

UNICOS UNITS

USER GUIDE

VERSION 3.1 (SEPTEMBER 2026)



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INTRODUCTION TO THE UNICOS UNITS

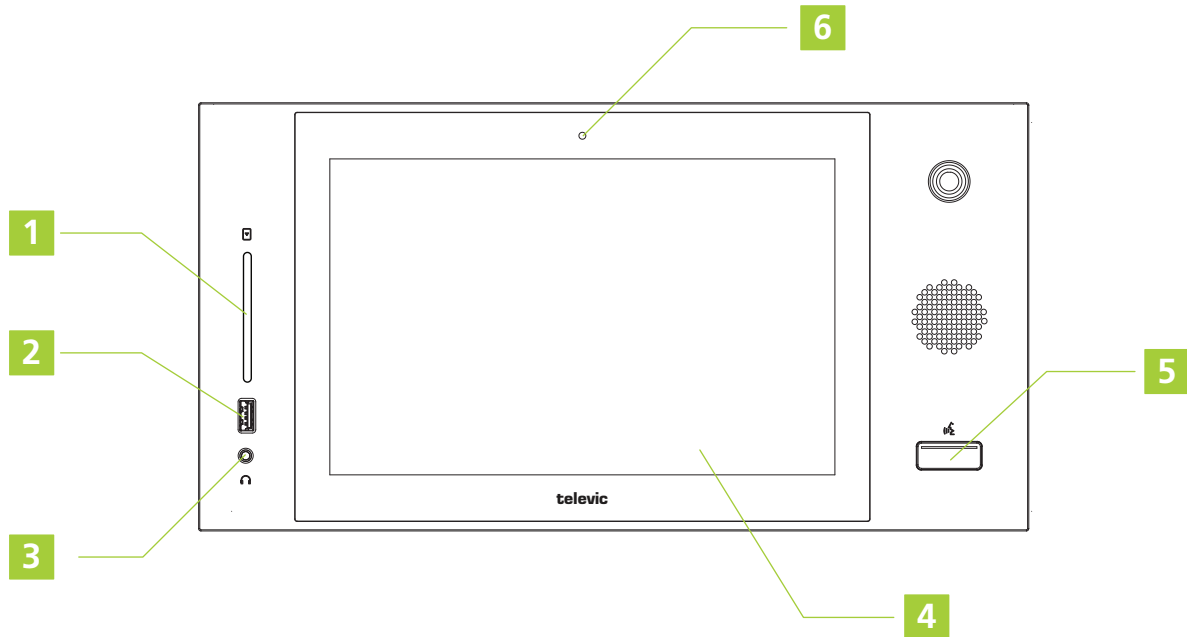
The uniCOS family contains all delegate and chairperson multimedia units. There are three different types of units

Image	Name	Description
	uniCOS F/MM7 (71.98.2001)	7 inch multimedia unit, can be configured as chairperson or delegate
	uniCOS F/MM10 (71.98.2002) and uniCOS PRO F (formerly F/MM10 Mike) (71.98.2014)	10 inch multimedia unit, can be configured as chairperson or delegate
	uniCOS T/MM10 (71.98.2003) and uniCOS PRO T (formerly T/MM10 Mike) (71.98.2005)	10 inch tabletop multimedia unit, can be configured as chairperson or delegate. Angle of the screen is adjustable.
	uniCOS CORE T (71.98.2015)	10 inch tabletop multimedia unit, can be configured as chairperson or delegate. Can be integrated with Teams/Zoom. Angle of the screen is adjustable.

