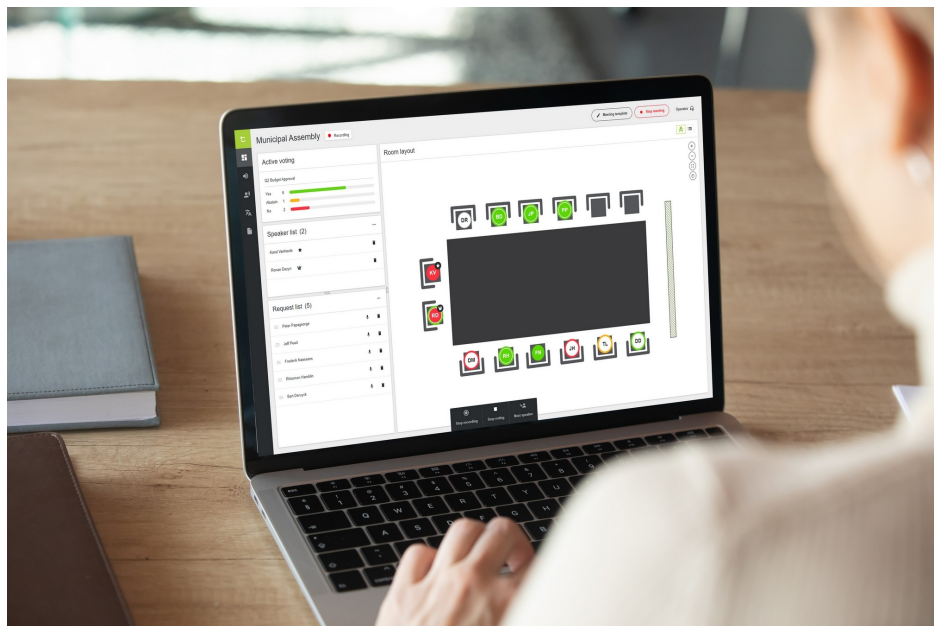


televic

CONFERO

CONFIGURATION AND USER GUIDE



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ABOUT THIS MANUAL

This chapter gives you a short introduction to this manual and a general description of Confero.

GETTING STARTED

Information Icons

Throughout this guide we use different icons to designate different types of information:



This is a note. A note gives additional information, such as the meaning of the color of a LED. A note also provides information that may only be applicable to some situations.



This is a tip. A tip gives you an alternative way to do a particular step or procedure, or lets you know of an option that you may find helpful.



This is a warning. A warning indicates that something is very important or something you need to do in order to accomplish a certain task.



This is a safety precaution. A safety precaution provides information that you need to be careful about to prevent potential problems when using our systems.

Compatibility

This user manual applies to the following products:

Product	Version
Confidea WAP G4	1.0 or higher
Plixus	CRP 7.0 or higher

ABOUT CONFERO

Confero is Televic Conference's latest software solution for basic **configuration and management of your meeting**. Different functions become available when acquiring specific licenses.

Confero and Plixus

Confero replaces the Plixus web server, making the use of the Plixus system much simpler. No need for a dedicated computer, you can configure the conference settings on any computer.

Confero And Confidea WAP G4

Confero has a very simple system setup. There is no need for a dedicated computer, you can configure the conference settings on any computer.

Confero Licenses

At the moment, you can add two types of licenses to your Confero system:

The Confero 360 license offers user roles so that only specific settings and functions are available for specific users. The following user roles are available in Confero 360:

- › **Technician:** has access to all technical settings such as all the devices in the system, diagnostics to monitor the status of the devices, as well as the layout of the room and role management. For an extended description of the settings available for the technician, see "Technician" on page 28
- › **Operator:** can manage all the settings related to controlling the meeting. An operator can manage the meeting (start/pause), configure the language channels, and set the audio and conference settings. For a detailed description of this role, see "Chairperson and Operator" on page 137.
- › **Chairperson:** is the person that typically leads the meeting. In Confero 360, he or she has the same options as an operator. Therefore, they can control the meeting, start a voting session, configure the language channels, and the configure audio and conference settings. There is also

an option to see the meeting reports. For a detailed description, see "Chairperson and Operator" on page 137.

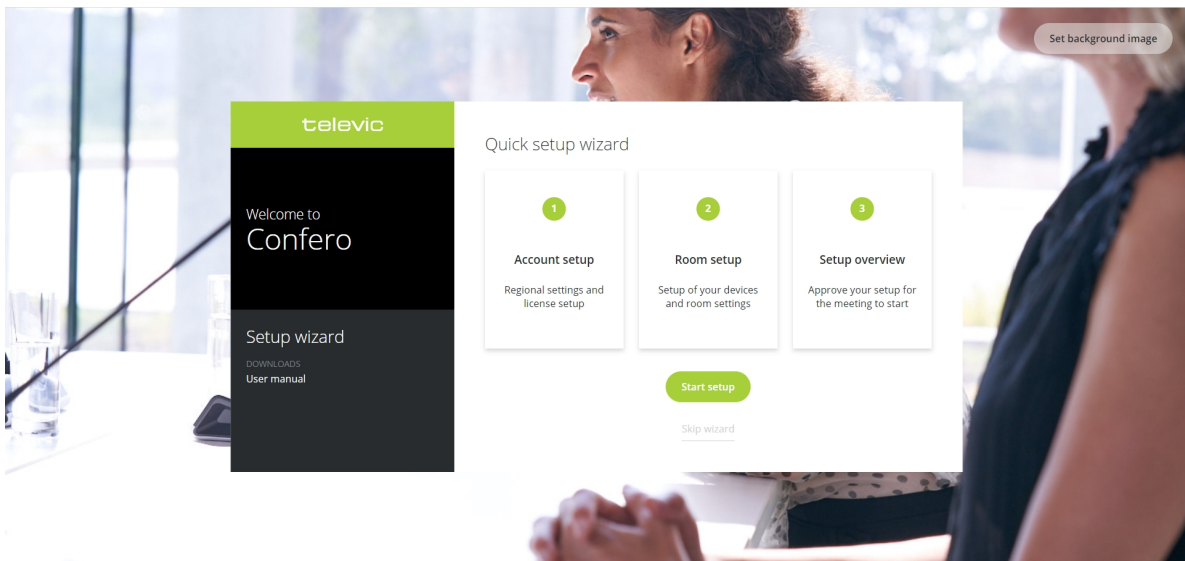
- › **Signage:** use this role to activate the signage. The signage role displays meeting-related information such as the speaker and request list, as well as the room layout, and ongoing voting sessions. For a detailed description, see "Signage" on page 160.

The Confero Advanced Audio license unlocks advanced audio functionalities: it allows you to create custom audio configurations visualized by a matrix, and to manage inputs and outputs easily. It can be used as a standalone when installed in Confero - in which case it will be handled by the technician - or in combination with the Confero 360 license to make it possible for the Chairperson or Operator to activate a predefined configuration and adjust the audio levels of the active configuration. For a detailed description, see "Audio Settings" on page 66.

QUICK START GUIDE

This chapter explains the different steps to take when using the system for the first time:

1. Navigate to the **IP address** of your Plexus engine.
2. Select the **Technician user role**.
3. On the Technician **Dashboard**, click **Start setup wizard**.
4. Go through the setup wizard:
 - a. Account setup
 - b. Room setup
 - c. Setup overview
5. The system is **ready** for use.



The sections here after describe all the settings a technician can configure in the wizard.



Some settings are only available when the correct license is active.

There are specific instructions dedicated to the Confidea WAP G4 in this manual. This is indicated with



the following icon:

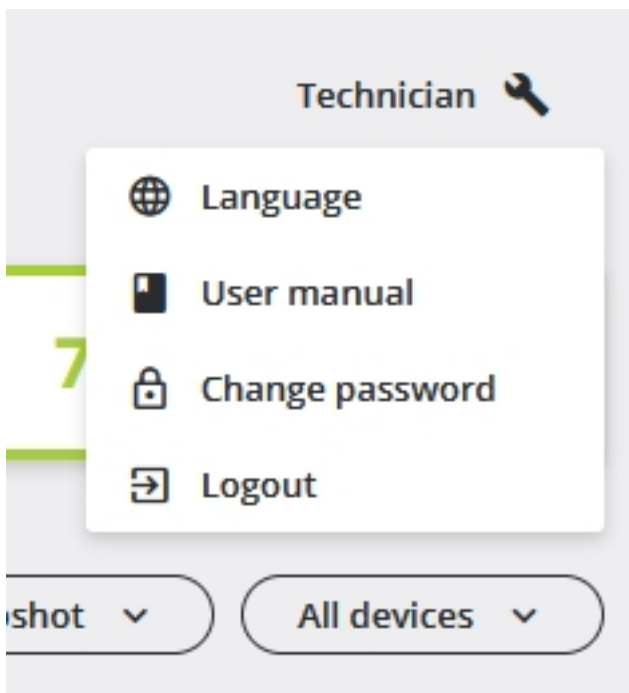
When something only applies to the wired G3 version, the following icon is used:



QUICK ACTIONS

In Confero 360, there is a small menu in the upper right corner of the application. You can use this menu to change some general settings:

- › Change the **language** of the application.
- › Check the **user manual** of the application.
- › Change your **password**.
- › **Log out** of the application.



ACCOUNT SETUP

Quick Setup Wizard

For the Confidea WAP G4, you can either follow the configuration steps of the Quick Setup Wizard as shown in the visual guide [here](#), or go through the following sections of this manual.

Country

For the Confidea WAP G4, the first step is to select your country.



This is only available for a **WAP** from a specific region where setting your country is possible. Below is a list of the regions where this option is available.

- > Region 1 (EME): country selection available
- > Region 2 (North America): country selection NOT available
- > Region 3 (APAC): country selection available
- > Region 4 (JPN): country selection NOT available
- > Region 5 (Africa + ROW): country selection available
- > Region 6 (South America): country selection available

In the setup wizard, you are setting up your account. The screen is divided into two parts:

- > **Basic Information**
- > **License**

The screenshot shows a multi-step wizard with three steps: 1. Account setup (active), 2. Room setup, and 3. Setup overview. A 'Cancel wizard' link is in the top right. The main content is divided into two panels. The left panel, titled 'Basic information', contains 'Regional settings' (Default language: English, Date format: YYYY-MM-DD, Time format: hh:mm (24h), Time zone: Europe/Brussels, with a 'Push date and time of computer to system' button) and 'Network information' (Room name: WCAP_30_DemoSetup, Enable DHCP: off, IP address: 10.40.48.130, Subnet mask: 255.255.254.0, Gateway: 10.40.49.254, DNS Primary: 10.0.0.44, DNS Secondary: 10.0.0.9). The right panel, titled 'License', shows an 'Upload license' section with a file upload area and a 'Your licenses' section listing 'Confidea FLEX' and 'Confero', both marked as 'Valid'. A 'Next' button is at the bottom right.

Basic Information

In the Basic information section, you can set the **Regional settings** such as the default language, the date and time format, as well as the time zone, using the provided drop-down boxes. For more information, refer to the [Settings](#) section in the Technician menu.

Below the general settings, you can also configure the **Network information**. The following network settings are available:

- › **Room name:** name you want to give to your room
- › **Enable DHCP:** when enabled, all network fields below are grayed out and cannot be entered manually. In that case, make sure the DHCP server has been configured to include the NTP server in the optional parameters. If DHCP is enabled but no NTP server has been defined on the network, it will still be possible to push the local time from the computer in the General tab of the Settings window.
- › **IP address:** IP address to access the Plixus engine, the default value is **192.168.0.100**. The IP address to access the **Confidea WAP G4**, the default value is **192.168.0.110**. When you change the IP address, you need to restart the engine to complete the action.
- › **Subnet mask:** the default subnet is 255.255.255.0.
- › **Gateway:** access point to another network.

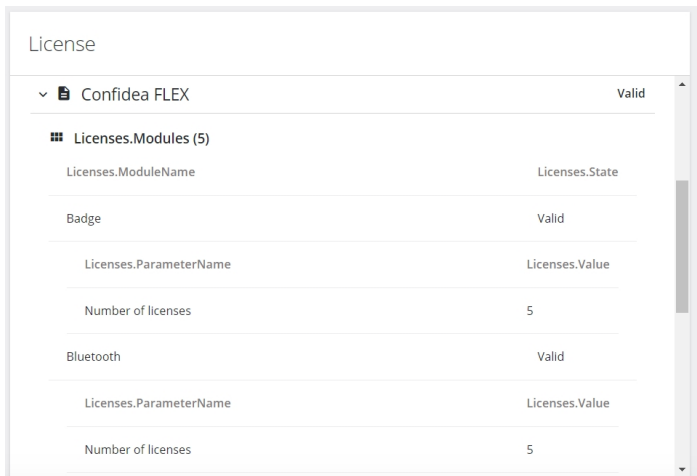
- › **DNS Primary / DNS Secondary:** these fields are required for the NTP server when a domain name is used.

When you change the network settings, click **Apply network settings** to validate the changes.

License

In the License section you can:

- › **Upload** your licenses: drag and drop your license file or browse for the file.
- › See license **information:** shows an overview and status of all licenses, as well as the number of remaining licenses.







License	
▼ Confidea FLEX	Valid
▣ Licenses.Modules (5)	
Licensess.ModuleName	Licensess.State
Badge	Valid
Licensess.ParameterName	Licensess.Value
Number of licenses	5
Bluetooth	Valid
Licensess.ParameterName	Licensess.Value
Number of licenses	5

Click **Next** to go to the following step in the setup wizard.

ROOM SETUP

In the second step of the setup wizard, you can configure the meeting room. This step is divided into different other steps, each allowing the configuration of a specific aspect linked to the meeting room:

- >  **Wireless:** connect automatically to the optimal channel.
- >  **Devices**: shows all devices connected to the Plixus system and the licenses active on the devices.
- >  **Devices**: pop-up of pairing mode appears and then Devices shows all devices connected to the Confidea WAP G4 system and the licenses active on the devices.
- > **Room layout:** configure the actual layout of the room such as a background image and assigning seats.
- >  **Interpretation:** configure the interpreter booths and language channels.
- > **Discussion:** configure the discussion settings such as the microphone mode and settings.
- > **Audio:** configure the audio settings such as the volume and audio routing.
- > **User roles:** define the permissions for each user role.

Wireless

In the **Wireless** section, the system will automatically connect you with the optimal channel to ensure the best quality and performance possible.

Confero 360 will:

- > Scan the wireless environment to gather all needed information.
- > Select the optimal channel configuration, based on the collected information.
- > Secure the connection with the channel.

Wait until the message *You're all set up* appears before you continue.

Devices

PAIRING

In the **Devices** section, a pop-up window opens to wirelessly pair the device(s). There is only one type of pairing:

- > Standard pairing

In the **Standard pairing**, you can set the **Discovery** function to ON or OFF. You can set the **Discovery**

to ON by clicking on  and you can turn it off it by clicking on .

When the **Discovery** is ON, every Confidea WAP G4 unit that requests access, is connected. When the **Discovery** is OFF, only units from the **Device list** can connect. This is the recommended setting.



Discovery mode ON is not recommended when you have multiple WAPs.

The **Device list** is created by automatically saving all units that have connected with Confero 360 when the **Discovery** was open.

Usually the flow is as follows:

1. Set WAP to Discovery ON.
2. Turn on the Confidea WAP G4 units.
3. Wait until all units have connected to the WAP.
4. Set WAP to Discovery OFF.

There is also a small instruction video that you can watch in the pop-up window.

OVERVIEW

On the **Overview** tab of the **Devices** section, you can find all the devices that the system detects. For each device, you can see the following information and perform the following actions:

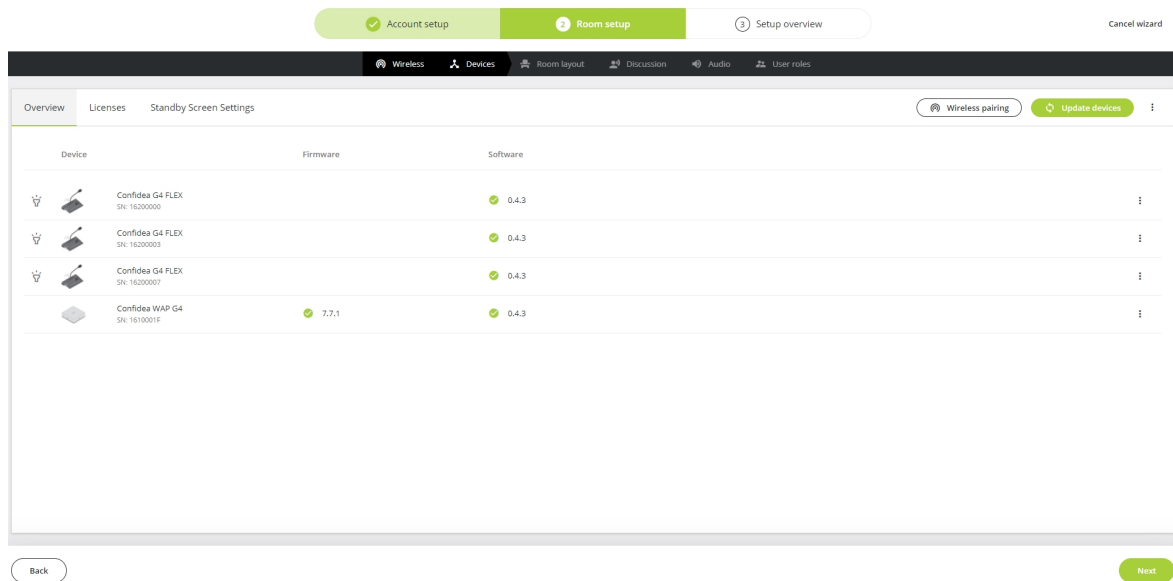
- › A small stylized image of the device with the **device type** and **serial number**
- › **Firmware** and **software** on the device
- ›

Button to highlight the device in the room, press



and this lights up the microphone LED of the device to show which device it is.

You can also update the devices by pressing the button Update devices.










LICENSES

On the **Licenses** tab, you can activate licenses on the devices. For example, here you can activate the voting and authentication functions on the Confidea FLEX units.

Account setup Room setup Setup overview Cancel wizard

Wireless Devices Room layout Discussion Audio User roles

Overview Licenses Standby Screen Settings Wireless pairing Update devices

Device	<input type="checkbox"/> Voting (1/4)	<input type="checkbox"/> Identification (1/4)	<input type="checkbox"/> Dual use (4/4)
  Confidea G4 FLEX SN: 16200000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
  Confidea G4 FLEX SN: 16200003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
  Confidea G4 FLEX SN: 16200007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Confidea WAP G4 SN: 1610001F	—	—	—

Back Next



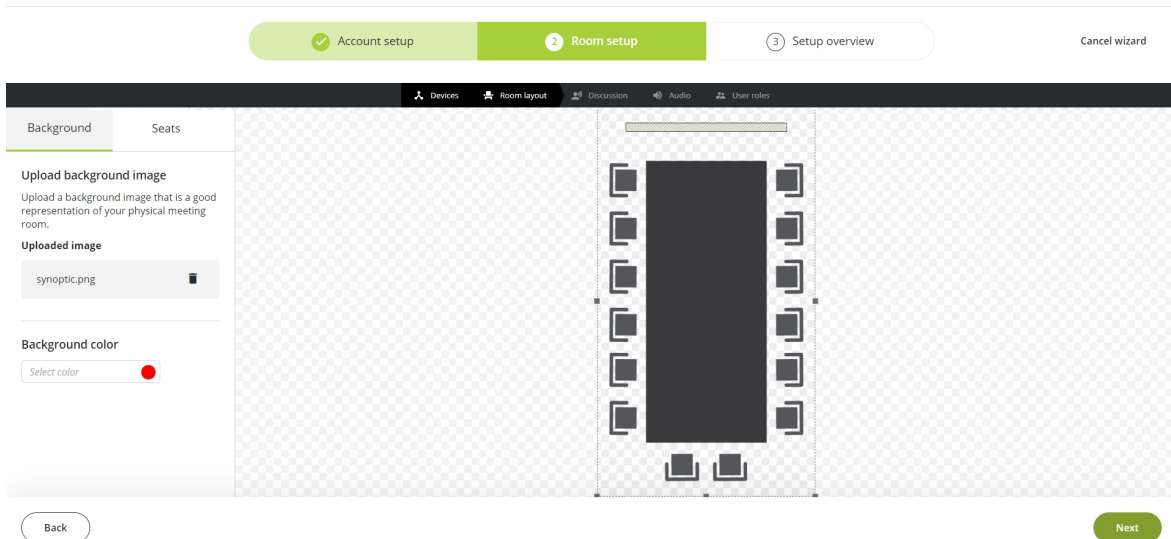
For a detailed description of the Devices page, see the Technician chapter "Technician" on page 28.

Room Layout

In the second part of the Room Setup step, you can create and configure the actual layout of the room.

On the **Background tab** you can:

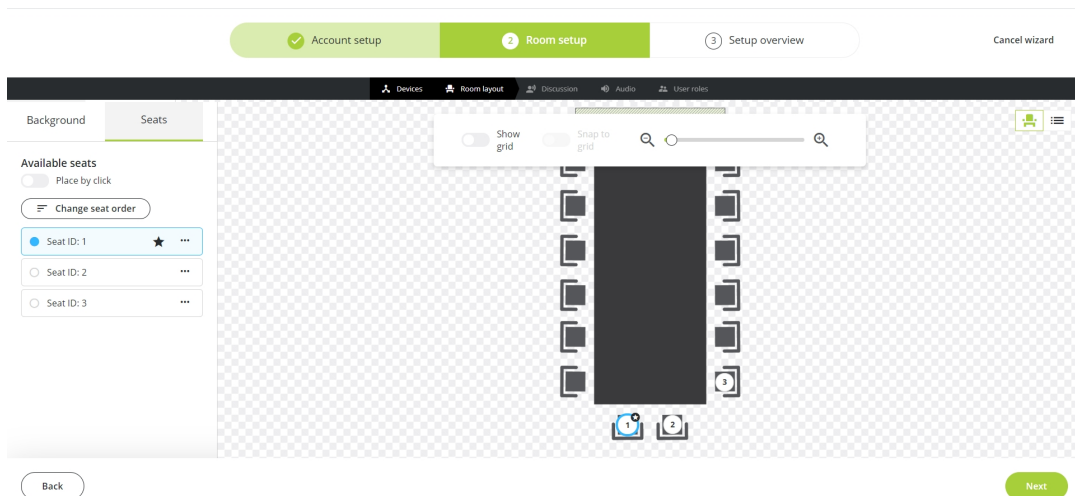
- > Upload a **background image** of your room with all its seats
- > Change the **background color**



On the **Seats** tab, you can assign the seats to a specific place on the background image or change some of the seat settings. There are two views:



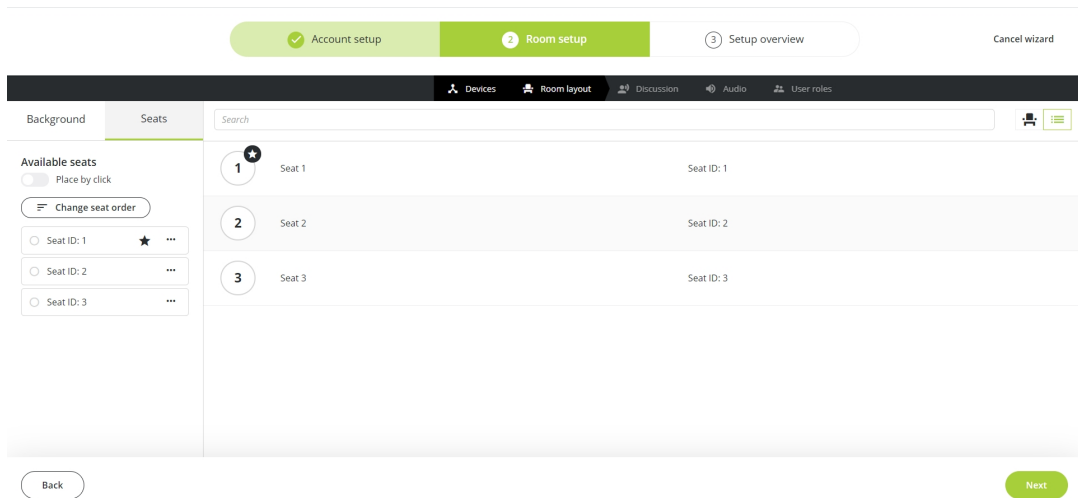
Seat view: shows the background image where you can position the seats on.



Assigning seats



List view: shows all available seats as a list.



You can also change the **priority** of the seat by clicking the More icon next to the seat in the left pane of the application.



For more information on Room Layout and all its functionalities see "Room Layout" on page 101

Interpretation (Not applicable for Confidea WAP G4)

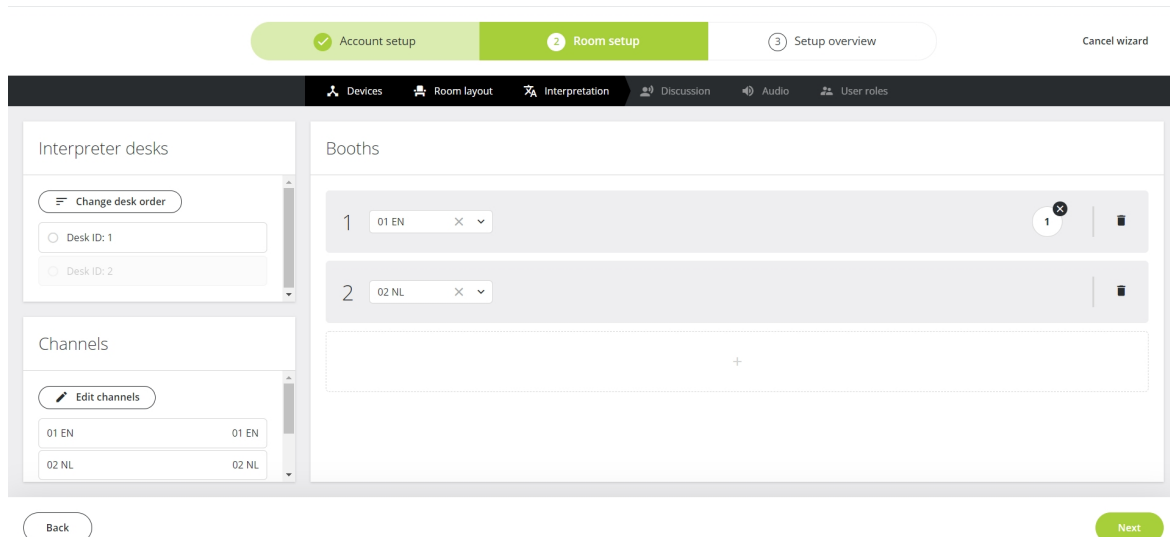


In the third tab of the Room Setup step, you can configure the interpreter booths and language channels.

The **Interpreter desks widget** shows the available Interpreter desks. You can add these to a booth by dragging and dropping them on the booth.




When you click **Change desk order**, you can manually change the order of the devices by pressing the microphone button of the devices inside the room.



The **Channels widget** shows all configured channels and you can manage these by clicking the button Edit channels.




In the **Booths widget** you can add and remove booths and assign Interpreter desks to the booth.


 For a detailed description of all Interpretation aspects, see "Interpretation " on page 62.

Discussion

In the **Discussion** part, you can set the different conference settings:

- › **Microphone mode:** this defines the method the microphone becomes active

Icon	Function	Description
	Direct speak	Delegates can activate their own microphone by pushing the microphone button.
	Request	In request mode, you do not automatically get the floor when you activate your microphone. First you have to request the floor.
	Group	Pressing the microphone button activates the microphone unless the maximum amount of open microphones is reached.

Icon	Function	Description
	Operator	With the operator, mode delegates cannot activate their own microphone (only deactivate it). The Chairperson can always activate microphones.

- › **Open microphones:** amount of microphones that can be active at the same time
- › **Microphone settings:** the color of the microphone LED when microphone is active, inactive or in request. The color assigned to a status is the circled color.

Microphone settings

Active			
Inactive			off
Request			



Hover over the information icon to see a short description of each microphone mode.

Account setup **Room setup** Setup overview Cancel wizard

Wireless Devices Room layout Discussion Audio User roles

Microphone mode







Direct speak
 Request
 Group
 Operator

- Allow delegates to cancel their request
- Allow delegates to switch off their microphone
- Next person to speak indication

Open microphones

1

Microphone settings

Active  
 Inactive   **off**
 Request  

Back Next



For a detailed description of all conference settings see "Discussion" on page 49.

Audio

On the Audio tab, you can set two different groups of audio settings:

- › **Volume:** volume of the headset and the speakers of the units
- › **Audio configuration:** select which audio configuration to use

The screenshot shows the 'Audio' configuration screen within a setup wizard. At the top, there are three progress indicators: 'Account setup' (checked), 'Room setup' (active), and 'Setup overview'. Below this is a navigation bar with icons for 'Wireless', 'Devices', 'Room layout', 'Discussion', 'Audio' (selected), and 'User roles'. The main content area is split into two panels. The left panel, titled 'Volume', contains two sliders: 'Headset volume' set to 0 dB and 'Speaker volume' set to -14 dB. The right panel, titled 'Audio configuration', features a dropdown menu set to 'Normal routing'. Below the dropdown, a text box states: 'Incoming audio from microphone, auxiliary inputs 1, 2 & 3 and Dante input channel 1 is routed by default to the unit speakers, auxiliary outputs 1, 2 & 3 and Dante output channel 1.' A diagram below shows a grid of connections between 'Floor IN', 'AUX IN', and 'Dante IN' on the left and 'Floor OUT', 'AUX OUT', and 'Dante OUT' on the right. At the bottom of the screen are 'Back' and 'Next' buttons.



For a detailed description of all audio settings, see "Audio Settings" on page 66.

User Roles

The last step of the Room setup is the configuration of the different user roles. On this page, you can select which actions are available and unavailable for each of the roles in Confero 360. You can also **inactivate user roles** by unselecting the check box under the role name.

Cancel wizard

Account setup
2 Room setup
Setup overview

Wireless
Devices
Room layout
Discussion
Audio
User roles

	<input checked="" type="checkbox"/> Operator	<input checked="" type="checkbox"/> Chairperson	<input checked="" type="checkbox"/> Signage	Technician
Password <small>Gives the user the permission to choose a password for his dashboard.</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Room layout <small>RECOMMENDED</small> <small>Interactive map of who is sitting where. Gives context to the user.</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Speaker list <small>Allows the user to manage the speaker list.</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Request list <small>Allows the user to manage the request list.</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Recording <small>Gives the user the possibility to record the meeting.</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Voting <small>Enables ad-hoc voting.</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Audio settings <small>Allows the user to change the audio settings.</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Discussion settings <small>Allows the user to change the discussion settings.</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		



Back
Next

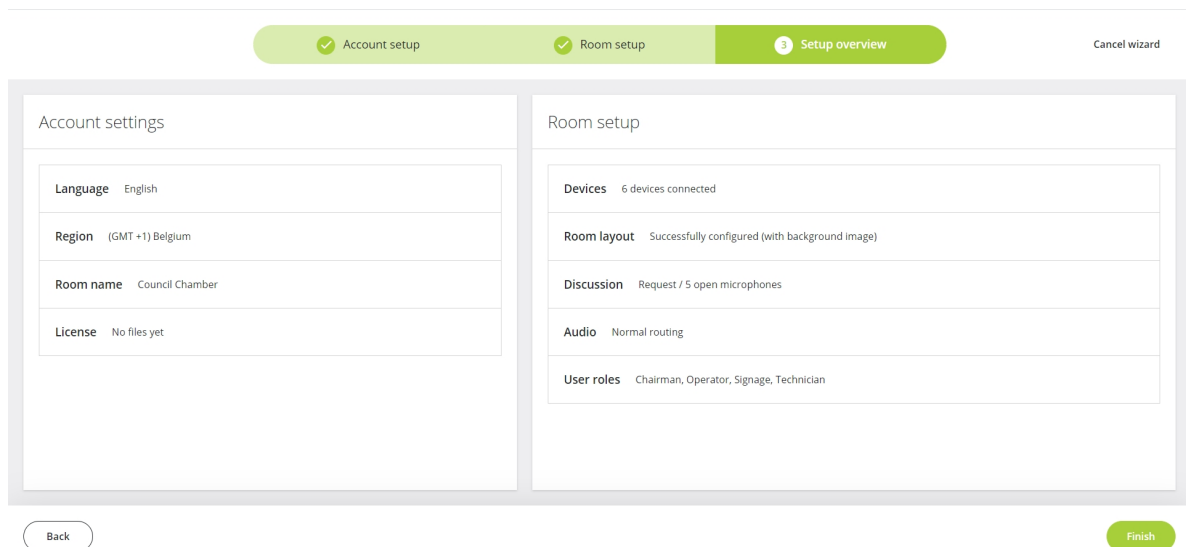


For a detailed description of all user role settings, see "Role Management" on page 99.

SETUP OVERVIEW

In the last step of the Setup wizard, you see an overview of all configured settings.

- › The **left** side shows all general Account settings such as the language and the region, as well as the active license and the room name, but also the country selection if applicable.
- › The right side shows a summary of all configured **Room Setup** settings:
 - ›  Wireless
 - › Pairing mode
 - › Devices
 - › Room layout
 - ›  Interpretation
 - › Discussion
 - › Audio
 - › User roles



The screenshot displays the 'Setup overview' step of a wizard. At the top, a progress bar shows three steps: 'Account setup' (checked), 'Room setup' (checked), and 'Setup overview' (active, highlighted in green). A 'Cancel wizard' link is visible on the right. The main content is split into two columns: 'Account settings' and 'Room setup'.

Account settings	
Language	English
Region	(GMT +1) Belgium
Room name	Council Chamber
License	No files yet

Room setup	
Devices	6 devices connected
Room layout	Successfully configured (with background image)
Discussion	Request / 5 open microphones
Audio	Normal routing
User roles	Chairman, Operator, Signage, Technician

At the bottom, there are 'Back' and 'Finish' buttons.

Click **Finish** to end the Setup wizard. Your system is now ready to be used.

TECHNICIAN

This chapter describes all features that someone with a Technician role can configure. This role has the most options and can access all settings.

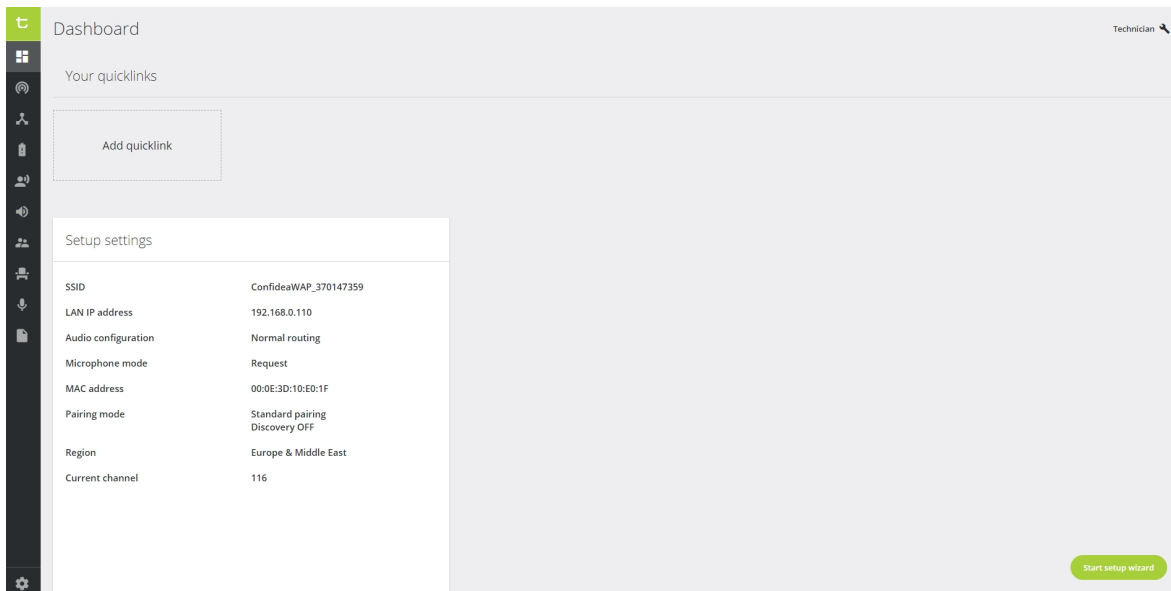
TECHNICIAN DASHBOARD

The dashboard is the landing page of the Technician role. It gives the Technician an overview of the system and quick access to the settings he frequently needs. It is also the place where you can start the Setup wizard (see "Quick Start Guide" on page 11) by clicking **Start setup wizard**.

Dashboard Description

There are two parts on the dashboard:

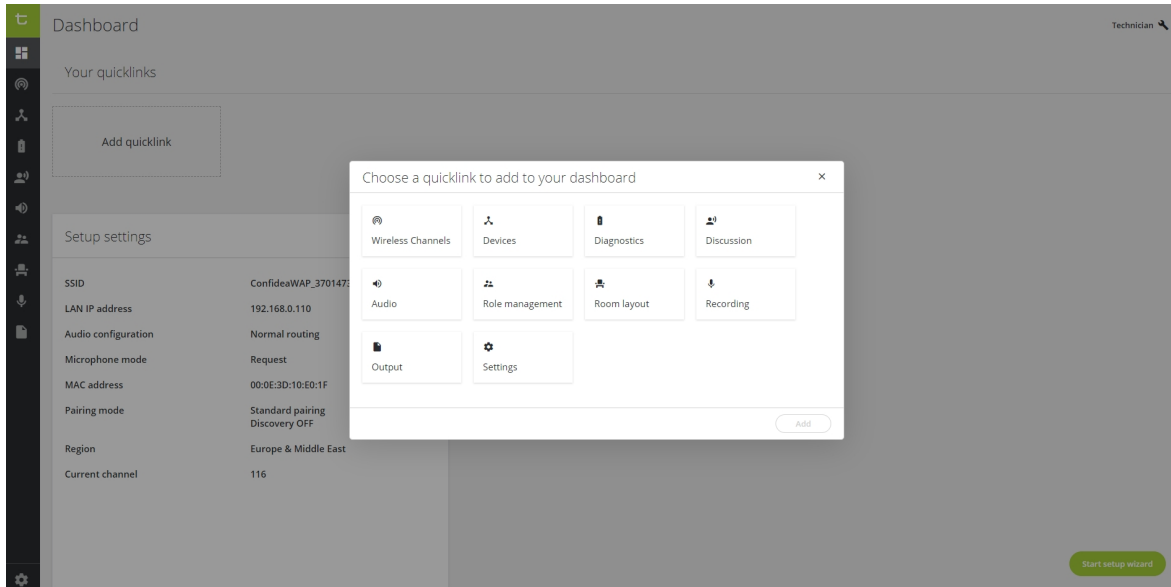
- › **Your Quicklinks:** the Technician can add the menu items he uses the most here.
- › **Setup Settings:** gives a short summary of the system setup settings.



