PLIXUS & CONFIDEA G4 UNITS

USER GUIDE

Copyright Statement

Trademarks

CONTENTS

Lingua ID

INTRODUCTION

This chapter describes gives a short introduction to the different Plixus and Confidea G4 units described in this user guide.

GETTING STARTED

About This Manual

Throughout this guide we use 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 microphone 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
Plixus MME	≥ CRP 5.2
Plixus AE-R	≥ CRP 5.2
Confidea WCAP G3	≥ 3.1
Confidea G3 units	≥ 3.1
Confidea WAP G4	≥ 7.4
Confidea G4 units	≥ 7.4

ABOUT PLIXUS

Concept And Design

Plixus Conference Network
HD Video
Documents
HD Audio
Tunneled IP
Conference Control Data
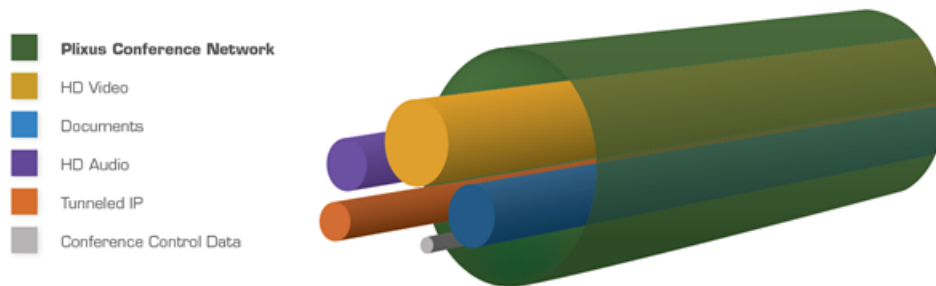
Figure 1-1 *Plixus CAT 5e cable characteristics*

Plixus is a state-of-the-art conference architecture that excels in **performance, security & reliability**.

It is a packet-based IP network that radically simplifies the conference architecture by sending all information over a single CAT 5e cable. HQ audio, HD video, and data travel over a single cable. Dedicated bandwidth is reserved for audio and video. The result is permanent and uninterrupted crystal-clear audio and video. Plixus also eliminates the large amount of equipment and cabling that was traditionally required to bring video to each delegate. Video splitters, distribution amplifiers and several cables to each delegate position are no longer needed. As a result, Plixus drastically reduces the installation cost and simplifies the maintainability of the total system architecture.

The Plixus architecture is also engineered with redundancy & maintenance in mind. All delegate stations are interconnected in daisy-chain and the last unit in the chain can close the loop for increased reliability and redundancy. Moreover, Plixus is conceived with a self-healing topology: data will always travel the shortest route and in the case of an error, Plixus will self-correct and reroute data via the fastest available pathway. Ultimately, it offers all parties peace of mind with Plixus' rock-solid reliability.

Finally, Plixus offers the best of both worlds. The mission-critical part of the central unit is entirely closed off while the DANTE™ interface enables third-party devices to communicate with the closed core network. As a result, Plixus acts as a gatekeeper who guarantees safe & secure communication and allows device extensibility via the DANTE™ interface.

PLIXUS MICROPHONE UNITS

A Plixus system can contain different types of units depending on the needs of your meeting. There are two types of units:

> Audio only units

> Multimedia units: when your meeting requires the participants to see the video streams and documents shared during the meeting, on their unit

Within the Plixus portfolio there are different families of microphone units.

> **Confidea**: tabletop and flushmount audio only solution. Different units for chairperson and delegates, and support for voting and interpretation.

> **Confidea FLEX Wired and Wireless**: one single unit which you can configure as chairperson or delegate. Licenses determine which functions are available on the unit.

> **Confidea GO G4**: wireless discussion unit which you can configure as chairperson or delegate with possibility to add a dual delegate license.

> **uniCOS**: tabletop and flushmount multimedia solution.

> **Lingua Interpreter Desk (ID)**: unit for interpretation with different units for audio only and multimedia
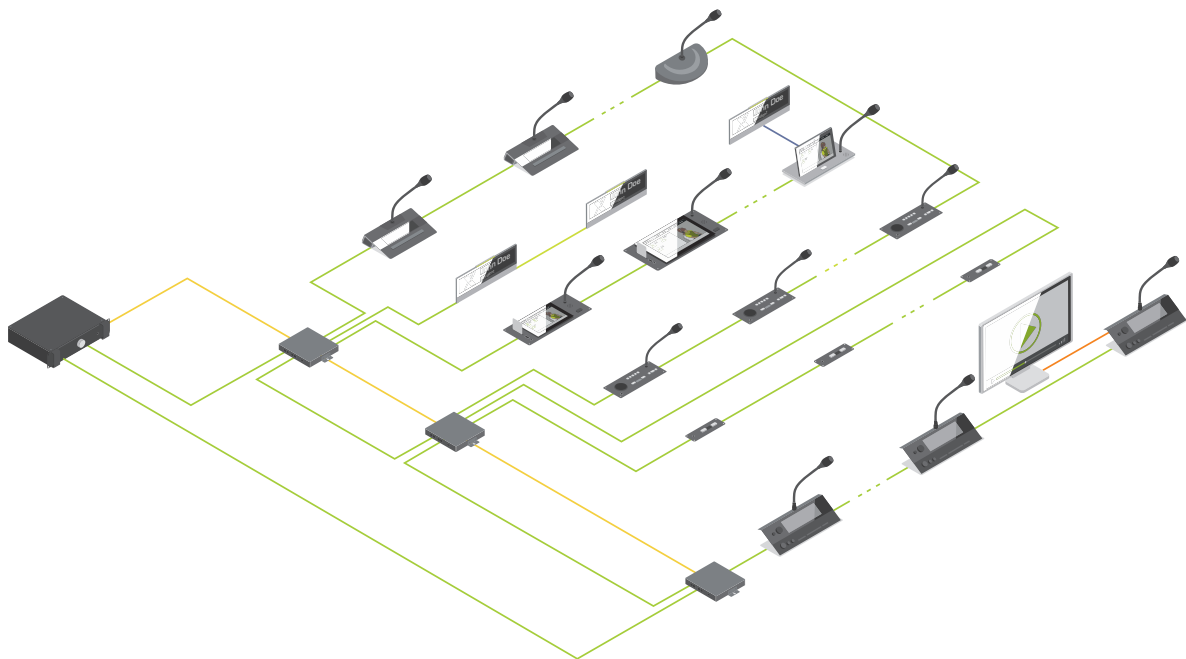
Figure 1-2 *Plixus network with the different product families*

CONFIDEA

Confidea is the name of the family of Plixus audio only units. Each unit is available in a flushmount and tabletop version. Different types of units exist depending on the functionality that you require. This chapter describes how to use these units.

THE CONFIDEA FAMILY

The Confidea family consists of different types of units. Different flushmount and tabletop versions are available. Chairperson units differ from the delegate units seeing they have some additional control buttons. Each of these units comes in different versions, depending on the options they have.

Chairperson Units

Image		Name	Description
		Confidea CD (T- 71.98.0115*) (F-71.98.0511)	Chairperson unit with discussion capabilities only (with PRIOR and NEXT buttons)
		Confidea CV (T-71.98.0116*) (F-71.98.0512)	Chairperson unit with discussion capabilities, voting buttons and badge reader
		Confidea CI (T-71.98.0117*) (F-71.98.0513)	Chairperson unit with discussion capabilities and language selection
		Confidea CIV (T-71.98.0118*) (F-71.98.0514)	Chairperson unit with discussion capabilities, language selection, voting buttons and badge reader

Image		Name	Description
		Confidea CM (F-71.98.0515)	Flush mount chairperson unit with only PRIOR and NEXT buttons and a microphone button

Delegate Units

Image		Name	Description
		Confidea DD (T-71.98.0105*) (F-71.98.0501)	Delegate unit with discussion capabilities only
		Confidea DV (T-71.98.0106*) (F-71.98.0502)	Delegate unit with discussion capabilities, voting buttons and badge reader
		Confidea DI (T-71.98.0107*) (F-71.98.0503)	Delegate unit with discussion capabilities and language selection
		Confidea DIV (T-71.98.0108*) (F-71.98.0504)	Delegate unit with discussion capabilities, language selection, voting buttons and badge reader

Image		Name	Description
		Confidea CS (F-71.98.0551)	Flush mount delegate unit with language selector only

* Product discontinued

HOW TO USE THE CONFIDEA TABLETOP UNITS

Below you can find a description of all buttons and functions available on all the Confidea tabletop units. The unit shown below contains all possible buttons and functions (Confidea CIV). A color code depicts which functions are available with what type of unit:

> **Green**: available on every Confidea discussion unit

> **Blue**: only available on units that support interpretation

> **Orange**: only available on units that support voting

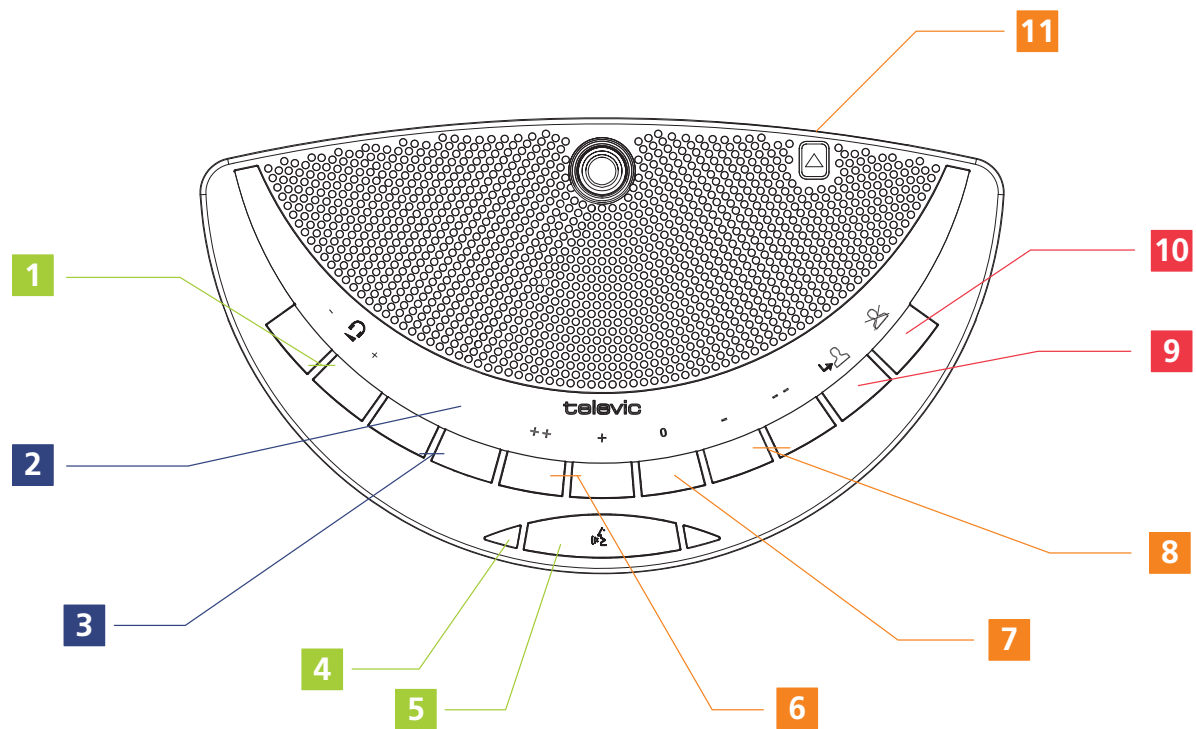> **Red**: only available on chairperson units

Figure 1-3 *Top view of the Confidea tabletop unit*

Figure 1-4 *Side view of the Confidea tabletop unit*

You can find the following functions on the Confidea tabletop unit:

1. **Volume control**: changes the volume of the headphones

2. **Information display**: displays volume and channel information

3. **Language selection button**: press the buttons to select the language you want to hear. You can see the selected language on the information display.

4. **Microphone status LED**

   > **Red**: microphone is active

   > **Green**: microphone in request

5. **Microphone button**: press to activate or deactivate the microphone

6. **Voting buttons**: a unit can have three or five voting buttons, the LEDs lights above the voting buttons light up during a voting session, indicating the available voting buttons.