HOW TO USE THE UNICOS UNITS

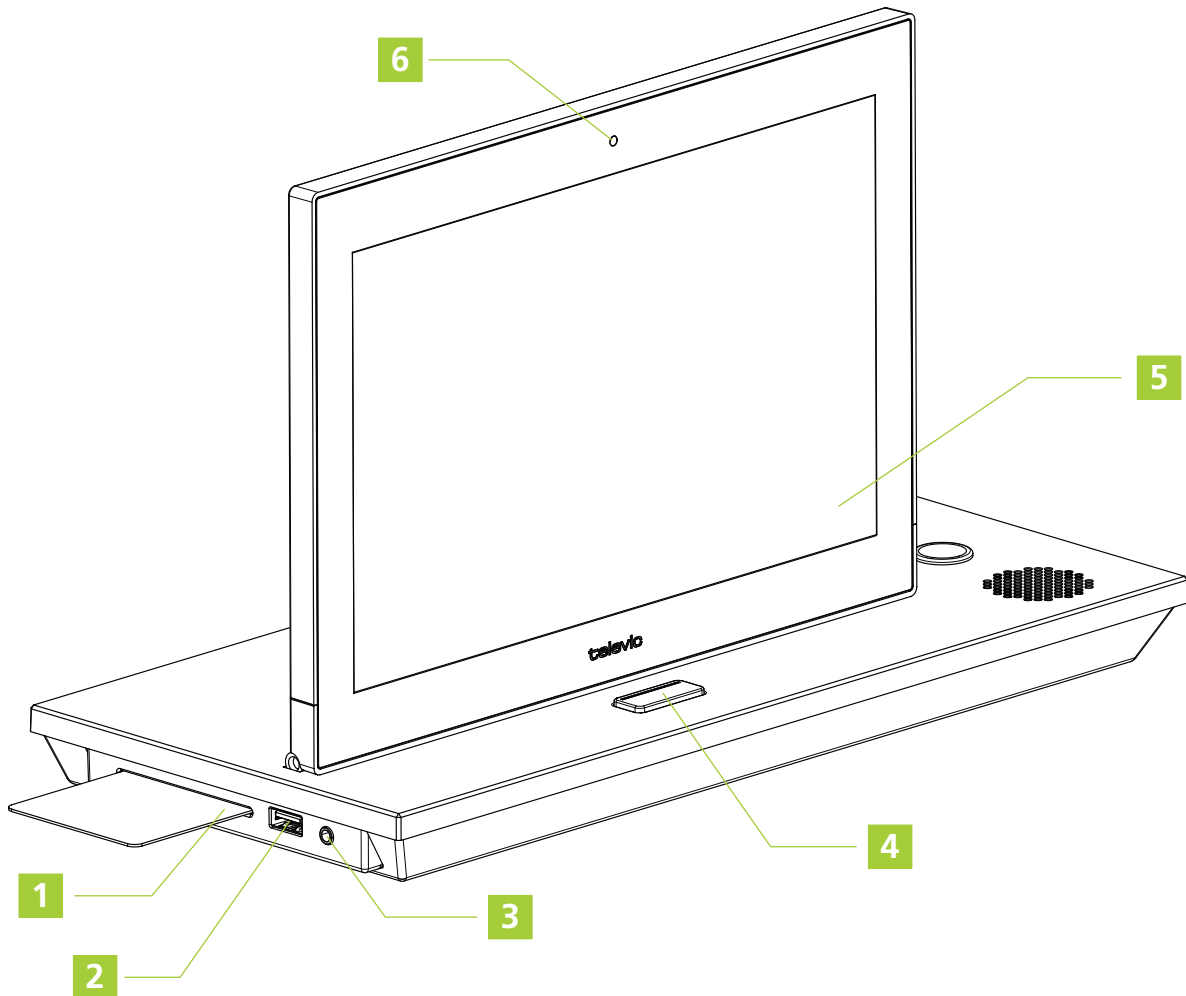
Below you can find a description how to use the uniCOS units. This section describes the buttons and connections available on the units.

How To Use The UniCOS PRO F Unit



1. **RFID badge reader:** insert your badge to identify yourself
2. **USB connector:** connect external devices such as a smartphone to charge the device
3. **Headphone connector**
4. **Interactive display:** shows meeting information and different controls. Which controls are available depend on the configuration of your unit (chairperson / delegate). See "How to Use the UniCOS PRO F And PRO T Interface" on page 7
5. **Microphone button:** press the button to activate the microphone or put it in request (depends on the configured microphone mode)
6. **Integrated camera:** provides live video of the last active speaker