Manage Quicklinks on the Dashboard

To add a quicklink to the dashboard:

1. Click **Add quicklink**.
2. The quicklink window opens, select the item you want to add.
3. Click **Add**.



To **remove** an item from the quicklink list, click the **cross** ✕ in the upper right corner of the quicklink item.

WIRELESS CHANNELS

To access the **Wireless Channels** menu, click  in the left side bar. The following page opens:

The Wireless Channels page gives an overview of all available channels for the country you are in.

When buying a device, you have to do so for a specific region. It is neither possible nor allowed to buy a device from another region, which also means that you cannot change the region of the device you have bought. Every region has rules on which RF channels a system can operate. You selected your country within a region to optimize the available frequencies for your country at the beginning in the **Startup Wizard**. The exception to this rule are the North America and JPN regions. By selecting a specific country, the device is also in compliance with the legal requirements of that country.

Visualizing the Frequencies

There are two ways of visualizing the frequencies:

- > Tile form
- > List form

Figure 1-1

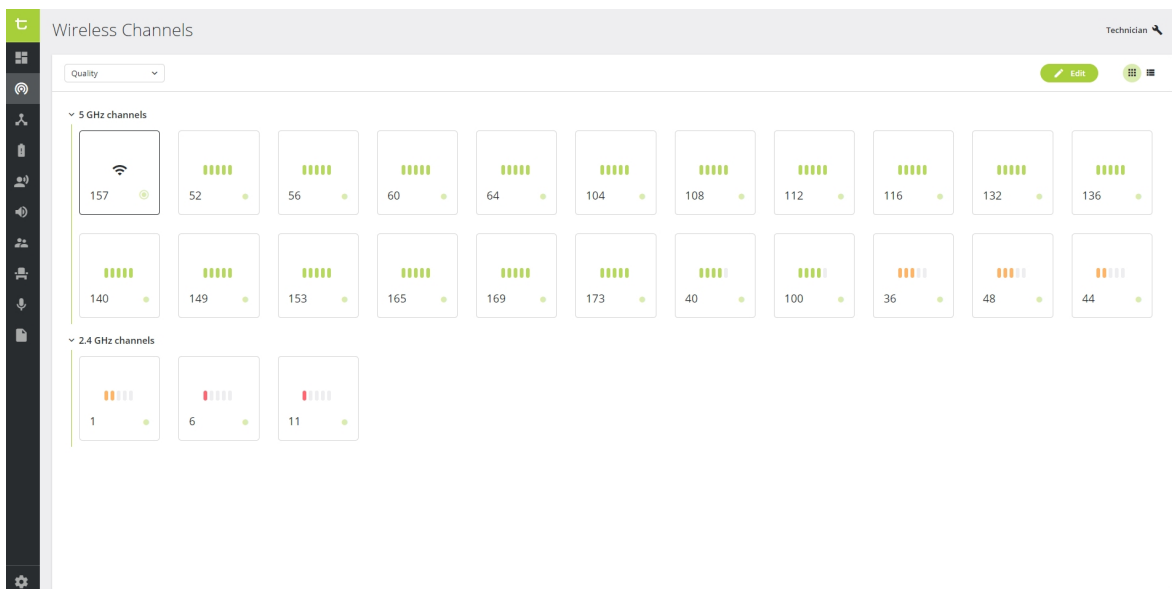


Figure 1-2 Overview of the Wireless channels page in tile form

Channel	Quality	Center frequency
108 DFS	📶	5540 MHz
52 DFS	📶	5260 MHz
64 DFS	📶	5320 MHz
100 DFS	📶	5300 MHz
116 DFS	📶	5380 MHz
132 DFS	📶	5660 MHz
136 DFS	📶	5680 MHz
140 DFS	📶	5700 MHz
153	📶	5765 MHz
157	📶	5785 MHz
169	📶	5845 MHz
56 DFS	📶	5280 MHz
60 DFS	📶	5300 MHz

Figure 1-3 Overview of the Wireless channels page in list form

By default, the channels are ordered according to **quality**. You can also change this to "**All channels**" so that the channels are in numerical order, from the channel with the lowest number to the channel with the highest number.

To change the order, select the drop-down menu in the top left corner of the page, and select the option you prefer.

Next to some channels, you will see **DFS**. DFS (Dynamic Frequency Selection) channels can be used by radar. When a DFS channel is in use by radar, it is forbidden to broadcast on it. But when the DFS channel is not in use, you are allowed to broadcast on it. Because they can sometimes not be used, at least one non-DFS channel should be available at all times.



For the tile view, DFS only appears next to the channel when you press the Edit button.


Connection Quality

When choosing a channel to broadcast on, it is recommended to look at how high the chance is at a connection of higher quality. This is indicated by the following icons, ordered from best to worst quality:



It is possible to select a channel that can be used by the system - in which case it is recommended to choose one with four or five green-coloured lines to ensure the best chance of a high-quality connection. However, **the system will choose autonomously a good quality channel amongst the selected channels.**

When a radar is detected on a DFS channel, the icons will be completely gray to indicate that you cannot use it.

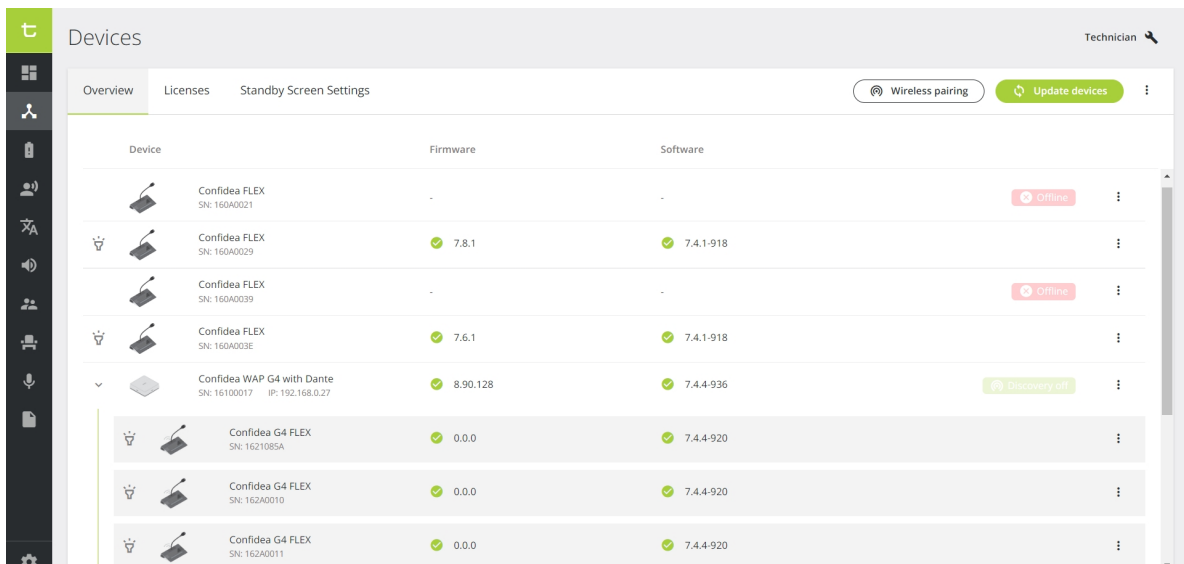
The channel with which you are connected is indicated by this icon: . This also indicates how strong the connection quality is of the current channel you are operating.

















DEVICES

To access Devices, click the  icon in the side menu.

The Devices page has three tabs:


- **Overview:** gives an overview of all devices detected by the system.
- **Licenses:** place where you can manage all device-specific licenses such as the licenses on the Confidea FLEX.
- **Standby Screen Settings:** place where you can upload, edit and remove the standby image of the units.



Device	Firmware	Software	
 Confidea FLEX SN: 160A0021	-	-	 Offline
  Confidea FLEX SN: 160A0029	✔ 7.8.1	✔ 7.4.1-918	⋮
 Confidea FLEX SN: 160A0039	-	-	 Offline
  Confidea FLEX SN: 160A003E	✔ 7.6.1	✔ 7.4.1-918	⋮
 Confidea WAP G4 with Dante SN: 16100017 IP: 192.168.0.27	✔ 8.90.128	✔ 7.4.4-936	 Discovery off
  Confidea G4 FLEX SN: 1621085A	✔ 0.0.0	✔ 7.4.4-920	⋮
  Confidea G4 FLEX SN: 162A0010	✔ 0.0.0	✔ 7.4.4-920	⋮
  Confidea G4 FLEX SN: 162A0011	✔ 0.0.0	✔ 7.4.4-920	⋮

Overview

The Overview page shows all the devices detected in your Plexus network. Per device, you can see the following information or perform these actions:

-  **Wireless pairing:** click the icon to open the wireless pairing window. In this window, you can configure the Discovery mode in Standard pairing. For more detailed information on

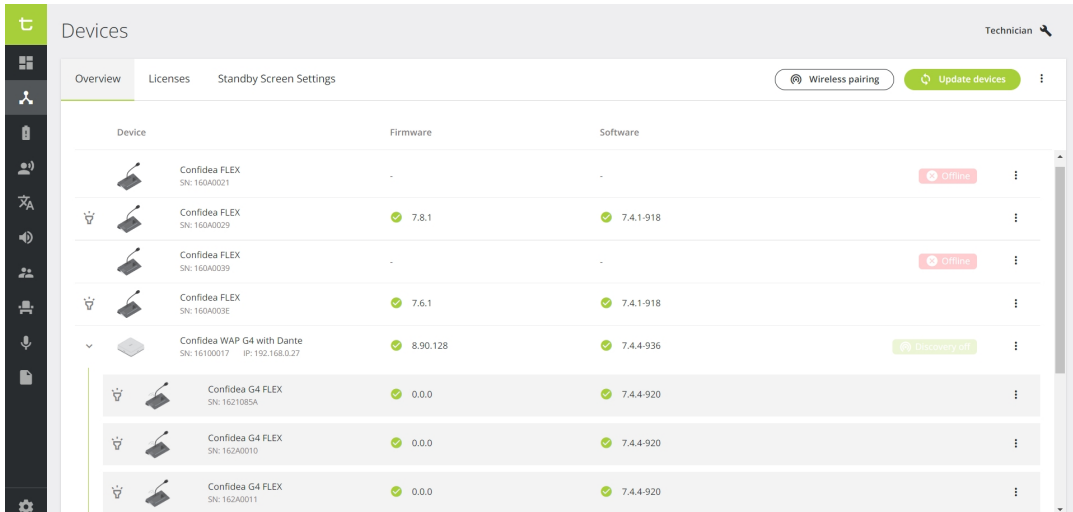
- › wireless pairing, please refer to the topic "Plixus Coupling And Pairing" on page 43.



- ›



Highlight a device: click the icon to highlight the device in the setup. The microphone LED of the unit lights up so that you can see which device it is inside your room.



- › Small isometric image of the device with device type and serial number.
- › Clickable IP address of the access point (in coupled mode).
- › Firmware and software version: shows the version installed on the device

- ›



More icon: click this icon to view more options:

- › **Replace device**: when a device is defective, you can easily change it for a different functional one. First remove the faulty device from the setup, then click the **Replace** button, enter the serial number, and press **Replace**. Now add the new unit to your network. It doesn't need to be in the same location as the defective unit (branch/loop).

> > Replace device ×



Lingua ID
SN: 142216EF

Add new device

142

Enter serial number

Cancel

Replace



You can find the serial number of the unit on the bottom of the device. It is best to check that you are replacing the correct unit by checking the serial number of the faulty device and the one listed in Confero 360.



UPDATE DEVICES

On the Devices page, there is also an option to update your devices. Click the **Update devices** button in the upper right corner and upload the correct .TUF file. Click **Update**.

Update devices ×

To update your devices, first attach your .tuf update file in the upload field below.

.TUF file *

Upload or drop your file here
(.tuf)

Cancel

Update



It is not recommended to update the system when a meeting is ongoing. In case you try to update the system during a meeting, a warning message will be displayed.

WIRELESS PAIRING

For more information about coupling and pairing, please refer to the "Plixus Coupling And Pairing" on page 43 section in the manual.

Licenses

On the second tab of the Devices menu, you can find the device **licenses**. This page shows an overview of all possible licenses you can activate on the devices. The Licenses page shows the same device information as the Devices page (serial number, device type, replace functionality).

You can **activate** licenses by selecting the check box next to the **header**. This activates this license on all devices. You can also activate licenses on **individual** devices by selecting the check boxes next to the device.


Device	<input type="checkbox"/> Voting (1/4)	<input type="checkbox"/> Identification (1/4)	<input type="checkbox"/> Dual use (4/4)
Confidea G4 FLEX SN: 16200000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confidea G4 FLEX SN: 16200000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confidea G4 FLEX SN: 16200007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confidea WAP G4 SN: 1619001F	-	-	-

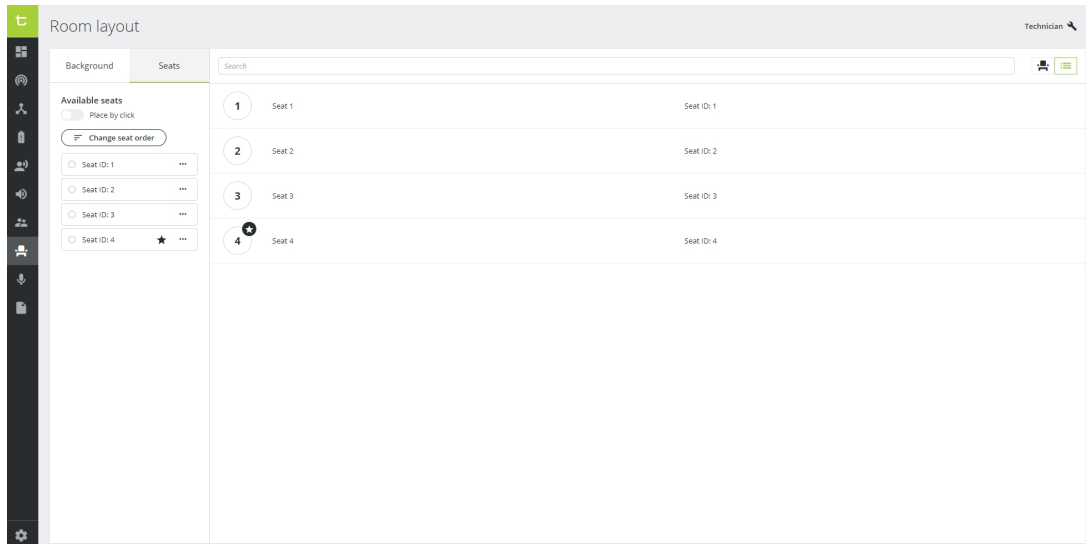
Manage Licenses on the Physical Units

It is possible to activate licenses directly on the physical units.

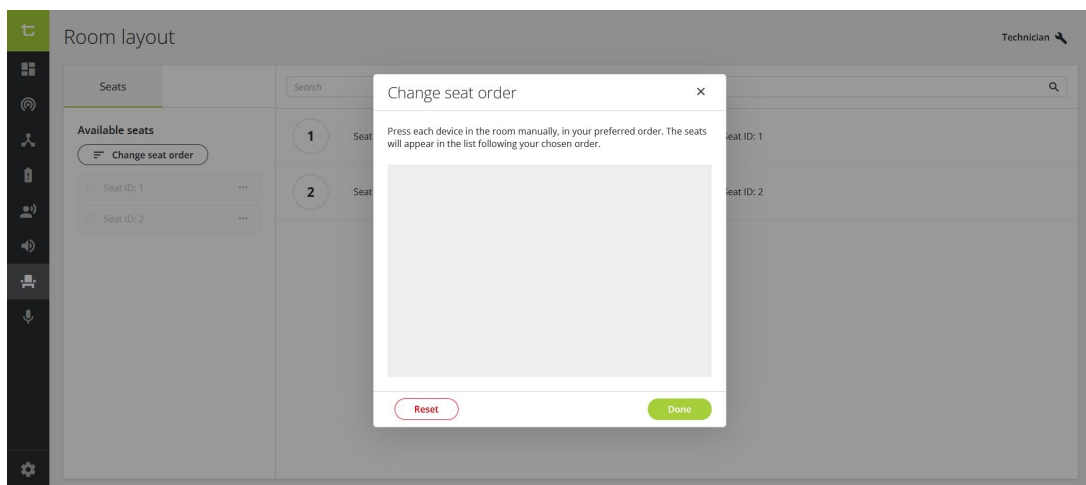


Note that the Congfidea GO unit only offers the dual use license. It cannot be activated on the unit itself and has to be activated in the software (see previous section).

1. Click the Room Layout icon  in the menu on the left and select the Seats tab.



2. Click on **Change seats order**.



3. All units now show the License screen.
4. Press the **microphone button** to initialize the unit, this activates the license screen.
 - Blue buttons: the license is active (1),
 - Grey buttons: the license is inactive (2).

Per license, you can see the number of remaining licenses (3).



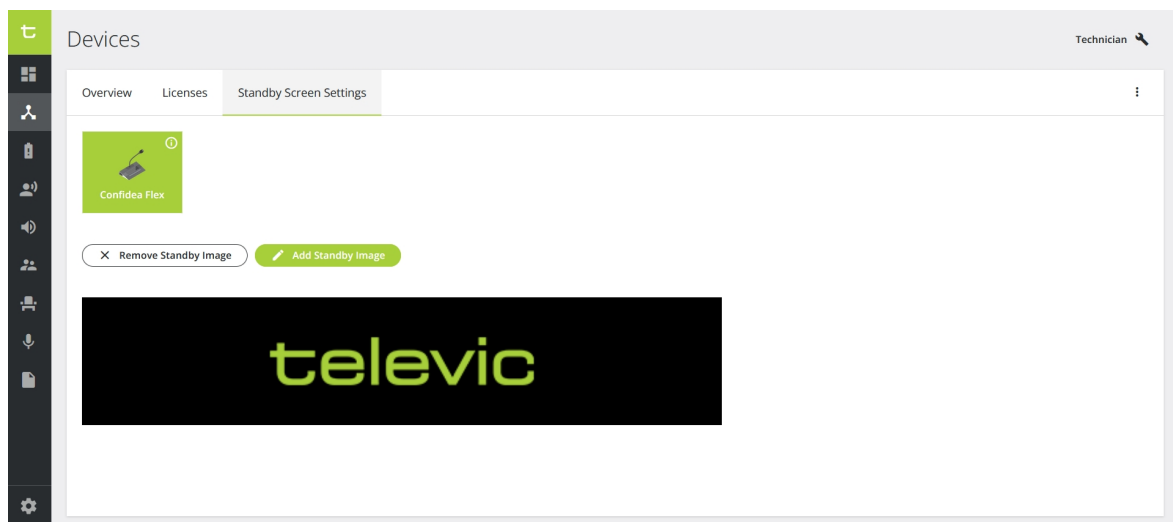
5. Press the license button of your choice to activate or deactivate a license.

Standby Screen Settings

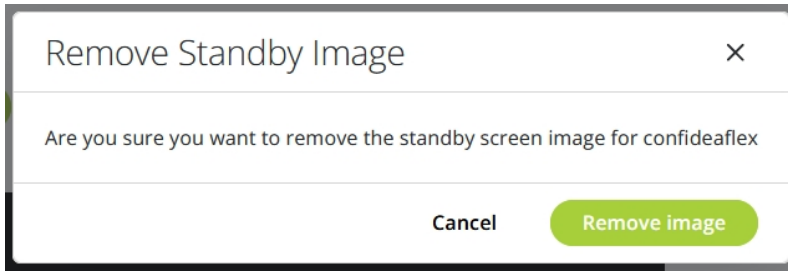


The Confidea GO units do not have a standby screen.

On the third tab of the Devices menu, you can find the settings for the standby screen on your device. This page shows the image that appears on the screen of your device when no actions such as voting are required. If you have several types of devices, you can pick for which device the image is applicable.



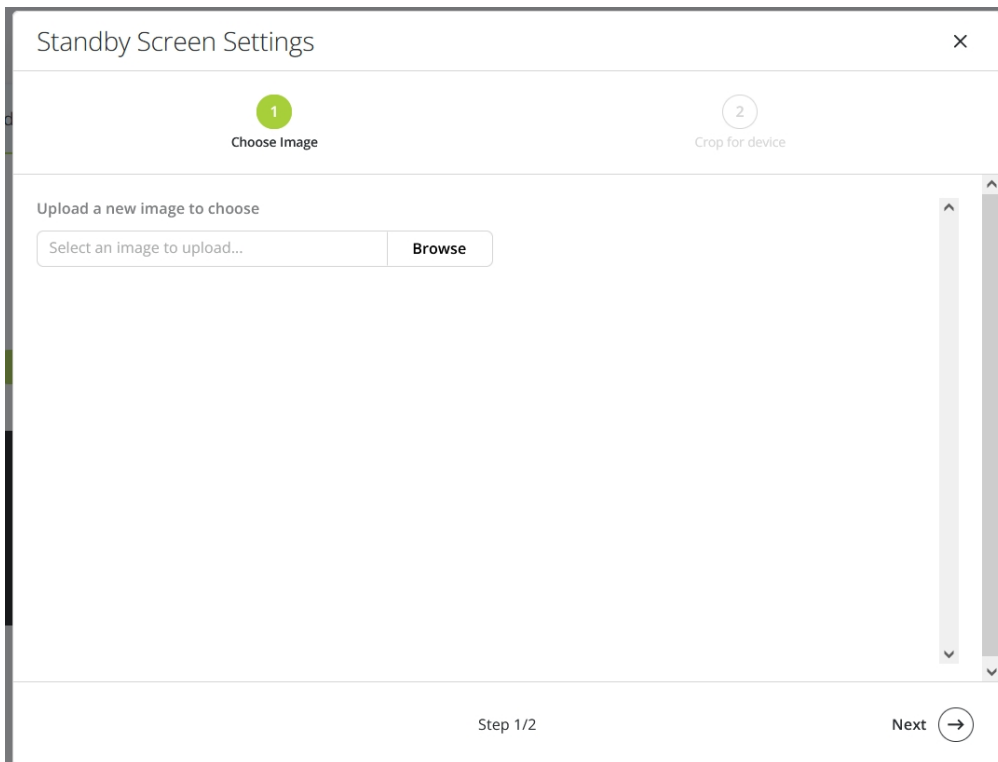
If an image is already installed, you can remove it by clicking on **Remove Standby Image**. The **Remove Standby Image** window opens. Click on **Remove image** to delete it.



You can also change the current image by clicking on the **Add Standby Image** button and following the steps on screen.

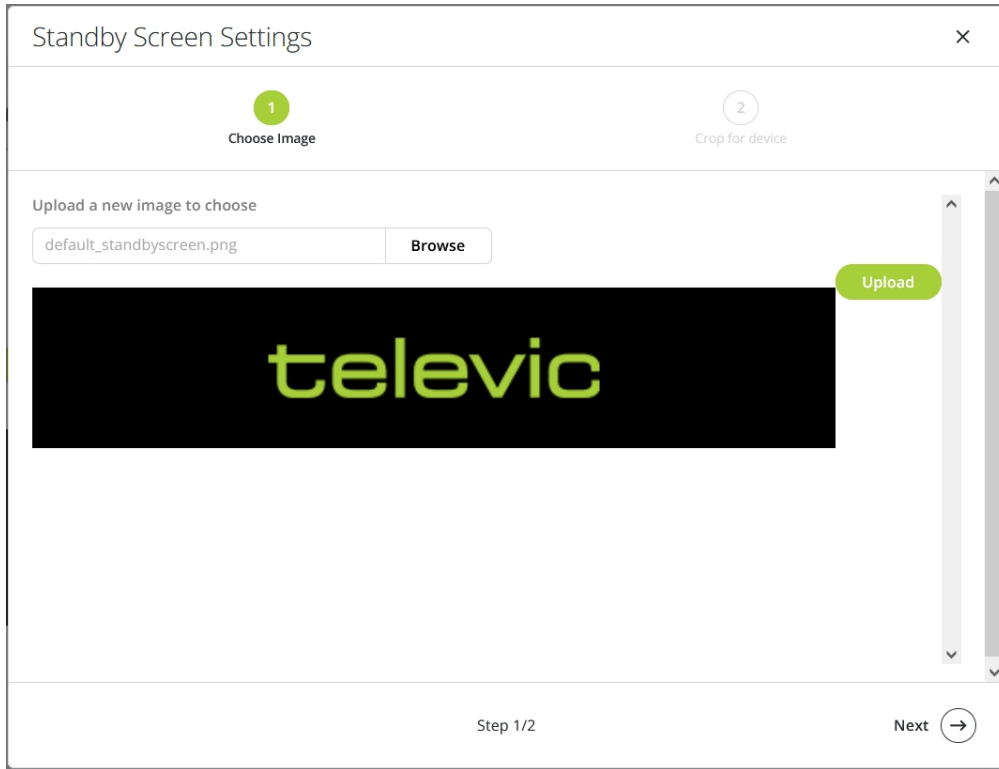
STEP 1: UPLOAD IMAGE

Click on **Browse**. The file explorer window opens, and you can select the image you want. Then click the **Next** button

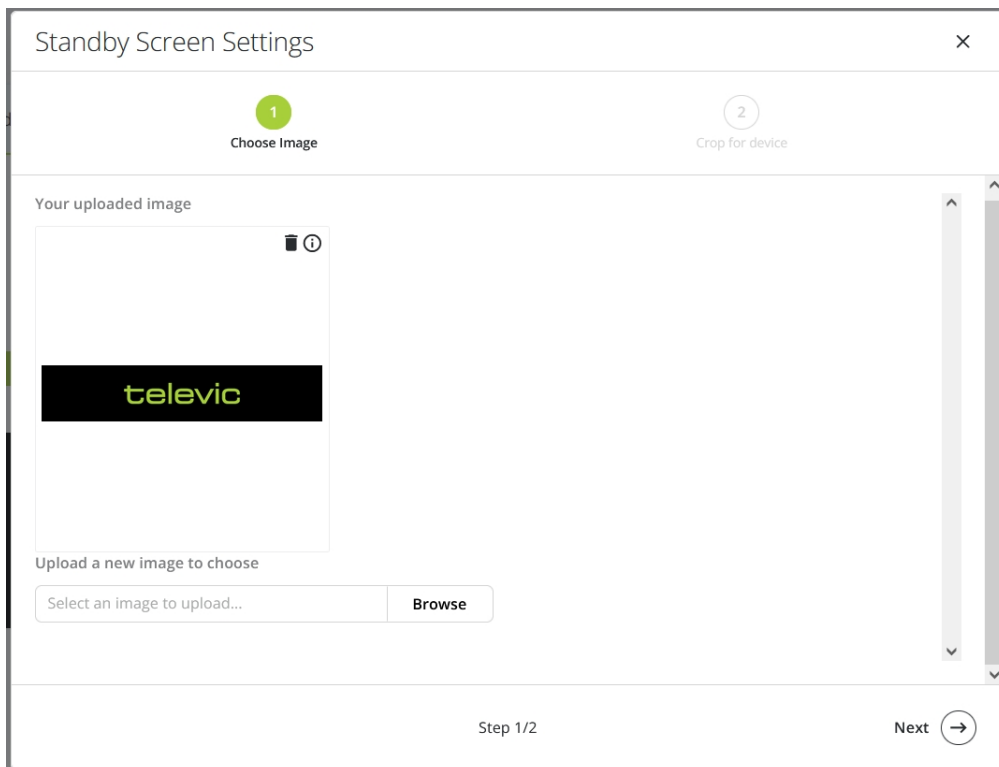


STEP 2: UPLOAD THE IMAGE

Once the image shows on the page, click on the **Upload** button to confirm.



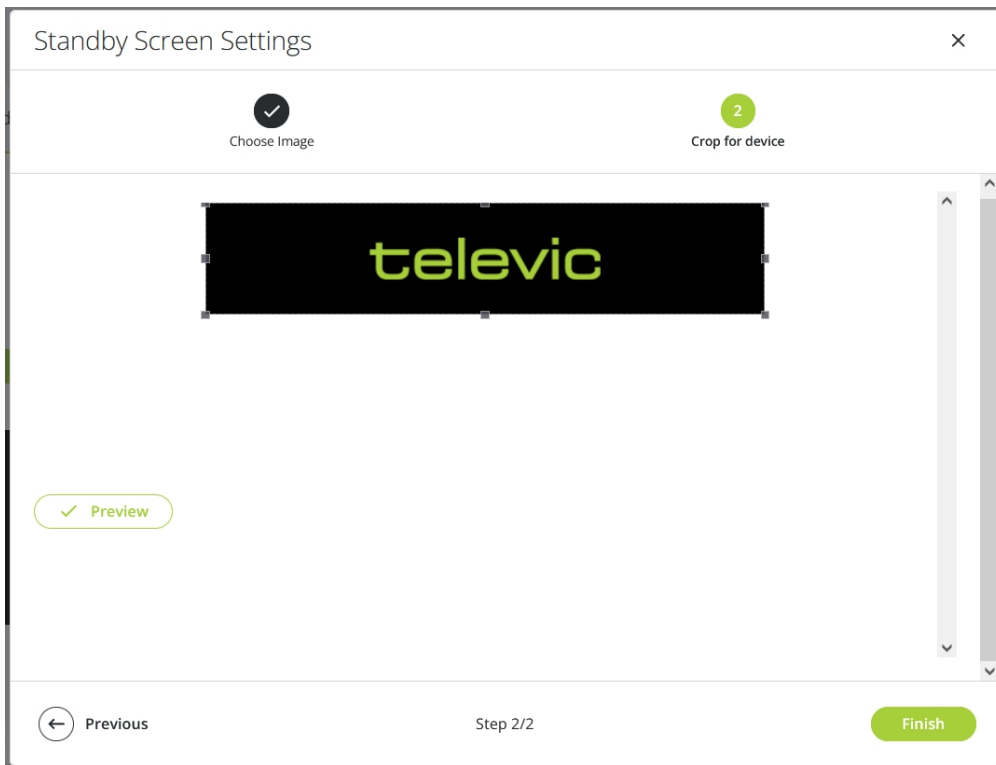
The image is uploaded. Then click on **Next**.



STEP 3: CROP FOR DEVICES

After you have uploaded the image, you need to make sure that it fits the screen of the device. If your image is larger than the screen, you can drag and release the image cropper to select which part of the image you want on the screen.

Click the **Save** button to save your changes. A small pop-up window appears in the right-hand corner to confirm you have successfully uploaded the image. Click the Preview button to check the rendering, then click the **Finish** button to confirm. The standby image is now updated.



PLIXUS COUPLING AND PAIRING



For more information on the installation of the WCAPs and WAPs in the Plixus network, see the Plixus user guide.



Plixus coupling is only available for the Technician user role.

General Information

It is possible to combine wired and wireless units in a Plixus network by adding one or more Confidea G3 WCAPs and Confidea G4 WAPs connected via 100 Mbps Ethernet cables.

It is not necessary to have multiple WAP/WCAPs actively connected together in one network.



WAP G4 devices only work in 100 Mbps-powered Plixus mode. All devices in the same branch/loop should also be 100 Mbps.

COUPLED / UNCOUPLED MODE

An access point in the network can be in coupled or uncoupled mode. The **coupling can be enabled or disabled** from the web interface (see section below [Coupling / Uncoupling an Access Point](#)).



When the Central Unit detects a device that was already known, the last known settings for this specific device will be automatically selected.



Note that **AUX IN, AUX OUT, Dante IN and Dante OUT** of the access points will **not** be **available** when in coupled mode.

NEIGHBOURS

In the network, an access point has two types of neighbours: the other access points in the Plixus neighbours, as well as the connected delegate units.

However, a delegate unit has only one type of neighbour: access point to which it is connected.



Setting up of a large network with G4 wireless devices could be slow as a lot of information need to be broadcasted to the units (meeting information, delegate information, etc.) and the wireless broadcast bandwidth will be restricted.

Coupling / Uncoupling an Access Point

Go to the **Devices** page and select the **Overview** tab. You can see which access points are known by the Central Unit, as well as their coupling state ('Coupled' or 'Uncoupled'). You can also change the state of these devices by clicking on the **More** icon and selecting either **Couple** or **Uncouple**. If the device was already known, the system will use the last known settings of this device.

Device	Firmware	Software	State
Confidea FLEX SN: 160A0021	7.8.1	7.4.1-918	Coupled
Confidea FLEX SN: 160A0029	7.8.1	7.4.1-918	Coupled
Confidea FLEX SN: 160A0039	7.8.1	7.4.1-918	Coupled
Confidea FLEX SN: 160A003E	7.6.1	7.4.1-918	Coupled
Confidea WAP G4 with Dante SN: 16100017 IP: 192.168.0.27	8.90.128	7.4.4-936	Uncoupled
Confidea G4 FLEX SN: 1621085A	0.0.0	7.4.4-920	Coupled
Confidea G4 FLEX SN: 162A0010	-	-	Offline
Confidea G4 FLEX SN: 162A0011	-	-	Offline

All access points, whether coupled or uncoupled, have a visible IP address displayed. When you click on the **IP address** in coupled mode, **providing you have a technician role**, you will have access to the following three pages only:

- › **Dashboard** with limited functionalities,
- › **Settings** that must be done locally in the WAP LAN and not on the Central Unit,
- › **Wireless Channels** that must also be set locally.



Keep in mind that device updates need to be done in standalone mode. They cannot be implemented via the Central Unit.



In coupled mode, the date and time of the Central Unit will be applied to the access points and associated delegate units.



In coupled mode, the standby screen of all units will be saved, but the standby screen of the Central Unit will be applied and will be the same on every unit of the network.


Pairing



Wired and wireless pairing are only available for the Technician user role.

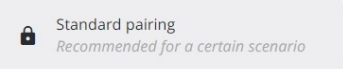


PAIRING MODE


The pairing mode is the same for all connected access points, wired and wireless.

Go to the **Devices** page. On the **Overview** page, click the  **Wireless pairing** button. The Wireless pairing dialog box opens.

In the **Select access point** column, you can see all the access points that are in coupled mode. Click on the WAP or WCAP of your choice to see all the devices associated with it (if any) in the **Device list** column.

Wireless pairing

1. Select pairing mode	2. Select access point	3. Device list
 <p>Standard pairing <i>Recommended for a certain scenario</i></p>	 <p>wap4 SN: 16100017</p> <p>Discovery</p>	 <p>Confidea G4 FLEX SN: 1620022A</p> <p>Confidea G4 FLEX SN: 162A0031</p>




STEP 1: PAIRING MODE

In this column, you can see how the access point detects the wireless units. There is only one authentication mode: **Standard pairing**.

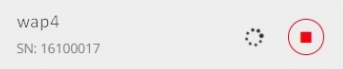
STEP 2: SWITCH ON / OFF THE DISCOVERY MODE

After choosing **Standard pairing**, you can switch on/off the **Discovery** for every access point, one by

one. Switch on the **Discovery** mode by clicking on the  button, or switch it off

it by clicking on .

Wireless pairing

1. Select pairing mode	2. Select access point	3. Device list
 <p>Standard pairing <i>Recommended for a certain scenario</i></p>	 <p>wap4 SN: 16100017</p> <p>Discovery</p>	 <p>Confidea G4 FLEX SN: 1621085A</p> <p>Confidea G4 FLEX SN: 162A0010</p> <p>Confidea G4 FLEX SN: 162A0011</p>



When the **Discovery** is ON, every Confidea WAP G4 unit that requests access, is connected. When the **Discovery** is OFF, only the units from the **Device list** can connect. This is the **recommended setting**.

Besides, when the **Discovery** has been **switch on for one of the access points**, it should be **switched off for the other access points**.



Switching on the Discovery mode is not recommended when you have multiple access points because you cannot know to which one the wireless units will try to connect.


Pairing Button

Alternatively on the WAP G4, you can also use the physical pairing button on top of the WAP to switch **Discovery** on or off:

- › By shortly pressing the button, you switch on/off the Discovery mode.
- › By pressing the button for more than 2 seconds, the list with known wireless units is deleted and the Discovery mode is switched on for this access point.


STEP 3: DEVICES

The **Device list** is created by automatically saving all the units that have connected with Confero 360

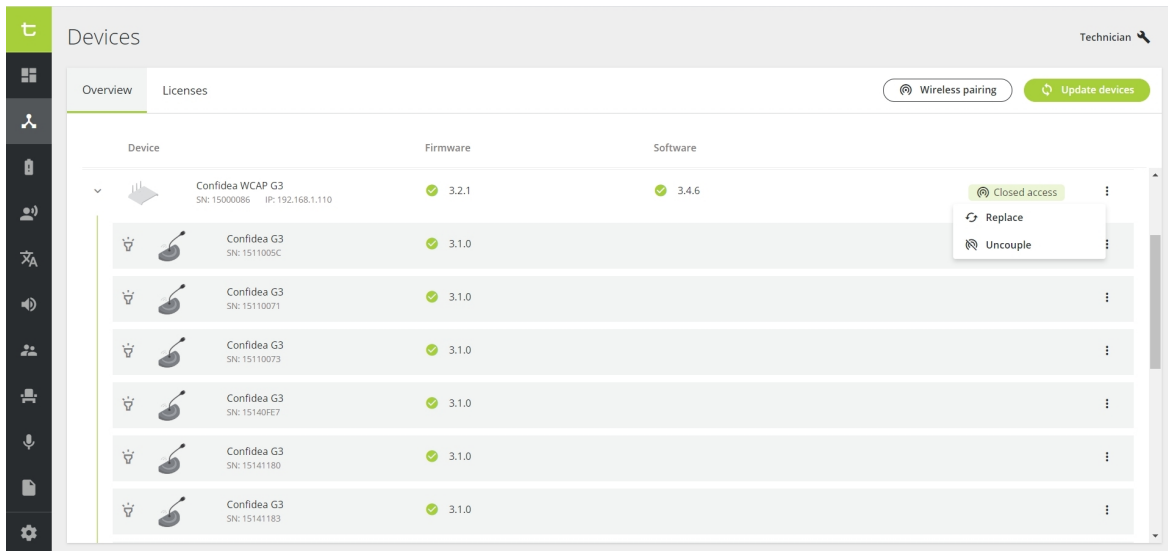
when the **Discovery** mode was switched on. You can delete units from the list by clicking  for each unit individually, or select **Clear all** to delete all units.

Click **Finish** to end the pairing process.


View Wireless Devices in Confero 360

On the **Overview** page, you can see the access points and the connected wireless units. Per access point, you can see the **authentication method**. If you click the more icon  next to the wireless unit,

you can uncouple the device from the access point by clicking  **Uncouple**.



Delete / Turn Off Devices

On the **Devices** pages, you can also delete the devices that are connected to the access point. If you click on the more icon  in the top right corner next to **Update devices**, you can choose to either delete offline devices from the list or simply turn off all the units.

It is also possible for the Operator/Chairperson to turn off all G4 units on the [Dashboard](#) page.


