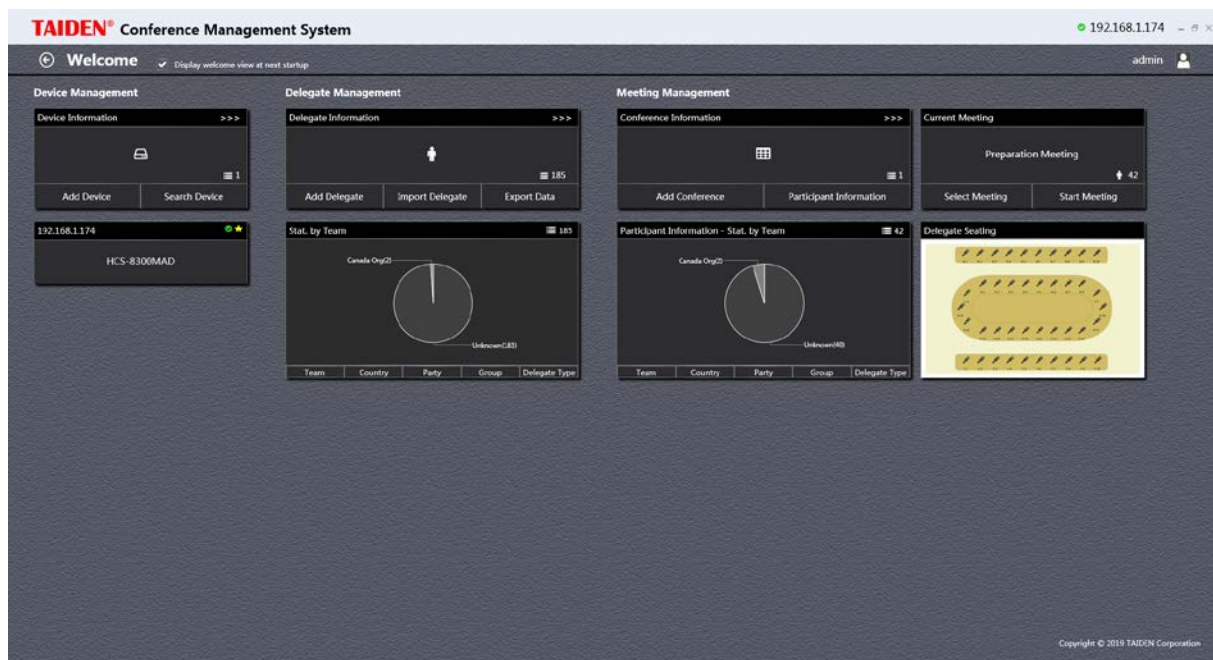


Conference Management System

Excellent solutions for conferences



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.

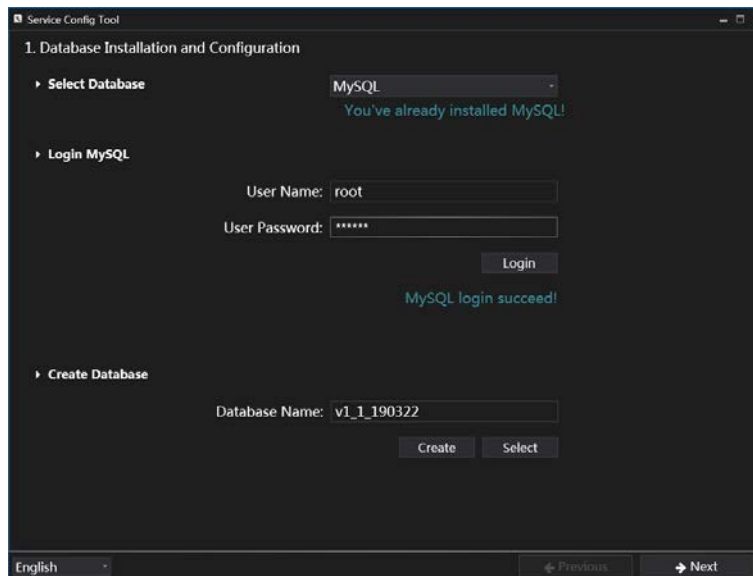


Figure: Database Installation and Configuration

2. Service Configuration

- Service configuration will finished automatically.

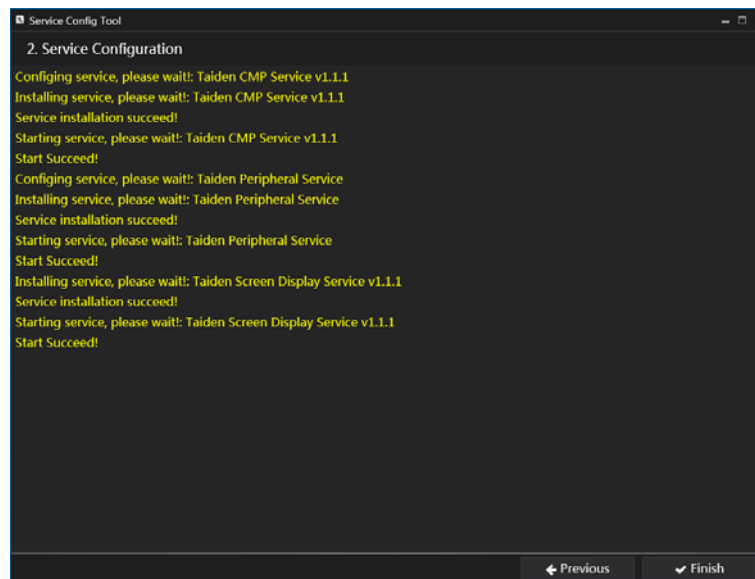


Figure: Service Configuration

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:

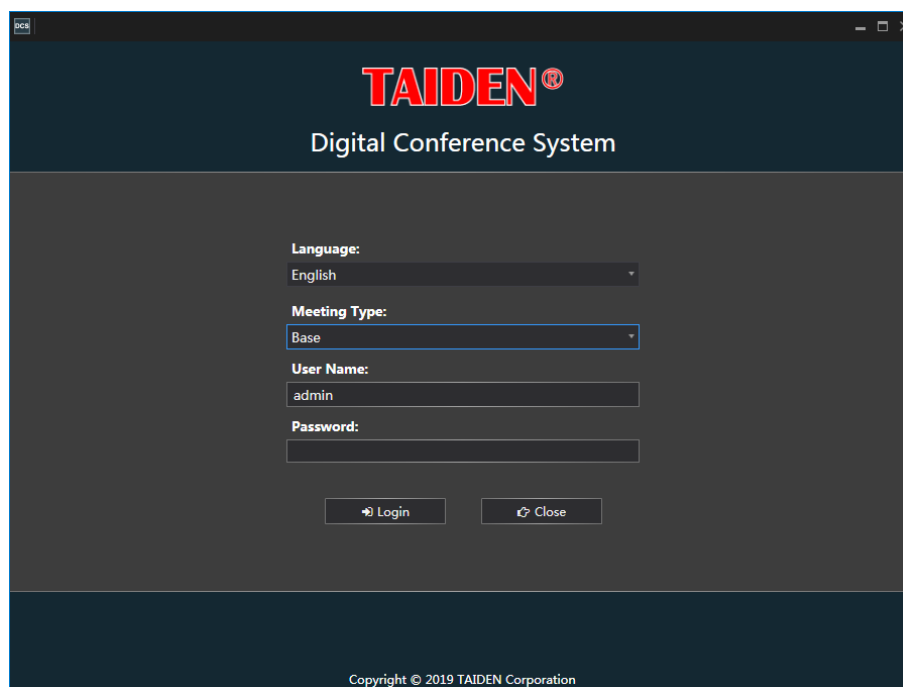


Figure: Login

- 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:

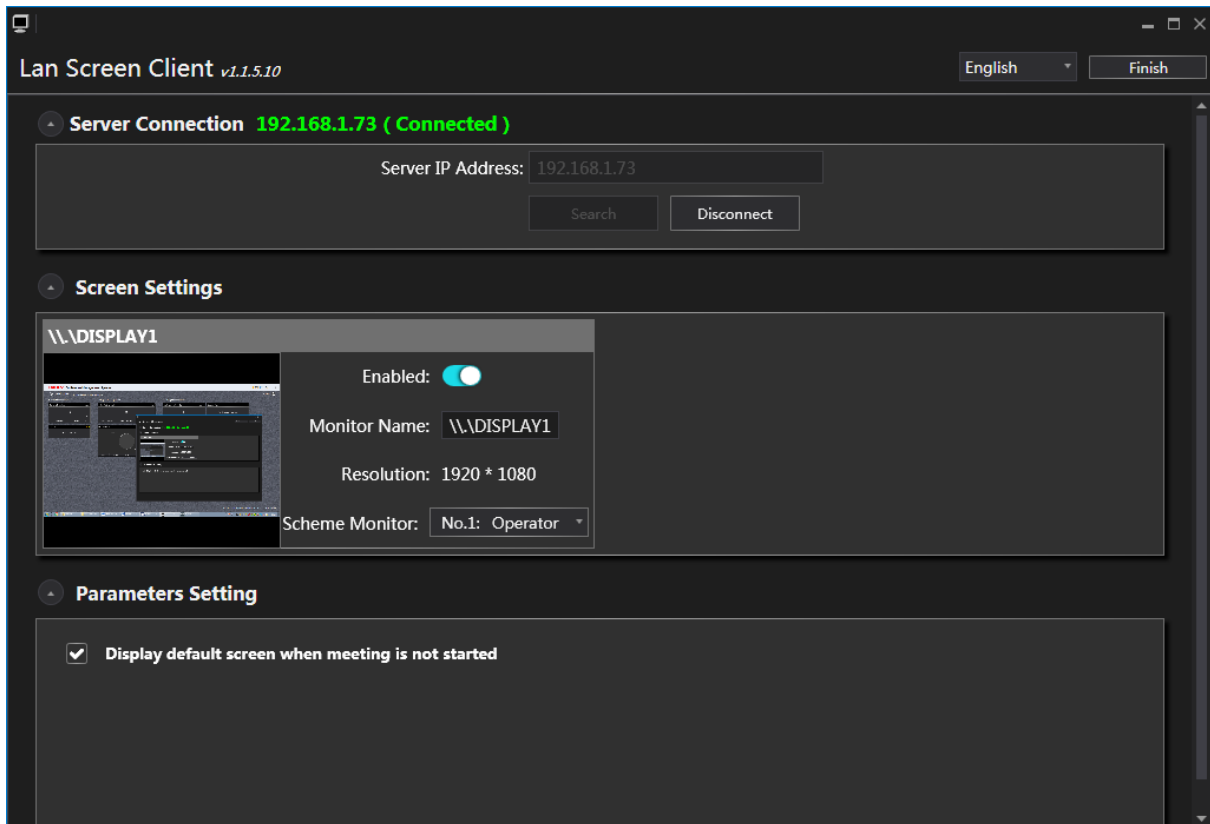


Figure: Lan Screen Configuration

- 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.

Before Meeting:

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

Meeting started:

	Menu	Submenu	Secondary submenu
11	Start Meeting	Select Meeting	
12	Microphone Control		
13	Seat Sign-in		
14	Proposal & Vote	Start Agenda→Proposal→Voting	End Voting→Proposal→Agenda
		Vote Result	
		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		
21	Assistant	User Information	
		User Role	
		Camera Tool	
		System Test	
		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:



Figure: Primary Window of the Conference Management System

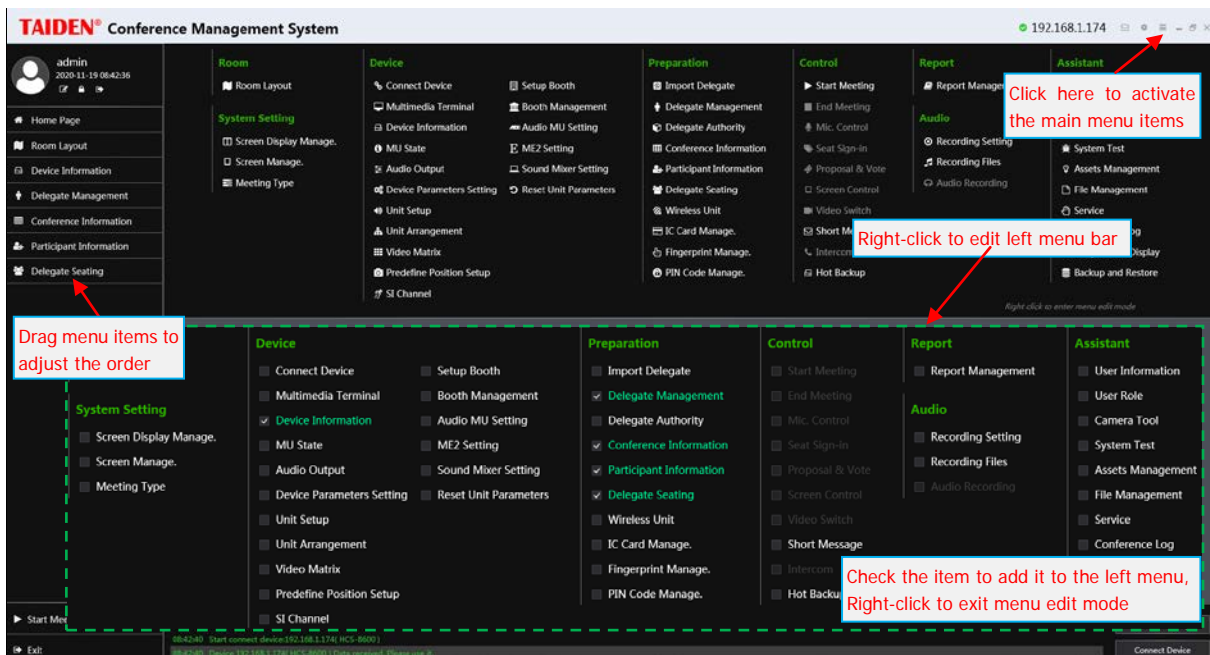


Figure: Main menu of the Conference Management System

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;

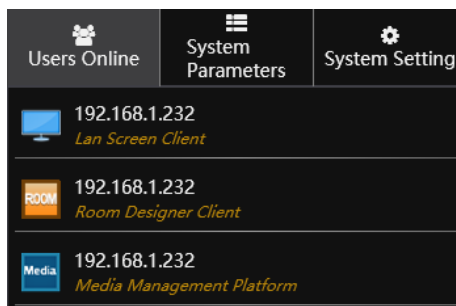
- ◆ Preparation: including Import Delegate, Delegate Management, Delegate Authority, Conference Information, Participant Information, Delegate Seating, Wireless Unit, IC Card Management, Fingerprint Management, PIN Code Management;
- ◆ Control: including Start Meeting, End Meeting, Microphone Control, 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:

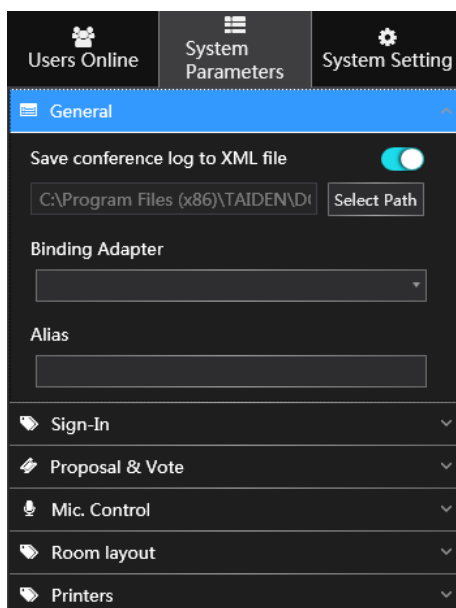
- Edit User: edit user password and base information;
- Lock: lock operation interface to protect the meeting information temporarily in case the operator leaves for a short time;
- Logout: return to login interface;

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;



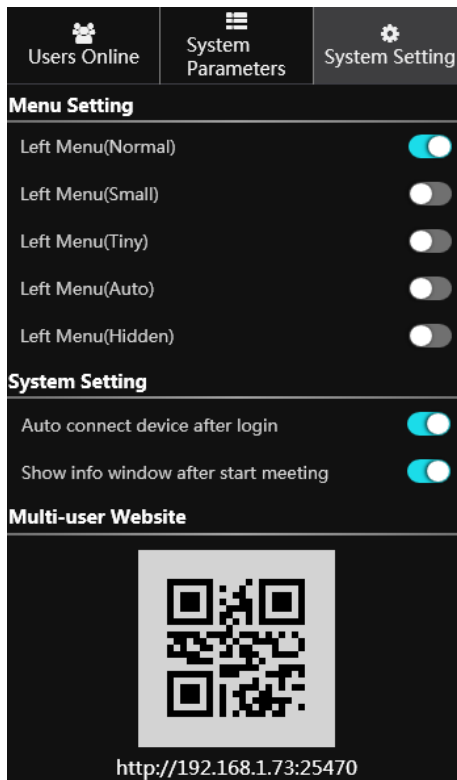
- ◆ System parameters



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



- 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.

3.1 Add Room Layout

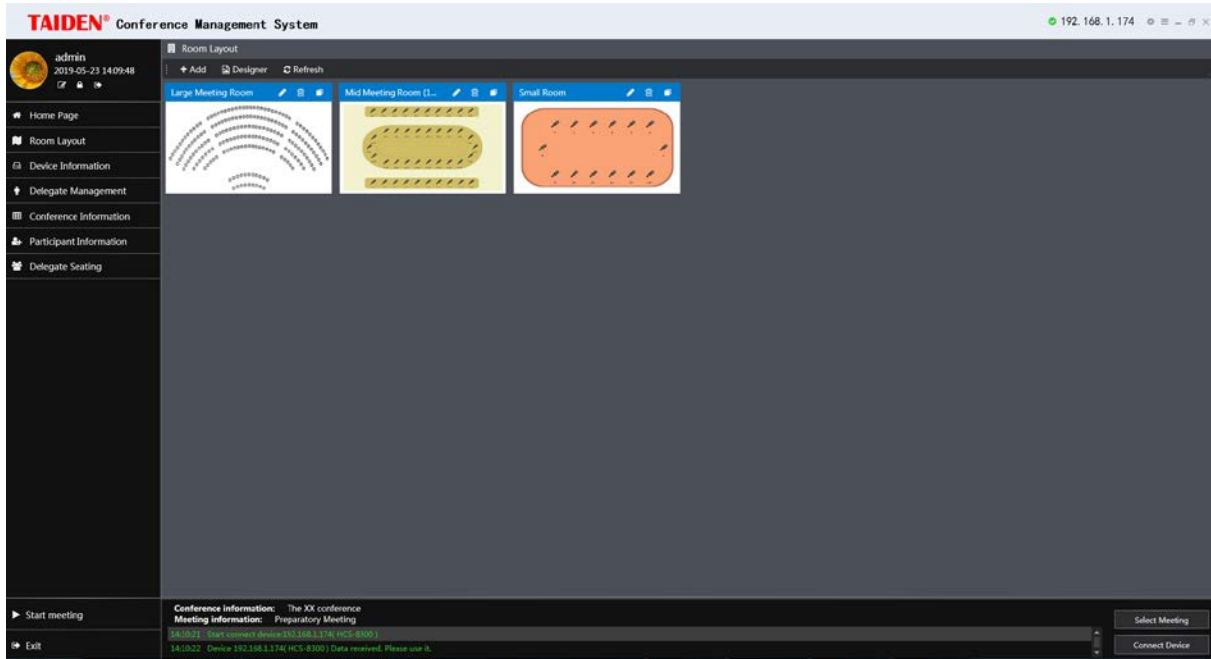


Figure: Room Layout

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

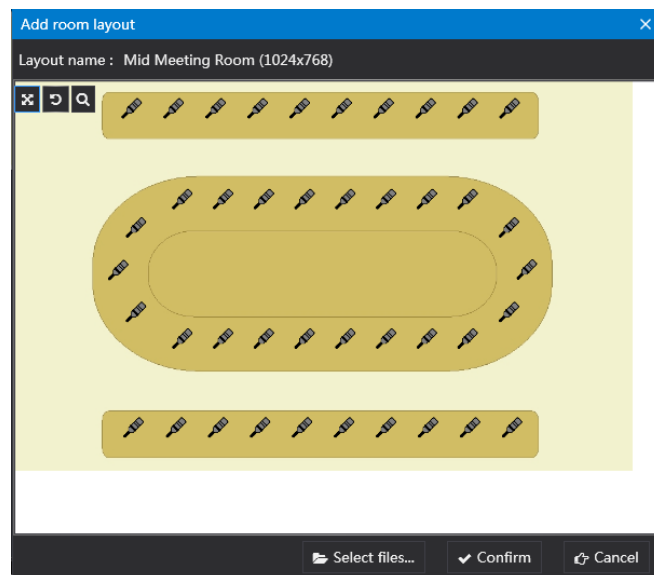





Figure: Add room layout

- : display room layout in self-adaption size;
- : display room layout in actual size;
- : display room layout in user-defined size (10%-200%);

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

Note:

☞ 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.

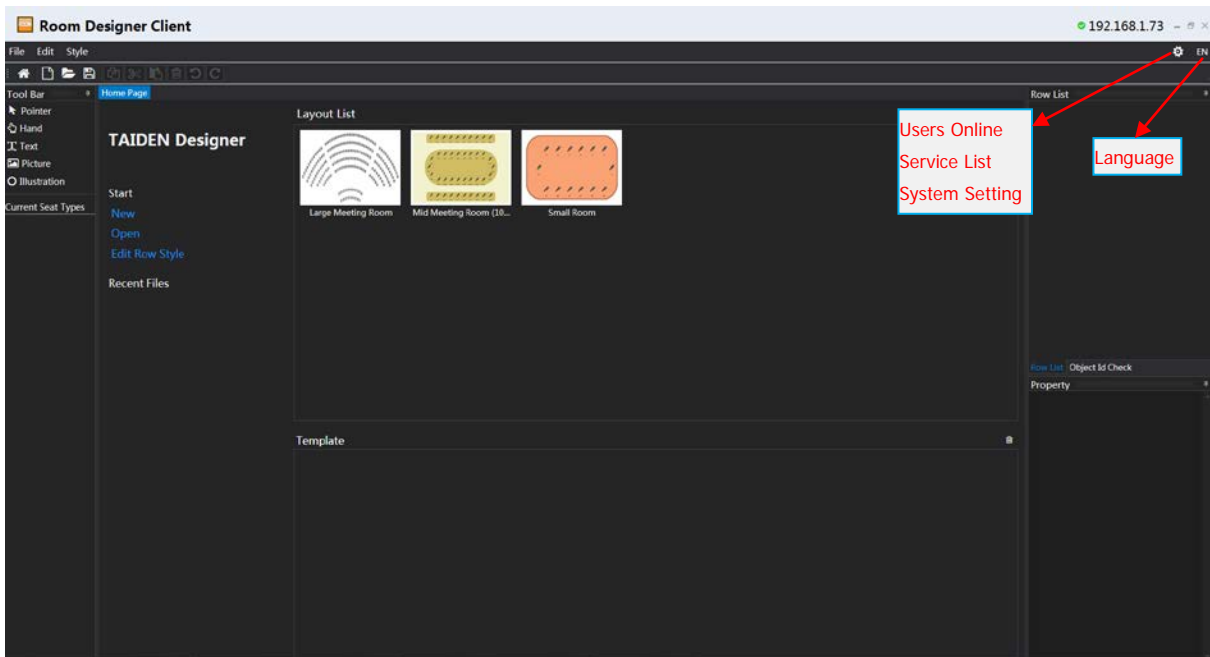


Figure: Room designer

3.2.1 Room Designer (Normal Edition)

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

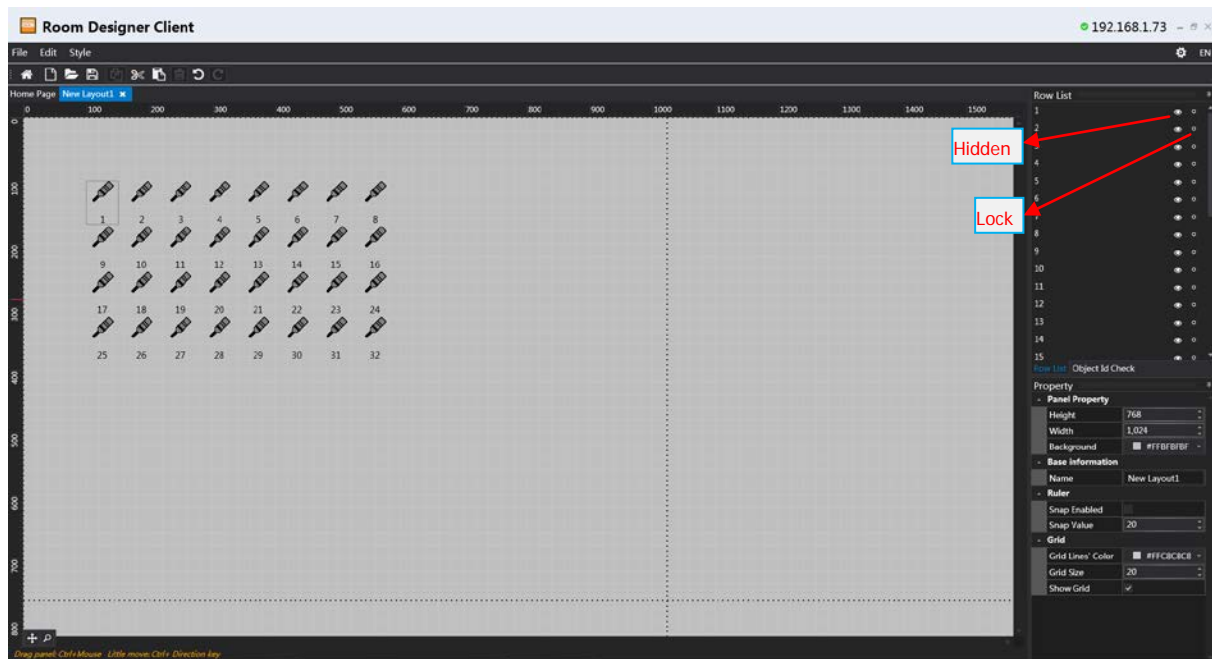


Figure: Room designer (normal edition)

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:

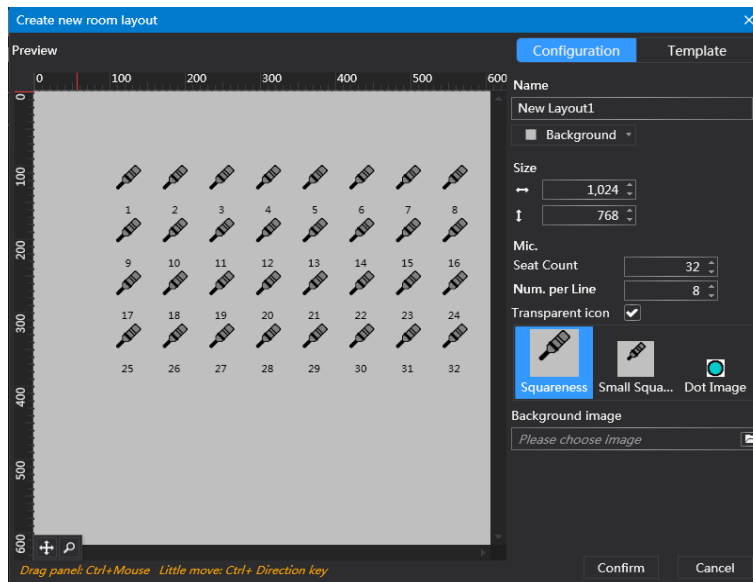


Figure: Create new room layout

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:

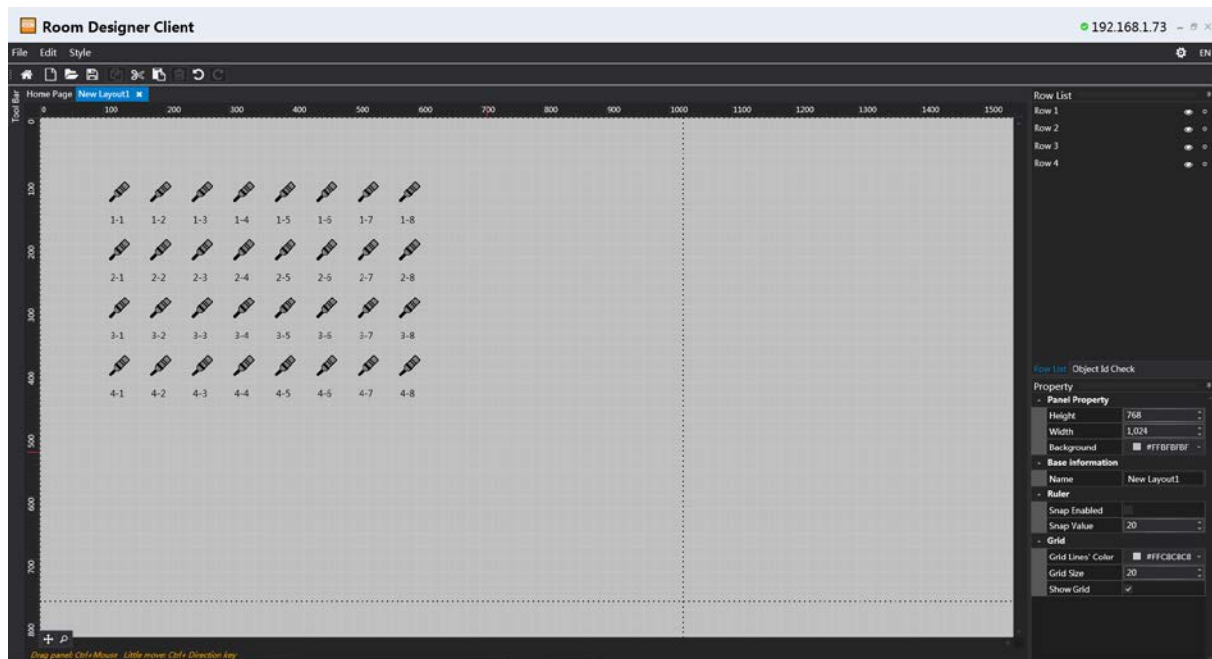
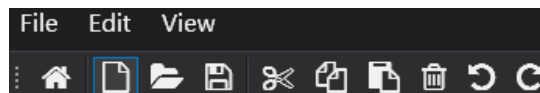


Figure: Room designer (advanced edition)

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;

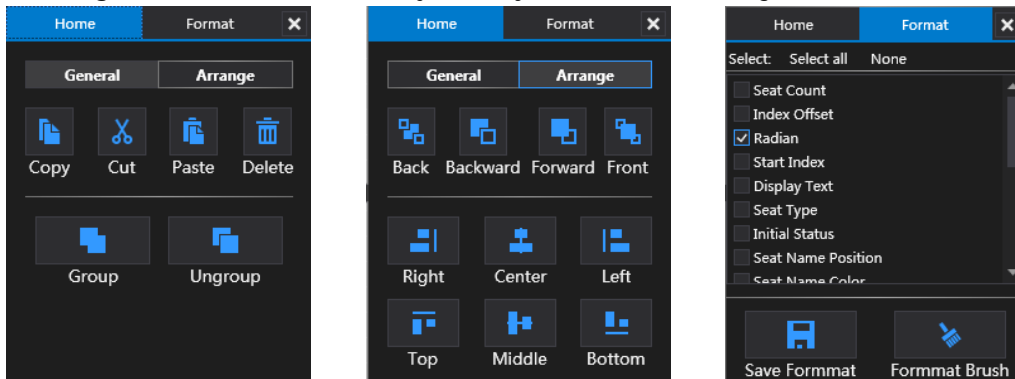
Text: add a text for current layout;

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.

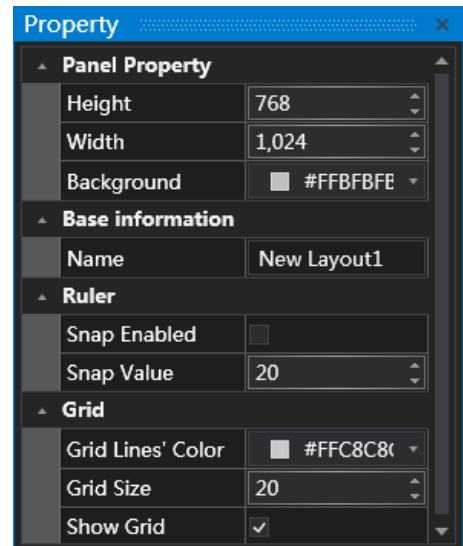
2 Property - panel

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;

Text Information:

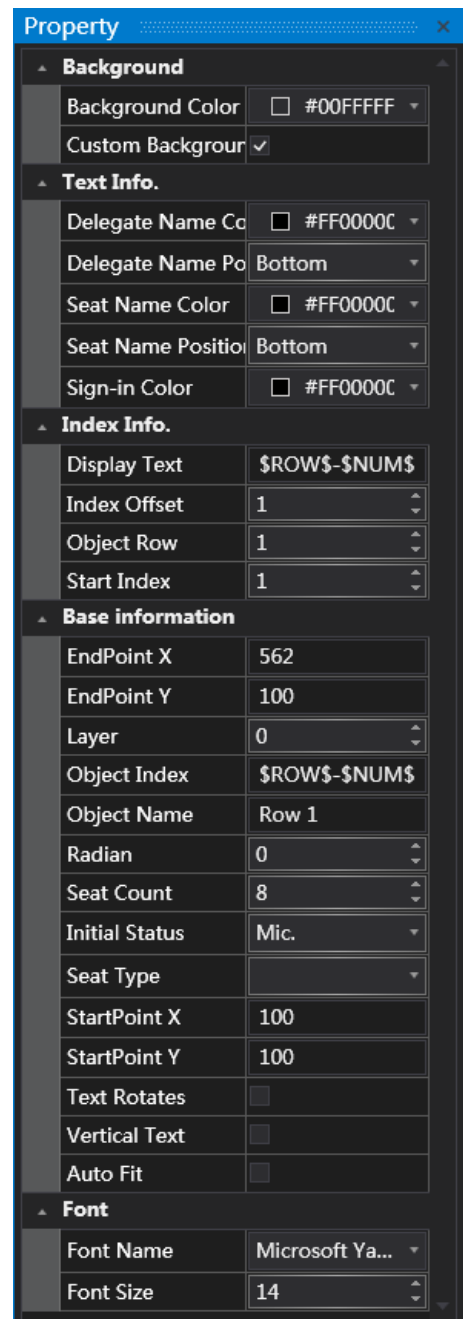
- Name Color: set color for delegate name;
- Name Position: set position for delegate name;
- Seat Color: set color for seat text;
- Seat Position: set position for seat text;
- Sign-in Color: set color for seat text after sign-in;

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.



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:

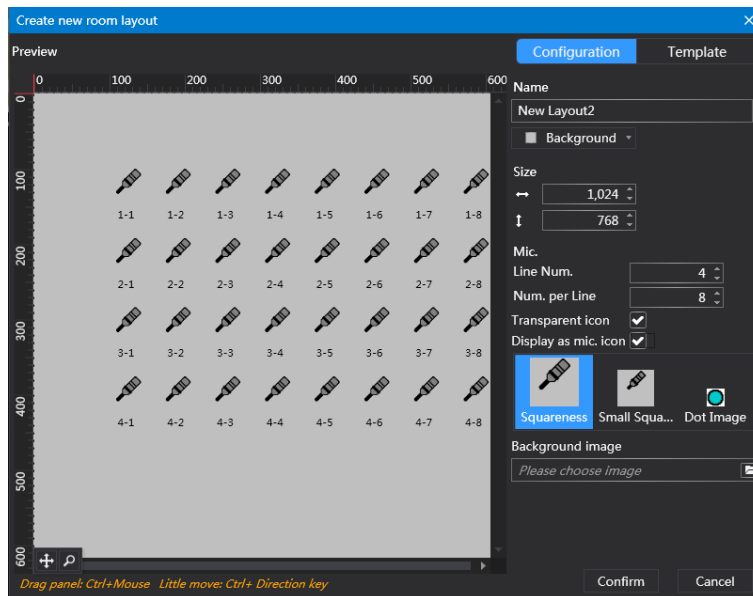


Figure: Create new meeting layout

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.

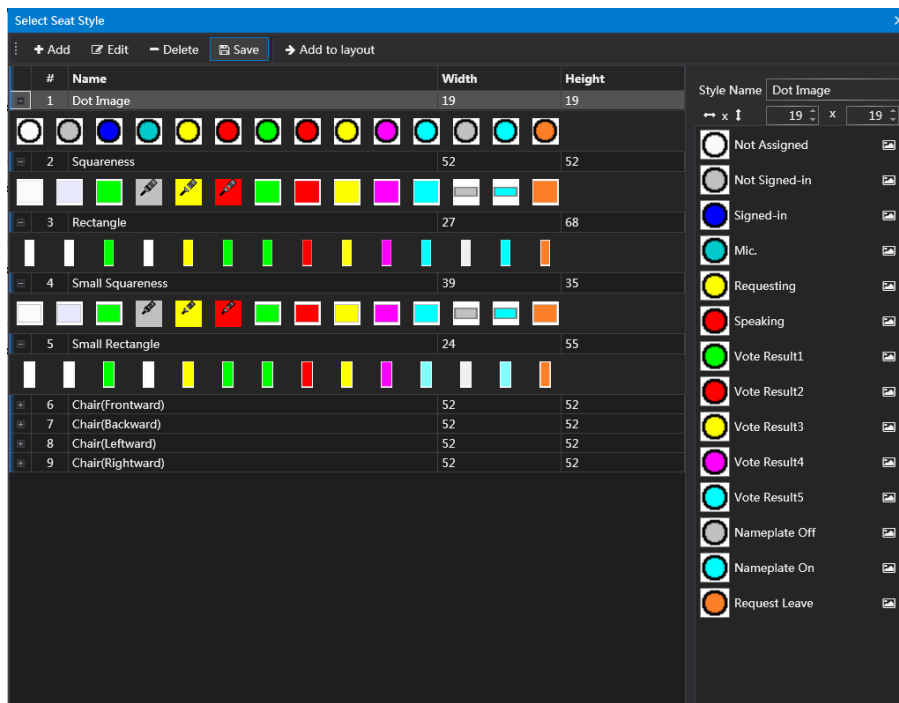



Figure: Select Seat Style

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  to select needed picture for corresponding status of the seat.

Special note:

① *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.*

② *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.

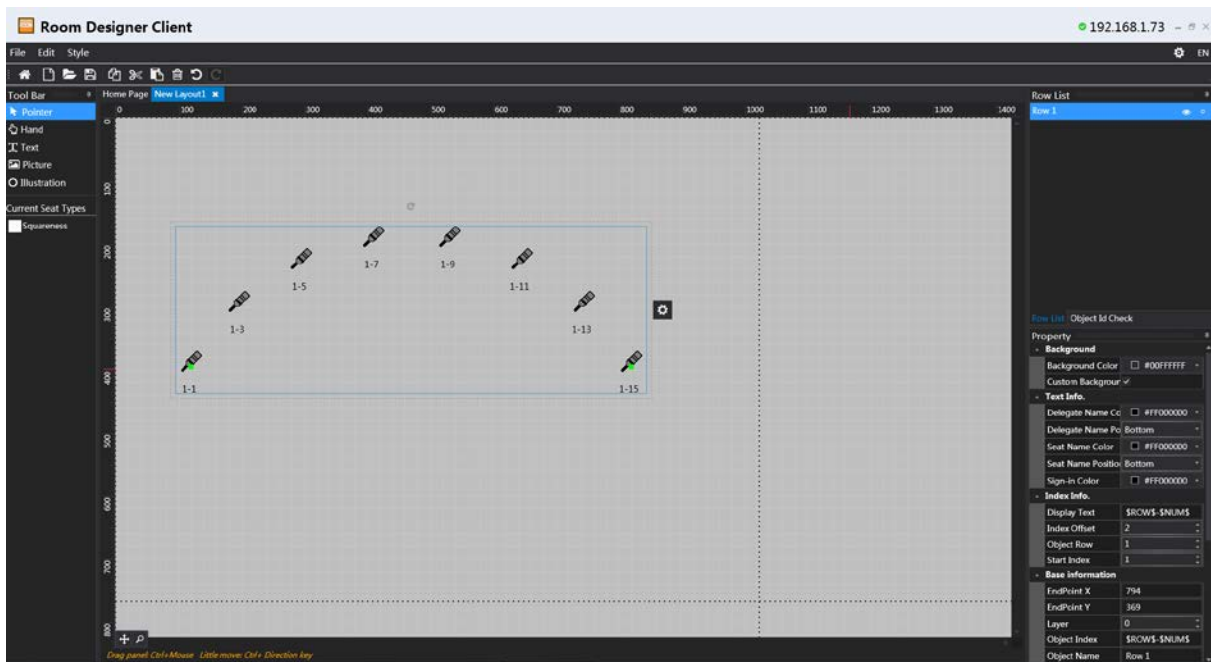


Figure: Object Properties

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".

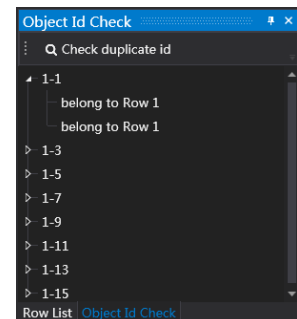
Initial Status: Generally, the default value is Not Assigned or Mic.; it can be set to another if needed.

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 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.

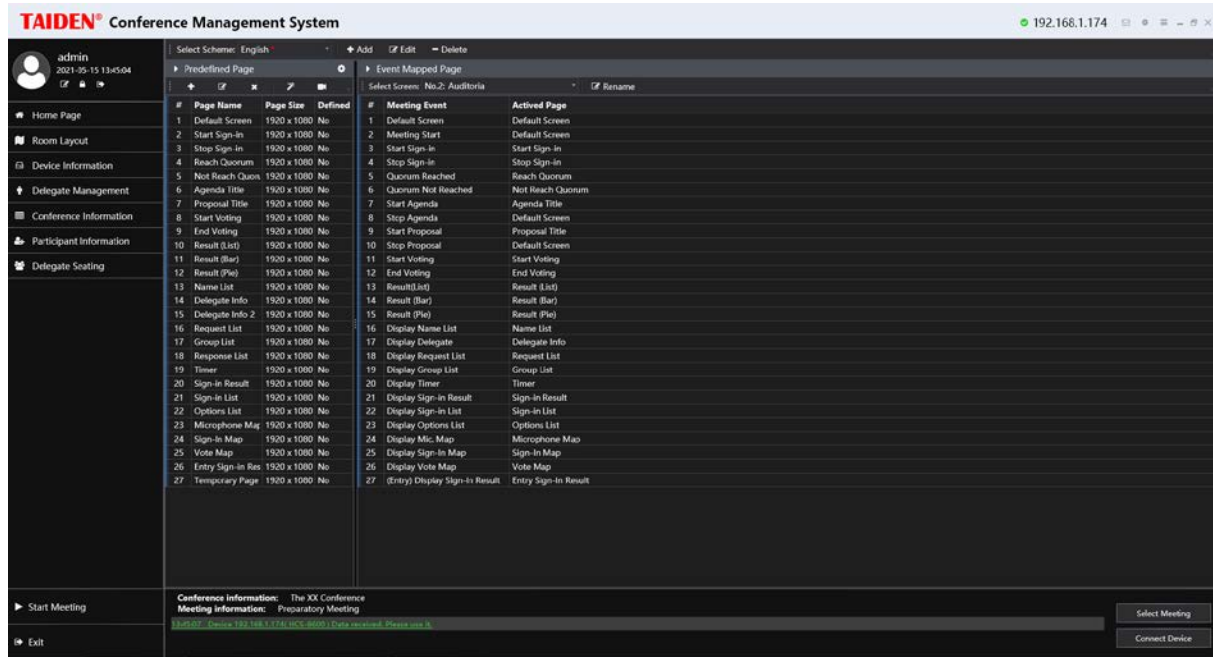


Figure: Screen display management

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.

