SW6000 User Manual

CUA Conference User Application

Table of Contents

1   Introduction

The SW6000 Meeting Management Software is designed to operate with hardware units in the MXC Microflex Conference System.

1.1   Licensing

One instance of the CUA application is included in the basic SW6000 Software.

Please note that this manual may include description of features, which are not included in the basic SW6000 Software like Software Controlled Voting, which is licensed separately.

1.2   Features

1.2.1   General Description

Please refer to the CAA User Manual for a general description and a list of the SW6000 options (applications and modules).

1.2.2   CUA Features

The main features of the SW6000 CUA Conference User Application are:

- Used by the Chairperson, Interpretation Manager, Participant's or other persons attending or managing a meeting
- Also used by Technicians for monitoring meetings and make operation adjustments
- The functionality is controlling of microphones, voting, interpretation, messaging, agenda and participant information
- The functionality depends on the participants Meeting role and the licensed facilities

Designed for use with both touch screen and mouse/keyboard.

2   General Instructions

2.1   Starting the CUA

After the CUA has been installed, the CUA shortcut is placed on the desktop and in the start folder.

Selecting the CUA shortcut starts the application.

The CUA user application can in the CAA application be configured to start up in different layout types.

	Room #	Seat #	Serial #	Seat Type	Use Serial #	User Type	Computer Name	UI on Computer
✐	1 ▼	1	000.019.042	Seconda... ▼		Chairman ▼	BKK-CHN-LAP5	Min. 1280x800 ▼
	1 ▼	2	000.019.144	DM unit t... ▼		Delegate ▼		Min. 1024x768
	1 ▼	3	000.019.157	DM unit t... ▼		Delegate ▼		Min. 1280x768
	1 ▼	4	000.019.039	DM unit t... ▼		Delegate ▼		Min. 1280x800
	1 ▼	5	000.240.027	CM unit t... ▼		Delegate ▼		Min. 1920x1080
	1 ▼	6	000.238.157A	DM unit t... ▼		Delegate ▼		Min. 1024x768, Full Scr
	1 ▼	7	000.238.157B	DM unit t... ▼		Delegate ▼		Min. 1280x768, Full Scr
								Min. 1280x800, Full Scr
								Min. 1920x1080, Full S
	1 ▼	10	000.000.000	PC ▼		Chairman ▼		Min. 1280x800 ▼

Figure 2.1-A

The layout types are designed to be used at different screen resolutions (screen sizes). At larger screen it is possible to include more information in one display. Consequently there is more control functionality available in type 3 and 4 than in type 1 or 2. The layout type 1 is default when starting the CUA for the first time.

The CUA application must to be restarted when a configuration change has been done.

2.2   Skins

There is an advanced option for configuring CUA skin and agenda content.

Please refer to the section

- Background colours
- Font sizes, colours and type
- Button colours

The configuration is done in the CUA configuration file 'prjCUA.exe.config.xml' which is to be found in the CUA executable folder. Editing can be done using a text editor.
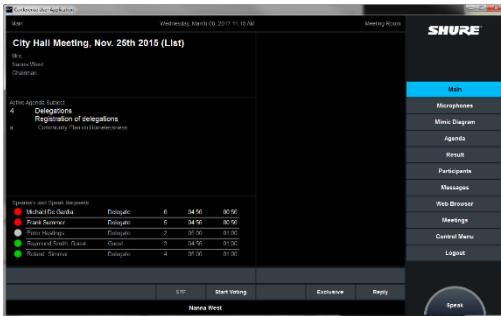
2.2.1   Closing the CUA
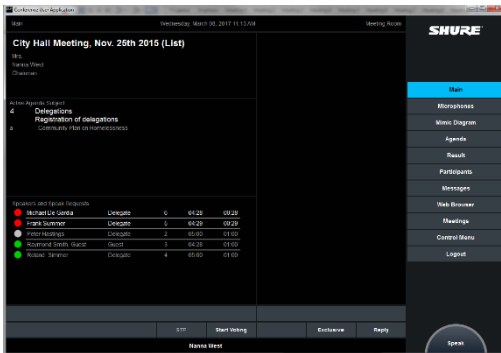
The CUA can be closed in two different ways:

- Using the standard windows option 'x' in the upper right corner, but only if the CUA is running in a window
- Using the key combination 'Alt+F4'. If the CUA is running in full screen this is the only option available

2.3 Screen sizes

The CUA user interface (UI) is designed to run in a window or as a full screen application (configurable) and accepts screen resolution from 1024x768 and higher.

The application can be opened in four layout types:

Type	Displays/panels	Min. width x height	Example
1	One main display One row of panel buttons (controls) **Note:** Designed for use by Delegates	1024x768	
2	One main display with one extension control display related to the main display, Two rows of panel buttons (controls) **Note:** Designed for use by Chairmen or Delegates	1280x768	
3	One main display with one extension control display related to the main display, Two rows of panel buttons (controls) **Note:** Designed for use by Chairmen or Delegates	1280x800	
4	Two main displays with one extension control display related to the main display, Two rows of panel buttons (controls) **Note:** Designed for use by Chairmen or Technicians	1920x1080	

The CUA window can be dragged and dropped and minimized. The window cannot be dragged to a size less than the min. height and width of the layout type.

If the screen resolution is the same as the selected CUA resolution, the CUA will always run in full screen mode.

2.4 Facilities in the different layouts

The next table shows the facilities available in the four layout types:

Facility	Layout 1	Layout 2	Layout 3	Layout 4
'Interpretation' screen			Available	Available
'Audio output unit' screen	Available		Available	Available
'Audio level' screen	Available		Available	Available
Other screens	Available	Available	Available	Available
Control facilities in 'Panel Button' top row		Available	Available	Available
Extension control displays		Available	Available	Available

2.4.1   Extension control displays

Extension control displays are extension windows to the main screens used for detailed functions related to the main screen.

Important: Extension control displays are only available in Layout 2, 3 and 4

2.5 Language selection

After starting the application, the user will be presented for the Language Selection screen. Depending of the meeting options configured the user has to always select a language.
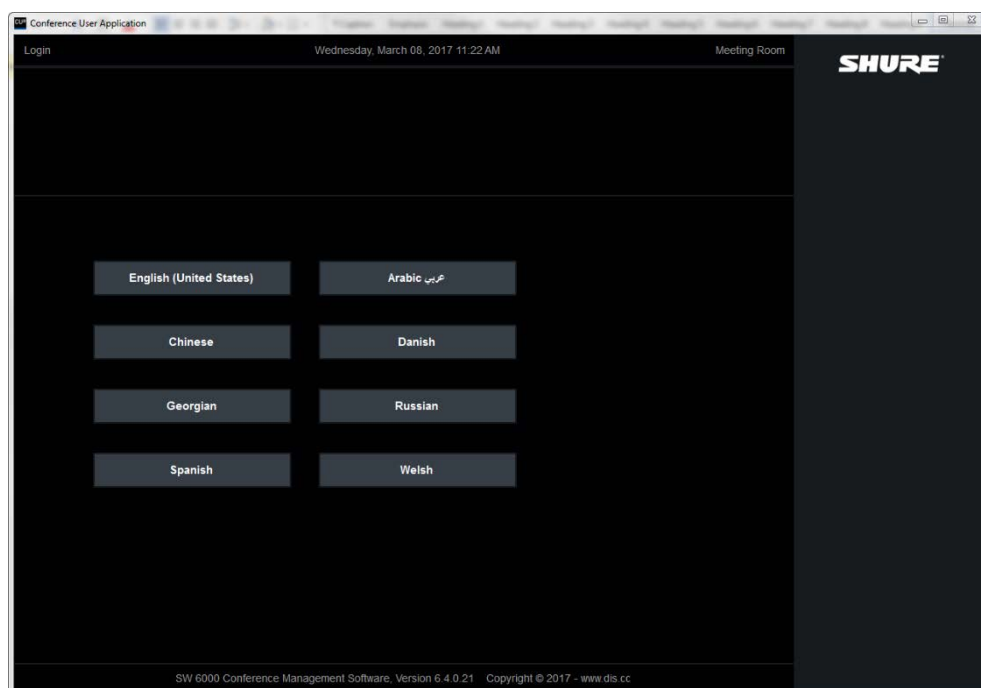
Figure 2.5-A

If a meeting with a 'Prepared participant seat table', 'Login using code on seat', 'Login using code on preferred seat' or 'Automatic login on preferred seat' is started then the name of the participant will be displayed above the language selection buttons.

If some data or information like participant names etc. have not been entered in the selected language then the information will be presented automatically in the system's default language.

The users can select any of the presented languages to have a complete user interface presented to them in their preferred language.

2.6 Login

If a meeting is started, which requires all users to login using a personal code then the following screen will be displayed after selecting a language.
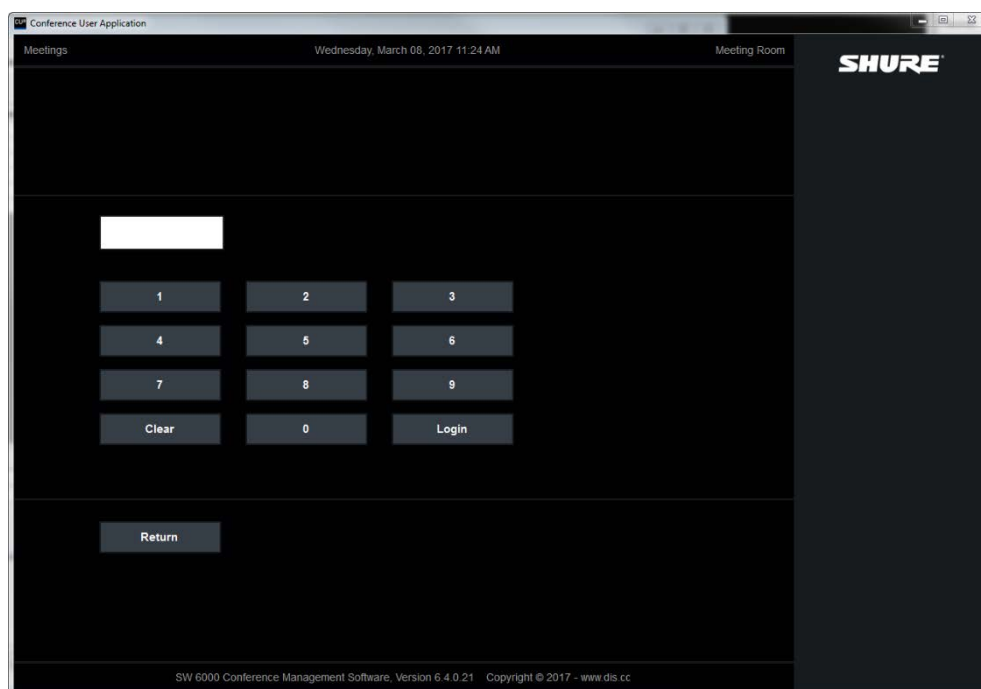
Figure 2.6-A

The users must enter their numeric code and press [Login]. Mistakes made when entering the code can be erased by Selecting [Clear]. There is no limit to how many times the users can retry to enter their code.

Select [Return] to go back to the language selection screen.

2.7 Main menu

After a successful login a menu will be presented to the user. Each selection on the menu calls one of the screens, which are described one by one in this manual.

The menu selections available to the user depend on the settings that were assigned to the user or the seat in 'Meeting role' in the CAA Conference Admin Application during configuration of the seats and assigning of 'Meeting roles' when adding participants.

Selecting the 'Control menu' displays buttons to access screens for changing parameters and settings. Please refer to the section '4 Control Menu' for more details.

2.7.1 Panel menu

The buttons on the panel available to the user depend on the settings that was assigned to the user or the seat in 'Meeting role' in the CAA Conference Admin Application during configuration of the seats and assigning of 'Meeting roles' when adding participants.

2.7.1.1 Type 1 layout

Type 1 layout features one row of buttons, where the two left most are buttons, where the functionality depends on the screen selected and the item selected on the screen:

Figure 2.7-A

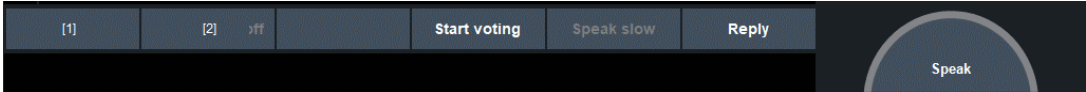### 2.7.1.2 Type 2, 3 and 4 layout

Type 2, 3 and 4 layout features two rows of buttons, where the buttons in the top row and the three left most buttons in the lowest row are buttons, where the functionality depends on the screen selected and the item selected on the screen:
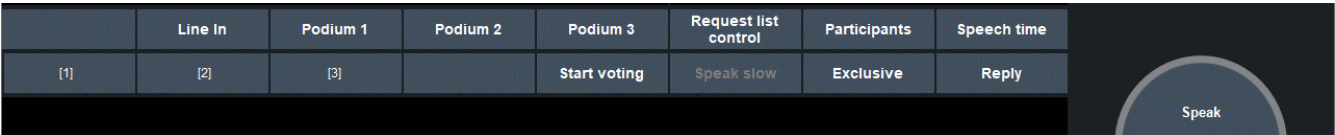
Figure 2.7-B

2.7.1.3 Panel buttons (lowest row)

The buttons will feature the following functionality:

[Speak]   The [Speak] button in the right bottom corner is used for switching the microphone On or for requesting to speak on the conference unit paired to the CUA. The functionality is similar to the speak button on the conference unit.

The ring around the button indicates the state of the microphone:

Neutral   The microphone is off.

Green   The participant's request to speak is placed on the request list to be granted speak right by an operator/technician or a Chairperson.

Red   The microphone is on.

If a conference unit is available and paired to the CUA the label 'Mic' is shown in the button. If the conference unit is lost, not assigned etc., the label 'Mic' changes to 'No mic'.

The request queue number is displayed in the 'Mic' label and is updated when the queue position is changed. When the user is number one in the queue in speak mode FIFO, the green lamp in the Mic button flashes.

[Mute] or [Reply]   The function of this button is configured in 'CAA|Setup|Meeting roles'

[Mute] Selecting this button will mute own microphone as long as depressed.

The button bitmap is red when mute is active.

[Reply] Selecting this button bring the participant into the Reply queue. Replies are shown above Requests in the request window.

For information about the reply functionality refer to section '3.9.6 Reply functionality'.

[1]   Function button, related to the selected screen

[2]	Function button, related to the selected screen
[3]	Function button, related to the selected screen
[Speak slow]	The [Speak slow] is an indication from an interpreter, which presses the speak slow button on his interpreter console to give the 'message' that the present speaker is talking too fast and that it is difficult for the interpreters to follow him.
	The message is cancelled by selecting the button.
[Start voting]	Selecting the [Start voting] button will start a voting session. See the later section 'Voting'.
[Exclusive]	Selecting the [Exclusive] button will open the Chairperson's microphone and close all delegate microphones. The delegate's cannot open their microphones while the Chairperson's microphone is open in exclusive mode.
	Selecting the button again deactivates exclusive mode.
	The button is red when the exclusive mode is active.
	The [Exclusive] button is not available in Type 1 layout if [Speak slow] is configured to be shown.

3 Main Menu

3.1 Main

This Main screen shows the participant's personal information, the meeting name, the active agenda subjects and a list of participants speaking, replying or requesting to speak. This screen is shown as default after logging in to the application.
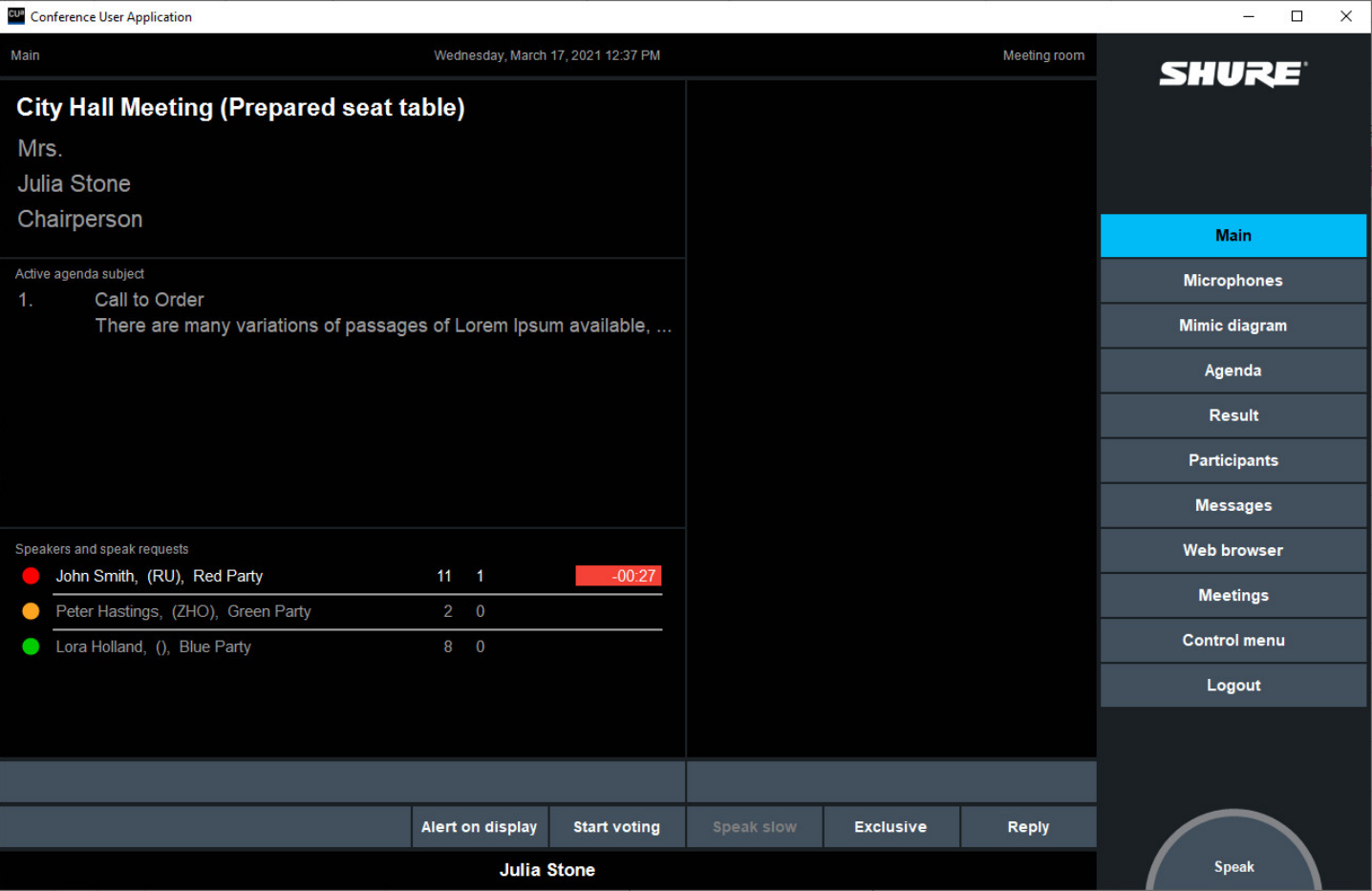

Figure 3.1-A

Speaking participants are displayed with a red dot and participants in the request list are displayed with a green dot. participants in the reply list are displayed with a grey dot as default, but the colour is configurable.

When a meeting is started the number of participants with voting right logged with voting right is shown.