How Use The UniCOS PRO T And CORE T Units

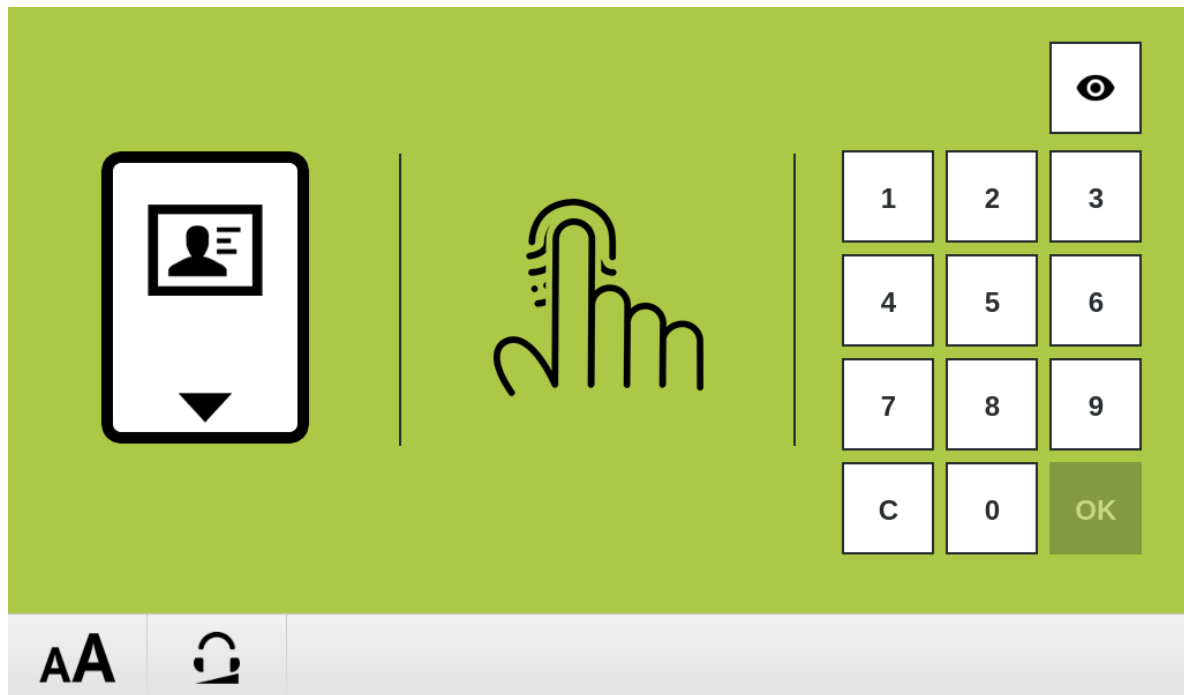


1. **RFID badge reader** (not functional on uniCOS CORE T): insert your badge to identify yourself
2. **USB connector**: connect external devices such as a smartphone to charge the device
3. **Headphone connector**
4. **Microphone button**: press the button to activate the microphone or put it in request (depends on the configured microphone mode)
5. **Interactive display**: shows meeting information and different controls. Which controls are available depends on the model and configuration of your unit (chairperson / delegate). See sections below for more information. You can change the angle of the screen by tilting it.
6. **Integrated camera**: provides live video of the last active speaker

HOW TO USE THE UNICOS PRO F AND PRO T INTERFACE

Login Methods

Depending on the configuration of the meeting, there are three ways to authenticate to a meeting: via a badge, fingerprint or keypad code. Select your login method on the screen and follow the steps.



Delegate Interface

All uniCOS PRO T and PRO F units have an interactive display which contains different tabs with different information and options:

1. **Home** tab: shows the information of the participant using this unit and general meeting information such as meeting title and meeting description.
2. **Discussion** tab: shows who is talking or requesting to speak. This tab also shows the video stream. Double tap the video to view in full screen and double tap to leave the full screen mode.
3. **Agenda** tab: shows the agenda of the meeting and which agenda item is active

4. **Delegates** tab: a list of all meeting participants. Click the picture of a delegate to view his or her bio
5. **Voting** tab: during a voting session you can cast your vote here, when the voting sessions ends you can see the results here
6. **Documents** tab: view PDF documents made available during the meeting, use pinch to zoom in or out
7. **Messages** tab: send and receive message from other meeting participants
8. **Services** tab: use to order coffee or utilize any other available service
9. **Configuration** tab: change language settings of interface (Interface settings) or keyboard (Regional settings)
10. **Intercom** tab (not displayed): only available when Intercom is active. Initiate calls with other participants, interpreters, operators or technicians by selecting someone in the list on the left.

