 13Greek		CH. B output: 095	nglish •	CH. 8 output	11:french *	CH. B output: 09Er	nglish •	CH. B output:	11:French *	OH. B output:	10finnish *
Delegate Management	CH. C output:		CH. C output:	0	CH. C output:	()	CH. C output:		CH. C output:	0	CH. C output:	
Conference Information	Auto-relay:	02.03.04	Auto-relay:	03.04.05	Auto-relay:	04.05.06	Auto-relay: 01.0	20105.06.0708	Auto colour	01.02.03.04.06.07.08	Auto relay	01.02.03.04.95.07.08
Participant Information		Distant	and they.		Prato relay.				nuss relay.		voito realy.	
Delegate Seating	Booth07	•	E Booth08	<u>-</u>	8 Booth09	•	Booth10	•	8 Booth11	•	Booth12	•
	CH. A output: 07:Danis	в –	CH. A out			09.English +	CH. A output: 10:5	innish +	CH. A output:	11:French +	CH. A output:	12Gorman
	CH. B output: 18Japar	eise 🔶	CH. B output	auto-relay	booth	11:French *	CH. Boutput: 23.Pc	olish •	CH. B output:	28-Spanish *	OH. B output:	17:Italian
	CH. C output:	Reset	CH. C output:	0	CH. C output:	C	CH. C output:		CH. C output:		OI. C output:	
	Auto-relay:	Not.Setup	Auto-relay:	Not Setup	Auto-relay:	Not Setup	Auto-relay:	Not Setup	Auto-relay:	Not Setup	Auto-relay:	Not Setup
	-		-		-				-			
	E Booth13	ĥ	Booth14	5	E Booth15	•	Booth16	•	Booth17	•	E Booth18	•
	CH. A output: 13Greek		CH. A output: 149	iebrew *	CH. A output	15Hungarian *	CH. A output: 164n	vdonesian *	CH. A output:	17:Italian ·	CH. A output:	18Japanese ·
	CH. B output: 2t:Russi	an •	CH. B output: 183	ipanese *	CH. B output:	29.Swedish *	CH. 8 output: 09:57	ngilsh *	CH. B output:	07:Danish *	CH. B output:	•
	CH. C output:		CH. C output:		CH. C output:	0	CH. C output:		CH. C output:	0	OH. C output:	•
	Auto-relay:	Not Setup	Auto-relay:	Not Setup	Auto-relay:	Not Setup	Auto-relay:	Not Setup	Auto-relay:	Not Setup	Auto-relay:	Not Setup
			10 Paulos		II Baash 31	20 A)	E 8444475		II 8		II Baashine	,
Start Meeting	Conference information: Meeting information: P											Select Meet
Exit	09.06.44 Start connect device 09.06.46 Device 192.118.1.17											Connect Dev

Figure: Booth Setup

Note: when deleting SI channel, the DCS will detect the booth setup; if the output channel of the booth was deleted, the booth should be setup forcibly.

When set auto-relay booths, select booths on the list as needed and then click the "OK" button.

Auto-Rela	y Booths Settir	ng (Booth01)	×
Select Aut	to-Relay Booth	IS:	Select all
Booth 02			<u> </u>
Booth 03			
Booth 04			
Booth 05			
Booth 06			
Booth 07			
Booth 08			
Booth 09			
Booth 10			<u> </u>
02,03,04	4		
	✓ OK	් Reset	🖒 Cancel

Figure: Auto-Relay Booths Setting

5.13 Booth Management

This module is to monitor and control booth status and channel status.

Booth State:

If the microphone in the booth is activated, the interface is shown as the following figure; if no microphone in the booth is activated, it will display "No voice output".

	# 192318.1.174 (Connected)					🏦 Booth Manage
admin 2019-07-08 09:06:41 27 🔺 🍽	S Channel State	ot Parameters Setting O Send Mes	sage			
Home Page	Booth01 Unit count: 1 O	Booth02 Unit count: 1 •	Booth03 Unit count: 1 •	E Booth04 Unit count: 1 0	Beeth05 Unit count: 1 0	Beeth06 Unit count: 1 O
Room Layout	Input channel: 00:Floor	Input channel: 00:Flasor	Input channel: 00 Floor	Input channel: 00:Roor	Input channel: 00 Floor	Input channel: 00:Floor
Device Information	AChannel output: 01:Albanian	A Channel output: 02:Arable	AChannel output: 03:Bulgarian	A Channel output: 04:Catalan	A Channel output: 05:Chinese	A Channel output: 00:Czech
Delegate Management	Gain: 3 dB Low cut: On	Gain: 0 dill Low cut: 0ff	Gain: 3 dB Low cut: On	Gain: 0 dB Low cut: Off	Gan: 3 dB Low out On	Gain: 0 dill Low cut: Off
Conference Information						
Participant Information	LF: 0 dB MF: 0 dB HF: 0 dB	LF: 0 dB MF: 0 dB HF: 0 dB	LF: 0 dB MF: 0 dB HF: 0 dB	LF: 0 dB MF: 0 dB HF: 0 dl	LF: 0 dB MF: 0 dB HF: 0 dB	LF. 0 dB MF: 0 dB HF: 0 dB
Delegate Seating	Booth07 Unit count: 1 O	E Boeth08 Unit count: 1 •	Booth09 Unit count: 1 O	Booth10 Unit count: 1 O	Beoth11 Unit count: 1 O	Booth12 Unit count: 1 •
	Input channel: 00.Floor	Input channel: 00.Floor	Input channel: 00.Floor	Input channel. 00.Roor	Input channel: 00.Roor	Input channel: 00.Floor
	A Channel output: 07:Danish	A Channel output: 00.Dutch	AChannel output: 09.English	AChannel output: 10:Finnish	A Channel output: 11.French	AChannel output: 12:German
	Gain: 3 dB Low cut: On	Gairs 0 dB Low cut: Off	Gain: 3 dB Low cut: On	Gain: 0 dB Low cut: Off		Gein: 0 dB Low cut: Off
	LF: 0 dB MF: 0 dB HF: 0 dB	LF: 0 dB MF: 0 dB HF: 0 dB	LF: 0 dB MF: 0 dB HF: 0 dB	LF: 0 dB MF: 0 dB HF: 0 dB	LF: 0 dB MF: 0 dB HF: 0 dB	LF. 0 dB MF: 0 dB HF: 0 dB
	Booth13 Unit count: 1 O	Boeth14 Unit count 1 O	Booth15 Unit count: 1 O	Booth16 Unit count: 1 O	Beeth17 Unit count: 1 •	Booth18 Unit count: 1 •
	Input channel: 00:Floor	Input channel: 00:Flear	Input channel: 00:Floor	Input channel: 00:Roor	Input channel: 00:Floor	Input channel: 00:Floor
	AChannel output: 13:Greek:	A Channel output: 14 Hebrew	AChannel output: 15:Humgarian	A Channel output: 16:Indonesian	A Channel output: 17 Italian	A Channel output: 18:Japanese
	Gain: 3 dll Low cut: On	Gain: 0 dB Low cut: Off	Gain: 3 dB Low cut: On	Gain: 0 dB Low cut: Off		Gain: 0 dB Low cut: Off
	LF: 0 dB MF: 0 dB HF: 0 dB	LF: 0 dB ME: 0 dB HF: 0 dB	LF: 0 dB MF: 0 dB HF: 0 dB	LF: 0 dB MF: 0 dB HF: 0 dB	LF: 0 dB MF: 0 dB HF: 0 dB	LF: 0 dB MF: 0 dB HF: 0 dB
		-				
itart Meeting	Conference information: The XX conf Meeting information: Preparatory Me					Select Meetin
ult	143942 Interp. Unit(Booth), Channell, Alban 143943 Interp. Unit(Booth), Channell, Arbin					* Connect Devic

Figure: Booth State

Double click the booth or click " \mathbf{O} ", the following interface pops up. You can set up the activated interpreter unit's parameters for selected booth.

Booth State		
Booth: 09 (O) Interp. Unit:	pened)	
Input channel: Fi	loor	
Output channel:	09:English	- (A)
Gain: , ,	<u>·</u> ··向·	, 0 dB
Low cut		D Reset
	X Turn off mic.	🖒 Return

Figure: Booth state

- Booth: select the booth to set up;
- Input channel: display the input channel language;
- Output channel: select the output channel language with a mark of A/B/C;
- Gain: adjust gain for current active microphone in the booth;

- Low cut: cut low band of the audio of current active microphone in the booth;
- Reset: reset output gain and output EQ value for current active microphone in the booth;
- Turn on mic.: turn on microphone in the booth;
- Turn off mic.: turn off current active microphone in the booth.

Note:

> The above parameters will be automatically saved for the current active microphone in the booth.

SI Channel State:

If the microphone of the current output channel is activated, the interface is shown as the following figure; if no microphone is activated, it will display "No voice output".

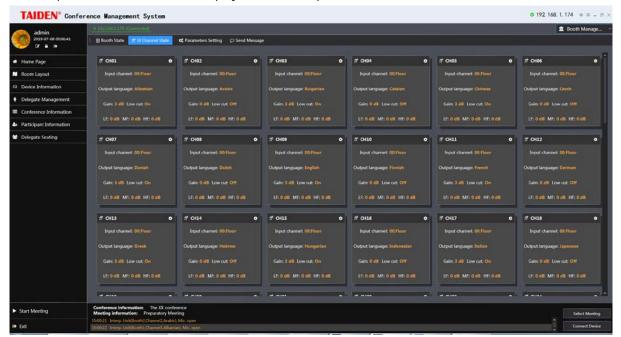


Figure: SI Channel State

Double click the channel or click "**D**", the following interface pops up. You can set up the activated interpreter unit's parameters for selected SI channel.

SI Channel State		×
Select channel:	СН09	Booth 09
Interp. Unit: 岁		
Input channel:	Floor	
Output language	:: English	
Gain: 	<u>.</u> .ф.	. 0 dB
Low cut		Reset
★ Turn off mic.		🖒 Return

Figure: SI channel state

- Select channel: select the channel to set up;
- Input channel: display the input channel language;
- Output language: display the output language of this channel;
- Gain: adjust gain for the active microphone of the current output channel;
- Low cut: cut low band of the audio for the active microphone of the current output channel;
- Reset: reset gain and balance value for the active microphone of the current output channel;
- Turn off mic.: turn off the active microphone of the current output channel.

Note:

> The above parameters will be automatically saved for the active microphone of the current channel.

Parameters Setup (only for HCS-8685):

Booth Param. Setting				×
 Booth Parameter 				
☑ Distribute floor to unused SI CH	Booths Interlock Mode	e Interlock -	Interlock Mode in A Booth	Override *
🗹 Allow Help	Interp. Unit C Channel	Call Chair -	Allow Slow 1 -	No ▼ s
Listener Count	Receive Message		Allow Repeat 2	
🗹 Auto Distribute Floor	🗾 Display Speech Tim	e	2 Letters Abbr.	
Allow switching output channel wh microphone is active.	nen 📃 Enable Interp. Nosi	e Gate		
Interp. Unit Mic. Gain Boost 🔘 0dB	O +3dB O +6dB			
Channel Status				
Channel 🗹	IR Receive	🗹 Record	🗹 Network Live	
01:Albanian 🛛 🗹		V		
02:Arabic		V		
03:Bulgarian 🗹		V		
04:Catalan 🗾			V	
05:Chinese 🗹			Z	
06:Czech 🗹			Z	
07.Danich		17		
			✓ Setup	r C⇒ Return

Figure: Booth Parameters Setup

- Booth Parameters
 - > Distribute floor to unused SI CH: select whether to distribute floor to used SI channel automatically
 - Booths Interlock Mode: booths output channels interlock mode (Interlock/ Override/ Override-BC), in Override-BC mode, channel A was protected, cannot be override;
- Interlock Mode in a Booth: interlock mode (Interlock/ Override) in the same booth among the interpreter units;
- > Allow Help: Enable HELP button on HCS-8685, press the "HELP" button to request for operator's help;
- Interp. Unit C Channel: if output channel C is "No Output", set button C function Disable: disable C button;

Call Chair: press and hold C button to call chair (PTT mode);

Voice of God: output interpreter voice to floor channel when interpreter speaks by pressing button "C";

- Allow Slow: Enable SLOW button on HCS-8685, respond when getting appointed "Slow" request number within given time;
- > Listener Count: display how many people are listening to the output channel;
- > Receive Message: HCS-8685 receives message;
- > Allow Repeat: Enable REP. button on HCS-8685, push the REP. button to playback input channel audio;
- Auto Distribute Floor: if the selected input language is the same as the output language, the interpreter unit will switch the input channel to floor language automatically;

- Display Speech Time: display speech time on the LCD of the interpreter unit to inform interpreter to stay on schedule;
- > 2 letters abbreviation: display 2 letters abbreviation on HCS-8685 LCD screen;
- > Allow switching output channel when microphone is active;
- > Enable Interp. Noise Gate: enable noise gate for HCS-8685 interpreter unit;
- Interp. Unit Mic. Gain Boost: 0 dB /+3 dB /+6 dB for selection;
- Channel Status: set channel status and status will display on HCS-8685;
 - > IR Receive: the output channel is transmitted to Digital IR Language Distribution System;
 - Record: the output channel is recorded;
 - > Network Live: the output channel is transmitted on network.

Send Message (only for HCS-8685):

Send Booth Info.			×
 Info. List 	Edit Info.	 Booth 	
1. Meeting starts in 5 minutes!	Meeting starts in 5 minutes!	🗹 01 🔽 02 🗹 03 🗹 04	1 🗹 05
		🗹 06 🔽 07 🗹 08 🗹 09	9 🗾 10
		🔽 11 🔽 12 🔽 13 💟 14	1 🔽 15
		🖸 16 🔽 17 🔽 18 🔽 19	9 📝 20
		🗸 21 🗸 22 🗸 23 🗸 24	1 🗾 25
		🗹 26 🔽 27 🔽 28 🗹 29	9 🗾 30
		🗹 31 🔽 32 🗹 33 🗹 34	4 🗹 35
		🗹 36 🗹 37 🗹 38 🗹 39	9 🗾 40
		🗹 41 🔽 42 🗹 43 💟 44	4 🗹 45
		🗹 46 💟 47 💟 48 💟 49	9 🗾 50
		🗹 51 🔽 52 🗹 53 🗹 54	4 📝 55
		🗹 56 🔽 57 🗹 58 🗹 59	9 📝 60
		🗹 61 🔽 62 🗹 63	
Double click to select info.	🗶 Clear 🖺 Save 🌈 Send		Select all

Figure: Send Booth Information

- Info. List: existing short messages;
- Edit Info.: edit short message;
- Right click on Info. List: delete one information or clear information list;
- Control under Edit window: save and clear information content;
- Send: send short message to all booths or selected booths.

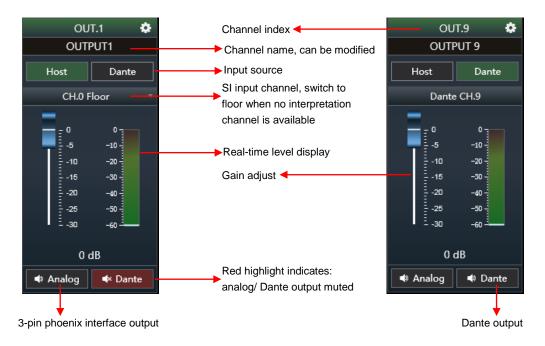
5.14 Audio MU Setting

HCS-8600MIO series audio input & output devices have three working modes: MI mode, MO mode and MI &MO mode. The parameter settings of each working mode can be saved as a scene, and when used again, the scene settings are called directly. We take HCS-8600MIO/16AD as an example to introduce the device settings.

SI Mode - MO Mode: in this mode, the HCS-8600MIO/16AD is used as an audio output device to convert the digital audio signal of the conference system to multi-channel digital / analog audio signal for infrared simultaneous interpretation system or recording.



Figure: SI mode - MO mode



Click on the R icon in the upper-right corner of the channel to adjust channel parameter settings, including PEQ and DRC.

OUT.1 OUT	RUTI -		PEQ 🗁	DRC			
Gain		C					
0d8		-50					
Ξ.		+10					
*			•				
T		+10 -15					
5	12	-20					
	-		0 dB	6 dB	8b 0	86 O	0 d8
10			- 16	- 10		16	10
	24		10	10	10	10	10
15	20		4.		<u> </u>	4	1
			•		•	•	•
20			T*	- 4	• •	1*	T.
			-10	45	10	10	- 10
÷							
20		Boost	0 C	6 🕻	0 📜	D [0
12	54	FO	80 📜	173	640	2,560 🙏	10,240
- 30		Q	1.41 🕻	1.41 🕻	1.41	1.41 📜	1.41
		Filter	Parameter •	Parameter •	Parameter -	Parameter +	Parameter
			Bypass	Bypass	Bypass	Bypass	Bypass

Figure: Audio parameter setting - PEQ

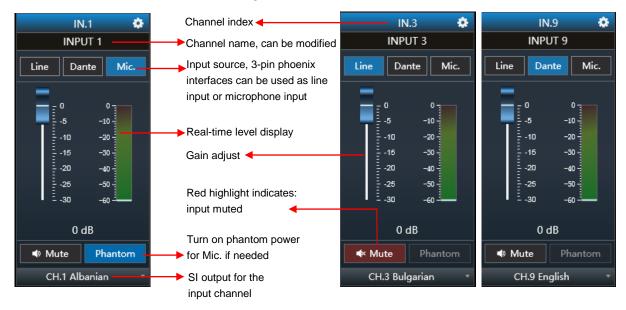


Figure: Audio parameter setting - DRC

SI Mode - MI mode: input multiple digital / analog audio signals to the SI channel or floor channel of the conference system, realize remote simultaneous interpretation.



Figure: SI mode - MI mode



Click on the **I** icon in the upper-right corner of the channel to adjust channel parameter settings, including Normal, PEQ and DRC.



Figure: Audio parameter setting - Normal



Figure: Audio parameter setting - PEQ

Figure: Audio parameter setting - DRC

SI Mode - MI & MO mode: it is used as audio input and audio output. The input channel setting is the same as the MI mode above, and the output channel setting is the same as the MO mode above.

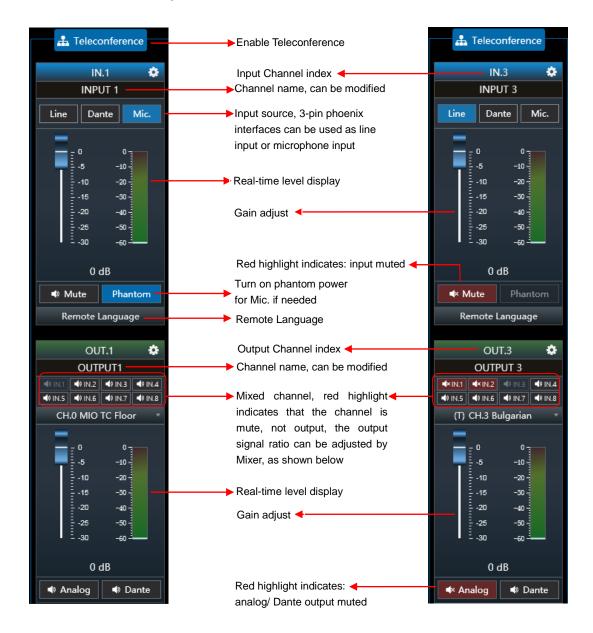
admin	≤ 192.148.1.174								🛲 Audio MU Setting
2021-04-02 1542:53 27 4 14	Working Mode	: SI Mode					1 - HCS-8600MIO/	164D • MI & MO M •	Scene Setting
 Home Page 		IN.1 O	IN.2 O	INJ O	IN.4 O	IN.5 O	IN.5 O	IN.7 O	IN.5 O
Room Layout	Ch. Index: Ch. Name:	INPUT 1	INPUT 2	INPUT 3	INPUT 4	INPUT 5	INPUT 6	INPUT 7	INPUT 8
Device Information	Input Source:	Line Dante Mic	Line Dante Mic	Lire Dente Mic.	Line Dante Mic.	Line Dante Mic.	Line Dante Mic.	Line Dante Mic.	Line Dante Mic.
Delegate Management									
Conference Information		-10 -20		-10 -20	-10 -20-	-12 -22	-10 -20		-0 -2
Participant Information	Gainc	8 4 8 8		-30 -40-	40 40			5 4	
Delegate Seating									12 21
		0 d8	0 dB	0 48	0 dB	0 dB	0 dB	0 d8	0 dB
	Cattlen	Muter Phastom	Mute Phantom	Mute Phantom	Mute Phantom	Mute Phastom	Mute Phantons	Mute Phantom	Mute Pluntom
	SI Output:	Of.1 Albanian *	CH2 Arabic *	CH.3 Bulgarian	OL4 Catalan *	CH5 Chicese *	CHL6 Czech *	OK7 Danish +	OH& Dutch
		OUT.1 O	OUT.2 🗘	OUT.3 😋	OUT.4 🗘	OUT.5 🗘	OUT.6 🗘	OUT.7 🗘	OUT.S
	Ch. Index: Ch. Name:	OUTPUT1	OUTPUT 2	OUTPUT 3	OUTPUT 4	OUTPUT S	OUTPUT 6	OUTPUT 7	OUTPUT 8
	Input Source:	Host Dante	Host Dante	Host Dante	Host Dante	Host Dante	Host Dante	Host Dante	Host Dante
	SI Input:	CH.0 Hoor	(+) CH2 Arabic	(+) CH.3 Bolgarian	(+) CHL4 Catulan	Dente CH.S	Dante CH.6	Liente CH./	Dante CH8
			20 - Kyper	=•••=	- e • • • • • •	- 0 01mm		2	
		-10 -20	4 -11		4 41	4 -10		4	1
		-15 30	15 -51-	-16 -30	-15 -30	- 15 - 31 -	- 15 - 30-	-15 -12	-15 -50-
	Gain:	20 -6	-2 -4	-23 -40-	-25 -20-	01 -6- 23 -8-	20 -0		
		0 dE	0 dB	0 45	0 dB	0 dB	0 d8	0 d8	0.08
		● Aralog ● Dante	Analog Dante	Analog Darte	Analog Oante	Analog Cante	Analog	Analog Onte	Analog Oante
	Setting:								
Start Meeting		mation. The XX Conference							
start meeting		ation: Preparatory Meeting							Select Meeting

Figure: SI mode - MI & MO mode

SI Mode - MI & MO mode - Teleconference: enable SI Remote mode on audio output parameter settings of conference main unit Enable SI Remote Mode O Yes O No or on audio MU setting Enable SI Remote Mode or on audio MU setting, and enable teleconference at the same time.