3.2 Microphones

This screen allows the user to view the status of the microphones and to open or close microphones.
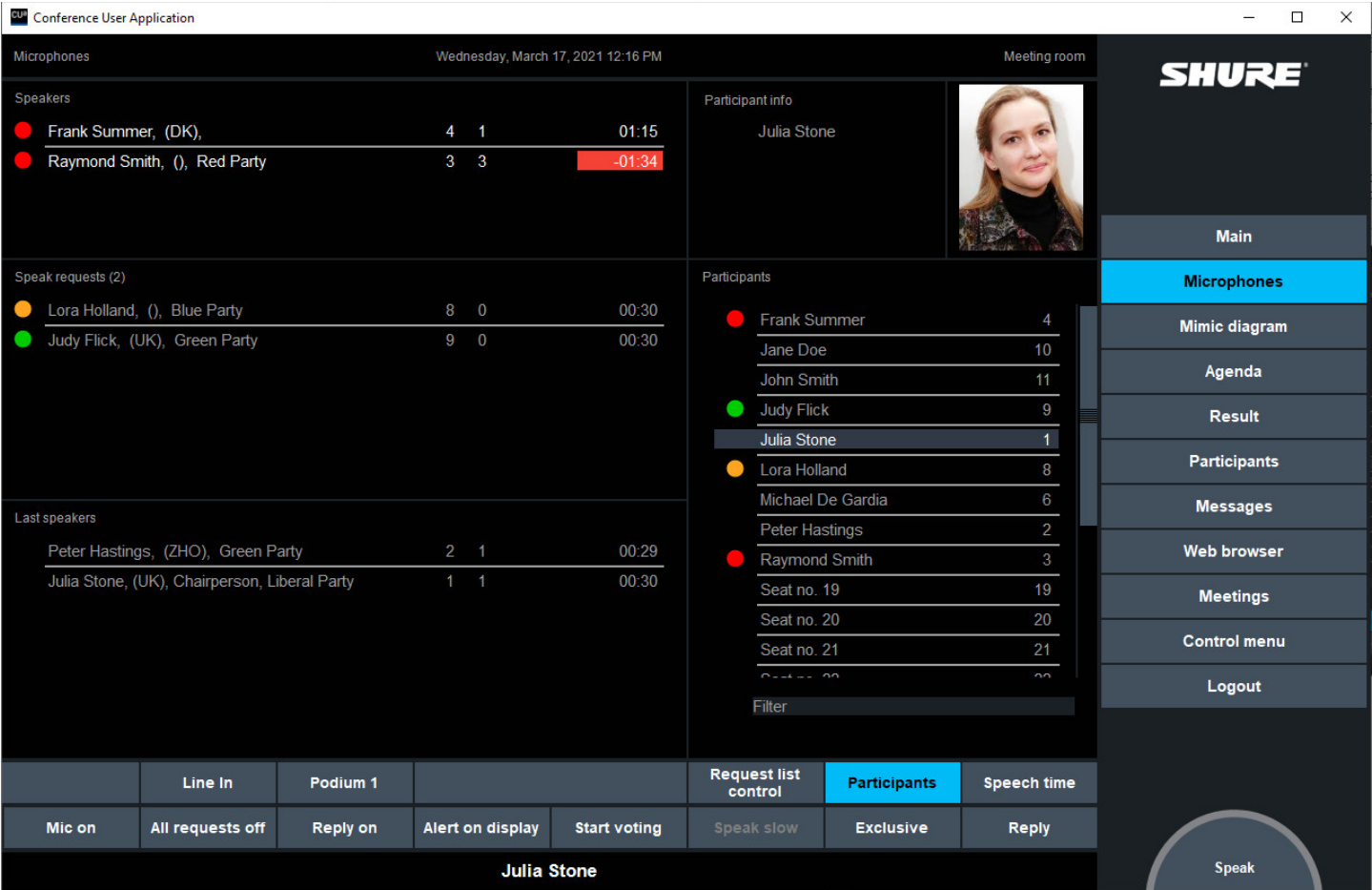
Figure 3.2-A

The screen is divided into three lists showing participants speaking, participants in the request/reply list and the last five speakers. In layout type 2, 3 and 4 an extension control display is available for additional control facilities.

The microphone control buttons will only be available if the 'Microphone control' is selected in the CAA application, 'Setup|Meeting role|Functionality'.

3.2.1   Lists

Speakers   The list shows participants whose microphones are on. Elapsed speech time is optionally displayed for each participant. If the alarm time is set the speech time will flash when the alarm time is reached. The list is sorted with the first one opened on the top of the list.

Speak requests   The list shows delegates who have requested to speak or participants, who want to give a reply to a current speaker. The list is first sorted with replies first, then requests. Both 'lists' sorted in 'Speak priority' groups, highest priority on top. VIP's before participants then by the time when the request was made, the first on top.

The participant is shown in the list with name and other configurable info or just by the seat number if meeting mode is 'No login'. The total number of Requests is shown in brackets after the label 'Requests.

The participants in the request or reply list can be moved up and down within the requests or replies by drag and drop within participants with same speak priority. Replies cannot be moved into the requests and requests cannot be moved into replies.

Last 5 speakers   This list shows the five last participants, who have had their microphone opened.

List content and configuration

The content in the 'Name' is 'Meeting role' dependent and can be configured in 'CAA|Setup|Meeting role'.

The other content in the lists is configured in 'CAA|Setup|Configurations|CUA Microphones | Speak lists content'.

3.2.2   Context depending buttons

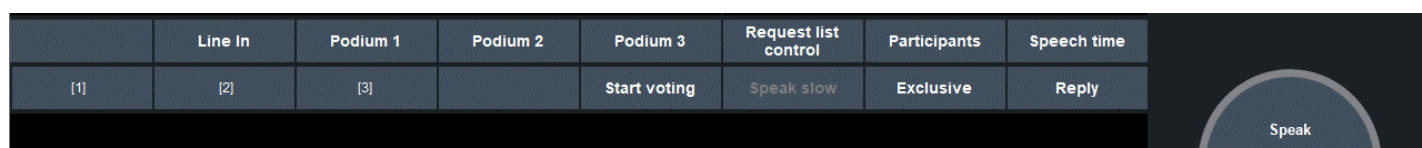The three left most buttons are buttons, which changes functionality.

	Line In	Podium 1	Podium 2	Podium 3	Request list control	Participants	Speech time	
[1]	[2]	[3]			Start voting	Speak slow	Exclusive	Reply
								Speak

Figure 3.2-B

The buttons can have the following functionality:

Button [1]   'Mic off', 'Mic on' or 'Next on' depending of the selected participant

Button [2]   'All del off', 'All requests off, 'Request on or 'Request off' depending of the selected participant

Button [3]   'Reply on', 'Reply off' or 'All reply off' depending of the selected participant

The functions depending on the selections made are:

Mic off [1]   When a participant in the Speaker list is selected, Button [1] will have 'Mic off' functionality.

When the Mic off button is pressed the speaker is turned off and the participants is removed from the speaker list and any speakers below move one position up.

After activating the button, no participant is selected.

Next on [1]   When no participant is selected in any lists the button [1] will have 'Next on' functionality.

When the Next on button is pressed the first request moves up at the last position in the speaker list. The next request moves up as the first request.

After activating the button, no participant is selected.

Mic on [1]   When a participant in the Requests list, Last 5 speakers or Participants list is selected, button [1] will have 'Mic on' function and will turn on the selected participant when pressed

When the 'Mic on' button is pressed the selected participant moves up at the last position in the speaker list.

After activating the button, no participant is selected.

Participants off [2]   This button turns OFF all participant microphones. The button is available if nothing is selected and there are no entries in the Request List or an entry in the Speakers list is selected.

Activating the button turns off participant in the speaker list with speak priority less than 5.

After activating the button, no participant is selected.

|	
All req off [2]	When a participant is present in the Request list or a participant is selected in the Reply List, button [2] will have 'All req off' function and will turn off all requests when pressed (a warning message is shown first).
	When the warning appears the user is asked to confirm the action by selecting the OK button or to cancel the action by selecting the Cancel button.
	The warning disappears when one of the two buttons is activated.
	If the requests were confirmed to be removed, the request list becomes empty and no participant is selected.
Request off [2]	When a delegate in the Requests list is selected, button [2] will have 'Req. off' function and will remove the selected delegate from the request list when pressed.
	When the 'Req. off' button is pressed the delegates in the list below moves up one position.
	After the button is activated no entry is selected.
Request On [2]	When a delegate in the Last 5 speakers or Participants list is selected, button [2] will have 'Request on' function and will place the selected delegate in the request list when pressed.
	After the button is activated no entry is selected.
All replies off [3]	When no participant selection is made, Button [3] will have 'All replies off' function and will turn off all replies when pressed.
Reply off [3]	When a participant in the Reply list is selected, Button [3] will have 'Reply off' function and will remove the selected participant from the reply list when pressed
	When the 'Reply Off' button is pressed the participants in the list below moves up one position.
	After the button is activated no participant is selected.
Reply on [3]	When a participant in the Last 5 speakers or Participants list is selected, Button [3] will have 'Reply on' function and will place the selected participant in the reply list when pressed
	After the button is activated no participant is selected. The 'Reply on' will always activate reply option 1.

3.2.3   Line in

Selecting the 'Line in' button will un-mute the 'Audio in 1' on DIS-CCU Central unit.

The button is red when the input is on.

3.2.4   Request ctrl.

The 'Request ctrl.' extension control display is available if the option 'Request list control' is selected in the 'Meeting role'.
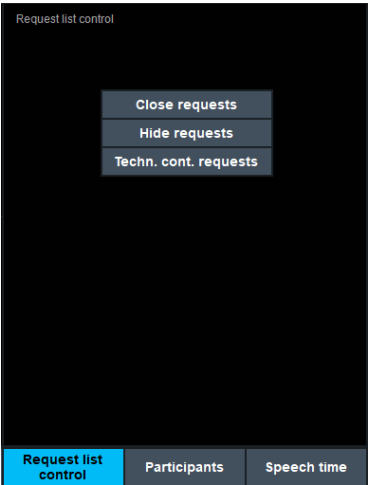
|	
[Close request]	Selecting this button will close the request queue. No new delegate can be placed in the request queue by themselves. Only the Chairperson or a Technician can place a delegate in the list, when it is closed.
	If 'Request time limit' is in use the request queue will be closed when the time expires.
[Hide request]	Selecting this button will hide the request queue. No new delegates can be placed in the request queue.
[Techn. cont. req.]	Selecting this button closes the request queue for all except a Chairperson or a Technician user (Seat type: Technician), who can still place delegates in the list

3.2.5   Speech Time

The 'Speech time' extension control is available if the option 'Speech time control' is selected in the 'Meeting role'.
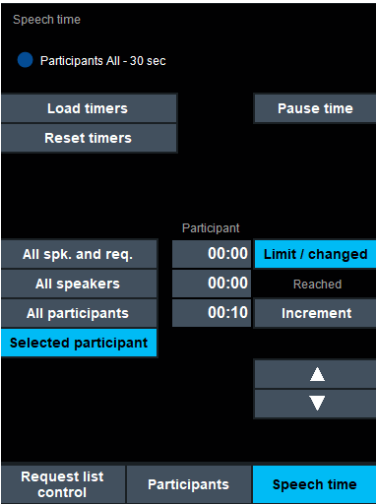
[No speech time limit]	Field that shows the active speech time configuration.
[Load timers]	Select this button to load a speech time configuration.
[Reset timers]	Select the button to reset the speech time for active speakers. The button is disabled when there is no active speech time configuration.
[Pause time]	Select the button to pause the speech time. If paused, the button will light red.

Note: *Please refer to the 'User Manual SW 6000 Advanced Meeting Control' for information on speech time configurations.*

3.2.6 Participants
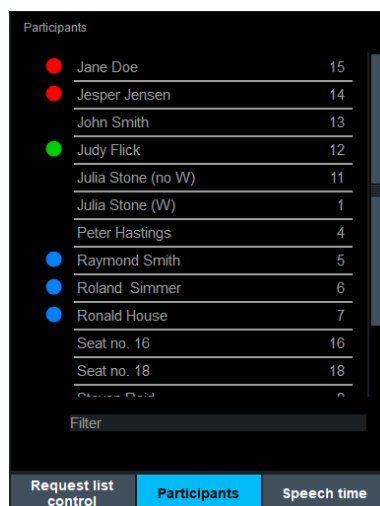
Select the button to display a list of all participants with a conference unit attending the meeting.

Select a participant or a seat and press **[Mic on]** or double-click to turn on the microphone or press **[Request on]** to put a delegate in the request queue or press [**Reply on**] to put a participant in the reply queue.

Selecting **[Mic on]** will open the microphone if the number of 'Max delegate speakers' or 'Max. speakers' not been reached or if the participants has right to interrupt.

Participants speaking will be shown with a red dot and delegates in the request queue are shown with a green dot. Participants in reply queue are shown with a dot in the configured colour. Default for option 1 is grey.

Double-clicking a participant speaking will turn off the microphone.

Double-clicking a delegate in the request queue or a participant in the reply queue will turn on the microphone.
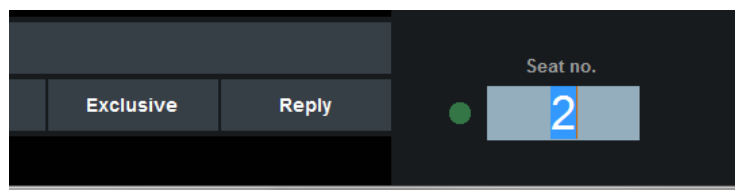
3.2.7 Number field

Figure 3.2-C

This field is used for controlling microphones using a numerical keyboard. The number field is used to type in a seat number or to show the seat number of the selected microphone and is placed in the right lower corner of the display.

Showing of the number field depends on the 'Meeting role' settings. The field is visible only if 'Speak' is disabled and 'Microphone control' and 'Microphones' display are enabled.

The input to the field can be done by:

- Selecting a microphone in one of the lists (Speakers, Requests, Last 5 Speakers or Participants List). The seat number of the selected microphone is shown. Only the last selected is shown
- Typing in the seat number using a keyboard

From the keyboard the following entries (controls) are possible.

Typing a number (max 7 digits):

+   Request On

-   Mic/Request Off

,   Next on

Enter	Mic on
Back Space	Delete last digit
Delete	Delete single digit
*	Selects the whole field. Subsequent entry will delete all.

The colour code indicator dot uses colours identical to the colours used in the Mimic diagram:

Blue – logged in

Grey – not logged in / seat unavailable / seat not existing

Red – microphone in speak

Green – microphone in request
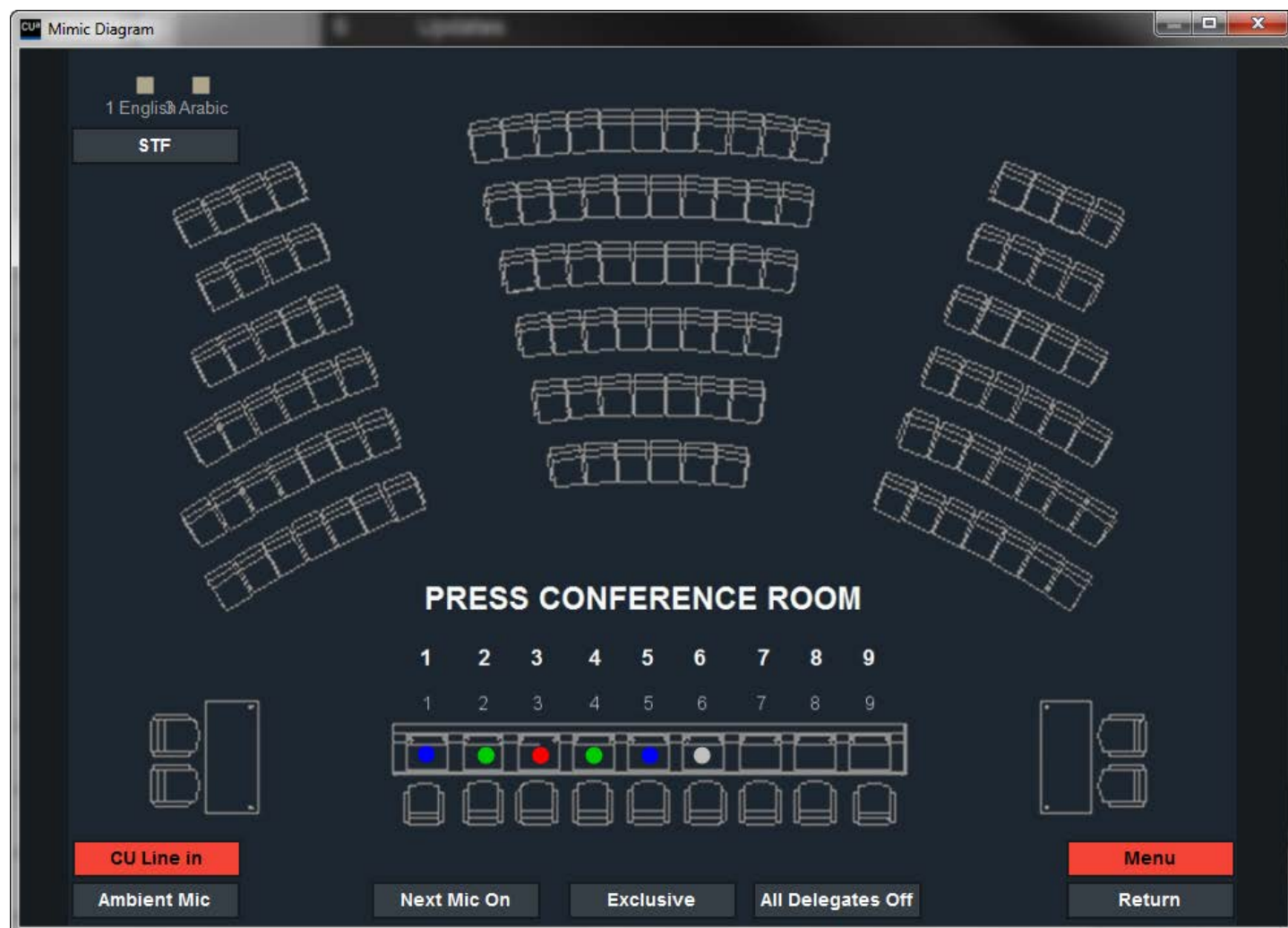
3.3 Mimic diagram

Figure 3.3-A

The Mimic diagram displays a graphical overview of the meeting room. Each seat with a conference unit is indicated by a coloured dot or a customer specified graphic.

The Mimic diagram opens in a separate, scalable window, which can be opened together with the main CUA window. The position and size of the mimic will be maintained for getting the same position and size after the CUA application has been closed.

The mimic graphics will preserve the aspect ratio in window.

Each seat is represented by a coloured dot:

Grey   No participant is logged in at the seat

Blue   A participant has logged in at the seat

Green   The participant has requested to speak and has been registered in the request list

Light grey   The participant has activated his reply button and is in the reply list. The colour is configurable

Red   The microphone is turned on

The buttons on the Mimic diagram are:

[Return]   Close the mimic screen and return to the previous screen which was active when the Mimic diagram screen was selected.

[Next mic on]	Select the button to grant speaking right to the first participant in the reply/request list. The microphone will open if the number of 'Max. delegate speakers' has not been reached.
[All delegates off]	Select the button to turn off all delegate microphones. Chairperson microphones will not be turned off.
[All requests off]	Select the button to remove all participants from the request list.
[Exclusive]	Select the button to activate the exclusive speak function for own microphone. Select it again to deactivate the function. The function is described above in the Panel section.
[Speak slow]	'Speak slow' indication message received from an interpreter. The message is cancelled by selecting the button.
[Ambient]	Select the button to disable the ambient microphone. Select again to enable the microphone.
[CCU line in]	Select the button to turn on the line input on the CCU. Select again to disable the line input.
[Menu]	This button switches the functionality at the Mimic diagram between presenting a menu and switching the microphone on/off directly when touching the dot representing a microphone. When activated (red colour), the menu will be presented.
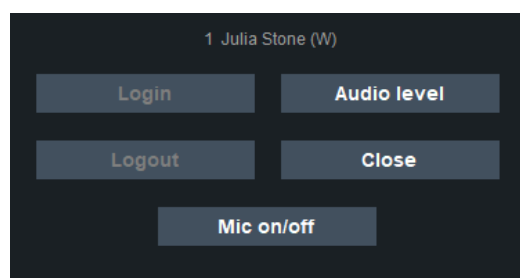
The menu appears when a seat is selected showing seat number and the participant's name. The following buttons are available:

[Login] Select this button to login a user at the selected seat. This button is not active in the meeting modes 'No login' and 'Prepared participant seat table'.

[Logout] Select the button to logout the selected participant.

[Mic on/off] Select the button to turn on or off the selected participant's microphone including the speaker stand microphone or any other microphone in the room.

[Audio level] Select the button to show a small popup for adjusting volume for the selected microphone.

The level control is only active when the 'Meeting role' has 'Audio level' user rights.