7. **Abstain voting button**

8. **Voting buttons**: a unit can have three or five voting buttons

9. **NEXT button** (*chairperson only*): grants the floor to the next delegate in the request list

10. **PRIOR button** (*chairperson only*):

    > **Press and hold**: temporarily mutes the microphones of all active units

    > **Press and release**: deactivates the microphone of all active units

11. **RFID card reader**: insert your badge to identify yourself

12. **Headphone connector**: available on both sides of the unit

HOW TO USE THE CONFIDEA FLUSH MOUNT UNITS

Below you can find a description of all buttons and functions available on all the Confidea flush mount units. The unit shown below contains all possible buttons and functions (Confidea CIV). A color code depicts which functions are available with what type of unit:

> **Green**: available on every Confidea discussion unit

> **Blue**: only available on units that support interpretation

> **Orange**: only available on units that support voting

> **Red**: only available on chairperson units
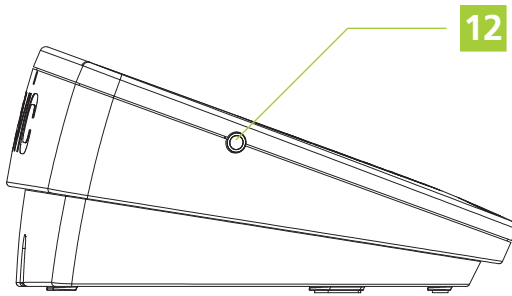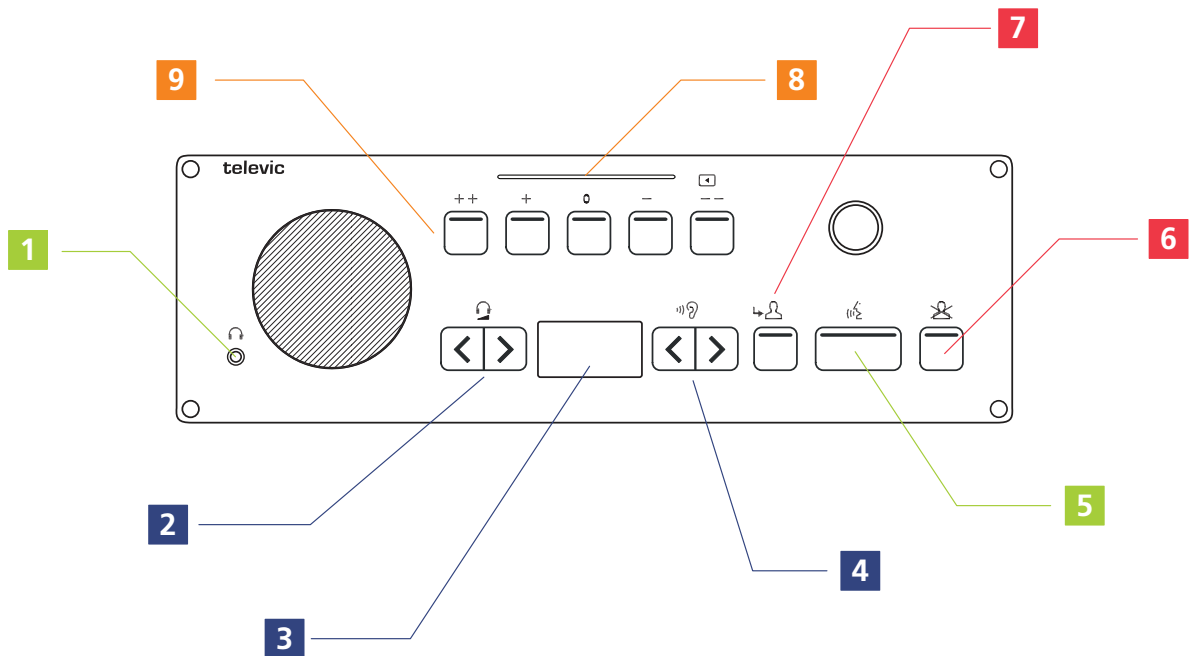

Figure 1-5 *Top view of the Confidea flushmount unit*

You can find the following functions on the Confidea flush mount unit:

1. **Headphone connector**

2. **Volume control**: changes the volume of the headphones, you can see the volume level on the information display

3. **Information display**: displays volume and channel information

4. **Language selection button**: press the buttons to select the language you want to hear. You can see the selected language on the information display.

5. **Microphone button with microphone status LED**: press to activate or deactivate the microphone

> **Red**: microphone is active

> **Green**: microphone in request

6. **PRIOR button** (*chairperson only*):

> **Press and hold**: temporarily mutes the microphones of all active units

> **Press and release**: deactivates the microphone of all active units

7. **NEXT button** (*chairperson only*): grants the floor to the next delegate in the request list

8. **RFID card reader**: insert your badge to identify yourself

9. **Voting buttons**: a unit can have three or five voting buttons, the LEDs on the voting buttons light up during a voting session, indicating the available voting buttons.

CONFIDEA FLEX WIRED &

WIRELESS

Confidea FLEX is the name of the new generation of Confidea units: Confidea FLEX is the wired version, and Confidea FLEX G4 is the wireless version. There is only one type of unit that the operator/technician can configure as delegate or chairperson and activate different functions.

The unit also contains a display. This chapter describes in detail how to use this unit and the options available on this unit.

INTRODUCTION TO CONFIDEA FLEX / FLEX G4

The Confidea FLEX is Televic Conference's latest audio only tabletop unit. The Confidea FLEX is a wired device while the Confidea FLEX G4 is his wireless twin.

This unit has an **integrated display** that offers meeting participants essential meeting information with different additional meeting controls. In contrast to the previous generation of Confidea units, there is only **one type of unit**.

An operator or technician can **configure the unit as chairperson or delegate**. Other functions such as voting and interpretation are obtained through **licenses**. A specific license is available to configure the unit as a **Dual Delegate unit**. In Dual Delegate mode, two delegates can use the same unit. Therefore, the screen is split into two and two microphone LEDs light up on the microphone button.

All features become accessible via the interface of the unit. For more information on the configuration of the Confidea FLEX unit see the Plixus installation guide.

Figure 1-6 *The Confidea Flex G4*

In the next section you can find a description how to use the Confidea GO G4 unit. This description consists of two parts:

> The **hardware elements** available on the unit itself

> The **interface** of the unit

HOW TO USE THE CONFIDEA FLEX UNIT

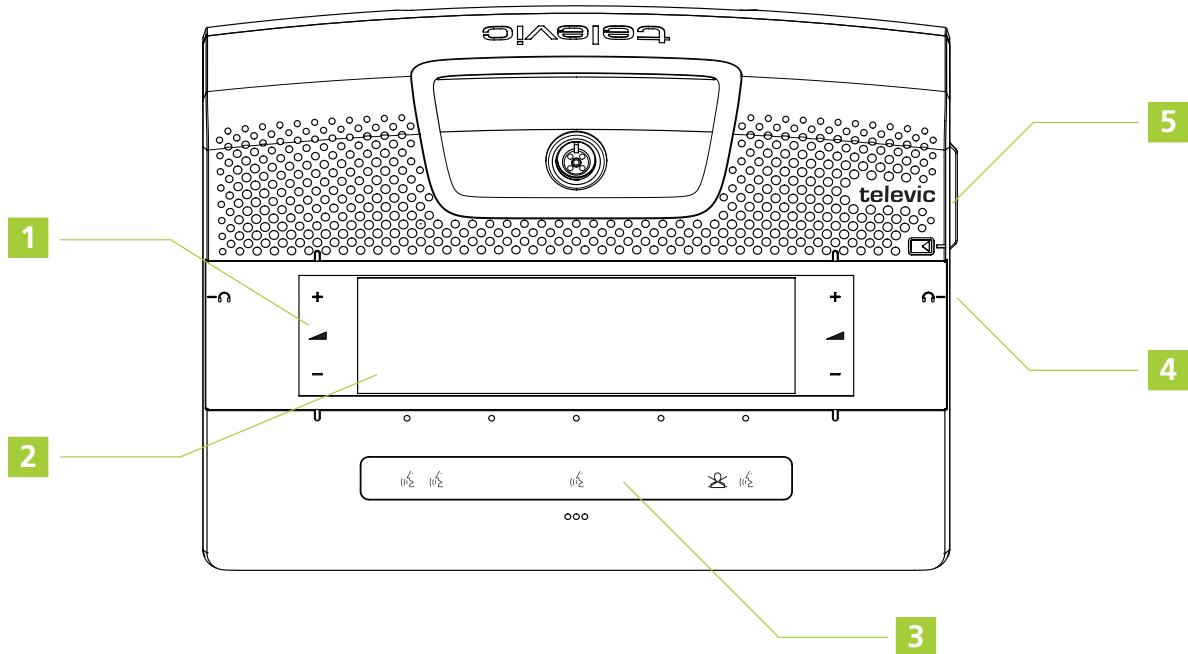Below you can find a description how to use the Confidea FLEX unit.

Figure 1-7 *Top view of the Confidea FLEX*

You can find the following functions on the Confidea FLEX unit:

1. **Volume control**: the volume control buttons become visible when you plug in your headphones.

2. **Interactive display**: shows meeting information and different controls. Which controls are available depend on the configuration of your unit (chairperson / delegate) and the licenses active on the unit. You can find a detailed description how to use the interface in "How to use the Confidea Flex / FLEX G4 Interface" on page 24

3. **Microphone button**: has different hidden LEDs indicating which functions are active. The microphone button has the following functionality:

   a. : press the button where the LEDs is active. This **activates the microphone** or puts the **microphone in request**, if request to speak is active. Depending on the configuration of the unit one or two (dual delegate configuration) microphone LEDs light up.

b. ⊠: **PRIOR** button: *press and hold* to temporarily mute all microphones or *press and release* to deactivate all active microphones.

4. **Headphone connector** (on both sides): when you plug in the headphones the volume buttons next to screen light up and become active.

5. **RFID/NFC badge reader**: insert the RFID badge into the reader or tap the NFC badge on the unit as indicated on the interface of the unit.

HOW TO USE THE CONFIDEA FLEX / FLEX G4 INTERFACE

Chairperson Interface

LOGIN SCREEN

Depending on the login method of the meeting, the Confidea FLEX displays different screens for login and before the meeting starts. The image below shows the flow of different screens you can have as chairperson on the Confidea FLEX before and during a meeting.
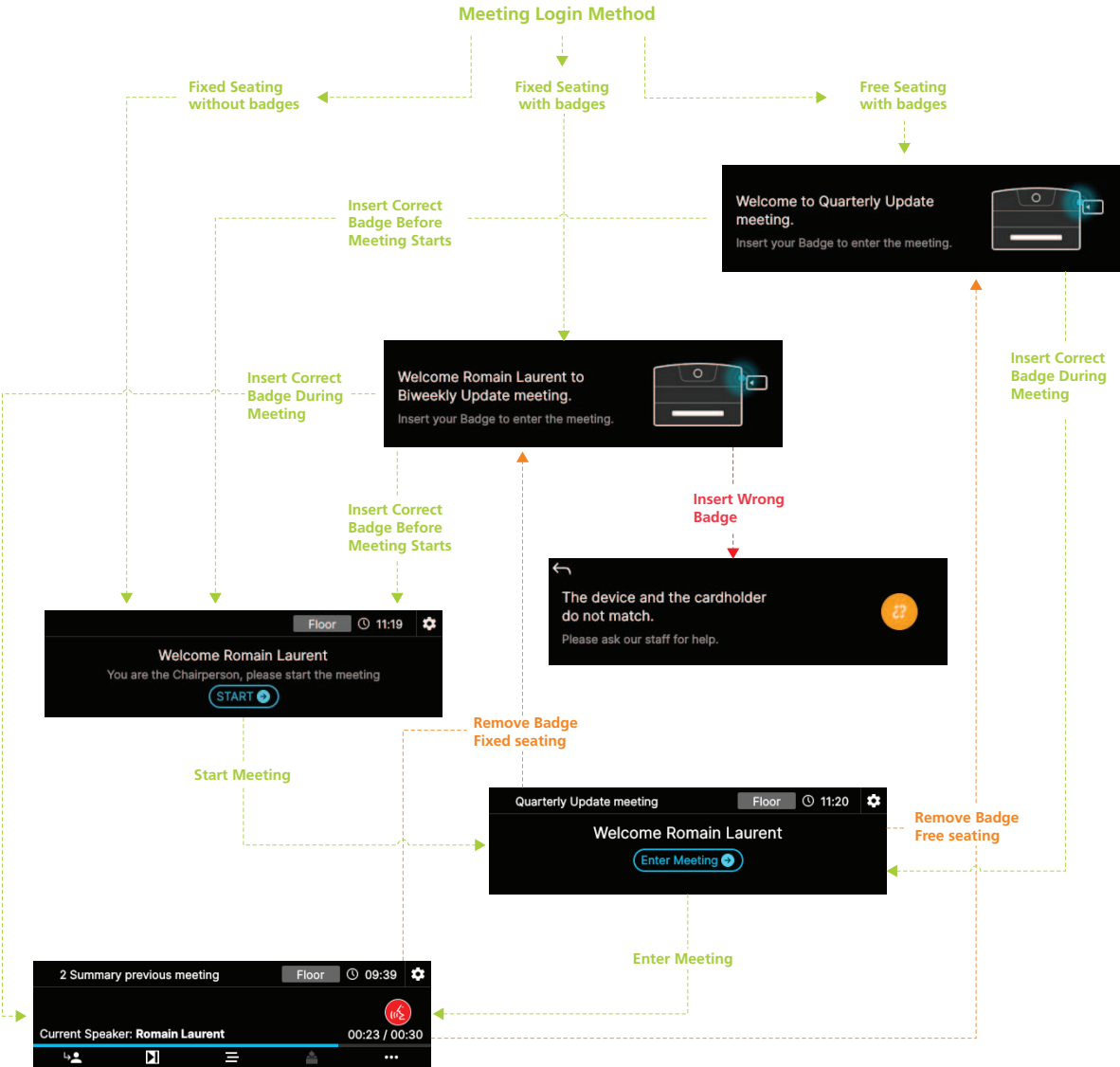
MAIN INTERFACE

1. **Meeting name** or the active **agenda item**

2. **Current speaker list**: when there are multiple speakers the display shows each speaker one by one and repeats this when finished

