SW6000 User Manual

CDA Conference Display Application

User guide for Shure SW6000 Conference Management Software

Version: 9.3 (2021)

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1 Introduction

The CDA Conference Display Application is an application in the SW6000 Conference Management Software suite of applications. designed to show information on a display for a large audience like:

- Microphones (Speakers and speak request lists)
- Microphone mimic diagram (Speakers and speak request)
- Voting results (In list form, graphically, pie chart, mimic and individually)
- Agenda
- Logged in participants

The presentation is normally done by feeding the VGA signal from the PC running the CDA application to a large screen projector placed inside the meeting room or hall.

The CDA application has when used in the meeting no user interface. Setup of the displays on the CDA applications is done in the CAA application and the selection of the display to show is done in the CUA application.

This manual has a section, both for the CAA and the CUA Application with the screens, which are used to control/setup the CDA application.

The CDA application is licensed as part of the SW6000 Software License. There is no limitation on the number of applications, which can be installed, however only the licensed number (max 16) can be started simultaneously.

The CDA application cannot run standalone but only with the SW6000 Software (basic).

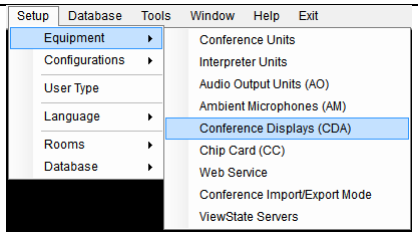
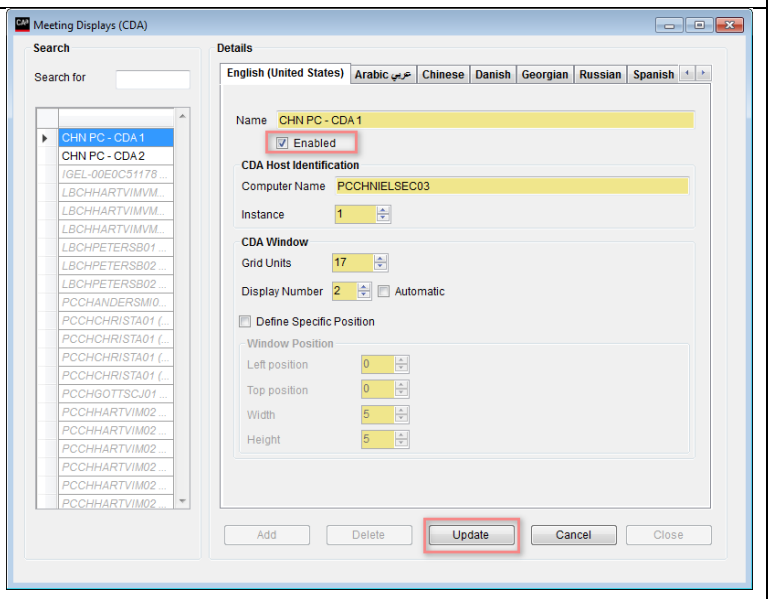
1.1 Licensing

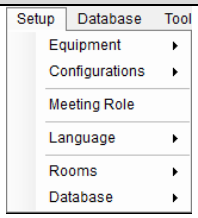
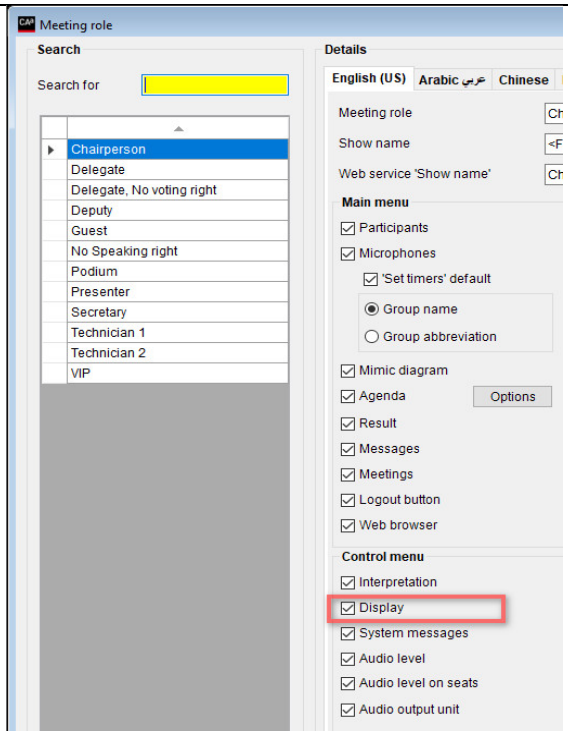
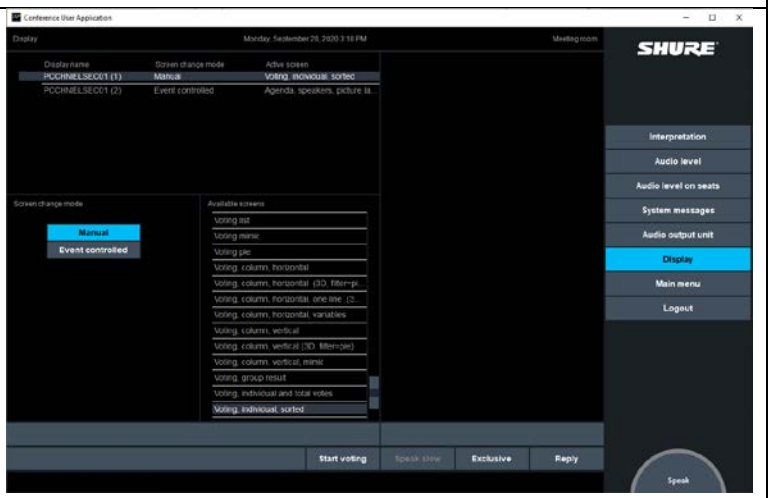
The CDA application is licensed and is not included in the SW6000 Software (basic).

There is no limitation on the number of applications, which can be installed, however only the licensed number (max 16) can be started simultaneously.

2 Quick Guide

The following quick guide is designed for using the CDA without making any configurations to the defaults.

#	Description	Comment or picture
1.	Start the CDA by selecting the CDA shortcut on the desktop	
2.	The CDA application will start and will show a blue connection screen informing that the CDA is searching for a connection.	
3.	Open the CAA application. Navigate to: 'Setup|Equipment|Meeting displays (CDA)'	
4.	The 'Meeting display (CDA)' screen - left window - will show the name of the PC running the CDA searching for a connection. Select the PC in the left window and select the 'Enabled' tick box and select 'Update'.	
5.	The CDA application will connect and show an empty screen	

#	Description	Comment or picture
6.	Open the CAA application. Navigate to: 'Setup|Meeting role'	
7.	Select 'Chairperson' in the list of 'Meeting roles' and check that 'Display' is selected. Please note that the 'Display' control option is only available if the use of CDA's is licensed in the SW6000 License file.	
8.	Start the CUA application with 'Chairperson' Meeting role and navigate to the 'Display' screen in the 'Control menu'. The available CDA displays with status are shown in the top left window. The desired screen to display can be selected by selecting one of the screens in the list 'Available Screens'. Manual/Event controlled selection of screens to display can be selected using the 'Screen change mode' buttons. If 'Event controlled' is selected, a user can always manually select another screen, however as soon as an event is taking place, the CDA will change screen in accordance to the settings in the 'CDA screen configuration'.	

3 Operating Instructions

3.1 Starting the CDA

When the CDA is installed, the CDA shortcut for starting the application is placed on the Desktop and in the Windows start menu..

Depending on the options selected during installation a CDA shortcut might have been placed in the ‘Startup’ folder enabling the CDA to start up automatically when the CDA PC is turned on.

When started up the first time, the display will be blank.

3.2 Closing the CDA

The CDA can be closed in two different ways:

- Right select when the curser is on top of the application. Select ‘Close’ in the menu shown
- Using the key combination ‘Alt+F4'

4 CAA - Conference Administrator Application

The Conference Administrator Application (CAA) is the application used for configuring the use of the CDA application.

For setting up the SW6000 to use the CDA application three screens are available:

Function	Screens
For assigning PCs to run the CDAs	'Setup|Equipment|Meeting displays (CDA)'
For making CDA configurations	'Setup|Configurations|CDA screen configuration'
For selecting the CDA setups to be used when running a meeting	'Meetings|Options'

4.1 Setup|Equipment|Meeting Displays (CDA)

This screen is used to configure the Conference Display Applications (CDA).