Diagnostics

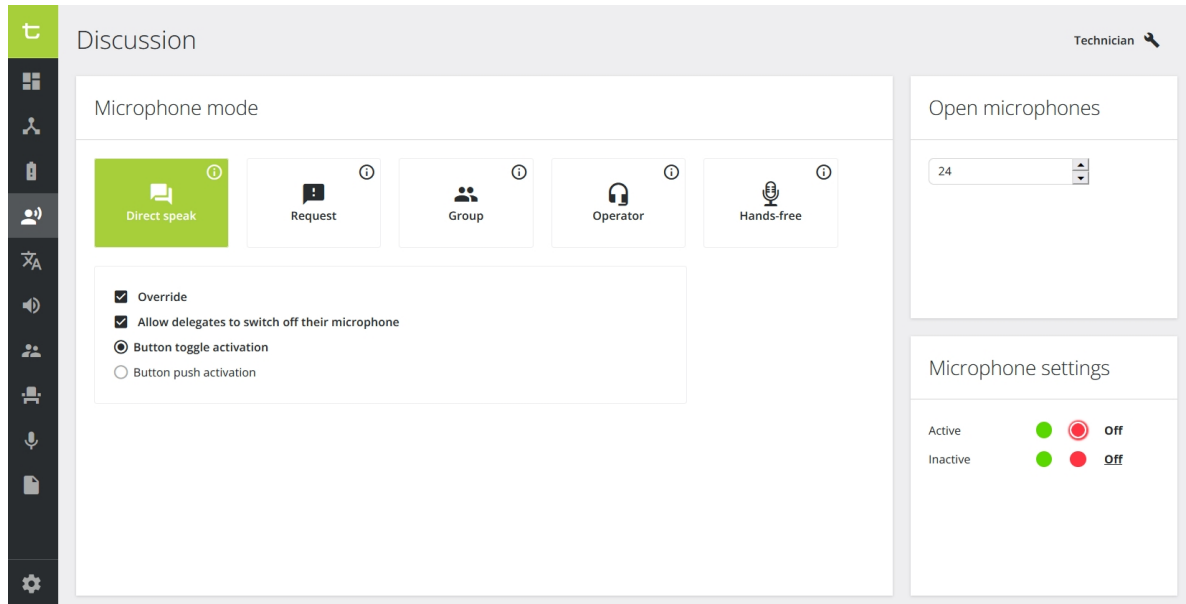
In coupled mode, the diagnostics of both access points and delegate units are only visible in the Central Unit.

In uncoupled mode, only the diagnostics of the access points are visible in the Central Unit. The delegate units will appear as offline.

Refer to the [Diagnostics](#) section for more information.

DISCUSSION

In the **Discussion** menu, you can configure some general conference settings such as the **microphone mode** and the **maximum amount of open microphones**. To access this page, click the Discussion icon  in the menu on the left.



Microphone Mode

Different microphone modes are available and, depending on the mode, you can configure additional settings. This is only applicable to a microphone with a delegate priority. For more info on how to change the priority, go to "Room Layout" on page 101.

DIRECT SPEAK

With direct speak, the delegates can activate their own microphone by pushing the microphone button. The following additional settings are available:



> **Override**

- > **Not-selected:** the microphone will not become active when the maximum number of open microphones is reached and you press the microphone button. Another active microphone must switch off first. Deactivation is possible by the delegate, via the operator page, through the chairperson using the API.

GROUP MODE

The Group mode is a semi-automatic mode for standalone conferences where less protocol has to be followed and no operator is available. Pressing the microphone button activates the microphone, unless the maximum amount of open microphones is reached. In this case, the microphone will be put in the request list. When another microphone becomes inactive, the first unit in the request list will become active.



When the chairperson presses their priority button , they deactivate all active delegate microphones, but the microphones in the request list do not automatically become active. If they want to continue, the chairperson or operator needs to press the 'Next-in-line' button .

This mode has 3 activation types: **Button toggle activation**, **Button push activation** and **Voice activation**.

- › **Button toggle activation:** press the microphone button once to activate the microphone or to put it in the request list.
- › **Button push activation:** keep microphone button pressed to activate the microphone or to put it in the request list.
- › **Voice activation:** the microphones becomes active or is put in the request list when it detects sound above a defined threshold.
 - › **Threshold:** the system will monitor the ambient sound level and will activate the microphone when it is above the configured threshold value.
 - › **Hold time:** determines the number of seconds the microphone stays active after detecting the last sound above the threshold.

OPERATOR

In operator mode, the delegates **cannot activate** their own microphone. The microphones can only be activated using the operator/chairperson web page. The delegates can deactivate their microphone by pressing the microphone button.

HANDS-FREE MODE

This functionality is applicable for **Wired devices only**.

The hands-free mode functionality makes it possible to have **all microphones always open** without the participants having to push a button to speak.

With speech detection, the microphone will turn green or red on the unit (depending on how you defined the microphone settings, see section below) as soon as the person starts speaking. If there's a camera tracking system, it will get the notification that someone is speaking, and the camera will automatically focus on the speaker.

This mode is ideal for small to medium meetings of **up to 29 microphones**. In that case, besides the microphones being open, **gain sharing** and **automatic balancing system** will also be applied.

In case there are **more than 29 microphones** in the meeting room, the first 29 microphones will have the hands-free mode activated. On the other ones, the loudspeaker will be on, but the microphone will always be off.



If some seats have been initialized but not assigned, they will be taken into account when selecting the hands-free mode.

PUSH TO MUTE

When the checkbox **Push to mute** is activated, the **delegates** can push the microphone button on their unit to **mute/unmute themselves**:

- > When muted, the active color of the microphone will be flashing.
- > When unmuted, the active color of the microphone will be permanent.





If a delegate has been muted by a chairperson or an operator, they cannot unmute themselves.

Microphone Functions vIP/Chairperson

When a vIP/chairperson wants to activate their microphone, they can do so by pushing the microphone button.

When the maximum number of open VIP/chairperson microphones is reached, the first activated microphone will switch off when another VIP/chairperson presses its microphone button. Additionally, when a microphone is active, a VIP/chairperson can deactivate their microphone by pressing the microphone button.

A VIP/chairperson has two extra buttons that the delegate does not have:

- > **Next-in-line** : the VIP/chairperson can activate the next speaker in the request list.
- > **Priority** :
 - > **short press**: the VIP/chairperson can deactivate all active delegate microphones, but not other chairperson/VIP microphones.
 - > **long press**: the VIP/chairperson can temporarily deactivate all active delegate microphones, but not other chairperson/VIP microphones. When the button is released, the deactivated microphones become active again.

Open Microphones

With Plixus, you can set the number of open microphones between 1 and 24. This does not include the chairperson microphones. You can activate up to 8 additional chairperson microphones on top of the 24 delegate microphones.

For Confidea G4, the total number of possible open microphones is 8. You can set the number of open delegate microphones from 1 to 6. The number of open microphones for VIPs or chairpersons depends on the set number of delegate microphones. You take the number of open delegate microphones and subtract it from the maximum number of 8 microphones to know how many VIP/chairperson microphones are available

Microphone Settings

Change the LED color of an (in)active microphone or a microphone in request. By default the LED of an active microphone is red and for a microphone in request green.

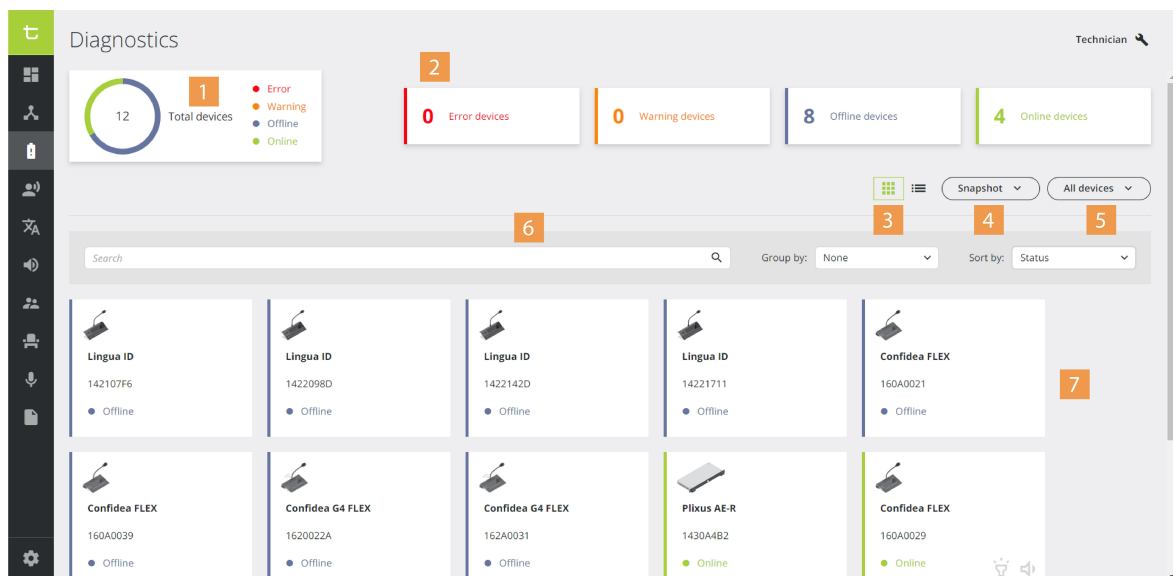
DIAGNOSTICS

On the Diagnostics page, you can find the tools to check the overall status of your system. They allow you to monitor and test your setup to identify faulty units, and helps you solve issues. To access Diagnostics,

click the  icon in the side menu.

Overview

On the Diagnostics page, you can perform different actions. The image below gives an overview of all possible actions. The sections that follow give a detailed description of how to use all these features.



1. Quick overview of the system status: shows a pie chart with the total amount of devices, including all central equipment such as the engine and the network extenders, and the amount of devices per device status.
2. Quick filters: click one or more of the filter buttons to show the devices with a specific status.
3. Change view: show the devices as tiles or as a list
4. Take a Snapshot of your system: creates and downloads a JSON file containing all system information on the moment you take the snapshot.

5. Highlight all devices: click this button to highlight all devices (those that support this feature).
This lights up the LED ring of the microphone and the LEDs next to the microphone button.
6. Search bar: use this function to search for devices, group by Loop/Branch or sort the devices.
7. Device list: shows all devices of the setup as a list or as tiles (depending on the view you selected).
For every device you can see:
 - a. The type of device
 - b. The serial number
 - c. The status
 - d. The battery level (if applicable)
 - e. The USB power (if applicable)
 - f. The total time remaining (if applicable)
 - g. The signal quality (if applicable)
 - h. Different actions such as Highlight or Test (only for devices that support this feature)

Specifics for List view

When you choose to visualize the devices in the list view, you will get a few more details that are not visible in the tile view.

- › Battery A status: percentage of battery life remaining for battery A.
- › Battery B status: percentage of battery life remaining for battery B.
- › Total time remaining: remaining battery life in hours or minutes.
- › Signal quality: connection quality of the units to the access point.


Filter

The Diagnostics application has different options for filtering out specific devices.

USING THE FILTER BUTTONS

On top of the application, there are four filter buttons available:



- › **Error devices:** the device is not functioning properly, for example it is stuck in golden mode.
- › **Warning devices:** the device has a warning, typically this is due to low battery (mostly seen in wireless units). Low battery will be indicated by a red warning sign  to show that you need to charge the battery.
- › **Offline devices:** the device has lost connection to the central unit
- › **Online devices:** fully operational device

Select one or more buttons to add the devices to your selection in the device overview section. Once you click a button, it becomes highlighted. Click the button again to remove the devices from the selection.

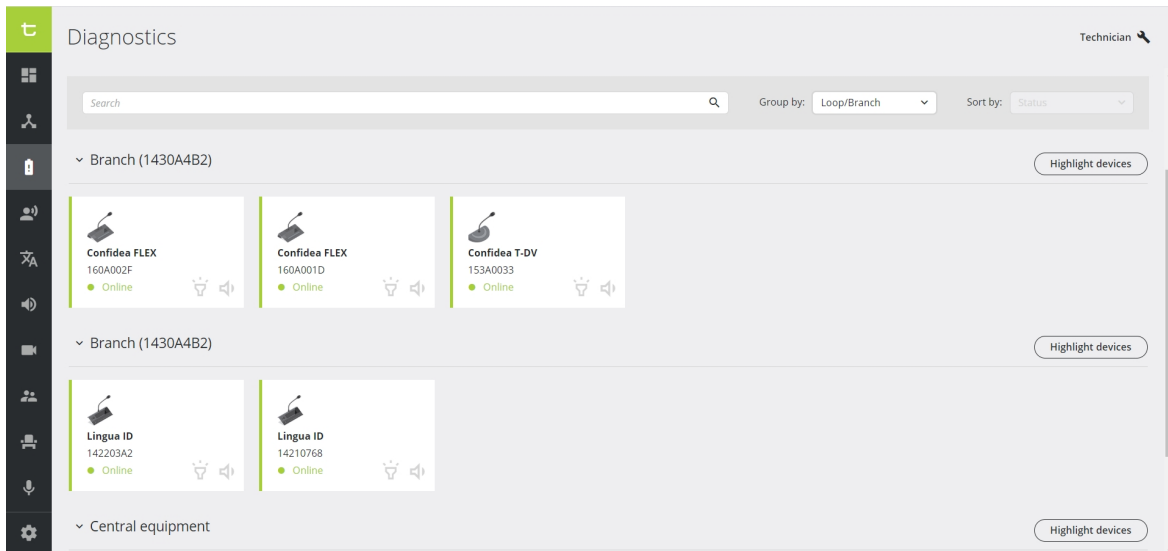
USING THE SEARCH FUNCTION

Use the search bar to find specific devices. You can use the device type or serial number to find specific devices. The search function works dynamically and the search result updates in real-time while you're typing.

Visualize Loops and Branches





In the Diagnostics application, you can **group devices** based on the **loop/branch** they belong to. With this option, you can see when a loop is broken because then the loop becomes a branch. To see the loops/branches, select **Loop/Branch** under **Group by** next to the search bar.

For every loop/branch, you can see the **serial number** of the device the **loop/branch starts/ends** in the **header** of the group. The **order** of the devices in the overview is the same as in the actual loop/branch present in the room. For a loop, this means that the first device in the list is directly connected to the first device in the group header, and the last device in the list is connected to the second device in the group header, as shown by the orange line.



View Device Details

When you click a device in the overview with all devices, a window pane appears on the right. This pane shows the following device information:

- > Firmware version (golden) 
- > Firmware version 
- > Software version
- > Boot status
- > Device status
- > Battery statuses 
- > Signal quality 
- > Option to highlight and test the device (only for devices that support this feature)

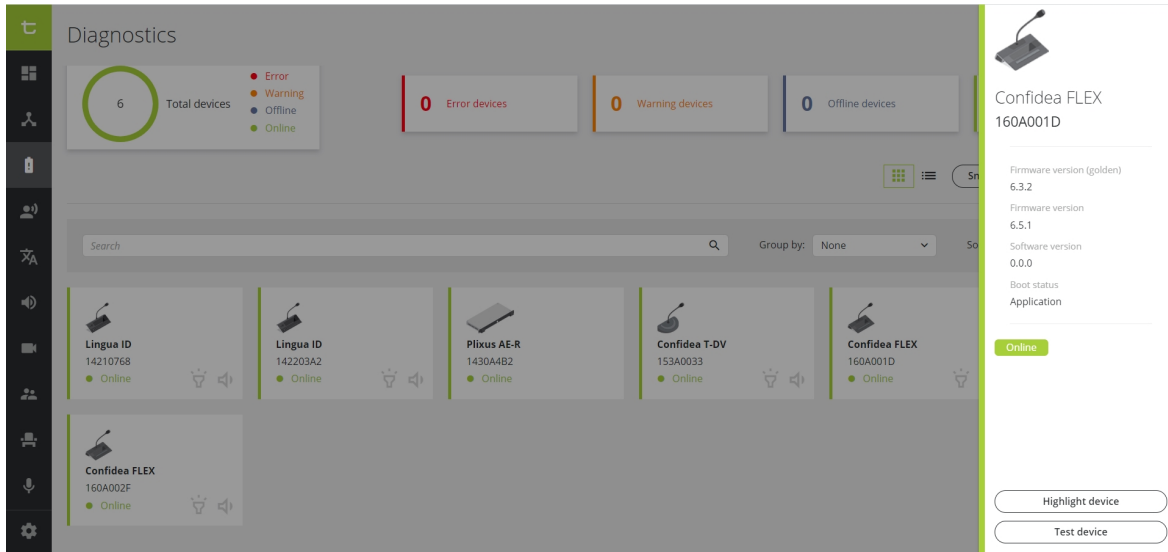


Figure 1-4 Device details pane in the Diagnostics application for wired

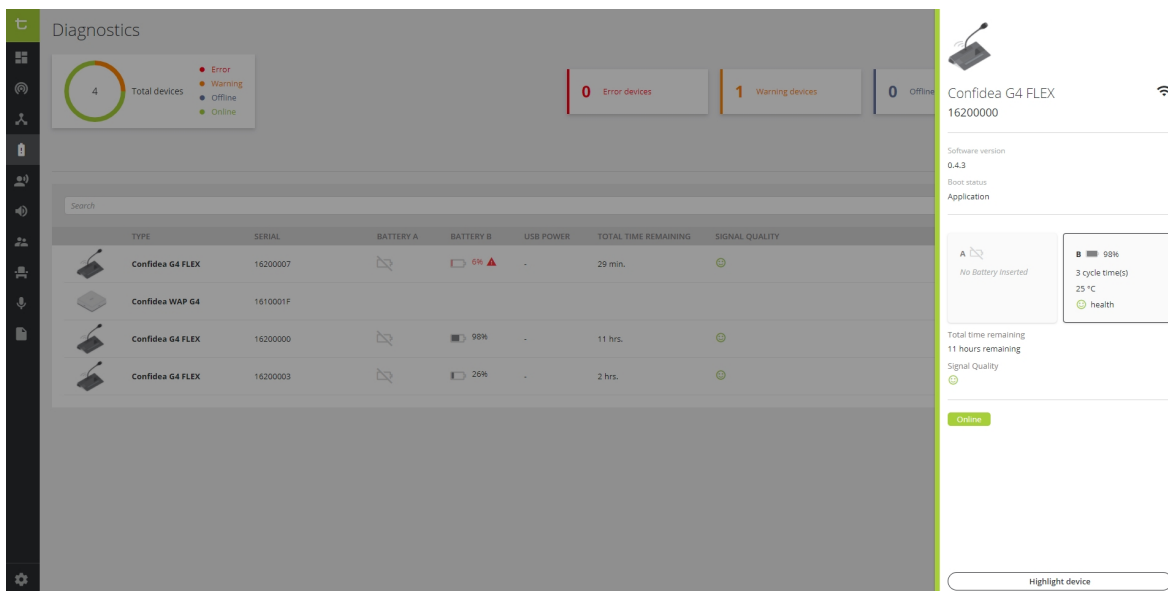


Figure 1-5 Device details pane in the Diagnostics application for wireless

Highlight Devices


Confero 360 offers a useful option to **highlight one or more devices in your system**. Highlighting devices allows you to identify specific devices in your setup and see where they are located. When you highlight a device, the **LED ring of the microphone** and the **LEDs** next to the **microphone button** light up.



Not all devices support the highlighting feature, only the devices with LEDs. Currently, it is only possible to highlight discussion units with a microphone and a uniBOX setup, that are online with or without warnings.

HIGHLIGHT A SINGLE DEVICE

There are two options to highlight a single device:

- > In the **tile or list view**: click the highlight icon  to activate or deactivate the highlighting
- > In the **device overview**, click the device to see the device details. On the bottom of the window pane that appears on the right, click **Highlight device**.

HIGHLIGHT ALL DEVICES

To highlight all devices at once, click the button **All devices** in the upper right corner and select **Highlight all devices**. This highlights **all online devices without errors** that support this feature. To stop highlighting, click the button **All devices** again, and select **Stop highlighting all devices**.

HIGHLIGHT ALL DEVICES IN A BRANCH/LOOP




In Diagnostics, it is possible to visualize the devices as branches and loops. For more information on how to do this, see "Visualize Loops and Branches " on page 56

Next to every loop or branch, you can find the button **Highlight devices**. Click this button to highlight all devices in this loop/branch. In the loop/branch, you can stop highlighting individual devices to see which device is which in your setup.

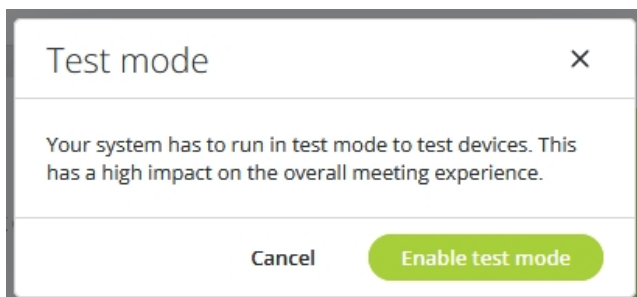
Test Device


Using the Diagnostics application, you can test the devices. In Test mode, you send a sinus test tone to the device you want to test. The speakers of the device you are testing should then play this tone. You can also test the microphone of the unit, the loudspeaker of the other units then play the audio captured by the microphone of the tested device.

There are two options to test a device:

- In the **tile or list view**: click the test icon  to activate the test mode
- In the **device overview**, click the device to see the device details. On the bottom of the window pane that appears in the right, click **Test device**.

In test mode, you are disconnected. Therefore a pop-up appears to confirm you want to go into test mode.



When you are in test mode, the browser displays an orange header indicating the system is in test mode. In this header, there is also an option to **disable** the test mode. You can also disable the test mode by clicking the test icon  again.

Your system is currently running in test mode. This has a high impact on the overall meeting experience. [Disable test mode](#)

Diagnostics

Technician

Online Online

Snapshot All devices

Search Group by: None Sort by: Status


Device Name	ID	Status	Testable
Lingua ID	14210768	Online	Yes
Lingua ID	142203A2	Online	Yes
Plixus AE-R	1430A4B2	Online	No
Confidea T-DV	153A0033	Online	Yes
Confidea FLEX	160A001D	Online	Yes
Confidea FLEX	160A002F	Online	Yes



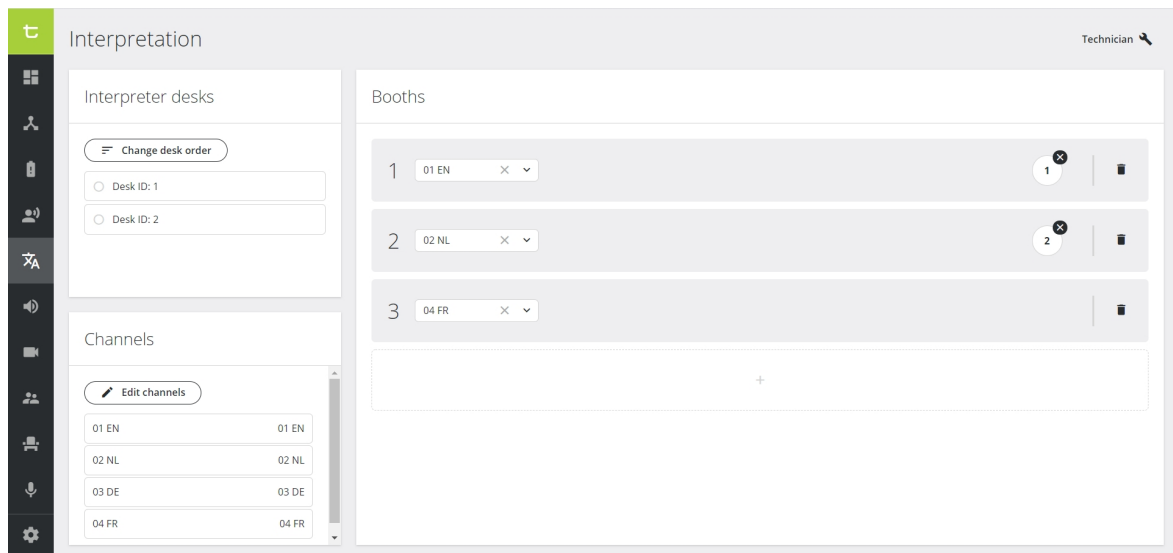
Not all devices support the test feature. Currently, it is only possible to test online devices without errors with a microphone and/or speaker.

INTERPRETATION

Interpretation for Wired Only

On the Interpretation page, you can configure your booths and language channels. To access this information, click the Interpretation icon  in the menu on the left. The page consists of three parts:

- > Interpreter desks
- > Channels
- > Booths



INTERPRETER DESKS

This shows all Interpreter desks detected by the system. You can manually change the order of the devices by clicking the button **Change desk order**. When you select the Interpreter desk, you can see to which booth it belongs.

CHANNELS

This shows all configured language channels. To add, edit or remove channels, click **Edit channels**. A new window opens where you can edit the channels.

BOOTHS

Define your channels ✕

Please define your channels that can be used by the interpreter booths.

	Language	Display	Enabled	
1	<input type="text" value="01 EN"/>	<input type="text" value="01 EN"/>	<input checked="" type="checkbox"/>	✕
2	<input type="text" value="02 NL"/>	<input type="text" value="02 NL"/>	<input checked="" type="checkbox"/>	✕
3	<input type="text" value="03 DE"/>	<input type="text" value="03 DE"/>	<input checked="" type="checkbox"/>	✕
4	<input type="text" value="04 FR"/>	<input type="text" value="04 FR"/>	<input checked="" type="checkbox"/>	✕
+ <input type="text"/>				


Done

The following options are available:

- › **Language:** name the language, not used for display but for API output.
- › **Display:** text to display on relays, channels and channel selectors. Limited to seven characters.
- › **Enabled:** select to enable the language and make it available to be assigned to a booth.
- › **✕** : click to remove the channel.

BOOTHS

This shows all configured interpreter booths. To add a new booth, click the plus sign on the bottom of the list. Per booth, you can perform the following actions:

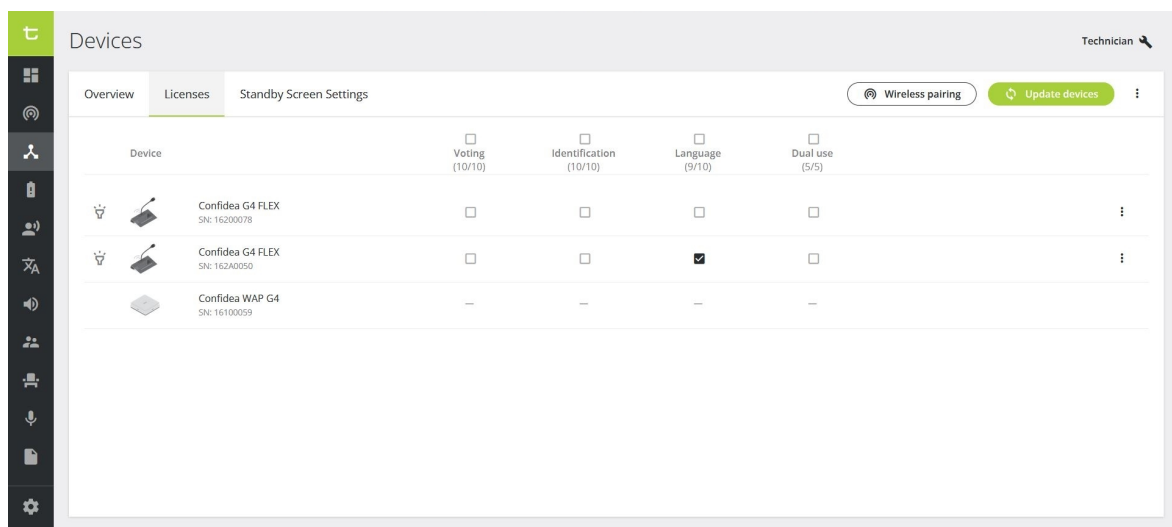
- › Select a **language channel** from the dropdown box
- › **Assign interpreter desks** to the booth by dragging and dropping them from the Interpreter desk list.
- › **Remove the booth** by clicking the remove icon 

Interpretation For Wireless Only




On the Interpretation page, you can assign up to **8 interpretation channels** via Dante inputs (Floor + 7).

LICENSE ASSIGNMENT


Provided that there is already at least one **valid license** uploaded, you can activate the license(s) on the device(s) of your choice. Refer to the [Devices](#) section for more information.




The screenshot shows the 'Devices' management page with a sidebar on the left and a main content area. The main area has tabs for 'Overview', 'Licenses', and 'Standby Screen Settings'. The 'Licenses' tab is active, showing a table of devices and their license assignment status. The table has columns for 'Device', 'Voting (10/10)', 'Identification (10/10)', 'Language (9/10)', and 'Dual use (5/5)'. There are three devices listed: two 'Confidea G4 FLEX' and one 'Confidea WAP G4'. The second 'Confidea G4 FLEX' device has the 'Language' checkbox checked.

Device	Voting (10/10)	Identification (10/10)	Language (9/10)	Dual use (5/5)
 Confidea G4 FLEX SN: 16200078	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Confidea G4 FLEX SN: 162A0050	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Confidea WAP G4 SN: 16100059	-	-	-	-

CHANNELS CONFIGURATION

On the Interpretation page, you can **assign the language channels and Dante inputs**. To access this information, click the Interpretation icon  in the menu on the left.

Select the interpretation channels (FL + 7), add the language and display names, and click on the **Save** button to save the configuration.



IN 1 is always assigned to FLOOR.




Interpretation

Technician

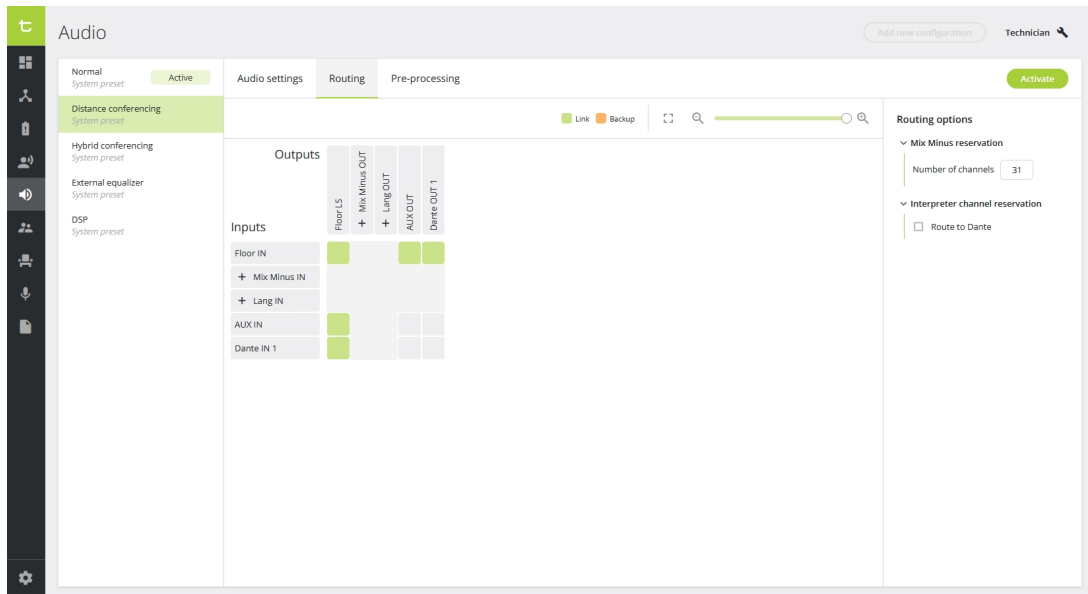
Interpretation Channels	Language Name	Display Name <small>Max. 7 characters</small>	
1 Dante IN 2	English	EN	⋮
2 Dante IN 8	Français	FR	⋮
3 Dante IN 7	b	b	⋮
4 Dante IN 6	c	c	⋮
5 Dante IN 5	d	d	⋮
6 Dante IN 4	e	e	⋮

AUDIO SETTINGS

On the Audio page, you can configure all the audio settings of the system.

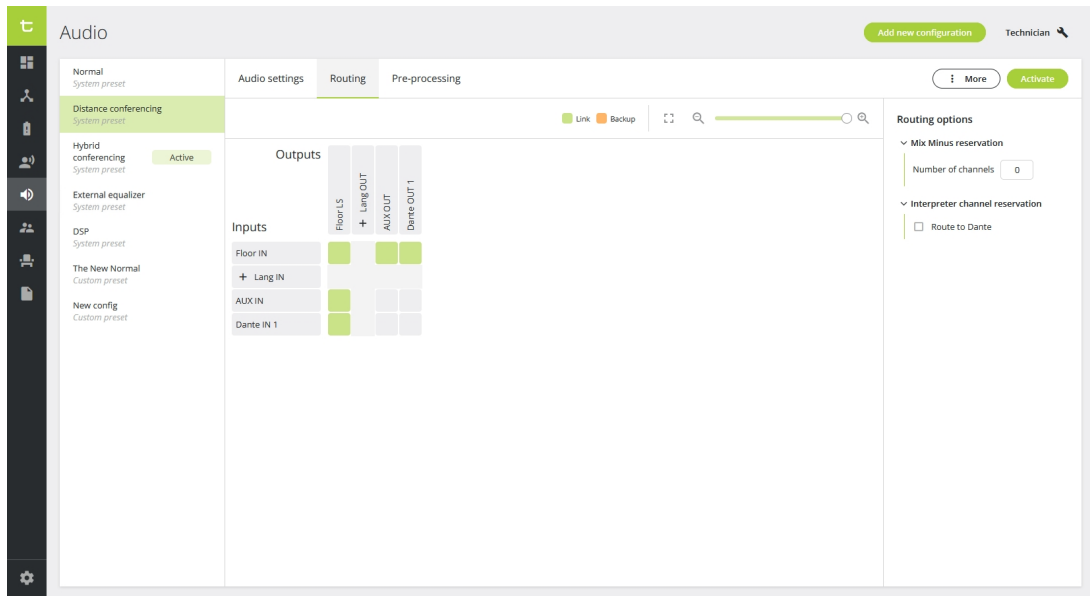
To access the audio settings, click the audio icon in the menu on the left .

- › Without additional license, the Audio menu offers default routing configurations that can be parametered in the web browser.



- › With the Confero Advanced Audio license added to Confero, the Audio menu offers advanced audio functionalities, such as creating and editing custom configurations, managing inputs and

> outputs and switching between configurations.



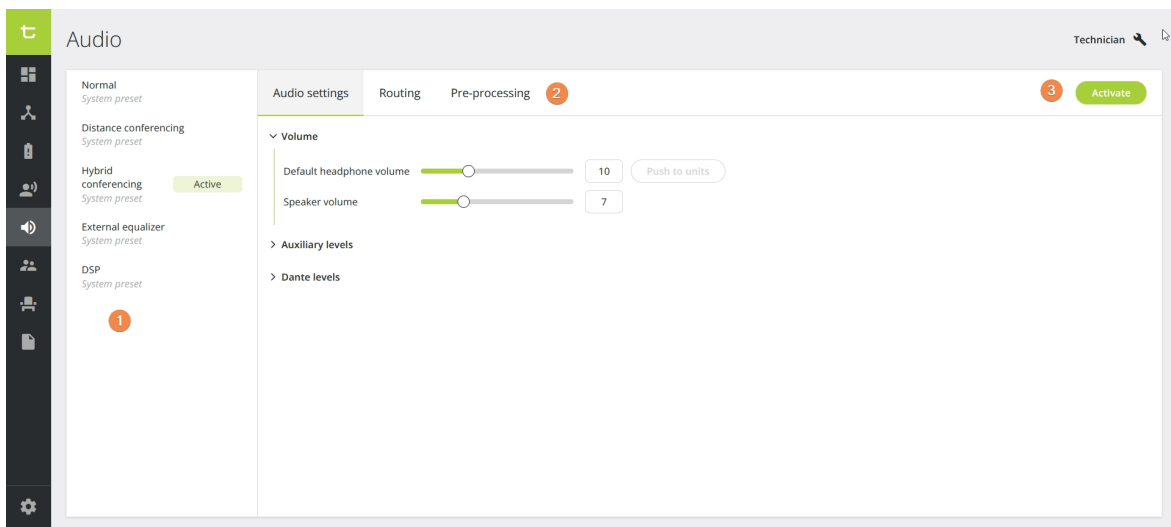
Go to the Audio section below that matches your system.

AUDIO (NO LICENSE REQUIRED)

By default, Confero offers 5 system presets that are explained further below. You can choose one of them corresponding to your use case:

- > Normal
- > Distance conferencing
- > Hybrid conferencing (wired only, not available on G4)
- > External equalizer
- > DSP (wired only, not available on G4)

Overview



The main page is displayed as follows:

1. **System presets:** a marker shows which preset is active. If you click on another preset, you will be able to activate it.
2. **Tabs:**
 - Audio settings: volume configuration of the audio inputs and outputs,
 - Routing: shows the audio routing matrix of the selected preset with routing options,

Pre-processing: dynamics properties and options of the delegate equipment.

3. **Activate** button to activate the preset of your choice. The **Active** marker is displayed next to the current active preset in the list.

System Presets

The left pane displays the list of presets. By default, there are five system presets: **normal**, **distance conferencing**, **hybrid conferencing**, **external equalizer** and **DSP** (wired only). These presets come with a visualized matrix.

Click on the preset of your choice to access the settings, and click on the **Activate** button to activate it.



If a preset is active, every change in the settings that is saved will be implemented immediately. Note that you may experience reduced audio quality when changing the routing of an active preset.

The matrix has rows and columns, representing audio input groups (rows) and output groups (columns). A group can have multiple audio inputs/outputs. The audio is routed from input groups to output groups when the common node is green (linked). Groups can be divided into system groups and user groups. User groups can have a custom name.

The following group types are available:

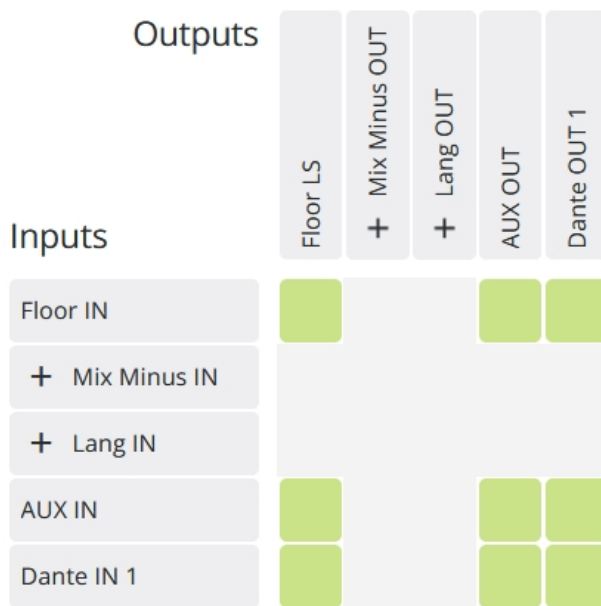
- › **Floor IN** is a non-editable input group that mixes the audio of all microphones in the system.
- › **Floor LS** is a non-editable output group that is used by all loudspeakers in the system.
- › **Floor HP** is a non-editable output group that is used by all headphones in the system. If this group is not present, then Floor LS is used for the headphones.
- › **Floor ID** is a non-editable output group that can be used to set a different floor for the interpreter desks in the system.
- › **Lang IN** are input groups which contain the audio coming from interpreter desks.
- › **Lang OUT** are output groups which are automatically connected to the corresponding Lang IN input groups. These output groups can be used to route the interpretation channel audio towards Dante or auxiliary for recording or remote participation.

