

COCON

USER & INSTALLATION GUIDE

LATEST COCON SOFTWARE VERSION: 6.10 (MAY 2025)



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GETTING STARTED

About This Manual

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 the LEDs. 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 indicates that something is very important. Important information is something that you need to do in order to accomplish a certain task.
	This provides safety precaution information, that is, 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
CoCon software	6.0 or higher
Plixus engine (Plixus AE-R, Plixus MME)	Between 6.0 and 7.0 (excluded)

ABOUT COCON

CoCon is Televic Conference's complete software solution for the **configuration and management of your meeting**. CoCon consists of different applications, which are available through different **license models**, and adds extra features and functionalities to the Plixus engine (Plixus AE-R or Plixus MME). Which applications you need, depends on the conference functions you require. For example if your meeting is multilingual, then you need the Interpretation application to configure the languages of your meeting. Or use the Video application to route the video streams used in your meeting.

CoCon Architecture

The image below shows the architecture of CoCon and its applications, and the relation with the Plixus engine (Plixus AE-R or Plixus MME) and Plixus Core (\geq CRP 6.0 and < 7.0).

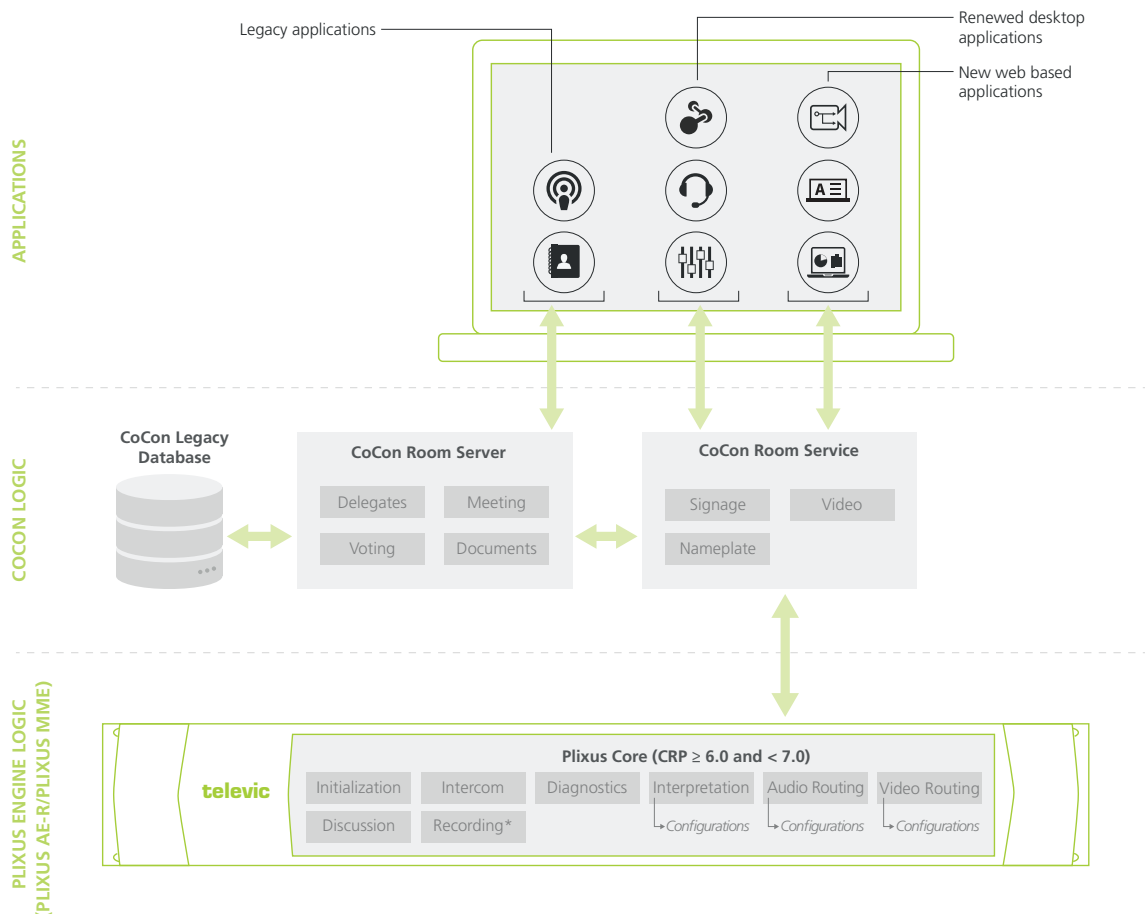


Figure 1-1 CoCon architecture and relation to Plixus Core (* Recording is only possible with a Plixus AE-R)

There are three types of applications:

CoCon Versus Plixus Core

Plixus Core allows you to run and use different conference functions independent of a computer. You can configure these settings using a web server which you access by navigating to the **IP address** of the **Plixus engine**. The table below shows you which functions are available in Plixus Core and which you can configure in CoCon:

- **Plixus Core** (\geq CRP 6.0 and <7.0) and its web server provide the option to configure and control the basic features and functionality from the Plixus system.
- **CoCon** is the software suite that allows extensive configuration of different conference settings. Some features such as audio routing and video routing, need configuration in CoCon, but once configured these settings reside on the Plixus engine (Plixus AE-R or Plixus MME), and do not require a computer anymore to access and use them.

Functionality supported in Plixus Core	Functionality supported in CoCon
Initialization <p>Initialize units, assign chairman units, create booths, assign nameplates to units</p>	Room Configurator <p>Create synoptics, create booths</p>
Discussion <p>Select microphone mode, number of open microphones</p> <p>Adjust audio parameters (dynamics, loudspeaker volume, auto gain reduction)</p> <p>Operator control (activate/deactivate microphones) without synoptic view</p>	Meeting Manager <p>All meeting functionality (delegates, agenda, timers, etc.)</p>
Interpretation <p>Basic interpretation configuration for floor up to 11 languages</p> <p>Select one of the available interpretation configurations</p>	Operator Application <p>All operator functionality with synoptic view</p>
Audio Routing <p>Select one of 3 basic routing configurations</p> <p>Automatic routing to Dante</p>	Signage Application <p>All Signage functionality</p>
Video Routing <p>Select the default configuration or one of your custom configurations</p>	Interpreter application <p>Assign languages, create, edit, and clone configurations and save them on Plixus Core, monitor interpreter activity, send messages</p>
REST/JSON API - Camera Protocols <p>Enable/disable API or camera protocols</p>	Audio Application <p>Create, edit and clone configurations and save them on Plixus Core, create input and output groups of seats, Dante, languages and auxiliaries</p>
	Video Application <p>All video functionality: create, edit and clone configurations and save them to Plixus Core, create request and talking heads input groups and output groups of Video-OUT boxes and Lingua ID MM</p>
	Nameplate application <p>All Nameplate functionality</p>

EXAMPLE OF COCON SETUP

The image below shows an example of a setup with CoCon. A complete setup consists of a meeting room with a group of delegates, one or more chair persons, interpreters and an operator that controls the meeting.

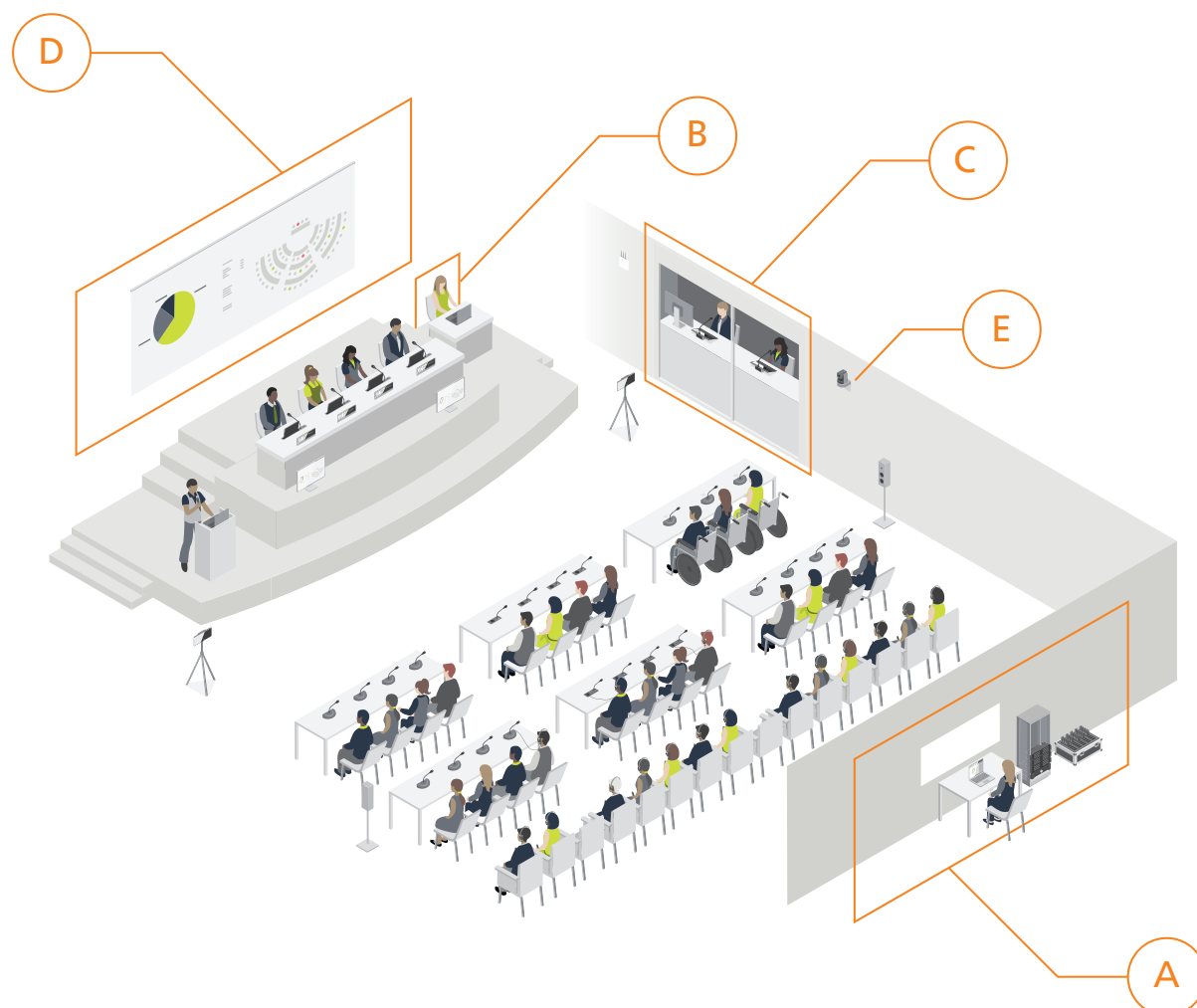


Figure 1-2 A typical room setup with CoCon

The image shows some typical elements of a meeting, where you need CoCon.

- A. **Technical operator:** configures and sets up the system. Typically he or she sets up the Room Server and database. Uses Plixus web server to initialize units. Uses Room Configurator and Operator application for conference settings. Provides technical support when needed.

- B. **Secretary:** sets up the meeting agenda using the Meeting Manager before the meeting. During the meeting they manage the agenda, control the voting and can control the screens using the Operator application.
- C. **Interpreters:** use the Lingua IDs to translate the meeting. Booths are created using the Room Configurator, while all other interpreter configuration is done in the Interpreter application.
- D. **Signage:** using the Signage application you can display specific content on any screen available in the room. You can show the agenda, the synoptic, the voting results, etc. The content changes dynamically depending on the state of your meeting.
- E. **Video:** you can combine camera tracking and any other video source with CoCon. Use the Video application to route you video source to the correct output such as multimedia units.

REQUIREMENTS

Hardware Requirements

SERVER APPLICATION

- Processor: Intel i5-10500E 3.1 GHz / i7 processor
- RAM: minimum 8 GB is required as the PC contains many other apps and programs; If the room contains more than 200 units , 16 GB RAM is required for the Room Server PC.
- Free disk space: minimum 10 GB
- Network connectivity: at least 100 Mb/s

CLIENT APPLICATIONS

- Processor: Intel i3 2 GHz or higher
- RAM: minimum 4GB
- Recommended graphical hardware supporting DirectX 9.0 or better.
- Free disk space: minimum 10 GB
- Network connectivity: at least 100 Mb/s



When running multiple client applications on the same PC, at least 2GB per client application is required.

NETWORK

Network requirements for the Plexus Multimedia engine (Plixus AE-R or Plexus MME):

- Available bandwidth of at least 100 Mb/s for each CoCon Room Server/Central unit connection.
- Available bandwidth of at least 100 Mb/s for each CoCon Room Server/client connection.
- Certain network topologies do not allow the auto-Room Server discovery. A manual setting is available, see "Login Screen" on page 40.

Switch requirements:

- Bandwidth (switching capacity): at least 16 Gbp.
- Packet buffer RAM: 512 KBytes per device.
- Filtering address table: 8K MAC addresses per device.

Software Requirements

Operating systems supported:

- Windows 10 Pro (en-US) installed with English International language*
- Windows 11 Pro (en-US) installed with English International language*



*The **English (en-US) version of Windows** is **mandatory** for the installation of CoCon and SQL Server. Note that you can still change the Windows display to your language of preference afterwards, and also select one of the 19 supported languages in CoCon.

Each PC installed with a CoCon component (any client application or the Server) should also be provided with the .Net Framework 4.6.2. This will be installed automatically when CoCon is being installed.

LICENSES

Before you can start using CoCon, you need a license issued by Televic. Different license modules are available depending on the functions your conference system requires. These range from basic functionality to a full-blown CoCon software package containing all possible CoCon functionality. The image below shows an overview of all available licenses.

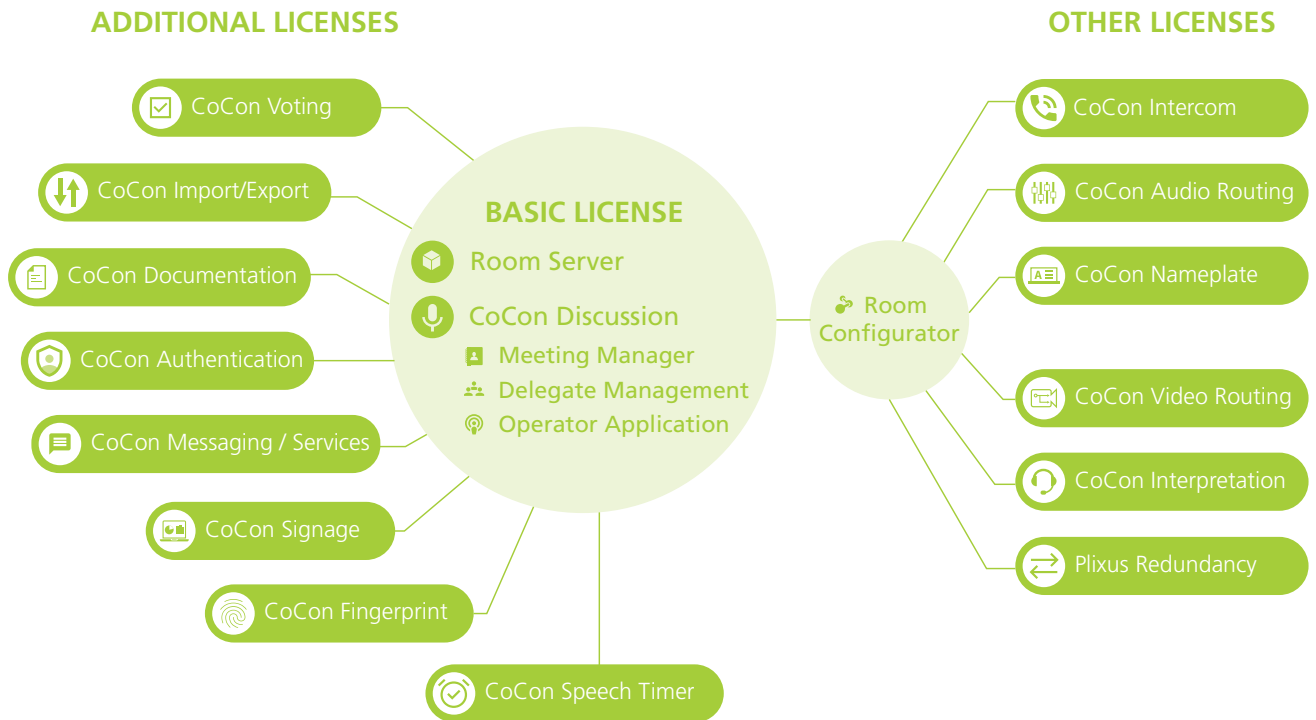


Figure 1-3 CoCon license model. Some modules require the CoCon Discussion modules to function. Other modules such as the Nameplate can work independently of the Discussion module, it only requires the Room Configurator. Each CoCon module always contains the Room Configurator. The same applies to the API, each module has this.

License Modules

There are two types of licenses:

- Licenses that **require the basic Discussion license**: the features licensed by this modules need the Discussion functions in order to function
- Licenses that **do not require the basic Discussion license**: the features licensed by this module do not require Discussion functions, they only need the Room Configurator. When you purchase one of these licenses, the **Room Configurator** and **API** are always part of this license.

LICENSES REQUIRING COCON DISCUSSION

› CoCon Discussion

This license includes all functionality required to run a discussion-only conference system. It is perfect for meetings that do not require electronic voting or simultaneous interpretation. Included functionality is delegate management, meeting management and control, microphone control, etc. The license includes the **Room Server**, **Operator Application**, **Meeting Manager** and the Room Configurator.

› CoCon Signage

CoCon Signage is the display application within the CoCon software suite. It is an add-on to CoCon Discussion, so the latter is required to run CoCon Signage. CoCon Signage can be used to display information to the delegates in the room using large screens or projectors. The license of the CoCon Signage specifies how many signage screens can be simultaneously active.



This is a plugin for CoCon Discussion, which is required to run CoCon Signage.

› CoCon Authentication

This license is required if you want to use CoCon with badges for participant identification. With this license you link delegates from the database to badges. For each delegate, a badge can be created, which he or she can then use to identify himself in the system.



This is a plugin for CoCon Discussion, which is required to run CoCon Authentication.

› CoCon Voting

The Voting module contains all functionality that relates to the configuration and execution of voting. This module allows you to create voting agenda items and templates. You can also start, stop and control voting sessions as well as visualizing the voting results.



Note that this is a plugin for CoCon Discussion, which is required to run CoCon Voting.

› CoCon Import/Export

This license provides additional functionality to import and export data to and from CoCon from various formats (XML, Word), as well as providing advanced printing features.



This is a plugin for CoCon Discussion, which is required to run CoCon Import/Export.

› CoCon Messaging/Services (Multimedia only)

With this license, it is possible for the delegates to send messages to one another, and request configurable services. This license is only applicable when using **uniCOS multimedia units**.



This is a plugin for CoCon Discussion, which is required to run CoCon Messaging/Services.

› CoCon Documentation (Multimedia only)

With this license, it is possible to add documents to the meeting. The delegates can consult these documents whenever they want, or the Operator can oblige delegates to view these documents. This license is only applicable when using **uniCOS multimedia units**.



This is a plugin for CoCon Discussion, which is required to run CoCon Documentation.

› CoCon Fingerprint

With this application, it is possible to configure fingerprints in the CoCon database and use delegate units with fingerprint sensors. Up to four different fingers per delegates can be stored.



This is a plugin for CoCon Discussion, which is required to run CoCon Speech Timer.

➤ **CoCon Speech Timer**

This license allows support for speech timer templates which can be applied to agenda topics.



This is a plugin for CoCon Discussion and CoCon Authentication, which are required to run CoCon Fingerprint.

LICENSES THAT DO NOT REQUIRE COCON DISCUSSION

➤ **CoCon Video Routing**

This license allows you to use the Video application to configure the multi-video stream capabilities of the Plixus system. Here you can configure the routing of the video inputs and outputs. You can also create request and talking heads input and output groups.

➤ **CoCon Intercom**

This license enables the intercom functionality of the Plixus conference devices. When configured, up to 25 simultaneous, private (point-to-point) calls between chairperson units, delegate units and interpreter booths can be made during the conference. Additionally, Dante channels can be appointed to connect external intercom systems. These connections are controlled through the API.

➤ **CoCon Interpretation**

This license allows the use of the Interpreter Application. It also allows you to define the booth, desks and languages used in the conference setup. For these settings you need the Room Configurator application and the Interpretation application.

➤ **CoCon Virtual Interpretation**

This license allows to add a Dante channel into the Language Input Group.

➤ **CoCon Audio Routing**

This license allows the use of the Audio Application. With this application, it is possible to define audio groups, create a matrix of the audio inputs and outputs and control the auxiliary and Dante audio inputs and outputs.

➤ **CoCon Nameplate**

This license includes the web based management software to easily and quickly configure the content of the Plixus Nameplate. Data can be provided by the existing CoCon delegate database, imported from an Excel list or inserted manually.

➤ **Plixus Redundancy**

With this application, you can allow automatic take-over of the Plixus Engine or CoCon Room Server by a spare engine in case one would become inactive.

INSTALLATION PROCESS


This chapter explains how to install CoCon .

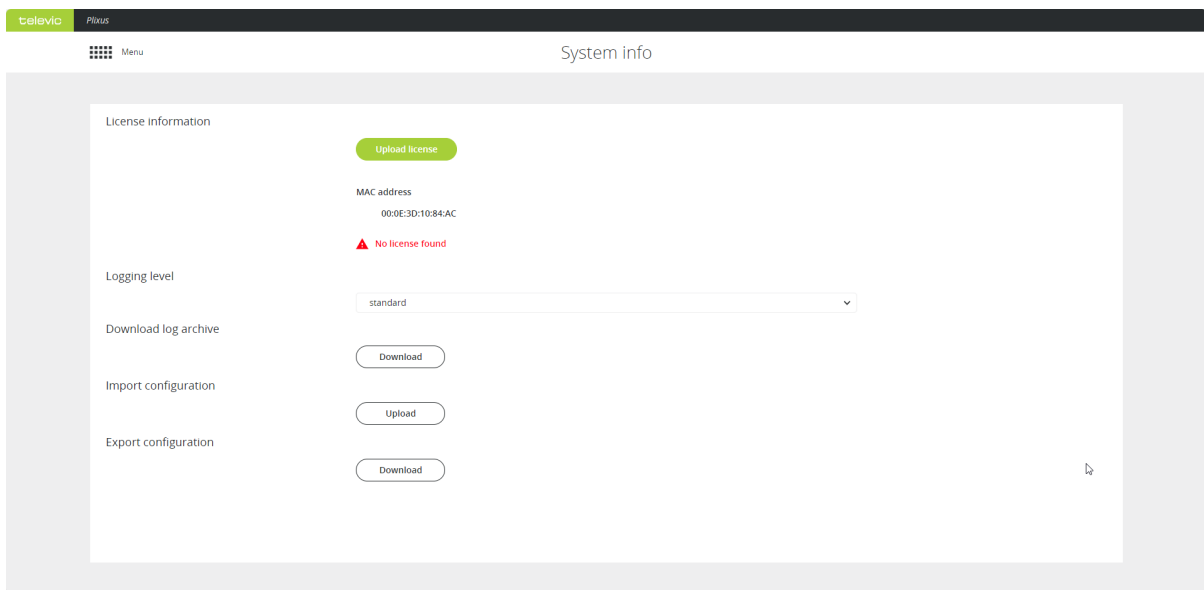
INSTALLATION GUIDELINES

Add License

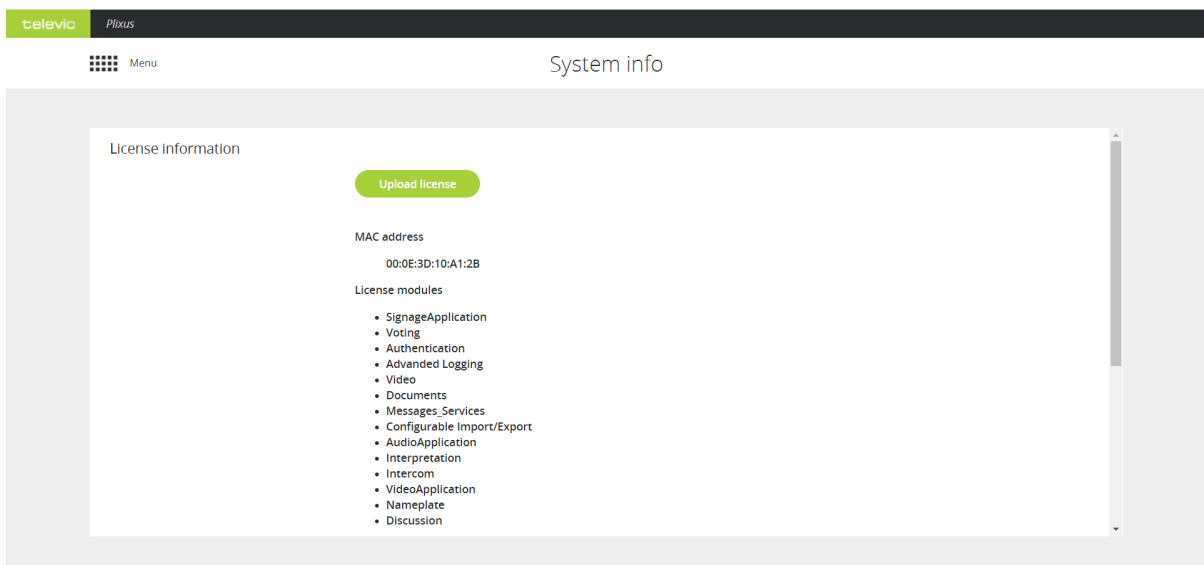
Before installing CoCon, you need to activate your CoCon license on the Plixus engine connected to CoCon. To **request a license**, visit the following page:

<https://www.televic.com/en/conference/request-software-license>.

To activate the license, navigate to the IP address of your Plixus engine and go to the **System info** page . Click **Upload license** and browse to locate your license file.



Once the license is active, it shows on the **System info** page as follows:





Install CoCon

To install CoCon and the CoCon database, as well as to update the software, please refer to the document "**CoCon and CoCon Database - Installation & Update Procedure**" here:

<https://documents.televic.digital/conference/index.php/s/LRwQfwzPgjrdb8>

COCON ROOM SERVER WINDOW

When the room server is active, the Room Server icon will become available in the task bar

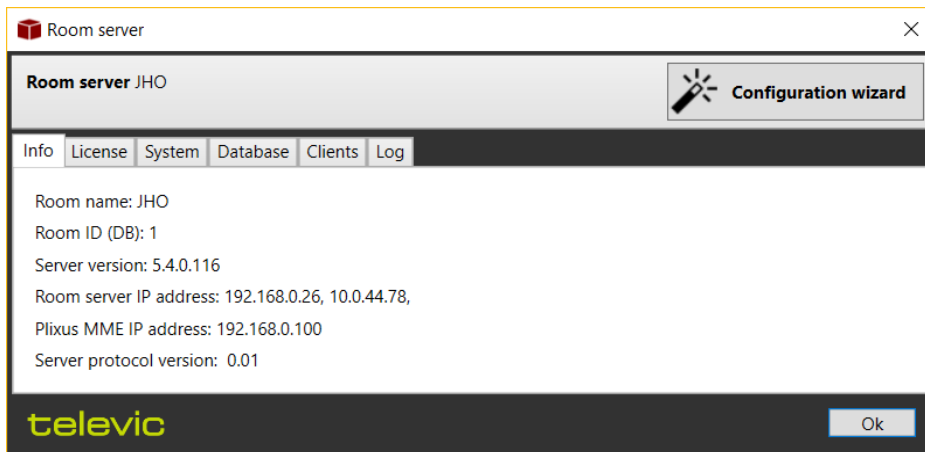
notification area:  or . When you right-click on the icon different, you get three possible actions:

- > **Open the Room Server**
- > **Start the configuration wizard**
- > **Exit the Room Server**

The Room Server window consists of different tabs which contain different types of information.

The following sections give a detailed description of the information you can find in the different tabs.

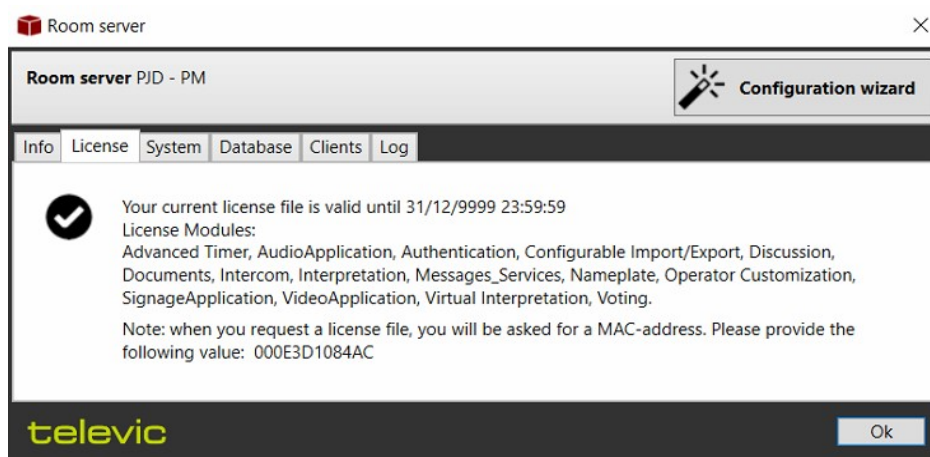
Info



The Info tab contains information about

- > the **name** of the server
- > the Room ID (DB)
- > the **server version**
- > the **IP address** of the Room Server
- > the **IP address** of the connected Plixus **engine**
- > the **server protocol** version used

License



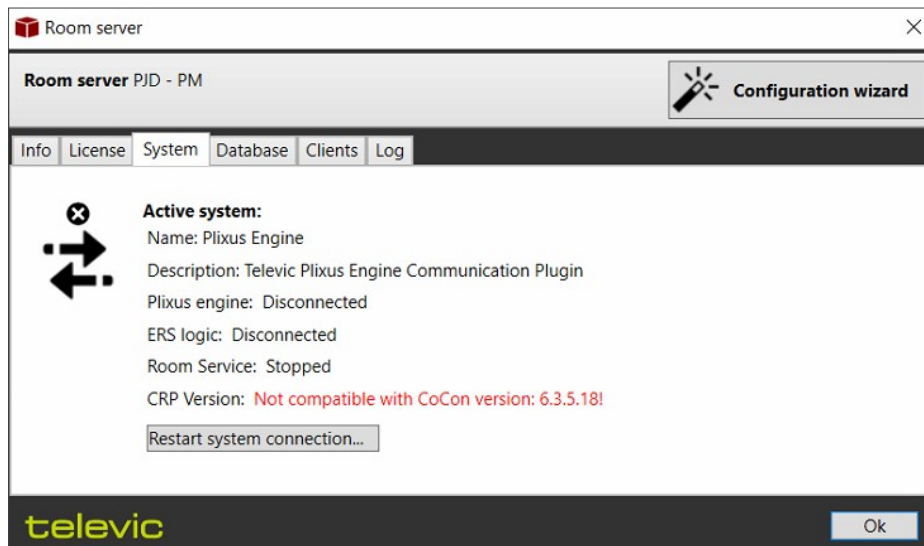
The License tab contains the following information:

- > **expiration date** of the license,
- > an overview of the **enabled licenses**



To add or change your license go to the **System info** page of the **Plixus web server** (using the IP address of the Plixus engine)

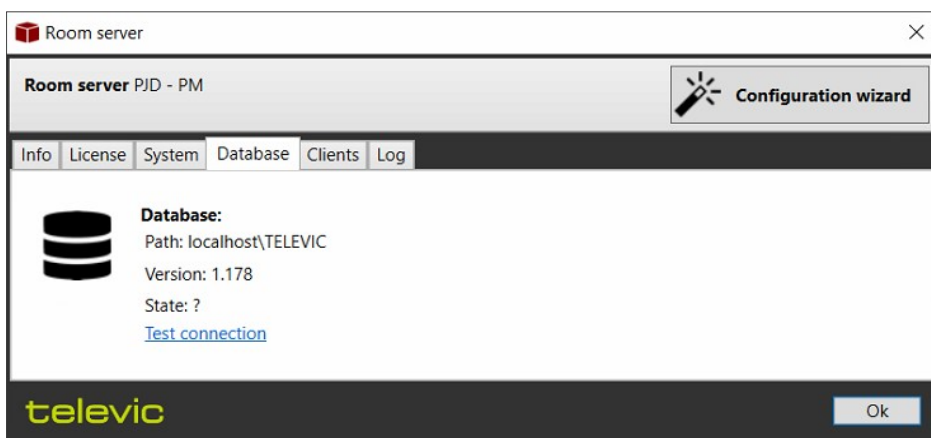
System



On the System tab you can find information about the active conference system:

- **Name and description** of the conference system
- **Connection status** to Plexus engine
- **Connection status** to ERS
- **Room Service status**
- Button to **Restart system connection**: this restarts the connection with the conference system
- Button to **Reboot Central Unit**: this reboots the central unit connected to the Room Server

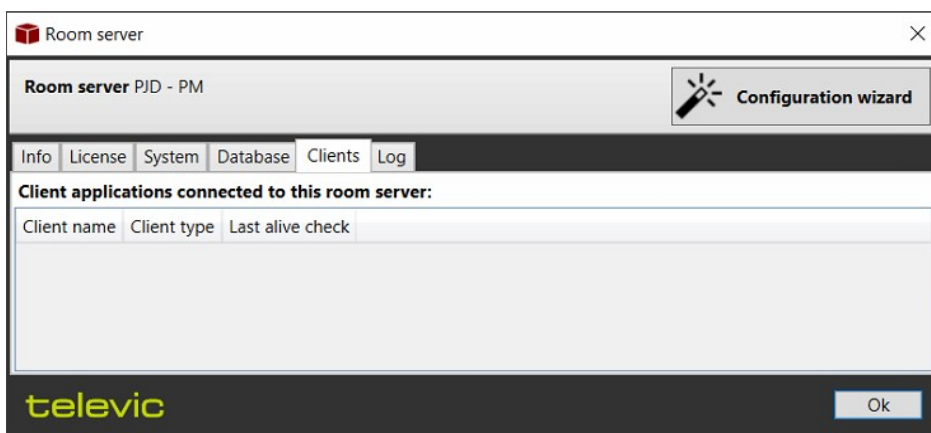
Database



Shows the connection state, location and version of the database.

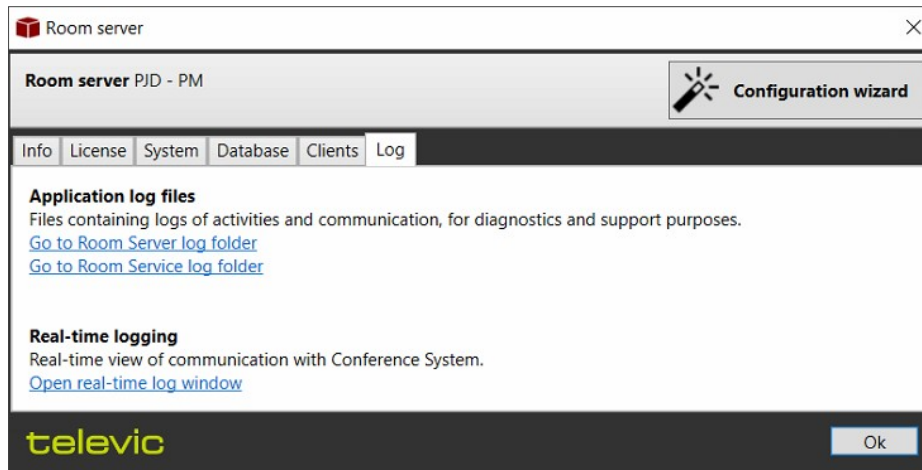
To see the **state of the database**, click on **Test connection**.

Clients



This tab shows an overview of **all the legacy clients (operators and meeting managers) connected to the Room Server**, the type of application, the computer name and “last alive check”, which indicates when their connection was last verified.

Log



On the logging tab you can find all Room Server and Room Service logging. In case of problems you can send these log files to the Televic Conference support team. Click the links to go to the log file folders.

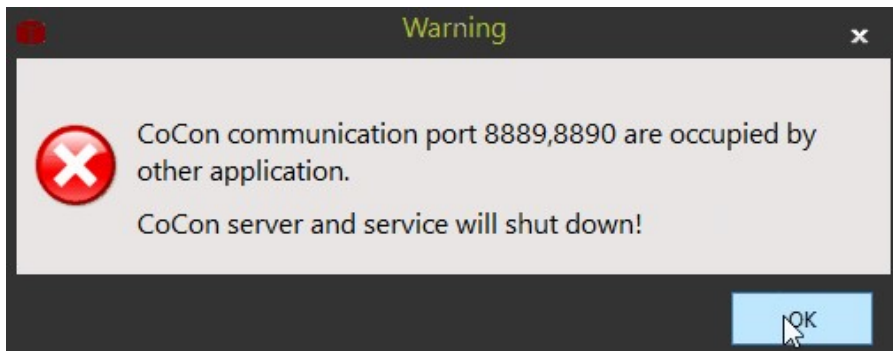
You can also view the real-time logging. This opens a window where you can follow the real-time communication with the central unit.



This is a debug window and thus not extensively documented in this manual. However, useful information can be seen here.

Occupied Port

In case a TCP port used by the CoCon server is already in use by another application and the Room Server application has been started, the following popup message will be displayed, and the application will be automatically closed:




THE ROOM SERVICE

The Room Service does not have a separate status window. You can check the **status** either in the Room Server window on the system tab, or in the services of Windows. The service **starts automatically** when Windows starts.



The logs of the Room Service are available in
C:\Windows\SysWOW64\config\systemprofile\AppData\Local\Televic
Conference\CoCon\Log.

If you want to start, stop or restart the service, go to the **Windows services window**:

1. Press the Windows key , type Services and press ENTER.
2. In the **Services** window, look for **CoCon Room Server**.
3. Select the service, then you can **Start** or **Stop** the service.

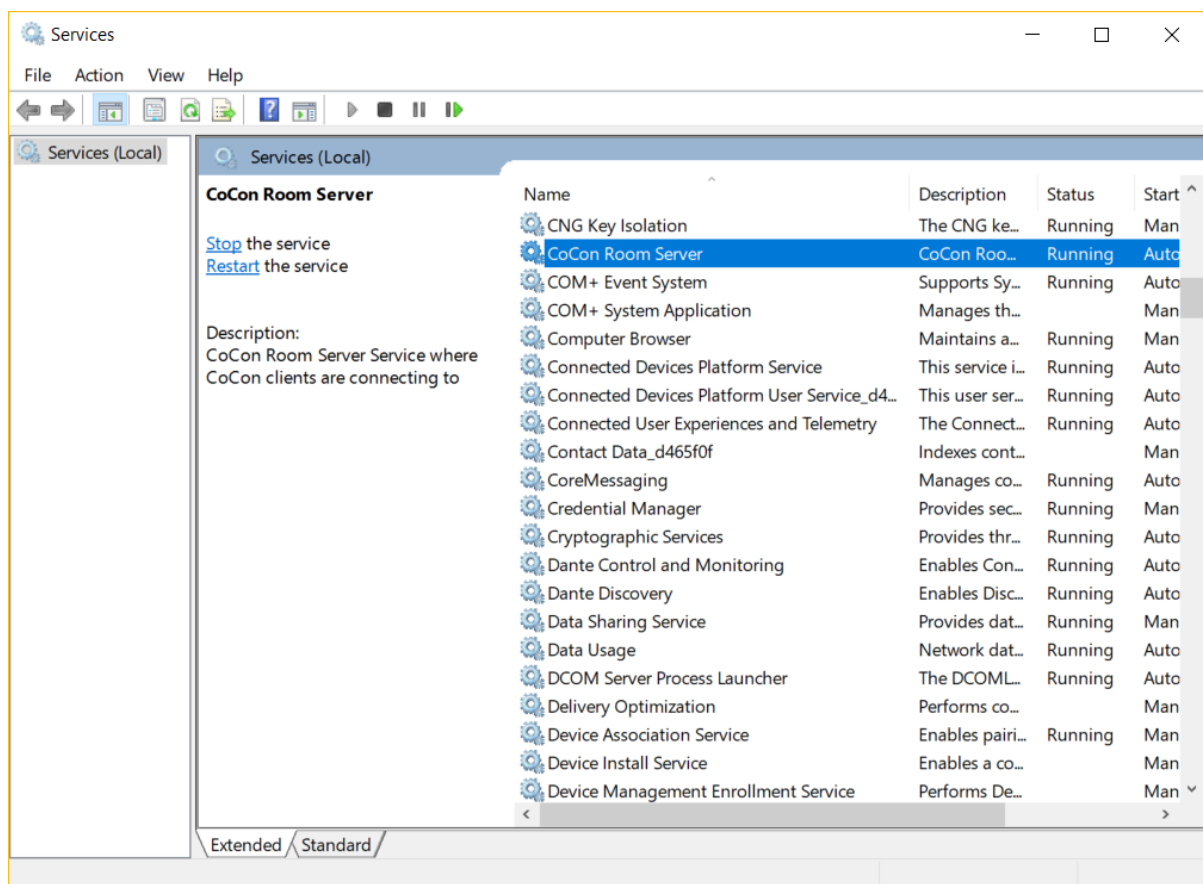


Figure 1-4 Where to find, start and stop the CoCon Room Service



Important:

- The CoCon PC and all PCs connected to CoCon must have a wired connection only.
Make sure the Wifi is deactivated.
- If the network configuration of the CoCon PC must change, make sure to switch off the PC completely, then turn it on again before connecting it to the new network.

COCON APPLICATIONS

This chapter gives a short introduction to all CoCon applications.

INTRODUCTION TO THE COCON APPLICATIONS

As discussed in the introduction, there are three types of CoCon applications:

- **Legacy applications:** Operator Application and Meeting Manager
- **Renewed desktop applications:** Room Configurator, Interpreter Application and Audio Application
- **New web applications:** Nameplate Manager, Signage Application and Video Application

All these application groups have some common interface elements. Below you can find a short description of these elements to help you use the CoCon applications.

Legacy Applications

LOGIN SCREEN

When you open the **Operator Application** or the **Meeting Manager**, you need to select a Room Server in the login screen:



In this login screen you can select the language of the application **(1)** (you can also change this in the application itself, see "Change General Settings").

The CoCon clients contain an auto-detection mechanism by which they automatically search for active CoCon Room Servers. The login screen shows all available Room Servers and the installed version of the application**(2)**, select the one you want to use and click **OK** to start the application. Incompatible room servers are shown in red.



In some cases the login screen doesn't display all active CoCon Room Server(s). This can be due to a network configuration, for example a firewall blocking ports or traffic. Make sure all traffic needed for the discovery is allowed on your network.

If you check the **Remember Server** box **(3)**, the CoCon application automatically tries to connect to a room server with the same name. It can then be another room server that has been configured with the same name. You can also change this setting in the application itself. This setting will also be removed if you click the **Logout admin** at the bottom right-hand side of the client applications.

Under **Advanced** settings **(4)**, there is an option to manually fill in the host address. Here you can manually enter the IP address or the server host name in the **IP or Host name** box. When the **Remember Server** box is checked, the CoCon application will automatically connect to the room server with that specific IP address.



Advanced

Manually provide the host address.

IP or Host name:

tlv-tcs-jho

☐ Use these manual settings



You need to select the option **Use these manual settings**, to use these settings.

COMMON INTERFACE ELEMENTS

The legacy applications have two types of pages:

- **File** page: here you can select your meeting and set some general settings
- **Home** page: page where you perform the actual actions on your meetings element

Typically the user interface of the **File** page consists of the following elements:

1. Tabs to switch between the **File** and the **Home** page
2. Menu on the left side
3. **Work area** where you perform most of the configuration and management
4. Multiple tabs are possible where you configure different conference settings

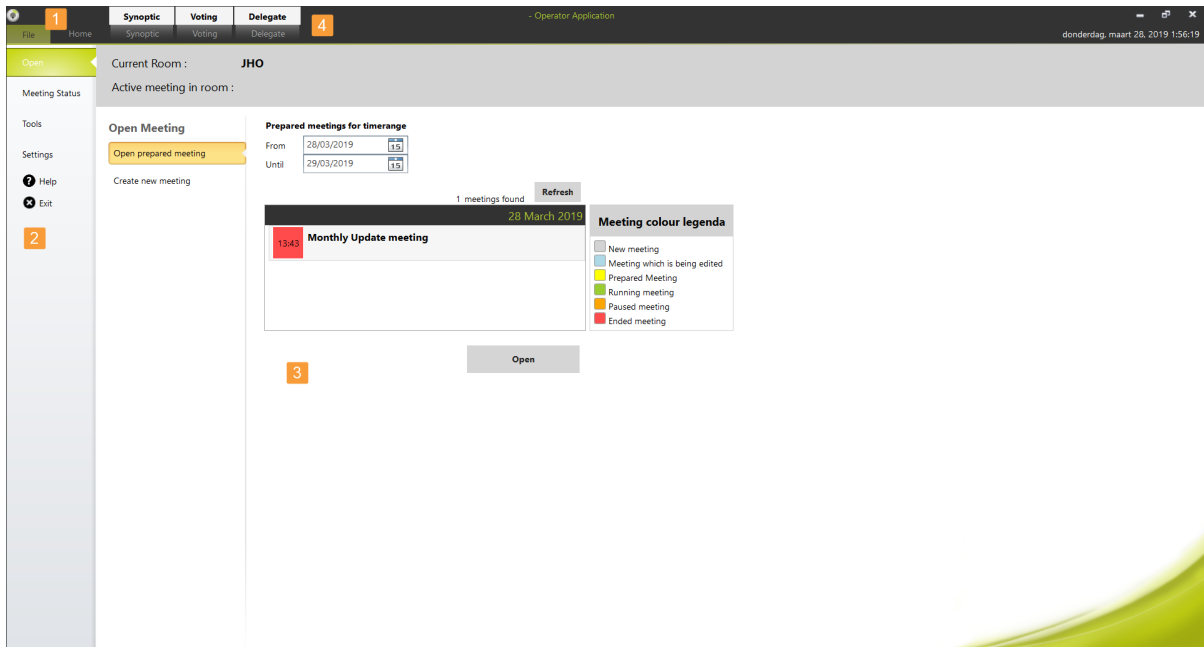


Figure 1-5 The File page of the CoCon legacy applications

The **Home** page typically consists of the following elements:

1. The **ribbon**: contains most functionality. Is divided in different sections.
2. Menu on the left where you can select which **meeting element** to configure
3. **Work area**
4. Use tabs to go to **meeting independent settings** such as delegates and room synoptic
5. **Footer**: shows system and application information
 - a. **Connection status** of all elements such as central unit, database and Room Server. If the icon is white, no connection problems are present. By double-clicking the icon, a window opens where you see all connections and their status
 - b. **Errors**: this icon shows if there are any errors. This can e.g. be microphone faults as well as errors with the connection states described above. Each error has a timestamp when it occurred. When you double-click the icon, the list of errors pops

up. Click the button at the top to clear solved issues from the list, as well as clearing the entire list.

In the issue list, the following color code is used:

- i. Yellow background: the fault has occurred and has not yet been solved
- ii. Green background: the fault has occurred and has been solved

c. **Application specific information** such as amount of microphones and Room Server.

d. **Log out**

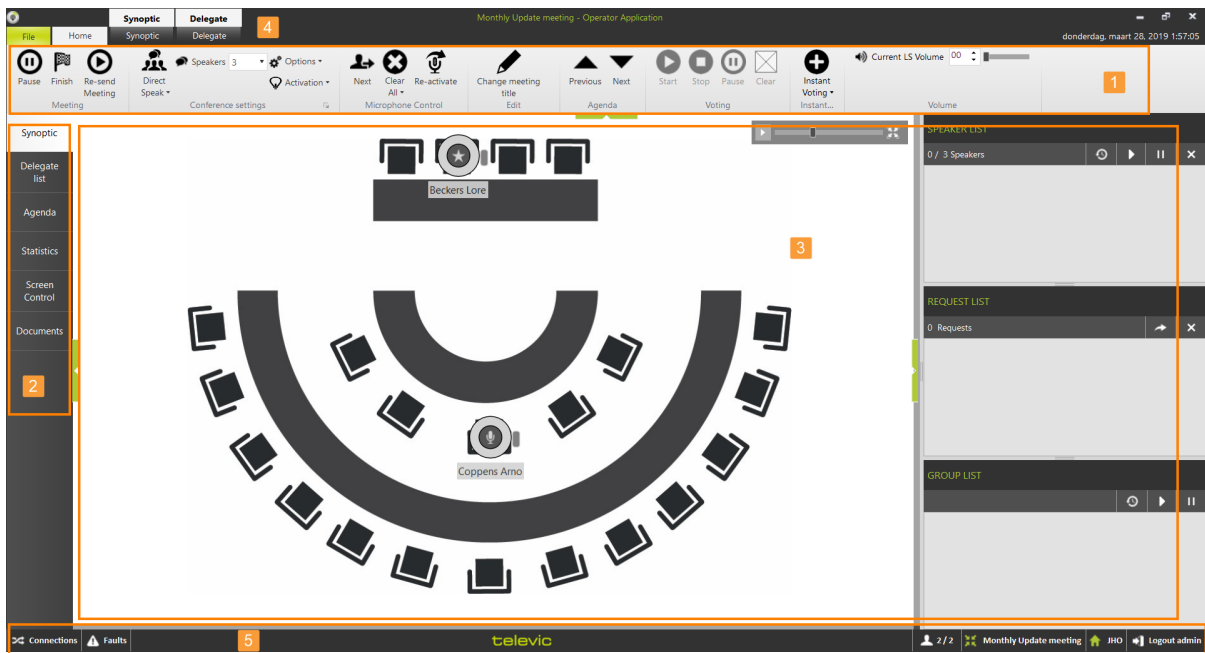


Figure 1-6 An example of a home screen of the CoCon legacy application

CHANGE GENERAL SETTINGS

You can change general settings such as the language of the application on the **File** page of the application. Click Settings in the menu on the left. Under General Settings you can change the language of the application and select to remember the Room Server.

Renewed Desktop Applications

LOGIN SCREEN

Before you can start the application, you need to select the appropriate Room Server. When you open the application the login screen appears, showing all discovered Room Servers (1). Non-compatible room servers are shown in red.

The login screen contains has four columns

- **Name:** the name of the room, assigned in the Room Server
- **Host:** the name of physical machine running the Room Server and Service
- **IP address:** the IP address of the host.
- **Version:** installer version.

When the automatic discovery does not find the correct host or server, it is possible to enter an IP address manually. To do this, click the checkbox **Enter IP address manually (2)**.

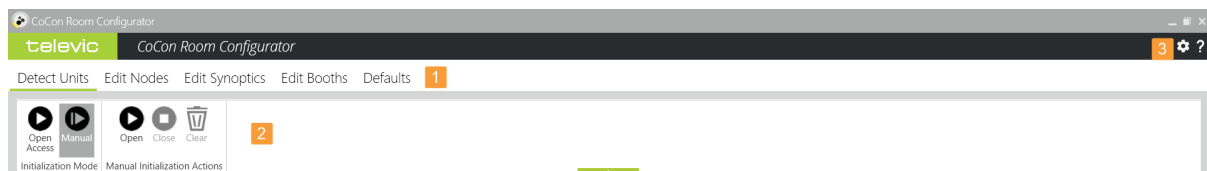
Select **Remember server for future login (3)** to automatically login (when Room Server is available) and not show the login screen anymore.



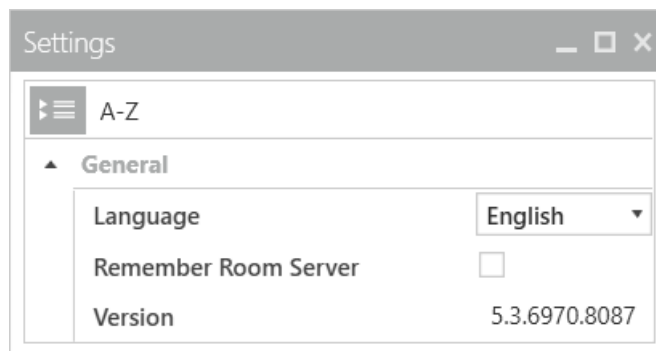
Figure 1-7 Login screen for renewed desktop applications

COMMON INTERFACE ELEMENTS

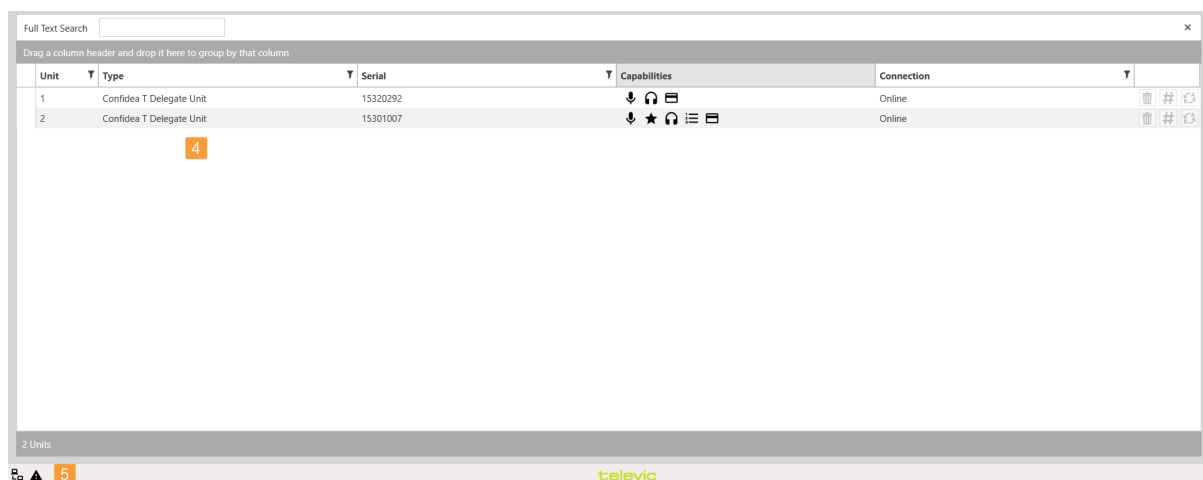
Most of the renewed desktop applications have the following elements in common in the header and the footer bar. In the header:



1. An application can have multiple **tabs** grouping different settings you can configure.
2. Each application has a **ribbon** that contains the most important functions and information related to the selected tab.
3. The **settings** icon, via this menu you can change some general application settings:
 - a. The **language** of the application
 - b. The option the **remember or forget the Room Server**
 - c. View the Room Service **version**



In the bottom part of the application you can find the following information:



4. The **work area**
5. **Footer bar** : shows system and application information
 - a. **Connection status** of all elements such as central unit, database and Room Server.
If the icon is white, no connection problems are present. By double-clicking the icon, a window opens where you see all connections and their status

- b. **Errors:** this icon shows if there are any faults: e.g. be microphone faults as well as errors with the connection states described above. Each error has a timestamp when it occurred. When you double-click the icon, the list of errors pops up. Click the button at the top to clear solved issues from the list, as well as clearing the entire list.

In the issue list, the following color code is used:

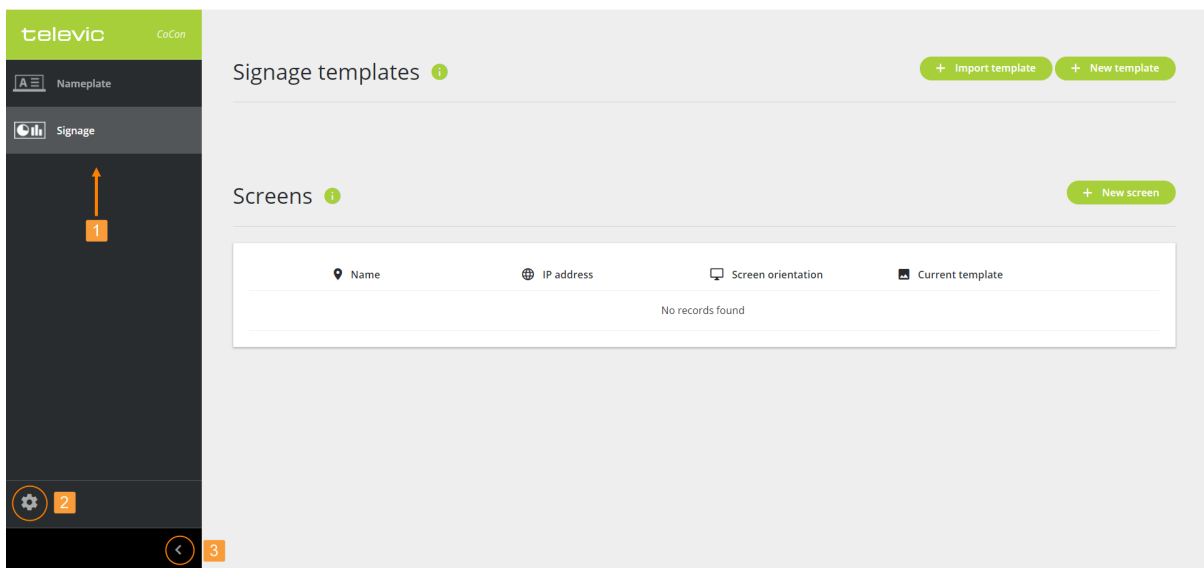
- i. Yellow background: the fault has occurred and has not yet been solved
- ii. Green background: the fault has occurred and has been solved

Web Applications


COMMON INTERFACE ELEMENTS

The latest applications are and will all become web-based. You can easily switch between applications in a web browser. Also here, there are some common functionalities:

1. **Switch between applications** by clicking the application name or icon
2. Click the **settings** icon to change general settings such as language
3. Click the arrow icon to **collapse** or **expand** the side menu.



CHANGE APPLICATION LANGUAGE

To set the language click the settings  icon in the sidebar. There are two options available:

- **Interface language:** select a language from the drop-down menu. This changes the language of the interface of the application.
- **Signage language:** select a language from the drop-down menu. This changes the language of the signage screen.



The language of the meeting specific content displayed is determined by the language used in CoCon.

INTRODUCTION

The main function of the **Room Configurator** is to create and manage all room synoptics, create interpreter booths and configure some default settings. You can find all these settings on the three tabs available in the Room Configurator:

- **Edit Synoptics:** here you can create synoptics and edit existing synoptics. In the synoptics you can create a visual representation of your meeting room. You can drag the nodes containing the devices onto the image of your room. Here you also have an overview of all available seats/nodes and the capabilities and priority of the devices. See "Edit Synoptics" on the next page
- **Edit Booths:** manage the interpreter booths, see "Edit Booths" on page 53
- **Defaults:** configure different default settings. These are the default settings when you start your system. These settings contain conference settings such as microphone mode, as well as the default loudspeaker volume, the maximum number of language channels and the default Nameplate. See "Default Settings" on page 54.



In contrast to previous versions of CoCon, initialization of all units is now only possible on the Plexus web server. All functions on the **Edit nodes** tab of the previous versions of CoCon are now possible in the **Edit** mode on the **Initialization** page of the Plexus web server.

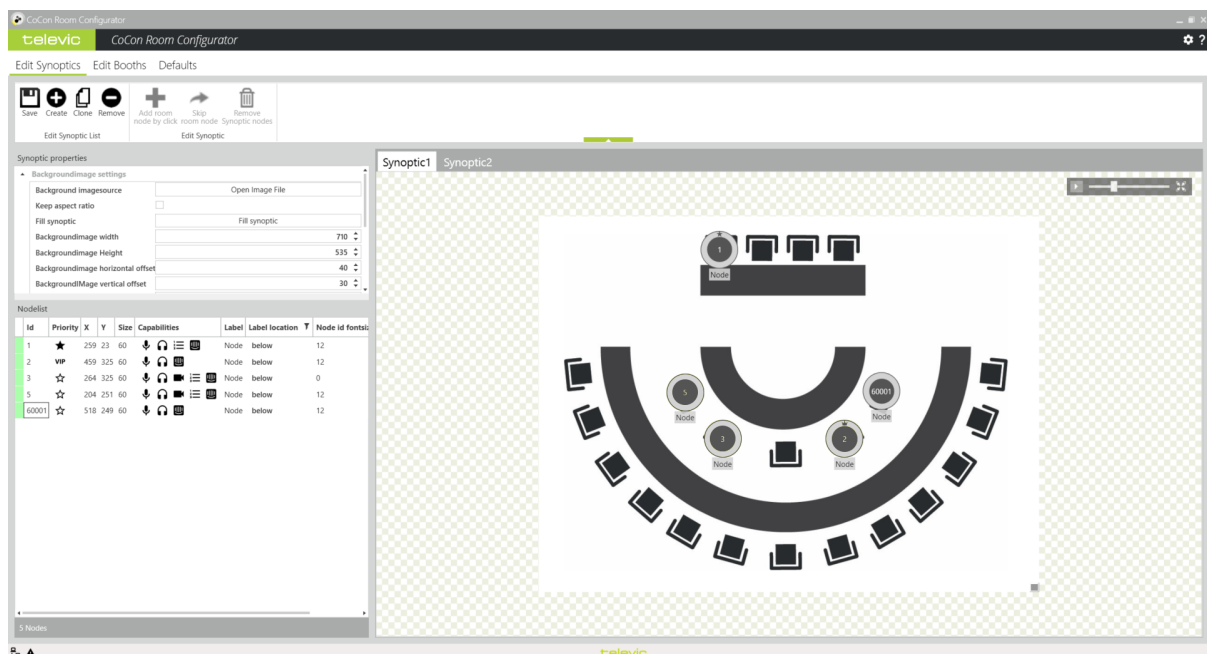


Figure 1-8 Landing page when you open the Room Configurator

EDIT SYNOPTICS

A synoptic is a graphical representation of the meeting room. It can contain microphones as well as a background image of the room plan. In the Room Configurator you can create and edit the room synoptic. The synoptics page consists of four parts:

- The **ribbon**: contains all basic functionalities to manage synoptics
- **Synoptic properties**: configure more detailed settings such as the background image and size, background color, etc.
- **Node list**: list with all available devices
- **Synoptic view**: show the synoptic

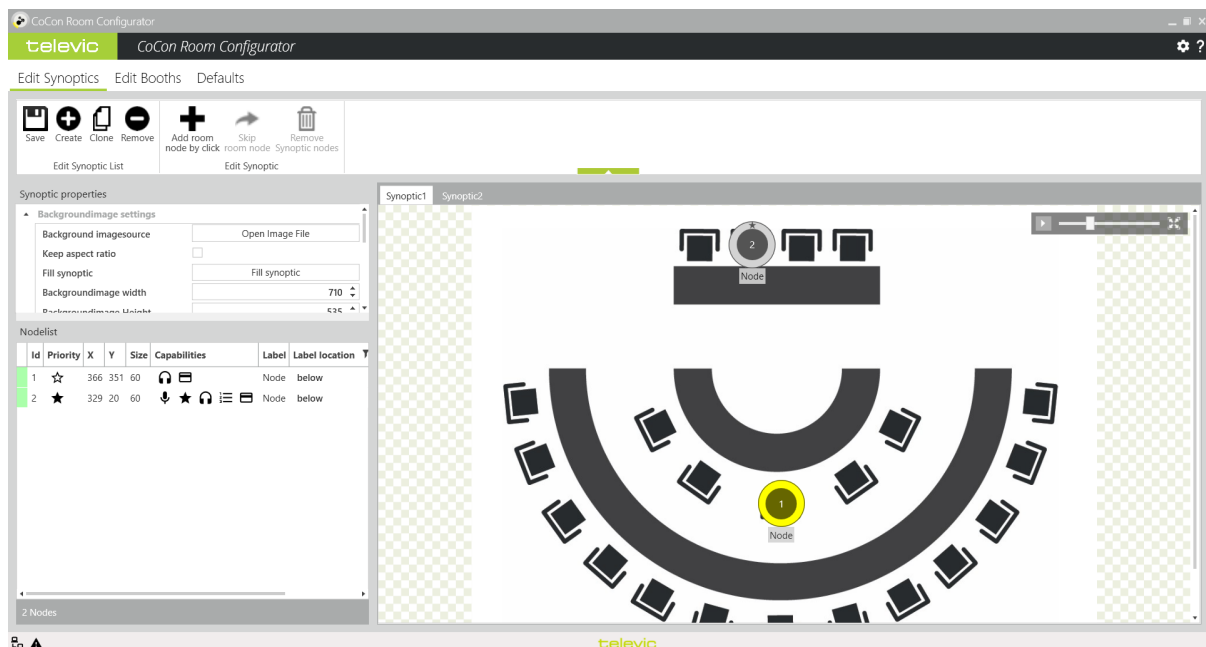


Figure 1-9 The synoptic view in the CoCon Room Configurator

The Ribbon

The following actions are available in the ribbon:

- **Save**: saves the synoptic. When changing the tab without saving, a popup warns the user to save the synoptic.