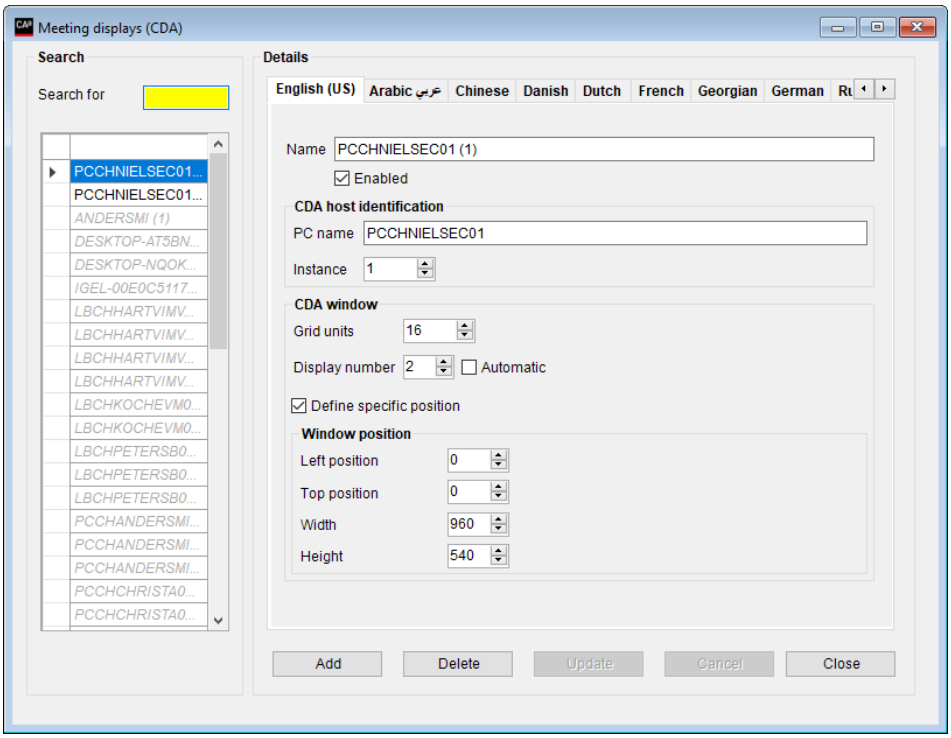


Figure 4.1-A

List of displays The list to the left is showing the displays connected or which has tried to connect to the CUI application.

Up to 16 instances of the CDA application running can be configured. Displays which are not 'Enabled' will be greyed out.

Name The name of the CDA application, automatically filled in with the PC Name and instance number (in brackets) when adding a new display. The name can be changed to give a more meaningful name like 'Hall Display'.

Enabled When ticked, the selected display is enabled and can be configured and controlled from the CUA application.

CDA host identification

This section identifies the PC, running the CDA application. The following fields are filled in automatically when a display is enabled.

PC Name The windows device name of the PC running the CDA application must be entered.

Instance This is the CDA instance number. Several instances of the CDA application can run on the same PC.

CDA window

This section is used to define the global text size for the display and to define the position of the CDA display on the PC screen.

Grid units This parameter defines the global text size for the displays.

Examples with different grid units:

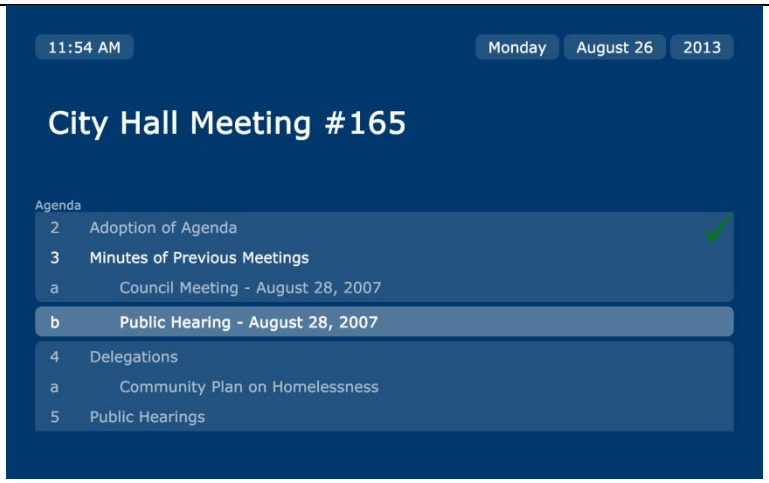
18 grid units (default)	
24 grid units	
14 grid units	

Figure 4.1-B

Display number This parameter defines the position of the CDA display. As several instances of the CDA application can run on the same PC, then this parameter defines, on which PC display, the CDA is shown.

‘Automatic’ is default and places instance 1 on display 1, instance 2 on display 2 and so on as long as there are screens available. Hereafter is the CDA’s placed on screen 1.

Define specific position When un-ticked the CDA display fill run in full screen independent on the resolution and format of the PC screen.

When ticked two options for defining the position and size of the display is possible:

Option: 1-10

The screen is divided horizontal and vertical into 10x10 fields. The size and position of the CDA application is set relative to the screen resolution using 1-10.

Examples:

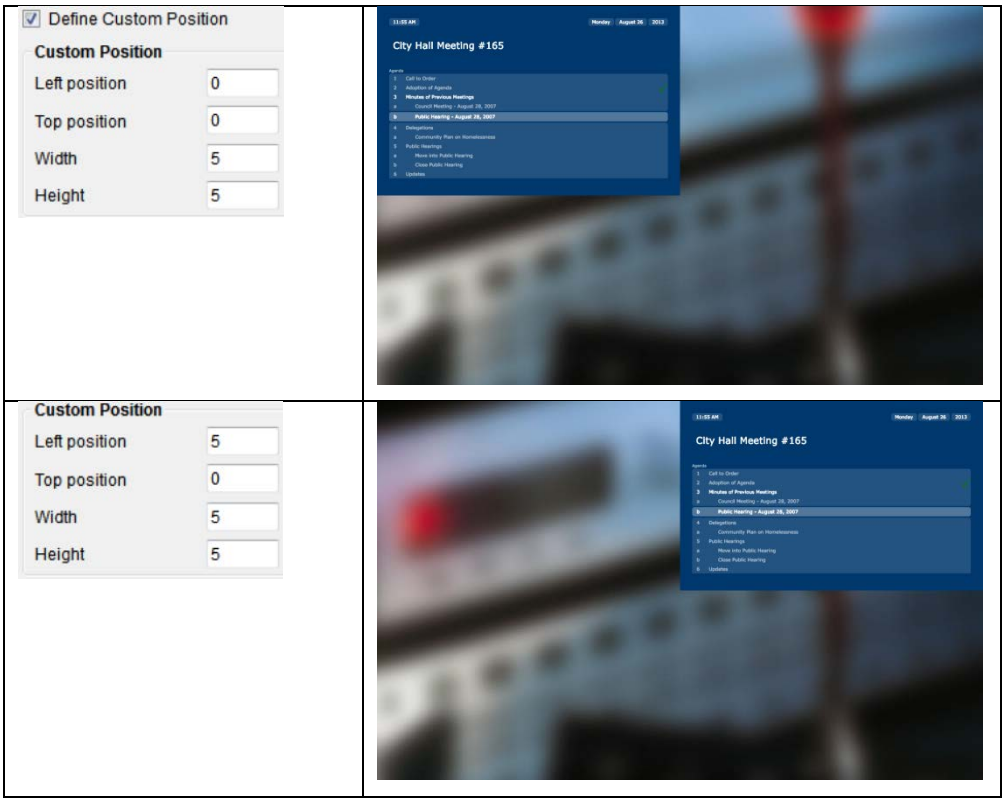


Figure 4.1-C

Option: Exact size in pixels

The size and position of the application is set independently of the screen resolution in pixels (absolute) if the entry is >10.

Example:

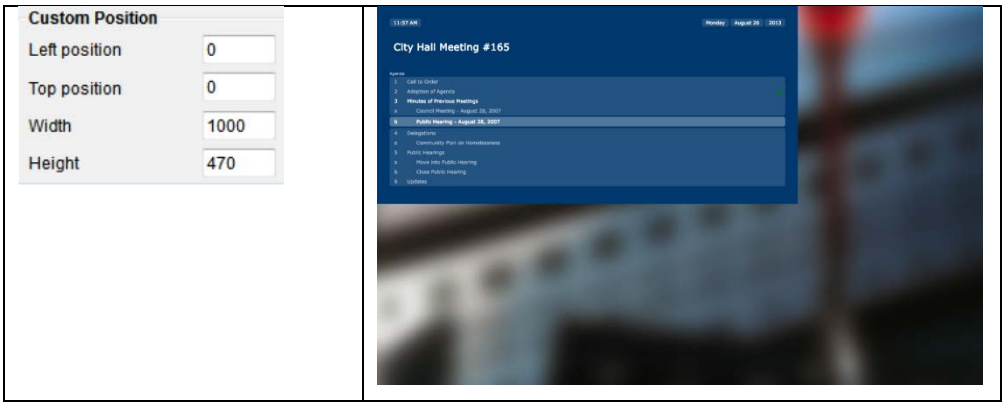


Figure 4.1-D

4.2 Setup|Configurations|CDA screen configuration

This 'CDA screen configuration' is used to make configurations with different skins, list formats and mimics for use with the CDA displays.

The configurations can be assigned individually to each of the CDA displays in use.

The default configuration is used, when no meeting is started.

When a meeting is started, the 'CDA screen configuration's in use are configured in 'Meeting options'.