- › **User (IN & OUT)** are groups that are managed by the user. These groups can have a custom name, and inputs/outputs can be added to the groups.
- › **UserLang OUT** are user or custom language output groups that are coupled to an existing language input group. The backup channels of these output groups are fully customizable.
- › **Mix Minus IN/OUT** are non-editable input and output groups that are only visible when the mix minus configuration (in routing options) is not configured as '0'. Mix minus groups are used to create a dedicated Floor channel for each individual delegate device, excluding the own microphone audio from that Floor channel. This allows the loudspeaker to remain active when the microphone is active.

DESCRIPTION OF THE SYSTEM PRESETS

NORMAL

This is the standard audio routing.

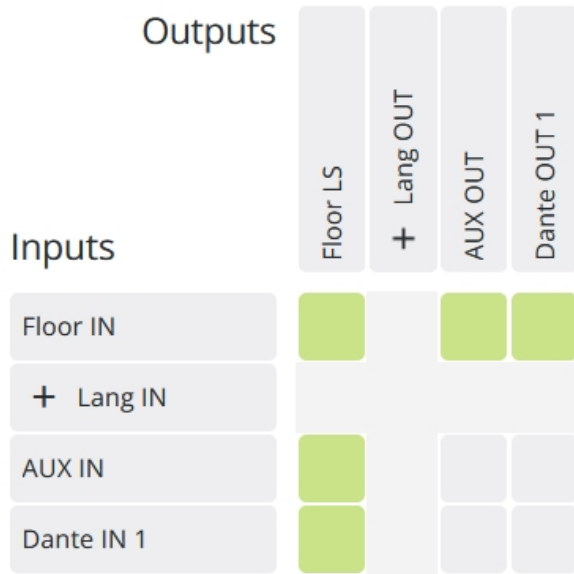


DISTANCE CONFERENCING

Connect two rooms with each other by adding an external signal to the local floor signal via AUX IN, and sending the local floor signal to a different room via AUX OUT.

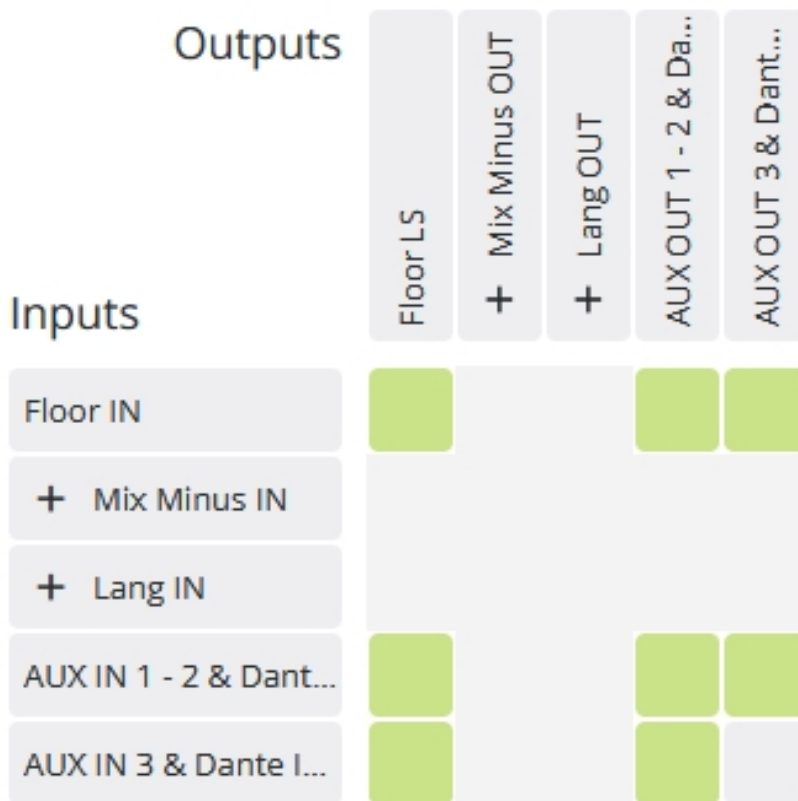


This routing is not useful when there are more than two rooms.



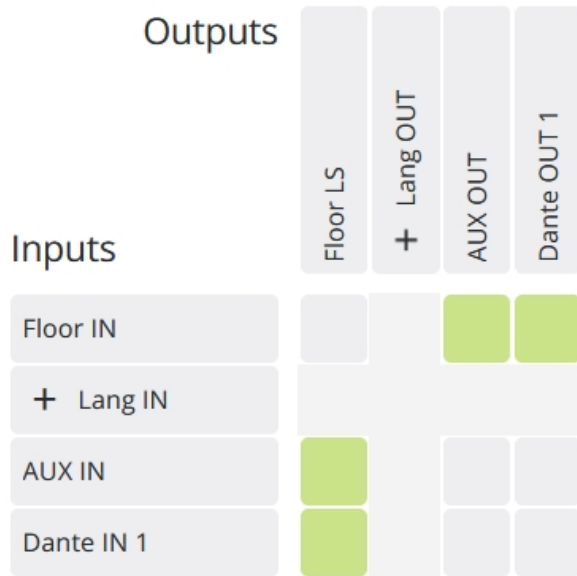
HYBRID CONFERENCING (WIRED ONLY, NOT AVAILABLE ON G4)

Combine the standard and distance conferencing routings by adding an external microphone to the system to be heard on the remote side without feedback.



EXTERNAL EQUALIZER

Route the floor to a separate channel (AUX or DANTE) for processing with an external device. The microphones are not routed to the loudspeakers.



DSP (VMRED ONLY, NOT AVAILABLE ON G4)

Route all the microphones to fixed Dante OUT channels. The audio path of the microphones can be configured to be active at all time, in this case the microphone audio path will not be controlled by the microphone button. The indicator and the microphone LED ring will be controlled by the microphone button. The LED control can be managed via the API.

Routing options

▼ Interpreter channel reservation

Route to Dante

Microphones are always active

Loudspeakers are always active

The loudspeaker and headphones channel is assigned to a fixed Dante IN channel.

The loudspeaker channels are created by external DSP and injected into Plixus via Dante.

The channel selector and AUX OUT channels are mapped to a dedicated Dante channel.

The active speaker can be visualized on signage, on the FLEX and uniCOS units.



This option can be implemented on 32 delegate units max.

CUSTOM PRESET

A custom preset is a preset that has been created by either Televic Conference or a technical integrator.



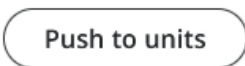
A custom preset can be activated but cannot be modified unless the Confero Advanced Audio license has been installed.

Audio Settings

VOLUME

Set the default headphones and loudspeaker volume of the discussion units at start-up.


- > The loudspeaker volume will be applied immediately to the discussion units.
- > To apply the headphones volume, make sure the preset has been activated and click on



AUXILIARY & DANTE LEVELS

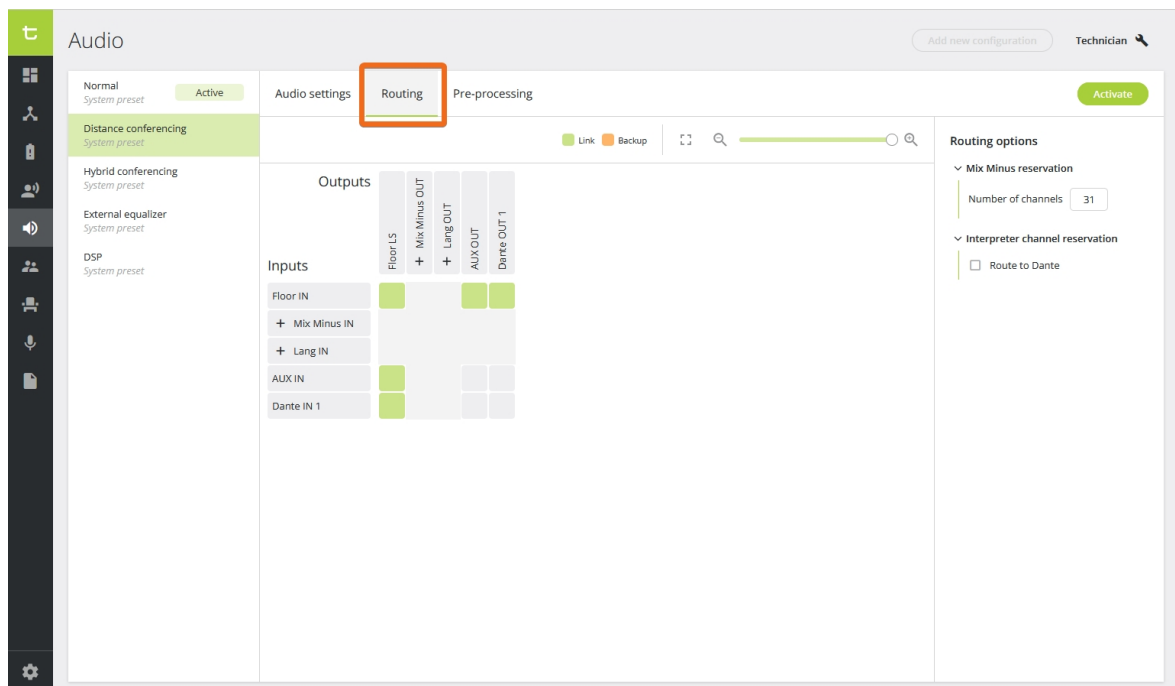
The gain of the auxiliary inputs and outputs can be adjusted with the slider to obtain the required input and output levels. When set to 0 dB, the maximum level is equal to the level defined in the datasheet of corresponding equipment.

The button at the right of the slider can be used to preserve the gain setting while turning the input/output on (**active**) or off (**muted**).

 Click on **Set all Dante inputs** to implement the settings to all Dante inputs and outputs at the same time.

Routing

The selected routing preset is visualized by a matrix.



The screenshot displays the 'Audio' configuration interface. The 'Routing' tab is selected and highlighted with a red box. The interface shows a routing matrix with the following inputs and outputs:

Inputs	Floor LS	Mix Minus OUT	Lang OUT	AUX OUT	Dante OUT 1
Floor IN	Green				Green
+ Mix Minus IN		Green			
+ Lang IN			Green		
AUX IN	Green			Green	
Dante IN 1	Green				Green

The 'Routing options' panel on the right shows:

- Mix Minus reservation
 - Number of channels: 31
- Interpreter channel reservation
 - Route to Dante

AUDIO ROUTING OPTIONS

Audio routing options are available in the right pane for controlling the behavior of certain input and output groups, to enable audio resource management or to facilitate audio matrix configurations:

Routing options

▼ Mix Minus reservation

Number of channels

▼ Interpreter channel reservation

Route to Dante

Mix Minus Reservation (Wired Only)

With this option, the loudspeaker remains active when the microphone is on, while preventing feedback. This allows better audio coverage in the meeting room since the delegate can hear the other participants speaking (e.g. social distancing or court applications) as well as far-end while their own microphone is active. This option is enabled by default.

TRADITIONAL



DYNAMIC MIX-MINUS



The Mix Minus reservation option can be set in the main routing tab by changing the default number of reserved channels in the corresponding field.

Routing options

▼ Mix Minus reservation

Number of channels

Interpreter Channel Reservation

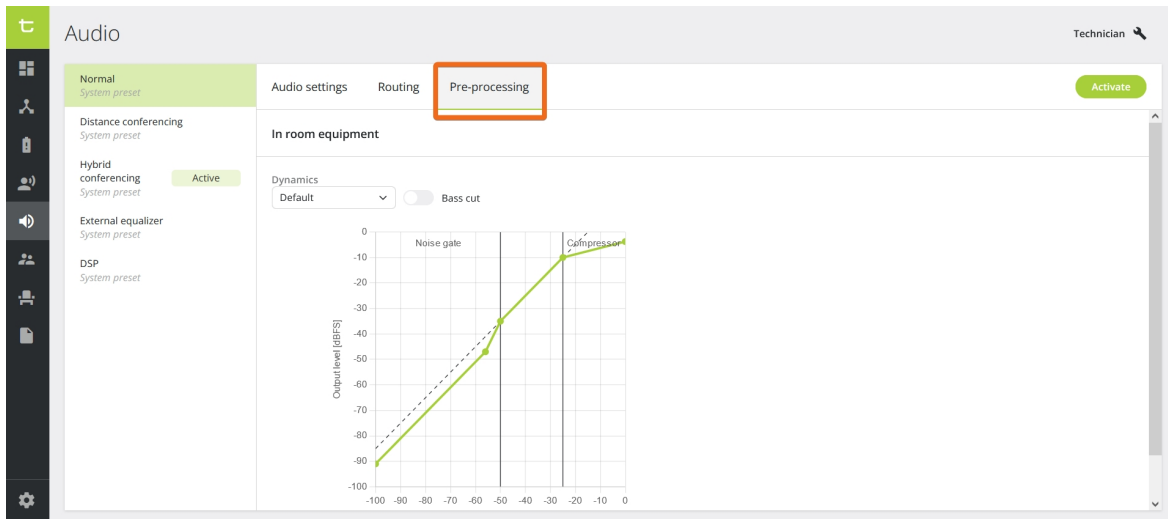
When you select the checkbox **Route to Dante**, all interpreter channels that you configure in the web server can be automatically routed to Dante.

Based on your active presets, this means the following for the Dante channels:

System Configuration	Dante Output Channel Start
Normal	2
Distance Conferencing	2
Hybrid Conferencing	3
External Equalizer	2
DSP	49

Pre-Processing

The Pre-processing settings are global dynamics settings that are applied to all in-room delegate units. These settings determine the dynamic range of the audio input.



DYNAMICS

The presets available are as follows:

- › **Disabled:** No dynamics processing is applied on the delegate microphone inputs. **In DSP mode**, this setting will allow **external dynamics**.
- › **Default:** This dynamics is the starting point for a normal conference room without external speaker in the room. A large variation of the loudness of a common voice will result in a small variation of the signal used in the system. When there is no microphone input signal, the noise gate will be activated to prevent environment noise pickup.
- › **Default (without noise gate):** removes the noise gate. To be used when the noise in the room is limited.
- › **External speakers:** shifts the knee-point of the compressor stage to a higher input value resulting in less chance of feedback when external speakers are used.
- › **External speakers (without noise gate):** same settings as external speakers, but without the noise gate.



The dynamics of the interpreter units are always on by default.

BASS CUT

Cut the bass by putting the slider on the active position. When the bass cut is active, a high pass filter at 200 Hz is activated to reduce the low frequency content. It will prevent applying high energy content by the low frequencies to the headphones, resulting in more comfort and higher intelligibility.

AUDIO (CONFERO ADVANCED AUDIO LICENSE REQUIRED)

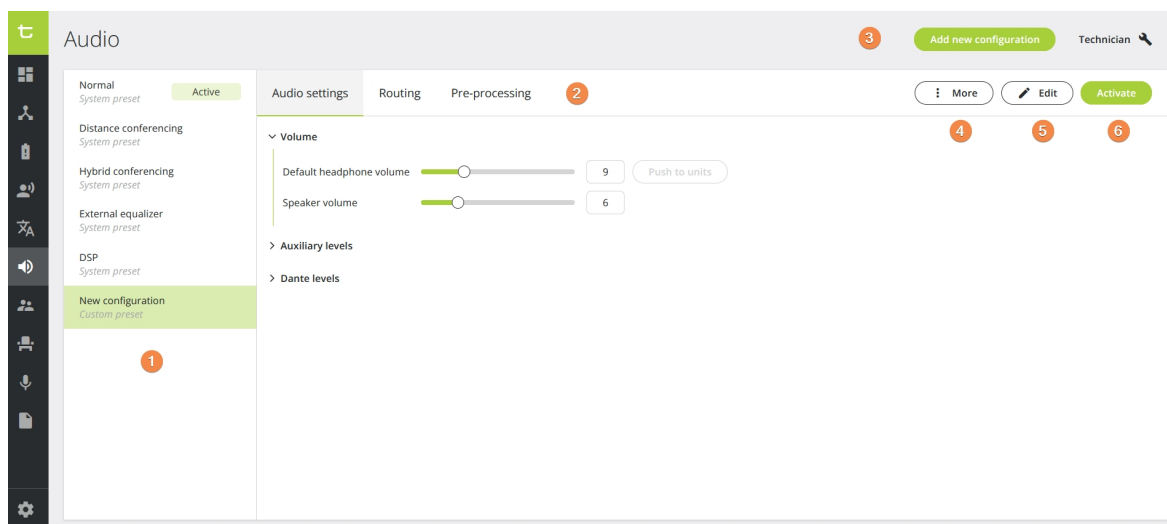
By default, Confero offers **5 system presets**:

- > Normal
- > Distance conferencing
- > Hybrid conferencing (wired only, not available on G4)
- > External equalizer
- > DSP (wired only, not available on G4)

With the Confero Advanced Audio license, **advanced functionalities are added** for:

- > Creating and editing custom presets
- > Managing audio inputs and outputs

Overview



The main page is displayed as follows:

1. **Available audio presets** that include default system presets and custom presets. A marker shows which preset is active. Custom presets can be created, edited, duplicated and deleted.
2. **Settings tabs:**
 - Audio settings: define the general settings,
 - Routing: view the routing matrix of the selected preset and define routing configurations,
 - Pre-processing: define the pre-processing dynamics properties of the in-room and interpreter equipment.
3. **Add a new configuration** button for creating a custom preset, either based on a system preset or completely from scratch.
4. **More** button for duplicating any type of preset, or deleting a custom preset.



It is not possible to delete the default system presets.

5. **Edit** button for editing a custom preset.



It is not possible to edit the routing matrix of the default system presets.

6. **Activate** button for activating the preset of your choice. The **Active** marker is showing next to the current active preset in the list.

System and Custom Presets

The left pane displays the list of presets. By default, there are five system presets: **normal**, **distance conferencing**, **hybrid conferencing**, **external equalizer** and **DSP** (wired only). These presets come with a visualized matrix.

Click on the preset of your choice to access the settings, and click on the **Activate** button to activate it.



If a preset is active, every change in the settings that is saved will be implemented immediately. Note that you may experience reduced audio quality when changing the routing of an active preset.

The matrix has rows and columns, representing audio input groups (rows) and output groups (columns). A group can have multiple audio inputs/outputs. The audio is routed from input groups to output groups when the common node is green (linked). Groups can be divided into system groups and user groups. User groups can have a custom name.

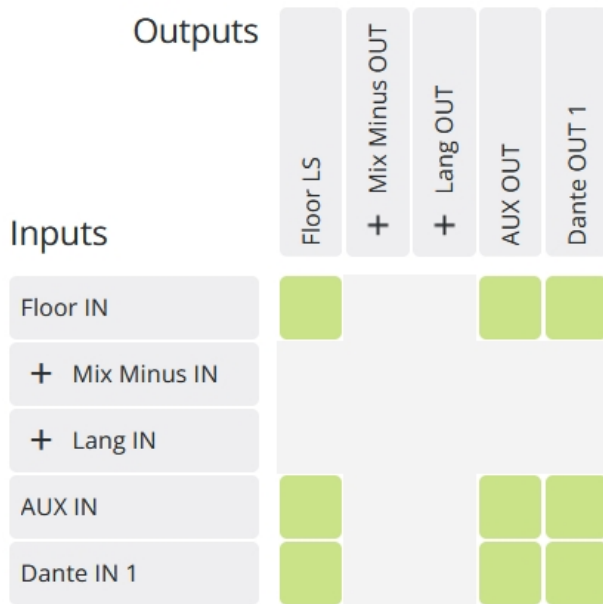
The following group types are available:

- › **Floor IN** is a non-editable input group that mixes the audio of all microphones in the system.
- › **Floor LS** is a non-editable output group that is used by all loudspeakers in the system.
- › **Floor HP** is a non-editable output group that is used by all headphones in the system. If this group is not present, then Floor LS is used for the headphones.
- › **Floor ID** is a non-editable output group that can be used to set a different floor for the interpreter desks in the system.
- › **Lang IN** are input groups which contain the audio coming from interpreter desks.
- › **Lang OUT** are output groups which are automatically connected to the corresponding Lang IN input groups. These output groups can be used to route the interpretation channel audio towards Dante or auxiliary for recording or remote participation.
- › **User (IN & OUT)** are groups that are managed by the user. These groups can have a custom name, and inputs/outputs can be added to the groups.
- › **UserLang OUT** are user or custom language output groups that are coupled to an existing language input group. The backup channels of these output groups are fully customizable.
- › **Mix Minus IN/OUT** are non-editable input and output groups that are only visible when the mix minus configuration (in routing options) is not configured as '0'. Mix minus groups are used to create a dedicated Floor channel for each individual delegate device, excluding the own microphone audio from that Floor channel. This allows the loudspeaker to remain active when the microphone is active.

DESCRIPTION OF THE SYSTEM PRESETS

NORMAL

This is the standard audio routing.

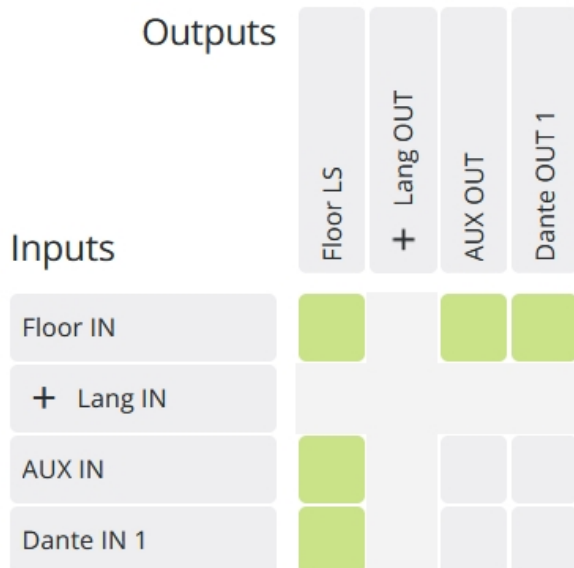


DISTANCE CONFERENCING

Connect two rooms with each other by adding an external signal to the local floor signal via AUX IN, and sending the local floor signal to a different room via AUX OUT.



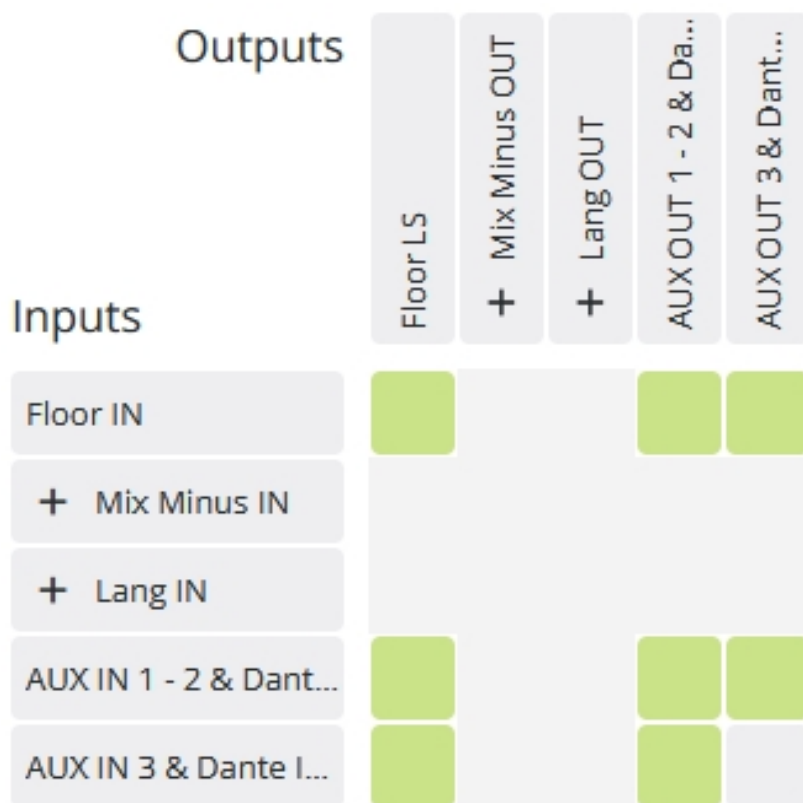
This routing is not useful when there are more than two rooms.



HYBRID CONFERENCING (WIRED ONLY, NOT AVAILABLE ON G4)

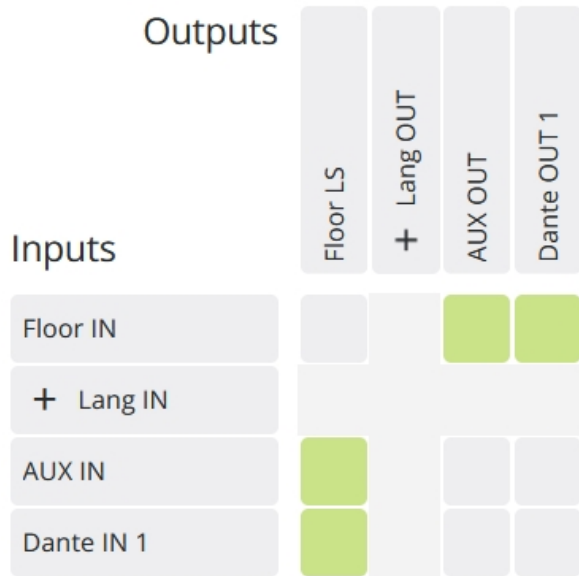


Combine the standard and distance conferencing routings by adding an external microphone to the system to be heard on the remote side without feedback.



EXTERNAL EQUALIZER

Route the floor to a separate channel (AUX or DANTE) for processing with an external device. The microphones are not routed to the loudspeakers.



DSP (Wired only, not available on G4)

Route all the microphones to fixed Dante OUT channels. The audio path of the microphones can be configured to be active at all time, in this case the microphone audio path will not be controlled by the microphone button. The indicator and the microphone LED ring will be controlled by the microphone button. The LED control can be managed via the API.

Routing options

▼ Interpreter channel reservation

Route to Dante

Microphones are always active

Loudspeakers are always active

The loudspeaker and headphones channel is assigned to a fixed Dante IN channel.

The loudspeaker channels are created by external DSP and injected into Plixus via Dante.


The channel selector and AUX OUT channels are mapped to a dedicated Dante channel.

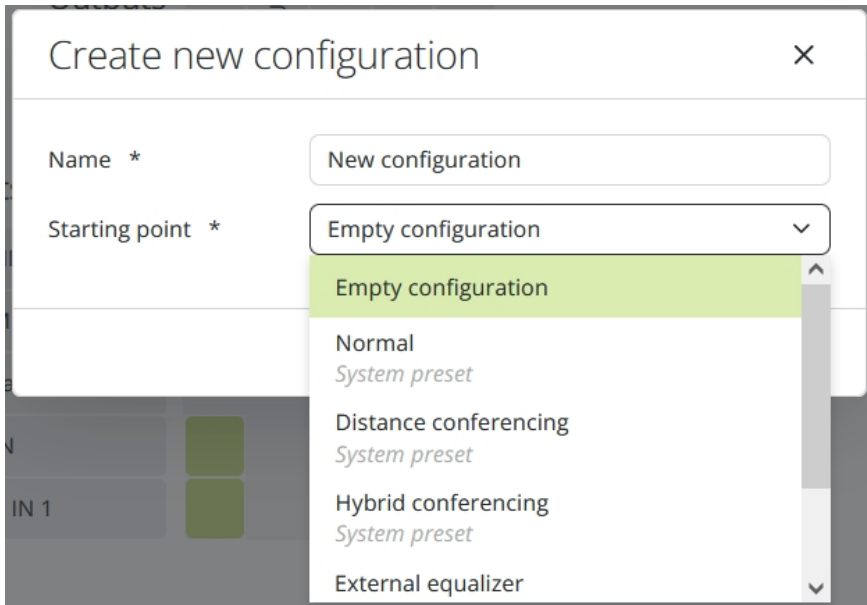
The active speaker can be visualized on signage, on the FLEX and uniCOS units.




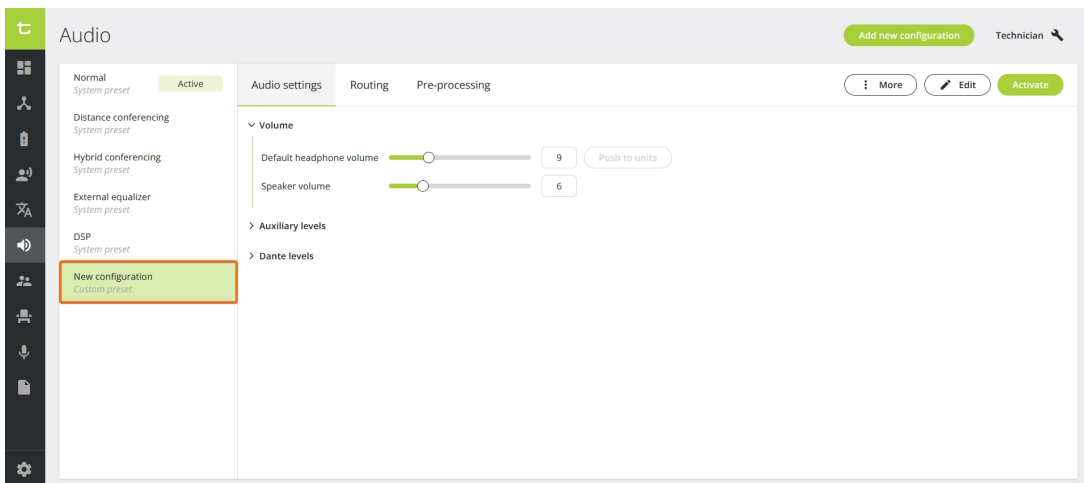
This option can be implemented on 32 delegate units max.

CREATE A CUSTOM PRESET


1. To create a custom preset, click on .
2. In the opening window, enter the name of your preset, then select the starting point. It can be a system preset or an empty one.



3. Click on  to confirm. Your new custom preset appears in the list of presets but is not active yet.

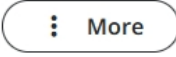


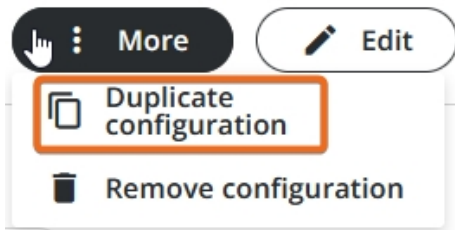
EDIT A CUSTOM PRESET


To edit a custom preset, select it in the left pane, and click on  to open the routing matrix in edit mode.

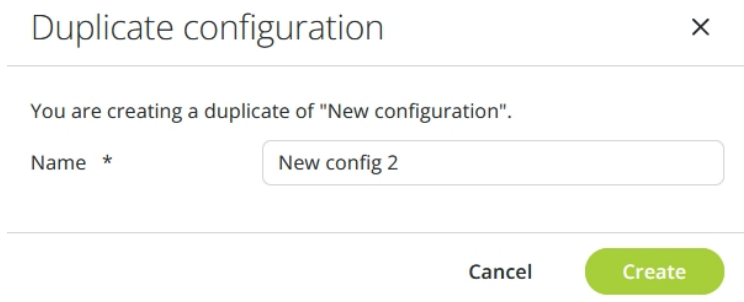
Scroll down to the Routing section below for more information on the edit mode.

DUPLICATE A CUSTOM PRESET

1. To duplicate a custom preset, select it in the left pane, and click on .
2. In the dropdown menu, select "Duplicate configuration".




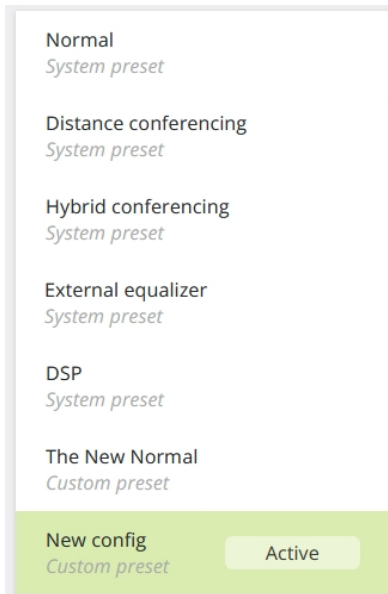
3. A confirmation window opens. Click on  to confirm your choice.

A screenshot of a confirmation dialog titled 'Duplicate configuration' with a close button (X) in the top right corner. The dialog contains the text 'You are creating a duplicate of "New configuration".' Below this is a text input field labeled 'Name *' with the value 'New config 2'. At the bottom of the dialog are two buttons: 'Cancel' and 'Create'.


4. The new duplicated preset is added to the list of presets in the right pane.

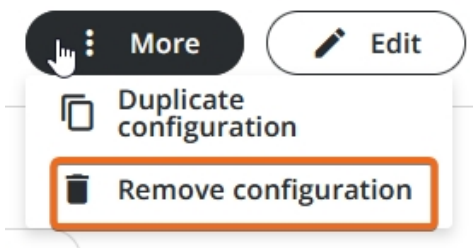
ACTIVATE A PRESET

1. To activate a preset, click on it in the left pane. It gets highlighted in green.
2. Click on  to activate the preset. The **Active** marker displays next to it.

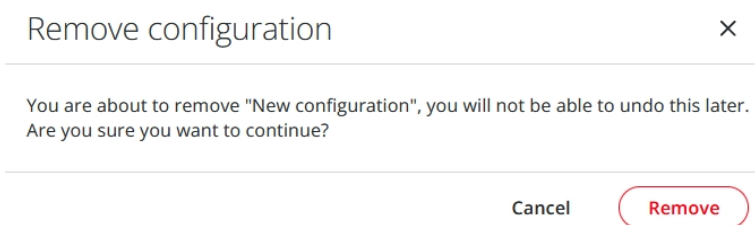


DELETE A CUSTOM PRESET

1. To delete a custom preset, select it in the left pane, and click on .
2. In the dropdown menu, select "Remove configuration".

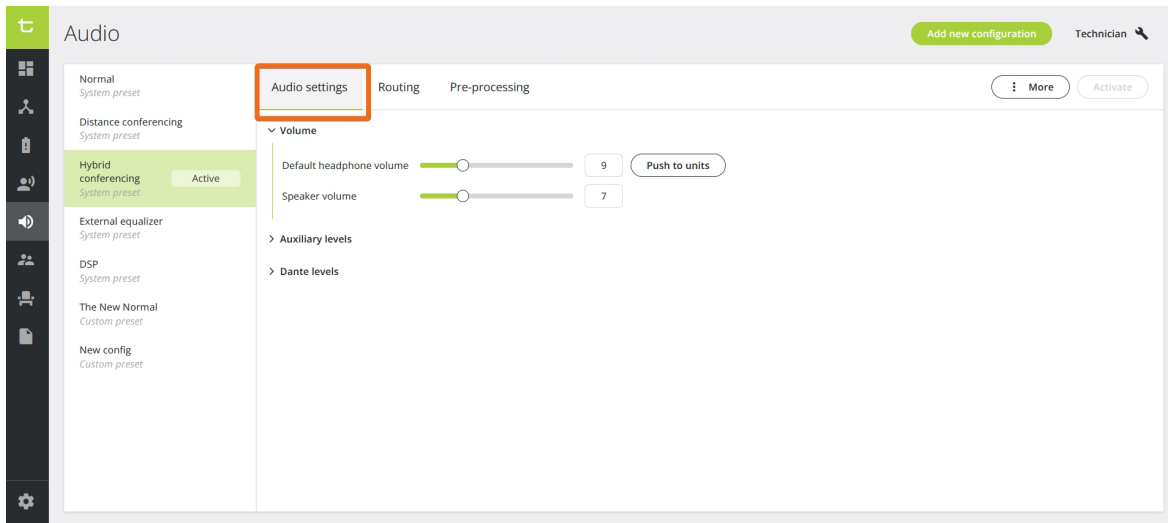


3. A confirmation window opens. Click on  to confirm your choice.



4. The selected preset is removed from the list in the left pane.

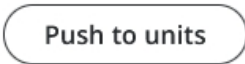
Audio Settings



VOLUME

Set the default headphones and loudspeaker volume of the discussion units at start-up.



- > The loudspeaker volume will be applied immediately to the discussion units.
- > To apply the headphones volume, make sure the preset has been activated and click on



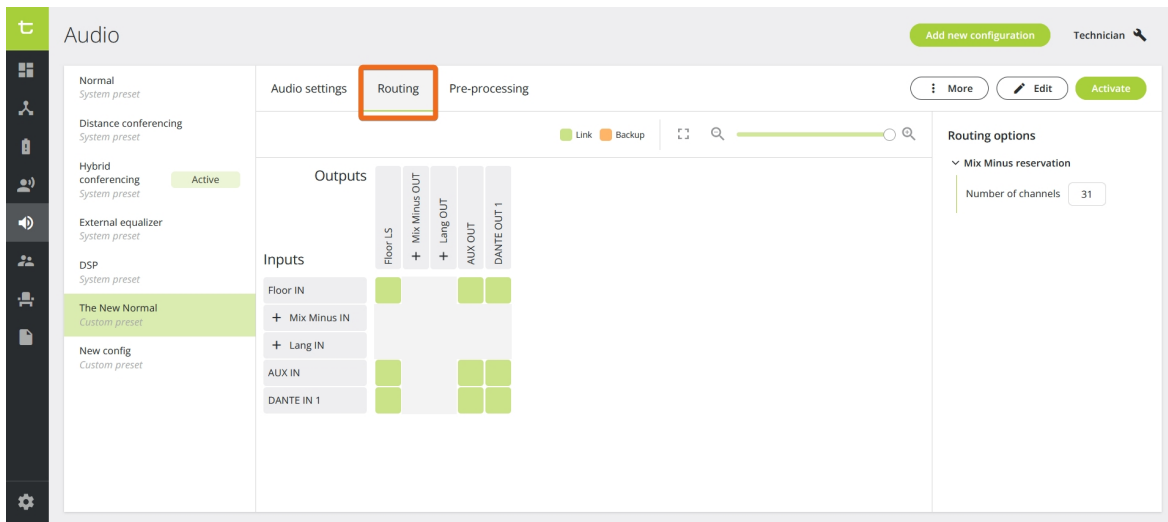
AUXILIARY & DANTE LEVELS

The gain of the auxiliary inputs and outputs can be adjusted with the slider to obtain the required input and output levels. When set to 0 dB, the maximum level is equal to the level defined in the datasheet of corresponding equipment.

The button at the right of the slider can be used to preserve the gain setting while turning the input/output on (**active**) or off (**muted**).

 Click on  to implement the settings to all Dante inputs and outputs at the same time.