- › **Create:** create a new synoptic. When going through the Room Configurator the first time, the user needs to click **Create** to create the initial synoptic canvas.
- › **Clone:** clone the selected synoptic and all of its parameters.
- › **Remove:** removes the selected synoptic.
- › **Add room node by click:** if you enable this button, you can assign nodes to the synoptic simply by clicking on the grid. The first unassigned node (node which does not yet have x-y coordinates on the synoptic), becomes selected and is positioned on the location of the grid where you clicked. Automatically, the next unassigned node becomes selected.
- › **Skip room node:** only possible when you use **Add room node by click**, click this button to skip the next node.
- › **Remove synoptic nodes:** removes the selected nodes from the synoptic.

Synoptic Properties

The synoptic properties are divided into 3 categories:

- › **Background image settings:** configure the settings of the background image such as source of the background image, size and location.
- › **Background grid settings:** adjust the background grid settings such as size and showing or hiding the grid.
- › **Synoptic settings:** change the settings of the actual synoptic such as size and background color.

Node List

The node list contains all units that can be located onto the synoptic. It contains the following columns:

- › **Green/red label in the front:** indicates whether the unit is positioned on the synoptic or not.
- › **ID:** this is the node ID of the unit. This number corresponds with the Plexus web server and is the ID of the unit.
- › **Priority:** this shows if the unit has chairman or delegate priority.
- › **X/Y:** when the units are positioned on the synoptics, the X,Y coordinates are shown. These fields are editable to fine-tune the positioning.

- › **Size:** the size of the icon
- › **Capabilities:** the icons indicate the capabilities of the units.
- › **Label:** by default a label is added to the node, double-click the text field to change the content
- › **Label location:** this can be above, below, left or right
- › **Label font size:** the font size of the label
- › **Node ID font size:** the font size of the node ID which is located in the unit



It is possible to do a multi-select (by pressing SHIFT or CTRL), then change the value of the last unit in the list. This change is then applied to all selected nodes in the list.

Synoptic View

The synoptic view shows the image of the room you uploaded. On this image you can place the nodes containing the devices available in your setup. Each node shows the following information:

- › **Id:** shows the Id of the node. This corresponds to the seat number in the initialization list in the Plixus web server.
- › **Priority:** an icon indicates if the node is chairman of VIP. When there is no icon, the node has delegates priorities.
- › **Status:** the color of the node indicates the status. If the node is yellow the device is not active.

To activate the microphone and/or change its sensitivity offset, make sure the unit is on, right-click on the corresponding device placed on the synoptic, and select the option you want to change.



If you change the sensitivity offset of a microphone, it will **become the default value** for the next meetings. The sensitivity can still be changed in the Operator's application during a meeting, but it will return to the default value defined in the Room Configurator application in the next meetings.

EDIT BOOTHS

On this tab you can assign the Lingua IDs to one of the configured booths.

On the left you can find the list with all **unassigned Lingua Interpreter desks**. These are the interpreter desks that are not yet assigned to a booth. To create a new booth, you can simply drag a desk from this list into the **Drag Lingua ID to create new booth** box. Or you can drag the interpreter desk onto an existing booth on the right side. You can change booth configuration by dragging desks from the booth list to the unassigned list or to another booth.

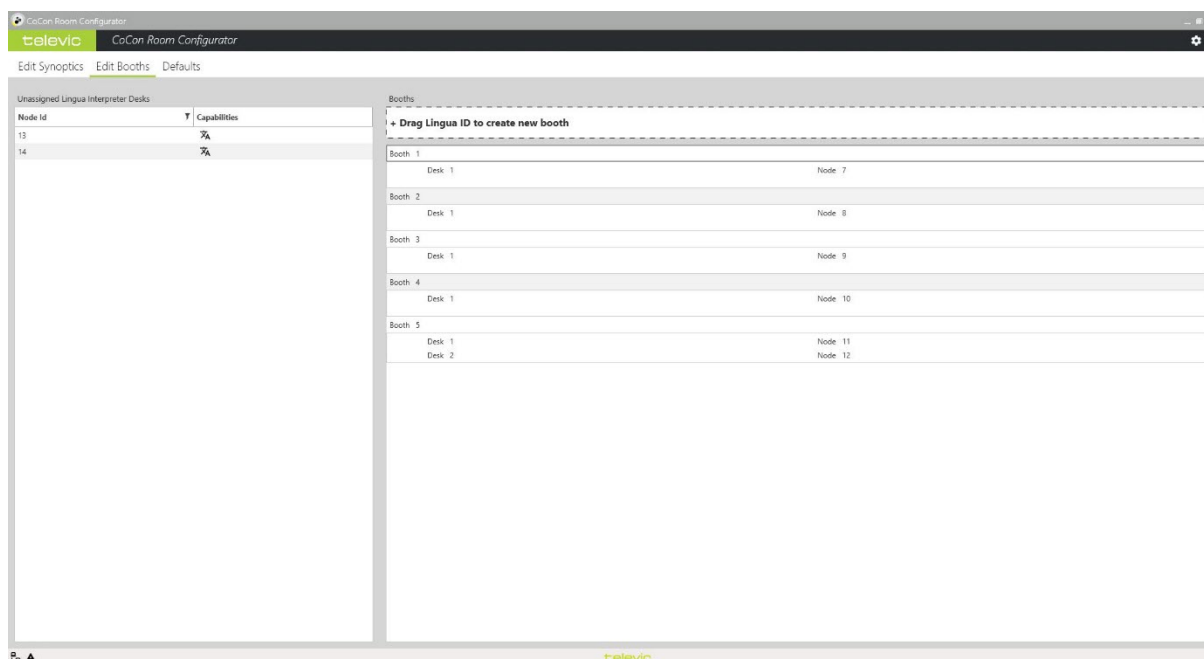


Figure 1-10 How to configure the booths required for the interpretation configuration

DEFAULT SETTINGS

On this page you can configure the default values of the Plixus system. You can set the following default values:

- **Conference settings:**
 - Here you can set the same discussion options as on the discussion page of Plixus the web server, such as the microphone mode, the maximum number of speakers and the microphone activation type. The system will always boot with these values. Even when they are changed during the meeting.
 - **Low Headphones:** when checked, this will lower the headphone volume when the microphone is active to prevent disturbing the audio transmitted by the headphones.
 - **Enable Reply and Button Reply:** allows you to configure whether it is possible to get priority when you reply to the speaker. This puts you in a different request list that has higher priority than the default request list (because you are replying to something that was said and cannot wait until it is your turn in the default request list). Using the parameter Button Reply you can configure which button to use to reply (Reply is only applicable to uniCOS units).
 - **LedColorOn, LedColorRequest, LedColorReply:** use these parameters to change the color of the microphone LED for the states microphone ON, microphone in request, microphone in reply request.
- **Default loudspeaker volume:** set the default volume of the unit's loudspeaker
- **Default channel selector volume:** set the default volume of the channel selector
- **Maximum number of language channels:** this is an important setting as it allows you to change the number of language channels that are reserved in the audio routing. By default this is limited to 11. This means that you cannot configure more than 11 language channels, including in the interpreter application. The maximum number of reserved channels is 63.
- **Auto gain reduction:** this function reduces the amount of gain of the floor signal in function of the amount of open microphones. As the number of open microphones causes the noise floor to go up, a gain reduction is often required for increased intelligibility. There are 4 presets available with different gain curves:

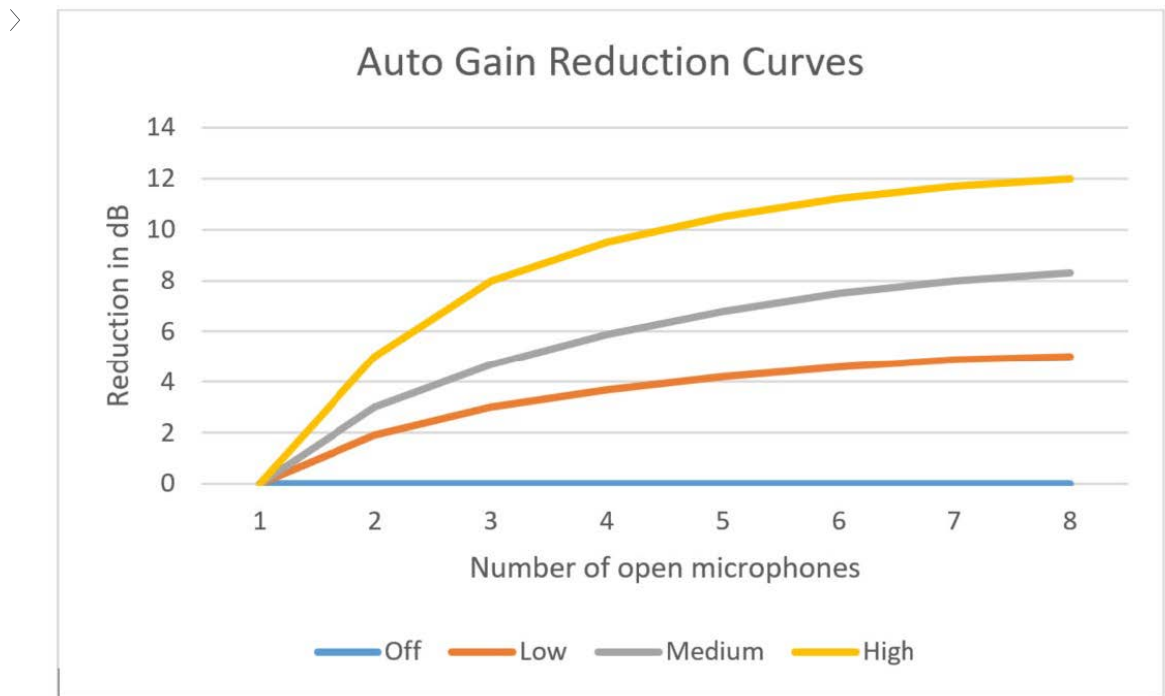


Figure 1-11 Auto gain reduction curve

- > **Floor name:** this is the abbreviation that is shown on the displays of the channel selectors. This is applied immediately after saving.
- > **uniCOS interface language:** set the default language of the uniCOS interface when a meeting is started.
- > **Set default Nameplate:** configure which image is displayed when a meeting is finished or paused. The image needs to be in black and white (1 bit/pixel), needs to be a .bmp file and should have the following dimensions: **1440 * 300 px**.
- > **Standby Screen settings:** before a meeting starts, the uniCOS and uniBOX show a standby screen which you can configure with logos or other images or even show one of the video streams:
 - > **Text color of standby screen:** use the color picker or specify RGB or HEX code to select the color of the text on the standby screen
 - > **background color of standby screen:** use the color picker or specify RGB or HEX code to select the background color used on the standby screen
 - > **Show date on the standby screen:** select to show the current date on the standby screen

- › **Show time on the standby screen:** select to show the current time on the standby screen
- › **Show video on standby screen:** select to show video on the standby screen
- › **Video channel on standby screen:** select one of the video streams from the dropdown list to display on the standby screen
- › **Standby screen type:** select the screen for which you want to upload a new logo
- › **Scale the custom logo of the standby screen:** select to automatically scale the logo on the selected screen.
- › **Horizontal alignment of the custom logo:** where to locate the logo horizontally.
- › **Vertical alignment of vertical of custom logo:** where to locate the logo vertically.
- › **Set the custom standby screen logo:** upload the logo to use on the standby screen.



There is a maximum resolution you need to respect when uploading an image. Depending on the screen type CoCon allows the following maximum screen resolution:

uniCOS F-MM7: 1024 × 600

uniCOS PRO F (formerly uniCOS F-MM10): 1280 × 800

uniCOS PRO T (formerly uniCOS T-MM10): 1280 × 800

uniBOX: 1920 × 1080

Confidea FLEX: 480 × 96

- **Remove the custom standby screen logo:** remove the uploaded logo.
- **Show standby logo during meeting:** keep the standby logo on the screen during a meeting.

INTRODUCTION TO COCON MEETING MANAGER

CoCon Meeting Manager is the application which is responsible for:

- › Creating and managing the database management. This includes the creation and management of users, groups, badges, voting rights and weight, creation of authority passes, etc.
- › Creating a meeting, including the title, time, conference settings, ...
- › Specifying the delegates who will be attending the meeting
- › Adding the delegate list to the nodes in the synoptic
- › Creating an agenda for a meeting
- › Creating a voting agenda
- › Specifying the voting settings
- › Specifying the time constraints for various parts of the meeting (speech time for the delegates and groups, agenda item time, meeting time, ...)



The Meeting Manager requires a synoptic to be present in the room before you can start defining a meeting. This is necessary because during configuration of the meeting you assign delegates to a seat. For the information on synoptic, see Room Configurator or FAQ.

Meeting Concepts



DELEGATE

A delegate in the CoCon software suite is defined as a **meeting participant** who has a number of characteristics such as name, surname, title, address and others. A delegate can belong to one or multiple groups. A group is defined by a name and a color (optional), and has any number of delegates.

When you configure a meeting, you need to define the delegates who participate in the meeting. In this way, the system keeps track of who participated in which meeting and when.

MEETING

When creating a new (temporary) meeting in the Operator Application (see "General Meeting Settings" on page 133), a certain amount of information can be specified for the meeting:

- > **Title**
- > **Description**

> **Start and end time**

For a temporary meeting, this is sufficient but for a properly configured meeting you need to set more parameters. Therefore, in the Meeting Manager you can additionally specify the following settings:

- › Define **conference settings** up front (speech mode, ...)
- › Create an **agenda** for the meeting with topics and sub-topics. This can be a lecturer, discussion or voting topics.
- › Specify a number of **speech timers** (for delegates, groups, agenda items, voting...)
- › Define which **delegates are present** at the meeting and **place them in the synoptic** view of the meeting room

Apart from the definition of a meeting, it is also possible to define a **meeting template**. The difference with a meeting is that a meeting template **does not have a specific start time and date**. A meeting template should be defined when the same type of meeting (with the same delegates or the same agenda or any other component that is always the same) is **repeated** a number of times. Instead of creating a similar meeting every time, it suffices to create the Meeting Template once, and then opening a new meeting in the Operator Application with this Meeting Template.

SYNOPTIC

A synoptic is a **graphical representation of the meeting room**. Typically this consists of an image of the room setup with the tables and chairs. On this image you can then add nodes to the seats where devices are normally located. During the configuration of a meeting you can then assign meeting participants to these seats. During the meeting itself you can use the synoptic to manage the microphones of all meeting participants.

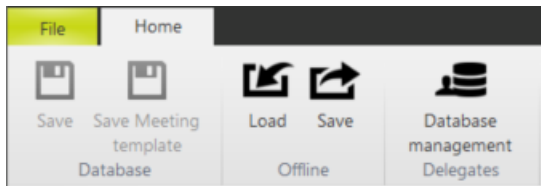
DATABASE MANAGEMENT

The database management is the part of the Meeting Manager where CoCon allows you to **manage the delegate database** that contains all delegates, groups, etc. The central database contains all data and this database connects to the CoCon Room Server.



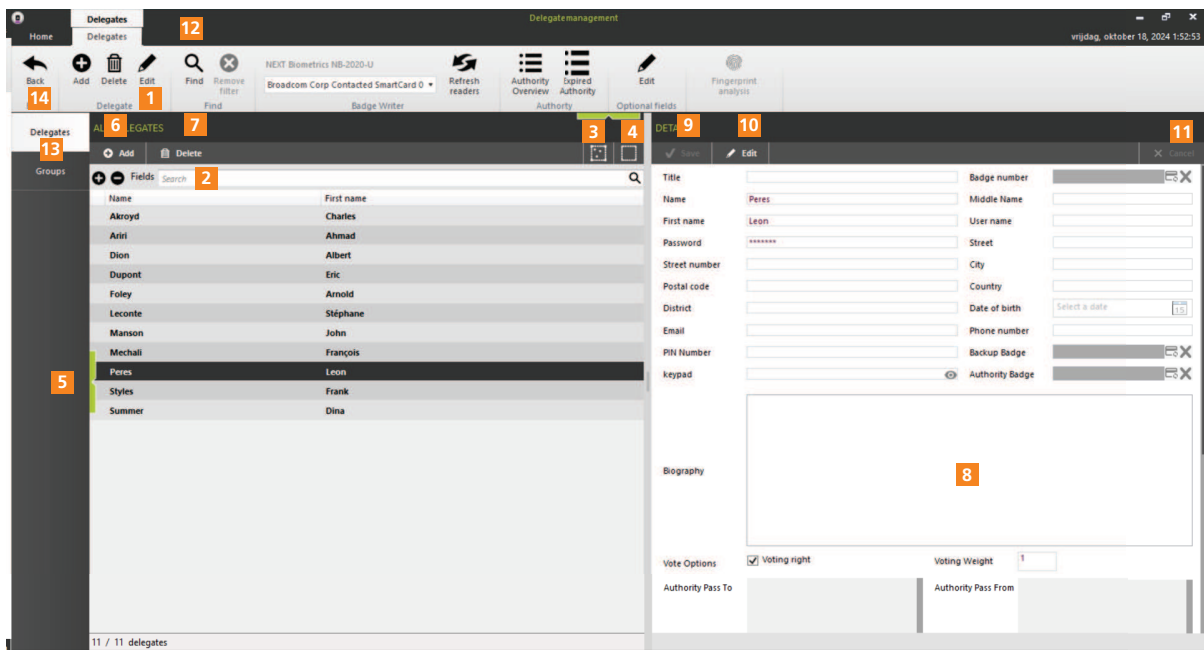
No delegate data is stored locally; all information added and modified in the Meeting Manager is stored in the database and this is then connected to the CoCon Room Server.

To access the **Database Management** click the button in the **Delegates** section of the ribbon.



Delegate Management Functions

When you open the Database management you see the screen below with the following functionality:



1. Click the buttons to **Add**, **Edit** or **Delete** delegates.
2. Put the cursor in the search bar to **search** for specific delegates, this filters the list while you type your text in the search box. Click the remove icon to clear the search box.
3. Click the icon to **select all** delegates in the table
4. Click the icon to **deselect** all items
5. Shows all delegates present in the database. You can sort the delegates by clicking on the column header. If you click once, the contents are sorted alphabetically according to the clicked column. If you click again, the order is reversed.
6. Click the **Add** button to add a new delegate: this creates an empty delegate. Complete the delegate details in the section on the right of the screen. You can also add delegates by pressing CTRL+N on the keyboard.
7. Click **Delete** to remove one or more delegates from the database
8. **Delegate information**: this section of the screen contains all delegate details. Here you can edit or add delegate details.
9. Click to **Save** changes to delegate information, you can also save by pressing the buttons CTRL+S on your keyboard.
10. Click to **Edit** the delegate
11. Click to **Cancel** the changes made to the delegate
12. Click **Find** to perform an advanced search. A new screen opens where you can fill in different search fields. You can also access this screen by pressing **CTRL+F** on your keyboard. Click **Search** in the bottom-right corner to apply your selection criteria. Click **Remove filter** to clear

the filter.

Search delegates

Delegates

Title

Name

First name

Street

Street number

City

Postal code

Country

District

Date of birth

Select a date

Biography

Groups

Search

Cancel

13. Switch between delegate and group view

14. Click **Back** to close the Database Management-window and return to the Meeting Manager.

Import And Export Delegates

To access the import and export functionality of the Delegate database, click the Home tab. Three options are available:

- > **Import from TMS**
- > **Import from ...**
- > **Export to ...**

IMPORT FROM TMS (ONLY FOR LEGACY SYSTEM TCS5500)

This function allows you to select a delegate file from the Televic Conference TMS-software and import the delegates contained into the current CoCon database format. The extension of this type of file is .del, but it is actually just a renaming of a .mdb file (MS Access 2003 database). This can also be used to import delegates and groups for users who have a database in a different format.

You can find an example of the expected format of the MS Access database in a sample database located under C:\Program Files (x86)\Televic Conference\CoCon\MeetingManager\TMSImporter\Sample\Sample_100_Delegates.mdb and Sample_100_Delegates.del (or similar for your installation). Be mindful of the following items:

- The names of the tables (“groups” and “delegates”), as well as the column headers should not be changed. The import process uses these fields to identify the enclosed data.
- Note that the input file does not have to be renamed to a .del extension; it can also remain a .mdb format.

IMPORT FROM ...

This button allows you to import delegates from a local file to the central database. Currently, only a proprietary XML-format is defined as file format for importing and exporting delegates. This data format is used when exporting.

EXPORT TO ...

Using this button, you can export the delegates and groups contained in the database to a local file, which you can later import again (using the button described above).

RFID Badge Reader

With the Plixus engine it is possible to use **RFID badges**. CoCon is compatible with RFID badges with 4Byte NUID (like MiFare classic and MiFare Plus) and 7Byte NUID.

When using RFID badges, **no actual data is written** on the badge. Instead, the Unique Identifier of the badge is read and stored in the database. This means that existing RFID applications can still use the entire data contents of the card.

In that case, the “Badge Writer” section of the Delegates-ribbon looks like the following figure:

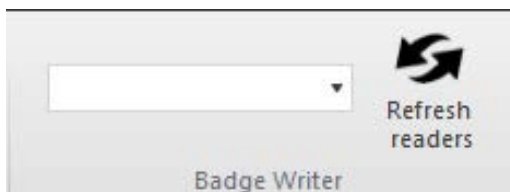


Figure 1-12 RFID badge writer buttons for RFID badge reader


Connect the USB-RFID reader to the PC running the Meeting Manager, and click **Refresh readers**. At that point, you should be able to see and select the reader in the dropdown menu. Now the following actions are available:

- Select a delegate in the list
- Put a badge on or remove a badge from the RFID reader

With these actions, you can perform the following functions:

- **Read a badge that is not assigned to a delegate and create a new delegate**
 1. *Put a badge* on the RFID reader.
 2. The selection of the list with all delegates is removed.
 3. You can enter the data of the new delegate in the panel on the right.
 4. Click **Save** when ready. Now a new delegate is created with the badge that was put on the RFID reader.
- **Read a badge that is assigned to a delegate:**
 1. *Put the badge* of the delegate on the RFID **reader**
 2. Now the delegate is selected in the list with all delegates The assigned badge will be highlighted in green, showing if it is a primary badge, a backup badge or an authority badge.

Title	one	Badge number	C41F47E2
Name	one	Middle Name	
First name	one	User name	one
Password	*****	Street	
Street number		City	
Postal code		Country	
District		Date of birth	Select a date
Email		Phone number	
PIN Number		Backup Badge	249937DE
Keypad	****	Third Badge	145235DE
Test1		Test2	

- **Write an existing delegate to a badge:**
 1. *Select* the delegate in the list with all delegates
 2. Click on the **Edit** button in the Delegate section of the ribbon, or in the Details-section.
 3. Put the badge on the RFID reader and click on the icon  next to the "Badge Number" field to assign the **primary badge**. Now the Unique ID is filled in the "Badge number" field of the delegate, and this field is highlighted in green when updated.
 4. Click **Save**. Now the delegate is associated with the RFID badge.


➤ **Remove an existing delegate from a badge:**

1. Put the RFID badge on the RFID reader. The delegate is automatically selected in the list.
2. Click on the **Edit** button in the Delegate-section or the ribbon, or in the Details-section.
3. Remove the badge from the RFID reader. The "Badge number" field of the delegate is cleared.
4. Click **Save**. Now the delegate is no longer associated with the RFID badge.

CONFIGURE A BACKUP BADGE

Sometimes it is necessary to assign a second badge to a user, for example when they lose or forget their badge. In CoCon you can add a backup badge to a delegate without the need of creating a new entry in the delegate database.

To assign a backup badge to a delegate:

1. Select a delegate who already has an assigned badge in **Delegate management**.
2. Click **Edit**.
3. Put the backup badge on the **Badge Writer**, CoCon and click on the icon  next to the "Backup Badge" field to assign the **Backup badge**.



To remove or change the backup badge, follow the same procedures as for the first badge. CoCon adds "X" in both places of the badge where the badge number has been removed.




To assign a backup badge badge, the delegate must already have a primary badge number assigned to them.

CONFIGURE AN AUTHORITY BADGE

In some cases when a delegate cannot vote during a voting session, it is necessary to assign an authority badge to another delegate who will then have the permission to vote for the absent one.

To assign an authority badge to a delegate:

1. Select a delegate who already has an assigned badge in **Delegate management**.
2. Click **Edit**.

3. Put the authority badge on the **Badge Writer**, CoCon, and click on the icon  next to the "Authority Badge" field to assign the **Authority badge**.
4. When the participant will use the authority badge, they will be logged out of the unit they were previously logged in. The authority vote will be linked to the participant with the mention **(Authority)** next to their name in the signage, statistics and the meeting report.



To remove or change the authority badge, follow the same procedures as for the first badge. CoCon adds "X" in both places of the badge where the badge number has been removed.



To assign an authority badge, the delegate must already have a primary badge number assigned to them.

Fingerprint Registration (uniCOS Only)

FINGERPRINT REGISTRATION MODULE

Although CoCon is still compatible with external authentication, it now supports **fingerprint registration** via the **NEXT Biometrics NB-2023-U** reader. Fingerprint registration can be used with any type of login method within CoCon, and the fingerprints are read and identified directly on the units.

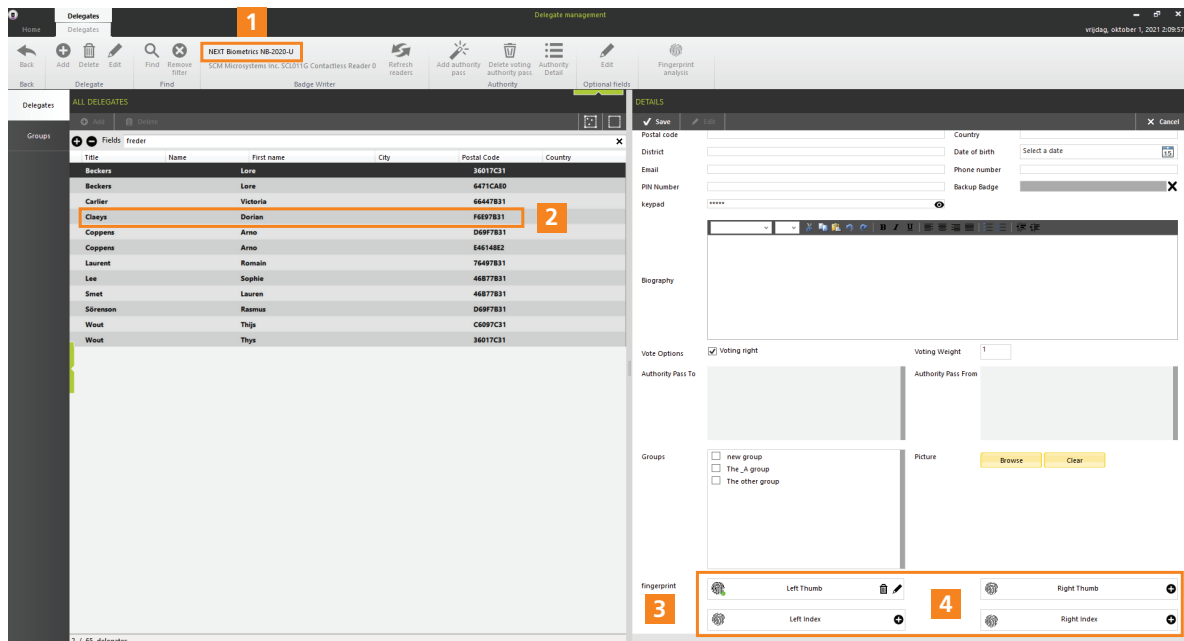
For more information about the login method, refer to the [Meeting Login Method](#) section.

FINGERPRINT ENROLLMENT



The fingerprint registration of the delegates has to be performed before the meeting.

Follow the steps below to register the delegates' fingerprints.

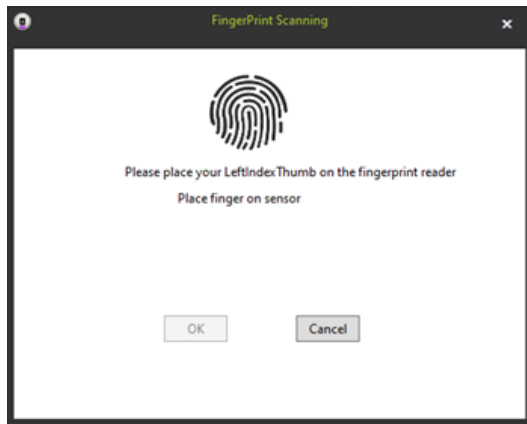


1. Plug in the **NEXT Biometrics NB-2023-U** reader to your computer. When detected, the reader appears in the top ribbon of the Database Management window.

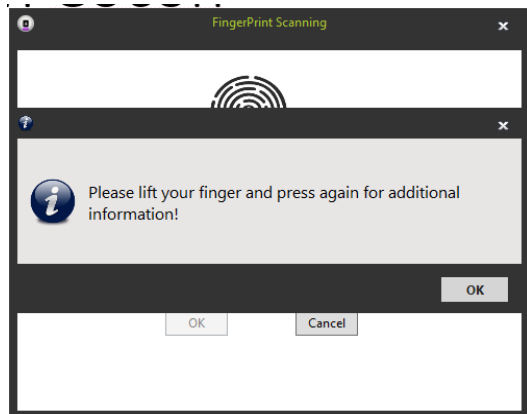


In case CoCon doesn't detect the fingerprint reader and your computer is running under Windows®, open the Windows Services App and **disable the Windows Biometric Service**.

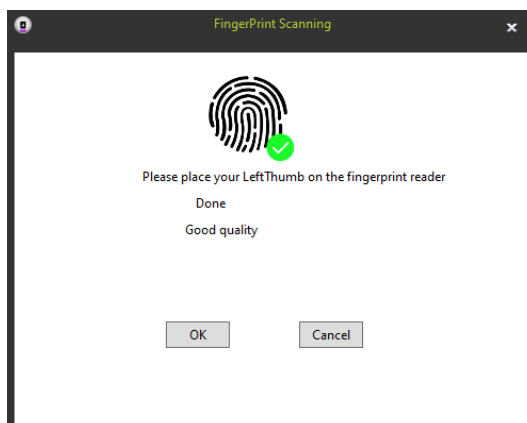
2. In the left panel of the Database Management window, select the delegate of your choice in the list, or create a new one.
3. The details about the selected delegate appear in the right panel. Scroll down to the **Fingerprint** section.
4. Select the finger to be scanned among the four options (left thumb, right thumb, left index, right index) and click on the **+** icon to **add a fingerprint**.
5. A pop-up window opens. The delegate now has to **place the corresponding finger on the fingerprint reader's sensor**. Click on **OK** when it is done.



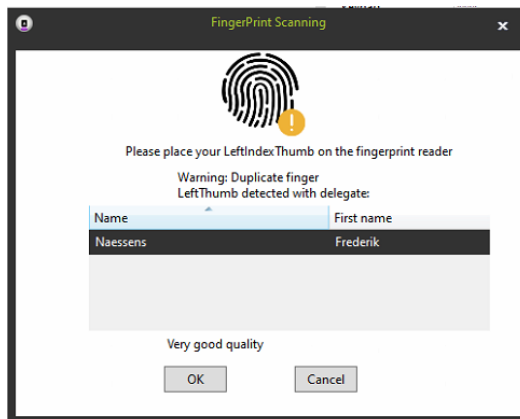
6. For quality purposes, the delegate will be asked to place the same finger on the sensor several times. It is important that the delegate lifts their finger completely off the sensor between the scans.



7. When the scanning process is finished, **all the scans are combined into one fingerprint** and the quality of the print is indicated in the pop-up window. Click on **OK** to validate the fingerprint, or click on **Cancel** to cancel the scans and start again.





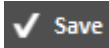
During the enrollment process, **the system also checks for duplicates**. If the scanned fingertip matches an identical one that already exists in the database, a warning message pops up:



Click **OK** to register the new scanned fingertip, or **Cancel** to keep the one that already exists in the database.

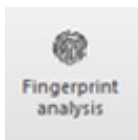


If the quality of the fingerprint is **Good** or **Bad**, it is recommended to start the scanning process again until the quality is **Excellent** or **Very good** in order to avoid risks of authentication failure.

8. You can now select another finger (not mandatory).
9. To edit a fingerprint, click on the  icon.
10. To delete a fingerprint, click on the  icon.
11. Click on  to save the changes.

FINGERPRINT ANALYSIS

CoCon has **built-in fingerprint analysis support**. In the ribbon of the Delegate Management window, click on the following icon:



A new window opens where you can **sort out and filter the delegates' fingerprint list** and see the number of fingerprints per person (up to four) as well as the quality of the fingerprints.

The screenshot displays the 'Delegate management' interface. A modal window titled 'FingerPrint DelegateList' is open, showing a table of delegates with their fingerprint quality indicators. The table has columns for Name, First name, Left Thumb, Left Index, Right Thumb, and Right Index. The quality indicators are represented by colored circles: Green for Excellent quality, Light Green for Very good quality, Yellow for Good quality, Red for Bad quality, and Grey for No fingerprint.

Name	First name	Left Thumb	Left Index	Right Thumb	Right Index
1	office	Green	Green	Grey	Grey
1	office	Green	Green	Light Green	Light Green
1	difficult	Grey	Grey	Yellow	Yellow
back office	3	Green	Green	Green	Green
back office	4	Green	Green	Green	Green
back office	6	Green	Green	Green	Green
corner1	coffee	Green	Green	Light Green	Light Green
fre2		Green	Grey	Grey	Grey
Naessens	Frederik	Green	Grey	Grey	Grey

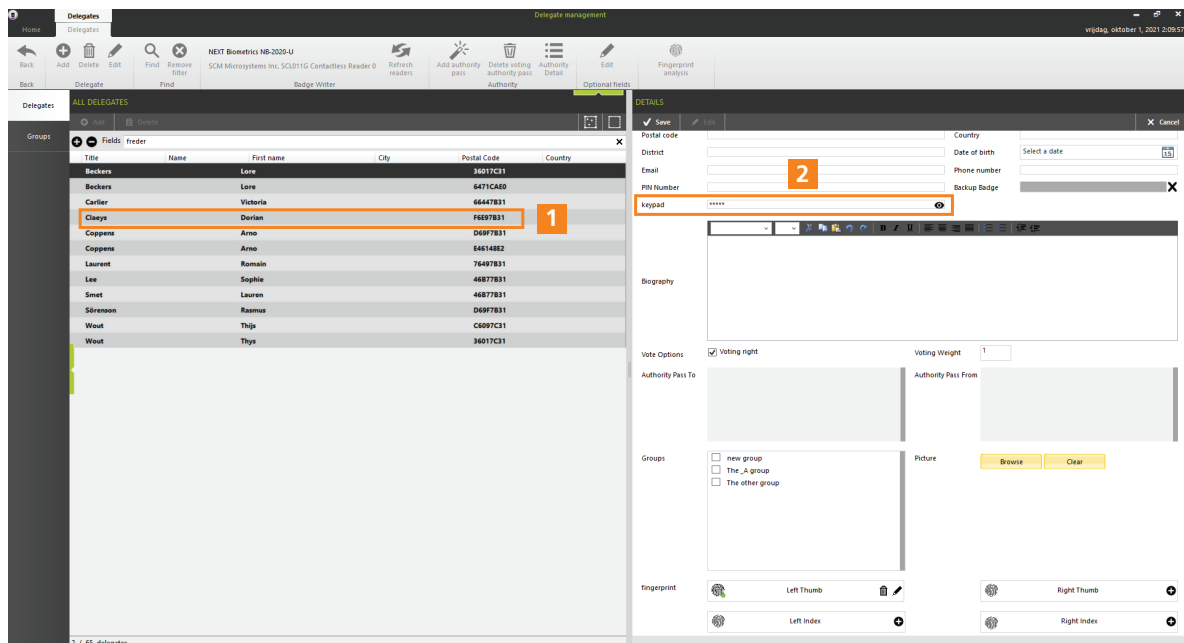



If the quality of the fingerprint is **Good** or **Bad**, it is recommended to start the scanning process again until the quality is **Excellent** or **Very good** in order to avoid risks of authentication failure.

Keypad Registration (uniCOS And Confidea FLEX Only)

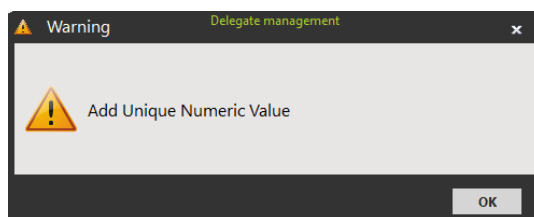
It is possible to assign a unique keypad code to a delegate that they can reuse multiple times for all the meetings they will attend.

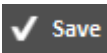
Follow the process here-below to assign a keypad code to a delegate:



1. In the left panel of the Database Management window, select the delegate of your choice in the list, or create a new one.
2. The details about the selected delegate appear in the right panel. Scroll down to the **Keypad** section.
3. Enter a **unique code** that hasn't been entered previously in CoCon (up to 32 digits). The digits will appear as * so that no one can read what is being typed. However you can click on the  icon to view the digits.

In case the code is already assigned to someone else, the following error message will pop up. Click on **OK** and enter a new code.



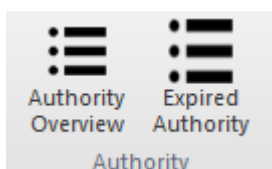
4. When the registration is finished, click on  to save the changes.



Keypad code registration can prove useful in case the delegate has lost or forgotten their badge, or if the fingerprint authentication fails because of the bad quality of the scans.

Authority

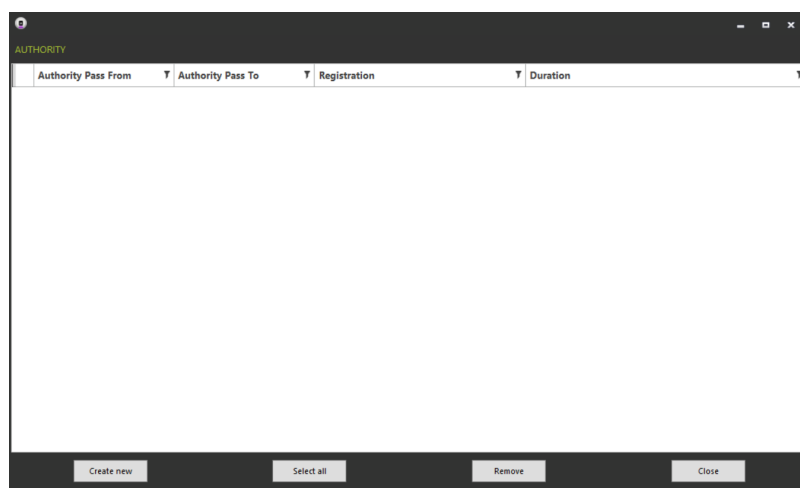
This part of the Delegate Management-ribbon allows you to visualize, create, edit and delete **authority passes**. Authority means that one delegate gives his voting right (and weight) to another delegate for a certain period of time or the duration of a meeting.



CREATION OF VOTING AUTHORITY PASS

This section describes how to create a voting authority pass.

1. Click **Authority Overview** to create an authority pass, a new window opens:



2. Click the "Create new" button and click in the empty "Authority Pass From" column. Then choose the delegate who *gives his voting authority* to another delegate and click "Next":

Choose delegate that gives voting authority

⊕ ⊖ Search 🔍

Name	First name
Akroyd	Charles
Ariri	Ahmad
Dion	Albert
Dupont	Eric
Foley	Arnold
Leconte	Stéphane
Manson	John
Mechali	François

Next Close

3. Choose the delegate who *receives the voting authority* and click "Next":

Choose delegate to pass the authority to

⊕ ⊖ Search 🔍

Name	First name
Akroyd	Charles
Ariri	Ahmad
Dion	Albert
Dupont	Eric
Foley	Arnold
Leconte	Stéphane
Manson	John
Mechali	François

Next Close

4. Choose the type of authority vote that will be registered and click "Next":

Choose how the authority vote will be registered

Choose how to register the authority:

- Vote duplication** : the vote of the receiving delegate will be registered for both the receiving and the giving delegate.
- Pre-registration** : the receiving delegate will be able to register a different vote for the giving delegate via the Confidea FLEX or uniCOS user interface.
- Pre-registration with badge** : the receiving delegate will be able to register a different vote for the giving delegate by logging in via a dedicated authority badge during the voting session.

☒ Vote duplication
☐ Pre-registration
☐ Pre-registration with badge

Next Close

- Vote duplication: the vote of the receiving delegate will be registered for both the receiving and the giving delegate.
- Pre-registration: the receiving delegate will be able to register a different vote for the giving delegate via the Confidea FLEX or uniCOS user interface.



Note that for pre-registration, authority voting in combination with Dual Delegate is not possible.

- Pre-registration with badge: the receiving delegate will be able to register a different vote for the giving delegate by logging in via a dedicated authority badge during the voting session.

Plug in the card writer and choose the *badge number*.



An authority badge is defined as a badge that contains only the given voting right of the first delegate. You **cannot use this badge for identification**, only for voting.

5. Choose the duration of the authority. It can be a time period or the duration of a meeting. Then click "Close".

Choose the authority duration

Choose a time period or meeting during when the authority needs to be active.

☒ Time Period

From

To

☐ Meeting

Close

AUTHORITY VISUALIZATION

If you select a delegate that has a passed voting authority, you can see the following indications of given and received authority passes in the **Delegate Details** on the right of the Delegate Management screen:

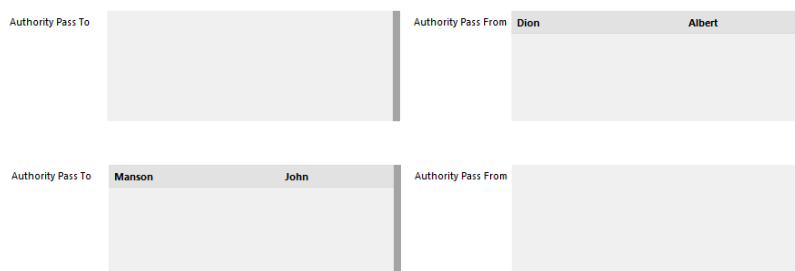
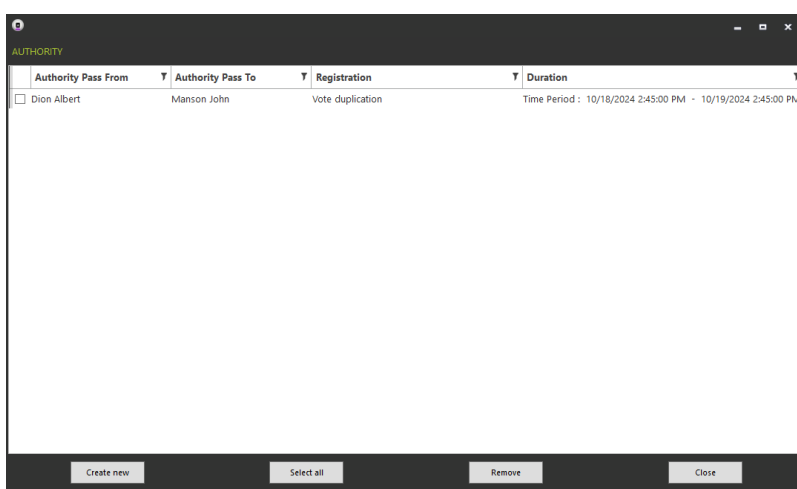


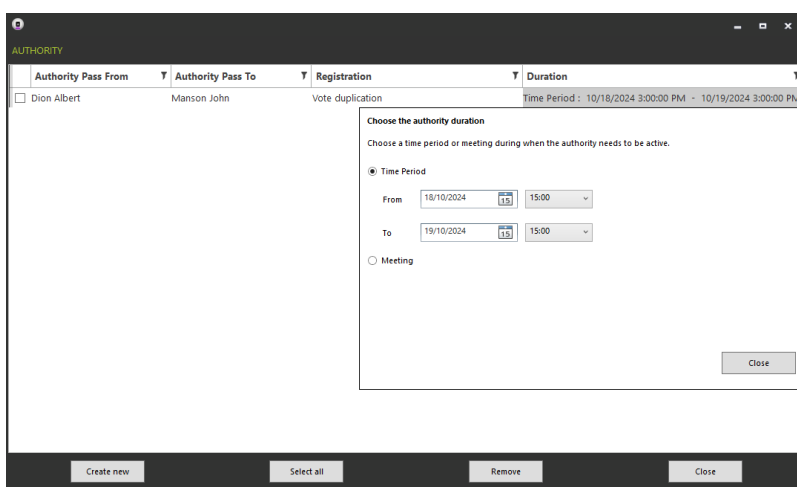
Figure 1-13 How Authority looks like in the delegate details page

After selection of any of the authorities, you can click the **Authority Overview** button again to see more information about the authority pass between delegates.



EDIT AUTHORITY

You can edit authorities by clicking the **Authority Overview** button. In the opening window, select the authority you want to edit, then click in the column(s) that need(s) to be changed. Then click "Close" to close the window.

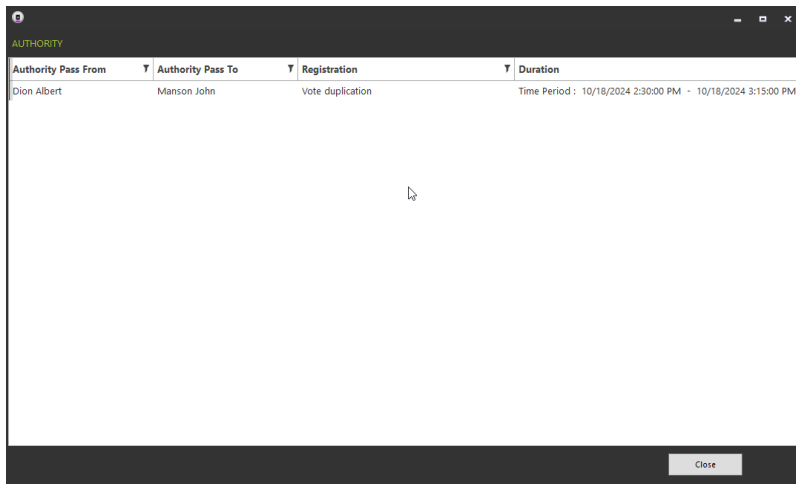


DELETE AUTHORITY

You can delete authorities by clicking the **Authority Overview** button. In the opening window, select one or more authorities you want to delete by ticking the corresponding checkbox, then click the "Remove" button. Then click "Close" to close the window.

EXPIRED AUTHORITY

You can visualize expired authorities by clicking the **"Expired Authority"** button.



Authority Pass From	Authority Pass To	Registration	Duration
Dion Albert	Manson John	Vote duplication	Time Period : 10/18/2024 2:30:00 PM - 10/18/2024 3:15:00 PM

IMPORTANT REMARKS WHEN WORKING WITH AUTHORITIES

Note the following restrictions when working with authorities:

- The pre-registration option is not possible in combination with Dual Delegate.
- Even though authority badge is possible for flushmount units without a screen, the pre-registration option is only available for units with a screen (Confidea FLEX and uniCOS devices).
- The delegate passing his authority should be **in the meeting**. He can either be allocated on a seat or not allocated on a seat.
- When using authorities, it is NOT recommended to use the **voting participation** (see Section 10.9.3.2) **option All voting units** because this can lead to situations that can be misinterpreted. The reason is that *authorities are ignored* when working with **All voting units** because the voting happens on the UNITS, not on the DELEGATES. For working with authorities, it is advised to use one of the other three combinations:

- › shows a column with the person casting the authority (“Authority by”).

Total voted (delegates / weight)		4/8				
Total not voted (delegates / weight)		0/0				
Entitled to vote (delegates / weight)		4/8				
Authority registered		2				
Authority present		2				
Authority voted		2				
Outcome		0				
Delegates						
ID	Title	Name	Group	Authority by	Vote Choice	weight
1		Beke Wouter	CD&V	Beke Wouter	3[0]	1
		Vervotte Inge[A]	CD&V		5[-]	1
	3	Bogaert Hendrik	CD&V		4[-]	1
3		Torfs Rik[A]	CD&V	Bogaert Hendrik	4[-]	5

- › The printout of an entire meeting will also contain a list of all authorities present in this meeting at the beginning of the printout.

Authority In the Meeting

Authority Pass From	Authority Pass To	Start	End
Torfs Rik	Bogaert Hendrik	07/19/13 00:00	07/20/13 00:00
Vervotte Inge	Beke Wouter	07/19/13 00:00	07/20/13 00:00

Optional Fields

The CoCon Delegate Management allows expanding the delegate information with additional attributes. For this the following part in the ribbon is reserved:

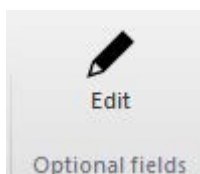
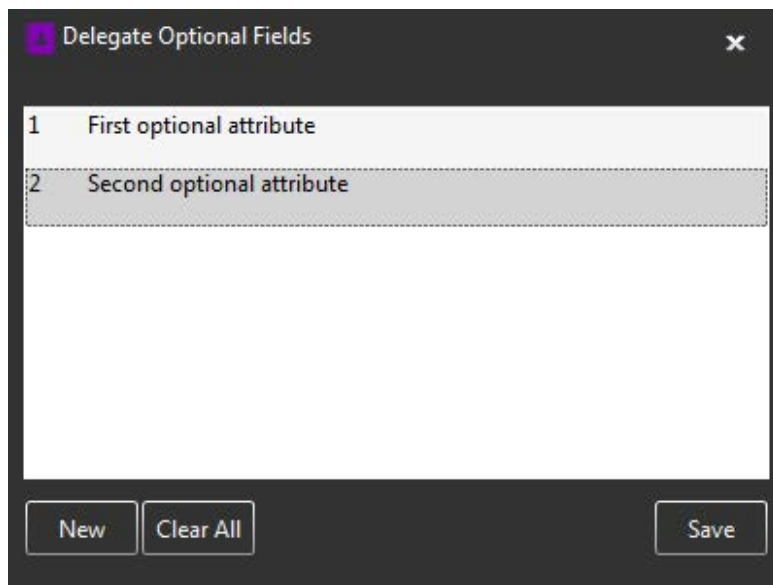


Figure 1-14 Edit optional fields button

When you click this button, a new window opens where you can manage the optional fields.



The screenshot shows a scenario in which two optional attributes defined. The following actions are available:

- **New:** this creates a new additional attribute. The user can fill in the name of the attribute. After doing that, click the “Save”-button on the bottom right.
- If an attribute is selected, it is also possible to **Edit** or **Delete** this field.
- **Clear all:** this clears all definitions and data of the optional fields.

When finished, close this window by clicking the Close icon in the upper right corner. Then the delegate panel looks like this:

DETAILS					
✓ Save		✎ Edit		✕ Cancel	
Title	<input type="text"/>	Badge number	<input type="text" value="A2EBD623"/>		
Name	<input type="text" value="Bratina"/>	First name	<input type="text" value="Bob"/>		
User name	<input type="text"/>	Password	<input type="text" value="*****"/>		
Street	<input type="text"/>	Street number	<input type="text"/>		
City	<input type="text"/>	Postal code	<input type="text"/>		
Country	<input type="text"/>	District	<input type="text"/>		
Date of birth	<input type="text" value="Select a date"/> <input type="button" value="15"/>	Email	<input type="text"/>		
Phone number	<input type="text"/>	First optional attribute	<input type="text" value="11"/>		
Second optional attribute	<input type="text" value="22"/>				

This screenshot shows the two additional fields below all other default fields. Once added, they are treated the same as other delegate data fields.

Groups

Groups are sets of delegates with common attribute(s), they have a **common name** and a **color** (optional). Groups can be defined with a great level of flexibility: a delegate can be in none, one or many groups. A group can only contain a delegate once.

The **Group** page consists of three parts:

1. **All Groups:** overview of the existing groups (see figure below)
2. **Details:** details of the currently selected group (in the first column)
3. **Unassigned details:** this column contains the delegates that are not assigned to the current group. You can add and remove users from a group by dragging and dropping them in these columns.

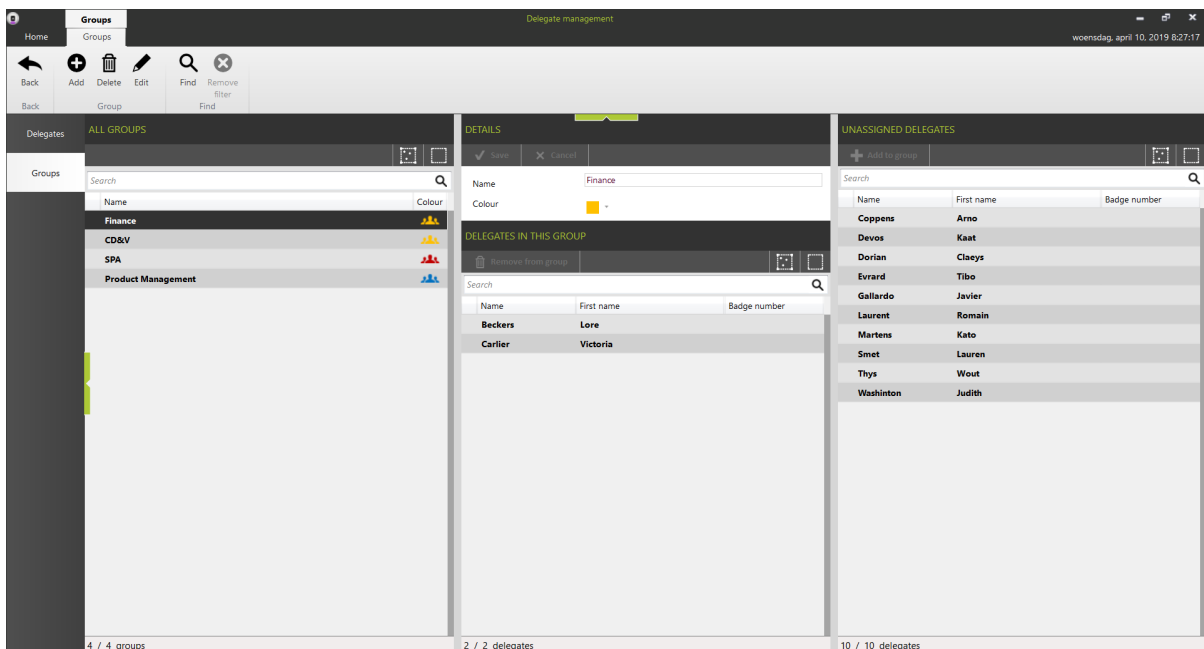


Figure 1-15 How to manage groups on the Meeting Manager

You can add, delete or change by clicking the corresponding buttons in the Groups ribbon.

The following functions are available here:

- **Add:** After pressing this button, you can edit the column in the middle of the screen with the data of the group you are creating: name and color (optional). At the top of this column, you can either save this new group or cancel the modification.

- **Delete:** After selecting a group in the left-hand column, you can press this button to delete it from the database. The delegates contained will not be deleted, only the grouping of these delegates. A verification dialog is shown to prevent errors.
- **Edit:** After selecting a group in the left-hand column, this button allows you to modify the delegate (name & color). At the top of the column, buttons allow you to save or cancel the modification.
- **Find:** click the Find button to open the search window where you can specify the following search fields:
 - *Name* or any part of the name
 - *Color*
 - *Any delegate* or set of delegates

After completing the criteria click **Search** to close this window and filter the list of groups according to the criteria.

- **Remove filter:** After specifying a filter in the step above, click this button to remove the applied filter.

ASSIGN DELEGATES TO A GROUP

Select a group in the **All Groups** section, then select a delegate from the **Unassigned delegates** list and click **Add to group** on top of this column. Alternatively, you can also select one or more delegates in the list of **Unassigned Delegates** and drag and drop them to the group of your choice to add them to this group.

REMOVE DELEGATES FROM A GROUP

After selecting a group in the All groups section, you can remove a delegate from this group by selecting the delegate in the middle column (Delegates in this group), and clicking the button **Remove from group** on top of this column. Alternatively, you can also select one or more delegates in the list of **Delegates In This Group** and drag and drop them to list of **Unassigned Delegates** to delete them.

THE FILE MENU

In the **File** menu you can find and configure the following information:

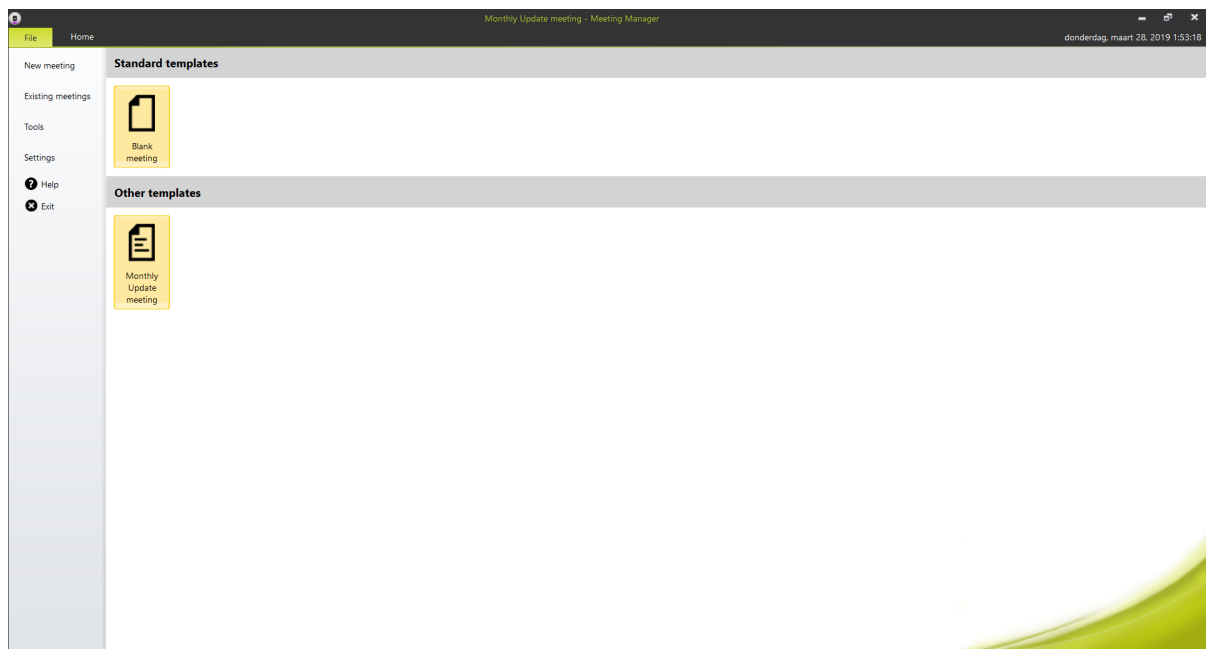


Figure 1-16 The File menu page

New Meeting

You can create a new meeting by clicking **Blank meeting** on top of the page. If a meeting is currently opened, the CoCon Meeting Manager will ask whether you want to close the current meeting and open a new one.

Another option is to open a **Meeting Template**, and specify the start of the meeting from the data already contained in the Meeting Template. To do this, select any of the Meeting Templates in the lower list. Additionally, you can delete Meeting Templates by right clicking on the Meeting Template, and selecting **Delete this template**. After confirmation, the Meeting Template is deleted.

Existing Meetings

This tab gives you an overview of the created meetings in the database. A calendar filter on top allows you to select a time interval. The color of the meeting indicates the status of the meeting:

- > **Grey:** new meeting
- > **Blue:** meeting which is being edited

- **Green:** running meeting
- **Yellow:** paused meeting
- **Red:** ended meeting

To open a new meeting, select the corresponding meeting title and then click **Open**. When you select a meeting, you can delete it from the centralized database by clicking **Delete**.

Tools

This menu gives you access to the other applications of the CoCon software suite. Click any of the icons to start the application.

Settings

On the settings page you can change the **language** of the application and choose to **remember** or **forget** the current **Room Server**. If you choose to remember the Room Server, the Meeting Manager will automatically start up using the remembered Room Server.