The event driven change (Automatic) of the CDA displays is also configured in the 'CDA screen configuration'.

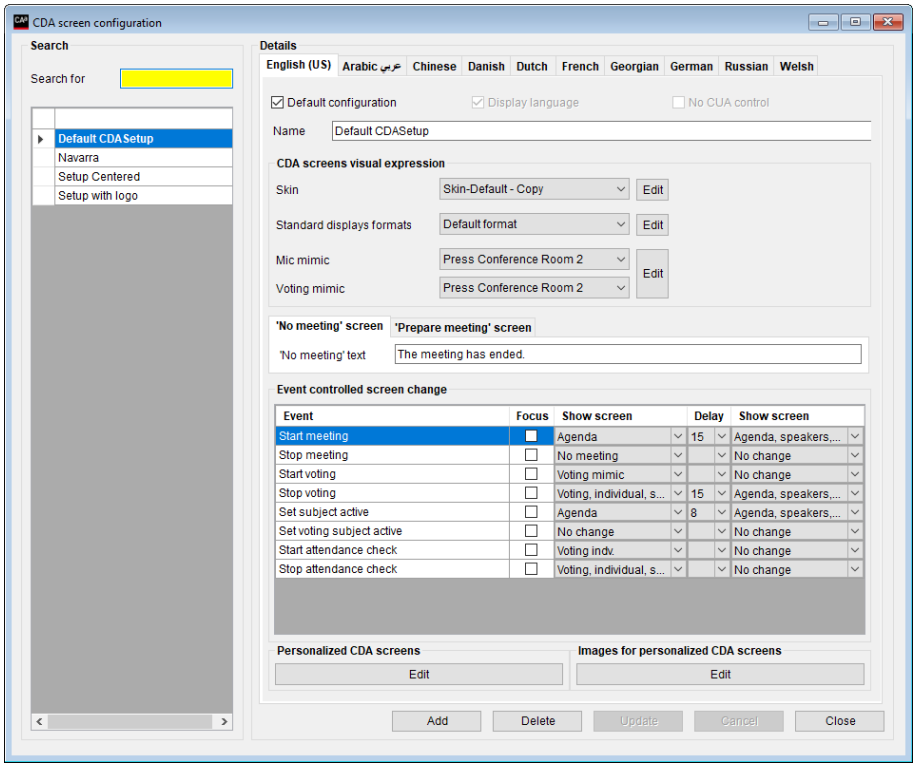


Figure 4.2-A

Default configuration One configuration must be marked as the default configuration. It is possible to change the configuration and to enable another configuration as the default configuration. It is not be possible to delete a default configuration or a configuration in use.

The default configuration is used when no meeting is started

Display language One display language must be marked. The selected language is used by the CDA on its displays.

No CUA Control When ticked, the display using this configuration cannot be controlled from the CUA

Name The name of the configuration

4.2.1 CDA Screens Visual expressions

The visual expression of the display can be changed using different skins and list formats.

Skin

A number of predefined skins are available and can be assigned at the ‘CDA screen configuration’.

Examples:

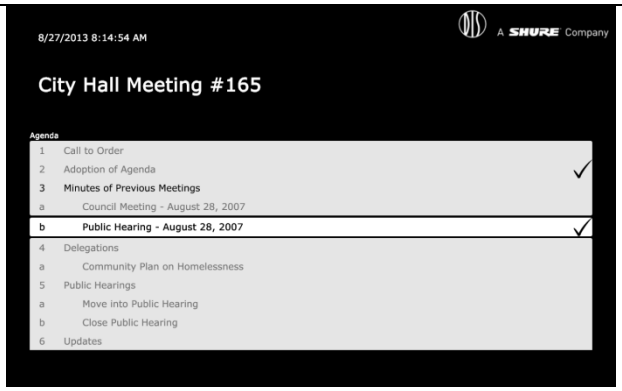
Default	
Black and White	
Gray	

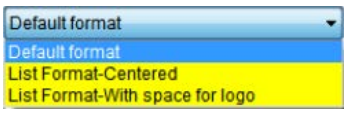
Figure 4.2-B

Editing skins

All skin can be modified and new skins can be created using the [Edit] button. Please refer to the ‘Advanced configuration’ section for details.

Standard displays formats

A number of predefined content formats are available and can be assigned the ‘CDA screen configuration’.



Examples:

Default	
Centered	
With space for logo	

Figure 4.2-C

Edit (Standard displays formats)

The standard (default) formats can be modified and new formats can be created using the [Edit] button. Please refer to the ‘Advanced Configuration’ section for details.

Mic mimic & Voting mimic

The graphics for the ‘Mic mimic’ and ‘Voting mimic’ displays can be selected using a dropdown box.

The [Edit] button opens the mimic configuration screen:
‘CAA|Setup|Configurations|Mimic Configuration’

Please refer to the ‘User Manual SW6000 CAA’ for details about configuring the mimic displays.

4.2.2 Text Displaying

'No meeting' screen Text field for inserting a text to be displayed on the 'No meeting' screen. The 'No meeting' screen is available in the 'Show screen' drop down list in the 'Event controlled screen change'.

'Prepare meeting' screen
Text field for inserting a text to be displayed on the 'Prepare meeting' screen. The 'Prepare meeting' screen is available in the 'Show screen' drop down list in the 'Event controlled screen change', but can also be selected in the 'CUA|Meetings' screen.

4.2.3 Event Controlled Screen Change

During a meeting it is possible for the CUA user to select event controlled screen change for the CDA's. The setup allows selection of the display to be shown when a certain event occurs. The events are:

Event	When and where
Start meeting	When a meeting started
Stop meeting	When a meeting is stopped
Select subject active	When a subject is set active
Set voting subject active	When a subject with an assigned voting configuration is set active
Start attendance check	When a attendance check session is started
Stop attendance check	When a attendance check session is stopped
Start voting	When a voting session is started
Stop voting	When a voting session is stopped

If none of the displays shall be used for an event then 'No display' or 'No change' can be selected.

4.2.4 Personalized CDA Screens

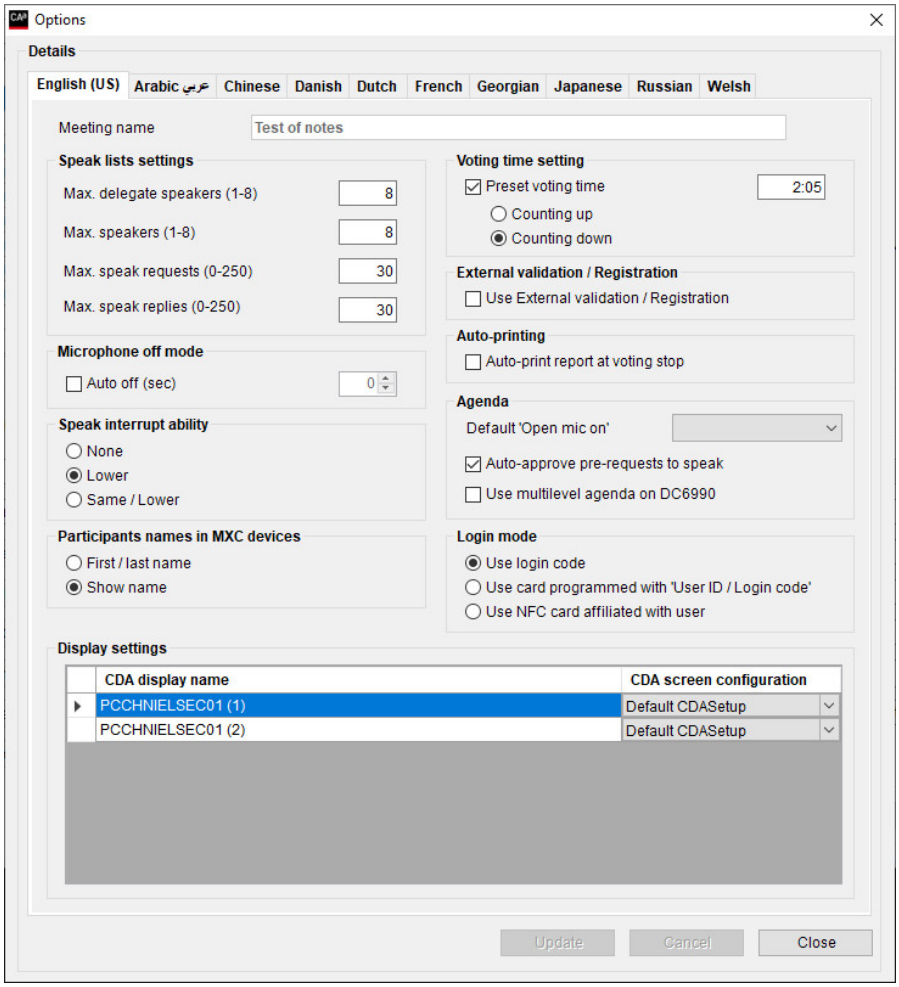
Please refer to the 'User Manual SW6000 CDA Personalized.