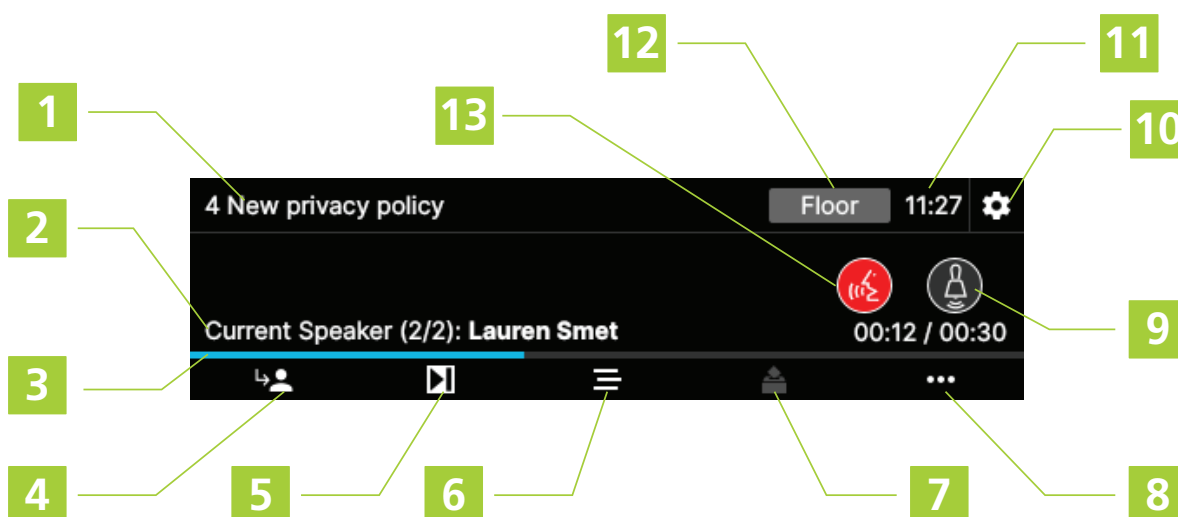3. **Speech timer**: shows the progress of the speech timer. Is only visible when the speech timer function for chairperson is active

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

5. **Meeting control**: press this button to open the meeting control menu where you can pause, stop or restart the meeting

6. **Agenda**: press the button to access the agenda and activate the agenda item of your choice

7. **Voting options**: when a voting agenda item is active, the voting menu icon becomes active.

8. **More options**: press this button to see more options

   > **Record meeting**: press the button to start or stop recording the meeting. When recording is active, a red dot appears on the upper right corner of the interface.

9. **Service button**: press the button to request a service. When the service was requested, the button becomes white. When the service is accepted in CoCon, the button turns green.

10. **Settings**: press to access the settings menu, here you can change different general settings such as the display settings, and retrieve device information. For more information see "Settings screen" on page 34

11. **Current time**

12. **Channel selection**: press the channel name to change it, see "Channel selection interface" on page 33

13. **Deactivate** microphone

MANAGE AGENDA

As chairperson you can change the active agenda item from your unit, press the agenda icon ☰ to acces the agenda. The following functions are available:
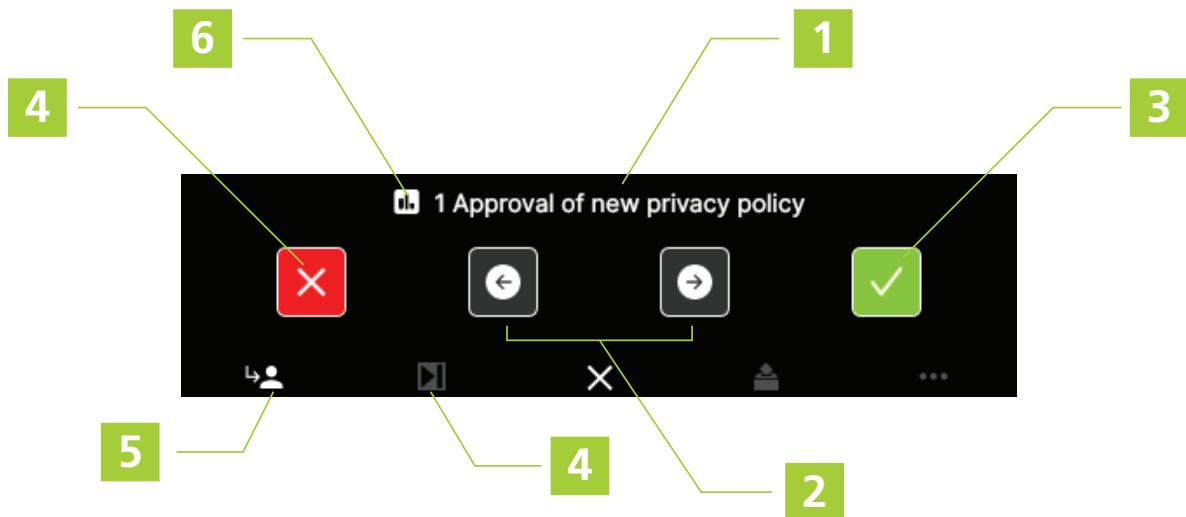
1. The **agenda item** name

2. Use buttons to **navigate through the agenda**

3. Press button to **activate** the selected **agenda item**

4. Press to **exit the agenda** screen

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

VOTING CONTROL

As chairperson you have additional controls to manage the voting. In the menu on the bottom of the screen the voting control button 🖾 becomes active when you activate a voting agenda topic and start the voting. You can recognize voting agenda topics by the icon 📊 proceeding the topic name. When you activate the voting, the Confidea FLEX shows the following message:
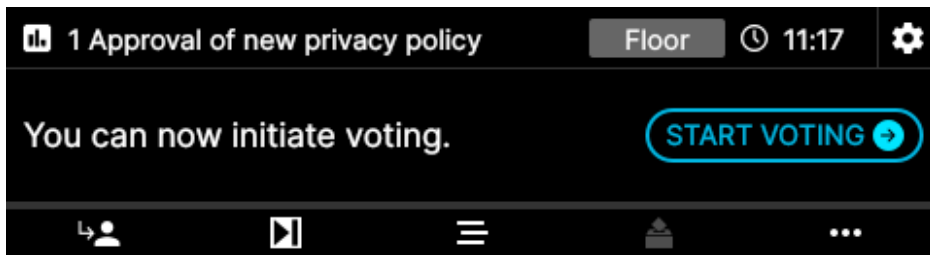
Click **START VOTING** to start the voting session, the voting control menu is now accessible. With this menu you can perform the following actions:

> **Pause** voting

> **Stop** voting: when you stop the voting, the voting results are shown and remain visible when you revisit the agenda topic.

> **Resume** voting when voting was paused

> **Restart** voting when voting was stopped

> **Clear** voting results, this removes the voting results from the screen.

When you select one of these options, you need to **confirm** the action.

NEXT SPEAKER

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

When the Chairperson display shows the following screen, tap on the screen as prompted:

The **NEXT button** appears in the bottom left corner of the screen. Use that button to grant the floor to the next speaker, or press the down arrow ▼ in the bottom right corner of the screen to go back to the main screen.

Delegate Interface

LOGIN FLOW

Depending on the login method of the meeting, the Confidea FLEX displays different screens for login and before the meeting starts. The image below shows the flow of different screens you can have as delegate on the Confidea FLEX before and during a meeting.
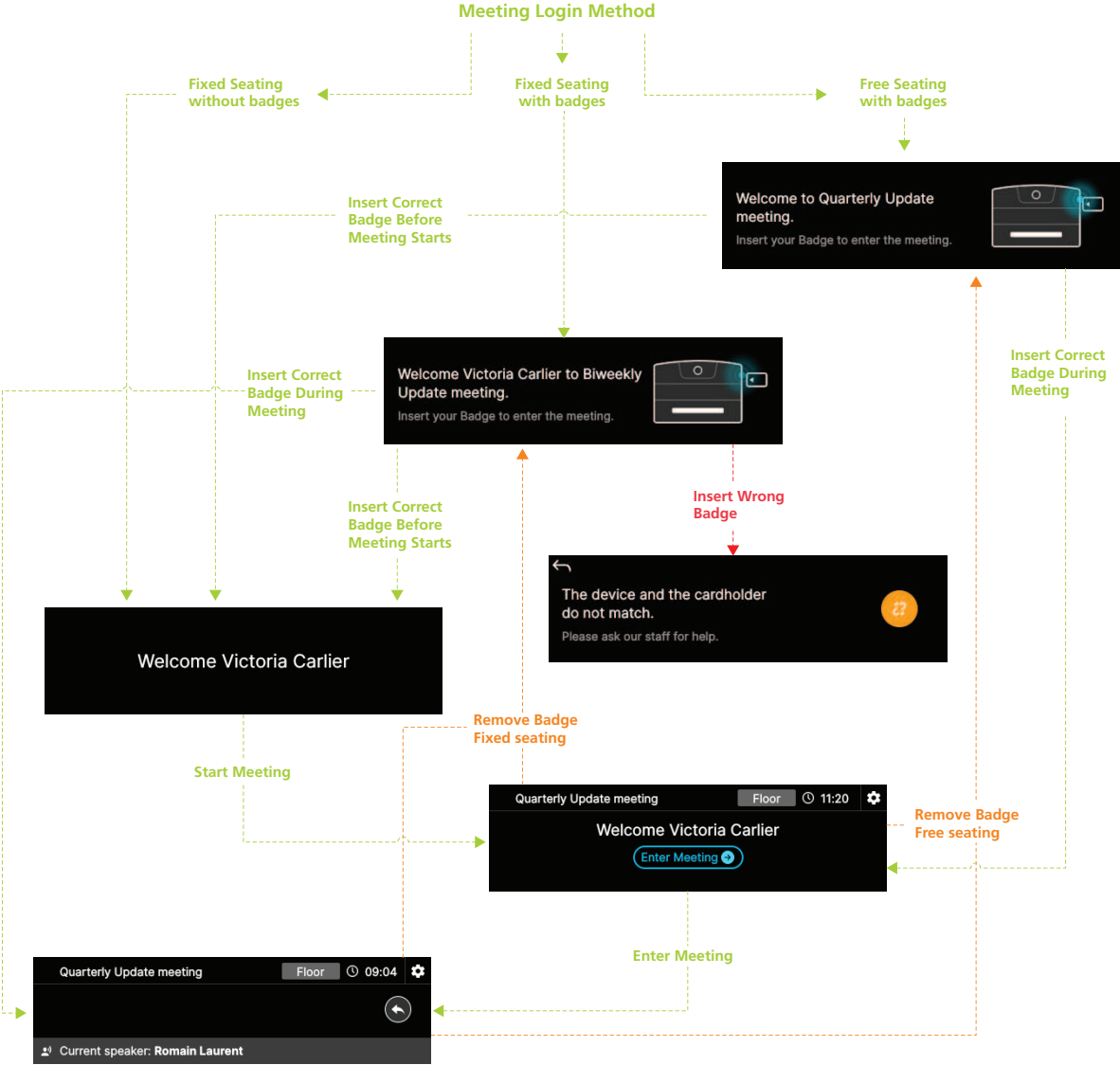
MAIN SCREEN

The main screen of a delegate Confidea FLEX unit contains the following information and functions:
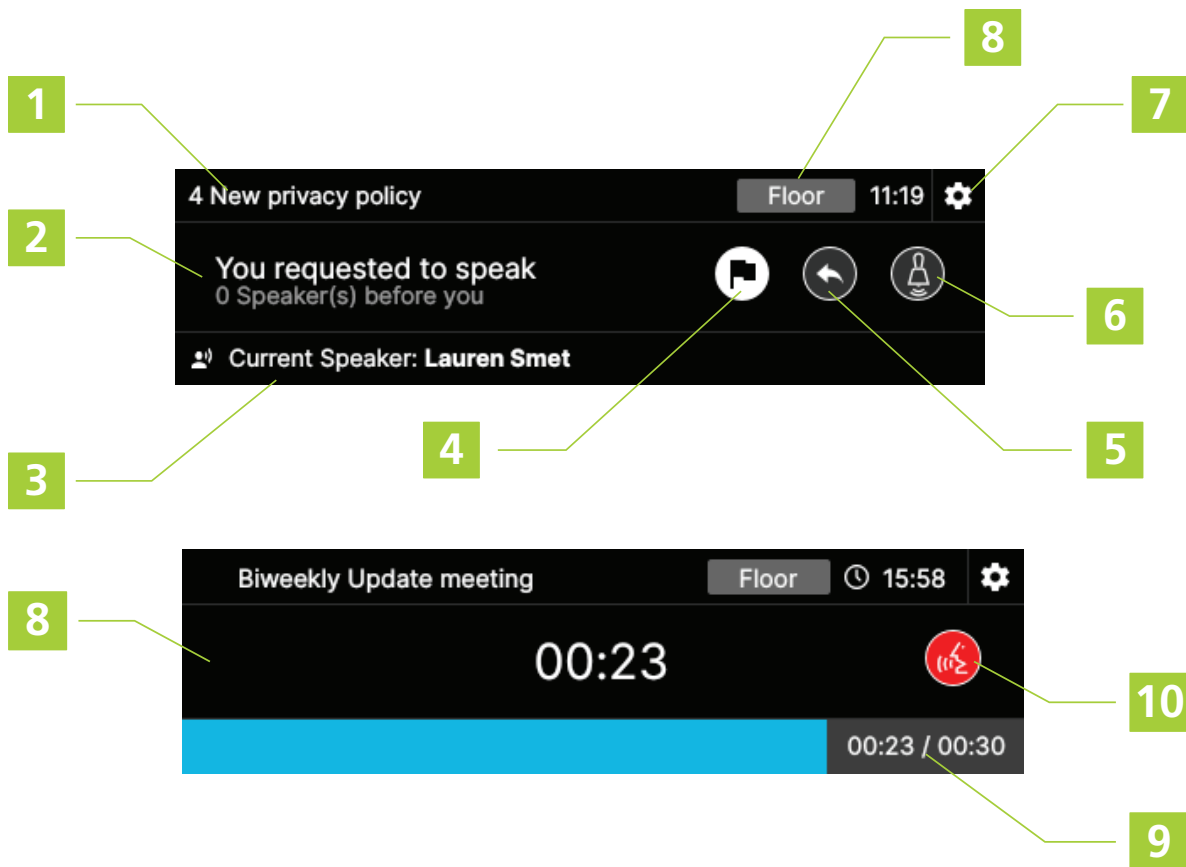
1. **Meeting name** or the active **agenda item**

2. The main screen shows different information related to the delegate for example if you requested to speak or reply and how many speakers are before you.