[+1dB] ∕ [-1dB] Select (and hold) the buttons to increase or decrease the levels in steps of one dB

[Close]   Select the button to close the popup.
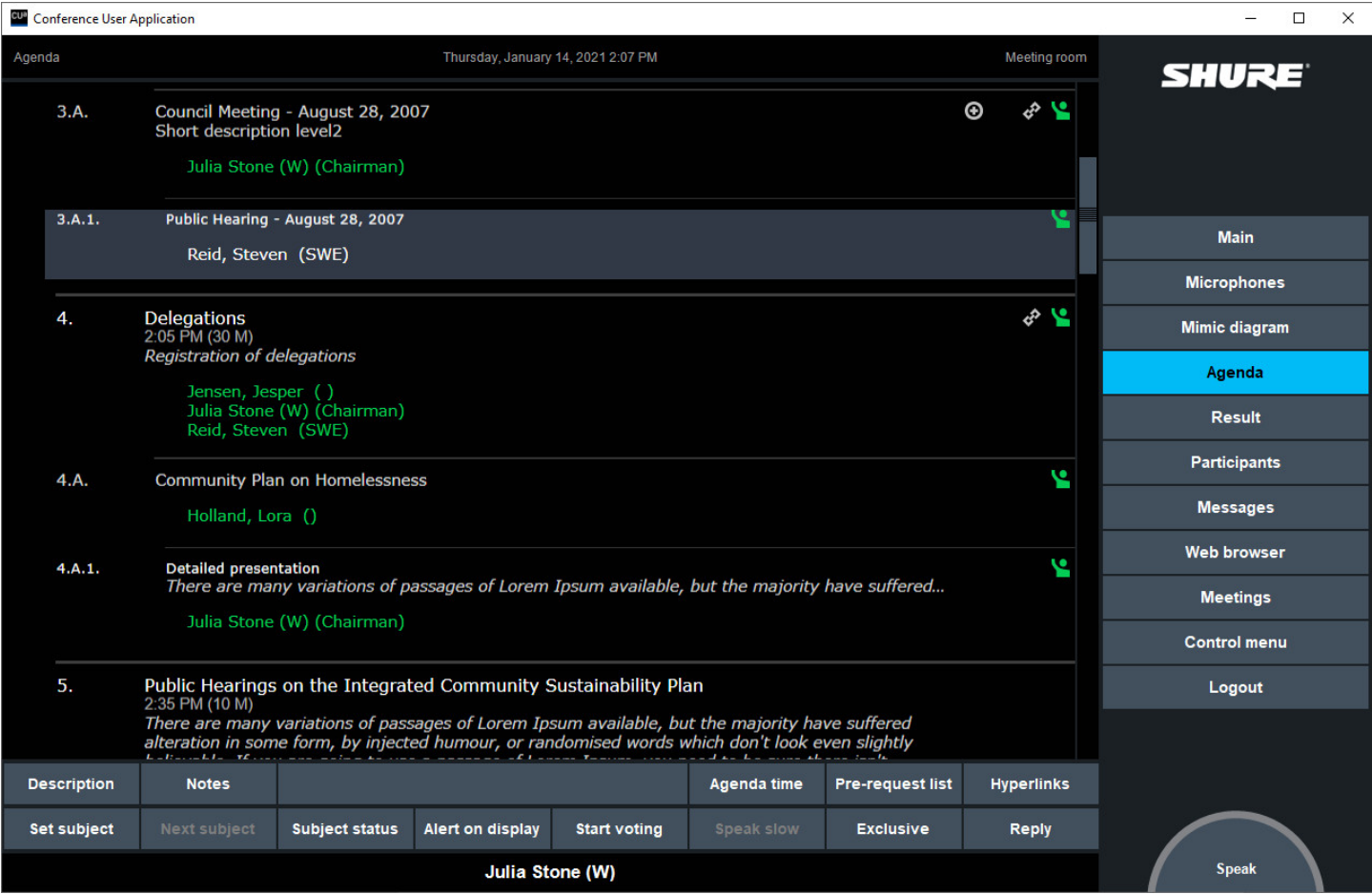
3.4   Agenda

Figure 3.4-A

This screen is used for viewing the agenda and for setting a Subject active. The agenda is created in the CAA application.

Changes made to the agenda in the CAA application will reflect the Agenda screen in the CUA and CDA immediately.

Please refer to the 'User Manual SW6000 CAA' for the options to configure the content to be shown in the agenda.

[Set subject /No subject]

Select the subject, which shall be active and press the button. The subject will now be shown as the active subject and be marked with a dark blue dot and the button text changed to [No subject].

All voting sessions started will be related to the active subject.

If a not-active subject is selected, the button text changes to [Set subject].

[Next subject]   Select this button to set the next subjects active.

Note: *The buttons [Set subject], [No subject] and [Next subject] are not available in Layout 1.*

[Subject status]   Buttons for assigning status to the agenda subjects. Default are 'New', 'Postponed' and 'Cancelled'. Labels are changeable in the 'CAA|System language|Labels'. Icons are changeable in the CUA skin file.

Please refer to the section '6.2 CUA Skin file' for details.

[Alert on display]   Used to invoke an alert on the CDA display (customized) and to send a message using the ECA application.

[Description]   Shows the description and optional the title for the subject. Please refer to the 'User Manual SW6000 CAA' for the options. A selection in the Meeting role, Agenda options determines which option to open.

The whole subject title (Max. 1000 characters) and the description (Max. 10.000 characters) can be shown when selecting the subject and selecting the Description button.

3.4.1   Notes
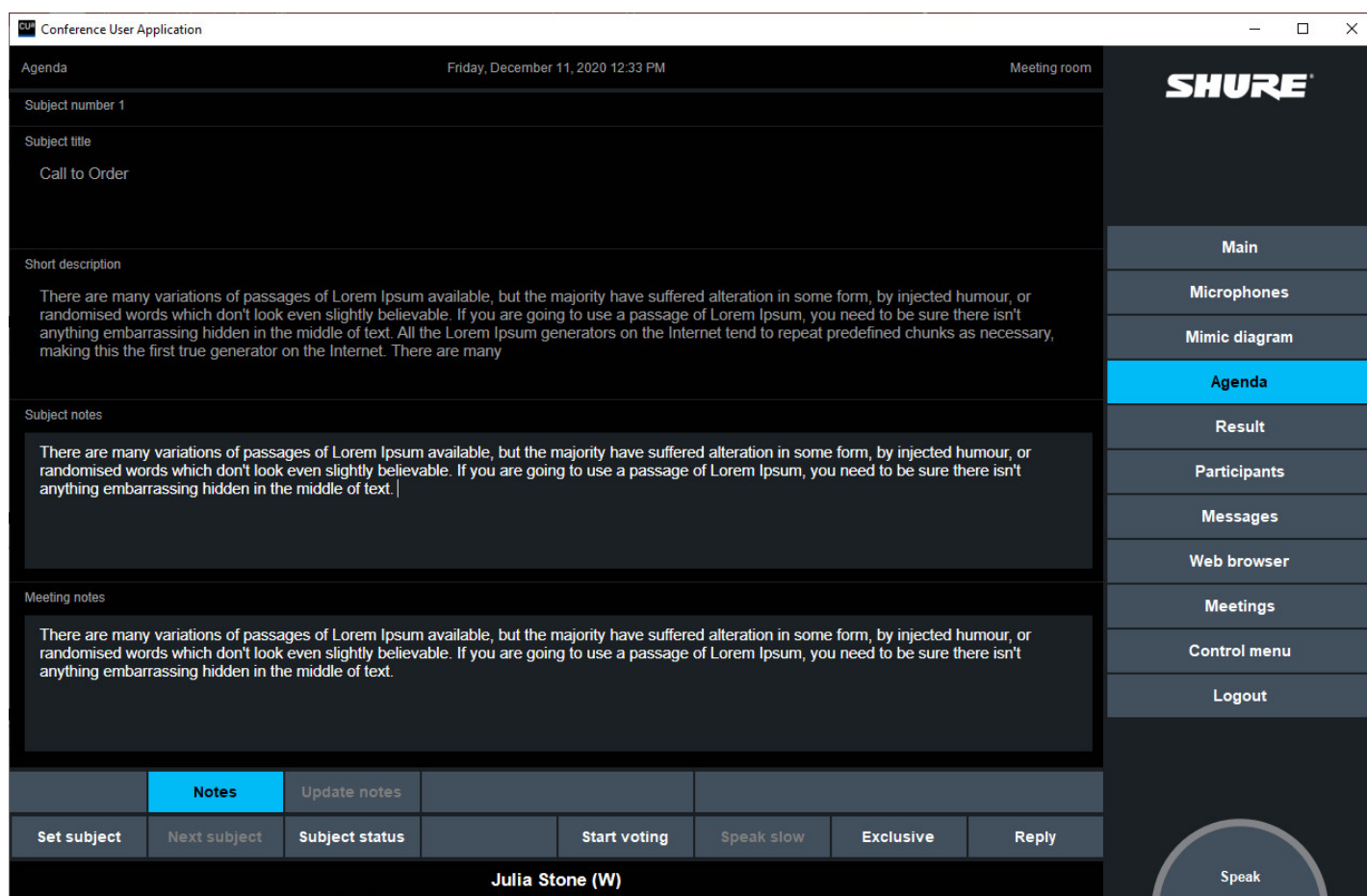
'Subject notes' for each subject and a 'Meeting note' can be inserted. The notes can be max. 7000 characters.

A selection in the 'CAA|Setup|Meeting role|Agenda options' determines If the participant can vie or view/edit notes.

[Update notes]   Selecting this button will update the content. When a note is inserted or edited and then updated, the notes content will be updated in all open 'Notes' windows.

If another user updates a Subject note or a Meeting note, which is being edited, the respective note is immediately updated and edits are overridden by the update from the other user.

If an ongoing meeting ends, edits that haven't been updated will be discarded
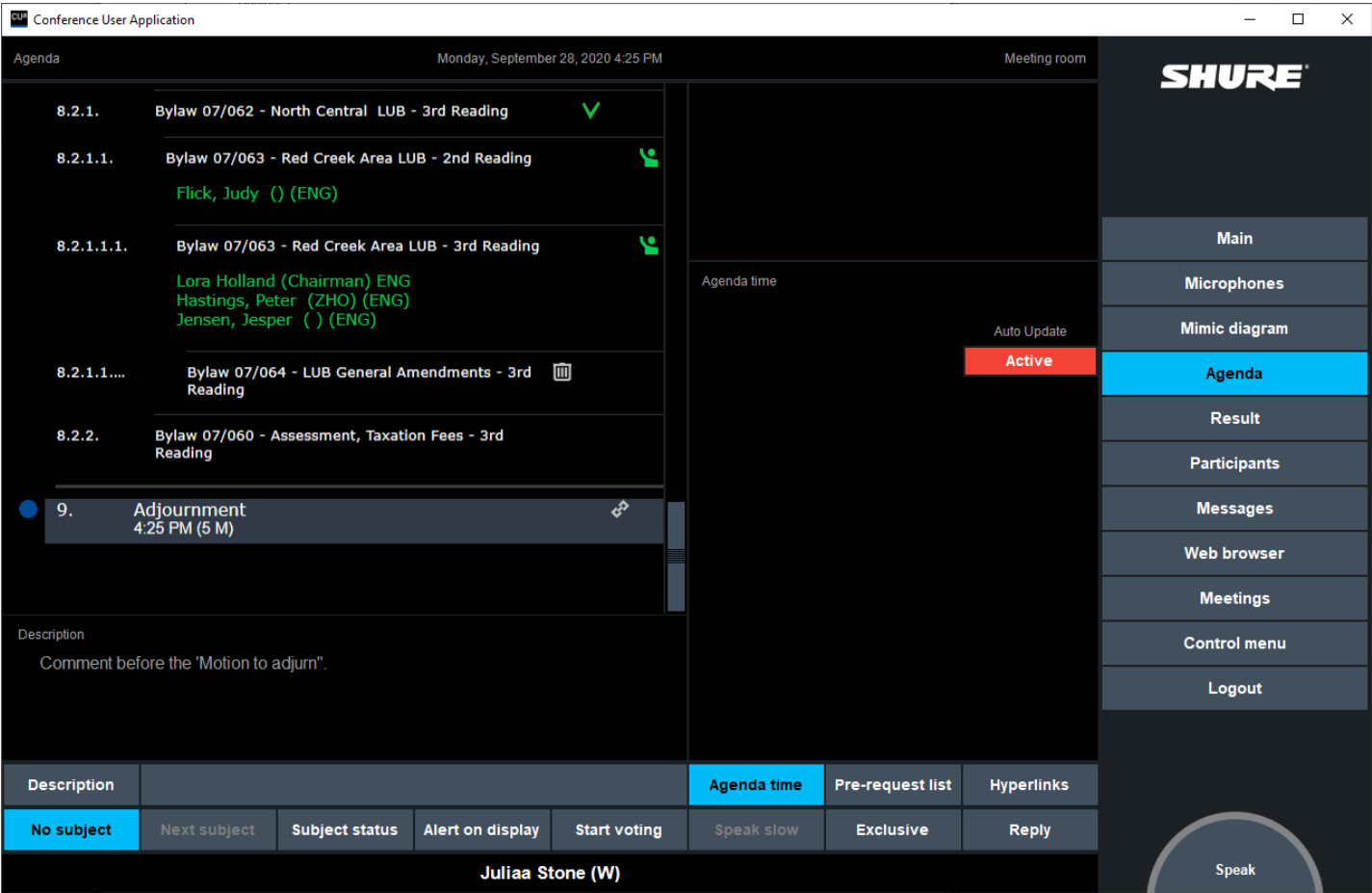
3.4.2   Agenda time

Figure 3.4-B

Subject time and duration can optionally be shown in the agenda.

A setting in the CUA skin file is available to enable showing of time and duration in the CUA agenda.

Please refer to section '6.2 CUA Skin file' for details.

When enabled the duration entered in the CAA->Meeting->Agenda->Duration field in the will be shown in the CUA Agenda.

The following behaviors are to be noticed:

- The time info for the first subject <u>with a duration</u> is the 'Start time' entered for the meeting in the CAA->Meeting->Start time field.

Today	5/21/2019
Start date	4/12/2019
Start time	☑ 15:00
Stop date	5/25/2019

- If no 'Start time' is entered in the CAA->Meeting, the time info for the first subject with a duration will be the time, the meeting is started

- The time info for the subsequent subjects with a duration will be calculated based on the time info for the first subject with a duration and the duration of the subsequent subjects.

- No time info is shown for subjects with zero duration

3.4.2.1   Agenda time extension control display

Selecting the Agenda Time extension control display gives the user the 'Auto-Update' facility. 'Auto-update' is disabled as default for new meetings.

When 'Auto-Update' is active, the time info for a subject with a duration is updated to the actual time, when the subject is set active.

The following behaviors are to be noticed:

- The time info is only updated first time a subject is set active

- The time info for the subsequent subjects with a duration will be updated and calculated based on the updated time info for the first subject and the duration

If a subject has been set active followed by setting a prior subject with a duration active, the time info for the subsequent subjects are not updated.
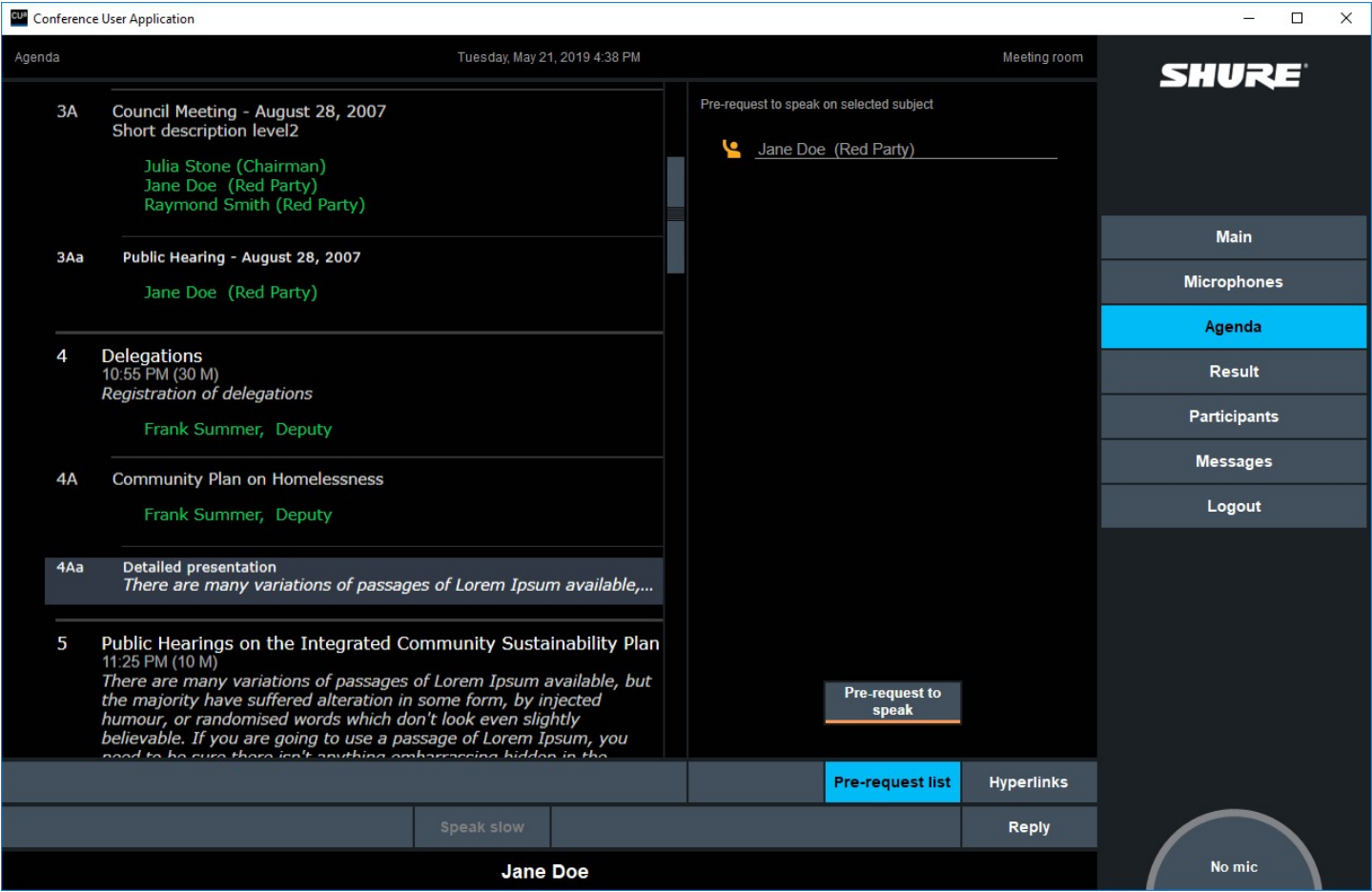
3.4.3   Pre-request to speak

The pre-request to speak facility gives not only the admin the option to assign pre-request to speak for participants before the meeting, but does also give the participants the option to make pre-request to speak for subjects not set active.

Important:	*The option to assign pre-request to speak for participants before the meeting is subject to the availability of the SW6000-ESI license.*

The options for viewing and controlling the pre-request to speak lists in configured in the 'Meeting role|Agenda option'.

Out of the multiple options available are the delegate option, where the participant controls his own pre-request to speak and the chairperson option, where the chairperson can control all participant pre-request to speak, the most common options.

3.4.3.1   Delegate option

A delegate will typically control his own pre-request to speak and may view all speak requests.

Pre-request to speak   When selected the participant will either be placed is the pre-request list (indicated with green icon) or will be shown with a yellow icon to indicate, that a chairperson shall approve his request.

3.4.3.2   Chairperson option

A chairperson will typically control all pre-request to speak and by having the option to approve, reject and remove a request.

Approve	Approves the pre-request to speak for the selected participant
Reject	Rejects the pre-request to speak for the selected participant
Remove	Removes the pre-request to speak for the selected participant
Add to pre-request list	Add (and approve) the pre-request to speak for the selected participant
Auto approve pre-requests	When selected all participants pre-request to speak are automatically approved
Filter	Used for filtering the list of participants based on the input

3.4.3.3 Setting a subject active

When a subject is set active in the CUA, the participants on the pre-request to speak list will be populated in the CUA->Microphones->Speak Requests list based on the following conditions:

- The speak mode shall include reply
- Only participants logged in will be shown

Note: If a microphone in Request is turned on from the Speak Request list, all Replies are deleted from the list, which means that all Pre-request on the list are deleted as well.

If this behaviour is un-wanted then set 'Max. speak requests' to '0' and enable the Reply button in the CUA or conference unit to allow the participants to use the Reply button to Request to speak during the meeting.

3.4.4 Hyperlinks

The hyperlink extension control display shows all hyperlinks attached to the agenda subject.

[Open Link] Select this button to open the selected hyperlink.

Note: A setting in the CUA config file is available to disable the use of the built in browser when accessing hyperlinks from the agenda. Please refer to section '6.1 prjCUA.exe.config' for details.

3.5   Results

> **Note:** *The availability of the Result screen is subject to availability of the 'SW6000-VOTE Parliamentary Voting' module*

Figure 3.5-A

This screen is used to show the result of the voting session and will be shown whenever a voting session is started. Refer to section '5.1 Start voting' on how to perform a voting session.

[Print result]   This button is available for immediate printing of the voting result if the 'Meeting role' functionality 'Print vote result button' has been enabled.

The printer is configured in the 'CAA|Setup|Configurations|Print server configuration'.