4.3 Meeting|Options

The ‘Meeting|Options’ button brings the ‘Option’ popup, which is used to set operation settings of the system used when starting the meeting.

Only the ‘Display settings’ are explained in this manual.

Please refer to the ‘User manual SW6000 CAA’ for other configuration options on this screen



4.3.1 Display Settings

Up to 16 CDA applications can be controlled by the system. It is possible to assign a configuration to each of them, which will apply when the meeting is started.

The default ‘CDA screen configuration’ is assigned to the CDAs, when a meeting is added. It is then possible to change the configuration for a CDA using a drop down list showing the available configurations created in ‘Setup|Configurations|CDA screen configuration’.

When starting a meeting the ‘CDA screen configuration’ specified in the ‘Meeting options’ is used. When stopping a meeting, the CDA screen configuration marked as ‘Default configuration’ will be used.

5 CDA Standard displays

The following standard displays are available and will be shown, when selected in the ‘CUA Display control’ screen.

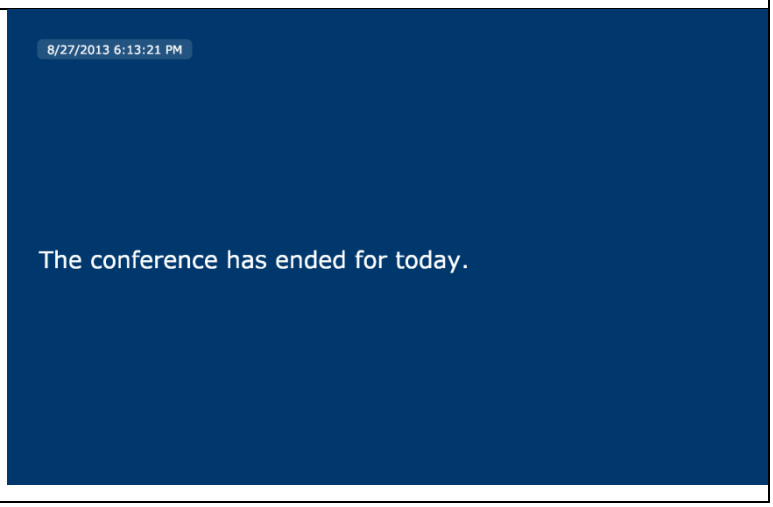
5.1 No Display

This display shows no information, but shows only the background color and background image.

5.2 No Meeting

This meeting screen is normally used when the meeting is stopped.

The screen will show the ’No meeting’ screen on the CDA’s with the text entered in the ’No meeting’ field in the ‘CDA screen configuration’ active for the CDA application.

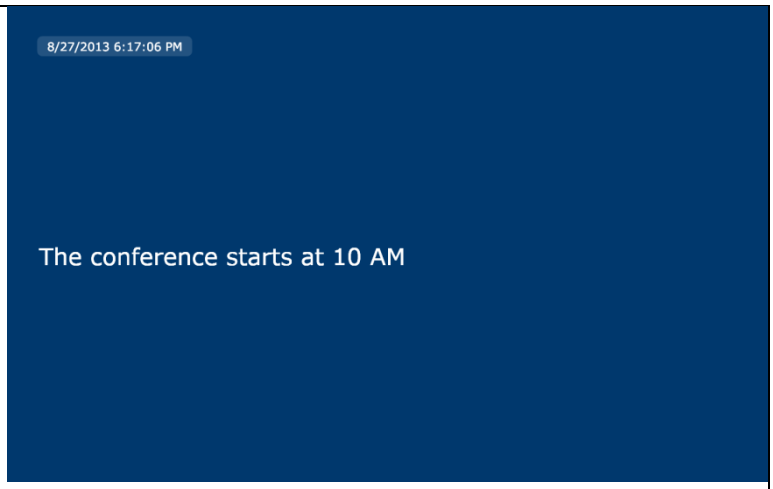


5.3 Prepare Meeting

Before a meeting is started it might be desirable to show some information on the CDA display.

Activating the button [Prepare meeting] in the 'CUA meeting' screen will show the 'Prepare meeting' screen on the CDA's with the text entered in the 'Prepare meeting' field in the 'CDA screen configuration' marked as 'Default Configuration'.

The screen can also be activated in the 'CUA Display control'.



5.4 Agenda

The agenda display shows the 'Meeting name' and the 'Agenda' with the current subject highlighted.

A 'Red' or 'Green' indication shows the result of a voting on the subject (Green=approved, Red=not approved).

If there are more subjects on the agenda than it is possible to show on a single screen, then the list will be scrolled so that the highlighted subject is shown around the middle of the screen.

5.5 Logged In

The screen shows all participants logged into the meeting.

5.6 Microphones

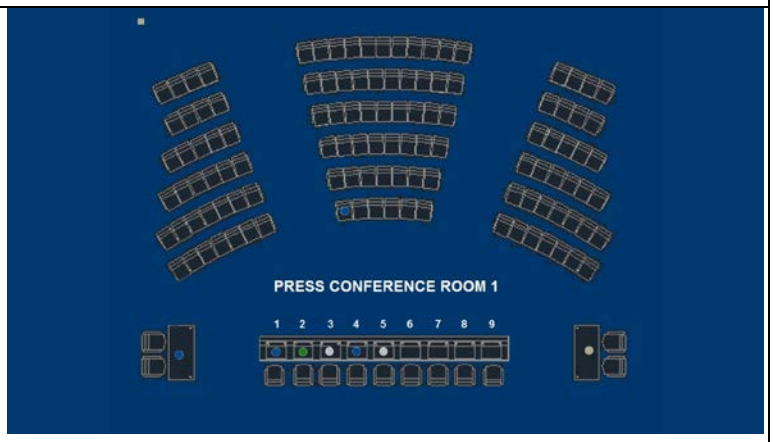
The microphone screen shows the ‘Speakers list’, the ‘Request list’ and the ‘Group Speech Time’ if a group speech time is active.

5.7 Mic Mimic

The background is the background of the CDA skin if the ‘Mic mimic’ bitmap size is different from the resolution of the CDA display.

The colored dots are updated exactly as they are on the CUA Mimic diagram for microphone management status.

Texts such as ‘Meeting name’ or ‘Agenda subject’ name are not shown on the ‘Mic mimic’ display.



5.8 Voting List

The ‘Meeting name’ and ‘Subject name’ are shown above the graphics.

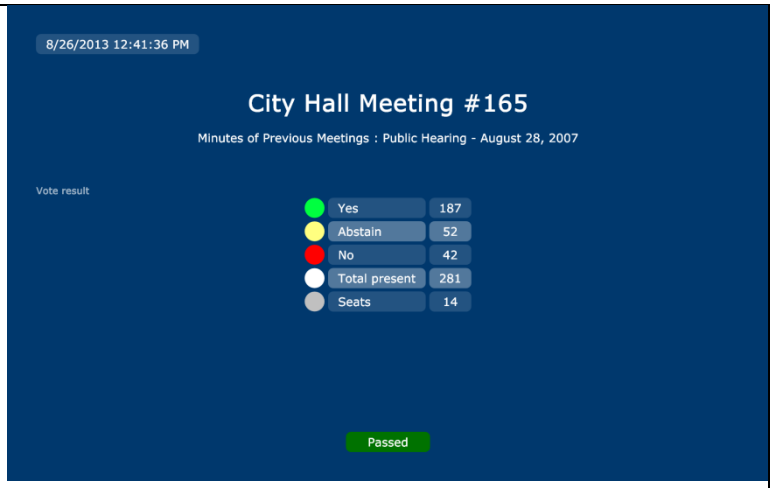
If the ‘Delegate Interim Result’ and ‘Chairman Interim Result’ options have been selected in the ‘CAA|Setup|Configurations|Voting configuration’ then the results are shown and adjusted during a voting session. The display will be updated every second.

If a preset voting time has been set for the session then the duration is shown and the elapsed or remaining time is shown counting up or down.

If ‘Manual stop’ has been selected then the duration label and time is not shown and the elapsed time will be shown regardless of the elapsed/remaining setting.

The result is displayed as shown with the text ‘Passed’ or ‘Not passed’ displayed in clear green or red color respectively instead of the duration and elapsed/remaining time information.

If a result does not exist then a 0 (zero) is shown.



5.9 Voting Graphic

The ‘Meeting name’ and ‘Subject name’ is shown above the graphics.

This display is presented during the voting session.

If the ‘Delegate interim result’ and ‘Chairperson interim result’ options have been selected then the colored columns are shown and adjusted during a voting session with the result below. The displays are updated every second. If interim has not been selected then no columns are shown.

If a preset voting time has been set for the session then the duration is shown and the elapsed or remaining time is shown counting up or down.

If ‘Manual stop’ has been selected then the duration label and time is not shown and the elapsed time will be shown regardless of the elapsed/remaining setting.

When the voting session is stopped is the result displayed with the text ‘Passed’ or ‘Not passed’ shown in green or red color respectively instead of the duration and elapsed/remaining time information.