	< 192.1681.1.174								🛲 Audio MU Settini
admin 2021-04-02 1542:53	Working Mode	: SI Mode					1 - HCS-8600MIO/	164D • MI & MO M., •	
Home Pace		A Teleconference	🛓 Teleconference	🚠 Teleconference	🛃 Teleconference	📥 Teleconference	🛓 Teleconference	📩 Teleconference	🛃 Teleconference
	Ch. Index:	IN.1 O	IN.2 Ø	IN3 O	IN.4 Ó	IN.S Ø	IN.6 Ø	IN.7 O	IN.8 G
Room Layout	Ch. Name:	INPUT 1	INPUT 2	INPUT 3	INPUT 4	INPUT 5	INPUT 6	INPUT 7	INPUT 8
Device Information	Input Source:	Line Dante Mic	Line Dante Mic.	Lire Darte Mic.	Line Dante Mic.	Line Dante Mic.	Line Dante Mic.	Line Dante Mic.	Line Dente Mic.
Delegate Management		Z	=	Z	Z	-	3.0 0.000	Z ,	Z. • • • • • •
Conference Information			4 4		-4 -11-			- 4 - 4	4 -1
Participant Information	Gainc		-11 -4		-15 -20	-11 -30	10 - 20		-11 -30
Delegate Seating						12 2		2 2	
		0.48	0 dB	048	0.08	0 48	0 45	0.05	0 48
	Setting:	Wite Phantom	Mute Phantom	Mute Phantum	Mute Pharton	Mute Phastorn	• Mute Phanton	Mute Phantom	Mate Pharlors
	SI Output:	Remote Language	Remote Language	Remote Language	Remote Language	Remote Language	Remote Language	Remote Language	Remote Language
	Ch. Index: Ch. Name:		0UT.2 0 0UTPUT 2	OUT.3 0 OUTPUT 3		0UT.5 0 0UTPUT 5		OUT.7 0 OUTPUT 7	OUT.8 OUTPUT 8
	Input Source:	4013 4014 4017 4018	***** **** ***** ****	10113 10115 10117 10113	10 01 01 01 01 01 01 01 01 01 01 01 01 0	(des) wind went was	•HS +H +H +HS	(4res) Hins) Hins (4res)	4103 4065 4007 41
	SI Input:	CH0 MIO TC Floor	(T) CH2 Arabic •	(1) CH3 Bulgarian	(T) CH4 Catalan	(T) CH.S Chinese	(T) CH6 Ceech	(T) OL7 Danish	(T) CH.8 Duich
	Gain:	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			
		0 dil	0 dB	0.45	0 d8	0 dB	86 O	0 d8	0 dB
	Setting:	Aralog Dente	🕈 Analog 🔹 Dante	 Analog Darte 	 Analog Dante 	Analog Cante	4 Analog 4 Dante	Analog Oante	Analog Analog Oante
Start Meeting		ormation: The XX Conference nation: Preparatory Meeting							Select Meeting

Figure: SI mode - MI & MO mode - Teleconference



Audio Parameter Setting							×
OUT.1 OUTPUT1 -	PEQ.	E	DRC	hiti Mixer			
0 dB	-3 d8	o de	o dis	0 di8	0 dB	o dB	o da
	= :°	- 0	- 0	- 0	- °	- 0	Ē
T is	- .	T :	Ti.	Ti.	Tia	Ti.	T :-
	T		:				
	10	10	10	10	- 6 - 10	10	10
	1	÷	1	1		÷	
	15	10	15	15	15	10	10
			20	1	- 48		
- 40	20	20		- 49	20		
	÷	÷	- 25	÷	1	÷	÷
- 40	25	25	20	- 46 -	- 45	25	20
	30	1	1.1				
·		00	30	30	•30	•30	
-61	-40	-	-	-	-	-	*
IN.1	IN.2	IN.3	IN.4	IN.5	IN.6	IN.7	IN.8
IN.1	IN.2	101.5	1504	IN.5	114.6	10.7	INLO

Figure: Audio parameter setting - Mixer

Note:

HCS-8600MIO/16AD audio output contains "Input Source" and "SI Input";

Input Source:	10 IN.1 10 IN.2 10 IN.3 10 IN.4
input source.	40 IN.5 40 IN.6 40 IN.7 40 IN.8
SI Input:	(T) CH.1 Albanian 🔹

- Only one device can work in teleconference mode if more than one HCS-8600MIO series audio input & output devices cascade;
- If HCS-8600MIO enabled teleconference, the HCS-8600MIO audio (MIO TC In) as an audio input channel (occupied USB In2) of congress main unit;(TC: abbreviation for teleconference);
- If HCS-8600MIO enabled teleconference, the congress main unit adds an audio output channel (MIO TC OUT), which outputs a signal without MIO TC In. The signal can be output via HCS-8600MIO when "CH.0 MIC TC Floor" is set as input source.

Ch. Index:	OUT.1 🌻
Ch. Name:	OUTPUT1
Input Source:	40 IN.1 40 IN.2 40 IN.3 40 IN.4 40 IN.5 40 IN.6 40 IN.7 40 IN.8
SI Input:	CH.0 MIO TC Floor

Master Volume	(Input ا	Mixer	» 🔽 EQ	» /- Limiter	» 🕒 Delay	>> 🕄 Output
-30 dB	-fe -sa -a -a -a -sa -sa -sa -sa -sa -sa -a o dars			Attack Time : 5 Threshold -10 Decay Time : 200	🕑 3ms	-fe -so -so -so -so e d#5
- 0	M 💭 Une in 1	Line/AES Out 1	Line/AES Out 1	Line/AES Out 1	Line Out1	M CO C Line/AES Out 1
	-lo -su -u -u -u -su -su -su -su -su -su -s		Bypass	Bypass	🕑 Oms	
	M Deem 2	Line/AES Out 2	Line/AES Out 2	Line/AES Out 2	Line Out2	M 🖥 💿 Line/AES Out 2
	-10 -54 -48 -42 -58 -50 -54 -18 -12 -6 0 d8/5			Byposs	() Oms	
÷.,	M 🔘 451 H 1	Group Out 1	Group Out 1	Group Out 1	Group Out 1	M Group Out 1
			Bypuss	Bypass	() 0ms	
- 42	M 🔘 A65 tr 2	Group Out 2	Group Out 2	Group Out 2	Group Out 2	M EEE Group Out 2
	-fe -si -a -a -a -si -si -a -a -a -a -a -a -a		Вураза	Вураза	🕲 Oms	-fe -50 -60 -50 -50 -50 0 cB/S
-	M US HT	Group Out 3	Group Out 3	Group Out 3	Group Out 3	M ETT Group Out 3
- 18	40 -54 -68 -62 -58 -50 -58 -58 -52 -6 0 0875		Bypass	Bypass	() Oms	-le -so -so -so -so e aurs
		Group Out 4	Group Out 4	Group Out 4	Group Out 4	M Group Out 4
- 24	40 -54 -68 -62 -56 -50 -14 -12 -12 -6 0 ans		Byposs	Bypess	(S) Oms	-te -so -so -so -so e ders
1	Dante Dere In 1	Group Out S	Group Out 5	Group Out 5	Group Out 5	M EEE Group Out S
27	-0 -54 -01 -02 -56 -50 -20 -18 -12 -6 0 d9/5		Bypuss	Bypass	() Oms	-te -50 -40 -50 -20 -33 e d#5
	M /Dante Curro in 2	Group Out 6	Group Out 6	Group Out 6	Group Out 6	M EEE Group Out 6
			Bygross	Bypass		+0 -50 -60 -50 -50 -50 0 000
2		MIO TC Out	MO TC Out	MIO TC Out	MID TC Out	м 🕓 мютсом
1222223		🕞 @Dante'	@Dante'	🕞 🕼 Dante'	Dante'	C (aDante
a						
(and						
P						

Figure: Audio matrix of congress main unit

Scene Setting: the above settings for HCS-8600MIO can be saved as a scene, and the saved scene can be called next time.

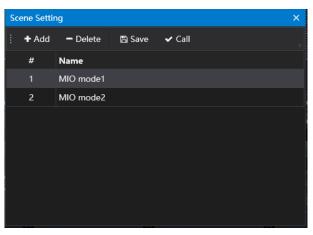


Figure: Scene Setting

Device parameter and Dante parameter settings: set machine name, IP address, subnet mask, gateway, and DHCP; view device version, production date, serial number and maximum channel; view device Dante module parameter.

Parameter			×
Parameters			
Machine Name:	HCS-8600MIO/16AD	Hardware Version:	1.00.00.01
IP Address:	192.168.8.224	Firmware Version:	1.00.00.06
Subnet Mask:	255.255.0.0	Production Date:	2021/01/11 17:53:29
GateWay:	192.168.1.7	Support Channel Maximum:	16
DHCP:	•	Serial Number:	td00000083
► Dante Parameter			
Machine Name:	HCS-109fd2	Firmware Version:	3.0.0.1
Software Verison:	4.0.8.2		
Enable SI Remote Mode	_	Restore Factory Setting	e parameters 🗸 Return

Figure: Device parameter

5.15 VM. Management

Manage and control HCS-8665 series and HCS-8635 series congress terminal, including video input type, screen power, backlight, contrast ratio, POE status and search CU position.

admin	= 192.164.6	179 (Connected)							VM. Managemer
2021-05-21 15:55:33	🕴 🗖 Open	Close O Setup	C Refresh						٣I
	ID ID	Machine Type	Video Input	Screen Power	Back Light	Contrast Ratio	POE1 Status	POE2 Status	Search
Home Page	II 11	HCS-8635D	720x480x/60		0%				Search CU position
Room Layout	4085	HCS-8665C	FHD Signal		80 %	80 %			Search CU position
Device Information	4090	HCS-8665D	FHD Signal		80 %	80 %			Search CU position
Delegate Management									
Conference Information									
Participant Information									
Delegate Seating									
Start Meeting	Meeting in	information: The XX Co formation: Preparatory V	leeting						Select Meetin

Figure: Video Monitor Management interface

- Open: open screen of selected terminals;
- Close: close screen of selected terminals;
- Setup: setup backlight and contrast ratio of selected terminals;
- Refresh: refresh monitor list;
- Search CU position: click "Search CU position " to activate microphone for finding the location of the terminal in the room.

5.16 ME Setting

Monitor delegate ports and control ports of HCS-8600MEA series Extension Main Unit. Click "+" icon to spread detailed information for delegate ports.

admin	< 197.545								E ME Setting
2021-09-13 17:10:34	Open All F	Ports Close All Por	rts Rename						
a a	ID	Name	Cu	rrent Work Interfa	ace RJ45-IN1	RJ45-IN2	Fiber-IN	RJ45-Out	Fiber-Out
Home Page	6	HCS-8600MEA	RH	t5 Port		Disconnect	2		
Room Layout		Port Number	Work Status		Power Control	Power contro	ol of all ports		
Device Information	-	1	Normal				· .		
Delegate Management		3	Normal		- 8	Power contro	ol of each port		
	-1	4	Normal		8				
Conference Information		5	Normal	Oi					
Participant Information									
Delegate Seating									
	Conference	e Information:							
ituri Meeting	Meeting in	oformation:							Select M
Start Meeting	Meeting in	a information: nformation:	(C. 1609) (Data mila	ind Process (Select M

Figure: ME setting

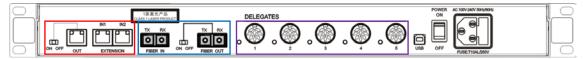


Figure: Ports of HCS-8600MEA series Extension Main Unit

- Open All Ports: power on all delegate ports of all HCS-8600MEA;
- Close All Ports: power off all delegate ports of all HCS-8600MEA;
- Current Work Interface: display current work control interface, RJ45 port or fiber port;
- Control port status: display all control ports status, RJ45-IN1, RJ45-IN2, Fiber-IN, RJ45-Out, Fiber-Out;
- Delegate ports monitor:
 - > Work Status: display delegate ports status, normal or protect;
 - > Power Status: display power status of delegate ports, power on or power off;
 - > Power control: power on or power off delegate ports.

5.17 Reset Unit Parameters

Include Master Volume control, Reset All Interpreter Units Parameter and Reset All Units Headphones Volume. User can define reset parameter, click the "Add" button to add new parameters, click the """ button to send parameters to main unit and then parameter settings take effect.

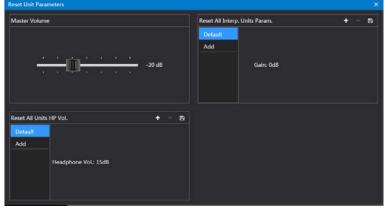


Figure: Reset Unit Parameters

5.18 Connection to HCS-4391N Wireless RF Transceiver

To ensure the reliability of the vote, you can add the HCS-4391N wireless voting system, and set it as the alternative scheme. The voting result of the wired voting unit and the wireless voting unit those assigned to the same participant automatically defaults to the voting result of that participant.

5.18.1 Connect Device

Connect						
	#	IP Address	Backup MU A	Device Type	Alias	Device State
	HC	5-4391 3				
	~	192.168.6.190		HCS-4391	6 190 USING	<u>A</u>
		192.168.2.177		HCS-4391	taiden	🗢 📩
		192.168.10.216		HCS-4391	E00122532224	<u>A</u>
				� Connect		ct 🕼 Close

Figure: Connect Device

The system software connects to and communicates with the wireless transceiver (HCS-4391N). If no device, please add first through "Device" - "Device Information". Currently, the system software can connect two master wireless transceivers and one backup wireless transceiver at the same time. If connection succeeds, the icon succeeds, the icon will turn green; if connection fails, the icon to will turn yellow.

5.18.2 Device Information

Including Add/Delete/Edit/Connect/Disconnect device and device details setting. Right click mouse and then select "Set preferred MU" to set MU as preferred device.

The system software connects to and communicates with the MU. If the MU fails, the backup MU will replace it and the system software will connect automatically to the backup MU.

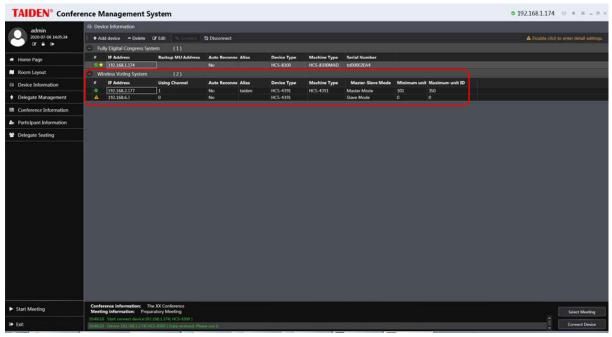


Figure: Device information

 Add Device: select device type, input device IP address (required) and alias, then click "Confirm" to add device; the IP address of the device should be set up manually prior to the meeting, or looking for IP address via "Search" function;

Note: the IP address of the MU can be found through the CMU menu operation.

Add device		×	
Device Type	HCS-4391		
IP Address		Q Search	
IF Address			
Auto Reconnect			
		✓ Confirm	

Figure: Add device

• Search Device: click the "Search" button to open the search interface, select a device in main unit list, then click "Add" button to add a searched device;

earch				>
IP	Address	Minimum unit ID	Maximum unit ID	Channel
HCS-4	391 4			
192.16	58.10.216	351	400	
192.16	58.6.190	358	358	2
192.16	58.2.177	301	350	1
192.16	58.2.246	713	713	8
			C Refresh +	Add 🕼 Return

Figure: Search device

- Delete: delete device including corresponding unit list and unit arrangement but you cannot delete the connected device;
- Edit: modify device IP address, alias and device type; when device connected, it cannot be modified;
- Connect: connect device;
- Disconnect: disconnect device;
- Setup Details: include MU State, Unit Setup.
 A detailed description is presented in the later sections.

5.18.3 MU State - Setup

TAIDEN [®] Confere	ence Management System
admin 2000-06-19 08:51.09	C MU State D MU Stat
Home Page	
Room Layout	Input Voting Unit Total
Device Information	
Delegate Management	Transceiver Alias
Conference Information	/
Participant Information	(192.168.6.190) 6 100 USING 🖰 🚺 Master Mode (192.168.2.177) Tailon 🗄 🌑 Master Mode (192.168.10.216) F0012253224322 🗄 🌑 Master Mode
	Mf Channel 11 · Mf Channel 1 · Mf Channel 1 · thrid Runge 351 - 400 thrid Runge 301 - 350 thid Runge 151 - 400
 Start Meeting 	Conference Information: The XX Conference Meeting Information: Propulsion Meeting Solidar Meeting

The RF wireless setup interface shows as in figure below:

Figure: RF Wireless Setup

The procedure of RF wireless setup is:

- 1. Input the quantity of all transceivers connected in system in "Input Voting Unit Total", this value should save automatically after first setting;
- 2. Set master mode and backup mode for transceivers, and only one transceiver can be set as backup mode;
- 3. Input a RF channel or use button to increase/decrease the RF channel(0-11);
- 4. Click the "Save" button, then the setup becomes effective and the range of wireless voting unit will be automatically assigned equally;

Note: When connecting more than one master wireless transceivers in a system, the RF channel interval between any two transceivers be equal to or greater than six is strongly recommended.

5.18.4 MU State - Statistical Tests

There are two tasks for statistic test:

- 1 Detect the coverage of each wireless transceiver in the meeting room, and optimizing the placement of wireless transceivers to obtain the largest possible coverage with less wireless transceivers;
- 2 Detect the working status of all wireless voting units and wireless transceivers to find out those wireless voting units or wireless transceivers which may not work properly in advance, and select an clean frequency for wireless transceivers (there are 12 optional frequency).

The statistic test interface shows as in figure below:

92.168.6.190		ර Stop Tests	192	2.168.2.177		ப் Stop Tes
Unit ID	Signal Strength			Unit ID	Signal Strength	
W351	No Signal		>	W301		
W352	No Signal			W302		
W353	No Signal			W303	No Signal	
W354	No Signal			W304	No Signal	
W355	No Signal			W305	No Signal	
W356	No Signal			W306	No Signal	
W357	No Signal			W307	No Signal	
W358	No Signal			W308	No Signal	
W359	No Signal			W309	No Signal	
W360	No Signal			W310	No Signal	
W361	No Signal			W311	No Signal	
Total: 50		_		Total: 50		

Figure: Statistical Tests Interface

As shown in the figure, all names of existing wireless transceivers and ID of corresponding wireless voting units are listed. When click on "All Stat", real-time detective result will be displayed. Rectangle's length represents signal intensity, the longer the rectangle, the stronger the signal. No rectangle means no signal.

Note: The prerequisite for statistical tests is: all wireless voting units should be in "Please return" status, which means they are in the area of signal coverage. The wireless voting units displaying "Searching" means that they can not communicate with wireless transceiver.

5.18.5 Unit Setup – Wireless Unit

An HCS-4391N wireless transceiver can accommodate up to 600 wireless voting units, and one wireless voting system can connect two master wireless transceivers at the same time, so one wireless voting system can match up to 1200 wireless voting units.

Since not all conferences will reach the maximum capacity of system, this module is to manage the wireless voting units by authorizing the wireless voting units; meanwhile, the participators can be assigned to the numbered wireless voting units each for nominative voting.

Click "Wireless Unit Range" to enter the interface shown as figure below:

admin	Con Rettain It												Onit Setup
2020-07-06 14:05:34	E Wirele	ss Unit Range 🛛 👁	Wireless Unit Assign			Authorized	Unit List						
2	Unit ID	IP Address	Channel Battery	Description	1 Q Copy	Unit ID	IP Address	Osannel	Battery	Description	Name	Gender	Team
11 P	> W301	192.168.2.177	1 -			> W301	192.168.2.177	1	-	Vote	Henry Montgome	Male	Canada Org
Home Page	W302	192.168.2.177	1 -	Vote		W302	192.168.2.177			Vote	Roberto Lambert	Male	Canada Org
Room Layout	W303	192.168.2.177		Vote		W303	192.168.2.177			Vote	Bruce Nelson		
wonn cayour	W304	192.168.2.177		Vote		W304	192.168.2.177			Vote	Phil. Weston		
Device Information	W305	192.168.2.177		Vote	> Add	W305	192.168.2.177			Vote	Roger Young		
	W306	192.168.2.177		Vote	> Add Al	W306	192.168.2.177			Vote	Luke Burbank		
Delegate Management	W307	192.168.2.177		Vote	* A00 K	W307	192.168.2.177			Vote	Shirley Baldwin		
	W308	192.168.2.177		Vote		W308	192.168.2.177			Vote	Andrew Reeves		
Conference Information	W309	192.168.2.177		Vote		W309	192.168.2.177			Vote	Chris Fisher		
	W310	192.168.2.177		Vote		W310	192.168.2.177			Vote	Ashok Nordstorm		
Participant Information	W311	192.168.2.177		Vote	< Delete	W311	192.168.2.177			Vote	Oliver M. Bishop		
Delegate Seating	W312	192.168.2.177		Vote		W312	192.168.2.177			Vote	Kevin Lee		
velegate seating	W313	192.168.2.177		Vote	< Delete A		192.168.2.177			Vote	Mark Green		
	W314	192.168.2.177		Vote		W314	192.168.2.177			Vote	John Yanowski		
	W315	192.168.2.177		Vote		W315	192.168.2.177			Vote	Caspar Ramanathan		
	W316	192.168.2.177		Vote		W316	192.168.2.177			Vote	Daniel Yamamoto		
	W317	192 168 2 177		Vote		W317	192.168.2.177			Vote	Harrison Jordan		
	W318	192.168.2.177		Vote		W318	192.168.2.177			Vote	Angelina Bergan		
	W319	192.168.2.177		Vote		W319	192.168.2.177			Vote	Vernon Parker		
	W320	192.168.2.177		Vote		W320	192.168.2.177			Vote	Thomas Furlong		
	W321	192.168.2.177		Vote		W321	192.168.2.177			Vote	Timothy Riddance		
	W322	192.168.2.177		Vote		W322	192.168.2.177			Vote	Gino Urlaub		
	W323	192.168.2.177		Vote		W323	192.168.2.177			Vote	Blanche White		
	W324	192.168.2.177		Vote		W324	192.168.2.177			Vote	Fiona Lawrence		
	W125	192.164.2.177		Vote		W325	192.168.2.177			Vote	Brant Howard		
	W326	192.168.2.177		Vote		W326	192.168.2.177			Vote	Maggie Scholz		
	W320	192.168.2.177		Vote		W327	192.168.2.177			Vote	Helena Kravitz		
	W327 W328	192.168.2.177		Vote		W328	192.168.2.177			Vote	Vvette Cole		
	W328 W329	192.168.2.177		Vote		W329	192.168.2.177			Vote	Larry Yankovic		
	W329 W330	192.168.2.177		Vote		W330	192.168.2.177			Vote	Aaron Hannah		
	W330 W331	192.168.2.177				W331	192.168.2.177			Vote	Charles Jackson		
				Vote		W332	192.168.2.177			Vote	Titfany Wesley		
	W332	192.168.2.177		Vote		W333	192.168.2.177			Vote	Colin Tyson		
	W333	192.168.2.177		Vote		W334	192.168.2.177			Vote	Vincent Iones		
	W334	192.168.2.177		Vote	•								
	Search 200				Total: 50	Search In							Tot
tart Meeting	Meeting is	e information: The formation: Prepa	atory Meeting										Select Meeti

Figure: Wireless Voting Units Management Interface

At the left upper side there are two buttons used to carry out Wireless Unit Range and Wireless Unit Assign. **Units Range:**

Click the "Wireless Unit Range" button to enter the interface shown as above figure. On the left list all wireless voting units and their function description (ID and Description), and the conference wireless voting units are listed in the right table. In the middle column are the functional buttons: Copy, >Add, >>Add All, <Delete, <<Delete All. Use functional these buttons to authorize wireless voting units.