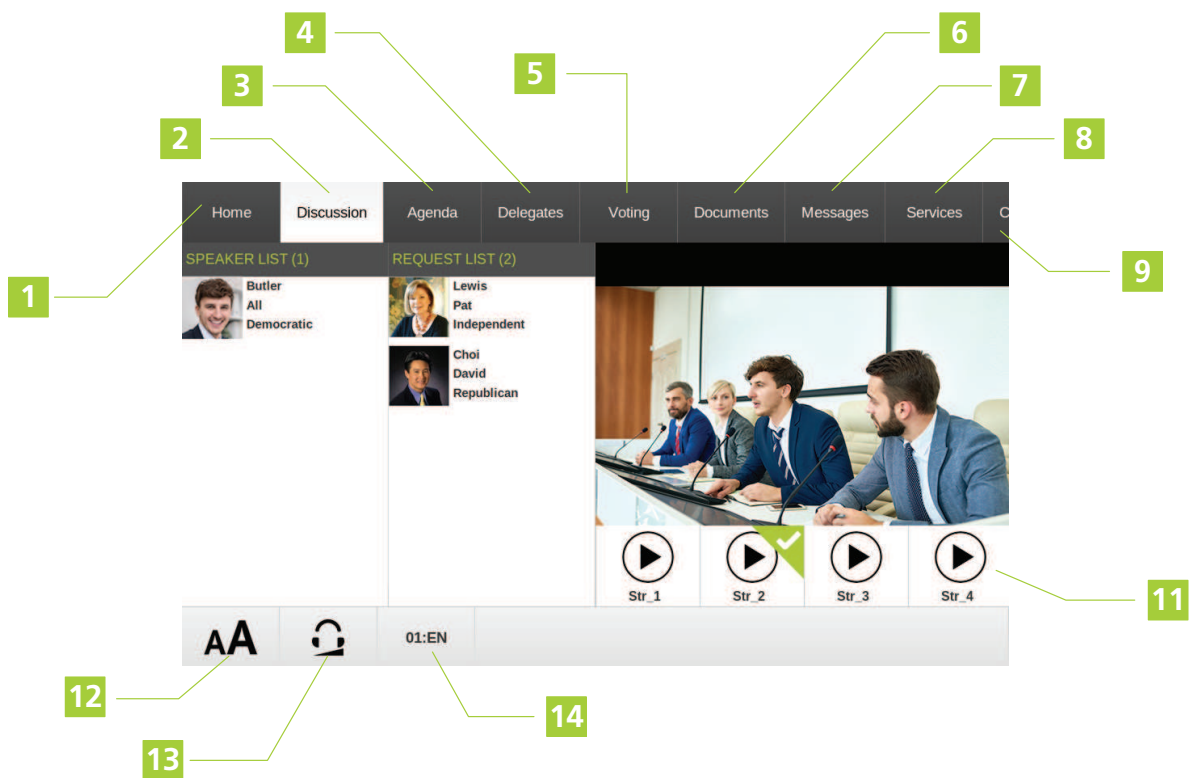


Figure 1-1 Example of one of the screens on the uniCOS PRO F and PRO T units configured as delegate

11. **Select video stream:** this bar shows all available video streams. When there are more than 4 video streams, you can scroll through the different streams.

12. **Interface text size:** tap the icon to open a menu to change the interface text size: Normal, Medium or Large

13. **Headphone volume:** tap the icon to open a slider to adjust the volume. Drag the slider right or left to increase or decrease the volume

14. **Interpretation channel:** Tap the text to open a menu and select an interpretation channel, if available

Chairperson Interface

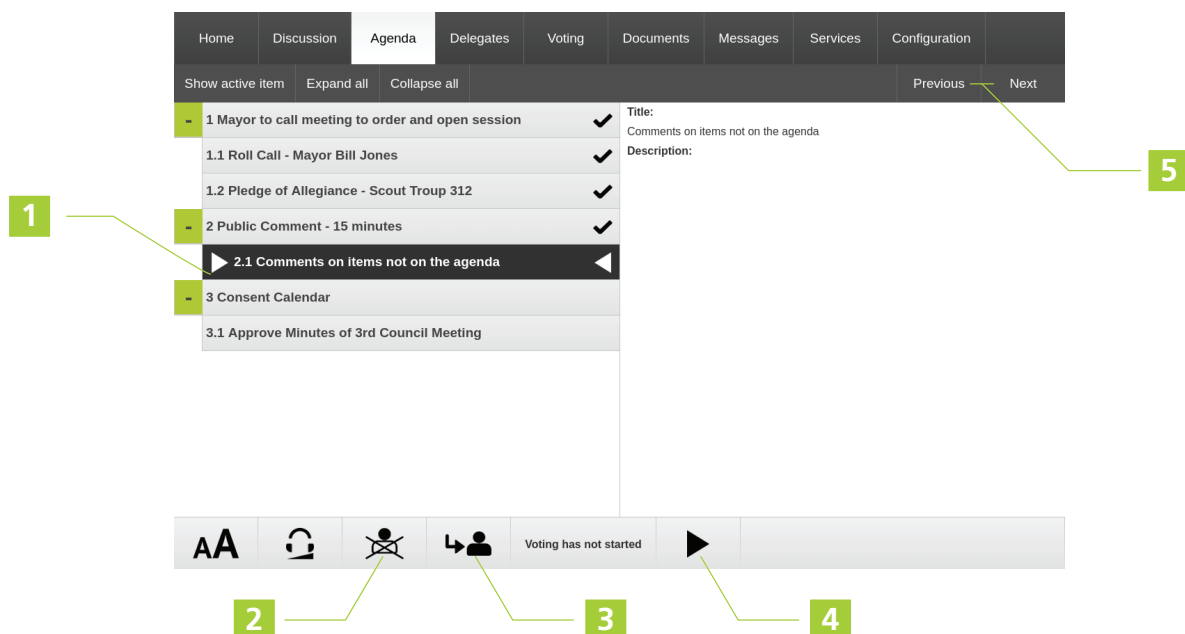


Figure 1-2 Example of one of the screens on the uniCOS PRO F and PRO T units configured as chairperson

1. **Active agenda topic**

2. **PRIOR button:** deactivates the microphone of all active units

- > **Tap and hold:** temporarily mutes the microphones of all active units
- > **Tap and release:** deactivates the microphone of all active units

3. **NEXT button:** grants the floor to the next delegate in the request list

4. **Start / Pause / Stop** voting session: tap the play icon to start the voting session, tap the pause icon to pause and the stop icon to stop.