3. **Current speaker list**: when there are multiple speakers the display shows each speaker one by one and repeats this when finished

4. **Cancel request**

5. **Reply button**: press button to reply to the speaker, this puts the delegate in the reply list which has priority over the request list

6. **Service button**: press the button to request a service. When the service was requested, the button becomes white. When the service is accepted in CoCon, the button turns green.

7. **Settings**: press to access the settings menu, here you can change different general settings such as the display settings and interface language, and retrieve device information. For more information see "Settings screen" on page 34

8. **Channel selection**: press the channel name to change it, see "Channel selection interface" on page 33

9. **Numerical Speech timer**: when the speech time is running out the color of the timer changes to orange and then red

10. **Speech timer as progress bar**: when the speech time is running out the color of the bar changes to orange and then red

11. **Deactivate microphone**: has the same functionality as the physical microphone button on the unit:

Dual Delegate Interface

When you activate the **Dual Delegate license** on the FLEX unit, the unit acts as two seperate units. This means that two delegates can use the same unit for discussion and voting (if acitve and configured).

LOGIN FLOW

The login flow for a unit in Dual Delegate mode is the same as for a single delegate unit. Depending on the login method of the meeting, the Confidea FLEX displays different screens for login and before the meeting starts. The image below shows the flow of different screens you can have as delegate on the Confidea FLEX before and during a meeting.

> When a delegate is in Dual Delegate mode, you need to **tap the badge** to identify yourself instead of inserting the badge. The animated GIF on the unit shows you how to do this.

Meeting Login Method

Fixed Seating without badges

Fixed Seating with badges

Free Seating with badges

Welcome Victoria Carlier   Welcome Romain Laurent

Login ➡   Login ➡

Press Login button

Tap Correct Badge Before Meeting Starts

Tap Correct Badge During Meeting

Victoria Carlier   Romain Laurent
Login ➡   Login ➡

Welcome to Quarterly Update meeting
Tap your Badge to enter the meeting

Press Login button

↩ Welcome Victoria Carlier to Biweekly Update meeting
Tap your Badge to enter the meeting

Tap Correct Badge During Meeting

Tap Correct Badge Before Meeting Starts

Tap Wrong Badge

↩ The device and the cardholder do not match.
Please ask our staff for help.

Welcome Victoria Carlier   Welcome Romain Laurent
Logout ➡   Logout ➡

Logout

Monthly Update meeting | Floor | Floor | 08:17
Victoria Carlier   Romain Laurent
Enter Meeting ➡   Enter Meeting ➡

Logout

Start Meeting

Enter Meeting

Quarterly Update meeting | Floor | Floor | 11:05
Current Speaker: **Lauren Smet**

MAIN SCREEN

The main screen of a Confidea FLEX unit configured as **Dual Delegate** contains the following information and functions:
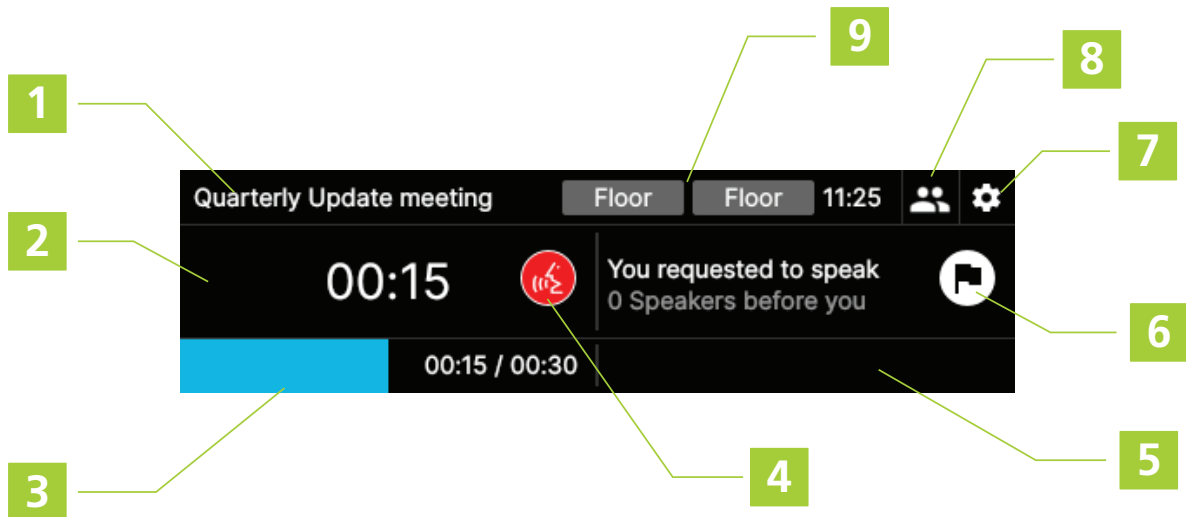
1. **Meeting name** or the active **agenda item**

2. The main screen shows different information related to the delegate, in this case it shows the remaining time of the speech timer.

3. **Speech timer as progress bar**: when the speech time is running out the color of the bar changes to orange and then red. Shown seperately for each delegate.

4. **Deactivate microphone**: has the same functionality as the physical microphone button on the unit.

5. Bottom bar shows **current speaker list** for both delegates: when there are multiple speakers the display shows each speaker one by one and repeats this when finished.

6. **Cancel request**: click this button to cancel the request to speak. The main screen shows how many speakers are before you.

7. **Settings**: press to access the settings menu, here you can change different general settings such as the display settings and interface language, and retrieve device information. For more information see "Settings screen" on page 34

8. **Login/Logout button**: press this button login or logout on the unit. This function only works for meetings with badge identification.

9. **Channel selection** for left and right user: press the channel name to change it, see "Channel selection interface" on the next page

Licensing Interface

When setting up a Confidea FLEX unit, you need to select which licenses are active in the unit (for a detailed description of this process, see the Plixus installation guide). The license screen shows the
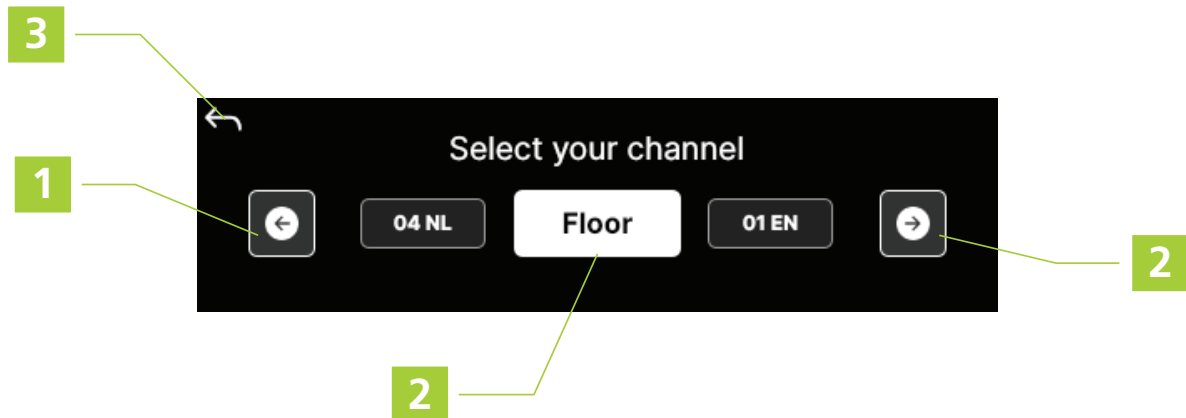
following information:
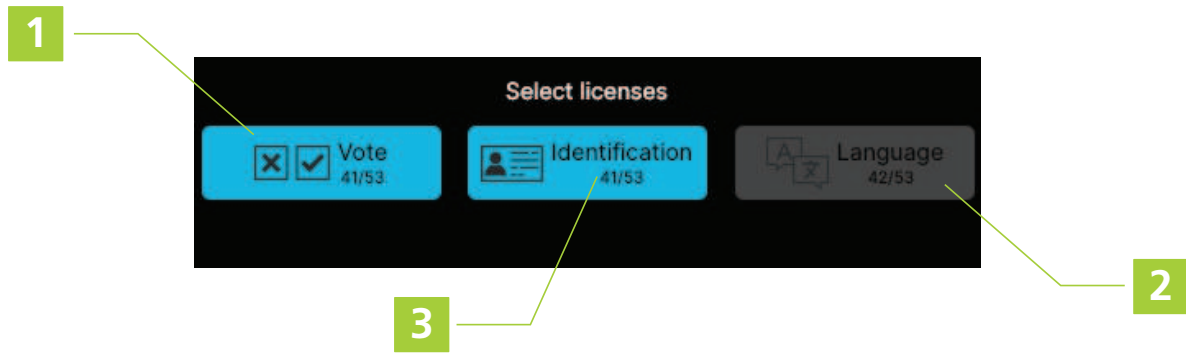
1. **Active** license

2. **Inactive** license

3. **Remaining** licenses

Channel Selection Interface

To select the channel you want to listen to, press the **Floor** button in the "Main interface" on page 25

The Channel selection screen below shows up:

1. **Navigate** through the available languages using the buttons or **swipe** through the list. You can feel that you pressed the arrow buttons by the haptic feedback of the unit.

2. Press the language channel of your choice. The **selected channel** is highlighted in white.

3. Press the return arrow to **leave** the channel selection screen.

Voting Interface

When the actual agenda item is a voting item, you can recognize it by the voting icon ![icon] next to the agenda item name. The chairperson can activate the voting session from its unit, or the operator can start it from CoCon. When the voting is active, you can see the screen shown below:
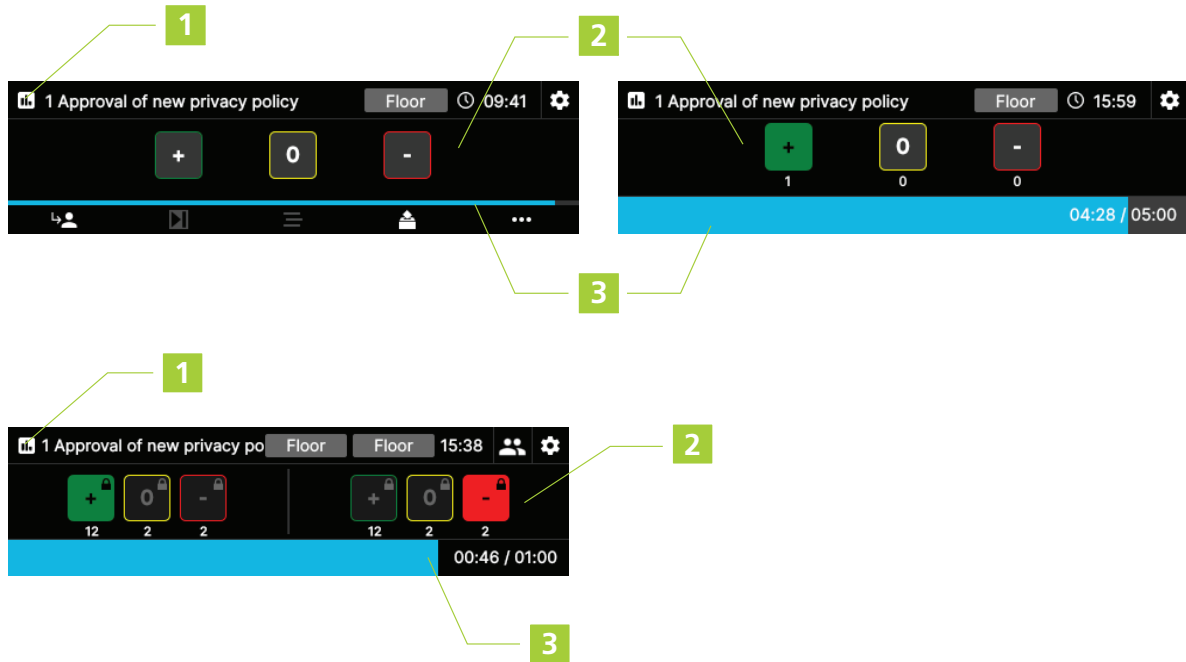

1. **Icon** indicating that the actual agenda item is a voting item

2. **Voting options**: press the option of your choice to vote. The button becomes **highlighted** once you passed your vote. When voting correction is active, you can still change your vote by pressing another button. When **voting correction is inactive** or the chairperson stops the voting, a **lock icon** appears on the voting buttons to indicate that you it is not possible to make changes.
Below each button, you can see the voting results, if this option is active in CoCon.