Below the wireless ID lists, there are other functions:

 \diamond Find: find the wireless voting units according to the unit ID in the textbox.

Note:

- When the wireless transceiver frequency has changed, we need to set its range anew.
- If there are no much more voting units (e.g. 100 200), it is better to use only one wireless transceiver (HCS-4391N).
- When connected several sets of wireless transceiver in a system, the wireless voting units range between them cannot overlap.
- When set wireless voting units range, suggest that the ID range is more than the actual range, in order to increase some participants conveniently in the meeting. For example, the actual range is 100; we can set the range as 115 or more.

Units Assign:

This module is to carry out nominative voting in the conference where IC cards are not used. The wireless voting unit shall be distributed strictly according to the result of assignment. Click "Wireless Unit Assign" to enter the interface shown as figure below:

admin	Renard 1														Unit Setup
2020-07-06 14:05:34	Wirel	ess Unit Range	Wireless Uni	t Assign				Authorized I	Jnit List						
2	All Delegat	65					2 Copy	UnitID	IP Address	Channel	Battery	Description	Name	Gender	Team
	-	r Name	Seat	Gender	Team	Company 1		> W301	192.168.2.177	1		Vote	Henry Montgome	Male	Canada Org
Home Page	2 1	Henry Montgome		Male	Canada Org	K. N. Comp		W302	192.168.2.177			Vote	Roberto Lambert	Male	Canada Org
Room Layout	2	Roberto Lambert		Male	Canada Org	K. N. Comp		W303	192.168.2.177			Vote	Bruce Nelson		
- Weblin Californi		Bruce Nelson	A-3				10000	W304	192.168.2.177			Vote	Phil. Weston		
Device Information	4	Phil. Weston	A-4				> Assign (F4)	W305	192.168.2.177			Vote	Roger Young		
		Roger Young	A-5				> Auto Assign	W306	192.168.2.177			Vote	Luke Burbank		
Delegate Management		Luke Burbank	A-6					W307 W108	192.168.2.177			Vote	Shirley Baldwin		
		Shirley Baldwin	A-7						192.168.2.177			Vote	Andrew Reeves Chris Fisher		
Conference Information		Andrew Reeves	٨-8					W309 W310	192.168.2.177			Vote Vote	Ashok Nordstorm		
Participant Information	9	Chris Fisher	A-9						192.168.2.177			Vote			
ratiopant mormation		Ashok Nordstorm	A-10				«Cancel Assign	W311 W312	192.168.2.177			Vote	Oliver M. Bishop Kevin Lee		
Delegate Seating		Oliver M. Bishop	A-11					W312 W313	192.168.2.177			Vote	Mark Green		
		Kevin Lee	A-12				< Cancel All Assign	W313 W314	192.168.2.177			Vote	John Yanowski		
		Mark Green	A-13					W315	192.168.2.177			Vote	Caspar Remanathan		
		John Yanowski	A-14					W316	192.168.2.177			Vote	Daniel Yamamoto		
		Caspar Ramanath	A-15					W317	192.168.2.177			Vote	Harrison Jordan		
		Daniel Yamamoto	A-16					W318	192.168.2.177			Vote	Angelina Bergan		
		Harrison Jordan	A-17					W319	192.168.2.177			Vote	Vernon Parker		
		Angelina Bergan	A-18					W120	192.168.2.177			Vote	Thomas Furlong		
		Vernon Parker	A-19					W321	192.168.2.177			Vote	Timothy Riddance		
		Thomas Furlong	A-20					W322	192.168.2.177			Vote	Gino Urlaub		
		Timothy Riddance	# A-21					WJ23	192.168.2.177			Vote	Blanche White		
		Gino Urlaub	A-22					W324	192.168.2.177			Vote	Fiona Lawrence		
		Blanche White	8-1					W325	192.168.2.177			Vote	Brant Howard		
		Fiona Lawrence	8-2					W326	192.168.2.177			Vote	Maggie Scholz		
		Brant Howard	8-3					W327	192.168.2.177			Vote	Helena Kravitz		
		Maggie Scholz	8-4					W328	192.168.2.177			Vote	Vvette Cole		
		Helena Kravitz	B-5					W329	192.168.2.177			Vote	Larry Yankovic		
	28	Yvette Cole	B-6					W330	192.168.2.177			Vote	Aaron Hannah		
		Larry Yankovic	B-7					W331	192.168.2.177			Vote	Charles Jackson		
	- 30	Aaron Hannah	8-8					W332	192.168.2.177			Vote	Titfany Wesley		
		Charles Jackson	8-9					W333	192.168.2.177			Vote	Colin Tyson		
		Tiffany Wesley	8-10					W334	192.168.2.177			Vote	Vincent Iones		
	4 Search In					Total: 42		search Jay	sut Number, e.g. 1						Tob
Start Meeting		ce information: T information: Prep													Select Meetin
		tart connect device:19													
Exit		evice 190,168.1.174()												i i	Connect Devi

Figure: Wireless Voting Units Assignment Interface

On the left list all participators of current conference, while the right list all authorized wireless voting units; in the middle are the functional buttons: Copy, >Assign, >>Auto Assign, <Cancel Assign, <<Cancel All Assign, etc.

To assign the participator: first, select a participator in the left list and select the unit to be assigned in the right list; then press the ">Assign(F4)" button and the assign information is added to the unit in the list. The following item (both participator and voting unit) jump to the next item automatically when current one is assigned. If to discard the assignment, select the assigned voting unit in the right list and press the "Cancel Assign" button; or press the "Cancel All Assign" button to discard all assignment.

Auto Assign: according to specifically order, assign wireless voting unit to delegate automatically.

Click "Auto Assign" to enter the interface shown as figure below:

					42	2			42
Number	Name	Seat		Team	l i		Unit ID		ľ
1	Henry Montgome	A-1		Canada Org			W301		
2	Roberto Lambert	A-2		Canada Org			W302		
3	Bruce Nelson	A-3					W303		
4	Phil. Weston	A-4					W304		
5	Roger Young	A-5					W305		
6	Luke Burbank	A-6					W306		
7	Shirley Baldwin	A-7					W307		
8	Andrew Reeves	A-8					W308		
9	Chris Fisher	A-9					W309		
10	Ashok Nordstorm	A-10					W310		
11	Oliver M. Bishop	A-11					W311		
12	Kevin Lee	A-12					W312		
13	Mark Green	A-13					W313		
14	John Yanowski	A-14					W314		
15	Caspar Ramanathan	A-15					W315		
16	Daniel Yamamoto	A-16					W316		•
Sort O Number	r () Spell () Strokes		Set First	De	elete			Delete	

Figure: Wireless Voting Units Auto Assign

Note:

• Only the voting units in current meeting wireless ID list can perform voting.

Chapter 6. Preparation

Including Import Delegate, Delegate Management, Delegate Authority, Conference Information, Participant Information, Delegate Seating, IC Card Management, Fingerprint Management and PIN Code Management.

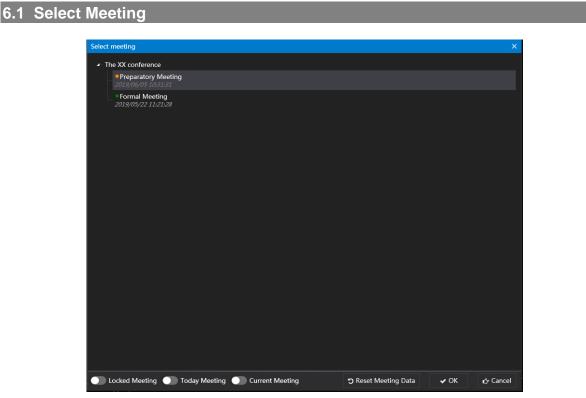


Figure: Select Meeting

Created meetings are listed in the textbox, the user can start a meeting by selecting and clicking the "OK" button.

When the meeting has been invoked, its color will change automatically. "Reset Meeting Data" button restores the meeting data (Sign-in and voting result will be eliminated).

Three function buttons for meeting filter: Locked Meeting, Today Meeting and Current Meeting.

Locked Meeting: display locked meetings;

Today Meeting: list today meetings only;

Current Meeting: list current meeting only.

6.2 Import Delegate

Import delegate information from excel or text file. Delegate information includes Number, Name, Gender, Team, Group, Company, Department, Title, Clan, Seat, Photo Presidium, etc.

Steps of import:

1. Click "Import";

Import Delega	ate				×
	1. Select import file	2. Setup fields — • • • • • • • • • • • • • • • • • • •	3. Setup photo — • • • • • • • • • • • • • • • • • • •	4. Preview settings — • • — — — — — — — — — — — — — — — — —	5. Import — 🛛
Select files					

2. Click "Select files" to upload file, if you need upload pictures simultaneously, please pack the photo file and information file in the same package (zip or rar), or load photo file after selected file;

9	<u>File E</u> dit	<u>V</u> iew <u>I</u> nse	ert F <u>o</u> rmat <u>T</u> oo	ls <u>D</u> ata <u>W</u> indow	Help Adobe PDF(B)	Type a qu	estion for help	▼ = 8 >
	H1	▼ fx						
	A	В	C	D	E	F	G	H
1	Number	Name	Name(Abbr.)	Name(Display)	Name(Nameplate)	Gender	Team	
2	1	Henry	Henry	Henry	Henry	Male	Beijing	1
3	2	Jim	Jim	Jim	Jim	Male	Shanghai	
4								
5								
6								
7								
8								
i4 4	► H \ She	et1) Sheet2	Sheet3 /		۲	m		۱.

Figure: Example of Delegate Data in Excel File

	Deleg	ate.txt - Notepad	-	. 🗆 🗙
<u>File Edit Format View H</u> elp				
Number Name Name(Abbr.) 1 Henry Montgome Henry 2 Roberto Lamberto 3 Bruce Nelson	Name(Display) Henry Montgome	Name(Nameplate) Delegate Typ Henry Montgome Formal Male Formal Male Canada Org Formal	Canada Org	Compar ^ K. N. Centra
<				×

Figure: Example of Delegate Data in Text File

Note:

- Use "Tab" as list separator;
- The upload file must be no more than 100M;
- Photo format: bmp, jpg, gif, png, tif, tiff; each photo must be no more than 10M.

Import Delegate									×
1	L. Select import	file	2. Setup fields - O -	3. Se	etup photo	4. Previ	ew settings	5. Impc	ort
Select files					E:\dele Photo - 2	97	Select ph	oto folder	
Number	Name	Name(Abbr.)	Name(Display)	Name (Nameplate)	Delegate Type	Gender	Team	Country	Company
1	Henry Montgome	Henry	Henry Montgome	Henry Montgome	Formal	Male	Canada Org		K. N. Company
	Roberto Lambert				Formal	Male	Canada Org		K. N. Company
3	Bruce Nelson				Formal				
4	Phil. Weston				Formal				

When file uploaded, the first 4 delegates' information will be listed in the above figure, click "Next" to configure fields; if no corresponding field for selection, please select ignore instead;
 Note: number and name are required fields, others are optional fields, and filed order must be the

same with deleg	gate information	template.
-----------------	------------------	-----------

Import Delegate										×
1.	Select import fi	ile 2	. Setup fields	3. Seti	up photo	4. Pr —	eview	settings 	5. Import	
Number	Name	Name(Abbr.)	Name(Display)	ame(Nameplate	Delegate Type	Gende	er	Team	Country	Company
1	lenry Montgom	Henry	lenry Montgom	lenry Montgom	Formal	Male	,	Canada Org		K. N. Compar
2	≀oberto Lamber				Formal	Male	•	Canada Org		K. N. Compar
3	Bruce Nelson				Formal					
4	Phil. Weston				Formal					
4 Source field					🗲 Destinatio	n field				•
Source field						n lieid				
Nation*		Group*	Presidi	um	Number*(Numb.	*	Name	e*(Name) 🗙	Ignore(Nar	ne(Ab ×
Leader		Language	Voting w	eight	Ignore(Name(Dis	×	Ignor	e(Name(Na 🗙	Ignore(Del	egate 🗙
Family nan	ne G	iven name	Display n	ame	Gender(Gender)	×	Team	*(Team) 🗙	Country*(C	ountry) 🗙
Nameplat	ie Al	bbreviation	Title		Company*(Com	. *	Depar	rtment*(De 🗙	Position*(P	osition) 🗙
Birthday		Telephone	E-ma	il	Party*(Party)	×	Ignor	e(Is Presidi 🗙	Ignore(Is L	eader) 🗙
Address		Content	Ignor	e						
								Prev	ious Next	Cancel

Figure: Import delegate

4. Click "Next" to configure delegate parameters (Delegate type, No. offset) and photo parameters (Photo number digit, Photo field);

Im	port Delegate							
	1. Se	lect import f	file	2. Setup fields	3. Setup photo	4. Preview settings — O — —	5. Import	
·	Delegate setu	p						
	Delegate typ	be	Formal		No. offset		D ‡	
	Update impo	ort						
•	Photo setup							
	Photo name		1.jpg		For example	001.jpg		
						○ NO.		
						O NO. Name		
	Photo numb	er digit			Photo field	O NO. Team Name O User-defined (*)		
						Please input deleg		
							Net 1	Caral
						Pr	evious Next	Cancel

Figure: Import delegate

- > Delegate type: including formal delegate, nonvoting delegate, guest, audience, and staff;
- No. offset (0-99999999): to avoid overwriting existing delegate data, imported delegate number will be offset automatically according to this parameter;
- Photo setup: photo file name format;
- 5. Click "Next" to preview settings, check fields, delegate and photo parameters again, if you need modify, please click "Previous";

Im	oort Delegate									×
	1.	Select impor	rt file 2.	Setup fields	3. Setu	p photo ●	4. Preview	v settings	5. Import	
	Number	Name	Name(Abbr.)	Name(Display)	ame(Nameplate	Delegate Type	Gender	Team	Country	Company
	1	lenry Montgo	om Henry	lenry Montgom	lenry Montgom	Formal	Male	Canada Or	g	K. N. Compar
	2	≀oberto Lami	ber			Formal	Male	Canada Or	g	K. N. Compar
	3	Bruce Nelso	n			Formal				
	4	Phil. Westo	n			Formal				
4										Þ
	Photo field I Photo number digit 3 Import field I		Formal Number* 3 Number*(Number) Ignore(Delegate Ty				import N	01.jpg lo ame(Displa	Ignore(Name(Nam Company*(Compa	
			Department*(Depa	r Position*(Position) Pa	arty*(Party)	Ignore(Is	Presidium)	Ignore(Is Leader) Previous Import	Cancel

Figure: Import delegate

- 6. Click "Next" to import delegate information;
- 7. Click "Finish" to complete importing, and refresh delegate list.

Update import:

	Number already exists	Number does not exist
Update import	Update current delegate information	Insert new numbered
Update import	Skip current delegate information	delegate information

6.3 Delegate Management

Manage delegate information, including Add, Delete, Edit, Import, Export, Recycle Bin, Refresh, Save, Reset and Search. Right click mouse to activate the above function too. Double click a delegate to unwrap/wrap delegate basic information (incl. number, name, delegate type, voting weight, and so on). Click "**Filter**" to check delegate information in specified conditions.

▼ Filter	: search conditions are empty;	T Filter: search conditions are not empty;			
Choose Filter Co	adition:		Reset D	Refresh 3	Search Q
Number	Please input numbe eg: 20 or 1-20				
• Name	Please input delega				
• Gender	Male				
Delegate type	Formal				
• Team	Canada Org				
Company	K. N. Company				
Department	Central Administrator				
Position	Director				

CORT REPORT	tence Management Delegate Management	,							Range of name keyword or
admin 2020-11-25 1641:50	+ New - Delete * DR	Edit	Delegate information						
U 12 A 14	# Name	Dela	D Save						Load Clear
Home Page	⇒ 1 Henry Montgom	For							Photo By 1
	2 Roberto Lambert	Forr	Number	Name	Delegate Type	×	oting weight		Photo B
Room Layout	3 Bruce Nelson 4 Phil Weston	orr		1 Henry Montgome	Formal			63)	
Device Information		elete							Inal
	6 Luke Burbank	elete	·	Presidium No					
Delegate Management	7 Shirley Baldwin	elete	e Filtered	No					
Conference Information	Andrew Reeves Schris Fisher	ciete	o i intorioù	Group	Company		lepartment	Position	
Destation and the formation	10 Ashok Nordstorm	lear	All	+ Group	 K. N. Company 		Central Administrator	Director	•
 Participant Information 	11 Oliver M. Bishop								Organization Ico
Delegate Seating	12 Kenin Lee	Forr	Country	Language	Nation		arty	First name	
	13 Mark Green	Forr			* Canadian				and the second se
	14 John Yanowski 15 Caspar Ramanathan	Forr	Last name	Gender	Birthday	N	lamoplate	Display name	
	16 Daniel Yamamoto	Forr		Male	 Enter date 				0.0102200
	17 Harrison Jordan	For							Canada Org
	18 Angelina Bergan	Forr	Abbreviation	Title	Telephone	- î	ddress	E-mail	
	19 Vernon Parker	Forr							
	20 Thomas Furlong	Forr	Content						
	21 Timothy Riddance	Forr							Organization informatio
	22 Giro Urlaub	For							Organization information
	23 Blanche White 24 Fiona Lawrence	Forr							
	25 Brant Howard	For							
	26 Maggle Scholz	For		Double click or				nation	
	20 Magger Scholz 27 Heiena Kravitz	For							
	28 Yvette Cole	For							
	29 Lany Yankovic	Forr							
	30 Aaron Hannah	Forr							
	31 Charles Jackson	i dan	Dr	ess and hold to	adjust line nosit	tion			
	32 Tiftany Wesley	Forr			aujust line posi				
			0		6 - 6 - 11		and the attention	un d	
	Total: 185			intents on the le	ert of the line wi	ii aiwa	ays be displa	yea	
		1 of 1	-						
Start Meeting	Conference information: Meeting information: Pre-	The XX Co							Select Meeting
	164815 Save delegate Henry M								·
Exit	16 kb18 Save delegate Henry 8								Connect Device

Figure: Delegate Management

• New: click "New", input information and load photo in pop-up dialog to add delegate, number (1-99999999) and name cannot be null;

Note: supports up to 80 Chinese characters or 80 characters, but not special character.

- Delete
 - Delete: move selected delegates to recycle bin;
 - Deleted Filtered: move the filtered delegates to recycle bin;
 - Clear All: move all delegates to recycle bin;

Note: the deleted delegates' information is moved to recycle bin, and you can recover all or part to the delegate list.

- Edit: click "Edit" or double click a delegate information to unwrap the selected delegate basic information, you can edit the basic information;
- Import: import delegate information from file, details refer to section <u>6.2</u>;
- Export: export delegate information to a file;

Steps of export:

- 1. Click "Export", input file name, select file format, select export folder;
 - > No compression: export the selected format file;
 - Compression: input compression file name, then export a *.zip file includes the selected format file;

Export Data							×
1.Setup paramete	ers :	2.Select fields ● —		3.Preview set	tings	4.Export dele	gate
File name	TAIDEN						
File format	xls	csv	txt	xml			
Compression	● Yes O No	DCS					
Export folder	C:\Users\xh\Des	sktop 🖿					
						Next	Cancel

Figure: Export data

2. Click "Next" to select fields according to template, double click the field in the left to add it to the right;

1.Set	up paramete	rs	2.Select fi	elds	3.Previ		ttings		4.Export deleg	jate
	•					•			•	
Number	Name	Delegate ty	Team	Country	Nation	Part	У	Group	Company	Departm
1	Henry Mont	Formal	Canada Org						K. N. Comp	Central A
	Roberto Lar	Formal	Canada Org						K. N. Comp	Central A
	Bruce Nelso	Formal								
•										
Source fie	eld			→	🗲 Dest	inatio	n field			
Positic	on* P	residium	Leader		Number*	×	Name	* *	Delegate-Typ	ac.
Langua	age	Gender	Voting wei	ght	Team*	×	Count	ry* 🗙	Nation*	×
Family n	ame Gi	ven name	Display na	me	Party*	×	Group	* *	Company*	×
Namep	late Ab	breviation	Title		Departmen	it* 🗙				
Birthd	ay Te	elephone	E-mail							
Addre	ess (Content								

Figure: Export data

- 3. Click "Next" to preview settings, if you need modify, please click "Previous";
- 4. Click "Next" to export delegate information.

• Recycle bin: recover or delete delegates in recycle bin, click 🔣 icon to check basic information.