Routing

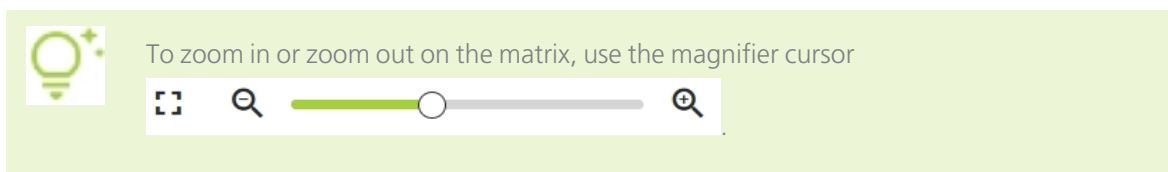
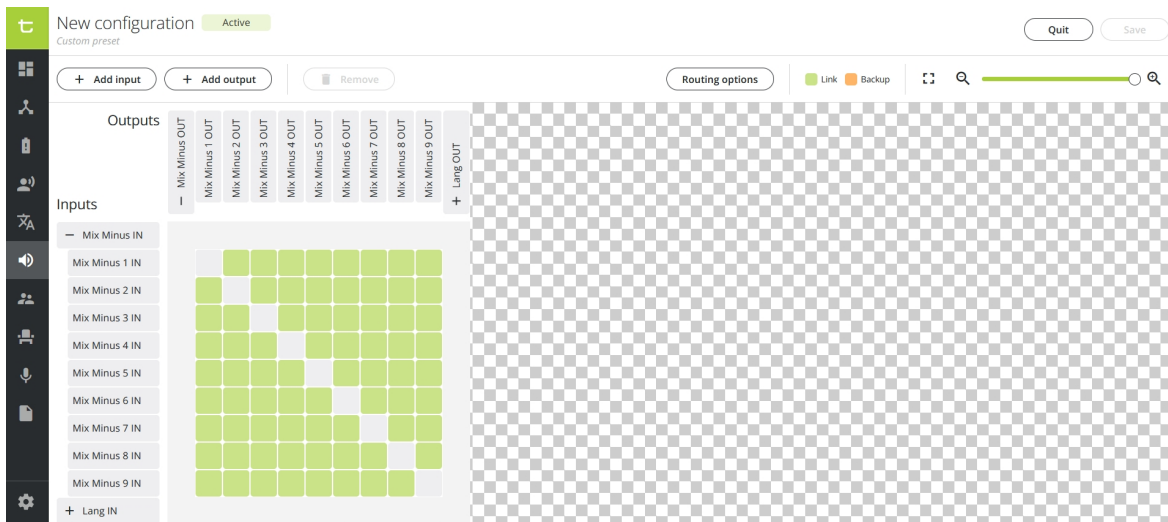


EDIT THE MATRIX OF A CUSTOM PRESET

In case of **custom presets**, the **matrix can be edited**: select the preset in the left pane, then click on




. The following overview opens in a new tab of your browser:





Note that some elements of the matrix are read-only and cannot be edited. This is applicable to the Mix-Minus and Language sub-matrices.



When all the changes have been entered in edit mode, it is necessary to click on  to save them in the preset. If the preset is active, the changes will be implemented immediately.

INPUT GROUPS

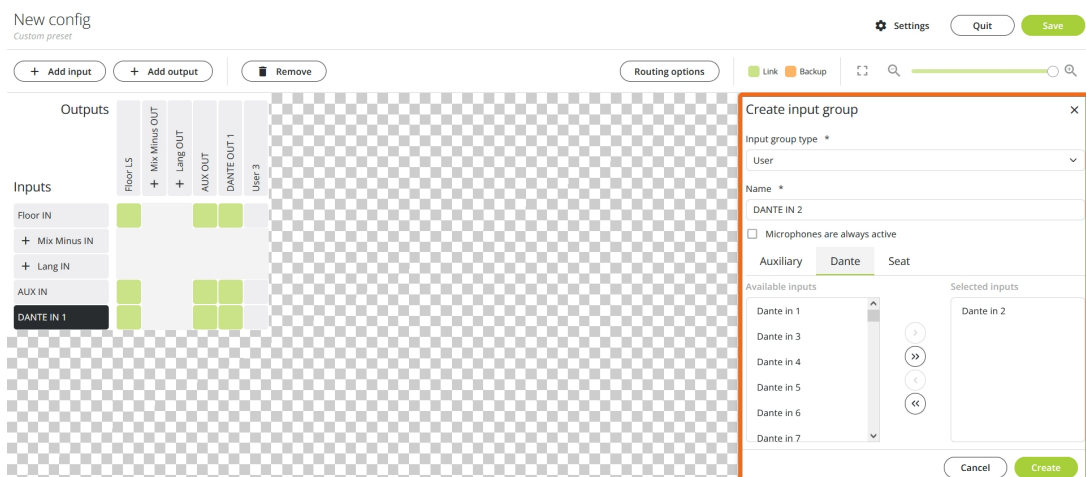
Inputs can be created, reordered, deleted and grouped. They consist of the following:

- > Users and/or Floor,
- > Language X IN (where "X" is a number based on the number of translation channels).

Creating Inputs

To create a new input in edit mode, proceed as follows:



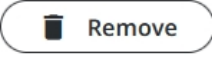
1. Click on . The following pane opens on the right:

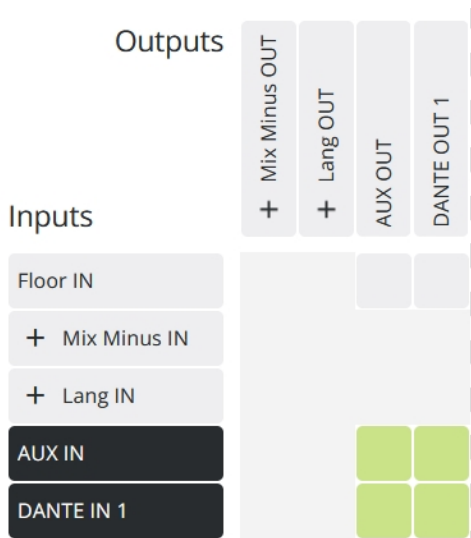


2. Select the type of input ("User" or "Floor"), enter a user name if necessary, and tick the corresponding checkbox if you want the microphones to be always active.

3. In case of user input, you can select between the available inputs in the corresponding tabs (Auxiliary, Dante, Seat) by clicking on > (one item) or >> (all items at the same time).


To remove a selected input from the list, click on < (one item) or << (all items at the same time).

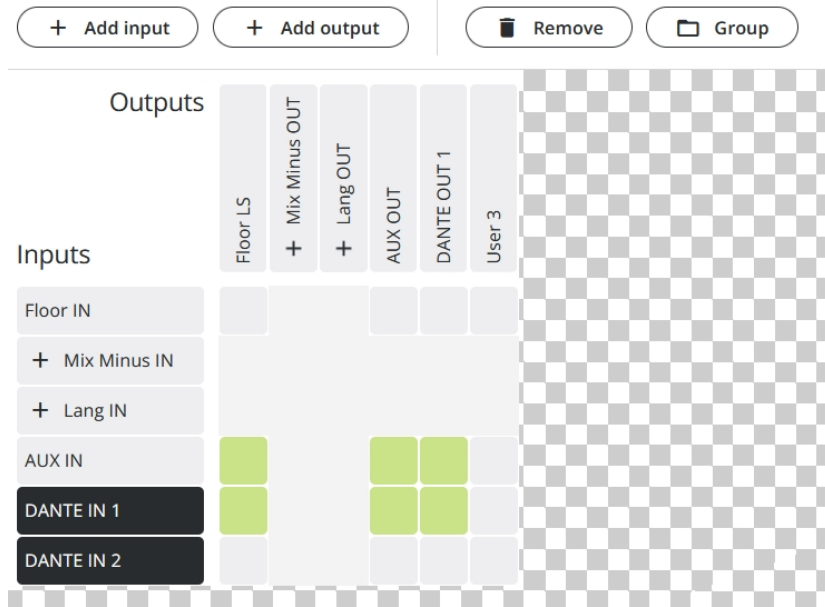
4. Click on  to confirm. The matrix view adjusts accordingly.
5. To reorder inputs, place your cursor on  within the group field in the matrix, and drag-and-drop it where you want to position it.
6. To delete one or several inputs, click on all the groups you are willing to delete so they are highlighted in black, then click on . The selected inputs are deleted from the matrix.



Grouping Inputs

To group inputs, proceed as follows:

1. Click on all the inputs you are willing to group so they are highlighted in black, then click on .



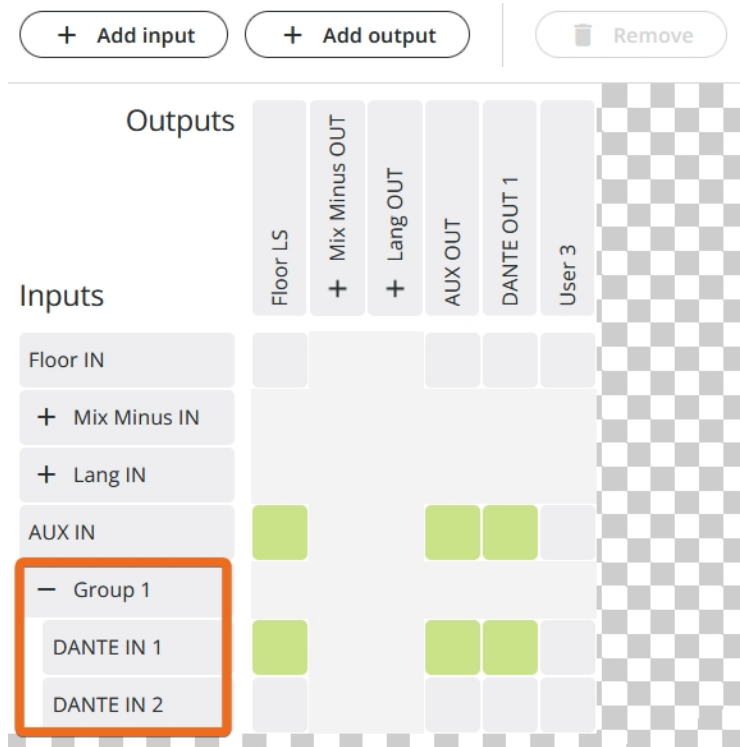
2. In the opening window, enter the name of the group and click on Group :


Group inputs
×

Name *

Cancel
Group

3. The inputs have been grouped:



- To delete an input group, click on it so it is highlighted in black, then click on  **Ungroup**. The group is deleted, but the inputs are still in the matrix.

OUTPUT GROUPS

Outputs can be created, reordered, deleted and grouped.

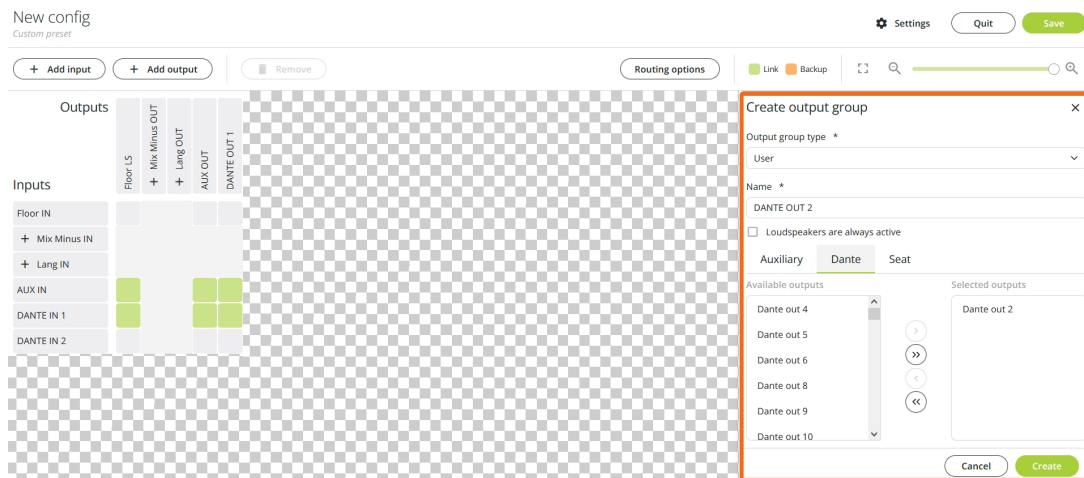
Creating Outputs




The output group types that can be created are the following:

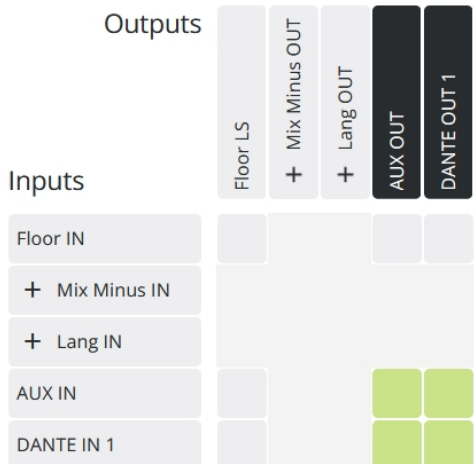
- > User
- > Floor LS (going to the loudspeaker of the seat),
- > Floor CS (going to the channel selector of the seat),
- > Floor ID (going to the interpreter desk).
- > Custom language for which you can select the backup channel (e.g. for external recording).

To create a new output in edit mode, proceed as follows:

1. Click on . The following pane opens on the right:



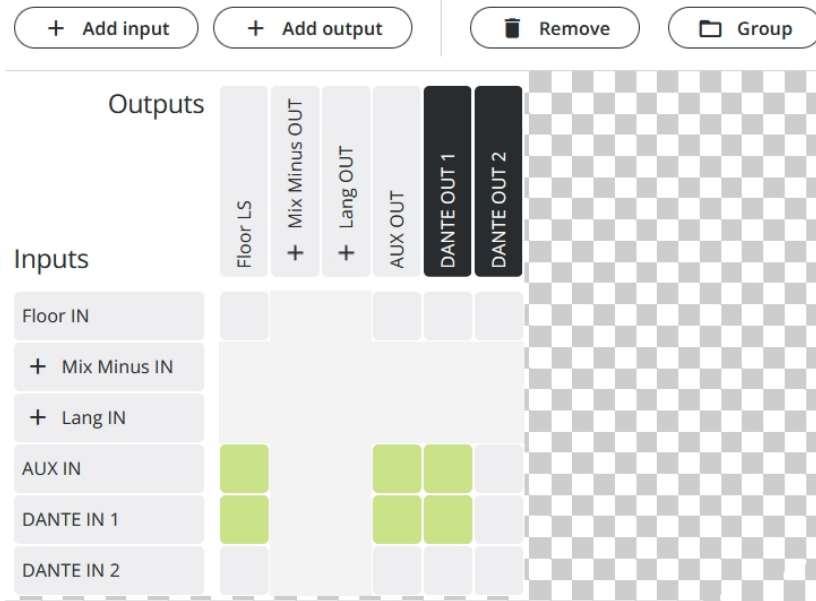
2. Select the type of output ("User", "Floor LS", "Floor HP", "Floor ID", "Custom language) and fill in the requested information related to it.
3. In case of user or custom language, you can select between the available outputs in the corresponding tabs (Auxiliary, Dante, Seat) by clicking on > (on item) or >> (all items at the same time).
4. Click on  to confirm. The matrix view adjusts accordingly.
5. In case you have created a custom language output, you can customize the backup channel if necessary by clicking on the corresponding square in the matrix.
6. To reorder outputs, place your cursor on  within the group field in the matrix, and drag-and-drop it where you want to position it.
7. To delete one or several outputs, click on all the outputs you are willing to delete so they are highlighted in black, then click on . The selected outputs are deleted from the matrix.



Grouping Outputs

To group outputs, proceed as follows:

1. Click on all the outputs you are willing to group so they are highlighted in black, then click on



2. In the opening window, enter the name of the group and click on



Group outputs
×

Name *

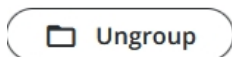
Cancel
Group

3. The outputs have been grouped:

+ Add input
+ Add output
Remove

	Floor LS	+ Mix Minus OUT	+ Lang OUT	AUX OUT	- Group 1	DANTE OUT 1	DANTE OUT 2
Inputs							
Floor IN							
+ Mix Minus IN							
+ Lang IN							
AUX IN							
DANTE IN 1							
DANTE IN 2							

4. To delete an output group, click on it so it is highlighted in black, then click on



. The group is deleted, but the outputs are still in the matrix.

AUDIO ROUTING OPTIONS

Audio routing options are available in the right pane to control the behavior of certain input and output groups, to enable audio resource management or to facilitate audio matrix configurations.

Routing options

▼ Mix Minus reservation

Number of channels

▼ Interpreter channel reservation

Route to Dante

Mix Minus Reservation

With this option, the loudspeaker remains active when the microphone is on while preventing feedback. This allows better audio coverage in the meeting room since the delegate can hear the other participants speaking (e.g. social distancing or court applications) as well as far-end while their own microphone is active. This option is enabled by default.

TRADITIONAL



DYNAMIC MIX-MINUS



The Mix Minus reservation option can be set in the main routing tab by changing the default number of reserved channels in the corresponding field.

Routing options

▼ Mix Minus reservation

Number of channels

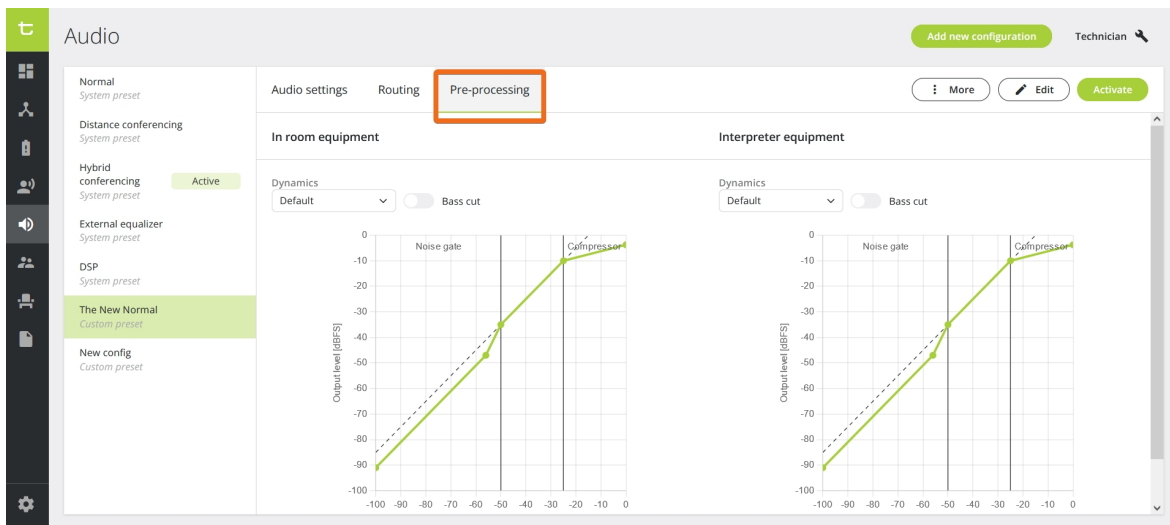
Interpreter Channel Reservation

When you select the checkbox **Route to Dante**, all interpreter channels that you configure in the web server can be automatically routed to Dante.

Based on your active presets, this means the following for the Dante channels:

System Configuration	Dante Output Channel Start
Normal	2
Distance Conferencing	2
Hybrid Conferencing	3
External Equalizer	2
DSP	49

Pre-Processing



The Pre-processing settings are global dynamics settings that are applied to all in-room delegate units, while different dynamics settings can be set to interpreter desks. These settings determine the dynamic range of the audio input.

DYNAMICS

The presets available are as follows:

- › **Disabled:** No dynamics processing is applied on the delegate microphone inputs. **In DSP mode**, this setting will allow **external dynamics**.
- › **Default:** This dynamics is the starting point for a normal conference room without external loudspeakers. A large variation of the loudness of a common voice will result in a small variation of the signal used in the system. When there is no microphone input signal, the noise gate will be activated to prevent environment noise pickup.
- › **Default (without noise gate):** removes the noise gate. To be used when the noise in the room is limited.
- › **External speakers:** shifts the knee-point of the compressor stage to a higher input value resulting in less chance of feedback when external speakers are used.
- › **External speakers (without noise gate):** same settings as external speakers, but without the noise gate.




The dynamics of the interpreter units are always on by default.

BASS CUT

Cut the bass by putting the slider on the active position. When the bass cut is active, a high pass filter at 200 Hz is activated to reduce the low frequency content. It will prevent applying high energy content by the low frequencies to the headphones, resulting in more comfort and higher intelligibility.

ROLE MANAGEMENT

On the Role Management page, you can configure the different roles available in Confero 360. To access the Role Management options click the icon  in the menu on the left. The Role Management page has two tabs:

- › **Roles & functionalities:** define which information and actions are available for each user role
- › **Passwords:** change the passwords of the different user roles

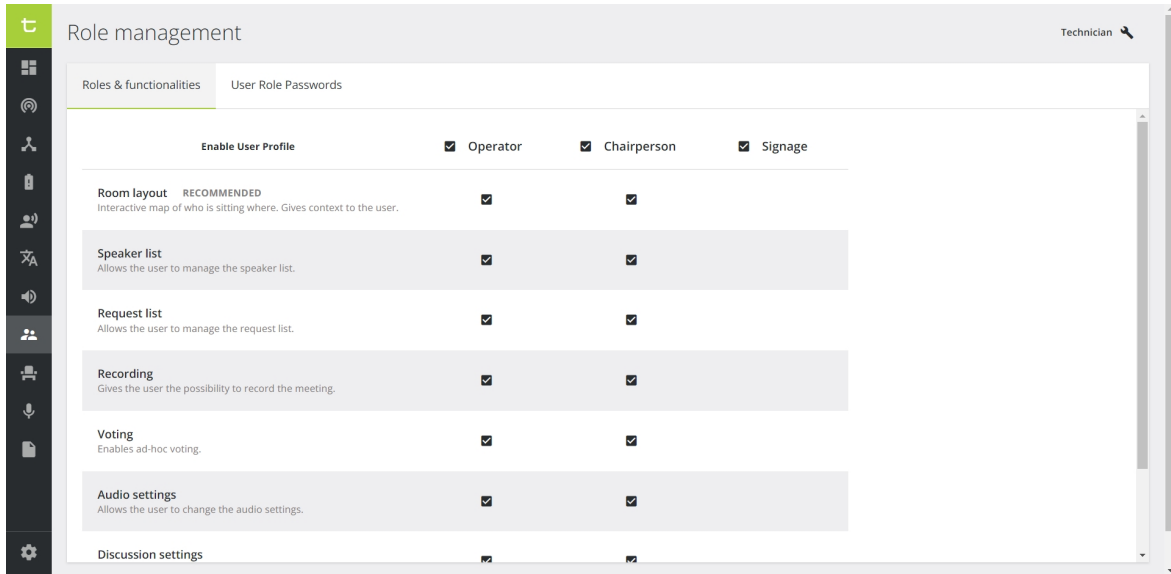


To reset the passwords, press the reset button on the engine for 5 seconds.

Roles & functionalities

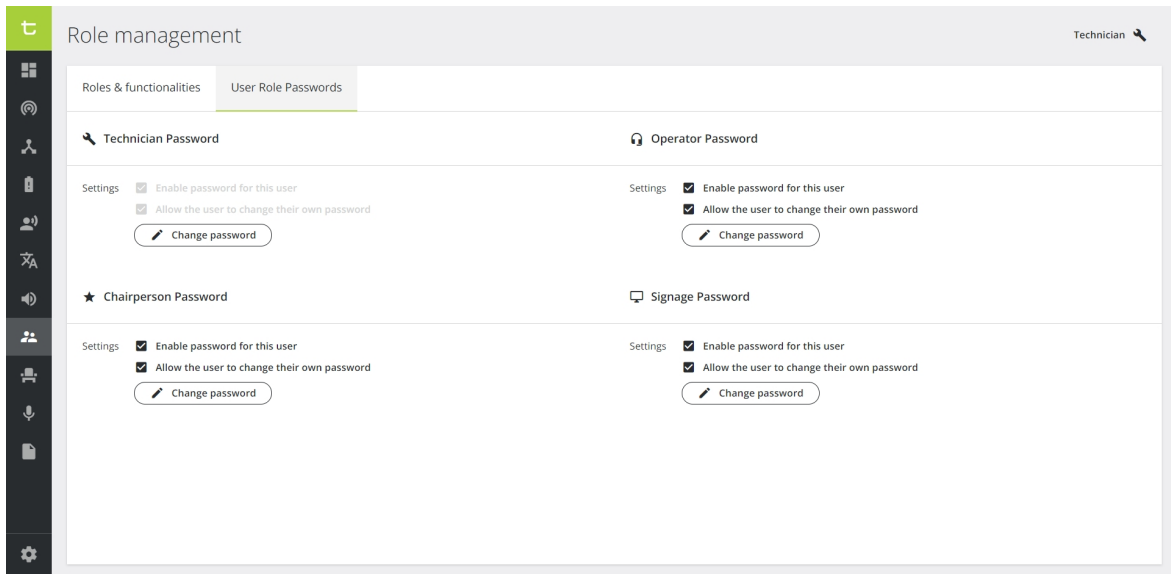
On the Roles & functionalities tab, you can set which information and actions are available for the Chairperson, Operator and Signage user. The options can be divided into three groups:

- › **Account settings:** allow the user to change some account settings
 - › allow the user to change the **password** to access their dashboard
- › **Active meeting related information:** this is the information the user can see or the actions he can perform during a meeting.
 - › View the **room layout**
 - › See and manage the **Speaker & Request list**
 - › Start/stop **voting**
 - › **Record** the meeting
- › **Meeting configuration:** manage general meeting settings
 - › **Audio settings:** set the volume and audio configuration
 - › **Discussion settings:** select the microphone mode and maximum number of open microphones
 - › **Interpretation settings:** view the configured language channels
 - › **Meeting template:** view and change the meeting template



Passwords

Click on the button **Change password** to enable, disable, reset or change existing passwords for the Technician, Operator, Chairperson and Signage. To change a password, you first need to enter the old password before entering a new one.



ROOM LAYOUT

The **Room Layout** page is the place where you configure your meeting room. More specifically, you can add an **image** of the actual room where you can then assign seats to the participants. To access this

page, click the Room Layout icon in the menu on the left . This page has two tabs:

- > **Background:** configures the background image of the meeting room.
- > **Seats:** assign and position the seats inside the meeting room

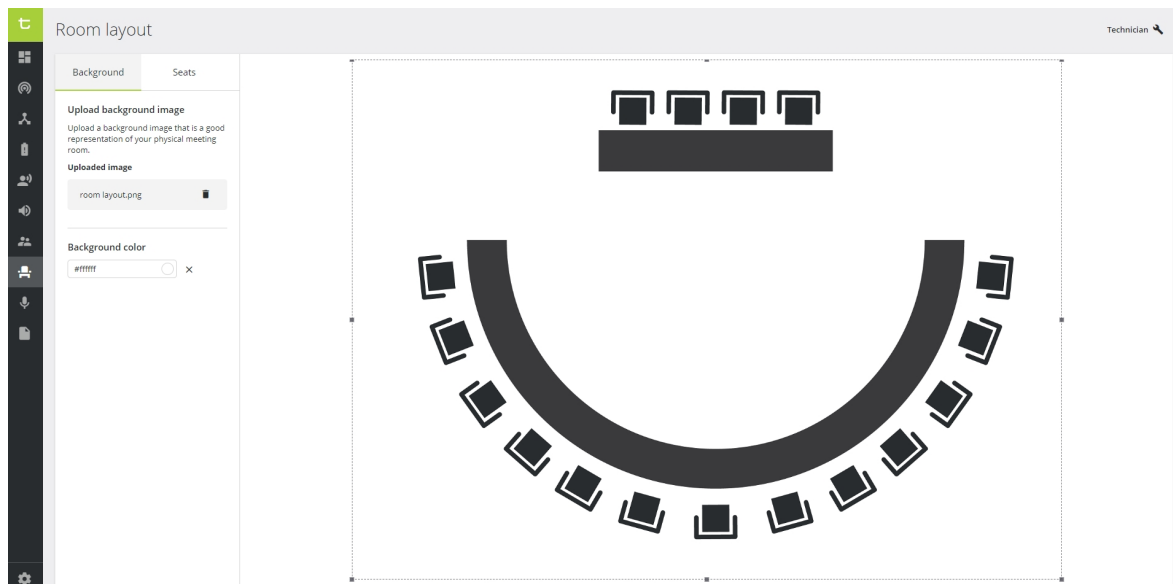


You can only define a single room layout. In case you need to create multiple room layouts, please refer to Televic's [Confero PLAN solution](#).

Background

On the background tab, you can configure the look & feel of the background you see when visualizing your meeting. This is also the image you see on the signage. You can configure two settings:

- > **Upload background image:** upload an image of your meeting room
- > **Background color:** select the color to use as a background of the image you uploaded before

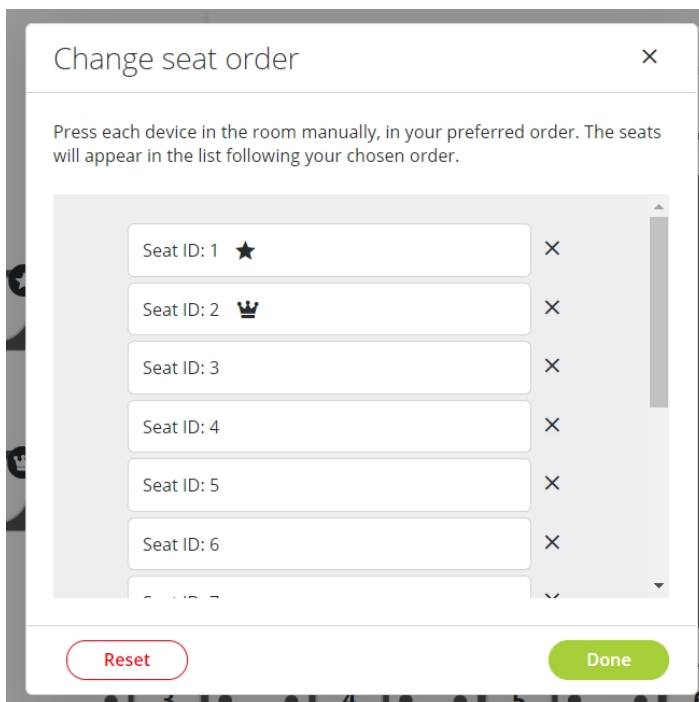


All changes are saved automatically.

Seats

CHANGE SEAT ORDER

On the Seats tab, you can assign seats to the background image. Seats are devices the system detects. The order of these seats is random. However, you can change this order by clicking the button **Change seat order**. Then press the microphone button of the devices in your room, in the order you want. Click **Done**, the seat order is now as you defined.




SEAT PRIORITY


On the left side of the screen, you see all available seats (in the order defined by the system or by yourself). To change the priority of the seats, click the more icon **⋮** next to it, then click **Edit seat**. Select the desired priority (Normal, VIP or Chairperson) and click **Edit Seat**.

Seat 1
×


Priority *

Normal

VIP 

Chairperson 

Cancel

 Edit seat



Normal: priority of a standard meeting participant. Can only activate the microphone if it allows this.

VIP: the participant can activate their microphone at any time

Chairperson: they can activate their microphone at any time, as well as activate and deactivate the microphone of other participants.

ASSIGN SEATS

The right side of the **Seats** tab shows the background image with the assigned seats. There are two views:

- > Background image view
- > List view

BACKGROUND IMAGE VIEW

This is the default view when navigating to this page. On top of the background image, there is a small menu where you can perform the following actions:


- › **Show grid:** shows a grid over the image to position the seats better.
- › **Snap to grip:** activate if you want to position the seats perfectly on the grid.
- › Zoom in/out

To assign seats to the image, you can:

- › **Drag and drop** a seat from the list on the left to the image on the right.
- › **Place by click:** activate this option in the seat list on the left. Then click a spot on the image where you want to position the seat.

LIST VIEW

Click the list icon in the right upper corner of the background image. The List view shows all seats as a list. Per seat you can:

- › See the **seat priority**
- › See the **seat ID**
- › **(De)activate the microphone** by clicking the circle with the seat number
- › Change the **microphone sensitivity** (wired systems only ) by clicking the seat in the list. A side pane appears with a slider to change the microphone sensitivity.



The Technician sets the default microphone sensitivity value in the system. A reset of the central unit does not reset this value. In the Operator and Chairperson view, the sensitivity is set to 0 dB, but is relative to the value defined in the Technician view.

For example, if the Technician sets the microphone sensitivity to -12 dB, the Operator view shows a value of 0 dB. If the operator sets this to 6 dB, the effective value is -6 dB.

Use the a **search bar** on top of the list to find specific seats.

Room layout

Technician

Background Seats Search

Available seats

Place by click

Change seat order


- Seat ID: 1
- Seat ID: 2
- Seat ID: 3
- Seat ID: 4

1	Seat 1	Seat ID: 1
2	Seat 2	Seat ID: 2
3	Seat 3	Seat ID: 3
4	Seat 4	Seat ID: 4

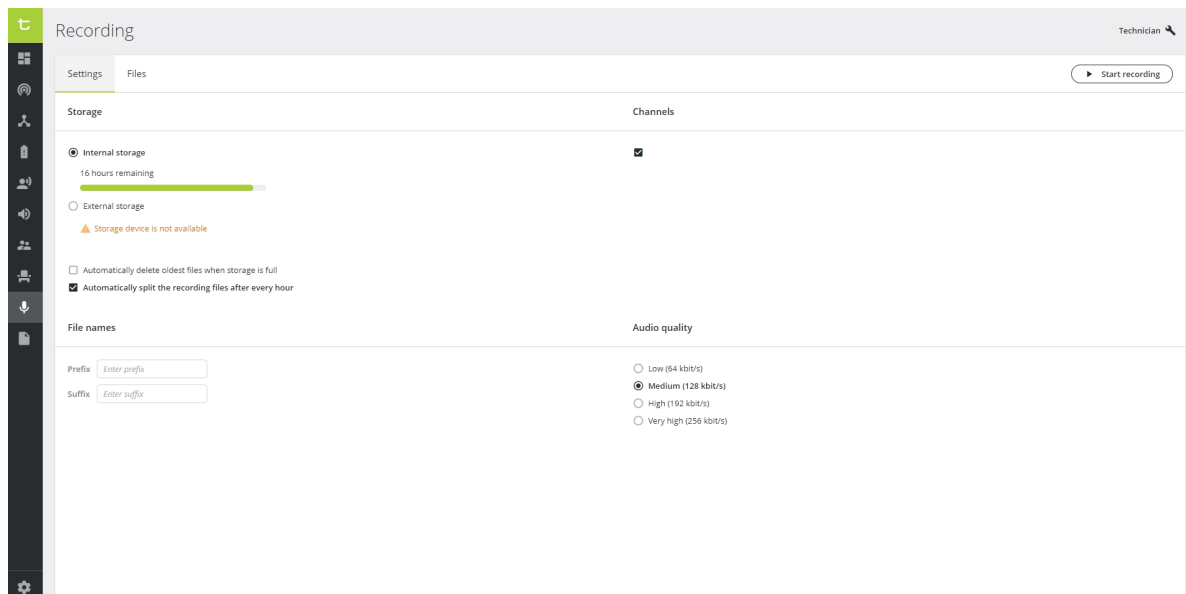
RECORDING



Only available when your Plixus engine supports recording.

On the Recording page, you can find all settings to configure the recording of your meeting. To access these settings, click the Recording icon  on the menu on the left. There are four groups of recording settings:

- > **Storage**
- > **Channels**
- > **File names**
- > **Audio quality**



Storage

Select where to store the recording. Select **Internal storage** to store the recording on the engine locally, or select **External storage** to store the files to an external USB device connected to the engine. For internal storage, you can see the remaining disk space (this depends on the audio quality you selected).

Select **Automatically delete oldest files when storage is full** to delete the oldest files on the engine or external USB device, when there is no more disk space.

Select **Automatically split the recording files after every hour** to split up recordings into different files when the recording time is larger than one hour.

Channels

Select the **channels** you want to record. Per channel, a different recording will be created.

File Names

Define a **prefix** and/or **suffix** to automatically add to your recording file name. By default, the date and time are already added to the file name. The file name has the following format: **PREFIX_DATE(YYYY-MM-DD)_TIME_CHANNELNAME_SUFFIX_NumberOfRecording.mp3**. The number at the end of the name increments when the recording consists of multiple files.


Audio Quality

Select the quality of the recording. By default, the quality is set to 128 kbit/s (medium quality audio files).

Start Recording

Click the button in the top right corner to start recording the meeting. You can also start the recording as Operator or Chairperson. For more information see "Chairperson and Operator Dashboard" on page 138

OUTPUT

The Output page contains all files generated by the meeting. To access this page, click the Output icon  in the menu on the left. This page shows output from the current meeting as well as the last 50 meetings.

Download Reports and Recordings

Per meeting, you can download the **report** and the **recording** (if you recorded the meeting) and see the voting results. Click the arrow icon next to the meeting to see additional information and download the recording file.