3. **Voting timer**: shows the time left to vote, if this option is active in CoCon.

Settings Screen

To access the settings, press the Settings icon ![settings icon] on the screen of the unit.

CHAIRPERSON SETTINGS
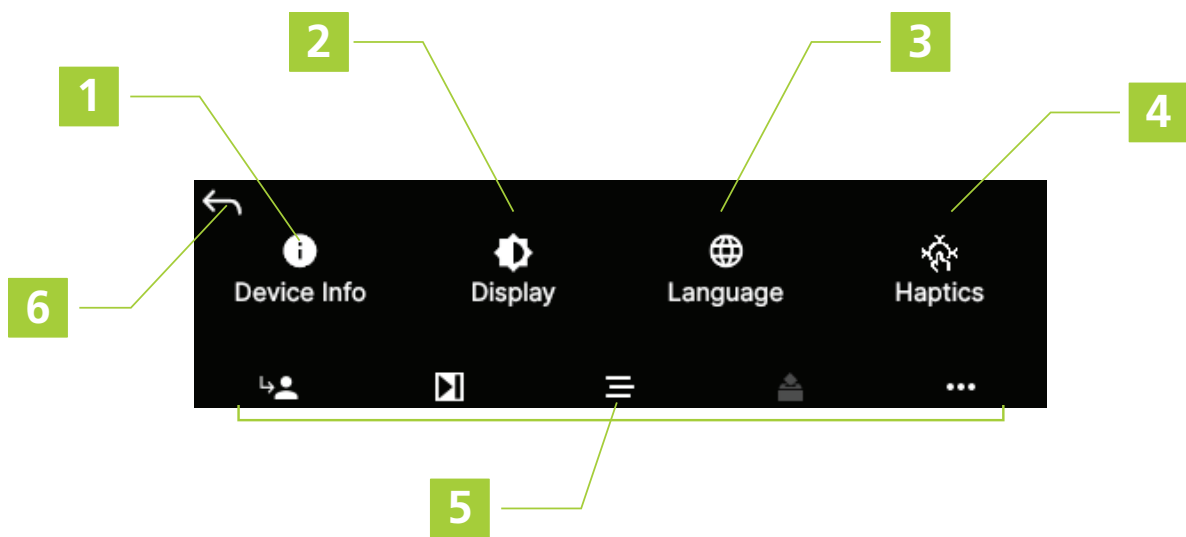
1. **Device info**: press to see detailed device information such as product version, serial number, application version, software and hardware version.

2. **Display**: press the icon to change the brightness of the display.

3. **Language**: press the icon to change the language of the interface.

4. **Haptics**: press the icon to activate or deactivate the haptic feedback on the unit.

5. **Chairperson controls** remain available when accessing the settings menu

6. Press to **return** to the main screen

DELEGATE SETTINGS
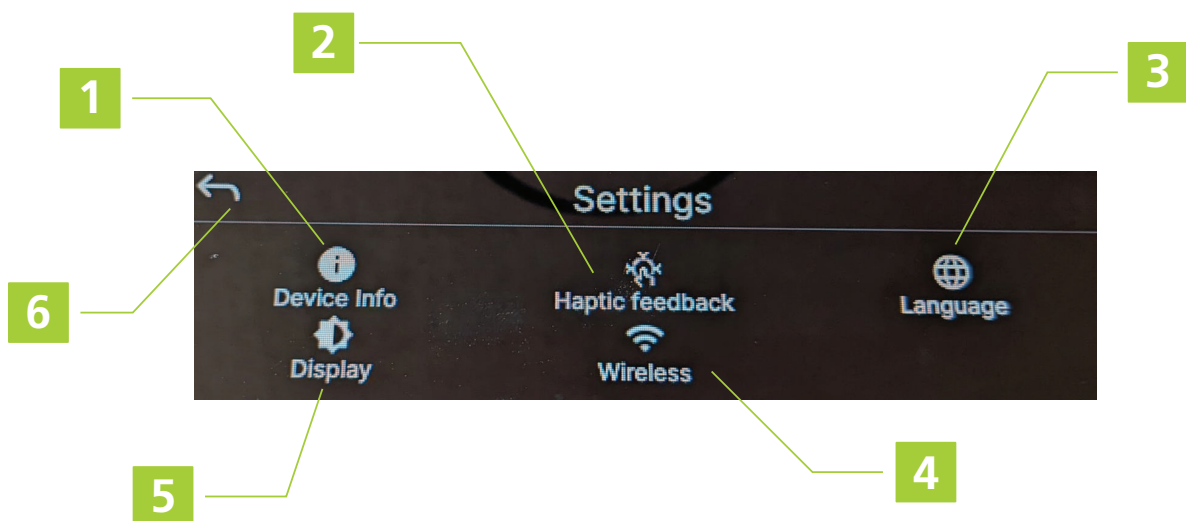
1. **Device info**: press to see detailed device information such as product version, serial number, application version, software and hardware version.

2. **Haptic feedback**: press the icon to activate or deactivate the haptic feedback on the unit.

3. **Language**: press the icon to change the language of the interface.

4. **Wireless** (Confidea FLEX G4 only): press the icon to get information about the signal quality and strength:

> Signal quality: 🙂 (excellent), 😐 (good), 🙁 (bad)

> Signal strength: (excellent), (good), (bad)

5. **Display**: press the icon to change the brightness of the display.

6. Press to **return** to the main screen

CONFIDEA GO G4

Confidea GO G4 is the name of the Confidea Wireless G4 discussion unit. There is only one type of unit that the operator/technician can configure as a chairperson, a delegate or a dual delegate unit.

This chapter describes how to use this unit and the options available on it.

INTRODUCTION TO CONFIDEA GO G4

The Confidea GO G4 is a discussion variant of the wireless Confidea FLEX G4 conference unit, without the display. With the same look and feel, it was designed to offer a solution for occasions where advanced meeting features are not required.

An operator or technician can **configure the unit as chairperson or delegate** via the software without having to change the hardware configuration. A specific license is available to configure the unit as a **dual delegate** unit. In Dual Delegate mode, two delegates can use the same unit. Therefore, two microphone LEDs light up on the microphone button, and the volume can be adjusted separately by each delegates when headphones are plugged in.

For more information on the configuration of the Confidea FLEX unit within the Plixus system, see the Plixus installation guide.
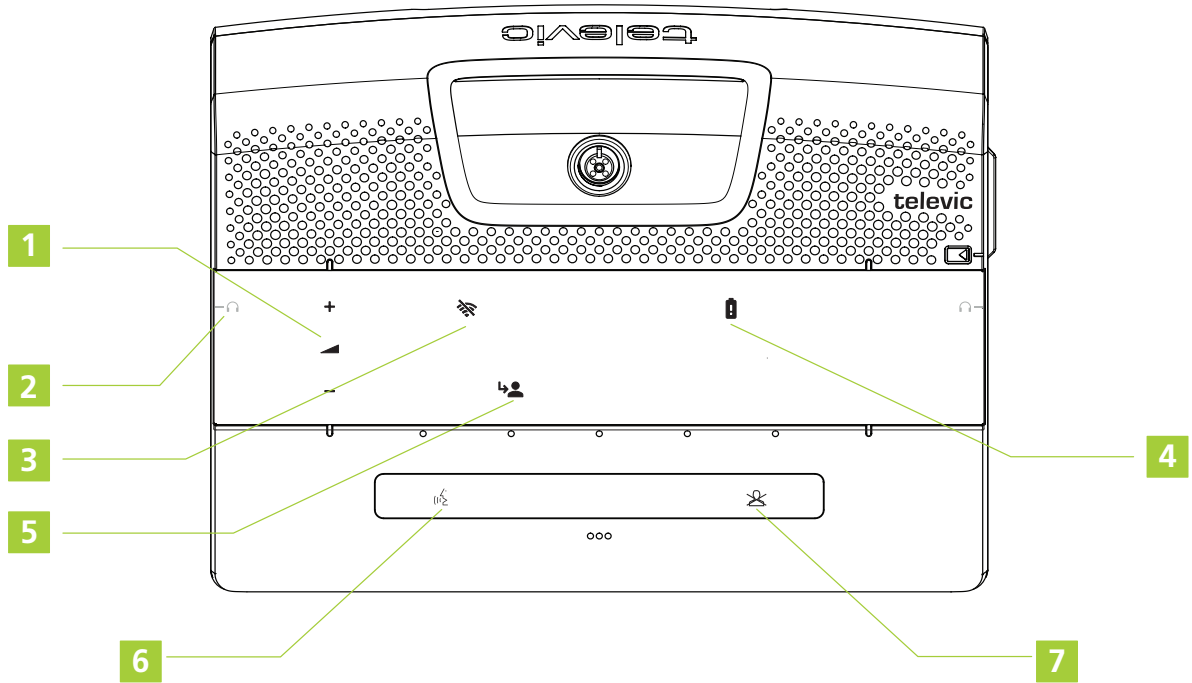

Figure 1-8 *The Confidea GO G4*

In the next section you can find a description of how to use the Confidea GO G4 unit.

HOW TO USE THE CONFIDEA GO G4

Chairperson Interface

1. **Volume control**: the volume control buttons become visible when you plug in your headphones.

2. **Headphone connector** (on both sides): when you plug in the headphones the volume buttons next to screen light up and become active.

3. **Wifi status:**

    a. Red fixed: no connection with a WAP

    b. Red blinking: synchronization with a WAP

    c. Off: synchronized with a WAP, the connexion is established

4. **Battery time**:

    a. Red fixed: ≤ 15 minutes

    b. Red blinking fast: ≤ 30 minutes
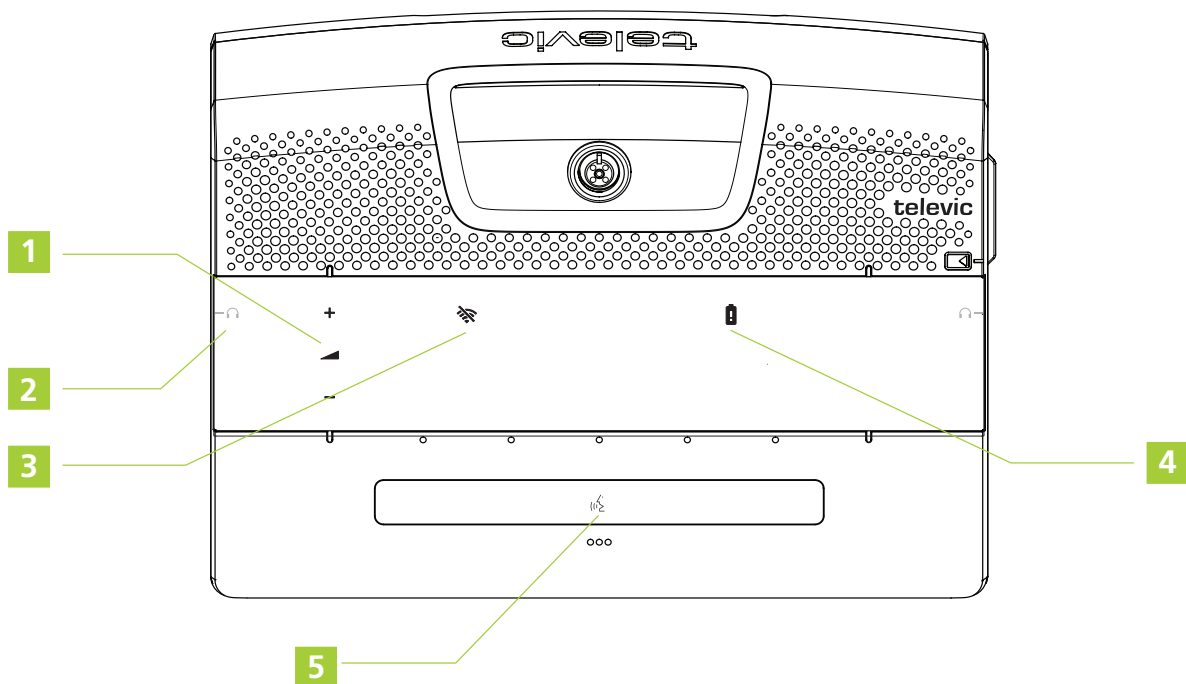
c. Red blinking slow: ≤ 1 hour

d. Off: > 1 hour

5. **NEXT button**: grants the floor to the next delegate in the request list (if the discussion mode is set as request mode or group mode). It turns green when a request-to-speak is made.

6. **Microphone button**: press the button where the LEDs is active. This **activates the microphone** .

7. **PRIOR** button: *press and hold* to temporarily mute all microphones or *press and release* to deactivate all active microphones.

Delegate Interface

1. **Volume control**: the volume control buttons become visible when you plug in your headphones.

2. **Headphone connector** (on both sides): when you plug in the headphones the volume buttons next to screen light up and become active.