Recycle Bi	ı								×
່ 🕽 Rec	over delegate	🦏 Recover a	ll delegates	× Completely d	elete 🍵 C	Clear recycle bin	🕶 Refresh		Ŧ
Search									«
Number	Photo	Name	Delegate type	Country	Nation	Team	Leader	Presidium	1
1	2	Henry Montgo	Formal			Canada Org			
2		Roberto Lambe	Formal			Canada Osa	/Hide basic i	oformation	
3		Bruce Nelson	Formal			Display			
4		Phil. Weston	Formal						
5		Roger Young	Formal						
6		Luke Burbank	Formal						
7		Shirley Baldwir	Formal						
8		Andrew Reeve	Formal Doub	le click deleg	gate in the	list to display	/ his/her basi	c informati	ion.
9		Chris Fisher	Formal						
<i>Total: 10</i>									•

Figure: Recycle bin

- Recover delegate: recover selected delegate information;
- > Recover all delegates: recover all delegates information;
- > Completely delete: completely delete selected delegate information;
- > Clear recycle bin: completely delete all delegate information in the recycle bin;
- > Refresh: refresh recycle bin.

Note: if the number exists, when recovering, please select overwrite or add a new one.

- Refresh: refresh delegate list;
- Save: save the added and modified information to delegate information database;
- Reset: reset modification of basic information before saving;
- Search: search delegate with name's keywords or range of number;

More function buttons are listed around the photo: Load, Clear, More operation.

- Load: load delegate's photo, photo formats supports bmp, jpg, gif, png, tif, tiff;
- Clear: clear delegate's photo;
- Edit organization information: organization setup and member information.

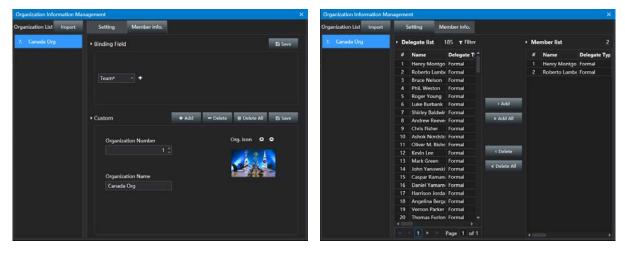


Figure: Organization Setting

Figure: Organization Member

6.4 Delegate Authority

This module is to set up delegate authority. The degree can be either chairman or delegate, while the authority is the right to speak and/or to vote. "Entry Sign-in (Optional Seat)" does not need to set up delegate authority.

admin	1 (P)	elegat	e Authority				
2020-04-26 09:55:44	All De	legates					185 🛪 Filter 🖬 Degree
🔍 (Z 🔒 19			Name	Delegate Type	Team	Delegate Authority	Chairman
			Henry Montgome	Formal	Canada Org	Delegate(Speaking, Vote, Vote Board)	Delegate
Home Page			Roberto Lambert	Formal	Canada Org	Delegate(Speaking, Vote, Vote Board)	and the second se
			Bruce Nelson	Formal		Delegate(Speaking, Vote, Vote Board)	Authority
Room Layout			Phil. Weston	Formal		Delegate(Speaking, Vote, Vote Board)	Speaking
Device Information			Roger Young	Formal		Delegate(Speaking, Vote, Vote Board)	O Vote
Device Information			Luke Burbank	Formal		Delegate(Speaking, Vote, Vote Board)	
Delegate Management			Shirley Baldwin	Formal		Delegate(Speaking, Vote, Vote Board)	E. Vote Board
			Andrew Reeves	Formal		Delegate(Speaking, Vote, Vote Board)	All delegates
Conference Information			Chris Fisher	Formal		Delegate(Speaking, Vote, Vote Board)	
			Ashok Nordstorm	Formal		Delegate(Speaking, Vote, Vote Board)	Si Save
Participant Information			Oliver M. Bishop	Formal		Delegate(Speaking, Vote, Vote Board)	2 Copy From
			Kevin Lee	Formal		Delegate(Speaking, Vote, Vote Board)	Q: Copy From
Delegate Seating			Mark Green	Formal		Delegate(Speaking, Vote, Vote Board)	
			John Yanowski	Formal		Delegate(Speaking, Vote, Vote Board)	
			Caspar Ramanathan	Formal		Delegate(Speaking, Vote, Vote Board)	
			Daniel Yamamoto	Formal		Delegate(Speaking, Vote, Vote Board)	
			Harrison Jordan	Formal		Delegate(Speaking, Vote, Vote Board)	
			Angelina Bergan	Formal		Delegate(Speaking, Vote, Vote Board)	
			Vernon Parker	Formal		Delegate(Speaking, Vote, Vote Board)	
			Thomas Furlong	Formal		Delegate(Speaking, Vote, Vote Board)	
			Timothy Riddance	Formal		Delegate(Speaking, Vote, Vote Board)	
			Gino Urlaub	Formal		Delegate(Speaking, Vote, Vote Board)	
			Slanche White	Formal		Delegate(Speaking, Vote, Vote Board)	
			Flona Lawrence	Formal		Delegate(Speaking, Vote, Vote Board)	
			Brant Howard	Formal		Delegate(Speaking, Vote, Vote Board)	
			Maggie Scholz	Formal		Delegate(Speaking, Vote, Vote Board)	
			Helena Kravitz	Formal		Delegate(Speaking, Vote, Vote Board)	
			Yvette Cole	Formal		Delegate(Speaking, Vote, Vote Board)	
			Larry Yankovic	Formal		Delegate(Speaking, Vote, Vote Board)	
			Aaron Hannah	Formal		Delegate(Speaking, Vote, Vote Board)	
			Charles Jackson	Formal		Delegate(Speaking, Vote, Vote Board)	
			Tiffany Wesley	Formal		Delegate(Speaking, Vote, Vote Board)	
			Colin Tyson	Formal		Delegate(Speaking, Vote, Vote Board)	
			Vincent Jones	Formal		Delegate(Spraking, Vote, Vote Board)	
							Page 1 of 1
Start Meeting	Me	eting i	e information: The l formation: Prepara	tory Meeting			Select Meeti
Exit	1055						Connect Dev

Figure: Delegate Authority

Steps:

- 1. Select delegate(s);
- 2. Select the degree: chairman or delegate;
- 3. Select authority: speaking, vote, vote board (if "vote" is selected, "vote board" is selected forcibly.);
 - If "vote board" is selected, the delegate name will be added to the voting name list;
 - If "vote board" is not selected, the delegate name will be not added to the voting name list;
- 4. Click "Setting";
- 5. Copy From: select a conference and then copy delegate authority to current conference, when meeting started, the function is unavailable.

Copy Delegate Authority			×
Conference Name:		Selec	t congress
The XX2 conference			
	🖌 ОК		r ∂→ Cancel

Figure: Conference Data Copy

Explanation about unit authorities:

- 1. Before meeting and end meeting, the authorities are in accord with unit settings
- 2. Unit authorities under different sign-in mode:
 - 1) Key-press sign-in mode, Entry Sign-in and key-press sign-in mode
 - Meeting started: the authorities are in accord with delegate authorities
 - Units without seat: the authorities are in accord with unit settings
 - 2) Automatic sign-in mode
 - Meeting started: the authorities are in accord with delegate authorities
 - Units without seat: without voting authority and the speaking authority is in accord with unit settings
 - 3) Seat IC-card sign-in mode, Entry sign-in and seat IC-card sign-in mode, Entry sign-in mode (Fixed seat), PIN code sign-in mode, seat IC-card and PIN code sign-in mode, Fingerprint sign-in mode, Fingerprint and PIN code sign-in mode, Fingerprint and seat IC-card sign-in mode
 - After signed-in: the authorities are in accord with delegate authorities
 - 4) Entry sign-in mode (optional seat)
 - The authorities are in accord with unit settings
- 3. The unit seated as nonvoting: no voting authority
- 4. PIN code sign-in mode, seat IC card sign-in (fixed seat) mode: the participator no needs chairman authority to sign in on chairman unit
- 5. Seat IC card sign-in (optional seat) mode: according to the setting ^{Chairperson privilege is needed when sign-in at chair unit (Free seating)}, if checked, the participator needs chairman authority to sign in on chairman unit.

6.5 Conference Information

Click "Conference Info." to enter the conference information interface, as in the figure below. The created conferences are listed on the left side, while the related information is shown on the right side by clicking on one conference. There are four function buttons **A A C A C** above the list: Move up, Move down, Lock/Unlock and Show/Hide Locked Meetings.

Conference information management includes conference information, meeting information, agenda information and proposal information. Each conference consists of several meetings with different names, contents, speaking setup, room layouts and start times, etc. Each meeting consists of several agendas with different names, speaking setup and proposals, etc.

	erence Management Sy	, , , , , , , , , , , , , , , , , , ,			Association and a second s
admin	Conference Information				
2020-04-26 09:55:44	+ + =	+ Add Meeting + Add Agenda + Add Proposal ID Save * Delete	🛦 Import 🐮 Export		
	The XX Conference	O Meeting Information	waking setup		
 Home Page 	Preparatory Meeting	+ Meeting Name	Meeting Template *		
Room Layout	First Agenda Second Agenda	Preparatory Meeting		No.2: Auditoria ·	
Device Information	Normal Meeting 2019/06/07 15:45:13	+ Meeting ID		arten RANNE COLORIA	
Delegate Management				1/EN	
Conference Information		+ Start Time			
& Participant Information		8/7/2019 3:45 PM			
Delegate Seating		+ End Time		The XX Conference	
		+ Layout			
		Mid Meeting Room (1024x768)		Preparatory Meeting	
		+ Quarum			
		0	:		
		Host Name			
		Sign-In Mode			
		Seat Key-press Sign-in			
 Start Meeting 	Conference information: The X Meeting information: Preparat	lory Meeting			Select Meeting
(+ Ext	09-5545 Start connect device 192.16 09-5546 Device 192.168 1.174 HDS-				Connect Device
	109,2010 Device 192,150 1 174(1905-				

Figure: Conference Information

Function buttons:

- Move up/down: adjust conference/meeting/agenda order;
- Lock/Unlock: lock a meeting. When a meeting is convoked, it can be locked to protect meeting data. A locked meeting will be invisible, you can click "
- Display/Hide Locked Meeting: display or hide the locked meeting.
- Right-click pop-up menu:
- Add Conference/ Add Meeting/ Add Agenda/ Add Proposal
- Delete/Copy/Paste

Note: copy and paste operation only include the current level information, cannot include the next level information.

• Lock/Unlock

Template: select a meeting or proposal in the left list, then click the save button to set the selected meeting or proposal as template, click the star button to set it as default template. Template can be used in adding and importing operation;

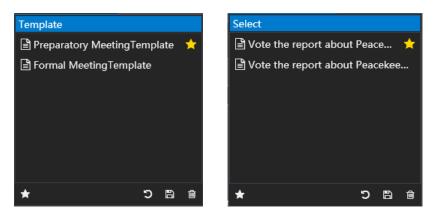


Figure: Template

Import operation: import meeting, agenda and proposal.

- 1) Select import type
- 2) select tree level, meeting must be under conference, agenda must be under meeting, proposal can be under meeting or agenda;
- 3) Input name or upload file, you can use templates to simplify import settings;

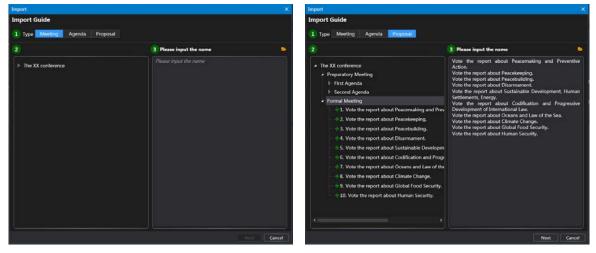


Figure: Import

Screen Preview: screen preview displayed on the right of interface according to Meeting/Agenda/Proposal.

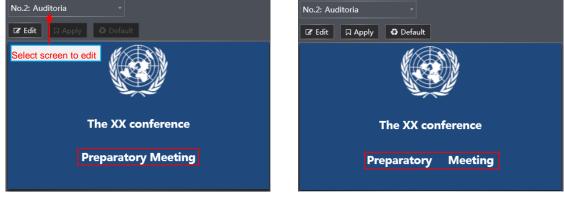


Figure: Screen Preview

Figure: Screen Preview - edited

- Select screen: select a screen to edit, as in the figure above, we select screen "No.2 Auditoria";
- Edit: click "Edit" to edit text content on the screen;
- Apply: apply new content to other monitor screen; for example as shown in above figure: when edit screen in No.2 Auditoria, if apply new content to other monitor screen, the monitor screen (No.1, No.3-No.8) will refresh the new content;
- Default: when click "default", the unedited screen use the default page.

Steps of create a new conference:

1. Click "Add Conference", input conference information, then click "Save";

TAIDEN [®] Confe	rence Management System	1		o 192. 168. 1. 174
admin	Conference Information			
2019-06-14 0925:18	• • •	+ Add Conference + Add Manifed Save * Delete	▲Import -	
	The XX conference	Conference information		
Home Page	Preparatory Meeting J019/05/05 10:31-31	Conference Name		
Room Layout	 First Agenda Second Agenda 			
Device Information	*Formal Moeting 2016/09/22 11/23/28		Expert Meeting	
Delegate Management		Add Conference	Export Meeting	
Conference Information				
Participant Information				
Delegate Seating				
Start meeting	Conference information: The XX Meeting information: Preparator	y Meeting		Select Meeting
Exit	09/25/21 Start connect device:192.168.1 09/25/22 Device 192.148.1.174(HCS-83			Connect Device

Figure: Add Conference

- 2. Select a conference in the left side list, click "Add Meeting" button to create a new meeting. Input the meeting name and setup related parameters, and click "Save".
 - Quorum: set the minimum number of delegates necessary to conduct the business of the current meeting. If the number of the delegates present does not reach the quorum, the vote cannot start.
 - Sign-in Mode: includes Seat key-press sign-in, Automatic Sign-in, Seat IC card sign-in, PIN Code Sign-in, Fingerprint Sign-in, Entry Sign-in, Seat IC Card and PIN Code Sign-in, Fingerprint and PIN Code Sign-in, Fingerprint and Seat IC Card Sign-in, Entry Sign-in and Seat Key-press Sign-in, Entry Sign-in and Seat IC Card Sign-in.

TAIDEN [®] Confe	erence Management Syste	em		192. 168. 1. 174
admin	Conference Information			
2019-06-14 0925:18	• • • • •	1 + Add Meeting + Add Agenda + Add Propr	🛱 Save 🗶 Delete 🔺 Import —	
	 The XX conference 	Meeting information		
Home Page	Preparatory Meeting	Meeting Name	Meeting Template • • Preview	
Room Layout	First Agenda Second Agenda	New Meeting	No.2: Au	ditoria
Device Information	* Formal Meeting 2019/05/22 11/21/28	Start Time Add Monting		Billion O Wind
Delegate Management		Start Time 5/22/2019 11:2 Add Meeting	Export Meeting/Agenda/Proposal	
Conference Information		End Time		
A Participant Information		Enter time		
Delegate Seating		Layout Mid Meeting Room (1024x758)		The XX conference
		• Querum		New Meeting
		0		New Meeting
		+ Host Name		
		• Sigs-In Mode		
		Seat key-press sign-in		
Start meeting	Conference information: The I	XX conference		
Juit meeting	Meeting information: Preparal 09/25/21 Start connect device/19/216			Select Meeting
🕪 Exit	09-25/22 Device 192 168 1.174(HCS-			Connect Device

Figure: Add Meeting

3. When meeting saved, you can switch to agenda management;

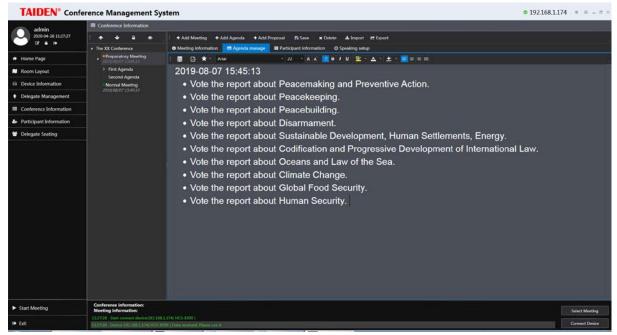


Figure: Meeting - Agenda manage

- Generate From DB: generate the conference calendar from the database;
- Load From File: load the conference calendar from the text file;
- Edit Template: edit font information, including font, font size, font color, background, and set the settings as default;
- 22 A A = B I U W A • = = = = : format settings for agenda contents.
- 4. When meeting saved, please add participant for meeting (details for section <u>6.6 Participant</u> <u>Information</u>);

admin	Conference Information									
2020-04-26 11:27:27		+ Add Meeting + Ad	id Agenda 🛛 🔶 Add Proposal	🛱 Save 🗶 Delete 🔺 Impo	rt 🛃 Export					
~ ~ ~ ~	The XX Conference	Meeting information	📰 Agenda manage 📰 Partice	pant information Ø Speaking se	itup					
Home Page	Preparatory Meeting	All Delegates.		185 T filter		Participant I	List.		4	2 T Filter
Room Layout	> First Agenda	Ø Name	Delegate Type Team	Gender Count*	C Refresh	V Na		Team	Gender	Count
- Westin Enjour	Second Agenda	1 Henry Montgome		Male			ny Montgome Formal	Cenado Org	Male	
Device Information	Normal Meeting	2 Roberto Lambert		Male	(2) Copy		berto Lambert Formal	Canada Org	Male	
Delegate Management		3 Bruce Nelson 4 Phil, Weston	Formal Formal				ce Nelson Formal			
 Delegate management 		5 Roger Young	Formal				oer Young Formal			
Conference Information		6 Luke Burbank	Formal		> Add		e Burbank Formal			
		7 Shirley Baldwin	Formel		2017000	7 Shi	rky Baldwin Formal			
 Participant Information 		8 Andrew Reeves	Formal		NADA *	8 An	drew Reeves Formal			
Delegate Seating		9 Chris Fisher	Formal				ris Fisher Formel			
A PROPERTY AND A PROPERTY AND A	-	10 Ashok Nordstorm					hok Nordstorm Formal			
		11 Oliver M. Bishop					ver M. Bishop Formal			
		12 Kevin Lee 13 Mark Creen	Formal			12 Kes	vin Lee Formal ink Green Formal			
		13 Mark Unen 14 John Yanowski			< Delete All		n Green Formal			
		15 Caspar Ramanath			C Landre Ma		spar Ramanathi Formal			
		16 Daniel Yamamoto					niel Yamamoto Formal			
		17 Harrison Jordan	formal			17 He	nison Jordan Formal			
		18 Angelina Bergan	Formal			18 An	gelina Bergan Formal			
		19 Vernon Parker	Formal			19 Ver	mon Parker Formal			
		20 Thomas Furlong					omas Furlong Formal			
		21 Timothy Riddance					nothy Riddance Formal			
		22 Gino Urlaub	Formal				o Urlaub Formal			
			Formal				nche White Formal			
		24 Fiona Lawrence 25 Brant Howard	Formal				na Lawrence Formal Int Howard Formal			
		25 Brant Howard 26 Maggie Scholz	Formal				inggie Scholz Formal			
			Formal				lena Kravitz Formal			
		28 Yvette Cole	Formal				rtte Cole Formal			
		29 Larry Yankovic	Formal			29 Lar	ry Yankovic Formal			
		30 Aaron Hannah	Formal			30 Au	ren Hannah Formal			
		11 Charles larkson	Formal			31 Ch	arles Jackson Formal			
				200		32 Tiff	lany Wesley Formal			
				Page 1 of 1	-	<u>.</u>				
 Start Meeting 	Conference information: The X Meeting information: Preparate								Select 1	deeting

Figure: Meeting – Participant information

5. After adding participator, speaking setup is available if needed;

	Conference Information					
admin 2020-04-26 11:27:27		+ Add Meeting	+ Add Agenda 🛛 + Add Prop	xosal 10) Save 🛪 Delete 🛦 Import 121 I	bport	
	The XX Conference	Meeting information	n 📰 Agenda manage 🔳	Participant information O Speaking setup		
Home Page	Preparatory Meeting	Speaking setup				
Room Layout	> First Agenda	Show microche		÷		
	Second Agenda					ž
Device Information	Normal Meeting 2019/06/07 15:45:13	 Max. request o 		100		
Delegate Management		 Max. response 		100		
Conference Information		Oose microphi			Show negative time	~
Conference anormasion		 Timing for VIP 			 Timing for Chairman 	
Participant Information		Countdown tip		None - 1		
Delegate Seating		• Enable personal spe	saking time			
		Custom speaki				
			Jelete 🗙 Clear			
		i + Add — D Number	Delete 🛪 Clear Name	Speaking time	Prompt time	
		i + Add - D Number 1	Delete 🛪 Clear Name Henry Montgome	00:05:00	00:00:20	
		+ Add - D Number 1 2	Delete X Clear Name Henry Montgome Roberto Lambert	00:05:00 00:05:00	00:00:20 00:00:20	
		i + Add - D Number 1	Delete 🛪 Clear Name Henry Montgome	00:05:00	00:00:20	
		i + Add - C Number 1 2 3	Delete X Clear Name Henry Montgome Roberto Lambert Bruce Nelson	00:05:00 00:05:00 00:05:00	00:00:20 00:00:20 00:00:20	
		Add - C Number 1 2 3 4 5 6	Velete x Clear Name Henny Montgome Roberto Lambert Bruce Nelson Phil. Weston Roger Young Luke Burbank	00:05:00 00:05:00 00:05:00 00:05:00 00:05:00 00:05:00	060020 060020 060020 060020 060020 060020 060020	
		↓ Add = 0 Number 1 2 3 4 5 6 7	Accelerate Science Sci	000500 000500 000500 000500 000500 000500 000500	000020 000020 000020 000020 000020 000020 000020	
		★ Add = E Number 1 2 3 4 5 6 7 8	K Clear Name Henny Montgome Roberto Lambert Bruce Netson Phil. Weston Roger Young Luke Burbank Shirley Baldwin Andrew Reeves	00.05.00 0005:00 0005:00 0005:00 0005:00 0005:00 0005:00	000020 000020 000020 000020 000020 000020 000020 000020	
		★ Add — C Number 1 2 3 4 5 6 7 7 8 9	Noteto X: Clear Name Henry Montgome Roberto Lambert Bruce Nelson Phil. Weston Roger Young Luke Bubank Shirty Baldwin Andrew Reeves Christ Baher	000500 000500 000500 000500 000500 000500 000500 000500	0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20	
		★ Add = E Number 1 2 3 4 5 6 7 8	K Clear Name Henny Montgome Roberto Lambert Bruce Netson Phil. Weston Roger Young Luke Burbank Shirley Baldwin Andrew Reeves	00.05.00 0005:00 0005:00 0005:00 0005:00 0005:00 0005:00	000020 000020 000020 000020 000020 000020 000020 000020	
		+ Add − C Number 1 2 3 4 5 6 7 8 9 10 <i>Joul 10</i>	Name Name Henry Montgene Roberto Lambert Bruen Nelson Piul, Weston Roger Young Luke Dubank Shiring Satawin Andree Renes Chris Fisher Aubuk Nordstarm	000500 000500 000500 000500 000500 000500 000500 000500 000500	0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20	
		+ Add - C Number 2 3 4 5 6 7 7 8 9 10 Rotal: 10 8 The delegates v	Name Name Henry Montgome Roberto Lambert Bruse Nelson Phil. Weston Roger Young Lank Dubank Skilley Balawin Andrew Reves Christ Faher Andre Nordsborn	000500 000500 000500 000500 000500 000500 000500 000500	0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20	© Group sprektrop time in disabled
Start Meeting	Conference Information The 3		Name Name Henry Montgome Roberto Lambert Bruse Nelson Phil. Weston Roger Young Lank Dubank Skilley Balawin Andrew Reves Christ Faher Andre Nordsborn	000500 000500 000500 000500 000500 000500 000500 000500 000500	0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20	
Start MeeBing	Conference information: Two 3 Meeting information: Preparat 1137278 - Structure deviced 3044	+ Add = -L Number 1 2 3 4 4 5 6 7 7 8 7	Name Name Henry Montgome Roberto Lambert Bruse Nelson Phil. Weston Roger Young Lank Dubank Skilley Balawin Andrew Reves Christ Faher Andre Nordsborn	000500 000500 000500 000500 000500 000500 000500 000500 000500	0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20 0000-20	@ Group speaking time is challed .