3.5.1   Show result options

The result of the voting session can be seen in three different views:

- Total result
- Ind. results (Individual result)
- Group result (subject to availability of 'SW6000-ADV' module.)

The selection of the views can be disabled in the CUA config file.

Please refer to the section '6.1 prjCUA.exe.config' for details.

[Total result]   This is the default and will show the total voting results as shown in '*Figure 3.5-A*'

[Indv. result]   This selection will show the individual results in two columns sorted in alphabetical order by the participant's names
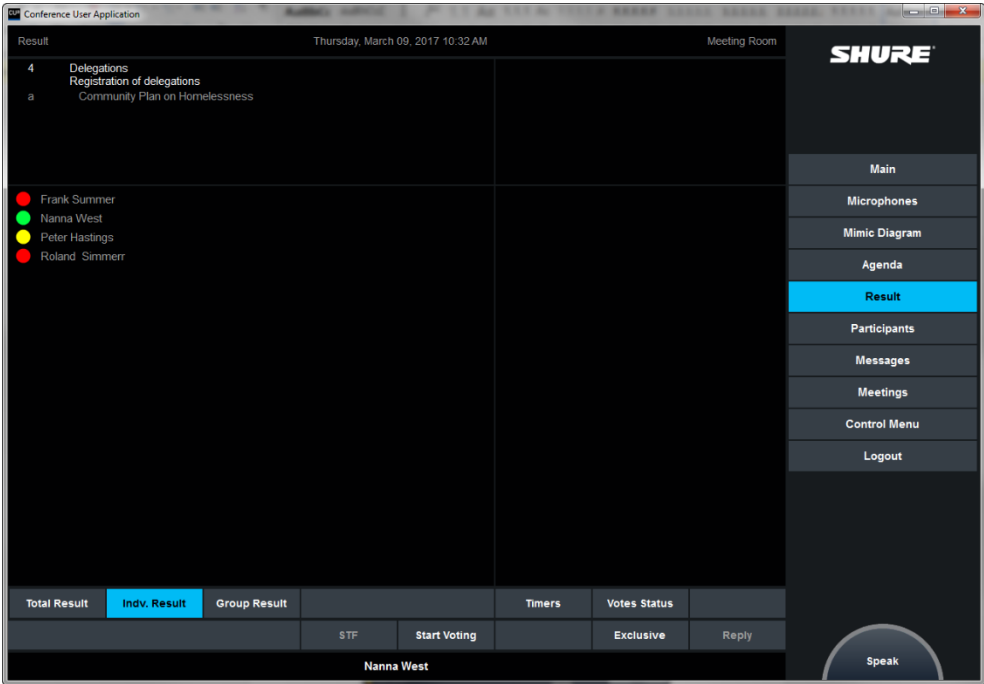
Figure 3.5-B

[Group result]   This selection will show the Group results sorted by Group and then by Participant name in alphabetical order
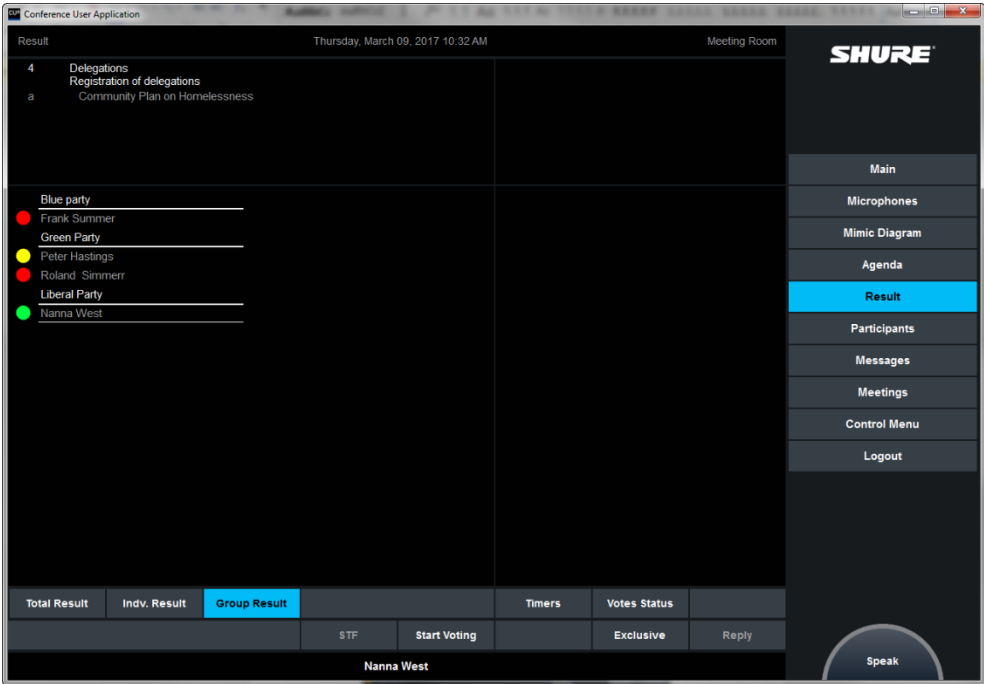

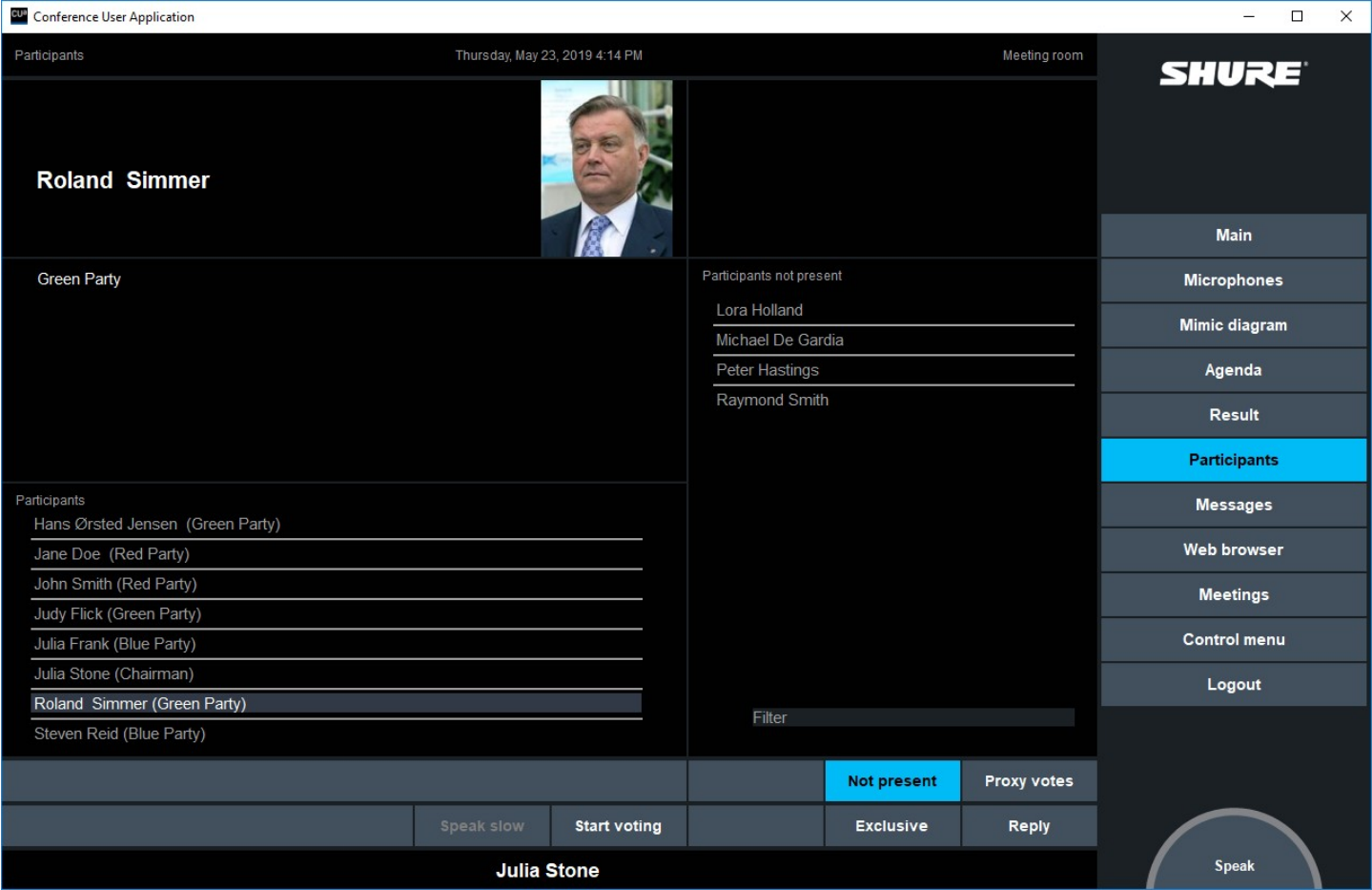*Figure 3.5-C*

3.6   Participants

Figure 3.6-A

The Participant screen shows participants who are attending the meeting. Only participants who are logged into the system will be shown on the list.

Detailed information for each participant is displayed when a participant is selected on the list.

3.6.1   Not present

Note: *The extension control display is available in CUA Layout 2, 3, 4. In Layout 1 the 'Not Present' list is shown in the main window.*

The extension control display 'Not present' is a <u>run-time</u> option to show participants not presents. Depending on the Meeting mode the absent participants are presented in the following way:

'Prepared participant seat table'

'Not present' shows all participants in the 'Participant seat table', who are not available because there is no 'Conference unit' on the seats

'Login using code'   'Not present' shows all participants in the 'User table', who are not logged in. 'Not active' users are not shown.

'Login using code on seat', 'Login using code on list', 'Login using code on preferred seat' & 'Automatic login on preferred seat'

'Not present' shows all participants in the 'Participant seat table', who are not logged in.

'No login'   Button disabled

3.6.2 Proxy votes

Note: *This facility is only available in CUA Layout 2, 3 and 4 and is subject to availability of the 'SW6000-VOTE Parliamentary Voting' module*
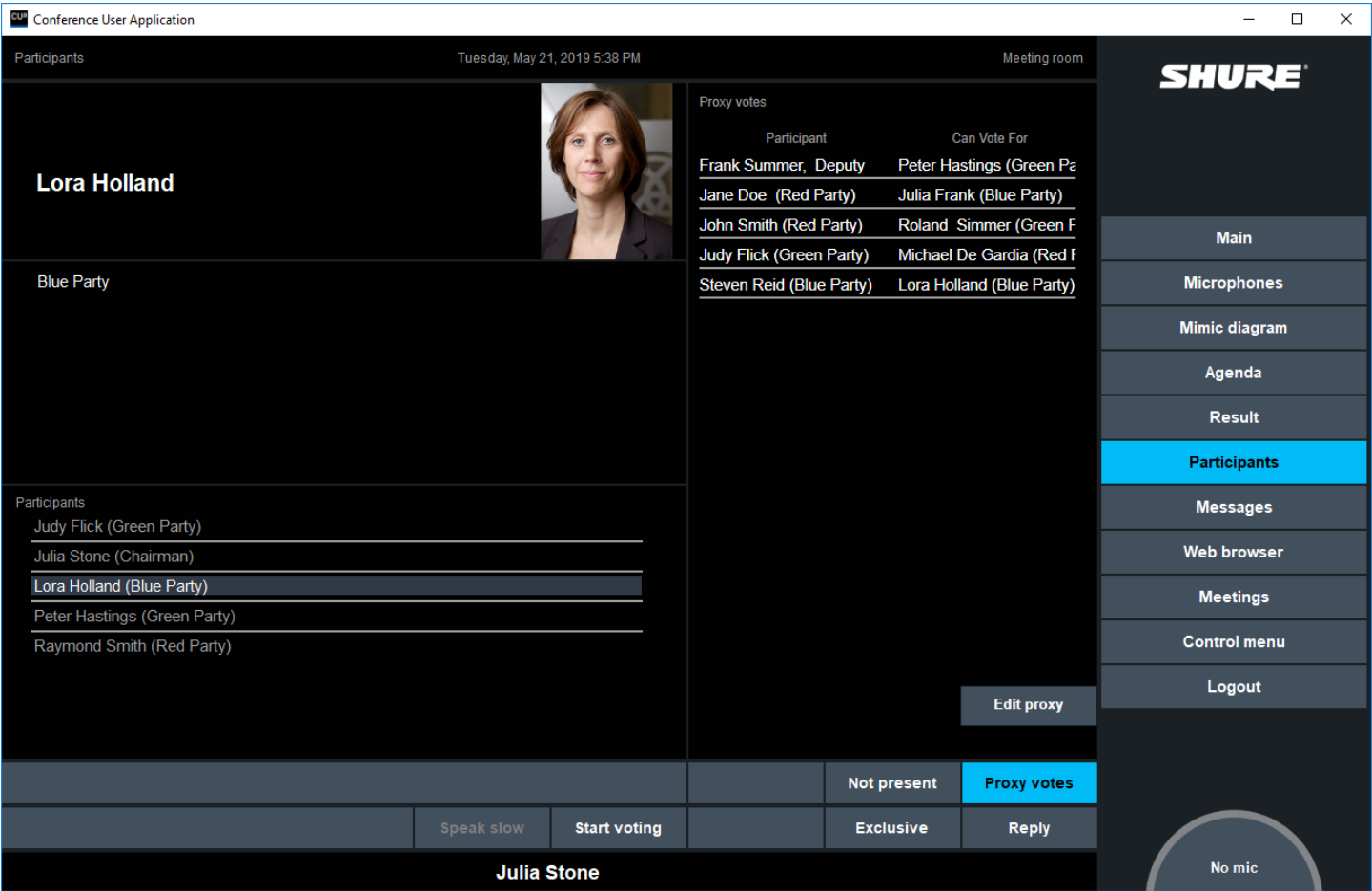
Figure 3.6-B

The proxy vote's extension control display shows the current proxy votes.

If the proxy has a time limitation this is shown in the bottom of the panel for the selected participant.

Edit proxy   When selected, the participants window is removed and replaced with list of participants and control buttons for assigning or removing proxies. When editing proxies are selected, it is indicated in the buttons

3.6.2.1　　Edit proxy

Figure 3.6-C

The proxy votes can be added or removed in the CUA application.

Add proxy	Add a proxy for the participants selected in 'Participants' and 'Can vote for'
Remove proxy	Removes the proxy relation for the selected 'Proxy vote'
Edit proxy active	Ticking the button removes the option to assign proxies and the participants window is restored

3.7   Messages

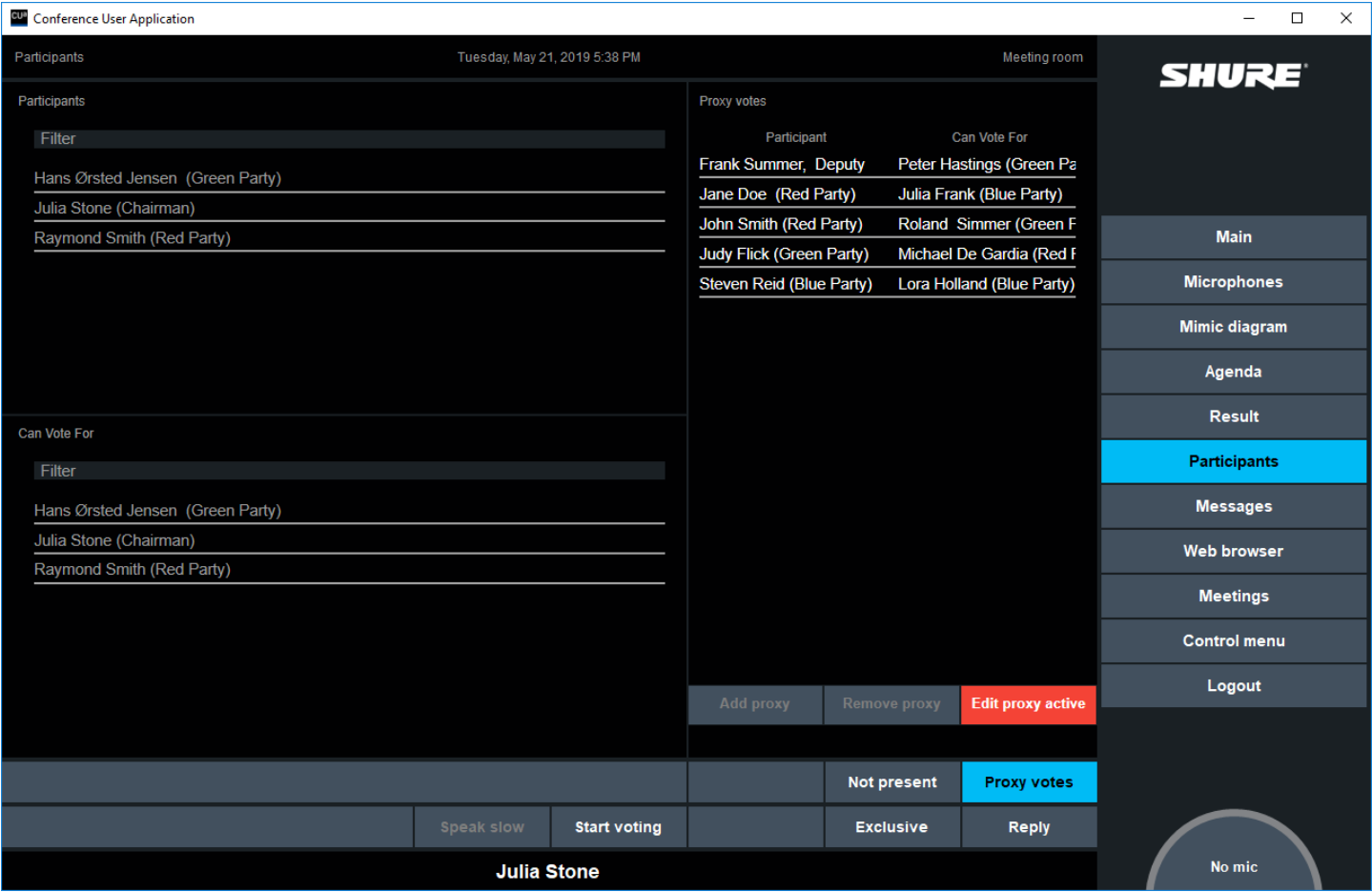This screen allows users to send pre-recorded or written messages between CUA's or from CUA's to DC 6990 P Conference Units.

The main screen is divided in three parts

- a list of participants available in the meeting
- a list of available pre-recorded messages
- a message field allowing the user to read received messages and write own messages if a keyboard is available.
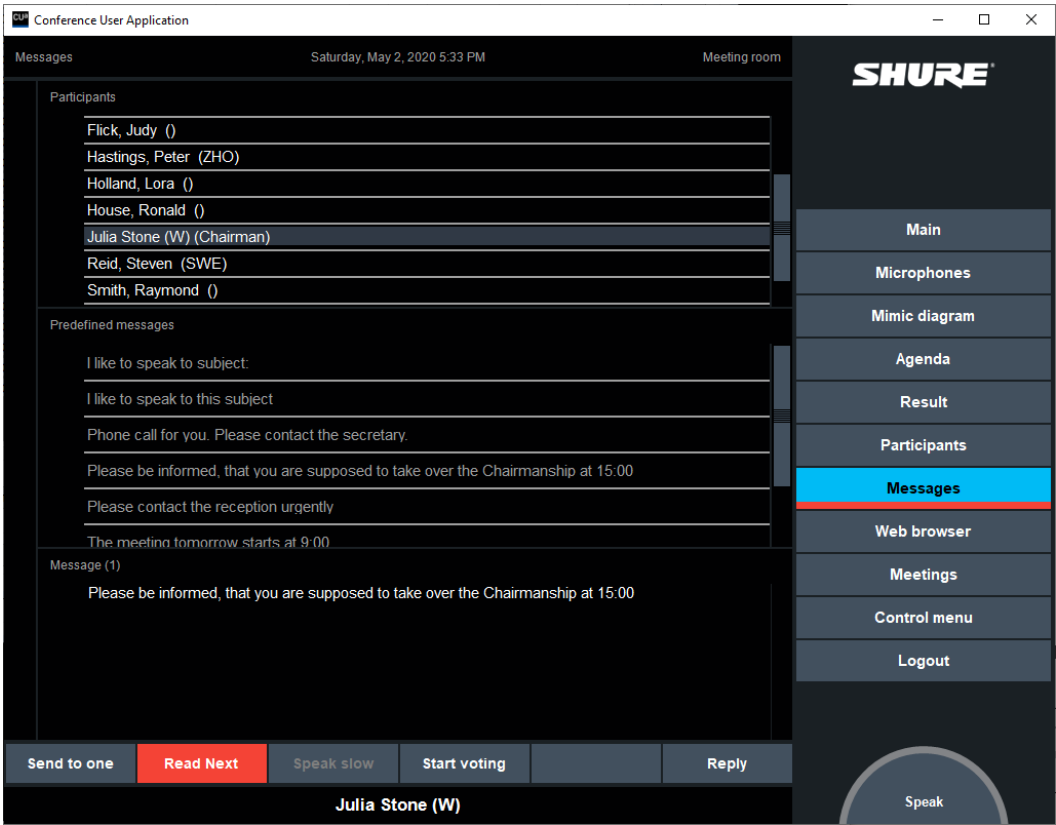
3.7.1   CUA Layout 1

Figure 3.7-A

[Send to one]   Select a message (or write one), select a participant from the list and press this button to send the message to the selected participant.