3. **Wifi status:**

a. Red fixed: no connection with a WAP

b. Red blinking: synchronization with a WAP

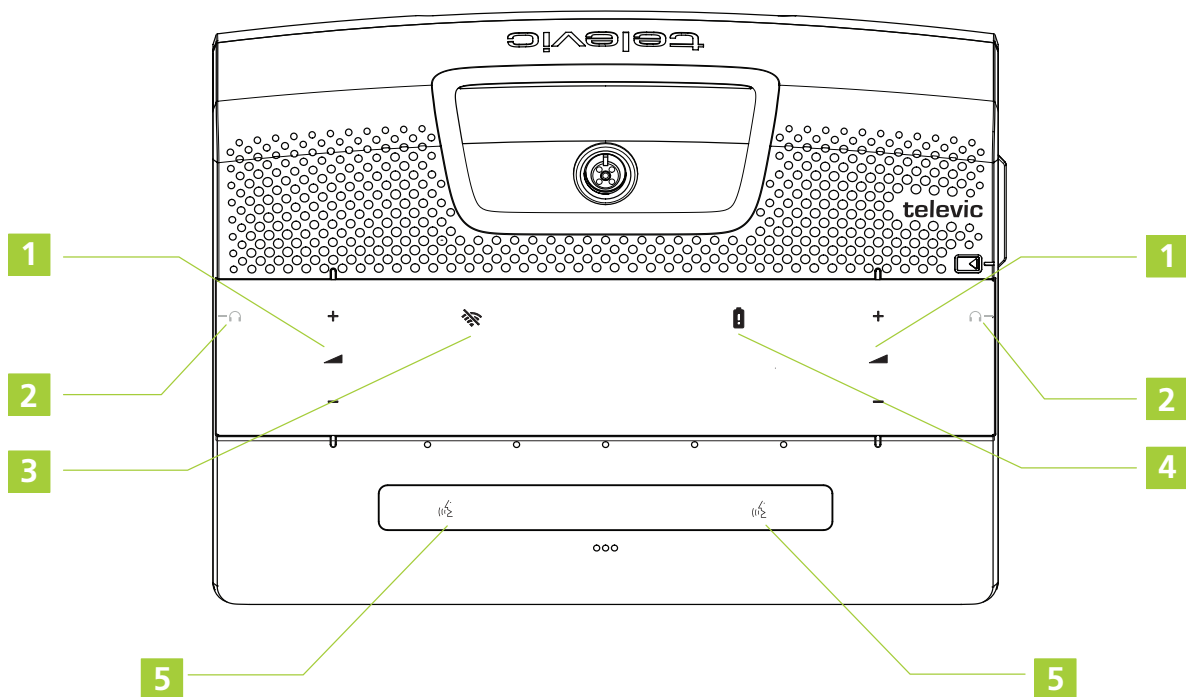c. Off: synchronized with a WAP, the connexion is established

4. **Battery time**:

a. Red fixed: ≤ 15 minutes

b. Red blinking fast: ≤ 30 minutes

c. Red blinking slow: ≤ 1 hour

d. Off: > 1 hour

5. **Microphone button**: press the button where the LEDs is active. This **activates the microphone** or **puts the microphone in request**, if the request to speak is active. .

Dual Delegate Interface

When you activate the **Dual Delegate license**, the unit acts as two seperate units. This means that two delegates can use the same unit for discussion. For a detailed description of this process, see the Plixus installation guide).

1. **Volume control**: the volume control buttons become visible when you plug in your headphones.

2. **Headphone connector** (on both sides): when you plug in the headphones the volume buttons next to screen light up and become active.

3. **Wifi status:**

      a. Red fixed: no connection with a WAP

      b. Red blinking: synchronization with a WAP

      c. Off: synchronized with a WAP, the connexion is established

4. **Battery time**:

      a. Red fixed: ≤ 15 minutes

      b. Red blinking fast: ≤ 30 minutes

      c. Red blinking slow: ≤ 1 hour

      d. Off: > 1 hour

5. **Microphone button**: press the button where the LEDs is active. This **activates the microphone** or **puts the microphone in request**, if the request to speak is active.

UNICOS

uniCOS is the name of Televic Conference's multimedia units. These units have a screen where meeting participant can follow the meeting agenda and view all available video streams and documents.

This chapter describes how to use the flushmount and tabletop uniCOS units.

INTRODUCTION TO THE UNICOS UNITS

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

| Image	Name	Description
	uniCOS F/MM 7 (71.98.2001)	7 inch multimedia unit, can be configured as chairperson or delegate
	uniCOS F/MM 10 (71.98.2002)	10 inch multimedia unit, can be configured as chairperson or delegate
	uniCOS T/MM 10 (71.98.2003)	10 inch tabletop multimedia unit, can be configured as chairperson or delegate. The angle of the screen is adjustable.

HOW TO USE THE UNICOS UNITS

Below you can find a description how to use the uniCOS unit itself. This section describes the buttons and connections available on the unit. The next chapter describes how to use the interface of the unit.

How To Use The UniCOS Flushmount Units
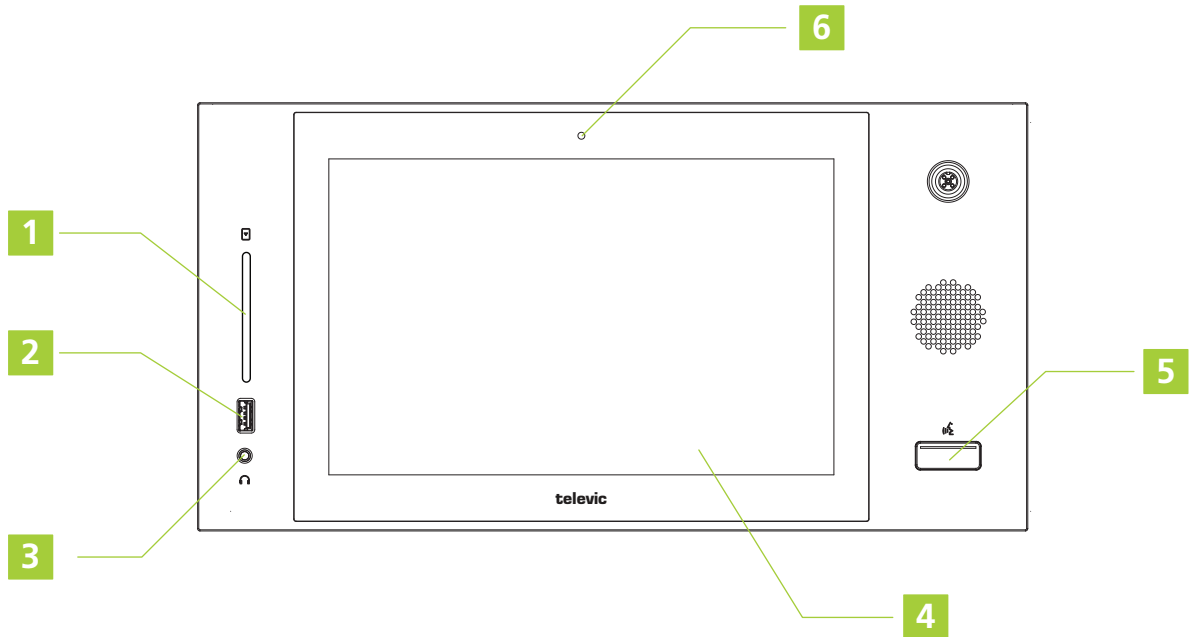
1. **RFID badge reader**: insert your badge to identify yourself

2. **USB connector**: connect external devices such as a smartphone to charge the device

3. **Headphone connector**

4. **Interactive display**: shows meeting information and different controls. Which controls are available depend on the configuration of your unit (chairperson / delegate). See "How to use the uniCOS interface" on page 47

5. **Microphone button**: press the button to activate the microphone or put it in request (depends on the configured microphone mode)

6. **Integrated camera**: provides live video of the last active speaker

How Use The UniCOS Tabletop Unit
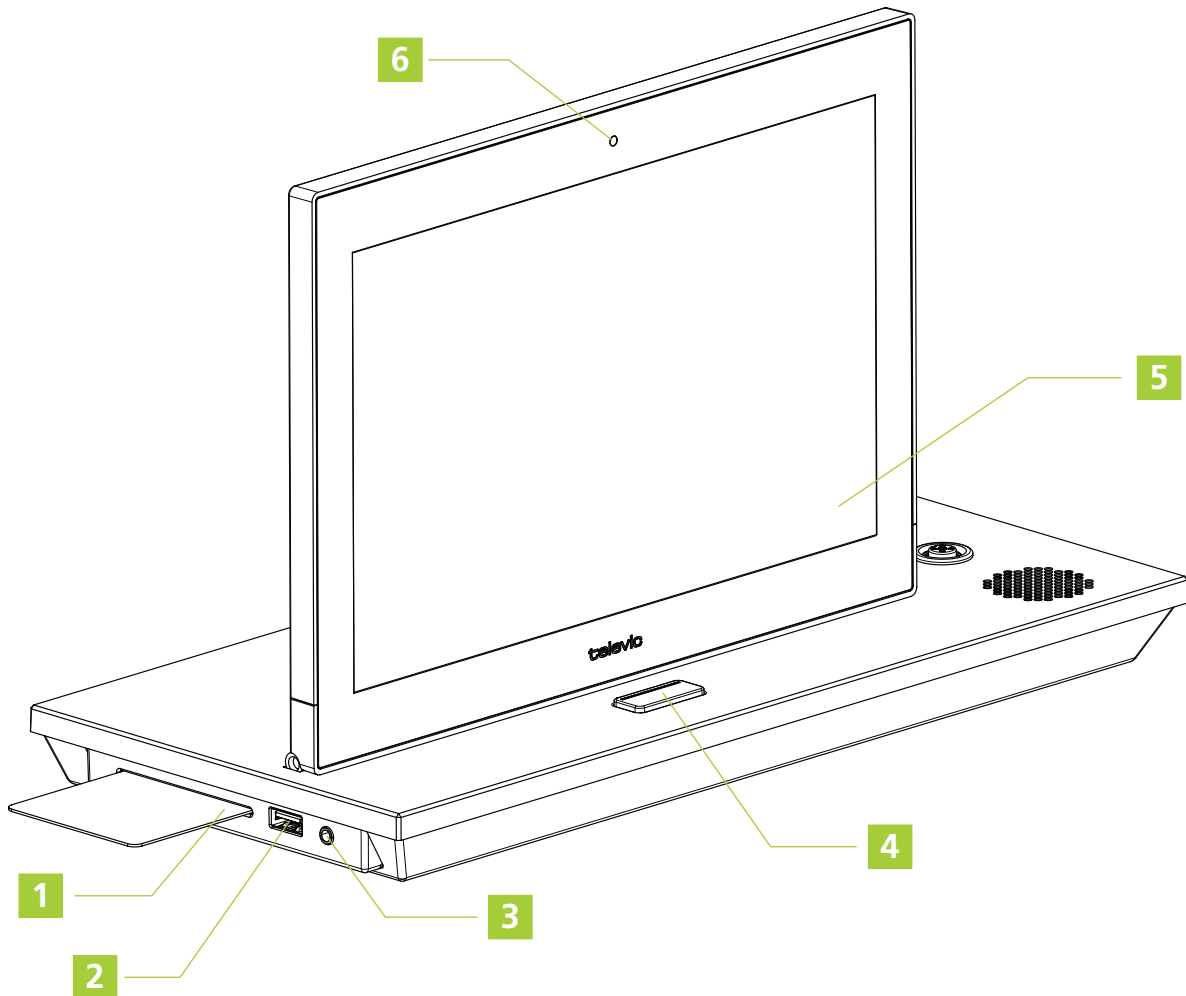
1. **RFID badge reader**: insert your badge to identify yourself

2. **USB connector**: connect external devices such as a smartphone to charge the device

3. **Headphone connector**

4. **Microphone button**: press the button to activate the microphone or put it in request (depends on the configured microphone mode)

5. **Interactive display**: shows meeting information and different controls. Which controls are available depend on the configuration of your unit (chairperson / delegate). See "How to use the uniCOS interface" on the next page

6. **Integrated camera**: provides live video of the last active speaker

HOW TO USE THE UNICOS INTERFACE

Delegate Interface

All uniCOS units have an interactive display which contains different tabs that contain different information and options:

1. **Home** tab: shows the information of the participant using this unit and general meeting information such as meeting title and meeting description.

2. **Discussion** tab: shows who is talking or requesting to speak. This tab also shows the video stream. Double tap the video to view in full screen and double tap to leave the full screen mode.