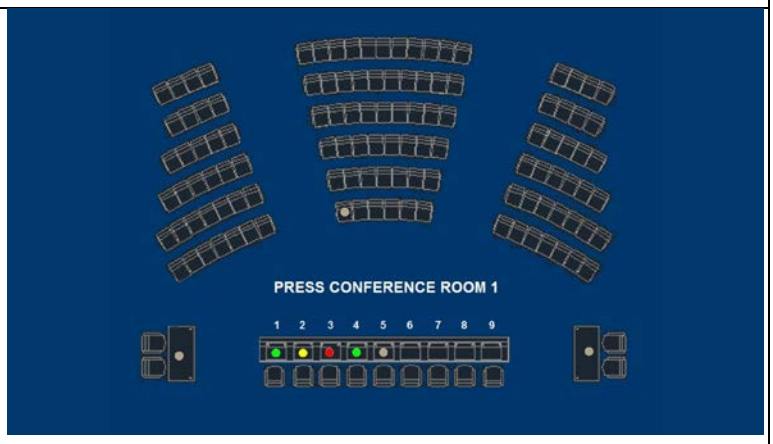
5.10 Voting Mimic

The users watching this mimic are usually placed in the hall.

The background is black if the mimic bitmap is smaller than 1024x768.

The colored dots are updated exactly as they are on the CUA Mimic diagram for microphone management status.

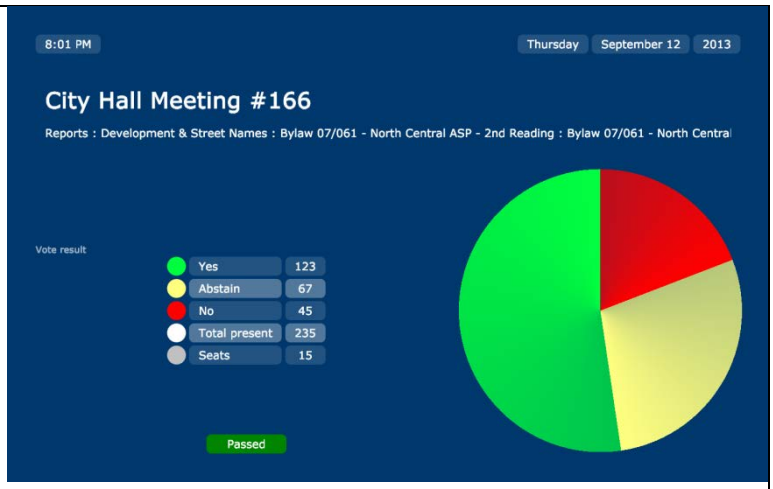
Texts such as ‘Meeting name’ or ‘Subject’ name are not shown on the ‘Voting mimic’ display.

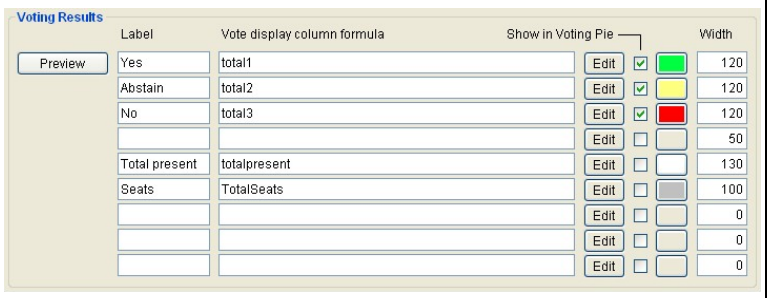


5.11 Voting Pie

The information to be displayed is configured in the 'CAA|Setup|Configurations|Voting configuration'. The columns 'Vote display column formula' and 'Label' determine what voting results are being shown and their labels on the display.

Only those voting results that have a check mark in the 'Show in Voting Pie' column will be represented in the pie chart.





5.12 Voting Individual

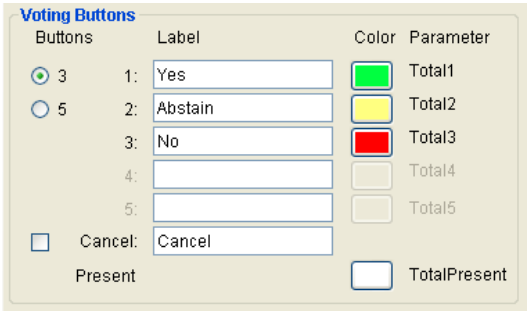
The display below is shown when ‘Voting Indv.’ is selected in the ‘CUA -Display control’.

The display shows an example of displaying individual voting results. The colors showing individual voting results are using the colors specified in the ‘CAA|Setup|Configurations|Voting configuration’.

TotalPresent is the value supplied from the Attendance check. The colored dot representing the TotalPresent value, is replaced by one of the other 5 colors if a voting is done.

If the Interim result display options are selected then the dot colors are updated when the vote is registered.

If Secret Voting option is selected then no results is shown.



5.13 Interpretation Channels

The CDA has option for showing interpretation channels setup and booth channels setup.

The screens are not included in the standard screens. Please refer to the ‘User Manual SW6000 CDA Personalized’ for instructions.

6 CUA - Conference User Application

The Conference User Application (CUA) is the software used by people inside the meeting room who are attending or running the meeting.

For selecting the display to show on the available CDA application a menu item called ‘Display control’ is available in the sub-menu ‘Control Menu’. The menu item is available if the Meeting role is configured to show this menu. (See the later section CAA – Conference Administrator Application.)

6.1 Meeting

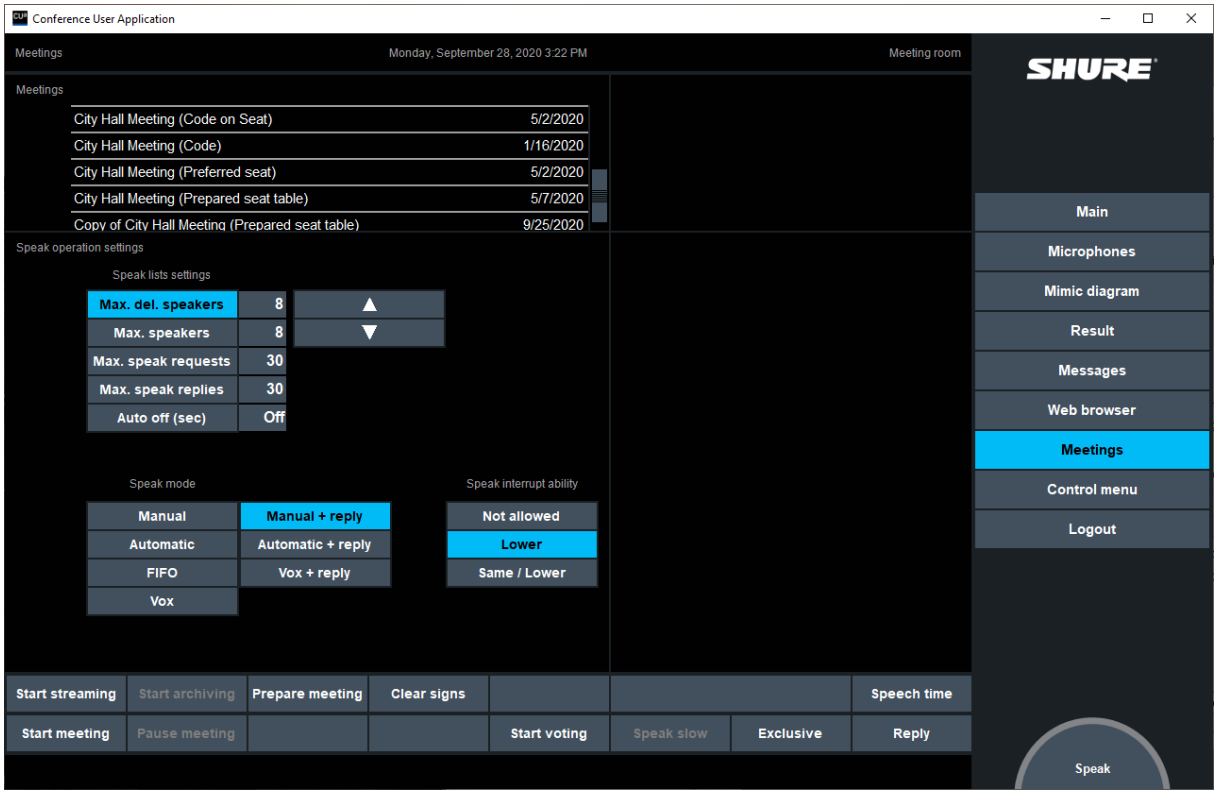


Figure 6.1-A

[Prepare meeting]

The Meetings screen in the CUA is used to start a meeting. However before a meeting is started it might be desirable to show some information on the CDA display. Activating the button [Prepare meeting] will show the ’Prepare meeting’ screen on the CDA’s with the text entered in the ’Prepare meeting’ field in the ’CDA screen configuration’ marked as ‘Default Configuration’.

6.2 Display Control

This screen allows the user to select the display to show on each of the connected CDA applications.