5. **Move** to next or previous **agenda topic**

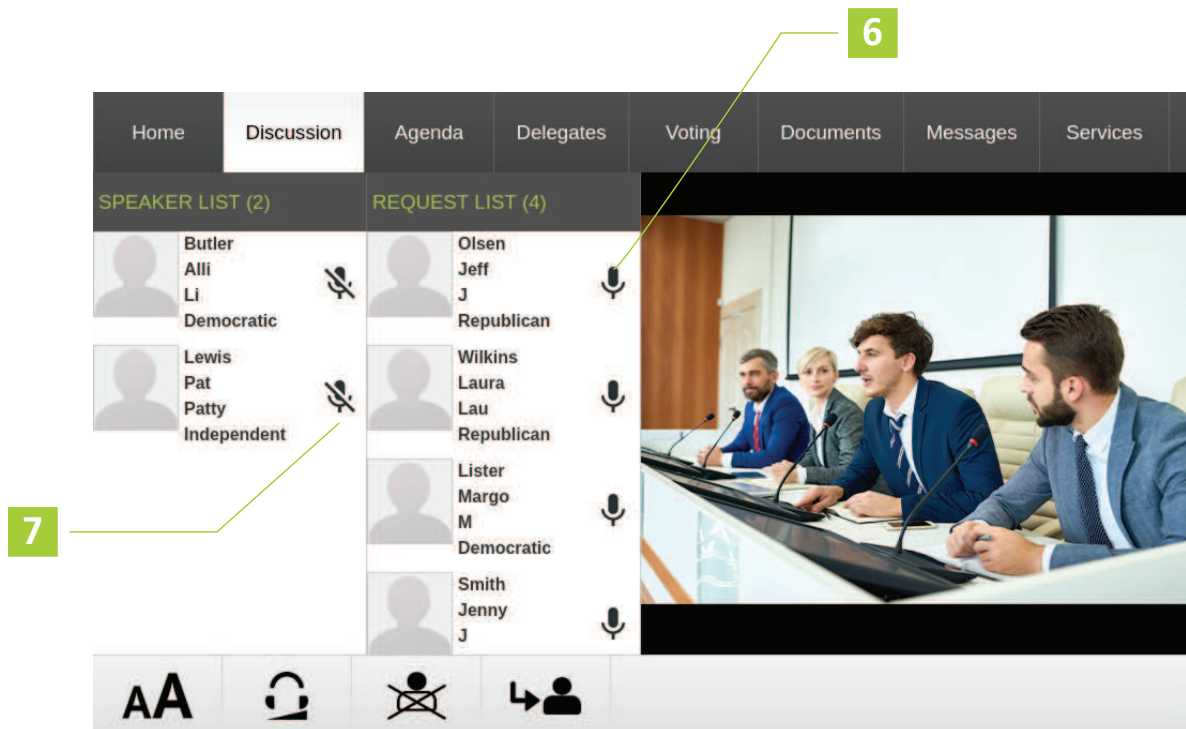


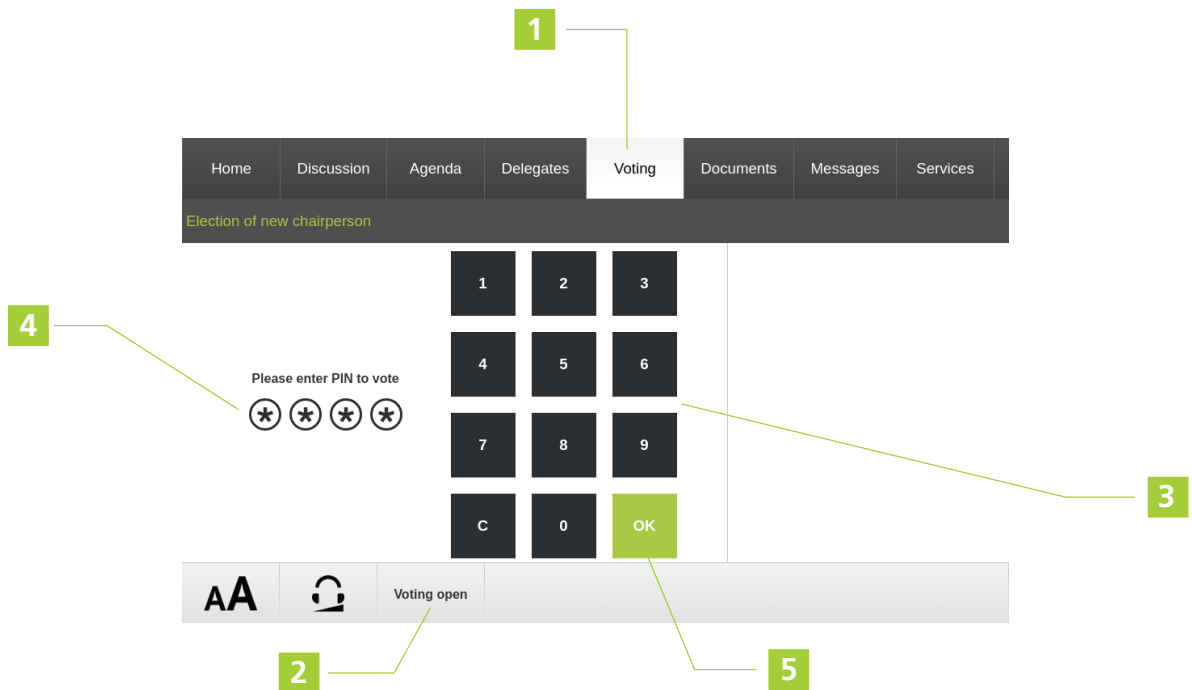
Figure 1-3 uniCOS PRO F and PRO T chairperson interface Discussion tab