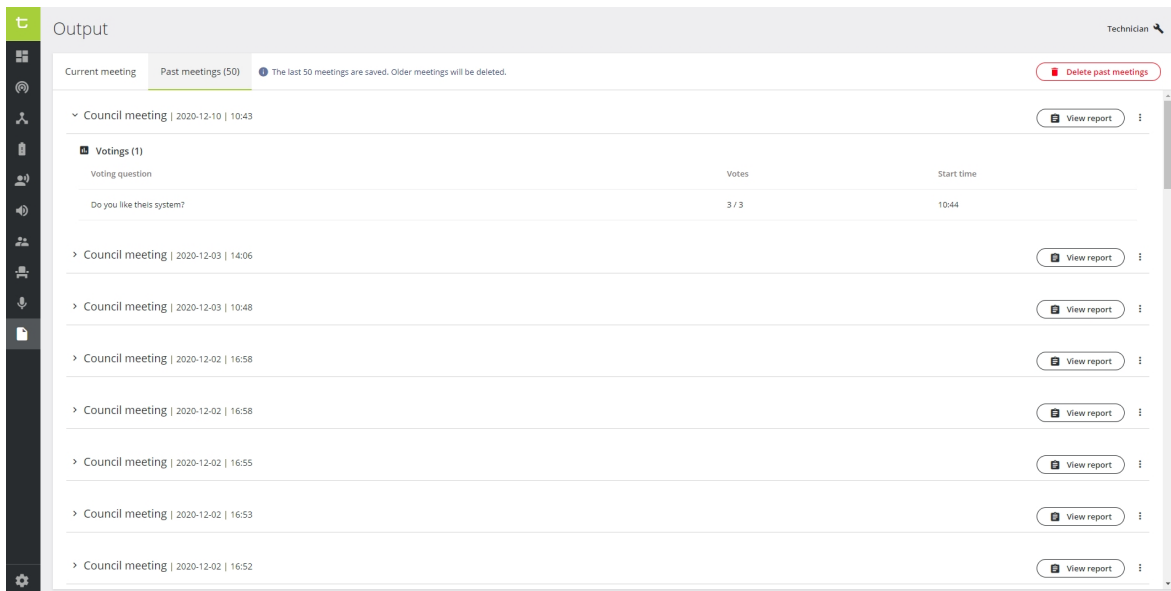
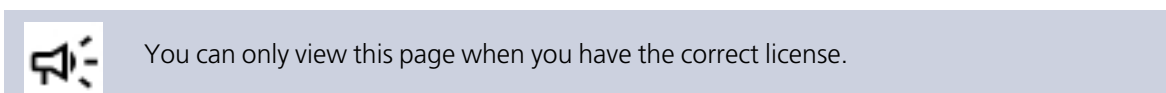


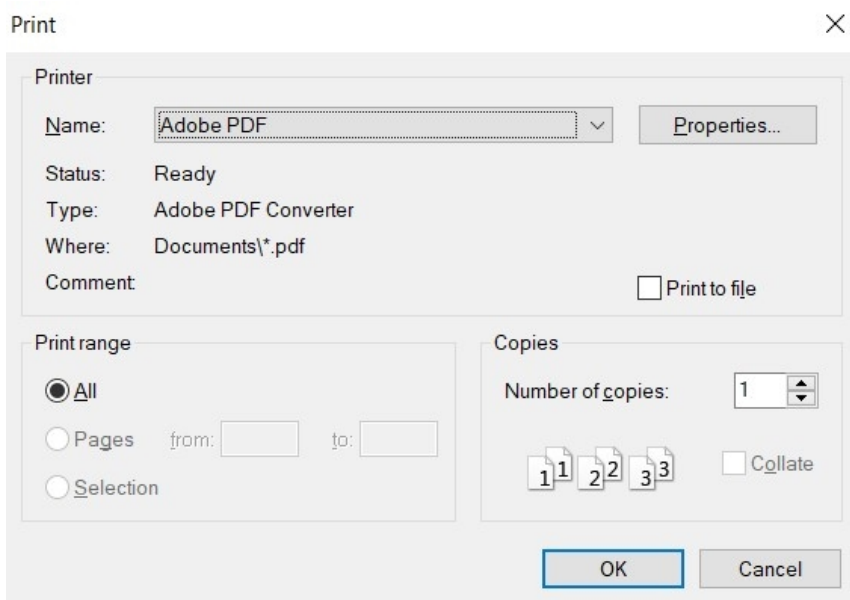
Figure 1-6 Output page

REPORT		Municipal Assembly												
Meeting details														
<div style="border: 1px solid #ccc; padding: 5px;"> General <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Start</th> <th>End</th> <th>Recording</th> <th>Room name</th> </tr> </thead> <tbody> <tr> <td>04/27/2020</td> <td>14:04</td> <td>14:04</td> <td>Yes</td> <td>Council Chamber</td> </tr> </tbody> </table> </div>					Date	Start	End	Recording	Room name	04/27/2020	14:04	14:04	Yes	Council Chamber
Date	Start	End	Recording	Room name										
04/27/2020	14:04	14:04	Yes	Council Chamber										
<div style="border: 1px solid #ccc; padding: 5px;"> Recordings <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>File</th> </tr> </thead> <tbody> <tr> <td>2020-04-27_14h04m24s_Floor.mp3</td> </tr> </tbody> </table> </div>					File	2020-04-27_14h04m24s_Floor.mp3								
File														
2020-04-27_14h04m24s_Floor.mp3														
<div style="border: 1px solid #ccc; padding: 5px;"> Presence <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Seat</th> </tr> </thead> <tbody> <tr> <td>Karel Vanheule </td> <td>Seat ID: 1</td> </tr> <tr> <td>Tim Lloyd </td> <td>Seat ID: 2</td> </tr> <tr> <td>Jolien Hollebeke</td> <td>Seat ID: 3</td> </tr> </tbody> </table> </div>					Name	Seat	Karel Vanheule	Seat ID: 1	Tim Lloyd	Seat ID: 2	Jolien Hollebeke	Seat ID: 3		
Name	Seat													
Karel Vanheule	Seat ID: 1													
Tim Lloyd	Seat ID: 2													
Jolien Hollebeke	Seat ID: 3													

Figure 1-7 Example of a meeting report




To download the report after you opened it, use the following keyboard shortcut: **CTRL + P**. The window below opens:




In the Printer Name field, select **Adobe PDF**, then click on **OK**. The report will be saved in your destination folder.

Delete Meetings

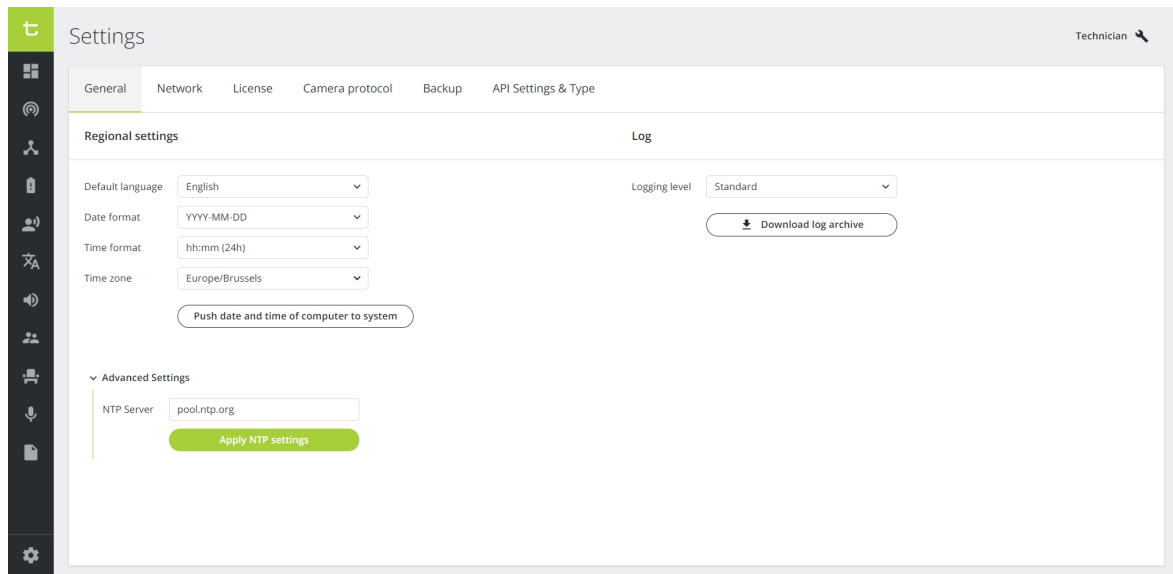
To delete all past meetings, click the button **Delete past meeting** on top of the list. You can also delete a single meeting by clicking the More icon  next to the meeting and selecting **Delete meeting**.

SETTINGS

Use the Settings page to configure general system settings such as the IP address and the date/time format. To access the Settings page, click the icon  in the menu on the left. The settings are divided in four groups over four different tabs:

- > General
- > Network
- > License
- > Camera protocol
- > Backup
- > API Settings & Type

General



The screenshot shows the 'Settings' page with the 'General' tab selected. The page is divided into two main sections: 'Regional settings' and 'Log'. The 'Regional settings' section includes dropdown menus for 'Default language' (English), 'Date format' (YYYY-MM-DD), 'Time format' (hh:mm (24h)), and 'Time zone' (Europe/Brussels). Below these is a button labeled 'Push date and time of computer to system'. The 'Log' section includes a dropdown for 'Logging level' (Standard) and a button labeled 'Download log archive'. At the bottom, there is an 'Advanced Settings' section with an 'NTP Server' field containing 'pool.ntp.org' and an 'Apply NTP settings' button. The page has a dark sidebar on the left with various icons, and a top navigation bar with tabs for 'General', 'Network', 'License', 'Camera protocol', 'Backup', and 'API Settings & Type'. The user's role 'Technician' is visible in the top right corner.

REGIONAL SETTINGS

In the **Regional settings**, you can set the default language, the date and time format, as well as the time zone, using the provided dropdown boxes. The time zone has to be filled in to have a correct display of the time on your system (e.g. If you enter "Bru", the "Europe/Brussels" time zone will automatically appear).

When clicking on the button "Push date and time of computer to system", you'll synchronize the time and date of the PC with the system.

Regional settings

Default language	English	▼
Date format	YYYY-MM-DD	▼
Time format	hh:mm (24h)	▼
Time zone	Europe/Brussels	▼

Push date and time of computer to system

ADVANCED SETTINGS

In the **Advanced Settings** section, you can add an NTP server to **synchronize the system clock** (visible on the display screen of the units) to an NTP time server on the Internet or a local network.

Click on the button **Apply NTP settings** to implement the changes. The settings will be applied immediately, so no reboot is necessary. It is however possible that when the **Apply** button is pressed, the connection to the web interface is lost.

The following information need to be taken into account:

- › It is possible to fill in either an **IP address** or a **domain name** in the NTP server field. If a domain name is used, the IP address of a reachable domain name should be configured via the Network tab (**DNS Primary** and **DNS Secondary**).
- › No NTP service is used when an empty string is configured in the NTP server field. In that case, the time must be pushed manually by clicking the button **Push date and time of computer to system**.
- › If you click the button **Push date and time of computer to system** although an NTP server has been configured and is reachable, **the time from the NTP service will prevail**.

- › About 10 seconds are necessary to update the system time to a newly implemented NTP server.
- › When **DHCP is enabled** (see [Network](#) section here-below), the **NTP server cannot be configured manually** and the NTP server fields and button are grayed out. In that case, the NTP server can be communicated as one of the optional DHCP configuration parameters. To make sure the system works properly, an NTP server must be present on the network and the DHCP server configured to include the NTP server in the optional parameters. If DHCP is enabled but there is no NTP server on the network, it is still possible to click the button **Push date and time of computer to system**.

The Central Unit will try to **reach the DHCP server three times**. This process takes about **10 seconds**. Unless another device is already using the default IP address, a fallback to the default factory address will be implemented after 15 to 20 seconds. Otherwise, no IP address will be configured. A DHCP retry will be done in the background after 20 seconds even if the fallback was successful.

LOG

You can change the level that the system will put in the log files. This can be the standard level, or a more detailed logging.

Network

NETWORK INFORMATION

The screenshot shows the 'Settings' application interface. At the top, there's a 'Settings' header with a 'Technician' profile icon. Below it are navigation tabs: 'General', 'Network' (selected), 'License', 'Camera protocol', 'Backup', and 'API Settings & Type'. The main content area is divided into two sections: 'Network information' and '802.1X settings'.
 In the 'Network information' section, there are several input fields:
 - 'Room name': A text input field with a placeholder 'room name'.
 - 'Enable DHCP': A toggle switch currently turned off.
 - 'IP address': A dotted-decimal input field with values 10, 40, 48, 136.
 - 'Subnet mask': A dotted-decimal input field with values 255, 255, 254, 0.
 - 'Gateway': A dotted-decimal input field with values 10, 40, 49, 254.
 - 'DNS Primary': A dotted-decimal input field with values 10, 0, 0, 44.
 - 'DNS Secondary': A dotted-decimal input field with values 10, 0, 0, 9.
 Below these fields is an 'Apply network settings' button.
 In the '802.1X settings' section, there is an 'Enable 802.1X' toggle switch currently turned off, and a green 'Apply 802.1X settings' button.

The following network settings are available:

- › **Room name:** name you want to give to your room.
- › **Enable DHCP:** when enabled, all network fields below are grayed out and cannot be entered manually. In that case, make sure the DHCP server has been configured to include the NTP server in the optional parameters. If DHCP is enabled but no NTP server has been defined on the network, it will still be possible to push the local time from the computer in the General tab of the Settings window. See previous section **Advanced Settings** for more information.
- › **IP address:** IP address to access the Plixus engine. The default value is **192.168.0.100**. The default IP for the Confidea G4 WAP is **192.168.0.110**. When you change the IP address, you need to restart the engine to complete the action.
- › **Subnet mask:** default subnet is 255.255.255.0.
- › **Gateway:** access point to another network.
- › **DNS Primary / DNS Secondary:** these fields are required for the NTP server when a domain name is used.

When you change the network settings, click **Apply network settings** to validate the changes.

802.1X SETTINGS

802.1X is an IEEE standard for Port-Based Network Access Protocol (PNAC). It is a highly secure network authentication protocol that allows the server to check the user's credentials and/or certificates before granting or blocking their access to the network.



The 802.1X protocol applies to Plixus LAN and WAP G4 LAN ports. Plixus wired devices do not support the 802.1X protocol.

Three types of authentication are possible:

MD5	Username + Password	LOW
TLS	CA Certificate + Client Private Key + Client Certificate	HIGH
PEAP	CA Certificate + Username + Password	MEDIUM

ACTIVATING THE 802.1X PROTOCOL

To activate the 802.1X protocol, process as follows:

1. Move the cursor on the right side to activate the 802.1X settings.

802.1X settings

Enable 802.1X

Type

Apply 802.1X settings

2. Select the desired authentication type.

802.1X settings

Enable 802.1X

Type

CA Certificate

Username *

Password *

Confirm Password *

Apply 802.1X settings

3. Enter the credentials and upload the certificates (if applicable).

Confero Certification

Enable 802.1X **Enable 802.1X Certification**

Type*

CA certificate*

Client Private key*

Client Certificate*

Apply settings

4. Click on the **Apply 802.1X settings** button. You then need to restart the system for the changes to be taken into account.

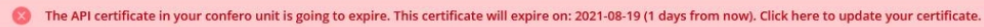
RENEWING CERTIFICATES

When a **certificate is about to expire**, a notification will appear in an orange bar both on top of the dashboard and in the General Settings tab **30 days before the expiration date**.



▲ The CA certificate in your confero unit is going to expire. This certificate will expire on: "22 Jan 2022 (30 days from now)". Click [here](#) to update your certificate. X

The bar will turn red 7 days before the expiration date.



✖ The API certificate in your confero unit is going to expire. This certificate will expire on: 2021-08-19 (1 days from now). Click [here](#) to update your certificate.

A **pop-up window** will also show **7 days before the expiration date**. Upload a new certificate as indicated in the section here-above.

Certificate is about to expire X

The certificate in your confero unit is going to expire. This certificate will expire on:

22 Jan 2022 (7 days from now)

Your system will continue to work until this time, please update your certificate before this date.

Close

Go to settings

The Operator will also receive a notification when a certificate is about to expire and will be advised to refer to the Technician.

Certificate is about to expire

A certificate in your confero unit is going to expire. You need to contact your technician to update the certificate on your unit. It will expire on:

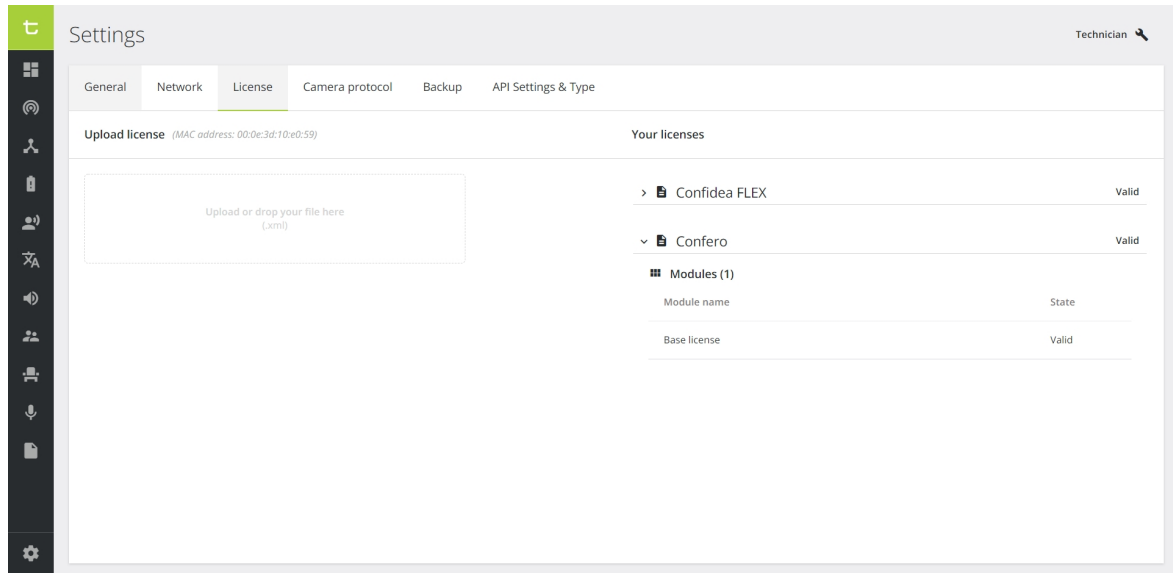
2021-08-19 (1 days from now)

Your system will continue to work as normal until this time.

Close

License

On the **License** tab, you can upload a new license or see the **license information** when you click one of the licenses.



Camera Protocol

The Camera protocol is disabled by default. When you enable the camera protocol, you can configure the following parameters:

- **Camera protocol:** select the protocol you want to use. Three protocols are available: TLVCAM 1, TLVCAM 2 and T-CAM. These are the most commonly used camera protocols that are also provided with CoCon. For more information on camera protocols, see **Camera Protocol Explained** in the next section. You can only choose one at a time.
- **Network protocol:** Choose either TCP/IP or UDP.
- **Port:** This is the port on the client where the camera protocol is either sent to (UDP) or where the third party client has to listen to on the Confero 360 engine (TCP)
- **IP address:** When you select UDP, you need to specify the IP address of the destination (third-party).

Camera protocol settings

Enable

Camera protocol

Network protocol

Port

[Apply settings](#)

Camera Protocols Explained

When UDP is not selected, every call needs an acknowledgement. If no acknowledgement is sent back, the system tries to send the call up to 3 times. An acknowledgement is 1 byte long and contains hexadecimal value 0x06.

COMMANDS FOR TLVCAM1 PROTOCOL

A call is made up of four distinct parts and looks like the following: {STX}{Body}{CRC}{ETX}.

STX

STX indicates the start of the command protocol. You can recognize STX because it appears as a percentage sign (%) in the command.

BODY

The body is the second part of the protocol. The body itself consists of several parts as well. This is a letter (capitol or small) followed by the microphone number. The microphone number always contains four digits. For example, seat 1 will appear as 0001 in the protocol, seat 2 as 0002, and so on.

› **P/p:**

- › When a chairperson device activates, a capital P is used. The P is followed by the number of the microphone.
- › When a chairperson deactivates their microphone, a small p is used. The p is followed by the number of the microphone.

› **M/m:**

- › When a delegate device activates, a capital M is used. The M is followed by the number of the microphone.
- › When a delegate deactivates their microphone, a small m is used. The m is followed by the number of the microphone.

- › **R:** When the last active microphone is turned off, a 'reset' command is sent. This command starts with a capital R. An example is: (%)**R**(0052)

- › **S:** Every 5 seconds, a synchronized command is sent. This command starts with a capital S and contains all active microphones. The microphones are in order of activation. The first activated microphone is the first number in this part of the protocol. For example (%)**S00250001**(01DB) means that the first microphone to be activated was microphone 25. Microphone 1 was the second microphone to be activated. If no microphone is active, the synchronization will send S0000 as {Body} in the protocol: (%)**S0000**(0113).

CRC

CRC is the third part of the command protocol. It is an extra check to make sure that nothing went wrong during the transmission.

The CRC is the 16 bit hexadecimal sum of all ASCII characters in {Body}. For example, {Body} can equal S00250001. CRC will then be : $0x53+0x30+0x30+0x32+0x35+0x30+0x30+0x30+0x31 = 0x01DB$

As a result, the command will be as follows: (%)S00250001)**01DB**.

ETX

ETX indicates the end of the command protocol. The ETX is a Carriage Return (CR). The hexadecimal presentation of ETX is **0x0D**.

EXAMPLES OF TLVCAM1 COMMAND PROTOCOLS

- › If the **chairman microphone is activated**, and the chairman microphone is number '0001', then the following message is sent: %**P00010111**<CR>

- › When the **chairman microphone is deactivated**, then the following message is sent:
%p00010131<CR>
- › If a **delegate microphone is activated**, and that delegate microphone is number '0003', then the following message is sent: **%M00030110<CR>**
- › When the **delegate microphone is deactivated**, then the following message is sent:
%m00030130<CR>
- › Suppose now that the **delegate microphone with number '0003' is active**. On a **synchronization check**, the synchronization message will look like this: **%S00030116<CR>**
- › Suppose now that the delegate microphones with **number '0002' and '0004' are also active**. On a **synchronization check**, the synchronization message will look like this:
%000300020004029C<CR>
- › When **no microphones are active**, then the following synchronization will be received:
%000300020004029C<CR>
- › When the **camera control system should reset itself** to its start position, then the following message will be received: **%R0052**
- › When **all microphones are deactivated simultaneously**, then the following message is received: **%V00000116**

COMMANDS FOR TLVCAM2 PROTOCOL

A call is made up of three distinct parts and looks like the following: {STX}{Body}{ETX}.

STX

STX indicates the start of the command protocol. You can recognize STX because it appears as a dollar sign (\$) or an ampersand sign (&) in the command.

BODY

The body is the second part of the protocol. The body itself consists of several parts as well. This is a digit (1, 2 or 3) followed by the microphone number. The microphone number always contains four digits. For example, seat 1 will appear as 0001 in the protocol, seat 2 as 0002, and so on.

- › **1**: The microphone of the chairman or a delegate is activated. 1 is followed by the seat number of the microphone. E.g.: (\$) **10001<CR><LF>**.

- **2:** The microphone of the chairman or a delegate is deactivated. 2 is followed by the seat number of the microphone. E.g.: (\$)20001<CR><LF>.
- **3:** All active microphones are deactivated. 3 is followed by number 0000. E.g.: (&)30000 (<CR><LF>).

ETX

ETX indicates the end of the command protocol. The ETX is an Carriage Return (CR) followed by an Line Feed (LF). The hexadecimal presentation of CR is **0x0D** and the hexadecimal presentation of the LF is **0x0A**.

EXAMPLES OF TLVCAM2 COMMAND PROTOCOLS

- If the **chairman microphone is activated**, and the chairman microphone is number '0001', then the following message is sent: **\$10001<CR><LF>**.
- When the **chairman microphone is deactivated**, then the following message is sent: **\$20001<CR><LF>**.
- If a **delegate microphone is activated**, and the delegate microphone is number '0003', then the following message is sent: **\$10003<CR><LF>**.
- When the **delegate microphone is deactivated**, then the following message is sent: **\$20003<CR><LF>**.
- When **all microphones are deactivated**, then the following message is received: **&30000<CR><LF>**.

COMMANDS FOR T-CAM PROTOCOL

Once the network protocol has been defined (UDP or TCP, refer to the beginning of this section), the camera protocol works as follows:

When there is a change in the state of the microphone, a UDP/TCP data package is sent to the camera. The package is in JSON format and has the following structure: {"UID": seat_number, "status": status_number}.

- **seat_number:** seat number of the microphone.
- **status_number:** status of the microphone. There are 2 possible status:
 - **0:** The microphone is deactivated
 - **1:** The microphone is activated

In case of multiple calls to turn off microphones, the activation order applies based on the "first in, first out" principle. For example, the call for the first microphone on will be sent as the first microphone off.

EXAMPLES OF T-CAM COMMAND PROTOCOLS:

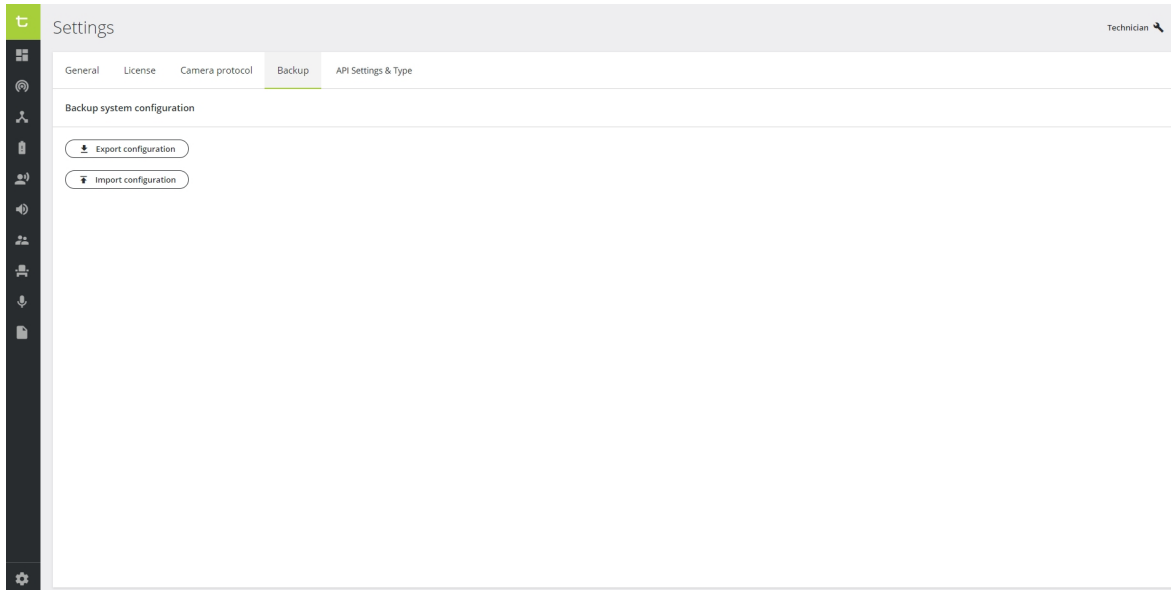
- › If the **delegate microphone is activated**, and the delegate microphone is number 7, then the following message is sent: **{"UID": 7, "status": 1}**.
- › If the **delegate microphone is deactivated**, then the following message is sent: **{"UID": 7, "status": 0}**.
- › If **delegate microphones number 2, 4 and 7 are deactivated** simultaneously while they were initially activated in order 4, 7 and 2, then the following messages are sent: **{"UID": 4, "status": 0}**, **{"UID": 7, "status": 0}** and **{"UID": 2, "status": 0}**.

Backup

On the **Backup** tab, you can import and export configurations. Click the respective buttons to perform these actions.

The exported configuration contains the following information:

- › Dynamics processing settings
- › Audio routing settings
- › Interpretation settings



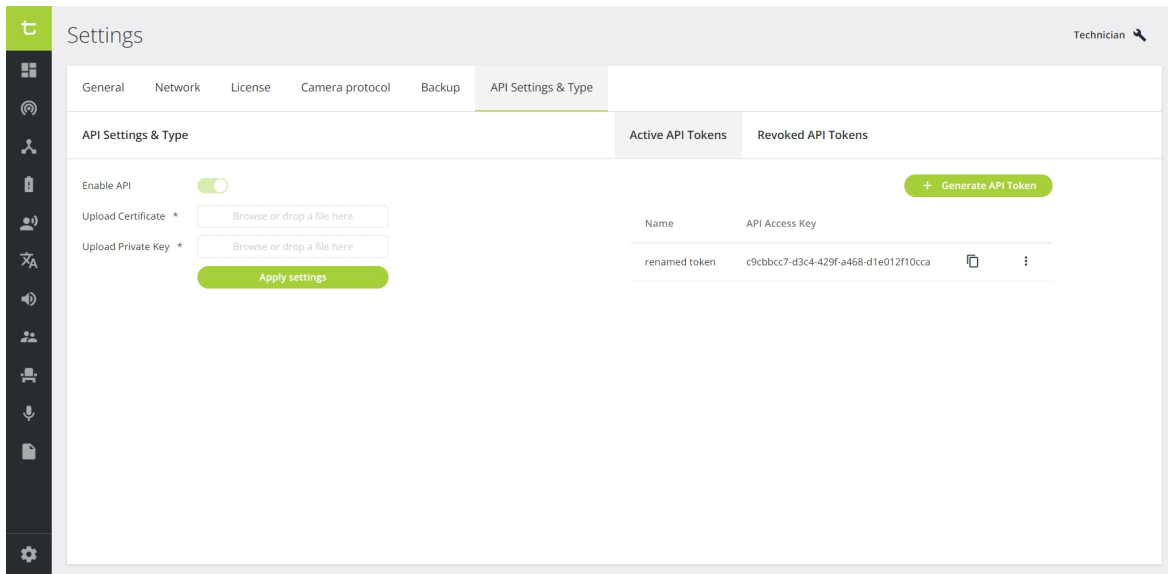
API Settings & Type

The Confero 360 API was designed to create custom solutions and integrate with your own API. With the Confero 360 Customer REST API, you can perform two types of actions:

- › Publication of events occurring in the meeting room
- › External control of the meeting room

The technology used for the API is REST (Representational State Transfer) with JSON (JavaScript Object Notation).

To activate the API, click on the **API Settings & Type** tab and enable the API by moving the cursor on the right side.



API OPTIONS

LEGACY API

The **Legacy API** is **deprecated** and won't be maintained in the future. However, you can still contact Televic Support for more information.

SECURED API (RECOMMENDED)

The **Secured API** has **encrypted communication via HTTPS**, ensured via a CA certificate (see section here-after for more information). Authentication to the API is allowed via **tokens** to prevent other people who know the API from executing calls. Tokens have to be added into the header of the API, otherwise the calls will not be executed.

The system hosts a **Swagger file** that contains the latest information about how to set up and use the API, as well as all existing API calls. It is located here: `<ip-address>/openapi`

CA CERTIFICATES (SECURED API)

The communication is **encrypted via HTTPS** in order to guarantee **confidentiality, authenticity** and **privacy** of the user. To get proper encryption, a **CA certificate** must be created, signed and uploaded.

A CA certificate is issued by a trusted third-party called "**Certificate Authority**" after they verify certain information about the company requesting the certificate.

If a certificate is uploaded, the communication is **secure** (HTTPS) and the **port number is 9443**. If there's no certificate, the communication is **insecure** (HTTP) and the **port number is 9080**. For enhanced security reasons, it is then highly recommended that you **create and upload your own certificate**. The process is dependent on the programming language and/or framework used and is out of the scope of this document.



The creation, upload and renewal of certificates are the **responsibility of the client** ! Keep in mind that uploading a certificate on the Central Unit but failing to validate it on the Client's side is **not secure**.

The following demo is for testing purposes only. Cooperation with your IT department is required to sign certificates and align with security policies.

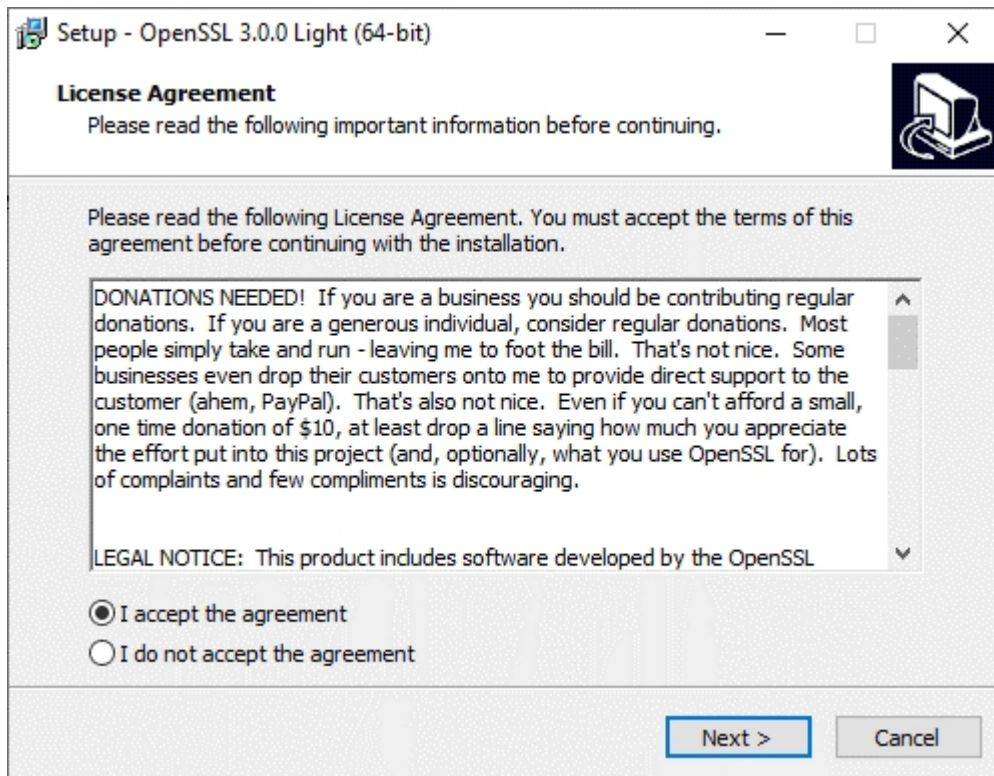
For more information about certificates, refer to the following pages:

- > https://en.wikipedia.org/wiki/Public_key_certificate
- > https://en.wikipedia.org/wiki/Certificate_authority
- > https://en.wikipedia.org/wiki/Transport_Layer_Security

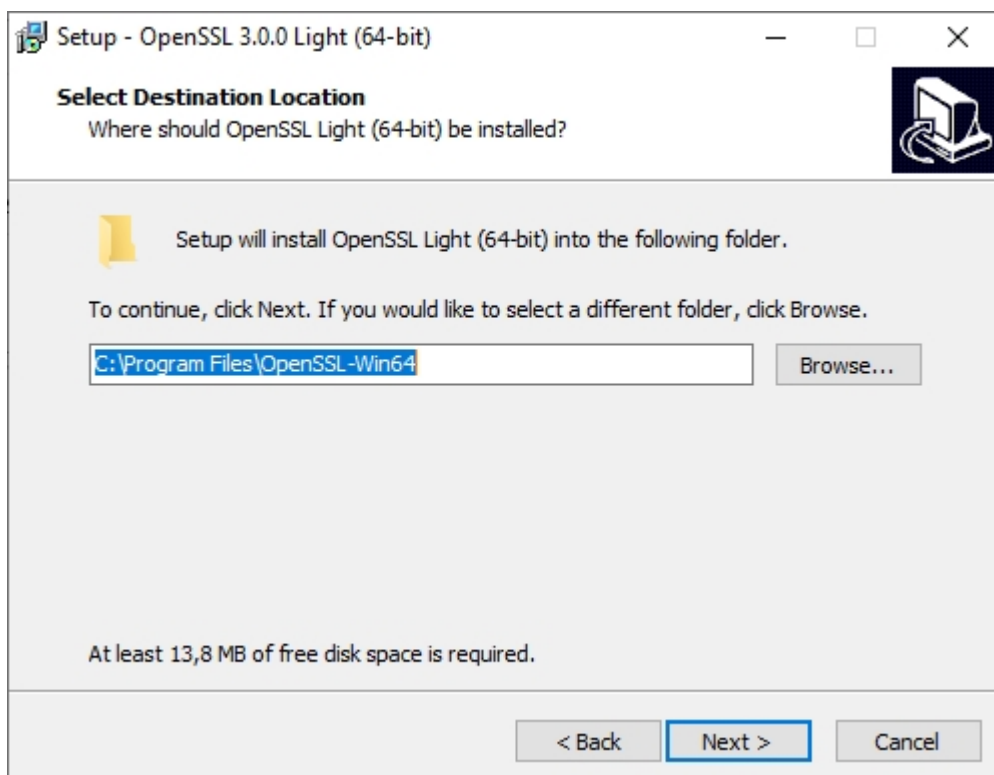
INSTALLING OPENSSL

OpenSSL is pre-installed on Linux® but has to be installed on Windows®.

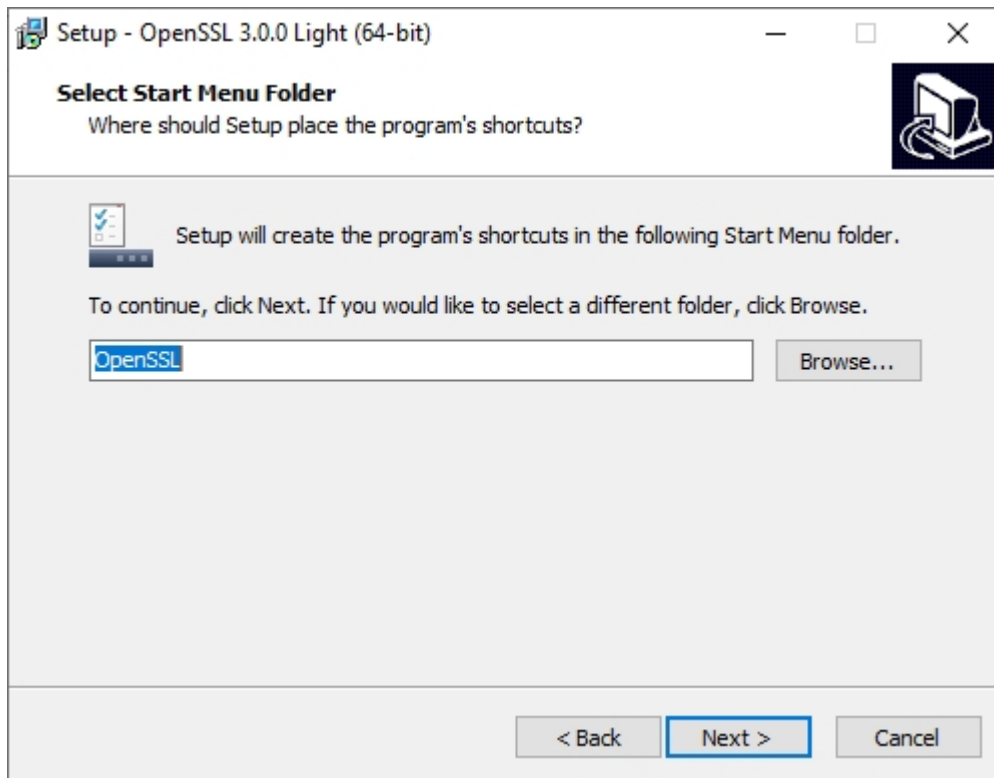
1. Go to <https://slproweb.com/products/Win32OpenSSL.html> and download Openssl for Windows®. You can select the light version, it should be an ".exe" file.
2. Accept the License Agreement.



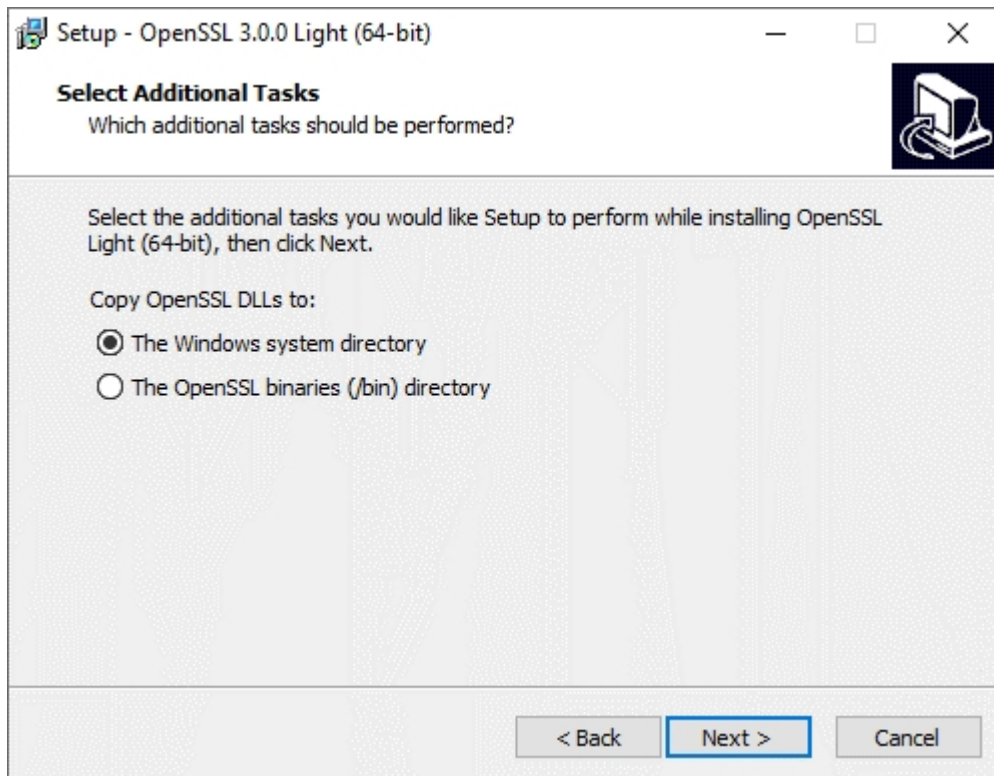
3. Keep the default location.