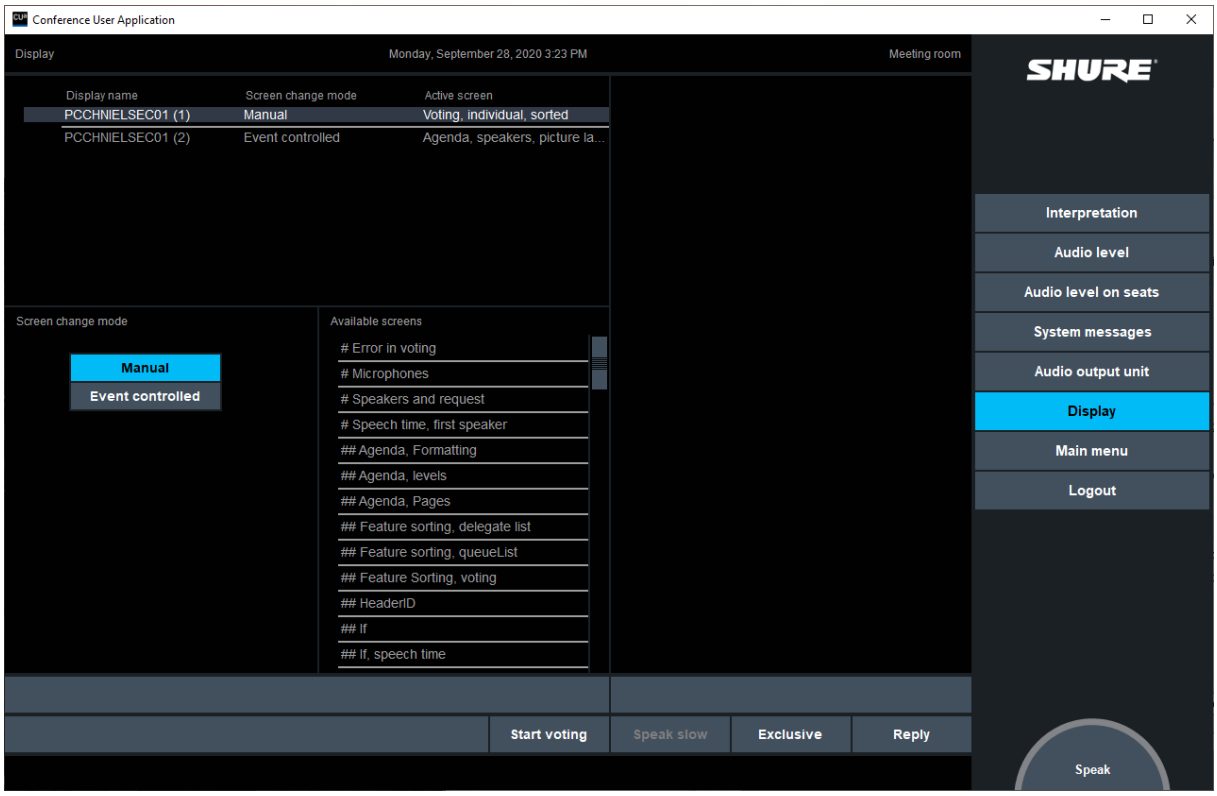


Figure 6.2-A

The available CDA displays with status are shown in the top left window.

The desired screen to display is selected by selecting one of the screens in the list ‘Available screens’.

[Manual/Event controlled] When ‘Event controlled’ is selected, event controlled change of screens in the display is performed.

When ‘Event controlled’ is selected, a user can always manually select another screen, however as soon as an event is taking place, the CDA will change screen in accordance with the settings in the ‘CDA screen configuration’.

The configuration of the event controlled change of screens is done in the CAA in ‘Setup|Configurations|CDA screen configuration’.

7 Advanced Configuration

7.1 Skins

7.1.1 Creating Skins

Skins are created using the built in skin editor in the CDA application

Open the CDA application and using the CUA select a display with the skin, which shall be modified.

Right selecting on the screen will bring the Edit menu,

Selecting anyplace on the CDA outside the popup will close the popup.

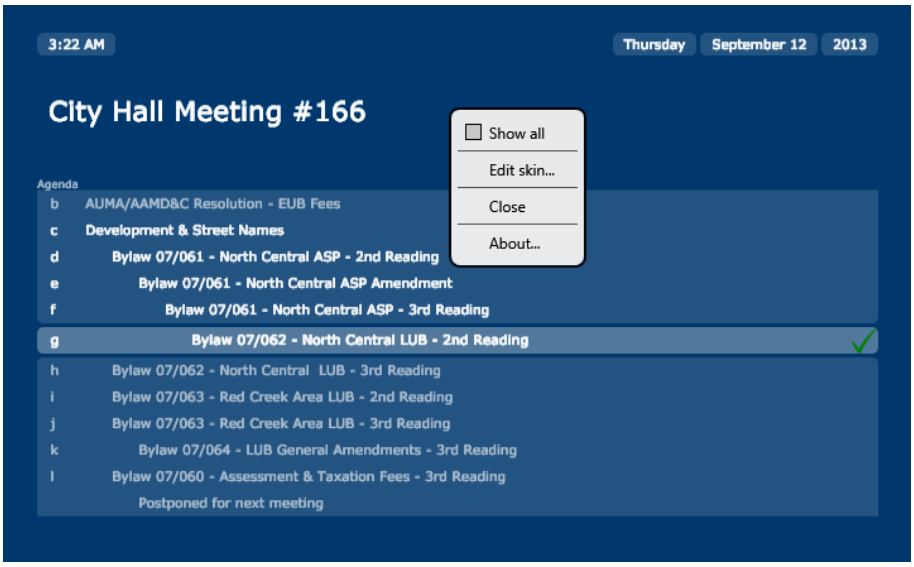


Figure 7.1-A

Show all Shows all standard screen on one screen. This command uses a significant amount of PC processor resources and depending on the PC used; the screens might not be shown correctly.

Close Closes the CDA application

Edit Skin Selecting 'Edit Skin' brings the Skin Editor

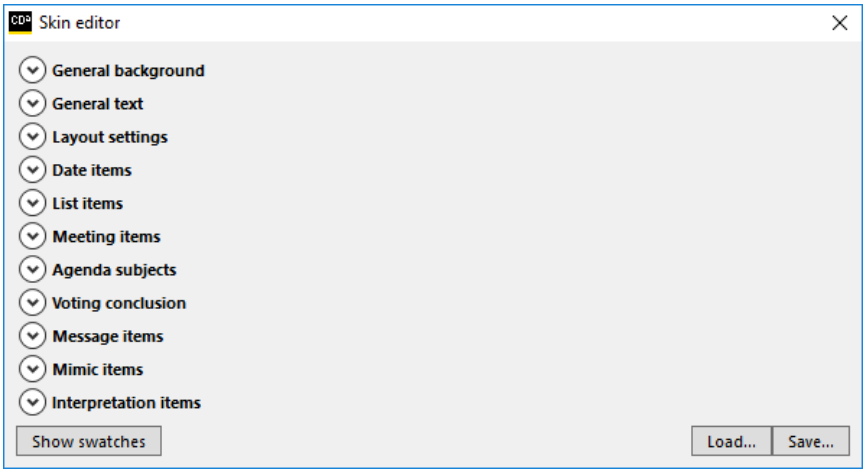


Figure 7.1-B

Using the skin editor the properties of the skin can be changed. Any change made in the editor is instantly visible on the CDA display.

All skin editor menu items can be expanded showing the configuration options available.