[Send to all]   Select a message (or write one) and un-select any selection and press this button to send the message to all of the participants who are attending the meeting.

Please note, that some participants might not have facilities to receive messages, which is only available in CUA, DC 6990 and Namesign.

> *Note:*   *The option 'Send to all' is Meeting role dependent and is configured in 'CAA/Setup/Meeting role'.*

[Read next]   When messages are received it is indicated in the 'Messages' button in the Main Menu and the [Read Next] button will flash red until the first un-read message is read.

Select the button to read the next message from the queue of received messages. When a message has been read and the [Read Next] is activated, the previous read message is automatically deleted
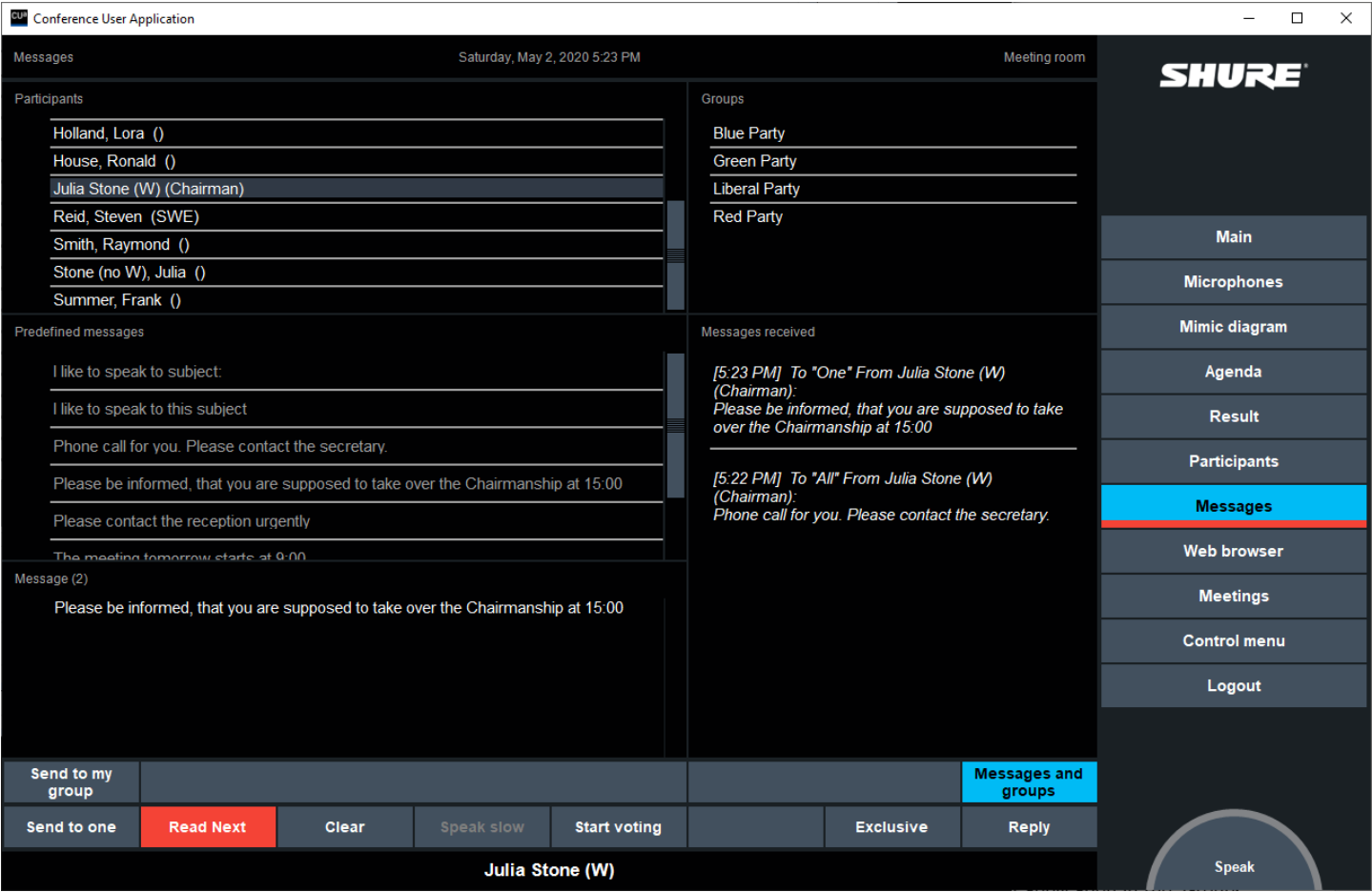
3.7.2   CUA Layout 2-4

Figure 3.7-B

In addition to the Main screen the side pane in those layouts includes option to view a list of received Messages and a list of Groups. The list shows all Groups created in the CAA application in the 'Groups table'.

Note:	*The option 'Groups table' is subject to availability of 'SW6000-ADV' module.*

[Send to one]   Same function as in layout 1.

[Send to all]   Same function as in layout 1.

[Send to group]   Select a message (or write one), select a group from the list and press this button to send the message to the selected group.

[Send to my group] Select a message (or write one), select a 'Send to my group' and press this button to send the message to all member of the group, which the participant is member of.

	Note:	*The options 'Send to group' and [Send to my group] is subject to availability of 'SW6000-ADV' module.*

[Read next]   When messages are received it is indicated in the 'Messages' button in the Main menu and the [Read next] button will flash until the first un-read message is read.

When the [Read Next] button is pressed the first received un-read message in received messages is indicated and shown in the message field and the flashing of the red color will stop. Subsequent selecting of [Read Next] button will show the next un-read message.

[Clear]   Select the button to clear the message in message field. If a message is selected in the message list the message will be deleted as well.

Note:	*Users with a DC 6990P Conference Unit can receive messages from CUA's provided that the users have the 'Messages' functionality enabled in the 'Meeting role'.*

A user can however not send messages from a DC 6990P, but send an Alert.

3.7.3   Receiving messages

A message box can be shown (brought to front) when a message is received in the CUA. The message is removed when the OK button is pressed.

Please refer to the section '6.1 prjCUA.exe.config' for details.

3.8   Web Browser

Note: *Web browser functionality is subject to availability of SW6000-ADV module. Please refer to the '*User Manual SW6000 Advanced Meeting Management*' for user information.*

3.9   Meeting

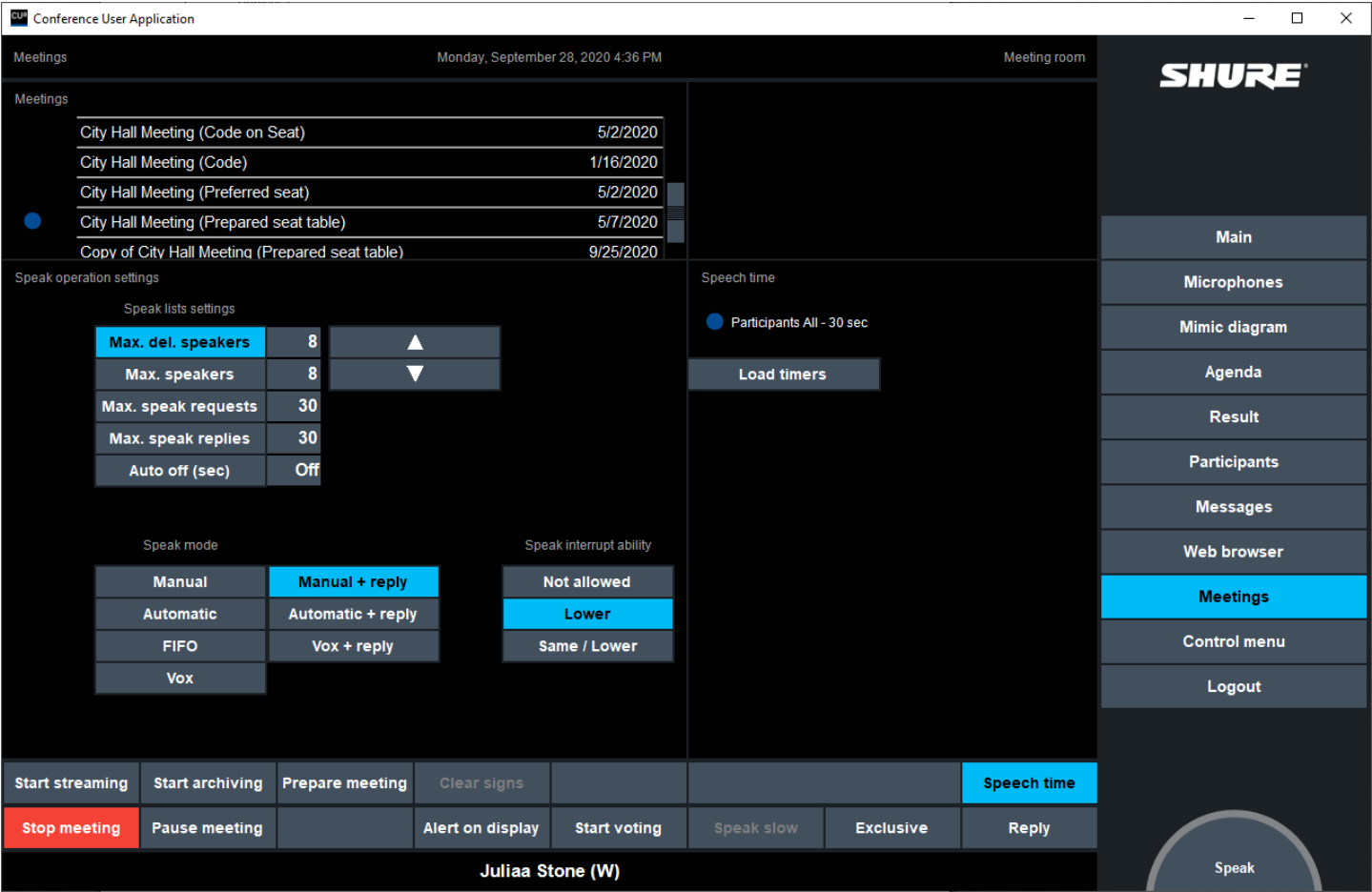### 3.9.1   Stop/start a meeting

Figure 3.9-A

This screen allows the user to start and stop meetings and to change various microphone operation settings.

Meetings with start dates before and end dates after today's date will be displayed on the list of meetings.

[Start meeting]   Select a meeting and press the button to start the meeting. The button text will change to 'Stop meeting' and the selected meeting name will be displayed in the active meeting field.

Starting a meeting with a Prepared participant seat table will automatically login participants on the list, however if no participants has been assigned to the table the following message will appear:
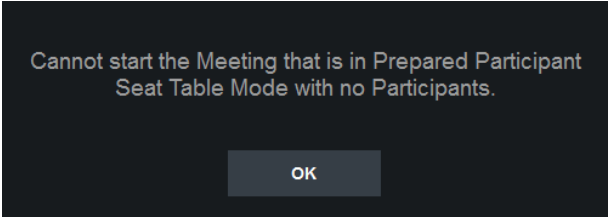
When a meeting with 'Prepared participant seat table' is started and you try to start a CUA assigned to a seat, which is not assigned a user in the 'Prepared participant seat table' the following error messages will appear:
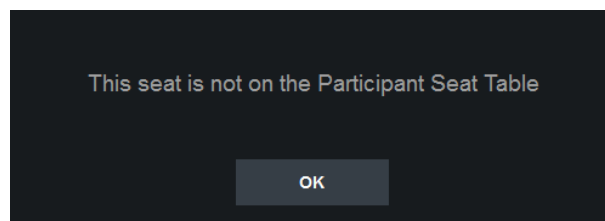
[Stop meeting]   Select the button to stop the active meeting. The button text will change to 'Start meeting'. All participants will be logged out automatically.

The full functionality of the system is available even if no meeting is started. Seat numbers will be displayed instead of participant names.

The various settings on this screen will be initialized with the values that were specified for the active meeting. The user can change these settings during the meeting at any time.

[Start streaming] and [Start archiving]

Note: *This facility is subject to availability of 'SW6000-ESI External System Interface' module. Please refer to the 'User Manual SW6000 External System Interface' for user information.*

['Prepare meeting' screen]

Select this button to place a message on the 'Prepare meeting' display on a CDA application.

The message to show is edited in the 'CAA|Configuration|CDA screen configuration'. Any change made in the text will be instantly updated in the CDA.
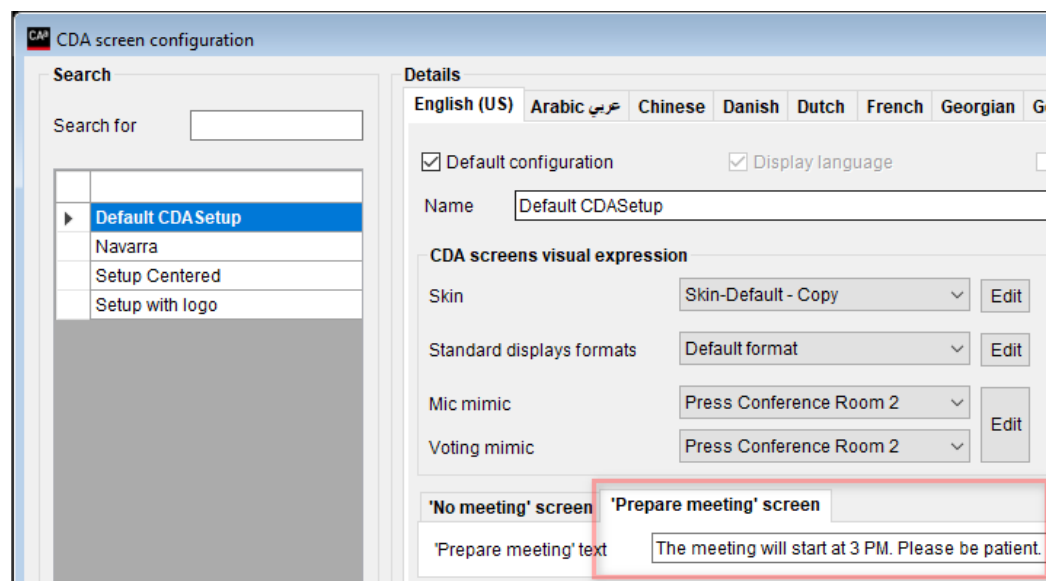
3.9.2   Speech Time

The purpose of this extension control is to apply a speech time limitation to the meeting, if a limitation is not already applied when creating the meeting.

This extension control does not have any option for changing the speech time limitation applied. Refer to section '3.2.5 Speech Time' for details of the 'Speech time' extension control available in the 'Microphone' screen.

3.9.3   Speak list settings

[Up] & [Down]	Select the buttons to set the 'Max. del. speakers', 'Max. speakers', 'Max. speak requests' or 'Max. speak replies'.
[Max. del. speakers]	Maximum delegate microphones allowed can be set from 1 to 8.
[Max. speakers]	Maximum open simultaneous microphones allowed can be set from 1 to 8.
[Max. speak requests]	Maximum simultaneous requests to speak allowed on the request list can be set from 0 to 250
[Max. speak replies]	Maximum simultaneous reply to speak allowed on the reply list can be set from 0 to 250
[Auto off (sec)]	When activated a Conference Unit will switch off after the time set in (in seconds), if nobody is talking in the microphone.

3.9.4   Speak mode

The 'Speak mode' determines how the participant can use the speak and reply button. The speak mode can always be changed during a meeting using the Meetings screen.

Individual microphone settings which might be assigned to any conference unit are not overridden.

The following modes can be pre-selected for the meeting:

[Manual]	All speak requests from participant with Delegate meeting role are inserted into a request queue. Their microphones are turned on by an Operator/Chairperson from the 'Microphone' screen or from the 'Mimic diagram' screen.
[Automatic]	All speak requests from participant with Delegate meeting role causes their microphone to turn on if the number of 'Max. delegate speakers' is not reached. Depending on the 'Speak interrupt mode' the speak request may be rejected.
[FIFO]	All delegates speak requests causes their microphone to turn on if the number of 'Max. delegate speakers' is not reached. Otherwise the speak request will be inserted into a speak-request queue. When one of the active microphones is turned off, the first in the speak-request queue will automatically be turned on.
[VOX]	Speaking into a microphone or selecting the Speak button will turn on the microphone if the number of 'Max. delegate speakers' is not reached. Depending on the 'Speak interrupt mode' the speak request may be rejected.
	Settings for the VOX mode can be set in the DIS-CCU browser application.
[Manual + reply]	Same a 'Manual' mode however the Reply option is enabled, where the participant has the option additional to activate a reply.
[Automatic+ reply]	Same a 'Automatic' mode however the Reply option is enabled, where the participant has the option additional to activate a reply.
[VOX+ reply]	Same a 'VOX' mode however the Reply option is enabled, where the participant has the option additional to activate a reply.

Participants with Chairperson meeting role will never be placed in the speak-request queue and can always be turned on if the number of 'Max. speakers' is not reached. Depending on the 'Speak interrupt mode' the speak request may then be rejected.

Participants with Chairperson meeting role will interrupt a participant with Delegate meeting role if the number of 'Max. speakers' is reached.

The selected 'Speak mode' will only apply to units (seats) or participants with 'Meeting role' with the following 'Speak operation settings' settings:

- Speak mode   ->   System setting
- Speak priority   ->   Priority 1-4

3.9.5 Speak interrupt ability

Select one of the three values:

Not allowed   Cannot interrupt another speaker

Lower   Can interrupt a speaker with a speak priority less than own speak priority

Same/lower   Can interrupt a speaker with the same speak priority or a speak priority which is less than own speak priority.

The selected mode will only apply to units (seats) or participants with the following setting in the 'Meeting role':

- Speak interrupt ability ->   System setting

3.9.6 Reply functionality

The reply functionality is used by a participant who wants to indicate that he f. ex. want to give a short comment to the present speaker(s). The reply options available depends on the Reply configuration active. Activating the Reply button bring the list of reply options and when selected, the reply is placed in top of the request list.

In the above example, the participant has pressed the Reply button and selected 'Important'. As this reply option in this example has the highest priority, it is placed on top of the list, where three other participants are in the reply list and one in the request list.

The full text for the reply option is shown in the 'Participant info' next to the selected participants picture: 'I need the floor urgently'. When the participants is in the very top of the list, the button is flashing. The number in the reply list is also shown in the button.

The reply option description or text can also be shown in the CDA.

A reply configuration can consist of up to 10 reply options. If only one option in the configuration is available, this is selected directly without showing the list.

The functionality can be used both in Manual, Automatic and VOX modes, but not in FIFO, where the reply button is disabled. The three modes are available for assigning individual operation modes to users as well.

The 'Function' button in MXC Conference units is as default configured with 'Mute' Functionality, but can be configured as 'Reply' button if Reply functionality shall be used. The reply button in a conference unit will always use reply option '0'.

The reply functionality can also be used as 'Pre-request to speak'. Please refer to the section '3.4.2 Pre-request to speak'.

4   Control Menu

The 'Control menu' displays the buttons to access screens for changing parameters and settings.

Each selection on the menu calls one of the screens, which are described one by one in the next sections.

The menu selections available to the participant depend on the settings that is assigned to the participant or the seat in 'Meeting role' in the CAA Conference Admin Application during configuration of the seats and assigning of 'Meeting role' when adding participants.

4.1   Interpretation

Note: *This screen is only available in Layout 3 and 4*

This screen allows the participant to monitor the Interpreter devices (MXCIC, IS6132P, MXC605, DC5980P and MXCMIU) and control individual Interpreter devices.