Figure: Meeting – Speaking setup

Speaking Setup:

- Show microphone No. in list: display microphone number in microphone control interface;
- > Speaking count: if checked, display speaking count in microphone control interface;
- Max. request count: set up the maximum number (\leq 100) of request microphones;
- > Max. response count: set up the maximum number (\leq 100) of response microphones;
- Close microphone when time out: if checked, delegate's microphone will be turned off automatically in speech timing mode when time out;
- Show negative time: if the speech times out and the microphone is not turned off, negative time is recorded the cumulate the timeout;

- > Timing for VIP: if this option is checked, speaking time of the VIP will be time limited;
- > Timing for Chairman: if this option is checked, speaking time of the chairman will be time limited;
- Countdown tip sound: setup countdown tip sound, after setting, when time out, computer output the sound;

Enable personal speaking time:

- > Timing and count only for the mic. opened from requesting;
- > Cumulative speaking time: if checked, a delegate's speaking time will be cumulated;
- Unified speaking time: every delegate will have a same time limit when giving speech. After meeting started, resetting this time will not change the cumulate speech time, namely, it only add the margin of the quondam time;
- Custom speaking time: different delegates can set up different time limits when giving speech. If delegates without custom speaking time, unified speaking time is suitable for them; press "Shift/Ctrl" to select several delegates one time;
 - Add: add speaking time for delegates; setup speaking time and hint time, then click "OK";
 - Delete: clear speaking time setup; select a delegate, then click the "Delete" button;
 - Clear: clear custom speaking time list;

Enable group speaking time:

- Show group name/photo: show group name/photo in microphone control, must choose one or booth;
- Group speaking setup:
 - Add: add group by field or define group custom;

Note: group numbers and group names cannot be duplicated.

Group designer	
▶ Group by field 🔄 Save	
Team* * + * * *	
Define group Add Save	
Group number	
Group name Input group name Load/Clear group p	hoto

Figure: Group designer

- Group time setting:
 - Unified speaking time: group speaking time = unified speaking time;
 - Set total time, average allocate: group speaking time = total speaking time / group quantity;
 - Set total time and allocate according to the number of group members: group speaking time = (total speaking time / total members of all groups) * the number of group members;
 - Set personal time and allocate according to the number of group members: group speaking time = personal time * the number of group members;

Design Group Time		×
✓ Unified speaking time	Total speaking time	0 \$ 6 \$ 0 \$
✓ Set total time, average allocate	Personal speaking time	
\checkmark Set total time and allocate according to the number of group members		
\checkmark Set personal time and allocate according to the number of group members	Prompt time	0 0 0 0 0 0
	✓ Ok	Cancel

Figure: Design Group Time

 Edit group: including group name, speaking time, prompt time, load or clear group photo, add or delete group members;

Edit g	roup									:
• Gro	oup in	ifo. 🖺 Save								
	Group	number 1			Speaking time			G		
	Group name Canada Org					•				
▶ Me	mber	info.								
P	articip	oant List	42	▼ Filter		M	embe	er list	2	▼ Filter
	#	Name	Delegate ty	Team 🔒	C Refresh		#	Name	Delegate ty	Team
	1	Henry Montgo	Formal	Canada (1	Henry Montgo	Formal	Canada Org
	2	Roberto Lambe		Canada (2	Roberto Lambe		Canada Org
		Bruce Nelson	Formal							
	4	Phil. Weston	Formal		> Add					
	5	Roger Young	Formal		» Add All					
	6	Luke Burbank	Formal							
	7	Shirley Baldwir	Formal							
	8	Andrew Reeves	Formal							
	9	Chris Fisher	Formal		< Delete					
	10	Ashok Nordsto	Formal							
	11	Oliver M. Bishc	Formal		« Delete All					
	12	Kevin Lee	Formal							
	13	Mark Green	Formal							
	14	John Yanowski	Formal							
	15	Caspar Ramana	Formal							
•				Þ		4				Þ

Figure: Edit group

Note:

- When set personal time and group speaking time for the same delegate, the speaking time setting reached first is available;
- Adjustments in speaking time setup after meeting started will not affect the speaking time setup here; but if click "Save to the current meeting", speaking time setup here update at the same time.
- Delete/Delete filtered/Clear all: delete group(s), press and hold Ctrl/ Shift to select several groups;
- Copy: copy the group information from other meeting, including group name, group members, group photo, speaking time setup, ect.;

Note: can only copy the group information of the delegates included in the current meeting

6. Select a meeting, click "Add Agenda", input agenda name, and then click "Save"; speaking setup is available if you need, if disabled, meeting speaking time is enabled, details refer to step 5;

Note:

- *Group speaking time setup under agenda only can edit group, but cannot create a new group.*
- The agenda of meeting is optional. You can skip it without adding it.

TAIDEN [®] Confer	ence Management System	i.		© 192. 16	8.1.174				
admin	Contenence Information								
2019-06-15 10:07:43									
# Home Page	The XX conference Preparatory Meeting	Agerda Information							
218-10-0-14-19 -2 5	> First Agenda	+ Agenda Name	+ Preview						
Room Layout	Second Agenda	New Agenda		No.2: Auditoria					
Device Information	Formal Meeting 2019/05/22 11:21:28		Export Agenda	Of Edit D. Apply O Contactor					
Delegate Management		Add Agenda		The XX conference					
Conference Information		L	Export Proposal		_				
Participant Information									
Delegate Seating				New Agenda					
 Start Meeting 	Conference information: The XX Meeting information: Preparator	y Meeting			Select Meeting				
te Exit	10:07:45 Start connect device:192.168.1 10:07:47 Device:192.188.1.174(HCS-83				Connect Device				

Figure: Add Agenda

7. Select a meeting or an agenda, click "Add Proposal", input proposal name, spokesman, set proposal options, and then click "Save";

AIDEN [®] Confer	rence Management System		◎ 192. 168. 1. 174 ○ = ×
admin	Conference Information		
2019-06-15 10:07:43	• • 🐨 •	🕂 🕈 Add Proposal 😰 Save 🕱 Dalete 🔺 Import	
	The XX conference Preparatory Meeting X019/06/14 15:5721 First Agenda L. Vote the report about 1	Proposal information	
 Home Page 		Proposal Template Preview	
Room Layout		New Proposal No.2: Auditoria	
Device Information	2. Vote the report about I	The second se	
Delegate Management	3. Vote the report about I 4. Vote the report about I	Chair: Add Proposal Export The XX conference	
Conference Information	5. Vote the report about !	+ Proposal Options	
Participant Information	6. Vote the report about C 7. Vote the report about C	Proposal Pattern: Vote Mode · · · · · · · · · · · · · · · · · · ·	
Delegate Seating	 Vote the report about 0 Vote the report about 0 	Vote Mode: Parliamentary New Proposal	
	10. Vote the report about > Second Agenda Formal Meeting	Neminative: Open mode Voting weight Centrel: Operator control	
		Kry press Los Hay press valid • Vote result mode	
 Start Meeting 	Conference information: The XX of Meeting information: Preparatory	Meeting	Select Meeting
● Exit	10:30:47 Start connect device:192.168.1.1 10:30:49 Device 192.188.1.174(HCS-830		Connect Device

Figure: Add Proposal

Here is the detailed description of each item:

- Proposal Pattern: includes Normal Mode and Vote mode;
- Vote Mode: includes Parliamentary (3-key), Questionnaire, Audience response (5-key), For/Against (2-key), Parliamentary(NPPV), and Appraisal; a) if chosen Parliamentary, Parliamentary(NPPV) or For/Against, the result calculation parameters shall be set up as well; b) if selected Questionnaire, the number and the names of the candidates should be specified;
 - Parliamentary: YES/NO/ABSTAIN;
 - Questionnaire: 1/2/3/4/5;
 - ♦ Audience response: --/-/0/+/++;
 - For/Against
 - Parliamentary (NPPV): YES/NO/ABSTAIN/NPPV; NPPV means that the delegate doesn't want to participate in the vote, and the delegate has pressed the voting key;
 - Appraisal:
 - ♦ satisfied
 - (Four keys voting: perfectly satisfied / satisfied/basically satisfied / unsatisfied)
 - (Three keys voting: satisfied/basically satisfied/unsatisfied)
 - (Two keys voting: satisfied/unsatisfied)
 - ♦ Qualified (four/three/two keys voting)
 - ♦ Competent (four/three/two keys voting)
- Nominative: Open mode and Closed mode. If selected Open Mode, the delegate list and the voting results shall be saved into the database after the voting;
- Control: includes operator control, and predefine vote time, involving who controls start/end of a voting. If time limit is chosen, the duration of the voting shall be specified;
- Key-press: includes first key-press valid and last key-press valid;
- Voting weight: voting weight can be set for nominative voting;
- Vote result mode: pass rate (%) or pass count;
- Pass count based: calculate pass rate according to Present / Predefined / Have voted / (Yes + No) number.

Note:

- When calculate pass rate according to "Have voted" number, "No-Voting" percent is null;
- When calculate pass rate according to "Yes + No" number, "No-Voting", "Abstain" and "NPPV" percent are null;
- Only items with percent can be displayed in pie.

6.6 Participant Information

admin	📰 P	# Participant Information													
2019-06-15 10:07:43	AII D	All Delegates: 185 ¥ Filter							Partici	ipant List:					42 T Fil
		Name	Delegate type	Team	Gender	Country	Langua; *	C Refresh		Name	Delegate type	Team	Gender	Country	Langu
Home Page		Henry Montgome		Canada Org	Male				1	Henzy Montgome		Canada Org	Male		
Home Page	24			Canada Org	Male			(g) Copy		Roberto Lambert		Canada Org	Male		
Room Layout	1		Formal							Bruce Nelson	Formal				
	- 2		Formal							Phil, Weston	Formal				
Device Information			Formal							Roger Young	Formal				
			Formal					> Add	6	Luke Burbank	Formal				
Delegate Management			Formal					* Add All			Formal				
			Formal								Formal				
Conference Information			Formal							Chris Fisher	Formal				
 Participant Information 	1								10						
Participant Information		1 Oliver M. Bishop							11						
Delegate Seating		2 Kovin Lee	Formal					< Delete		Kevin Lee	Formal				
being die bearing			Formal						13		Formal				
			Formal					< Delete All			Formal				
		5 Caspar Ramanathi								Gaspar Ramanath					
		5 Daniel Yamamoto								5 Daniel Yamamoto					
	1								17						
		8 Angelina Bergan						📽 Delegate Seating		Angelina Bergan					
	1		Formal							Vernon Parker	Formal				
	2								20						
	2								21						
	2		Formal						22		Formal				
	2		Formal							Blanche White	Formal				
	2	4 Fiona Lawrence	Formal						24		Formal				
	2		Formal							Brant Howard	Formal				
	2		Formal						26		Formal				
	2	7 Helena Kravitz	Formal						27	Helena Kravitz	Formal				
	2	8 Yvette Cole	Formal						28		Formal				
	2	9 Lany Yankovic	Formal						25	Larry Yankovic	Formal				
	3	0 Aaron Hannah	Formal						30	Aaron Hannah	Formal				
	3	1 Charles Jackson	Formal						31	Charles Jackson	Formal				
	3	2 Tiffarty Wesley	Formal						32	Tiffany Wesley	Formal				
		3 Colin Tyson	Formal								Formal				
	3	4 Vincent Jones	Formal						Я	Vincent Jones	Formal				
							Page 1 of 1		35	Sidney Puget	Formal				
		ference information:	The W conferr				No. of Concession, Name		P.A.						
Start Meeting		ting information:												Sel	lect Meeting
			e192.168.1.174(H												

Figure: Participant information

Click "Participator Information" to enter the interface shown in above figure.

The left list includes all created delegates in the current system database, click "Filter" to check delegate information in specified conditions.

Click "Add" or "Add All" in the middle column to add the selected or all delegates into the current meeting. The participators of the current meeting are listed in the right list, and the function of the right "Filter" is the same as the left. The functional buttons in the middle column are:

- Refresh: refresh delegate list;
- Copy: Copy the participant information and delegate seating of another meeting into the current meeting; however, the function is available only if the participators of the two are identical;

Note: you cannot copy arrangement between different layout.

Copy Delegate			×
Copied meeting:			Select meeting
Formal Meeti	ng		
Copy contents:	Participant Information		
	 Delegate Seating 		
		✓ ОК	🖒 Cancel

Figure: Copy delegate

- Add: Add the selected delegate in the left list into the current meeting, press "Shift/Ctrl" to select several delegates one time;
- Add All: Add all delegates in the left list into the current meeting;
- Delete: Delete the selected delegate in the right list from the current meeting;
- Delete All: Delete all delegates from the current meeting.

6.7 Delegate Seating

Delegate seating is to arrange participators to the specified seats in the room layout. The interface appears as in figure below. When right click on the room layout, you can select Display Field, Show Seat Number, Show CU Function, Display Unit Number and Show All Mic.

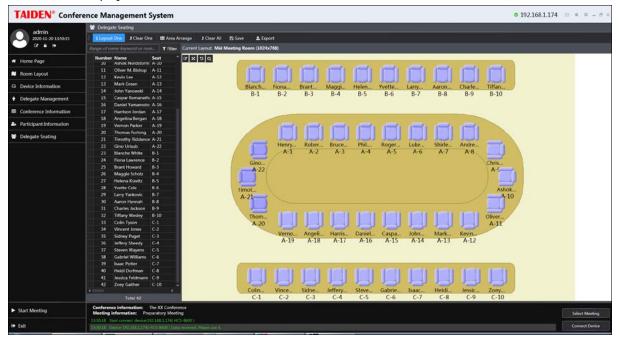
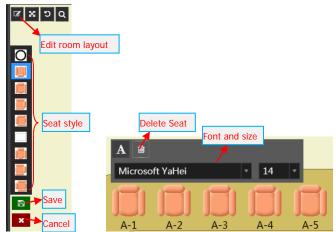


Figure: Delegate Seating

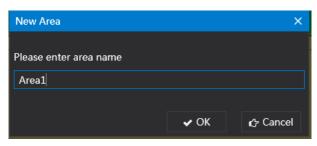
- Layout One: arrange seat for the selected participator;
- Clear One: clear the arranged seat of a participator;
- Area Arrange: arrange the participator to the selected area;
- Clear All: clear all delegates' seating;
- Save: red boxes represent modified seats, click the "Save" button to save it to the database;
- Export: export arranged seat to *.pdf file
- Edit room layout: adjust seats temporarily, drag a seat to layout to add one seat, drag a seat in the layout to move it.



Operation procedure:

- Layout one: click "Layout One", and select the participator to be arranged, then click on the relevant seat in the meeting room to arrange the participator to the seat; on the arranged seat the name of the participator is shown (checked "Show Delegate Name");
- 2. Clear one: this is the opposite operation of "Layout One", click "Clear One" first, then click on the seat to clear the arranged delegate;
- 3. Area arrange: automatically arrange the participator to the selected area;

New area: create a new area for automatic arrangement; the dialog box below for naming new area pops up when the button is clicked.



Input name and click OK, then select the color for the area – as in the figure below (the area with green background is Area1):

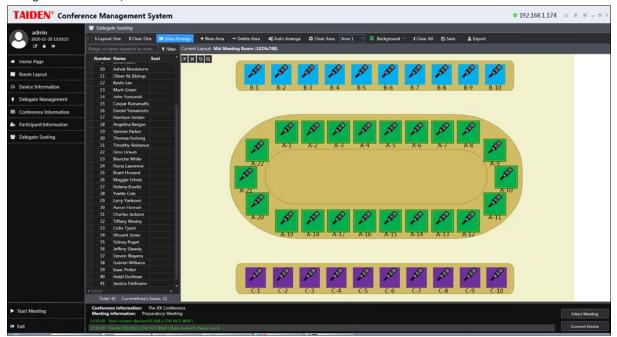


Figure: Area Arrange

Auto Layout: click this button to arrange participators to the seats in a created area (the area should be selected first in the combo box of "Area" in the Area Layout column) automatically.

Use Clear Area to clear all arranged participators in a selected area.

Auto Arrange Seat: after creating a new area, select a delegate group, then click "Auto arrange" button, Auto arrange seat dialogue box will be shown;

The delegates who do not need to be arranged automatically can be deleted (right-click menu) from the delegate list. "Top" operation (right-click menu) is used to set the first delegate under seat arrangement rules, then click "OK" button to accomplish the auto seat arrangement. The seats will be arranged automatically according to the following figure:

Par	ticipa	ant List 追 Numb	er			▼ Filte	er Sea	t	
	#	Name	Delegate No.	Delegate Type	Team	Gender		#	Seat
		Henry Montgome	Cost of	the matrix	Canada Org	Male			A-1
	2	Roberto Lambert	Son or	the rules	Canada Org	Male			A-2
		Bruce Nelson		Formal					A-3
	4	Phil. Weston	4	Formal				4	A-4
		Roger Young		Formal					A-5
	6	Luke Burbank		Formal					A-6
		Shirley Baldwin		Formal					A-7
	8	Andrew Reeves	8	Formal				8	A-8
	9	Chris Fisher	9	Formal					A-9
	10	Ashok Nordstorm	10	Formal				10	A-10
	11	Oliver M. Bishop	11	Formal				11	A-11
	12	Kevin Lee	12	Formal R	light-click m	enu:		12	A-12
	13	Mark Green	13	Formal	- -			13	A-13
	14	John Yanowski	14	Formal	Тор			14	A-14
	15	Caspar Ramanatha	15	Formal	Delete			15	A-15
	16	Daniel Yamamoto	16	Formal				16	A-16
		Harrison Jordan		Formal					A-17
	18	Angelina Bergan	18	Formal				18	A-18
	19	Vernon Parker	19	Formal				19	A-19
	20	Thomas Furlong	20	Formal				20	A-20
	21	Timothy Riddance	21	Formal				21	A-21
	 22	Gino Urlaub	22	Formal				22	A-22



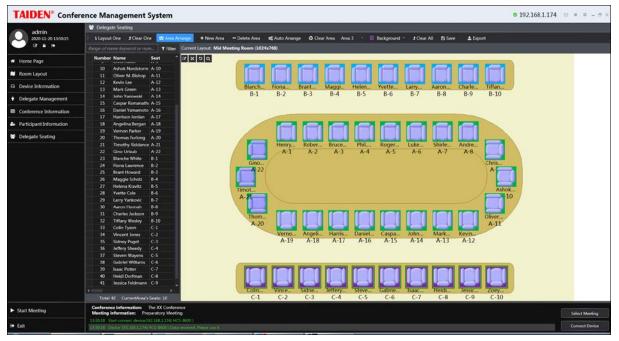


Figure: Area Arrange

- 4. Adjust arrangement: if some individuals need to be rearranged, use Clear One and Layout One to adjust. Delete Area and Clear All will delete the arranged area and all arranged seats respectively;
- 5. Save seating: save delegate seating.

6.8 Wireless Unit

Refer to section <u>5.19.5 Unit Setup – Wireless Unit</u> for details.

6.9 IC Card Management

This module is to distribute IC cards for conference sign-in. For the contribution units and systems, which support IC card facility, the IC card reader is essential. By the dedicated IC card, conference participators are able to carry out identity certification, degree and authority identification, and conference sign-in. If the conference uses IC cards, the contribution unit can perform the normal facilities only if a valid IC card is inserted.

admin 2020-11-20 13:50:15	B 100	Card Manage.									
	All Dele	rgates:	Current Scheme DEFAULT								
	110.00	Name	Card Configured	Delegate Type	Title	Team	Gender	Country	Langu		
	> 1	Henry Montgome		Formal		Canada Org	Male				🖬 Q
Home Page	2	Roberto Lambert		Formal		Canada Org	Male			Close	Write Card Read Card
Room Laycut		Bruce Nelson		Formal						TOME 1	Roberto Lambert D. LCh. 1977
Room Caycol		Phil. Weston		Formal						- COLOR	Contraction Contraction
Device Information		Roger Young		Formal						1 Master Card	
		Luke Burbank		Formal							
Delegate Management		Shirley Baldwin		Formal							
		Andrew Reeves		Formal							Name: Henry Montgom
Conference Information		Chris Fisher		Formal							
		Ashok Nordstorm		Formal							
Participant Information		Oliver M. Bishop		Formal							Team: Canada Org
onterence Information 9 articipant Information 11 articipant Information 11 https://www.articipant.org/articipa	Keeln Lee		Formal								
Delegate seating	13	Mark Green		Formal							
		John Yanowski		Formal							
		Caspar Ramanathan		Formal							
		Daniel Yamamoto		Formal							
		Harrison Jordan		Formal							
		Angelina Bergan		Formal							
		Vernon Parker		Formal							
		Themas Furlong		Formal							
		Timothy Riddance		Formal							
	22	Giro Urlaub		Formal							
		Blanche White		Formal							
	24	Rona Lawrence		Formal							
		Brant Howard		Formal							
	26	Maggie Scholz		Formal							
		Helena Kravitz		Formal							
		Yvette Cole		Formal							
		Lany Yankovic		Formal							
		Aaron Hannah		Formal							
		Charles Jackson		Formal							
		Tiflany Wesley		Formal							
		Colin Tyson		Formal							
				and the second s							
									Page 1 of 1	• Advanced Pe	ripheral Serivce Status: 😋
Start Meeting		rence information: 1 ing information: Pre;									Select Meeting

Figure: IC Card Management

 IC card scheme: you should select a scheme first before write card, you can use the default scheme or defined a new scheme;

÷	Edit Scheme
i #	Switch 🕇 Add 🛪 Delete 🖹 Save 🦘 Cancel
#	Name
1	DEFAULT
2	Scheme1

- ♦ Switch: switch current IC card scheme;
- Add: click "Add" and then input the scheme name to create a new scheme;
- ♦ Delete: delete an IC card scheme;
- ♦ Save: save an IC card scheme;

Current Scheme DEFAULT

- ♦ Cancel: cancel the modification of the scheme before saving.
- Write card: write card for delegates; the procedure of writing the IC card is as follow:
 - 1. Connect IC card encoder and computer with USB cable;
 - 2. Install "Taiden.CMP.Service.Installer.exe" on the computer which connected with IC card encoder, if use the server computer, please skip the installation, and then connect to the peripherals service;
 - 3. Select COM port and open the port;
 - 4. Select an IC card scheme, if no scheme, please create a new one;
 - 5. Insert the IC card into the slot of the encoder or put the contactless IC card on the sensor of the encoder;

Note: the correct way to insert the IC card is with the IC pointing downwards and inwards.