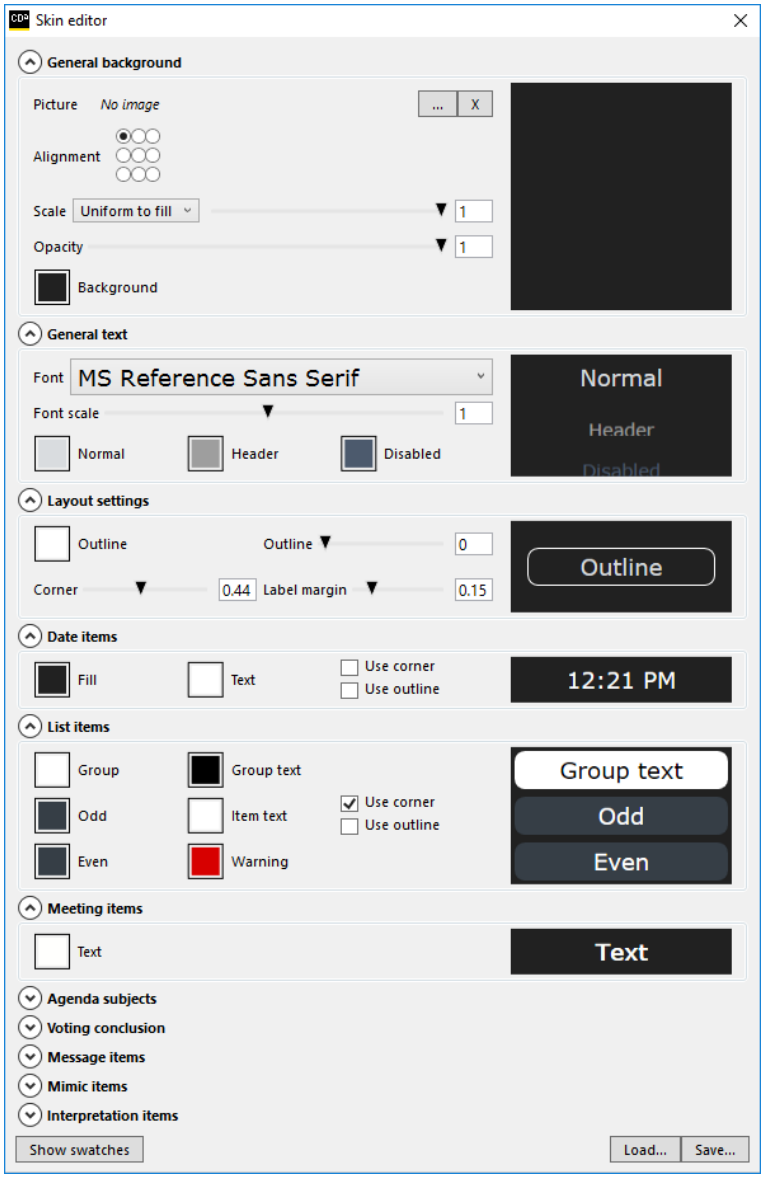


Figure 7.1-C

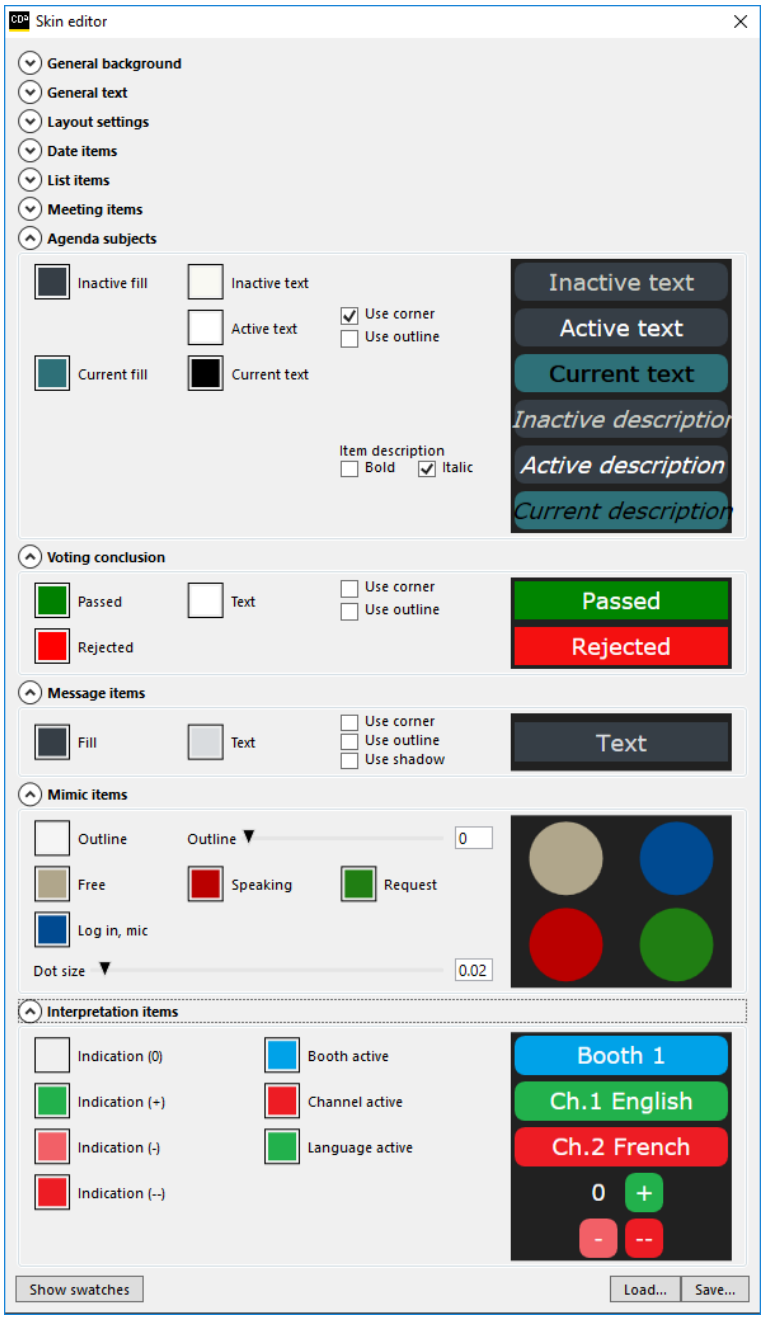


Figure 7.1-D

[Show swatches] Brings the swatch popup, where color schemes can be created and saved

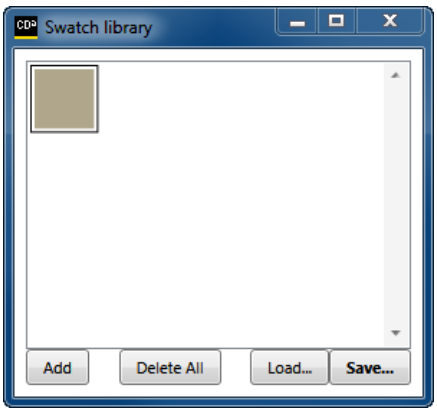


Figure 7.1-E

[Add] Adds a swatch

[Delete All] Delete all swatches

[Load] Loads a saved set of swatches

[Save] Saves a set of swatches,

[Load] Loads a saved skin

[Save] Saves the created skin,

When all modifications to the skin has been made the skin must be saved. If the skins is not saved the changes are removed, next time the display is changed.

The skin can be saved to any folder using the standard windows 'Save as' dialog. The saved skin, which is in XML format, can the be imported to SW6000 using the 'Edit' option in the 'CAA|Configuration|CDA screen configuration'.

7.1.2 Edit Skins

The 'CDA screen configuration' gives the options for editing or creating skins.

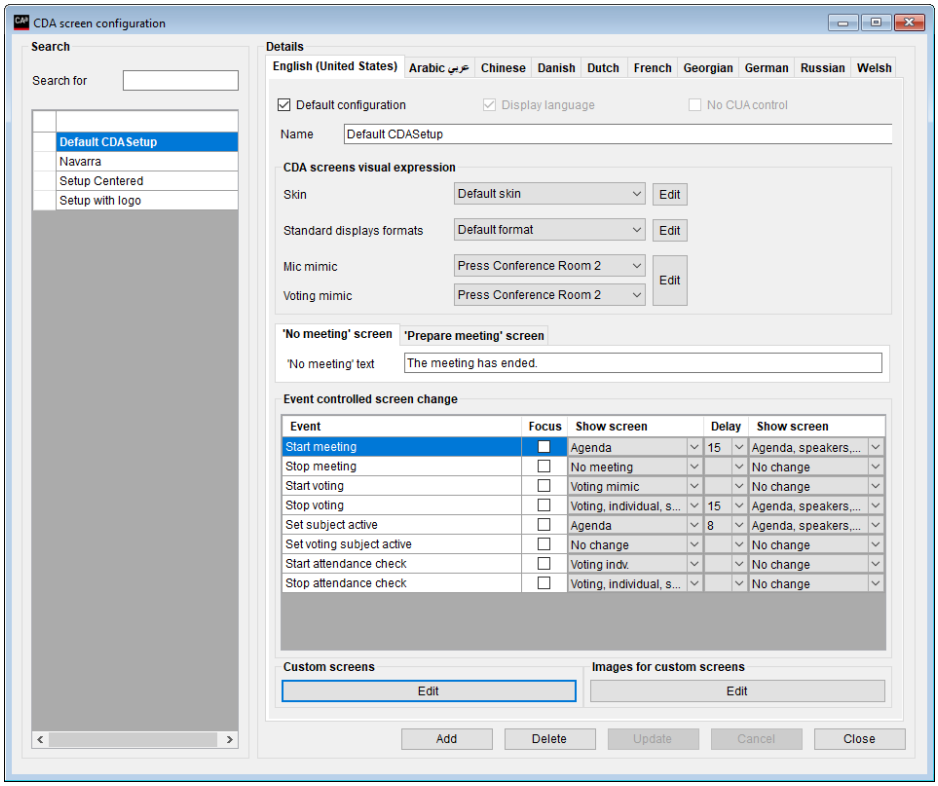
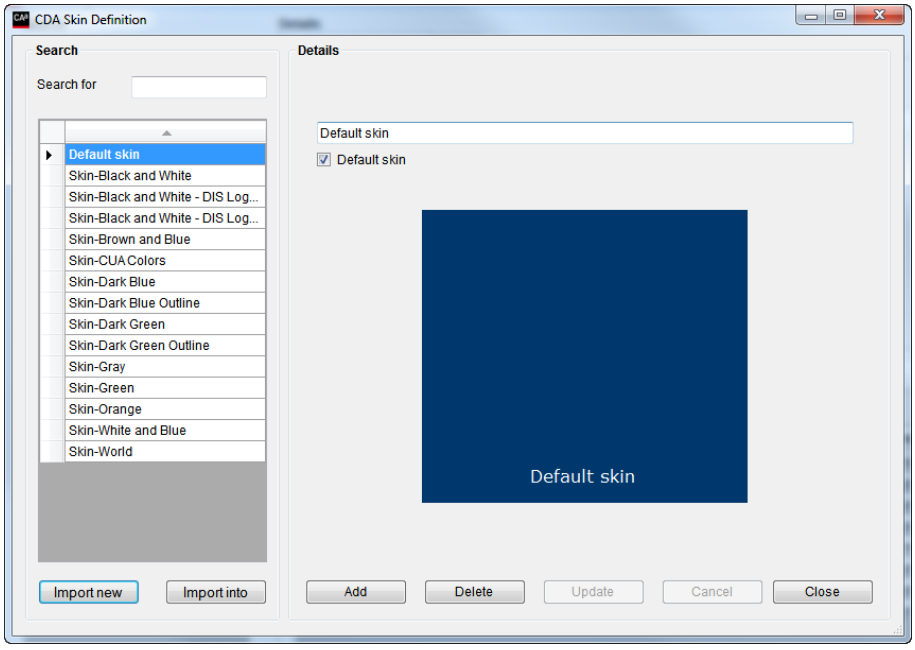