In the settings menu you can also choose to display a message when a delegate is successfully read from or written to a badge.

CONFIGURE GENERAL MEETING SETTINGS

The default landing page of the Meeting Manager is the Meeting tab. You can always access this page by selecting the **Home** tab on top of the screen.

Introduction

In the Meeting Manager different tabs are available where you can configure the different parts of a meeting. The following tabs are available:

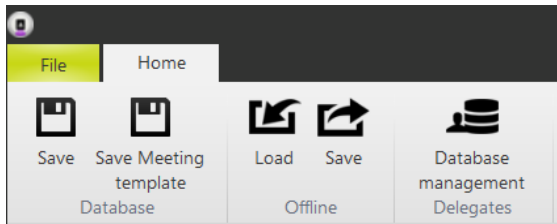


Which tabs your system contains depends on the license module you have.

- › **Meeting:** Here you can define the main meeting parameters: title, description, time, duration, etc.
- › **Delegate list:** Here you can indicate which delegates will be attending the meeting.
- › **Translate Meeting:** Here you can define languages to be used in the meeting, and translate the meeting and all its parts into other languages. This is only available for the Plixus Multimedia Engine.
- › **Agenda:** This tab will allow you to define the agenda for the meeting.
- › **Speech time:** This tab contains all the settings regarding speech time in the meeting.
- › **Documents:** Here you can upload documents that will be accessible by the interactive delegate units. This is only available for the Plixus Multimedia Engine.
- › **Services:** Here you can specify what services are available to the delegates with an interactive delegate unit in the room. This is only available for the Plixus Multimedia Engine.
- › **Synoptic:** Here you can specify the position of the delegates inside the meeting room.

The Home Ribbon

The Home ribbon on top of the screen contains the following functions:



- **Save:** Click this button to save the current meeting to the central database. Note that this is an operation which transfers the data from the meeting you created to the central database. Therefore, no information is saved locally when you perform the Save action.
- **Save Meeting Template:** This function saves the current meeting as a meeting template (see "Introduction to CoCon Meeting Manager" on page 58). This allows you to create multiple meetings starting from this template.
- **Load:** You can export meetings to a local file, with the **Load** button you can import the meetings. Just browse to the location of the exported meeting. CoCon Meeting Manager will load the exported meeting. Then click **Save** to add the meeting to the database.

See the next section for details about the various formats that can be used here. The format to use can be selected in the bottom right corner of the file-browser:

- **Save:** This function will export the current meeting to a local file with all its attributes. You can specify the location in the Save as window. The meeting will be saved to the specified location.

See the next section for details about the various formats that can be used here. The format to use can be selected in the bottom right corner of the file-browser:

- **Database management:** As described in "Database Management" on page 61, this button opens the Database Management window, where you can manage the delegate database and groups.

The Meeting Tab

On the Meeting tab you can define the general settings of a meeting such as the name and the date. Below you can find a detailed description of all settings on the Meeting tab.

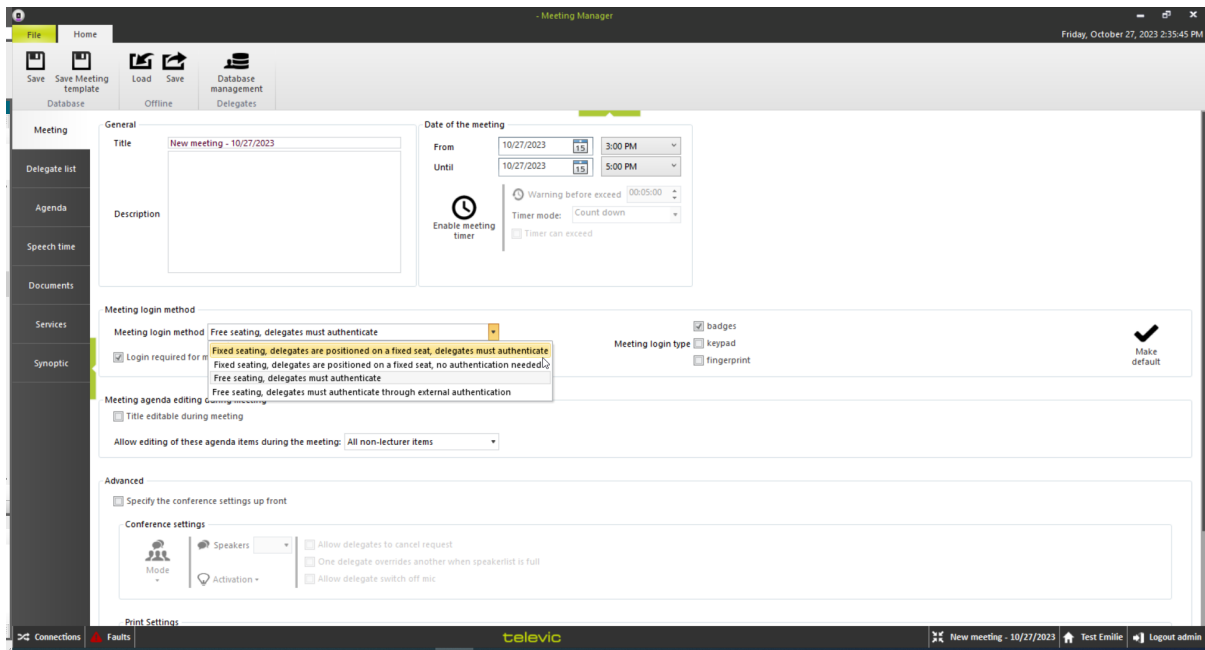


Figure 1-17 Available meeting options on the Meeting tab of the Meeting Manager application

TITLE

Specify a title for the meeting. CoCon uses this title for other applications such as CoCon Signage. It is possible to change the title of meeting during a meeting in the Operator application, if you activate this setting (see "Meeting Agenda Editing During Meeting" on page 89).

DESCRIPTION

In the description field you can insert more information about the meeting.

DATE OF THE MEETING

Here you can specify the date and time of the meeting.

There is also an option to enable a **meeting timer**, which is switched off by default. If you enable the meeting timer, a timer counts down during the meeting (this is visible in the **Operator Application** for the operator and in the Signage Application for the delegates).

The duration of the timer is determined by the date settings **From** and **Until**. You can configure the following meeting timer options:

- **Warning before exceed:** this is the time before the scheduled end of the meeting when CoCon gives a warning. At that time, the color of the timer bar changes (from green to orange) to indicate that the meeting time is nearly up.

- **Timer mode:** count down or up. With this option you configure whether the meeting timer will count down from the specified duration or up to the specified duration.
- **Timer can exceed:** if enabled, the timer continues counting if the meeting time is exceeded. If you don't check this box, the timer will stop counting if the meeting exceeds the specified end time.

MEETING LOGIN METHOD

Here you specify how the delegates identify themselves in the meeting. The following Meeting login methods are available:

- **Fixed seating, delegates are positioned on a fixed seat, delegates must authenticate.**
This means that delegates are assigned a fixed seat in the preparation of the meeting (in the Meeting Manager). Before the meeting starts, delegates authenticate by inserting their badge, scanning their finger(s) on the fingerprint reader, or entering a code on the keypad, to make their presence known to the conference system. The Operator Application displays the status using the following colors:
 - **Green:** for valid login.
 - **Red:** for invalid login.
 - **Grey:** for locations where login is required.
- **Fixed seating, delegates are positioned on a fixed seat, no authentication needed.**
This option puts the delegates on a fixed seat. Badges are not recognized, and fingerprint (s) and code won't be asked.
- **Free seating, delegates must authenticate.** In this option the delegates are not positioned on a fixed seat before the meeting starts. They can sit wherever they want; the seat automatically shows their name when they identify via a badge, fingerprint or a keypad code. If they want to change seat, they have to authenticate again on the new seat and they will be automatically logged out from the previous one.
- **Free seating, delegates must authenticate through external authentication.** Here the delegates identify themselves with an external authentication method such as fingerprint (old method). You can select the method on the right side under **Meeting login type**.



REMINDER: The fingerprint registration of the delegates has to be performed before the meeting. See [Fingerprint Registration](#) for more information on how to register the delegates' fingerprints.



IMPORTANT: see "Vote Participation Versus Delegate Identification Mechanism" on page 97 to consult the interaction between the Delegate Identification method and the people participating in a vote.

On the right side, you can click **Make default**. This makes the selected login meeting, the default method. This means that every time you create a new meeting, CoCon uses this login method by default. You can still change the login method, if required.



Note that, by default, an empty meeting in the Operator Application (without preparation in the Meeting Manager) is always created with the **Free seating: delegates must authenticate** method, and only the badges login type is selected. However you can still select zero, one, two or three login types.

Login required for microphone activation:

Meeting login method

Meeting login method Free seating, delegates must authenticate

☒ Login required for microphone activation

Meeting login type ☒ badges ☐ keypad ☐ fingerprint

- Tick the checkbox to make sure the microphone can only be activated by the delegate assigned to the seat when a meeting is ongoing.
- Leave the checkbox unticked to make it possible to use the microphone during a meeting even if no delegate is logged in to the unit.

MEETING AGENDA EDITING DURING MEETING

With this setting you can specify **how much editing is allowed** by the operator during the meeting (using the Operator Application). The following options are available:

- **Title editable during meeting:** check this box to allow the operator to change the title of the meeting in the Operator application while the meeting is running.
- **Allow editing of these agenda items during the meeting:** here you can specify which agenda items the operator can edit during the meeting. Available options are:
 - **None:** no editing of the agenda is allowed during the meeting.
 - **Only non-treated items:** the Operator Application will only allow to change agenda items that haven't started and are finished during the meeting.

- › **All non-lecturer items:** this allows the operator to change all agenda items (excepting the lecturer items).

ADVANCED

Conference settings

If you select the option **Specify the conference settings up front**, you can configure some of the microphone control mode settings up front.

In the first section you can select the speech mode, the options are:

- › **Operator:** in this mode, the operator controls all conference activity. Delegates cannot switch on their microphones.
- › **Group discussion:** 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 go into request mode. When another microphone becomes inactive, the first unit in the request list will become active.
- › **Direct Speak:** in this mode, the delegates can switch on their own microphones.
- › **Request:** In request mode you do not automatically get the floor when you activate your microphone. First you have to request the floor. The chairman then assigns the floor to a speaker using the next-in-line button (or using the operator page)

Next to the speech you can configure:

- › **Speakers:** define the maximum number of microphones that can be active at the same time. Note that a chairman microphone (indicated with a star) can always be active on top of the number specified here.
- › **Activation:** select the microphone activation type: Toggle (press once), Push (keep button pressed) or Voice (voice activated)
- › **Additional options:** here you can select some additional settings, note that not all options are available for every microphone mode.
 - › Allow delegate to request
 - › Allow delegates to cancel requests
 - › One delegate overrides another when the speaker-list is full
 - › Allow delegates to switch off mic

- **Enable *reply*:** enables the reply functionality on the unit. This allows delegates to reply on the current speaker. This puts the delegate in the reply list which has priority over the delegate list

Default conference settings

You can set the default conference settings in the Defaults tab of the Room Configurator, see "Default Settings" on page 54 for more information.

Print

Check this box to automatically show a print preview with all meeting information after the meeting has finished. See "Print" on page 160 for more details about this.

ELECTRONIC NAMEPLATE

Select the option **Use electronic nameplates in this meeting** to enable the nameplate functionality in CoCon. For more information on how to configure and use nameplates see "Nameplate Application" on page 244.

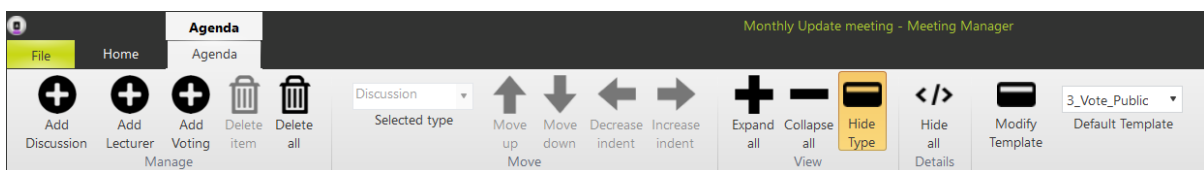
CONFIGURE GENERAL AGENDA ITEMS

On the **Agenda** tab you can define the agenda topics of your meeting. The screen shows all configured agenda topics and allows you to add, remove and configure these topics.

Click the agenda topic title to select it, the title becomes **bold** when it's selected. To deselect the item click an empty space on the page. To open the topic, you need to double click the topic title. Double click it again to close the topic.

The Agenda Tab Ribbon

In the ribbon of the Meeting manager, you can find different functions to manage agenda topics.



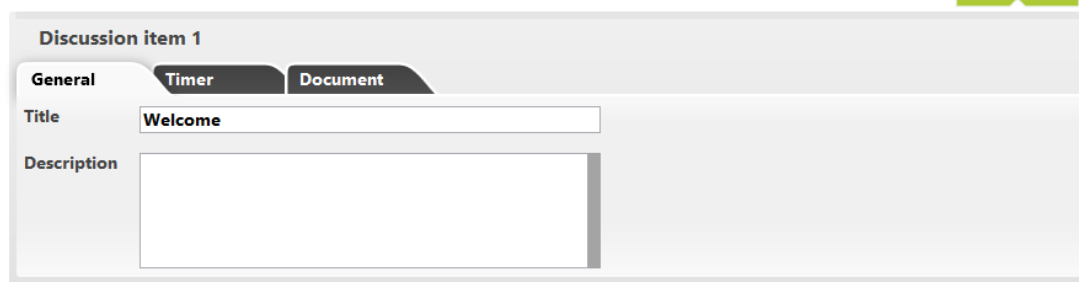
- **Add Discussion:** add a discussion agenda topic
- **Add Lecturer:** A lecturer agenda item is one where one or more delegates can be specified as lecturer(s) and there is no discussion.
- **Add Voting:** add a voting agenda item with multiple voting options. For more information see "Configure Voting Agenda Items" on page 96.
- **Delete item:** Deletes the selected agenda topic. If the selected item has subtopics, these are also removed.
- **Delete all:** deletes the entire agenda.
- **Selected type:** Using this drop-down box, you can modify the type of the currently selected topic.
- **Move up:** Moves the selected agenda item forward in the agenda. If the selected item is a subtopic, it can move within its parent.
- **Move down:** Moves the selected agenda item backward in the agenda. If the selected item is a subtopic, it can move within its parent.
- **Decrease indent:** Moves the selected agenda topic up in the hierarchy of the agenda items. You can also move topics up by clicking same arrow icon next to the agenda topic title. you cannot decrease the indent for top level topics.

- **Increase indent:** Moves the selected agenda topic down in the hierarchy of the agenda items. You can also move topics down by clicking same arrow icon next to the agenda topic title. you cannot increase the indent for subtopics
- **Expand all:** Expands all agenda topics which have subtopics. These agenda items have + or - next to them.
- **Collapse all:** Collapses all agenda topics which have subtopics.
- **Show/Hide type:** This button allows you to show or hide the types of the agenda items in the agenda.
- **Hide all:** hides all the details of the agenda topics.
- **Modify template:** click to make changes to the default voting template
- **Default Template:** select the default voting template from the dropdown list

General Agenda Item Functionality

Agenda items of any type have the following tabs of settings in common:

- **General:** this tab lets you define the title and the description of the agenda item.



The screenshot shows a configuration form for 'Discussion item 1'. It has three tabs: 'General' (selected), 'Timer', and 'Document'. Under the 'General' tab, there are two input fields: 'Title' with the value 'Welcome' and 'Description' which is currently empty.

- **Timer:** this tab lets you enable or disable the agenda topic timer. With the button **Enable agenda item timer** you activate a meeting timer for the selected agenda item. This timer automatically starts when activating the agenda item and is shown in the Operator Application and the Signage Application. The following timer options are available:
 - **Agenda item duration:** This is the time you want to spend on the agenda item.
 - **Warning before exceed:** is the amount of time before the scheduled end of the agenda item, you want to display a warning. At that time, the color of the timer bar will change (from green to orange) to indicate that the time of the agenda item time is nearly up.

- › **Timer mode:** This option will select whether the agenda item timer will count down from the specified duration or up to the specified duration.
- › **Timer can exceed:** if enabled, the timer continues counting if the meeting is exceeded. If you don't check this box, the timer will stop if the meeting exceeds the specified time.

The screenshot shows the 'Discussion item 1' configuration window with the 'Timer' tab selected. It features a clock icon and the text 'Enable agenda item timer'. There are two input fields: 'Agenda item duration' set to '00:05:00' and 'Warning before exceed' set to '00:01:00'. To the right, 'Timer mode' is set to 'Count down' with a dropdown arrow, and there is an unchecked checkbox for 'Timer can exceed'.

- › **Advance timer configuration** (CoCon Speech Timers plugin required): choose a configured advanced speech timer template in the dropdown list.

The screenshot shows the 'Advance timer configuration' window. It has a title bar 'Advance timer configuration' and a dropdown menu labeled 'Advance speech timer selection' with 'Timer 1' selected.

- › **Document:** with this option you can add and remove documents to specific agenda topic. This option is only available when your license allows document management.

The screenshot shows the 'Discussion item 1' configuration window with the 'Document' tab selected. It features a '+ Add' button and a '- Remove' button.

Lecturer Agenda Item

This agenda item type has one or more delegates who bring a lecture. When you add a lecturer agenda topic, a list with all delegates present in the database appears on the right side of the screen. Select one or more delegates and click the **Add to agenda item** button to add them as lecturer.

The agenda item itself shows an overview of all the currently associated lecturers. You can select one or more of them and click **Remove** in the agenda item to remove them.

Lecturer item 1

General

Timer

Document

Title

Introduction lecture

Description

lecturers

Remove

Kaat Devos

Victoria Carlier

Romain Laurent

Discussion item 2 : Welcome

Discussion item 3 : Summary previous meeting

Discussion item 4 : Agenda

+ Discussion item 5 : New privacy policy

+ Discussion item 6 : Funding new community center

LECTURERS

+ Add to agenda item

Search

Name	First name	Badge number
Beckers	Lore	
Carlier	Victoria	
Coppens	Arno	
Devos	Kaat	
Dorian	Claeys	
Evrard	Tibo	
Gallardo	Javier	
Laurent	Romain	
Martens	Kato	
Smet	Lauren	
Thys	Wout	
Washington	Judith	

Figure 1-18 How a lecturer agenda topic looks like in the Meeting Manager

CONFIGURE VOTING AGENDA ITEMS

There are a multitude of voting settings available to configure voting agenda topics. To reduce complexity, there is an option to create **Voting Templates**. With these templates you can create a configuration once and then reuse it for all your other meetings. See "Voting Template" on page 104 for more details.

General Tab

The General tab contains some default fields as well as a number of configuration options.

The screenshot shows the 'General' tab of a configuration window. It includes fields for 'Title' (set to '3_Vote_Public') and 'Description'. A 'Nr of voting options' dropdown is set to '3'. There is a checkbox for 'Multiple voting selection'. A table lists voting options with columns for 'Description', 'Colour', 'Choice', 'LedColor', and 'Abstain'. The first row has a green color and 'Blue' as the LED color, with the 'Abstain' checkbox checked. The second row has a yellow color and 'Blue' as the LED color, with the 'Abstain' checkbox unchecked. The third row has a red color and 'Blue' as the LED color, with the 'Abstain' checkbox unchecked. There is also a checkbox for 'Print after voting has stopped' and a section for 'Allocate abstain options to:' with a note 'Abstentions are considered non-votes'.

- **Title and description:** Here you can enter the name (and an optional description) of the voting item.
- **Print after voting stopped:** Automatically prints the voting results when you select this check box.
- **Nr of voting options:** In most cases 2, 3, 4 or 5 voting possibilities are possible.
 - For multimedia units, it is possible to specify 1 up to 16 voting options.
 - For Confidea F-DV and F-DIV, it is possible to specify up to 5 voting options.
 - For Confidea FLEX, it is possible to specify up to 10 voting options.

After selecting the number of voting options, you can configure each voting option.

- **Description:** a description of the voting option
- **Color:** For each of the voting options you can select a color. This is also the color that is used in the signage application to display the voting results.
- **Choice:** here the physical voting buttons are shown that the delegates have to push on their voting unit to vote. Click the choice to change the buttons.
- **LEdColor:** configure the color of the LED on the unit

- **Abstain:** for each of the voting options, you can select if this is an abstain vote. When you select abstain, the following options become available:
 - **None:** abstain votes cannot be a valid choice for the outcome. If this option is selected, the abstain choice cannot be a valid voting choice for the outcome. As a consequence, in this situation the outcome will be “Majority not achieved”.
 - **Any of the other items:** select this option if you want to add the abstentions in the overall voting results.
 - **Multiple voting selection:** select to allow the participants to select more than one voting option.
 - **Absentions are considered non-votes:** select this option if you want to exclude the abstentions from the overall voting results and count them as non-votes.

Settings Tab

In the Settings tab you can define who can vote and who can see the voting results.

There are three settings you can set here:

- **Who can participate in the vote?**
- **Who sees the overall results during the vote?**
- **Who sees the individual voting results?**

VOTE PARTICIPATION VERSUS DELEGATE IDENTIFICATION MECHANISM

Under **Who can participate in the vote?** you can select the delegates that can participate in the voting. Different options are available

- **Only delegates with a badge:** only the delegates who have introduced their badge and who have voting right will be allowed to participate in the voting session.
- **Only delegates allocated on a seat:** this means that only the delegates that have been placed on a seat (see Section 10.11) will be able to vote.

- **Delegates with a badge or allocated to a seat:** combination of the above; one or the other.
- **All voting units:** all voting units present in the room will be able to vote. This includes delegates without voting rights.

Important to note is that there are various ways in which delegates can identify themselves to the conferencing system - see "Meeting Login Method" on page 88 for more details. The interaction between the two settings is shown in the figure below.

Delegate identification method	Delegates are positioned on a seat they must introduce badges for Identification	Delegates are positioned on a seat. Inserted badges are ignored	Free seating Identification through inserted badge Positioning is allowed ==> badge should be inserted correctly
Who participates			
Only delegates with a badge	<ul style="list-style-type: none"> - Correctly inserted badges can vote. - Wrong badge CANNOT vote. - No badge inserted CANNOT vote 	Not available!	Only inserted badges can vote.
Only delegates positioned on a seat	Not available!	all seats: <ul style="list-style-type: none"> - CAN vote, IF a delegate is positioned on it - CANNOT vote, if no delegate is present 	<ul style="list-style-type: none"> - inserted badges CANNOT vote in general can vote if correctly inserted on positioned seat - Positioned delegates can vote - empty seats cannot vote
Delegates with a badge OR positioned on a seat	Not available!	Not available!	<ul style="list-style-type: none"> - inserted badges CAN vote in general can NOT vote if incorrectly inserted on positioned a seat - Positioned delegates can vote - empty seats cannot vote
All voting units	All voting units	All voting units	All voting units



Note that normally the Delegate Identification mode has priority over the "Who can vote" setting. More details are described in the table.



Some of the options are not available with some of the Delegate Identification mechanisms. For the available options, the table clearly shows what happens with each of the situations where a badge is inserted correctly or incorrectly.

WHO CAN SEE THE VOTING RESULTS

Under **Who sees the overall results during the vote?** you can select who can see the overall voting results during the vote:

- **No one:** no overall voting results will be shown during the vote. This means that there is no graphical representation of the results in the Signage and Operator Application.
- **Only Vote Master:** Vote Master is a function in the Operator Application which the Operator (or chairman) can activate to control the vote. Select this option if the overall results should only be shown to the Vote Master. No graphical results will be shown in Signage and other Operator Application.
- **All Operators:** all Operator Applications will show the overall voting results. The Signage Applications do not show the voting results.
- **Delegates:** all Operator and Signage Applications show the overall voting results during the vote.

Under **Who sees the individual voting results?** you can select who can see the individual voting results during and after the vote, these are the personal voting choices of the delegates.

- **No one, never:** choose this option if you want to have a real secret vote. After the voting, all traces of the individual votes are removed.
- **No one during the vote:** choose this option if you do not want to show the individual results during the vote. After the vote is finished, the individual voting results will be visible to all.
- **Only Vote Master:** Vote Master is a function in the Operator Application which the Operator (or chairman) can activate to control the vote. Select this option if the overall results should only be shown to the Vote Master. No graphical results will be shown in Signage and other Operator Application.
- **All Operators:** all Operator Applications show the individual voting results. The Signage Applications do not show the individual voting results.
- **Delegates:** all Operator and Signage Applications show the individual voting results during the vote.

OTHER SETTINGS

- › **Voting correction:** If voting correction is activated, the delegates have the possibility to correct their vote during the entire voting session. If deactivated, the voting keys are blocked after the delegate casts his vote. No changes possible.
- › **PIN required for voting:** select this option if participants need to give in a PIN code before they can vote. You can assign this PIN code to a delegate in the **Delegate database** when you edit the delegate. The PIN numbers will appear as * so that no one can read what is being typed. The same applies when the PIN number is entered in the unit.



This voting setting is only available if voting participants have a badge and/or are positioned on a seat.



This feature is only available on uniCOS and uniBOX.

- › **Vote indication:** here you can specify (in some of the options mentioned above) if there should be an indication **if** a delegate has voted (as opposed to **what** he voted):
 - › *Operator voting indication:* select this option if the Operator Applications should show an indication (gray border) that a delegate has voted.
 - › *Signage voting indication:* select this option if the Signage Applications should show an indication (gray border) that a delegate has voted.
 - › *Vote panel:* select here what the vote panel should show after the delegate has cast his vote.
 - › **No vote indication:** There is no indication that the delegate has voted. This means the voting LEDs keep flashing and there is no visual feedback to the delegate that his vote was registered. This means his neighbor also doesn't have an indication if the delegate has voted.
 - › **Vote indication:** There is an indication that the delegate has voted. All the voting LEDs light up (instead of flashing). The real vote choice is not shown.
 - › **Real vote choice:** The voting LED with the real vote choice is highlighted. The delegate can see what he has voted (but his neighbor too).
- › **Unanimous voting:** select this option if you want to apply a unanimous voting to the voting item. When you activate this option the *operator needs to select* the voting option in the

- *Operator application* once he activates the voting item. (in the case of unanimous voting, all discussion units that are entitled to vote, will not activate the voting buttons)

Timer Tab

See "General Agenda Item Functionality" on page 93 for a detailed description of the timer functionality.

Voting Timer Tab

Here you can enable the voting timer if you want to limit the voting session in time. This timer is started automatically when the voting is started. If you do not check the box **Timer can exceed**, the voting session automatically stops once the timer finishes.

The screenshot shows the 'Voting Timer' tab in a configuration window for 'Voting item 1'. The interface includes tabs for General, Settings, Timer, Voting Timer (active), Quorum, Outcome, Hung Vote, and Document. On the right, there are buttons for 'Save As Voting Template', 'Current Template', and 'Approval of new priv:'. The main area contains a clock icon with the text 'Enable voting timer'. Below this, there are two input fields: 'Voting Duration' set to '00:05:00' and 'Warning before exceed' set to '00:01:00'. To the right of these fields is a 'Timer mode' dropdown set to 'Count down'. At the bottom, there is a checkbox labeled 'Timer can exceed' which is currently unchecked.

Quorum Tab

The quorum is defined as the percentage of delegates that have to be present in order for the voting to start.

The screenshot shows the 'Quorum' tab in the same configuration window. It includes the same tabs and buttons as the previous screenshot. The main area is divided into three sections. The first section, 'Enable Quorum', has an unchecked checkbox. The second section, 'Define Quorum', has two radio buttons: 'Absolute' (selected) and 'Relative' (with a text input field showing '0.0000'). The third section, 'Presence determined by', has five radio buttons: 'Introduced badges', 'Presence detection phase before vote', 'Delegates positioned on a seat', 'Entered manually by operator' (selected), and 'Total number of votes'. To the right, there is an 'Enable Quorum Message' checkbox (unchecked) and two text boxes: 'Quorum failed' and 'Quorum not OK - voting postponed'.

The following options are available:

- **Enable Quorum**: check this box to enable the quorum. Checking this box results in a check before the voting session can start. This is to verify that the quorum is reached. If it is not selected, you can always start the voting session.

The quorum can be defined:

- *Absolute*: a number of delegates that has to be present.
- *Relative*: a fraction of the totally expected delegates to be present.

- > **Presence determined by:** here you can select which method to use to determine the presence. The following options are available; the first four options apply **before** the voting can start; the last one applies **after** the vote:
 - > *Introduced badges:* the number of delegates that have introduced their badge will be used to count & determine if the quorum is reached.
 - > *Presence detection phase before vote:* before the real vote is started, the delegates will have the opportunity to press the middle vote button to confirm their presence.
 - > *Delegates allocated on a seat:* the number of delegates that are allocated on a seat will be used to count & determine if the quorum is reached.
 - > **Entered manually by operator.**
 - > **Total number of votes:** the value that is compared to the quorum is the actual number of votes that have been cast. Note this is the only case in which the voting actually takes place **before** the quorum is determined
- > **Enable Quorum Message:** check this box if you want to show a message if the quorum is not reached. The default message is “Quorum not OK - voting postponed”.

Outcome Tab

On this tab you can configure some settings that determine the outcome of the voting.

The screenshot shows the 'Outcome' tab of a voting system configuration window. The window has a title bar 'Voting item 1' and a menu bar with 'General', 'Settings', 'Timer', 'Voting Timer', 'Quorum', 'Outcome', 'Hung Vote', and 'Document'. The 'Outcome' tab is active. It contains several sections: 'Define Majority' with radio buttons for 'Absolute' (selected) and 'Relative' (with a text input '1.0000'); 'Majority Option' with radio buttons for 'Number of delegates entitled to vote is used for majority calculation.' and 'Number of votes cast is used for majority calculation.' (selected); 'Enable Outcome message' (checkbox); 'Optional' section with three rows: 'Majority achieved' (with a text input), 'Hung vote' (with a text input), and 'Majority not achieved' (with a text input); and 'Enable Majority Achieved Details' (checkbox) with a list of three items: 'Motion Accepted', 'Motion Postponed', and 'Motion Rejected'.

This concerns the following settings::

- > **Majority:** here you can specify how much of the votes one single voting option should receive before it is valid/retained/passed. You can select the majority as
 - > **Absolute:** in numbers of delegates
 - > **Relative:** in a certain percentage of either the number of delegates with voting right OR the number of votes cast. This is specified by the next choice:
- > **Majority option:** here you define the reference group
 - > *Number of delegates* entitled to vote is used for majority calculations.
 - > *Number of votes* cast is used for majority calculations.

- **Enable Outcome message:** if this box is checked, you can define an optional message that will be shown (in Operator and Signage Application) when:
 - *Pass:* one of the votes has achieved the majority as defined above.
 - *Hung:* two or more votes have received an equal amount of votes, this is defined as a “Hung vote”.
 - *Fail:* no single vote option has reached the majority.

Hung Vote Tab

A hung vote is defined as a non-conclusive vote. This means that more than one vote option has the required number of votes to reach the majority. In this tab, you can define what should happen if this situation occurs.

If you don't specify what to do, then the vote is saved to the database without a successful outcome.

The screenshot shows a web-based configuration interface for a voting system. At the top, there's a navigation bar with tabs: General, Settings, Timer, Voting Timer, Quorum, Outcome, Hung Vote (which is currently selected and highlighted in yellow), and Document. To the right of the tabs are three buttons: 'Save As Voting Template', 'Current Template', and 'Approval of new priv:'. Below the tabs, the 'Hung Vote solution' section contains a list of radio button options for handling a hung vote. The first option, 'Keep the vote active until the operator or chairman manually stops it.', is selected.

Hung Vote solution

- ☒ Keep the vote active until the operator or chairman manually stops it.
- ☐ Restart voting with all options available.
- ☐ Determined by chairmen votes in this voting session.
- ☐ Determined by chairmen votes in a new chairmen-only voting session.
- ☐ Stop voting and the operator decides.
- ☐ Stop voting automatically.

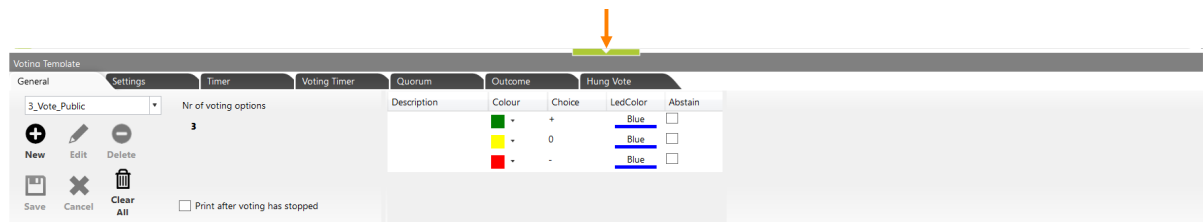
The options to solve a hung vote are:

- *Keep the voting session active until the Operator manually stops it.*
- *Restart the voting session with all voting options available.*
- *Determined by the chairmen votes in this voting session.* There is no new voting round; the votes that were cast by the units designated as chairmen are used to calculate the winning vote.
- *Determined by the chairmen votes in a new chairmen-only voting session.* Start a new voting round for the chairman units designated only. The voting result will be determined by this new voting round. In this case the results of the original (hung) voting round are not saved to the database, and also not available for printing.
- *Stop voting and the operator decides.* A message box will appear where the operator can choose from the two (or more) options that caused the hung vote.
- *Stop voting automatically:* stops the vote automatically without the need of manual interaction.

Voting Template

In CoCon you can save the voting settings to a **voting template**. The database contains a collection of these items, which are available when creating new voting agenda items. On installation, a number of default voting templates are already available in the database.

You can view the voting template by clicking **Modify Template** in the ribbon on top of the window or you can click the expander on the bottom of the page. This opens the voting template where you can change the voting settings of this template.



On the **General** tab you can select the template. The other functionalities on this tab and the remaining tabs, is the same as described above.

Click **New**, to create a completely new and empty template. Click **Edit** to make changes to the selected template and click **Delete** to remove the selected template. Click **Clear All** to remove all voting templates.

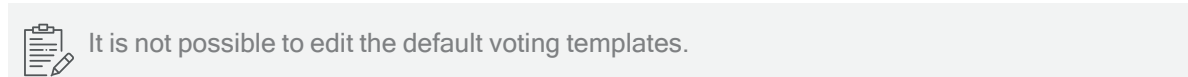


Figure 1-19 Voting templates in CoCon Meeting Manager. Click the expander on the bottom of the application to view the voting templates.

Save Voting Template

When you open a voting agenda topic, you can save the voting template settings in the upper right corner of the topic. If you click **Save Voting Template**, CoCon saves the current settings of this voting agenda item to a voting template. The name of this template is the title of the voting agenda item, followed by “_Template”.

Under **Current Template**, you can choose which voting template to use. Click the arrow next to the drop-down box to show all the voting templates, and select one to apply it to your item.

MANAGE DOCUMENTS



This option is only available when your system contains multimedia devices where you can view documents.

On this tab you can select the documents to include in the meeting. Delegates with an interactive delegate unit can then consult these documents on their device during the meeting.

Requirements regarding document management:

- The application only supports documents in **PDF format**.
- The maximum file size of a document is **50 Mb**.
- The total amount of files cannot exceed **500 Mb**.

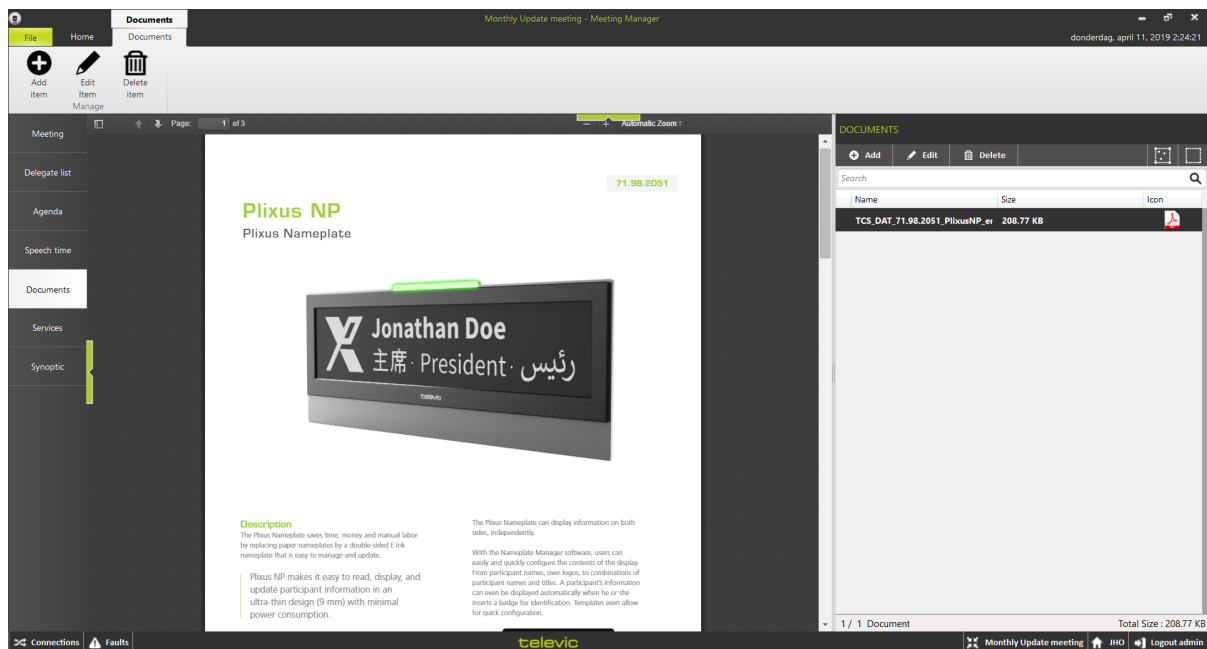


Figure 1-20 The Documents tab

Document Preview

The middle section shows a preview of the selected document. On top of this section a number of controls are available:

- **Toggle sidebar:** toggles a sidebar with thumbnails of the pages in the document shown.

- › **Previous / next page:** scrolls the viewer to the previous or next page.
- › **Page:** shows the current page and the total number of pages. You can change the current page number so you can jump to a page you wish.
- › **Zoom functions:**
 - › -: zoom out
 - › +: zoom in
 - › A number of predefined zoom levels, such as
 - › Automatic zoom
 - › Actual Size
 - › Fit Page
 - › Full width

Document Overview

The right section, **Documents**, shows the list of documents that uploaded for the current meeting. Each document has the following attributes, shown in columns:

- › **Name:** the name of the document.
- › **Size:** the size of this document. The total size of ALL documents in the meeting is shown on the bottom of the **Documents** column.
- › **Icon**

The following operations are possible on documents, using the buttons in the ribbon on the top of the **Documents** column:

- > **Add:** adds a new document to the list
- > **Edit:** change the document
- > **Delete:** delete the selected document

Convert PDF

In CoCon there exists a function to reduce the file size of the PDF documents attached to your meeting. You can find this function in the **Advanced settings** of **Room Configuration wizard**. The following settings are available:

- **PDF Conversion:** select to convert PDF's by default. This converts the PDF to an image
- **PDF Image DPI:** set the DPI for the conversion. This determines the sharpness of the image. Increase DPI for sharper images, but keep in mind that this also increases the size of the file.
- **PDF Image Compress:** select to compress the generated PDF images
- **PDF Image Compress Value:** determine the level of compression, a higher number corresponds with more compression

CONFIGURE SPEECH TIMERS

On the Speech time tab you can configure different timers for the meeting. The Speech time page contains three columns:

- **Global speech time:** this column will allow you to define the global speech time (applicable for ALL groups or delegates).
- **Group speech time:** this column will show the groups currently present in the meeting. There will be a timer-icon in front of them if a speech timer is applicable for the group.
- **Delegate speech time:** this column contains the delegates present in the meeting, and their speech time information (an icon in front of the delegate indicates if a speech timer is active for this delegate).

On top of the screen, in the Speech timer-ribbon, you can define the specific timers. These are only applicable to the selected group or delegate. The difference is also discussed further in this section.

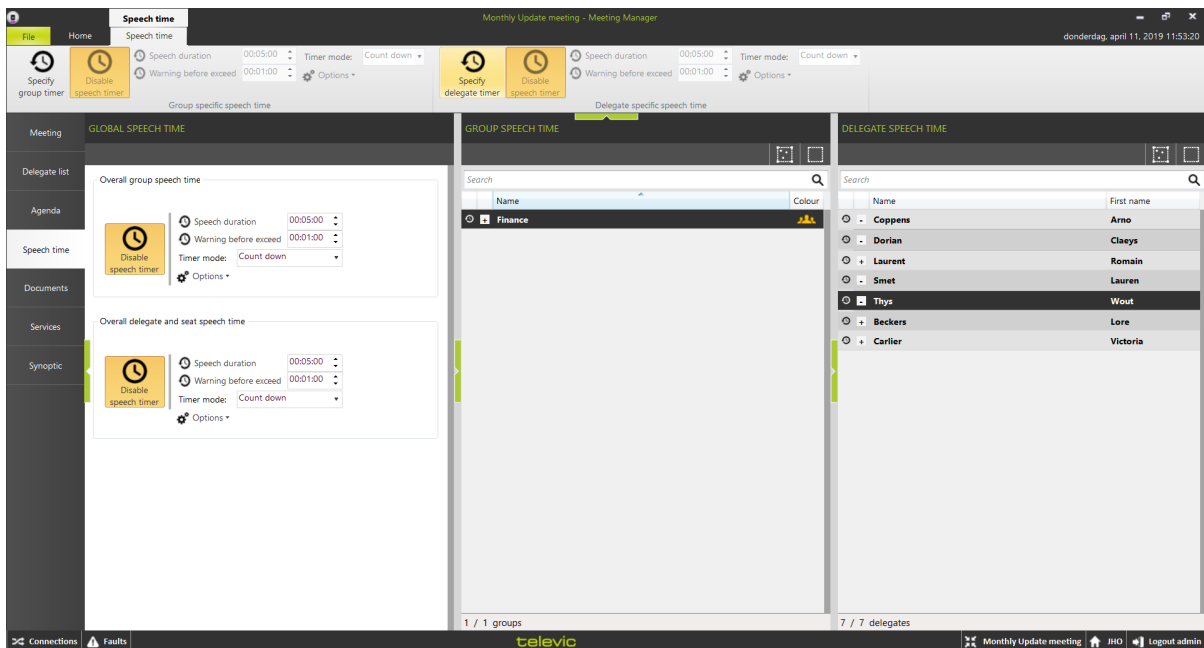


Figure 1-21 Speech timers in the Meeting Manager

There are different types of timers in a meeting.

- **Meeting timer:** This is an overall timer to determine the length of the meeting. See "Date of the Meeting" on page 87 for more details how to define this.

- **Agenda item timer:** This is a timer for the duration of an agenda item. More information can be found in "General Agenda Item Functionality" on page 93
- **Group speech timer:** This timer will determine the total speech time for a group within the meeting. Any delegate who is part of the group will have an impact on the timer.
- **Delegate speech timer:** This timer will determine the total speech time for delegates participating in the meeting.

Group Speech Timer

This timer will determine the total speech time for a group within the meeting. Any delegate who is part of the group will have an impact on the timer.

There are two types of group timers:

- **Overall group speech timer:** this timer is applicable for all the groups present in the meeting. Configure this timer in the column on the left.
- **Group specific speech timer:** this is a timer that is defined for only one group. This can be as an exception to the previous overall group speech time. Alternatively you can use it because only one group needs speech time. Configure this timer using the button in the ribbon

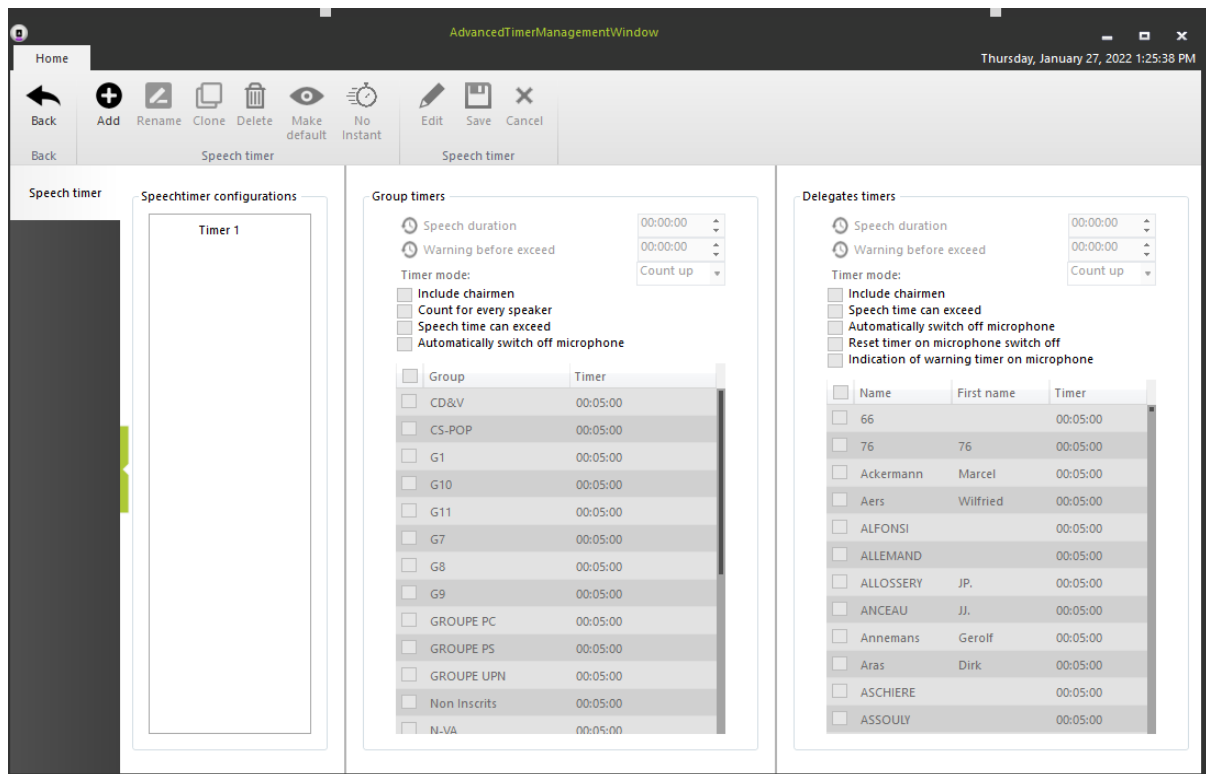
OVERALL GROUP SPEECH TIMER

Define the Overall group speech timer in the left column of the speech timer interface, in the section **Overall group speech time**. There is a button to enable or disable the group speech timer (the action on the button indicates which action you will perform). The options for this type of timer are:

CONFIGURE ADVANCED SPEECH TIMERS

On the Advanced Timer Management page, you can configure speech timer templates and apply them to agenda items.


In the Meeting Manager, select the Speech timer tab, then select **Advanced Timer Management** in the top ribbon. The following window pops up:

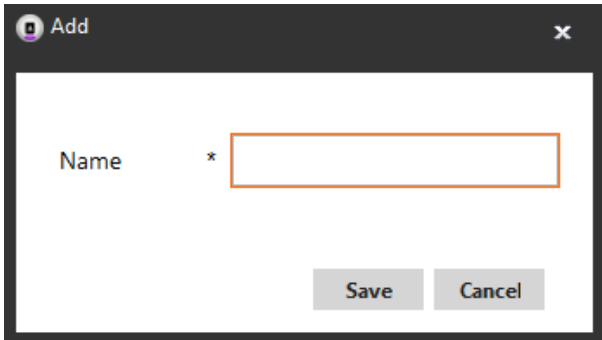


The Advanced Timer Management page contains three columns:

- **Speech timer configuration:** name of the speech timer template.
- **Group timers:** groups assigned to the current speech timer template and corresponding speech settings.
- **Delegate timers:** delegates assigned to the current speech timer template and corresponding speech settings.

Create A New Advanced Speech Timer Template

1. Click on the **Add** icon  in the top ribbon. The following window pops up:

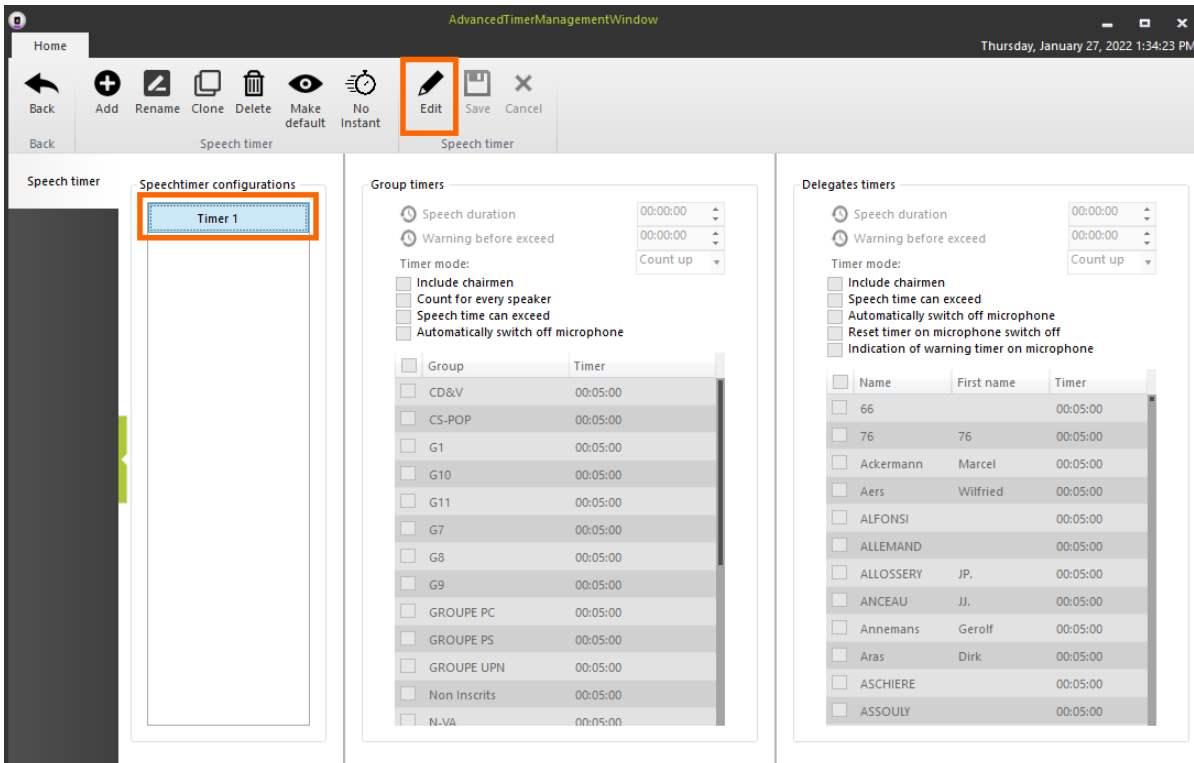


A small dialog box titled "Add" with a close button (X) in the top right corner. It contains a label "Name" followed by an asterisk and a text input field. At the bottom, there are two buttons: "Save" and "Cancel".

2. Enter a name for the template and click on the **Save** button. The template is added in the **Speech timer configuration** column.

Configure / Edit An Advanced Speech Timer Template

1. When a template has been created, click on the **Edit**  icon in the top ribbon.



The "AdvancedTimerManagementWindow" interface. The top ribbon includes buttons: Back, Add, Rename, Clone, Delete, Make default, No Instant, Edit (highlighted with an orange box), Save, and Cancel. The main area is divided into three panels:

- Speech timer**: A sidebar on the left.
- Speech timer configurations**: A central panel with a list containing "Timer 1" (highlighted with an orange box).
- Group timers**: A panel on the right showing settings for "Timer mode" (Speech duration, Warning before exceed, Count up) and a list of groups with their respective timers.
- Delegates timers**: A panel on the far right showing settings for "Timer mode" and a list of delegates with their names and timers.


Group	Timer
CD&V	00:05:00
CS-POP	00:05:00
G1	00:05:00
G10	00:05:00
G11	00:05:00
G7	00:05:00
G8	00:05:00
G9	00:05:00
GROUPE PC	00:05:00
GROUPE PS	00:05:00
GROUPE UPN	00:05:00
Non Inscrits	00:05:00
N-VA	00:05:00

Name	First name	Timer
66		00:05:00
76	76	00:05:00
Ackermann	Marcel	00:05:00
Aers	Wilfried	00:05:00
ALFONSI		00:05:00
ALLEMAND		00:05:00
ALLOSSERY	JP.	00:05:00
ANCEAU	JJ.	00:05:00
Annemans	Gerolf	00:05:00
Aras	Dirk	00:05:00
ASCHIERE		00:05:00
ASSOULY		00:05:00

2. Select the groups or delegates in the corresponding columns, then configure the desired speech time by ticking the checkboxes or via the following shortcut: Ctrl + Mouse click.



Dual selection is mandatory when selecting the checkboxes (by ticking or via shortcut) to make the assigned time effective.

3. Once the speech times have been set, click on the **Save** icon  in the top ribbon to save the configuration.

The screenshot shows the 'AdvancedTimerManagementWindow' interface. The top ribbon includes buttons for Back, Add, Rename, Clone, Delete, Make default, No Instant, Edit, Save, and Cancel. The main area is divided into three panels: 'Speech timer', 'Speechtimer configurations', and 'Delegates timers'.

Speech timer panel: Shows 'Timer 1' configuration.

- Speech duration: 00:15:00
- Warning before exceed: 00:01:00
- Timer mode: Count down
- Timer mode options (highlighted with a red box):
 - ☒ Include chairmen
 - ☐ Count for every speaker
 - ☐ Speech time can exceed
 - ☐ Automatically switch off microphone

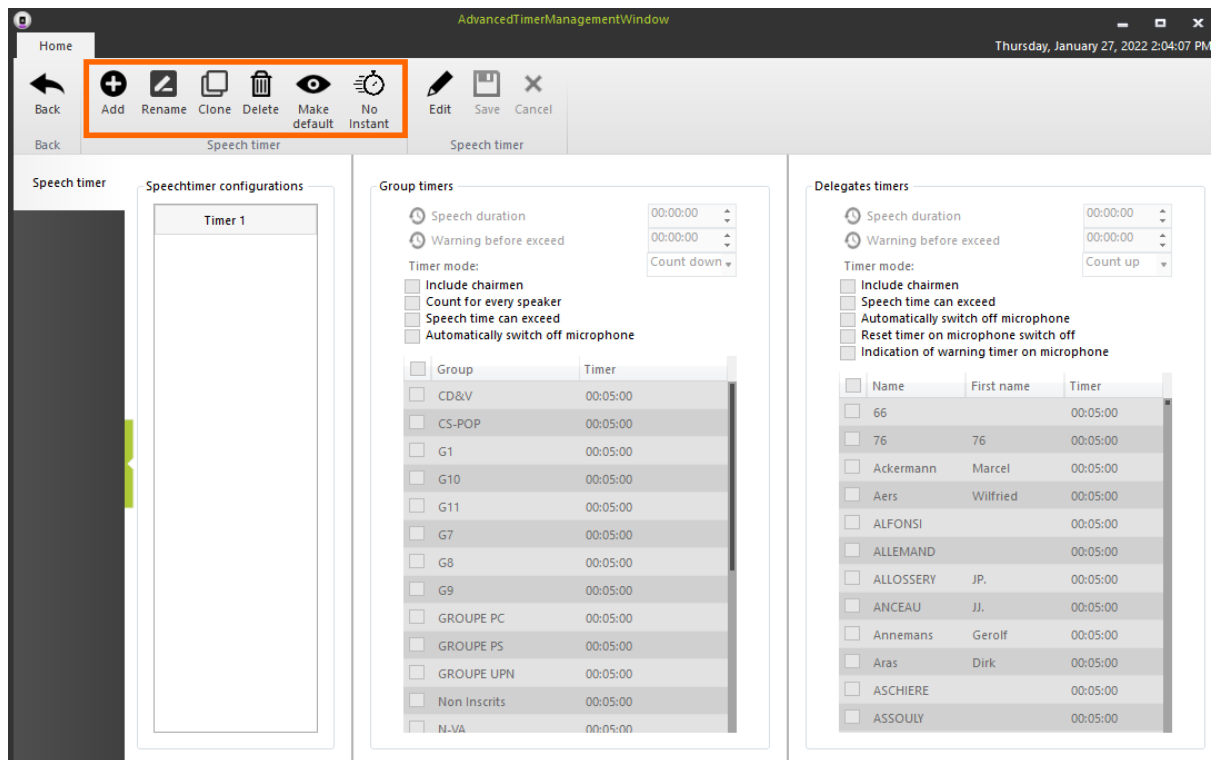
Speechtimer configurations panel: A table with columns 'Group' and 'Timer'.

Group	Timer
<input checked="" type="checkbox"/> CD&V	00:15:00
<input checked="" type="checkbox"/> CS-POP	00:15:00
<input checked="" type="checkbox"/> G1	00:15:00
<input checked="" type="checkbox"/> G10	00:05:00
<input checked="" type="checkbox"/> G11	00:05:00
<input checked="" type="checkbox"/> G7	00:05:00
<input checked="" type="checkbox"/> G8	00:05:00
<input checked="" type="checkbox"/> G9	00:05:00
<input checked="" type="checkbox"/> GROUPE PC	00:05:00
<input checked="" type="checkbox"/> GROUPE PS	00:05:00
<input checked="" type="checkbox"/> GROUPE UPN	00:05:00
<input checked="" type="checkbox"/> Non Inscrits	00:05:00
<input checked="" type="checkbox"/> N-VA	00:05:00

Delegates timers panel: A table with columns 'Name', 'First name', and 'Timer'.

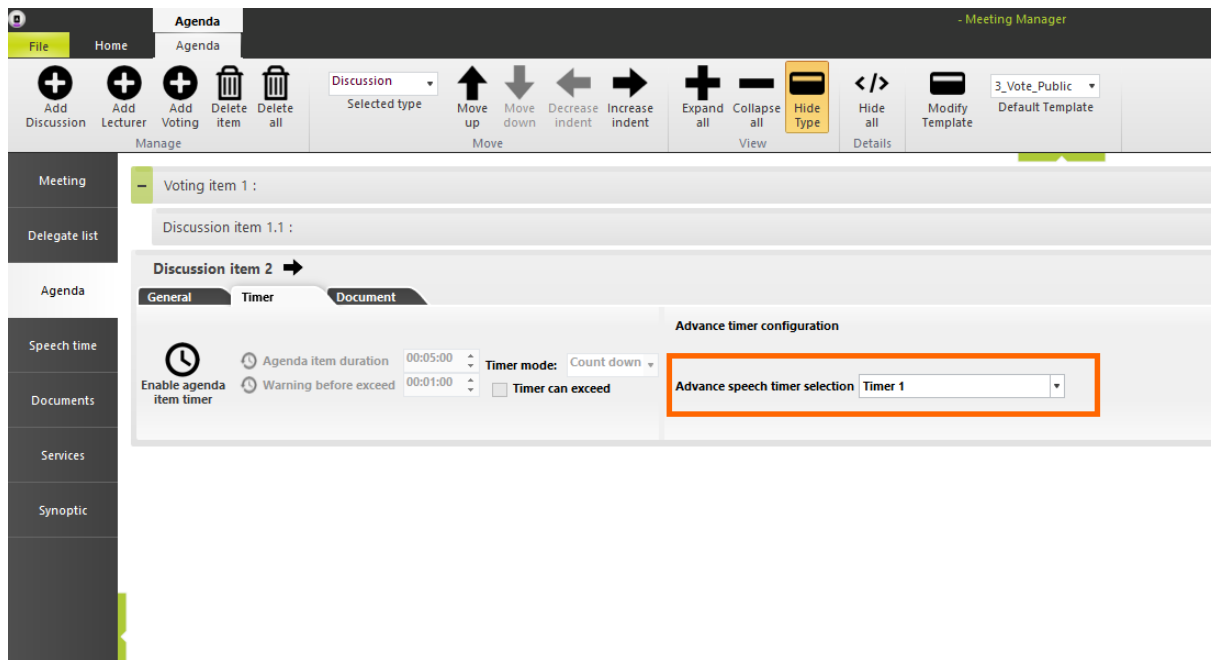
Name	First name	Timer
<input type="checkbox"/> 66		00:05:00
<input type="checkbox"/> 76	76	00:05:00
<input type="checkbox"/> Ackermann	Marcel	00:05:00
<input type="checkbox"/> Aers	Wilfried	00:05:00
<input type="checkbox"/> ALFONSI		00:05:00
<input type="checkbox"/> ALLEMAND		00:05:00
<input type="checkbox"/> ALLOSSERY	JP.	00:05:00
<input type="checkbox"/> ANCEAU	JJ.	00:05:00
<input type="checkbox"/> Annemans	Gerolf	00:05:00
<input type="checkbox"/> Aras	Dirk	00:05:00
<input type="checkbox"/> ASCHIERE		00:05:00
<input type="checkbox"/> ASSOULY		00:05:00

4. If needed, use the extra configuration functionalities in the top ribbon:



Apply A Configured Advanced Speech Timer Template To An Agenda Item

1. In the Meeting Manager, select the **Agenda** tab.
2. Click on the Timer tab of the desired agenda topic and select the corresponding advance speech timer configuration in the dropdown list/



3. The selected timer will be implemented when the agenda becomes active.

CONFIGURE SERVICES



This functionality is only available when your system contains multimedia devices or Confidea FLEX units.

This tab allows you to specify which services are available during the meeting. Delegates with an interactive unit are able to request services using the tab **Services** on their multimedia unit.