6. Select the participant;

7. Click "Write Card", if checked "Auto jump to next after write card", it will jump to the next delegate automatically after written;

Note: If the IC card isn't written successfully, the system will prompt the possible causes for checking, such as "Type card does not match", etc.

- 8. Take the written IC card out;
- 9. Write another IC card according to steps 4-8;
- 10. Close COM port.
- Read Card: read IC card, display IC card delegate information;
- Report loss: select one delegate information from left list, click the """ icon to report IC card loss;
- Activate: if one IC card is reported loss, click the "
 "" icon to activate it;
- Delete: clear the card record of the selected delegate from the database;



Activate status

Loss status

• Advanced: import/export IC card information and peripheral setting;



- ♦ Cancel all: clear all delegates IC card information;
- ♦ Export to File: export IC card information to txt file;
- Import from File: import IC card information from txt file;
- Connect/Disconnect peripheral service: peripheral service can be on server computer (localhost) or other computer (input IP address), which connected with an IC card encoder. If peripheral service disconnect, card reading and writing are all invalid.

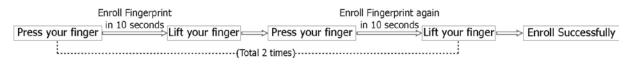
6.10 Fingerprint Management

This module is to manage fingerprints for conference sign-in. For the congress units and systems, which support fingerprint facility, the fingerprint identification module is essential. Fingerprint Management includes: enroll, search, delete, manage, etc.

admin 2019-07-30 10:38-12 27 ▲ ➡	C Fingerpr	int Manage.											
	Search numb	or; name	Q	FP acquisition succeed									
		Name	Fingerprint Configured	Delegate type	Title	Team	Gender	Country	Lar 👚				
	0 1	Henry Montgo		Formal		Canada Org	Male						
Home Page		Roberto Lambe		Formal		Canada Org	Male			Name: Henry Montgome Number:			
		Bruce Nelson		formal						FP No.			
Room Layout		Phil. Weston		Formal						O002 O 0001			
Device Information		Roger Young		Formal						Delete One FP			
Device information		Luke Burbank		Formal									
Delegate Management		Shirley Baldwir		Formal									
		Andrew Reeve:		Formal									
Conference Information		Chris Fisher		Formal						AN TOTAL			
		Ashok Nordsto		Formal									
 Participant Information 		Oliver M. Bishc		Formal									
Delegate Seating		Kevin Lee		Formal									
r Delegate seating		Mark Green		Formal									
	14	John Yanowski		Formal									
	15	Caspar Ramani Daniel Yamami		Formal Formal									
	16	Harrison Jorda		Formal									
	18	Angelina Berga		Formal						1/4/4////CS310001			
	19	Vernon Parker		Formal						0999990006050000000			
	20	Thomas Furion		Formal						STATION BALLAND			
	20	Timothy Ridda		Formal									
	22	Gino Urlaub		Formal						a a			
	23	Blanche White		Formal						Erroll Search			
	24	Fiona Lawrence		Formal									
	25	Brant Howard		Formal						Continuously Execute			
	26	Maggie Scholz		Formal									
	27	Helena Kravitz		Formal									
	78	Yvette Cole		Formal									
	29	Larry Yankovic		Formal									
	30	Aaron Hannah		Formal									
		Charles Jackson		Formal									
		Tiffany Wesley		Formal						88			
		Colin Tuson		Formal						88 💿			
	Total: 185									 Batch Management Close 			
			Page 1 of 1	Peripheral Serivce Status: O									
Start Meeting		information: T formation: Prep	The XX conference							Select Mer			

Figure: Fingerprint Management

- Connect IC card encoder and computer with USB cable;
- Install "Taiden.CMP.Service.Installer.exe" on the computer which connected with HCS-4345F/50, if use the server computer, please skip the installation, and then connect to the peripherals service;
- Open Device: open the device of HCS-4345F/50 before enrolling or searching fingerprint;
- Enroll: click the "Enroll" button or Ctrl+E on the keyboard to enroll fingerprint according the prompting information, the fingerprint will be numbered automatically by the system;



Note: the capacity is 9999 fingerprints and no more than 5 fingerprints can be recorded for each delegate.

• Search: click the "Search" button or Ctrl+S on the keyboard to search fingerprint according the prompting information, the result is listed with matching score;



Note: when matching score is more than 50, the result is OK; the score is higher, the better it matches.

Delete One FP: delete one fingerprint of one delegate;

- Continuously Execute:
 - ✤ Enroll: fingerprints will be enrolled one by one automatically;
 - ♦ Search: fingerprints will be searched automatically;
- Batch Management:



Figure: Fingerprint Management

- ♦ Export FP: export fingerprint data to file;
- Import FP: import fingerprint data from file;
- Export Delegate: export delegate information to *.txt file, and the text file can be imported to fingerprint collection software;
- ♦ Delete All FP: delete all fingerprints of all delegates, it means to clear the fingerprint database.

<u></u>\$\$

Peripheral Serivce Status: 🤗 🛛 localhost

 Connect/Disconnect peripheral service: peripheral service (TAIDEN.CMP.Service.Installer.exe) can be on server computer (localhost) or other computer (input IP address), which connected with HCS-4345F/50. If peripheral service disconnect, fingerprint operations are all invalid.

6.11 PIN Code Management

admin 2019-07-23 13:51:08		e Manage.											
	Full Text Sear	ch						×.	PIN code info. Scheme management				
		Name	PIN code (editable	Delegate type	Title	Team	Gender	Country	E Save	Clear All	& Import	1 Export	
Home Page	> 1	Henry Montgome	674672	Formai		Canada Org	Male		Current Scheme	DEFAULT			
- Home Page		Roberto Lambert		Formal		Canada Oig	Male		Automatic ger	eration			
Room Layout		Bruce Nelson	785743	Formal					Number+		0 3	D Generate	
		PhiL Weston	995767	Formal					The second second			1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A	
Device Information		Roger Young	284422	Formal					Random Len	gth	6 [🖾 Generate	
But we also and a second		Luke Burbank	499936 850906	Formal Formal									
Delegate Management	- 8	Shirley Baldwin Andrew Reeves											
Conference Information	ŝ	Chris Fisher	430053	Formal									
Conterence allost taskat	10	Ashok Nordstorm	844265	Formal									
 Participant Information 	10	Oliver M. Bishop	458627	Formal									
	12	Kevin Lee		Formal									
Delegate Seating	13	Mark Green	143089	Formal									
	14	John Yanowski	399820	Formal									
		Caspar Ramanathan		Formai									
		Daniel Yamamoto	\$25596	Formal									
		Harrison Jordan	978259	Formai									
		Angelina Bergan	366792	Formal									
		Vernon Parker	377353	Formal									
		Thomas Furlong	323810	Formal									
		Timothy Riddance	270314	Formai									
		Gino Urlaub	458961	Formal									
		Blanche White	161362	Formal									
		Fiona Lawrence	841724	Formal									
		Brant Howard	246383	Formal									
		Maggie Scholz	824679	Formal									
	27	Helena Kravitz	633920	Formal									
	28	Yvette Cole	240812 669352	Formal									
	29	Larry Yankovic Aaron Hannah	669352 732402	Formal Formal									
	30	Aaron Hannah Charles Jackson	101880	Formal									
	31	Tiffany Wesley	129121	Formal									
			125121	+									
	Total: 185												
	Page 1 of 1												
Start Meeting		e information: The XX formation: Preparator											Select Me

Figure: PIN Code Management

PIN code management interface is shown as the above figure. All participators will be shown in the list. Functions include:

- PIN code information:
 - ♦ PIN code: select one delegate and then double click the PIN code column to input PIN code number;
 - ♦ Save: save PIN code;
 - ♦ Clear All: clear PIN code of all participators;
 - ♦ Import: import PIN code from txt file;
 - ♦ Export: export PIN code to txt file;
 - Auto Generate: generate PIN code automatically. PIN code can be generated from participator ID (offset can be set) or random number (PIN code length can be set);
- Scheme management: add/ delete/ save/ switch PIN code scheme.

Note:

- Cannot modify PIN Code when meeting started; but can generate PIN code for the delegate(s) without PIN code before sign-in;
- Units with graphic 256x32 LCD or higher resolution LCD screen support Pin Code sign-in, but the HCS-8665/8635 series compact multimedia terminal cannot support Pin Code sign-in; and units with OLED screen cannot support Pin Code sign-in.

Chapter 7. Control

Including Start Meeting, End Meeting, Microphone Control, Seat Sign-in, Proposal & Vote, Screen Control, Video Switch and Short Message.

7.1 Start Meeting

Select meeting and start meeting. When meeting started, the meeting title will display in the status bar, operator can display/hide meeting title by right clicking pop-up menu. The microphone control list will appear on the right side of the interface, when wide of the screen resolution ratio is more than 1280.

Default screen: display default screen to large screen by on button click;

Clear screen: clear default screen.

7.2 End Meeting

End the current meeting, and exit the conference control state.

7.3 Microphone Control

This module is to control and to monitor the current status of the microphones, as well as the automatic video tracking.

To perform microphone control, the following steps must be done sequentially:

- 1. Use the Room Layout Designer module to design the layout and seating of the actual meeting room;
- 2. Use the Delegate Management module to build the database of all delegates;
- 3. Use the Conference Information module to create the conference/meeting, and select the room layout;
- 4. Use the Participant Information module to choose participators for a certain meeting;
- 5. Use the Unit Arrangement & Delegate Seating module to arrange the seats of participators and layout the contribution units to the corresponding seats respectively.

Click the "Microphone Control" to enter the interface, as in figure below. The arranged microphones are shown in the interface. On the upper side of the microphone control interface some functional buttons are arranged: Layout map, MU state, Speaking control, Speaking setup, Reset speak list, All off, Reject all, Screen display, Status bar information.

• Layout map: a seat map according to the actual layout of the conference room;

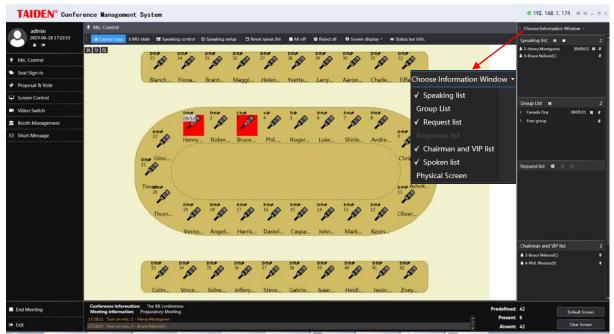


Figure: Microphone control

When right click on the room layout, you can select Display Field, Show Seat Number, Show CU Function, Display Unit Number and Show All Mic. There are three microphone states: Off, On (red icon), and Requesting (yellow icon).

By left clicking on the microphone icon, the corresponding contribution unit is on/off alternatively; while a pop-up menu is shown by right clicking on the microphone icon, including functions such as Turn on/Turn off, Approve/Reject, Modify Panorama / Preposition, Panoramic view, Track this unit, etc.

If Modify Preposition is selected, the camera control interface is shown, as in figure below:

As mentioned in chapter <u>5.10</u>, the predefined positions for each microphone are preset in the conference preparation according to the actual conference layout. Each camera supports 64 predefined positions. Click Save button to save the predefined position. In the Device - Parameters module, check "Allow Video Tracking" to perform automatic video tracking when the microphone is on. The camera turns automatically to the predefined position of the associated delegate, and the image is shown on the large screen.

Modify Camera - 1-Henry Mont	tgome	×
Matrix Type Id	Step	
1.TMX-0808MX(BUGUAJDKSD	K • Contin	uous Step
Camera	Zoom	
1-Dome camera *	Q	Q
Predefined Position	Aperture	✓ Auto
1 ‡		
Switch 🔽 Synchro		
Position1 Position2		
(1-1-1) (1-2-1)		
Focus Contro Auto focus		
Delete Sav	re and Send to M	U

All Mics.			Normal		
0 dB	0 dB	0 dB	0 dB	0 dB	0 dB
· ·					
1 1				1 1	
Gain					

Figure: Modify Camera

Figure: Modify CU Parameter

- MU state: control and monitor the control panel of conference main unit, including Active Microphones, Operation Mode, and Volume control, etc., details refers to section <u>5.4</u> MU State;
- Speaking control: display microphone status in list;

admin	Mic, Control					Choose Information Window	
2019-06-19 09:03:11	📔 📾 Layout map 🛛 i MU state 🔛 Speaking con	o Speaking setup 🕤 Reset sp	eak list 🔳 All off 🗢 Reject all 🛛 Sci	rreen display – 🔹 Status bar info.		Speaking list	
••	Delegate list 49	Spoken list 🖶	2 Request list 💿 🔿	0 Video track		J-Bruce Nelson(C)	
Mit. Control	A 1-Henry Montgome	A 1-Henry Montgome				1-Henry Montgome 300	09:54 II Ø
Seat Sign-In	2-Roberto Lambert 3-Beuce Nelson(C)	3-Bruce Nelson(C)			1-Henry Montgome		
Proposal & Vote	4-Phil. Weston(V)				Formal		
Screen Control	S-Roger Yeung 6-Luke Burbank				Canada Org	Group List III	
Video Switch	A 7-Shirley Baldwin					> Free group	
Booth Management	8 Andrew Reeves			Speaking list		> Canada Org	
	9-Chris Fisher			3-Bruce Nelso	0009:54		
Short Message	 10-Ashok Nordsto 11-Oliver M. Bishop 						
	A 12-Oliver M. Bishop 12-Kevin Lae						
	13-Mark Green						
	▲ 14-John Yanowski					Request list • • •	
	15-Caspar Reman						
	A 16-Daniel Yamam			Group list			
	17-Harrison Jordan			> Free group			
	18-Angelira Bergan			Canada Org			
	▲ 19-Vernon Parker						
	20-Thomas Furlong						
	▲ 21-Timothy Ridda						
	22-Gino Urlaub						
	23-Blanche White						
	24-Fiona Lawrence					Chairman and VIP list	
	25-Brant Howard					3-Eruce Nelson(C)	
	26-Maggie Scholz					4-Phil, Weston(V)	•
	🛔 27-Helena Kravitz						
	28-Yvette Cole						
	29-Larry Yankovic						
	a 30 Aaron Hannah						
End Meeting	Conference information: The XX conference Meeting information: Preparatory Meeting				Predefined	: 42 Default	Servero
	09:13:37 Turn on mic: 3 - Bruce Nelson(C)				Present		and a set
Exit	09:13:40 Turn on mic.: 1 - Henry Montgome				Absent	: 42 Clear	Screen

Figure: Speaking control

Icon:

4	Turn on mic.	1	Turn off mic.		Pause Countdown
	All off	0	Approve request	0	Reject request/ Reject all request
0	Print	θ	Move up	θ	Move down

Operator can turn on, turn off a delegate's unit by pop menu operation.

Menu:

- > Turn on mic.: turn on a delegate's microphone;
- Add to request list: add a delegate into the request list;
- Add to response list: add a delegate into the response list;
- Turn off mic.: turn off a delegate's microphone;
- > Flash/Close Flash: flash is used to give the speaker a note that his/her time is out;
- Pause countdown: pause speech timing;
- Continue countdown: continue speech timing;
- Add speaking time: give a delegate more time;
- > Modify panorama: control the camera for panorama position;
- Panoramic view: video track to panorama;
- Modify preposition: control the camera for predefined position;
- Track this unit: video track to the selected unit;
- > Check delegate information: display delegate information on status bar;
- > Check group information: display group information on status bar;
- Speaking setup: set up the speaking time limit. Refer to Chapter <u>6.5</u> for details;
- Reset speak list: clear the speaking record and reset the record of speaking state;
- All off: turn off all delegates' microphones;
- Reject All: reject all delegates' speaking requests;
- Screen display:
 - > Display delegate information: display delegate information to large screen;
 - Display group list: display group list information to large screen;
 - Display request list: display request list to large screen;
 - Display timer: display timer to large screen;
 - > Display microphone map: display microphone layout map to large screen;
- Status bar information: configure delegate information display.

7.4 Entry Sign-in

admin 2020-11-20 13:59:15 A R Mic. Control Seat Sign-in Proposal & Vote			E	In	try Sig	jn-ir	ו Sy	ste	m		土土	Choose Information Window +
Screen Control Video Switch Booth Management	Client Nam Sign-in (Sig		Ip Address) 192.168.1.7		Start sign	1-in				Manual s	sign in	Request list 🔍 🗇 🔿
Short Message Intercom					Sign in statistics ex	xtended scre	Sic	in in repor	п	Sign M	Мар	
	Total: 1											Chairman and VIP list
	Sign in sta	tistics	Client statistics								_	2-Roberto Lambe
	Formal		Nonvot	ing	Guest		Audien	æ	All delega	tes		
	Predefined	:42	Predefine	d: 0	Predefine	d:0	Predefine	± 0	Predefined:	42		
	Present:		Present:		Present:		Present:		Present:			
	Absent:	42	Absent:		Absent:		Absent		Absent	42		Spoken list
	Exeunt:		Exeunt:		Exeunt:		Exeunt:		Exeunt			
	Leave:		Leave:		Leave:		Leave:		Leave:			
											11	

Figure: Entrance Sign-in System interface

The entrance sign-in system includes the manual sign-in for the complex IC cards and the sign-in server management. In cooperation with the entrance sign-in server, access control, entrance sign-in and multiple affairs of conference management can be performed.

- Start Sign-in: in start sign-in state, participators can carry out entrance sign-in by complex IC cards;
- Stop Sign-in: in stop sign-in state, participators cannot carry out sign-in;
- Continue Sign-in: in continue sign-in state, participators can carry out entrance sign-in by complex IC cards again;
- Manual Sign-in: perform manual sign-in for the participator, who fails in normal sign-in;
- Sign in statistics extended screen display: display sign-in result on extended screen;
- Sign in report: creates sign-in report;
- Sign Map: indicates current sign-in status;
- Import sign in data: import external sign-in data;
- Export current meeting data: export current meeting sign-in data to file (SignIn.db);

Note: refer to Entry Sign-in System Software Manual for details. Entry Sign-in module is only available when the sign-in mode of the current meeting is "Entrance sign-in".

7.5 Seat Sign-in

The seat sign-in management can displays and controls the seat sign-in status, including Seat key-press sign-in, Automatic sign-in and Seat IC card sign-in. When right click on the room layout, you can select Display Field, Show Seat Number, Show CU Function, Display Unit Number and Show All Mic.

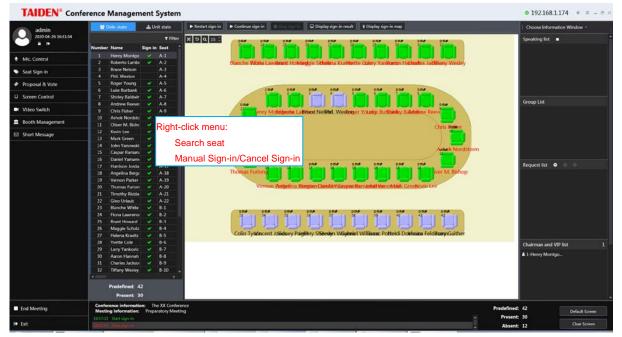


Figure: Seat sign-in interface

Seat key-press sign-in: delegates press the sign-in key on the conference unit to perform sign-in. The process of the seat key-press sign-in is controlled by the operator, including: Start/Restart, Stop and Display Sign-in Status.

Seat IC Card Sign-in: delegate inserts or reads the IC card on the unit to achieve sign-in;

Automatic Sign-in: start sign-in automatically and controlled by the operator.

The delegate sign-in information are statistical parameters according to the different delegate types, but only formal delegate sign-in information will be displayed on large screen and status bar. The sign-in process includes Start/Restart, Stop, Manual Sign-in (right click mouse in delegate list) and Display Sign-in Status.

- Start/Restart Sign-in: start or restart seat key-press sign-in progress. When the delegates press the sign-in keys on each contribution unit, the system will calculate the sign-in result automatically;
- Continue Sign-in: delegates can continue sign-in when the operator resumes the sign-in by pressing the "Continue Sign-in" button; the delegate who has signed-in does not need sign-in again;

Note: continue sign-in is used for key-press sign-in, seat IC card sign-in, PIN Code sign-in, fingerprint sign-in, Seat IC card and PIN Code sign-in, fingerprint and PIN Code

- Stop Sign-in: stop sign-in progress;
- Manual Sign-in/Cancel Sign-in: after the sign-in process, the operator can sign-in or cancel sign-in manually according to actual instance
 - Only One Seat: select one delegate or unit in the left list or select one seat in the venue, then select Manual Sign-in/Cancel Sign-in on right-click pop-up menu;
 - Any Seat: select one delegate or unit in the left list, then select Manual Sign-in/Cancel Sign-in on right-click pop-up menu, at last, click one seat in the venue.
- Find: search delegate according to number, name;
- Display sign-in result: display sign-in result (extension screen or Lan screen needed);

The XX co	nference	
Predefined:	42	
Present:	30	
Absent:	12	

Figure: Display sign-in result

• Display sign-in map: display sign-in map in large screen (extension screen or Lan screen needed).