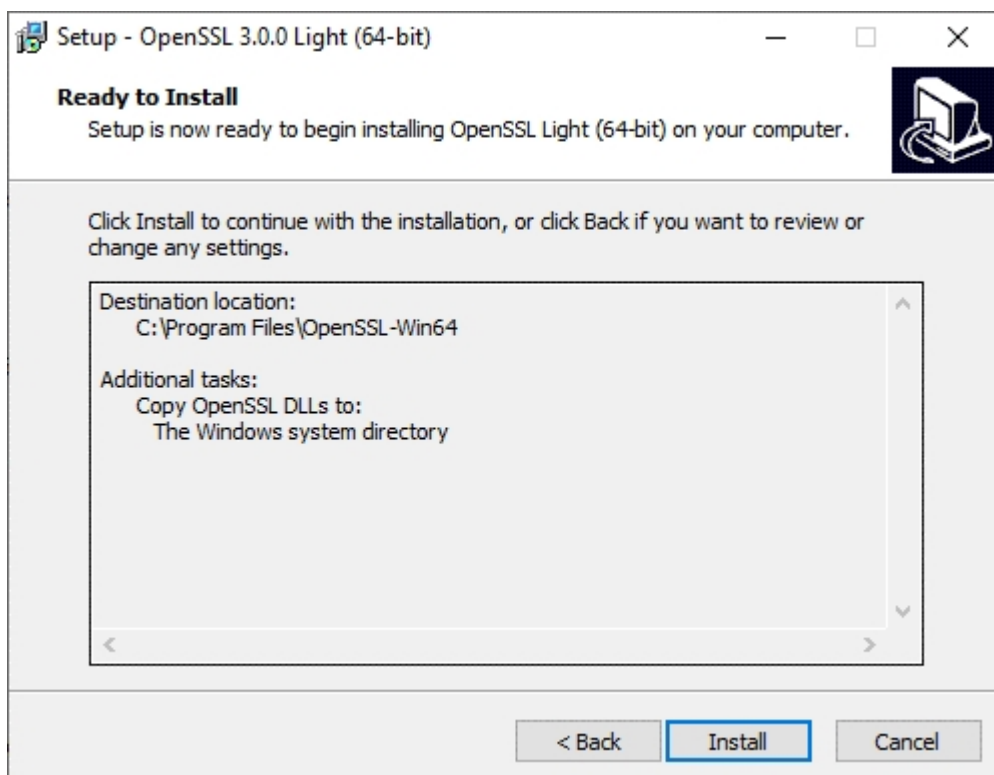
4. Select **Next**.



5. Choose **The Windows system directory**.



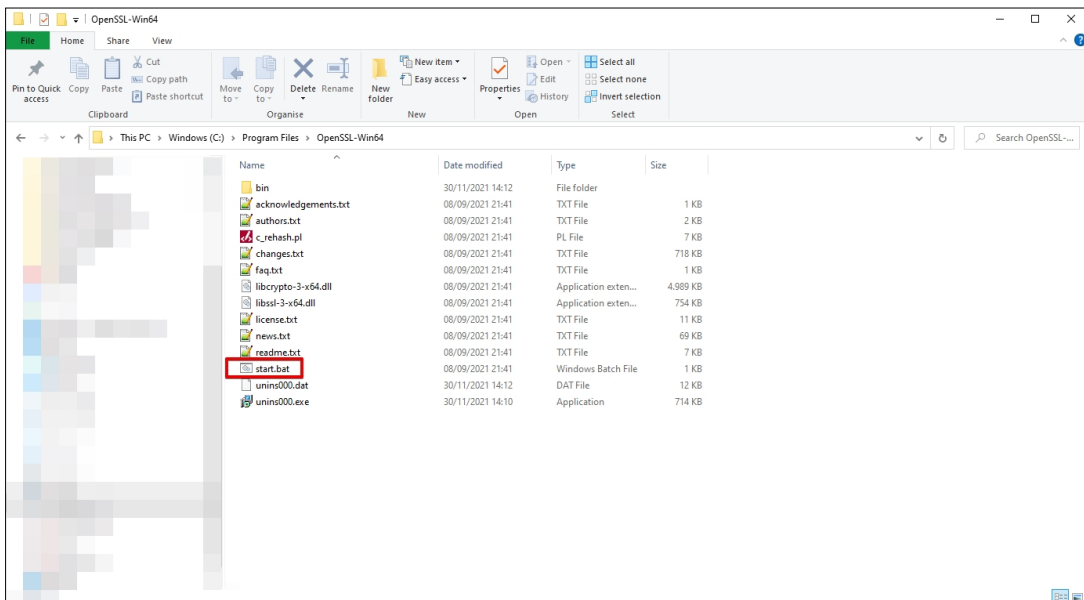
6. Click **Install**.



- Click **Finish**.



- Start OpenSSL: go to the location of the installed program (by default: *C:\Program Files\OpenSSL-Win64*).



CREATING AND SIGNING CERTIFICATES

For testing purposes, it is possible to **create a Certificate Authority**. If your organization requires you to use the company's CA, please skip this step and go to [Creating a Certificate Request](#).

CREATING A CA CERTIFICATE

The commands below are in the simplest form. OpenSSL offers more options, please consult the manual for more information.



Make sure to **align with your IT department** on the **security policies** for deployment.

1. Generate a **CA private key**:

```
openssl genrsa -out server.key 2048
```

server.key is a private key for the Conference Controller. For security reasons, **do not share this key**.

2. Generate a **CA root certificate**. Fill in the questions asked according to your organization:

```
openssl req -new -x509 -days 365 -key ca.key -out ca.cert.pem
```

CREATING A CERTIFICATE REQUEST

1. Generate a **server key**:

```
openssl genrsa -out server.key 4096
```

Adjust the *file server_req* as the above command will prompt for **information to be included in the certificate**. Enter . (period) to leave the field blank. The value of Common Name (or CN) should be the **IP address or DNS** of the Conference Controller, that must be known in this step.

2. Generate a **certificate request**:

```
openssl req -new -key server.key -out server.csr -config server_req.cfg
```

SIGNING THE CERTIFICATE REQUEST:

1. Now the `server.csr` certificate must be **submitted for signing by the CA**. If you use your company's CA, you need to send the file to the person in charge. If you created your own CA, enter:

```
openssl x509 -req -days 365 -in server.csr -CA ca.cert.pem -CAkey ca.key -CAcreateserial -out server.crt -extensions req_ext -extfile server_req.cfg
```



The `server.key` file should not be sent!

2. The received certificate can be viewed with the following command in OpenSSL:

```
openssl x509 -text -in server.crt -noout
```

INSTALLING THE ROOT CERTIFICATE AUTHORITY

Browsers might display errors when an organization uses certificate authorities to issue certificates. It is therefore necessary to configure the browsers so that the CA certificates are recognized.

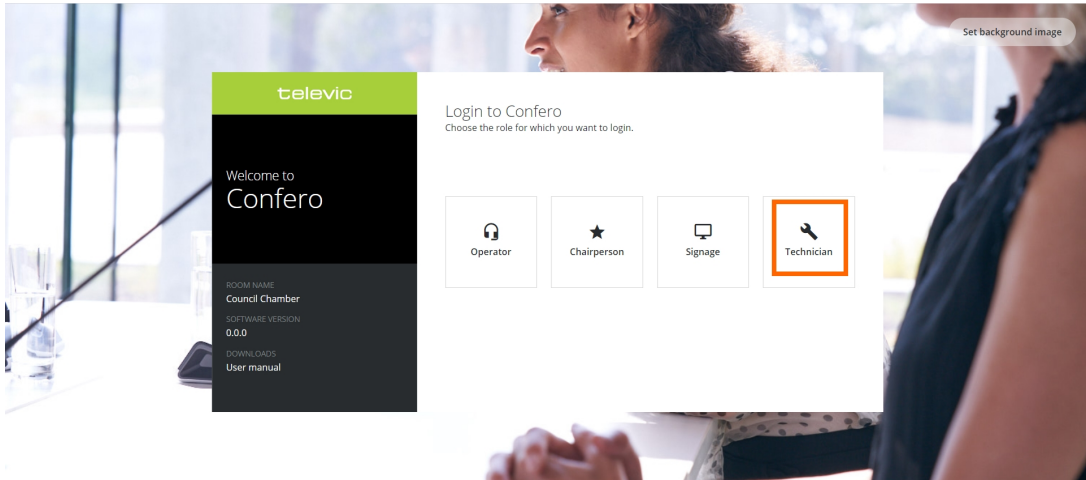
The configuration is specific for every browser / operating system. Visit the websites below for more information on browser configuration:


- > Mozilla Firefox : <https://support.mozilla.org/en-US/kb/setting-certificate-authorities-firefox>
- > Google Chrome: <https://support.google.com/chrome/a/answer/6342302?hl=en>
- > Microsoft Edge: <https://computersluggish.com/windows-tutorials/software-apps/how-to-add-a-certificate-in-microsoft-edge/>

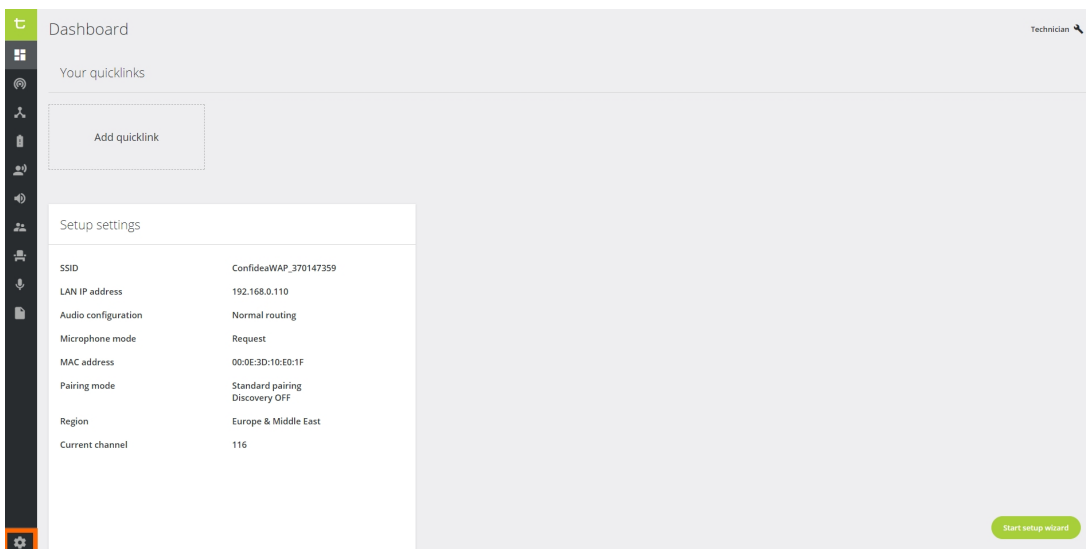
When the configuration is finished, shut down your browser completely (all processes) and restart it.

INSTALLING THE CERTIFICATES

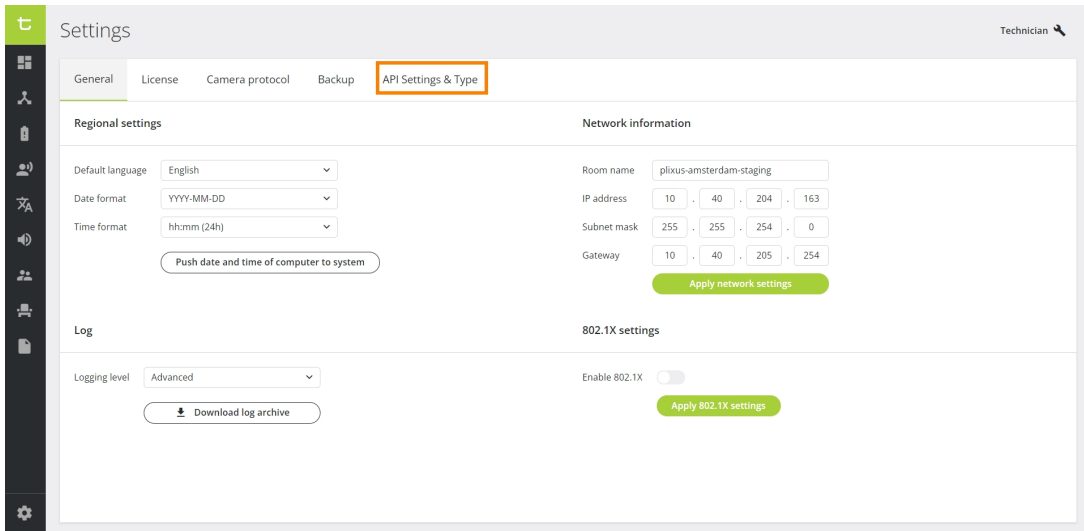
1. Log in to the Confero platform as Technician:



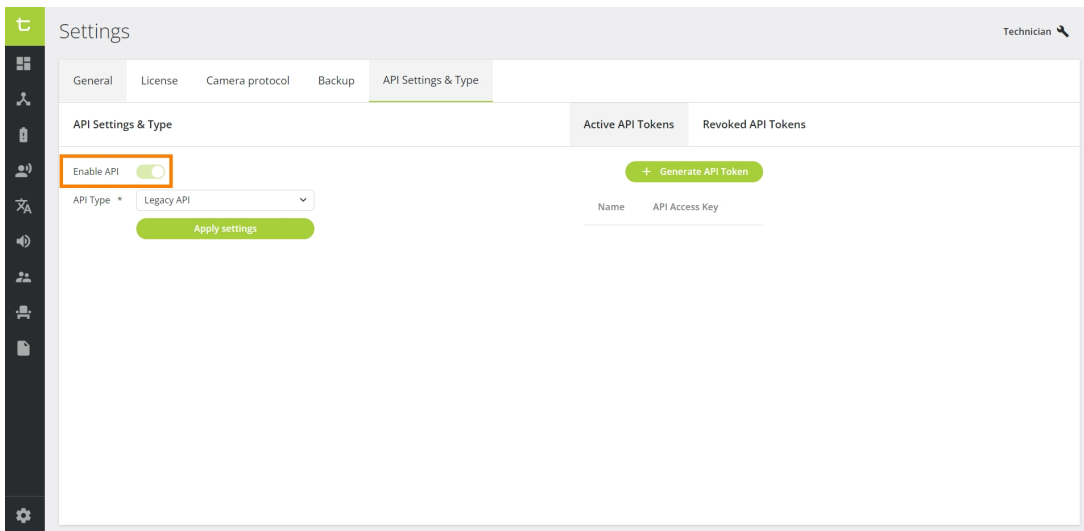
2. Click on the **Settings** icon  in the menu on the left. The **Settings** page opens:



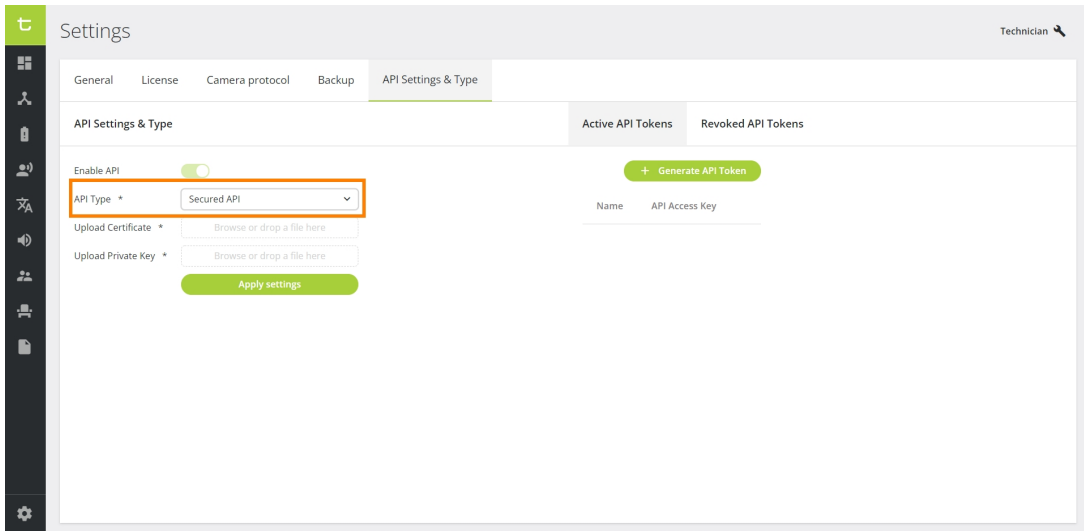
3. Click on the tab **API Settings & Type**:



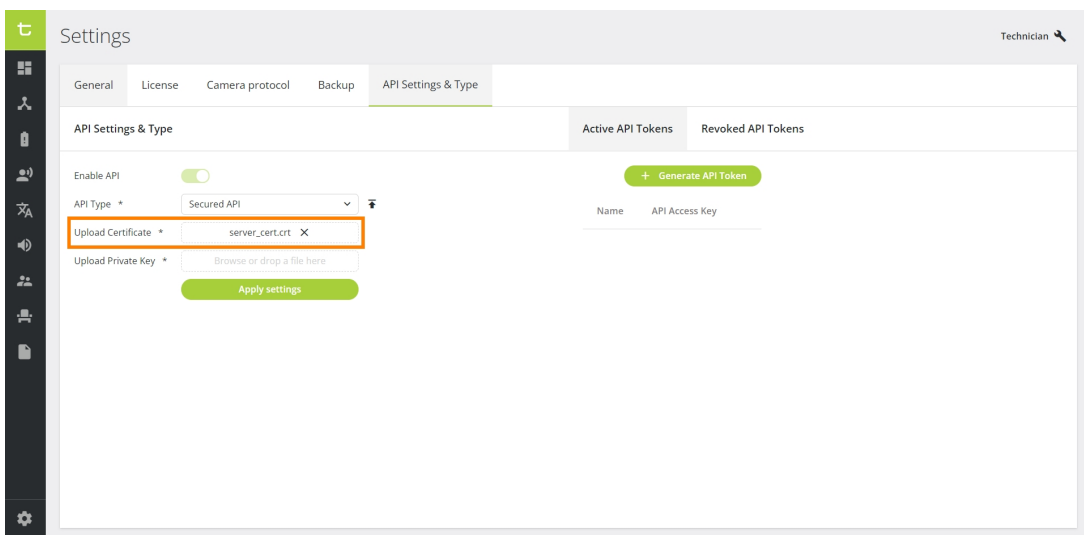
4. You now have access to the **Confero 360 API settings**. Enable the API:



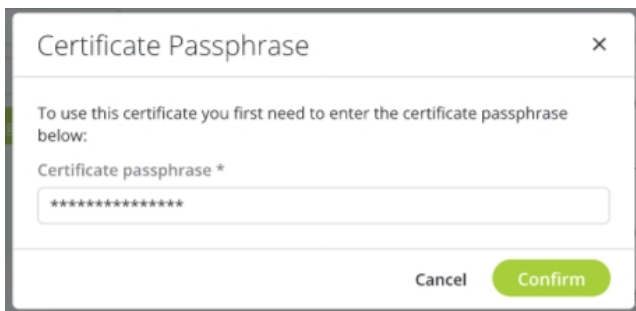
5. In **API Type**, in case of multiple choices, select **Secured API**:



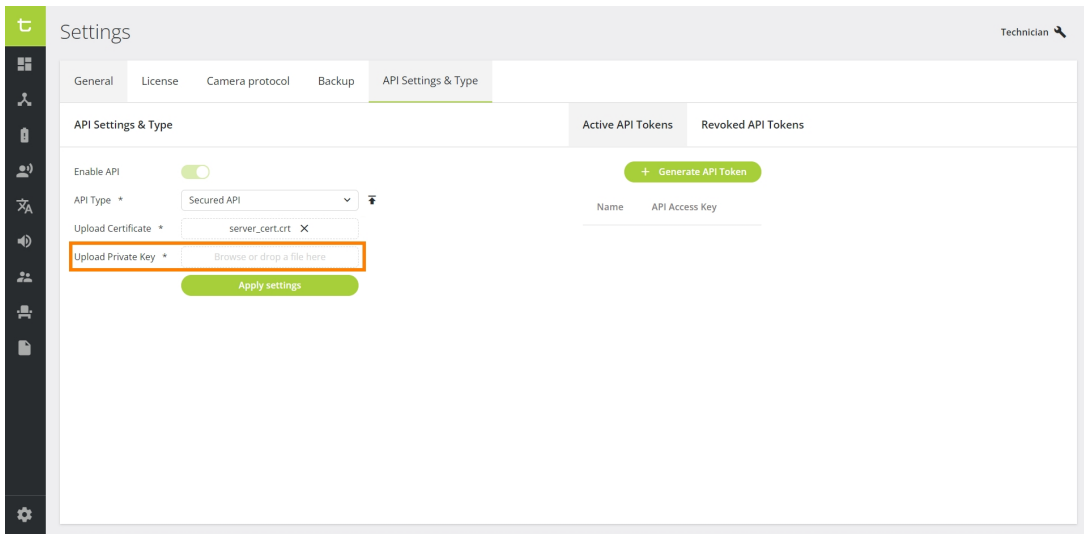
6. In **Upload Certificate**, click on **Browse or drop a file here** to upload a certificate from your computer, or drag and drop a file in this field:



7. [Optional] If your certificate is password-protected, a pop-up window opens. Enter the **certificate's password** and click **Confirm** to validate:



8. In **Upload Private Key**, click **Browse or drop a file here** to upload a private key file from your computer (".pem" extension), or drag and drop a file in this field:



Both a **certificate** and **private key** are **required** for the access point to work. The **private key** should **never be shared** with anyone.



The **server certificate** and **key file** are distributed separately in this demo. They might come **packed together in one file**, in which case you will need to **drag the same file twice** in the certificate and the key drag&drop fields.

9. Click on the **Apply settings** button to implement the API settings.
10. After uploading the new certificate, it is recommended to **reboot the Conference Controller**.

RENEWING A CERTIFICATE

When a certificate is about to expire, a **warning message** will appear on the **Technician dashboard** as well as the **API Settings** of the platform so that you can renew it on time.

TESTING THE CERTIFICATES

1. Prior to the testing process, make sure that the **API has been enabled**, that the **certificates have been uploaded** and that the **Conference Controller has been rebooted**.

2. For testing whether the certificates are properly installed, check with a **random https GET method**, e.g.:

https://192.168.0.110:9443/api/discussion/settings



If you're not using the default IP, replace it with the correct one.

3. The **response** received should be **"No token received"**. This response is normal as a web browser does not send a token.

In case you get a **security error**, the openapi website will not work. **Check the details of the error** to get a hint of what is going wrong.

Ex-Factory and Reset

The ex-factory startup behaves as follows:

- › DHCP is disabled
- › A static configuration is applied with the "legacy" IP address (192.168.0.110 for the WAP and 192.168.0.100 for the Central Unit)

A short push of 5 seconds resets all the settings to default:

- › Network settings (IP, subnetmask, default GW, room name, DHCP disabled)
- › 802.1X settings (this will be turned off and all certificates will be removed)
- › WAP certificates will also be removed (802.1X certificates and API certificates)

CHAIRPERSON AND OPERATOR

This chapter explains the different functions the Chairperson and Operator can configure and control.

CHAIRPERSON AND OPERATOR DASHBOARD

The **Dashboard** is the first page the user sees when they log in. Here you can manage your meeting. You can see the active speakers and the request list, but also activate and mute microphones.



The available content on the Dashboard depends on what the Technician configured in Role management. See "Role Management" on page 99.

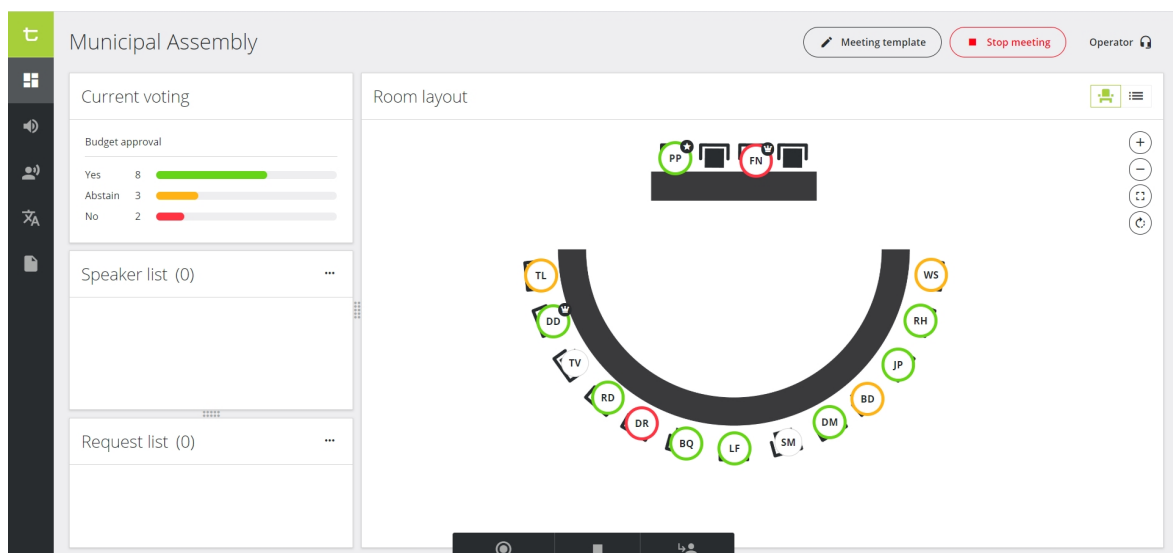
Dashboard Elements

The Dashboard consists of three large blocks:

- > **Speaker list:** current speakers
- > **Request list:** participants requesting to speak
- > **Voting results (online during voting sessions):** voting results in real time
- > **Room layout:** image of the room with all seats and participant's names on the seat

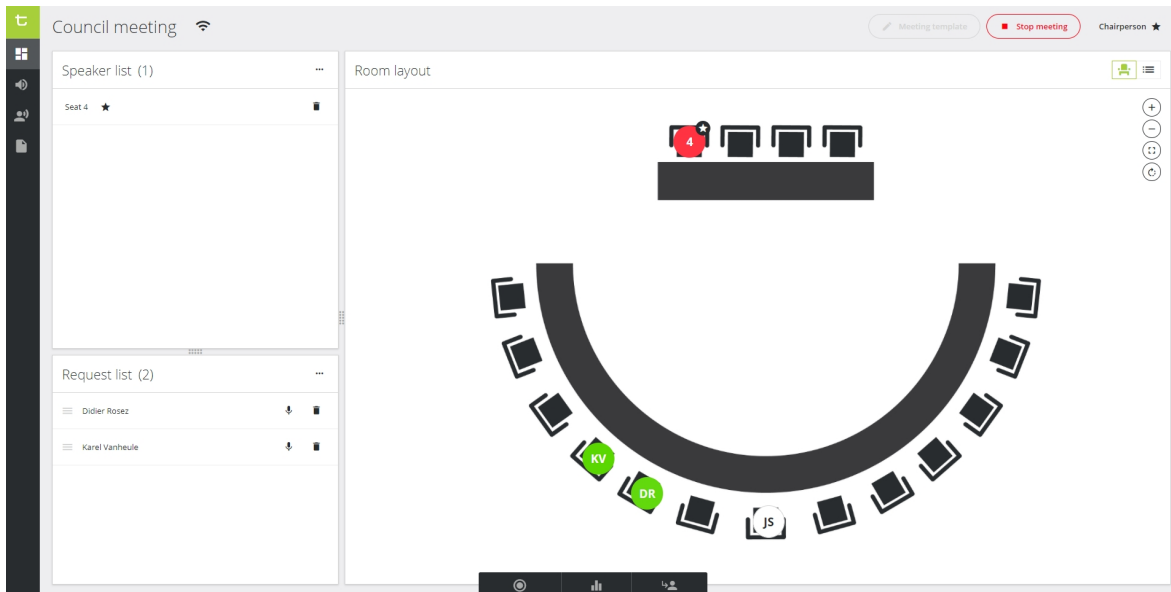



The below image applies to the Wired version only:





The below image applies to Confidea G4 Wireless only:




Only for G4 an extra icon  is added. When hovering over the icon, you can see the following information:

- > Channel number
- > 2.4/5GHz range
- > Signal quality (bad, medium or good)
- > Whether channel is a DFS channel

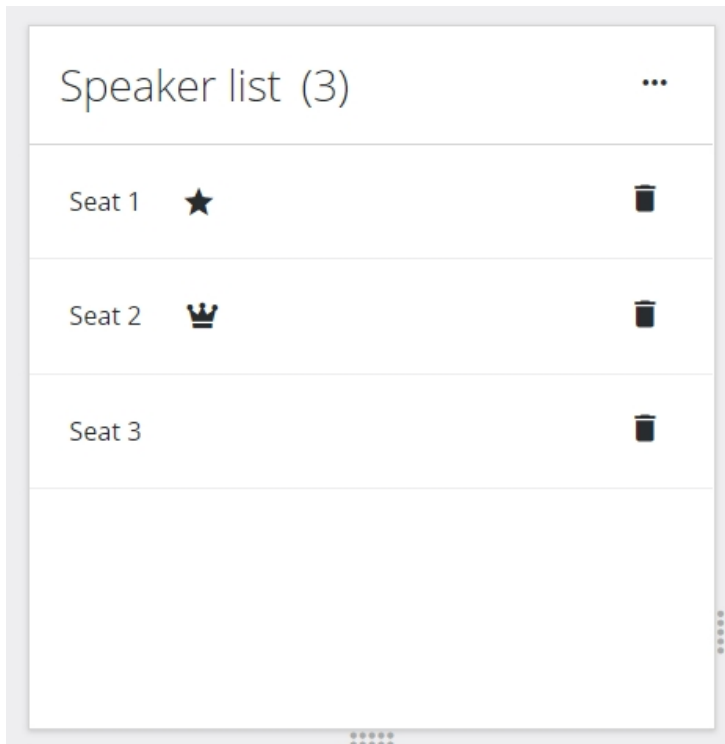
You can **change the size** of the different elements by using the handles between the different boxes.

SPEAKER LIST




This block shows all active microphones. Next to each active microphone, you can see the Remove icon  to remove participant from the speaker list, thus **deactivating** the **microphone**. When you click

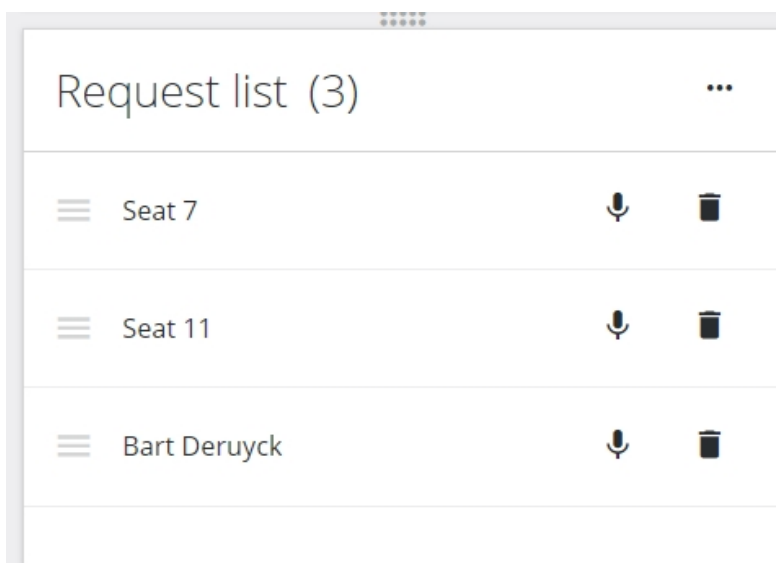
the More icon  on top of the speaker list, you can:

- > **Remove delegates:** this deactivates the microphone of all delegates, but leaves the microphone with VIP and chairperson priority active.
- > **Clear speaker list:** deactivates all microphones.




REQUEST LIST

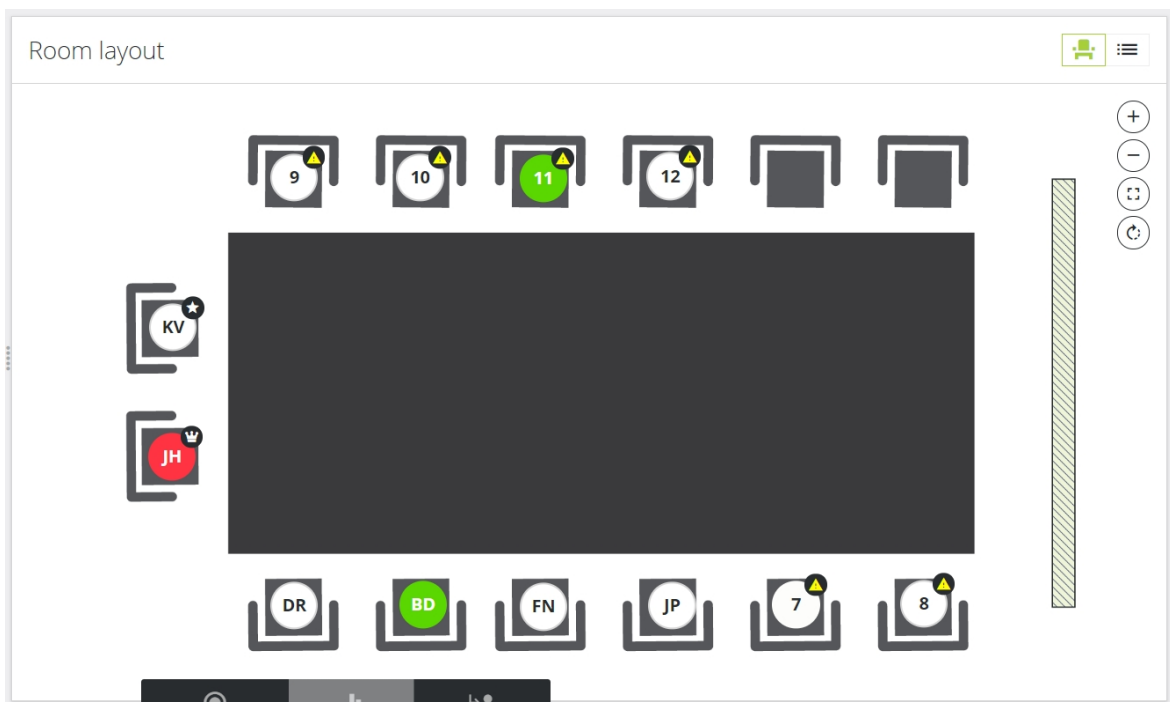
This list shows all participants that requested to speak. Note that this list is only available when the **Microphone mode** is set to **Request**. Click the microphone icon  next to the participant to activate the microphone, or click the Remove icon  to cancel the request. To cancel all requests, click the More icon  on top of the list and select **Clear request list**.




ROOM LAYOUT

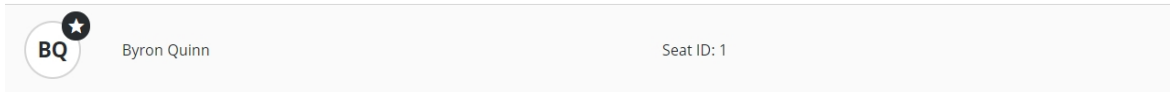
This bloc shows an image of the actual room. Here you can see all seats and their microphone status. Per seat, you can view the following information or perform the following actions:

- > See **microphone status**: active (red) or in request (green)
- > See which seat is the **first** one in the **request list**: blinks green
- > See the seat **priority**:
 - > ★ : Chairperson
 - > 👑 : VIP
- > **Activate** the **microphone** by clicking on the seat
- > See the **participant name** by hovering over the seat
- > Click the More icon next to the participant name to:
 - > See the **seat ID**
 - > Change the **Microphone sensitivity** (wired systems only )
 - > **Add** the seat **to the request list** (delegate only)

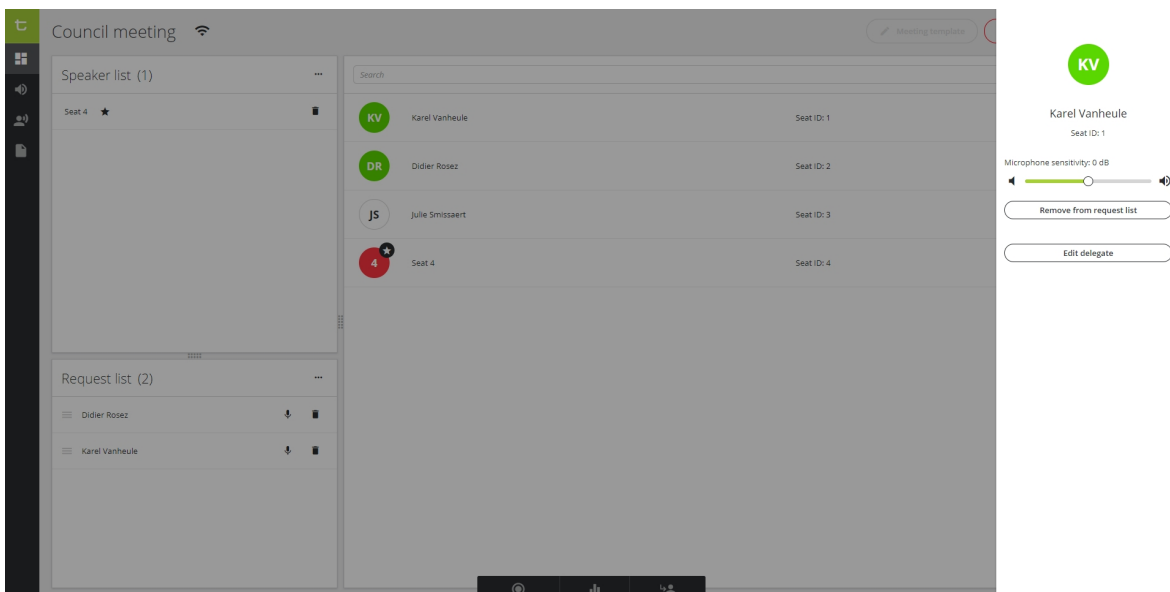


PARTICIPANT LIST

This list shows all participants, you can access it by clicking the list icon  in the top right corner of the Room layout window. Per participant, you can see the following information or perform the following actions:



- › The circle on the left shows the **participant initials** and the **priority**. If you click the circle, you can **activate or deactivate the microphone**.
- › The second column shows the **full name** of the participant.
- › The third column shows the **seat ID**.
- › When you click on one of the rows, a details pane appears on the right side of the screen. This shows:
 - › The same information as in the row: initials, participant name, priority, microphone control, etc.
 - › A slider to change the **microphone sensitivity**.
 - › The button **Remove from request list** to remove the seat from the request list.
 - › The button **Edit delegate** (only available when the meeting is running): click to change the name of the delegate.