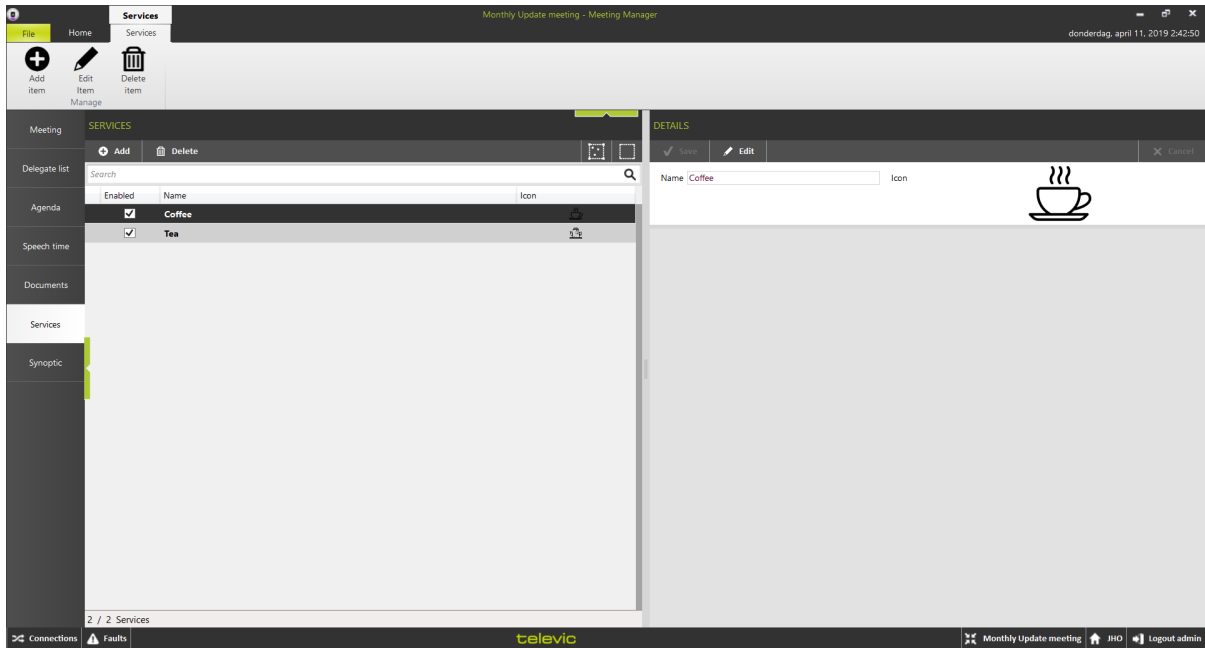


Figure 1-22 The Services page of the Meeting Manager

The Services section shows a list of all available services. The column **Enabled** indicates if the service is available during the current meeting.



Once you define a service, it remains in the database. It is therefore not necessary to recreate services for each meeting. All defined services will remain available in the list of Services.



When you press the service button on the Confidea FLEX this requests the first service in the list.

The **Details** sections shows the details of the services that you defined for the current meeting. Each service has a name and an icon.



Note that a service can be translated into other languages. For this, it is necessary that more languages have been defined for the meeting (see Section Home tab and ribbon).

The following operations are possible on services, using the buttons available on the ribbon and at the top of the **Services** column:

- **Add:** on the right side of the screen you can name the service and assign an icon to this service. This is the name and image that are visible on the multimedia unit.
- **Edit:** modify a service that was previously created.
- **Delete:** delete the selected service.

CONFIGURE THE SYNOPTIC FOR A SPECIFIC MEETING

On the **Synoptic** tab you can place the delegates you added to the meeting on the seats present in the room. The main objective here is to **assign** the delegates added to this meeting (shown in the column on the right **Delegates in this meeting**) to the seats defined in the meeting room. You can achieve this by performing one of the following three actions:

- **Drag-and-drop:** click-and-hold a delegate in the list with delegates in this meeting, and drag it to a seat in the synoptic.
- Use the button **Position all** in the Associate part of the Synoptic ribbon. This will position all the delegates in the list to the seats with the same identification number in the synoptic. CoCon uses the number in front of the delegate. Note that this feature is only available if no delegates were assigned to a seat.
- Use the functionality **Position by click**. When you activate this function, a delegate is highlighted in the list with **Delegates in this meeting**. When you click on an empty seat, the highlighted delegate will be put on that seat. Click **Skip delegate** to skip the next delegate.

Note that as a result of these actions the colored square in front of the delegate name changes:

- **Red:** not positioned on a seat in the room;
- **Green:** positioned on a seat in the room.

Click the “+” in front of the delegate to view the groups the delegate belongs to. Click “X” to remove a group from this delegate for the duration of the current meeting.

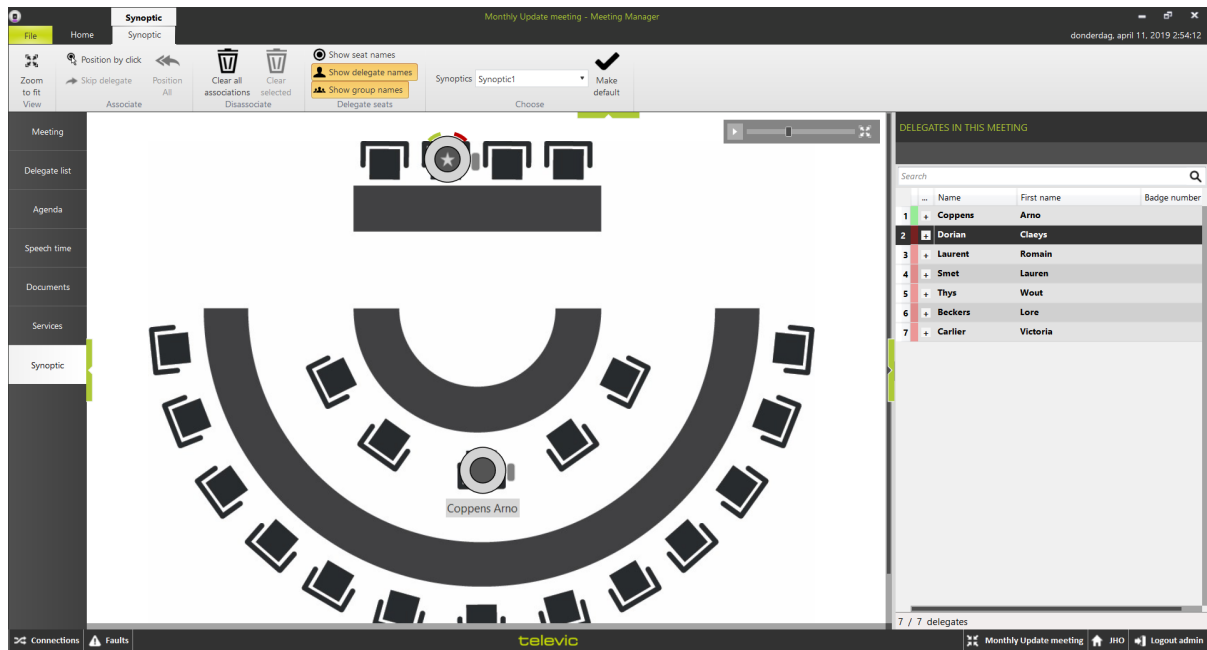


Figure 1-23 The Synoptic tab in the Meeting Manager application

The following functions are available in the ribbon on top of the screen:

- **Zoom to fit:** Click this button to zoom the synoptic view to fit the current visible area.
- **Associate:**
 - **Position by click** and **Skip delegate:** see previous paragraphs.
 - **Position all:** see previous paragraphs.
- **Clear all associations:** This button will clear all the associated delegates.
- **Clear selected:** This button will clear the delegates from the selected nodes.
- Three toggle buttons determining what information to show on the seats in the synoptic screen:
 - **Show seat names**
 - **Show delegate names**
 - **Show group names**
- **Make default:** save the configuration of the toggle buttons to automatically use these settings the next time you use the Meeting Manager.

- › **Choose synoptic:** This allows the user to select the preferred synoptic, if multiple are configured in the Room Configurator. The assignment of delegates onto the synoptic is automatically synchronized to all synoptics.

Note that the synoptic window in the Meeting Manager also shows the following information:

- › **Badge capability and information:** to the right of the seat, a small square is visible if the unit has a badge reader/writer. The following color code is used:
 - › *Grey* for a badge reader without a badge
 - › *Green* for a badge reader that has a badge inserted
- › **Voting indications** for the seats with units that can vote.

USE THE OFFLINE FUNCTIONALITY

The Meeting Manager has an extensive range of **offline features**. This allows you to use the Meeting Manager **without a connection to the CoCon Room Server**, and thus means that you can use the application out of the conference center or the room. This allows the creation of meetings or a delegate database in another location.

To access the offline mode, click the **Offline** button in the login window. Note that the Meeting Manager also goes into offline mode when the connection with the Server is lost. The offline Meeting Manager application looks like the online version, but lacks some functionality.

- The **Save** and **Save Meeting Template** buttons are unavailable and greyed out. This is because saving to the online database is not possible. The only way to save the meeting you are defining is to an XML-file, using the **Load** and **Save** buttons in the offline section of the ribbon.
- The Synoptic tab is unavailable, and the additional tab **Offline Synoptic** is available. Here it is possible to allocate the delegates to seats in a schematic way, as described below.

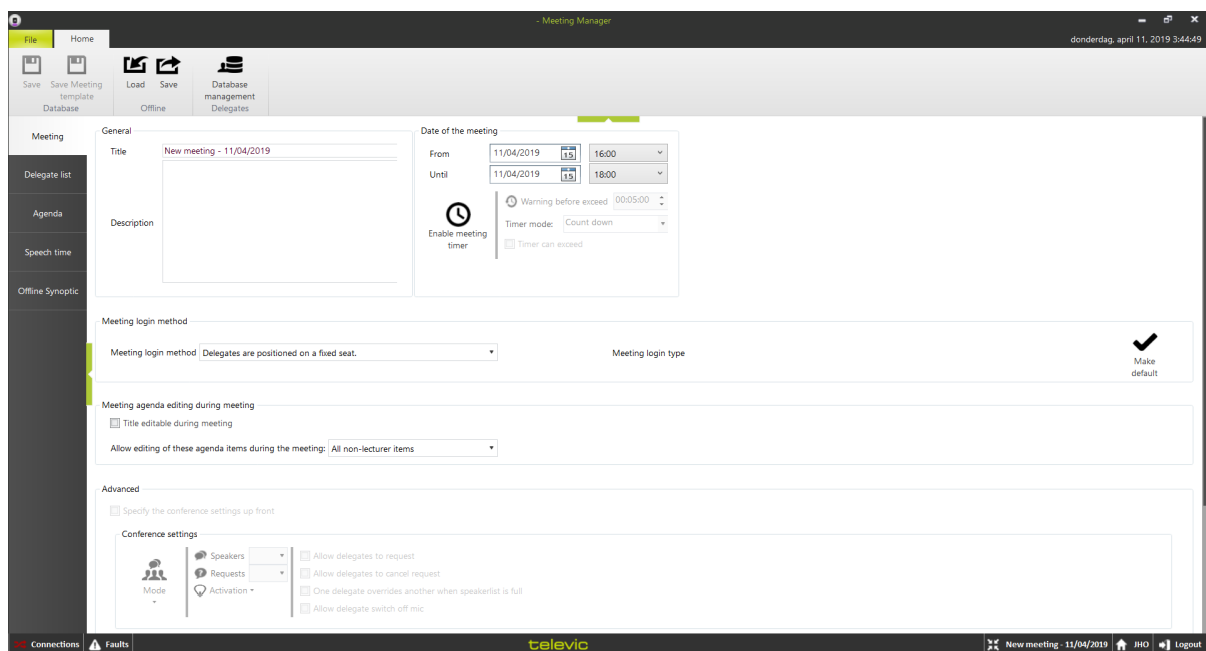


Figure 1-24 How the Meeting Manager looks like in Offline mode

Offline Database Management

The offline Database Management is very similar to the online Database Management with the following **exceptions**:

- › Badges cannot be read or written
- › Delegates cannot be allocated to groups
- › No optional fields can be defined or edited.

The following actions **are available**:

- › **Consult the existing delegate database** of the Room Server to which the Meeting Manager last connected.
- › **Create new delegates**: When in the Offline Database Management, new delegates can be created using the same procedure and actions as described in "Database Management" on page 61. At that point, the delegates only exist in the local application. In order to copy these delegates to the online database, they need to be allocated to a meeting that is saved to XML and imported in the online Meeting Manager. See also next section.

Offline Meeting Management

The Offline Meeting Manager allows to create offline meetings with most of the functions of an online meeting. The exceptions are:

- › **Voting Templates are not accessible**, as these are stored in the online database.
- › The **synoptic of the room is not available**. Instead, a schematic view of the room can be created, as discussed in the next section.

After you have created a meeting, you need to import it into the online database. Follow these steps:

- › **Save the offline meeting to an XML-file** using the **Save** button. This file will contain all the meeting information, as well as the newly created delegates that are in this meeting. Note that an offline delegate needs to be in a meeting to enable importing in the online database.
- › **Start the Meeting Manager in online mode** and connect to a Room Server. Now do the following:
 - › Click the **Load** button in the Offline-section of the Home-ribbon.
 - › Select as format **XML-file** (not the "Readable XML")
 - › **Select** the XML-file with your online meeting.
 - › The meeting is now **loaded** and you can review and/or modify it.

- Click the **Save** button in the **Database** section of the Home-ribbon. The meeting is now saved in the database, and ready to use.

Offline Synoptic

The following figure shows the view of the offline synoptic. Note that, on the right-hand side, there is a list with all delegates that have been added to the meeting in the “Delegate List” tab.

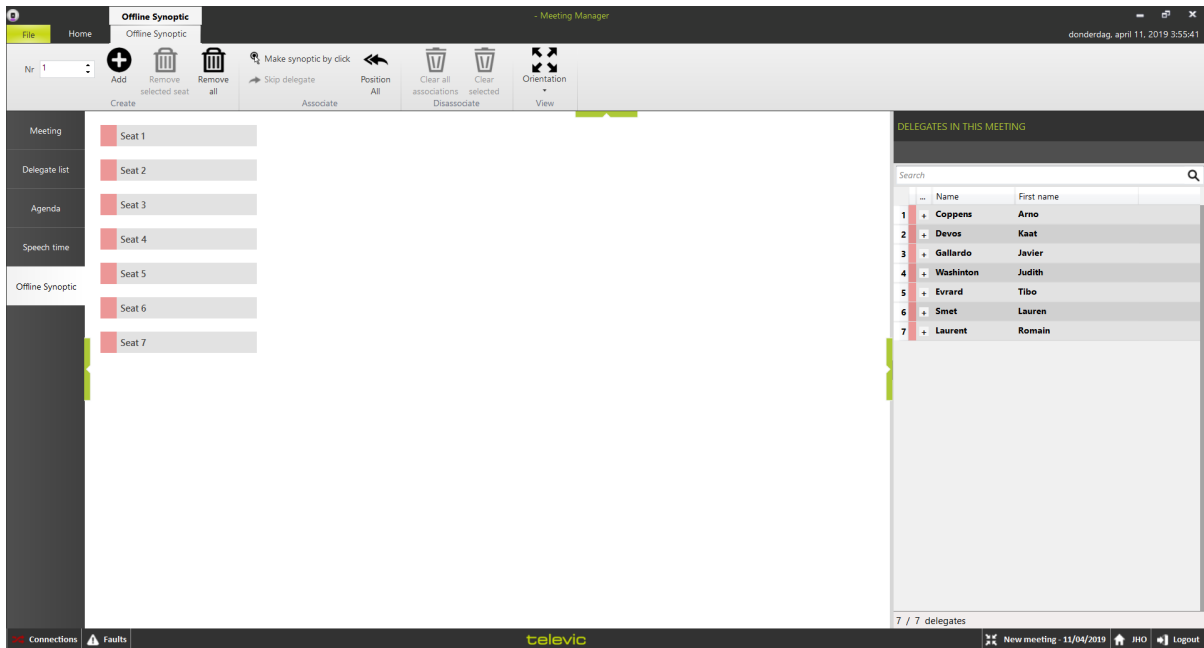


Figure 1-25 The Offline synoptic in the Meeting Manager

The ribbon on top contains the following functionality:

- **Nr**: this allows you to enter the number of seats you want to add to the offline synoptic.
- **Add**: click this button to add the number of seats you specified in the “Nr”-box.
- **Remove selected seat**: after selecting a seat in the offline synoptic, you can remove this seat by clicking this button. Note the following:
 - Multi-selection is possible using CTRL and SHIFT.
 - Once a seat number has been removed, it is not possible to add the same number again. Seats can only be added at the end of the list. For example:
 - Add 10 seats
 - Remove seat 4

- › Add 1 extra seat: this seat will get number 11
- › If you want to re-use a removed seat number, all the seats need to be removed, and then the seat number counter is reset.
- › Associate-buttons: see below.
- › **Clear all associations:** This button will clear all the associated delegates.
- › **Clear selected:** This button will clear the delegates from the selected nodes.
- › **Orientation:** use this drop-down button to layout the seats either vertical or horizontal

ASSIGN DELEGATES TO SEATS IN THE OFFLINE SYNOPTIC

Delegates can be allocated to seats using the following actions:

- › **Drag-and-drop:** click-and-hold a delegate in the list with delegates in this meeting, and drag it to a seat in the synoptic.
- › Use the button **Position all**. This will position all the delegates in the list to the seats with the same identification number in the synoptic. The number in front of the delegate will be used. Note that this feature is only available if no delegates have already been positioned on a seat.
- › Use the functionality **Make synoptic by click**. When activating this functionality, a selection will appear in the list with *Delegates in this meeting*. When you click on a seat that has not yet a delegate assigned, CoCon puts the highlighted delegate on this seat. You can use the **Skip delegate** button to continue to the next delegate.

IMPORT AND EXPORT MEETINGS

CoCon allows you to import and export to / from various formats. You can find a description in this chapter. Note that these are subject to the Configurable Import / Export license module. If this module is not present, then only the first format is available.

Standard XML

This format is always available, and represents a complete meeting. This format is very similar to what is stored in the CoCon database. It is not meant for readability or for easy use by third party software.

This format is used to Load / Save a complete meeting when working in the offline mode (see "Use The Offline Functionality" on page 120), and can be completely imported into the online database.

Word Docx Format

The CoCon Meeting Manager allows you to import agenda and meeting info from a file with .docx format. The formatting of the Word file (title, header, ...) defines which content is put where.



For the import/export process to work, Microsoft Word or Microsoft Office 365 needs to be installed on the computer. In case it is not, it will not be possible to import/export agenda and meeting info in .docx format.

Two sample files are available in the following folder: **C:\Program Files (x86)\Televic Conference\CoCon\Help\ImportExportSamples** (Or similar for your installation):

- › Import_Word_Template.docx: this file contains the definition of what the import-parser will look for:
 - › The meeting title is defined as format "Title" in Word.
 - › The first line after that contains the date and time
 - › Heading 1, 2, 3 etc define the agenda. Note it is possible to create a hierarchy with this.
 - › Another title starts the list of delegates. These need to be each on one line.
- › Example 1 City council meeting.docx and Example 2 European Commission.docx are 2 examples of an agenda that is put in this format.

Note that delegates, defined in the meeting that is imported and who are not already in the database, are created and put into the resulting meeting.

Readable XML

The following section contains a sample XML file that can be imported. The XSD file can be found in Section 17.2.

Note that delegates, defined in the meeting that is imported and who are not already in the database, are created in the database and put into the resulting meeting.

Sample XML file

This file is also available in the following folder: **C:\Program Files (x86)\Televic Conference\CoCon\Meeting Manager\Sample**. (Or similar for your installation.)

```
<?xml version="1.0" encoding="utf-8"?>

<MeetingInformation>

<MeetingTitle>This is the title of the meeting 25/05/2014</MeetingTitle>

<MeetingDescription></MeetingDescription>

<MeetingDate>25 May 2014</MeetingDate>

<MeetingStartTime>16:00:00</MeetingStartTime>

<Agenda>

<AgendaItem>

<Number>1</Number>

<Title>First agenda item</Title>

<Description>This is the description of the first agenda item</Description>

<Type>Lecture</Type>

</AgendaItem>

<AgendaItem>

<Number>2</Number>

<Title>Second agenda item, which is also a parent</Title>

<Description>NONE</Description>

<Type>Discussion</Type>
```

```
<AgendaItem>
<Number>2.1</Number>
<Title>This is a voting agenda item, using a Voting Template to define the settings</Title>
<Description> NONE </Description>
<Type>Voting</Type>
<VotingTemplate>3_Vote_Secret</VotingTemplate>
<AgendaItem>
<Number>2.1.1</Number>
<Title>Another agenda item</Title>
<Description>NONE</Description>
<Type>Discussion</Type>
<AgendaItem>
<Number>2.1.1.1</Number>
<Title>Another child item</Title>
<Description>NONE</Description>
<Type>Discussion</Type>
</AgendaItem>
</AgendaItem>
<AgendaItem>
```


GETTING STARTED WITH THE OPERATOR APPLICATION

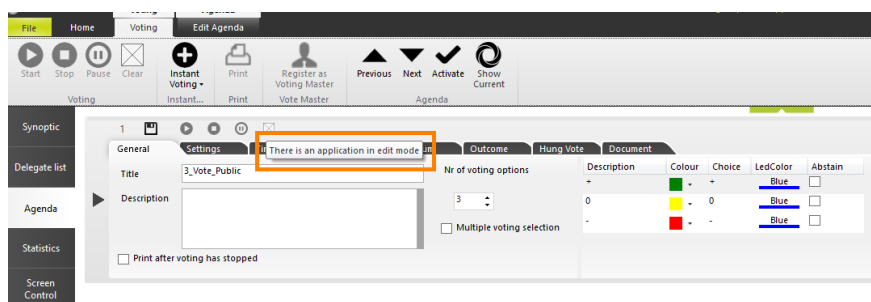
The Operator application is the application that you can use to control and operate meetings. In this application, the operator can view and control all microphone activity, have a clear view of the meeting synoptic and define how delegates interact with the conference system.



The Operator application needs a synoptic in the room before you can control a meeting. This is necessary because the microphone activity is reflected by the synoptic nodes. For the definition of a synoptic, see "Edit Synoptics" on page 50.



In case multiple Operators are running the application simultaneously, they will be informed when another Operator is working in "Edit" mode, and some items might be grayed out or not clickable. See picture below.



Operator Dashboard

When you go to the **File** menu of the Operator application you can open a new meeting, but you also see which meeting is active, which room you are using, as well as the active Audio, Interpreter and Video configurations. You can find this information in the gray bar on top of the window.

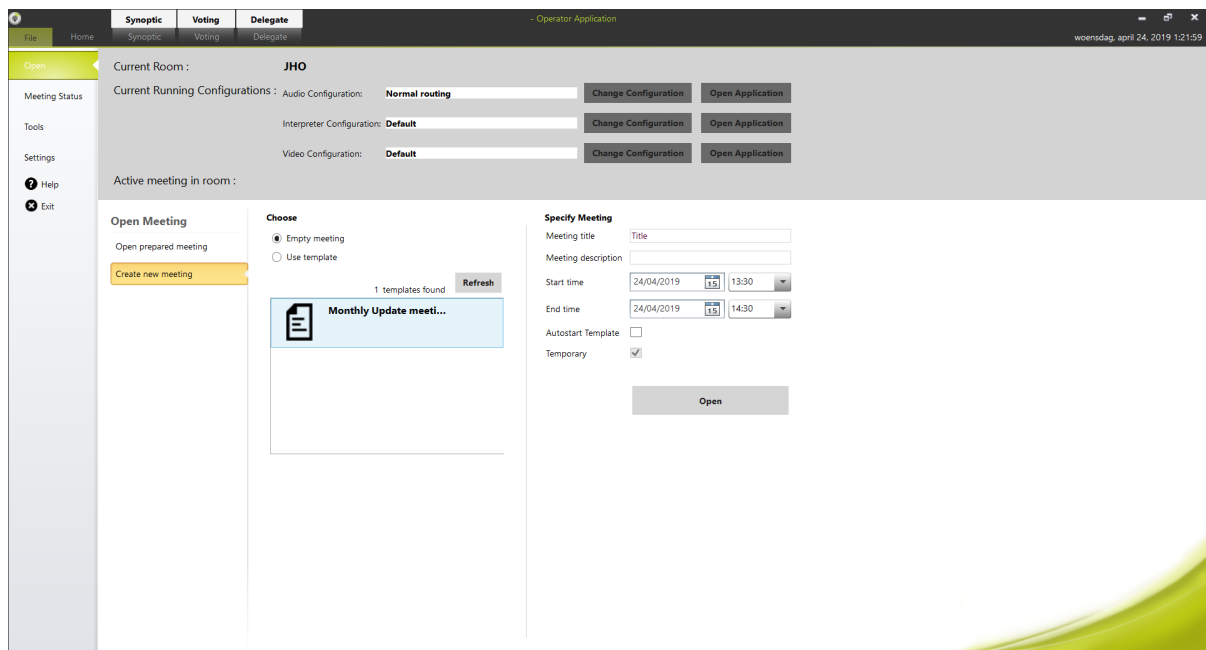


Figure 1-26 The File menu gives you an overview active meetings and active audio, video and interpreter configurations

On the **left** side, you can access the typical functions available in most of the CoCon desktop applications. They include:

- › **Open**: the default tab which allows you to open prepared or new meetings.
- › **Meeting status**: here you can see an overview of the current room status and meeting status. An additional button is available to save the running meeting as a **Meeting Template**. For more information on meeting templates see "Introduction to CoCon Meeting Manager" on page 58.
- › **Tools**: this page give provides links to the other applications of the CoCon software suite. Click the icons to start the application.
- › **Settings**: on this page you can change can configure some of the content that is visible in the application. For example you can change the interface language hide some of the functionality in the ribbon.

Edit User Profiles

In the Operator Application you can configure the **user profile**. This allows you to only display the functions that are relevant for your setup. You can find these settings under **File > Settings > User Profile**

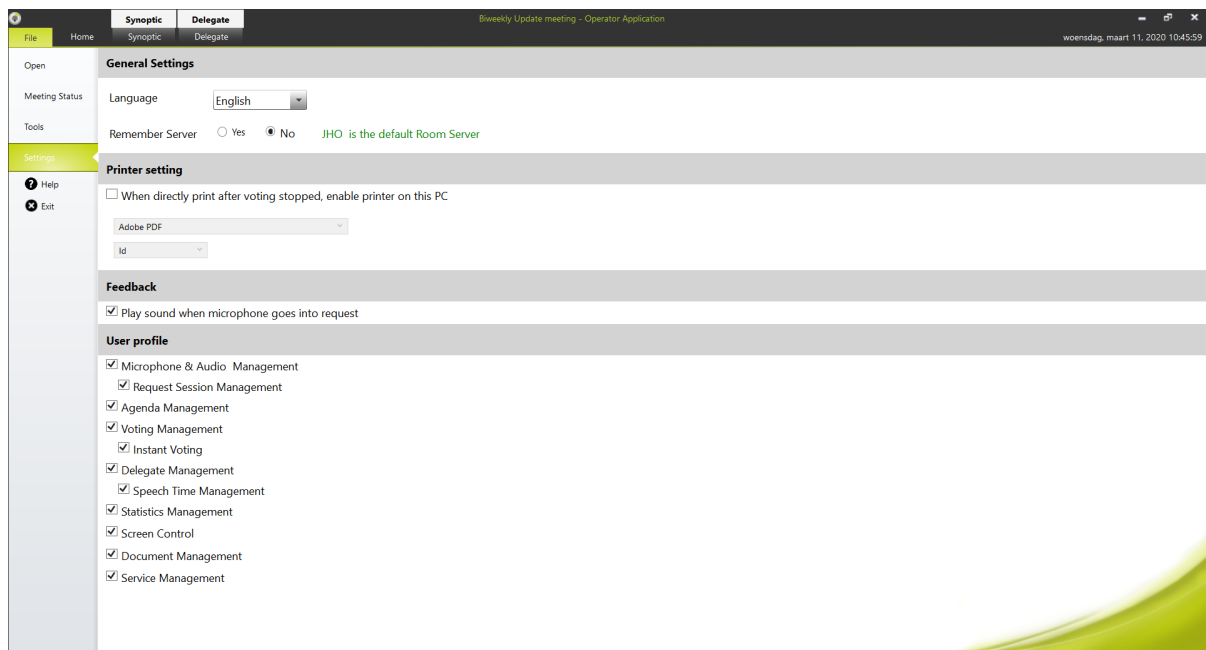


Figure 1-27 The general settings of the Operator Application

With the user profile you can select which functions are available in the Operator application. Under **User profile** file you can find different functions proceeded by a **checkbox**. Check the box to show functionality; uncheck the box to hide the functionality in the application.

If you check only one or two of these boxes the Operator Application becomes fully focused on these actions. Leaving all boxes checked gives the operator full control over all available functions. If you uncheck all boxes you are only able to start and stop the meeting, and manage microphones.



Not all the check boxes are always available; this depends on your license modules, and the type of Plexus engine connected.

The check boxes contain the following information:

- **Microphone & audio management:** This hides/shows all microphone control buttons in the ribbon. The sections Conference settings and microphone control are no longer available in the ribbon.
- **Request Session Management:** select this option to activate enable a Request session. This is a specific time window during which delegates can request to speak. Once the time is finished, request are no longer accepted.
- **Agenda management:** This hides/shows the Agenda tab and the corresponding functions in the ribbon for editing the agenda.

- › **Voting management:** This hides/shows the voting buttons in the Home ribbon
 - › **Instant voting:** Can only be activated when Voting management is active. This adds the *Instant vote* button in the Home ribbon and in the Voting ribbon.
- › **Delegate management:** This hides/shows the Delegate list tab and the corresponding Delegate functions in the ribbon which contains the Authority overview.
 - › **Speech time management:** Can only be activated when the Delegate management is active. This adds the Timer tab when you select the Delegate list tab. This way the user has more control over the speech timers.
- › **Statistics management:** This hides/shows the Statistics tab and the corresponding functions in the ribbon.

The following options are available when the CoCon Room Server is connected to a Plixus Multimedia Engine:

- › **Screen control:** This hides/shows the tab where the operator can control the delegates' screens.
- › **Message management:** This hides / shows the tab where the operator can control the messages sent to participants.
- › **Document management:** This hides / shows the tab where the operator can see and control all documents uploaded to the meeting.
- › **Service management:** This determines whether this Operator Application will show the services that are being requested by the delegates using the interactive delegate units. It will also determine whether the operator can control the status of the requests.

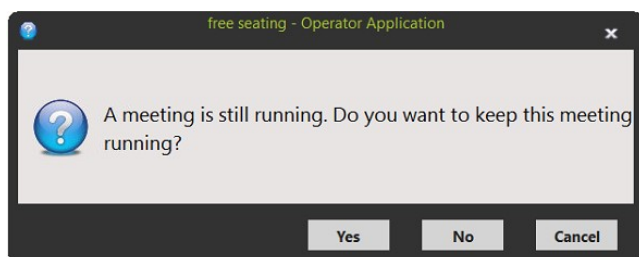
Close The Operator Application

When you close the Operator Application while a **meeting is running**, CoCon displays a pop-up window asking if you want to keep the current meeting running.

- › Click **Yes** to keep the meeting running and only close the application,
- › Click **No** if you want to end the meeting and close the application,
- › Click **Cancel** keep the meeting running, leave the application open and close the pop-up message.



If you stop the current meeting, CoCon **archives the meeting** and you **won't be able to start it again**. If you exit the Operator Application without finishing the meeting, this means that another Operator Application can take over the current meeting session.



GENERAL MEETING SETTINGS

Introduction

The Operator Application works with the concept of a meeting. A meeting takes place in a room, and in the room, only one meeting can active at the same time. A meeting has the following attributes:

- › Title
- › Description
- › Start and end time
- › Possibly additional attributes, if the meeting has been defined in the Meeting Manager up front (see "Configure General Meeting Settings" on page 85).

Each meeting has a specific **meeting state**. A meeting can have only one of these five meeting states at any time:

- › **New**: a newly created meeting which has not yet been started.
- › **Being edited**: a meeting that is opened in the Meeting Manager and to which changes are being made.
- › **Running**: a started meeting.
- › **Paused**: a started meeting which is paused.
- › **Ended**: a meeting which has been started and finished.

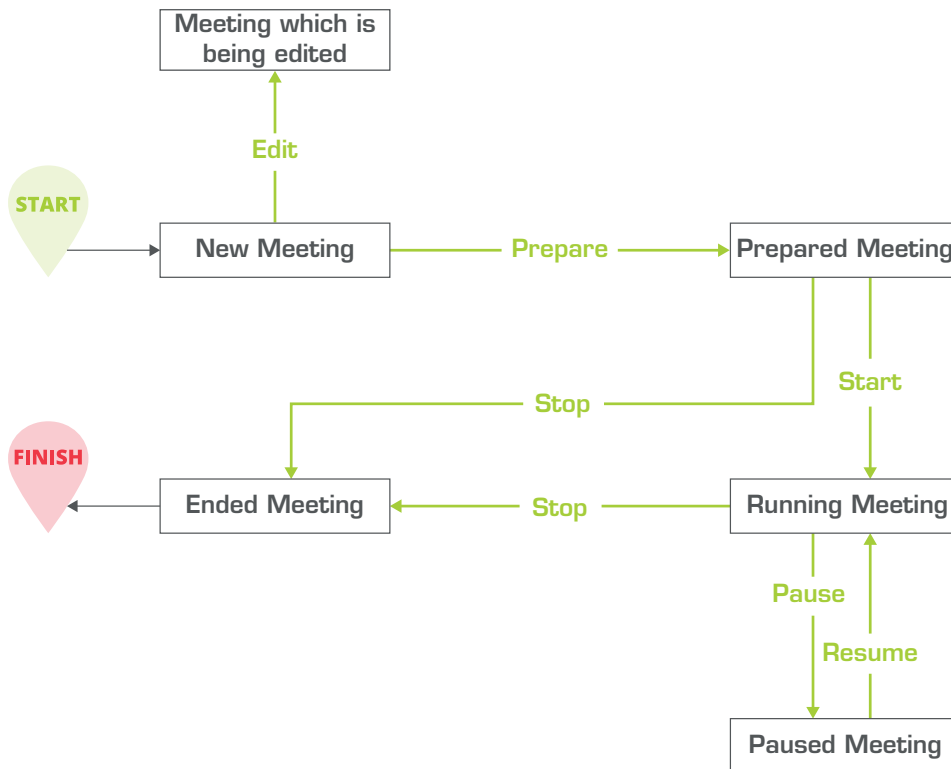


Figure 1-28 The different states a meeting can have



Only a meeting that is in the **new, running or paused** state can be opened in the Operator Application.

Open Prepared Meeting

Go to **File > Open > Open Meeting** and click **Open prepared meeting** to view all created meetings. Here you can browse the prepared meetings for a certain time-range using the two date pickers available at the top. By default, all the meetings of the current day are shown.

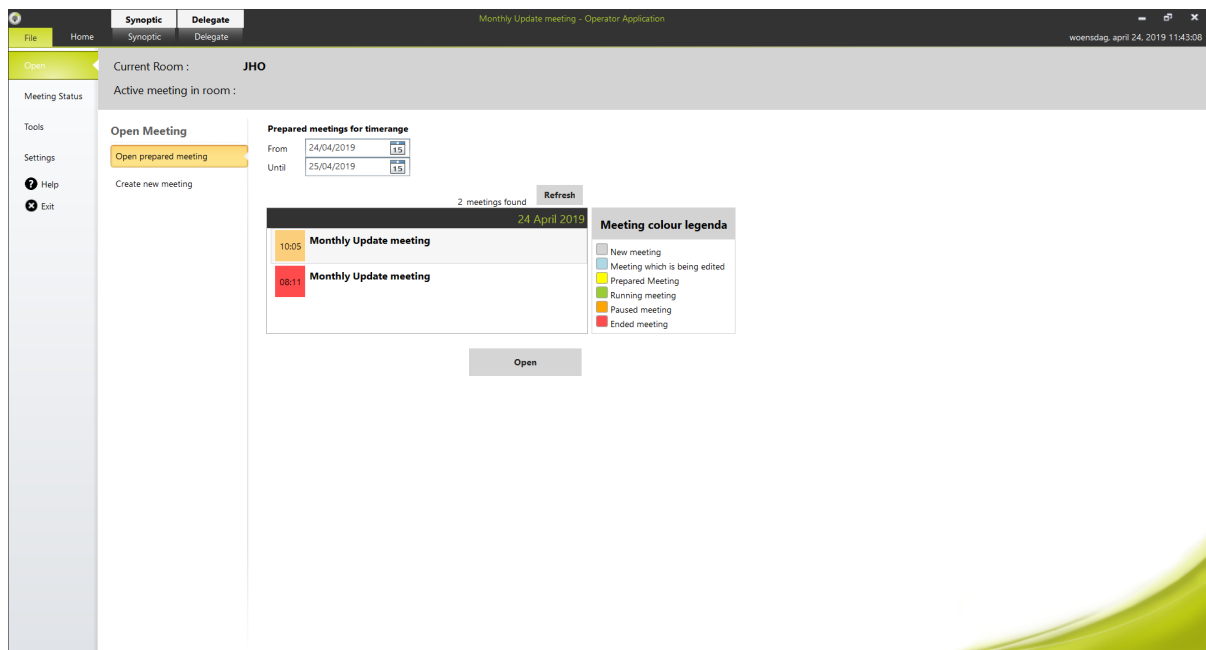


Figure 1-29 Operator Application: open prepared meeting

This overview shows all meetings found in the specified time range, ordered by date. A color code shows the state of the meeting (see "Introduction" on page 133 for a detailed description of all states):

- > **New:** gray
- > **Being edited:** blue
- > **Prepared meeting:** yellow
- > **Running:** green
- > **Paused:** orange
- > **Ended:** red

To open a meeting, select the meeting and click **Open**.



If you want to connect multiple Operator Applications to the same meeting, start the meeting in the first Operator Application. Then open the second Operator Application search for the meeting on the current day which is colored green. If you then click "Open", the meeting is concurrently opened in multiple Operator Applications and you can control it simultaneously from the different applications.

Create New Meeting

A new meeting is a meeting which has not been prepared with the date and time information in the Meeting Manager. To create a new meeting go to **File > Open > Open Meeting** and select **Create new meeting**.

There are two options for new meetings.

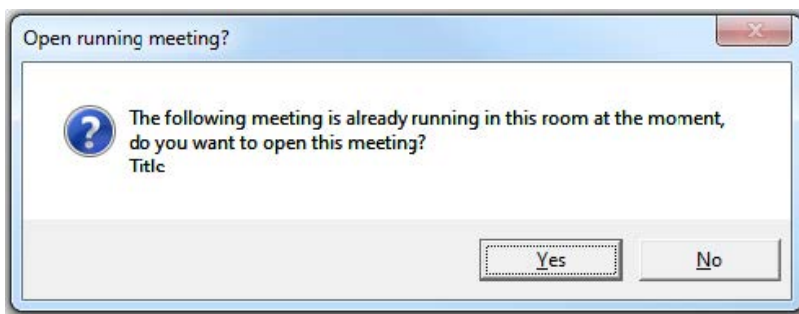
- You can create an **Empty meeting** : An empty meeting was not yet configured in the Meeting Manager
- **Use a Template**:this contains a number of settings configured in the Meeting Manager, such as delegates and agenda items. For more information about Meeting Templates, see "Configure General Meeting Settings" on page 85.



An Empty meeting uses free seating as identification method (see "Meeting Login Method" on page 88 for more details).

On the right, you can specify some general meeting details such as title, description, and start and end time. Then click **Open**. You now created a meeting that has the status **New meeting**. You can view the synoptic of the room, but you cannot manage the microphones. On top of the window, you see the following message: ***The opened meeting is not started yet. You cannot control the meeting unless it has been started.*** Click **Start meeting** to start the meeting and control all microphones.

Any other instances of the Operator Application which would connect now will detect the new meeting state. They will then display the following dialog with title "Open running meeting"



If you answer **Yes**, this opens the running meeting. If you answer **No**, then the start screen of the Operator Application will be opened. Here you can specify the details for another meeting, but you will not be able to start it.

AUTOSTART TEMPLATE

In the Operator application there is an option to **automatically start a meeting**. This can be interesting when you have a recurring meeting with a fixed structure. When you open the Operator application the meeting automatically starts.

To activate the autostart function go to **File > Open > Open Meeting** > click **Create new meeting**, under **Specify Meeting** on the right *select Autostart Template*. When you no longer want to automatically start the meeting, *unselect the Autostart Template* option.

Main Screen

Once the meeting is open, the Operator application shows the following information and options:

- **On top:** control ribbons
- **On the left:** switch between various views: synoptic view, delegate list, agenda tab, speech timers. Note that some of these may not be available in a meeting.
- **In the middle:** room synoptic
- **On the right:** speaker list, request list, group list, active agenda item.
- **In the footer bar:** diagnostics information, number of present delegates and number of present delegates with voting right, meeting title, Room Server name, Logout.

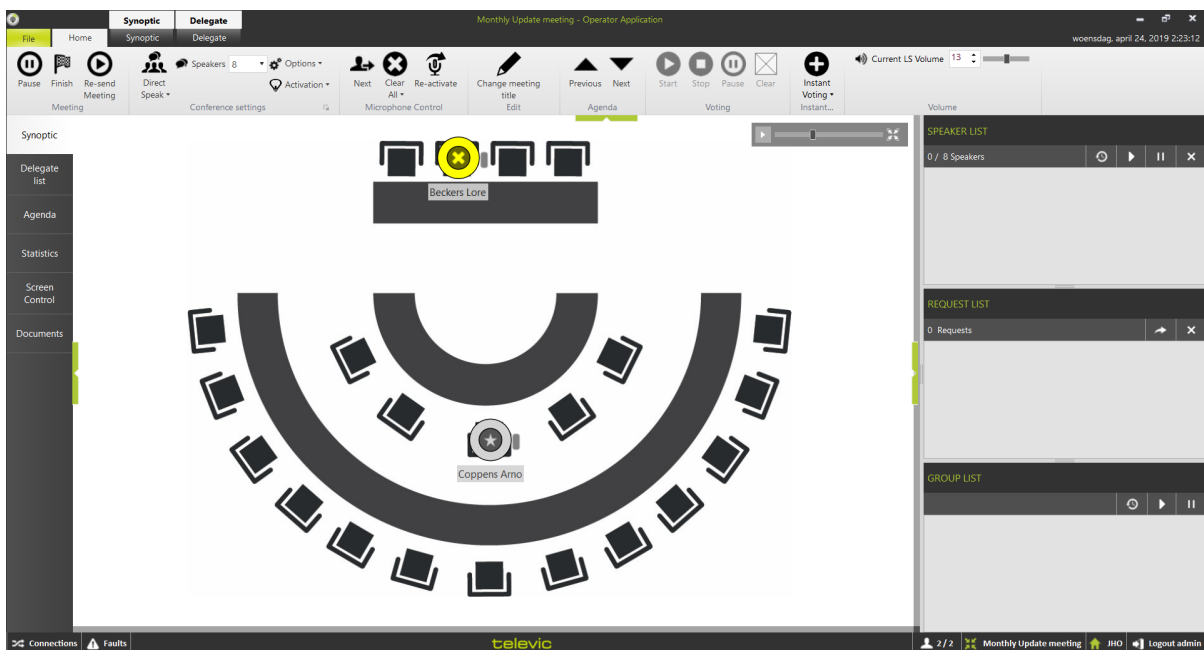


Figure 1-30 The main screen of the Operator application when you start the application

The following sections describe how to use these different elements.

The Home Ribbon

The home ribbon contains the most frequently used and essential functions. Using the ribbon you can start the meeting, change microphone mode, go through the agenda and start a voting. The ribbon consists of different sections:

- **Meeting:** change meeting status
- **Conference settings:** manage
- **Microphone control:** activate microphones
- **Request Session:** enables a request session
- **Edit:** edit meeting title
- **Agenda:** navigate through the agenda items
- **Voting:** start / stop voting
- **Instant voting**
- **Volume**

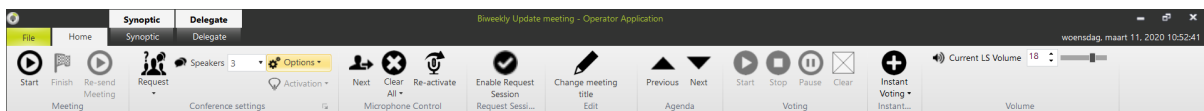


Figure 1-31 The Home ribbon

MEETING

These buttons allow you to control the meeting, different options are available:

- **Prepare meeting:** this option is only available when your meeting uses electronic nameplates. When you click **Prepare**, the meeting is not yet started, but the content of the nameplates is published. The Prepare status allows you to test some meeting settings, without the need to start the meeting.
- **Start:** is only available if the meeting is not yet running. Click it to start the meeting and enable all conference controls. Once the meeting is active this button will change to **Pause**, this pauses the meeting and disable all conference functionality. A message then appears to indicate the meeting is paused. Clicking **Start** or **Resume meeting** to resume

- › the meeting.



When you pause a meeting, while a voting session is ongoing, this also pauses the voting session. When resuming the meeting, the voting session will automatically resume.

- › **Re-send meeting:** use this option to push changes of different meeting related elements such as the delegate list, agenda items and documents. When you click this button this information is updated without the need to pause and resume the meeting.



Note that in case a **uniCOS** or **Confidea FLEX** device is **hotswapped or power-cycled** after the meeting has started, it will be necessary to use the **Re-send meeting option** for the device to receive the meeting information.

- › **Finish:** click this button to end the meeting. When you click the button a confirmation message appears. click Yes to finish the meeting or click No to return to the meeting.



When a meeting is active you cannot change the synoptic of the meeting in the Room Configurator. To do so, you need to pause the meeting, close all active Operator Applications and then open the Room Configurator to allow the changes.

CONFERENCE SETTINGS

In the Conference settings section, you can configure the **microphone activation settings**. The following settings are available:

Speech mode, the options are

- › **Operator:** in this mode, the operator controls all conference activity. Delegates cannot switch on their microphones.
- › **Group discussion:** 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 go into request mode. When another microphone becomes inactive, the first unit in the request list will become active.
- › **Direct Speak:** in this mode, the delegates can switch on their own microphones.

- › **Request:** In request mode you do not automatically get the floor when you activate your microphone. First you have to request the floor. The chairman then assigns the floor to a speaker using the next-in-line button (or using the operator page)

The options next to this speech mode allow the operator to modify it according to his wishes:

- › **Speakers:** define the maximum number of microphones that can be active at the same time. Note that a chairman microphone (indicated with a star) can always be active on top of the number specified here.
- › **Activation:** select the microphone activation type: Toggle (press once), Push (keep button pressed) or Voice (voice activated)
- › **Additional options:** here you can select some additional settings, note that not all options are available for every microphone mode.
 - › Allow delegate to request
 - › Allow delegates to cancel requests
 - › One delegate overrides another when the speaker-list is full
 - › Allow delegates to switch off mic
 - › Enable *reply*: enables the reply functionality on the unit. This allows delegates to reply on the current speaker. This puts the delegate in the reply list which has priority over the delegate list

MICROPHONE CONTROL

With these buttons you can control the microphones, the following buttons are available:

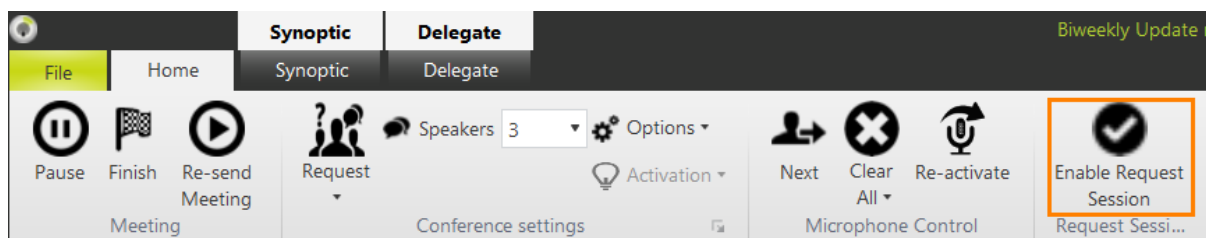
- › **Next:** this activates the microphone of the next speaker in the request list. Note that some constraints can overrule this (e.g. maximum number of microphones active).
- › **Clear All:** deactivate all microphones, including chairmen microphones and those that are in request. If you click the arrow under the button, a drop-down list opens where you get additional options:
 - › **Clear Speakers:** clear all active microphones that are not a chairman microphone. This doesn't activate active chairman microphones or microphones in request.
 - › **Clear Requests:** clears the list of all microphones in request.
- › **Re-activate:** this will re-activate the microphone that was last switched off.

REQUEST SESSION

A Request session is a specific **time window** during which delegates can **request to speak**. Once the time is finished, request are no longer accepted.

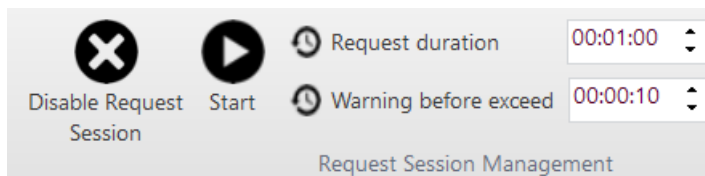


Before you can use this feature, you need to activate it in the **Room Server wizard** in the last step under **Customer Specific**. Activate the option *Use the "Request list procedure" functionality*. Next activate the Request session in the User profile settings. Go to **File > Settings > User profile** and select **Request Session Management**.

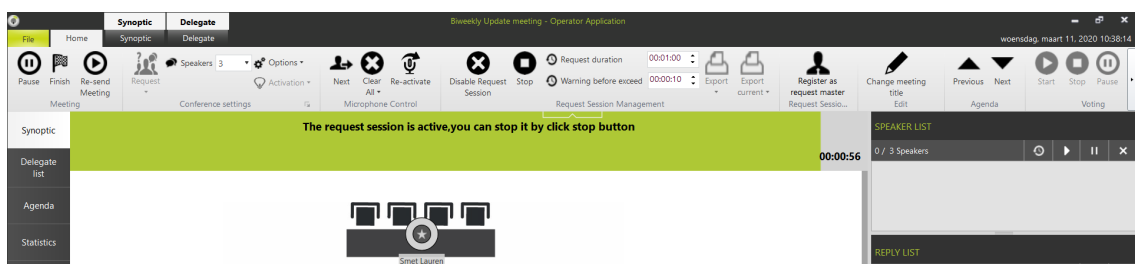


Before you start, first set the desired request options in the **Conference settings** section. Use the Request session as followed:

1. Click **Enable Request Session** to activate the function.
2. The **Request settings** become available. Here you can set the **time frame** during which delegates can request to speak.



3. Click the **Start** button to start the Request session. CoCon now registers all requests during this during this time frame or until the operator manually stops the session.



4. When you stop the Request session, but it is till enabled, CoCon no longer registers new requests. If you disable the Request session, normal microphones apply again.

EDIT

Click the button to change the meeting title.

AGENDA

With these two buttons you can **navigate** through the items in the agenda of the current meeting (if an agenda is configured). You can see the active agenda item on the bottom of the right window pane.

VOTING

When a voting agenda item becomes active, the voting control buttons become available. This means that the operator* can control the voting using the controls in the Home ribbon. Click **Start** to start the voting session and click **Pause** to temporarily stop the session. Click **Stop** to finish the voting session. After you stopped the voting session, you can always restart it by clicking Restart.

Click **Clear** to remove the voting results from the screen and **Retrieve results** to display the voting results again.



Please note that for a Chairperson to be able to start and control a voting session via a Confidea Flex or Confidea Flex G4 unit, the L-Vote license is required for the unit.

INSTANT VOTING

This function allows you to quickly start a vote. For an in detail description of this feature, see "Instant Voting" on page 160.

VOLUME

Allows you to adjust the general volume of the Plixus engine.

SYNOPTIC VIEW

In the synoptic view you can monitor and control the meeting activity on the actual synoptic. Here you see the image of the synoptic as configured in the CoCon Room Configurator (see "Edit Synoptics" on page 50). A synoptic contains the following elements:

- **Nodes:** locations where no conference equipment is associated (you can edit nodes in the Plexus web server)
- **Seats:** conference units in the room that can be controlled (unit are initialized in the Plexus web server). E.g. microphones, voting panels...

The example below contains an image background with 12 seats, each with 1 microphone unit that can be controlled

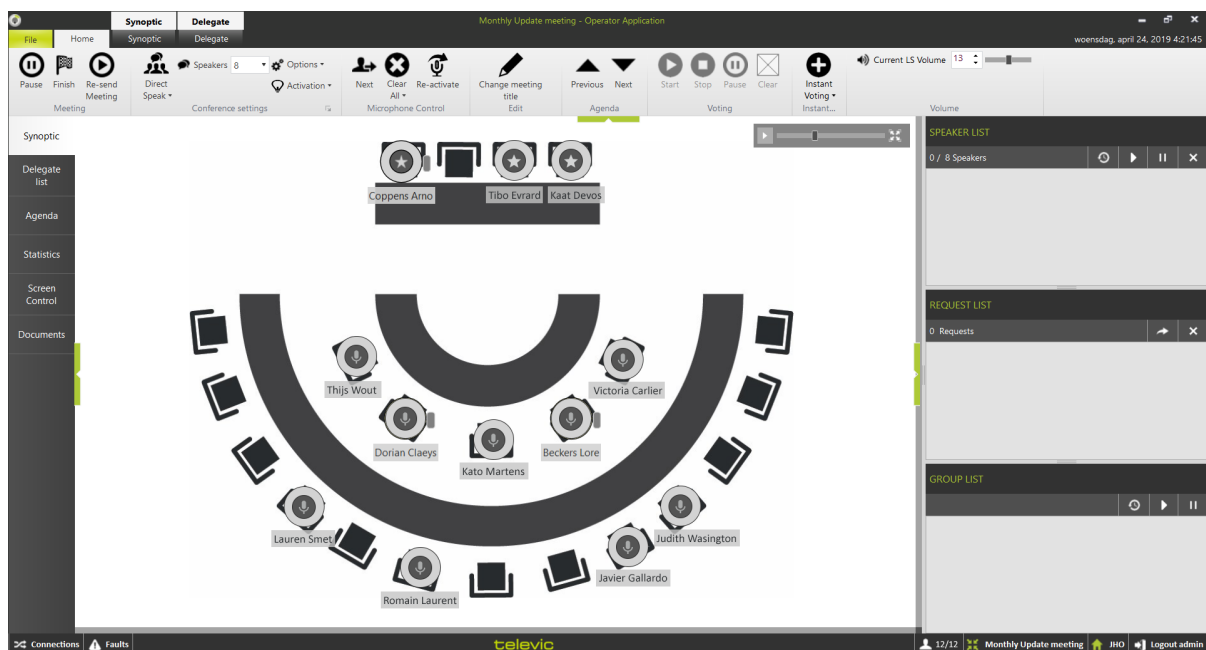


Figure 1-32 The synoptic view in the CoCon Operator application

Synoptic Ribbon

When you select the synoptic tab, an additional ribbon becomes available. You can access this functionality by clicking the Synoptic button in the application header. You can find the following functionality in this ribbon:

- › **Zoom to fit:** resizes the names of the delegates to make them completely visible.
- › **Hide badge:** In the synoptic view, units with badge reader are shown with a small rectangle (gray, green or red depending if the badge is present or not). Click **Hide badge** if you do not want to show this.
- › **Show Voting Synoptic / Show Microphone Synoptic:** during a voting session, you can change the view of the synoptic to show the voting status or the microphone status.
- › **Delegate seats:** choose which delegate information to show in the synoptic view.

Seat Control

In the synoptic you can control different settings such as the activity of the seats. CoCon uses a color code for the activity of the seat:

- › **Red:** microphone is active and a delegate can speak. Switch the microphone on and off by clicking on a unit (if no other constraints are active regarding the microphone management, see "General Meeting Settings" on page 133) or right-click on the unit and select **Activate**.
- › **Green:** microphone is in request; a delegate cannot speak but has shown the intention of wanting to speak. To switch on the request mode, right-clicking on the unit and select **Request on**.
- › **Yellow:** the unit is reported as broken by the CU. No microphone activity is possible.

ZOOM CONTROL

In the upper right corner of the synoptic there are some zoom controls to allow you to see the information you need, especially when you have a very large synoptic:



- › Click the arrow on the left to open or close a **mini-map** of your synoptic.
- › Use the slider to **zoom in and out**.
- › Click the icon on the right to **zoom to fit**.

Actions On Seats

When you right click on a seat different functions are available. The available functions depend on the conference settings you set previously.

- › **Activate / Deactivate** microphone
- › **Request on / Request off:** put microphone in request or out of request
- › **Reset Display:** resets the display of a uniCOS unit when the does not show the expected display behavior. The display will then reset and reboot after a few seconds.
- › **Service Management:** If the delegate sits on a seat with a multimedia unit and selected a service, you can manage the Services here. You can see the different services the delegate requested. If you click on a service, you indicate that the service is being handled, and the multimedia unit of the delegate displays this.
- › **Sensitivity offset (dB):** change the individual sensitivity of the delegate microphone. In this way, you can change the input volume of the audio signal being picked up by the microphone. You can control the individual sensitivity in the following way:
 - › Using the slider between 12 and -12 dB.
 - › Clicking on any of the numbers that are shown next to the slider.



When the meeting is stopped, the individual sensitivity is reset for all units to the sensitivity offset defined in the Room Configurator application.

- › **Remove user from seat:** removes a delegate from his seat. This can be done for different reasons:
 - › Remove the delegate from the meeting
 - › Position another delegate on that seat
 - › Change properties of a delegate (so put a new delegate on that seat)



To reposition delegates on a seat you need to go into the Edit mode. This can be done on the delegates ribbon see "Delegate List View" on page 151

- › **Make chairman / delegate:** make somebody else chairman or delegate during the duration of the meeting.
- › **Make Vip:** A VIP profile is a special delegate status , VIPs have the same speech priority as a chairman, but without the prior/next and start/stop vote functionality



Different functions are also possible on the Operator page of the Plixus web server. For example changing the priority of a participant and managing the microphone status. See Plixus manual for more information.

Speaker And Request List

On the right side of the Operator Application you can find the Speaker List and Request List. Here you can see which participants are speaking or requesting to speak. If speech timers are active and configured, you can also see the remaining speech time here.

The screenshot displays the Operator Application interface with three main sections: Speaker List, Request List, and Group List. The Speaker List shows two participants: Bill Jones and Pat Lewis, both with a remaining speech time of 00:04:05 and 00:04:06 respectively. The Request List shows one participant: Laura Wilkins. The Group List shows three groups: Democrat, Independent, and Republican, with remaining speech times of 00:04:59, 00:04:58, and 00:04:06 respectively. The Agenda Item 1 section shows the text '2014/12A-1 Review of last report'.

SPEAKER LIST			
1 / 3 Speakers + 1	🔄	▶	⏸
★ Bill Jones	00:04:05	🔄	⏸
👤 Pat Lewis	00:04:06	🔄	⏸

REQUEST LIST	
1 Requests	↩
👤 Laura Wilkins	🔊

GROUP LIST			
+ 🧑 Democrat	00:04:59	🔄	▶
+ 🧑 Independent	00:04:58	🔄	▶
+ 🧑 Republican	00:04:06	🔄	⏸

AGENDA ITEM 1	
2014/12A-1 Review of last report	

Figure 1-33 Operator Application speaker and request list with delegate speech timers

In the example above, you can see that with the configured conference settings, currently 1 of the 3 speakers is allowed to speak (See "General Meeting Settings" on page 133). Additionally, one chairman microphone is active (+1). You can deactivate a microphone by clicking the "x" next to the speaker.



A chairmen can always activate their microphones on top of the number of allowed microphones.

In the **header** of the speaker list you can find some extra **controls for speech timers** (these controls are also available for every delegate separately):

- **Reset:** This resets all delegate speech timers.
- **Play:** This starts the delegate speech timers, starting from their previous point.
- **Pause:** Pauses all delegate speech timers.

CoCon displays speech timers as green **progress bars** in the background of all speaking delegates. This indicates how much time they have remaining. If you configured the **Time before exceed**, then the progress bar color changes to orange for the last part of the allowed speech time.

Below the Speaker list you can find the **Request list**. To activate the microphone of the first person in the request list, click the arrow icon on the request list header. You can also activate the microphone by clicking the microphone icon next to the delegate name. If there is a slot available in the speaker list, the seat moves here and becomes active. You can move delegates from the speaker list to the request list, simply by dragging and dropping them to the other list.

Group List

Below the speaker and request list you can find the **Group list**. If delegates are part of a group, this list shows all of these groups. The list shows the various groups are present in the meeting. Click the **+** in front of the group to see which **delegates are present of this group** in the meeting. When **group timers are active**, you can see the remaining speech time as a green progress bar. The controls for the speech timers are the same as described in "Speaker And Request List" on the previous page.

Additional Speech Timer Indications

If additional timers are active, these are visible in the bottom right corner of the synoptic screen. An **agenda item timer** shows the remaining speech time of the active agenda item. Two controls are available: reset and pause. The meeting timer is the timer for the complete meeting. It also has two controls.

Active Agenda Item

In the bottom right corner of the synoptic view, you can see which agenda item is currently active.

Voting Result Statistics

When a voting session is ongoing or finished, and voting results are available, these become available on the right side of the Operator Application where you normally find the speaker and request list.






VOTING TITLE		
Approval of new privacy policy		
VOTING RESULT		
Total voted		1
Total not voted		1
Entitled to vote		2
DETAILS		
	YES	1
	ABSTAIN	0
	NO	0
VOTING OUTCOME		
	YES	
AGENDA ITEM 1		
Approval of new privacy policy		

Figure 1-34 Operator Application voting result list



Use the button in the top-right corner () to switch between voting results view, and speaker list, request list, group list and speech timers.

This voting result table contains the following components:

- **Voting title:** the title of the agenda item
- **Voting summary:** the description of the agenda item
- **Voting result:** three statistics about the number of participating delegates in the voting session:

- *Total voted*: the total number of delegates who voted
- *Total not voted*: the total number of delegates who did not vote
- *Entitled to vote*: the number of delegates (and their weight) who are entitled to vote in this voting session. See "Configure Voting Agenda Items" on page 96 for more details about voting participation.
- **Details**: for each of the voting options you can see: their color, description and the number of votes.
- **Voting outcome**: the voting outcome (if available).

VOTING WITH VOTING WEIGHTS

If the voting session has voting weights, these are displayed in the results as fractions. Each of the resulting statistics shows two values: the first number represents the number of delegates; the second number the total of their voting weight.

- **Total voted**: all delegates who have voted, and their voting weight
- **Total not voted**: all delegates who have not voted, and their weight
- **Entitled to vote**: the number of delegates who are entitled to vote in this voting session, and their weight.

The list with all the details always shows the total voting weight of votes that have been cast on each of the options.

