

Confidea FLEX

Quick Start Guide for the Chairperson

Quick Start

Headphone connector (both sides)

When you plug in the headphones, the volume buttons next to the screen light up and become active.

Volume control

Change the volume of the headphones. The volume control buttons become visible when you plug in your headphones.

Interactive panel

Meeting information and chairperson functionalities

Microphone button

Activate the microphone: press the microphone button where the LED is active. The LED is **RED** when the microphone is on, and **GREEN** when it is in request.

Deactivate the microphone: press the microphone button again when you are done speaking.

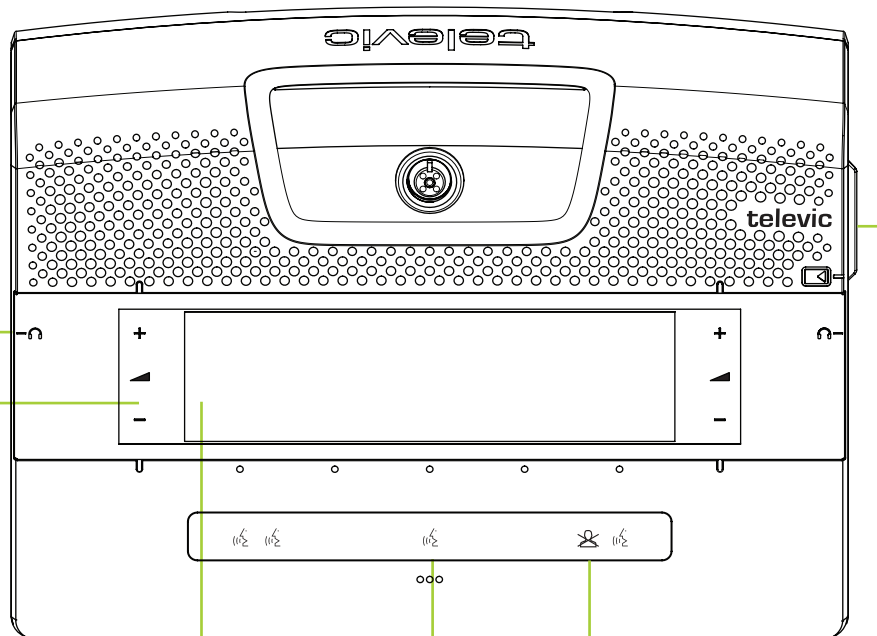
RFID/NFC badge reader

Insert the RFID badge into the reader or tap the NFC badge on the unit.

PRIOR button

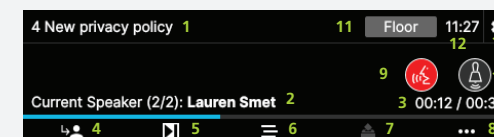
Press and hold: temporarily mute all microphones.

Press and release: deactivate all microphones.



Main screen

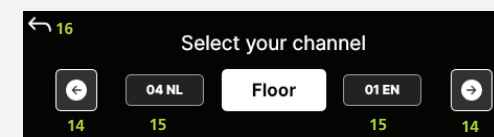
The main screen shows different information and functionalities related to the chairperson: meeting name or agenda item (1), current speaker list (2), speech timer and progress bar (3), next speaker (4), meeting control (pause/stop/restart) (5), access to agenda (6), voting options (7), more options (8) (record meeting), deactivate microphone (9), service request (10), language channel selection (11), current time (12) and settings (13).



Language channel selection screen

To choose the language channel:

- » Press the channel selection button (11) on the main screen.
- » Navigate through the available languages using the arrow buttons (14) or swipe through the list.
- » Press the language channel of your choice. The selected channel is highlighted in white (15).
- » Press the back button (16) to leave the channel selection screen.



Agenda management screen

On the agenda management screen, you can see the agenda item name (17), navigate to the previous or next item using the arrow buttons (18), activate the selected agenda item (19), switch to the next speaker in the request list (20) and exit the agenda screen (21).