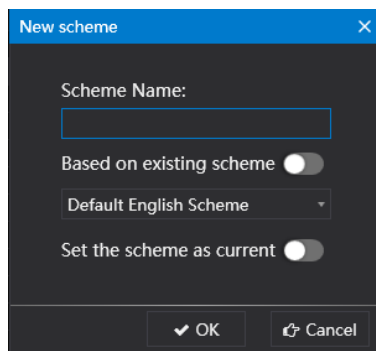




Figure: New scheme


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;

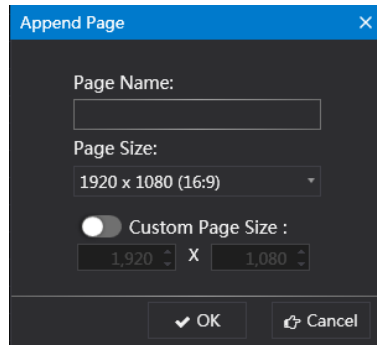









Figure: Append page

- Edit Page (): 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 (): select one page from the predefined pages, then click the "" to preview the page;
- Design Page (): select one page from the predefined pages, click the "" 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.

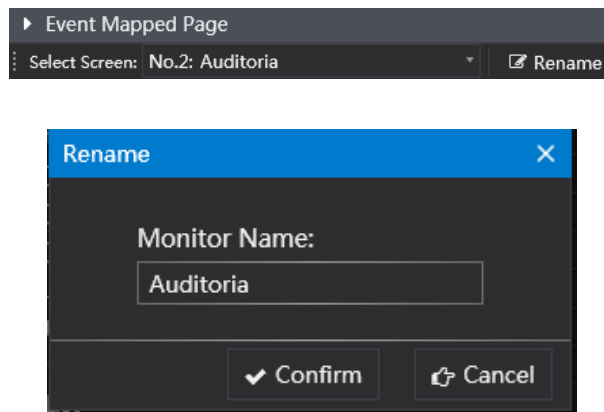


Figure: Rename

4.2 Screen Management

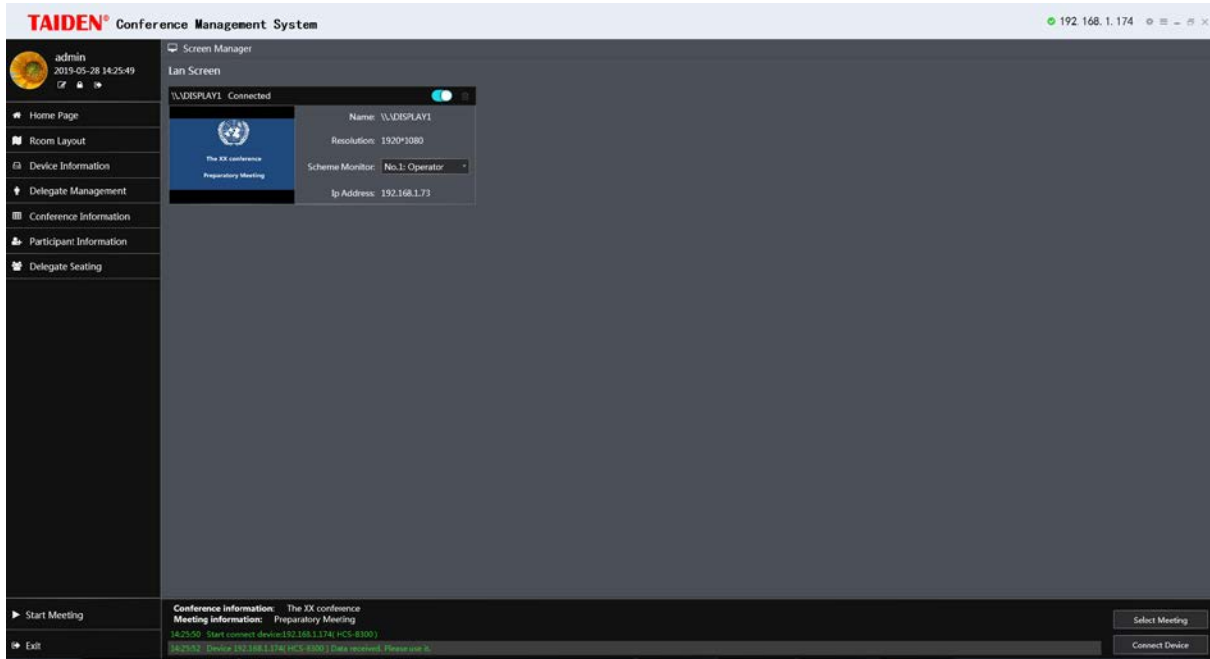


Figure: Screen Management

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.

4.3 Meeting Type

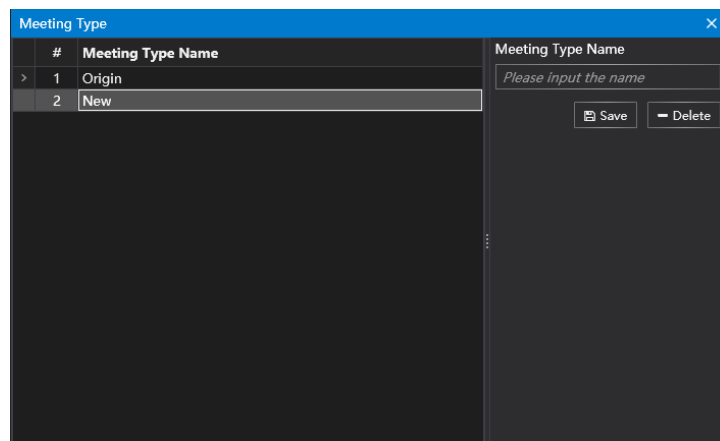


Figure: Meeting Type

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

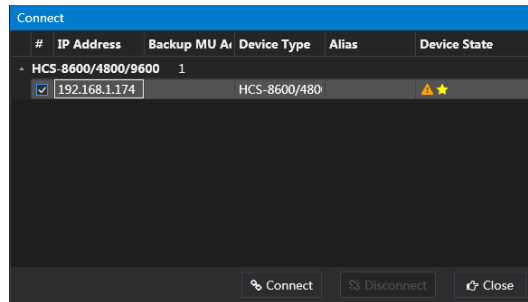


Figure: Connect Device

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.

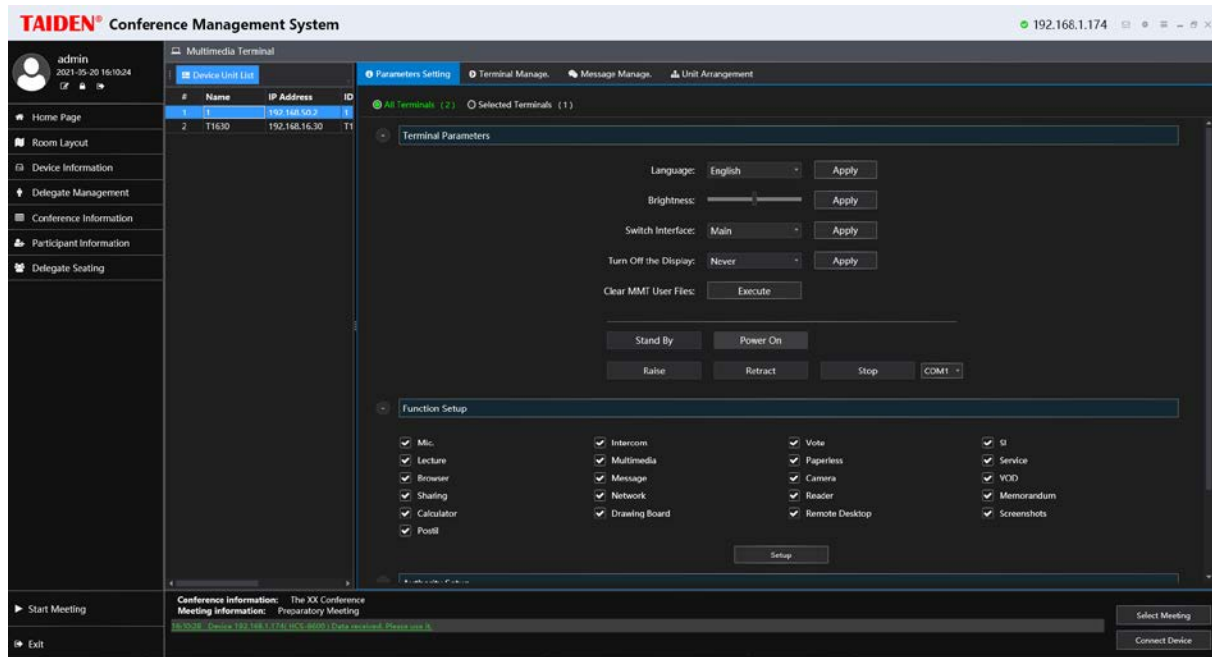


Figure: Multimedia terminal

- 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

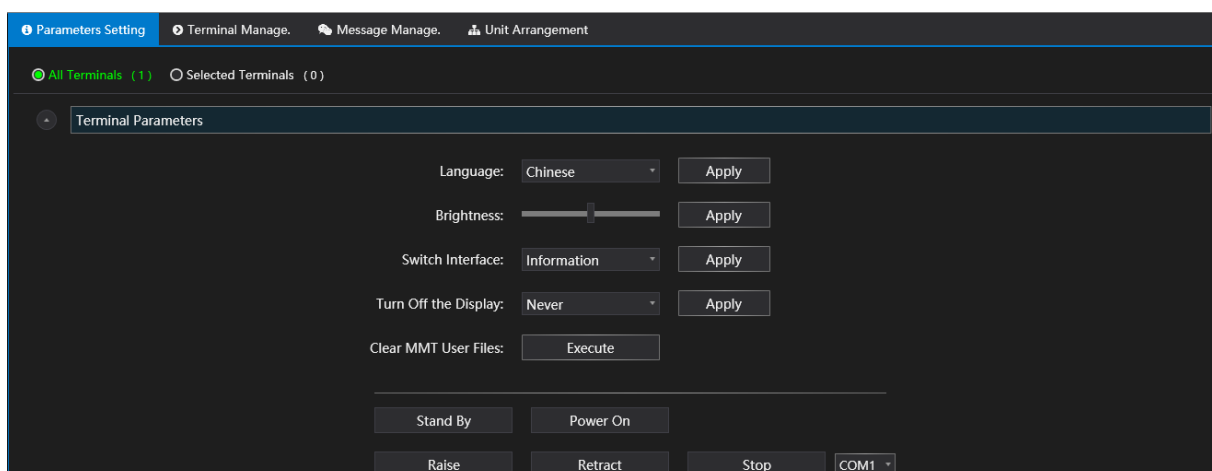


Figure: Multimedia terminal – Parameters management

- 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;

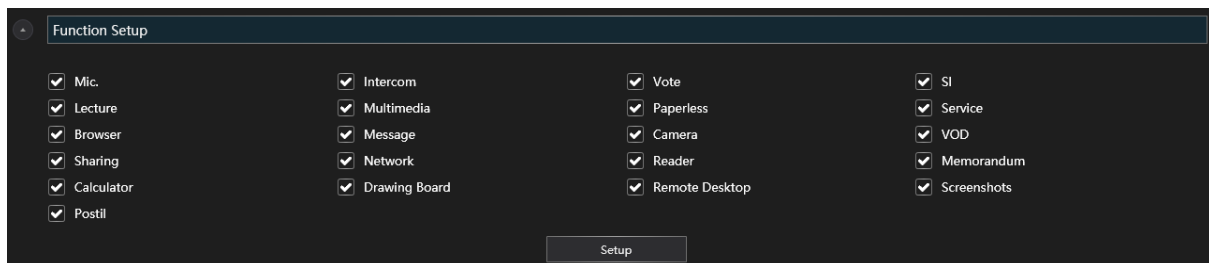
Note: the above operation cannot be carried out in desktop sharing status.

- ◆ 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;

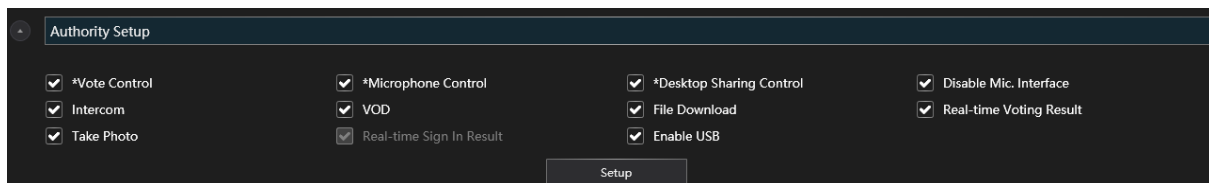
Note: the above operation takes effect after clicking the "Apply" button.

- ◆ 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: 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: 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.

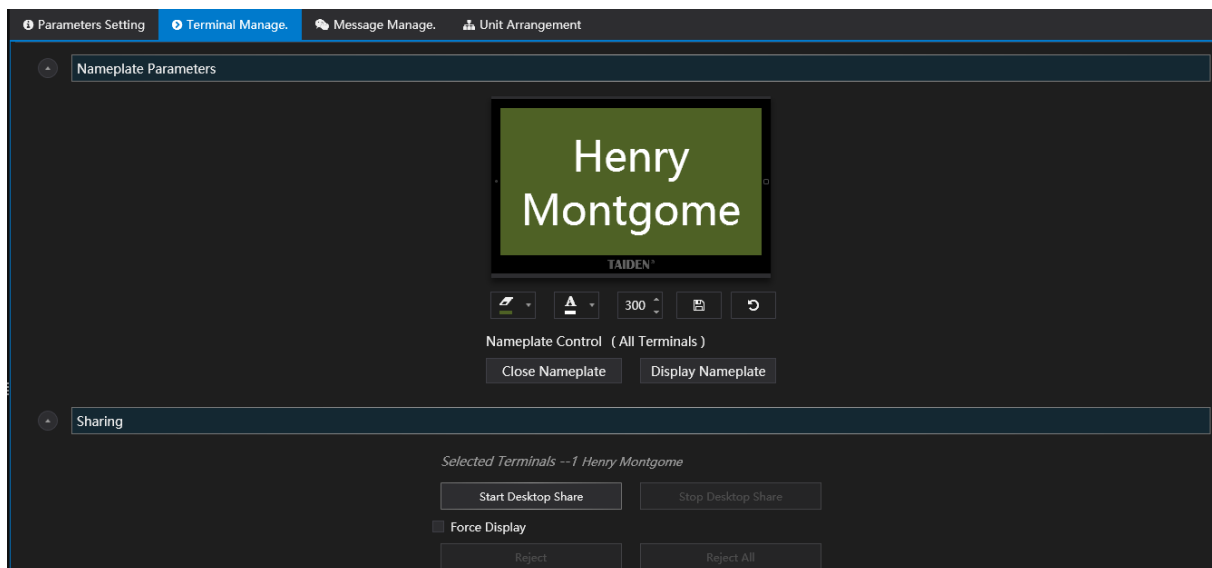


Figure: Multimedia terminal – Terminal management

- 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.

ID	Desktop Share Status
1	Desktop sharing

- ◆ 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.

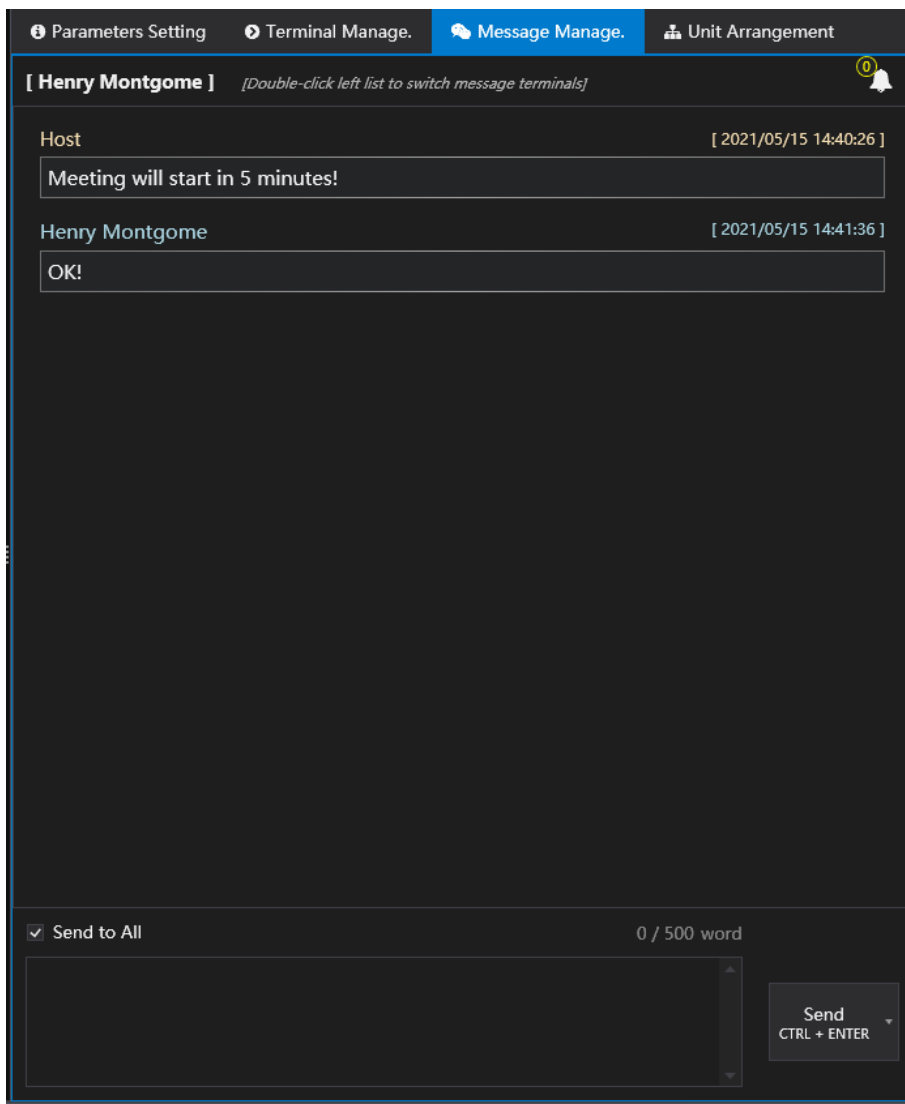


Figure: Multimedia terminal – Message management

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

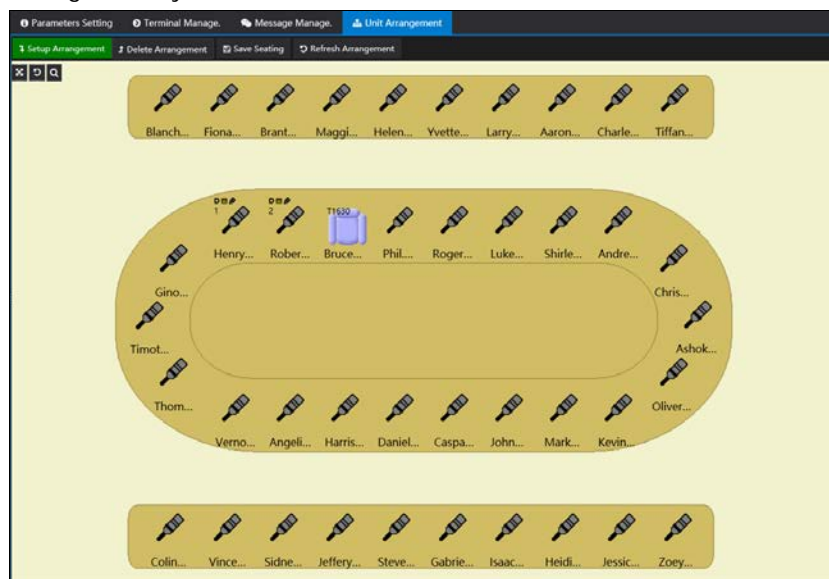


Figure: Multimedia terminal – Unit arrangement

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.

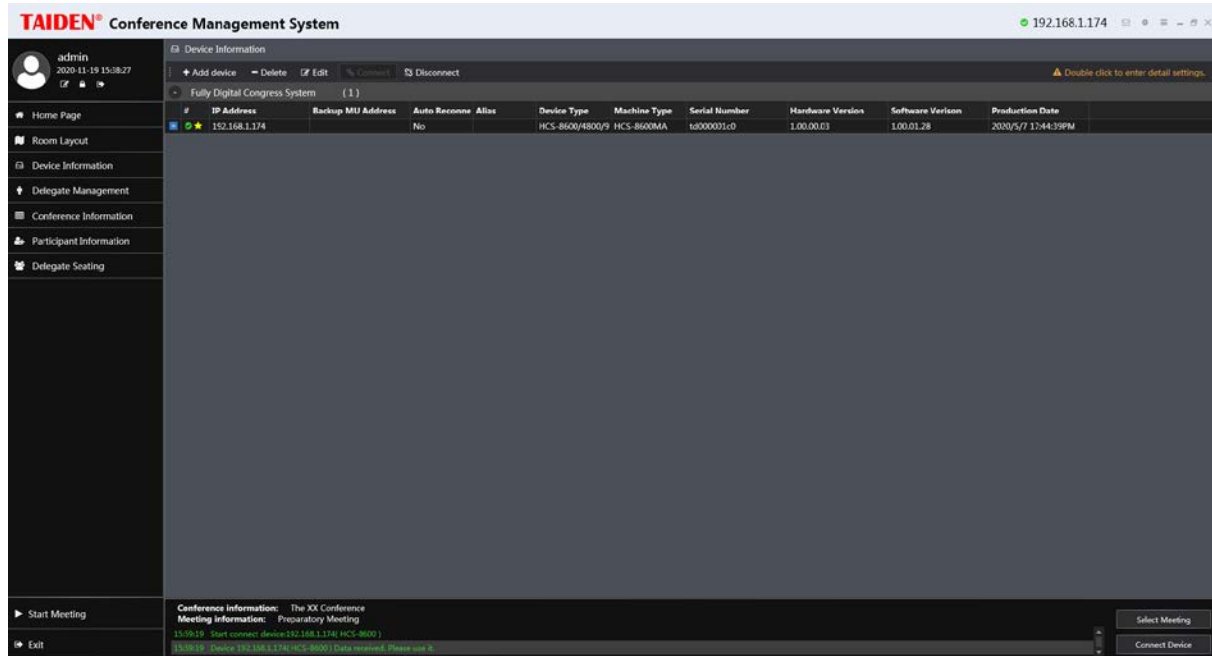


Figure: Device Information

- 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.

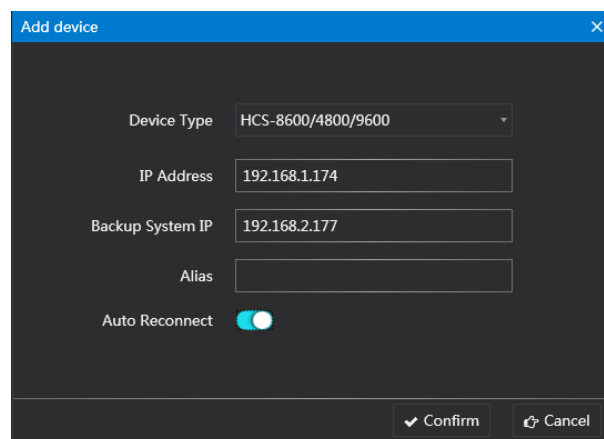


Figure: Add device

- 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.

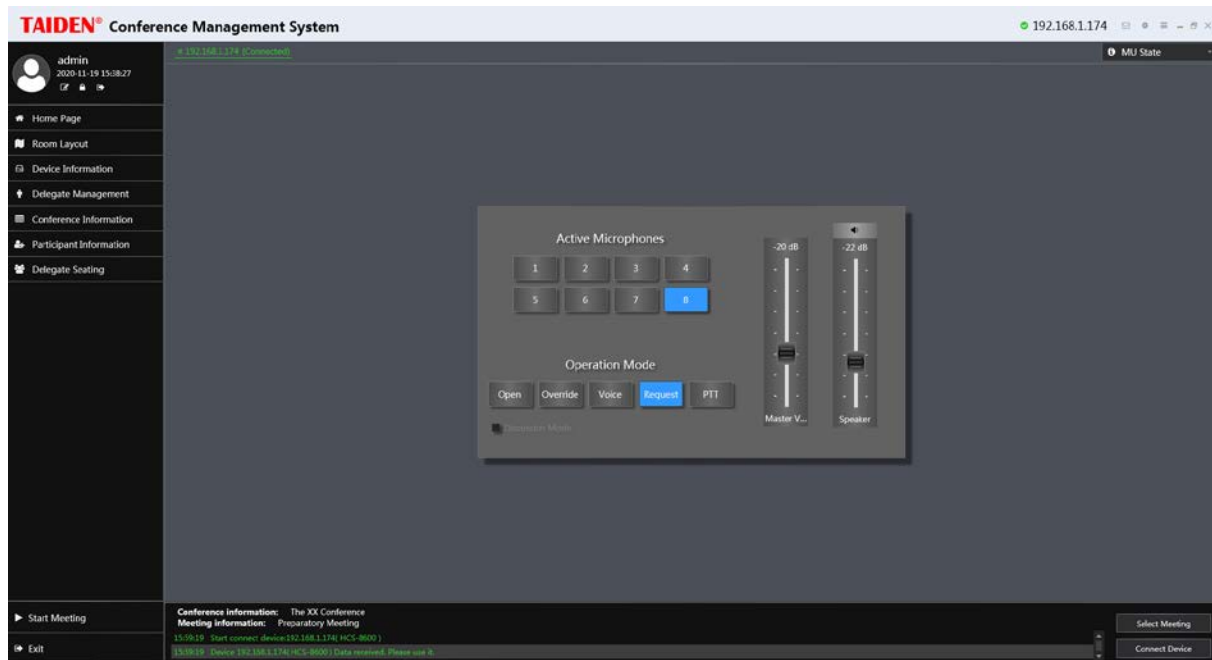
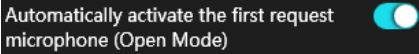


Figure: MU State

- **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 microphones enter the request-to-speak state; if select  (Setting → 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

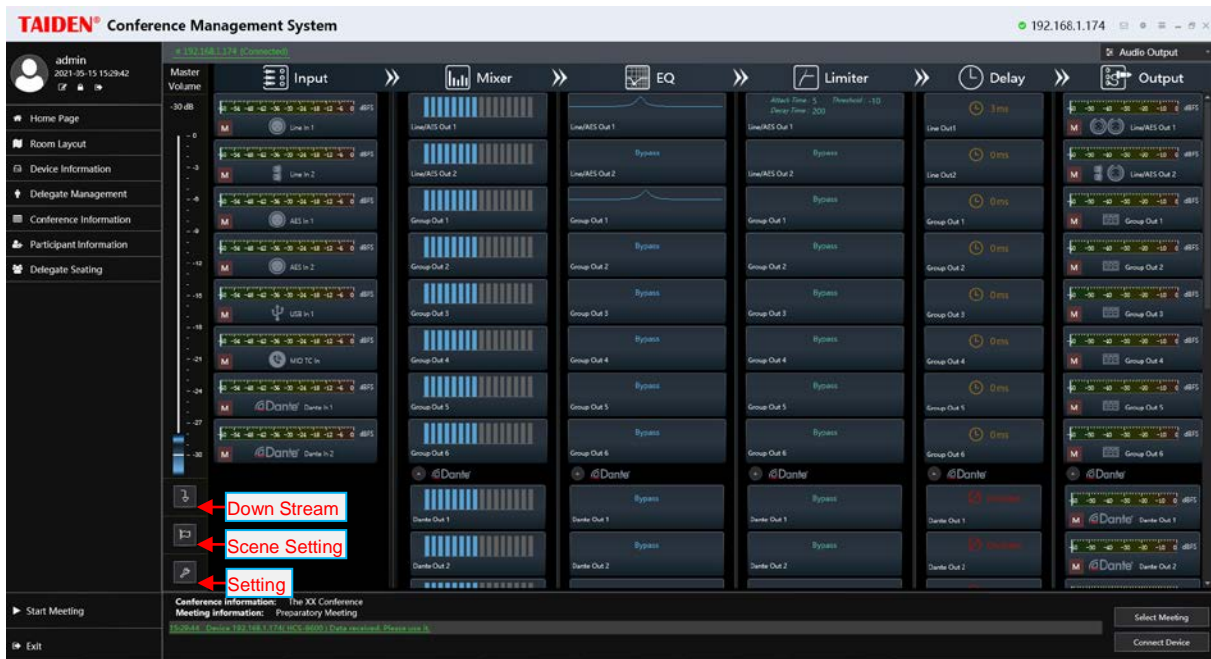
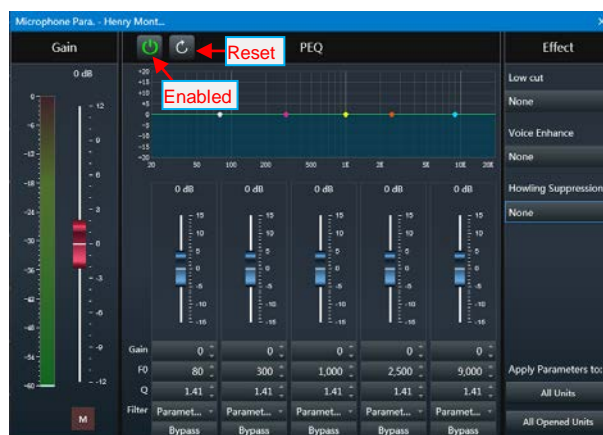


Figure: Audio Output Setup

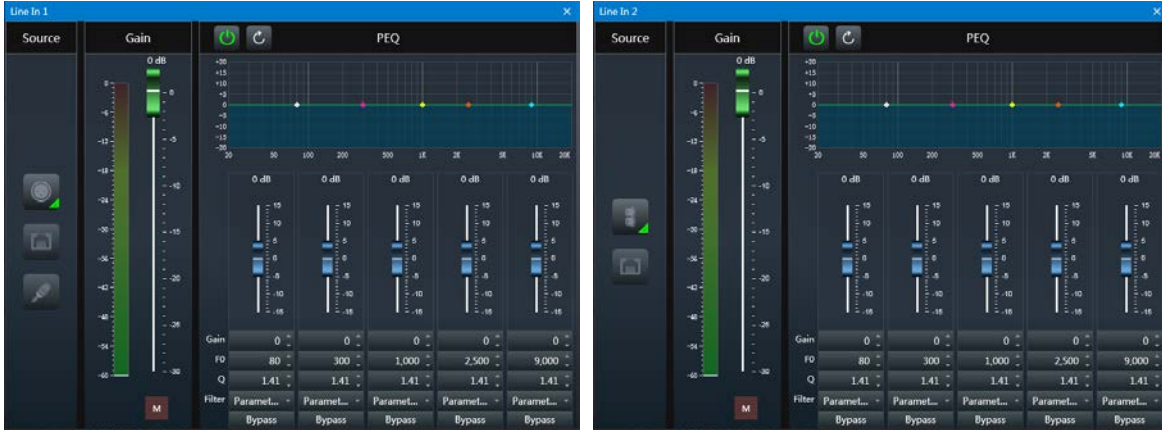
- **Master Volume:** adjust the master volume of the audio output, Range: -30 dB~0 dB; it is a synchronous adjustment with the function knob on the CMU front panel.
- **Audio Input**

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.

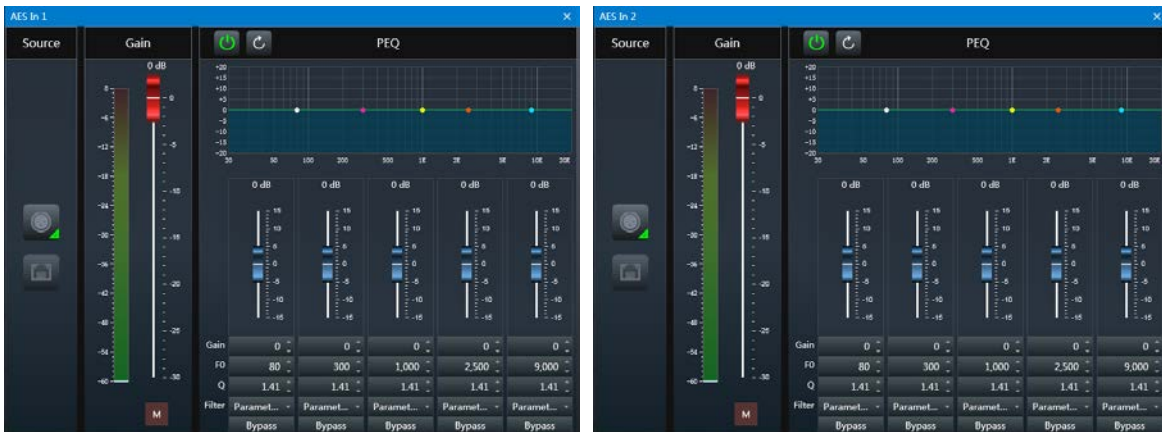
 - ◆ **Active Mic.:** congress unit microphone input. When a congress unit microphone is activated, the unit ID will be displayed prior to sign-in and delegate's name will be displayed after signed-in. Double click it to adjust Gain and EQ (5 band) or select Mute or set sound Effect (Low Cut, Voice Enhance 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.



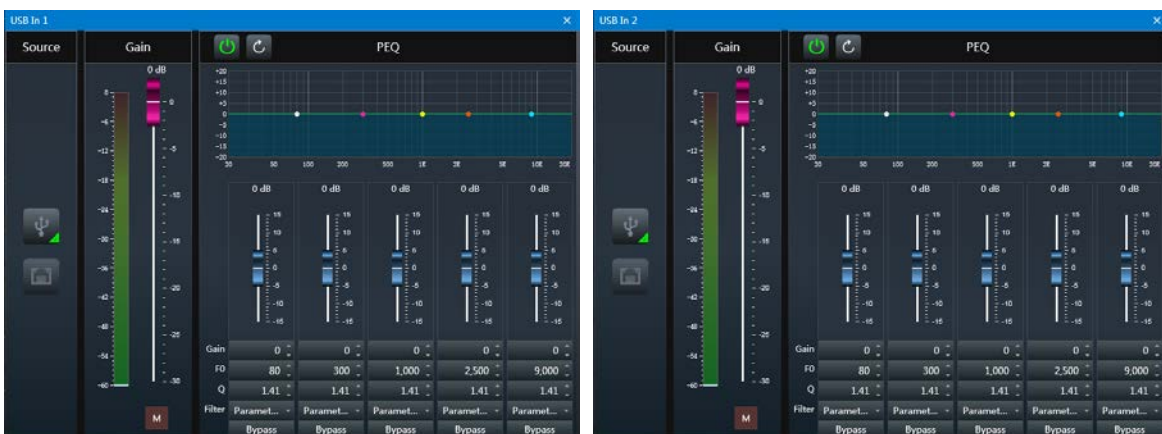
- ◆ **Line 1:** three input sources can be selected (Line In 1, Dante In 3, MIC In), the default option is Line In 1, set Gain (range: -30 dB ~0 dB) and EQ (5 band, range: -15 dB ~15 dB), display real-time level, if select MIC In, please choose whether to turn on the phantom power according to the need;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



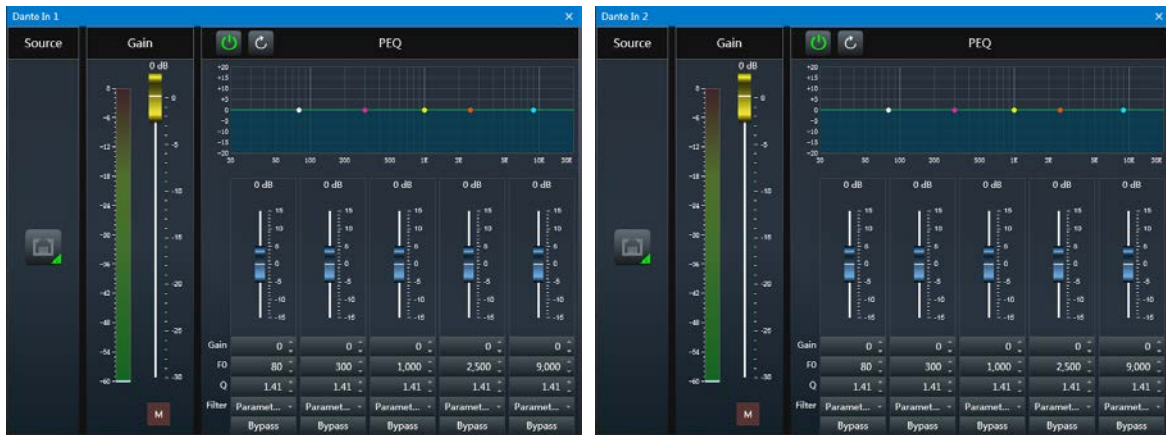
- ◆ **AES In 1~2:** two input sources can be selected (AES In 1~2, Dante In 7~8), the default option is AES In 1~2, set Gain (range: -30 dB ~0 dB) and EQ (5 band, range: -15 dB ~15 dB), display real-time level;



- ◆ **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;



- ◆ **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;



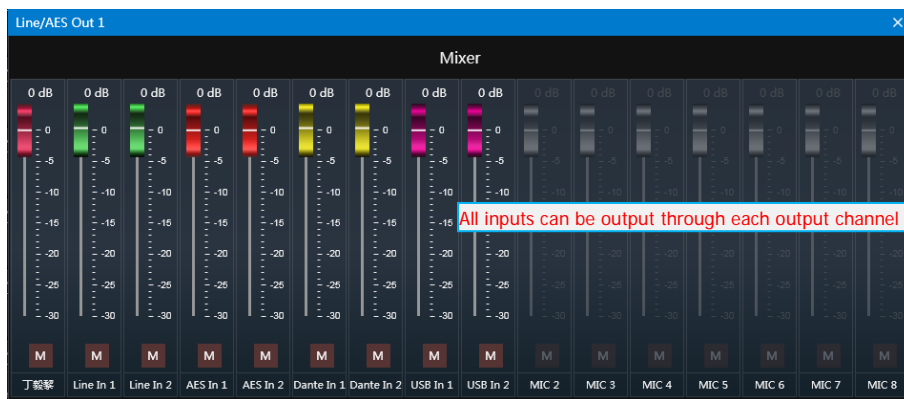
- **Audio Output**

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

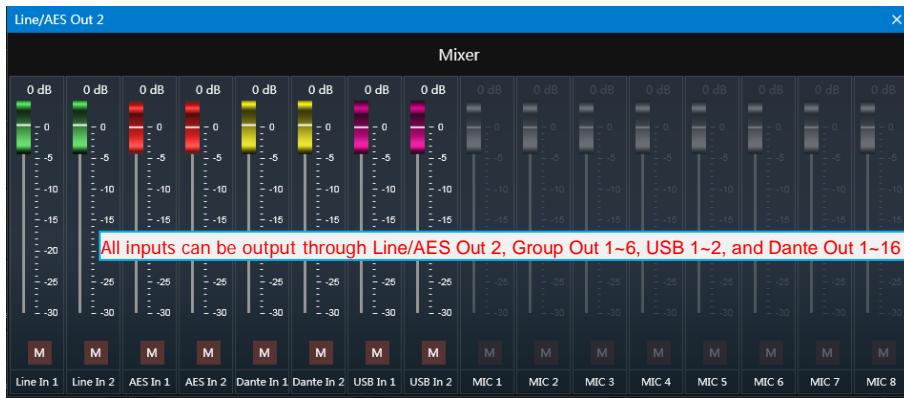
- Line/AES Out 1~2: 31 band graphical EQ + Limiter +Delay, the maximum delay time is 1000 ms;
- GroupOut 1~6: 15 band graphical EQ + Limiter +Delay, the maximum delay time is 1000 ms;
- USB 1~2: 8 band parametric EQ + Limiter;
- Dante 1~16: 8 band parametric EQ + Limiter;

- ◆ **Mixer n:** double click it to open setting interface, adjust each audio input gain independently, or mute a certain input;

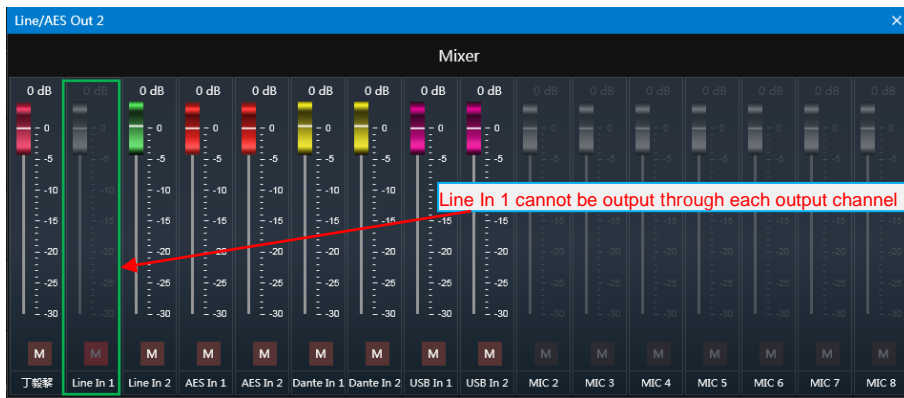
Audio mode - Normal Mode: all input sources can be output through 26 output channels, as shown below:



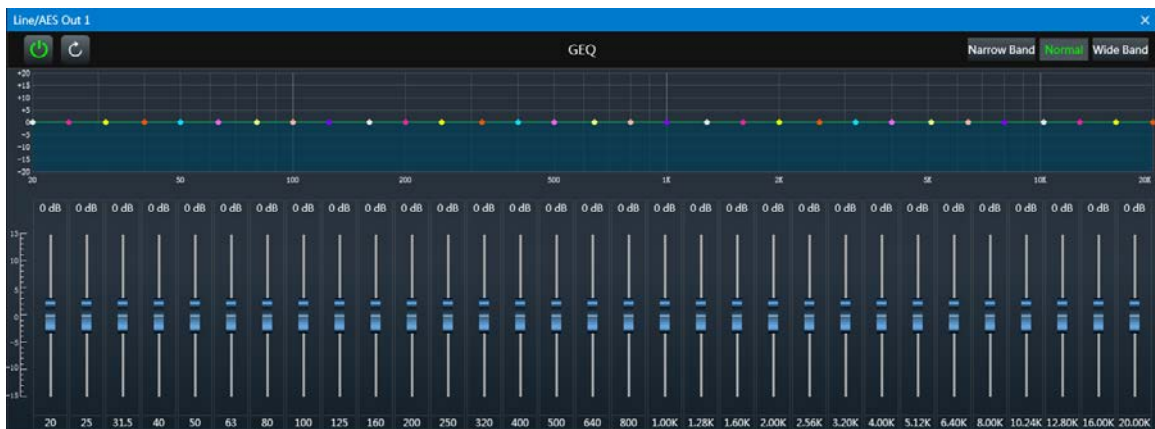
Audio mode - Teleconference Mode: the input source Line In 1 cannot be output through Line/AES Out1 and can be output normally through other output channels, as shown in the following figure:

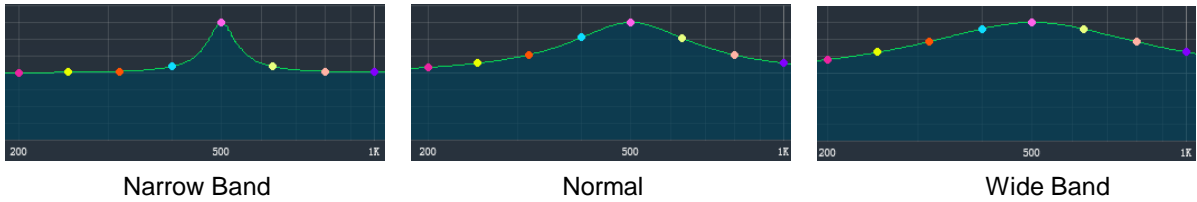


Audio mode - External Processor Mode: Line In 1 input source can be output through down-stream audio channel, other input sources can be output normally through 26 output channels, as shown in the following figure:



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

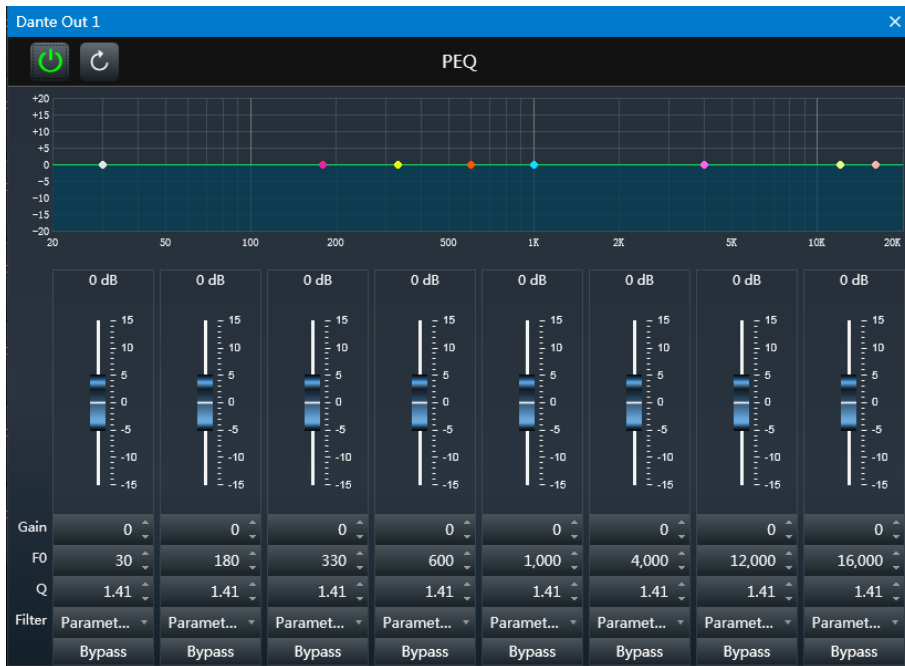




- ◆ **15 band GEQ:** Group Out 1~6 support the 15 band graphical equalizer;

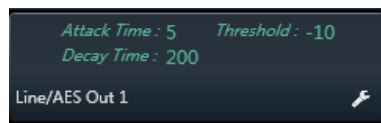


- ◆ **8 band PEQ:** USB Out 1~2 and Dante Out 1~16 support the 8 band parametric equalizer;

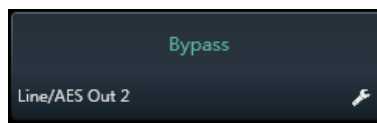


- ◆ **Limiter:** double click it to open setting interface;
 Bypass: disabled limiter;
 If enabled limiter:

- 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;



Enable limiter



Disable limiter

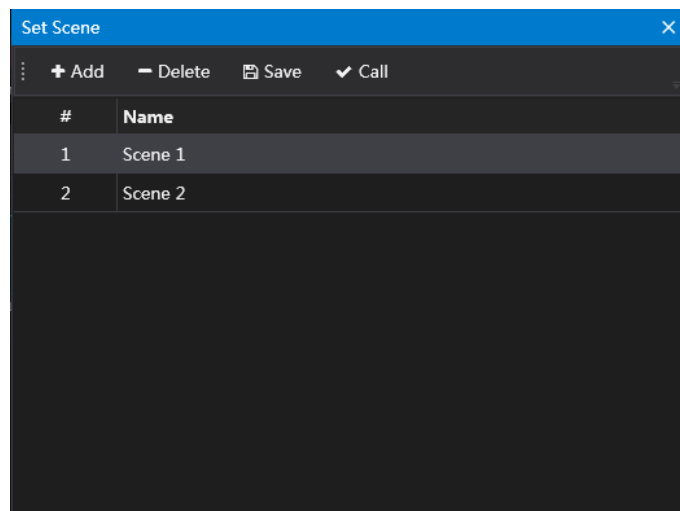
- ◆ **Delay** : double click it to set delay time, the maximum is 1000 ms;
- ◆ **Line Out 1~2/AES Out1~2, Group Out 1~6, USB Out 1~6, Dante Out 1~16**: double click it to set output gain;


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.

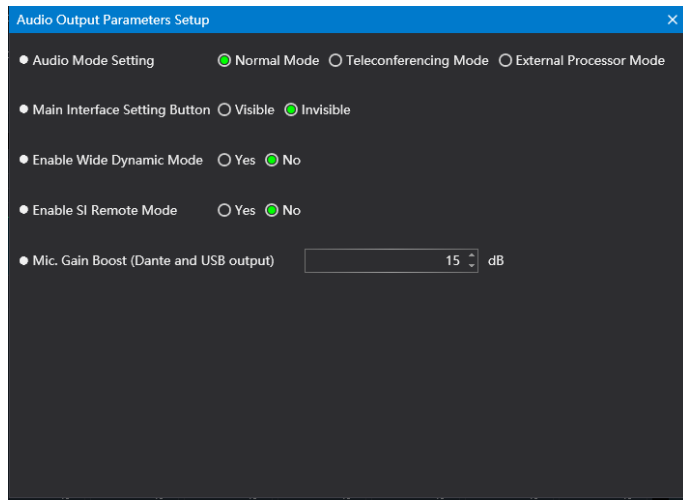
- **Down Stream**: adjust downlink audio, including loudspeaker volume, downlink bass setting, downlink treble setting, and downlink threshold level setting:
 - ◆ Mixer: select audio input source, the microphone audio of the conference unit is output from the downstream audio by default; Line In 1~2, 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.



- **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.



- **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.



5.6 Device Parameters Setting

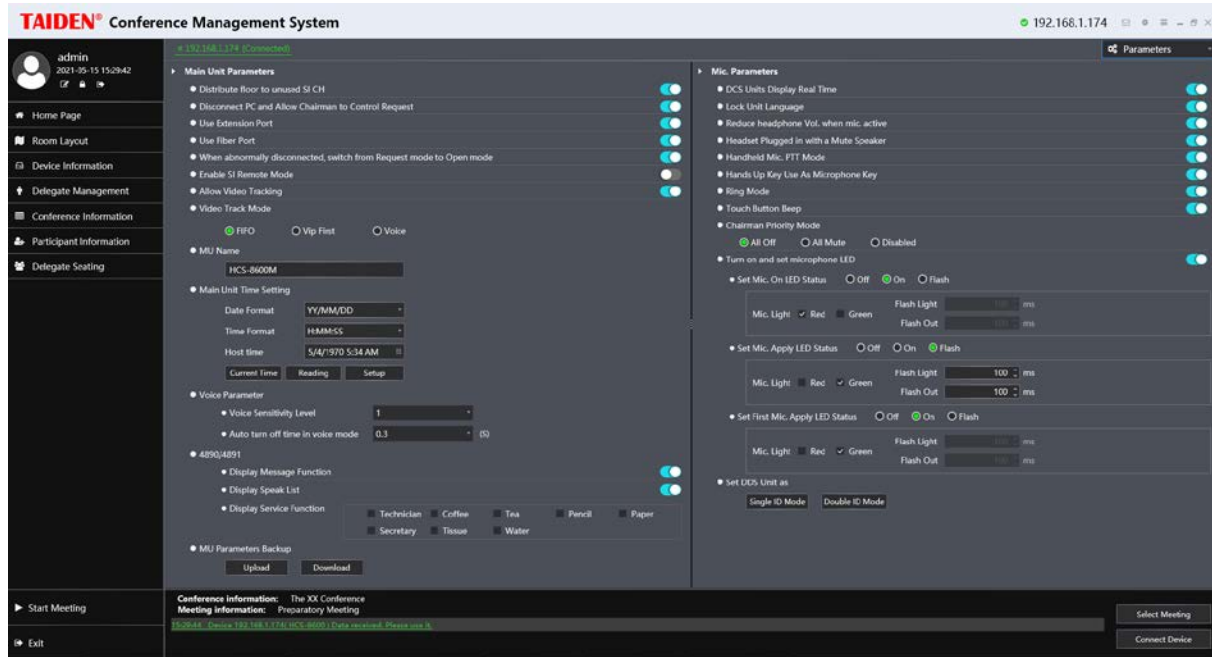


Figure: Parameters

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/override 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.

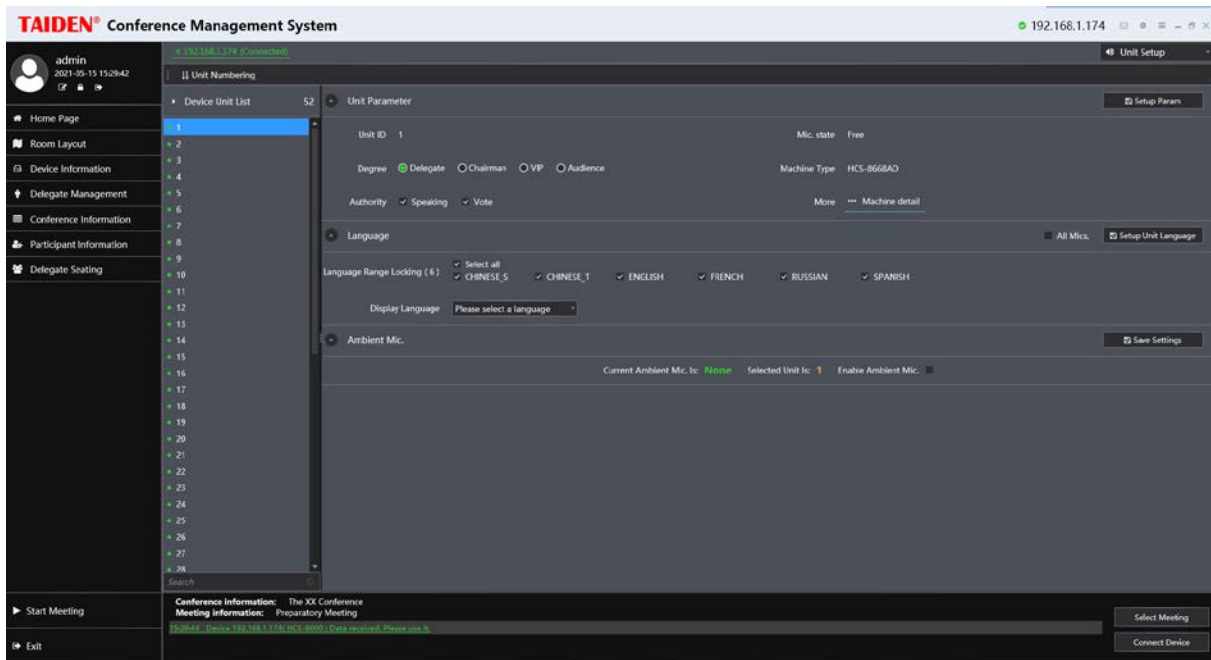


Figure: Unit Setup

- **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.

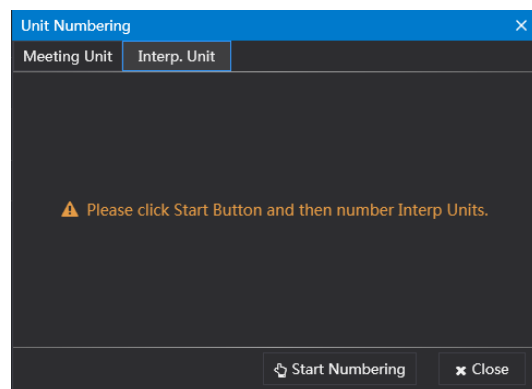
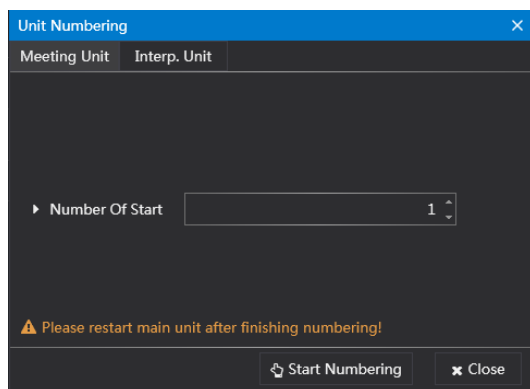
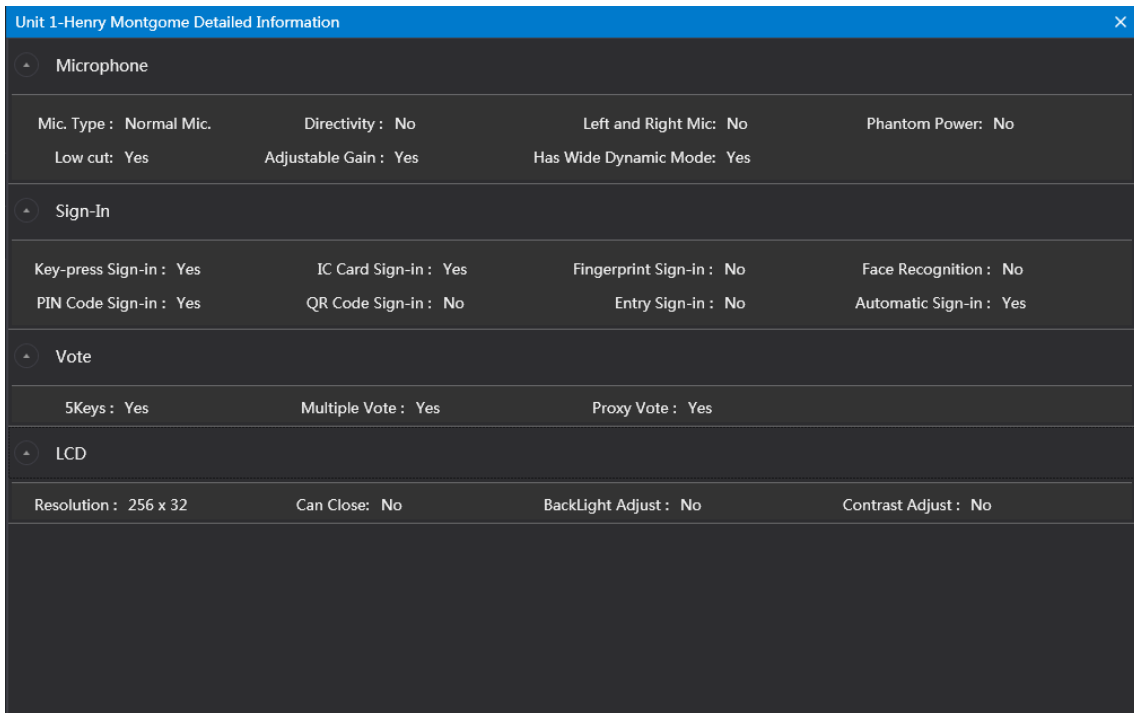
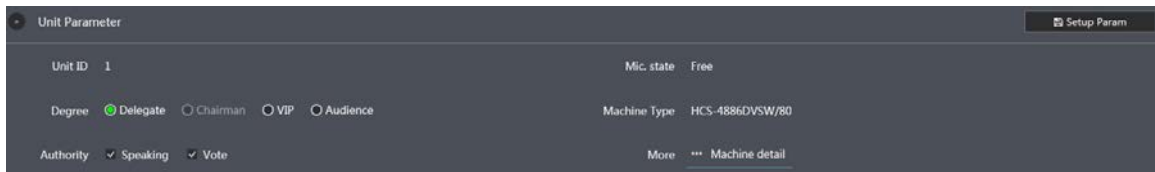


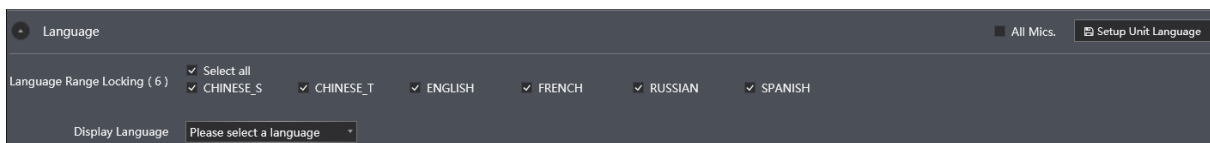
Figure: Unit Numbering

- **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;



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 **Delegate** or **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).



- 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;



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.

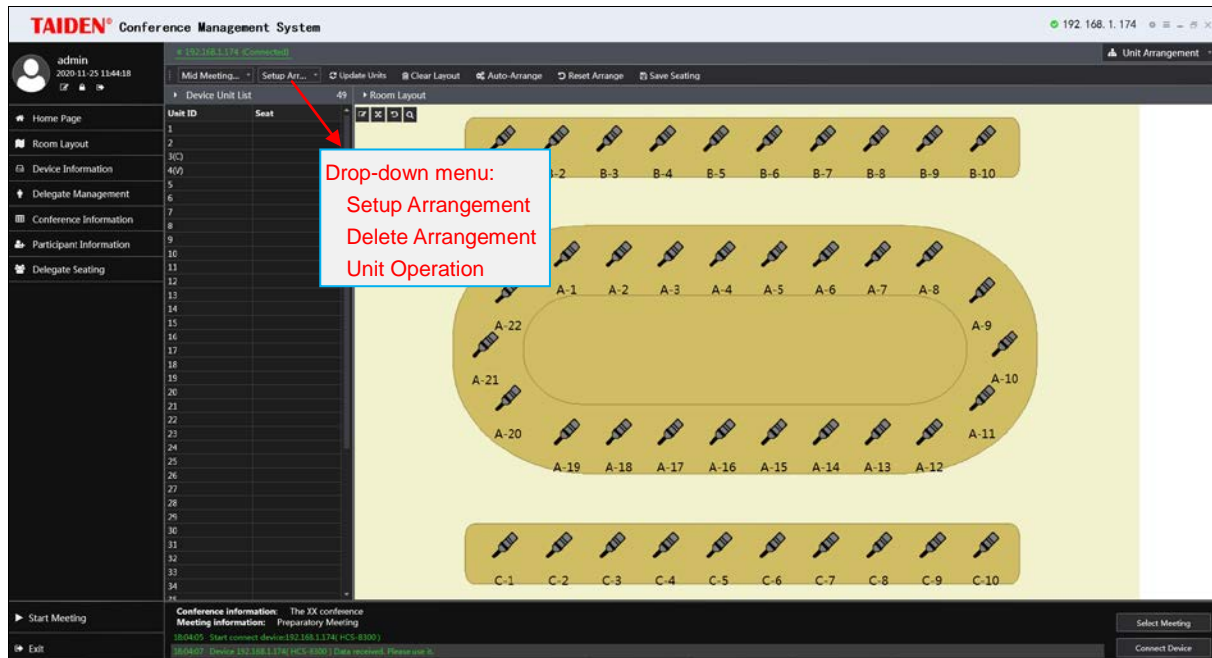


Figure: Unit Arrangement 1

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 (📍): if you have selected current meeting but the room layout is not the current meeting layout, you can click “📍” 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 "🗨️".

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.

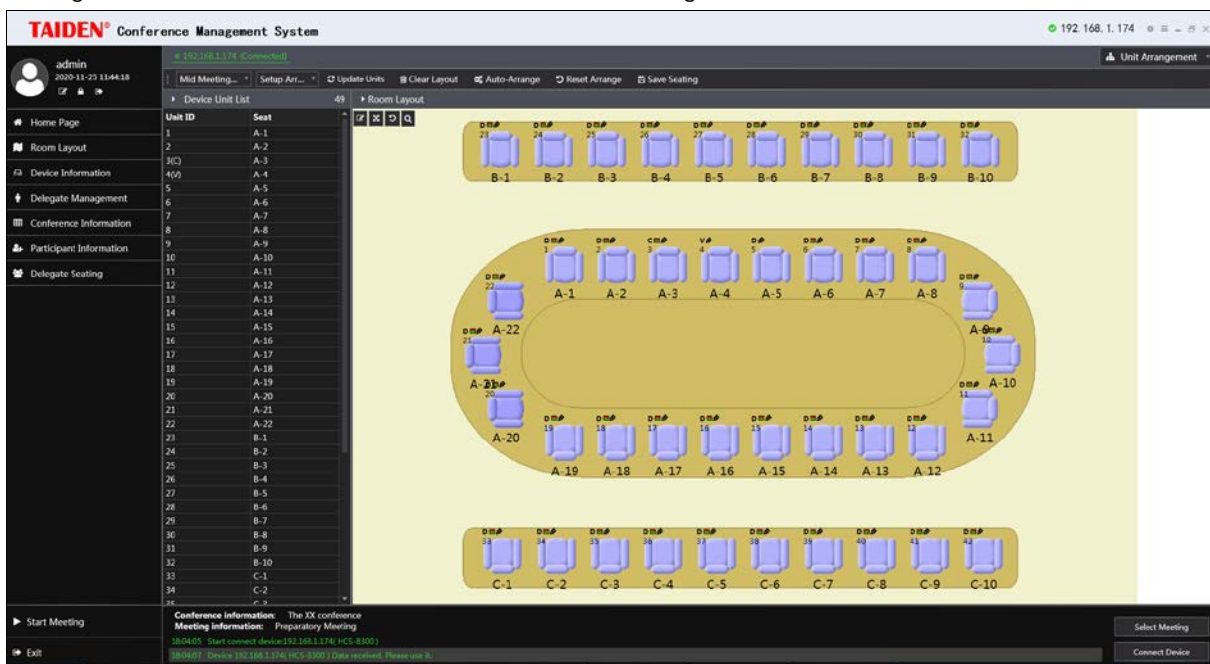


Figure: Unit Arrangement 2

5.9 Video Matrix

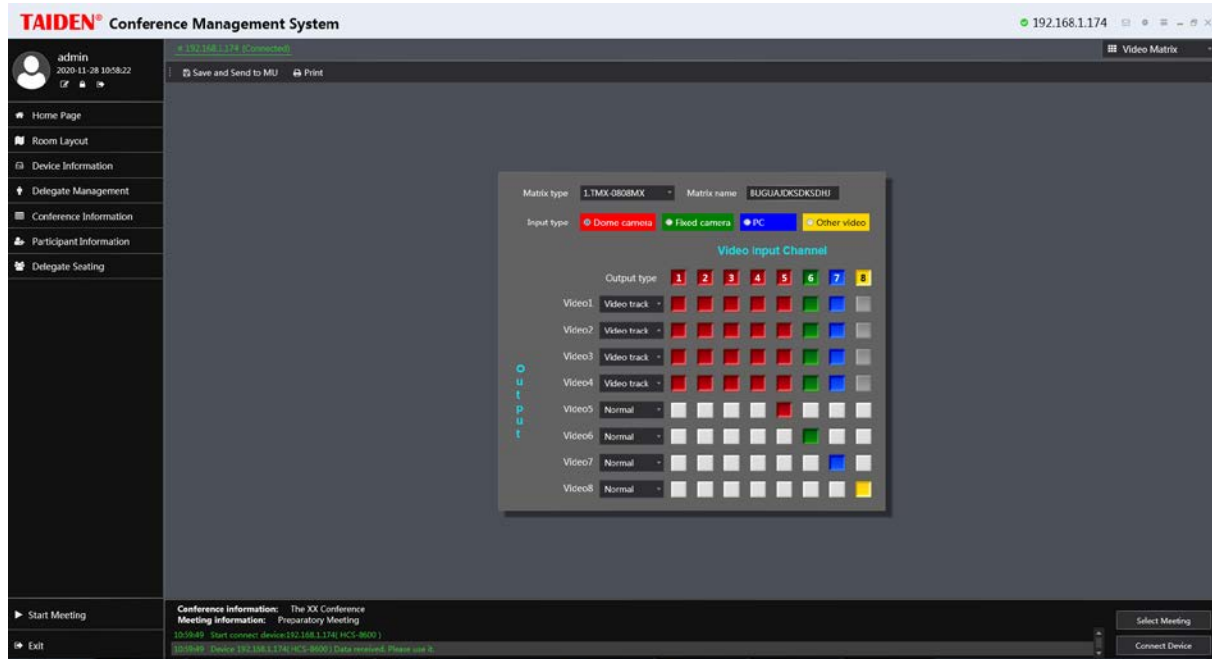


Figure: Video Matrix

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:

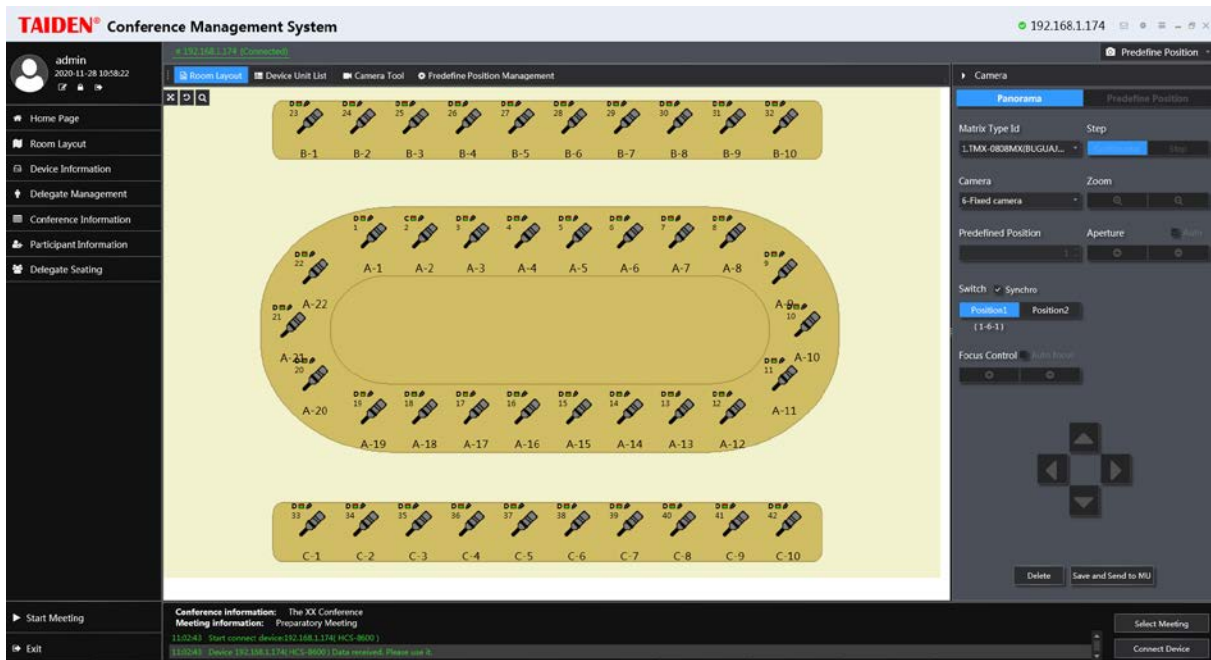


Figure: Panorama

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

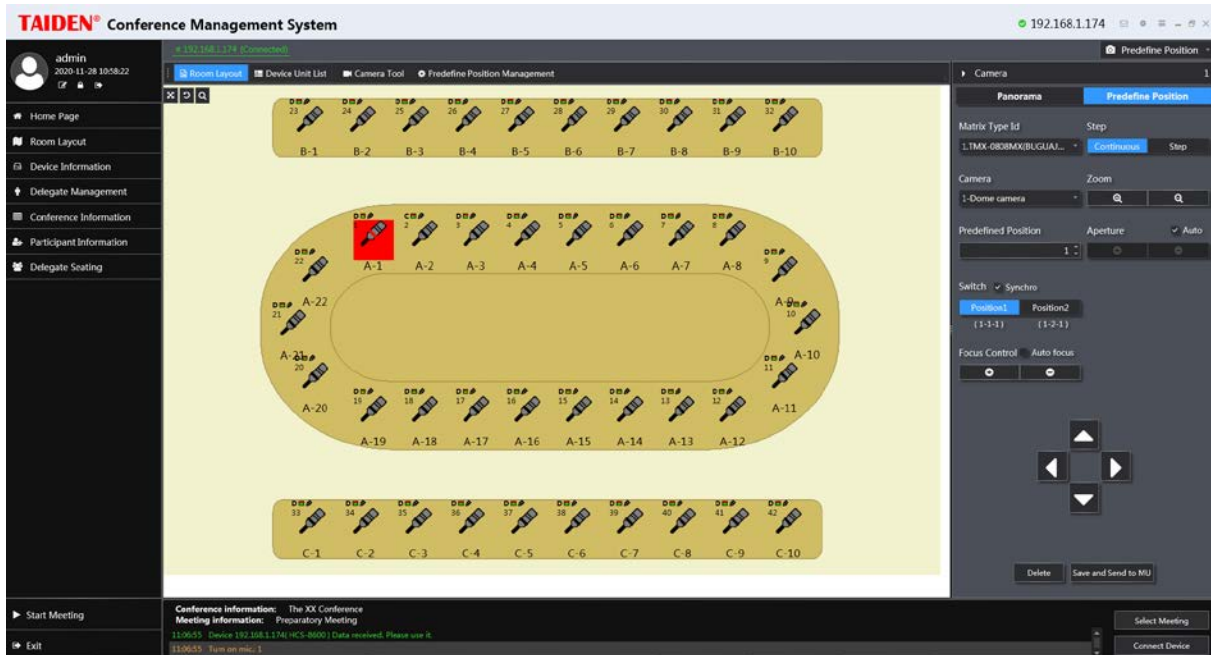
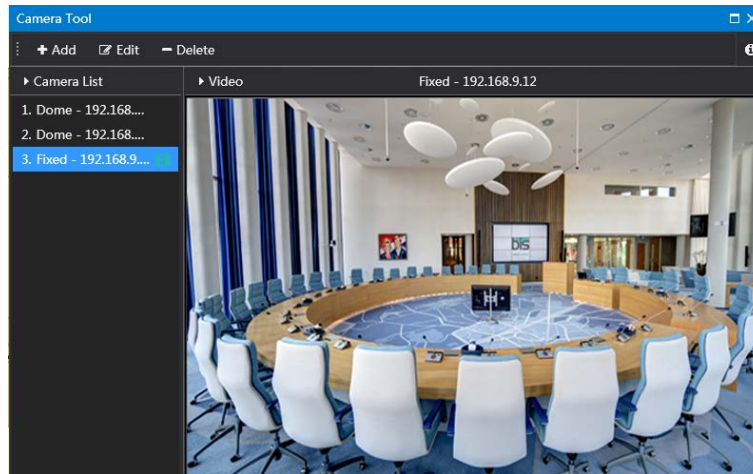


Figure: Predefined Position

If the conference system is equipped with cameras, the system can carry out automatic video tracking, i.e. display the image of the speaking participant 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 predefined positions, press and hold Ctrl/Shift to select several;

#	Predefine Positi No.	Delegate Name	Seat	Video Matrix	Camera	Predefine Positi
<input type="checkbox"/>	Panorama			1	6	1
<input type="checkbox"/>	Unit - 1		A-1	1	1	1
<input type="checkbox"/>	Unit - 1		A-1	1	2	1
<input type="checkbox"/>	Unit - 2		A-2	1	1	2
<input type="checkbox"/>	Unit - 2		A-2	1	2	2

Total: 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 participant);
5. Select the predefined position 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

Setup of simultaneous interpretation channel, as in figure below:

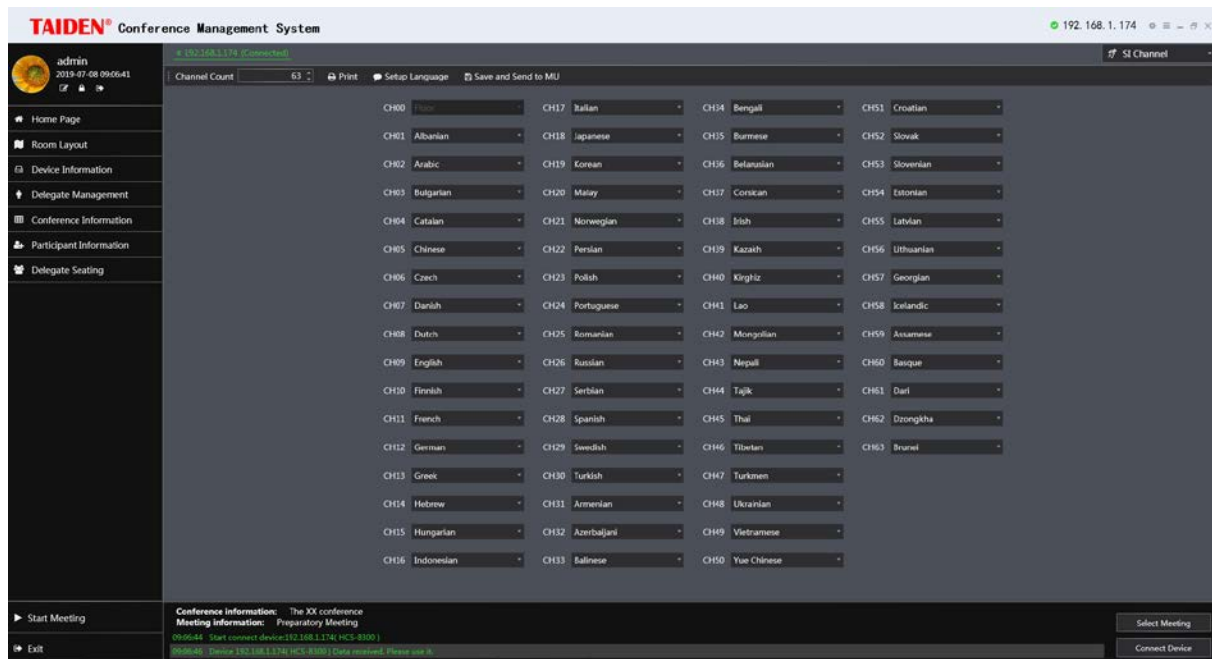


Figure: SI Channel

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.

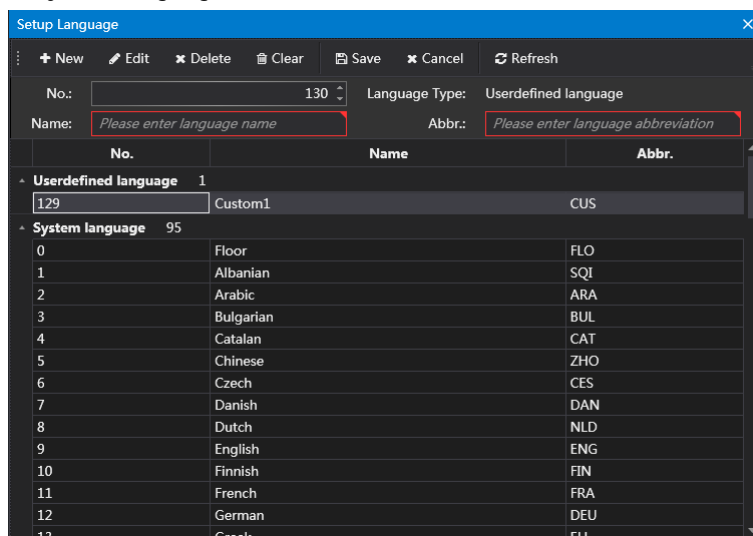


Figure: Setup Language

5.12 Setup Booth

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

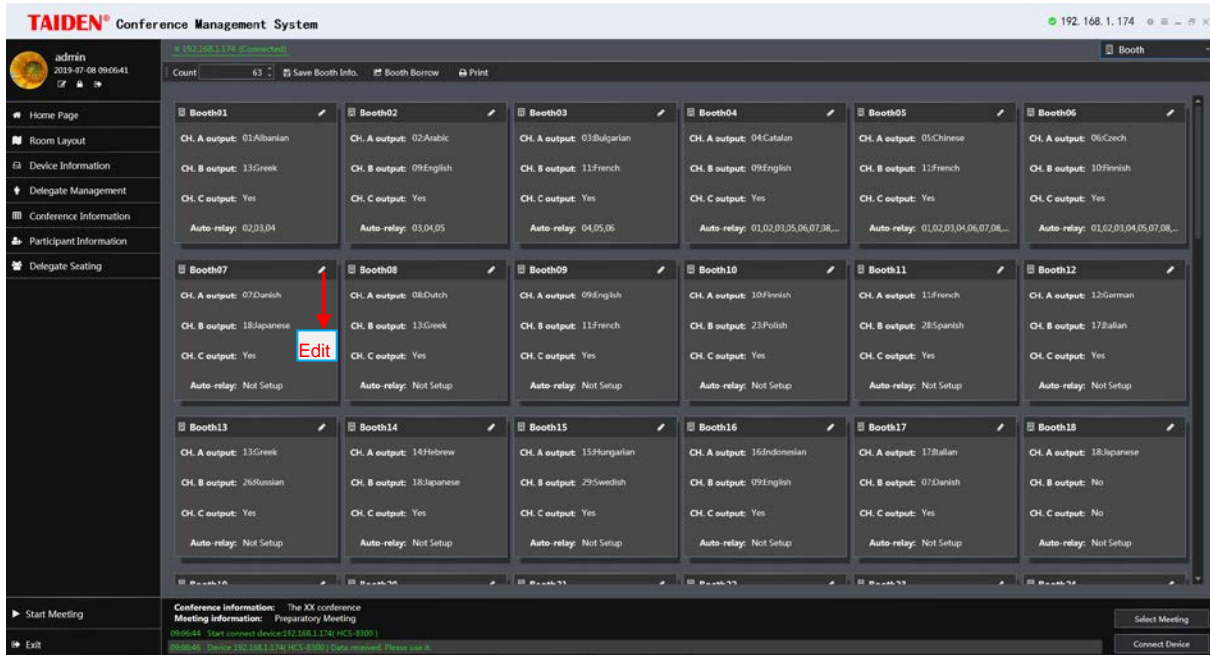


Figure: Booth

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

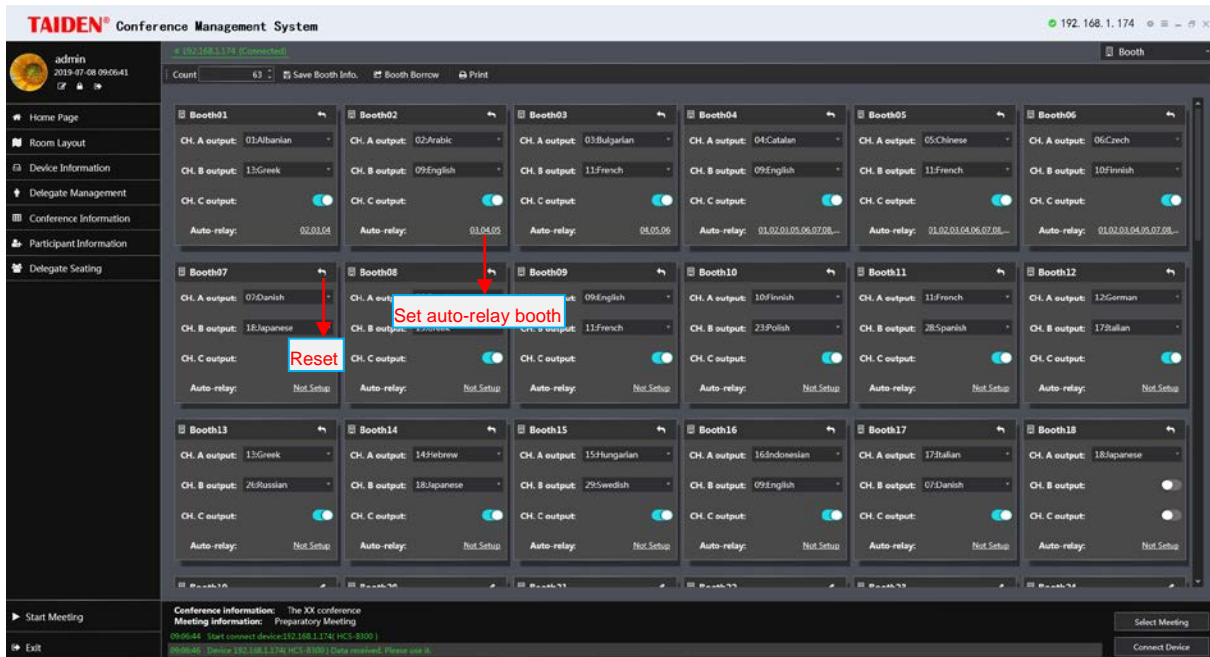


Figure: Booth Setup

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.