6. Press to **activate** microphone

7. Press to **deactivate** microphone

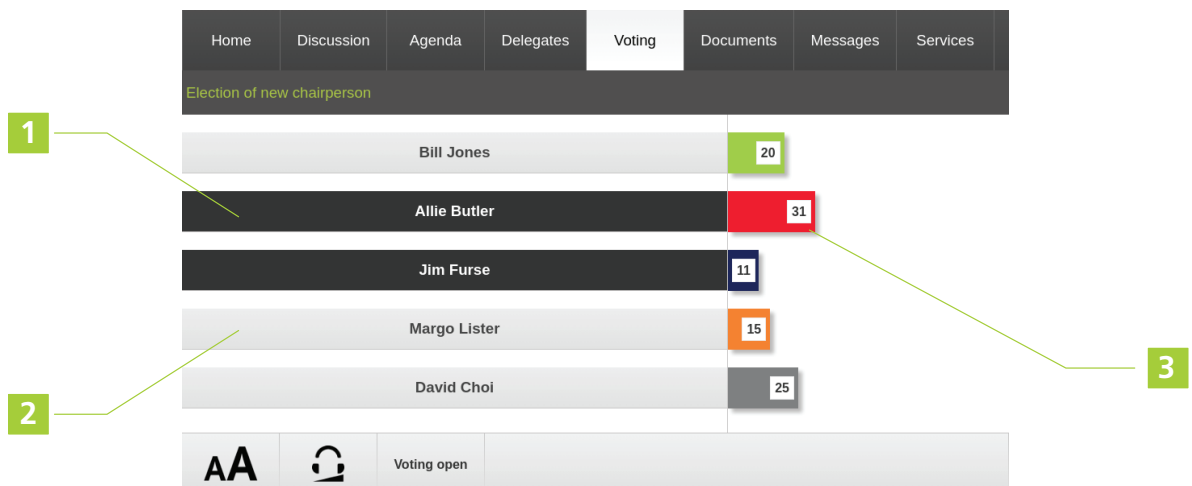
Voting Interface

When a meeting contains a **voting agenda topic**, the uniCOS PRO interface contains the voting tab. In some cases delegates need to enter a **personal PIN code** before they can vote. Below you can see an example of voting proceeded by login with a PIN code.



1. Go to the **Voting** tab
2. The bar on the bottom of the screens shows whether the **voting session** is already **open**
3. Use the keypad to **enter** the correct **PIN code**
4. The stars indicate which numbers you already entered
5. Press **OK** to confirm the PIN code

The voting screen on the uniCOS PRO F and PRO T unit looks as followed:



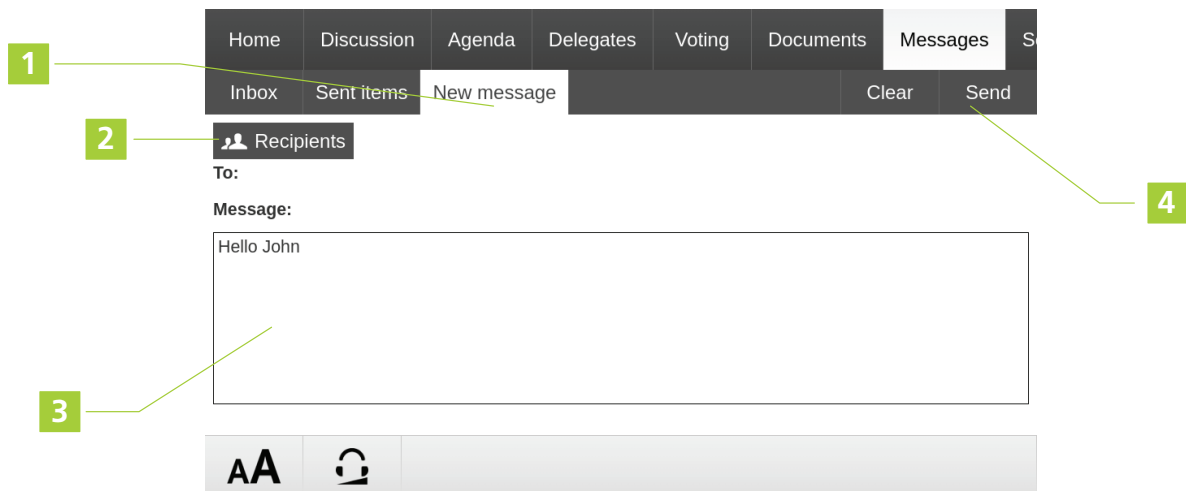
1. The bar highlighted in dark grey indicates the voting option(s) you **selected**. In some cases it is possible to select more than one voting option. The operator needs to configure this in CoCon, see CoCon Installation and User guide for more information.
2. All **available voting options** are shown in light grey.
3. The progress bars next to the voting options shows the **number of votes** per option.