4.1.1   MXCIC and IS 6132P
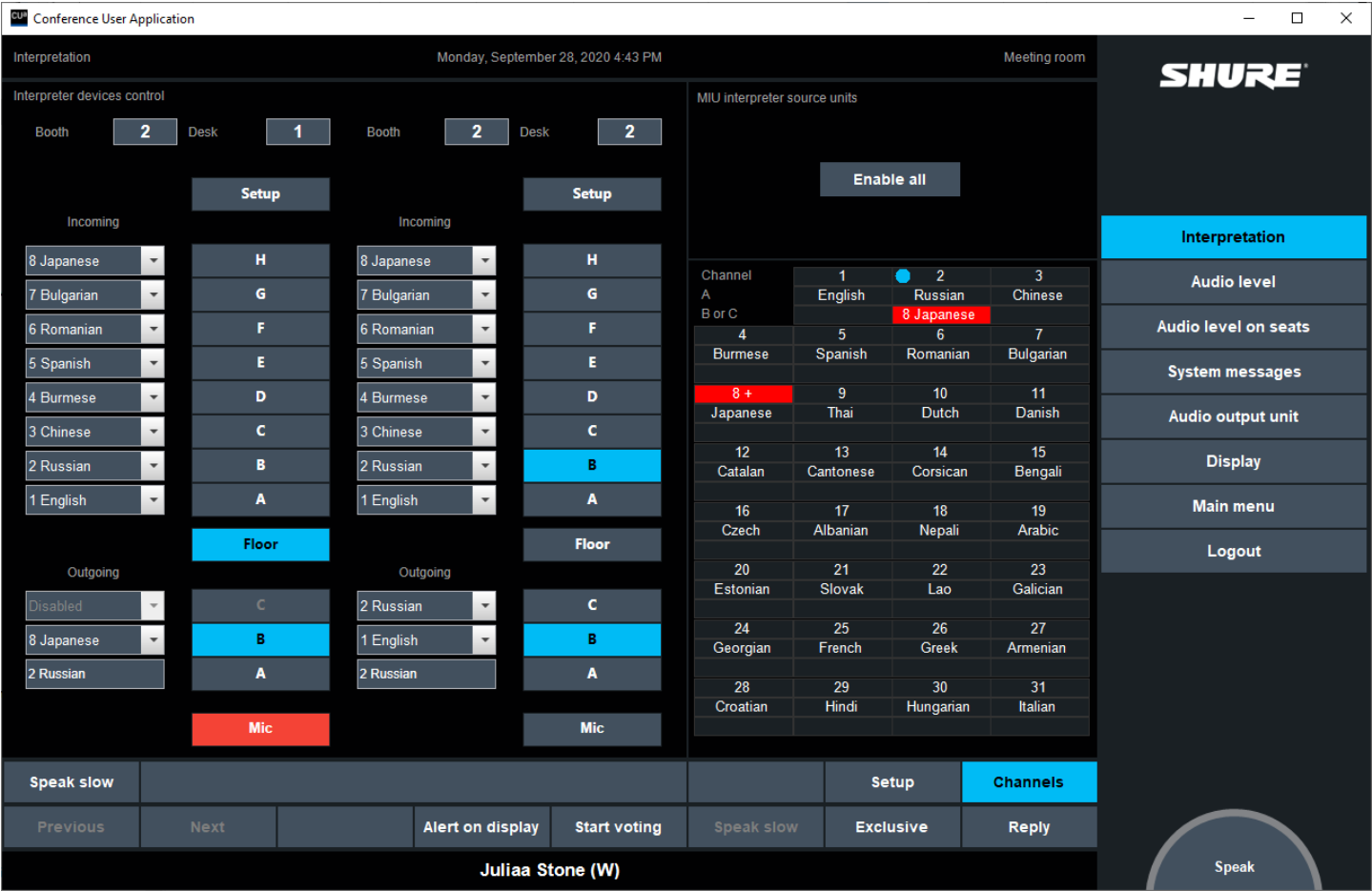
Figure 4.1-A

The screen is shown by selecting the channel in the 'Channels' extension control display. The devices, which are assigned to this channel will then be shown.

[Previous] and [Next] If more Interpreter devices are available in the same booth/channel, the buttons are available scrolling through the available devices.

If more booths are assigned to the same channel the [Previous] and [Next] buttons will select the units in both booths.

Booth   Shows the booth number for the device

Desk   Shown the desk number of the device

[Setup]   Brings the 'Setup' extension control (4.1.6 'Setup' extension control display').
                      'Setup' is not available for MXC605, DC5980P and MXCMIU.

[Speak slow]   Used by the interpreter to signal to the Chairperson, that the participant speaking shall speak slower

Other buttons   For the use of the other buttons controlling the interpreter console, please consult the MXCIC User guide.

4.1.2 MXC605

The MXC605 configured as interpreter device can be controlled in the interpreter screen. The unit does however not have the same control options as the MXCIC interpreter consoles.

The units will always use channel 1-4 as outgoing language and always use floor as the listening language.
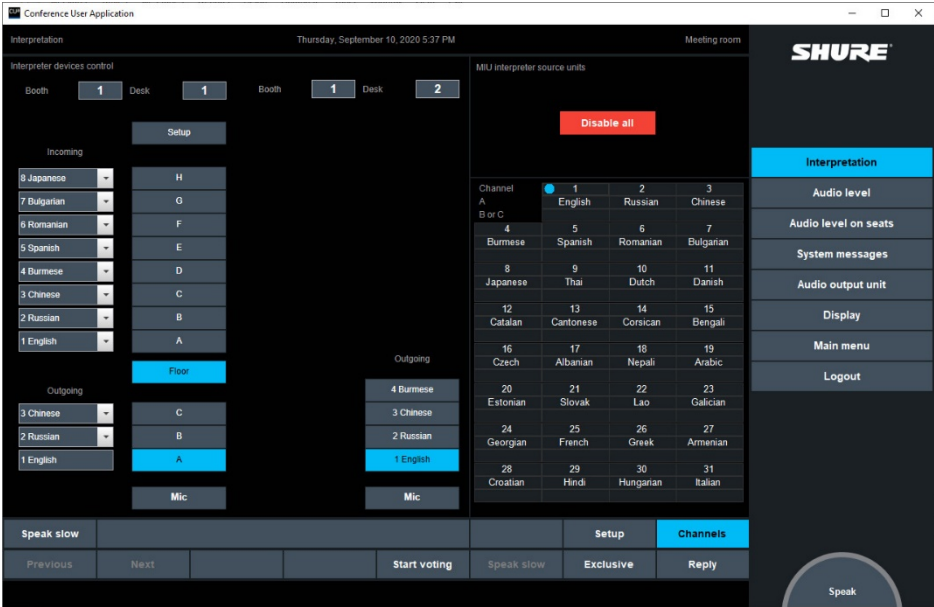
Figure 4.1-B

If the unit is configured to be in a booth where the A-language is ch. 1, 2, 3 or 4, this language will act as the A-language and the other three languages as B-language.
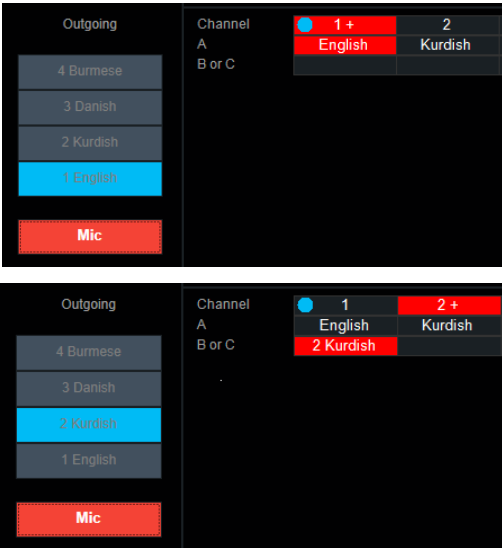
If the unit is configured to be in a booth where the A-language is ch. 5 or higher all four languages will be B-languages.

The outgoing channel cannot be changed when the mic is active.

4.1.3 DC 5980P

The DC 5980P configured as interpreter device can be controlled in the interpreter screen. The behavior is similar to the MXC605, however the DC 5980P does only feature 2 outgoing channels.

4.1.4   MXCMIU
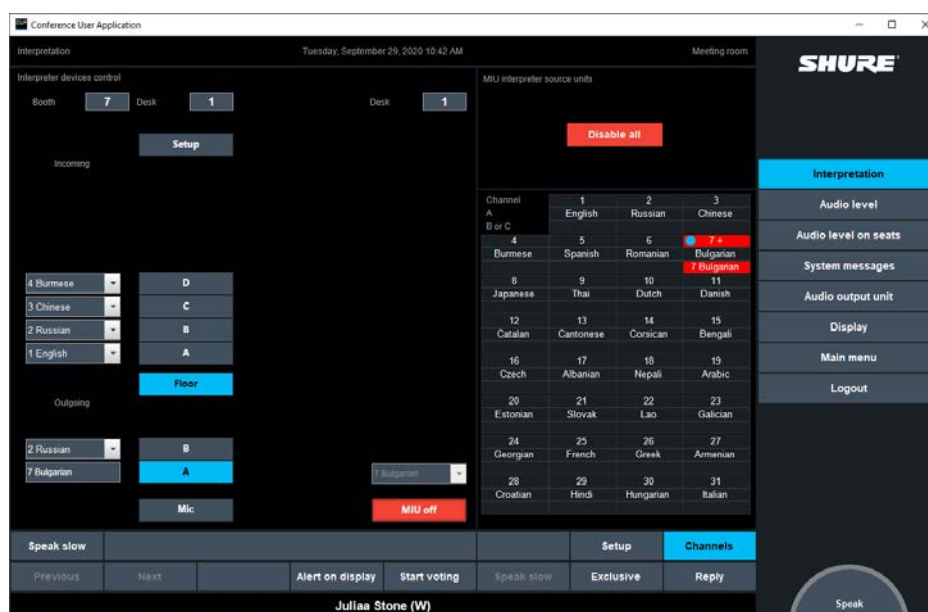
Figure 4.1-C

When the MXCMIU in the 'CAA|Setup|Interpreter devices' has been assigned a channel in 'MIU assign. ch.' the device can be controlled, when this channel is selected in the 'Channels' extension control.

[Enable all/Disable all]

> This button enable/disables all MXCMIU devices in the system configured as 'Interpreter source'.

[MIU on/off]   Turn audio on/off from the MIU to the selected language channel. When on, it is indicated in the interpreter devices as 'occupied'.

Language selection Dropdown list for selecting the language channel the MIU will use, when On. Even as the MIU might be

4.1.5   'Channels' extension control display

This sub-display shows the status of the Language channels in the booths:

Channel   Channels number 1-31. The sign after the number represent the 'quality' of the interpretation (please refer to the user manual for the Interpreter Console). The field has a green indication if interpretation on this channel is ongoing.

A   This field is showing the A-language for the channel. A 'Red' indication shows that interpretation on the channel from language A is going on.

B   This field is showing if interpretation on the B-language is taken place. A 'Red' indication shows the 'Channel' number and 'Language'. The sign after the number represent the 'quality' of the Interpretation (please refer to the user manual for the Interpreter Console).

> In the illustration Kurdish in translated in booth 1 from Floor using the B channel. No interpretation is taking place in booth 2.

Selecting the 'Channel' field for any of the channels selects the Interpreter consoles in this booth for controlling/setting up the individual Interpreter console in each booth.

4.1.6 'Setup' extension control display

Note: 'Setup' is not available for MXC605, DC5980P and MXCMIU.
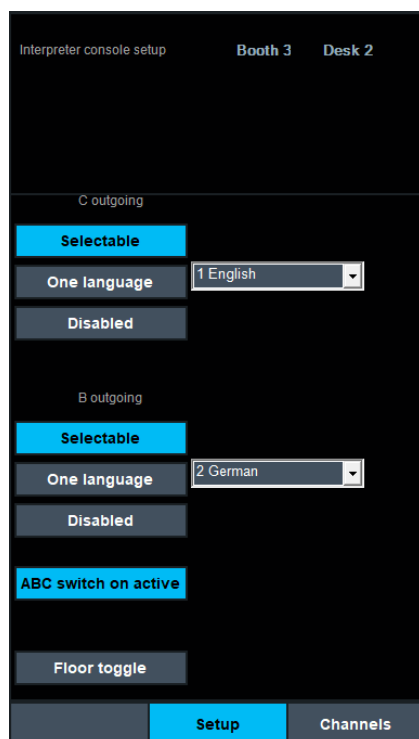
Selecting the Setup extension control display give the option to setup parameters for the selected Interpreter console. The option available depends on the type of Interpreter Console.

For explanation of the various setup options, please consult MXCIC User guide for the Interpreter Console.

4.2 Audio Level

This screen allows the user adjust the audio level in the DIS-CCU Central Unit.

Note: *This screen is only available in Layout 1, 3 and 4*
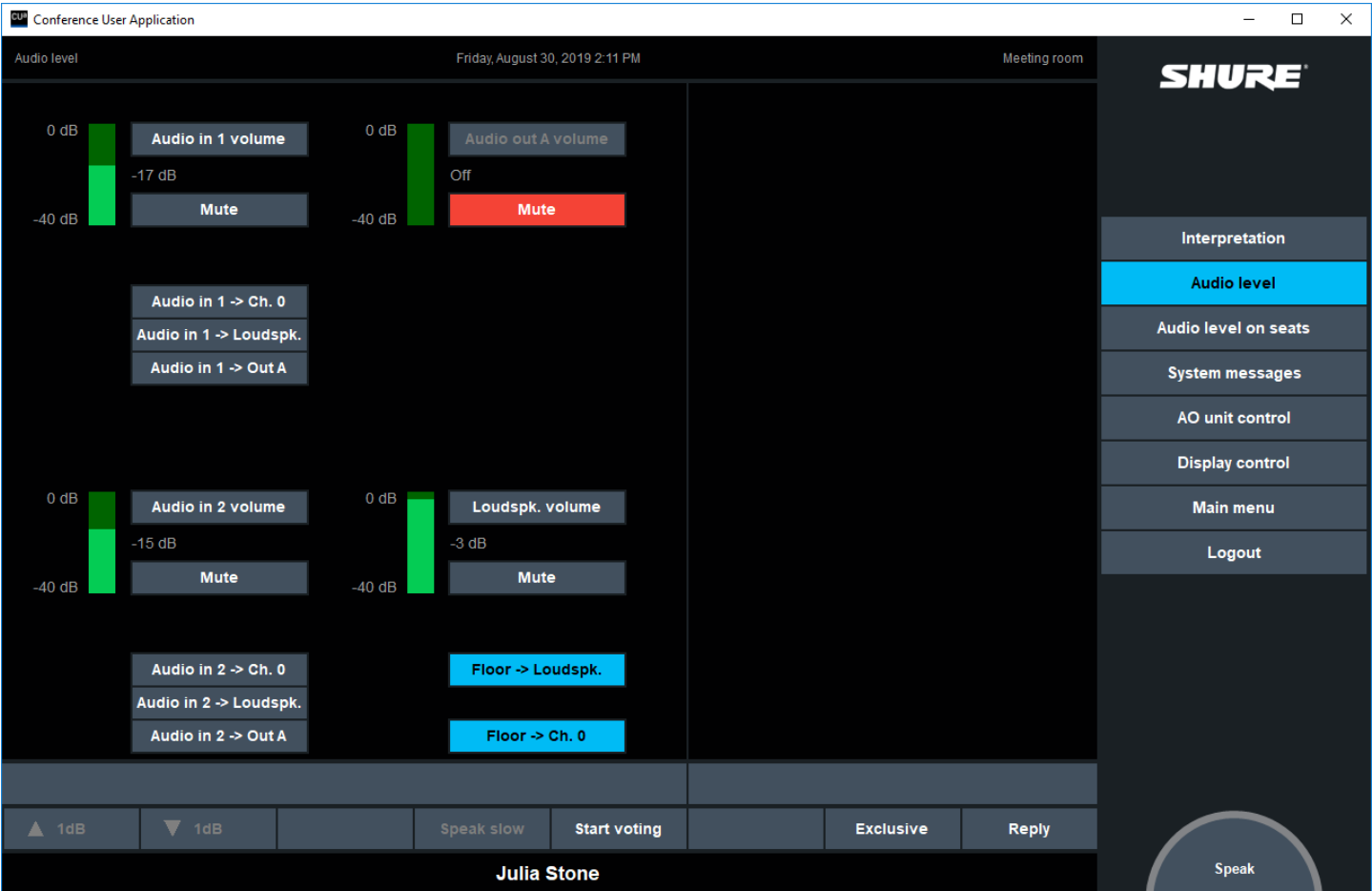
Figure 4.2-A

The User Manuals for the Central Units explains in details the functions of the individual volume controls, however please note the following:

[+1dB] / [-1dB]   Select (and hold) the buttons to increase or decrease the levels in steps of one dB for the control selected.

[Mute]   This button mutes the Control. When muted, the button changes to red colour.

'Indication'   The indication next to the graphic illustration of the volume indicates the actual setting of the volume (in dB). When the volume setting is turned all down, this indication changes to 'Off'.

4.3 Audio Level On Seats

This screen allows the user to change volume settings for individual conference units during a meeting. The mimic diagram is opened when then 'Audio level on seats' menu button is selected.

The 'Audio level on seats' screen opens in a separate, scalable window, which can be opened together with the main CUA window. The position and size of the 'Audio level on seats' window will be maintained for getting the same position and size after the CUA application has been closed.

Select a seat equipped with a conference and a small popup appears that allows adjusting of volume for the selected microphone. The adjustment range is 0 dB to -6 dB except for MXCMIU configured to use the XLR audio input, where the adjustment range is +10 dB to -20 dB.

The mimic graphics will preserve the aspect ratio in window.
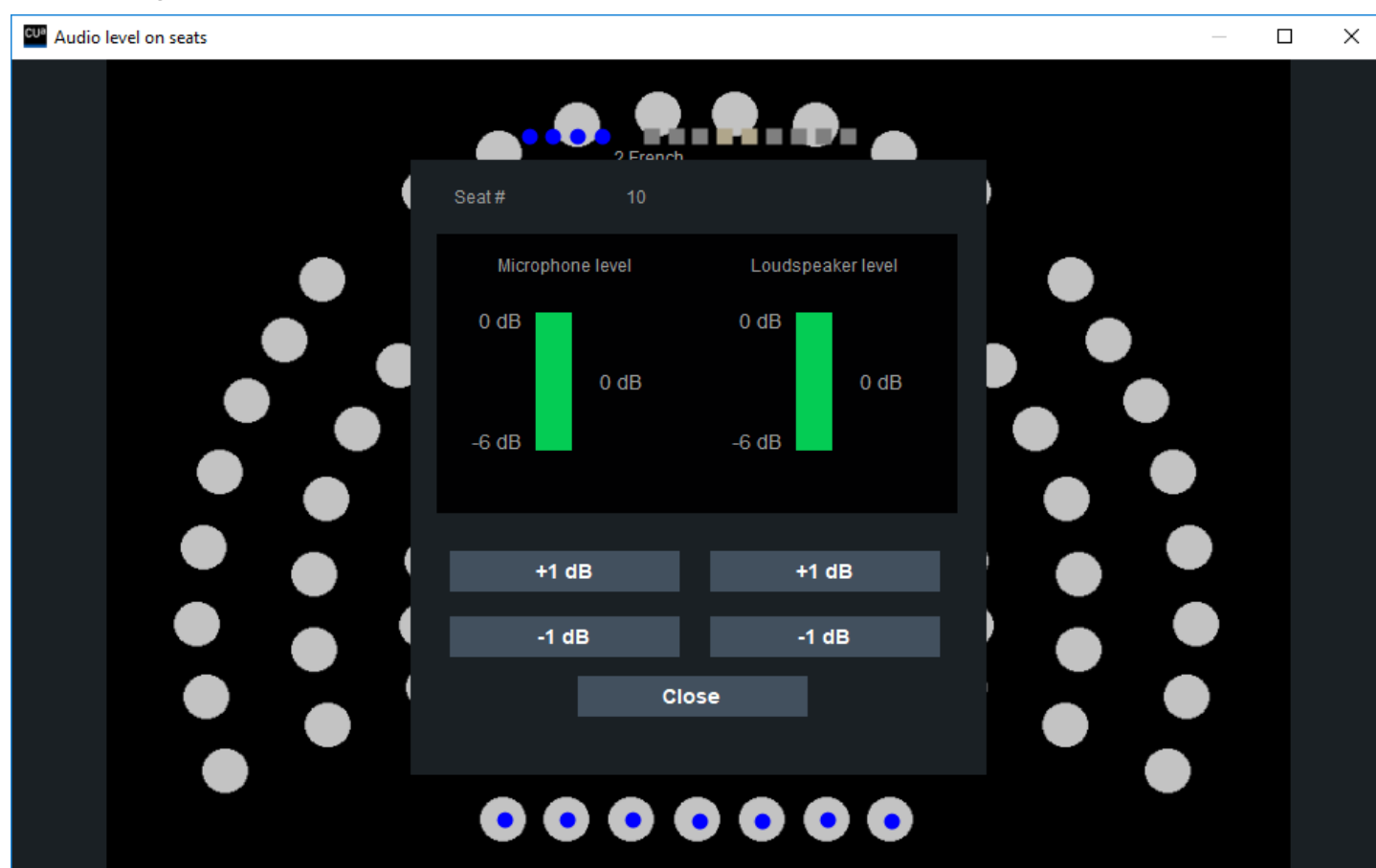
Figure 4.3-A

[+1dB] / [-1dB]   Select (and hold) the buttons to increase or decrease the levels in steps of one dB.