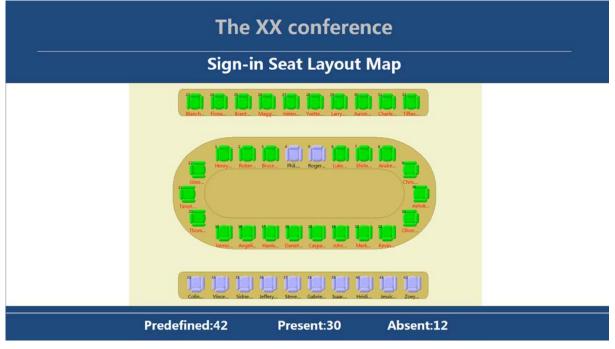


Figure: Display sign-in map

Quorum: For some meetings that a quorum is required, when the number of participants meets the quorum, a message of "Sign-in number has reached the quorum." will be displayed in status bar; when some participants leave and the meeting does not have a quorum, a message of "Sign-in number fails to reach the quorum." will be displayed.

7.6 Proposal & Vote

Integrated proposal topic display and voting function in one interface.

Proposal edit please refer to <u>6.5</u>.

Click the "Proposal & Vote" to enter the voting interface, as in the figure below:

Normal mode: the participants have free discussion on the agenda, the processing is as following: Start agenda – Start proposal – End proposal – End agenda.

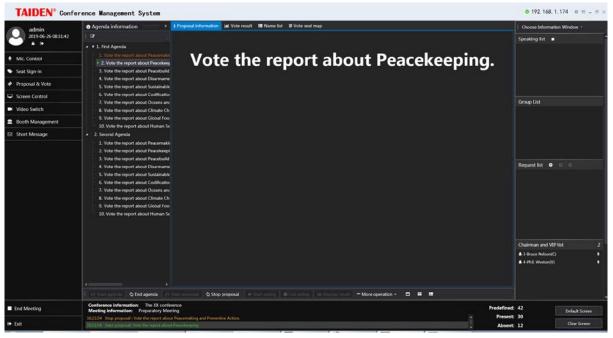


Figure: Normal mode

Voting mode:

admin	Agenda information *	i Proposal information all Vote result 🖩 Name list 🖩 Vote seat n	hap	Choose Information Window -
2019-06-26 08-51-42				Speaking list
Mic. Control	2. Vote the report about Peacekeep			
Seat Sign-in	3. Vote the report about Peacebuild 4. Vote the report about Disarmame	Vote the report about	t Peacemaking and Preventi	ve
Proposal & Vote	5. Vote the report about Sustainable 6. Vote the report about Codification		Action.	
Screen Control	7. Vote the report about Oceans and			Group List
Video Switch Booth Management	8. Vote the report about Climate Ch 9. Vote the report about Global Foo			
Short Message	 10. Vote the report about Human Se 2. Second Agenda 	Vote Mode:	: Parliamentary	
		• Nominative	: Open mode	
		· Control:	Operator control	Request list 🔹 😐 🗅
		• Key-press:	Last key-press valid	
		• Vote result:	Pass rate >=50%	
		• Count base	d on: Present	
				Chairman and VIP list
				3-Bruce Nelson(C)
				4-Phil. Weston(V)
	E constant agenda i or	Ó Stop proposal ► Start voting	lat Display result	
Ind Meeting	Conference information: The XX confe Meeting information: Preparatory Mee		Pro	edefined: 42
	69.2352 Start agesda i First Agenda	ung .		Present: 30

Figure: Proposal Information

The left list displays all proposals of the current agenda or meeting. At the right side, information about the current proposal is displayed. On voting, voting result is displayed instantly.

The control of topic and voting:

- Select an agenda: select a agenda from the agenda information list;
- Start agenda: start the selected agenda;
- Select a proposal: select a proposal from the proposal list;
- Start proposal: click "Start proposal" or double click on the proposal to display the current proposal information;
- Start Voting: start voting, instant voting result will be displayed at the upper right side;
- End Voting: end voting;
- Display result: display voting result to large screen;

More operation:

- Display options list: display options list to large screen, only for questionnaire voting mode;
- Display name list: display voting name list;
- Display vote map: display vote map to large screen;
- Load result: load voting result from database for voted proposal;
- Print result: switch to report management interface to print voting result;
- Vote seat map: display real-time voting status of each units;
- Vote result display mode (AIIO): numeric, bar, pie;
- Stop proposal: end current proposal;
- End agenda: end current agenda.

In voting status:

-	Agenda information	i Proposal Information Lat. Vote result 📰 Name list 🖉 Vote a	at map		Choose Information Window
admin 2020-04-26 17:43:59	Fir Edit				Speaking list
	★ 1. First Agenda				
Mic. Control	1. Vole the report about Peacemak 2. Vote the report about Peacekeepi	Vote the report about	Peacemak	ing and Preventive Acti.	
Seat Sign-in	3. Vote the report about Peacebuild	vote the report about	cucemux	ing and revenue Act.	
Proposal & Vote	4. Vote the report about Disarmame 5. Vote the report about Sustainabk			O In N	
Screen Control	6. Vote the report about Codification				Group List
Video Switch	7. Vote the report about Oceans and 8. Vote the report about Climate Ch		Vote	Percent	Group List
Booth Management	9. Vote the report about Global Foo 10. Vote the report about Human Sr		Tote	i ciccin	
Short Message	2. Second Agenca		-	00 07 0V	
		Yes	2	66.67 %	
		No	0	0.00 %	Request list 🗢 🔍 O
		Abstain	0	0.00 %	
		No-Voting	1	33.33 %	
		Present: 🔳 Voted: 🙎			Chairman and VIP list
		Vote time: 2020-04-26 17:54:11			4 1-Henry Montgo
	E o Met igenite 6 End igenite 0		End voting	el Objetor result 🗖 = More operation 🔿 🖨 Print result 🗖 🖬	la.
End Meeting	Conference information: The XX Confe Meeting information: Preparatory Mee			Prede	fined: 42 Default Screen
	175407 Start proposal Vote the report about			- Pri	sent: 3 Clear Screen

Figure: Proposal and vote (in voting status)

In display voting result status:

admin	Agenda information	# Proposal Information Lat Vote result III Name list III Vo	ste seat map		Choose Information Window
2020-04-26 17:43:59	CP Edit				Speaking list
••	 I. First Agenda 				
Mic. Control	1. Vote the report about Peacemak 2. Vote the report about Peacekeepi	Vote the report about	t Peacemakir	ng and Preventive Acti	
Seat Sign-In	3. Vote the report about Peacebuild	vote the report about	t i eacemaxii	ig and i revenuve Acti.	•
Proposal & Vote	 Vote the report about Disarmame Vote the report about Sustainable 		Approval	N 14 0	
Screen Control	6. Vote the report about Codification		Approva		Group List
Video Switch	 Vote the report about Oceans and 8. Vote the report about Climate Ch 		Vote	Percent	Coop in
Booth Management	9. Vote the report about Global Foo 10. Vote the report about Human Sr		vole	rencent	
Short Message	2. Second Agenda				
		Yes	2	66.67 %	
					Request list • • •
		No	0	0.00 %	Kequest ist
		Abstain	0	0.00 %	
		No-Voting	1	33.33 %	
		Present: 3 Voted: 2			Chairman and VIP list
		Vote time: 2020-04-26 18:07	·04		4 1-Henry Montgo
		Vote time. 2020 07 20 20.07			
	O End agenda	Stop proposal	inue Voting 🔠 🔤 🔤 🖬	Display result 🔲 More operation 🗠 🖨 Print result 🗖 🔳	
End Meeting	Conference information: The XX Confe Meeting information: Preparatory Mee			Predefir	red: 42 Default Screen
	1807:04 Voting Started			 Pres 	ent 3

Figure: Proposal and vote (in display voting result status)

admin	Agenda information	i Pioposal Inf	ormation Let Vote re	esult 💷 Name li	st 🛛 🖩 Vote seat map						Choose Information Window
2020-04-26 17:43:59	i Gredit	Name list						Page 1 of 1 Di	splay Mode Disp	lay by list 1 *	Speaking list
- A 14	→ 1. First Agenda								Display Row Cor	unt: 20 :	
Mic. Control	1. Vote the report about Peacemak			Name		Ves	No	Abstain	N	Voting	
	2. Vote the report about Peacekeepi		Henry Montgome								
Seat Sign-in	3. Vote the report about Peacebuild 4. Vote the report about Disarmame	2	Roberto Lambert Bruce Nelson								
Proposal & Vote	5. Vote the report about Sustainable										
Screen Control	6. Vote the report about Codification										
	7. Vote the report about Oceans and										Group List
Video Switch	8. Vote the report about Climate Ch										
Booth Management	9. Vote the report about Global Foo										
Short Message	10. Vote the report about Human Se 2. Second Agenda										
											Request list 🗢 🔍 🔿
											Chairman and VIP list
											1-Henry Montgo
					2				1		
		Total			2				1		
	1 O Viert agencia 🛛 🛇 End agenda 👘 🔿		Stop proposal	Start voting	► Continue Voting		Lat. Display result	- More operation ~	A Print result		
End Meeting	Conference information: The XX Confe Meeting information: Preparatory Mee									Predefined	t: 42 Default Screen

Figure: Proposal and vote (in name list status)

In open mode, click the "Name List" to get the detailed voting information of each delegate. Display the name list in list, group, party or team mode. After the meeting, the vote result can be viewed through the "vote result" item in the report system.

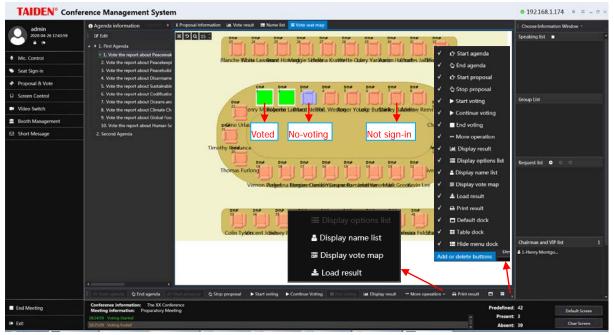


Figure: Proposal and vote (in vote seat map status)

7.7 Screen Control

Mit: Control Seut Sign-In Proposal & Vote Sceen Control	Screen Opendor Dependor	ge ■ Pretiner ⊘ Donlyn ange Start Sign in			Speaking list Group List
Seat Sign-In Proposal & Vote Sceen Control Video Switch Booth Management	V DESPLAYE 192.164.175				Group List
Seat Sign-In Proposal & Vote Sceen Control Video Switch Booth Management	The Mandeman Preparatory Harring WUDDEPLAY1 19221641.073 Display screen O Close screen # Show pa				Group List
Proposal & Vote Screen Control Screen Control Booth Management	Proposition Marring \\\DOSSPLAY1 192.168.1.73 Display screen O Close screen # Show pa				Group List
Screen Control Video Switch E South Management	WVDISPLAY1 192.168.1.73 Display screen O Close screen B Show pa				Group List
Video Switch 6	Display screen O Close screen 🖉 Show pa				Group List
Booth Management	100.000				
		Start Sign-In			
Short Message			Stop Sign-In	Reach Quorum	
	Not Reach Querum	Agenda Title	Proposal Title	Start Voting	
	and instant quarters				Request list • 0 0
	End Voting	Result (List)	Result (Bar)	Result (Pie)	
	Name List	Delegate Info	Delegate Info 2	Request List	
	Group List	Response List	Timer	Sign-in Result	
					Chairman and VIP list
	Sign-in Ust	Options List	Microphone Map	Sign-In Map	3-Bruce Nelson(C) 4-Phil Weston(V)
	Yote Map	Temporary Page			
	Inference information: The XX conference eting information: Preparatory Meeting			Pred	lefined: 42 Default Screen

Figure: Screen Control

Screen display control is used to monitor the current display status and to switch to display page manually. The current display status is displayed at the top, and the pages for display are listed on the lower.

Click a screen and its current display page will be highlighted. Select a display page from the list and it will be displayed on the selected screen. Check "Preview" and select a display page, the selected page will be displayed on the operator screen to preview it.

The "Display Screen" and "Close Screen" buttons can control the selected screen display; if the screen is closed, the selected screen will not display the content of the DCS software, it can be used for displaying user defined content, for example, PPT, etc.

If "Temporary Page" selected, "Design page" function is activated. It can be edited and displayed page to large screen.

7.8 Video Switch

Perform video switch according to the actual requirements, as in figure below:

admin Video Switch		Choose Information Window -
2020-11-28 11:34:36		Speaking list 🔳
Mic. Control		
▶ Seat Sign-In		
Proposal & Vote		
Screen Control	Select MU 192.168.1.174 /rc3-eccaner @	Request list O O
Video Switch	Matrix type 1.TMX-8808MX * Matrix name BUGUADRSDKSDHJ	requestion • • •
Booth Management	Input type Dome camera Fixed camera PC Other video	
Short Message	Video Isput	
Intercom		
	Video Matrix	Chairman and VIP list
	3 2 3 4 5 6 7 8 Video	▲ 2-Roberto Lambe
		Spoken list
End Meeting Meeting Information	w: The XX Conference Preparatory Meeting	Predefined: 42 Default Screen
Exit 11:04:05 Start Meeting	1.174(HCS-6500) Data received. Plasta use it:	Present: 0 Absent: 42 Char Screen

Figure: Video Switch

Operation:

- 1. Click an output channel, the corresponding input channel will be displayed in a specific color, and current output channel will also be displayed;
- 2. Click an input channel, the selected input channel will be switched to the selected output channel;
- 3. Select "Video Track", the selected output channel will be switched to the video track.

7.9 Short Message

- General Short Message List: existing short messages;
- Edit: edit short message;
- Preview: preview short message;
- Font: set up short message font and format (Tahoma 11 B I U S ► + + + + + +);
- Control: create, save and delete (right click on message list) short message;
- Select MU: select a main unit to send message to its units;
- Send: send short message to all units, all non-interpreters, chairman, VIP or selected units; the units must equip with graphic 256x32 LCD or higher resolution, the units with OLED screen cannot receive messages.

TAIDEN [®] Confe	rence Management System			© 192. 168. 1. 174 ⊙ ≡ _ ⊕ ×
admin 2019-06-26 15:10:17	General Short Message List . Netrop will dark in 3 minuted	Edit Short Message Preview	Delegate List	Choose Information Window +
Mit: Control Seat Sign-In		Meeting will start in 5 minutes!	2 - Roberto Lambert 3 - Bruce Netson(C)	
🕈 Proposal & Vote	Right-click menu:	• Edit		
Control	Use	1 29 ⊡ Tanoma → 11 → 18 / 12 + + → T + ±		Group List
Video Switch	Delete	Meeting will start in 5 minutes!		Gloup tax
Booth Management	Clear			
53 Short Message		Select MU 1922168.1374 - ACC48000MAC		Request list • • •
				Chairman and VIP list 2
	O Double click or click right hand button to use message			■ 3-8ruce Reticol() ■ 4-9hiL Weston(V)
End Meeting	Conference information: The XX conference Meeting information: Preparatory Meeting		Predefir	Default Screen
🖶 Exit	15:10:21 Device 192.158.1.174(HCS-8300) Data received. 15:10:35 Start Meeting	Plaste use it.		ent: 0 Clear Screen

Figure: Short Message

7.10 Intercom

The **TAIDEN** conference system provides intercom facility, which is only available for the CUs equipped with an LCD (or OLED); an operator unit must be connected to the conference main unit also. Paperless multimedia terminals can initiate intercom directly without an operator, other congress units need operator connected, other congress units and operator cannot initiate intercom to paperless multimedia terminals.

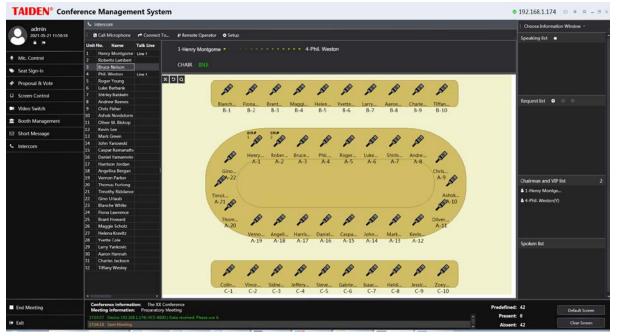


Figure: Intercom

The operator can monitor and control the intercom status in the intercom interface. TAIDEN conference system supports 16 channels intercom simultaneously.

- **Call Microphone:** by clicking this button, and clicking a contribution unit in the meeting room or in the list, the operator can call up a contribution unit for intercom; meanwhile, the contribution unit gives out a prompting ring tone, and the information asking for connection is shown on its LCD.
- **Connect to...:** connect the CU talking with the operator to another CU. Click the button, and click on the CU to create the intercom between the two CUs; meanwhile, the contribution unit gives out a prompting ring tone, and the information asking for connection is shown on its LCD.
- **Remote Operator:** in case the operator leaves for a short time, he/she clicks "Remote Operator", the local operator unit switches to remote mode, the other operator can take over intercom control. Operator presses the '5' key on the operator unit to end remote mode;
- **Setup:** click the "Setup" button to appoint chair and operator
 - CHAIR Object Setting: appoint CHAIR from participators (chairman unit or delegates unit);
 - Operator Setting: appoint operator from the connected operator unit(s) in the system, when the operator unit is in talking, cannot reset the operator.

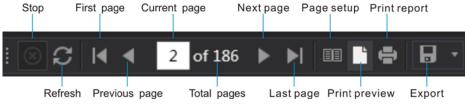
Setti	ng						×
CHAIR Setting Operator Setting							
Sele	Select CHAIR Current CHAIR: 1						
#	ID	Name	Seat	Team	Company	Departmen	Pa 🌥
0]1	Henry Mont	A-1	Canada Org	K. N. Comp	Central Adn	Di
	2	Roberto Lar	A-2	Canada Org	K. N. Comp	Central Adn	Di
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
•							•
▲		Se	etup	Ć	Return		

Figure: Chairman setting and operator setting

Chapter 8. Report

The module provides the facility to save and print the related information of the conference, including delegate information report, seat sign-in report, seat sign-in name list, vote result report, vote name list, vote board for UN, name list for UN, congress report and entry sign-in report.

The toolbar actions are as follows:



8.1 Delegate Information Report

Select the "Delegate Info. Report" in drop-down list, and the figure below is shown:

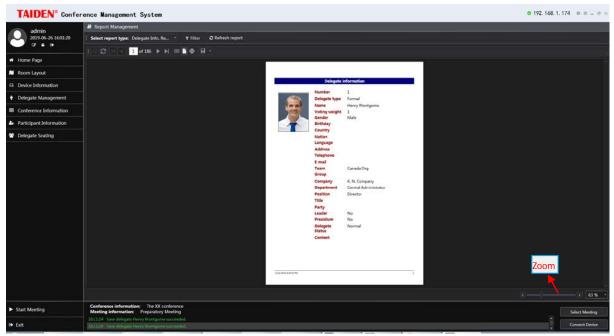


Figure: Delegate Information Report

Print delegate information according to filter condition:

Choose Filter Cor	ndition:	Reset D	Refresh 🕽	Search Q
Number	Please input numbe eg. 20 or 1-20			
• Name	Please input delegat			
• Gender	Male			
Delegate type	formal			
• Team	Canada Org			
Company	K. N. Company			
Department	Central Administrator			
Position	Director			



8.2 Seat Sign-in Report

Select the "Seat Sign-in Report" in drop-down list, and the figure below is shown:

TAIDEN® Confe	erence Management System			ο 192. 168. 1. 174 ο ≡ _− σ ×
admin	Report Management			
2019-06-26 16:01-20	Select report type: Seat Sign-in Report * Y Filter C Refresh re	eport		
<u> </u>	C C H 4 2 of 2			
🖷 Home Page				
Room Layout				
Device Information			Sect Size in Report The XX conference	
Delegate Management			Preparatory Meeting	
Conference Information				
A Participant Information		Formal Sign-in da	ta	
🔮 Delegate Seating		Predefined	42	
		Present	30	
		Absent	12	
		Startsign-in	6/26/2019 1-50-29 PM	
		Stop sign-in	6/26/2819 154/28 PM	
		NOROZOW KRASZ PM		
► Start Meeting	Conference information: The XX conference Meeting information: Preparatory Meeting			Select Meeting
🖲 Exit	16:11:24 Save delegats Henry Montgome succeeded. 18:11:26 Save delegats Henry Montgome succeeded.			Connect Denice

Figure: Seat Sign-in Report

8.3 Seat Sign-in Name List

Select the "Seat Sign-in Name List" in drop-down list, and the figure below is shown:

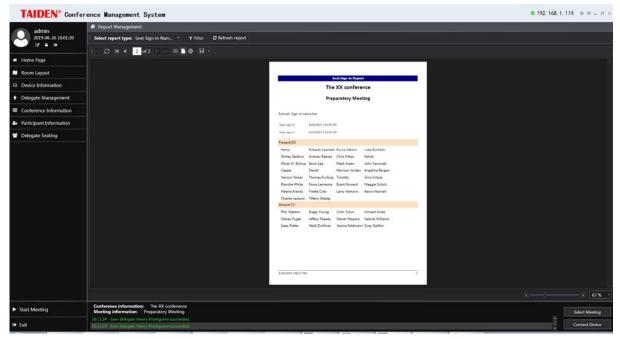


Figure: Seat Sign-in Name List Report

8.4 Vote Result Report

After vote, the user can select the "Vote Result" in the drop-down list to view and print the vote result. First, please select a proposal.