3. **Agenda** tab: shows the agenda of the meeting and which agenda item is active

4. **Delegates** tab: a list of all meeting participants. Click the picture of a delegate to view his or her bio

5. **Voting** tab: during a voting session you can cast your vote here, when the voting sessions ends you can see the results here

6. **Documents** tab: view PDF documents made available during the meeting, use pinch to zoom in or out

7. **Messages** tab: send and receive message from other meeting participants

8. **Services** tab: use to order coffee or utilize any other available service

9. **Configuration** tab: change language settings of interface (Interface settings) or keyboard (Regional settings)

10. **Intercom** tab (not displayed): only available when Intercom is active. Initiate calls with other participants, interpreters, operators or technicians by selecting someone in the list on the left.
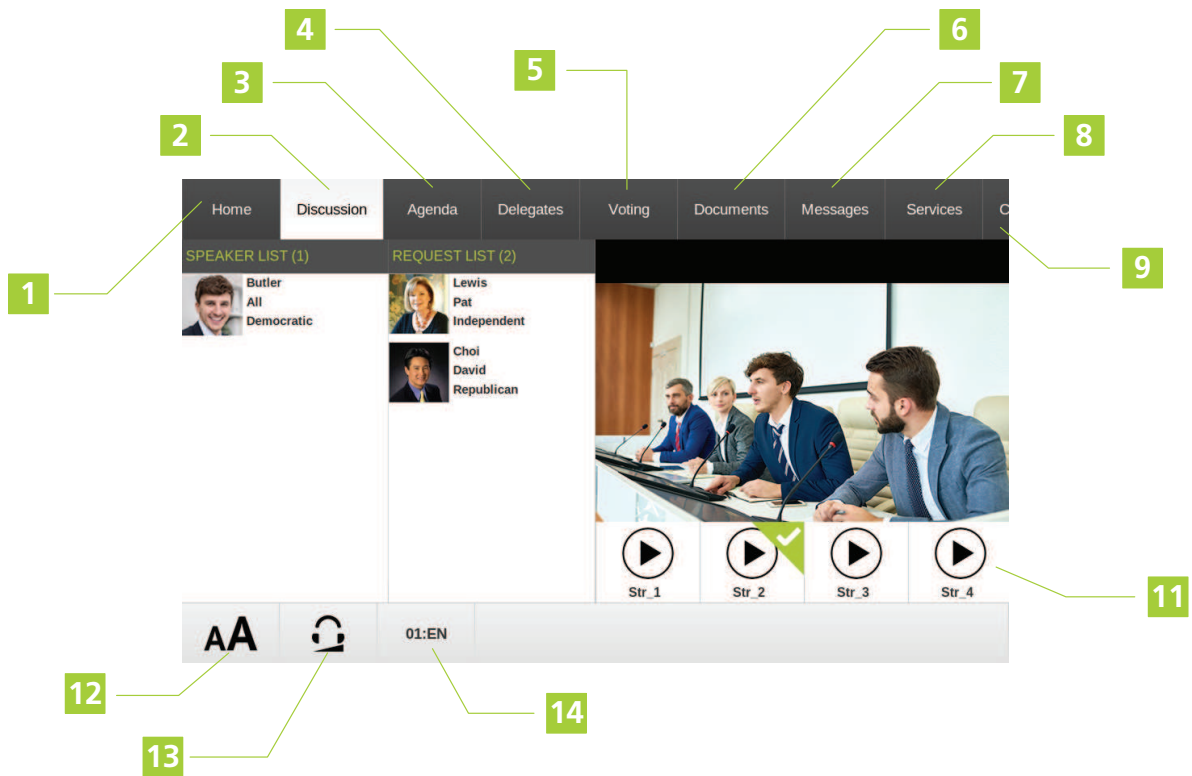
Figure 1-9 *Example of one of the screens on the uniCOS units configured as delegate*

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

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

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

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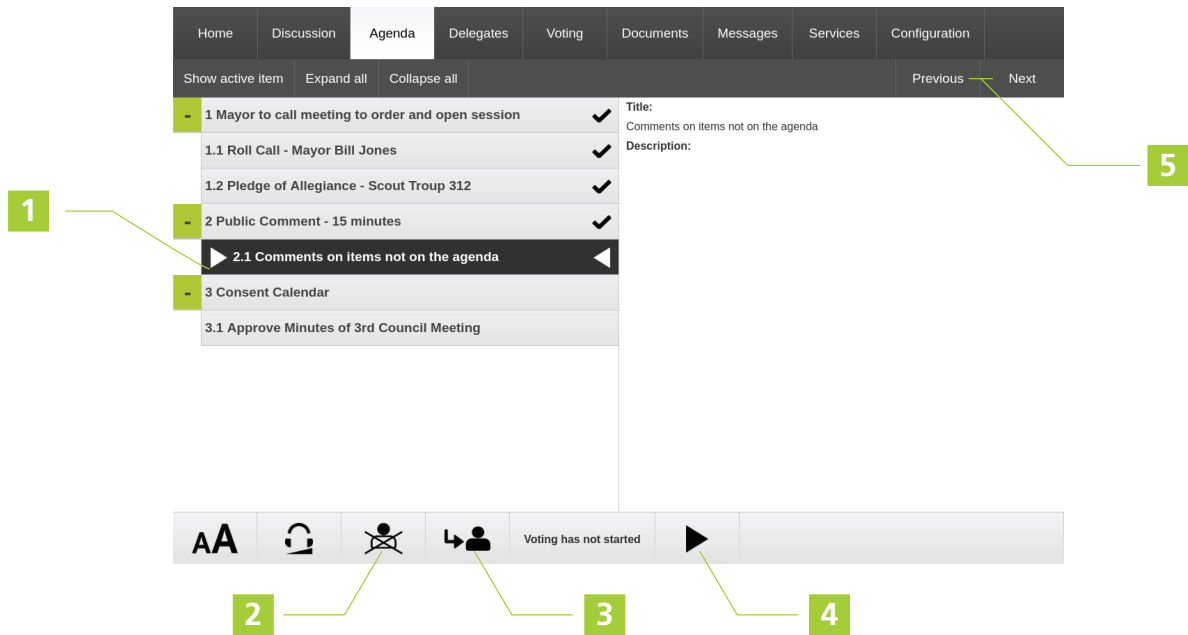
Chairperson Interface

Figure 1-10 *Example of one of the screens on the uniCOS units configured as chairperson*

1. **Active agenda topic**

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

   > **Tap and hold**: temporarily mutes the microphones of all active units

   > **Tap and release**: deactivates the microphone of all active units

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

4. **Start / Pause / Stop** voting session: tap the play icon to start the voting session, tap the pause icon to pause and the stop icon to stop.
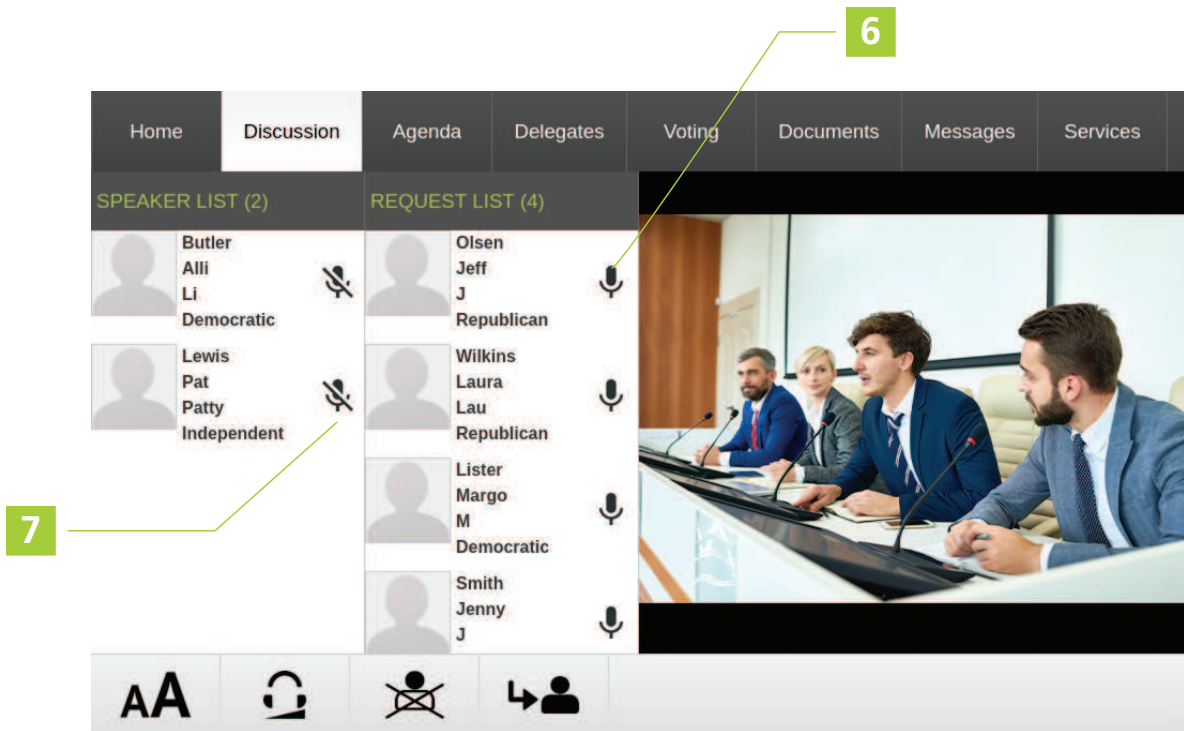
5. **Move** to next or previous **agenda topic**

Figure 1-11 *uniCOS chairperson interface Discussion tab*

6. Press to **activate** microphone

7. Press to **deactivate** microphone

Voting Interface

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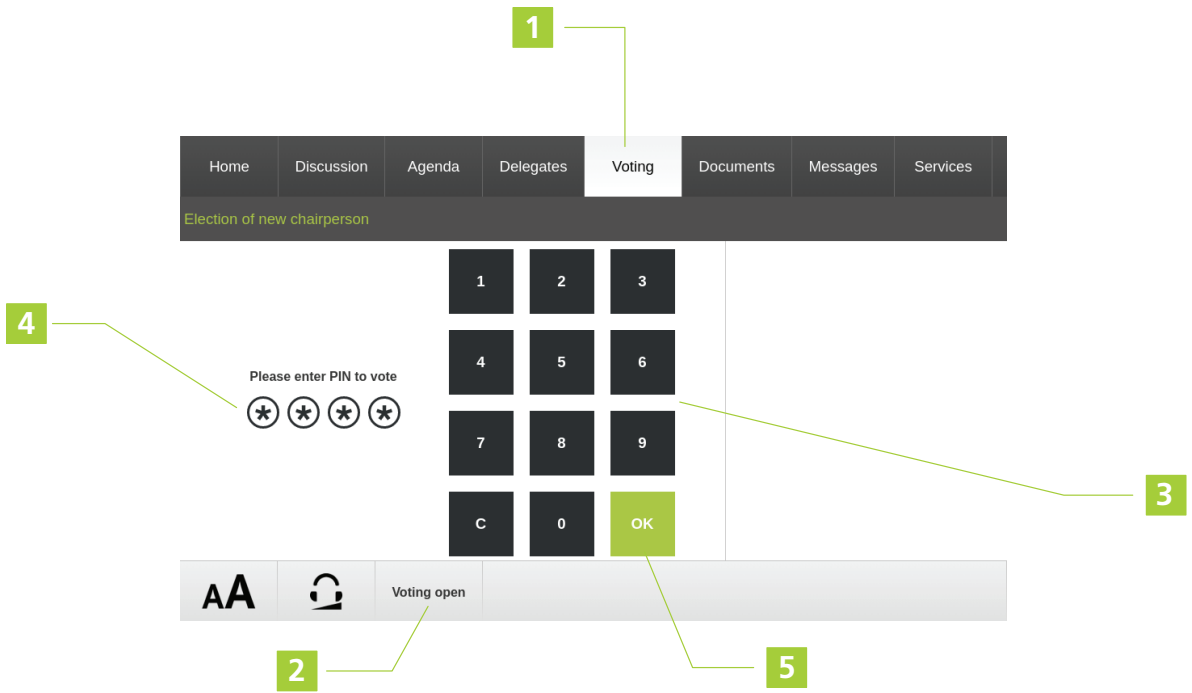
1. Go to the **Voting** tab

2. The bar on the bottom of the screens shows whether the **voting session** is already **open**

3. Use the keypad to **enter** the correct **PIN code**

4. The stars indicate which numbers you already entered

5. Press **OK** to confirm the PIN code

The voting screen on the uniCOS unit looks as followed:
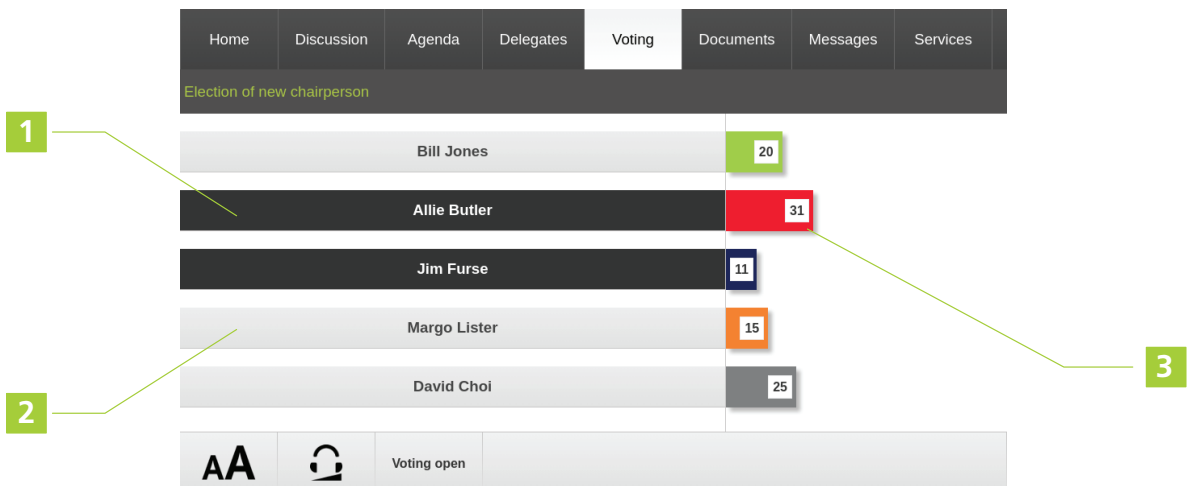
1. The bar highlighted in dark grey indicates the voting option(s) you **selected**. In some cases it is possible to select more than one voting option. The operator needs to configure this in CoCon, see CoCon Installation and User guide for more information.