Voting Result Synoptic

The synoptic can show the voting results as shown in the figures below:

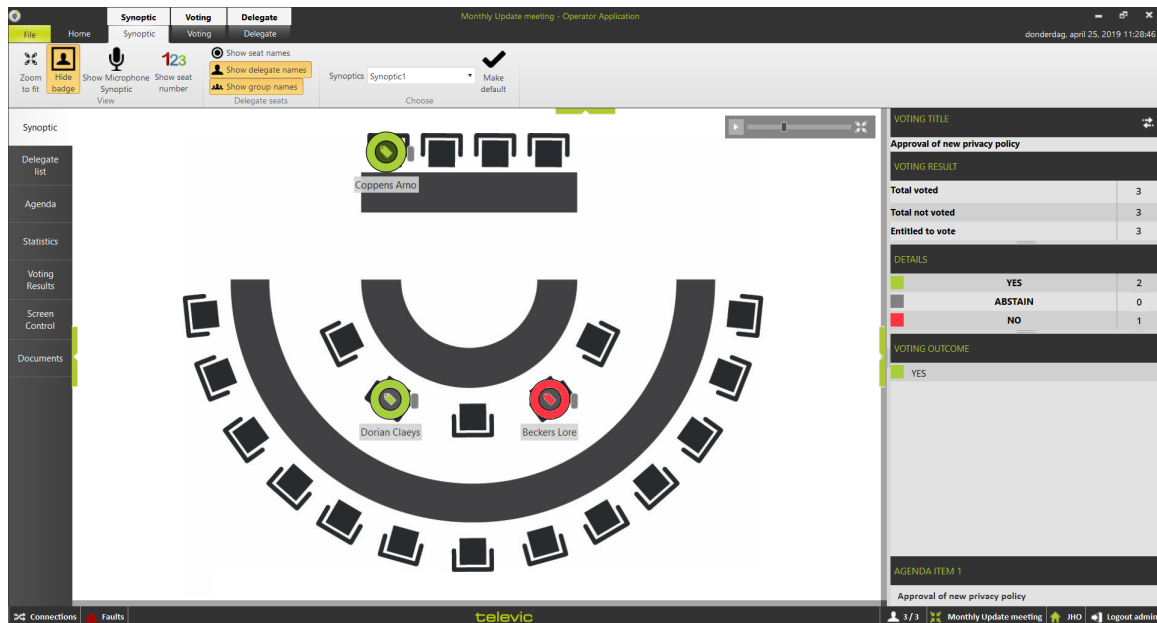




Figure 1-35 Operator Application voting result synoptic

You can switch between this **Voting Synoptic** and the **Microphone Synoptic** by clicking the following buttons:

- >  **Show Microphone Synoptic** : in the Synoptic ribbon
- >  : on the right side of the screen next to the voting title.

The vote synoptic shows the following items:

- > The **synoptical layout** is the same as the one defined in the Room Configurator.
- > Microphone icons are replaced by **voting icons**: the color of the icon represents the voting choice.
- > **Names and groups** are shown depending on the settings in the Synoptic ribbon.
- > The **color of the group** is shown as a full circle around the voting icon.



It is not possible to switch microphones on or off in the Voting Synoptic; for this function you should switch to the Microphone Synoptic.

DELEGATE LIST VIEW

Introduction

The Delegate view offers you the option to operate the meeting based on the list of delegates. To access this view select **Delegate list** from the tabs on the left. The Delegate list screen consists of three parts:

- The Delegate **ribbon** on top of the page. This ribbon contains different controls for delegate management
- **Delegate list**: this is the central part of the screen and shows a list with all delegates present in the meeting and their microphone status, which you can also control. Using the **search** bar you can look for specific delegates. Click on the column header to **sort** the delegates.
- The right side section containing the **speaker**, **request** and **group** list as well as the **current agenda item** and the **voting results**.

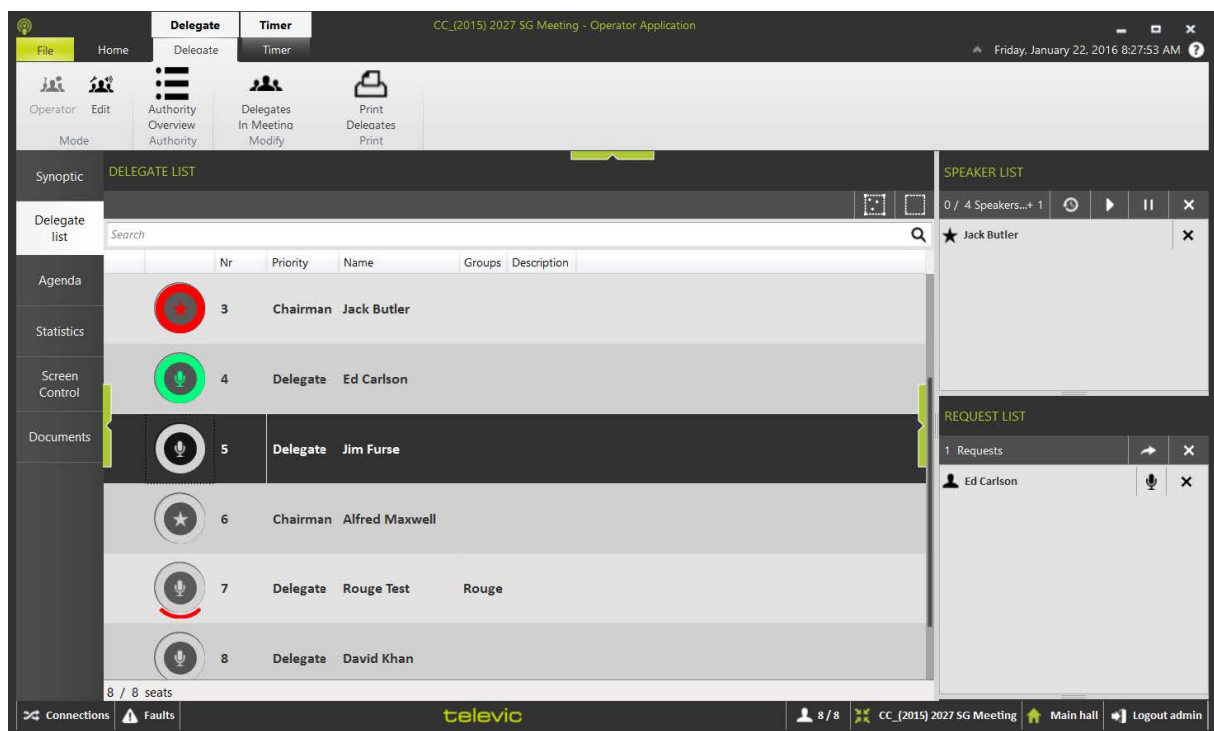


Figure 1-36 Operator Application delegate list

The **color and symbols** are the same as in the synoptic view: red for active microphone, green for a microphone in request. You can also *click on a microphone symbol* to turn it on or off . Additionally by right-clicking on the microphone symbol, an **additional menu** appears where you can switch on the microphone, or put the microphone in request. Other options are available, for more information see "Synoptic View" on page 143. The color arch under the microphone symbol indicates to which group the delegate belongs.

When an **individual speech timer** is specified for a delegate, a timer symbol appears before the delegate seat icon. When a group speech timer is specified, then the same symbol also appears under the group name the delegates belongs to .



Votes are also shown in this table (if they are allowed to be shown by the voting settings).

Operator – Edit Mode

In the delegate view, you have two modes: Operator and Edit mode.

- In **Operator mode** you can manage the microphones of all participants and activate agenda items.
- In **Edit mode** you can manage the delegates in the meeting. You can for example add delegates and change delegates (only possible if your Meeting login method is fixed seating) .

To access the **Edit mode** click the **Edit** button in the Delegate ribbon. In Edit mode you can have two tabs available:

- **Delegate list:** is the same window as the Delegate List in the meeting manager. You can drag delegates from the All delegates list or Group list to the Delegates in this meeting list. To add a completely new delegate, click **Database management**. For more information on how to add and manage delegates see "Database Management" on page 61



Delegates cannot be removed from a meeting since all data which was already recorded for that delegate would otherwise be lost.



Delegates who are already in a meeting cannot be edited. This means that if you want to change the name of a delegate who is in the meeting, you must create a new delegate with the correct information.

- > **Synoptic:** Here you can drag and drop delegates onto a seat. On the right side the green and red colors indicate whether the delegate has been positioned on a seat. You can drag delegates on an empty seat but you can also immediately drop them on an occupied seat. This will swap the positioned delegate with the selected one. If you right click an occupied seat you get the following options
- > **Activate:** allows to activate the microphone from that seat. The seat icon will also show the red ring to indicate the microphone activity.
 - > **Remove user from seat:** allows to remove the delegate from his/her seat. As can be seen in the image below.

The synoptic view in the Edit mode is only available if your meeting has the **fixed seating** login method, see "Meeting Login Method" on page 88.

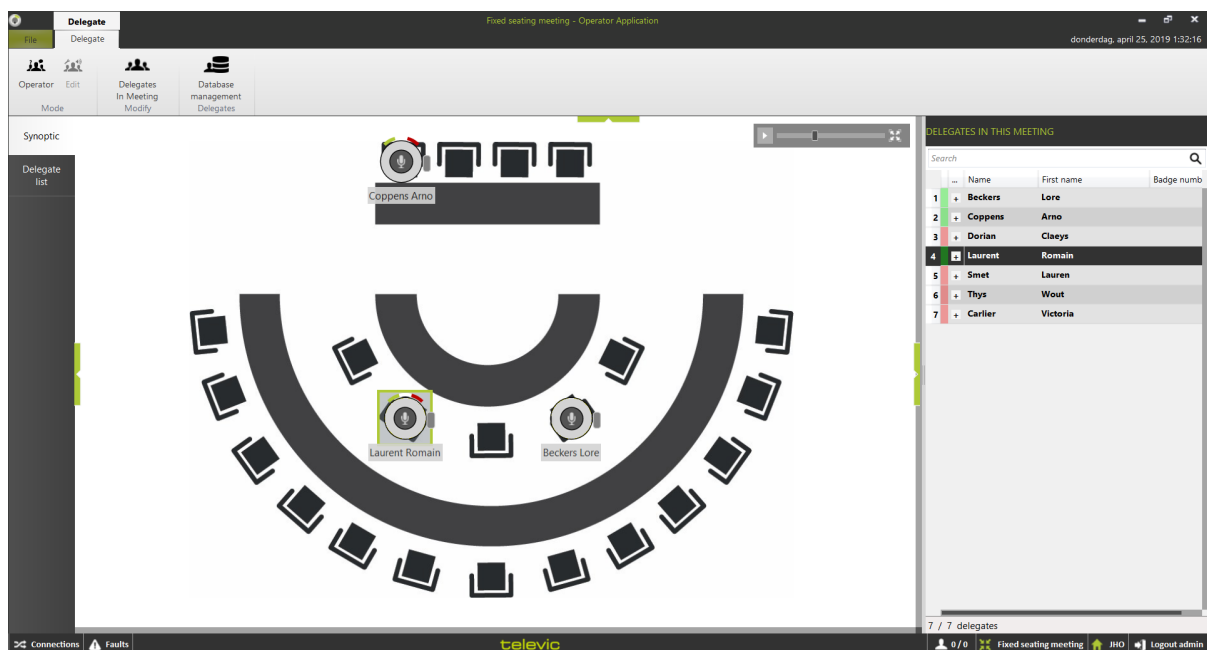


Figure 1-37 *Synoptic view in the Operator application Edit mode*

Click **Operator** in the ribbon to go back to the operator and control the meeting while saving the changes.

Authority Overview



If you click the button Authority Overview in the ribbon, you can see the authorities that are active in the current meeting. For a full description of authorities and how to define them before the meeting, see "Authority" on page 73. Here you can see the authorities that are present in the current meeting. The following columns are displayed:

- **Authority passed from:** the person who is giving his voting right.
- **Authority passed to:** the person who receives the voting right.
- **Meeting title:** the title of the meeting for which the authority is being passed (if applicable).
- **Authority start and end:** the start and end of the authority.



For each authority, only one of the two last items is completed. For a full description of the validity period of an authority, see "Authority" on page 73, step 3 of the Authority Creation Wizard.

Authority Pass From	Authority Pass To	Meeting Title	Start	End
Furse Jim	Powers Russ		08/28/14 00:00	08/29/14 00:00
Smith Jenny	Belet Ivo	Manchester Heights Meetir		

Figure 1-38 Authority Overview window


The following actions are available:

- **View Details** of the selected authority: this will show a window as shown below.
- **Remove** the selected authority.

- **Create new:** this will show the wizard described in "Creation of Voting Authority Pass" on page 73
- **Close:** closes the window.

Delegates In Meeting

To view additional information about the delegates taking part in the meeting, select **Delegates in the**

 **meeting** in the ribbon. Here you can find the following information:

- **Name**
- **First name**
- **Badge number**

In this window you can also change the password of the selected delegate by clicking **Change password**.

Print Present Delegates

If you click **Print delegates**, this generates a printout of the current present delegates whose badge is inserted at that moment. This does not take into account the delegates that have inserted their badge at one time but only who is currently present.

Speech Time Ribbon

The Speech Time ribbon is available when you select the Delegate list tab. The functions available here are very similar to the ones described in the Meeting Manager, see "Configure Speech Timers" on page 108.

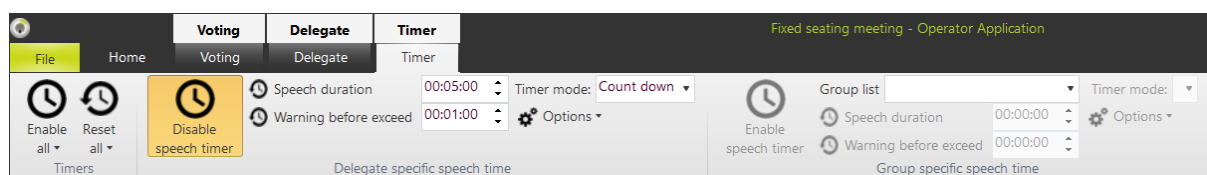


Figure 1-39 *Speech Time ribbon*

The left side of the ribbon shows the **Delegate specific speech timer**. The actions you perform here apply to the delegates that you select in the delegates list. By pressing CTRL you can select multiple delegates. If you specify the timer for individual delegates, then a symbol appears next to their seat icon.



You can change the timers while the delegates are speaking.

The right side of the ribbon shows the **Group specific speech time**. When a delegate that is member of a certain group is selected, that group name appears in the **Group list**. Applying changes to that timer has consequences for the whole group. When you enable a speech timer for a group, an icon appears under the group name.

AGENDA VIEW

With the Operator Application you can **view, edit and control the agenda** of the active meeting (if one is available). To view the meeting agenda, click the **Agenda** tab on the left.

You can identify the status of an agenda item by the icon on the right of the item:

- **Check mark:** indicates that the item was handled
- **Arrow:** indicates the activate agenda item

To **edit** an item, double click on agenda item. The options are similar to the those described here "Configure Voting Agenda Items" on page 96. It is important to click **Save** after every change. If you don't, the change will only be available locally, and not on the Server, any of the other connected client applications or the interactive delegate units.

It is also important to know the difference between a selected and an activated agenda item:

- **Selected item:** this is the item in the agenda view that has been clicked. It is indicated in bold.
- **Active item:** this is the item in the agenda that is currently active. This is for the whole meeting, and is shown on all Operator and Signage Applications currently connected to the CoCon Room server. An arrow icon indicates an active agenda item.

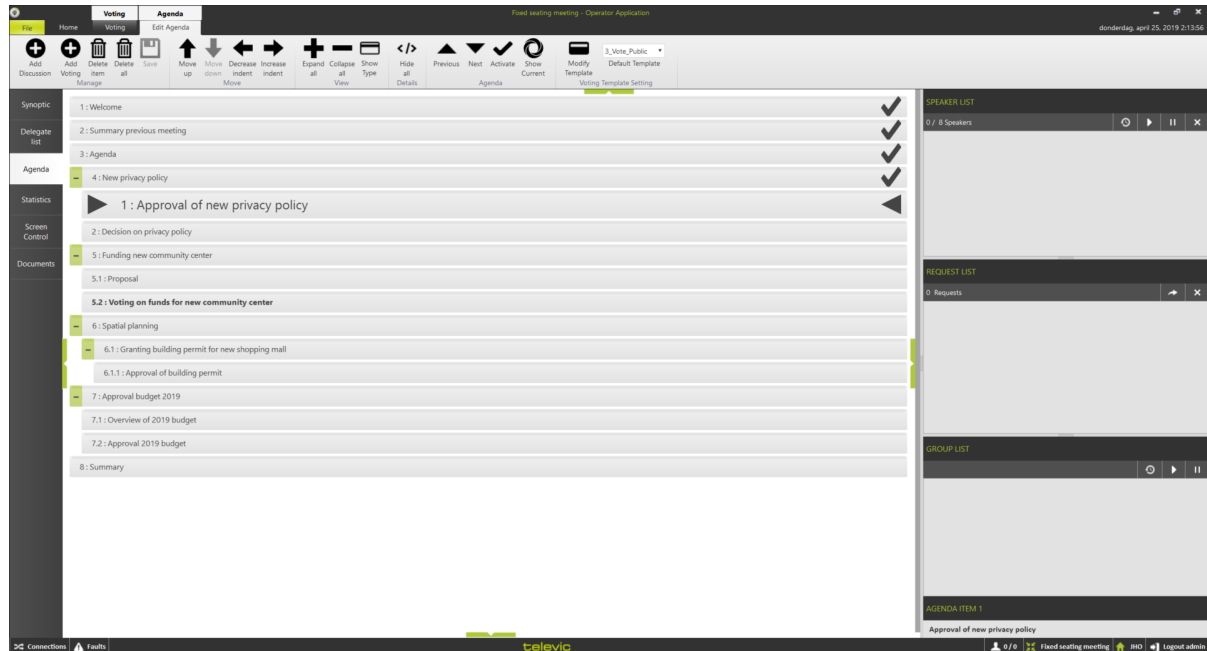


Figure 1-40 The Agenda view in the Operator Application. Icons indicate active (arrow) and finished (check mark) agenda items.



After a voting item has stopped it is possible to **automatically generate a printout** of the results and send it to a print. To select the printer you want to send the results to, go to File > Settings and choose the printer in the Printer setting part:

Agenda Navigation

In almost every ribbon, you have an **Agenda** section with the controls:




- **Next** and **Previous**: arrows to move to the next and previous agenda items.
- **Activate**: activates the selected item in the agenda view



The shortcut CTRL+click does the same as hitting the “Activate” button.

- **Show current**: shows the details of the active agenda item

An agenda item can have different state, these are indicated by an icon:

Icon	State
	Item has been handled
	Active agenda item
	Finished voting

Voting Template

SAVE A VOTING TEMPLATE

As discussed in "Configure Voting Agenda Items" on page 96, CoCon provides Voting Templates to simplify the configuration of voting settings that are regularly used. To save voting settings as a template, click **Save Voting Template** in the upper right corner of a voting item. The template automatically gets the current title as the template name (with the string “_Template” added).

USE A VOTING TEMPLATE

If you want to use a voting template, there are two possibilities:

- Create a new voting agenda item and select the template from the drop-down list in the top-right corner. The selected template will be applied to the voting item
- If you select the template in the **Voting Template editor** on the bottom, then all new voting items will be based on the template. You can show this component by clicking the green arrow on the bottom of the agenda screen.

MODIFY A VOTING TEMPLATE

You can configure a voting template by clicking the green arrow on the bottom of the agenda view. Select the template you want to edit from the dropdown menu on the left. Or click **New** to create a new template with a user-specified name. After you click **Save**, you can use this template for your voting items. For more information on the configuration of voting items see "Configure Voting Agenda Items" on page 96.

Voting Ribbon

When the agenda item is a voting topic, the Voting ribbon becomes available. This ribbon contains functions relating to voting. The following section will describe all functions provided here.

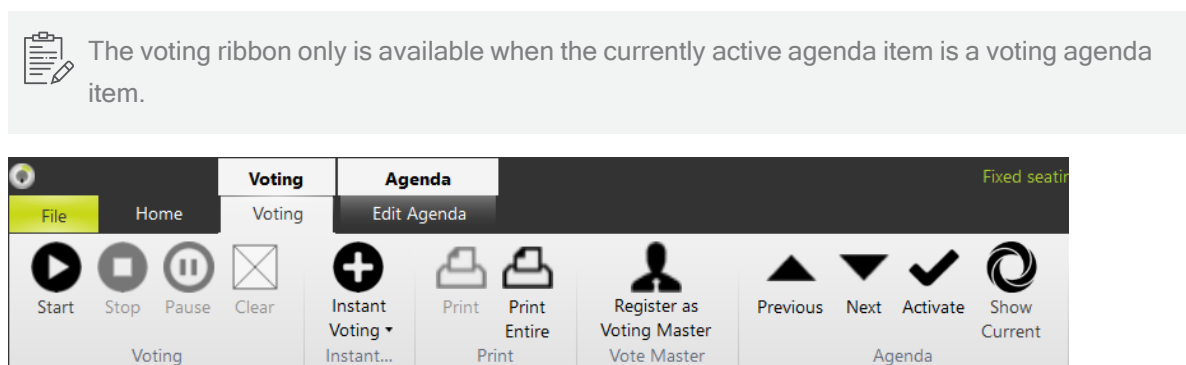


Figure 1-41 Voting ribbon

Note that the last three buttons are general buttons, available on almost all the ribbons. They are described in "Agenda Navigation" .

VOTING

To start the voting, click **Start**. When the voting is completed you can click Stop to finish the voting session. There is also an option to pause or restart the voting.

After you click stop, you can **Clear** the results. This does not delete the results, only disable the display of the results in the **Operator Application** and **Signage application**. If you want to show the results again, then click **Retrieve Results**. The Signage and Operator Application then show the voting results.

If a voting is started where a **presence check** is required (see "Quorum Tab" on page 101), a message appears in the agenda overview. On the delegate units there is **0 - vote LED blink**. By pressing the 0 - vote button, you confirm your presence. If the required number of people have confirmed, the voting can start. If the presence is checked using badges a message will appear if not enough people are present.

When the voting is stopped, and there is a hung vote (=a number of voting options have the same number of votes), there are some possibilities depending on the hung vote options. One of the possibilities is that the voting immediately restarts. Or a popup message can appear so the operator decides what the outcome must be. All options are described in "Hung Vote Tab" on page 103.

INSTANT VOTING

This function allows you to quickly start a voting session. When you click the button, you get a list with all the voting templates that are currently available. Select one of these voting templates to create a new voting agenda item based on the settings contained in the voting template. The following events take place:

- **Add a new agenda item.** The position of this item should be as follows:
 - On the same level of the currently selected agenda item.
 - If no agenda item is selected, on the same level of the currently activated agenda item.
 - If no agenda item is selected or activated, create a new agenda item at the end of the agenda, at top level.
- The agenda item is based on the **template** selected. You can define the name of the voting items, once you selected the template.
- **Activate** this new agenda item.

After you created the item, simply click **Start** to start the newly created voting session. If desired, the operator can still change the voting settings (e.g. title or voting options), save the item and then start it.

PRINT

There are two printing options, if you select **Print Entire**, this generates a printable PDF of the complete agenda with:

- Delegates attending
- Agenda
- Voting results

In the preview the following options are available:

- **Print:** print the current preview with the currently selected printer.
- **Print Dialog:** opens the standard Windows Print Dialog where you can select the printer, change the printer settings etc.
- **Zoom:** these buttons allow to zoom in and out of the print preview:
 - Zoom Increase
 - Zoom Decrease
 - Actual Size
- **Printers:** here you can select a default Printer that will always be used when clicking the “Print” button.
- **Sorter:** this drop-down box allows you to sort the delegates and the voting results in this print preview according to
 - ID of the delegates
 - Name
 - Group
 - Vote Choice

The **Print** button is only available if the voting is finished. This gives a printable PDF of the results of the last voting. Similar functions as described above are available.



To avoid possible printing issues, it is recommended to **set a local PDF printer** as the default printer, and to print the results from the generated PDF document.



You can also export using the **Export statistics** button in the Statistics ribbon. When your license contains the Import-export module you can configure the data you want to export to your printer.

REGISTER AS VOTING MASTER

If you click **Register as Voting Master**, then the Operator Application running on this PC is the only one who can control the voting session. There can only be **one vote master** in the system, meaning that Operator Applications from other PCs are not able to control the voting.

STATISTICS VIEW

In this view the Operator has a complete view of all the data that is stored in the database. The goal is to provide a clear view of the collected data. Additionally, when the Import/Export license module is activated, the user has the option to export some or all of these statistics to several formats.

There are **4 statistics categories**, which you can select by clicking **Switch Statistics** in the **Statistics ribbon**.

- › **Meeting statistics:** shows general information about the meeting. This contains: Meeting start time, pause & resume timestamp, end time and meeting duration.



The screenshot shows a software window titled "Meeting Statistics" with a table containing meeting data. The table has three columns: "Start / Resume time", "End / Pause time", and "Duration".

Start / Resume time	End / Pause time	Duration
09:23:08		00:49:49
	10:12:30	
10:15:45		00:00:37

Figure 1-42 Meeting statistics

- › **Agenda statistics:** shows all information regarding the agenda and its voting items. This contains:
 - › *Sequence:* the agenda item sequence number
 - › *Agenda topic:* the name of the agenda topic
 - › *Type:* the type of agenda item (e.g.: discussion, voting, lecturer)
 - › *Template:* the template voting item used (only for voting items)
 - › *Start time:* Timestamp of the start of agenda topic activation
 - › *End time:* Timestamp of the end of the agenda topic activation
 - › *Duration:* The duration of the activated agenda item
 - › *Mic activation No.:* The number of activated microphones during that agenda topic
 - › *Mic request No.:* The number of microphone requests during that agenda topic
 - › *Voting result:* The results of the voting session
 - › *Outcome:* the outcome of the voting, for example budget approved

- › *Individual result*: This shows the results for each vote choice separately. This however is a clickable item which means that you can click on the individual results to see more details.

Agenda Statistics									
Sequence	Type	Start time	Agenda topic	Duration	Mic activation No.	Voting Result	Outcome	Individual Result	
1	Discussion Item	09:48:27	2014/12A-1 Review of last repr	00:00:43	4				
2	Discussion Item	09:49:10	2014/12A-2 Pool renovation	00:06:30	0				
2.1	Discussion Item	09:55:41	2014/12A-2.1 Total renovati	00:13:06	0				
2.2	Discussion Item	10:08:50	2014/12A-2.2 Partial renov	00:00:15	0				
2.3	Voting Item	10:15:46	2014/12A-2 VT: Approval of	00:01:06	0	Yes	Motion passed	3	3 0
3	Discussion Item	09:29:55	2014/12B-1 New city traffic	00:18:32	0				
3.1	Voting Item	09:28:07	2014/12B-1 VT: Approval of	00:01:47	0	Yes	Motion passed	4	1 2

Individual Result 2014/12B-1 VT: Approval of traffic plan				
Seat number	Name	First name	Voting Result	Groups
1	Carlson	Ed	Yes	Republican
2	Furse	Jim	Yes	Democrat
3	Wilkins	Laura	Yes	Independent
4	Lewis	Pat	Abstain	Republican
5	Butler	Alli	No	Democrat
6	Choi	David	Abstain	Independent
7	Jones	Bill		

Figure 1-43 Agenda statistics

› Delegate statistics

- › *Name*: last name of the delegate
- › *First name*: first name of the delegate
- › *Groups*: when a delegate is member of multiple groups these will be separated with comma's
- › *Voting right*: a checkbox indicates the voting right of the delegate
- › *Speech time available*: this shows a real-time indication of the available speech time for that delegate
- › *Speech time used*: this shows a real-time indication of the used speech time for that delegate
- › *Mic activation no.*: this shows the number of microphone activations a delegate had

- › *Last activation*: here the timestamp of the last microphone activation is shown
- › *Mic request no.*: this shows the number of microphone requests the delegate did
- › *Last request*: here the timestamp of the last microphone request is shown
- › *Login no.*: this shows the number of logins a delegate did. This comprises multiple login systems.
- › *Last login*: here the timestamp of the last login time is shown
- › *Authority delegate*: delegate who has voting authority for this participant
- › *Authority expired*: delegate this participant had to vote for

Name	First name	Groups	Voting right	Speech time available	Speech time used	Mic activation No.	Last activation	Mic request No.	Authority delegate
Wilkins	Laura	Independent	<input checked="" type="checkbox"/>	00:04:40	00:00:19	2	09:48:30	0	
Choi	David	Independent	<input checked="" type="checkbox"/>			0		0	
Carlson	Ed	Republican	<input checked="" type="checkbox"/>	00:04:59		1	10:18:08	1	
Lewis	Pat	Republican	<input checked="" type="checkbox"/>	00:04:41	00:00:18	2	10:18:22	2	
Furse	Jim	Democrat	<input checked="" type="checkbox"/>	00:04:54	00:00:05	8	10:18:25	0	
Butler	Alli	Democrat	<input checked="" type="checkbox"/>	00:04:52	00:00:07	1	09:48:50	1	
Jones	Bill		<input checked="" type="checkbox"/>	00:04:51	00:00:08	2	10:17:59	0	

Figure 1-44 Delegate statistics

› Group statistics

- › *Group color*
- › *Group name*
- › *Member list*: this shows the number of members in that group. This is a button, when clicking on it you see the names of the delegates in that specific group.
- › *Speech time available*: this shows a real-time indication of the available speech time for that group
- › *Speech time used*: this shows a real-time indication of the used speech time for that group

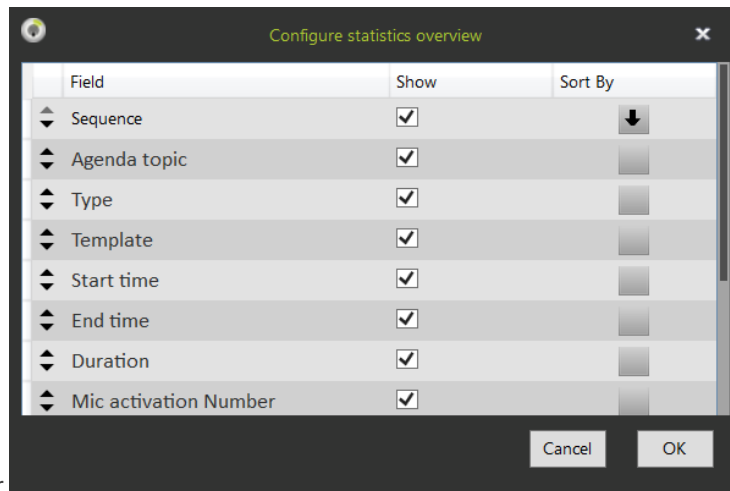
Colour	Name	Member List	Speech time available	Speech time used
■	Independent	2	00:04:40	00:00:19
■	Republican	2	00:04:41	00:00:18
■	Democrat	2	00:04:49	00:00:10

› **Figure 1-45** *Group statistics*

Configure Statistics Overview

You have the following options to change the statistics presentation:

- › Click **Configure statistics overview** to select the data you want to see in that specific statistics overview. You can also choose the column you want to sort on and the sorting



order.

- › You can change the **width** of the columns.
- › You can also **sort** the data according to every column by clicking on the name of the column. Clicking again changes the sorting order.
- › Change the **order of the columns** by dragging and dropping them to the desired location.
- › **Search** function: similar to the search function in the rest of the CoCon software, this is an automatic search that allows you to search for whatever term is stated in the list underneath.

Export Statistics

The Export button in the Statistics ribbon is only available when the **Import/Export license** module is activated. It allows you to choose a subset of the available meeting data and export it to Word, XML and generate a custom print report.

When you click **Export statistics** a wizard starts up, here you can select **which data** from the Meeting, Delegate, Agenda or Group statistics you want to export. You can also choose how you want to sort the columns. In the Agenda statistics you can select to include the individual voting results of that agenda topic. When you activate this checkbox another tab appears in the popup, called "Individual results". There you can further specify the fields to include in the export.

The last tab in the popup is called **Export**, here you can select and configure your export format. Also specify the path where you want to save the files to. The file name uses the date and time of the export e.g.: 2014-5-27_10-27-48Statistic.docx. Under **Print** you can specify the printer you want to use to do the printing.

Print Badge Log

This generates a print preview of all badge log in/out events during that meeting.

SCREEN CONTROL VIEW



This functionality is only available when your systems contains multimedia units.

This tab allows the Operator Application to control the interactive screens of the uniCOS delegate units.

The middle section of the screen shows all the available screens on the interactive delegate unit. Clicking on one of the screens selects that screen. You can perform the following actions using the buttons of the Screen control ribbon:

- **Blank / Unblank all screens:** this is a toggle button that will make the entire interactive delegate screen black.
- **Hide / Show:** show or hide the selected screen on the interactive delegate unit. The following icon indicates that a screen is hidden:
- **Lock:** clicking this button selects the selected screen on all of the interactive delegate units, AND locks it. This means there is no navigation possible by the delegate. Click **Unlock** to remove the screen lock.
- **Go:** this activates the selected screen on all of the interactive delegate units, but does not lock it. Delegates can navigate to other screens.

The following screens can be locked using the Screen control function:

- Home
- Discussion
 - Video full screen
 - Select video stream: you can select which video stream to show on the units
- Agenda
 - Show and select active item
- Delegates
- Voting
- Documents

- › Show the document full screen
- › Lock document
- › Go to document
- › Go to page
- › Messages
- › Services
- › Configuration

MESSAGES



This functionality is only available on a system containing multimedia devices.

From the Operator Applications you can **send messages** to all delegates, as well as to the other Operator Applications that are connected to the same Room Server. Interactive delegate units can also send messages to all other delegates. Only chairman delegate units can send messages to the operators.

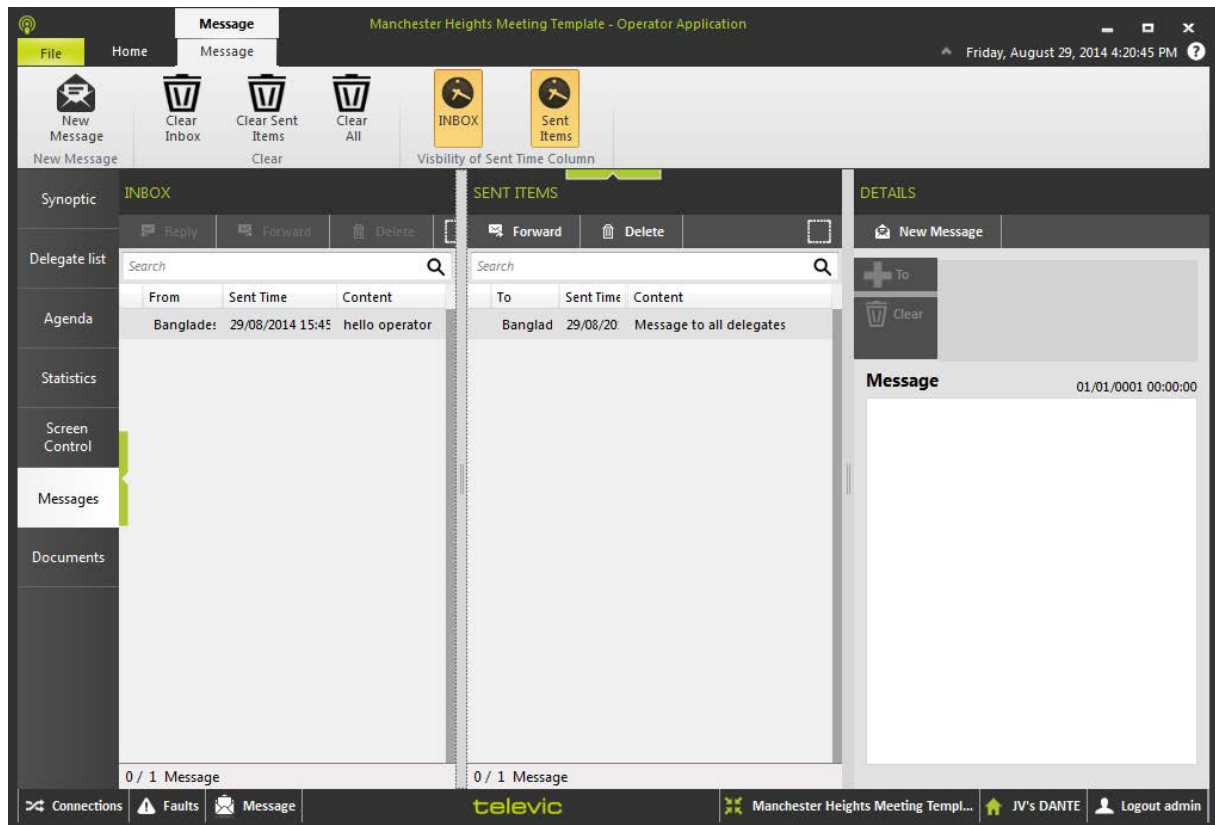


Figure 1-46 The Messages window in the CoCon Operator application

In the **Messages** tab the operator can send and receive messages to and from delegates and operators. The screen consists of three main parts:

- **INBOX:** this column contains the messages received by this Operator Application. Messages are shown with the following attributes:
 - *From:* the name of the delegate that sent the message
 - *Sent Time:* note that this attribute can be hidden by toggling the button “INBOX” in the ribbon.

- › *Content*: a preview of the content.

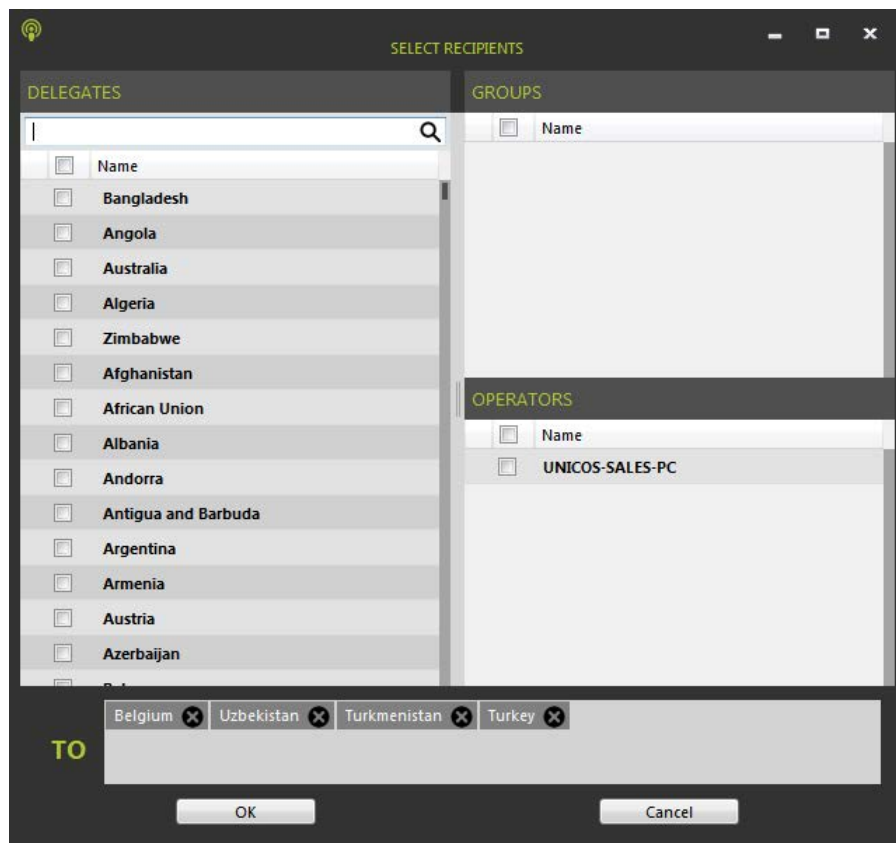
If a message is selected, the following items are available:

- › Its full *content* will be shown in the column **Details**.
 - › *Reply*: reply to the sender of the message.
 - › *Forward*: forward the message to another delegate or operator.
 - › *Delete*: delete the selected message.
- › **SENT ITEMS**: this column shows the messages that were sent by this Operator Application. Messages are shown with the following attributes:
- › *To*: the name of the delegate that the message was sent to
 - › *Sent Time*: note that this attribute can be hidden by toggling the button “INBOX” in the ribbon.
 - › *Content*: a preview of the content.

If a message is selected, the following items are available:

- › Its *full content* will be shown in the column DETAILS.
 - › *Forward*: forward the message to another delegate or operator.
 - › *Delete*: delete the selected message.
- › **DETAILS**: this column shows the messages if you select them in one of the two other columns. Here you can also create new messages by clicking **New Message**. The following options are available:
- › *Send*: click this button to send the message.
 - › *Cancel*: Cancel the creation of a message.

- › **To:** this button opens the following dialogue box.



This window allows to select recipients using three possible ways:

- › **Delegates:** the list of delegates. You can use the Search box on top to filter the complete list of delegates. Select the delegates using the checkbox next to their name.
- › **Groups:** if there are groups defined, you can send messages to an entire group. Check the box next to the name.
- › **Operators:** it is possible to send a message to another Operator Application connected to the current Room Server. Operators are shown with their computer name.

You can **delete recipients** by clicking the X next to their name. Click either **OK** or **Cancel** to exit this window.

- › **Clear:** this clears all recipients
- › **Message:** enter your message here

If a message arrives, the status bar will show an indication that you received a message. Click on the popup, or the Messages button to view the message.

DOCUMENTS VIEW



This functionality is only available on a setup with multimedia devices.

This screen allows you to manage the documents attached to this meeting, as well as add new ones or synchronize the document scrolling with the interactive delegate units or the Signage Applications.

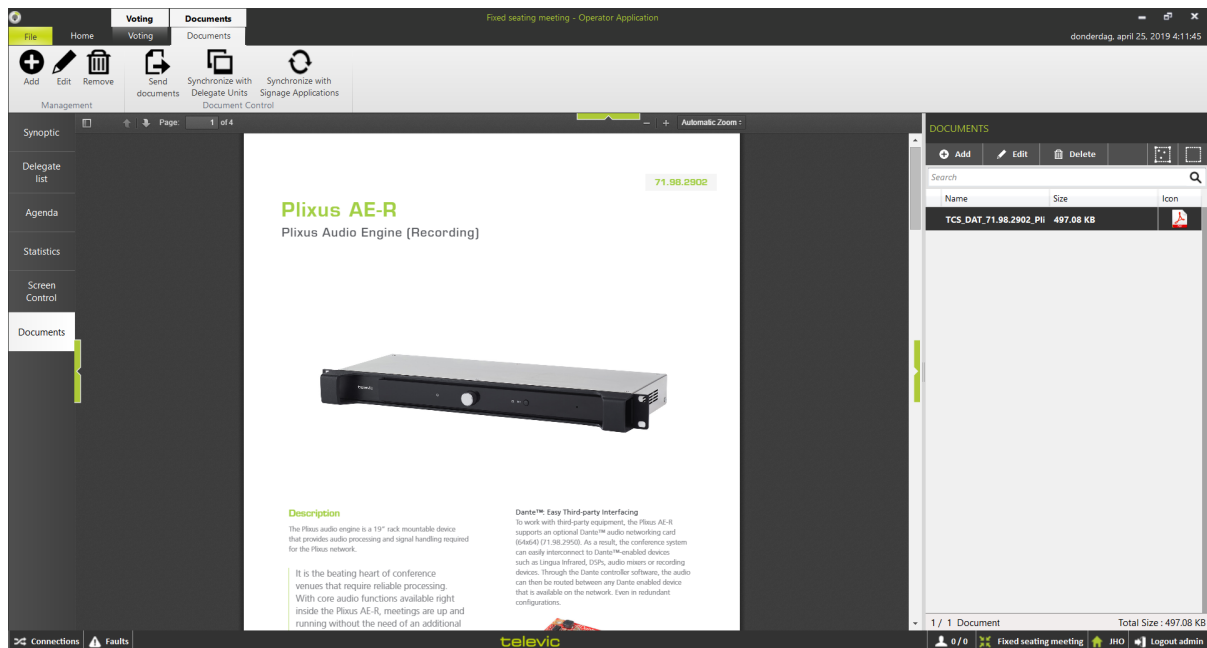


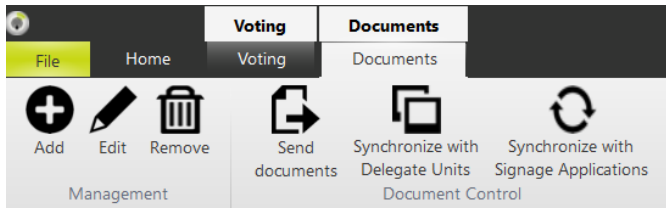
Figure 1-47 Document screen

The main panel shows a preview of the document selected, with similar controls as described in "Manage Documents" on page 105.

The column on the right shows the overview of all the documents available in this meeting. Selecting a document shows it in the main panel. On top of this column, there are controls to **Add** or **Remove** a document from the list of documents in the meeting.

Documents Ribbon

This ribbon allows you to manage the documents that are contained in the meeting. The following actions are available:

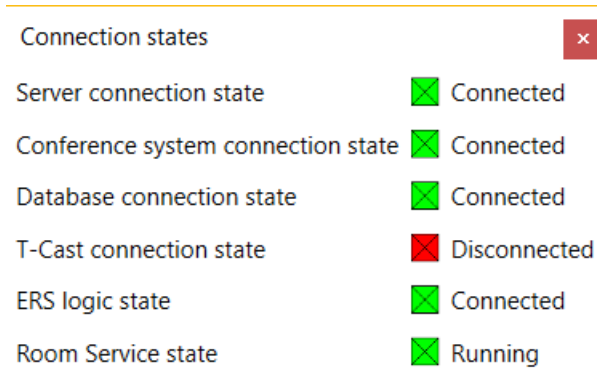


- › **Synchronize with Delegate Units:** this activates a mode where the view of your Operator Application is the same as the delegate units. The interactive delegate units automatically puts the selected document to full screen, and follows the focus of the Operator Application. This facilitates the viewing of documents by everybody in the room. Note that the scrolling only starts on top of the page.
- › **Synchronize with Signage Applications:** this feature shows the document currently in the Operator Application full screen in the Signage Application. When scrolling through the document, the Signage Application scrolls accordingly. Note that the scrolling only starts on top of the page.
- › **Add:** adds a new document to the current meeting, using steps described in "Manage Documents" on page 105.
- › **Remove:** removes the selected document from the current meeting.

GENERAL FUNCTIONS AND HOT KEYS

Diagnostics

In the bottom part of the screen you find some diagnostics information. By clicking “Connections” a window pops up with the status of the connections.

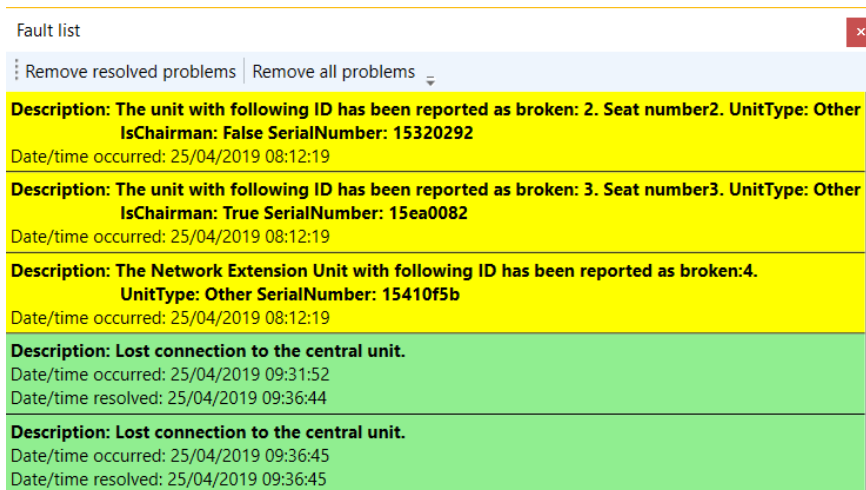


Connection states	
Server connection state	Connected
Conference system connection state	Connected
Database connection state	Connected
T-Cast connection state	Disconnected
ERS logic state	Connected
Room Service state	Running

Figure 1-48 Connection states pop-up

When for some reason a connection would get lost then the “Connections icon” will turn orange.

By clicking “Faults” a pop-up appears with a list of faults. The ones in green are resolved problems. By clicking “Remove all problems” you can clear the list. Clicking “Remove resolved problems” only clears the “green” problems. When a problem occurs the “Faults icon” turns red and a message appears. See figures below.



Fault list	
Remove resolved problems Remove all problems	
Description: The unit with following ID has been reported as broken: 2. Seat number2. UnitType: Other IsChairman: False SerialNumber: 15320292 Date/time occurred: 25/04/2019 08:12:19	
Description: The unit with following ID has been reported as broken: 3. Seat number3. UnitType: Other IsChairman: True SerialNumber: 15ea0082 Date/time occurred: 25/04/2019 08:12:19	
Description: The Network Extension Unit with following ID has been reported as broken:4. UnitType: Other SerialNumber: 15410f5b Date/time occurred: 25/04/2019 08:12:19	
Description: Lost connection to the central unit. Date/time occurred: 25/04/2019 09:31:52 Date/time resolved: 25/04/2019 09:36:44	
Description: Lost connection to the central unit. Date/time occurred: 25/04/2019 09:36:45 Date/time resolved: 25/04/2019 09:36:45	

Figure 1-49 Fault list

In the right bottom corner the following information can be found:

- › **Number or present delegates / number of present delegates with voting right:** This is based on the number of delegates that are logged in. With fixed seating this number will remain fixed. With badges, this changes depending on the badge-in/out events.
- › **Meeting title**
- › **Room Server name**
- › **Logout admin:** this can be used to log out of the application.

General Functions And Hot Keys

This section contains a number of general functions and hot keys that are available within the Operator Application. These hot keys are at your disposal:

- › **CTRL+wheel mouse up/down:** zoom in/out. You can also use the slider on the upper right corner of the viewer.
- › **Click on any microphone/seat icon** to activate it. Note that some operator modes will not allow the microphone to be switched on.
- › **Right-click on any microphone/seat icon** to have a context menu which allows you to activate the microphone, or put the microphone in request.
- › **Hold down CTRL and right-click on any microphone** to put it in request. Note that some operator modes and central units may not allow a microphone to be put in request.
- › **Press the Num Pad “+” key** to activate the first microphone in the request; this is similar to pressing the “Next”-buttons.

ABOUT COCON SIGNAGE

Introduction

CoCon Signage is Televic Conference's software application to display meeting information on a large screen or projector for large audiences. You can display different types of information such as:

- **General information** such date and time
- **Agenda** items
- Meeting **participant** list together with the speaker, request, and reply list
- The room **synoptic**
- **Voting** information and results
- And others

All configuration of the signage screen goes through a web-based application. Licenses determine the amount of screens that can be active at the same time. In parallel you need **CoCon Meeting manager** and **Operator** to create and manage your meeting.



When the web Signage application is no longer used, it is recommended to close the web browser.

Concept And Design

With the signage application, you can display a multitude of meeting related information that is present in CoCon Core on a screen of your choice. To use signage, CoCon Core needs to be running on a dedicated computer. Connect CoCon Core to the central unit of your conference system present in the room. With CoCon Core you can control all your meeting settings and microphones.

The signage application is part of the CoCon Core software suite. It is a **web-based** application that you can run on every computer that resides inside the network (to access the computer where CoCon Core is running on). With the application, you can configure different **signage templates** which contain different **screen events**. These screen events determine which content to display on the screen when specific events occur during the meeting. For example when the meeting is paused or during and after voting. For more information on signage templates and screen events see "Understand signage templates" on page 1.

Besides signage templates, you also require **screens**. These are the devices where you display the meeting content on. You can have multiple screens, but your license determines the number of screens that can be active at the same time.

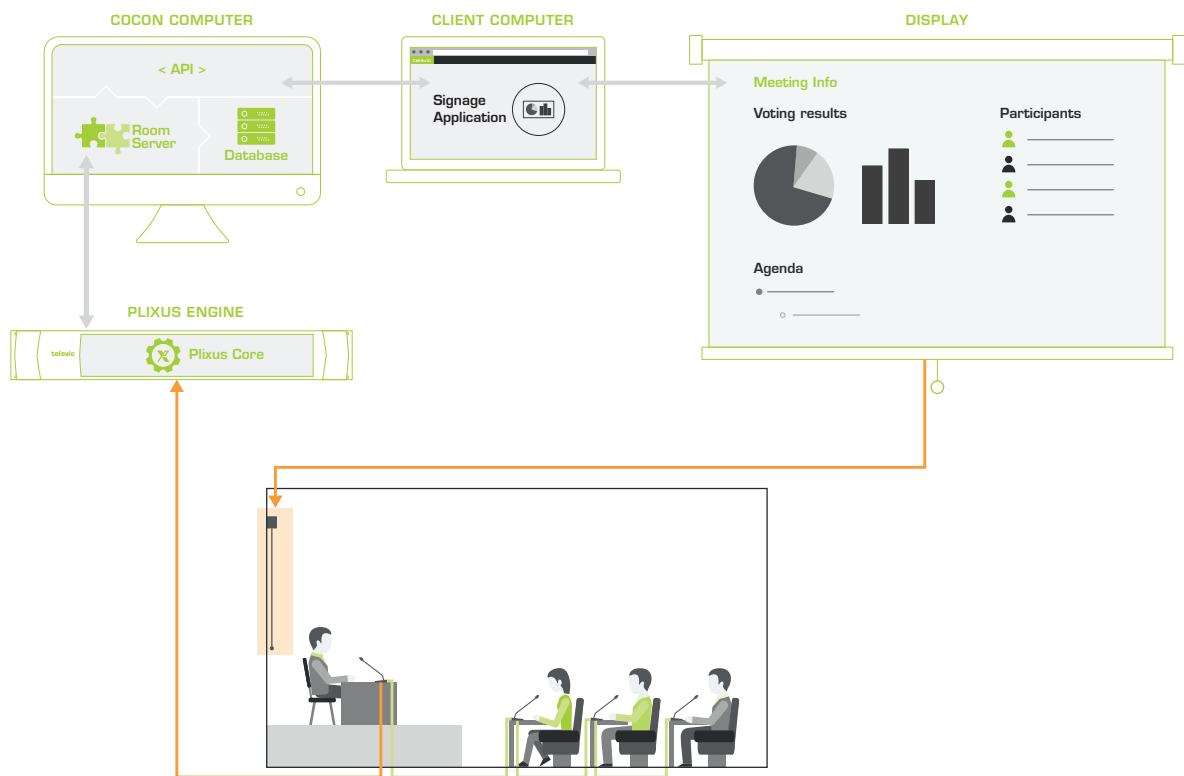


Figure 1-50 How CoCon works in a conference setup. Install CoCon Core on a dedicated computer which has access to the Plixus engine. You can then access the signage application on the CoCon computer or any other computer that is part of the network.

A QUICK GUIDE TO SIGNAGE

Configuration

- 1 Create a meeting with an agenda and participants using **CoCon Core Meeting Manager**. For more information see the CoCon Core user guide:
<https://televic.sharefile.com/CoConCoreManual>.



- 2 Go to **localhost:9000/signage** (or replace localhost by the IP address of the computer where CoCon Core is running) to **start the signage application**



- 3 Add a signage template: you can **import**, **copy** or **create a new** one. For more information see "Configure signage templates" on page 1.



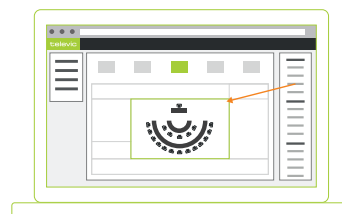
- 4 In the signage template **add one or more screen events**. Screen events determine what **content** to show during a specific moment of a meeting. For more information see "Understand screen events" on page 1.



- 4A** Per screen event select the layout of the **grid** from a predefined list. You can change the size of each element of the grid by dragging and dropping the frame.



- 4B** For every element of the grid, you can **select the content** from the menu on the right. Per content element, you can **configure** settings such as font and background, and sometimes other additional settings.

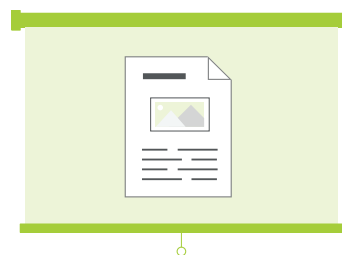



- 5** After configuration of the content, **add a screen** with a specific orientation to display the content on.

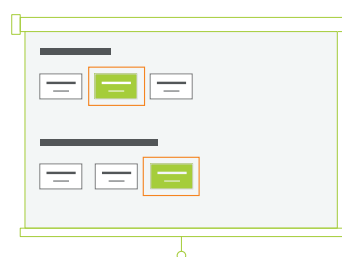


Display Signage

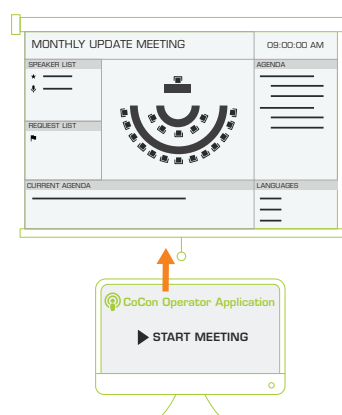
- 6** To display the content on your screen go to **localhost:9000/signagescreen** (or replace localhost by the IP address of the computer where CoCon Core is running).




- 7** Select the **screen** and the signage **template**. Click the eye icon  on the signage template to preview the signage.



- 8** Start the meeting in CoCon Operator. The screen content will automatically change during the course of the meeting, for example when you start a voting or pause the meeting.



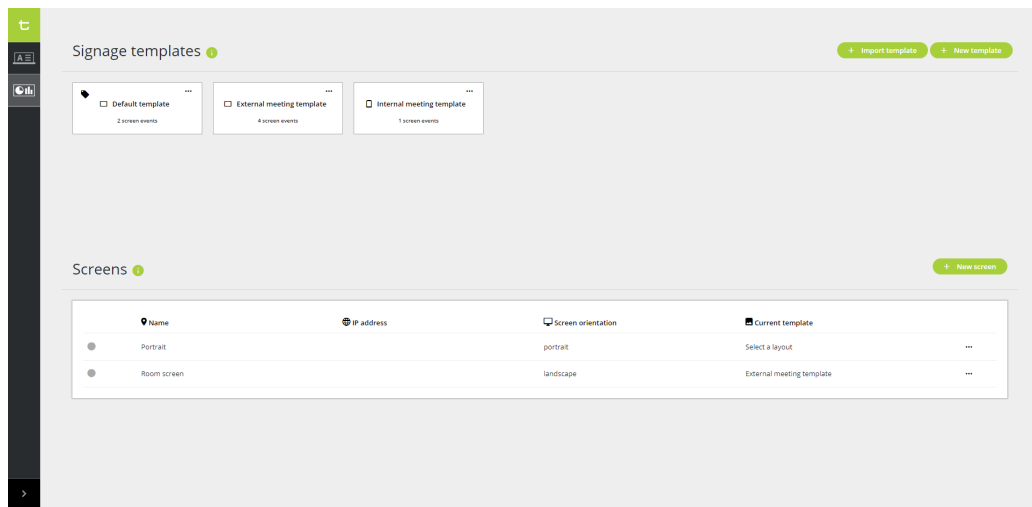
 When the web Signage application is no longer used, it is recommended to close the web browser.

CONFIGURE SIGNAGE

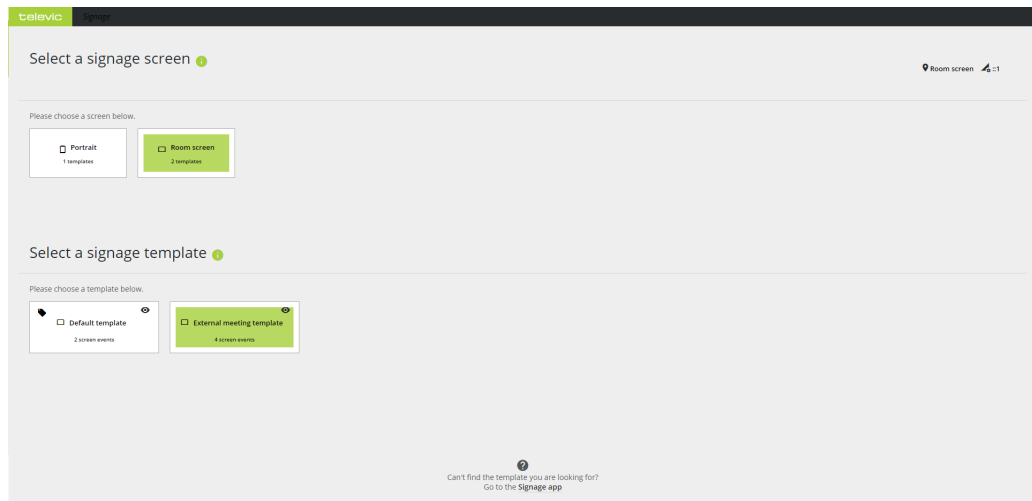
Understand Signage

The signage application consists of two parts:

- The part for the **configuration** of all signage related parameters: here you select the content you want to display and when to show it. To access these settings go to <http://localhost:9000/signage> or replace "localhost" by the IP address of the computer where CoCon Core is installed.



- The part for the actual **display** of the content: here you select the template to display and which screen to use. To access these settings go to <http://localhost:9000/signagescreen> or replace "localhost" by the IP address of the computer where CoCon Core is installed.



Configuration Of Signage Parameters

The signage application uses **templates** to create the screens to display during meetings. You can use the template for different meetings, depending on the content you require. Per template, you can add one or more screen events. A **screen event** is a specific occurrence during a meeting. Typical events are pausing a meeting, an ongoing meeting or a voting session. When these events occur, you want to display a different screen that contains other content.

There are **7 screen events** possible in the signage application, and a template needs at least one event. Per event, you can configure the layout of the screen, and select which meeting content to put on the screen. The signage application automatically changes the screen when the event occurs during your meeting.

Display Of Signage Templates

After you created the template, you need to add screens to display the templates. Screens are independent of devices, just select one of the available screens on the device you are using. Additionally, the signage application offers the option to preview screens on your device. When a screen is active, the application shows the IP address of the device, and that screen is active. To display different screens at the same time, you require an additional license that allows parallel sessions.

CONFIGURE SIGNAGE LANGUAGES

In the Signage application, you have the option to configure the **language** of your **interface** as well as the language of the **signage screen**. This means that you can have two different languages in your application. You can configure the signage templates in one language, while the content on the signage screen can be in a different language.