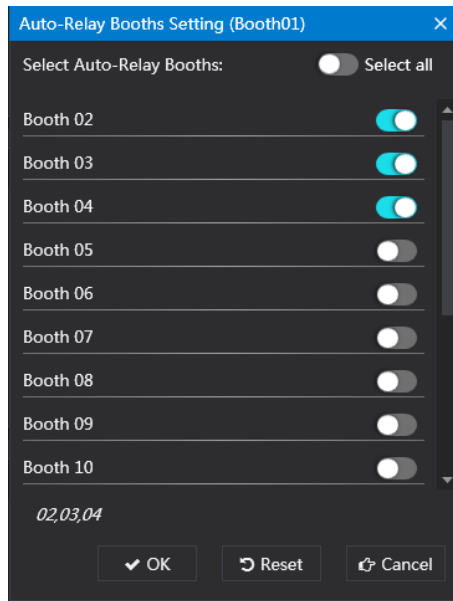


Figure: Auto-Relay Booths Setting

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".

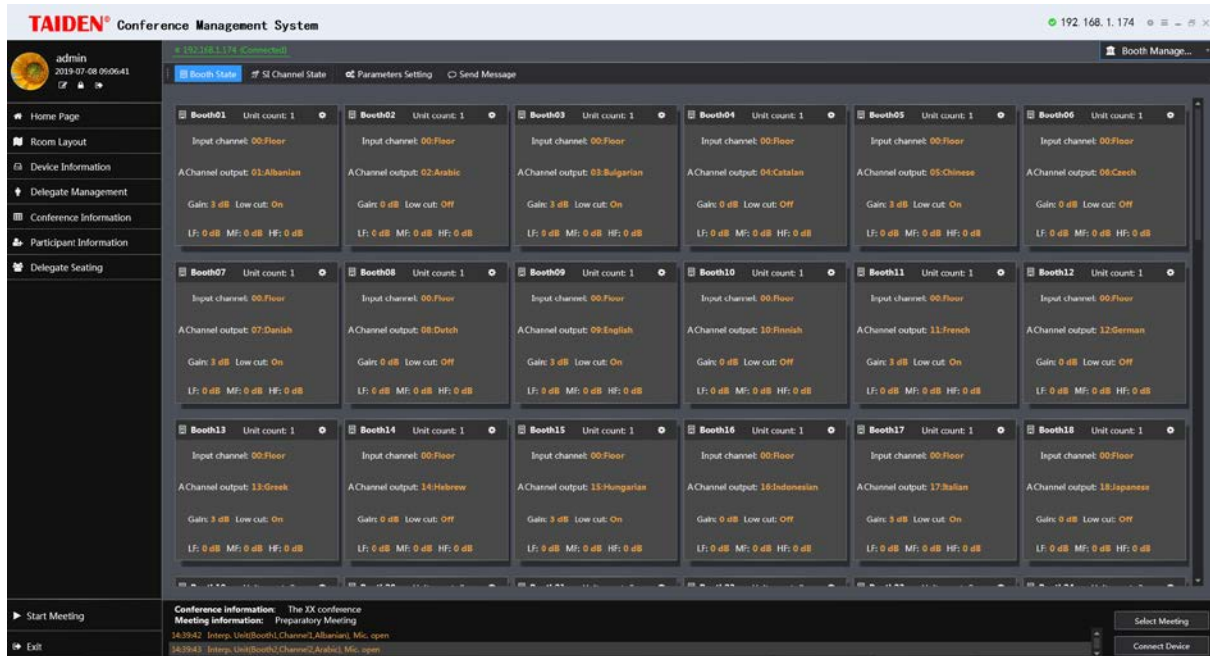



Figure: Booth State

Double click the booth or click “”, the following interface pops up. You can set up the activated interpreter unit’s parameters for selected booth.

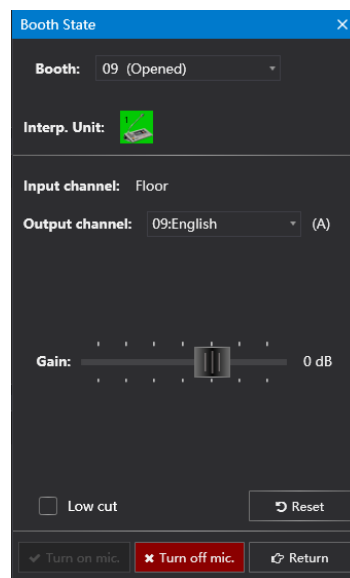


Figure: Booth state

- 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".

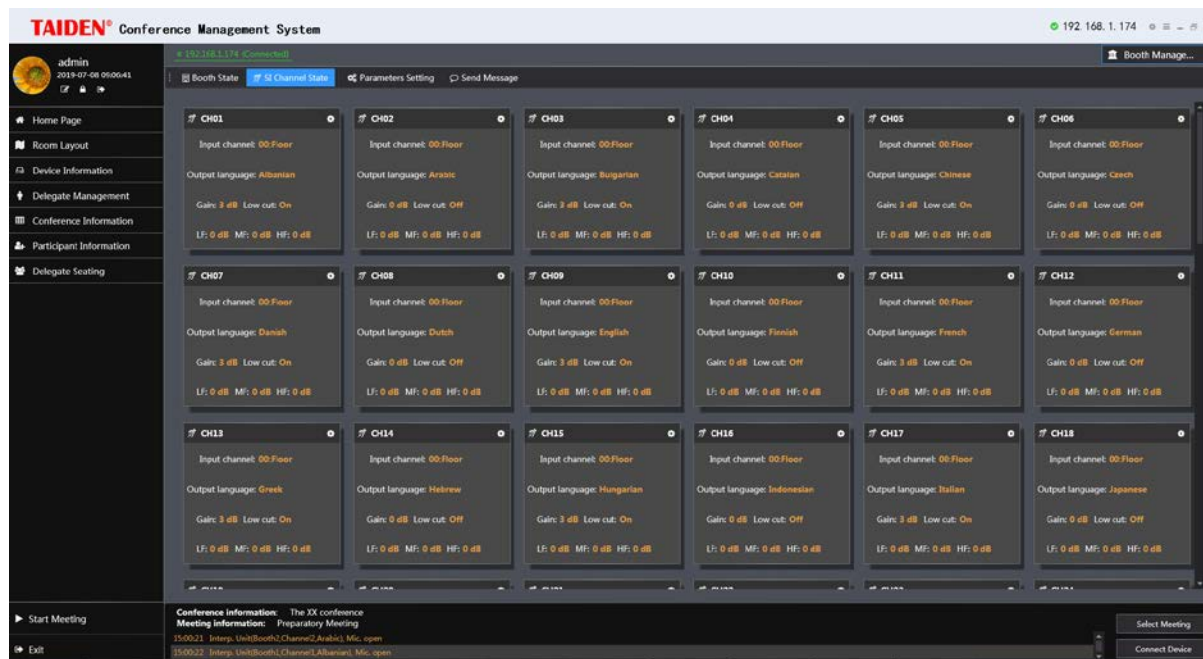


Figure: SI Channel State

Double click the channel or click “⚙️”, the following interface pops up. You can set up the activated interpreter unit’s parameters for selected SI channel.

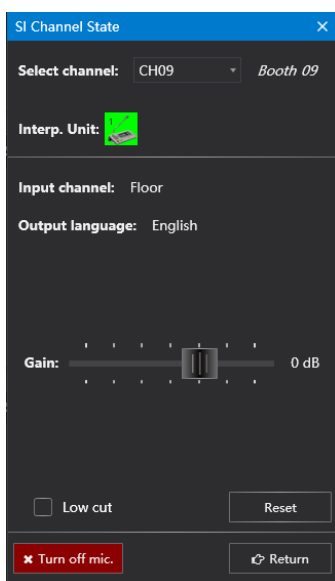


Figure: SI channel state

- 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):

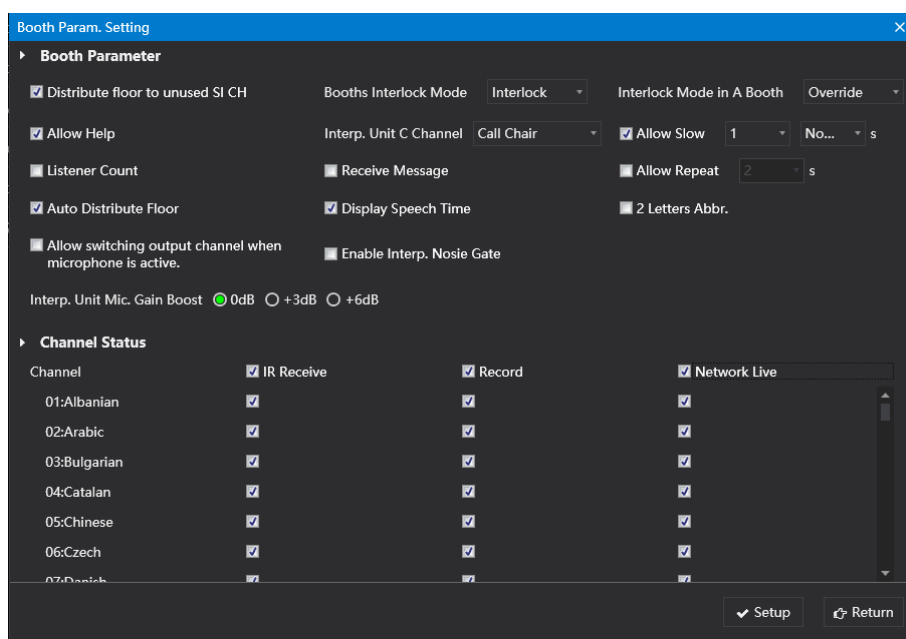


Figure: Booth Parameters Setup

- 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):

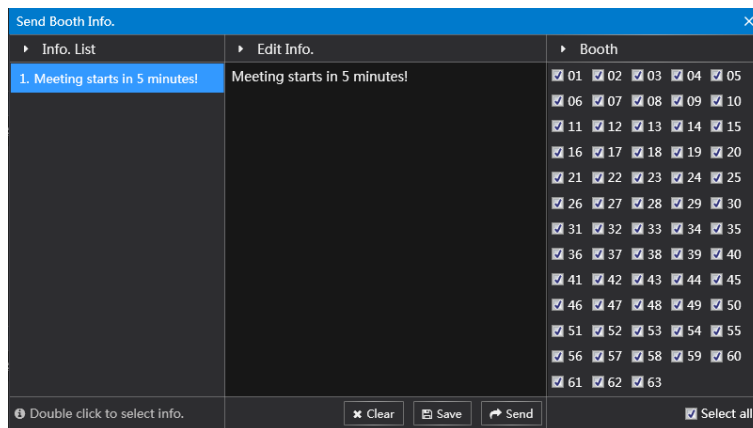


Figure: Send Booth Information

- 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.

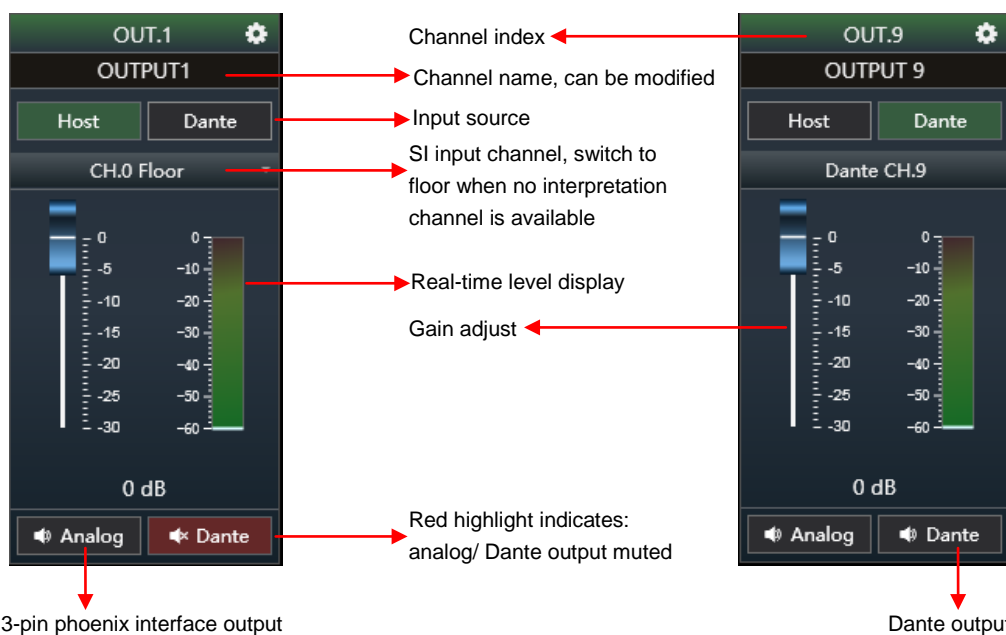
5.14 Audio MU Setting

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



Figure: Audio parameter setting - PEQ

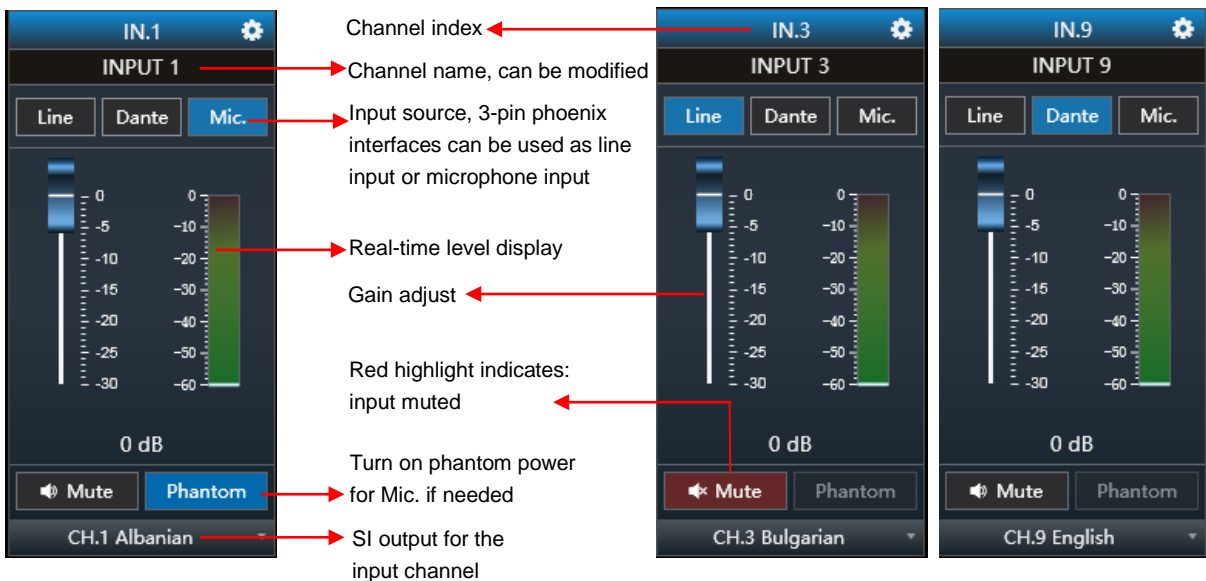



Figure: Audio parameter setting - DRC

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

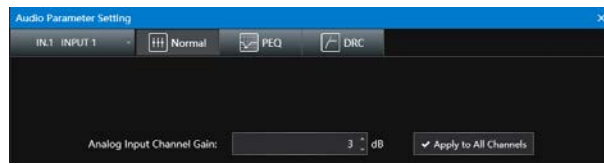


Figure: Audio parameter setting - Normal



Figure: Audio parameter setting - PEQ

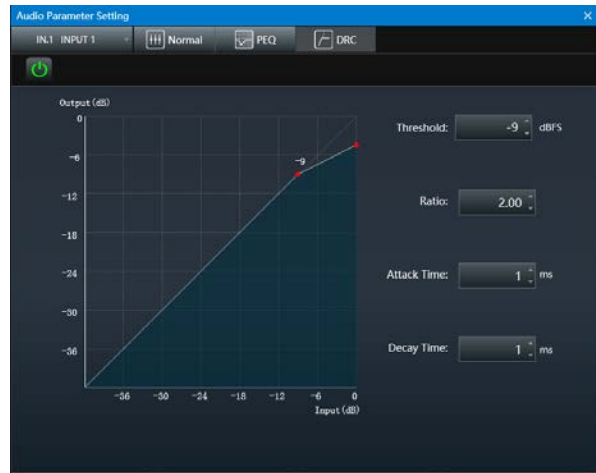


Figure: Audio parameter setting - DRC

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.



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** **Yes** **No** or on audio MU setting **Enable SI Remote Mode** , and enable teleconference **Teleconference** at the same time.



Figure: SI mode - MI & MO mode - Teleconference





Figure: Audio parameter setting - Mixer

Note:

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



- 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.



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.

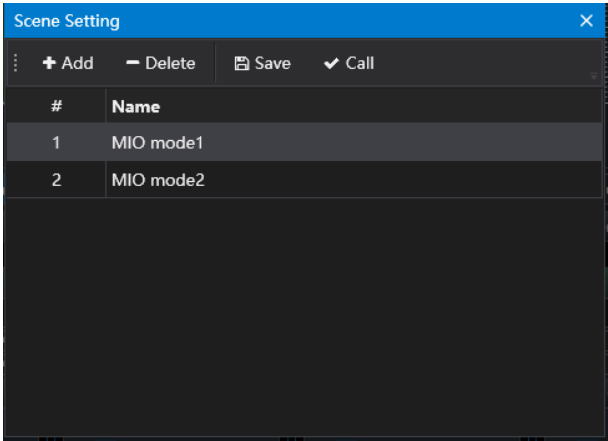


Figure: Scene Setting

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.

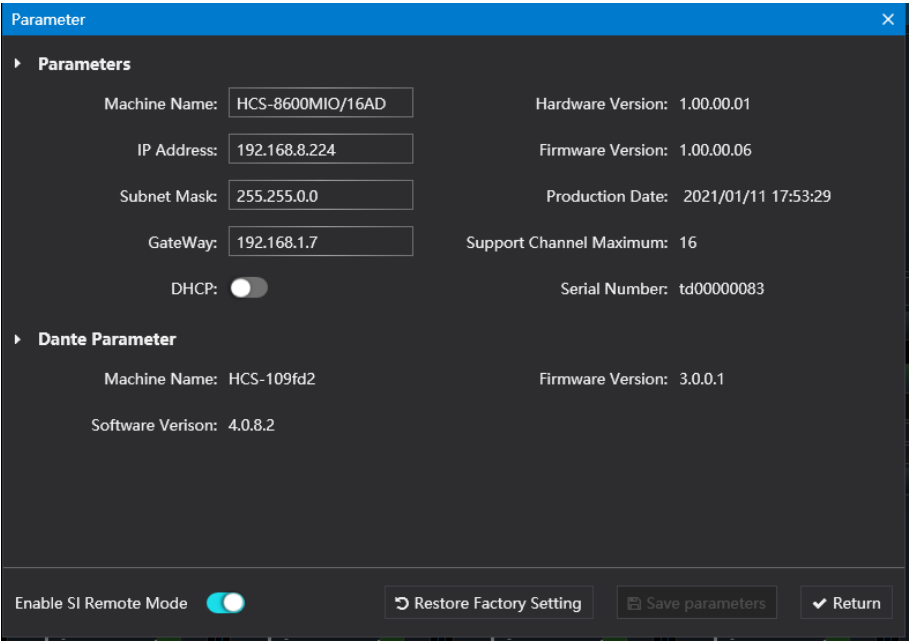


Figure: Device parameter

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.

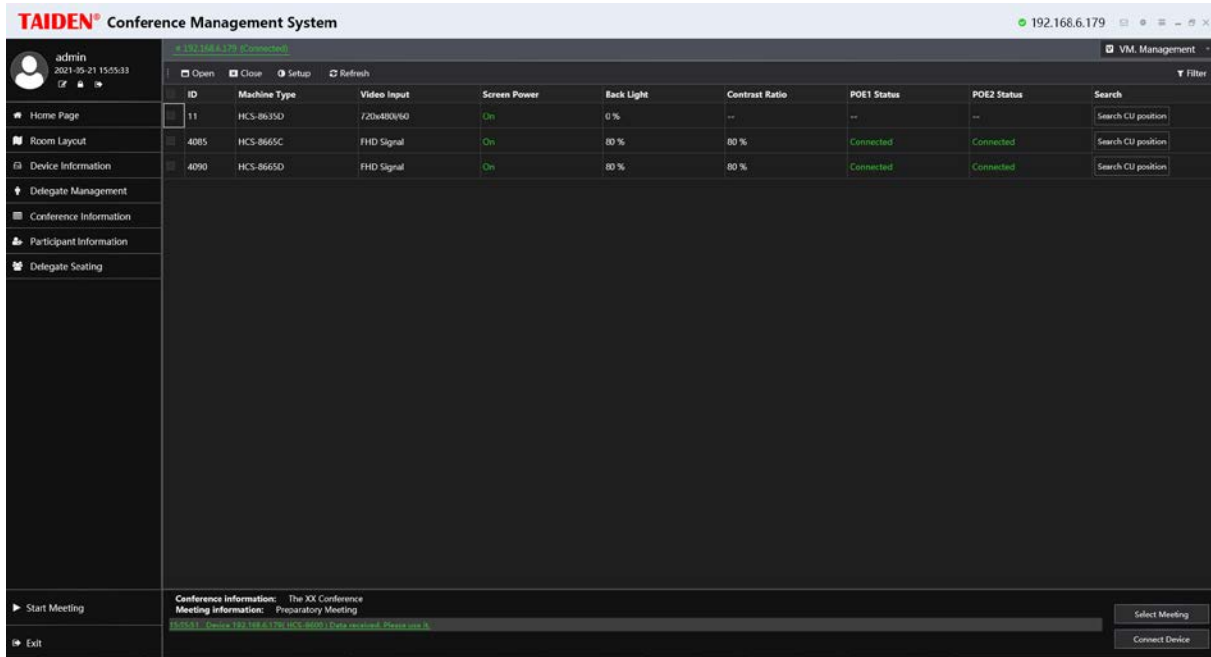


Figure: Video Monitor Management interface

- 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.

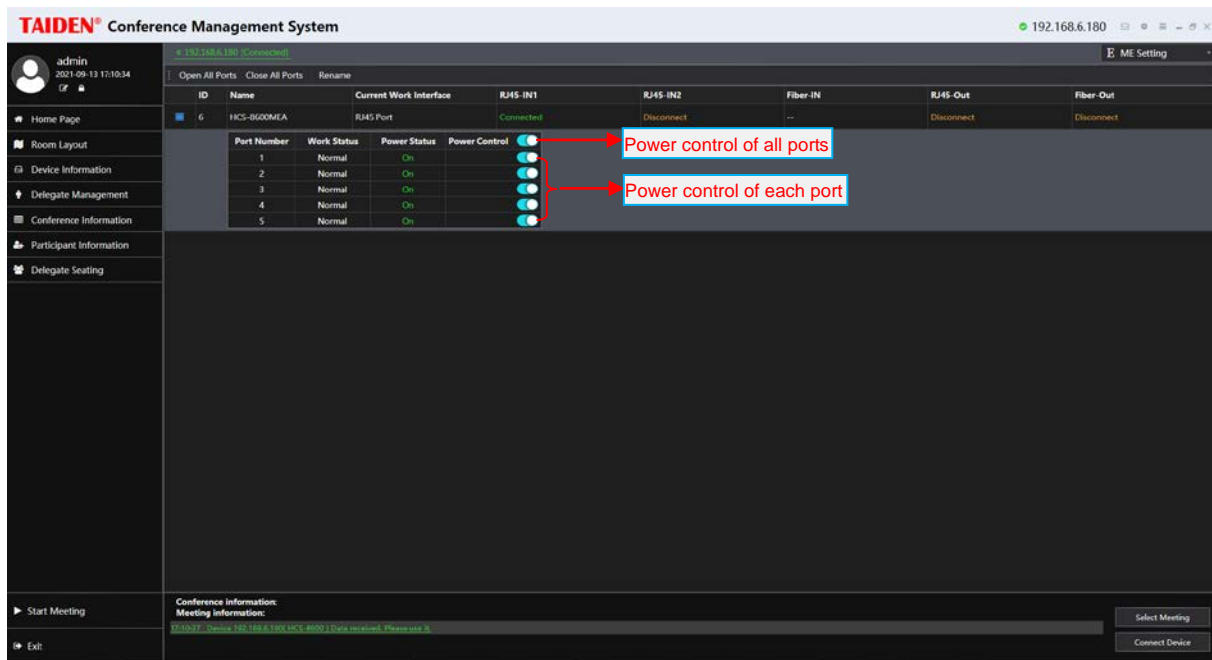


Figure: ME setting

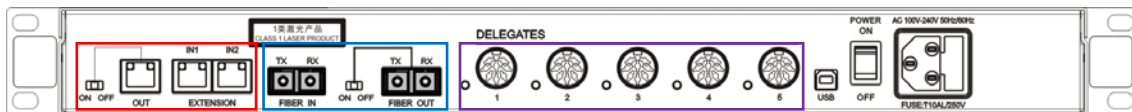


Figure: Ports of HCS-8600MEA series Extension Main Unit

- 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.

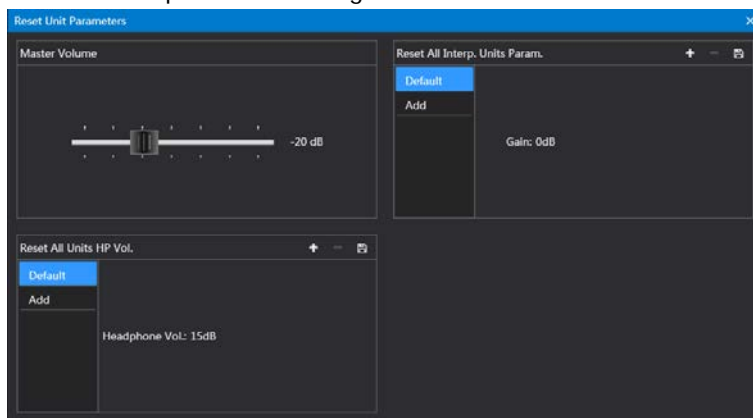


Figure: Reset Unit Parameters

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

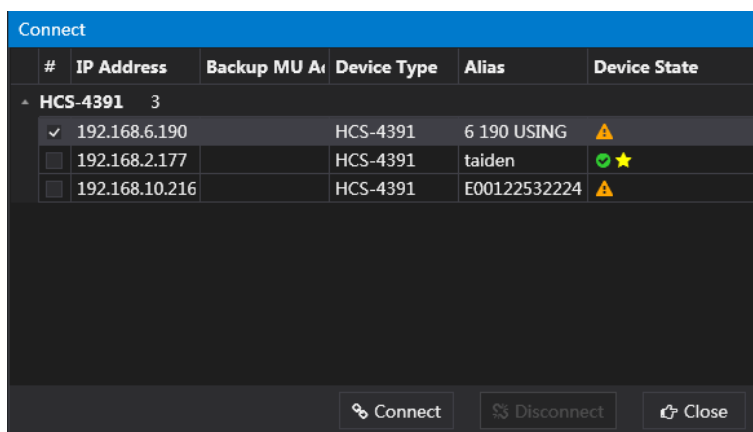




Figure: Connect Device

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  will turn green; if connection fails, the icon  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.

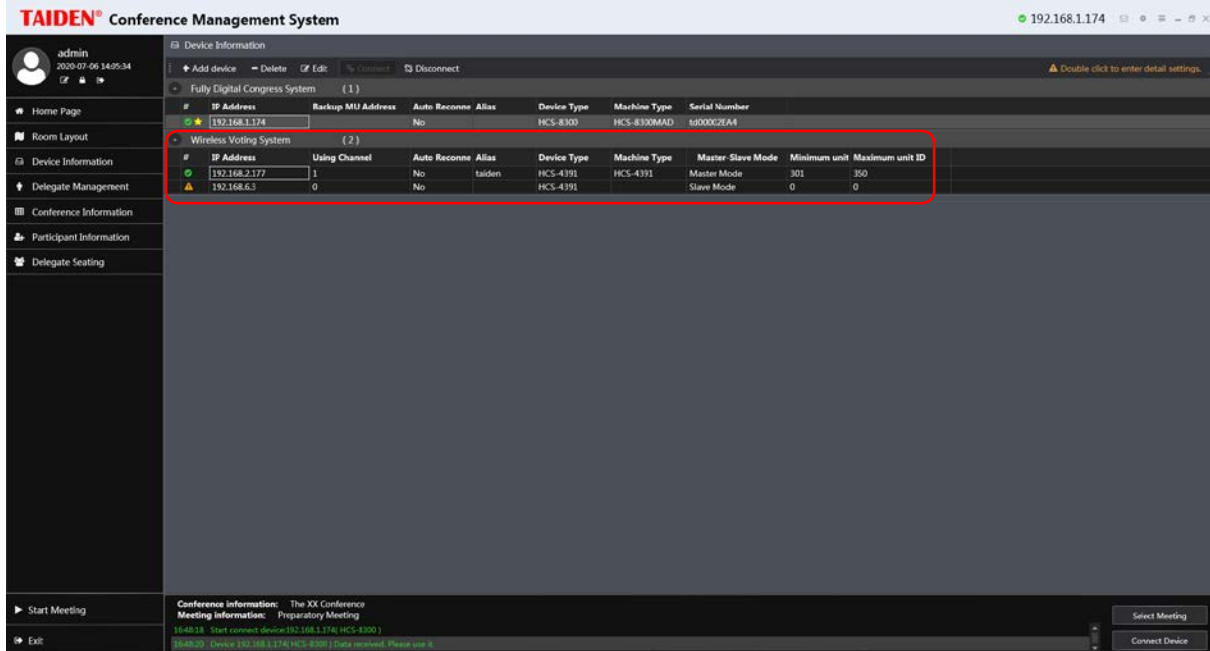


Figure: Device information

- 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.

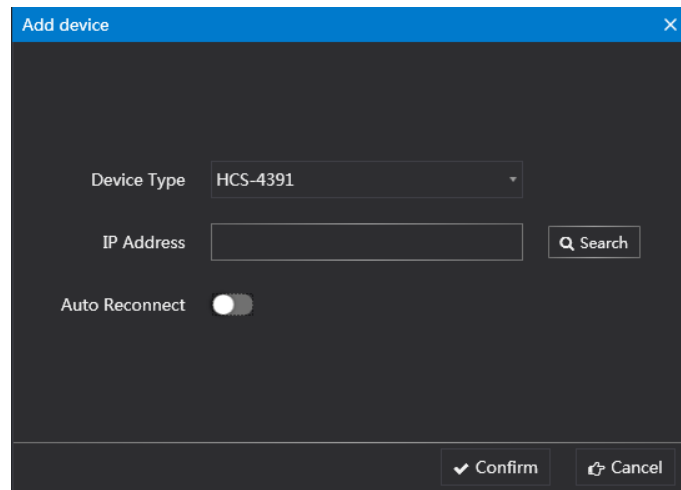


Figure: Add device

- 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;

Search			
IP Address	Minimum unit ID	Maximum unit ID	Channel
^ HCS-4391 4			
192.168.10.216	351	400	1
192.168.6.190	358	358	2
192.168.2.177	301	350	1
192.168.2.246	713	713	8

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

The RF wireless setup interface shows as in figure below:

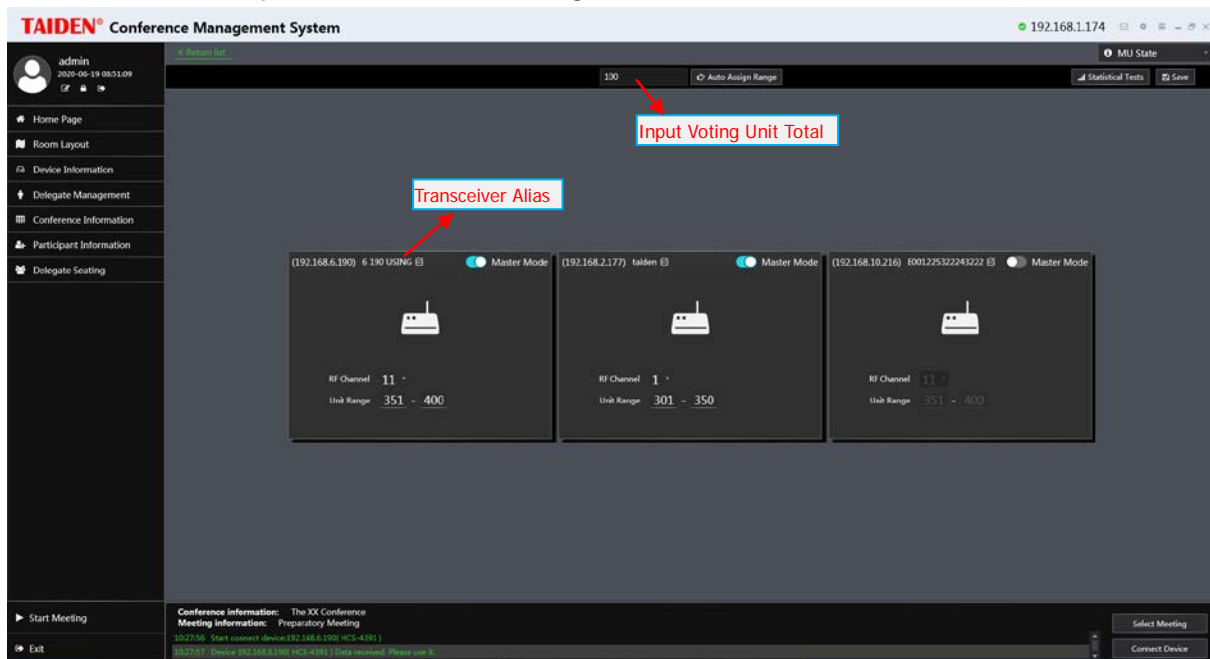


Figure: RF Wireless Setup

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:

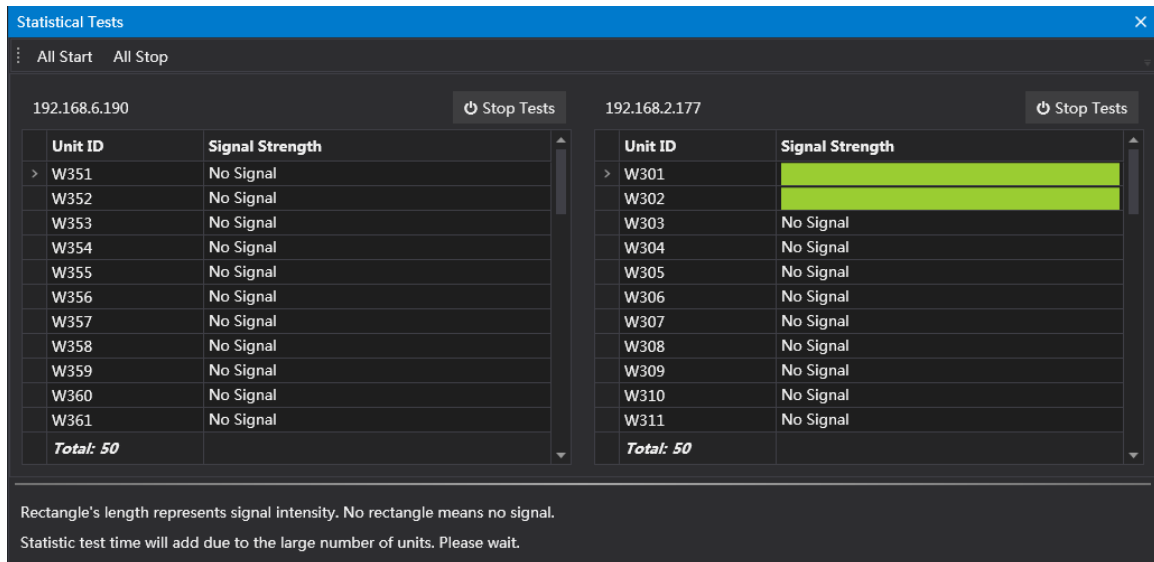


Figure: Statistical Tests Interface

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:

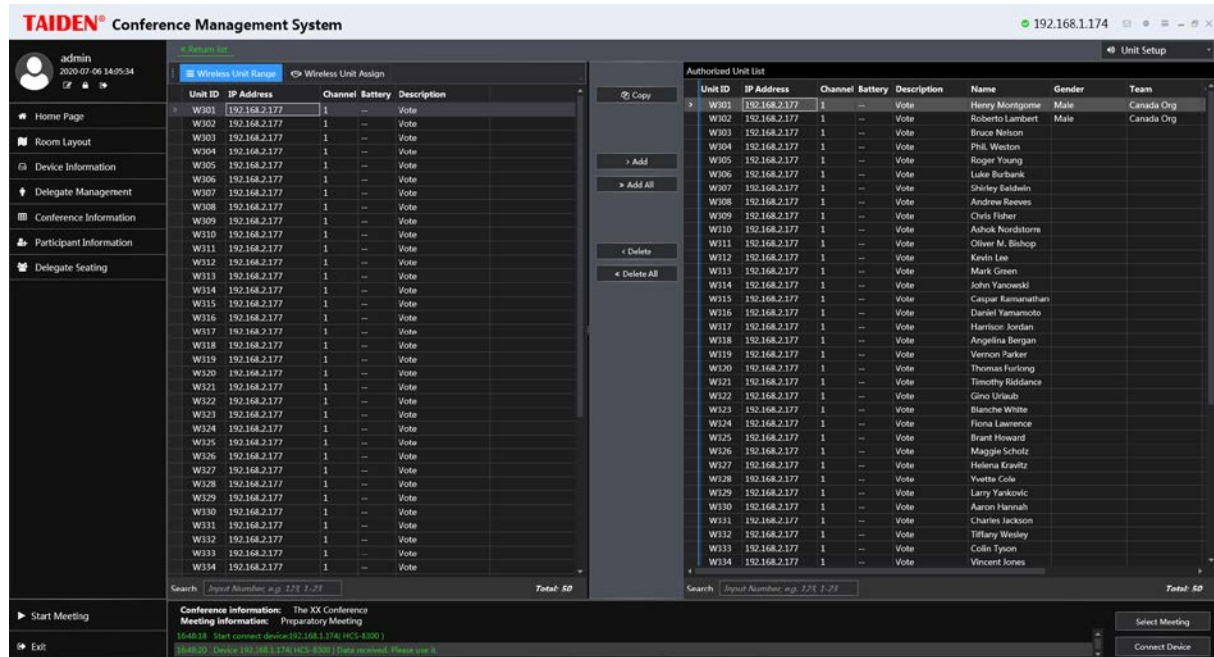


Figure: Wireless Voting Units Management Interface

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:

✧ 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:

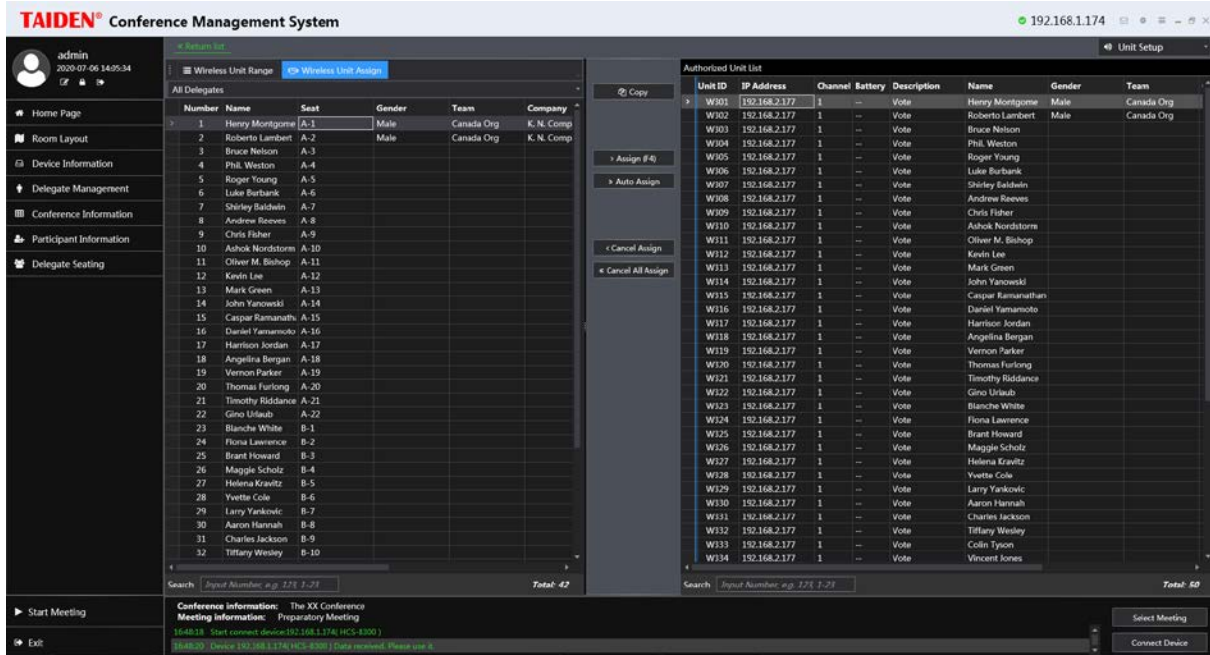


Figure: Wireless Voting Units Assignment Interface

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(F4), >>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:

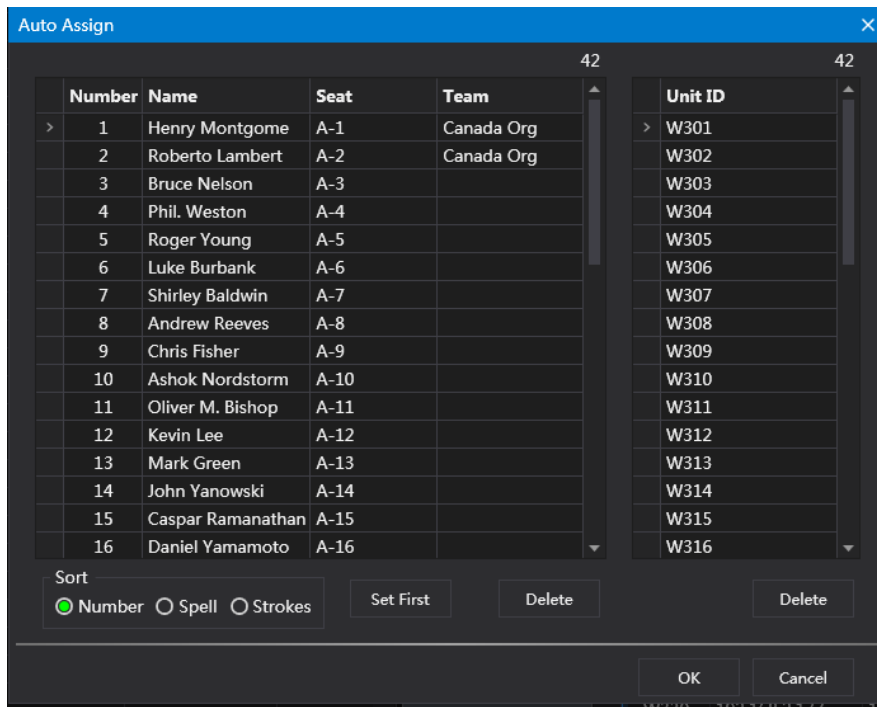


Figure: Wireless Voting Units Auto Assign

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.