Messaging Interface

In the Messages tab, you can see the received and sent messages, and write messages.

- > **Delegates** can send messages to other delegates.
- > **Chairpersons** can send messages to delegates and operators.

To write a message:



1. Select the "New message tab".
2. Click the "Recipients" button and select one or more recipients.
3. Write your message.
4. Click the "Send" button.

HOW TO USE THE UNICOS CORE T INTERFACE

Delegate Interface



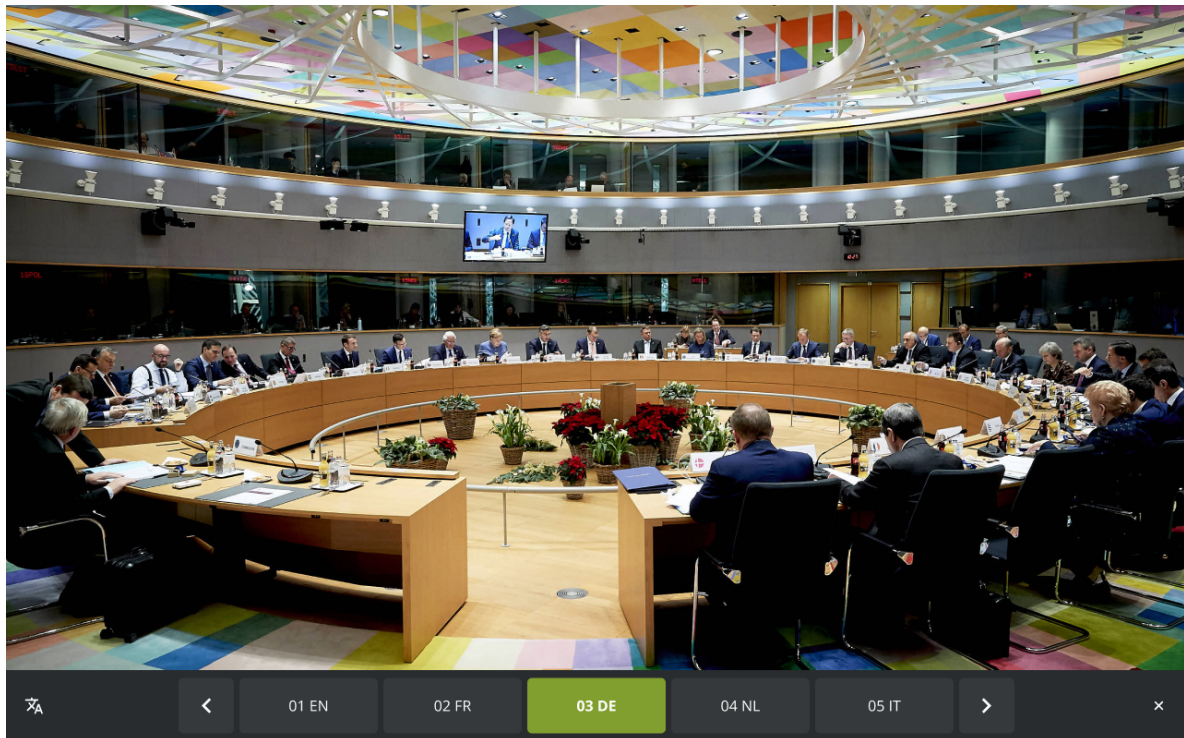
1. **Headphone volume:** drag the slider right or left to increase or decrease the volume.
2. **Interpretation channels:** tap the tab to select an interpretation channel, if available.
3. **Video streams** tab: tap the tab to select a video stream, e.g. presentation being shared ("Presentation"), cameras in the room ("Talking heads") or remote participants ("Remotes"). Double tap the video to view in full screen, and double tap to leave the full screen mode.