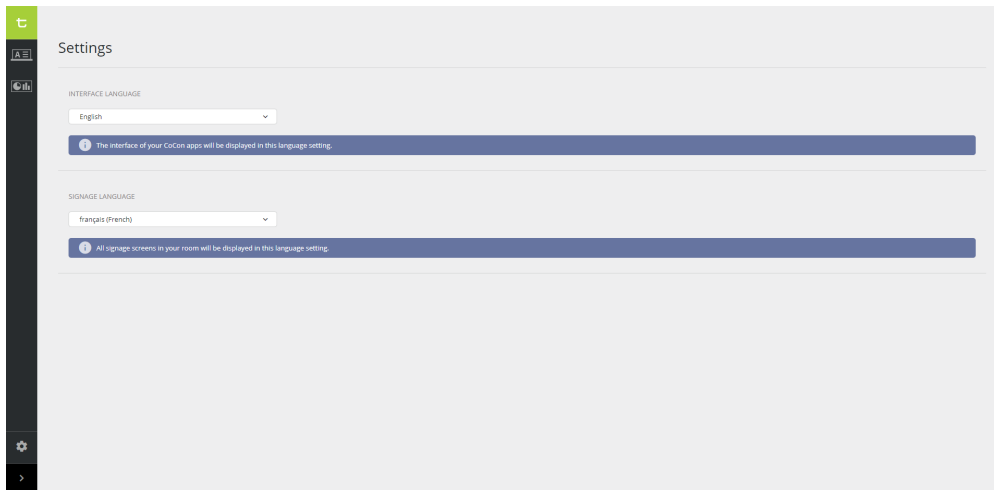


Figure 1-51 How to change the language of the Signage application and the Signage screen

To set the language click the settings icon  in the sidebar. There are two options available:

- **Interface language:** select a language from the drop-down menu. This changes the language of the interface of the application.
- **Signage language:** select a language from the drop-down menu. This changes the language of the signage screen.



The language of the meeting specific content displayed is determined by the language used in CoCon.



The following languages are available in the Signage Application: Arabic, Belarusian, Chinese (Simplified), Chinese (Traditional), Danish, Dutch, English, Farsi, Finnish, French, German, Hebrew, Italian, Japanese, Kazakh, Korean, Lithuanian, Mongolian, Norwegian, Polish, Portuguese, Romanian, Russian, Slovene, Spanish, Swedish, Thai, Turkish, Ukrainian, Uzbek and Vietnamese.

UNDERSTAND SCREEN EVENTS

Screen Event Types

By default, there are 7 different screen events available in the signage application. A screen event is a specific occurrence during a meeting. When this event occurs during the meeting, you want to display different content on the signage screen. The following screen events are available:

- **No meeting:** when there is no meeting running or paused
- **Meeting running:** shows the configured screen when the meeting is ongoing
- **Meeting paused:** shows the configured screen when the meeting is paused
- **Document sharing:** shows the configured screen when the chairperson is sharing a document
- **Active voting ongoing:** shows the configured screen when the voting is ongoing
- **Active voting results:** shows the configured screen when the voting is finished

Screen Event Content

Per screen event you can add different content. There are three main categories of content blocks:

- **General content:** all general meeting data such as the date and time
- **Meeting data:** all meeting information, except voting data, such as the meeting title, synoptic, participants, etc.
- **Voting data:** voting related content

For almost every content type you can configure different settings such as the font. It is also possible to set the background of every box of the grid separately. Below you can find a description of all possible types of content and the specific features you can configure.

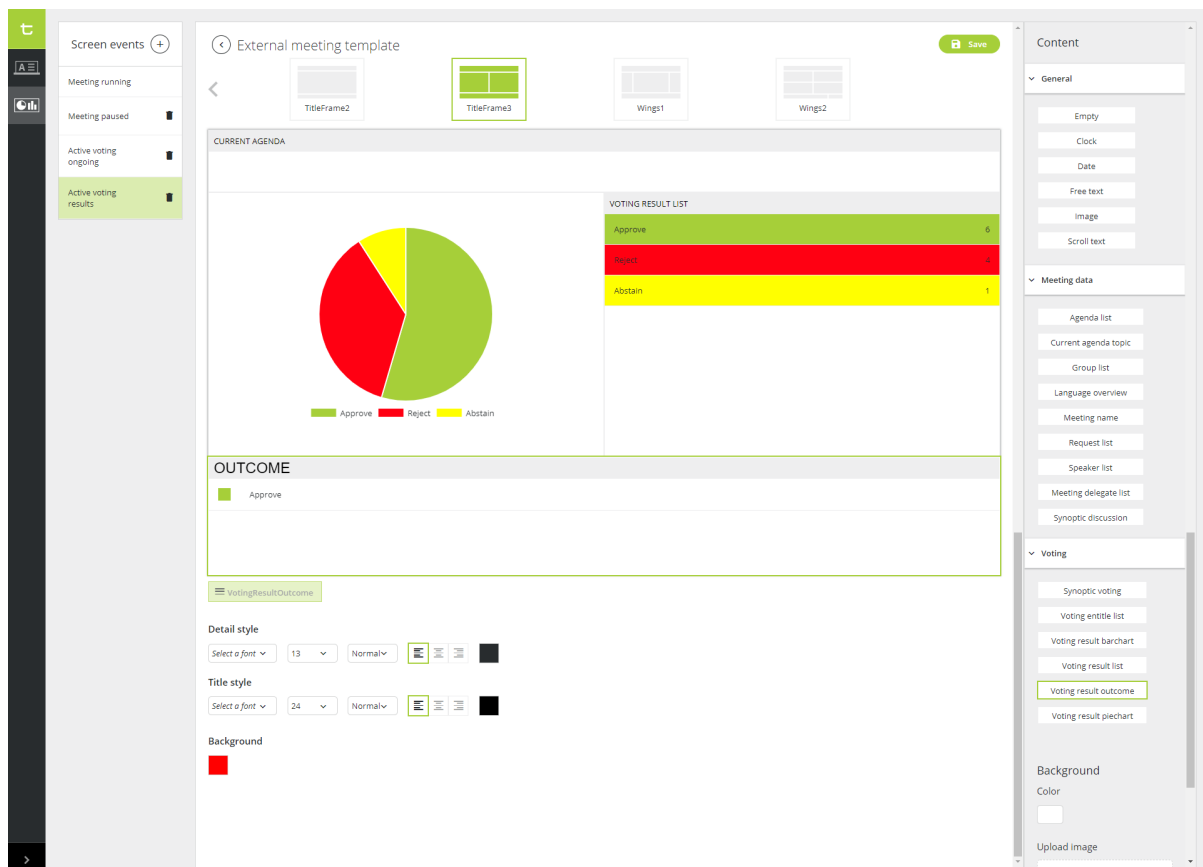


Figure 1-52 How to configure screen events in CoCon

GENERAL

Content	Description	Configuration
Empty	No content	
Clock	Shows the current time	Font, font style, font size, color, and the alignment of the text. Time format
Date	Shows the current date	
Free text	Add custom text	Add and configure custom text
Image	Upload image in the selected box	Select image
Scroll text	Add custom text that will move over the screen	Define and configure the text to display Select the scroll direction

MEETING DATA

Content	Description	Configuration
Agenda list	Shows the complete agenda of the active meeting	<p>Highlight active agenda topic: activate to show the active agenda topic</p> <p>Show agenda type: activate to show the agenda type for every agenda topic</p> <p>Show sequence numbers: show or hide the sequence numbers of the agenda topics</p> <p>Configure font settings and background color of the details and the title of the content type. You can also change the color of the alternate rows</p>
Current agenda topic	Only shows the ongoing agenda topic	Configure font settings and background color of the details and the title of the content type
Group list	Shows all groups in the meeting	Configure font settings and background color of the details and the title of the content type
Language overview	Shows all available languages	<p>You can choose to show all languages as a list or next to each other</p> <p>Configure font settings and background color of the details and the title of the content type</p>
Meeting name	Shows the name of the meeting as configured in the Meeting Manager	Configure font settings and background color
Reply list	Shows a list with all the delegates that replied	Configure font settings and background color of the details and the title of the content type
Request list	Shows a list with all the delegates who requested to speak	Configure font settings and background color of the details and the title of the content type
Speaker list	Shows a list with all the delegates that are currently speaking. Also displays the speech timer of each speaker.	Configure font settings and background color of the details and the title of the content type

Content	Description	Configuration
Meeting delegate list	Shows a list with all the delegates	<p>Show seated state: shows whether the participant is seated and present (only possible when using RFID cards)</p> <p>Delegate name order: use to change the order of the first and last name of the participant</p> <p>Delegate filter: use the filter to only show seated or unseated participants Configure font settings and background color of the details and the title of the content type</p>
Synoptic discussion	Shows the synoptic with all participants, and their microphone status.	<p>Mirror synoptic: You can mirror the synoptic to obtain the best view needed for your meeting. You can mirror it horizontally or vertically. Select the synoptic you want from the dropdown list.</p> <p>Seat options: select which information to show on the seat.</p> <p>Configure font settings and background color</p>

VOTING

The voting content is only available for the voting screen events: **Active voting ongoing** and **Active voting results**.

Content	Description	Configuration
Synoptic voting	Shows the synoptic with all participant, their microphone status, and the possibility to show the voting result.	<p>Mirror synoptic: You can mirror the synoptic to obtain the best view needed for your meeting. You can mirror it horizontally or vertically. Select the synoptic you want from the dropdown list.</p> <p>Seat options: select which information to show on the seat.</p> <p>Configure font settings and background color</p>
Voting entitle list	Shows the list of all voting entitled participants, and the amount that voted together with the weight*	Configure font settings and background color of the details and the title of the content type

Content	Description	Configuration
Voting result bar chart	Shows the result of the voting as a bar chart	Show percentage: select to show result in percentages Show absolute values: select to show result in absolute values Configure font settings and background color of the details of the content type
Voting result list	Shows the result of the voting as a list	Configure font settings and background color of the details and the title of the content type
Voting result outcome	Shows the outcome of the voting (only available for the Active voting results screen event)	Configure font settings and background color of the details and the title of the content type
Voting result pie chart	Shows the result of the voting as a pie chart	Show percentage: select to show result in percentages Show absolute values: select to show result in absolute values Configure font settings and background color of the details of the content type

* If the voting weight for all participants is equal to 1, the voting weight won't be shown


Configure The Screen Event Background

For every screen event you can configure the background. You have the option change the color of the background using the provided color picker or upload an image in the designated field. Click **Remove** to delete the upload picture. To remove the background color, select the color white from the color picker.

Background

Color

Upload image



Upload or drop your file here

Remove

Support image format
(.png, .jpeg, .jpg, .gif, .bmp)

Figure 1-53 *How to configure the background of a screen event*

CONFIGURE SIGNAGE TEMPLATES

Understand Signage Templates

Signage uses **templates** to position content on a screen. Typically, the content on the screen must change during a meeting. For example, during a break you want to see when the meeting resumes or after voting, participants need to see the result. Signage uses **screen events** to handle these transitions. Every signage template is a collection of one or more screen events (1).

The actual **configuration of the layout** happens in the screen event. Per screen event, you can select a grid (2) where you can position all content. On the grid, you can select one element (3), and choose (4) and configure (5) the content. In this chapter, you can find a detailed description of how to configure all these aspects.



Figure 1-54 How to configure signage templates and screen events in the signage application

Add A Signage Template

There are different ways to add templates to the signage application:

- › Create a **new empty template** from scratch
- › **Duplicate** an existing template
- › **Import** a template

CREATE AN EMPTY SIGNAGE TEMPLATE

To add a new signage template, follow the procedure described below:

1. Open the signage application (<http://localhost:9000/signage>)
2. Click **New template**.
3. Select the **orientation** of your screen. It is not possible to change this setting after creation of the template.
4. **Assign** the template to a **screen**. This setting is optional, and you can change this later in the screen settings.
5. Click **Confirm**. The signage home page will now contain the newly created template. Every new template will contain one screen event, meeting running. It is not possible to remove this event.

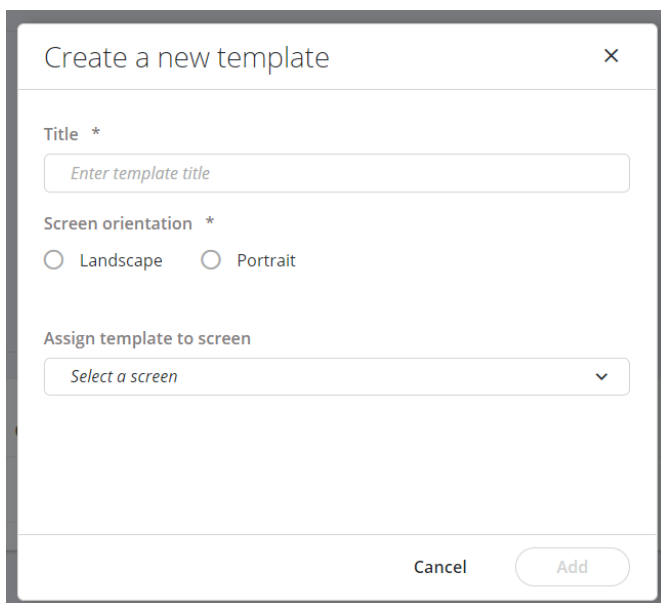

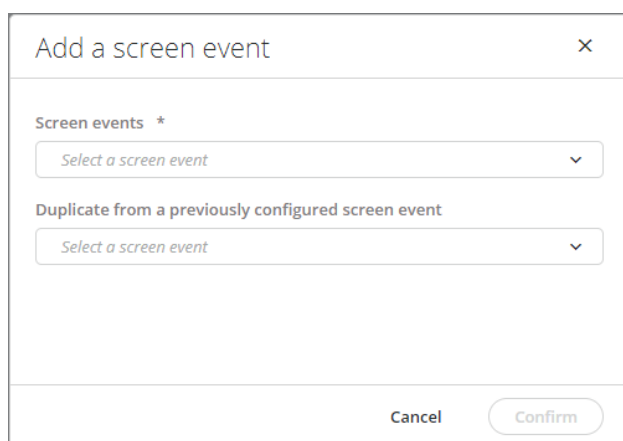
A screenshot of a web application dialog box titled "Create a new template" with a close button (X) in the top right corner. The dialog contains three main sections: 1. "Title *" with a text input field containing the placeholder "Enter template title". 2. "Screen orientation *" with two radio button options: "Landscape" and "Portrait". 3. "Assign template to screen" with a dropdown menu showing "Select a screen" and a downward arrow. At the bottom of the dialog, there are two buttons: "Cancel" and "Add".

Figure 1-55 How to create a new signage template

ADD SCREEN EVENT TO SIGNAGE TEMPLATE

After the creation of a template, you can add one or more screen events. Every newly created template already contains the meeting running screen event which you cannot remove. To add a new screen event:

1. Open a signage template.
2. Click the add button .



The dialog box titled "Add a screen event" contains two dropdown menus. The first is labeled "Screen events *" and the second is labeled "Duplicate from a previously configured screen event". Both dropdowns have the placeholder text "Select a screen event". At the bottom right are "Cancel" and "Confirm" buttons.

3. Select one of the screen events from the list.

If you want to copy the layout of another screen event, select this event in the dropdown **Duplicate from the previous configured screen event**.



The screenshot shows the "External meeting template" editor. On the left, a sidebar lists "Screen events" with a plus icon and a list including "Meeting running", "Meeting paused", "Active voting ongoing", and "Active voting results" (highlighted with an orange box). The main area displays a "CURRENT AGENDA" section with a pie chart and a "VOTING RESULT LIST" table. The pie chart shows three segments: green for "Approve", red for "Reject", and yellow for "Abstain". The table lists the counts for each: Approve (6), Reject (4), and Abstain (1). Below the pie chart is an "OUTCOME" section showing "Approve" as the selected outcome. On the right, a "Content" panel lists various elements like "Empty", "Clock", "Date", "Free text", "Image", "Scroll text", "Agenda list", "Current agenda topic", "Group list", "Language overview", "Meeting name", "Request list", "Speaker list", "Meeting delegate list", "Synoptic discussion", and "Voting".

Result	Count
Approve	6
Reject	4
Abstain	1

Outcome
Approve

Figure 1-56 How to add screen events to a signage template

CONFIGURE SCREEN EVENTS

Once you have added a screen event to a signage template, you can start with the configuration of the layout and the content. Depending on the screen event, different content is available, see "Understand Screen Events" on page 186 for more information. The configuration of screen events consists of 4 significant steps:

1. Select the **grid template** to use for the layout.

There is an extensive collection of preconfigured grids available. Select the one that corresponds best to the needs of your meeting. Once selected, you can change the dimensions of each component separately, just drag and drop the different grid lines.

2. Configure the **background** of the complete screen event.

In the menu on the right, navigate to the **Background** section on the bottom of the menu. Select the color of the background using the color picker or define the RGB values. To remove the color, select the color white from the color picker or click **Transparent**. Note that when you click **Transparent**, the signage will have a black background during display.

There is also an option to upload an image, drag and drop your image or click the **Upload** button. To remove the image click **Remove**.

With the option **Show grid lines**, you can choose to hide or show the grid lines on your signage templates. This is helpful when using background colors or background images and you do not want the lines of the grid to be visible.

3. Click one of the **components of the grid**, and select the content to show on the grid from the menu on the right.

Three types of content are available: **General** content, **Meeting data** content and **Voting** content.

4. **Configure the content.**

Typically you can set the font and color, the alignment of the text, and the background color. Some content blocks may have additional settings, see "Understand Screen Events" on page 186

5. Click **Save**.

Edit Signage Templates

You can edit a signage template and its screen events at any time, except when the template is in use. To edit click the signage template box on the main screen or click the **More** icon **...** and select **Edit**. Edit the screen events and select **Save** to confirm your changes.

You can also change the name of the signage template. Click the More icon **...** and select **Rename**. Type the new name and click **Confirm** to save.

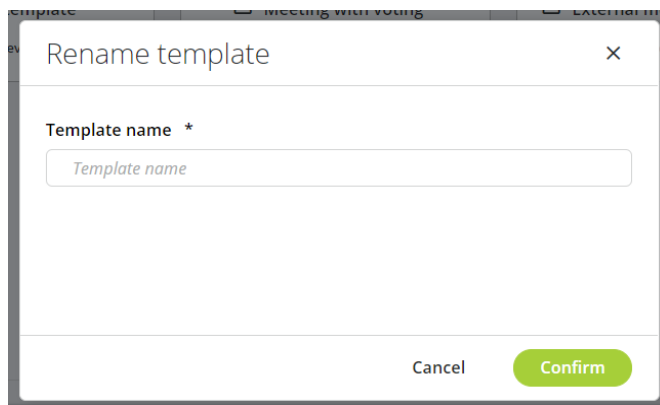
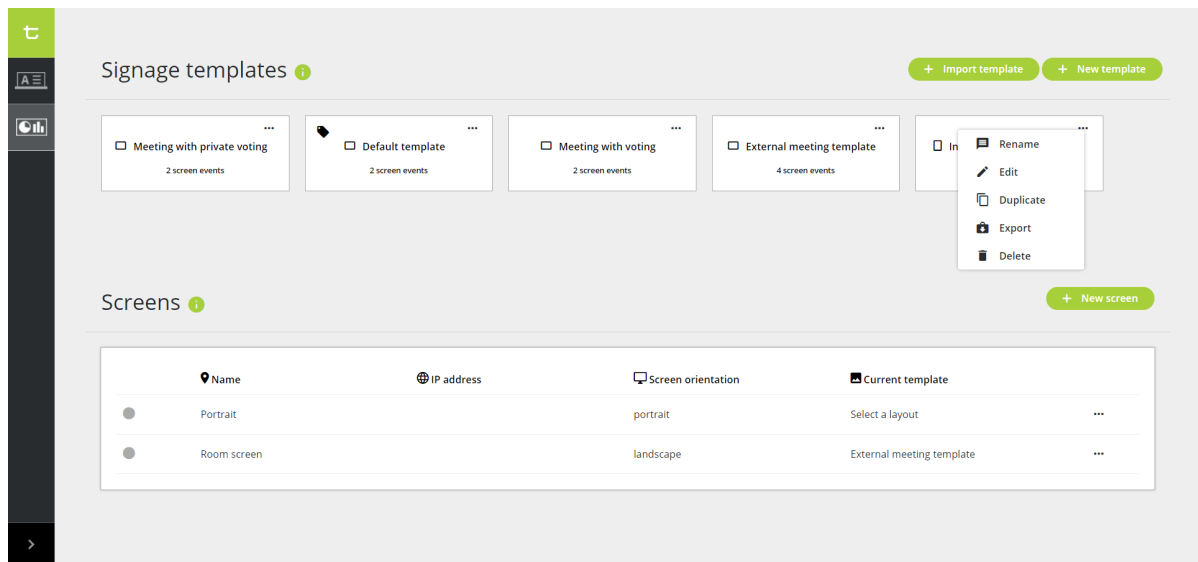


Figure 1-57 Rename a signage template

Duplicate Signage Template

When you want to create a signage template that differs only slightly from an existing one, you can duplicate the existing template and edit it. To duplicate a signage template click the More icon **...** on the signage template and select **Duplicate**.

By default, the duplicated signage template has the same name as the original template followed by "_Copy". Click the More icon and select **Rename** to change the name of the template into a more suitable name.



Name	IP address	Screen orientation	Current template
Portrait		portrait	Select a layout
Room screen		landscape	External meeting template

Figure 1-58 Available options for a signage template

Import Signage Template

Sometimes it can be interesting to import signage templates created on another computer, onto the system you are currently using. To import a template click the **Import template** button in the upper right corner of the signage home screen. Click **Upload** in the upload box and select the file on your computer or drag and drop the file of your choice into the box.

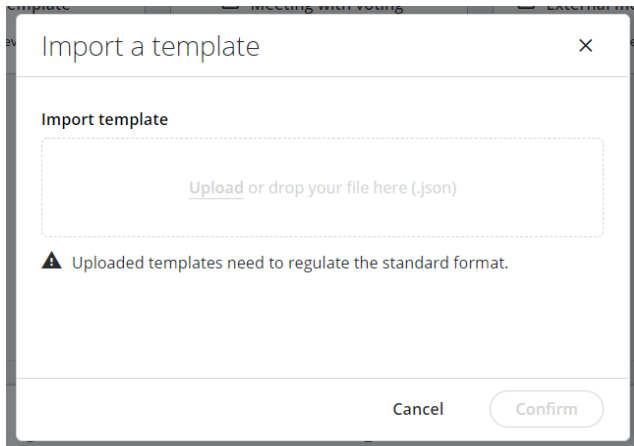


Figure 1-59 Import signage template screen



The import file needs to have a .json format.

Export Signage Template

You can export signage templates to use them on another system, thereby making it unnecessary for you to configure the template every time from scratch. To export a template click the **More** icon **...** and select **Export**. The download of the template starts automatically and becomes available in your default download folder of the web browser you are using.

Remove Signage Template

When a signage template is no longer necessary, you can remove it. Click the more icon and select **Delete**. Click **Remove** to confirm.



It is not possible to remove templates that are in use.

INTRODUCTION TO THE SIGNAGE SCREEN

After you have configured the layout of the signage screen, you want to display this content on another large screen or display. In the application, you need to create screens where you can assign templates to. In CoCon the configuration of the signage screen and the actual display of the signage screen are entirely separated. These two features have two separate web browsers. To display the signage screen go to <http://localhost:9000/signagescreen> or replace "localhost" by the IP address of the computer where CoCon Core is installed.

When you go to the signage screen web browser, on the display you want to use, you can **select the screen** you wish to use. After you select the screen, you can select the template. Then the signage screen opens on your display. The screen content you see, depends on the status of your meeting. For the management of meetings, you need CoCon Core. In the **meeting manager**, you create the meetings and add the agenda and delegates, in the **operator application** you start and control the meeting.

If you change the **status of your meeting** in the operator application, for example when you pause the meeting, the content of the signage screen changes. This is due to the **screen events** in the signage template.

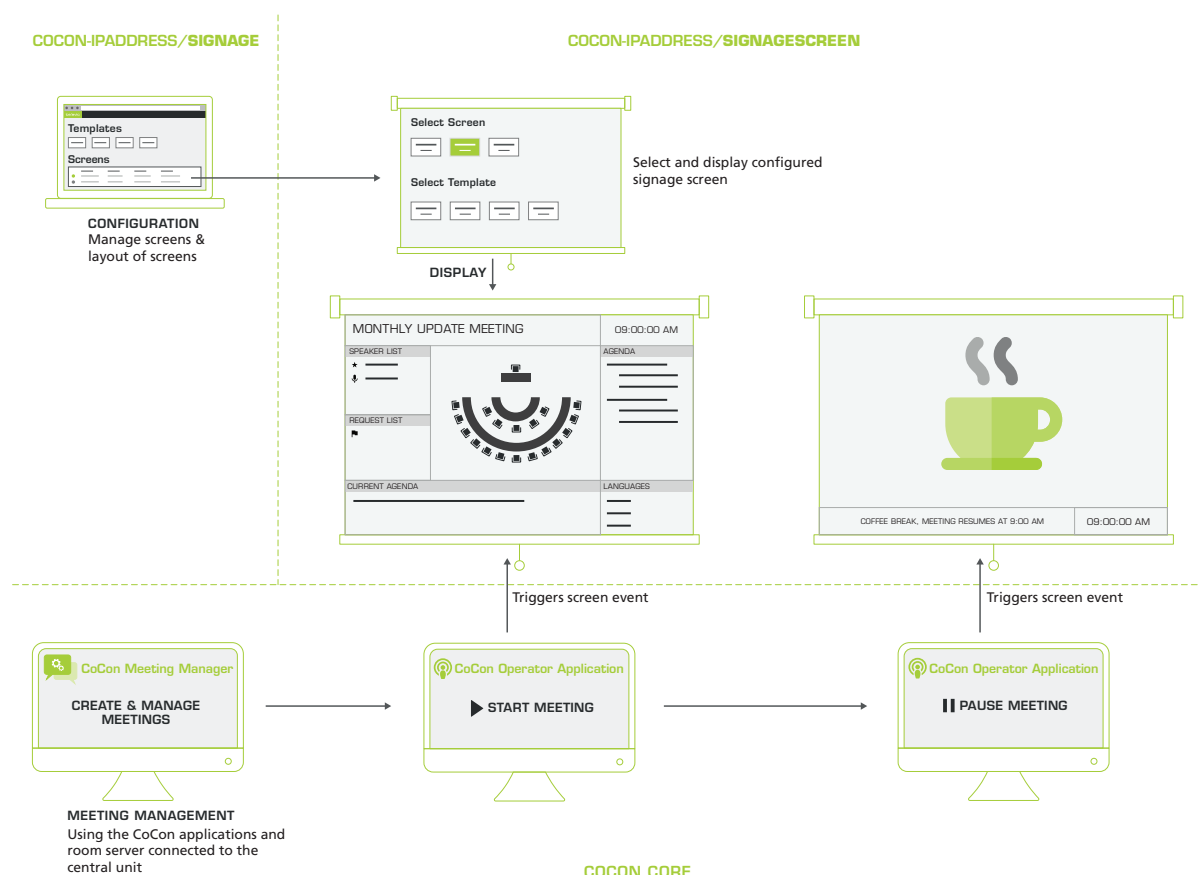


Figure 1-60 *The relation between the display of a signage screen and the progress of a meeting managed by CoCon Core*

The Signage Screen Layout

Below you can find a short description of the two screens needed to display your signage content on an external screen. Part of the configuration takes place in the **signage application**, the second part you need to configure in the **signage screen application**.

SIGNAGE APPLICATION

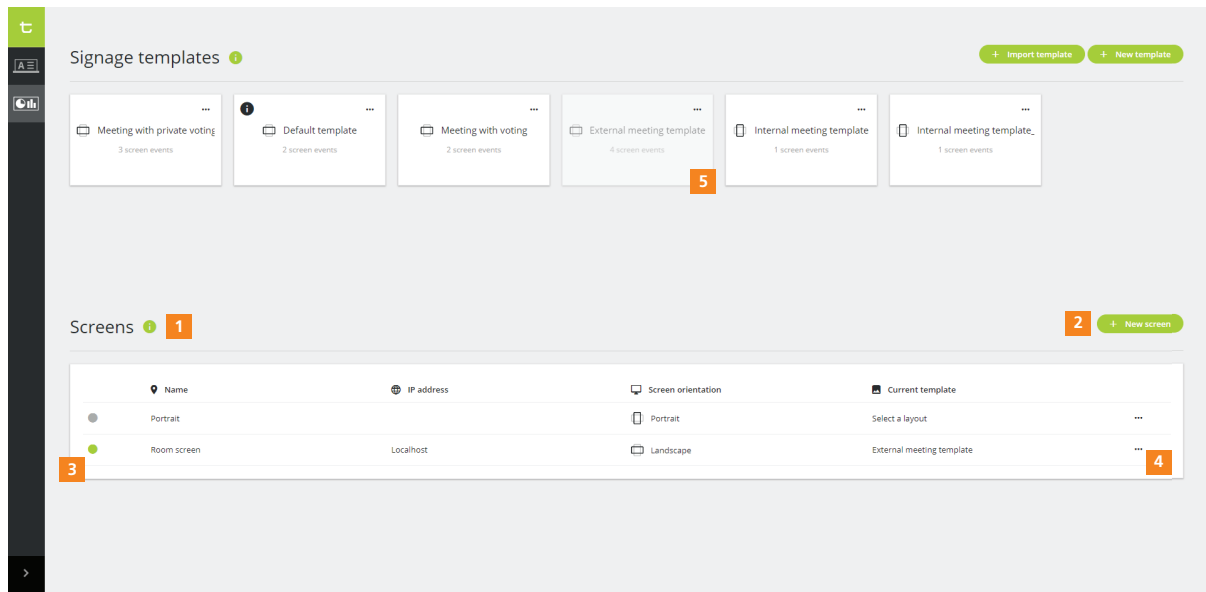


Figure 1-61 *Where to add screens in the signage application*

1. **Screen section:** here you manage all your screens. The table shows the status of the screen, the orientation, the signage template used, and the IP address of the display presenting the screen.
2. Add **New screen** button. When you add a new screen, you will need to define the orientation of the screen.
3. The **green marker** indicates that the screen is in use and a display showing the content. If a screen is in use, the IP address column will show the IP address of the display.
4. Click the **more icon** ... to edit, remove or close the screen (when active).

SIGNAGE SCREEN APPLICATION

Here (<http://localhost:9000/signagescreen>) you can select the content to show on your display.

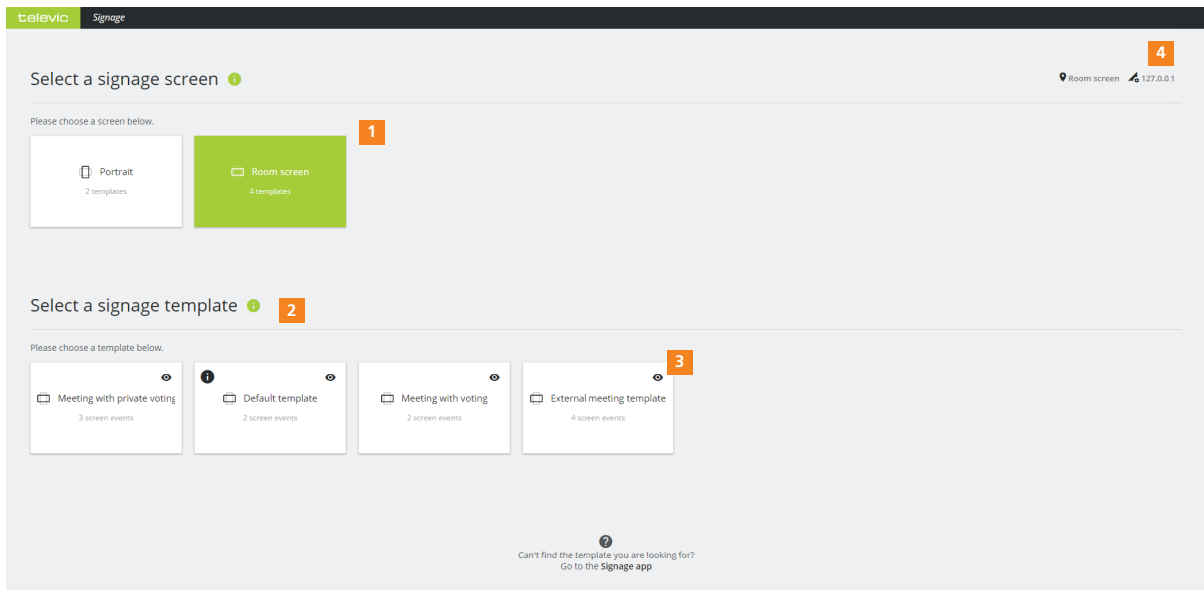



Figure 1-62 *How to display the signage on an external screen*

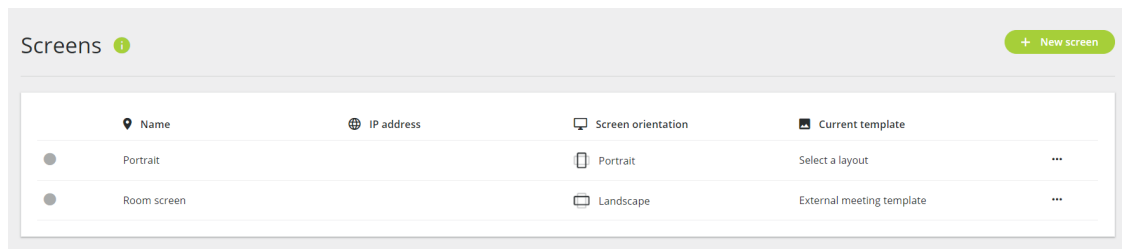
1. Shows all available **screens** as configured in the signage application
2. Shows all signage templates that are compatible with the selected screen
3. When you click the eye icon  you can preview the signage template
4. Shows the name of the selected screen and the IP address of the display

CONFIGURE THE SIGNAGE SCREEN

Add Signage Screens

To add a signage screen:

1. Open the signage application (<http://localhost:9000/signage>)
2. Click **+ New screen** under **Screens** to add a new screen.



3. Give a name to your screen and select the orientation

A screenshot of the 'Add a screen' dialog box. It has a title bar with 'Add a screen' and a close button. The form contains two sections: 'Screen name *' with a text input field containing the placeholder 'Give your screen a name', and 'Screen orientation *' with two radio button options: 'Landscape' and 'Portrait'. At the bottom, there are 'Cancel' and 'Confirm' buttons.

4. Click **Confirm**.

The new screen is now available in the **Screen** section on the bottom of the signage home page.

Open Signage Screen

To open a signage screen on your display:

1. Open the signage screen application (<http://localhost:9000/signagescreen>)
2. Select a **signage screen**
3. Select a **signage template**.

When you select the template, the signage application will automatically start to display the screen event that is applicable at that time. This state depends on the status of your meeting in the CoCon Core **Operator application**. For example if the meeting is not yet running, then the signage screen will display the **No meeting** screen event (see "Introduction" on page 1).

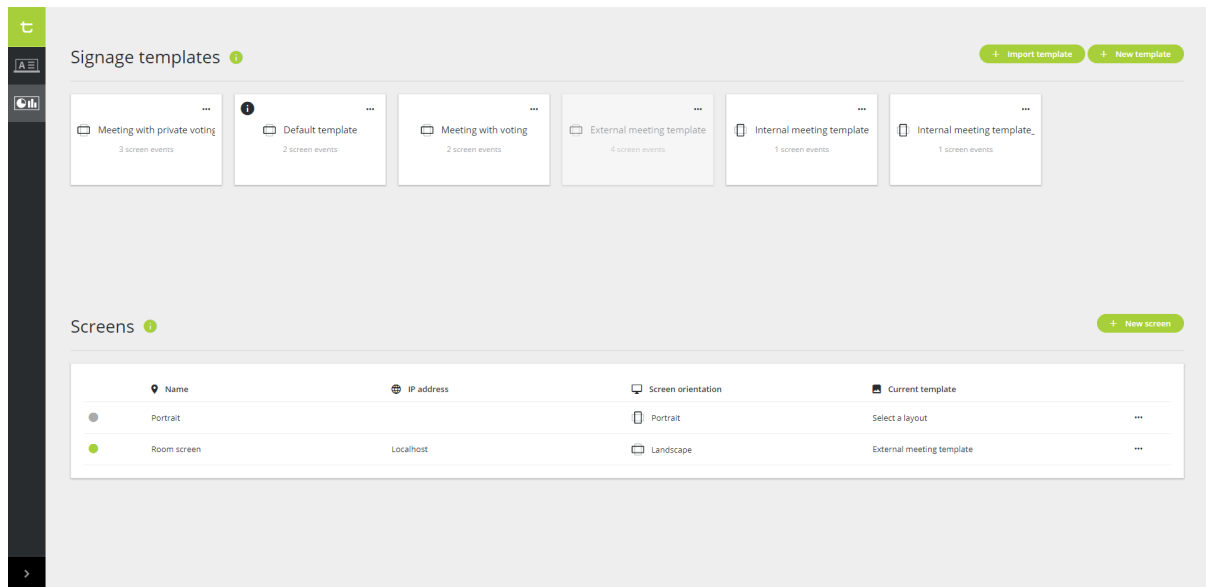


Figure 1-63 The signage screen application: where you go to start displaying the signage



For more information on how to create and control meetings see the CoCon Core user manual.

Signage Screen Options

There are different actions available on a signage screen. To see these actions click the more icon **...** next to the screen.

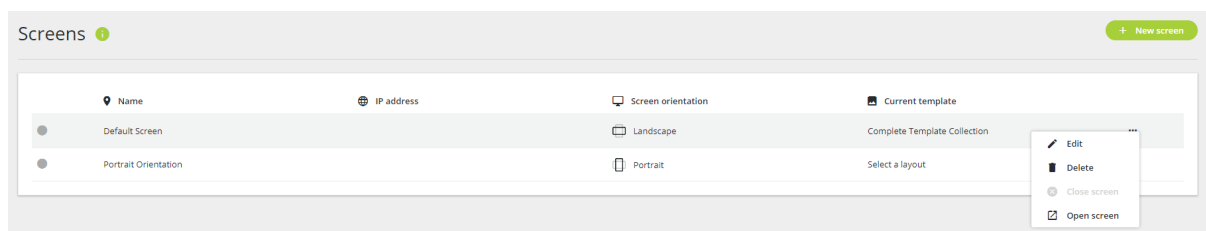


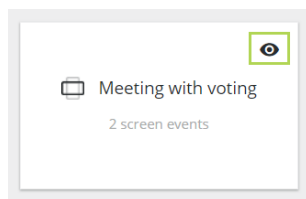
Figure 1-64 Different actions available on configured signage screens

Action	Description
Edit	Select this option to change the name of the signage screen.
Delete	Select this option to remove the screen. This option is not possible when the screen is active.
Close screen	Select this option to close the screen, when it is active.
Open screen	Select this option to activate and display the screen. This option only works if the signage screen browser is already open.

Preview Signage Screen

Before starting a meeting, you can **preview the signage screen** on your display. In the preview mode you can switch between the **different screen events** of the selected signage template, to see how it looks on your display.

Click the eye icon  on the signage template to preview the signage template.



In the **preview mode** you can **switch** between the different screen events. Click the screen event in the **bar on the bottom of the page**, to preview that screen event.

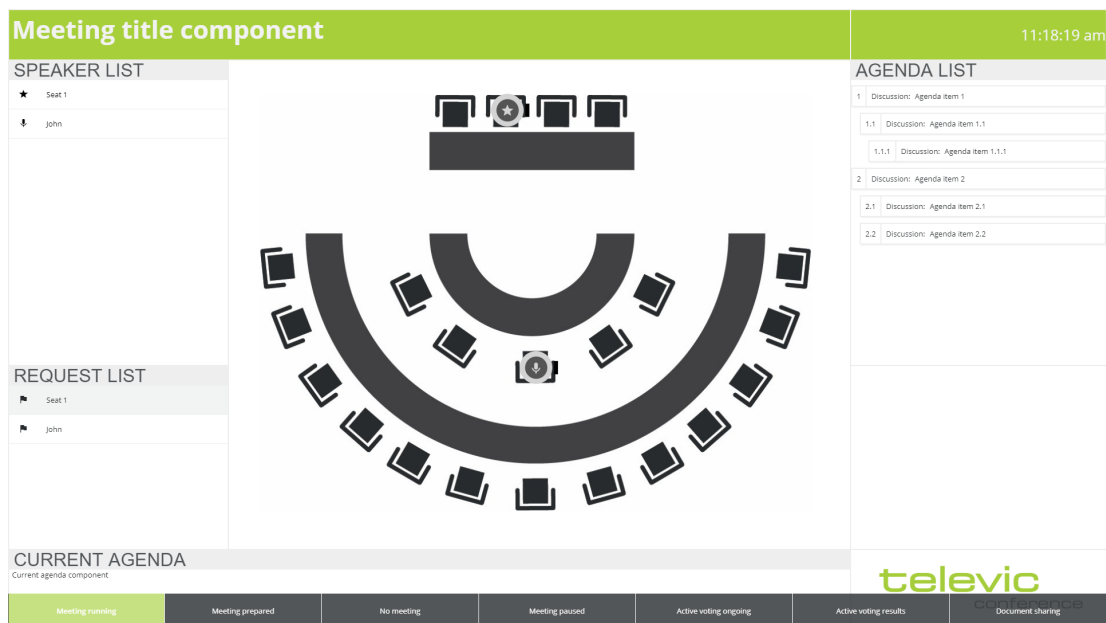


Figure 1-65 The preview view of the signage screen

AUTOMATICALLY START BROWSER IN FULL SCREEN

When you want to display the signage on a specific screen, the browser needs to start in full-screen mode. Depending on the web browser you use, you need to follow a different procedure. Below you can find a short description of how to configure this setting.

Chrome

To automatically start chrome in full-screen, follow the procedure described below

1. Create a shortcut of Chrome on your desktop.
2. Right click the shortcut on your desktop and go to Properties
3. In the **Shortcut** tab add the following text to the target field: **"localhost:9000/signage" --start-fullscreen** or **"localhost:9000/signage" --start-fullscreen**.
4. To start Chrome every time your computer starts, copy the shortcut and paste it into the **Startup** folder (C:\ProgramData\Microsoft\Windows\Start Menu\Programs\Startup).



Replace **localhost** by the IP address of the computer where CoCon is installed, when you are accessing the application from another computer.

Firefox

To automatically start Firefox in full-screen, you can download an add-on from <https://addons.mozilla.org>. Then add the shortcut of the Firefox browser to your startup folder.

INTRODUCTION TO THE INTERPRETATION APPLICATION

On the Plixus web server there is an option to create some basic interpreter configurations. Here you can create a list of channels with the name and display text with a booth or virtual booth assigned to it.

With the interpreter application you can create advanced interpreter configurations. You can have multiple configurations, and all options that are required for the ISO 20109 compliancy are configurable with this application.

In the interpreter application you can configure the following functions:

- › Create the language list used for the configurations
- › Create interpreter configurations
- › Pre-define the relays and B/C channels
- › Monitor the activity in the booths
- › Send messages to interpreter booths

LANGUAGES MENU

By default the application contains the ISO 639-1 and ISO 639-2 language abbreviation lists. With these lists, you can make your own **My languages** list. This is a completely custom list. To add a language to the list select the language in the **ISO Languages** list and then click the **Add Selected** button in the ribbon. You can also add a custom language to your language list by clicking the **+** icon on the bottom of the **My Languages** list. Then define the name of the language and the abbreviation to use as Display Text.



The My Language list contains all languages that are used in the configurations. When you import a configuration, the new languages will automatically be added into the My language list.

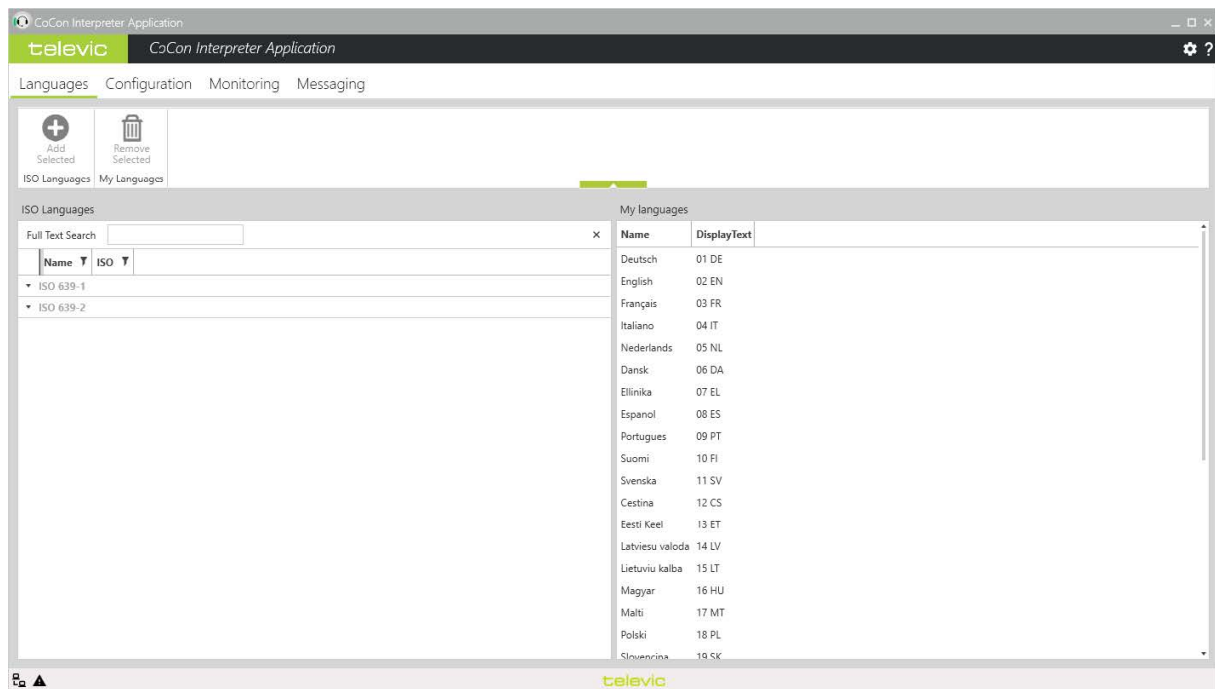


Figure 1-66 Language lists in the CoCon Interpretation application

CONFIGURATION MENU

This tab contains 3 main parts, that are explained further below.

- › The ribbon gives all **controls** to create, edit and parameterize a configuration
- › **Channels list**: This is the list of all language channels. For each channel an audio routing can be chosen. When the routing is not “disabled”, it will appear on the channel selectors and relays, in the presented order.
- › **Booth channels**: this is an editable list of all booths in the room with the channel next to it. It allows to allocate a channel from the channels list, directly to a specific booth.

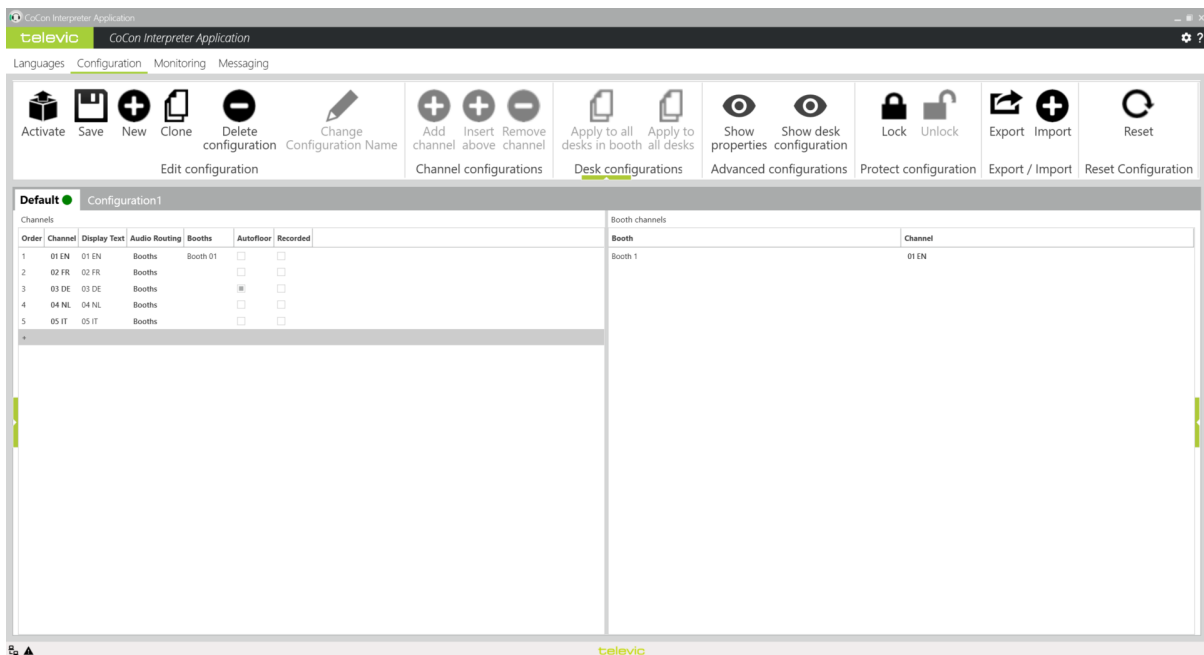


Figure 1-67 The Configuration page of the Interpreter application

About Configurations

You can have multiple interpretation configurations. These are visible as different tabs under the application ribbon. A green dot next to the configuration name indicates if the configuration is Active. Each time you select a configuration, the configuration is loaded from the Plexus engine, which ensures that the all configurations are synchronized.

The “default” configuration is the configuration which you can create using the web server. You can also activate this configuration in the Interpreter application.

Ribbon

EDIT CONFIGURATION

In this section you can perform the following actions:

- › **Activate**: click to activate the selected configuration. When you click activate, the configuration is automatically saved.



When modifications are done on the active configuration, and that configuration is re-activated: the relays of the interpreters will not be overwritten with the desk configuration. The system only alters those relays and channels that are impacted by the modifications. This is to prevent that interpreters have to re-configure their relays when a small change was applied just before the meeting.

- › **Save**: this saves the selected configuration.
- › **New**: this creates a new configuration.
- › **Clone**: this makes an exact copy of the configuration and all of its parameters with an automatically generated name.
- › **Delete configuration**: this deletes the selected configuration.
- › **Change configuration name**: click to change the name of the configuration. You can also change the name by double-clicking the name of the configuration in the tab.

CHANNEL CONFIGURATIONS

In this section you can perform the following actions:

- › **Add channel**: this adds a channel to the channel list. By default, the language is the next unassigned language from the **My languages** list. By default the routing is “Virtual”.
- › **Insert above**: inserts a channel above the selected channel.
- › **Remove channel**: removes the selected channel.

DESK CONFIGURATIONS:

In this section you can perform the following actions:

- › **Apply to all desks in booth**: Click to apply specific setting to all desks in the selected booth.

- **Apply to all desks:** The selected desk configuration is applied to all desks.

ADVANCED CONFIGURATIONS

In this section you can perform the following actions:

- **Show properties:** shows or hides the configuration properties on the left side of the screen.
- **Show desk configurations:** shows or hides the desk configuration.

PROTECT CONFIGURATION

There is an option to lock a configuration. This means that you cannot modify channels, properties and desk configurations of the locked configuration. All buttons are disabled or greyed out. You can only **Activate** the configuration, **Clone**, or **unlock** it.

- **Lock:** this will prompt the user to enter the correct password. The default password is: “*televic*”. When the password is correct, the configuration will be locked.
- **Unlock:** to unlock the configuration the password has to be entered.



You can change the password in the file: C:\Program Files (x86)\Televic Conference\CoCon\Interpreter Application\CoCon.InterpreterApplication.exe.xml

```
<applicationSettings>
  <CoCon.InterpreterApplication.Properties.Settings>
    <setting name="LockedConfigPassword" serializeAs="String">
      <value>televic</value>
    </setting>
  </CoCon.InterpreterApplication.Properties.Settings>
</applicationSettings>
```

IMPORT/EXPORT:

In this section you can perform the following actions:

- **Import:** import JSON file exported from another or this Plexus system.
- **Export:** creates JSON files from the current interpreter configuration. This can be saved locally and imported on the same or a different Plexus engine.

RESET CONFIGURATION

Click this button to reset the configuration and the Lingua Interpreter desks. When you click this button you will reset the interpreter desk and channel selectors.

	Adjusted settings
Interpreter Desk	Reset the Relays to the programmed relay setting (could be all floor or the preset desk config)
	Reset the B and C channel
	Change the microphone/headset input to the default microphone input
	Set the headphone type back to Tel 15
	Reset brightness to default
	Set the microphone LED indicator to "Off"
	Set the audible beeps "Off"
Channel selector	Set the channel to "default" (Floor)
	Reset volume back to the default configured volume

Channels List

This is the main part of the configuration as it contains the channels / languages that are used during the meeting. The Channel section consists of the following columns:

- › **Order:** the order of the channels. It is also the order CoCon uses in the audio application.
- › **Channel:** the name of the channel. The channel needs to be present in the My Languages list before you can add it here.
- › **Display text:** the text shown on the relays and the channel selectors. If desired, you can change this by clicking the text.
- › **Audio routing:** the audio routing of each channel. There are several options:
 - › **Disabled:** this means that the channel is reserved in the audio routing matrix with the channel ID matching the order, but it is not part of the channel list and consequently not available in the room (the channel selectors and/or relays).
 - › **Booth x:** a booth is added to this channel. The audio is coming from a specific booth.
 - › **Virtual:** this means the channel is available in the room, and accessible for interpreters on their B/C channel. However there is no booth assigned with this language on its A - channel.

- **External:** the channel is reserved in the audio routing matrix and audio can be routed from an external source onto that outgoing channel. However, the configured backup channels of that outgoing channel are disabled.
- **Autofloor:** check the box to activate autofloor for the selected language. For more information on how autofloor works see "How To Use Autofloor" on the next page.
- **Recorded:** for each channel the recording indication can be activated. On the Lingua ID, recording indicators (red dots) are shown on the outgoing channel.

Booth Channels

This list shows **all booths** of the room. The channels column allows to **select a language** which is in the Channels list. When the language list is restricted to a specific number, this is a quicker way of configuring the interpreter booths. It is possible to use the same A channel in different booths.

Properties

Display the properties by clicking **Show properties** in the ribbon. On the left side of the screen the properties appear. The following properties are available:

- › **Name:** the name of the configuration
- › **Description:** an optional description
- › **Mode between booths:** the microphone mode used between different booths. There are 3 modes:
 - › *Mixed:* 2 desks from different booths can speak at the same time. The microphone LED ring will blink to indicate this.
 - › *Override:* only 1 booth can be active at the same time. When another booth activates the B-channel, it will override the current activated microphone(s) from the A-channel booth.
 - › *Lock on A, override on B:* When a non-A-channel booth is speaking on a channel, the A-channel booth can take over the microphone. However, a non-A-channel booth cannot take over the microphone when the A-channel booth is active.
- › **Mode between desks:** this is the microphone mode used between desks of the same booth
 - › *Mixed:* 2 desks in the same booth can speak at the same time. The microphone LED ring will blink to indicate this.

- **Override:** only 1 desk in the same booth can speak at the same time. When a second desk activates the microphone it will take over the channel.
- **Multiple channel activated:** when this option is activated, it is possible to speak on 2 different channels at the same time in the same booth.
- **Audience indication:** in the monitoring an indication is shown of the number of units (Lingua ID or channel selectors) that have selected a specific channel.
- **Audience indication update interval:** this is the number of seconds between 2 polls. The advised value is between 30 and 60.

How To Use Autofloor

In some meetings, a language is spoken that *most of the interpreters do not speak*. In this case, interpreters need to base their translation on the translation of the interpreter that speaks the language. When you **activate Autofloor** for a specific language, CoConmixes the output of the Lingua ID on the floor, once the interpreter translates to a language different than the one assigned to the booth. The Autofloor function allows interpreters to keep their channel selector on *Floor*

For example, Autofloor is active for Chinese. When a participant speaks Chinese, the interpreter in the Chinese booth translates Chinese to English on his B or C channel. Automatically, the English translation is mixed on the floor of the other booths. All interpreters now hear the English translation on their floor channel. The interpreters in the other booths can see that Autofloor is active when the LED on the **Floor** button turns **yellow**.

On the **Monitoring** page, you can see for which languages Autofloor is active.



When Autofloor is active for more than one channel, then the last activated microphone is used.

Desk Configuration

To view the desk properties click the **Desk configuration** button in the ribbon. On the right side of the screen the properties appear.

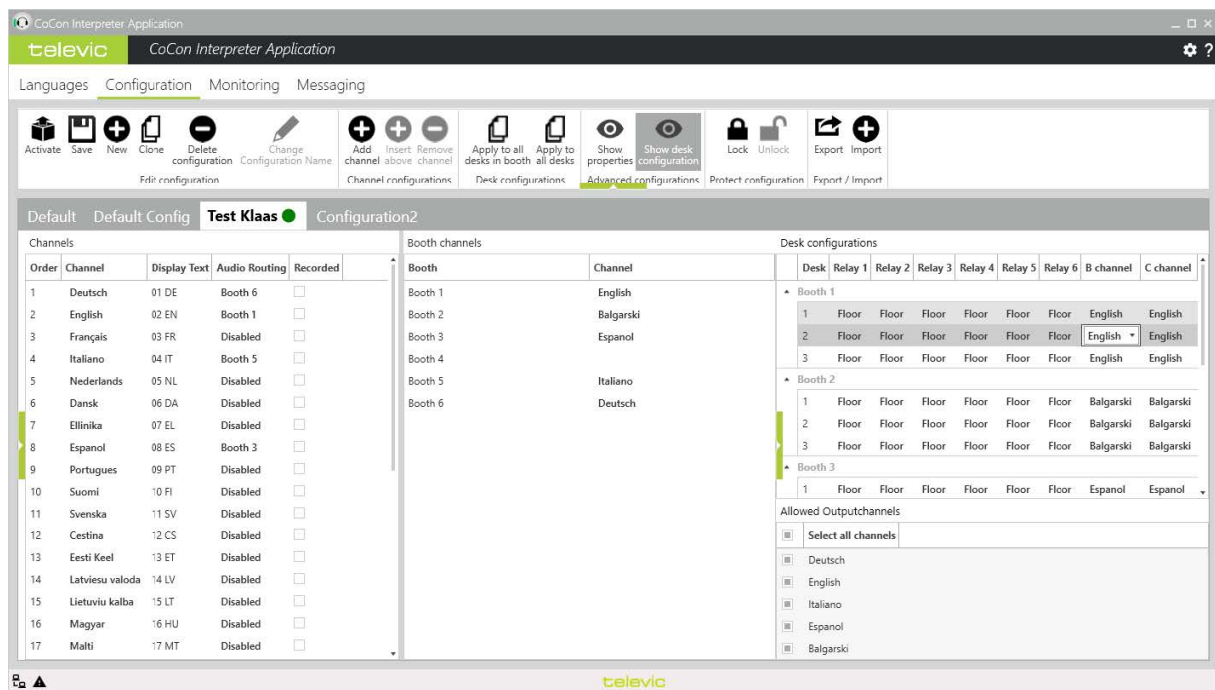


Figure 1-68 Desk configuration properties

For each booth, the desks are shown in rows. Each **relay can be predefined**. Additionally, when selecting B and C channel column, it is possible to restrict the *Allowed Output channels*. This means that you can restrict the B and C channels to only show the A channel language.

In the column of **B channel / C channel** it is possible to pre-set the language for B and C channels.

MONITORING

Just like the configuration page, the monitoring page consists of a **Channels** list and **Booths** list. Above these two lists you can see the active preset.

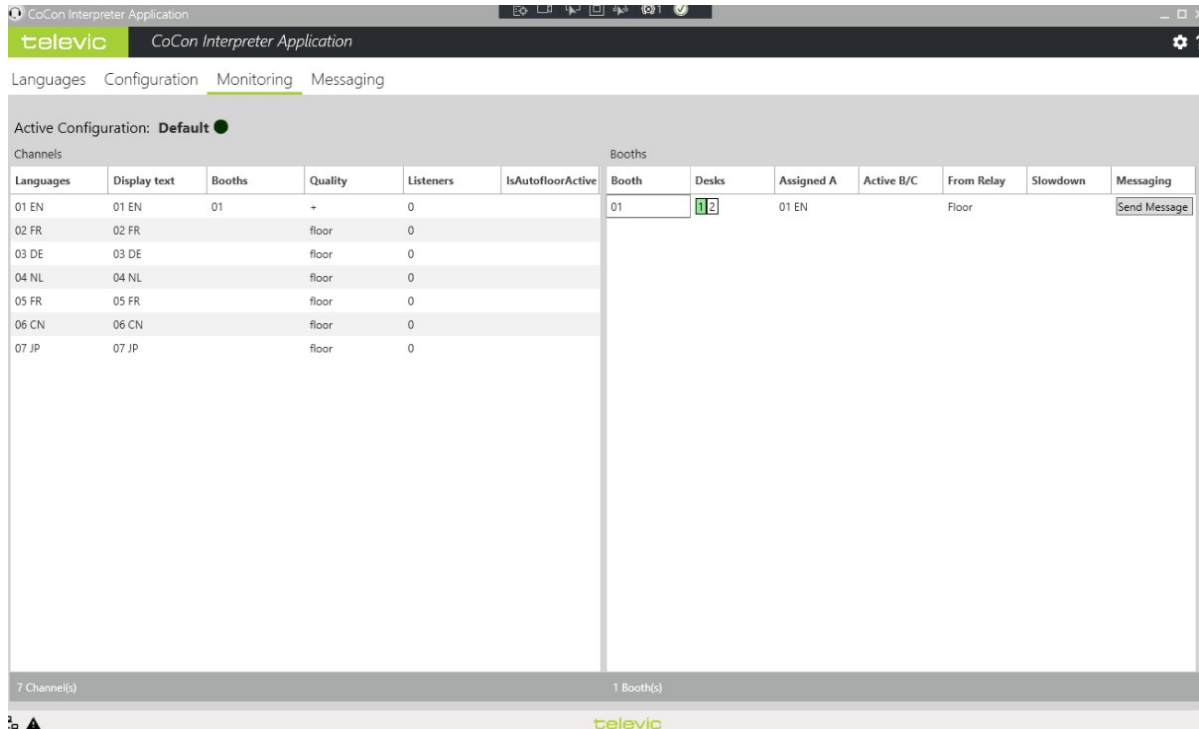


Figure 1-69 The Monitoring page in the Interpreter application

Channels

This list is divided into several columns:

- › **Languages** gives the name of the channel, display text is linked with that channel.
- › **Booth:** the booth the A channel language is assigned to.
- › **Quality:** the quality of the channel. If the audio comes directly from the floor, then the quality is indicated as **floor**. If it is a direct interpretation from the floor a "+", is shown. If it is a double relay interpretation a "-" is shown.
- › **Listeners:** this depends whether the option is activated on the **Properties** page. It gives an indication of the amount of people listening to a certain channel.
- › **IsAutofloorActive:** shows whether Autofloor is currently active for the specific language/booth.