6.1 Select Meeting

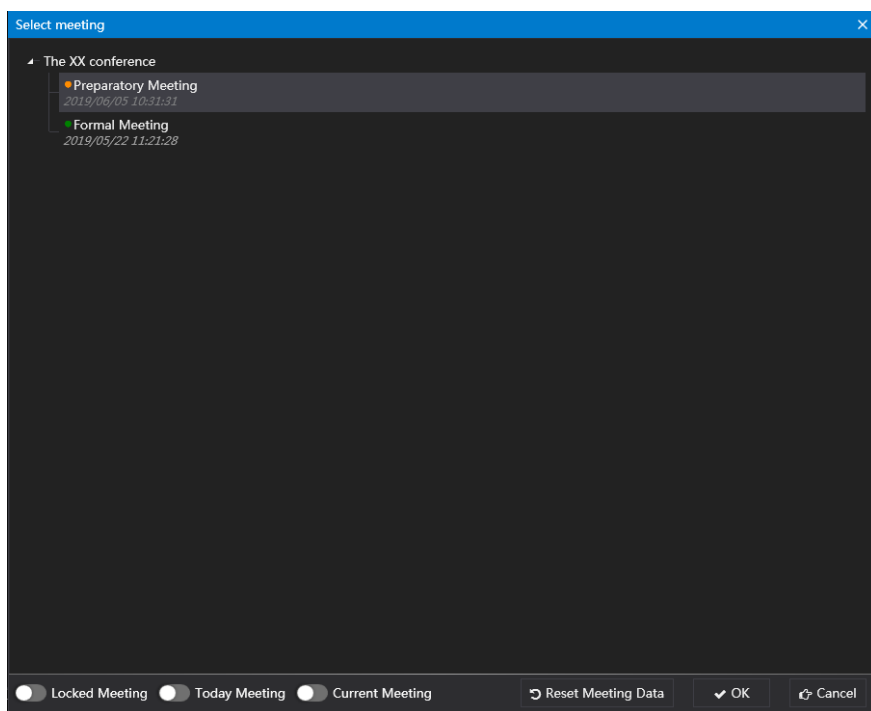


Figure: Select Meeting

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;

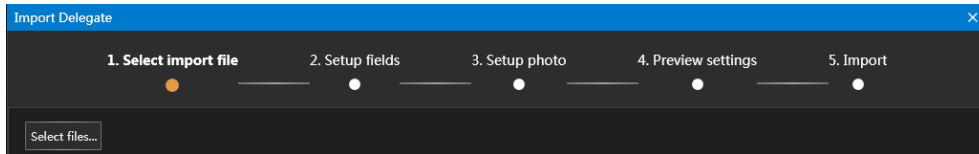
Current Meeting: list current meeting only.

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";



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;

The screenshot shows a Microsoft Excel spreadsheet titled 'Delegate Data.xls'. The data is as follows:

Number	Name	Name (Abbr.)	Name (Display)	Name (Nameplate)	Gender	Team
1	Henry	Henry	Henry	Henry	Male	Beijing
2	Jim	Jim	Jim	Jim	Male	Shanghai
3						
4						
5						
6						
7						
8						

Figure: Example of Delegate Data in Excel File

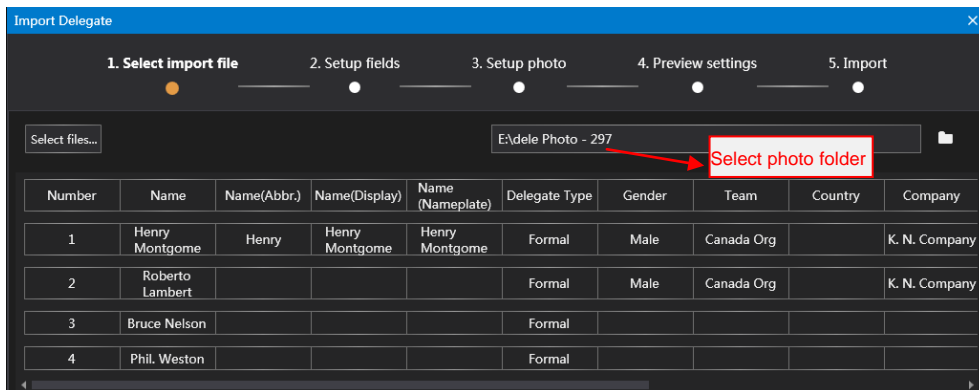
The screenshot shows a Notepad window titled 'Delegate.txt'. The data is as follows:

Number	Name	Name (Abbr.)	Name (Display)	Name (Nameplate)	Delegate Type	Gender	Team	Company
1	Henry	Henry	Henry	Henry	Formal	Male	Canada Org	K. N.
2	Roberto Lambert				Formal	Male	Canada Org	K. N. Company
3	Bruce Nelson				Formal			

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.



- 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 delegate information template.

Number	Name	Name(Abbr.)	Name(Display)	Name(Nameplate)	Delegate Type	Gender	Team	Country	Company
1	Henry Montgom	Henry	Henry Montgom	Henry Montgom	Formal	Male	Canada Org		K. N. Compar
2	Roberto Lamber				Formal	Male	Canada Org		K. N. Compar
3	Bruce Nelson				Formal				
4	Phil. Weston				Formal				

Source field			Destination field		
Nation*	Group*	Presidium	Number*(Numb... *	Name*(Name) *	Ignore(Name(Ab... *
Leader	Language	Voting weight	Ignore(Name(Dis... *	Ignore(Name(Na... *	Ignore(Delegate... *
Family name	Given name	Display name	Gender(Gender) *	Team*(Team) *	Country*(Country) *
Nameplate	Abbreviation	Title	Company*(Com... *	Department*(De... *	Position*(Position) *
Birthday	Telephone	E-mail	Party*(Party) *	Ignore(Is Presidi... *	Ignore(Is Leader) *
Address	Content	Ignore			

Figure: Import delegate

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

Delegate setup

- Delegate type: Formal
- No. offset: 0
- Update import:

Photo setup

- Photo name: 1.jpg
- For example: 001.jpg
- Photo number digit: 3
- Photo field:
 - NO.
 - NO. Name
 - NO. Team Name
 - User-defined (*)

Please input delegate field.

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";

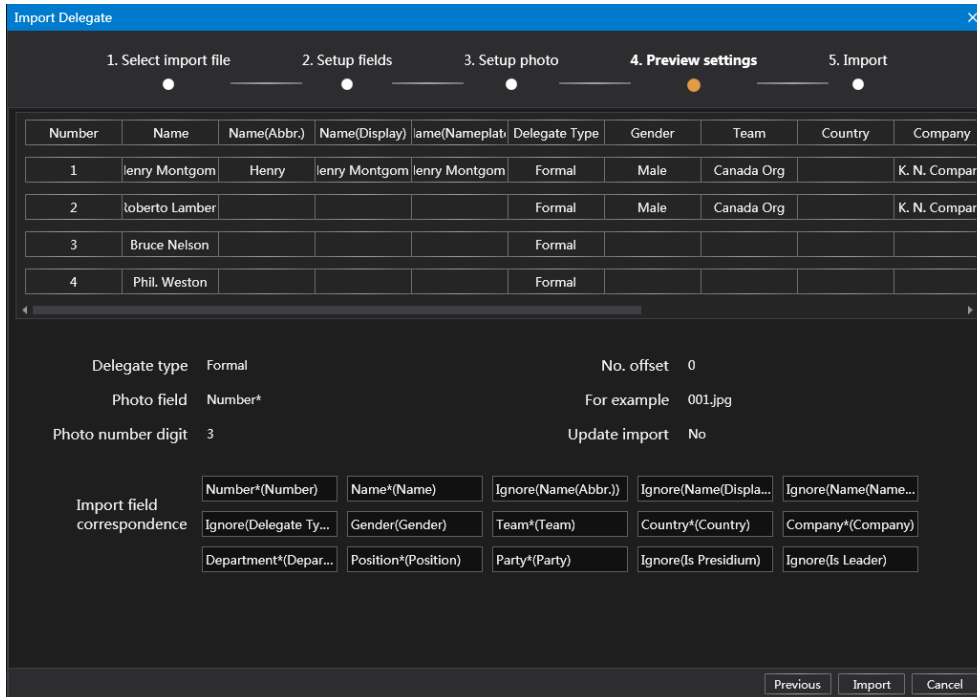


Figure: Import delegate

- 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
<input checked="" type="radio"/> Update import	Update current delegate information	Insert new numbered delegate information
<input type="radio"/> Update import	Skip current 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; **Filter:** search conditions are not empty;

Choose Filter Condition:

Number Reset Refresh Search Q

Name

Gender

Delegate type

Team

Company

Department

Position

The screenshot shows the TAIDEN Conference Management System interface. On the left is a navigation menu with options like Home Page, Room Layout, Device Information, Delegate Management, Conference Information, Participant Information, and Delegate Seating. The main area is titled 'Delegate Management' and contains a table of delegates. A 'Filter' button is in the top right. A detailed view of a delegate is shown on the right, with fields for Name, Number, Delegate Type, Voting weight, Group, Company, Department, Position, Country, Language, Nation, Party, First name, Last name, Gender, Birthday, Nameplate, Display name, Abbreviation, Title, Telephone, Address, and E-mail. A 'Photo' field is also present. Annotations with red arrows point to various elements: 'Delete', 'Delete Filtered', and 'Clear All' point to the list actions; 'Load' and 'Clear' point to the top right buttons; 'Organization information' points to a photo and organization icon; 'Double click one item to display/hide base information' points to a delegate in the list; and 'Press and hold to adjust line position Contents on the left of the line will always be displayed' points to a delegate in the list.

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 [6.2](#);
- 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;

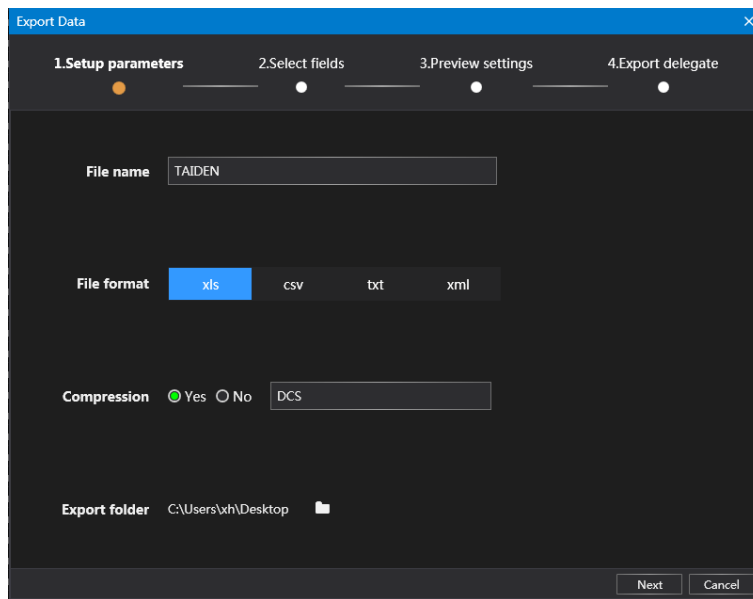


Figure: Export data

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

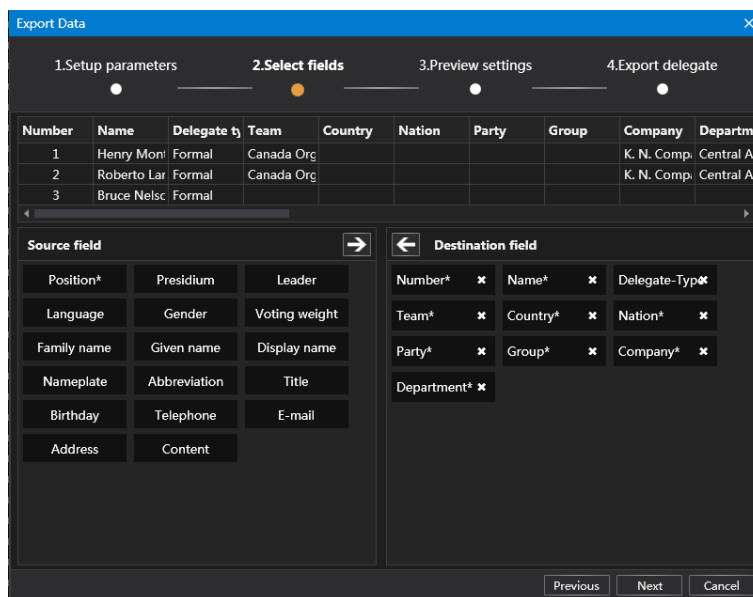


Figure: Export data

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.

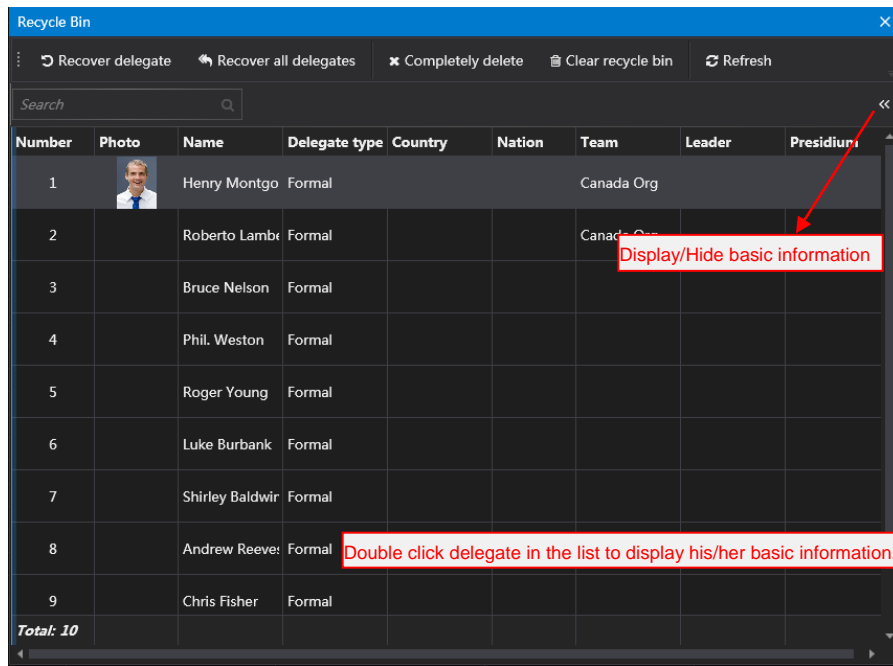


Figure: Recycle bin

- 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.

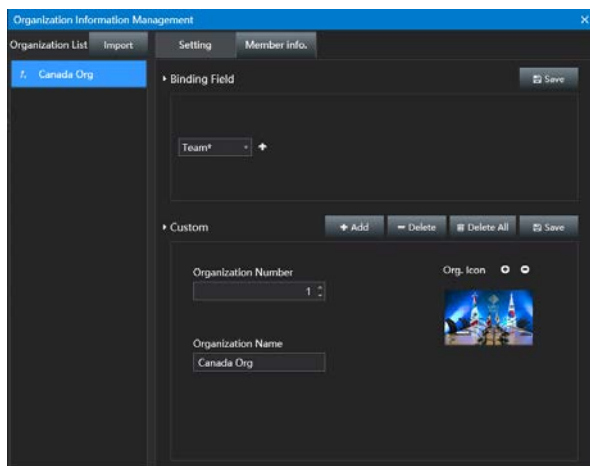


Figure: Organization Setting

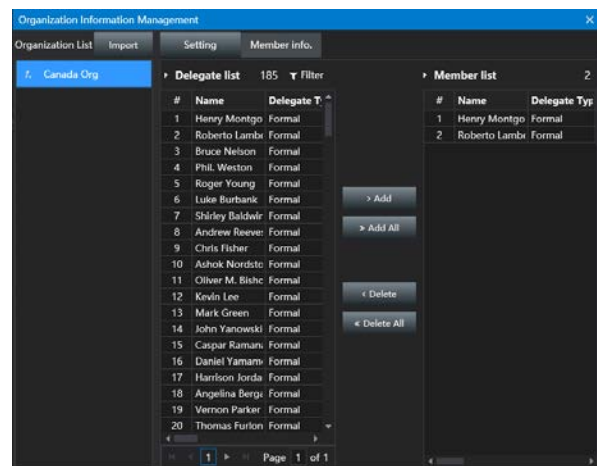


Figure: Organization Member

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.

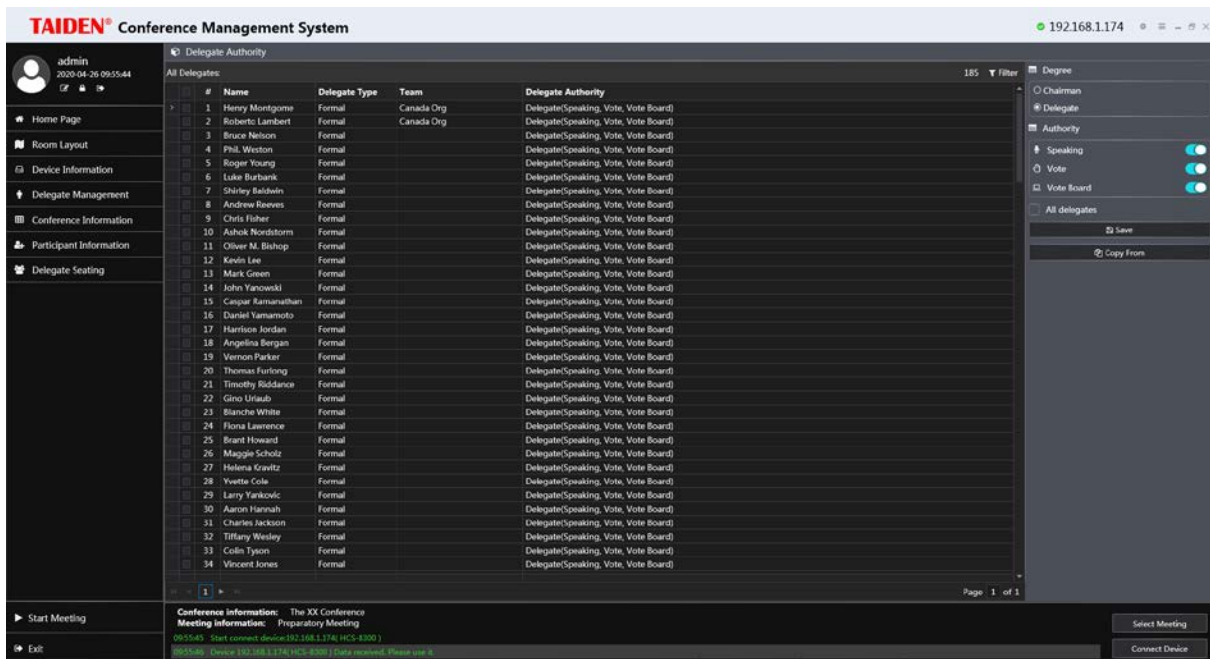


Figure: Delegate Authority

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.

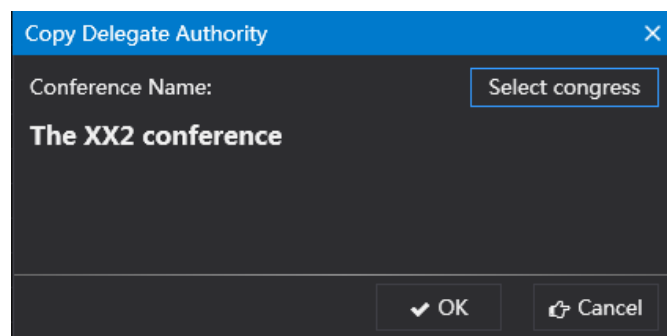
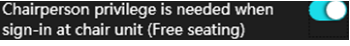
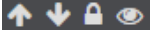


Figure: Conference Data Copy

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 , 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  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.

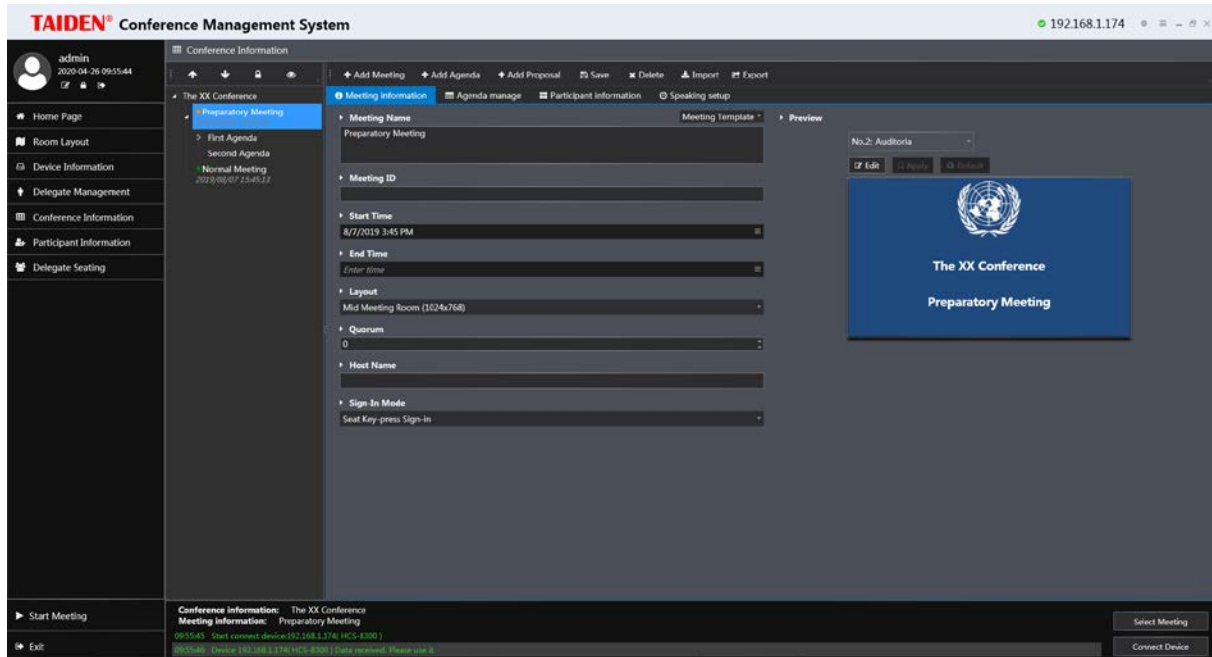



Figure: Conference Information

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 “” to display locked meeting;
- 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;

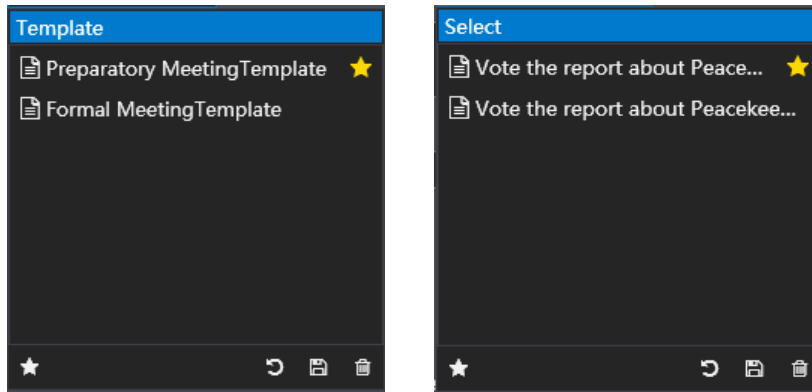


Figure: Template

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;

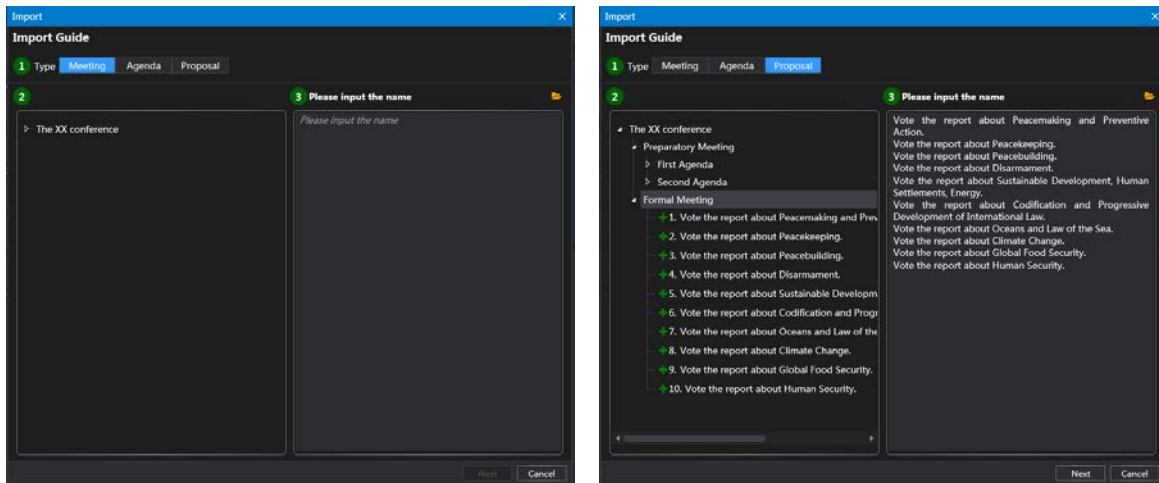


Figure: Import

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

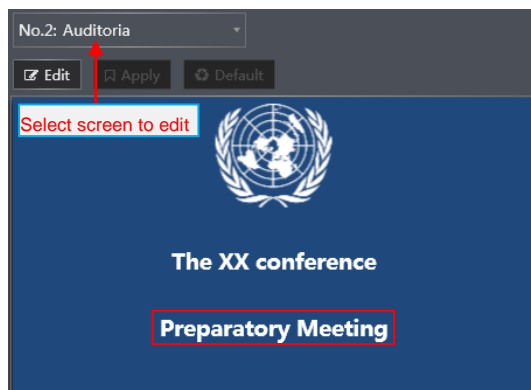


Figure: Screen Preview

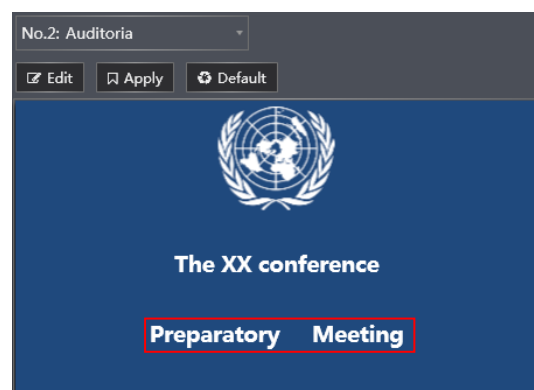


Figure: Screen Preview - edited

- 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";

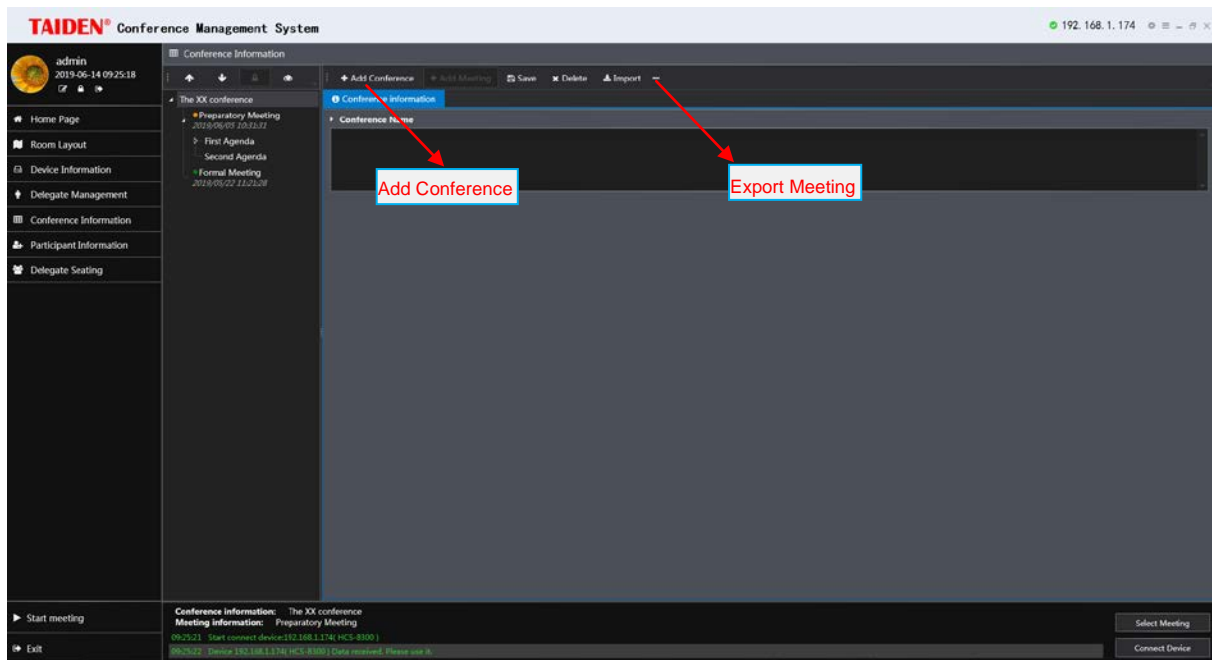


Figure: Add Conference

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.

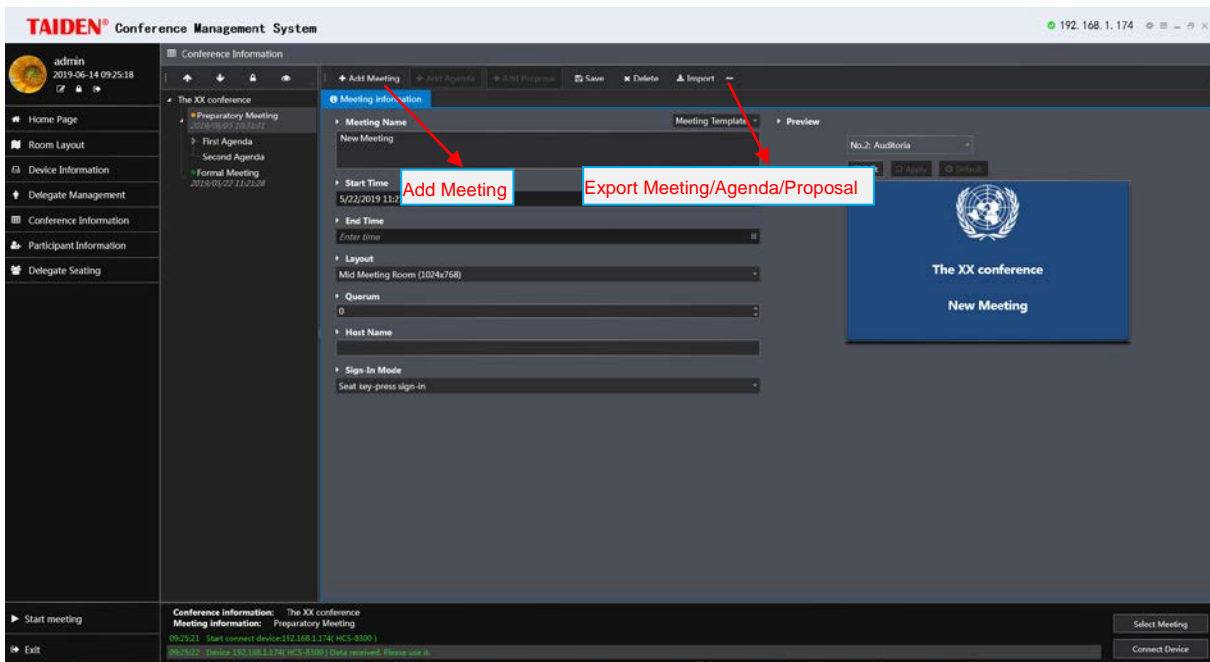


Figure: Add Meeting

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

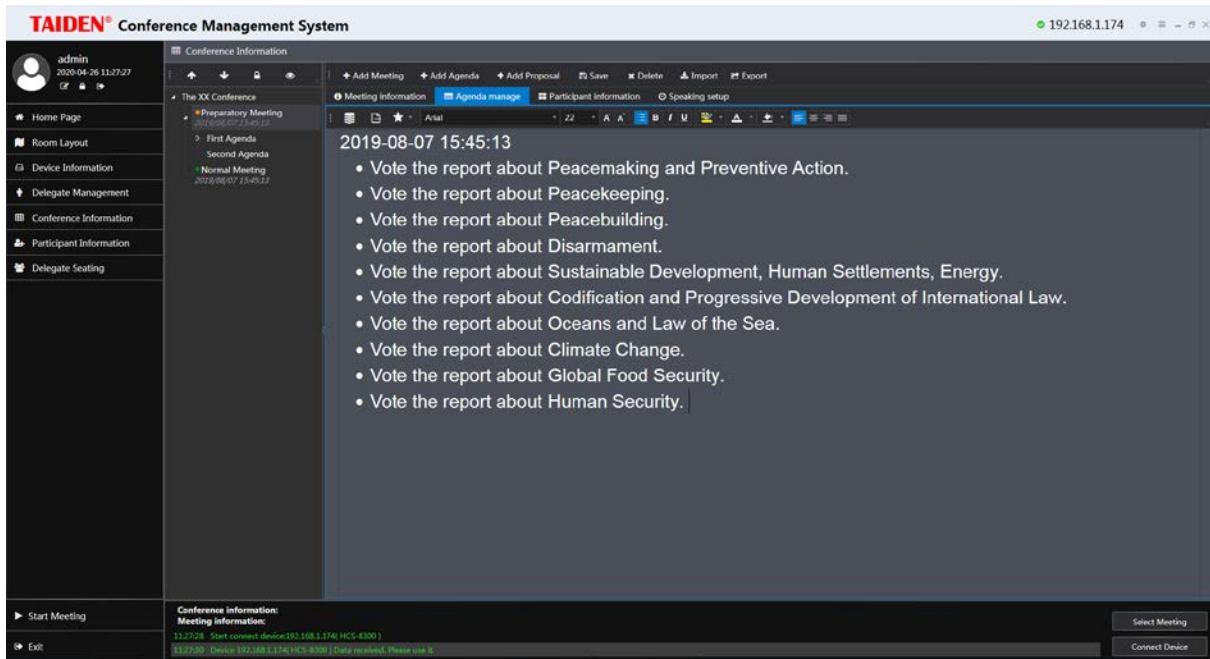



Figure: Meeting - Agenda manage

- 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;
- : format settings for agenda contents.

4. When meeting saved, please add participant for meeting (details for section [6.6 Participant Information](#));

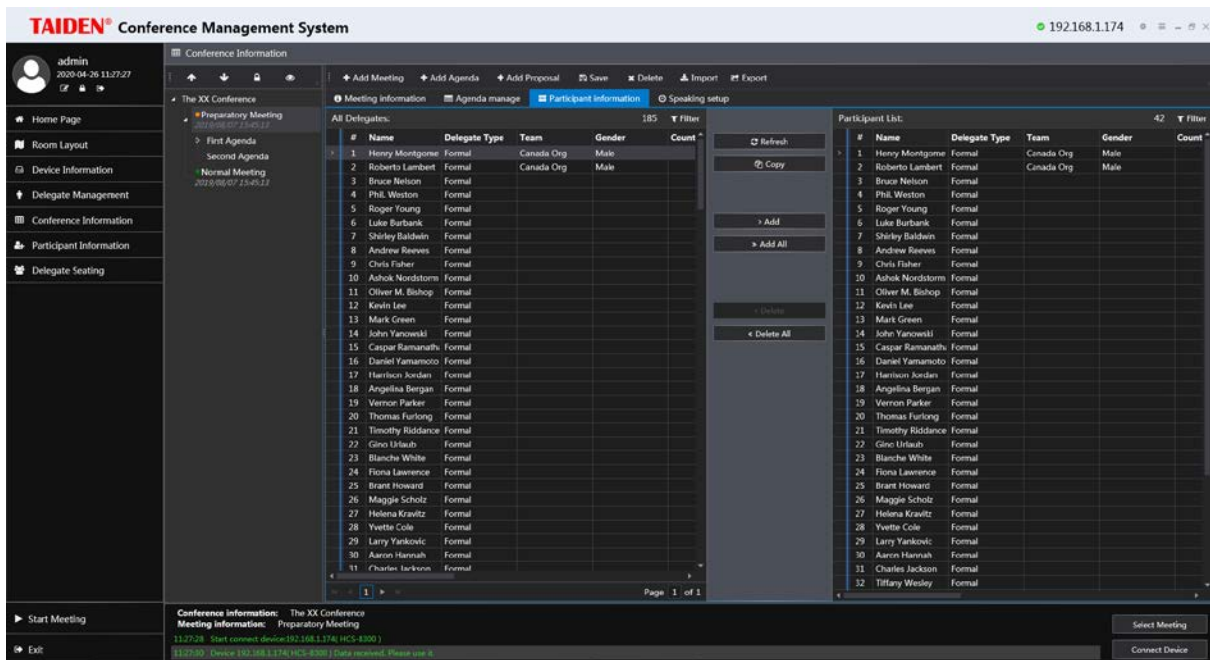


Figure: Meeting – Participant information

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

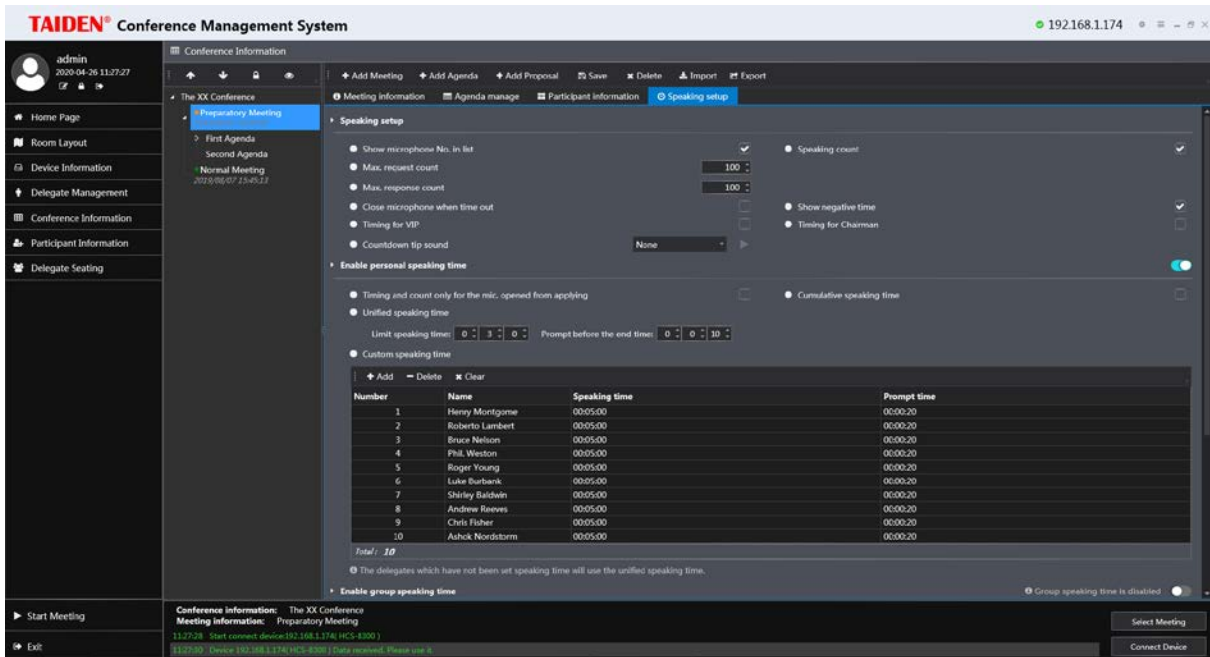


Figure: Meeting – Speaking setup

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 (≤ 100) of request microphones;
- Max. response count: set up the maximum number (≤ 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.

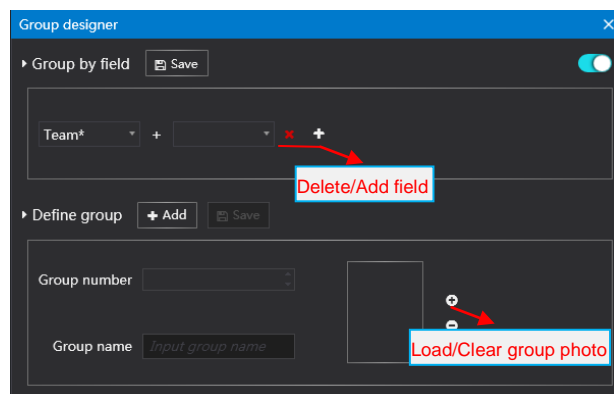


Figure: Group designer

- ◆ 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;

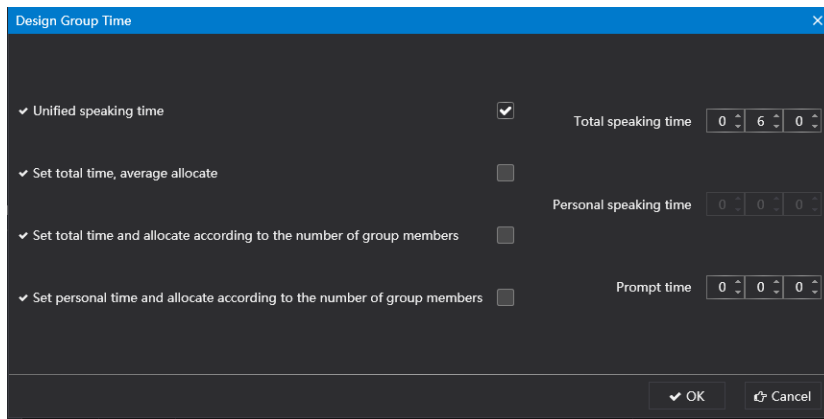


Figure: Design Group Time

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

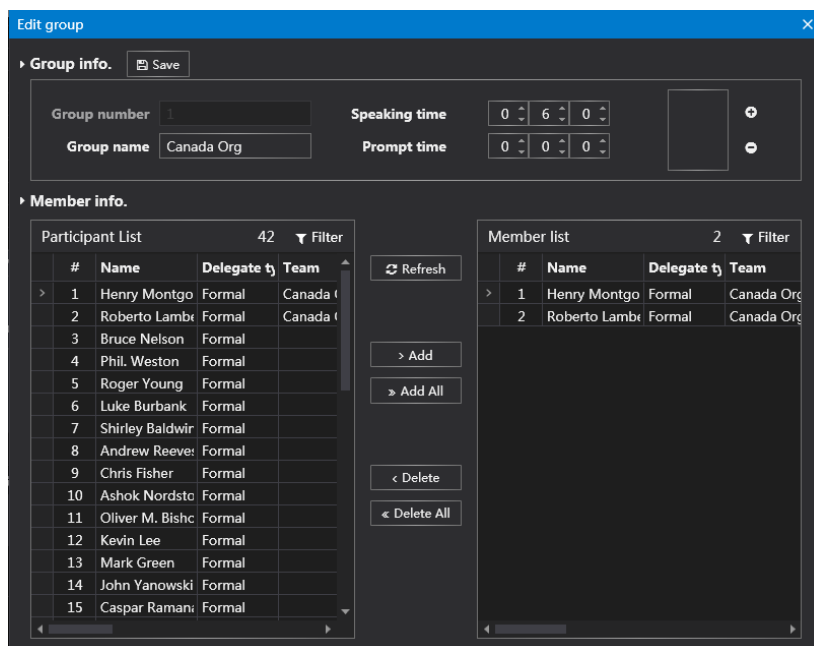


Figure: Edit group

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

- 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.