2. All **available voting options** are shown in light grey.

3. The progress bars next to the voting options shows the **number of votes** per option.

LINGUA ID

Lingua ID is Plixus's interpreter solution. This chapter describes for the interpreter how to use this unit. It consists of two parts: one describing the unit and butoons and another describing the information displayed on the interface of the Lingua ID.

INTRODUCTION TO THE LINGUA ID UNITS

Lingua ID is Televic Conference's ISO 20109:2016 compliant interpreter desk. The unit has braille indications and tactile references next to the buttons to guide visually impaired interpreters to the right functions.

There are two types of Lingua ID units:

Image	Name	Description
	Lingua ID (71.98.2100)	Interpreter desk for audio only usage
	Lingua ID-MM (71.98.2101)	Interpreter desk for multimedia usage

HOW TO USE THE LINGUA ID UNIT

The Lingua ID unit contains many buttons to enable your function as interpreter. The sections below describes how to use and configure the different settings of the Lingua ID.
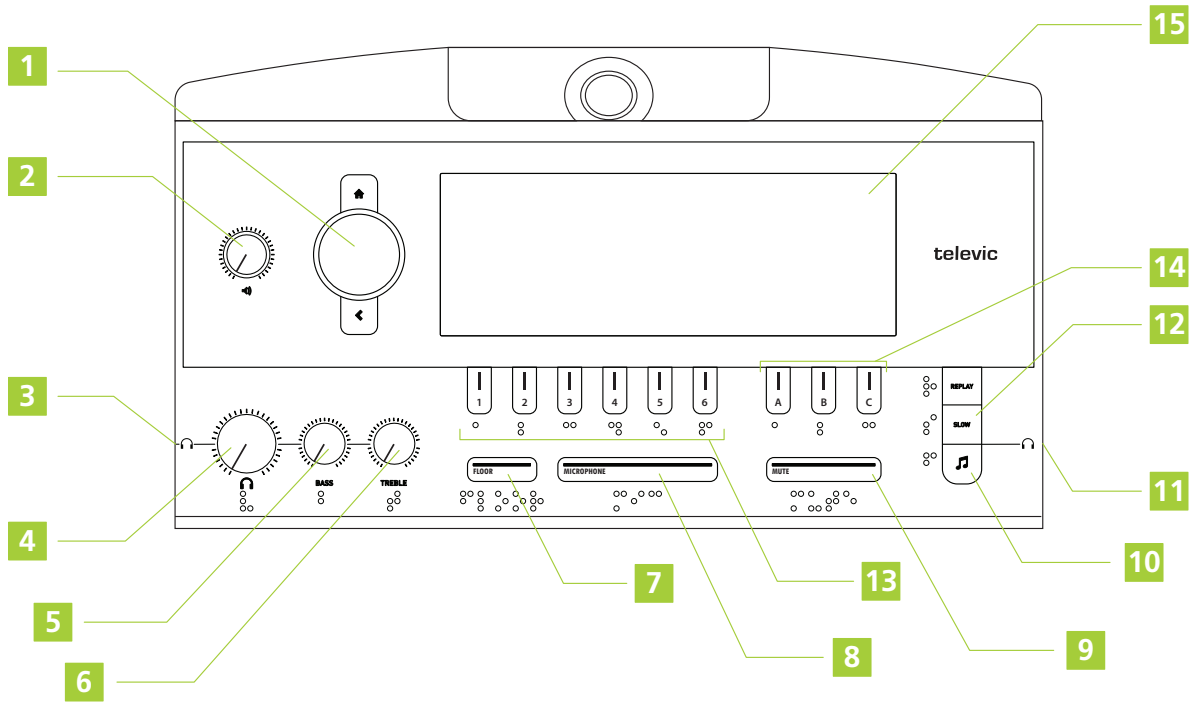
Overview Of The Unit

Figure 1-12 *Top view of the Lingua ID unit*

1. **Menu navigation**

   > Push Jog Wheel to enter Menu

   > Push Jog Wheel to confirm selection

   > Rotate clockwise to navigate down, rotate counter-clockwise to navigate up

   > Home Button returns to top menu

   > Left Arrow moves back one level

2. **Speaker volume**: rotate to change volume, to change the channel use the menu (Floor by default)

3. **Headphone connector**

4. **Headphone volume**

5. **Headphone bass**

6. **Headphone treble**

7. **Activate the floor sound**: the LED on the button turns white when the floor is active

8. **Microphone button**: press the button to activate the microphone, the LED on the button turns red when the microphone is active (or green if configured in this way)

9. **Mute button**: hold the button to mute the microphone, the LED on the button turns white when the microphone is muted

10. **Audible beeps**: *press and hold* (1s, until your hear a beep) the button to enable auditory feedback for:

> Microphone button

> Mute button

> Channel already in relays

> Incoming message

11. **Headphone connector**

12. **Slow down**: press this button to send a message to all units with an open microphone to speak slower

13. **Relay 1-6**: press to select the incoming channel. The LED on the button of the active channel tuns white when active

14. **Outgoing channel A-C**: press to select the outgoing channel. A green LED on the button indicates the channel is *selected*, a red LED indicates the channel is *active*

15. **Display**: for a detailed description see "How to use the Lingua ID interface" on page 58

How To Change Relays And Outgoing Channels

To change the relays and outgoing channels you need to execute a combination of actions:

1. **Press** the button underneath the channel and *simultaneously rotate* the Jog Wheel of the menu button

2. The menu with **available languages** opens.

3. Use the Jog Wheel to **scroll** through the list.

4. Press the Jog Wheel to **confirm** the language.

HOW TO USE THE LINGUA ID INTERFACE

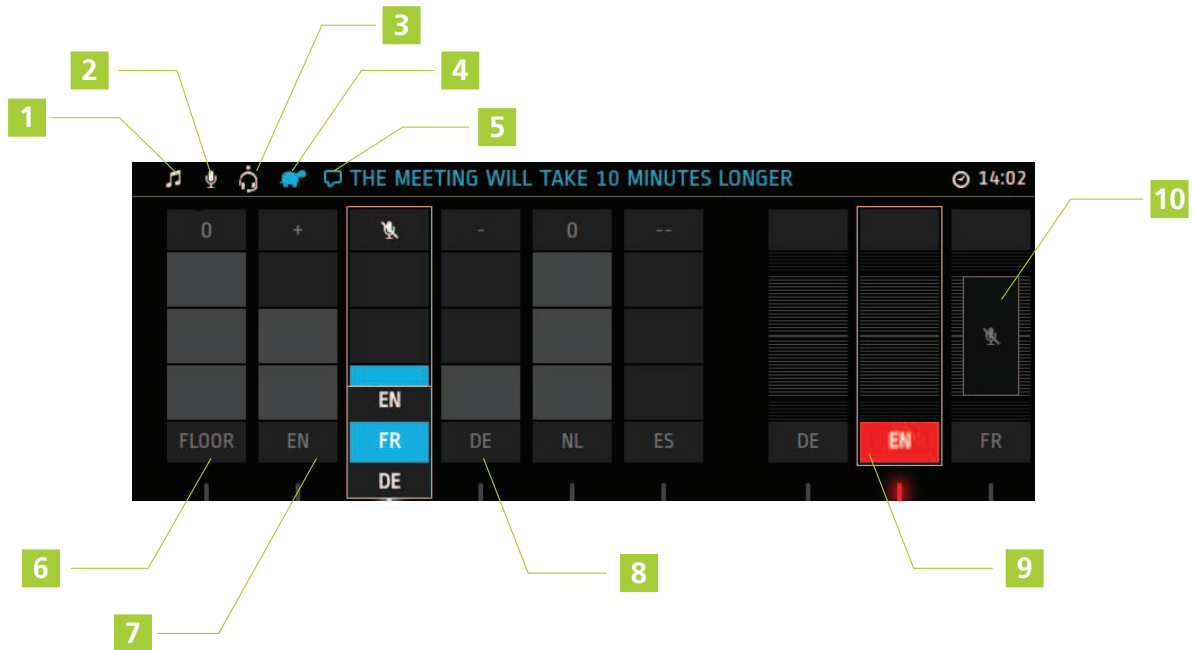Below you can find a description of the information presented on the display of the Lingua ID.


Figure 1-13 *The display of the Lingua ID*

1. **Auditory feedback** is active

2. **Gooseneck microphone** is active

3. **Headset is active**: the dot next to the icon, indicates where the headset is plugged in (left, top or right)

4. **Slow down message** was sent to the speaker(s)

5. **Incoming message**

6. **Direct interpretation** from Floor (3 blocks, Floor)

7. **Relay interpretation** from English (2 blocks, +)

8. **Double relay interpretation** from German (1 block, -)

9. **Active outgoing channel**
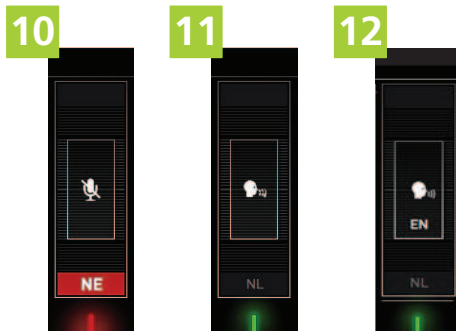
10. **Outgoing channel muted**

11. Interpreter within same booth on outgoing channel (active)

12. Interpreter from other booth (language indicated) on outgoing channel

How To Change Relays And Outgoing Channels

To change the relays and outgoing channels you need to execute a combination of actions:

1. **Press** the button underneath the channel and *simultaneously rotate* the Jog Wheel of the menu button

2. The menu with **available languages** opens.

3. Use the Jog Wheel to **scroll** through the list.

4. Press the Jog Wheel to **confirm** the language.
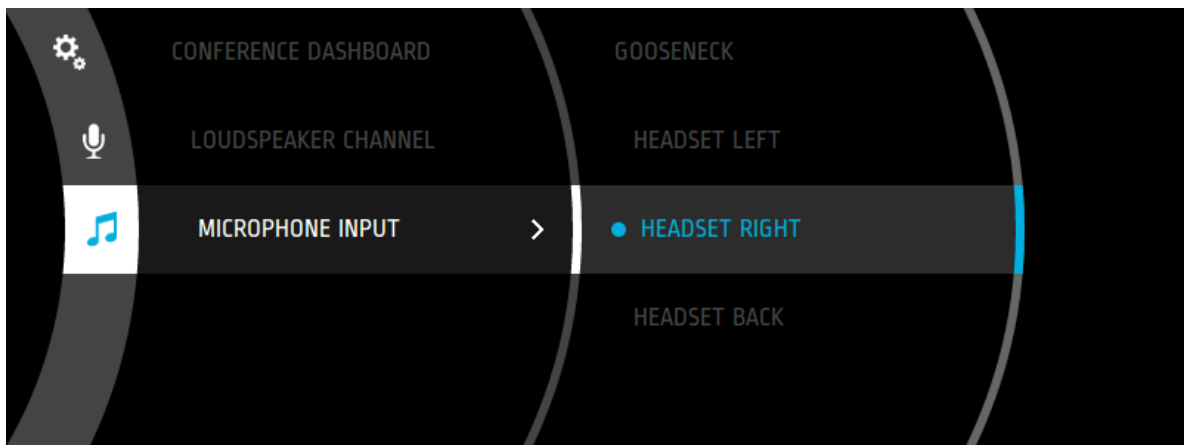
How To Configure The Microphone Input

By default the Lingua ID automatically detects the microphone, or a headset on the left and right input. To manually change the microphone input, follow the instructions below.

ENABLING A HEADSET OR A MICROPHONE

Open the main menu using the Jog Wheel and rotate the wheel clockwise to Microphone Input (headset icon):
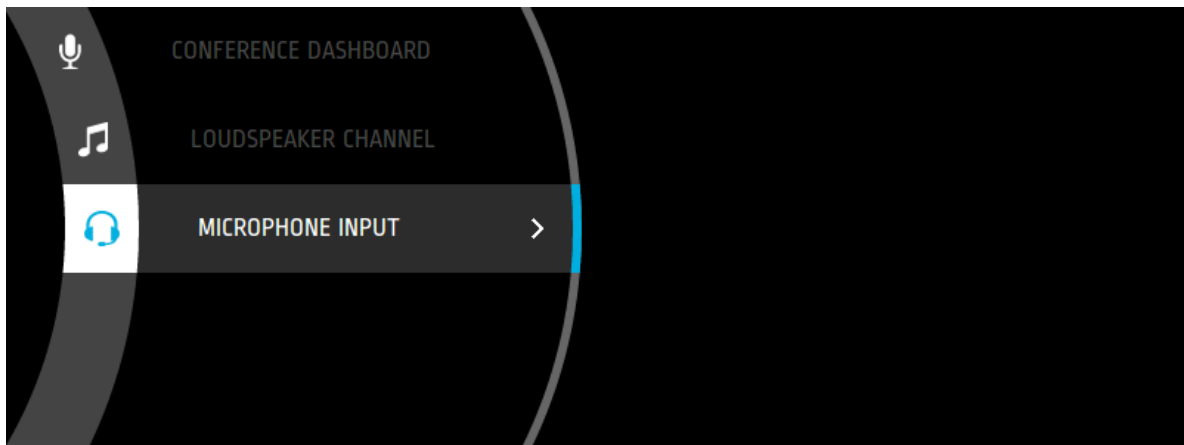
When you use a headset select: Headset left, right or back or if you use a microphone select: Microphone:

Confirm the selection by pressing down on the Jog Wheel.

When you remove the headset, you have to set the microphone input back to Microphone.

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GET IN TOUCH