[Close]   Select the button to close the popup.

4.4 System messages
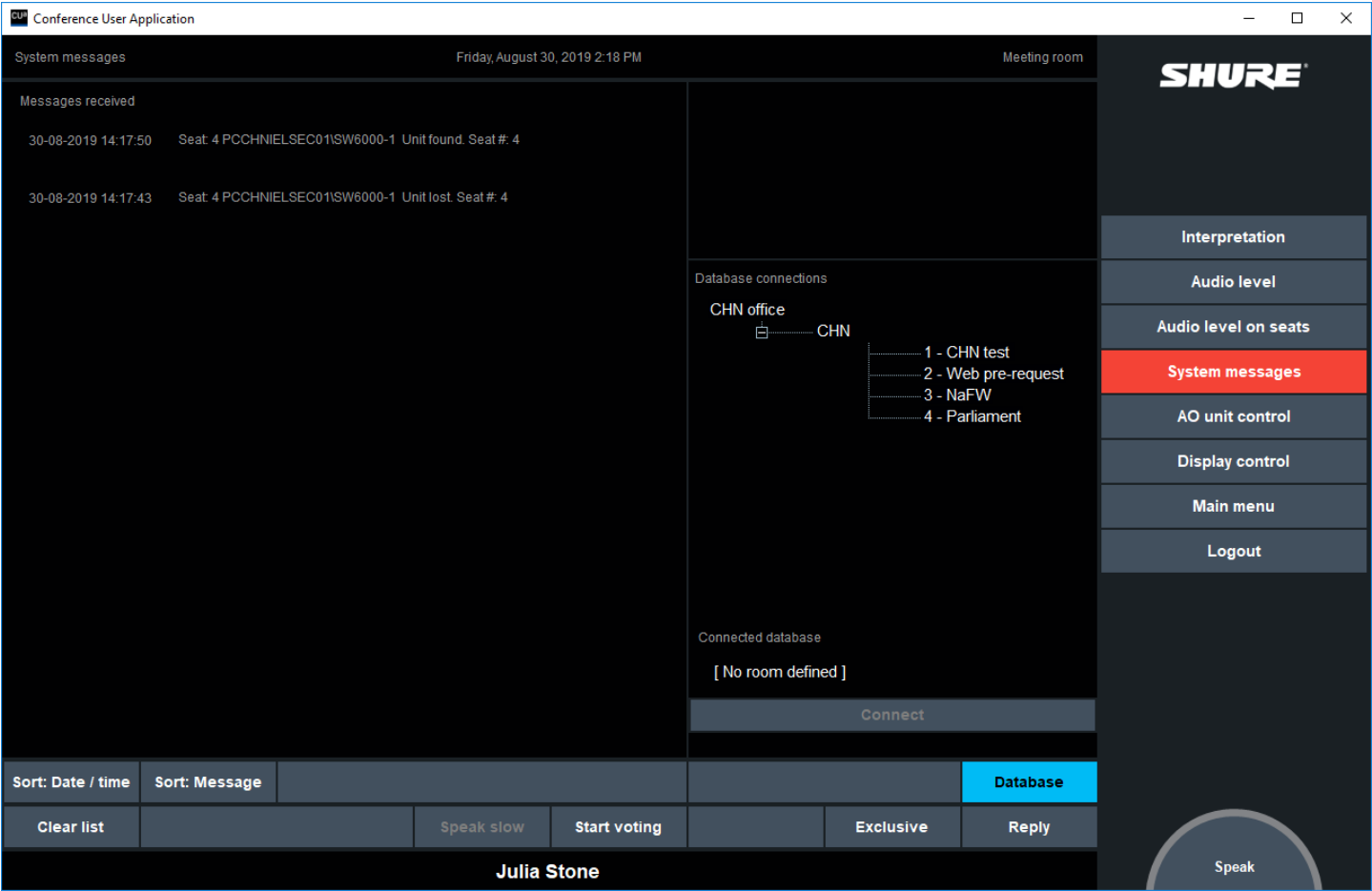
Figure 4.4-A

System messages are displayed on this screen. When system messages appears, the Control menu button and the System Messages menu button will flash until the System Messages menu item has been selected.

[Sort: Date/Time]   Select the button to sort the system messages by the date/time they were received.

[Sort: Message]   Select the button to sort the list alphabetically by the message text.

[Clear list]   Select the button to clear the list.

4.4.1   'Database' extension control display

This panel is used by participants with Meeting role 'Technician' to switch between the available configured databases. The button is visible if the Database Selection functionality is enabled in the 'CAA|Setup|Meeting role'.

[Connect]   Activating the button will change connection of the CUA to the selected database.

4.5   AO Unit Control

Note: *This screen is only available in Layout 1, 3 and 4*
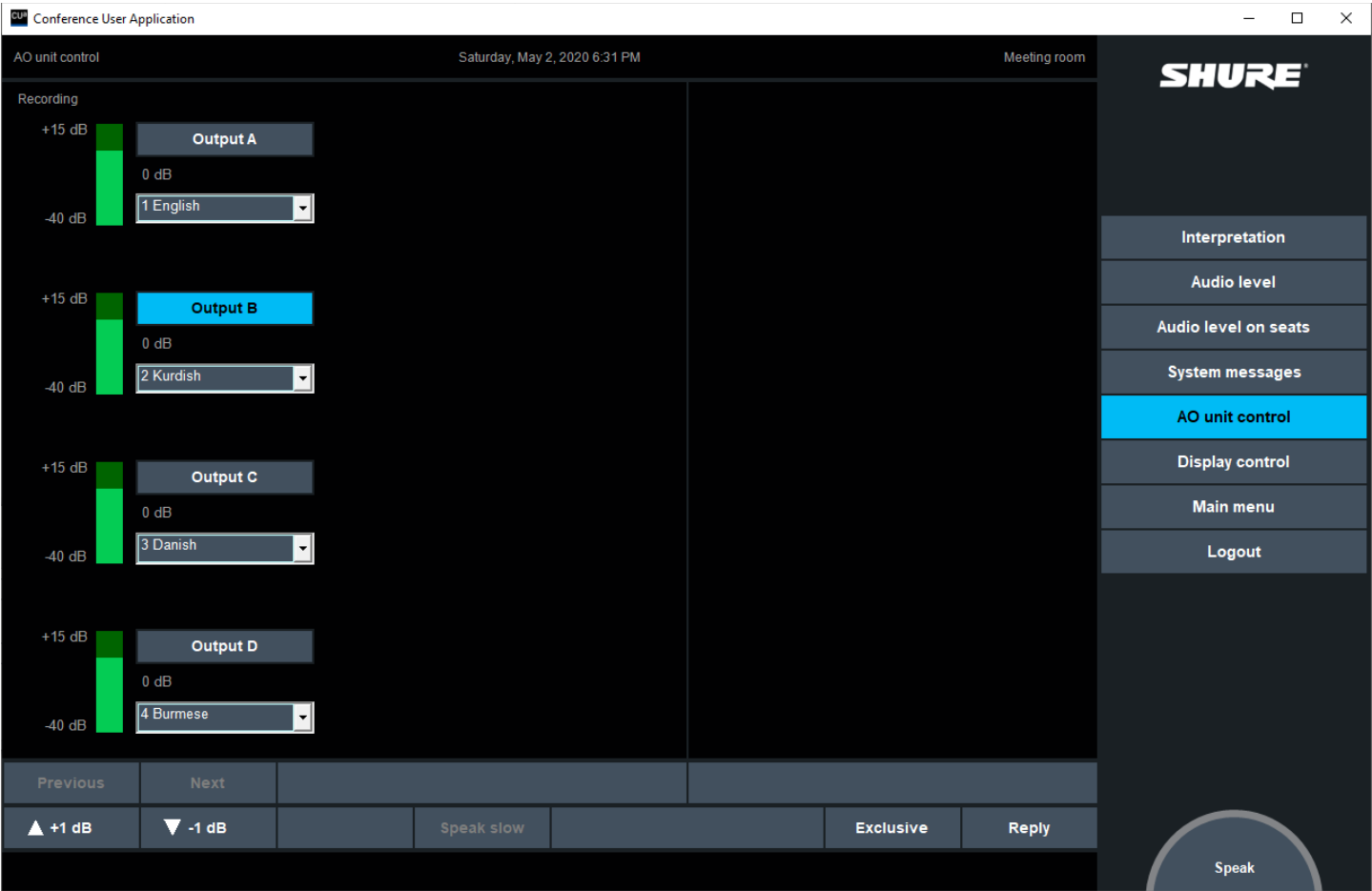
Figure 4.5-A

This screen allows the user to set output channel and level for outputs from one or more AO units connected to the CU.

The 'Function' field in the table in 'CAA|Setup|Equipment|Audio output units' is used to create a label for the AO units (e.g. 'Recording' as shown). The label identifying the AO is shown in the upper left corner.

[Next]	Used to 'scroll' between existing AO units if more than one exists. This button shows the next unit sorted by name.
[Previous]	Used to 'scroll' between existing AO units if more than one exists. This button show the previous unit sorted by name.
[+1dB] / [-1dB]	Select (and hold) the buttons to increase or decrease the audio levels from Off and from -40 dB to +15 dB in steps of one dB for the output selected.
Channel selection	An AO unit has four or eight analogue outputs named A to D or A to H. Each of outputs can be assigned to any of the interpretation channels using the drop down list. Channel 0 is the Floor sound in three qualities and channel 1 to 31 is are the interpretation channels.

4.6   Display Control
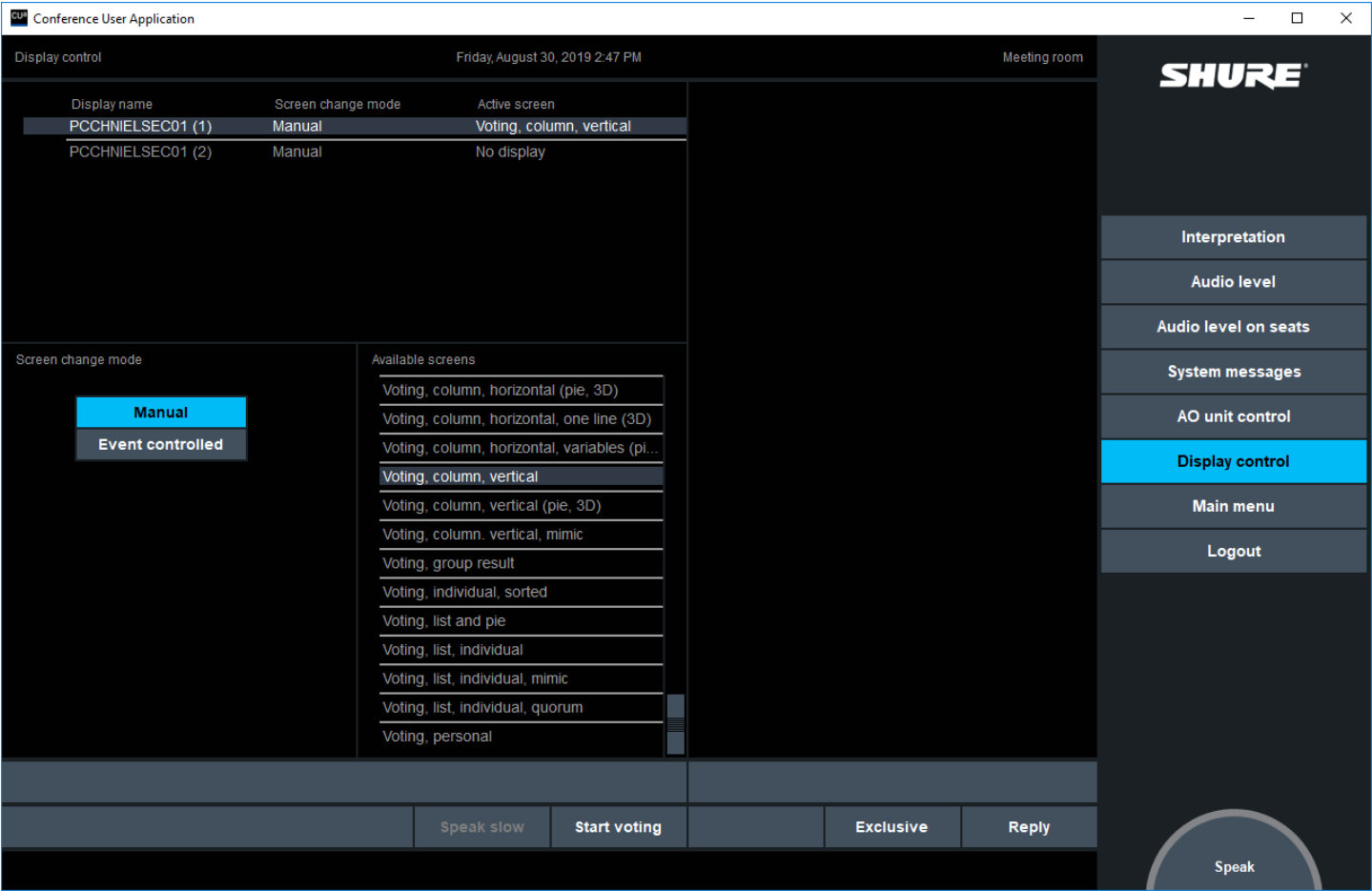
Figure 4.6-A

This screen allows the user to select the screen to show on each of the connected CDA displays. The available CDA displays with status are shown in the top left window. The desired screen to display is selected in the list 'Available Screens'.

[Manual/Event controlled]

When 'Event controlled' is selected event controlled change of displayed screens is performed.

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 Configuration'.

The configuration of the event controlled change of screens is done in the CAA in 'Setup|Configurations|CDA Configuration'.

Refer to the 'User Manual SW6000 CDA' for details about changing or modifying the content in the screens.

4.7   Main Menu

This button brings back the Main screen.

5   Voting and Registration Check

5.1   Start voting
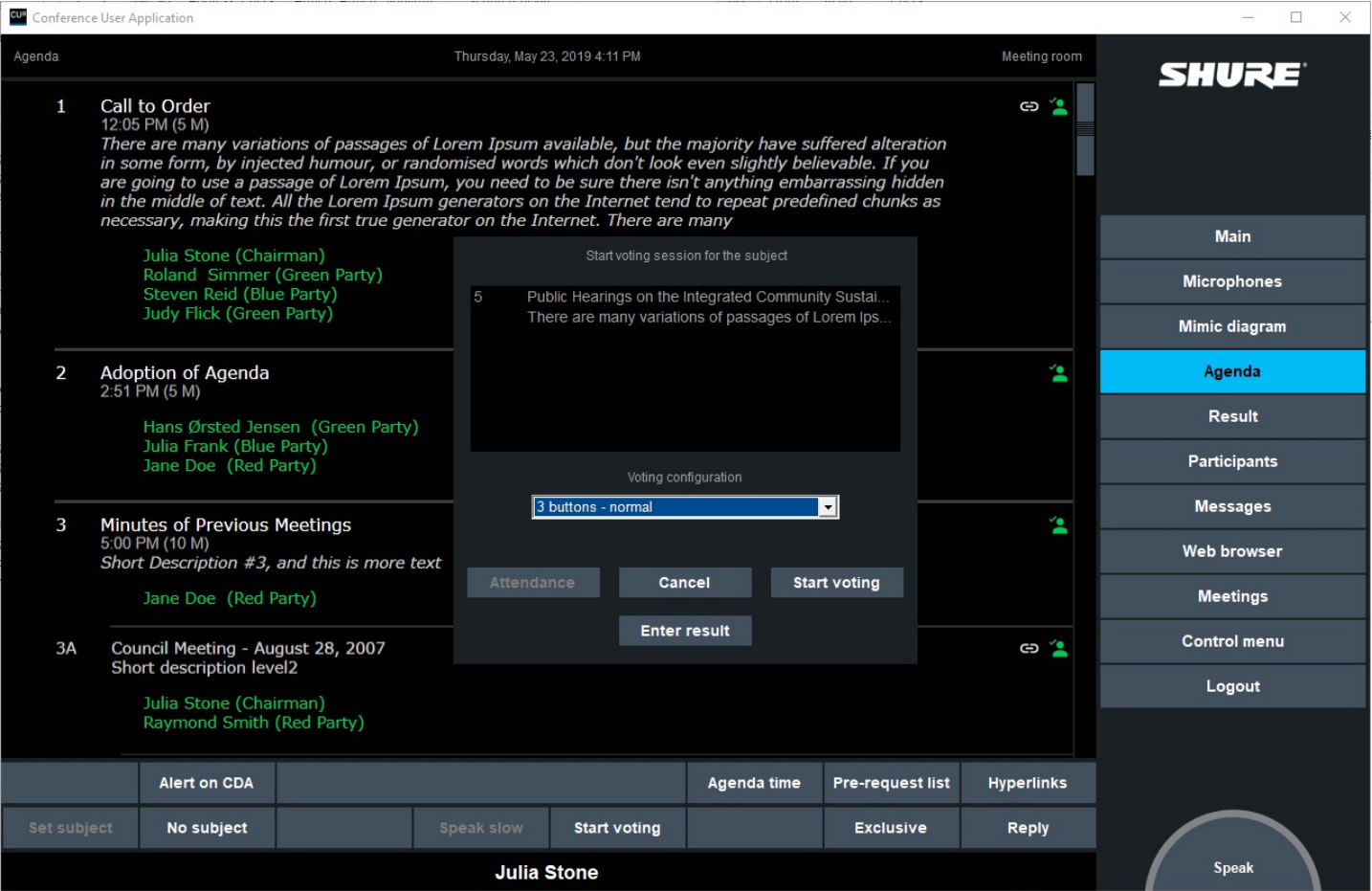
Figure 5.1-A

Selecting the 'Start voting' button in the panel starts a voting session by presenting the user for a popup with voting options.

An optional parameter in the 'Meeting role' can be set to bypass the popup menu.

The popup allows the user to continue without changing the 'Voting configuration' assigned to the Meeting or to the Subject. If a change is requested it can be done using the dropdown menu to select any of the available Voting configurations created in the CAA.

[Start voting]   Select this button to start the voting session. If the button is greyed out, an Attendance check session has to be performed first. After selecting the button the screen will change to show the result screen.

[Pause]   Select this button to pause the session.

      The session is paused for all participants except for the participants, which has the user rights 'Right to vote when paused'. They can still cast their votes.

[Cancel]   Select this button to cancel the session.

[Attendance]   If 'Attendance check' is required in the 'Voting configuration' setup used, the 'Attendance' button is enabled. Select this button to make an attendance check. If 'Attendance' check is not required, the button is greyed out.

After starting the voting session, participants, who want to vote, are now required to press the 'Voting' button on their voting units. The choices are Yes, Abstain or No on a 3-button voting unit and ++, Yes, Abstain, No, or -- on a 5-button voting unit. The user can change his choice until the voting session is 'Closed'.

If the parameters 'Participant interim result' and 'Chairperson interim result' are chosen in 'Setup|Configurations|Voting configuration' in the CAA, the display will update the counts of 'Present' during the Attendance check session as well as the votes during the voting session.

If the parameter 'Secret voting' voting has been chosen in 'Setup|Configurations|Voting configuration' in the CAA, no individual result will be shown on the mimic screen and no interim results will be shown. No individual results are stored in the database.

[Enter result]   Select this button to manually enter a voting result. The 'Enter result' button is only available if 'Manual voting results' has been checked in the CAA under 'Setup|Meeting role|Functionality'.

Selecting [Enter result] brings another popup:

A manual result can then be entered using a keyboard and confirmed by selecting [OK] or cancelled by selecting [Cancel].

The result is validated by the 'Passed' conditions but not by the 'Quorum' condition.