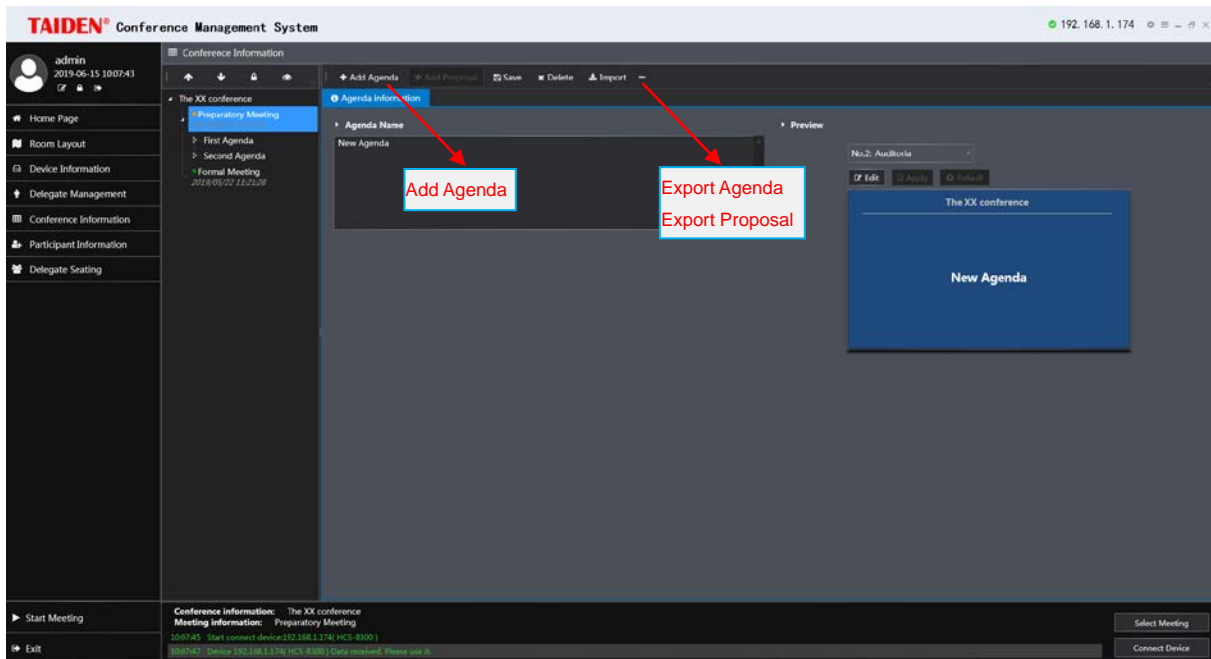


Figure: Add Agenda

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

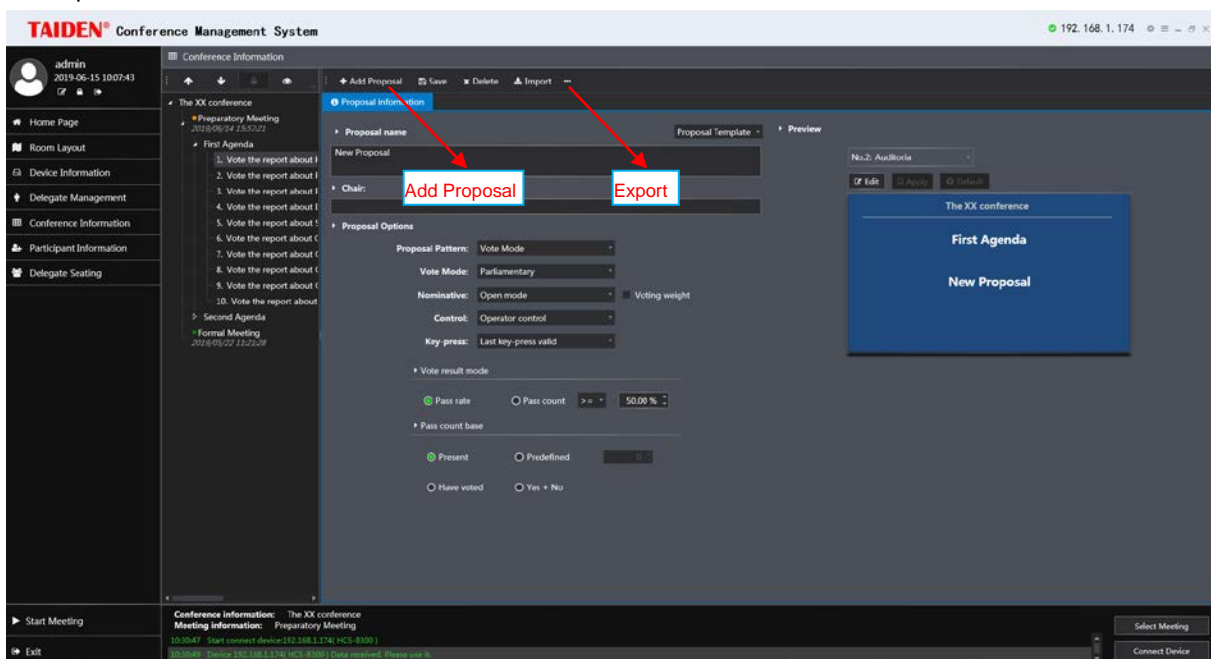


Figure: Add Proposal

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

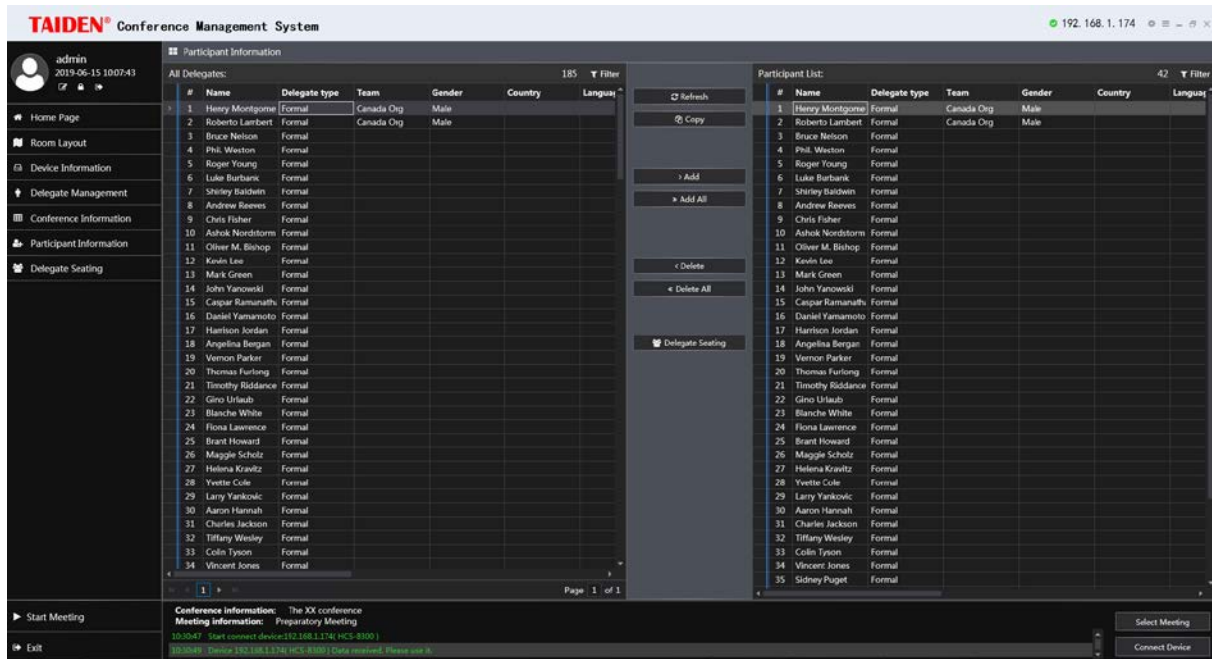


Figure: Participant information

Click "Participant 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 participants 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 participants of the two are identical;

Note: you cannot copy arrangement between different layout.

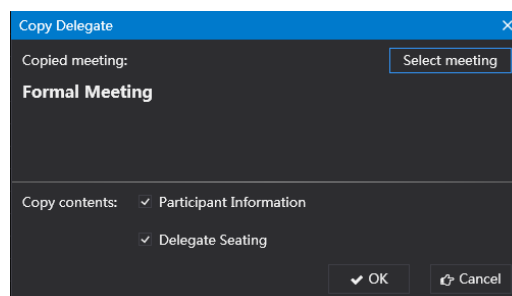


Figure: Copy delegate

- 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.

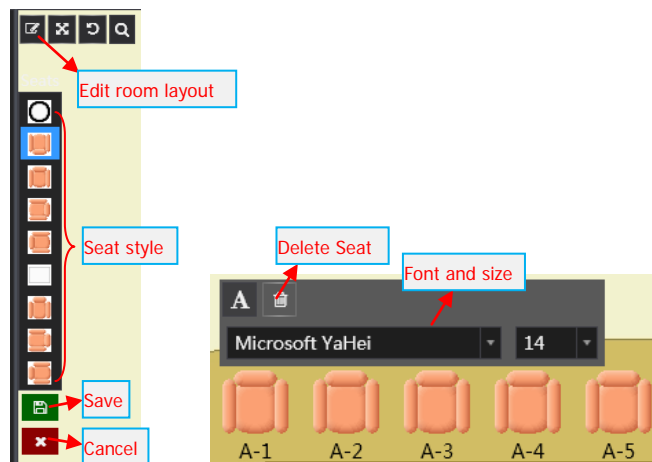
6.7 Delegate Seating

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

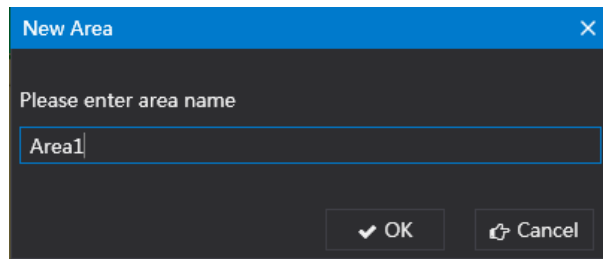
- Layout One: arrange seat for the selected participator;
- Clear One: clear the arranged seat of a participator;
- Area Arrange: arrange the participator to the selected area;
- Clear All: clear all delegates' seating;
- Save: red boxes represent modified seats, click the "Save" button to save it to 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:

1. Layout one: click "Layout One", and select the participant to be arranged, then click on the relevant seat in the meeting room to arrange the participant to the seat; on the arranged seat the name of the participant 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 participant 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):

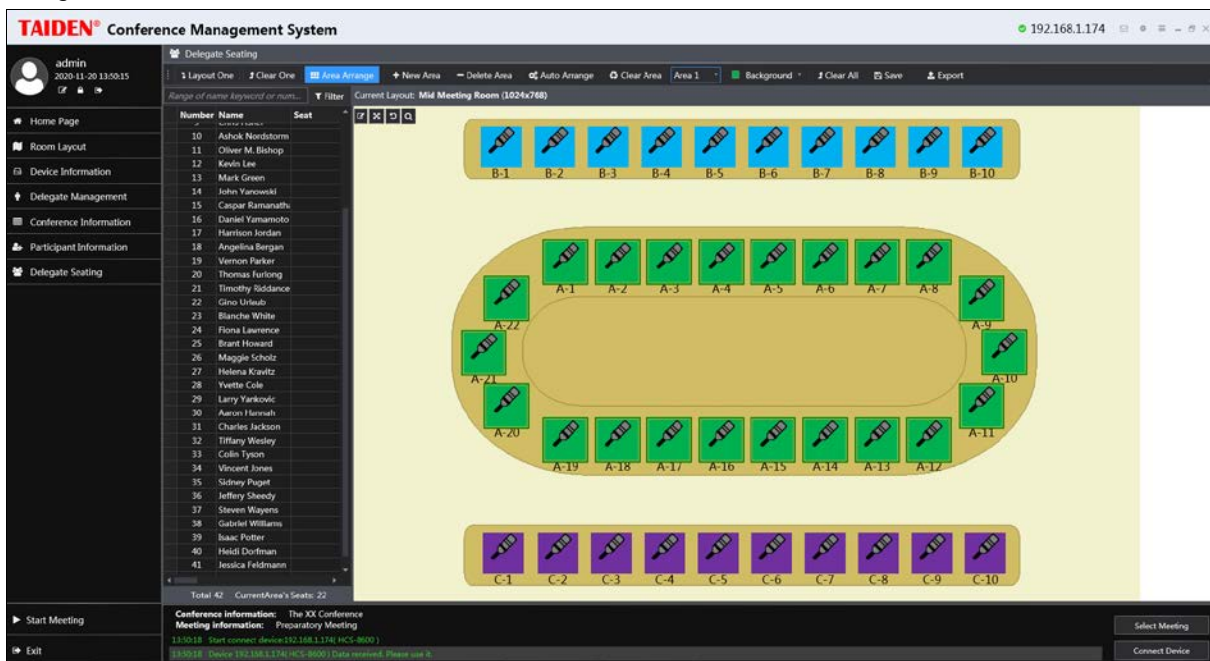


Figure: Area Arrange

Auto Layout: click this button to arrange participants 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 participants 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:

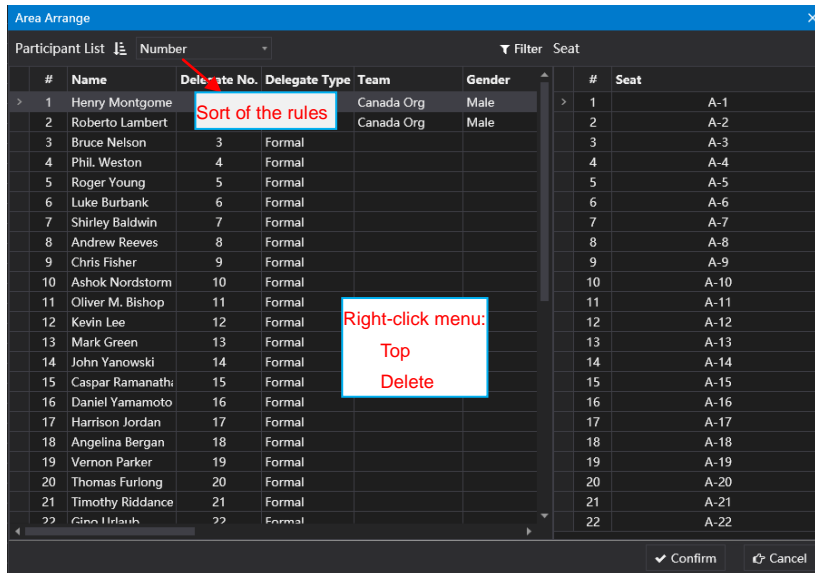


Figure: Auto Arrange Seat Settings

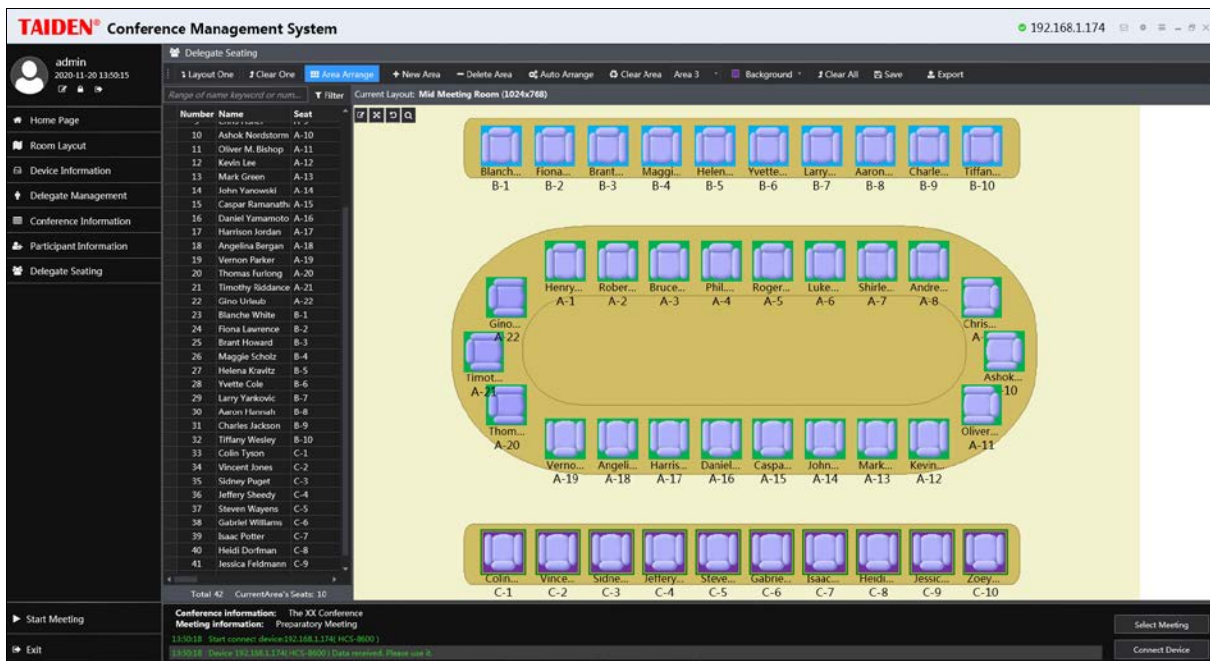


Figure: Area Arrange

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 [5.19.5 Unit Setup – Wireless Unit](#) 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 participants 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.

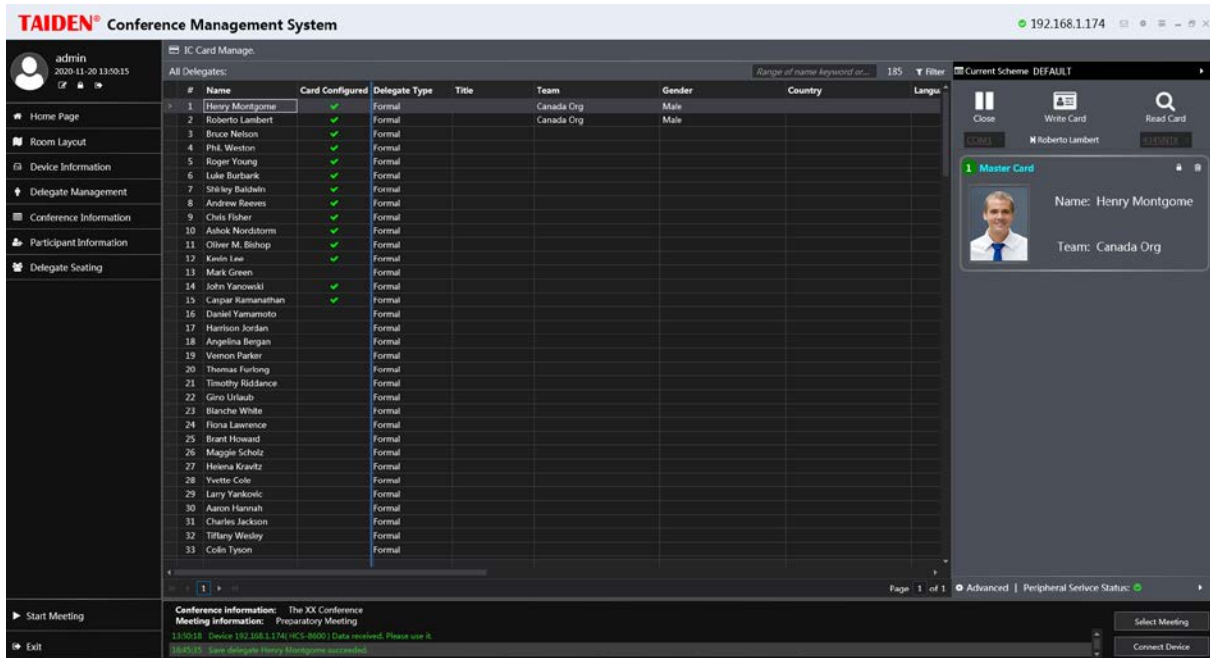


Figure: IC Card Management

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

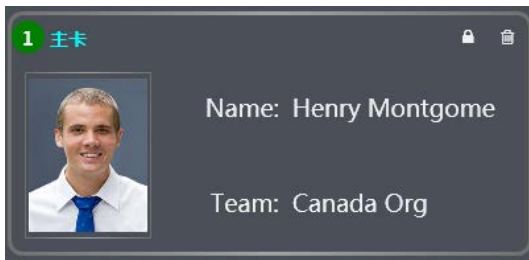


- ✧ Switch: switch current IC card scheme;
 - ✧ Add: click "Add" and then input the scheme name to create a new scheme;
 - ✧ Delete: delete an IC card scheme;
 - ✧ Save: save an IC card scheme;
 - ✧ Cancel: cancel the modification of the scheme before saving.
 - Write card: write card for delegates; 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;

- 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.

- Take the written IC card out;
 - Write another IC card according to steps 4-8;
 - 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;

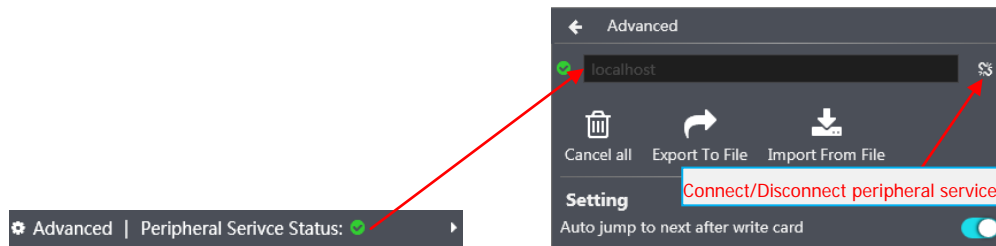


Activate status



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.

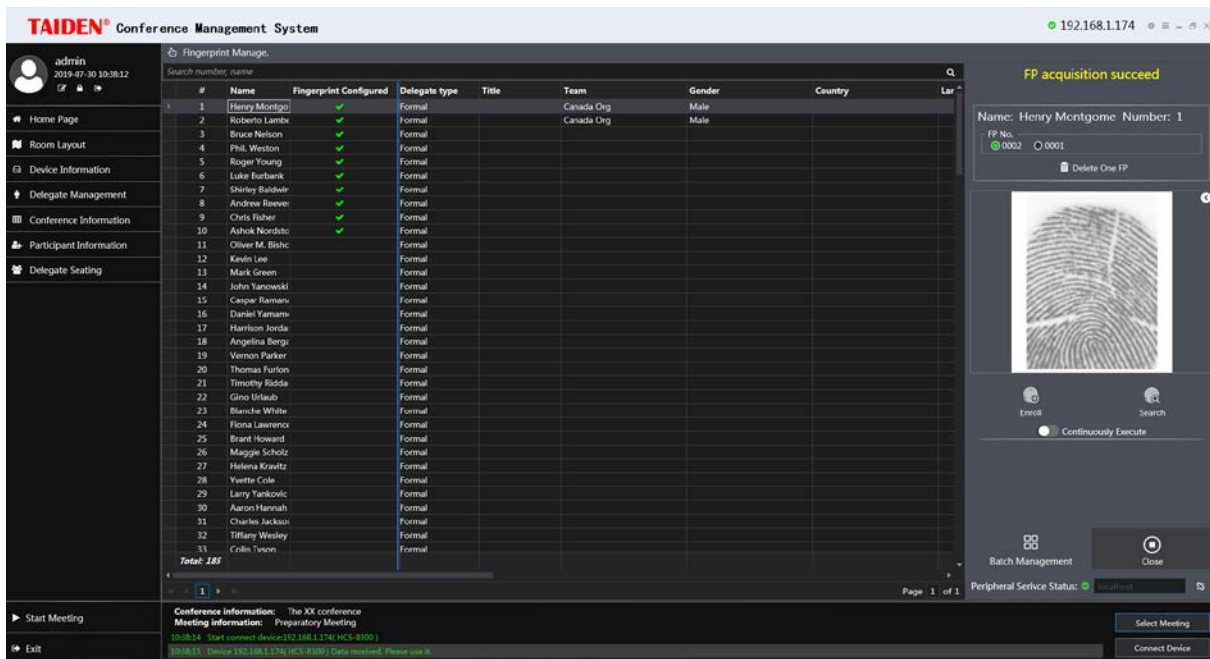
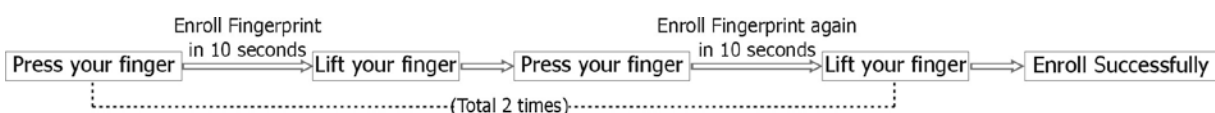


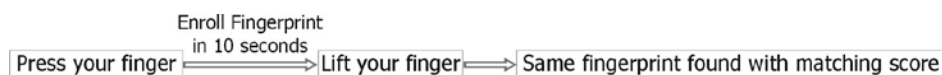
Figure: Fingerprint Management

- 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;



List of the same FP			
#	Name	FP No.	Score
1	Henry Mont	0001	80
1	Henry Mont	0002	143

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:

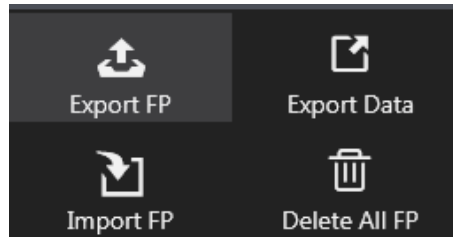


Figure: Fingerprint Management

- ✧ 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.



- 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

The screenshot displays the TAIDEN Conference Management System interface for PIN Code Management. The main area features a table with the following columns: #, Name, PIN code (editable), Delegate type, Title, Team, Gender, and Count. The table lists 32 participants, each with a unique PIN code and a 'Formal' delegate type. The interface includes a sidebar on the left with navigation options and a right-hand panel for PIN code management, including a 'Scheme management' section with buttons for Save, Clear All, Import, and Export, and an 'Automatic generation' section with input fields for Number and Length.

Figure: PIN Code Management

PIN code management interface is shown as the above figure. All participants 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 participants;
 - ✧ 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 participant 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;

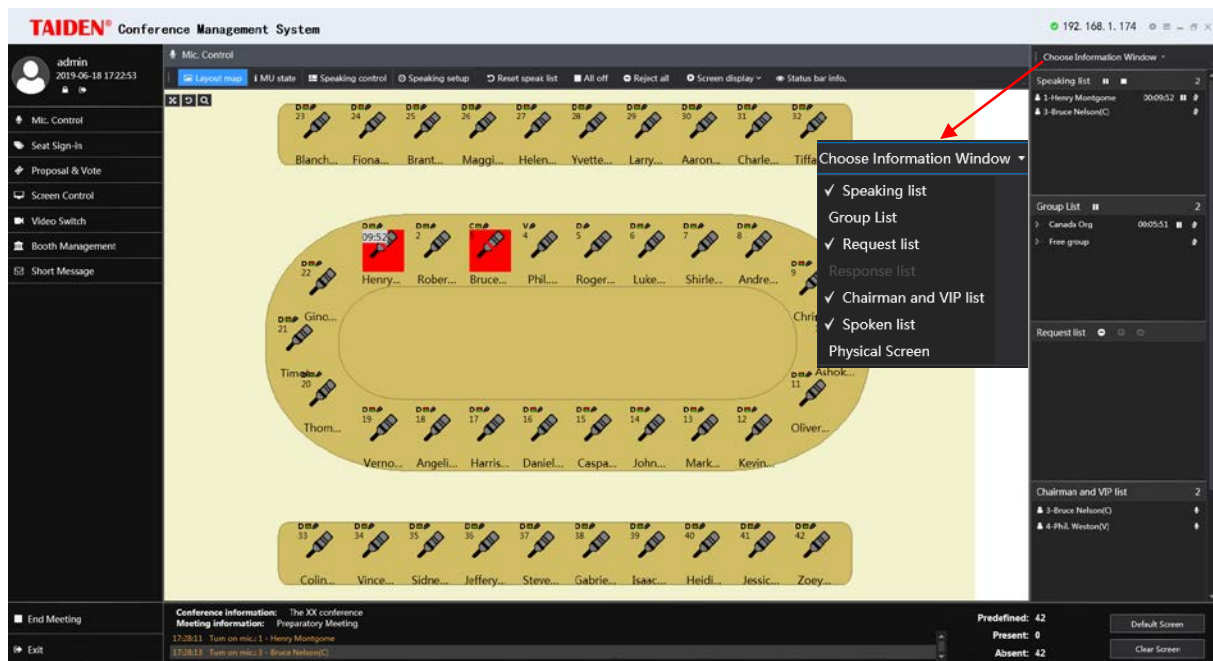


Figure: Microphone control

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 [5.10](#), 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.

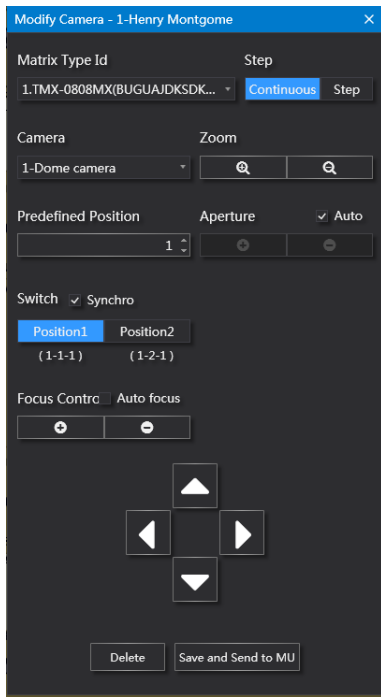


Figure: Modify Camera

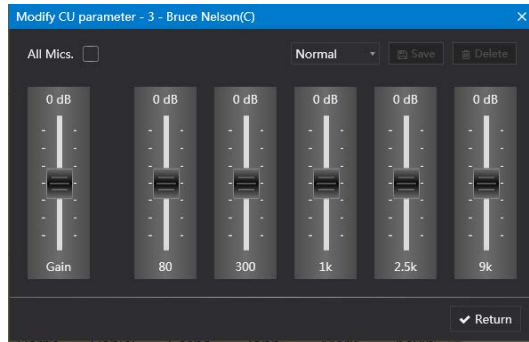


Figure: Modify CU Parameter

- 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 5.4 MU State;
- Speaking control: display microphone status in list;

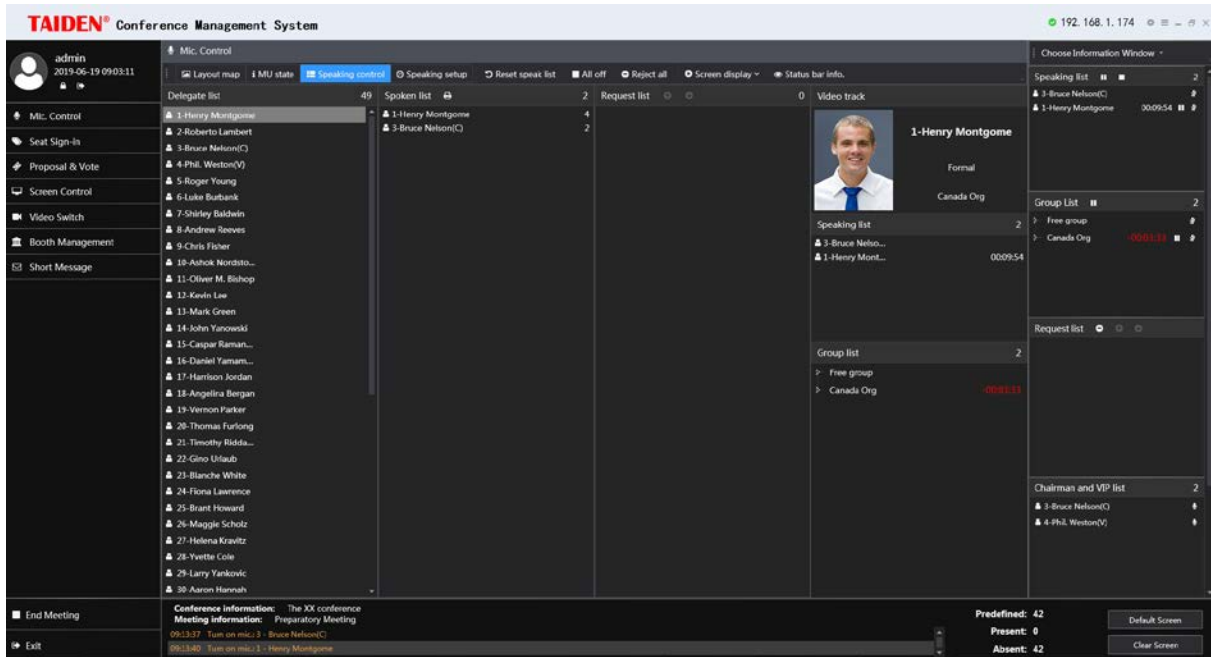


Figure: Speaking control

Icon:

	Turn on mic.		Turn off mic.		Pause Countdown
	All off		Approve request		Reject request/ Reject all request
	Print		Move up		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 [6.5](#) 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

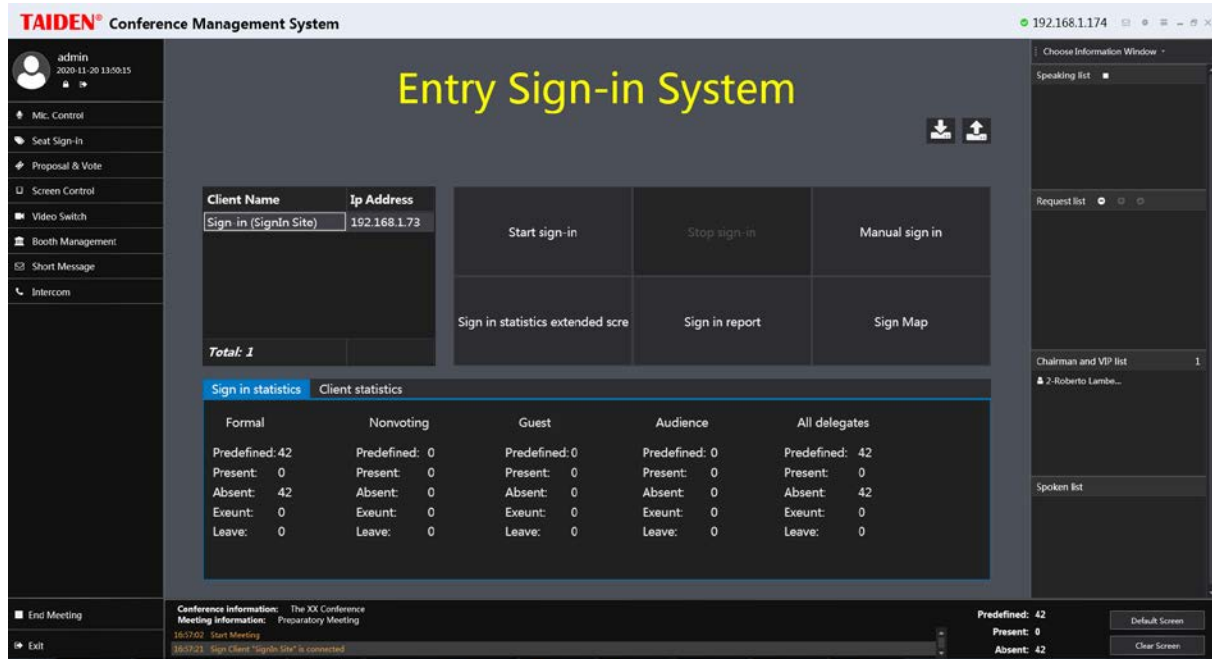


Figure: Entrance Sign-in System interface

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, participants can carry out entrance sign-in by complex IC cards;
- Stop Sign-in: in stop sign-in state, participants cannot carry out sign-in;
- Continue Sign-in: in continue sign-in state, participants can carry out entrance sign-in by complex IC cards again;
- Manual Sign-in: perform manual sign-in for the participant, 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.

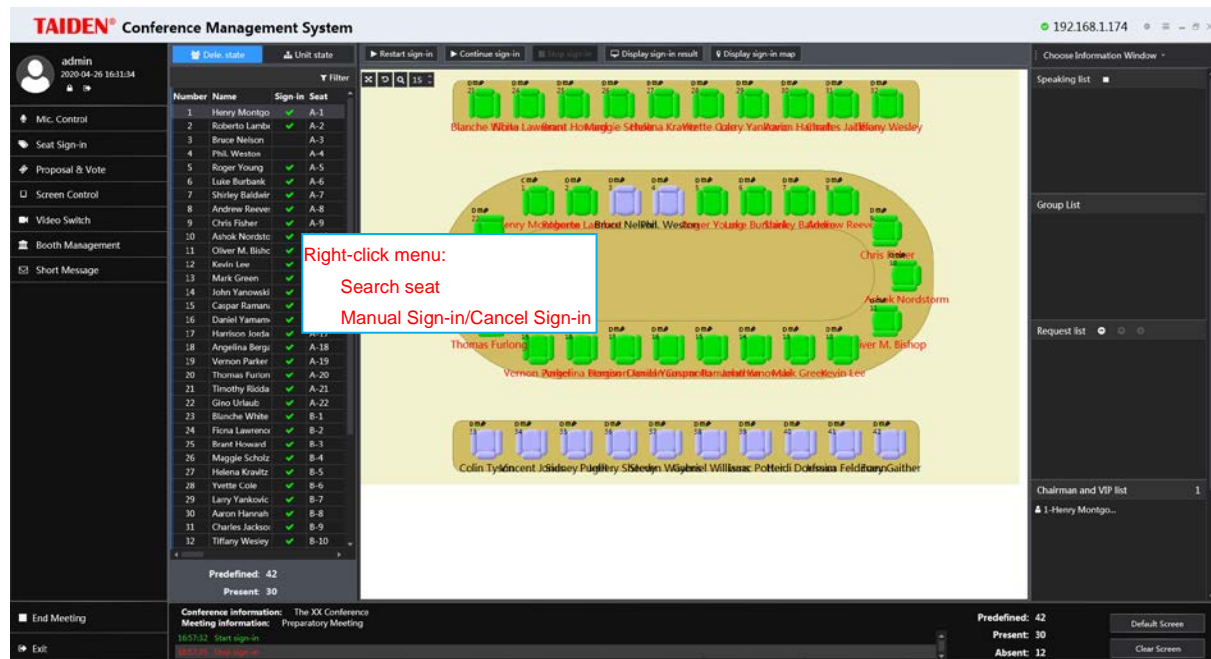


Figure: Seat sign-in interface

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 sign-in, fingerprint and seat IC card sign-in.