Meeting Template


In the Meeting template, you can add participants to your meeting and assign them to a seat. If your meeting requires authentication, this is the place to assign the badges to the correct person. There are two views in the meeting template:


- › **Room layout:** assign participants to a specific seat on the layout
- › **List view:** assign participants to a specific seat and configure badges

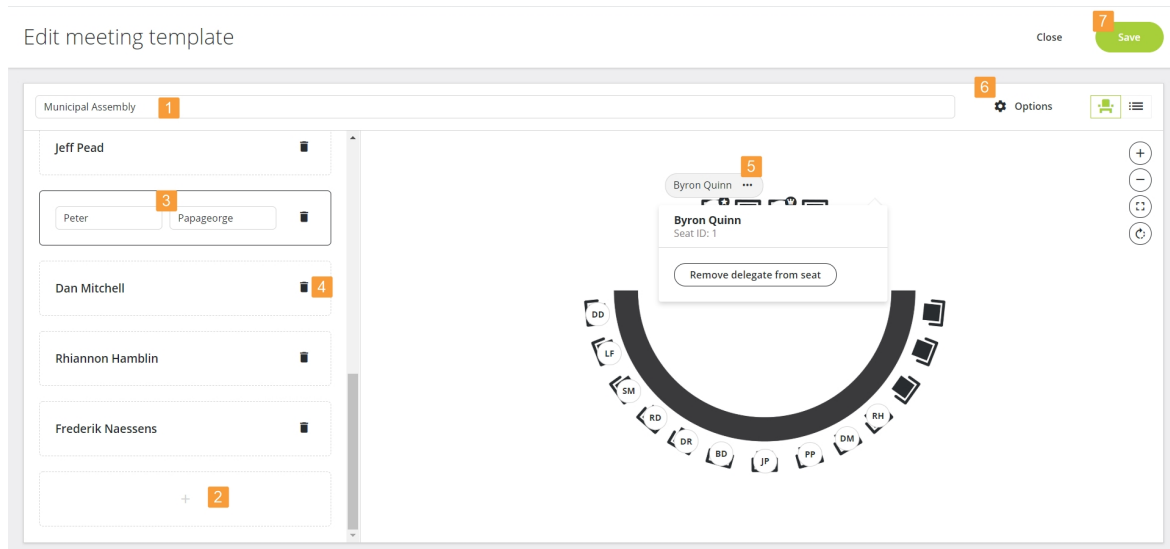


It's not possible to edit the meeting template when the meeting is active.


ROOM LAYOUT


In the room layout view () of the meeting template, you can:

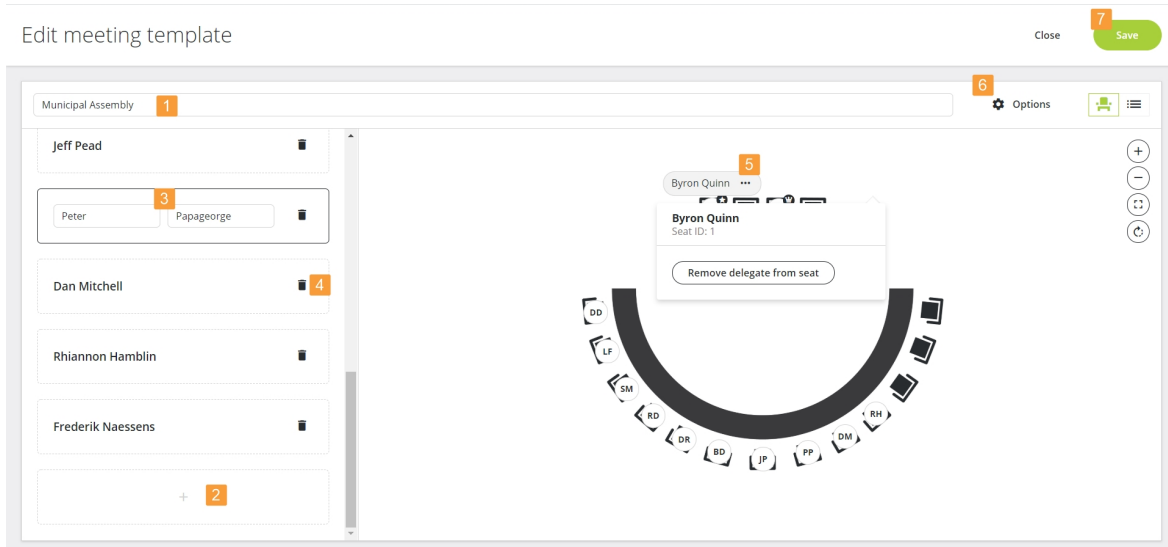
- › Give a **name** to the meeting template (1).
- › Add participants: by clicking the **Add button** on the bottom of the list (2). Specify the first and last name of the participant (3).
- › **Remove participants** by clicking the remove icon (4).
- › **Assign participants to a seat** on the room layout (5): drag and drop one of the participants from the list on the left to one of the seats in the room layout on the right.
- › To remove a participant from a seat, click on the assigned seat in the room layout and click the more icon. Select **Remove delegate from seat** (5).
- › To record the meeting, click the settings icon  and select **Recording > On** (6).
- › **Save** the template (7).



LIST VIEW


In the list view () of the meeting template, you can:

- › Give a **name** to the meeting template (1).
- › Add participants: by clicking the **Add button** on the bottom of the list (2). Specify the first and last name of the participant (3).
- › **Assign a badge** to a participant by inserting and removing a badge in the unit, while selecting a participant (4).
- › **Assign participants to a seat** by selecting one of the seats from the dropdown list (5).
- › **Remove participants** by clicking the remove icon (5).
- › To record the meeting, click the settings icon  and select **Recording > On** (6)
- › **Save** the template (7)



Turn Off All G4 Units

If there is at least one G4 unit present in the system, either in standalone mode or in coupled mode, a

More icon  appears next to the tiles and list view icons:

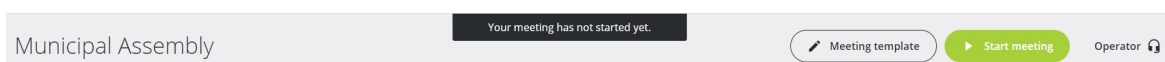


Click the More icon  and select **Turn off all G4 units** if needed.

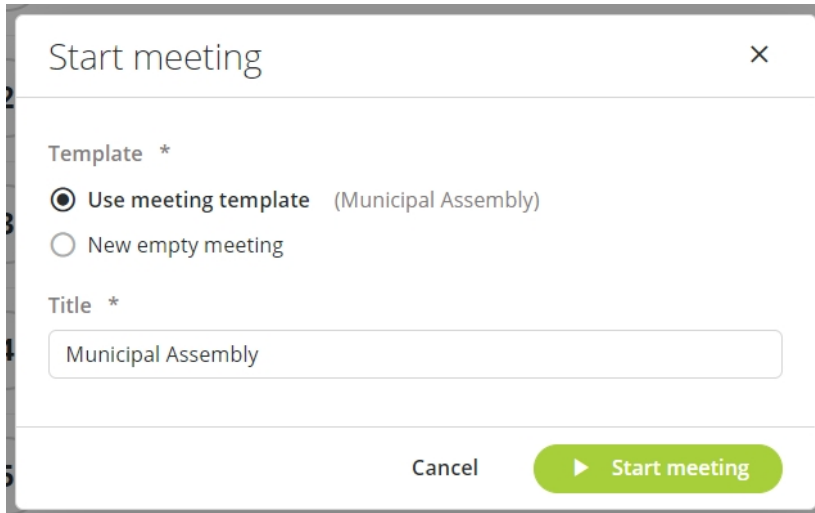
Meeting Control

START/STOP MEETING

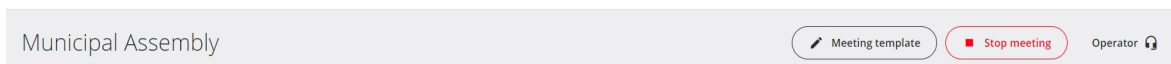
Click the large button on top of the screen to **Start meeting**.



When you click **Start meeting**, a dialog box appears where you can select which meeting **template** to use and the meeting **title**.



To stop the meeting, click **Stop meeting** on top of the screen and confirm.

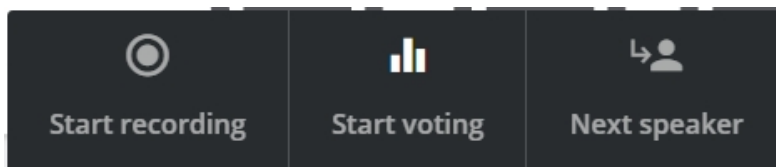


USE THE MEETING CONTROL BUTTONS

On the bottom of the screen, there are three buttons for meeting control that are always visible.

Depending on the state of your meeting, different options are available:

- **Start/Stop recording:** this button allows you to manually start and stop the recording of the meeting.
- **Start/Stop/Close voting:** use these buttons to control your voting sessions. See "Manage Voting sessions" on the next page.
- **Next speaker:** use this button to activate the microphone of the next person in the request list.



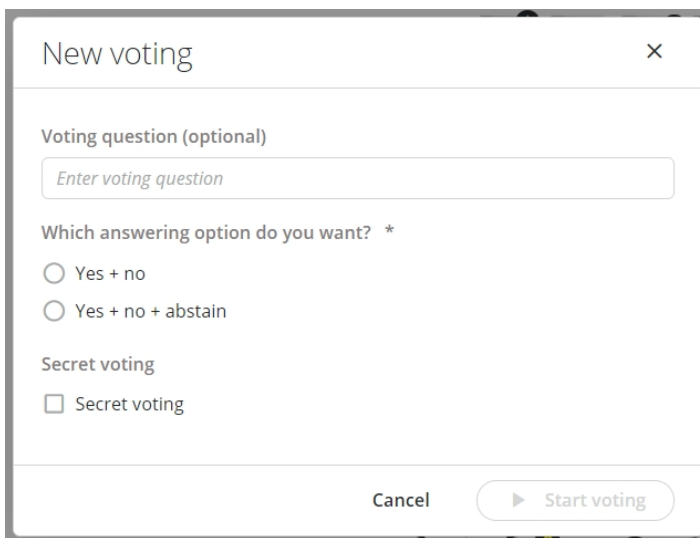
The buttons are always available but minimized when you don't use them.

Which buttons are available depends on the type of central unit you are using (no recording on Plixus Multimedia central unit) and the discussion mode (next speaker only possible for discussion modes with request list).

MANAGE VOTING SESSIONS

Confero 360 offers basic voting sessions. To start your voting session:

1. Click **Start voting** in the meeting control bar on the bottom of the window.
2. The New voting dialog box opens where you can set the following voting parameters:
 - Voting question (optional):** define the topic you want to vote on and which is displayed on the signage.
 - Which answering option do you want:** define the number of voting options.
 - Secret voting:** select this option if you want to remove all traces of the voting results after the voting ends.



New voting

Voting question (optional)

Enter voting question

Which answering option do you want? *

Yes + no

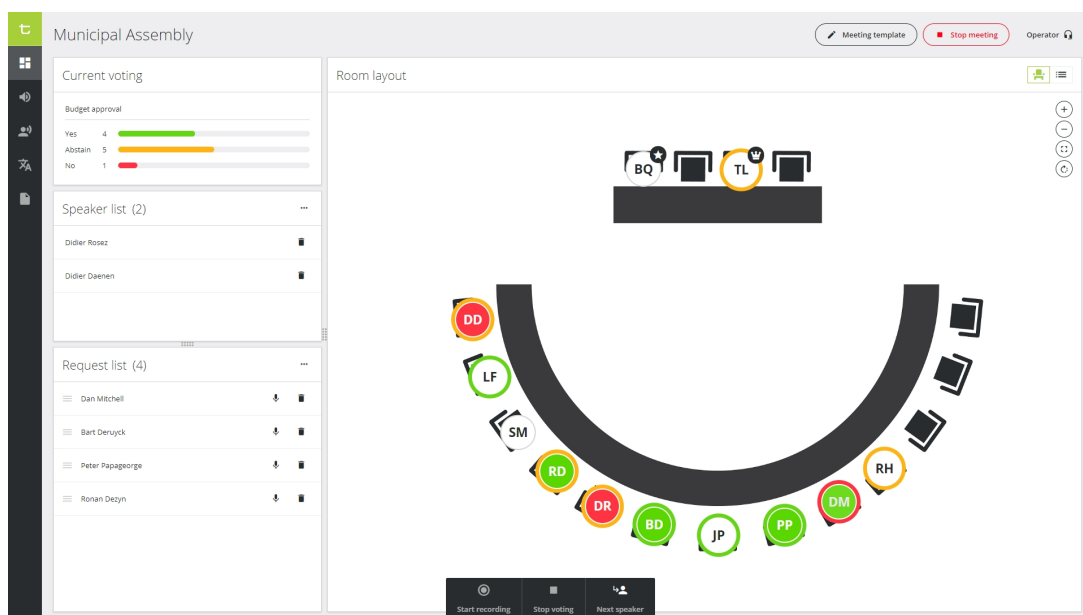
Yes + no + abstain

Secret voting

Secret voting

Cancel Start voting

3. Click **Start voting**. The participants can now vote on their unit.
4. Confero 360 shows the progress of the voting session, and the number of people who voted. On the Room layout, you can also see the individual voting results by the color of the circle around the seat.




5. Click **Stop voting** to end the voting session.

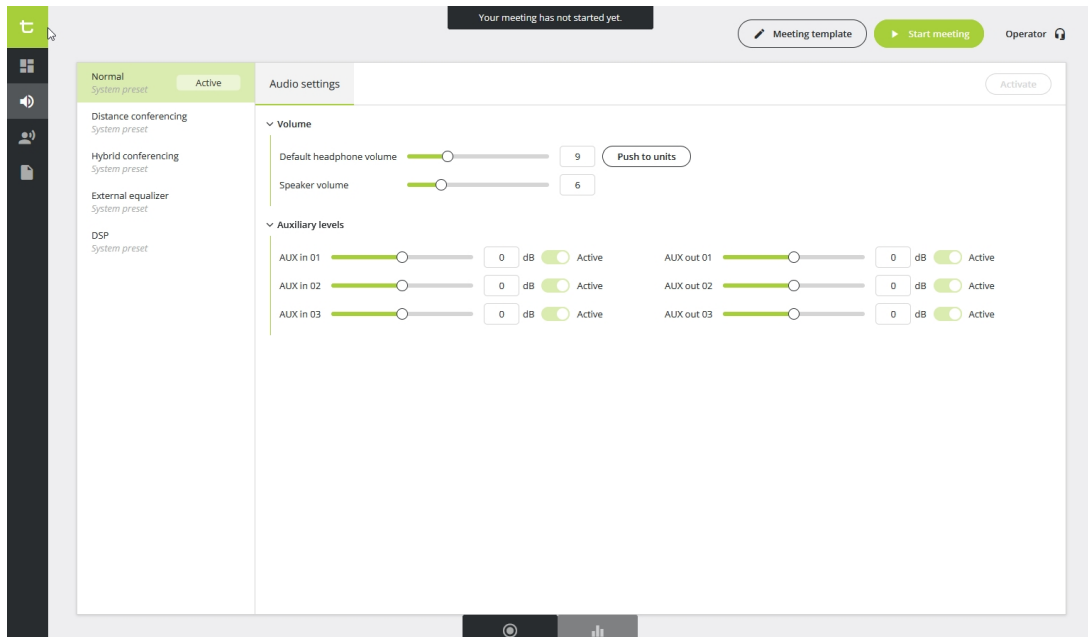
6. Click **Close voting** to remove the voting results from the view and signage.

AUDIO

On the Audio page, you can configure some basic audio settings of the Confero system.

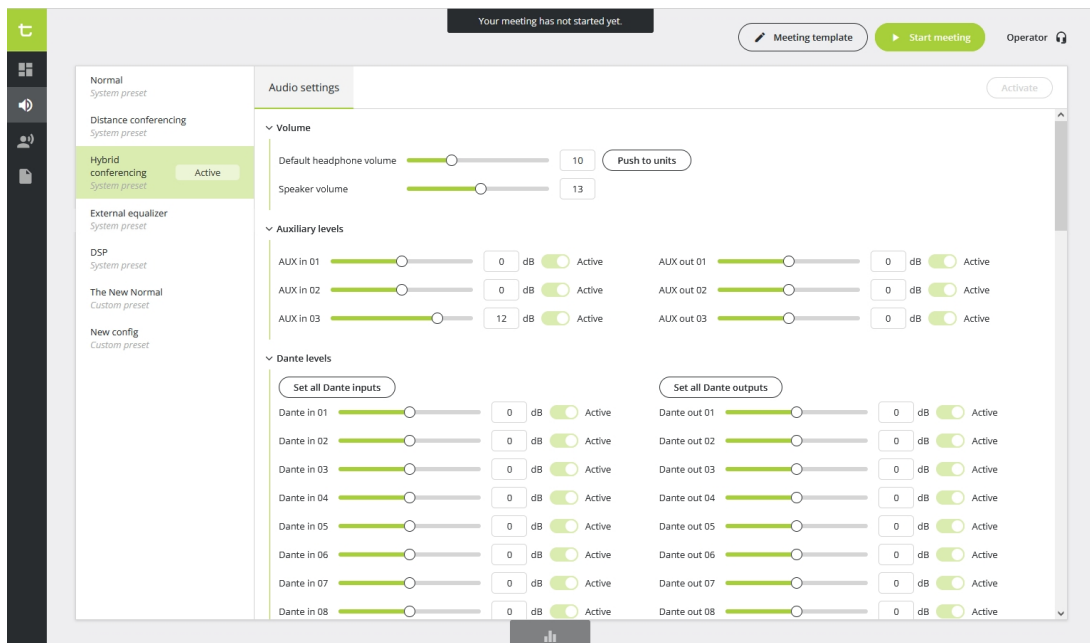
To access the audio settings, click the audio icon in the menu on the left .

- > Without additional license, the Audio menu offers default routing configurations that can be parametered in the web browser.



- > With the Confero Advanced Audio license added to Confero, the Audio menu offers advanced audio functionalities, such as creating and editing custom configurations, managing inputs and

› outputs and switching between configurations.

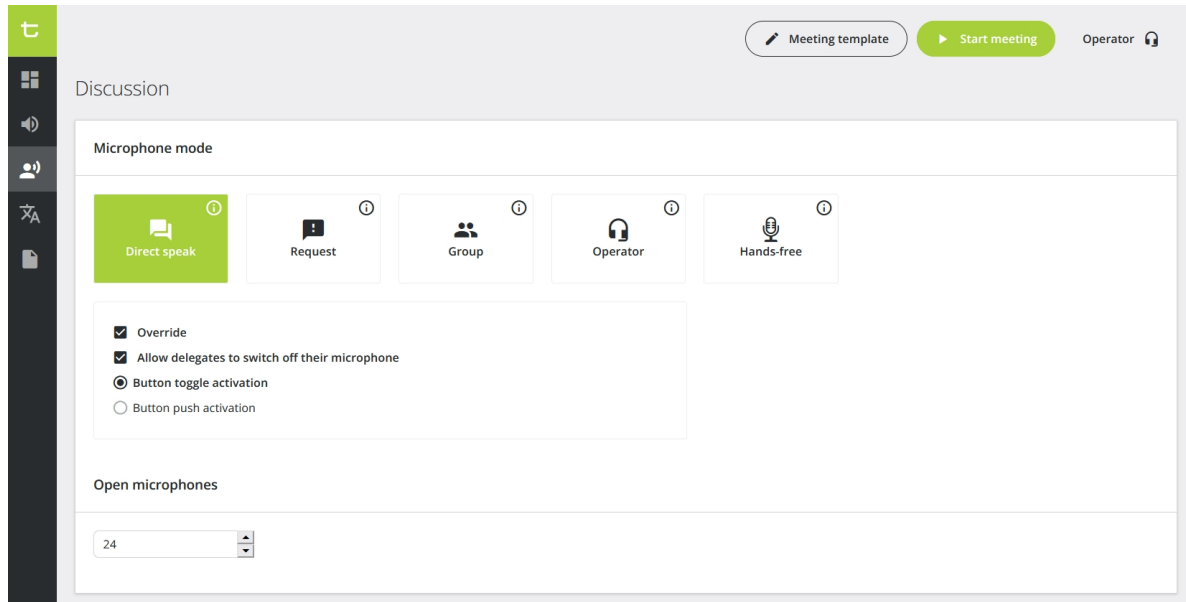


Go to the Audio section below that matches your system.

DISCUSSION

In the **Discussion** menu, you can configure some general conference settings such as the microphone mode and the maximum amount of open microphones. To access this page, click the Discussion icon

 in the menu on the left.



Microphone Mode

Different microphone modes are available and, depending on the mode, you can configure additional settings. This is only applicable to microphones with a delegate priority. For more info on how to change the priority, go to "Room Layout" on page 101.

DIRECT SPEAK

With direct speak, the delegates can activate their own microphone by pushing the microphone button. The following additional settings are available:



> **Override**

- > **Not-selected:** the microphone will not become active when the maximum number of open microphones has been reached and the microphone button is pressed. Another active microphone must switch off first. Deactivation is possible by the delegate, via the operator page, through the chairperson using the API.

GROUP MODE

Group mode is a semi-automatic mode for standalone conferences where less protocol has to be followed and no operator is available. Pressing the microphone button activates the microphone unless the maximum amount of open microphones has been reached. In this case, the microphone will be put in the request list. When another microphone becomes inactive, the first unit in the request list will become active.



When the chairperson presses their priority button , they deactivate all active delegate microphones, but the microphones in the request list do not automatically become active. If they want to continue, the chairperson or operator needs to press the 'Next-in-line' button .

This mode has 3 activation types: **Button toggle activation**, **Button push activation** and **Voice activation**.

- › **Button toggle activation:** press the microphone button once to activate the microphone or put it in the request list.
- › **Button push activation:** keep microphone button pressed to activate the microphone or put it in the request list.
- › **Voice activation:** the microphone becomes active or is put in the request list when it detects sound above a defined threshold.
 - › **Threshold:** the system will monitor the ambient sound level and will activate the microphone when it is above the configured threshold value.
 - › **Hold time:** determines the number of seconds the microphone stays active after detecting the last sound above the threshold.

OPERATOR

In operator mode, the delegates **cannot activate** their own microphone. The microphones can only be activated using the operator/chairperson web page. The delegates can deactivate their microphone by pressing the microphone button.

HANDS-FREE MODE

This functionality is applicable for Wired devices only.

The hands-free mode functionality makes it possible to have **all microphones always open** without the participants having to push a button to speak.

With speech detection, the microphone will turn green or red on the unit (depending on how you defined the microphone settings, see section below) as soon as the person starts speaking. If there's a camera tracking system, it will get the notification that someone is speaking, and the camera will automatically focus on the speaker.

This mode is ideal for small to medium meetings of **up to 29 microphones**. In that case, besides the microphones being open, **gain sharing** and **automatic balancing system** will also be applied.

In case there are **more than 29 microphones** in the meeting room, the first 29 microphones will have the hands-free mode activated. On the other ones, the loudspeaker will be on, but the microphone will always be off.



If some seats have been initialized but not assigned, they will be taken into account when selecting the hands-free mode.

PUSH TO MUTE

When the checkbox **Push to mute** is activated, the **delegates** can push the microphone button on their unit to **mute/unmute themselves**:

- When muted, the active color of the microphone will be flashing.
- When unmuted, the active color of the microphone will be permanent.



If a delegate has been muted by a chairperson or an operator, they cannot unmute themselves.

ROOMVIEW

When the hands-free mode has been selected, it is possible to **see the person speaking** in the Room view.

When a microphone has been **muted**, it will be **greyed out** in the Room view.





A chairperson can only mute delegates' microphones. They cannot mute other chairpersons or VIPs.

Microphone Functions VIP/Chairperson

When a VIP/chairperson wants to activate their microphone, they can push the microphone button.

When the maximum number of open VIP/chairperson microphones has been reached, the first activated microphone will switch off when another VIP/chairperson presses their microphone button. Additionally, when a microphone is active, a VIP/chairperson can deactivate their microphone by pressing the microphone button.

A chairperson has two extra buttons that the delegate and VIP do not have:


- › **Next-in-line** : The chairperson can activate the next speaker in the request list.
- › **Priority** :
 - › **Short press**: the chairperson can deactivate all active delegate microphones, but not other chairperson microphones.
 - › **Long press**: the chairperson can temporarily deactivate all active delegate microphones, but not other chairperson microphones. When the button is released, the deactivated microphones become active again.

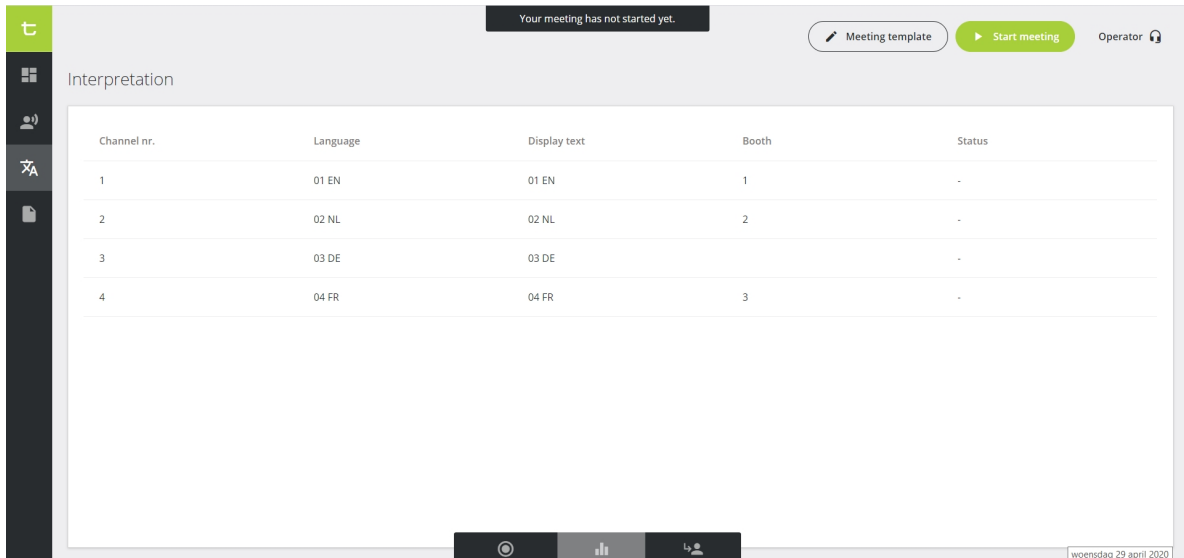
Open Microphones

With Plixus, you can set the number of open microphones between 1 and 24. This does not include the chairperson microphones. You can activate up to 8 additional chairperson microphones on top of the 24 delegate microphones.

With Confidea G4, the total number of possible open microphones is 8. You can set the number of open delegate microphones from 1 to 6. The number of open microphones for VIPs or chairpersons depends on the set number of delegate microphones. You take the number of open delegate microphones and subtract that from the maximum number of 8 microphones to know how many VIP/chairperson microphones are available.

INTERPRETATION

On the Interpretation page, you can see the configuration of all booths and language channels. To access this information, click the Interpretation icon  in the menu on the left.




Channel nr.	Language	Display text	Booth	Status
1	01 EN	01 EN	1	-
2	02 NL	02 NL	2	-
3	03 DE	03 DE		-
4	04 FR	04 FR	3	-

This page gives an overview of all configured language channels. Per channel you can see:

- > **Channel number**
- > **Language**
- > **Display text**
- > **Booth:** which booth translates into this languages
- > **Status:** shows if translation is ongoing

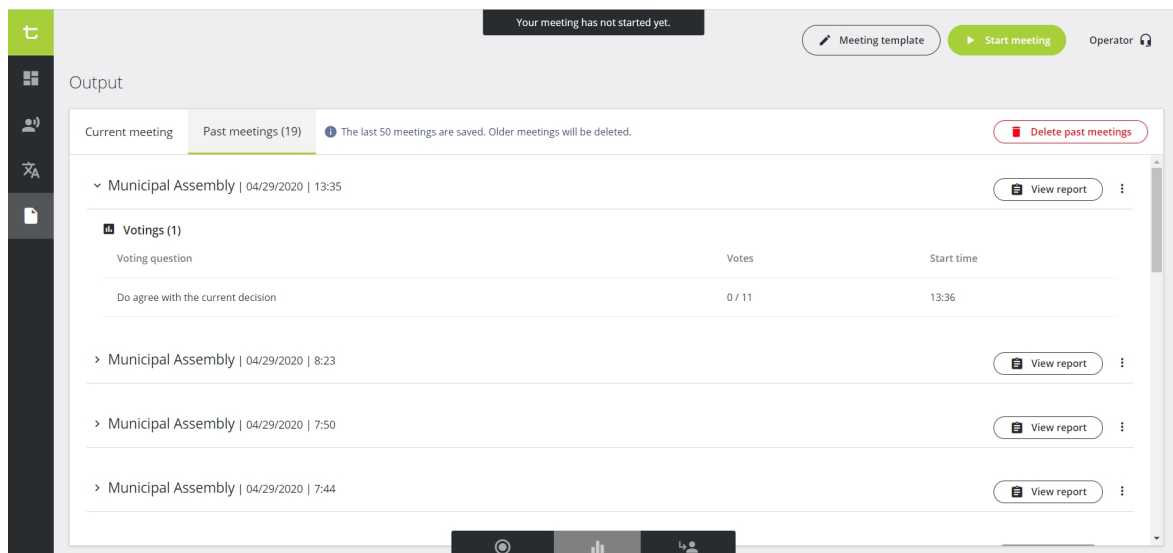
OUTPUT

The Output page contains all files generated by the meeting. To access this page, click the Output icon  in the menu on the left. This page shows the output from the current meeting and the last 50 meetings.

Download Reports and Recordings

Per meeting, you can download the **report** and the **recording** (if you recorded the meeting) and see the voting results. Click the arrow icon next to the meeting to see additional information and download the recording file.

Output page:



Example of a meeting report:

Meeting details

General				
Date	Start	End	Recording	Room name
04/27/2020	14:04	14:04	Yes	Council Chamber

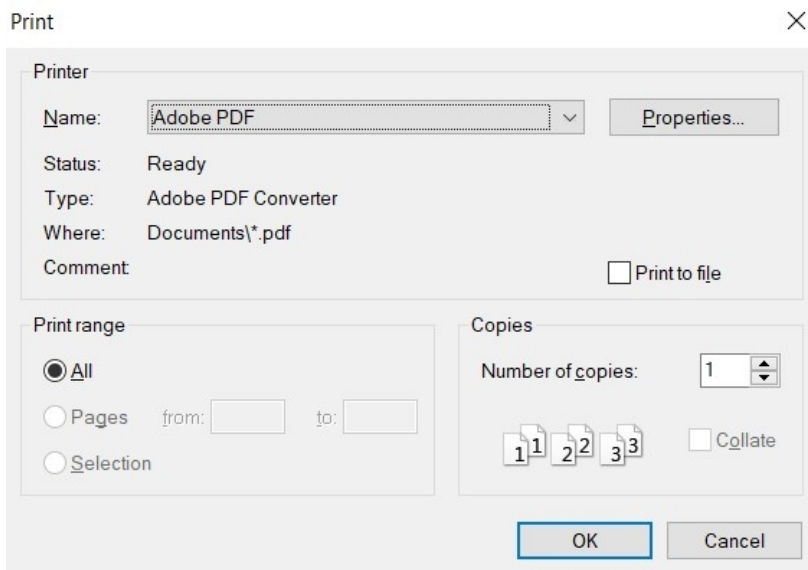
Recordings	
File	
2020-04-27_14h04m24s_Floor.mp3	

Presence	
Name	Seat
Karel Vanheule	Seat ID: 1
Tim Lloyd	Seat ID: 2
Jolien Hollebeke	Seat ID: 3




You can only view this page when you have the correct license.

To download the report after you opened it, use the following keyboard shortcut: **CTRL + P**. The window below opens:



In the Printer Name field, select **Adobe PDF**, then click on **OK**. The report will be saved in your destination folder.

Delete Meetings

To delete all past meetings, click the button **Delete past meeting** on top of the list. You can also delete a single meeting by clicking the More icon  next to the meeting and selecting **Delete meeting**.

SIGNAGE

This chapter describes how to use the signage functionality inside Confero 360.

HOW TO USE SIGNAGE IN CONFERO 360

Confero 360 is a ready-to-use signage function, no configuration is required. To access the signage, select the signage user on the start screen.



The signage only displays content when a meeting is running.

Signage Options


There is a limited number of settings you can change. To access these settings, click the signage icon



in the upper right corner of the application. For a detailed description, see "Quick Actions" on page 13.

Signage Screen

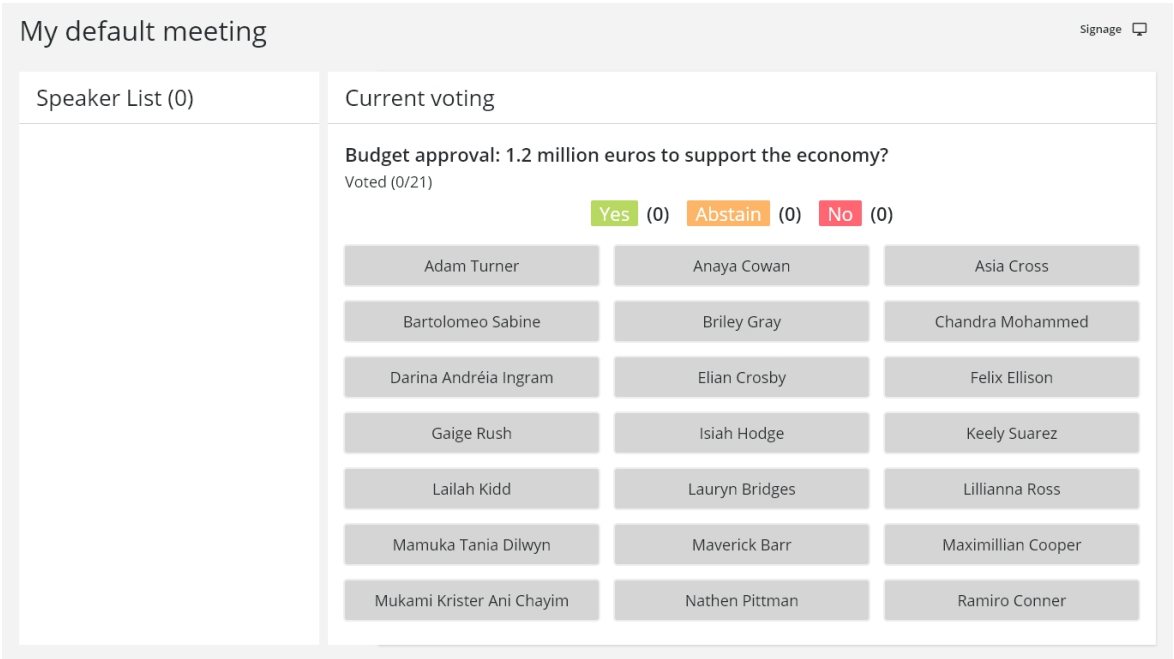
The signage screen shows the following information

- > Meeting title
- > Recording tag: this shows if meeting is being recorded
- > Speaker list
- > Request list
- > Room layout with microphone status. Click the rotate icon  to change the orientation of the room layout
- > Voting results: shows individual and general voting results in real time (see section below for more information).

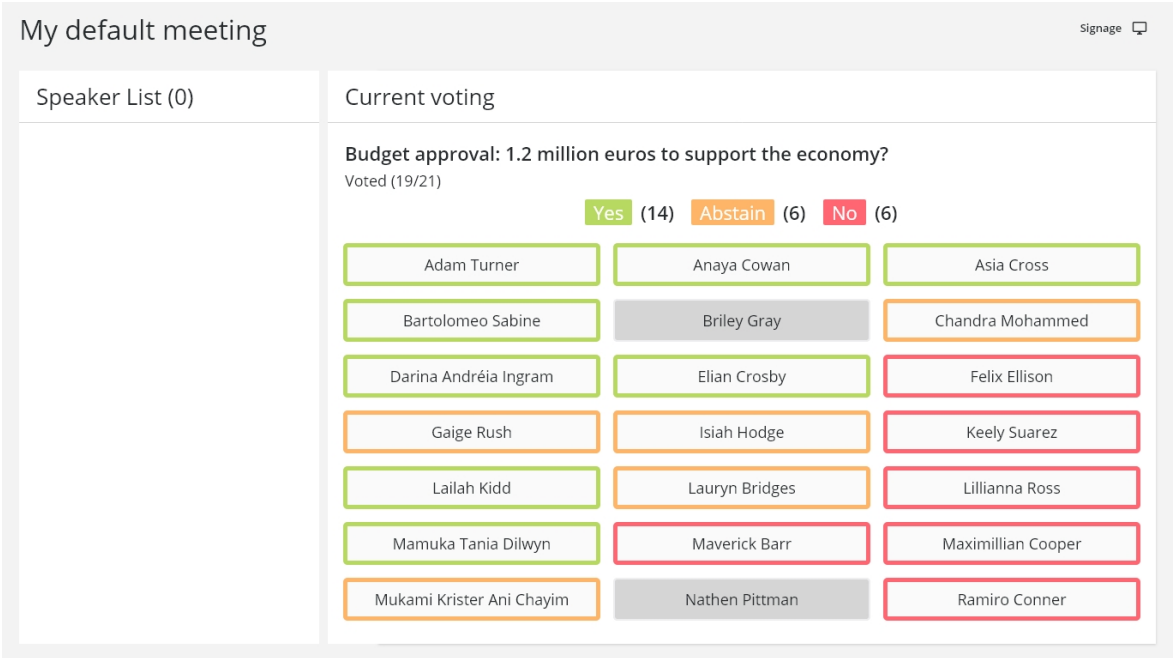
Voting Results

Both the total and individual voting results are shown on the signage screen.

When the vote has started, the voting options are shown on top of the signage screen, and the names of all the people who are allowed to vote are shown below the options.



During and after the voting, and provided the voting is not secret, the vote of every participant becomes visible on screen, and the names are circled in the color of their voting choice. If a participant hasn't voted, the name field stays gray.



Once the Chairperson has closed the voting session, the results are hidden.

FAQ

In this chapter, you will find answers to frequently asked questions.

GENERAL

Can I use Confero 360 on Plixus AE-R and MME?

- › Yes, both central units are supported.

Can I use Confero 360 on any device with a supported browser?

- › The first version supports all main browsers and laptop computers. Tablet support will be added in a next update.

Is a license required to use the Confero 360 meeting features?

- › Yes, you will need to purchase and upload the Confero 360 license. The features will be activated immediately after uploading.

Does Confero support the Confidea FLEX meeting features?

- › Yes, most of the meeting features on Confidea FLEX units are supported.

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GET IN TOUCH