Select proposal		×
The XX conference		
Preparatory Meeting		
2019/06/14 15:57:21		
 First Agenda 		
 3. Vote the report about Peacebuilding. 		
 4. Vote the report about Disarmament. 		
 5. Vote the report about Sustainable Development, Human Settlements, Energy. 		
 6. Vote the report about Codification and Progressive Development of International Law. 		
7. Vote the report about Oceans and Law of the Sea.		
 8. Vote the report about Climate Change. 		
 9. Vote the report about Global Food Security. 		
 10. Vote the report about Human Security. 		
> Second Agenda		
Formal Meeting		
	🗸 OK	Cancel
		· · · · · · · · · · · · · · · · · · ·

Figure: Select proposal

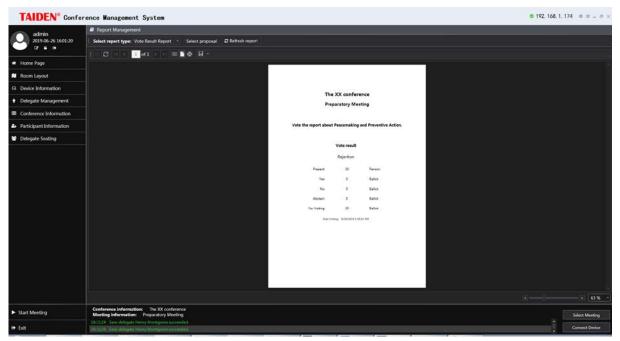


Figure: Vote Result Report

8.5 Vote Name List

Enter the Report System interface; select the "Vote Name List" in the drop-down list to view and print the vote name list. First, please select a proposal.

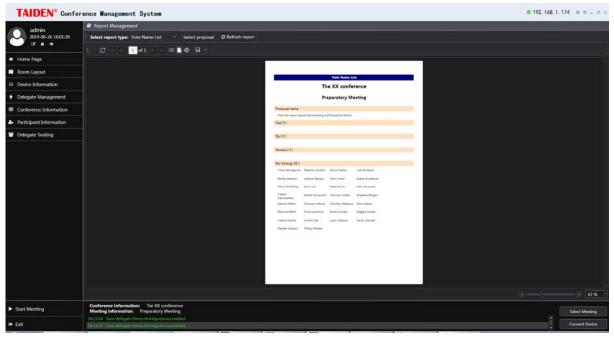


Figure: Vote Name List

8.6 Congress Report

Enter the Report System interface; select the "Congress Report" in the drop-down list to view and print the whole congress information.

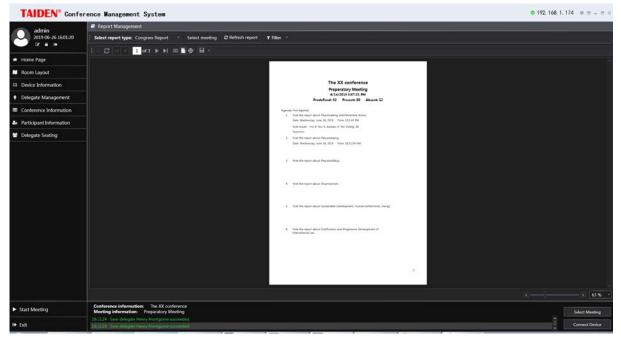


Figure: Congress Report

8.7 Entry Sign-in Report

Enter the Report System interface; select the "Entry Sign-in Report" in the drop-down list to view and print the entry sign-in information. First, please select a meeting.

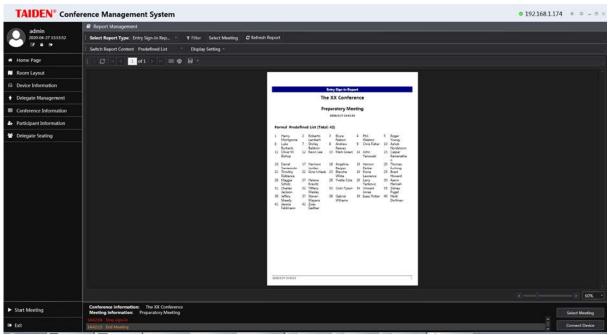


Figure: Entry Sign-in report

Chapter 9. Assistant

Including User Information, User Role, Camera Tool, System Test, Assets Management, File Management, Service, Conference Log, Entry Screen Display, Backup and Restore.

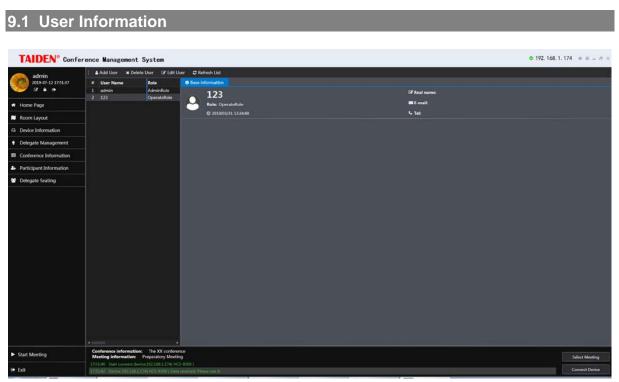


Figure: User information

- Add User: click "Add user", input user name, password, and then click "OK"; you can input the options of full name, telephone and E-mail in addition;
- Delete User: select a user in the list, click "Delete user" button, but system user "admin" cannot be deleted;
- Edit User: edit user information, and the new information was saved only after input the correct user password;
- Refresh List: refresh user list.

9.2 User Role

admin	+ New Cir Edit C Refree	hi stable	Assign Populari
2019-06-26 1758-45		e Type Remar rrate Role	
Home Page	2 AffairRole Affa	ir Role	🖌 Room Management
Room Layout			I Room Layout
Device Information			✓ System Setting
Delegate Management			Screen Display Manage. X Screen Manage. Meeting Type
Conference Information			
Participant Information			Device Management
Delegate Seating			Connect Device Device Information
			VMU State V Device Parameters Setting V Unit Setup V Unit Anangement V Video Matter V Predefine Position Setup
			≪ Meeting Management
			👻 Import Delegate 🛛 Delegate Management 🔍 Conference Information 🔍 Participant Information 🔍 Delegate Seating 🔍 I
			Report Management
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			✓ User Information
			✓ User Information ✓ User Kole ✓ Camera Tool ✓ System Test ✓ Assets Mans ✓ Add ✓ Edt ✓ Dateter
			✓ Add ✓ Edit ✓ Delete ✓ Add ✓ Edit ✓ Delete ✓ Assign Popedom.
Start Meeting	4 Conference information: The Metiog information: Prepa		V Add V Edit V Delete V Add V Edit V Delete V Assign Fopedom

Figure: User role

- New: click "New", input role name, and then click "OK";
- Edit: edit role name and remark;
- Delete: select a role in the list, click "Delete" button, but system role "AdminRole" cannot be deleted;
- Assign popedom: assign role permissions.

9.3 Camera Tool

Management network camera, Add, Edit or Delete camera, double click the camera to play the image.

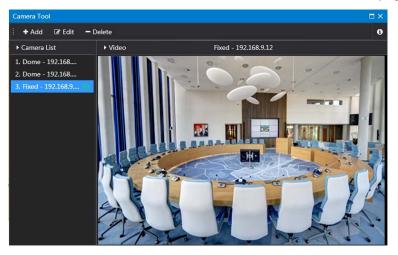


Figure: Camera Tool

Tips 📵:

- Double click camera to play video;
- Click video and press Ctrl, then scroll mouse to room in or out the video;
- Room in the video and then you can drag it.

9.4 System Test

TAIDEN conference system provides the facility for system testing to find out the problems of units accurately. This facility aims to find out and solve the problems prior to a conference to ensure the reliability of the entire conference system.

The System Test consists of Key Test, Microphone Test, SI Channel Test and LED Test.

• Key Test

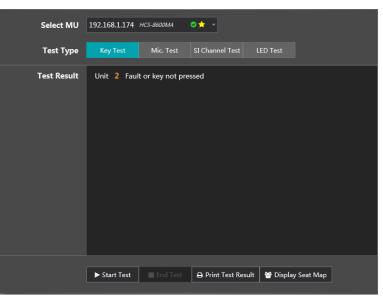


Figure: Key Test interface

The procedure of key test:

- 1. Click the "Start Test" button to begin;
- 2. All contribution units enter the key test state. To perform the key test, the operator shall press the keys on each contribution unit following the indicator prompt;
- 3. When all keys are pressed, click the "End Test" button to stop;
- 4. The result of the test is shown in the left textbox;
- 5. Result print facility is also available in this module.

Display Seat Map: display the key test result by way of seat map, convenient quickly locate the position of congress unit with fault button(s).

Export Seat Map: export seat map to picture format: bmp, jpg or jpeg.

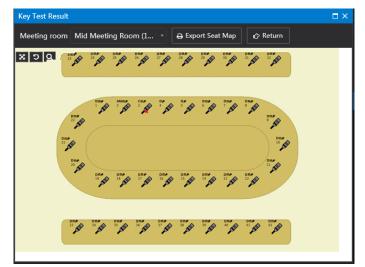


Figure: Display result in seat map

• Mic. Test

Test the microphone of the units connected to the conference main unit, and the interface of the following figure is displayed:

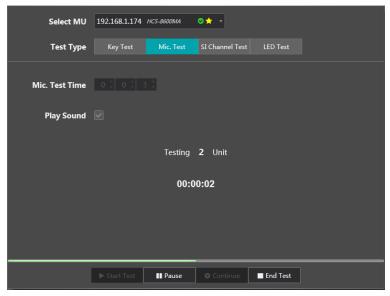


Figure: Microphone Test interface

To begin the test, the user shall first set the test time for each microphone in "Mic. Test Time (00:00:00, HH:MM:SS)", select "Play Sound" or not (play white noise to assist testing), then click the "Start Test" button to begin. If the current microphone is in good condition, it will be activated, and its number is shown in the "Current Microphone ID" textbox. The remaining test time will also be shown under the textbox. The system is testing the microphones according to the microphone IDs, in ascending order.

Note: cannot start microphone test when priority key pressed, and microphone test will be paused when priority key pressed.

SI Channel Test

When SI channel test started, HCS-8685 will play the monitor channel name, and if the channel is not defined in the system, the sound "Floor" will be played.

Select MU	192.168.1.174	HCS-8600MA	◎★ -		
Test Type	Key Test	Mic. Test	SI Channel Test	LED Test	
		<u>.</u>			
		SI Channe	l Audio Test		
			End Test		

Figure: SI Channel Test interface

• LED Test

Press the "Start Test" button to enter LED (indicating light) test, shown as the following figure. The LEDs (indicating light) on all connected contribution units will blink immediately. Press the "End Test" button to exit LED test.

Select MU	192.168.1.174	HCS-8600MA	◎★ -		
Test Type	Key Test	Mic. Test	SI Channel Test	LED Test	
		LED	Test		
			End Test		

Figure: LED Test interface

9.5 Assets Management

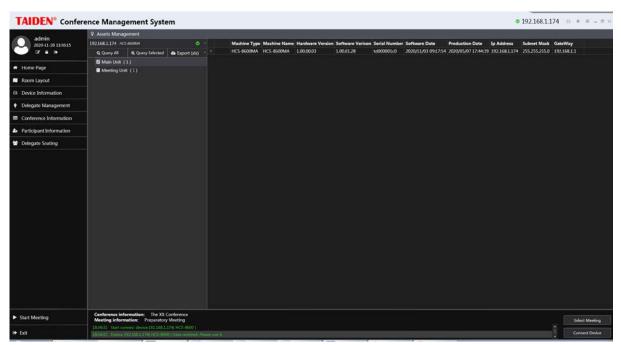


Figure: Assets Management interface

Assets management is used for querying assets information, include main unit, congress unit, interpreter unit, channel selector, multimedia terminal, video switchers, video monitor, electronic nameplate, HCS-8600MIO series and operator unit.

- Query All: click the "Query All" button to update all the assets information;
- Query Selected: click this button to update the select asset information;
- Export: export assets information to file (xls, csv, txt).

Note:

When querying the assets information, please do not operate the devices, or else, will cost more time.

9.6 File Management

F 11		I	
File management ir	ncludes Serve	er Files and	Ierminal Files

admin	Server File List	Congress File X Meeting File X Shared File X 1 X		
2021-05-20 11:45:11	Congress File	L Upload & Downlast 12 Tename in Column K Delete All Files in New Folder to Move to id		
	Meeting File	The XX Conference +		Q Please enter the keyword
Home Page	Shared File	File name	Modified Date	File Size(KB)
Room Layout		E Picture	05/20/2021 11:462	-
Device Information		Video	05/20/2021 11:48:11	
Delegate Management		U) 01 Applications-20140512.pdf	05/20/2021 11:45-5 New Fold	er 2,183 KB
Conference Information	Terminal List	🔲 🗋 Catalog.pdf	05/20/2021 11:45:5 Refresh	6,608 K8
Participant Information	Q Enter Anyword or P to search	III D Catalog.xts	05/20/2021 11:45:53	399 KB
Delegate Seating	□ 1 192101302	Company Introduction_Eng_V2.1-20140208.ppt	05/20/2021 11:45:53	3,077 КВ
		B EP-960 Series Interpreter Headset.doc	05/20/2021 11:45:53	217 КВ
		D EP-960 Series Interpreter Headset.pdf	05/20/2021 11:45:53	185 KB
		B General Catalog.pdf	05/20/2021 11:45:55	35,661 KB
		De Journal UN with hyperlinks.pdf	05/20/2021 11:45:54	356 KB
		D New Products-20140121.ppt	05/20/2021 11:45:54	9,150 KB
		B PREAMBLE.doc	05/20/2021 11:45:54	30 KB
		B REPORT OF THE EXECUTIVE COUNCIL.pdf	05/20/2021 11:45:56	53 KB
		Keport of the Secretary(23 December 2010).bt	05/20/2021 11:45:56	9 KB
		Bar Manarak ali Mari Paramatan Ali Manarahan Mili Marina Mili Mari	AF 194,0454 \$1,47,97	*n vn
		File Message 8 Clear Message Status & Finish & Failed & Cancel		
		2021-05-20 11:45:52 Upload File - DX6-0 (891159) _1192114/JCR52/88887:3289/EN/01 Applications-20140512.pdf		[Finish
		2021-05-20 11:45:53 Upload File - D:\6-0 说师书可上传部和\无纸化的账篇示文和\EN\Catalog.pdf		[Finish
		2021-05-20 11:45:53 Upload File - D:\6-0 说师书可上传资料\无相化的编集示文明\EN\Catalogxis		[Finish
Start Meeting	Conference information: The Meeting information: Preparat			Select Meeting

Figure: File management

- Server File List: manage the server files, including congress file, meeting file and shared file;
 - Upload: upload files to server folder;
 - Download: download files to local computer;
 - Rename: rename file name or folder name;
 - Delete: delete selected file and folder;
 - Delete all files: delete all server files;
 - New folder: create a new folder on server;
 - Move to: move files to other folders, but only under the congress, meeting or shared file paths, and not across paths;
 - Send to: send selected files or folders to all or part congress terminals;
- Terminal List: manage the server files, including congress file, meeting file and shared file, and show shared file only before and after meeting;
 - Delete: delete selected file and folder;
 - Delete all files: delete all terminal files;
 - Send to: send selected files or folders to server.

Note:

The above operation cannot be carried out in voting status, desktop sharing status and stand-by status.

9.7 Service

The paperless multimedia conference terminal and HCS-4890N/4891 series congress unit have the service request function, which can be used after the meeting starts. If request happened, request can be viewed on the right list.

- Request List: display the request list, double click the item to respond the service (respond or close);
- Response List: display the response list;
- > Export Data: export request list or response list to a file.

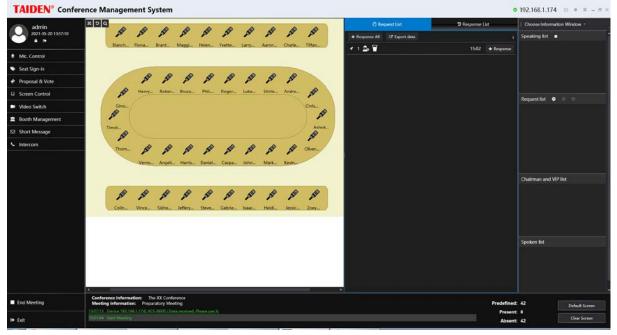


Figure: Service

9.8 Conference Log

AIDEN" Conf	erence Management System	Ø 192. 168. 1. 174 ⊕ ≡ _ :
admin	Conference Log	
2019-07-12 17-51-37	i 🚸 Return 🔒 Print 👩 Save conference log to XML file 🤍 Sign-In 🗹 Agenda 🖌 Proposal 🗸 Vote 🖌 Mic. 🖌 Device 🛩 Booth	
<u> </u>	Current Congress: The XX conference	
Home Page	Current Meeting: Preparatory Meeting	
Room Layout	2019-07-12 13:51:34 Start Meeting 2019-07-12 140046 Start Sign-In;	
Device Information	2019-07-12 18-07-99 Start Agendia: First Agendia; 2019-07-12 18-07-55 Start Proposal: First Agendia: Vote the report about Peacemailing and Preventive Action;	
Delegate Management	2015-07-12 14:11-00 Step Sign-In: Sign-In Result: Predefined: 42, Present: 2, Absent: 40,	
Conference Information	2019-07-12 14:1:00 Stop Proposal: First Agenda-Vote the report about Peacemaking and Preventive Action; 2019-07-12 14:1:00 Stop Agenda: First Agenda;	
Participant Information	2019-07-12 34:11:00 End Miveting:	
Delegate Seating		
Start Meeting	Centerence Information: The XX conference Meeting information: Preparatory Meeting 273140 Store Accessed Access2124 (SS-300) 1	Sidet Metho

Figure: Conference Log

Display the meeting as a calendar, double click one meeting to check conference log. It recorded the whole process and operation of the meeting, including Sign-In, Agenda, Proposal, Vote, Mic., Device and Booth.

9.9 Entry Screen Display

Manage entry screen page, includes append/edit/delete/design, the design operation is the same as section <u>4.1.2</u>.

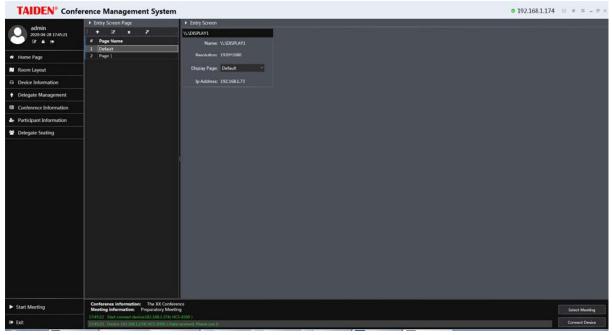


Figure: Entry Screen Display

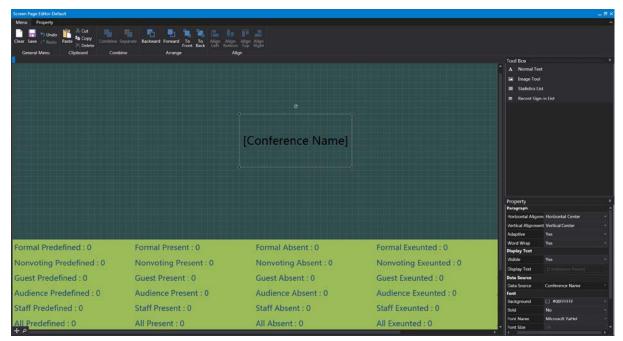


Figure: Screen Page Editor

9.10 Backup and Restore

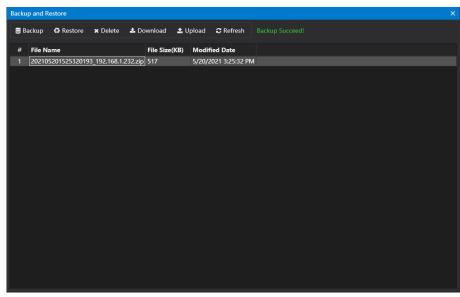


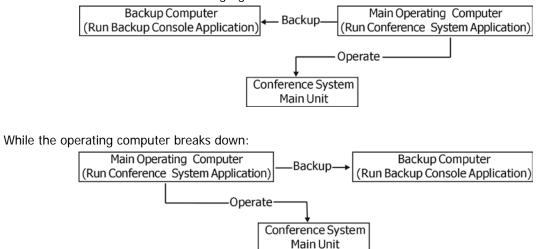
Figure: Backup and Restore

Backup meeting data with the current time as the node, please export the backup package to save, and you can restore it to the backup point in time if necessary.

Chapter 10. Hot Backup

Software hot-spare dual server is a disaster protective structure. If the main operating computer breaks down during the conference, the backup computer can substitute the main computer and continue conference management.

The flow chart is shown in the following figure:



The procedure to carry out hot-spare dual server is as follow:

- 1. Install system software application on two computers;
- 2. Run system software on two computers, main computer in conference control mode;
- 3. Run backup console application on the backup computer, as in the figure below:

TAIDEN [®] Conference Management System		🔺 192. 168. 1. 174 😑 🕾 🛛
	Hot Backup	×
	DCS Server IP: 192.168.1.169	
	Start Meeting Connect	
_		

Figure: Software Hot-spare Dual Server

Input server's IP addresses and press the "Connect" button. If the Server IP address is unknown, the operator can send a broadcast message (set the numbers of IP address to 255, and click "Connect") to search for the server. If the server is available, its IP address will be listed in the pop-up window for selecting, select one IP address, and then press the "Connect" button.

DCS Server IP:	255.255.255.255
	192.168.1.169
	192.168.1.78
	192.168.1.92

Figure: Search Server IP

After connection with the main operating computer, the backup console application first runs backup automatically (incl. database and conference related information). If there are any changes in the database, the backup console application will backup these updates automatically.

TAIDEN [®] Conference Management System		🔺 192. 168. 1. 174 🛛 = 🔿 🗙
	Hot Backup	×
	Conference: The XX conference Meeting: Preparatory Meeting 192.168.1.69 Real-time backup in progress. 192.168.1.73 Start Meeting	

Figure: Software Hot-spare Dual Server

If the main operating server breaks down during the conference, "Disconnect from service." will prompt on the backup server.

TAIDEN® Conference Management System		🔺 192. 168. 1. 174 😑 🕁 🛪
	Hot Backup	×
	Disconnect from service. 192.168.1.169 Disconnect from service. 192.168.1.73 192.168.1.73 O Backup start new meeting @ Is server meeting continued Start Meeting Stop	

Figure: Software Hot-spare Dual Server

Two options will prompt:

- Backup start new meeting: restart the meeting;
- Is server meeting continued: continue the meeting; the key-press sign-in information will be kept.

Select one option and click "Start Meeting" to start the meeting from the backup server, it will connect to the main unit automatically. If "Is server meeting continued" was selected, the software will install sign-in data automatically and all signed-in delegate units go to active state (only for key press sign-in system). If the original main operating computer has been repaired, it can be used as the backup computer now.