Booths

The booths are sorted according to the booth number. For each booth, the desks are shown with the corresponding assigned A channel language. If the B-channel is configured, that language is indicated in **Active B/C**. Also the relay from which the interpretation happens is indicated.

You can also see a visual representation of the desks inside the booth. When there is no interpretation ongoing, the desks are white. If a desk has an active microphone on the A-channel, the desk is green. If a B/C-channel is engaged, the desk is shown in orange.

Booths		
Booth	Desks	Assigned A
01	<div><div>1</div><div>2</div></div>	English
02	<div><div>1</div><div>2</div></div>	Français
03	<div><div>1</div><div>2</div></div>	Espanol
04	<div><div>1</div><div>2</div></div>	Romana
05	<div><div>1</div><div>2</div></div>	Italiano
06	<div><div>1</div></div>	Deutsch

When an interpreter pushes the “Slowdown” button on their interpretation desk to notify the speaker is speaking too quickly, the Operator will see which desk has pressed the button, and the notification will display in the application for a few seconds.

Booths						
Booth	Desks	Assigned A	Active B/C	From Relay	Slowdown	Messaging
01	<div><div>1</div><div>2</div></div>	01 EN		Floor	<div><div>1</div><div>2</div></div>	<div>Send Message</div>

MESSAGING

On the Messaging page, you can send messages to one or multiple booths. Select the booths you want to send a message to from the booth list on the left.

There are 2 ways to send the message:

- Type the message in the **Text** field. The message is limited to 30 characters. The number of remaining characters is indicated above the text field.
- Select a message from the **predefined list**.

After you have typed the text message or selected a predefined text, click **Send** in the ribbon. The message is shown for 60 seconds on the Lingua ID. To activate a short audible beep in the headphones when the message arrives, select **Audible beep** in the ribbon.

With the buttons **Add** and **Remove**, you can add the current text to the predefined list or to remove the selected message from the predefined list.

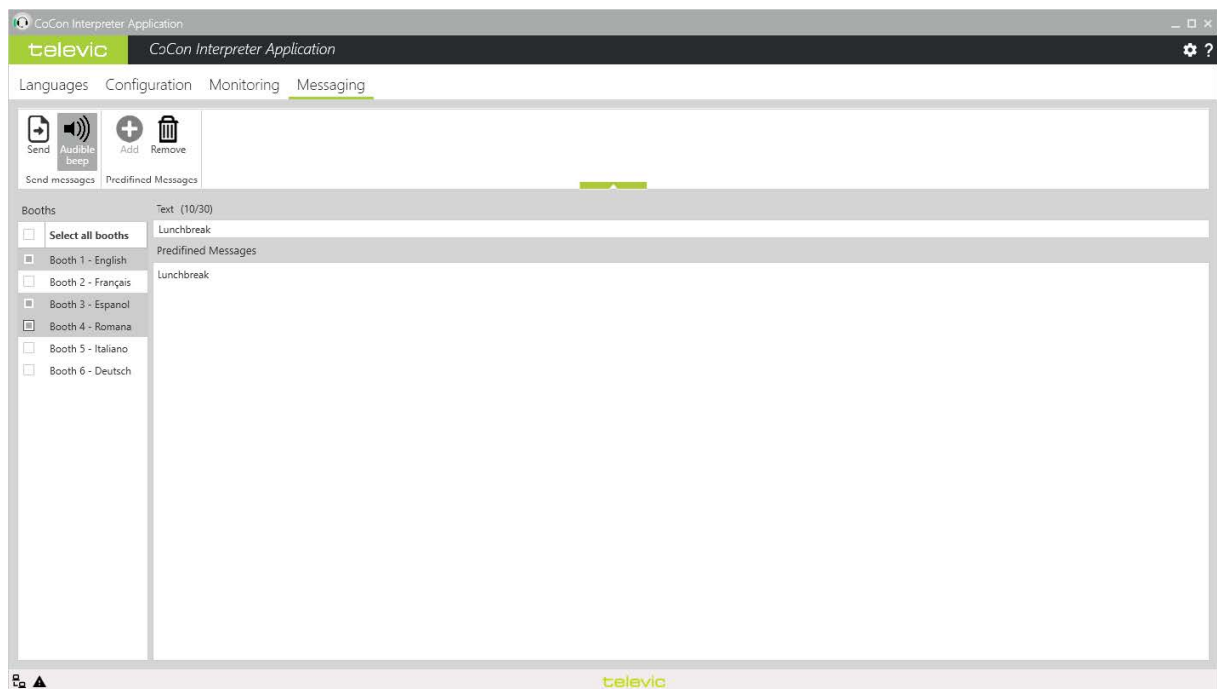


Figure 1-70 How to use the messaging tab in the Interpreter application

INTRODUCTION TO AUDIO ROUTING

The Audio application is the CoCon application for the configuration of your audio routing settings. In the Audio application you can perform the following actions:

- Create groups of audio input and output components (microphones, auxiliary input/output, Dante input/output, ...)
- Visualize the routing as a matrix
- Control the audio routing matrix

The combination of these settings forms an **audio configuration**. This configuration includes the following settings:

- A set of audio routing **input groups**
- A set of audio routing **output groups**
- A **matrix** resulting from the previous two data-sets, and the settings of this matrix.

Understand The Interface

The Audio application consists of a single page that contains all functionality. There are three different sections, where you can view and edit audio routing information. The image below shows the three different types of information and functions that are available in this application.

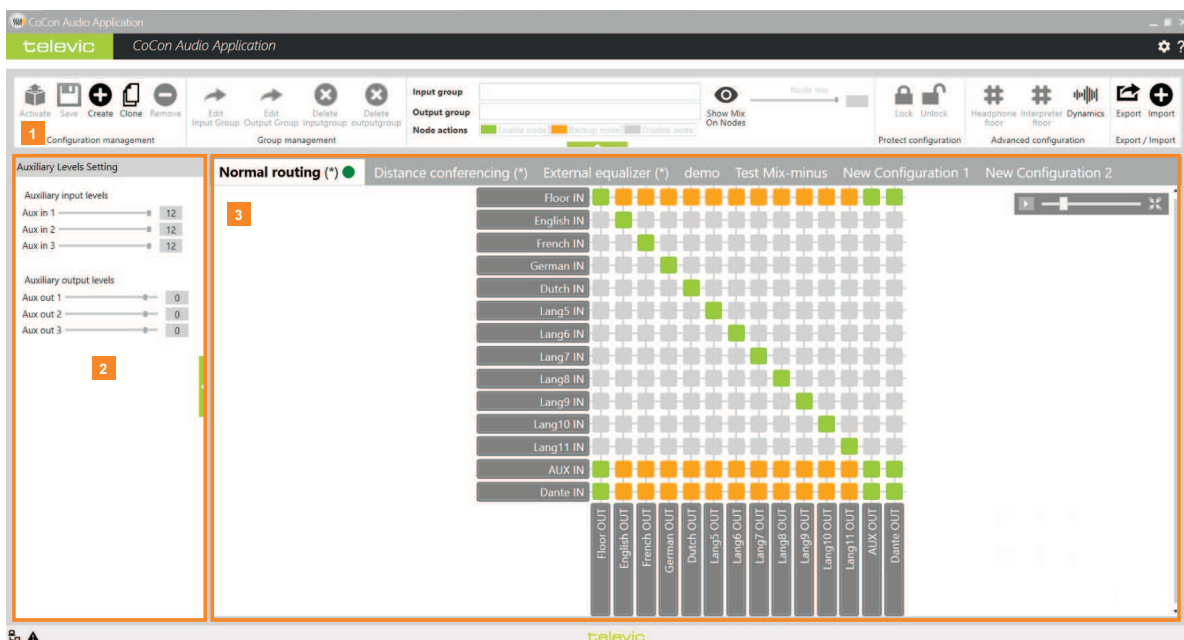


Figure 1-71 Audio routing overview

1. The ribbon

Contains all direct control for the audio configurations and the matrix. You can also select nodes using the INPUT and OUTPUT group field.

2. Auxiliary levels settings

These values correspond to the auxiliary settings configured on the Plixus web server (Audio routing page).

3. Configuration and routing matrix

This is the main part of the application and gives a visual representation of the audio routing

Default Configurations

Each Plixus system contains three default audio routing configurations. These are always available and you cannot alter these configurations. The following configurations are available:

- **Normal routing:** no additional routing
- **External equalizer:** This adds an external signal, using AUX IN, to the local floor signal and sends the local floor signal, using AUX OUT, to a remote party, for example sitting in a different room.
- **Distance conferencing:** This option allows you to add an external signal processing equipment or a mixing board.



If you want to make adjustment to these configurations, you need to **clone** the configuration of your choice and then change the settings in the cloned configuration.

CONFIGURE AUDIO ROUTING USING THE RIBBON

With the ribbon on top of the application, you can configure almost every setting of the audio routing. There ribbon consists of different sections. Below you can find a detailed description of every section, with the functions available in that section.

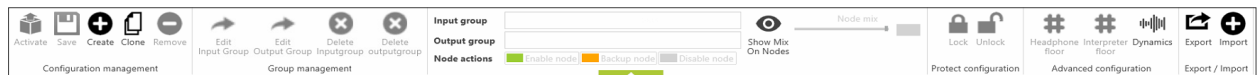
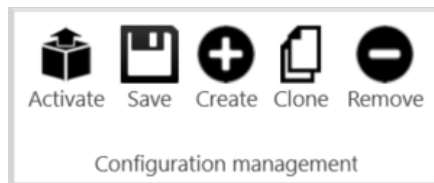


Figure 1-72 The ribbon of the Audio application

Configuration Management

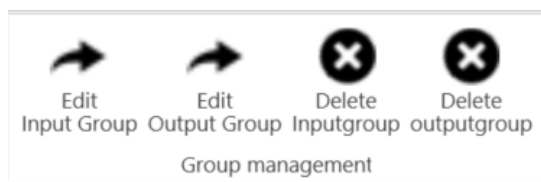
In the Configuration management section, you manage the audio configurations.



You can perform the following actions:

- **Activate:** click to activate the selected configuration. This also automatically saves the configuration.
- **Save:** click to save the selected configuration
- **Create:** click to create a new configuration
- **Clone:** click to copy the selected configuration. The cloned configuration will have the name "New configuration x".
- **Remove:** click to remove the selected configuration.

Group Management



In the **Group Management** section you can edit and delete input and output groups. When you click the Edit button, a new window will open where you can change the input / output group settings.



It is **not possible** to edit the **Floor IN** and **Language IN** groups, nor **Floor OUT** and **Language OUT** groups.

Node Status

The Node section gives more information about the node you **selected** in the matrix.

NODE IDENTIFICATION

When you select an input group the **Input group** field shows the name of the selected group. In the matrix, a horizontal line, indicates which input group you selected. When you select an output group the **Output group** field shows the name of the selected group. In the matrix, a vertical line, indicates which output group you selected.

CONTROL NODES

When you select a node in the matrix (input and output group), the node becomes highlighted and the ribbon shows the input and output group. When you select a node, the **Node actions** become available. There are three possible actions:

- **Enable node** (green color): the audio from the input is mixed with other enabled nodes onto the output group.
- **Backup node** (orange color): when an interpreter channel is already enabled on the output group, a backup node can be set. This means that, when the interpreter is not speaking, the mix of all orange nodes will be mixed onto the output group.



Backup nodes can only be set on the Active configuration, because they require Core to run, to verify if the right conditions are met to set a backup node

- **Disable node** (white color): no audio is mixed.

CONTROL VOLUME

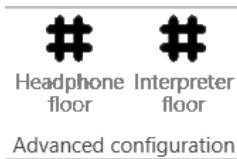
Per enabled node you can define the volume of the input or output group in the mix. To change the volume use the scroll bar in the Node status section. When you click **Show Mix On Nodes**, the volume will be displayed next to every node in the matrix.

Protect Configuration



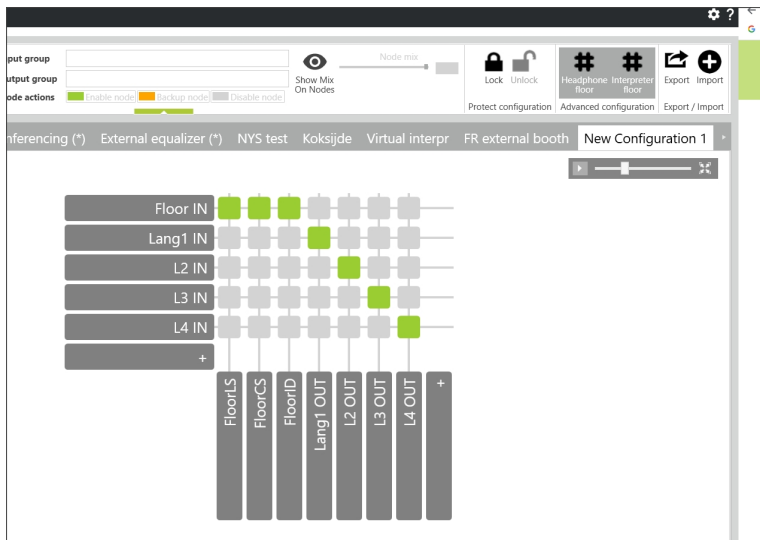
When you want to **prevent a configuration from being altered**, you can lock the configuration. To lock the configuration, click **Lock**. Next you are prompted with the question to provide a **password**. This is the password you need to specify when you want to unlock the configuration..

Advanced Configuration (Multiple Floors)



By default, **Floor OUT** is **one output group** that is sent to the loudspeakers of all the units, to all channel selectors with the channel **Floor** selected, and to all interpreter desk that have put their relay on **Floor**. In some circumstances, one of those three floors can be configured differently than the others.

When the headphone Floor is activated, **Floor OUT** will be changed to **FloorLS** and **FloorCS**. The sound of FloorLS will be sent to the loudspeakers of the units, and the sound of **FloorCS** will be sent to the devices with the language channel selector on **Floor**. Only when the interpreter floor is not activated, the sound will also be sent to the floor relay of the interpreter desk.



INTERPRETER FLOOR

When the **Interpreter Floor** has been selected, **FloorID** is added to the matrix and all the sound from **FloorID** will go to the floor relay of the interpreter desk.



When **Interpreter Floor** has been selected, the backup floor for all channels will be **FloorID** instead of the backup nodes that have been configured for the channels.

[Optional] If only **Interpreter Floor** has been selected, **FloorOUT** will be a combination of only **FloorCS** and **FloorLS**.

Dynamics (Advanced Users Only)



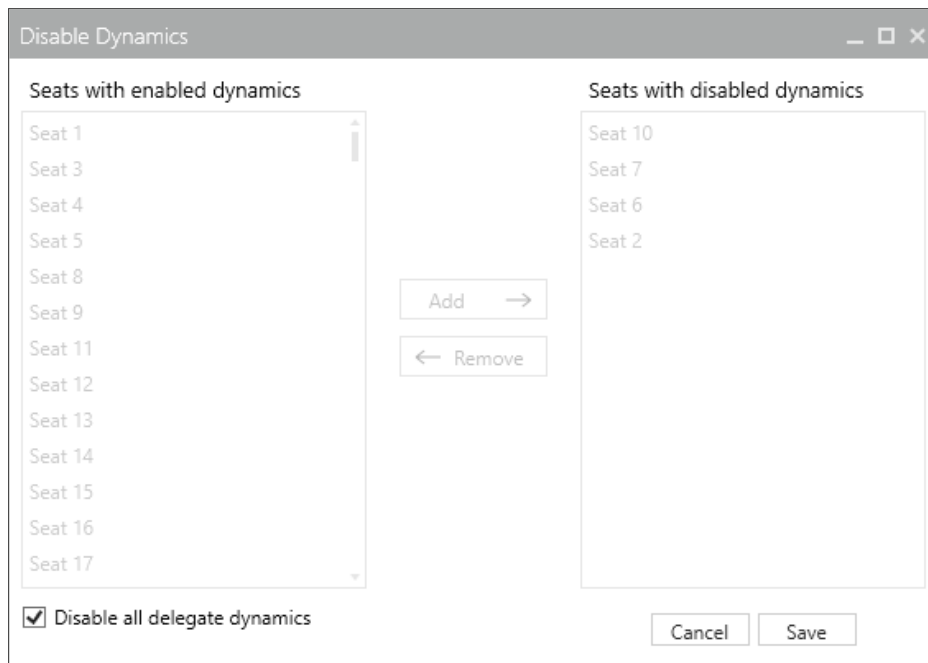
FOR DANTE

In some cases, dynamics settings might be needed for DANTE on an external signal (wireless microphones, lecture, ambience, etc.). This can be done in the Plixus web server (refer to the [Plixus manual](#) for more information).

FOR REGULAR SEATS

In order to use your own dynamics, it might also be necessary to disable the dynamics for a collection of seats.

When you click the **Dynamics** icon in the ribbon, the following pop-up opens:

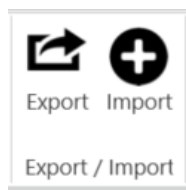


The left column contains the seat numbers with enabled dynamics. Select a seat and click on "**Add**" to add it to the list of seats with disabled dynamics.

The sound of the microphones for the selected seats will not go through the dynamics.

You can also tick the checkbox "**Disable all dynamics**" to disable the dynamics of all seats at the same time.

Export / Import



With these buttons you can create **JSON** files for the selected audio configuration. You can then save these files on a location of your choice or share them and then **import** them on the same or a different Plexus engine.

CONFIGURE THE ROUTING MATRIX

Each configuration has a routing matrix. For predefined configurations it is not possible to modify the matrix. Configurations you created yourself (completely new or cloned), are fully adjustable. Each matrix consists of the following default groups:

- › Floor input/output
- › Language channels input/output
- › Auxiliary input/output
- › Dante in/out 1



The number of language channels is by default **limited to 11**. To change this, go to the **Defaults** page in the **Room Configurator**.

The **language channels are reserved** in the system. This means that, independent of the languages or the interpretation configuration, a routing configuration can be created. The only thing that depends on the interpreter configuration, is the **label** of the language channel.

Add Input Groups

To add a new input group, click the **Add button** with the + sign, on the bottom of the input group list. A pop-up window opens, where you can define the following settings:

- › **Name:** specify a unique name for your input group
- › **Type:** there are two types of input: User and Ambiance (enabled Dante audio input when no microphone is active). Depending on the selected Type, different audio inputs are available (only Dante audio input for Ambiance type).
- › **Auxiliary Audio Inputs:** shows all available audio inputs:
 - › **Auxiliary:** contains the three analog inputs of the central unit
 - › **Dante:** shows all 64 Dante channels. When there is no Dante card installed, this list is empty.
 - › **Sine:** contains a test tone
 - › **Seat:** contains all configured seats from the Room Configurator which have a microphone.

>



You can add an audio input to different input groups at the same time.

Figure 1-73 How to add audio input to input groups

To **add the audio input** to your input group select one or more inputs from the available tabs (press and hold SHIFT key to select multiple items) and click the **Add** button. Use **Remove** to delete inputs from your input group. Finally, click **Save** to save the input group. When saving the group, the audio will be interrupted as the group is immediately saved in the configuration.



An input group can only contain a **maximum of 7 input sources**.

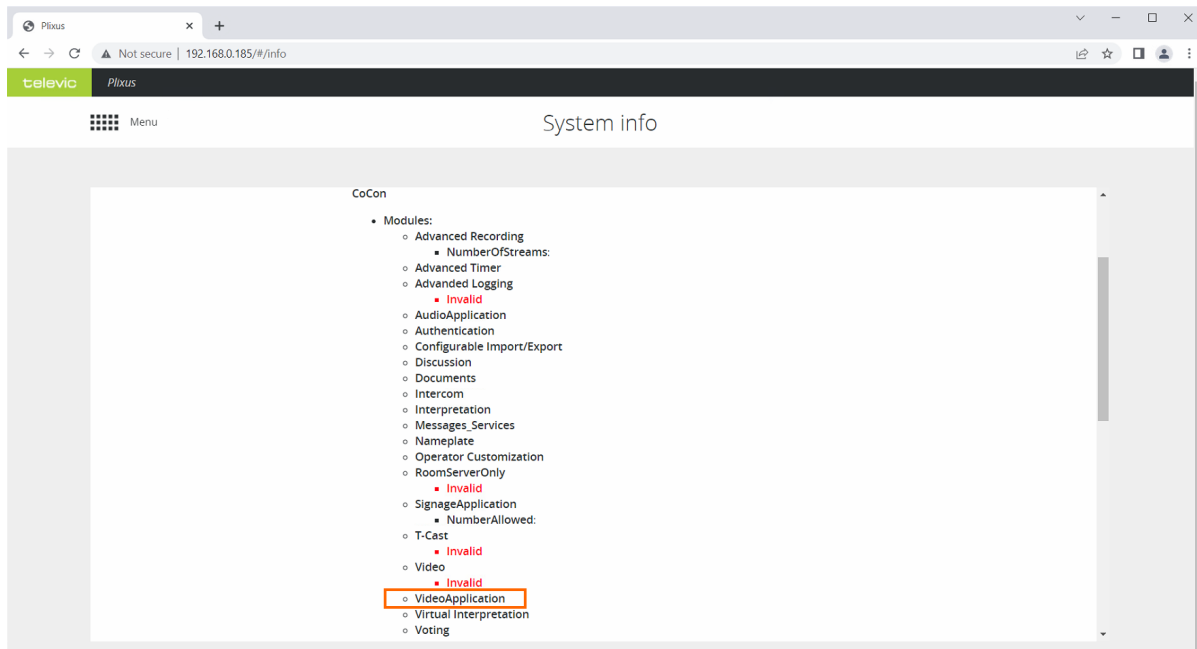


You cannot edit or remove the **Floor IN** and **Language IN** groups, nor **Floor OUT** and **Language OUT** groups.

VIRTUAL INTERPRETATION LICENSE

If you have a valid Virtual Interpretation license, you can add (or remove) only one Dante input channel into a language input group.

1. Make sure you have a valid Virtual Interpretation license. You can check the System Info page of the Plixus Web Server by using the IP address of the Plixus engine:



2. Select the Language Input Group, click on **Edit Input Group**, select the Dante input channel

and click on Add/Remove to add it in or remove it from the Audio Inputs In Group.

Edit Input Group

Name: 02 FR IN

Type: Language

Cancel Save

Available Audio Inputs

- Dante
- Dante input channel 1
- Dante input channel 2
- Dante input channel 4
- Dante input channel 5
- Dante input channel 6
- Dante input channel 7
- Dante input channel 8
- Dante input channel 9
- Dante input channel 10
- Dante input channel 11
- Dante input channel 12
- Dante input channel 13

Add →

← Remove

Audio Inputs In Group

Dante input channel 3



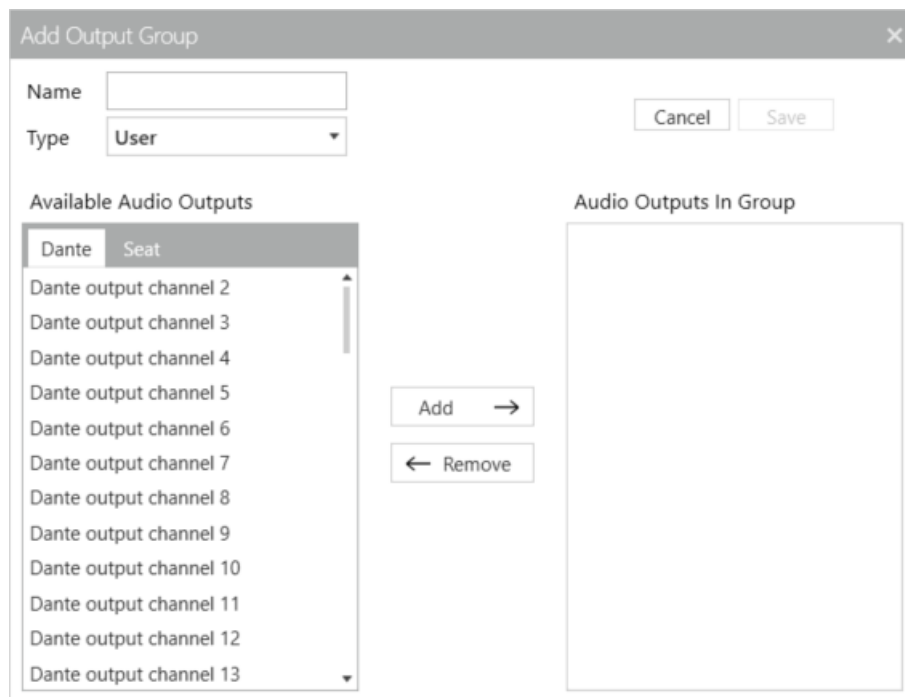
It is only possible to add one Dante channel in the Audio Inputs In Group.

Add Output Groups

To add a new output group, click the **Add button** with the + sign, on the bottom of the output group list. A pop-up window opens, where you can define the following settings:

- › **Name:** specify a unique name for your output group
- › **Type:** there is only one type of input: User.
- › **Auxiliary Audio Inputs:** shows all available audio inputs:
 - › **Dante:** shows all 64 Dante channels. When there is no Dante card installed, this list is empty.
 - › **Seat:** contains all configured seats from the Room Configurator. Seats means that you can group certain loudspeaker of units and make a separate mix for these

› loudspeakers.



To **add the audio output** to your output group select one or more outputs from the available tabs (press and hold SHIFT key to select multiple items) and click the **Add** button. Use **Remove** to delete outputs from your output group. Finally, click **Save** to save the output group. When saving the group, the audio will be interrupted as the group is immediately saved in the configuration.



You cannot edit or remove the Floor Out group. It is possible to edit the language outputs.



An output group can only contain a **maximum of 7 active (green) and 7 backup (orange) input sources**.



Your setup can have a maximum of 63 outputs (an output group which contains 2 output resources counts as 2 outputs)



When you use the Intercom functionality, it will occupy two system channels.

Edit Input And Output Groups

To edit input and output groups, select the node in the matrix and click the **Edit Input Group** or **Edit Output Group** in the ribbon of the Audio application. It is not possible to edit all groups, it is **not possible to edit** the following input and output groups:

- Floor IN input group
- Language input groups
- Floor OUT output groups
- None of the contains of the predefined or locked configurations

Change Node Status

You can change the status of a node in the matrix itself without using the buttons in the ribbon. The following shortcuts are possible:

- **Double click** on a node: this enables the node
- **Press CTRL while double-clicking** the node: this puts the node in the backup state.



An output group can only contain a **maximum of 7 active (green) and 7 backup (orange) input sources**.

INTRODUCTION TO THE VIDEO APPLICATION


Using the video application you can configure

- › what devices inject video into your setup
- › which stream contains which video input
- › which devices display which video stream.

All these settings you can combine in a video configuration. CoCon stores all these configurations on the engine. In the Plexus web server, you can select which video configuration to use. For more information on how to select the video configuration on the Plexus engine, see the Plexus user guide.

An Overview Of The Video Application

Below you can find an image of the video application and the different settings you can find and configure.

1. On the left you can find all available video configurations. The green dot indicates the active configuration. The Default configuration, which is available upon installation, has the  icon next to it.
2. The 6 available video streams, you can change the name of each video stream. Per video stream you can select to make the stream available for delegates on their unit.
3. On the left of the routing matrix, you can see all configured input groups
4. On the right of the routing matrix you can find all configured output groups
5. In the center you can find the actual routing matrix, here you route the input to one selected output group

The video application automatically saves all changes.

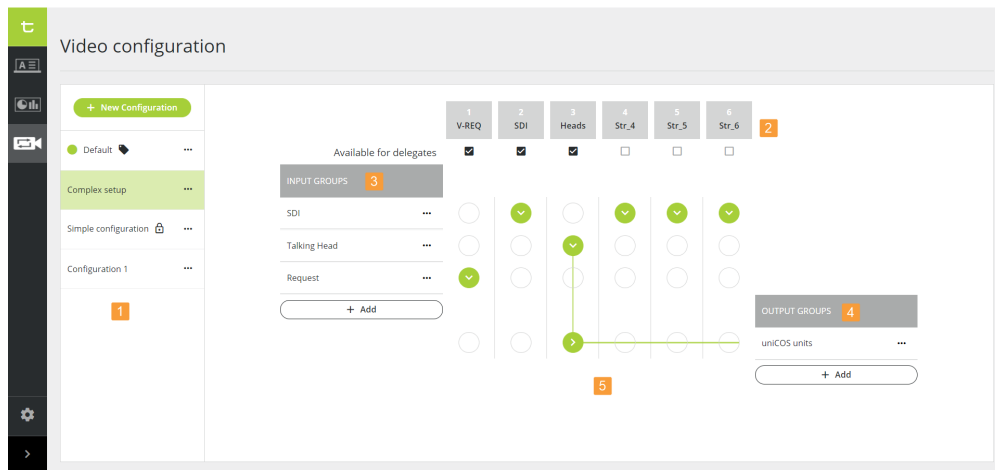



Figure 1-74 The CoCon Video application

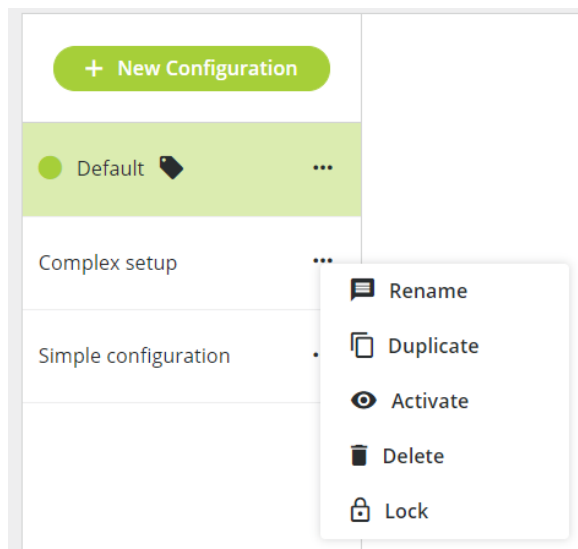
The Default Configuration

Upon installation of CoCon, one configuration is available by default. This configuration has the name **Default** and has the default icon  next to it. It is not possible to edit or delete this configuration. The default configuration contains one input group that contains the SDI-IN of the Plexus engine. The configuration routes the SDI input to the output group **all selectors**. This group contains all Video-OUT (V-OUT) boxes and Lingua ID MM present in your Plexus network.

This configuration is always present, even if you do not have a license for video routing. If you want to use this configuration and change some setting, you need to duplicate it.

MANAGE VIDEO CONFIGURATIONS

A video configuration is a collection of all video routing settings, being the video routing itself with the input and the output groups. Upon installation of CoCon, one video configuration is already available, this is the **Default** configuration. You cannot delete the Default configuration, this is to prevent that your system doesn't contain any video configurations. It is also not possible to edit this configuration. If you want to make changes to the Default configuration, you need to duplicate it.



Create New Configuration

To create a new configuration click **New Configuration**. This opens a pop-up where you need to specify a unique name for the configuration and where you can enter an optional description. Click **Confirm** to add the new configuration. The new configuration appears on the bottom of the list of all available configurations.

New configurations only contain an SDI input group, no output groups and all streams are available for delegates.


Rename Configurations

To rename a configuration click the more icon **...** next to the configuration and select **Rename**. Specify the new name and or description and click **Confirm**.





It is not possible to edit active or locked configurations.

Duplicate Configurations

There is an option to duplicate configurations, when you want to create a similar configuration without the need to start from a completely new configuration. Click the more icon  next to the configuration and select **Duplicate**.

Activate Configurations

To use a specific configuration in your setup, you need to activate it. You can recognize the active configuration by the green dot  next to the configuration. To activate the configuration click the more icon  next to the configuration and select **Activate**.



You cannot edit or delete active configurations



Delete Configurations

To delete a configuration click the more icon  next to the configuration and select **Delete**. Confirm the action and click **Delete**.



You cannot delete active or locked configurations.

Lock Configurations

When you lock a configuration, it is no longer possible to edit or delete that configuration. To lock a configuration click the more icon  next to the configuration and select **Lock**. You can recognize locked configurations by the lock icon  next the configuration and the greyed out video routing.

CONFIGURE VIDEO INPUTS

The video input is the video content that is available in your Plixus system. The video input can have different sources:

- › SDI
- › Video-IN (V-IN) box
- › Webcam of a multimedia unit

Video Request

You can use the Plixus V-In boxes in 2 ways.

- › You can assign the V-In box to one of the 6 video streams. The content is then **always available** on the multimedia units. In this case, you create a **Normal** group containing the V-IN box. Add a Normal group per V-In box
- › You can create a group of V-In boxes. Then you assign the group to one of the 6 video streams. The video of the person who presses the **request** button on their Video-REQUEST (V-REQ) panel is then routed to the video stream. When no one presses the V-REQ, the backup video source is shown. For this scenario, you need to add the V-In boxes to the **Request** group. You can only have **one Request** group.

Talking Heads

When there are units that have an integrated camera, you can add these to the **Talking head** input group. The webcam of the unit becomes active when the delegate activates the microphone. The assigned video stream then displays the video content of the webcam. When no microphone is active you can set a backup video source.

Add Input Groups

In the video routing matrix, you can find all available input groups on the left. To add a new input group click **Add** on the bottom of the Input group list. A popup appears where you need to define the following parameters:

- › **Name:** define a unique name for the input group
- › **Type:** select the type of input group, there are three options

- › *Normal*: see "Video Request"
- › *Request*: see "Video Request"
- › *Talking head*: see "Talking Heads"
- › **Backup**: select the backup video source to use when the video source of input group is inactive.
- › **All video inputs**: a list with all available input sources. This shows the type of device with the seat number
- › **Video inputs for group**: all input sources added to the group

Use the controls between **All video inputs** and **Video inputs for group** to add and remove input sources from the group. Click **Save** to add the input group.

Add video input group

Name *

Enter group name

Type

Normal

Backup

SDI

All video inputs

Search by name

Input Box 6

Video inputs for group

Search by name

>

>>

<


<<

Cancel

Save

Figure 1-75 *How to create input groups in the Video application*

Edit Input Groups

To edit an input group click the more icon  next to the group and select **Edit**. You can change all input settings, and add or remove input sources from the group.

Delete Input Groups

To delete an input group click the more icon  next to the group and select **Delete**

CONFIGURE VIDEO OUTPUTS

On the right side of the video routing matrix you can find all video output groups. The video output groups display the video source from the routed video input group. For more information on how to configure the actual routing of the video inputs see "Configure Video Routing" on page 242.

Add Output Groups

In the video routing matrix, you can find all available output groups on the right. To add a new output group click **Add** on the bottom of the Output group list. A popup appears where you need to define the following parameters:

- **Name:** define a unique name for the output group
- **All video outputs:** a list with all available outputs, shows the device type and seat number
- **Video outputs for group:** all outputs added to the group

Use the controls between **All video outputs** and **Video outputs for group** to add and remove outputs from the group. Click **Save** to add the output group.

The screenshot shows a modal window titled "Add video output group". It features a "Name" input field with a required field asterisk and a search icon, containing the text "Talking head". Below the name field are two columns of output lists. The left column, "All video outputs", has a search bar and contains two items: "uniCOS F/MM10(Seat 1)" and "uniCOS F/MM7(Seat 2)". The right column, "Video outputs for group", also has a search bar and contains one item: "Plixus V-OUT(Seat 9)". Between these two columns are four circular navigation buttons: a right arrow, a double right arrow, a left arrow, and a double left arrow. At the bottom right of the modal are "Cancel" and "Save" buttons.

Figure 1-76 How to create output groups in the Video application

Edit Output Groups

To edit an output group click the more icon **⋮** next to the group and select **Edit**. You can change all output settings, and add or remove output sources from the group.

Delete Output Groups

To delete an output group click the more icon  next to the group and select **Delete**

Video Selection

If your setup has **Video-Selection** (V-SEL) panels, you can add all V-OUT boxes linked to these panels **into one group**. The default configuration contains such a group, it contains all V-OUT boxes and Lingua ID MM devices. If you duplicate this configuration, you can remove all devices from the **all selectors** group that do not have a V-SEL. This group doesn't need a video input routed to it. With the V-SEL they can display any video stream that is available for delegates using the buttons on the V-SEL panel.

You can also force a specific stream onto these V-OUT boxes, by adding these to a group and routing one of the streams that is not available for delegates to this group.

CONFIGURE VIDEO ROUTING

The video routing page consists of three parts:

- **Video inputs** (left)
- **Video streams** (center)
- **Video outputs** (right)

For more information on how to add and edit input and outputs see "Configure Video Inputs" on page 238 and "Configure Video Outputs" on page 240.

Video Streams

In the center of the video routing overview, you see the **6 available video streams**. By default they have the name Str_1 to Str_6. To modify the name, simply click the name and press ENTER to save. You can select which streams are available on the delegate units at any time by checking the **Available for delegates** checkbox below the video stream.



The stream name can have a maximum of 5 characters.

Route The Video Input

In the routing matrix, different arrows indicate where the video stream is available

- the **arrows pointing down** indicate that an input is put onto the video stream of that column. When **Available for delegates** is selected, the video stream is available for selection on the multimedia units and V-OUT boxes with V-SEL panels.
- A green arrow to the right indicates that the stream is available on the video output the arrow is pointing to.



An output can only have 1 stream connected to it.



For video output boxes with a video selector, you don't need to connect them to a video streams . All video streams are available (unless **Available for delegates** is not selected).

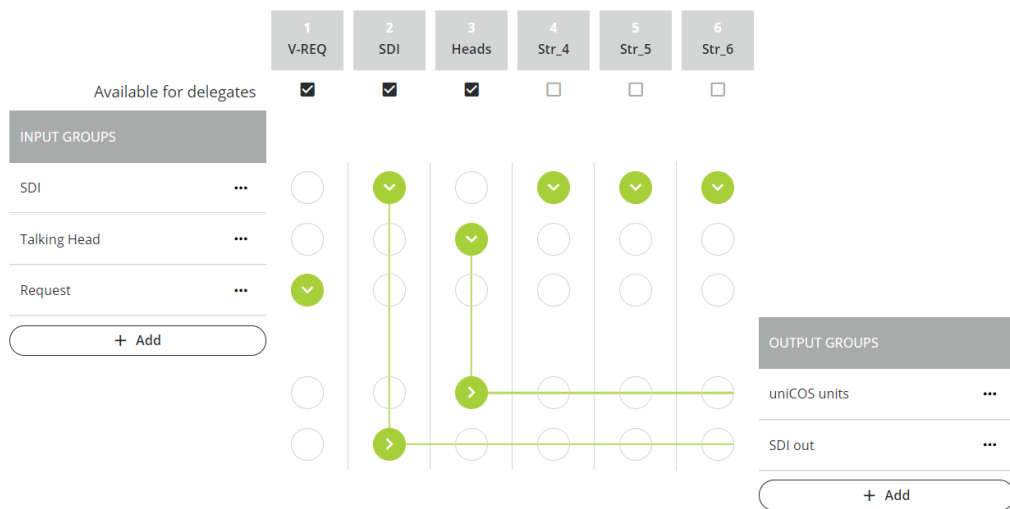



Figure 1-77 The video routing matrix of the Video application

SET UP NAMEPLATE APPLICATION

Install CoCon Core And Nameplate Application

To start the Nameplate Manager application double click the nameplate icon  or go to <http://localhost:9000/> (if CoCon Core is installed on the computer you are using). You can also access the Nameplate Manager from a different computer or mobile device by replacing "localhost" by the IP address of the computer where CoCon Core is running.



To access the nameplate application from another computer, remove all firewall rules preventing http traffic on port 9000 on the computer where CoCon is running.

Browser Compatibility

The nameplate is compatible with the following browsers and versions:

Browser	Desktop	Mobile
Chrome	+	+
Edge	+	+
Firefox	+	+
Safari	+	+



The nameplate application is not fully responsive on mobile devices. The minimum resolution should be 1920 x 1080, landscape.

Mobile support:

- Android tablets: 9" min. (Android 9.0 or higher)
- iPad: 9" min. (iOS 13 or higher)
- Viewing on mobile phones is not supported

NAMEPLATE CONFIGURATION IN COCON AND PLIXUS CORE

Nameplate Manager, CoCon And Plixus Core

Plixus Core contains all the logic that runs on the central unit. This includes among others initialization, discussion options and updates. With Plixus Core you are able to configure different conference settings without the need of a dedicated computer. You configure these settings directly on the central engine by accessing the IP address of the engine.

CoCon is the software suite that allows you to configure additional (and the same) settings on top of the Plixus Core parameters such as voting. CoCon requires a dedicated computer.

The **Nameplate Manager** is one of the CoCon applications and therefore uses the same **CoCon** database. This means that when you configure or add certain things using the Nameplate Manager, these will be available in CoCon and its applications. One example is the delegates: adding these in the Nameplate Manager will make these available in CoCon.

When it comes to meetings, all logic is present in CoCon. With CoCon you can configure and manage meetings. The Nameplate Manager is only developed to configure the nameplates and send the content to the physical devices present in the room.

Before you can start to use the nameplates, you need to initialize them. After initialization you can couple a nameplate to a delegate unit on a seat or use it in standalone mode. To assign the nameplate to the same seat as another delegate unit, you need the Plixus web server.

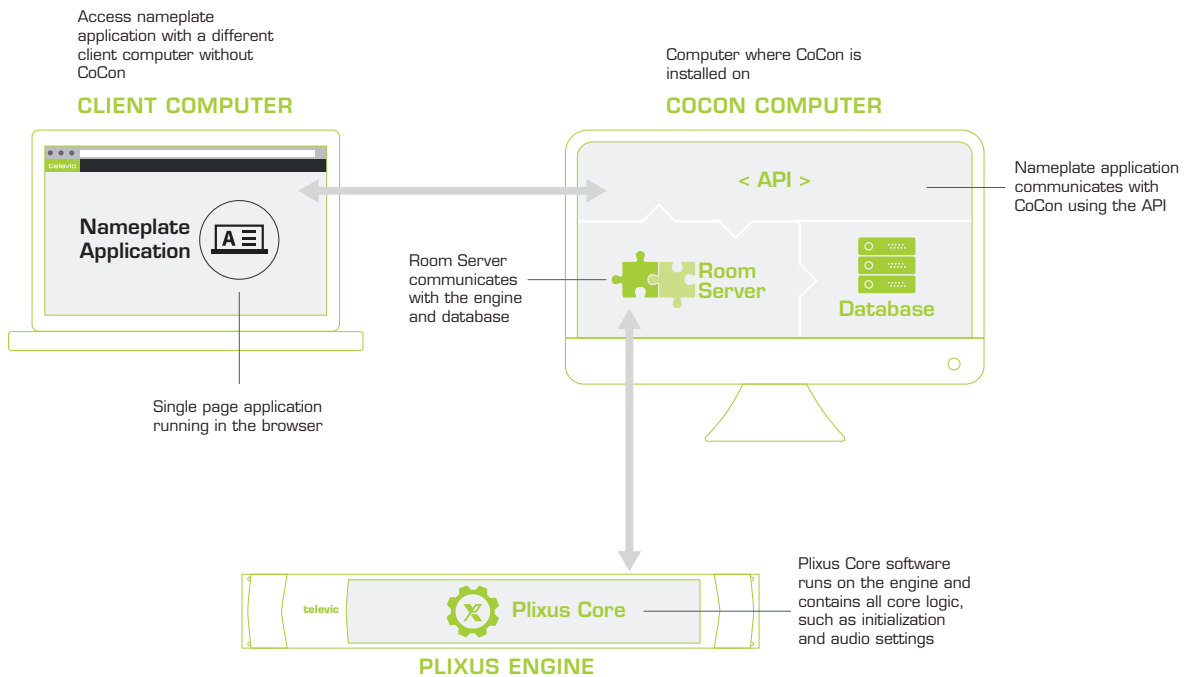


Figure 1-78 The interaction between Plexus Core, CoCon and the nameplate application as described in the text above.

Initialize Nameplates

INITIALIZE UNITS USING PLIXUS CORE

You need the Plexus Core web server to initialize units using the Open Access or Manual initialization (see Plexus User & Installation Guide for a detailed description on how to initialize units). In this way you can set up the nameplates and display the content without having to use CoCon.



When you initialize units using the Plexus Core web server and want to use CoCon for other functionalities, you need to sync the initialization. Open and close the manual initialization in the CoCon Room Configurator.

Link Nameplates To Units

You can link a nameplate to a unit by assigning it to same seat as another unit. This seat will then have two devices. You configure this as follows on the Plexus web server:

1. Go to **Initialization**.
2. Under **Manual initialization**, click **Edit configuration**.

3. Click the seat number icon **#** and change the seat number of the Nameplate to same as the unit you want to link the nameplate with. Click the checkmark to confirm.
4. Click **Stop editing** to leave the edit mode. Unit and nameplate are now on the same seat. In a next step you can assign these to a seat in the synoptics window.

Define Default Nameplate

In CoCon you can configure which image is displayed when a meeting is finished or paused. See the meeting and nameplate state diagram in "Manage meetings" on page 1 to see when this state occurs.

To add the image do the following

1. Open the **CoCon Room Configurator**.
2. Go to the **Defaults** tab.
3. Click **Set Default Nameplate** and select the image.



The image needs to be in black and white (1 bit/pixel), needs to be a .bmp file and should have the following dimensions: **1440 × 300 px**.

4. To remove the image click **Remove Default Nameplate**.

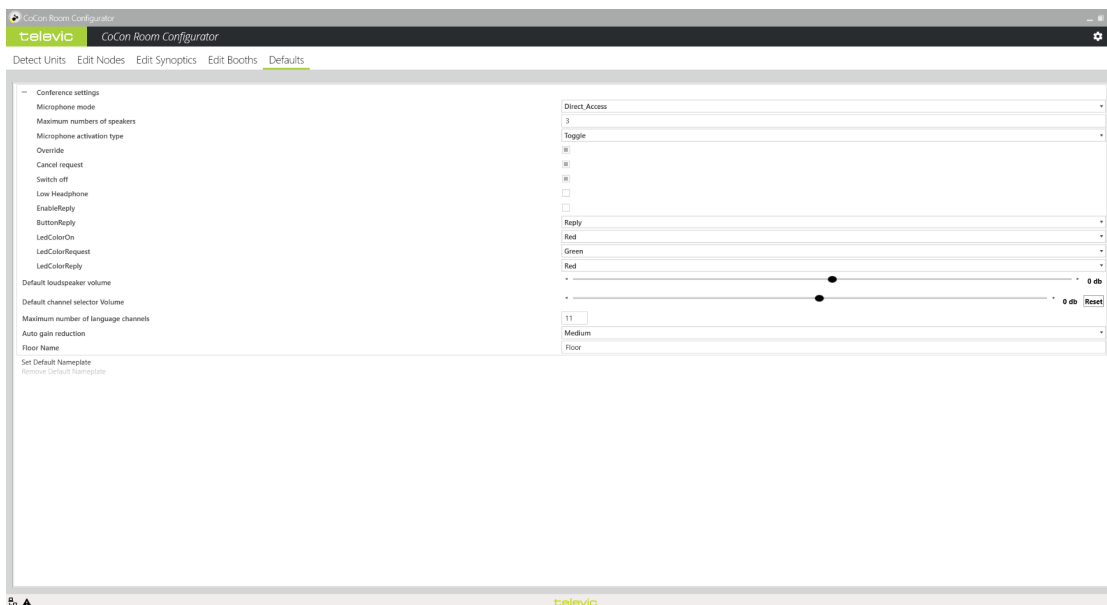


Figure 1-79 How to configure the default nameplate image in CoCon Room Configurator

Add Meeting With A Nameplate

Using CoCon Meeting Manager you can create meetings that use the Nameplate. These meetings will use the default nameplate layout, as defined in the Nameplate Manager, for all delegates. To activate this option select the nameplate option on the bottom of the **New meeting** page.

Electronic Nameplate
☐ Use electronic nameplates in this meeting

CONFIGURE A NAMEPLATE LAYOUT

With the Nameplate Manager application you can easily configure the content you want to display on the front and/or backside of your Nameplates.



To know which supported fonts can be used in the Nameplate Manager, please refer to the list here:

<https://documents.televic.digital/conference/index.php/s/PJyaDNgYyWbSnR9>

General Layout Page

The Nameplate Manager has an intuitive look & feel, which makes it easy and straightforward to configure and manage the content of your nameplates. Below you can find a general description of the design of the page where you can configure the layout of the nameplate.

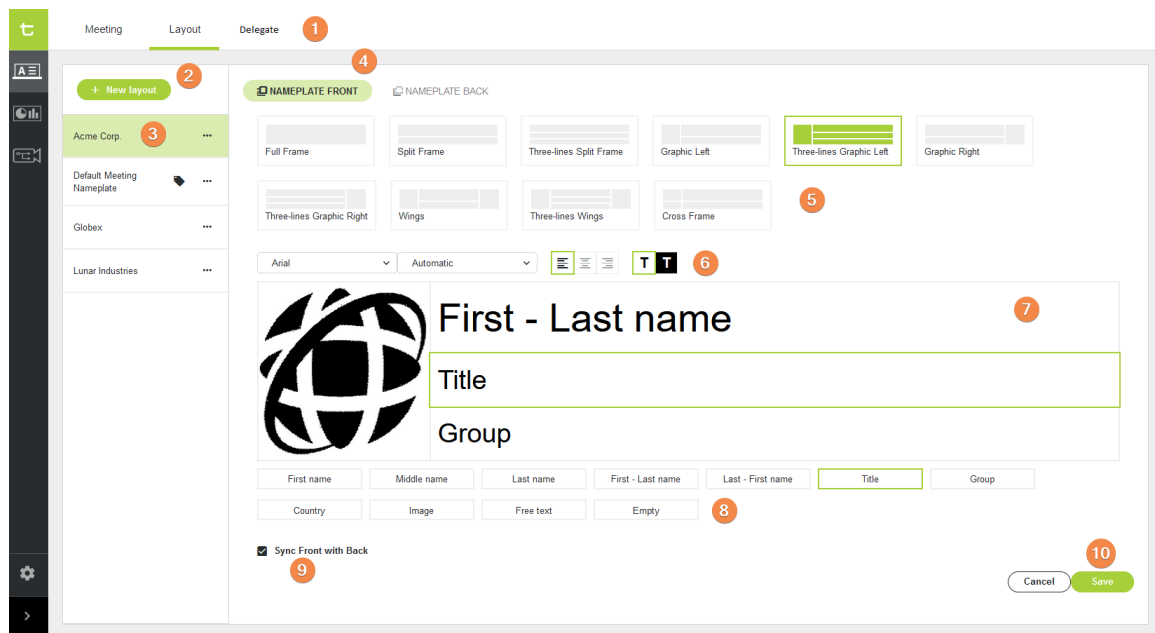



Figure 1-80 Nameplate layout editor page

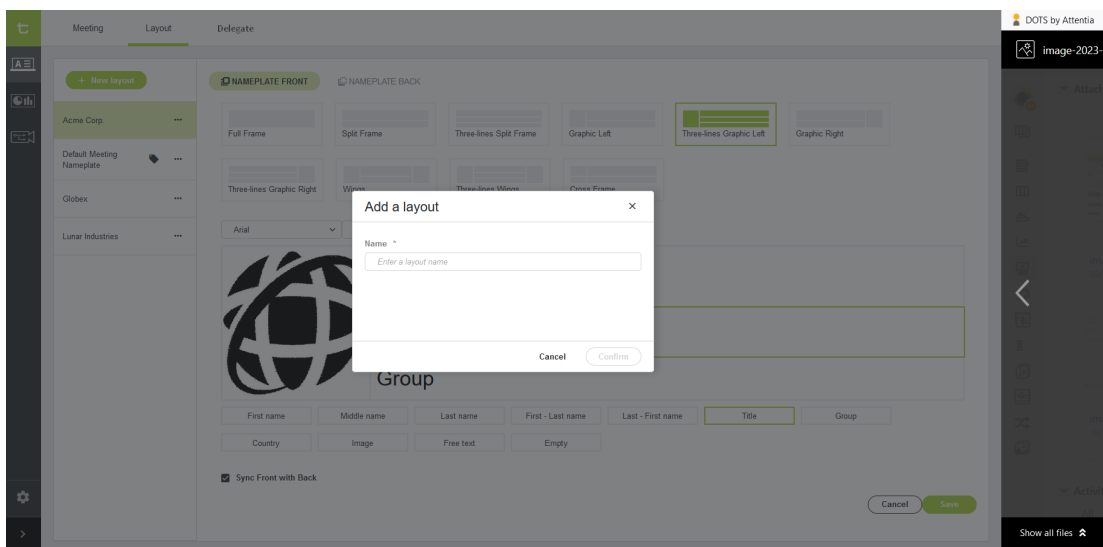
1. Shows the editor you are currently using, in this case the **Layout editor**.
2. Click to add a new layout.
3. Select a layout, per layout multiple options are available such as making it the default or removing it. The tag icon  shows which layout is the default one.
4. **Configure the front or the back** of the nameplate.

5. All available **predefined designs**, you can select one of these and then adjust it in the layout editor.
6. **Font editor** becomes available when you select one of the text fields.
7. The **layout editor** allows you to adjust the selected design. It is possible to change the content in the frame as well as the width and height.
8. Default content to display on the nameplate. A **free text** field is available where you can add any text you want.
9. There is an option to **sync the front with the back** of the nameplate. When you select this option the same text will be displayed on the front and back. In this case the option **Nameplate back** in number 4 will be greyed out.
10. Click to save your layout.

Add A Nameplate Layout

With the Nameplate Manager you can easily have one or more layouts available to use during your meetings. You can have one default layout which will be used each time you create a new meeting. Follow the steps described below to add and configure a new nameplate layout.

1. Click **New layout**.
2. Define the name of the layout in the popup and click **Confirm**.



3. Select the nameplate side (only possible when the front and back are not synced).
4. Select one of the available predefined designed on top of the page.

- Click and select one of the frames of the layout to select the content.
- To select the content for the frame, click one of the fields below the layout.

NAMEPLATE FRONT NAMEPLATE BACK

Full Frame Split Frame Three-lines Split Frame Graphic Left **Three-lines Graphic Left** Graphic Right

Three-lines Graphic Right Wings Three-lines Wings Cross Frame

Arial 110

First - Last name 5

Title

Group

First name Middle name Last name **First - Last name** Last - First name Title Group

Country Image Free text Empty 6

☒ Sync Front with Back

Cancel Save

- Adjust the height of the frames by placing the cursor over the bounding box of the field until you get a resize cursor. Drag and drop until you reach the desired size.

First - Last name

Title

Group

- To change the font, size, alignment of the content and color of the background, use the text formatting options above the layout editor. (*For the best results use the black text - white background setting*)

Arial 84

Text formatting icons: Bold, Italic, Underline, Strikethrough, Text color, Background color

- To add an image to a frame, click the frame and select **Image** below the layout editor. Drag and drop the image to frame or click **Upload** and select the image.



Keep in mind the nameplate does not display colors. In case you insert a colored image, the software will apply automatic dithering. This may result in loss of image quality. Use the **Preview** mode to see how the color image will be displayed on the nameplate.



If you select **Free text** for a frame you can type whatever content you want or you can put specific strings between curly brackets to make combinations of different parameters or to add additional spaces or characters. You can use the following parameters:

> title

> firstName

> lastName

> country

> group

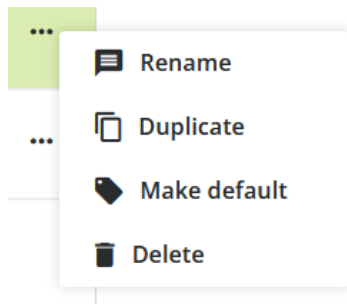
It is important to note that these parameters are case sensitive.

Example: {title} {lastName} -- {firstName}

10. When you are ready, click **Save**.
11. Select **Sync Front with Back** if you want to display the same image on the backside of the Nameplate. Otherwise configure the back in the same way as described here.

Manage Nameplate Layouts

Click the more options icon (●●●), the following options are available:



- **Rename:** select to change the name of the layout.
- **Duplicate:** select to duplicate the selected layout.
- **Make default:** when you make a layout default, the application will use this layout every time you create a new meeting.
- **Delete:** select to remove the selected layout. A confirmation pop-up opens. Click "Remove" to confirm.



It is not possible to delete a default layout.

CONFIGURE A DELEGATE NAMEPLATE LAYOUT

With the Nameplate Manager application, you can create a **custom template** for delegates who should not use a default layout. This custom layout is configured the exact same way as a default layout, and it can also be saved and reused for future meetings.



Examples of delegate nameplate layout use cases

You may want to use a specific delegate layout when:

- There are some delegates with an **exceptionally long name** and you want to have a specific layout for them.
- Some delegates have a **specific role in a meeting** and you want to assign them a title that typical delegates in a meeting don't have (e.g. people seated at the presidency desk, judges in a courtroom, etc.).
- Delegates require specific customizations such as a **personalized logo**.

In the Nameplate Manager, click on the Delegate tab to open the page.

Delegate Layout Page

Below you can find a general description of the page where you can configure the custom layout of the nameplate.

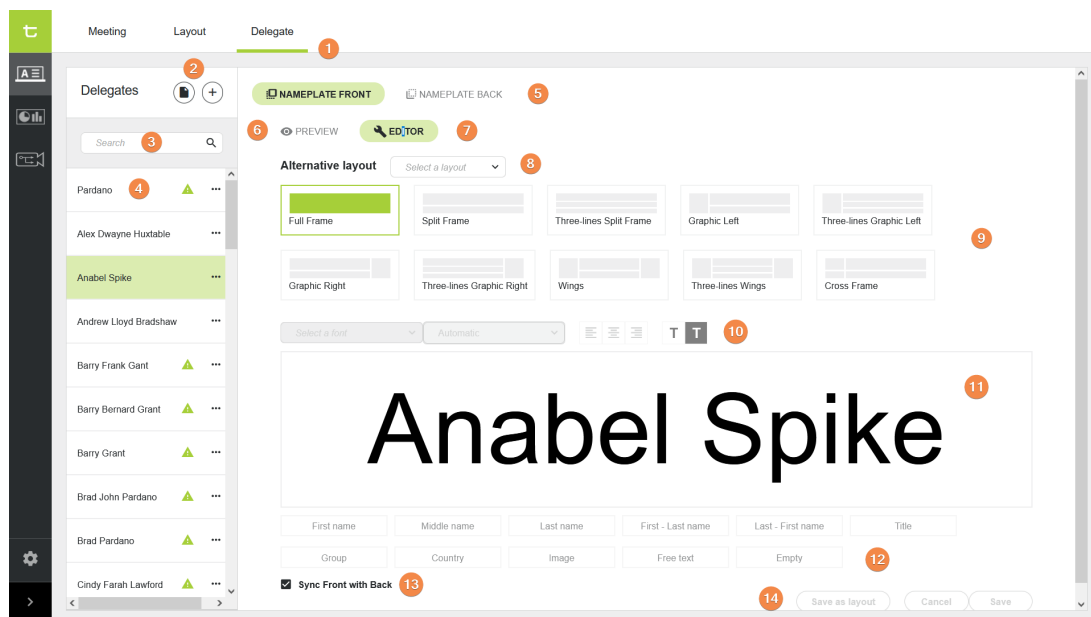





Figure 1-81 Delegate layout editor page


1. Editor that you are currently using, in this case the **Delegate editor**.
2. Add a list of delegates by importing an Excel file  or add delegates manually 
3. Search a delegate in the list
4. List of delegates
5. **Configure the front or the back** of the custom nameplate.
6. Layout preview
7. Edit the current layout
8. Select a predefined layout in the dropdown list (optional)
9. Select a layout and adjust it in the layout editor.
10. **Font editor** available when you select one of the text fields.
11. Layout editor where you can change the content of the fields as well as the width and height.
12. Default content to display on the nameplate. A **free text** field is available where you can add any text you want.
13. Select this option to sync the front and back of the nameplate: the same text will then be displayed on both sides. When this option is selected, the button **Nameplate back** on top of the page is greyed out.
14. Click to save the layout, or save the layout as a template for future use.

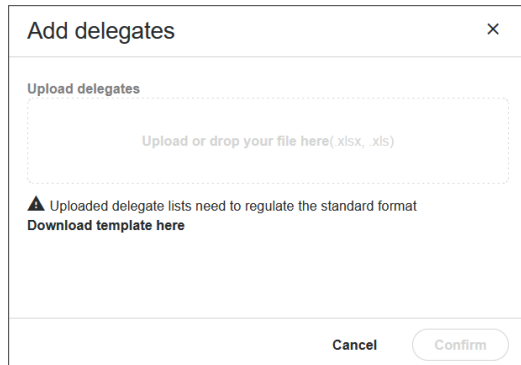
Add A Custom Nameplate Layout

In case you do not want to use the default layout for a delegate, you can easily configure a custom layout to be used each time you create a new meeting. Assigning a custom layout can be done before or during a meeting, and it is immediately applicable.


In the Delegate tab, click the  **EDITOR** button and follow the steps described below to add and configure a custom nameplate layout.

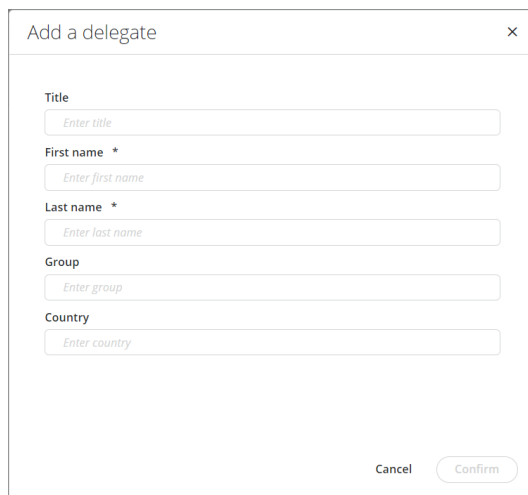
1. Add one or more delegates using one of these two ways:

- > Click on  to upload an Excel file with a list of delegates, then click on **Confirm**.