Figure 7.1-F

[Edit] Skin Selecting the [Edit] brings CDA skin definition screen



This screen shows a list of all available skins as well as a window to pre-view the background color of the selected skin.

Default skin The skin marked a default is used as ‘template’ when adding a new skin using the [Add] button. The default skin is also used as default when adding a new ‘CDA screen configuration’

[Import new] Selecting this button brings the open file dialog, where a saved skin can be imported. The imported skin, will be imported as a new skin

[Import into] Selecting this button brings the open file dialog, where a saved skin can be imported. The imported skin will be imported into an existing skin overwriting the previous skin.

[Add] Adding a new skin based on the default skin. A name for the new skin must be supplied.

7.2 Standard Displays Formats

7.2.1 Edit Standard Displays Format

The ‘CDA screen configuration’ gives to options for editing the CDA screens visual expression used for the ‘CDA screen configuration’s.

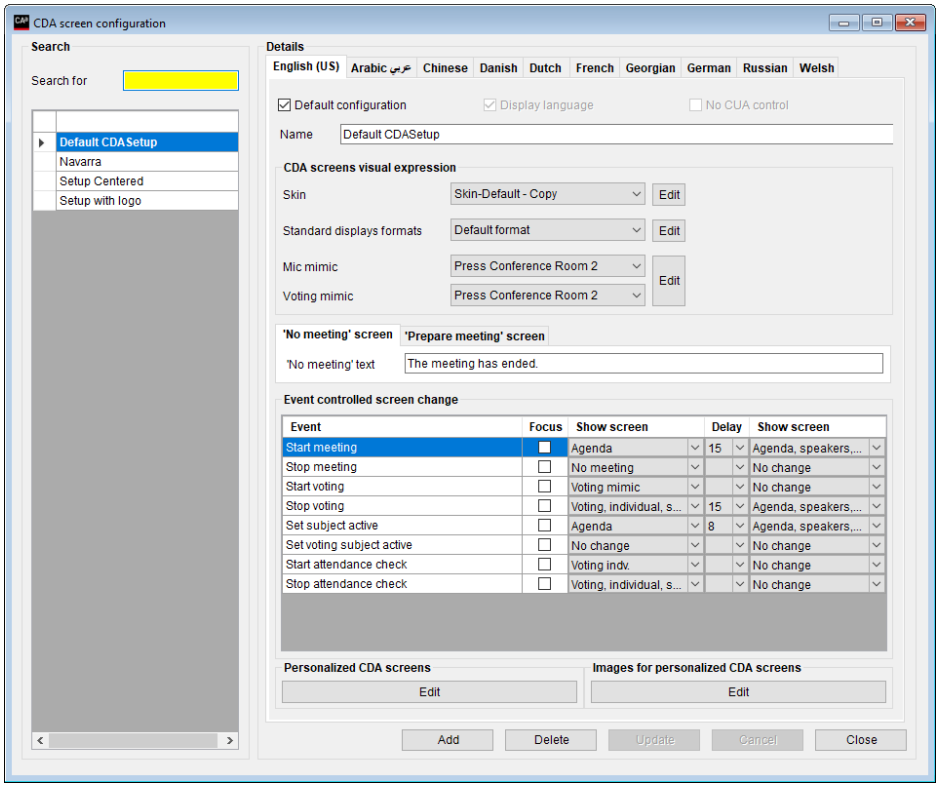
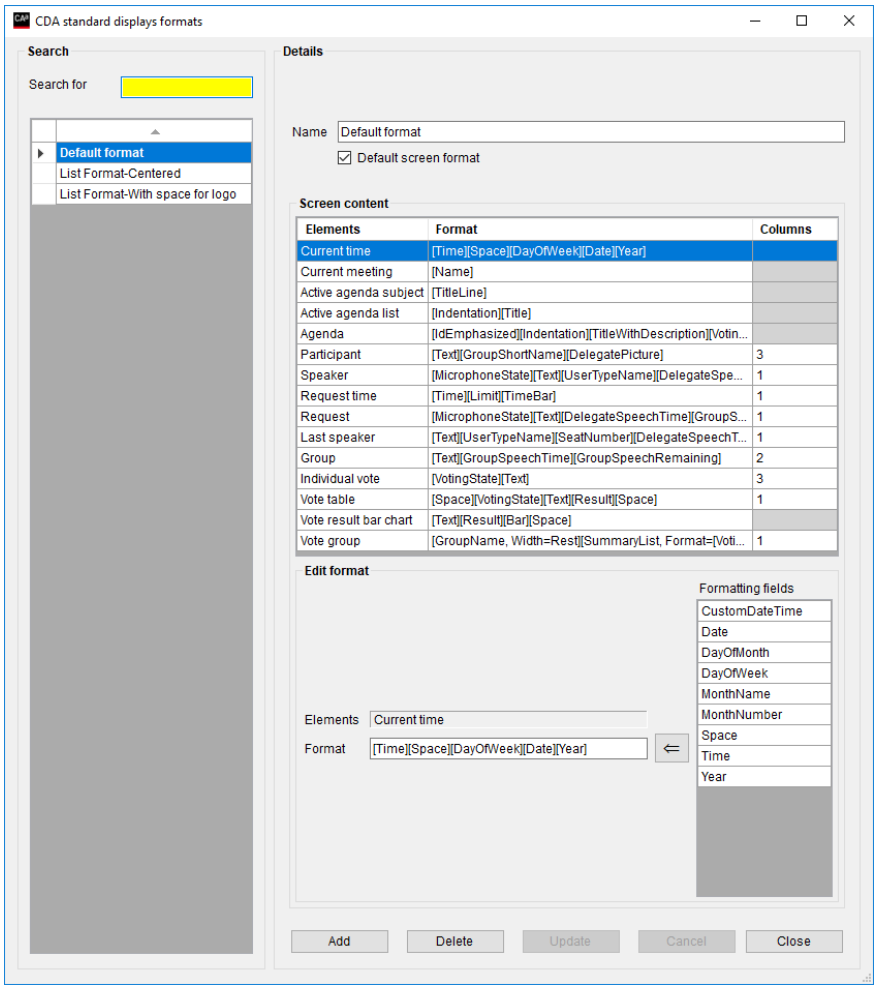


Figure 7.2-A

[Edit] Standard Display Format

Selecting the [Edit] brings CDA standard display formats



This screen shows a list of all available List Formats created. .

Name The name of the List Formats

The format marked as default is used as ‘template’ when adding a new list format using the [Add] button. The default list format is also used as default when adding a new CDA Configuration

Screen content

Elements The name of the predefined formats (elements). All the standard CDA screens are built using one or more of those named elements.

Format The format of an element can be modified by selecting the element and then make changes in the ‘Format’ field in the ‘Edit Format’ window.

Edit Format The ‘Edit Format’ window give the option to edit the element (delete/add/change order). Using the ‘arrow’, additional ‘Formatting Fields’ can be assigned to the element. The ‘Formatting Fields’ list gives the available option for the selected element.

For more information about using ‘Fields’ and formatting of those fields please refer to ‘User Manual CDA Customized’.

Columns	Defines the number of columns to be shown for each of the elements.
Note:	*When changing an element those changes will be applied to all CDA screens using this element.*

7.3 Personalized CDA Screens

The ‘CDA screen configuration’ gives the options to create personalized displays by selecting [Edit] in the ‘Personalized CDA screens’ section.

Please refer to ‘User Manual SW6000 CDA Personalized’ for details.

7.4 Images for Personalized CDA Screens

Please refer to ‘User Manual SW6000 CDA Personalized’ for details.

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