- 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);

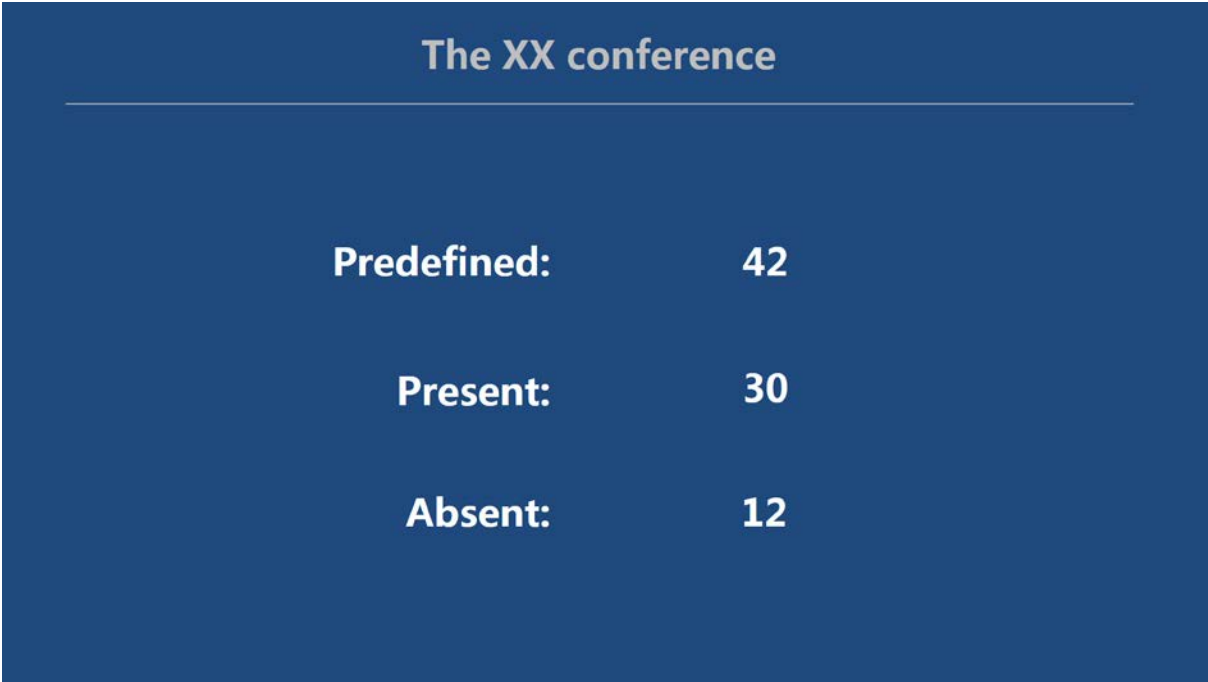


Figure: Display sign-in result

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

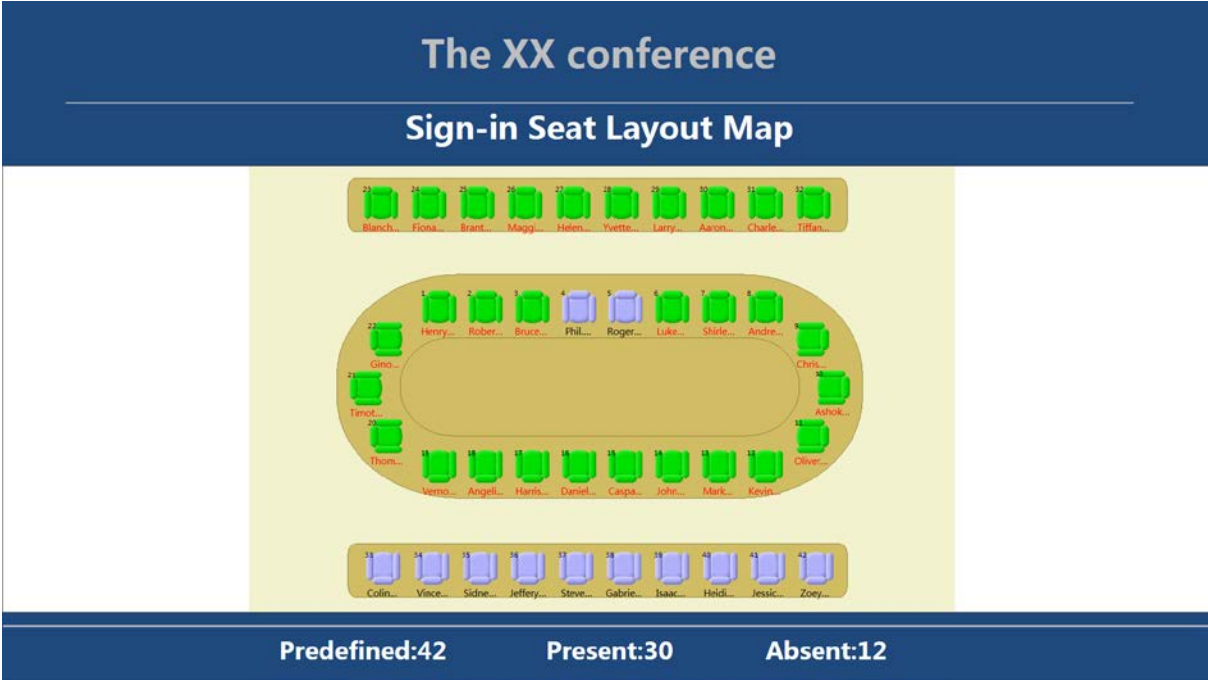


Figure: Display sign-in map

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 [6.5](#).

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.

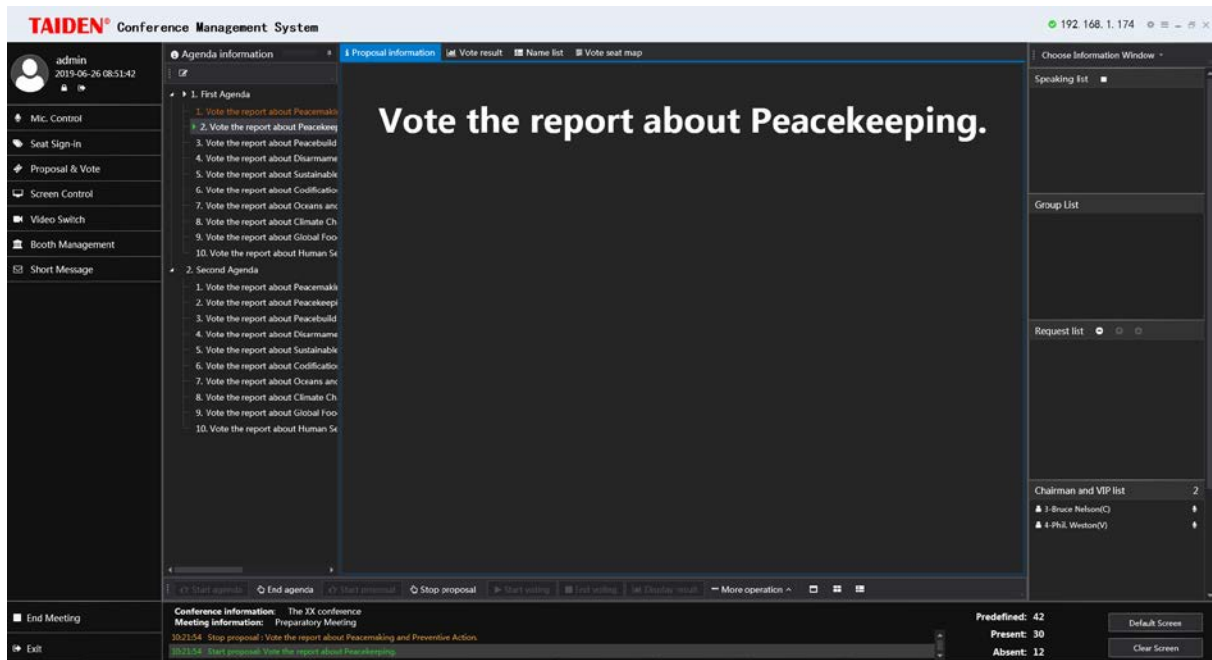


Figure: Normal mode

Voting mode:

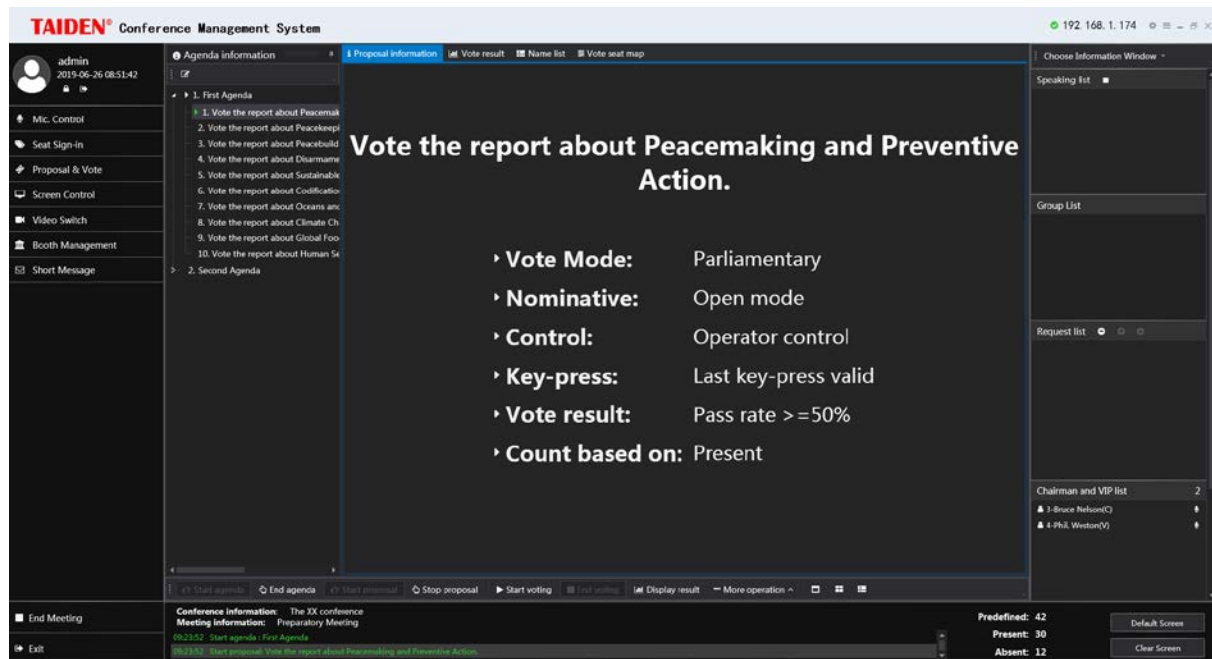


Figure: Proposal Information

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 (A | B | C): numeric, bar, pie;
- Stop proposal: end current proposal;
- End agenda: end current agenda.

In voting status:

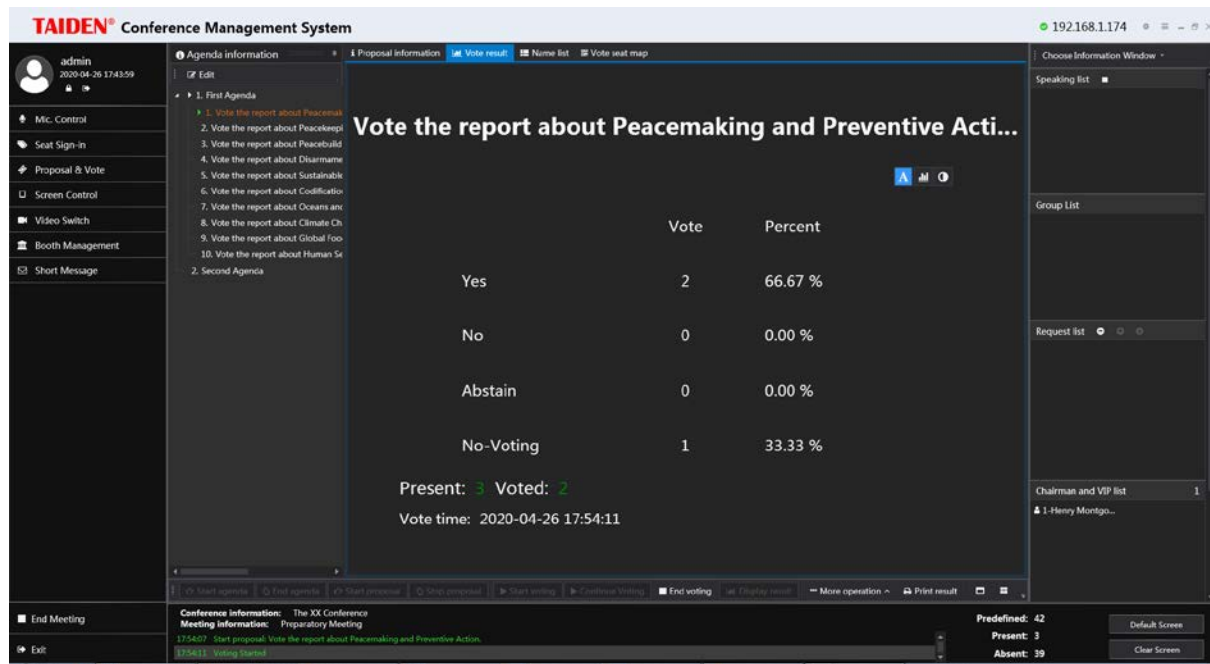


Figure: Proposal and vote (in voting status)

In display voting result status:

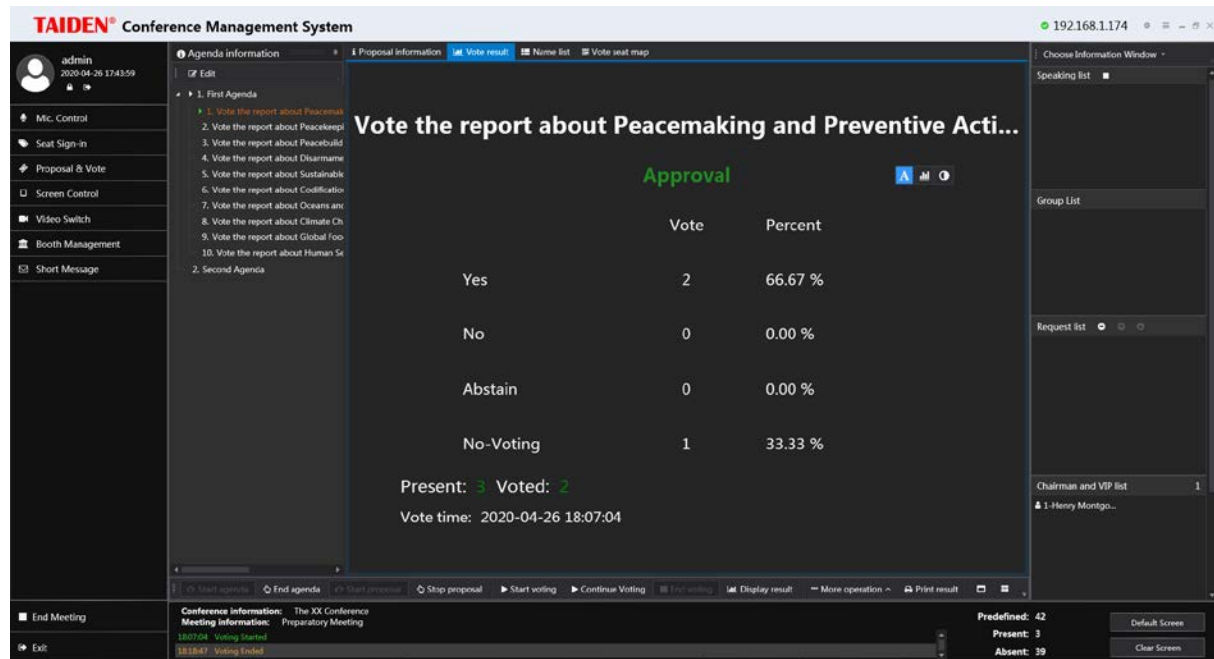


Figure: Proposal and vote (in display voting result status)

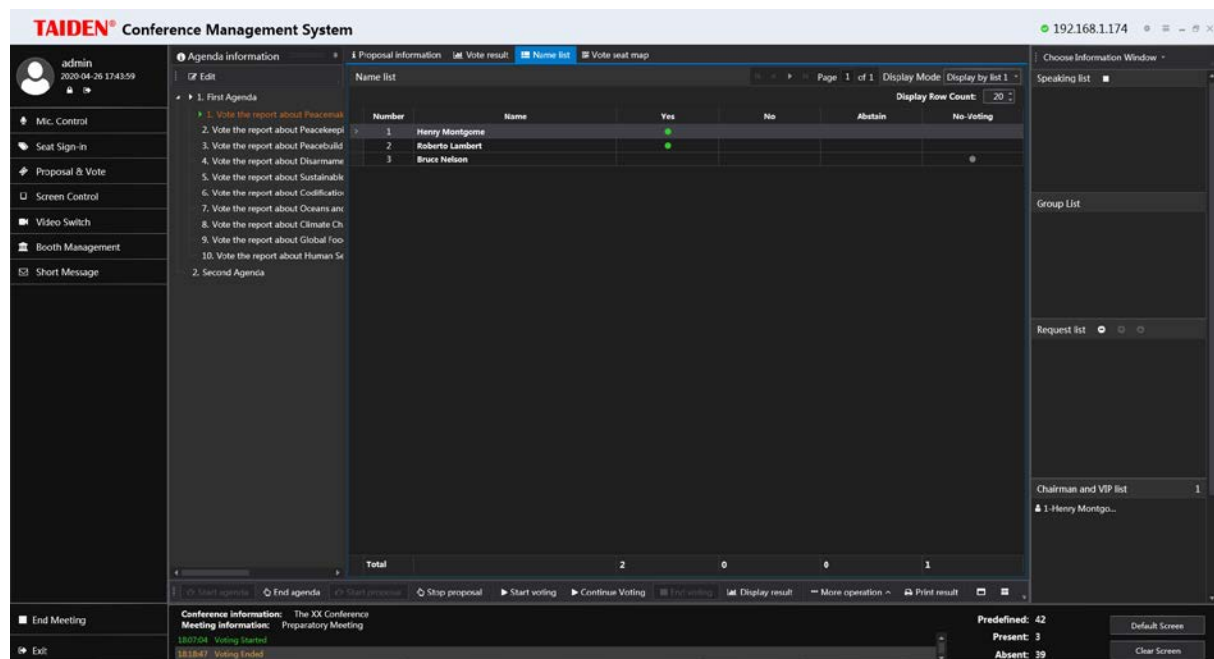


Figure: Proposal and vote (in name list status)

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.

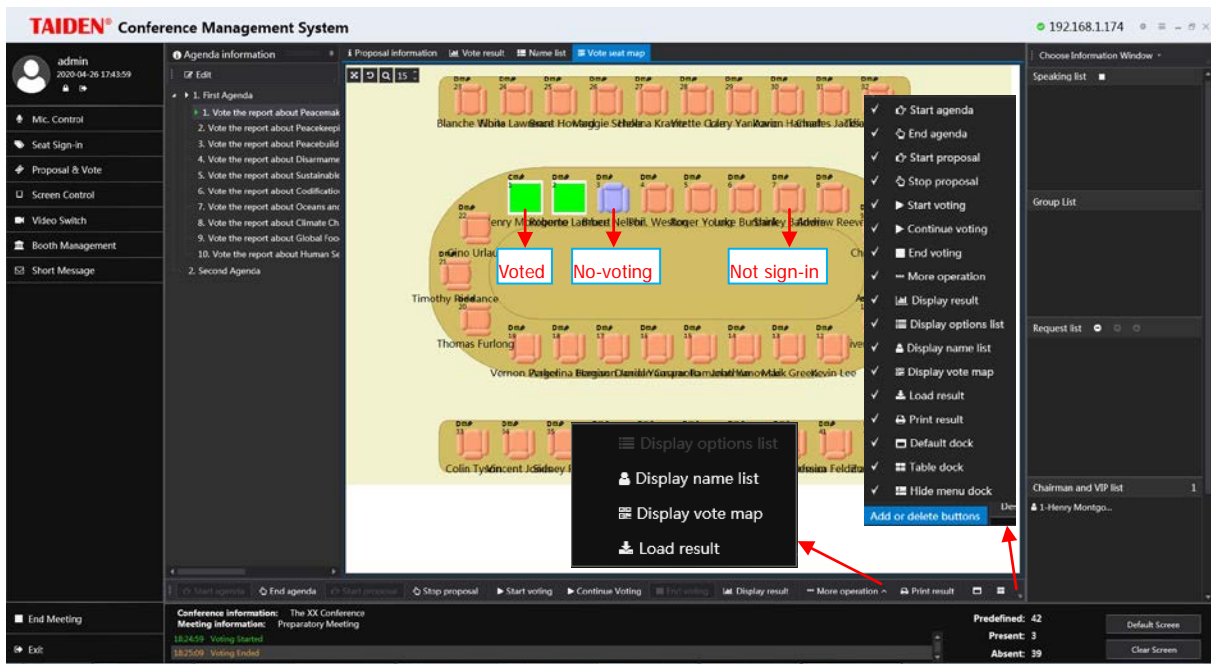


Figure: Proposal and vote (in vote seat map status)

7.7 Screen Control

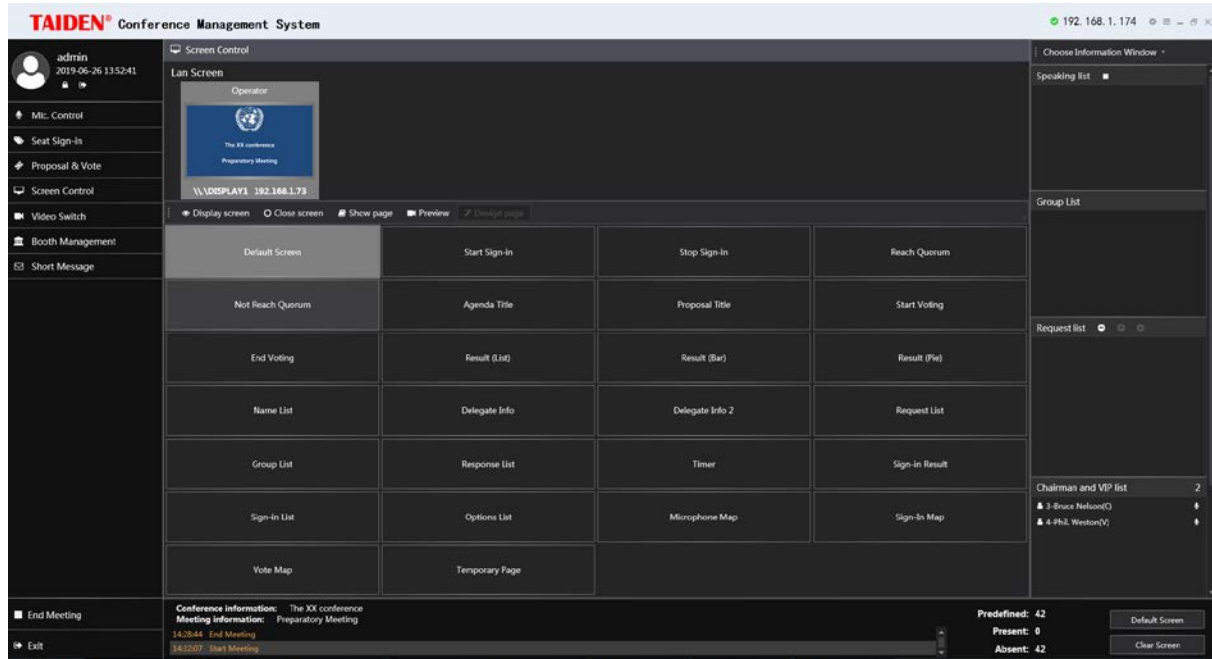


Figure: Screen Control

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:

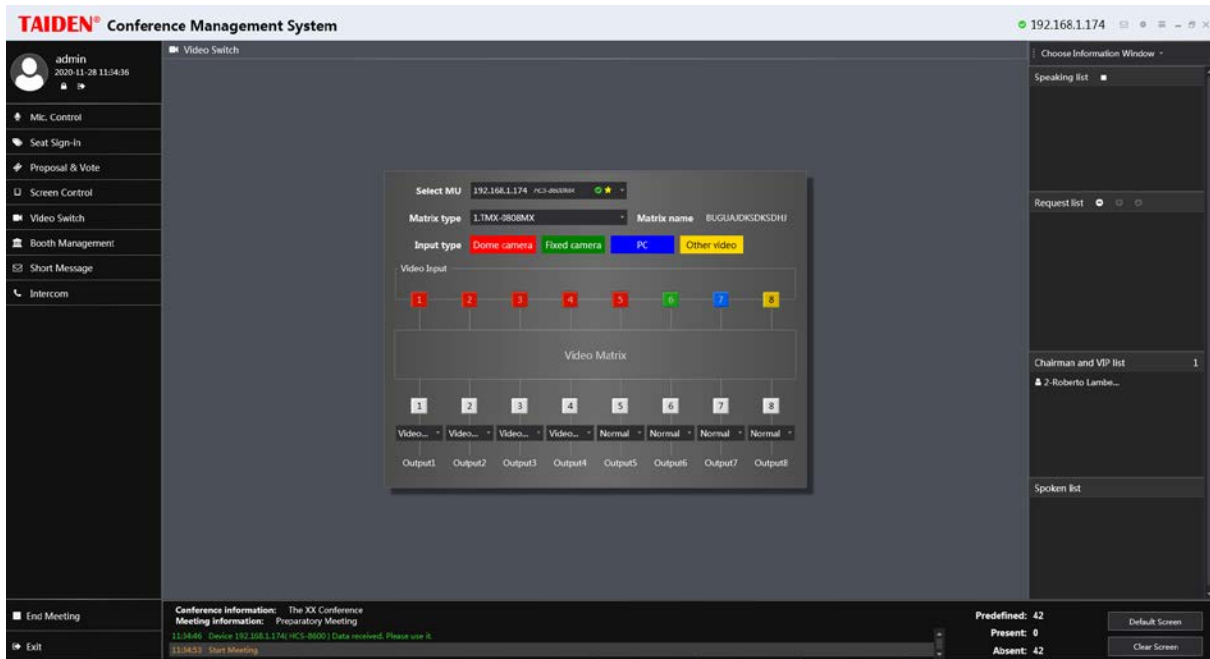



Figure: Video Switch

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 
- 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.

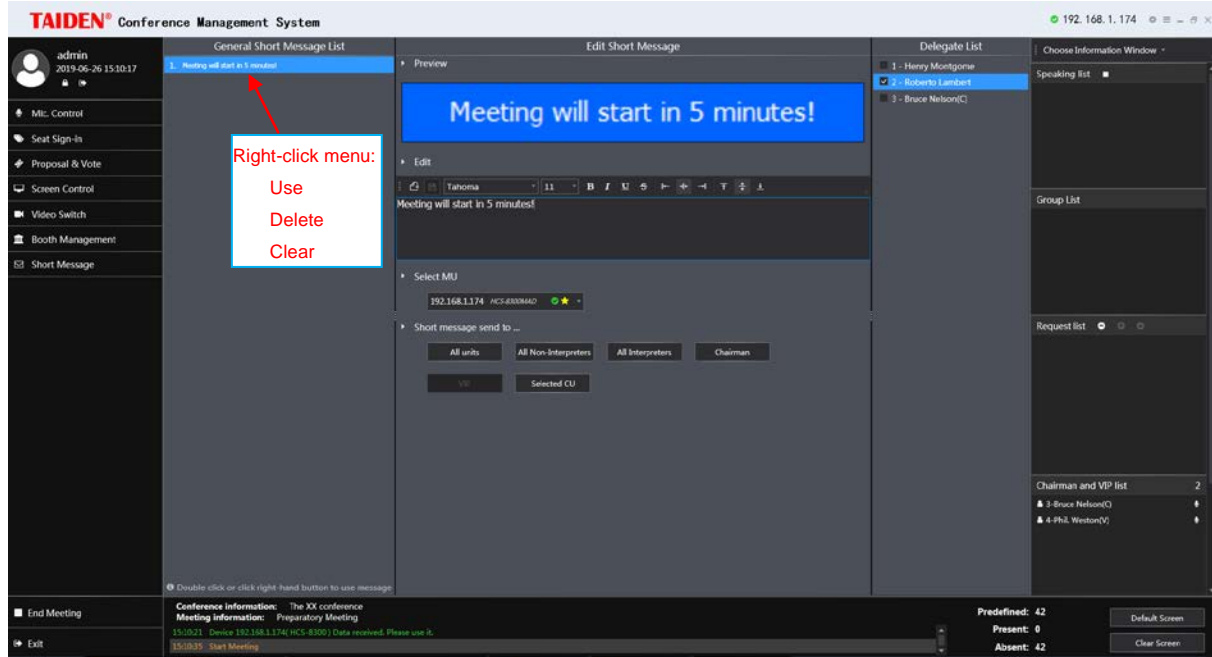


Figure: Short Message

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.

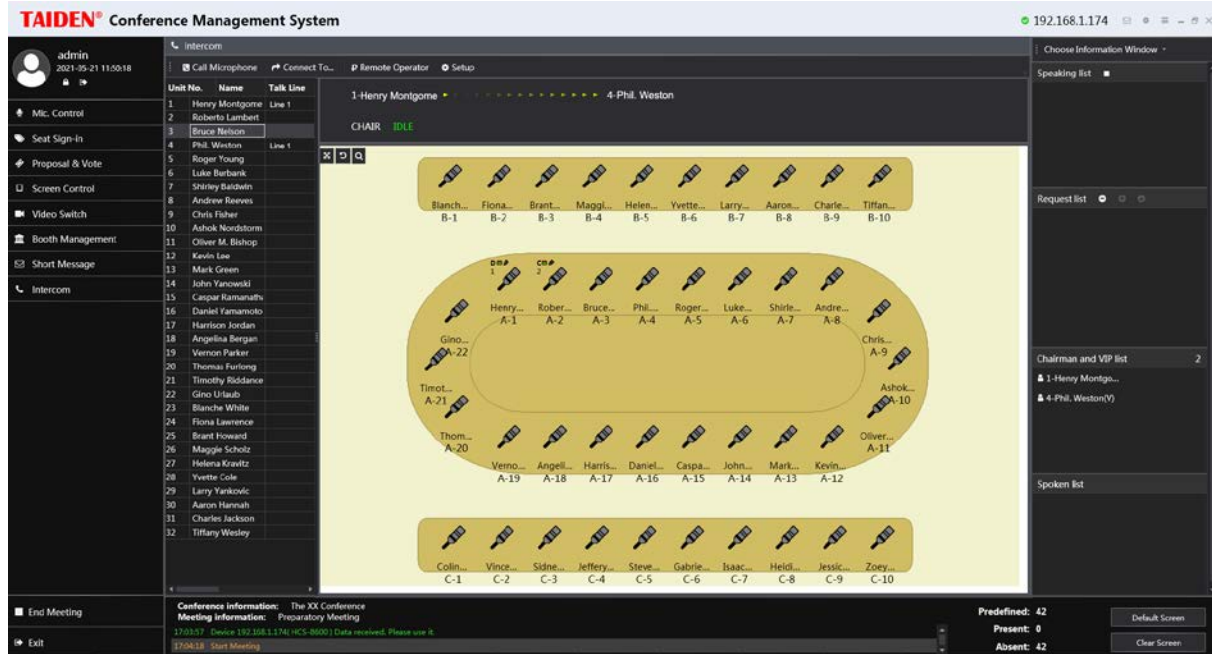


Figure: Intercom

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.

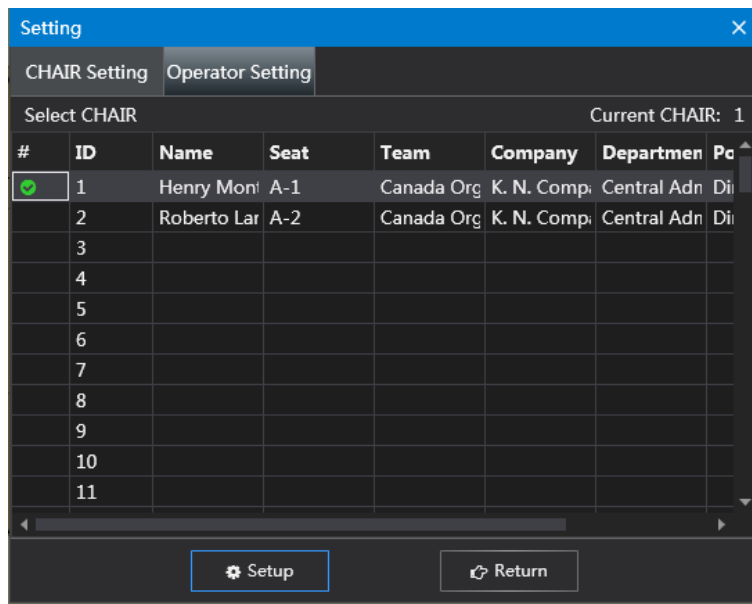
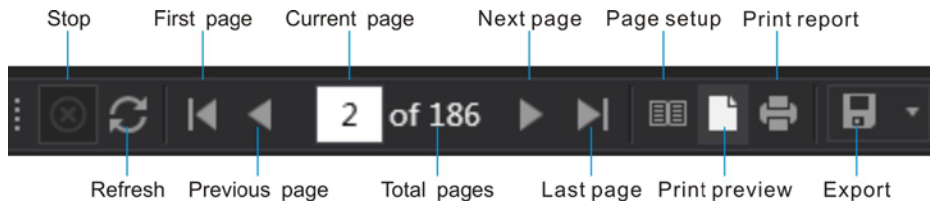


Figure: Chairman setting and operator setting

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:

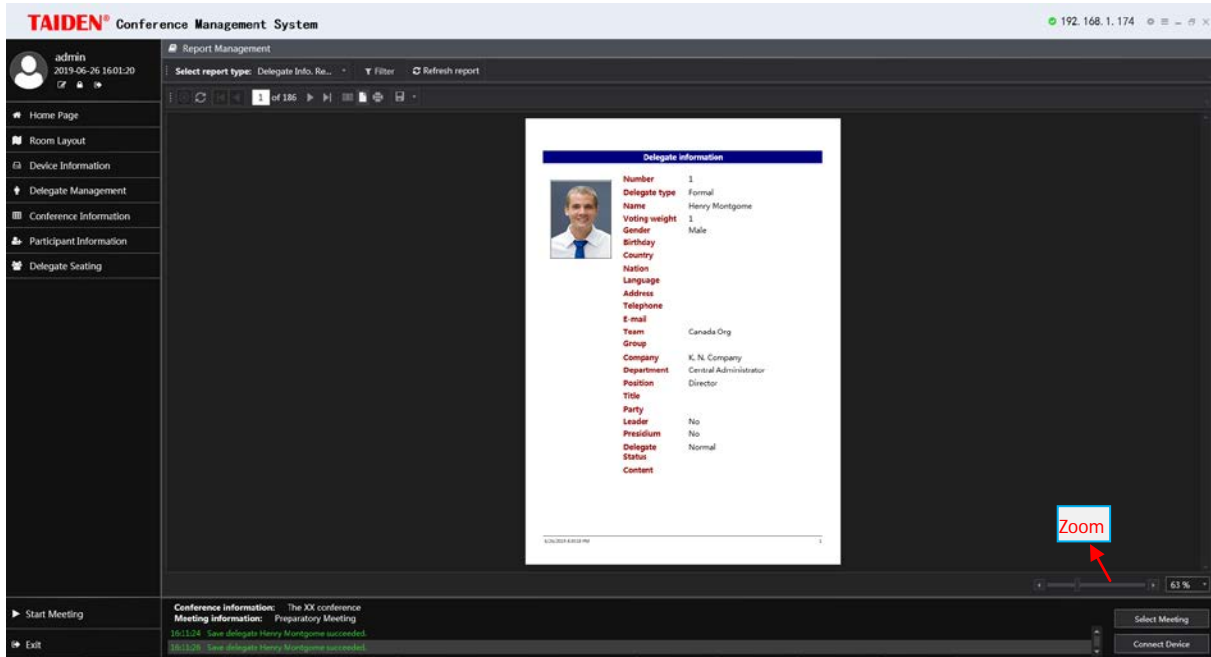


Figure: Delegate Information Report

Print delegate information according to filter condition:

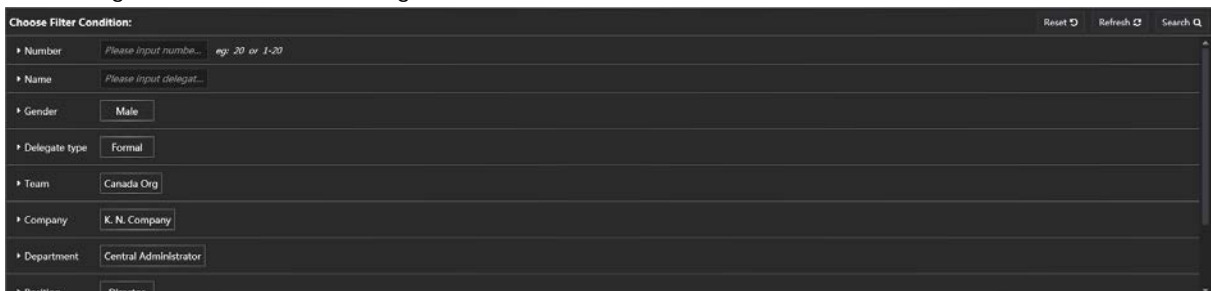


Figure: Filter

8.2 Seat Sign-in Report

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

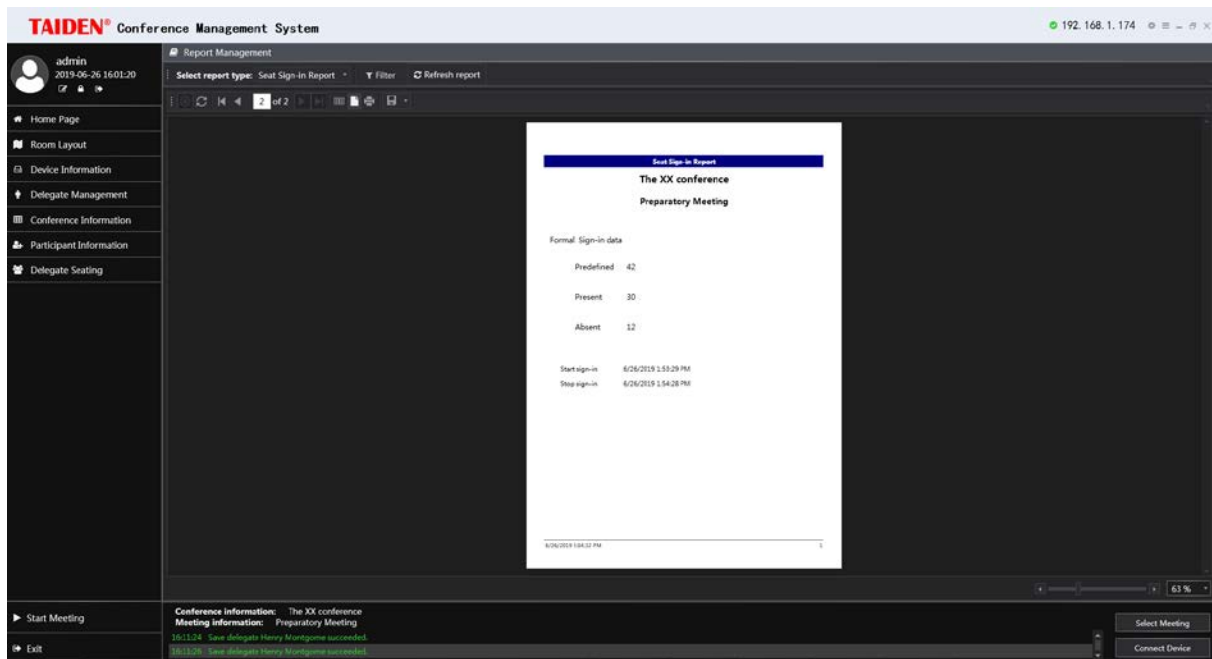


Figure: Seat Sign-in Report

8.3 Seat Sign-in Name List

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

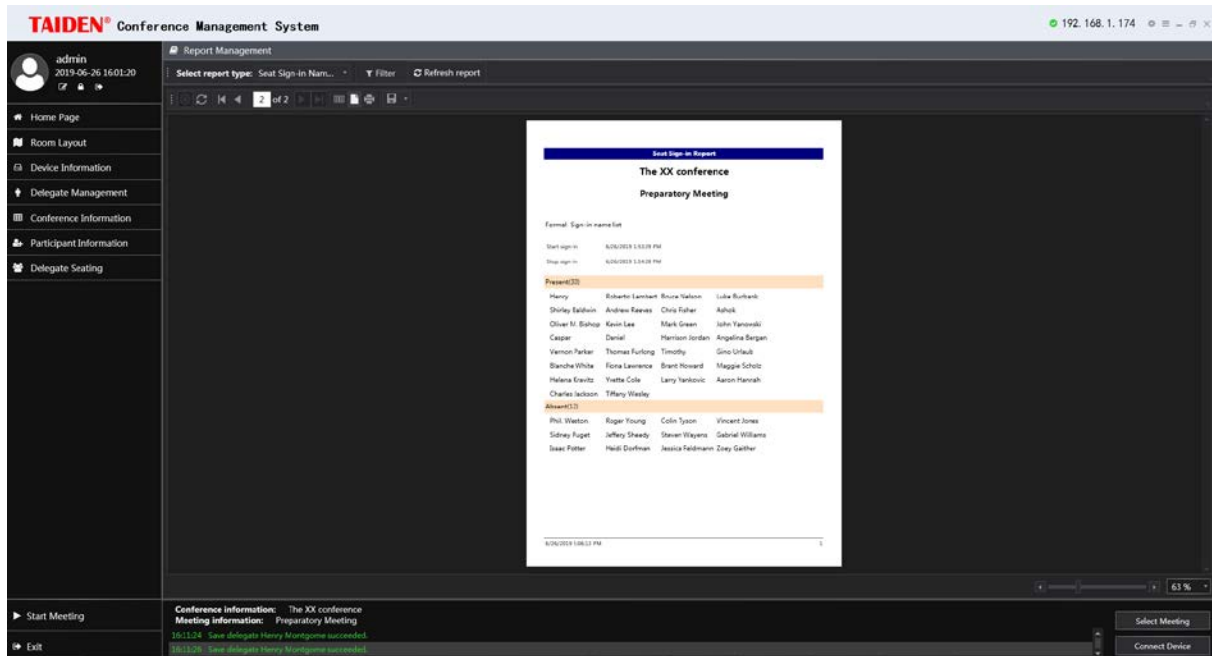


Figure: Seat Sign-in Name List Report

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.

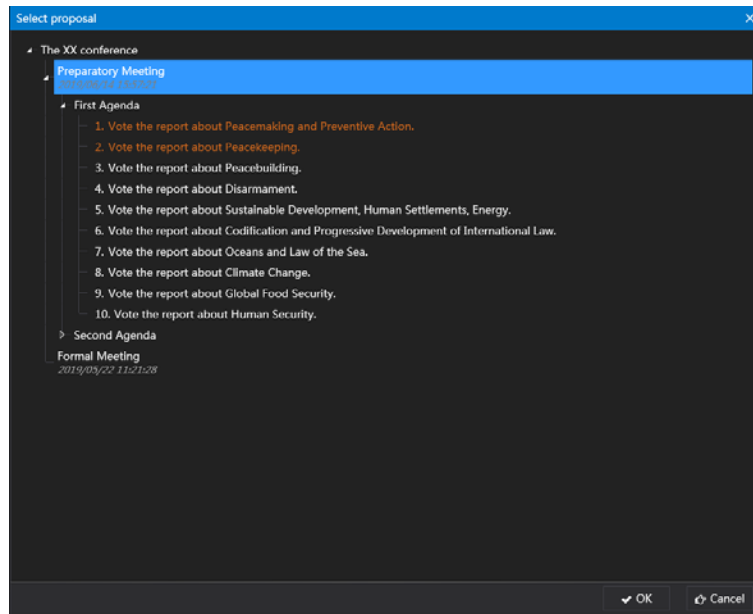


Figure: Select proposal

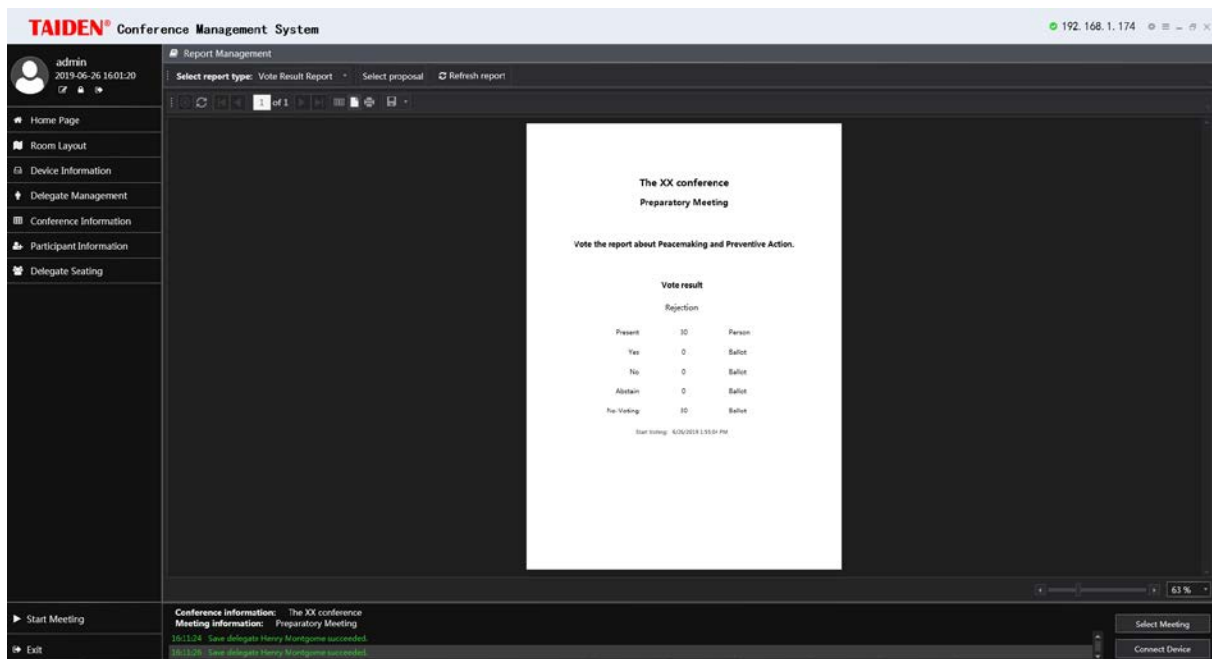


Figure: Vote Result Report

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.