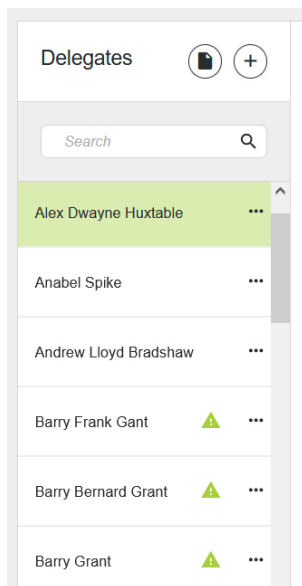
The dialog box is titled "Add delegates" with a close button (X) in the top right corner. It contains a section labeled "Upload delegates" with a dashed border and the text "Upload or drop your file here(.xlsx, .xls)". Below this, there is a warning icon (triangle with exclamation mark) and the text "Uploaded delegate lists need to regulate the standard format" followed by a link "Download template here". At the bottom, there are two buttons: "Cancel" and "Confirm".

- > Or click on  to add a delegate manually. Enter at least the last name and click on **Confirm**.




The dialog box is titled "Add a delegate" with a close button (X) in the top right corner. It contains several input fields: "Title" (placeholder: "Enter title"), "First name *" (placeholder: "Enter first name"), "Last name *" (placeholder: "Enter last name"), "Group" (placeholder: "Enter group"), and "Country" (placeholder: "Enter country"). At the bottom, there are two buttons: "Cancel" and "Confirm".

The delegate(s) is/are added in the list in the left pane.



When importing delegates for the first time, they will be assigned the default layout selected in the Layout tab.

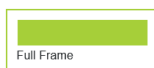


If the name of a delegate is too long for the selected layout, the following warning icon  will be displayed next to their name in the delegate list.

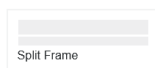
2. In the delegate list or via the search bar, select a delegate for whom you want to configure a custom layout. The name is highlighted in green.
3. Select the nameplate side (only possible when the front and back are not synced).
4. Select an alternative layout in the dropdown list (optional) or select one of the available predefined design on top of the page.

Alternative layout

Select a layout ▼



Full Frame



Split Frame



Three-lines Split Frame



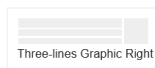
Graphic Left



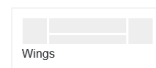
Three-lines Graphic Left



Graphic Right



Three-lines Graphic Right



Wings



Three-lines Wings



Cross Frame



5. Click and select one of the frames of the layout, and select the type of content you want to display. In this case, **First - Last name** has been assigned to the top frame.

Alex Huxtable					
{country}					
First name	Middle name	Last name	First - Last name	Last - First name	Title
Group	Country	Image	Free text	Empty	

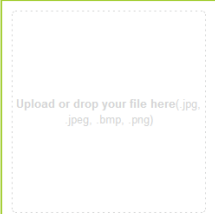
- Adjust the height of the frames by placing the cursor over the bounding box of the field until you get a resize cursor. Drag and drop until you reach the desired size.

Alex Huxtable
{country}

- To change the font, size, alignment of the content and color of the background, use the text-formatting options above the layout editor. (*For the best results, use black text - white background setting*)

Arial	84	 
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- In case you have selected a layout with a graphic, click the graphic frame and select **Image** below the layout editor. Drag and drop the image to frame or click **Upload** and select the image.

	First - Last name					
	Title					
	Group					
First name	Middle name	Last name	First - Last name	Last - First name	Title	Group
Country	Image	Free text	Empty			



Keep in mind the nameplate does not display colors. In case you insert a colored image, the software will apply automatic dithering. This may result in loss of image quality. Use the **Preview** mode to see how the color image will be displayed on the nameplate.



If you select **Free text** for a frame, you can type whatever content you want or you can put specific strings between curly brackets to make combinations of different parameters or to add additional spaces or characters. You can use the following parameters:

> title

> firstName


> lastName

> country

> group

It is important to note that these parameters are case sensitive.

Example: {title} {lastName} -- {firstName}

9. Select **Sync Front with Back** if you want to display the same image on the backside of the Nameplate. Otherwise configure the back in the same way as described here.
10. When you are ready, click **Save**, or click **Save as layout** to save the new layout in the Layout tab. The following icon  appears next to the delegate's name in the list to show they have a custom nameplate layout. This custom layout will be used during the ongoing meeting and the future ones.

Remove A Custom Layout

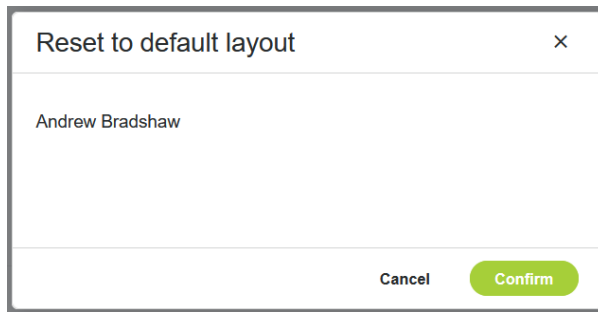
Removing a custom layout can be done before or during a meeting, and it is immediately applicable.


To remove a custom layout assigned to a delegate, proceed as follows:

1. Select a delegate in the list, click the **More** icon , then click **Reset to default layout**.



2. A confirmation pop-up opens. Click **Remove** to confirm.



3. The icon  next to the delegate's name disappears, meaning the custom nameplate layout has been removed. The delegate now has the default nameplate layout, which will be used during the ongoing meeting and the future ones.

Nameplate Layout Priority

The priority order with nameplate layouts works as follows:

WHEN A MEETING IS CREATED:

1. By default, a delegate is assigned the customized delegate layout if it already exists.
Or,
2. The delegate gets the default layout in case there's no assigned customized layout.

DURING AN ONGOING MEETING:

1. A **change of layout** during an ongoing meeting will **override the active layout only for the duration of the meeting** regardless if it was a the default meeting layout, a delegate layout or a custom meeting layout. The updated layout will remain active only for the current meeting or until new changes are implemented.
2. A **change in the delegate layout** during an ongoing meeting will **override the active layout** regardless if it was a the default meeting layout, a delegate layout or a custom meeting layout. These changes **will also apply to the next meetings** if the customized delegate layout is used.

UNDERSTAND MEETINGS

Using the **Nameplate Manager** you can create meetings outside of CoCon Meeting Manager. However all these meetings are synced with the CoCon database and are available in the CoCon Meeting Manager.

The purpose of the meeting editor in the Nameplate Manager is to allow you to easily configure the nameplates for your meeting, linking these to delegates and displaying the content on the nameplates present in the room.

With this manager you cannot manage the progress of your meeting, for this you will need the CoCon Core Operator Application.

Meeting Landing Page

On the meeting landing page you can see an overview of all created meetings together with their status and the number of delegates.

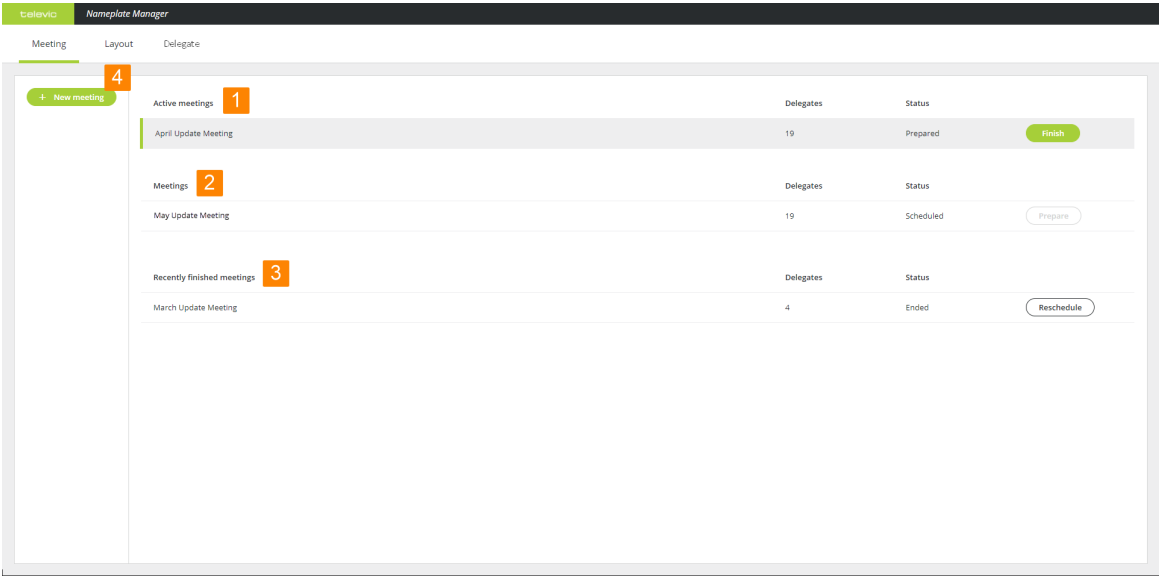


Figure 1-82 The meeting landing page

The following information is visible on the meeting landing page:

	Tab	Description
1	Active meetings	Indicates the meetings where the content of the nameplates is published and displayed on the nameplates available in the room.

	Tab	Description
2	Meetings	All created meetings, these are not yet or no longer active. To publish the content of the nameplates before the meeting starts, click Prepare .
3	Recently finished meeting	Contains all finished meetings. When you click Reschedule , the meeting will become available under Meetings which will allow you to publish the content of the nameplate again if you click Prepare .
4	New meeting	Click to add a new meeting.

Meeting And Nameplate Interaction

The **Nameplate Manager** and **CoCon Core** use the same resources and both applications are **synced** at all times. The state diagram below shows which meeting states are possible, where you can change the state and when the nameplate content can or is published.

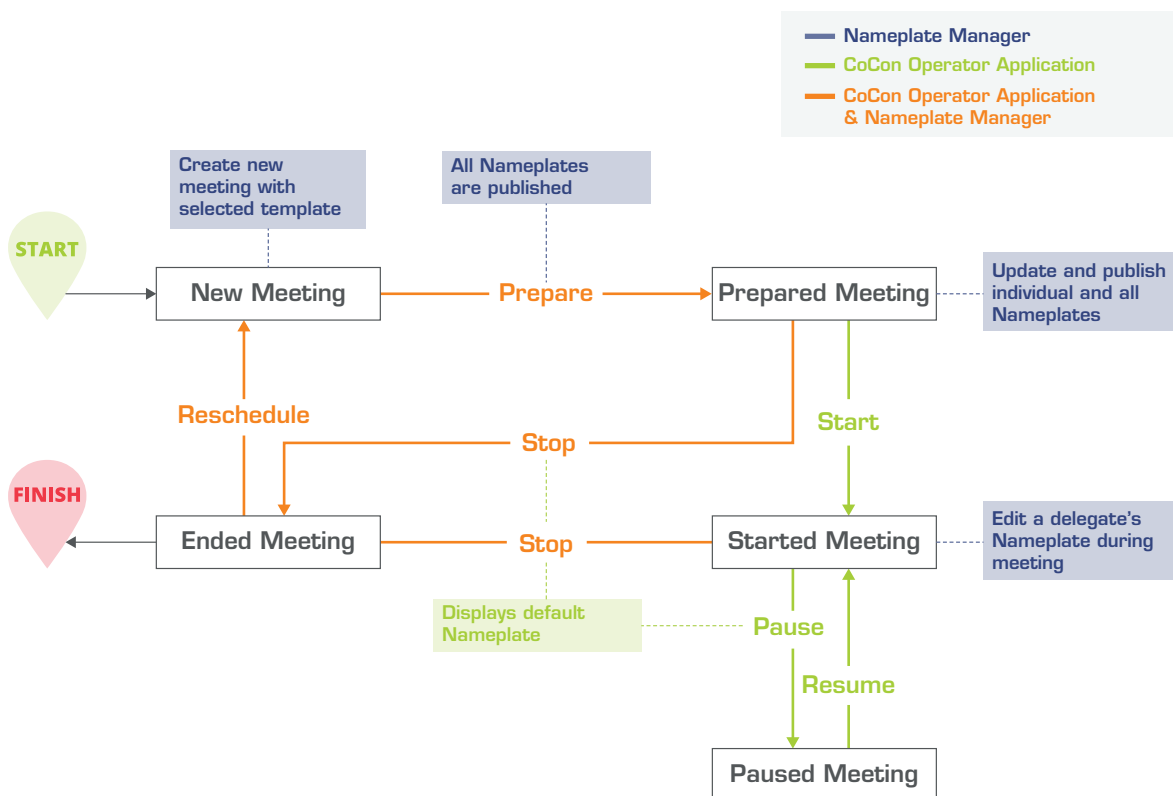


Figure 1-83 Interaction between meeting states and nameplates. Blue indicates actions or states that are only possible with the Nameplate (Manager), actions in green are only possible in the CoCon Operator Application and orange is possible in the CoCon Operator Application and Nameplate Manager.

You can create meetings in the Nameplate Manager and CoCon Meeting Manager / Operator Application. However, it is only possible to **start, pause and resume** meetings using the **CoCon Operator Application**. **Finishing and rescheduling** of meetings is also possible in the Nameplate Manager.

When you create a new meeting using the Nameplate Manager, you will have to specify the layout you want to use. When you create a meeting with CoCon Core and select to use nameplates, the default layout will be used.

When you prepare a meeting the content of the nameplates is published to the devices in the room. You can still publish changes to the nameplates when the meeting has the prepared status. In this case you can update an individual nameplate or all nameplates.

When a meeting is ongoing, it is also possible to edit a delegate's nameplate and to apply an alternative layout.

When a meeting is finished a default image is shown on the nameplates. You can define this image in the CoCon Room Configurator ("Define default Nameplate" on page 1).



To be certain that the nameplates display the correct content, publish all nameplates before resuming a meeting.

NAMEPLATES AND RFID CARDS

When your units have RFID card readers and your meeting works with free seating, then there is an extra event in the state diagram. This event states that if you insert your card when the meeting has the status prepared or started, the nameplate on that seat will be updated with the details of that delegate.

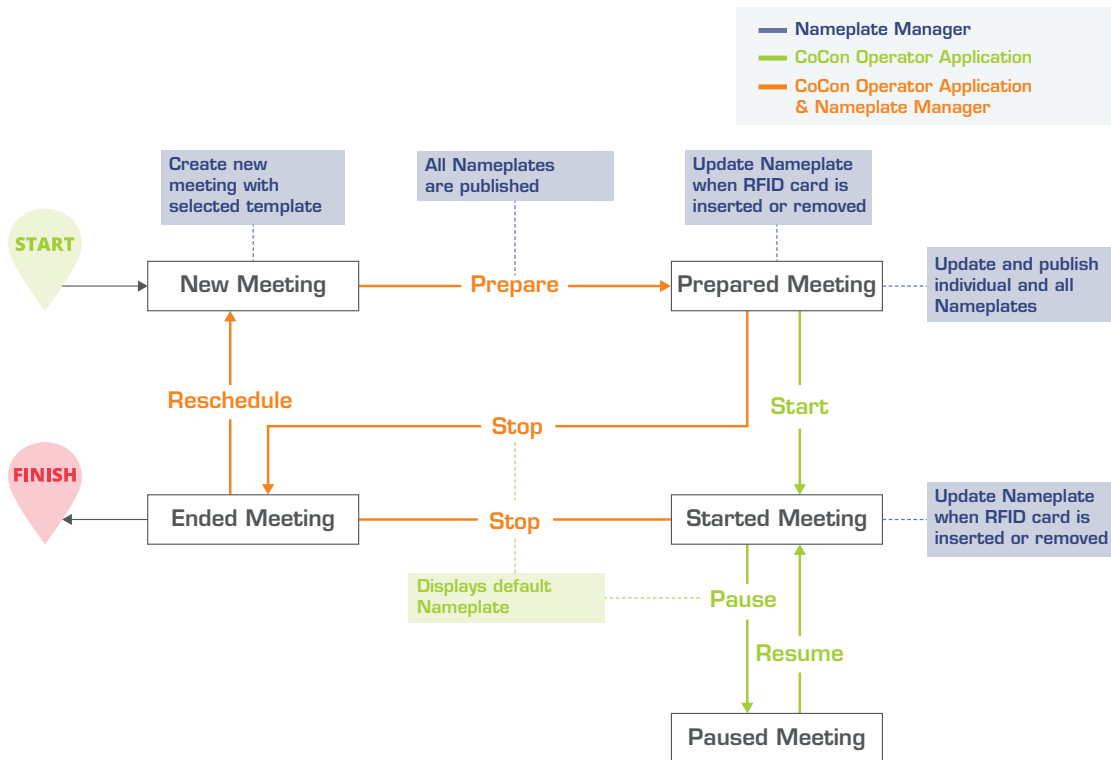
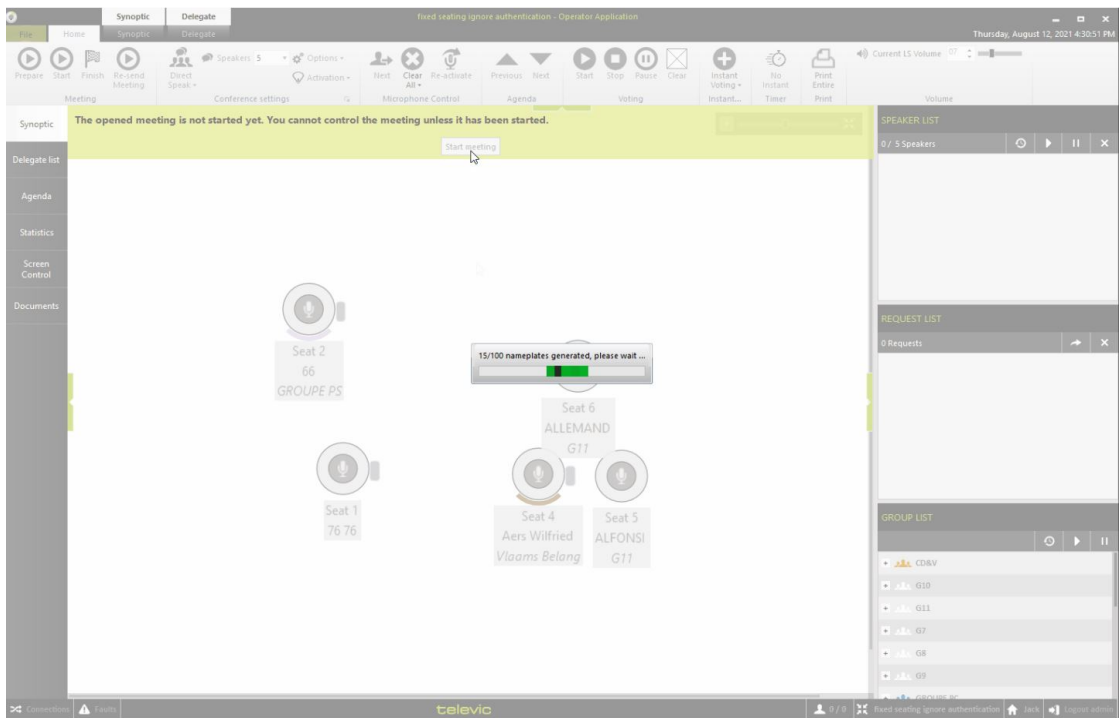


Figure 1-84 Interaction between meeting states and nameplates when units have RFID card readers

NAMEPLATE GENERATION WHEN MEETING STARTS

When the meeting starts, the nameplate generation is indicated by a progress bar as follows (nameplate generation may take a little while):



CONFIGURE MEETINGS

Create Meeting

Click **+ New meeting** to add a new meeting. For every new meeting you have to specify the following parameters:

Parameters	Description
Title	Insert the name of your meeting
Layout	Select the layout of the nameplate. The default or custom layout is selected (depending on which one has been defined).
Upload delegates	Add delegates to your meeting. Drag and drop the Excel file or click Upload . You can also add delegates after you create the meeting.
Automatically assign delegates to seats	Select this option to automatically assign the delegates to a seat. Seats are assigned following the order of the delegates in the input file. This option is only available when you upload a delegate list during the creation of a new meeting.

The figure shows two side-by-side screenshots of the 'Add a meeting' popup form. Both forms have a title field with 'May Update Meeting', a layout dropdown with 'Acme Corp.', and an 'Upload delegates' section. The left form shows a dashed box for file upload with the text 'Upload or drop your file here (.xlsx, .xls)' and a warning message: '▲ Uploaded delegate lists need to regulate the standard format. Download the template here. Duplicate delegates will be ignored.' The right form shows a file 'Nameplate_delegates(2).xlsx' uploaded, with a 'Remove' button next to it, and the 'Automatically assign delegates to seats' checkbox is checked. Both forms have 'Cancel' and 'Confirm' buttons at the bottom.

Figure 1-85 Popup to add a new meeting in the Nameplate application

Meeting Editor General Layout

Below you can find a general description of the different elements available on the meeting editor page.

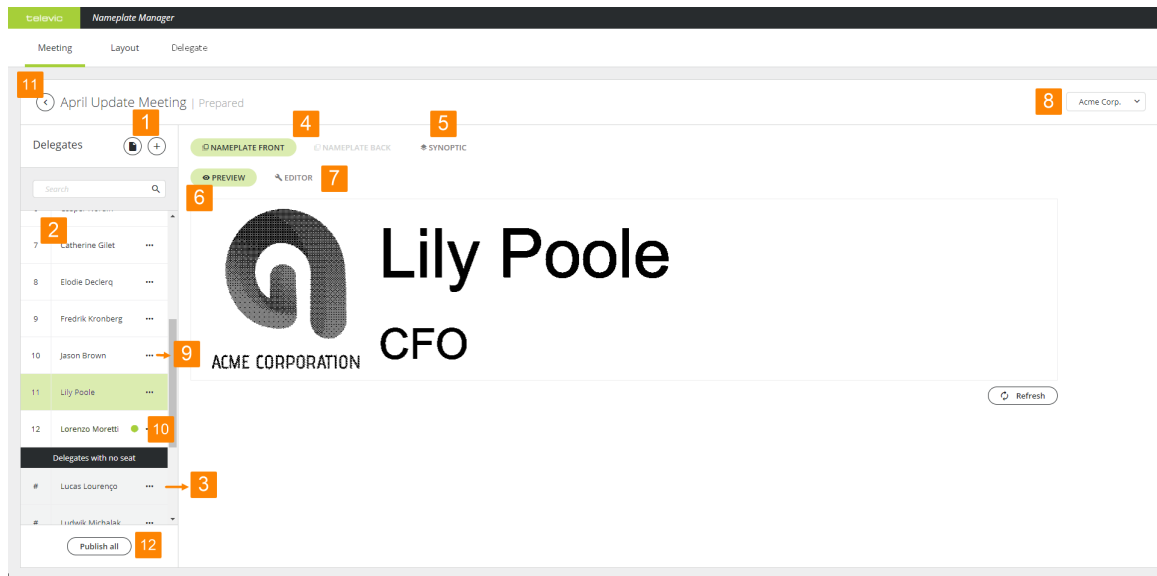


Figure 1-86 General layout of the meeting editor

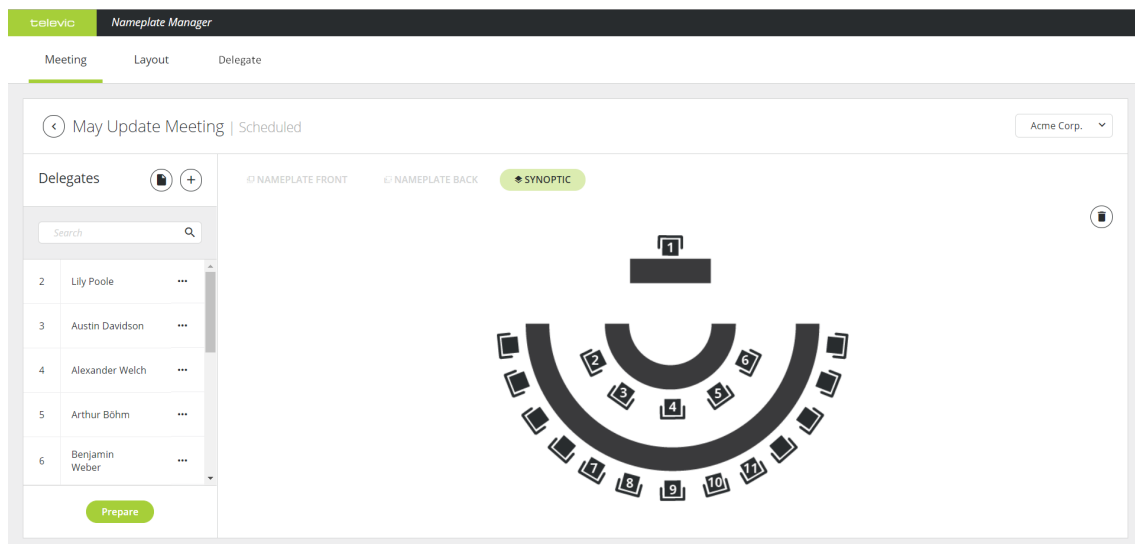
1. **Add delegates** using an Excel file or add them manually
2. Delegates **assigned** to a seat
3. Delegates **not assigned** to a seat
4. View the **front or back** of the Nameplate
5. View the **synoptic** of the meeting room
6. The **preview** shows how the content looks like on the Nameplate
7. **Editor view**: is the same as in the layout editor
8. Shows which **layout** is used, you can select another one
9. **More options** for delegates: allows you to assign, switch or remove a seat, or to delete the delegate
10. The green circle indicates that this delegate has a **custom Nameplate layout**
11. Shows the status and name of the meeting. Click the return icon to go back to the meeting overview.
12. Click to prepare the meeting and publish all nameplates or publish all nameplates when meeting is already prepared.

Add Synoptic To Meeting

To see the position of the seats and the Nameplates in your room, you can add an image of your synoptic. You could use an image of the synoptics you created in CoCon Room Configurator.

1. Click **Upload** and select the image or drag and drop your image in the synoptic window.

2. Click the remove icon  to delete the current synoptic.



Add Delegates To Meeting

If you did not add delegates to your meeting upon creation or want to add additional delegates, you can do this in the meeting editor page of the Nameplate Manager. There are two ways to add delegates: using a file or adding them manually one by one.



Beware of importing delegates using an Excel file. When the combination of first and last name already exists in the database, then the software will use the delegate that is already available in the database.

However, it is possible to have delegates with the same name in the database if you add delegates manually (see "Add Delegates Manually" on the next page).

IMPORT DELEGATES USING A FILE

It is possible to import multiple delegates at once. Upload an Excel file containing all delegate information.



You can download the format of this file in the upload window.

Click  and drag and drop the file or click **Upload** and select your file. Click **Confirm**.

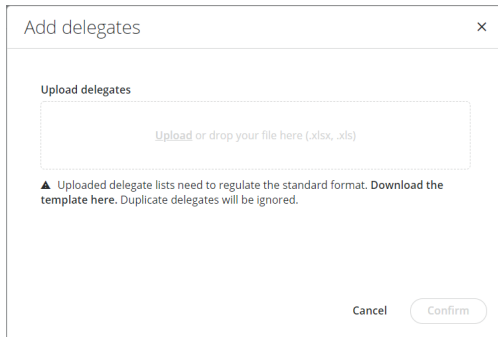



Figure 1-87 Popup window to import delegates using an Excel file

ADD DELEGATES MANUALLY

To add single delegates manually click . Complete the delegate details and click **Confirm**.

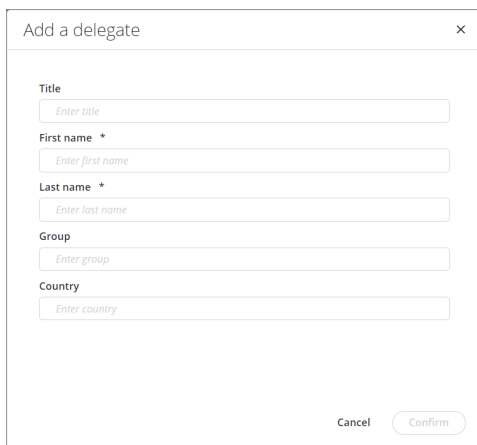


Figure 1-88 Popup window to manually add delegates

Manage Delegates And Their Nameplate

To be able to display the correct content on the proper nameplate, you need to link a delegate to a specific seat. On a seat you can find a delegate unit, a nameplate or both. In the last case you need CoCon Meeting Manager to update the delegate database. For more information on how to configure this see "Link Nameplates to units" on page 1. To link a delegate unit with a nameplate you can also use the USB connection, for more information see .

Per delegate it is possible to change the layout of the Nameplate and create custom layouts if needed. For a detailed description on how to configure the layout of the Nameplate see "Configure Nameplate layout".

MANAGE DELEGATES AND SEATS

ASSIGN SEATS: All delegates without seats are displayed in the list **Delegates with no seat**, these are shown in gray and are preceded by #. To assign a seat to a delegate click the more options icon **•••** and select **Assign seat**. Select one of the available seats from the drop-down menu and click **Assign**.

SWITCH SEATS: Sometimes delegates switch seats in the meeting room. To support this and adjust the nameplate accordingly, you can switch seats in the application. Click the more options icon **•••** and select **Switch seat**. Select the seat you want to switch with and click **Switch**. Click Publish all to publish these changes to the nameplate.

REMOVE SEATS: To remove the seat from a delegate click the more options icon and select **Remove seat**.

REMOVE DELEGATES: To remove the delegate click **•••** and select **Delete**. This removes the delegate from the meeting, but not from the database.

MAKE CUSTOM NAMEPLATES FOR DELEGATES

In some cases it makes sense to deviate from the predefined layout, for example when the name of the delegate is very long and cannot fit onto the display using the configured font size. In this case you could change the font size of only that delegate's nameplate.


You can change the layout in the editor on the meeting editor page the same way as described in "Configure Nameplate layout". Custom layouts are indicated by a green circle.

Depending on the status of your meeting, there are two options to save your layout:

1. **Save:** this option is available when the meeting is not yet prepared. This means the content of the nameplates is not published yet to the devices.
2. **Save and publish:** this option is available when the content is published and displayed on the nameplates. In this case the change is saved and immediately published on the nameplate.

Click **Reset to meeting layout** to undo all customizations.



When the content of the Nameplate is too large for the Nameplate display you will get an error indicated by the orange error icon .

PUBLISH NAMEPLATE CONTENT

When you finish the configuration of the layout of the nameplate and the association of the nameplate with delegates and seats, you can publish the content to the nameplates. There are different use cases for wanting to publish the content of your nameplates. Below you can find a description of these cases and how to execute them in the application.



When a meeting is started, it is possible edit a delegate's nameplate and/or select an alternative layout. See the following section for more information.

PREPARE A MEETING

When you finish the configuration of the meeting and the nameplate, you can prepare the meeting to test the content of the nameplates on the physical devices in the room. In this meeting state the meeting and the timer is not yet running.

There are two options to prepare a meeting:

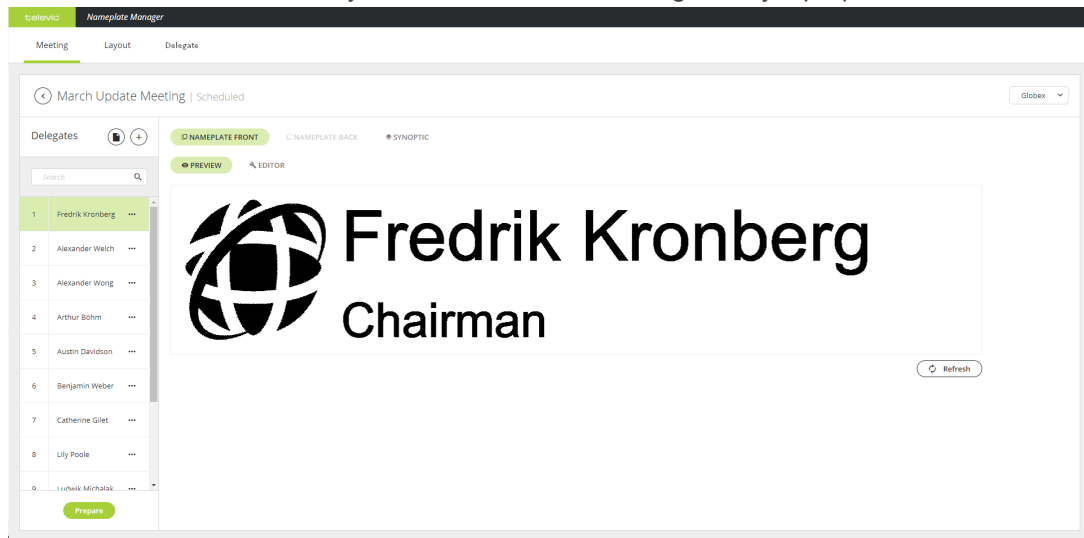
1. From the meeting overview page: under **Meetings** you can find all meetings that you can prepare. Click **Prepare** next to the meeting you want to test or start. Note that you can only prepare one meeting at the same time.

The screenshot shows the 'Nameplate Manager' application interface. At the top, there is a navigation bar with 'Teleview' and 'Nameplate Manager'. Below this is a sub-navigation bar with 'Meeting', 'Layout', and 'Delegate'. The 'Meeting' tab is selected. On the left side, there is a sidebar with a '+ New meeting' button. The main content area is divided into three sections: 'Active meetings', 'Meetings', and 'Recently finished meetings'. The 'Active meetings' section shows 'No active meetings'. The 'Meetings' section shows a table with columns 'Meetings', 'Delegates', and 'Status'. It contains one row: 'April Update Meeting' with 12 delegates and a 'Scheduled' status, with a green 'Prepare' button next to it. The 'Recently finished meetings' section shows a table with columns 'Meetings', 'Delegates', and 'Status'. It contains one row: 'March Update Meeting' with 12 delegates and an 'Ended' status, with a 'Reschedule' button next to it.

Meetings	Delegates	Status	Action
April Update Meeting	12	Scheduled	<button>Prepare</button>

Meetings	Delegates	Status	Action
March Update Meeting	12	Ended	<button>Reschedule</button>

2. From the meeting editor page: on the bottom of the delegate list you can find the **Prepare** button. Note this button is only available when the meeting is not yet prepared.



PUBLISH NAMEPLATE AFTER SWITCHING SEATS

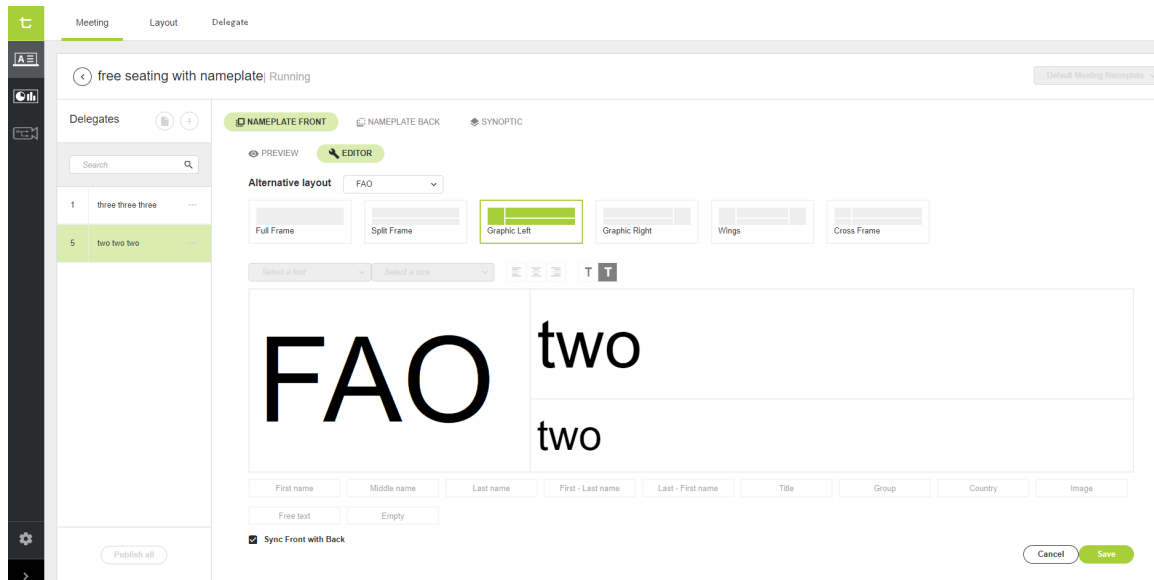
If you **switch seats** between delegates the nameplates on these seats will not automatically update. This is also not the case when you change the nameplate layout of all delegates using the drop-down in the top right corner. You need to click the **Publish all** button on the bottom of the delegate list.

CHANGE ONE NAMEPLATE LAYOUT

You can change the layout of a single Nameplate using the layout editor as described in "Make custom Nameplates for delegates" on page 1. If you change the layout of a single Nameplate the content will be published to the physical device when you click **Save**.

EDIT A NAMEPLATE DURING A MEETING

During a meeting, it is possible to edit a nameplate by selecting and editing an alternative nameplate.



1. Under **Meeting**, in the left column, select the delegate whose nameplate needs to be edited.
2. Click on the **Editor** button. The meeting editor page opens.
3. Select a layout in the alternative layout's dropdown list.
4. If necessary, enter the changes in the editor page.
5. Click on the Save button. The nameplate has been updated.

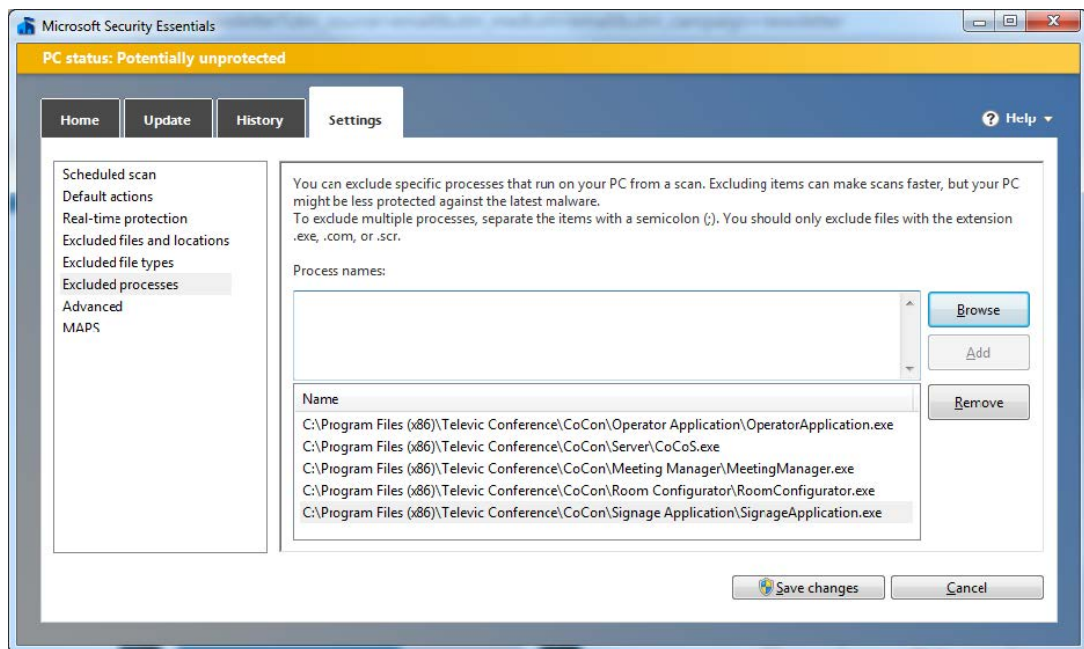


The changes are implemented to the ongoing meeting only and **won't be saved for the next meeting**.

KNOWN ISSUES

The following is a list of known issues with the current version of the software:

- **API:** To be able to communicate with the Room Server using the API, you need to run the Room Server in administrator mode.
- **Meeting Manager:** Occasionally, the Meeting Manager may stop working when saving a meeting as a template. This does however not affect the saving of the meeting data to the database. A restart of the program suffices to continue working with the required data.
- **All applications:** Some version of Windows Defender and Microsoft Security Essential can cause a significant delay in the communication between the Central Unit and the CoCon Room Server on the one hand, and between the CoCon Room Server and the CoCon clients on the other hand. This can be seen by the fact that the “MsMpEng.exe” process takes a lot of CPU in the Windows Task Manager section Processes while the CoCon applications are running. The solution for this is adding exceptions for the CoCon Room Server and CoCon clients on the management consoles of these Microsoft programs, as shown in the screenshot below for the Microsoft Security Essentials:



- **All applications:** The Windows multi-user support at this point is limited and depends on the Windows-platform on which the applications are installed. For the CoCon client applications, the following is applicable: after the installation has been done, multiple Windows users on the same machine will be able to access the CoCon client applications, each with their own settings. For the CoCon Server application, the following is applicable:

- Windows: The CoCon Room Server application should be run as a regular user (without Administrator rights). However, the first time the CoCon Room Server is started, the installation of SQL Server might ask for Administrator rights to install this.
- **Server application:** During installation of the SQL Server Express (the database that CoCon uses to store its data), a check is done whether the Computer Name is the same as the User Name. This is a situation which is considered bad practice in IT terms, and does not allow the successful completion of the SQL Server installation procedure. In order to remedy this, stop the CoCon Room Server (using Task Manager), change either the Computer Name or the User Name and restart the CoCon Room Server.
- **Hung voting setting:** if the resolution of the hung vote is chosen as “Determined by chairmen in a new chairmen-only voting session”, then the results of the original (hung) voting round are not saved to the database, and also not available for printing.
- **Meeting Manager:** meeting templates created with an earlier version might not be aligned with the latest version of the database. It is safest to make new meeting templates based on the same settings.

COMMUNICATION PORTS

Overview

The Plixus Central Unit allows a lot of different connections, using different protocols served by different applications.

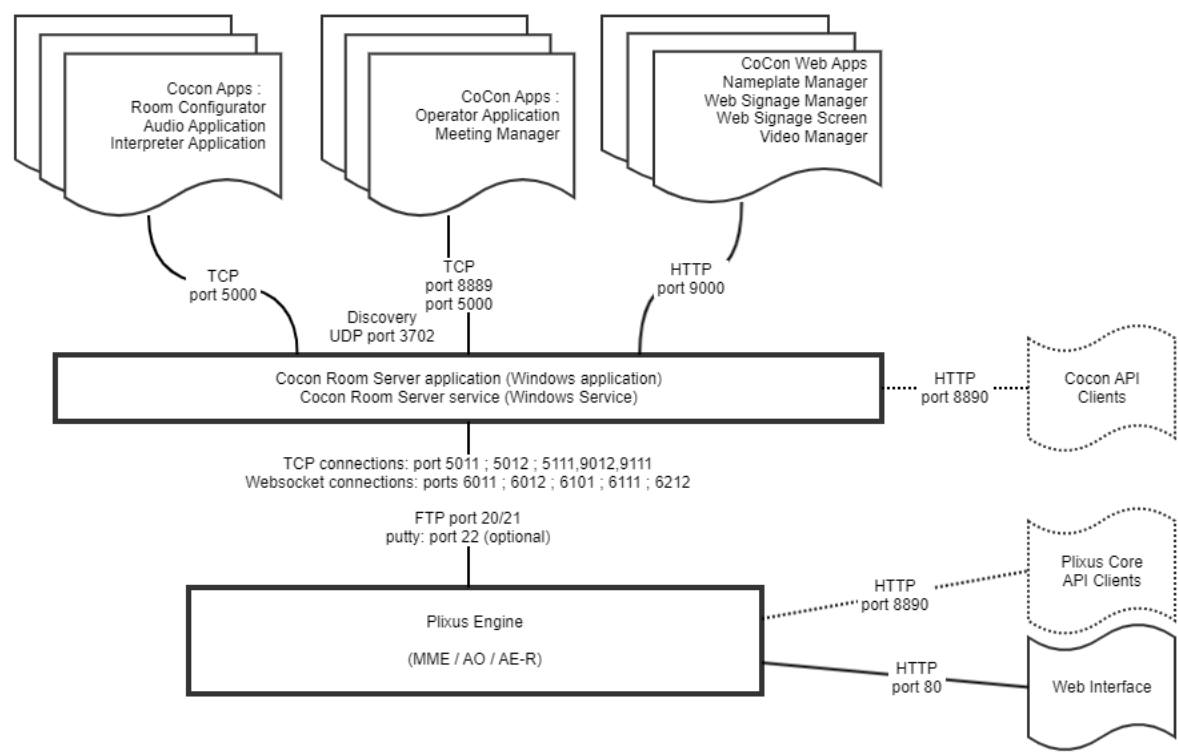


Figure 1-89 Network ports diagram

Port Structure

The ports that are used for these connections are structured as follows:

Port	Description
5000 - 5999	TCP communication
6000 - 6999	WebSocket communication, the first digit of the port is a 6

Port	Description
9000 - 9999	<p>Swagger API communication:</p> <ul style="list-style-type: none"> ➤ If second digit is a 0: communication to the CU application ➤ If second digit is a 1: communication to the ERS ➤ If second digit is a 2: communication to the ECS ➤ If second digit is a 3: communication to the CAM ➤ If third digit is a 0: use of SSL (secured connection) ➤ If third digit is 1: plain connection ➤ If last digit is 1: room connection ➤ If last digit is 2: configuration connection

Assigned Ports

The following ports are currently assigned:

Port	Description
3702 (UDP)	WS discovery (broadcast server to all clients)
5000 (TCP)	Core Cocon applications
5011	Room connection to the Central Unit software
5012 (TCP)	Configuration connection to the Central Unit software
5111 (TCP)	Room connection to Embedded Room Server
6011	WebSocket Room connection to the Central Unit software
6012	WebSocket configuration connection to the Central Unit software
6101	WebSocket (secured) connection to the Embedded Room Server
6111	WebSocket connection to the Embedded Room Server
6212	WebSocket connection to the Embedded Configuration Server
6312	WebSocket connection to the Camera Protocol software
8300 (UDP)	Server connection from the Camera Protocol software

Port	Description
8889 (TCP)	Legacy Cocon applications
8890 (TCP)	REST connection to Embedded Room Server
9000 (HTTP)	Web applications (nameplate , signage, etc.)
9012	Swagger REST API Configuration connection to the Central Unit software
9111	Swagger REST API Room connection to the Embedded Room Server
20/21 (FTP)	Connection from the roomserver to the Central Unit software
22	Putty (optional)
80 (HTTP)	Website

CAMERA PROTOCOLS

Overview

Various Televic Conference products offer the ability to connect a camera system. Various protocols that can be used for this are described in this section. You can select the camera protocol in the last step of the **Configuration wizard** of the **Room Server**.

The camera control can be connected to one of the following Televic Conference products:

- The CoCon Room Server

The CoCon Room Server allows for the following type of connection to the camera system.

- RS232
- TCP/IP
- UDP

If CoCon sends out the camera protocol, this is done by the CoCon Room Server. This PC will send out the commands to the camera system.



Note that the CoCon Room Server sends out the Seat number.

RS232 Communication

The appropriate serial port to use on the Plixus engine is by default **COM4**. The communications port COM4 operates at a default speed of 19200 bits per second.

A complete overview of the settings of the communications port for the camera control:

- **Port:** COM4 Configurable
- **Bits per second:** 19200 Configurable
- **Data bits:** 8
- **Parity:** None
- **Stop bits:** 1
- **Flow control:** None

When using the CoCon Room Server to send out the camera protocols, the local COM-port can of course be chosen as a part of the camera protocol configuration.

TCP/IP Communication

In this mode the Plixus engine and CoCon both operate as a TCP/IP server. The default connection port for the engine is 5003. The camera systems must make the TCP connection to the engine or to the CoCon Room Server!

UDP Communication

In this mode the Plixus engine sends the camera commands via UDP to a destination IP address.

The default communication port on the Plixus engine is 10001.

Protocols

Following protocols are supported:

- TLVCAM1 (TLV Protocol (default))
- TLVCAM2 (Philips protocol)
- TLVCAM3 (EP BXL protocol)
- TLVCAM4 (EP BXL+ Name protocol)
- TLVCAM5 (ARBOR protocol)
- TLVCAM6 (RUMINE)
- TLVCAM7 (EP BXL+ Timestamp protocol)
- TLVCAM8 (Philips protocol + Start stop vote)

The protocol is configurable via the Central Unit, or using the CoCon Room Configurator.

Commands For TLVCAM1 Protocol (TLV)

All commands sent for this protocol start with a '%' sign. The last character is a character that states the end of the transmission. Just before the end of transmission character, there are four characters within the command sent to the camera control which account for the CRC checksum. The CRC checksum is in uppercase hexadecimal form while all other numbers are in decimal form.

The protocol is described as follows: STX '%' data CRC ETX

With:

- STX = start transmit char (0x25 = '%')
- ETX = end transmit char (0x0D)
- CRC = 16 bit sum of the ASCII characters between STX and CRC

All commands sent by the protocol, need to be acknowledged by the camera system! For UDP connection this is not necessary.

The protocol will retransmit the command up to 3 times if no acknowledge is received.

The acknowledge frame is 1byte long and holds the value 0x06.

We will adopt a certain notation to explain the messages sent. All separate entities in a message are represented between curly brackets. If the contents of such an entity is also between quotes (' ') then this means that this is a literal string. Otherwise it describes the logical entity. A logical entity will also contain a number between brackets. This number states how many characters the entity will exist of. If the subtext 1+ is attached to the entity between curly brackets, then this means that one or more occurrences of this entity may occur.

Whenever a microphone of a delegate or the microphone of the president is activated, then a command is sent to the camera control. Whenever an active microphone is deactivated, another command is sent to the camera control.

- The microphone of the president is activated:
`{STX}{‘P’}{Microphone number (4)} {CRC (4)}{ETX}`
- The microphone of the president is deactivated:
`{STX}{‘p’}{Microphone number (4)} {CRC (4)}{ETX}`
- The microphone of a delegate is activated:
`{STX}{‘M’}{Microphone number (4)} {CRC (4)}{ETX}`
- The microphone of a delegate is deactivated:
`{STX}{‘m’}{Microphone number (4)} {CRC (4)}{ETX}`

The remaining commands are control commands.

- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.
`{STX}{‘R’}{CRC (4)}{ETX}`

- At a time-interval of around 5 seconds a synchronization message is sent to the camera control. The message contains all the numbers of the active microphones or the number 0 to stipulate that there are no microphones active.

{STX}{‘S’}{Microphone Number (4)}1+{CRC (4)}{ETX}

- All active microphones are deactivated simultaneously.

{STX}{‘V’}{‘0000’}{CRC (4)}{ETX}

EXAMPLES

If the president microphone is activated, and the president microphone has the number ‘0001’ then the following message is sent: %P00010111. When the president microphone is deactivated, then the following message is sent: %p00010131. If a delegate microphone is activated, and that delegate microphone has the number ‘0003’ then the following message is sent: %M00030110. When the delegate microphone is deactivated, then the following message is sent: %m00030130

Suppose now that the delegate microphone with number ‘0003’ is active. On a synchronization check the synchronization message will look like this: %S00030116. 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: %S000300020004029C. When no microphones are active, then the following synchronization will be received: %S00000113. 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 (Philips)

All commands sent by this protocol start with a ‘\$’ sign or ‘&’. Commands are terminated with a CR (0xd) and LF(0xa).

- The microphone of a delegate is activated:

\$1{Microphone number (4)}<CR><LF>

- The microphone of a delegate is deactivated:

\$2{Microphone number (4)}<CR><LF>

- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.

&30000<CR><LF>

- › All active microphones are deactivated simultaneously.

&30000<CR><LF>

EXAMPLES

If the president microphone is activated, and the president microphone has the number '0001' then the following message is sent: \$10001<CR><LF>. When the president microphone is deactivated, then the following message is sent: \$20001<CR><LF>. If a delegate microphone is activated, and that delegate microphone has the 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 the camera control system should reset itself to its start position, then the following message will be received: &30000<CR><LF>. When all microphones are deactivated simultaneously, then the following message is received: &30000<CR><LF>.

Commands For TLVCAM3 Protocol (EP BXL)

- › The microphone of a delegate is activated:

micro <microphone n°> ON <LF><CR>

where <microphone n°> is 3 bytes long.

- › The microphone of a president is activated

micro P ON <LF><CR>

- › All microphones are deactivated:

micro OR ON <LF><CR>

- › The microphone of the president is deactivated

micro P OFF <LF><CR>

- › The microphone of a delegate is deactivated, but a microphone of a president is still on

micro P ON <LF><CR>

- › The microphone of a delegate is deactivated and no president microphones are on

micro <microphone n°> OFF <LF><CR>

where <microphone n°> is 3 bytes long.

- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.

HARDWARE RESET !!! <LF><CR>

Commands For TLVCAM4 Protocol (EP BXL + Name)

- The microphone of a delegate is activated:

<microphone n°> : <Name>

where <microphone n°> is 3 bytes long.

- The microphone of a president is activated

P<microphone n°> : <Name>

where <microphone n°> is 3 bytes long.

- All active microphones are deactivated and the camera control should reset itself to a neutral starting position.

HARDWARE RESET

- All active microphones are deactivated simultaneously.

All micro's OFF



(This protocol is mostly used with Led displays)

Commands For TLVCAM5 Protocol (ARBOR)

All commands sent by this protocol start with a '%' sign. The last character ETX is a character that states the end of the transmission. Just before the end of transmission character, there are four characters within the command sent to the ARBOR system which account for the CRC checksum. The CRC checksum is in uppercase hexadecimal form while all other numbers are in decimal form.

The protocol is described as follows: STX '%' data CRC ETX. With:

- **STX** = start transmit char (0x25 = '%')
- **ETX** = end transmit char (0x0D)
- **CRC** = 16 bit sum of the ASCII characters between STX and CRC

We will adopt a certain notation to explain the messages sent. All separate entities in a message are represented between curly brackets. If the contents of such an entity is also between quotes (' ') then this means that this is a literal string. Otherwise it describes the logical entity. A logical entity will also contain a number between brackets. This number states how many characters the entity will exist of. If the subtext 1+ is attached to the entity between curly brackets, then this means that one or more occurrences of this entity may occur.

Maybe this notation seems a little hard to comprehend at first, but some examples should clarify them. Whenever a microphone of a delegate is activated, then a command is sent to the ARBOR system. Whenever an active microphone is deactivated, another command is sent to the ARBOR system.

- › The microphone of a delegate is activated:

{STX}{‘M’}{Microphone number (4)}{Delegate’s Full name (60)} {CRC (4)}{ETX}

- › The microphone of a delegate is deactivated:

{STX}{‘m’}{Microphone number (4)} {CRC (4)}{ETX}

- › Start recording of the conference

{STX}{‘S’}{Conference room (20)}{Agenda title (40)}{Agenda item (40)}{CRC (4)}{ETX}

- › Stop recording of the conference

{STX}{‘s’}{CRC (4)}{ETX}

- › Agenda item

{STX}{‘I’}{Agenda item (40)}{CRC (4)}{ETX}

The remaining commands are control commands:

- › All active microphones are deactivated and the camera control should reset itself to a neutral starting position.

{STX}{‘R’}{CRC (4)}{ETX}

- › All active microphones are deactivated simultaneously.

{STX}{‘V’}{‘0000’}{CRC (4)}{ETX}

Commands For TLVCAM6 Protocol (Rumine)

All commands sent by this protocol start with a '%' sign. The last character is a character that states the end of the transmission. Just before the end of transmission character, there are four characters within the command sent to the camera control which account for the CRC checksum. The CRC checksum is in uppercase hexadecimal form while all other numbers are in decimal form.

The protocol is described as follows: STX '%' data CRC ETX. With:

- **STX** = start transmit char (0x25 = '%')
- **ETX** = end transmit char (0x0D)
- **CRC** = 16 bit sum of the ASCII characters between STX and CRC

All commands sent by this protocol, need to be acknowledged by the camera system! For UDP connection this is not necessary.

The acknowledge frame is 1byte long and holds the value 0x06.

We will adopt a certain notation to explain the messages sent. All separate entities in a message are represented between curly brackets. If the contents of such an entity is also between quotes (' ') then this means that this is a literal string. Otherwise it describes the logical entity. A logical entity will also contain a number between brackets. This number states how many characters the entity will exist of. If the subtext 1+ is attached to the entity between curly brackets, then this means that one or more occurrences of this entity may occur.

Maybe this notation seems a little hard to comprehend at first, but some examples should clarify them. Whenever a microphone of a delegate or the microphone of the president is activated, then a command is sent to the camera control. Whenever an active microphone is deactivated, another command is sent to the camera control.

- The microphone of the president is activated:

```
{STX}{Microphone number (3)}{'M'}{Delegate's name (40)}{Delegate's First name (20)}  
{CRC (4)}{ETX}
```

- The microphone of the president is deactivated:

```
{STX}{Microphone number (3)}{'m'} {CRC (4)}{ETX}
```

- The microphone of a delegate is activated:

```
{STX}{Microphone number (3)}{'M'}{Delegate's name (40)}{Delegate's First name (20)}  
{CRC (4)}{ETX}
```

- › The microphone of a delegate is deactivated:

{STX}{Microphone number (3)}{'m'} {CRC (4)}{ETX}

The remaining commands are control commands:

- › All active microphones are deactivated and the camera control should reset itself to a neutral starting position.

{STX}{‘R’}{CRC (4)}{ETX}

- › All active microphones are deactivated simultaneously.

{STX}{‘V’}{‘000’}{CRC (4)}{ETX}

Commands For TLVCAM7 Protocol (Timestamp)

- › The microphone of a delegate is activated:

M<microphone n°> : <Timestamp><CR>

where <microphone n°> is 3 bytes long.

Timestamp format: hh:mm:ss

- › The microphone of a president is activated

P<microphone n°> : <Timestamp><CR>

where <microphone n°> is 3 bytes long.

Timestamp format: hh:mm:ss

- › The microphone of a delegate is deactivated:

m<microphone n°> : <Timestamp><CR>

where <microphone n°> is 3 bytes long.

Timestamp format: hh:mm:ss

- › The microphone of a president is deactivated

p<microphone n°> : <Timestamp><CR>

where <microphone n°> is 3 bytes long.

Timestamp format: hh:mm:ss

- › All active microphones are deactivated and the camera control should reset itself to a neutral starting position.

HARDWARE RESET<CR>

All active microphones are deactivated simultaneously.

All micro's OFF<CR>



This protocol is mostly used with Led displays

Commands For TLVCAM8 Protocol (Philips + Start&Stop Vote)

All commands sent this protocol start with a '\$' sign or '&'. Commands are terminated with a CR(0xd) and LF(0xa).

- › The microphone of a delegate is activated:

\$1{Microphone number (4)}<CR><LF>

- › The microphone of a delegate is deactivated:

\$2{Microphone number (4)}<CR><LF>

- › All active microphones are deactivated and the camera control should reset itself to a neutral starting position.

&30000<CR><LF>

- › All active microphones are deactivated simultaneously.

&30000<CR><LF>

- › Start Vote

v1<CR><LF>

- › Stop Vote

v0<CR><LF>

EXAMPLES

If the president microphone is activated, and the president microphone has the number '0001' then the following message is sent: \$10001<CR><LF>. When the president microphone is deactivated, then the following message is sent: \$20001<CR><LF>. If a delegate microphone is activated, and that delegate microphone has the 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 the camera control system should reset itself to its start position, then the following message will be received: &30000<CR><LF>. When all microphones are deactivated simultaneously, then the following message is received: &30000<CR><LF>.

Commands For TLVCAM9 Protocol (Philips + Start&Stop Vote)

All commands sent by the CoCon software start with a '%' sign. The last character is a character that states the end of the transmission. Just before the end of the transmission character, four characters within the command are sent to the camera control which account for the CRC checksum. The CRC checksum is in uppercase hexadecimal form while all other numbers are in decimal form.

The protocol is described as follows: STX '%' data CRC ETX. With:

- STX = start transmit char (0x25 = '%')
- ETX = end transmit char (0x0D)
- CRC = 16 bit sum of the ASCII characters between STX and CRC

All commands sent by the CoCon software need to be acknowledged by the camera system, except for UDP connection.

The CoCon software will retransmit the command up to 3 times if no acknowledgement is received.

The acknowledgement frame is 1 byte long and holds the value 0x06.

We will adopt a certain notation to explain the messages sent. All separate entities in a message are represented between curly brackets. If the content of such an entity is also between quotes (' ') then this means that this is a literal string. Otherwise, it describes the logical entity. A logical entity will also contain a number between brackets. This number states how many characters the entity will exist of. If the subtext 1+ is attached to the entity between curly brackets, this means that one or more occurrences of this entity may occur.

Maybe this notation seems a little hard to comprehend at first, but some examples should clarify them.

Whenever a microphone of a delegate or the microphone of the president is activated, a command is sent to the camera control. Whenever an active microphone is deactivated, another command is sent to the camera control.

- › The microphone of the president is activated:

{STX}{‘P’}{Microphone number (4)}{‘:’}{ name}{first name}{CRC (4)}{ETX}

- › The microphone of the president is deactivated:

{STX}{‘p’}{Microphone number (4)} {CRC (4)}{ETX}

- › The microphone of a delegate is activated:

{STX}{‘M’}{Microphone number (4)}{‘:’}{ name}{first name}{CRC (4)}{ETX}

- › The microphone of a delegate is deactivated:

{STX}{‘m’}{Microphone number (4)} {CRC (4)}{ETX}

- › Start vote:

{STX}{‘XV’}{CRC (4)}{ETX}

- › Stop vote:

{STX}{‘XS’}{CRC (4)}{ETX}

- › Unanimous vote:

{STX}{‘XE’}{votelabel}{CRC (4)}{ETX}

- › Open agenda

{STX}{‘XO’}{filename}{CRC (4)}{ETX}

- › Close agenda:

{STX}{‘XC’}{CRC (4)}{ETX}

- › Agenda item:

{STX}{‘XI’}{item}{CRC (4)}{ETX}

The remaining commands are control commands:

- › All active microphones are deactivated and the camera control should reset itself to a neutral starting position:

{STX}{‘R’}{CRC (4)}{ETX}

- At a time interval of around 5 seconds, a synchronization message is sent to the camera control. The message contains all the numbers of the active microphones, or the number 0 to stipulate that there are no microphones active.

{STX}{‘S’}{Microphone Number (4)}1+{CRC (4)}{ETX}

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