Chairperson Interface



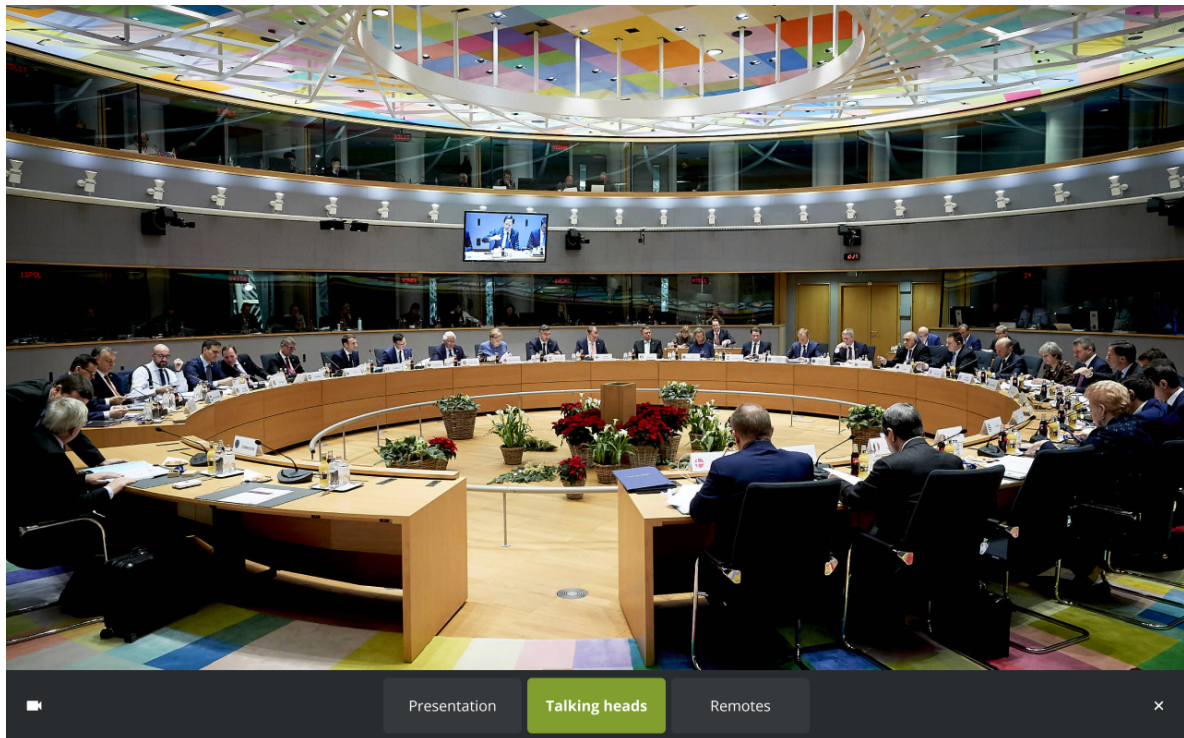
1. **Headphone volume:** drag the slider right or left to increase or decrease the volume.
2. **NEXT button:** grants the floor to the next delegate in the request list.
3. **PRIOR button:** deactivates the microphone of all active units
4. **Interpretation channels:** tap the tab to open a menu and select an interpretation channel, if available.
5. **Video stream** tab: tap the tab to select a video stream, e.g. presentation being shared (presentation), cameras in the room (talking heads) or remote participants (remotes). Double tap the video to view in full screen, and double tap to leave the full screen mode.

Interpretation Channels Interface



Select an interpretation channel (if available), then tap x to close the tab and go back to the **Home** screen.

Video Stream Interface



Select what you want to see on the screen (e.g. presentation being shared, cameras in the room or remote participants), then tap x to close the tab and go back to the **Home** screen.

Limitations Of Full-Width Characters With UniCOS CORE

Full-width characters on uniCOS CORE have the following limitations:

OBSERVED DISPLAY BEHAVIOR FOR BELOW CHARACTER SETS

- Half-width Katakana: "テレビ" is displayed as "テ"
- Full-width Katakana: "テレビク" is displayed as "テ"
- Half-width Latin script: "Hello, world!" is displayed as "Hello"
- Full-width Latin script: "Hello, world" is displayed as "H"
- Hiragana: "ひらがな" is displayed as "ひ"
- Kanji: "漢字" is displayed as "漢"
- Hangul: "한글" is displayed as "한"
- Greek: "Ελληνικά" is displayed as "Ελ"

CONCLUSIONS

- In Latin script, up to 5 characters can be shown in half-width, only 1 in full width.
- In Greek, up to 2 characters can be shown.
- In most Asian scripts, only 1 character will be displayed.
- The first 5 bytes will be displayed.
- In the UTF-8 encoded Unicode code space, the classic ASCII characters take 1 byte to store, so 5 of these will fit.
- Greek characters take 2 bytes, so 2 of these will fit in the space of 5 bytes, with 1 byte to spare.
- It is also possible to combine multiple scripts, for example 2 Greek characters (2×2 bytes) and 1 Latin character (1 byte) for a total of 5 bytes.

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GET IN TOUCH