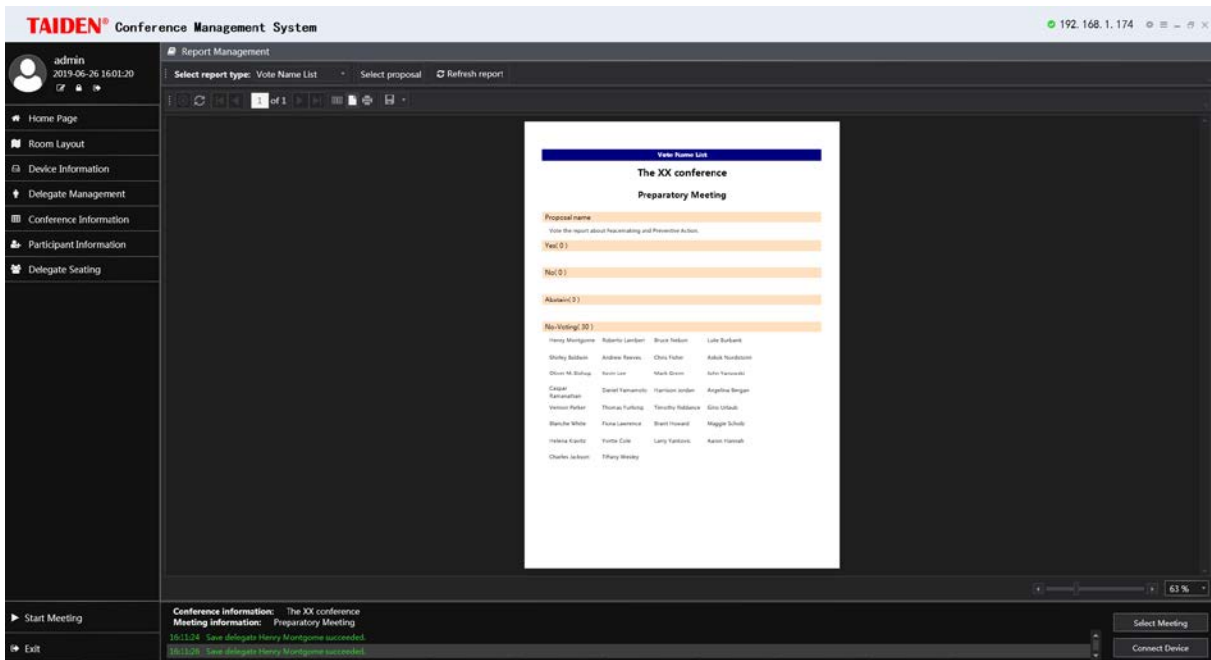


Figure: Vote Name List

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.

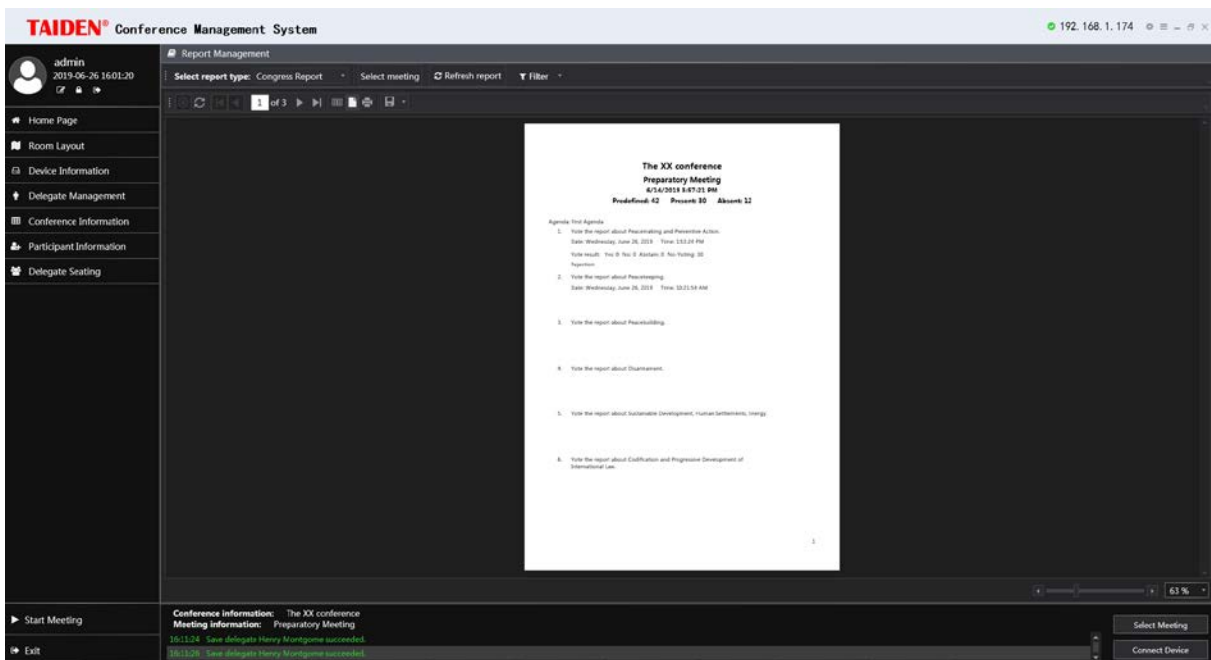


Figure: Congress Report

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.

The screenshot displays the TAIDEN Conference Management System interface. The main content area shows a report titled "Entry Sign-in Report" for "The XX Conference" and "Preparatory Meeting". The report includes a "Formal Predefined List (Total: 42)" with the following data:

Formal Predefined List (Total: 42)											
1 Henry	2 Roberts	3 Bruce	4 Phil	5 Roger							
6 Montgomery	7 Lambert	8 Nelson	9 Wilton	10 Young							
11 Laker	12 Shiny	13 Andrew	14 Chris Foster	15 Anshu							
16 Burkank	17 Baldwin	18 Reeves	19	20 Fandstrom							
21 Oliver Ed.	22 Karen Lee	23 Mark Green	24 John	25 Cesar							
26 Bahaj	27	28 Vanouba	29	30 Rananatha							
31 Daniel	32 Harrison	33 Angeline	34 Vernon	35 Thomas							
36 Yamamoto	37 Jordan	38 Bagan	39 Parker	40 Erling							
41 Timothy	42 Gina Urbaub	43 Bianca	44 Fiona	45 Brent							
46 Subandhe	47 White	48 Lawrence	49	50 Howard							
51 Maggie	52 Helena	53 Yvette Cole	54 Larry	55 Aaron							
56 Lefkoff	57 Kenneth	58	59 Vincent	60 Harold							
61 Charles	62 Tiffany	63 Colin Tyson	64 Vincent	65 Sidney							
66 Jackson	67 Wesley	68 Jones	69	70 Pugh							
71 Jeffrey	72 Steven	73 Gabriel	74 Isaac Potter	75 Heidi							
76 Shewdy	77 Wilkens	78 Williams	79	80 Dufman							
81 Jessica	82 Zhey	83	84	85							
86 Feldman	87 Gaffner	88	89	90							

The interface also shows a sidebar with navigation options like Home Page, Room Layout, Device Information, Delegate Management, Conference Information, Participant Information, and Delegate Seating. At the bottom, there are controls for "Start Meeting", "Meeting Information", "Stop Sign-in", "End Meeting", "Select Meeting", and "Connect Device".

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.

9.1 User Information

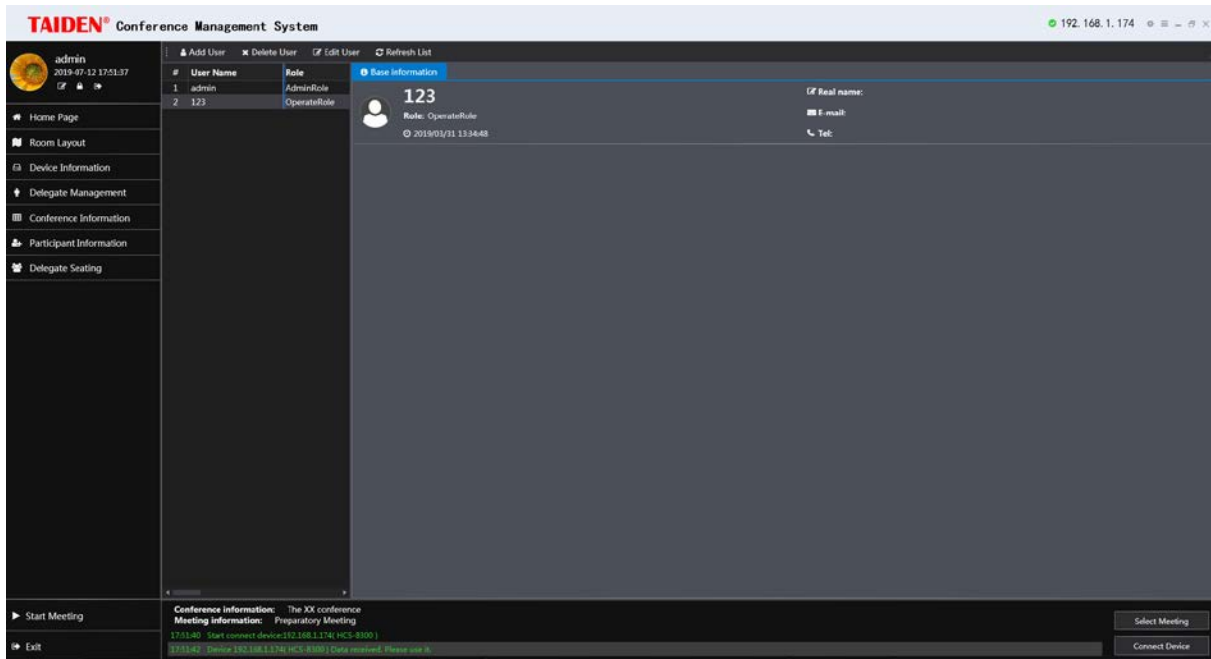


Figure: User information

- 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

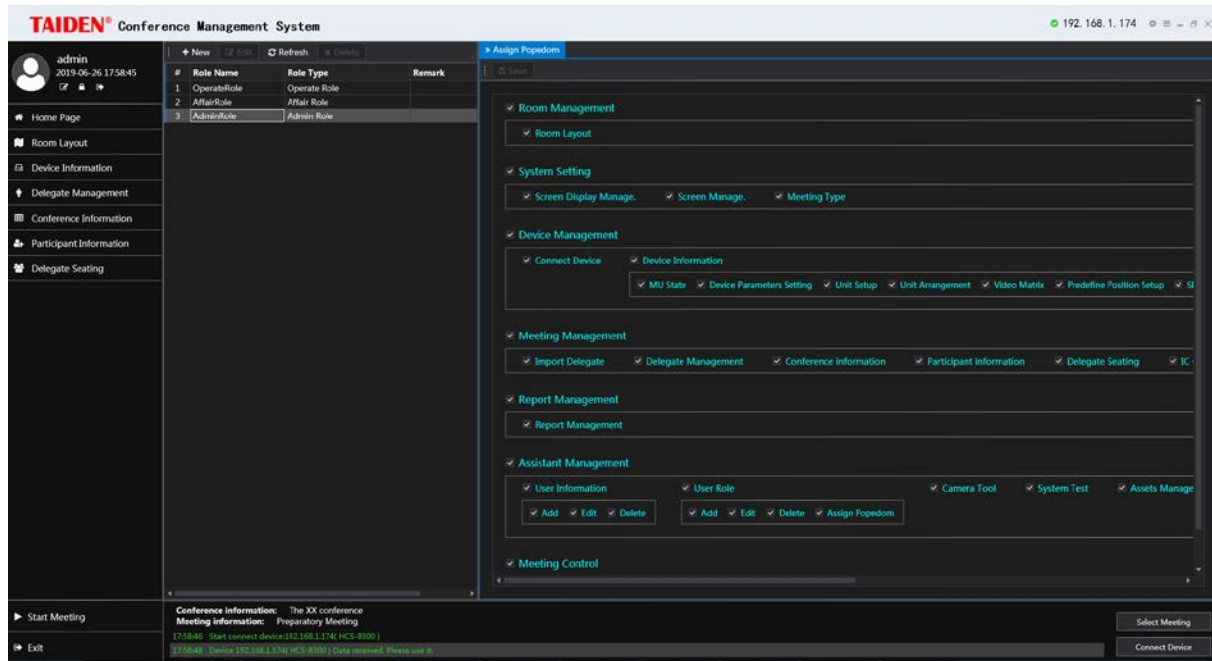


Figure: User role

- 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.

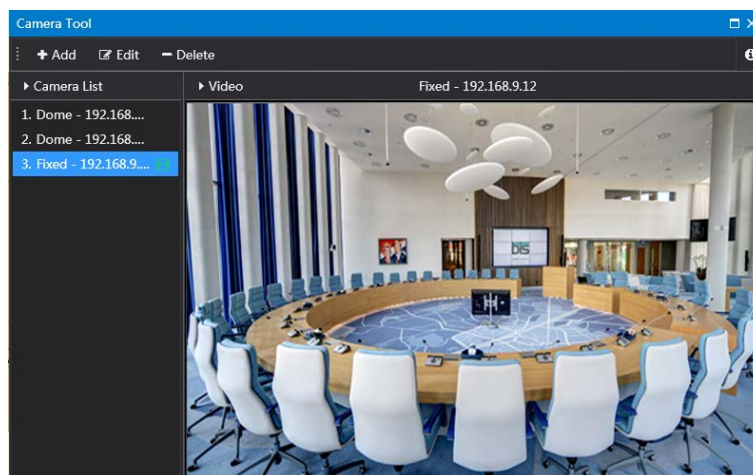


Figure: Camera Tool

Tips (i):

- 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**

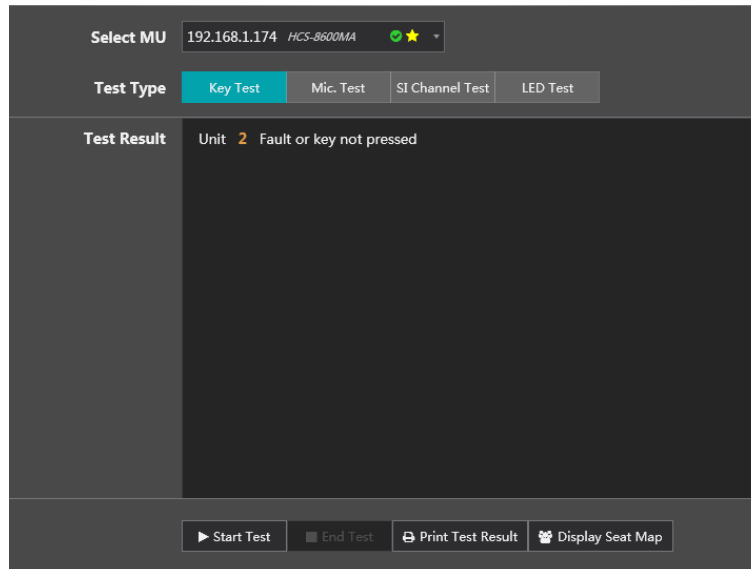


Figure: Key Test interface

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.

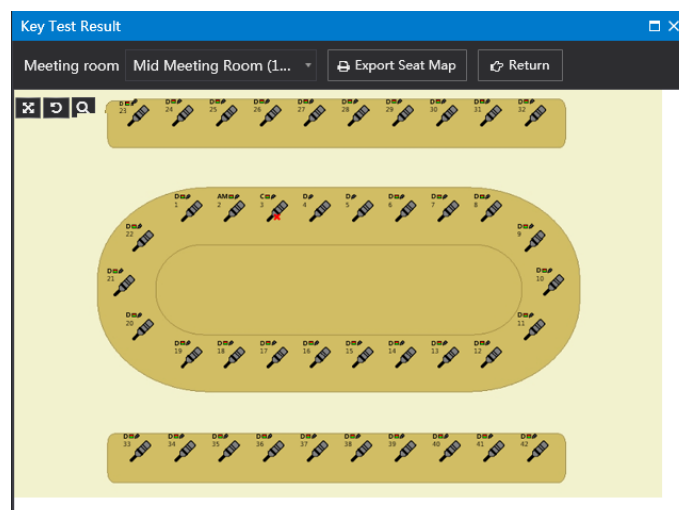


Figure: Display result in seat map

- **Mic. Test**

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

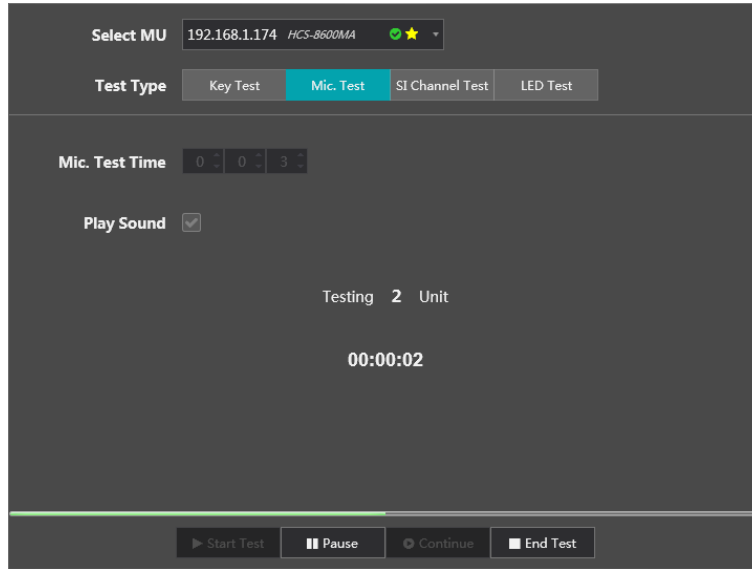


Figure: Microphone Test interface

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.

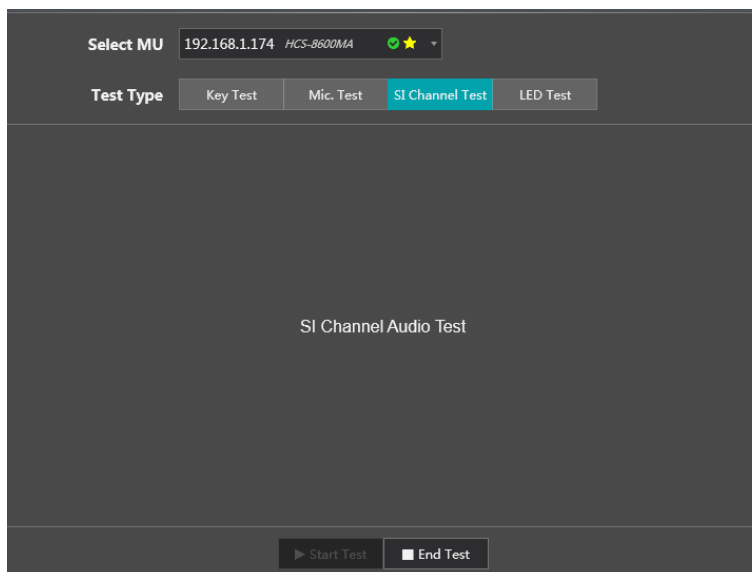


Figure: SI Channel Test interface

- **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.

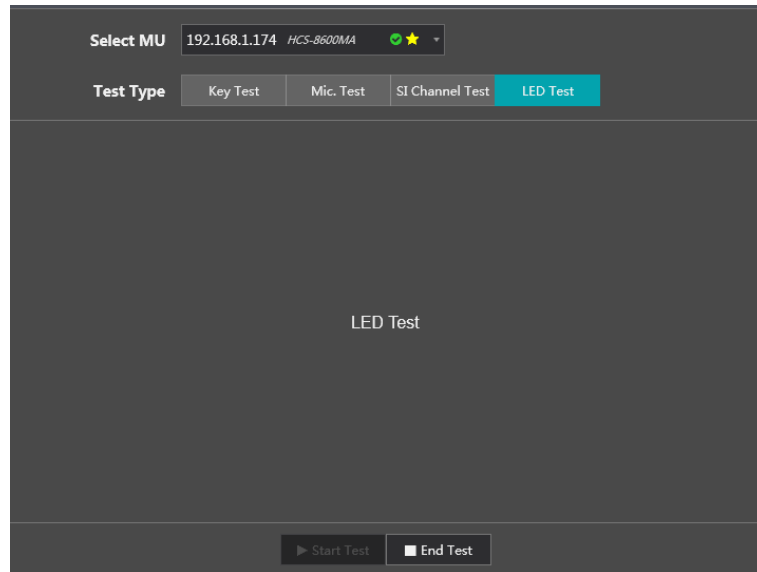


Figure: LED Test interface

9.5 Assets Management

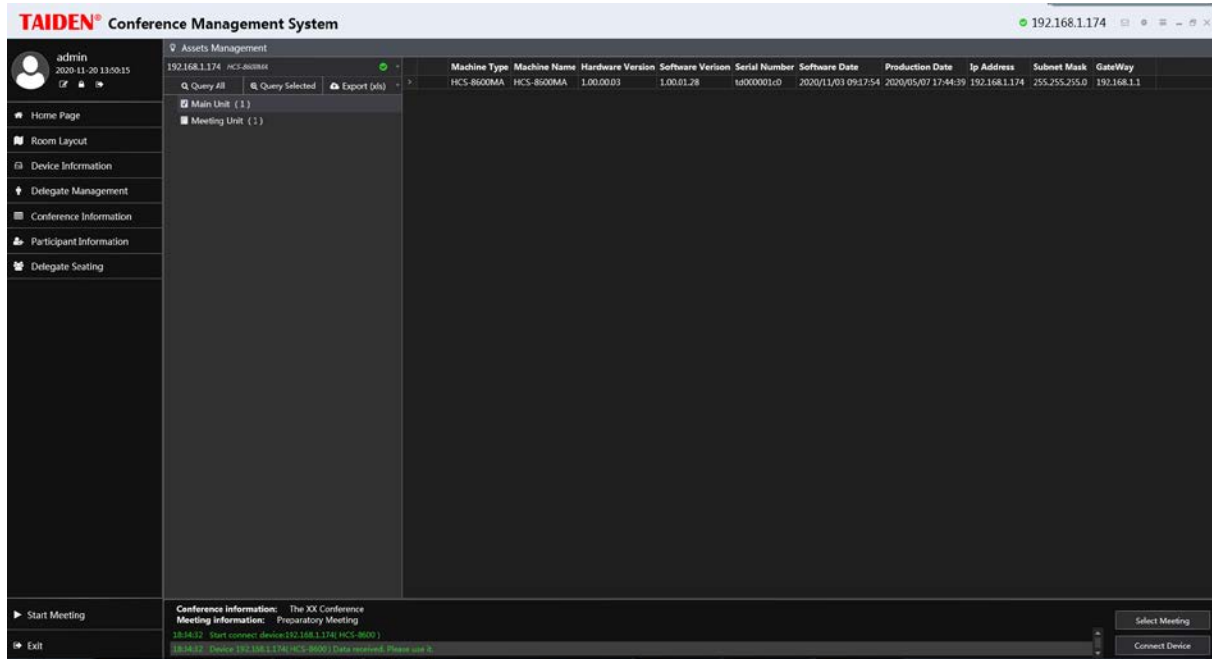


Figure: Assets Management interface

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

File management includes Server Files and Terminal Files

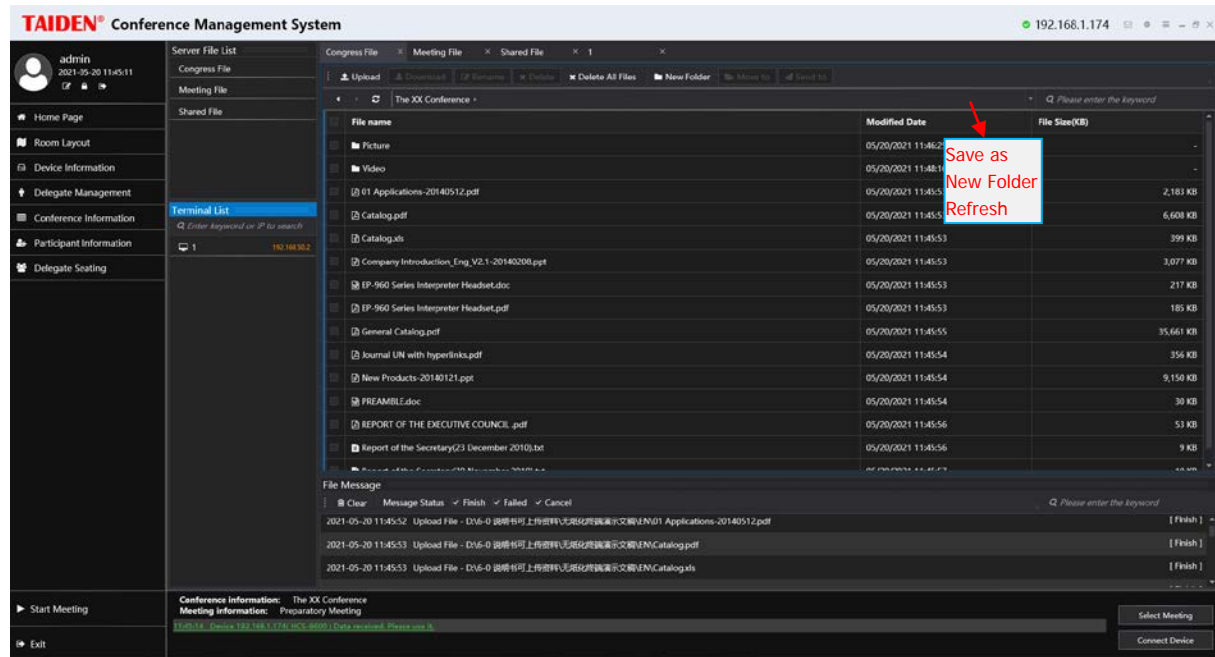


Figure: File management

- 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.

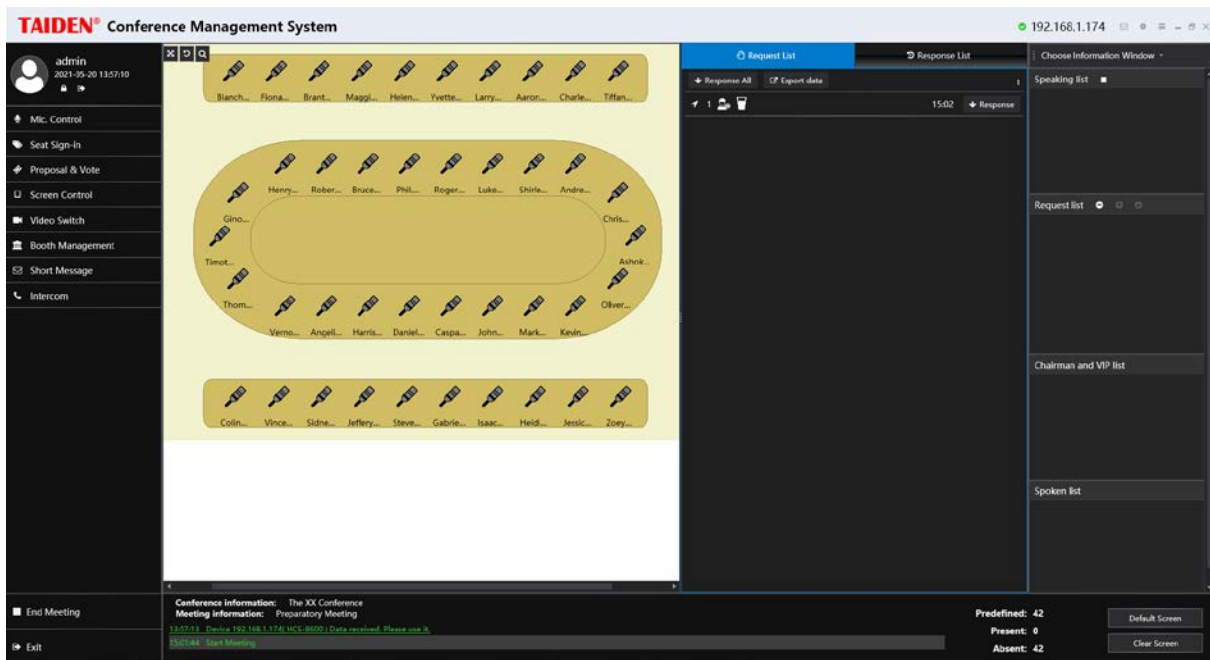


Figure: Service

9.8 Conference Log

The screenshot displays the TAIDEN Conference Management System interface. The top header shows the system name and the IP address 192.168.1.174. The main content area is titled "Conference Log" and lists the following events:

Time	Event
2015-07-12 14:00:46	Start Sign-In
2015-07-12 14:07:49	Start Agenda: First Agenda
2015-07-12 14:07:55	Start Proposal: First Agenda-Vote the report about Peacemaking and Preventive Action;
2015-07-12 14:11:00	Stop Sign-In Sign-In Result: Preadefined: 42, Present: 2, Absent: 40
2015-07-12 14:11:00	Stop Proposal: First Agenda-Vote the report about Peacemaking and Preventive Action;
2015-07-12 14:11:00	Stop Agenda: First Agenda
2015-07-12 14:11:00	End Meeting

At the bottom of the interface, there are buttons for "Start Meeting" and "Exit". The "Start Meeting" button is highlighted, and the "Exit" button is also visible. The interface also includes a sidebar with navigation options like "Home Page", "Room Layout", "Device Information", "Delegate Management", "Conference Information", "Participant Information", and "Delegate Seating".

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 [4.1.2](#).

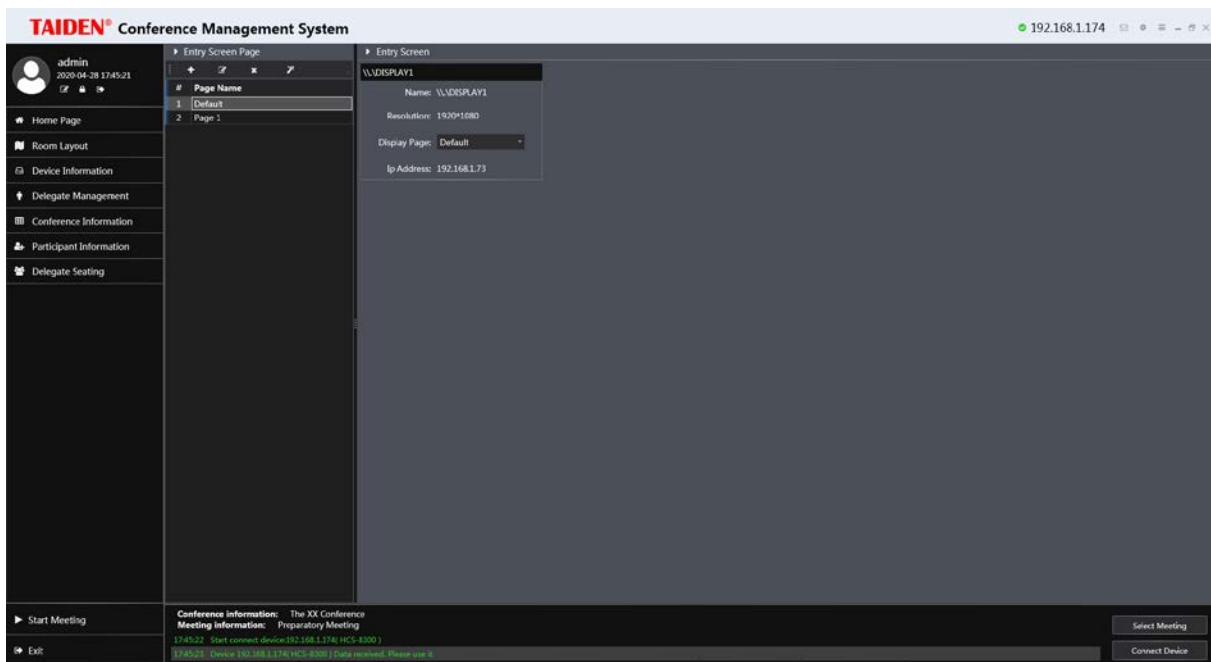


Figure: Entry Screen Display

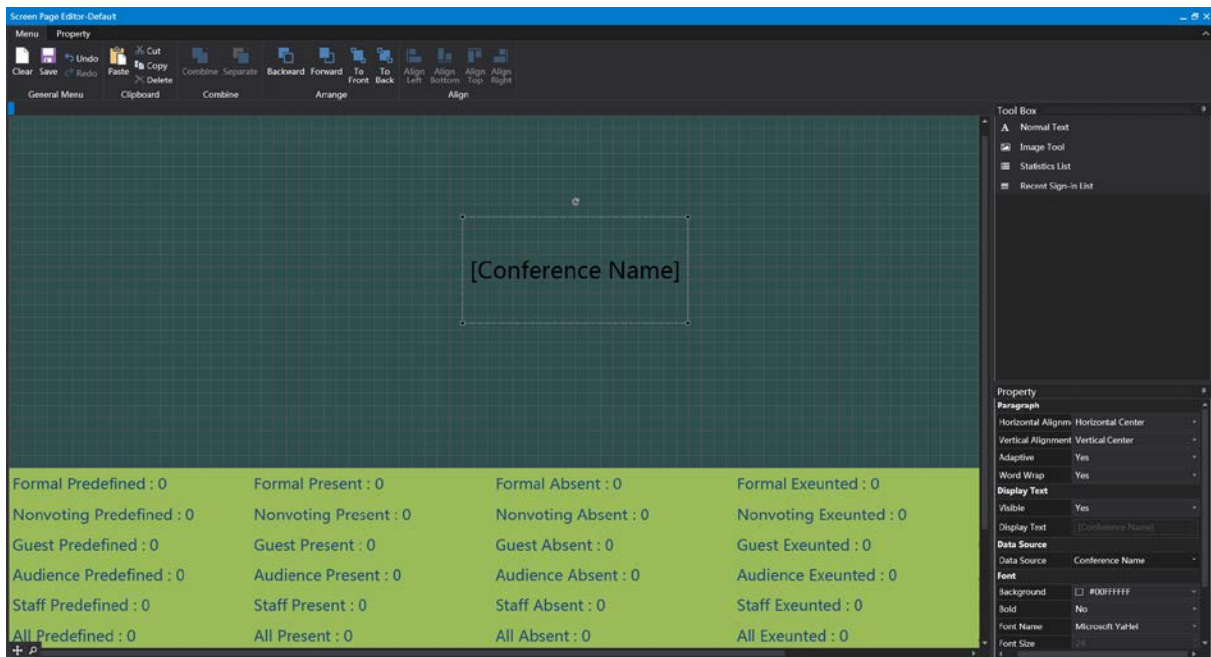


Figure: Screen Page Editor

9.10 Backup and Restore

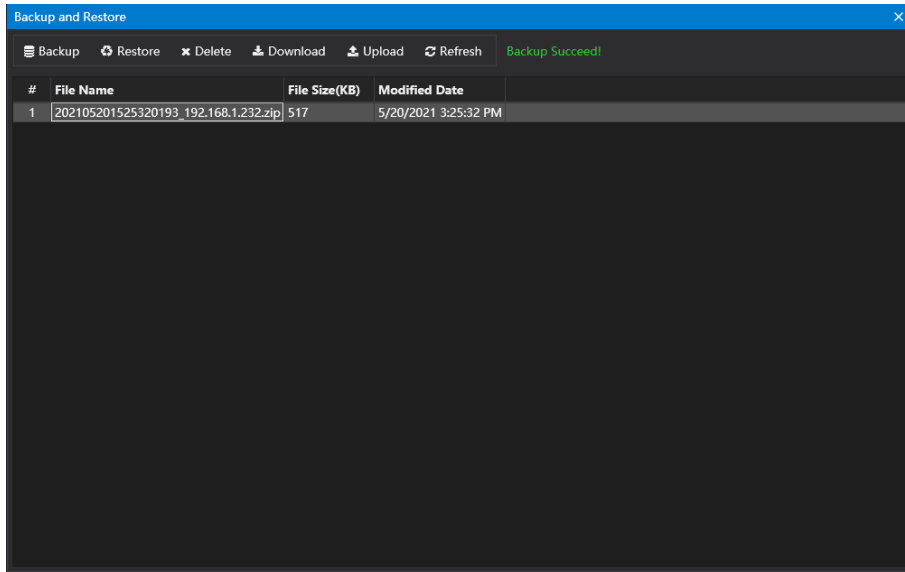


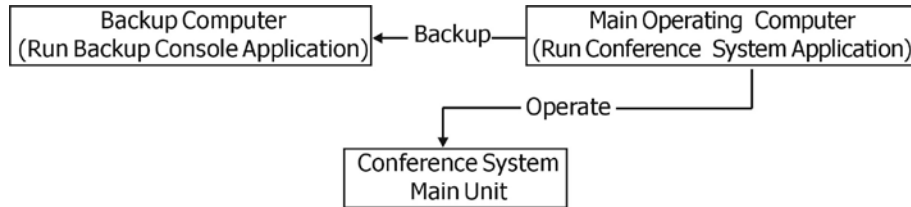
Figure: Backup and Restore

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.

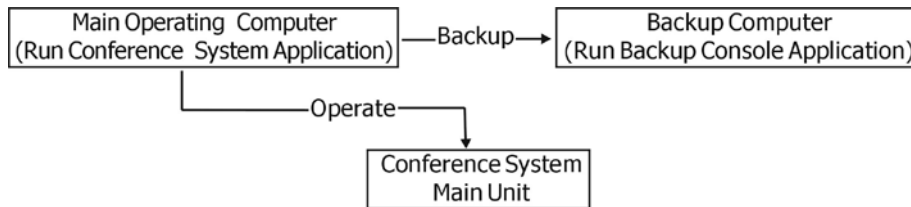
Chapter 10. Hot Backup

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:



While the operating computer breaks down:



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:

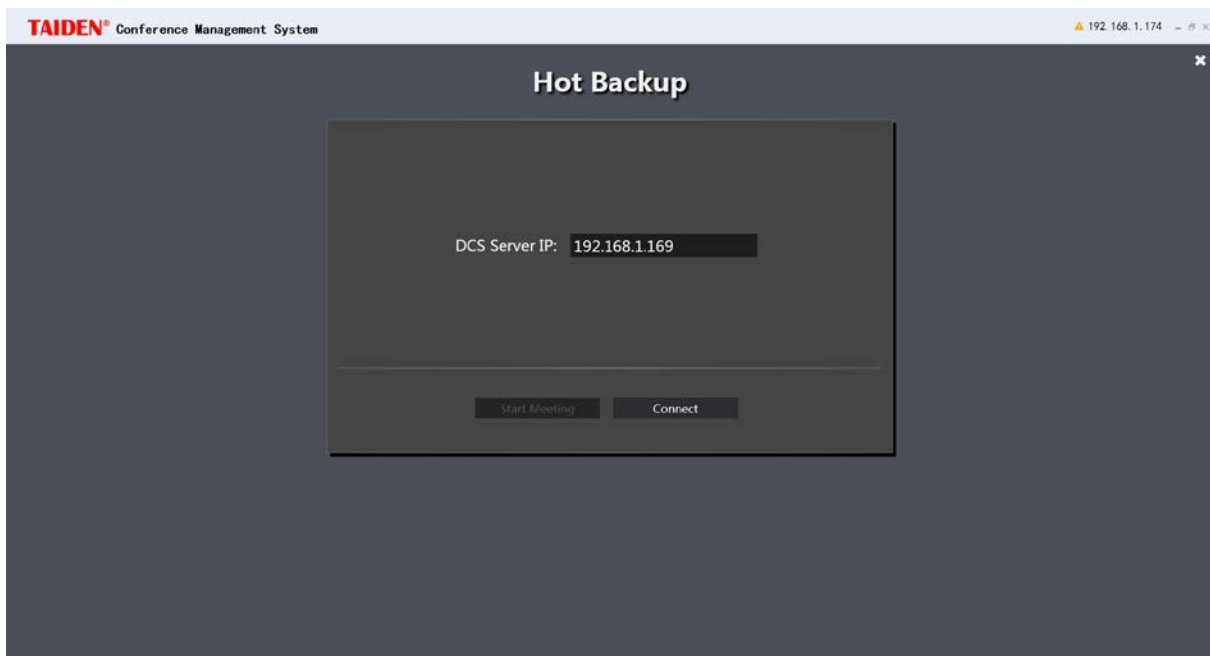


Figure: Software Hot-spare Dual Server

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.

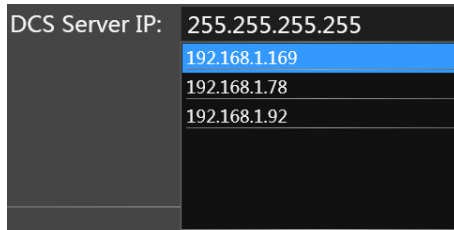


Figure: Search Server IP

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.



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.



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.

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