Unanimous decision can be entered by selecting the appropriate check box

5.1.1 Attendance check

Select the 'Attendance' button in the Start voting popup menu to start an attendance check. The 'Attendance' button will only show if the 'Voting configuration' have been set to include attendance check. The menu to the right will disappear when the 'Attendance' button has been pressed.
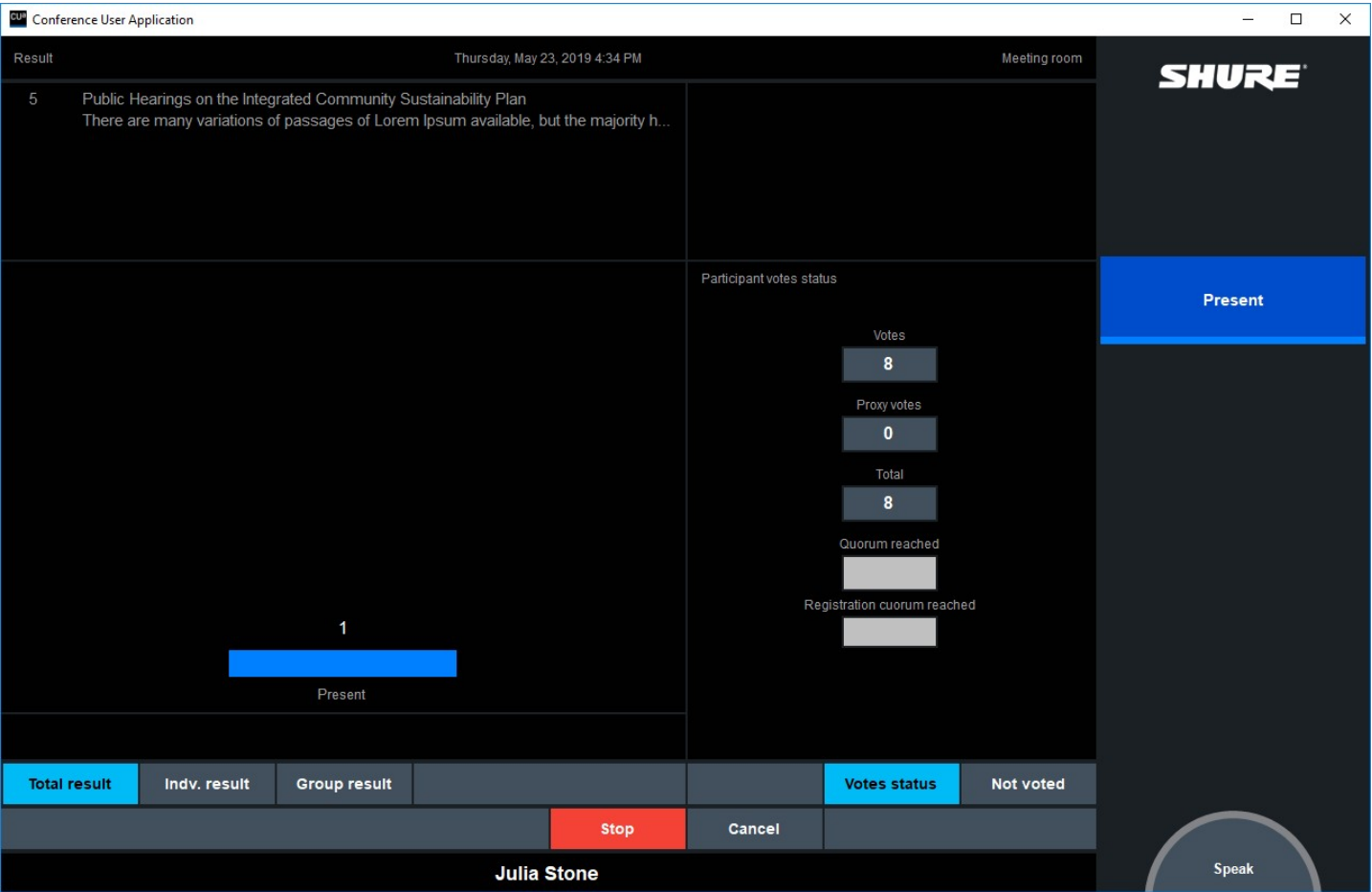
Figure 5.1-B

Participants, who are present, are now required to press the 'Present' button on their voting units.

If the parameters 'Delegate interim result' and/or 'Chairperson interim result' are chosen in 'Setup|Configurations|Voting configuration' in the CAA, the display will update the counts of 'Present' during the Attendance check session.

[Stop]   Select this button to stop the session.

[Cancel]   Select this button to cancel the session.

5.1.2   Start voting session

Select the 'Start voting' panel button to start the voting session.

The menu to the right will disappear and the voting result screen will be shown:

Figure 5.1-C

The casted vote by the participant on a paired conference unit is shown in the three button replacing the menu buttons.

For voting on the CUA instead of the conference unit, please refer to the section '5.1.8 Vote from CUA'.

[Pause]   Select this button to pause the session.

The session is paused for all participants except for the participants, which has the user rights 'Right to vote when paused'. They can still cast their votes.

[Cancel]   Select this button to cancel the session.

5.1.3   Voting time

This panel is used to change the voting time if a 'Pre-set voting time' is applied in 'CAA|Meetings|Options'.
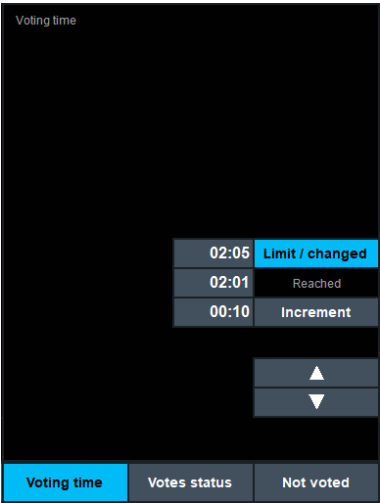
[Limit/changed]	Radio button for selecting the option to change the limit.
Reached	Showing the actual voting time
	The field next the button shows the actual voting time limit for voting session
[Increment]	Radio button for selecting the increment value.
	The field next the button shows increment value. The value can be set between 00:00-59:59
['Arrow up']	Button for increasing the voting time limit
['Arrow down']	Button for decreasing voting time limit

5.1.4   Votes status

This panel is used to indicate the status of the available participants who are allowed to vote. If the Voting configuration includes quorum check, it is indicated if quorum is reached.
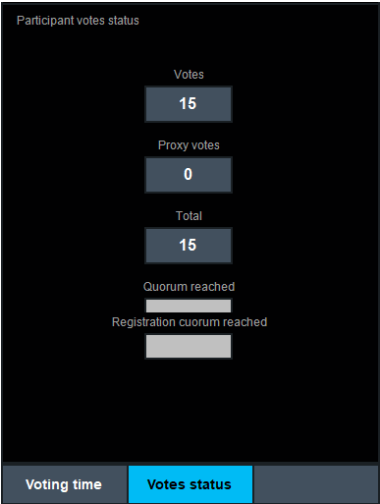
The 'Votes Status' displays the number of votes that can be cast by participants who are logged in. Participants that have voting right are counted according to the 'Voting Weights'. Participants with no voting rights are not counted.

The 'Proxy Vote' field displays the number of proxy votes that can be cast if a voting session is conducted. The participant to whom the proxy vote has been assigned must be logged in for the proxy vote to be counted. Proxy votes are counted according to voting weight.

The 'Total' field displays the sum of the votes that can be cast i.e. the sum of Votes and Proxy Votes.

The 'Quorum Reached' field displays the quorum status that would be reached if a voting session was conducted. A pre-requisite for calculating quorum status is that the formula use only 'totalpresent' and 'totalseats'. Parameters available only when a voting session has been conducted like 'total1' should not be used in a quorum formula if the quorum status is to be displayed runtime.

Votes   Shows the number of participant present allowed to vote

Proxy votes   Shows the number of proxy votes assigned

Total   Shows the sum of 'Votes' and 'Proxy Votes'

Quorum reached   This filed is green if quorum is reached and red if quorum is not reached. If no colour, the Voting configuration applied does not include quorum check.

5.1.5   Not voted

This sub panel is a <u>run-time</u> option to show which participants, who has not voted. This sub panel is available <u>when a voting is started</u> but only if the user has the right to 'Meeting' screen in the 'Meeting role'.
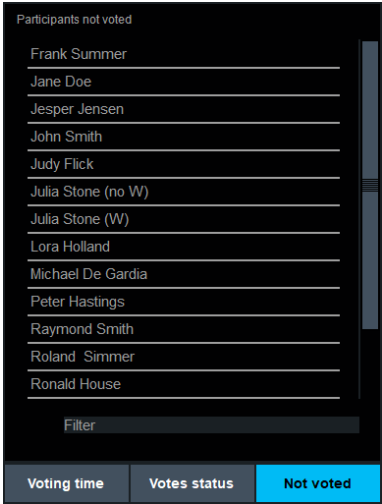
The participants shown depend on the meeting mode:

'Login using code'   'Not voted' shows all participants in the 'User table', who has not voted

'Login using code …' & 'Automatic login on preferred seat'

                                'Not voted' shows all participants in the 'Participant seat table', who has logged in, but not voted.

'No login'   Button disabled

'**Prepared participant seat table'**

                                'Not voted' shows all the participants with voting rights that have not voted'?

5.1.6 Stop voting session

Select the 'Stop' button to stop a voting session. The result will be stored in the database and the total results presented on the voting result screens at the CUAs and CDAs. The menu to the right will appear again.

The result 'Passed' or 'Not Passed' will be shown on the screens as well and the result will be written to the agenda.

Figure 5.1-D

[Stop voting]   Select this button to stop the session. If the parameter 'Secret Voting' was chosen, the result of the voting session would now be shown on the CUA display and on the CDA display.

5.1.7 Viewing of Voting Results

The interim voting result as well as the final result of the voting session can be seen in three different views (please refer to the section 'Results' for details.

5.1.8   Vote from CUA

If 'Voting on CUA' has been checked in the 'CAA|Setup|Meeting role|User Rights', the voting buttons will appear on the CUA replacing the menu buttons. The buttons are used for casting the vote when a voting session is started. The number of voting buttons can be from 1 to 5 depending on the 'Voting configuration'.

When a voting session is started all CUA's are forced into voting mode displaying the vote result screen.

If the Meeting role's 'Right to Vote' option is not checked the user cannot vote and voting buttons on the Conference Unit will be disabled, and no voting buttons will be presented on the CUA.

If the Meeting role's 'Right to Vote' option is checked the user will be able to vote. If 'Voting on CUA' is checked, voting buttons will be presented to the user on the CUA while voting buttons will be disabled on the Conference Unit. If 'Voting on CUA' is not checked buttons presented to the user on the CUA will show the casted vote on the Conference Unit.

The next figure shows different layouts of the voting buttons:
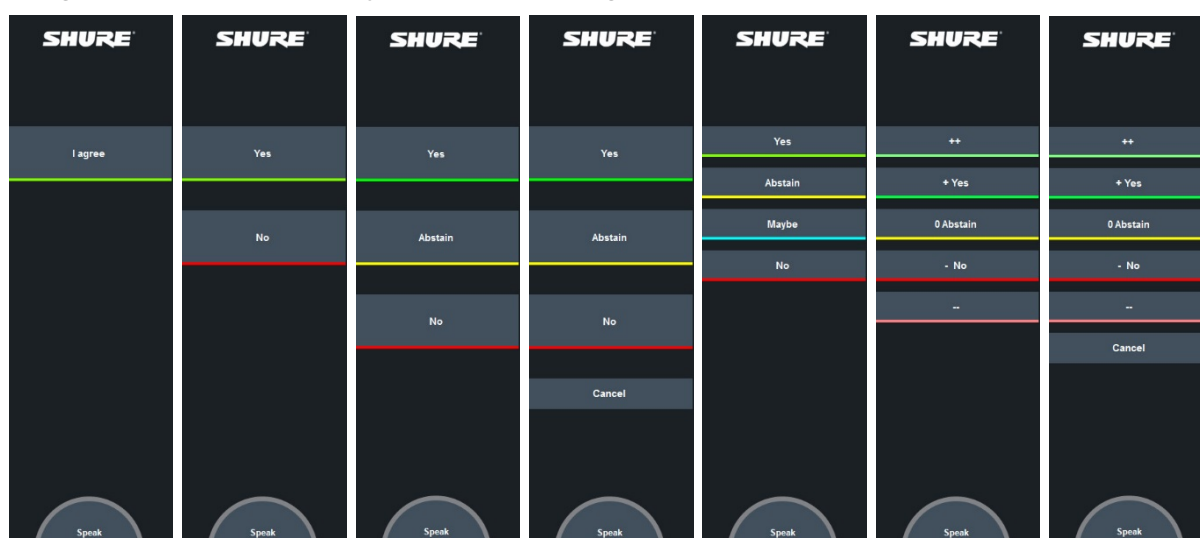
Figure 5.1-E

The number of voting buttons (1-5) and 'Cancel' and their labels and colour depends on the Voting configuration for the selected subject. If a Voting configuration has not been set specially for a subject then the Voting configuration set for the meeting is used.

The buttons in the Conference Units (1 to 5 buttons) correspond to the buttons on the CUA in the way that only the number of buttons selected in the Voting configuration will work in the Conference Units. If the available buttons in a unit is less that the configured buttons, the unit will not participate in the voting.

If a voting button is pressed and the voting mode is not secret the button changes colour to show the user what he voted.

The 'Cancel' button has no indication when selected, but will cancel any vote given.

The user can change his vote by selecting another button while the voting session is open.

A voting session will only end with a valid voting result if all votes cast by CUA and Conference Units have been verified.

5.1.9   Voting screen into focus

When a voting is started the CUA application with the Result screen goes into focus.

5.2   Registration check

Please refer to the 'User Manual SW6000 Registration Facility' for detailed use of the Registration facility.
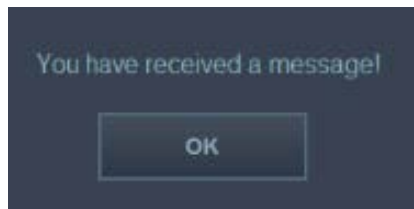
6　CUA Personalization

6.1　prjCUA.exe.config

The appearance of the CUA can be personalized on an instance basic. The configuration is done in the CUA configuration file 'prjCUA.exe.config' which is to be found in the CUA executable folder. Editing can be done using a text editor.

In the config file the following options in the section <applicationSettings are available:

```
<applicationSettings>
   <prjConferenceApplication.My.MySettings>
    <setting name="CustomLogoFile" serializeAs="String">
     <value />
    </setting>
    <setting name="ShownSecondaryDate" serializeAs="String">
     <value>1033</value>
    </setting>
    <setting name="StartExternalProgram" serializeAs="String">
     <value />
    </setting>
    <setting name="BrowserPath" serializeAs="String">
     <value />
    </setting>
    <setting name="DisableVotingResultDisplaySelection" serializeAs="String">
     <value>False</value>
    </setting>
    <setting name="ShowAgendaLinksInExternalApp" serializeAs="String">
     <value>False</value>
    </setting>
    <setting name="AlertUserOnMessageReceived" serializeAs="String">
     <value>False</value>
    </setting>
    <setting name="ConfirmExitDialog" serializeAs="String">
     <value>False</value>
    </setting>
    <setting name="SkinFilePath" serializeAs="String">
     <value>dark.cuaskin</value>
    </setting>
   </prjConferenceApplication.My.MySettings>
  </applicationSettings>
```

Setting	Description
CustomLogoFile	Path to a custom log in the CUA.
	Example:
	<setting name="CustomLogoFile" serializeAs="String"><value>C:\Program Files (x86)\DIS\Conference User Application\Resources\Custom logo.png</value>
ShownSecondaryDate	When a value is inserted dual date will be shown in the CUA. The date in the format of the default system language and the date in the format of the language entered
StartExternalProgram	Specifying a part to an external program, which will be started when the CUA is started
BrowserPath	Path to the default web site, when activating the Web browser screen
DisableVotingResultDisplaySelection	When set to true, individual and group voting results cannot be selected in the CUA voting screen
ShowAgendaLinksInExternalApp	When set to 'True' the hyperlink will open in the operating systems default browser. The setting does <u>not</u> have influence on the behavior of the menu item 'Web Browser', which when activated always opens the built in SW6000 browser.
AlertUserOnMessageReceived	A message box can be shown (brought to front) when a message is received in the CUA. The message is removed when the OK button is pressed
	The value 'False' shall be changed to 'True' to invoke the message box.
ConfirmExitDialog	When set to true a popup will be shown to confirm that you want to close the CUA
SkinFilePath	This is the path to the skin file the CUA application is using. Please refer to the next chapter for details

6.2 CUA Skin file

In the CUA executable folder, the default folder 'Resources' contains two skin files, a dark skin (default) and a light skin together with a folder with Icons.

The skin file in use is specified in the 'prjCUA.exe.config' file in 'SkinFilePath'.

The skin file contains configuring of the appearance of the different CUA screens as well as global settings like

- Background colours
- Font sizes, colours and type
- Button colours

The file is divided into the following sections with global setting or specific settings for a CUA screen:

```
 1    <?xml version="1.0"?>
 2    <CuaSkin>
 3        <Version>2</Version>
 4    +   <DefaultTextFont>
10    +   <DefaultButtonFont>
16    +   <DefaultListFont>
22    +   <General>
189   +   <MessageBox>
199   +   <LoginScreen>
225   +   <MainMenu>
263   +   <MainScreen>
297   +   <MeetingsScreen>
306   +   <AgendaScreen>
575   +   <ParticipantsScreen>
610   +   <MicrophonesScreen>
633   +   <VoteScreen>
690   +   <MessagesScreen>
722   +   <Mimic>
742   +   <SystemMessagesScreen>
750   +   <InterpretationScreen>
765   +   <SpeechTimePane>
768   +   <PreRequestOwnPane>
785   +   <PreRequestAll>
821   +   <DisplayScreen>
825   </CuaSkin>
```

Note: The skin file can be edited with a text editor like Notepad or Notepad++ (recommended).

6.2.1　Agenda

The skin file does also offer extensive configuring of the appearance of the agenda like:

- Fill the whole screen if a pane is not active
- Specify icons for:
  - Subject status
  - Voting result
  - Attachment
  - Pre-request to speak status
- Specify distance between subjects and margins
- Option to insert configurable lines between subjects
- Option to change font/color/size for all levels
- Option to include pre-request to speak list
- Include text wrapping on all subject levels for up to number of lines specified
- Specify max. number of lines for subject title, short description and description
- Option to include short description and description in all levels
- Auto show option for voting result, short description and description if present in the subject

Setting a layout for an agenda level will apply to all other levels below until the next level which has a different setting. For each agenda level, the following settings are supported:

Name	Type	Unit	Description
TitleFont	Font		Definition of the font used for the title.

Name	Type	Unit	Description
MaximumTitleLines	Integer	Line	If the title text is too long, it is wrapped and shown on at most MaximumTitleLines lines. If it is still longer, ellipsis (…) are added to the end of the text.
ShortDescription	ShortDescription		
FullDescription	FullDescription		
Margin	Margin		Definition of vertical spacing around the item.

If missing, default font is used.

Name	Type	Description
FontFamily	String	The name of the font to be used; if not found, default font family is used
FontSize	Decimal	Font height in points. If missing, default is used
IsBold	Boolean	If missing, default is used
IsItalic	Boolean	If missing, default is used

Margin

Name	Type	Unit	Description
SpaceAbove	Decimal	Font height	Distance from item separator to the top of the line.
ShowLineAbove	Boolean		Whether to show a line above the title; not shown before the first title in the list. The line width does not depend on the margin settings. If 'ShowAgendaNumber' is 'True', the line for level one shall have a width, which includes the width of the number column.
LineThickness	Decimal	Font height	Line thickness (0 = 1 pixel).
LineToNumberColumn	Boolean		Specifies if the line shall start at the item number column (true) or at the title of the subject (false). For the Result column: Specifies if the line shall start at the 'virtual' item number column (true) or at the start of the pre-request list.
SpaceToLineAbove	Decimal	Font height	Distance between the bottom of the line and the top of the text.
SpaceBelow	Decimal	Font height	Distance from the bottom of the text to the item separator.

SubjectItemNumber

Name	Type	Unit	Description
Show	Boolean		If true, the item number is shown. Font properties as the title of the subject of the same level. Text in the column is center aligned and the column shall have a width of 4 times the font size of the item number
IsIndented	Boolean		If true, the indentation of the item number follow the indentation of the subject.

ActiveIcon

Name	Type	Unit	Description
Show	Boolean		If True, the icon is shown
ColumnWidth	Integer	Pixel	The width of the column used for the active subject icon. The icon is shown centered in the column

The size of the active icon follows the font setting. The Icon is vertically placed in line with the first line of the title.

ShortDescription

Name	Type	Unit	Description
ShowShortDescription	Boolean		
ShortDescriptionFont	Font		Definition of the font used for the short description
MaximumShortDescriptionLines	Integer	Line	If the short description is too long, it is wrapped and shown on at most MaximumShortDescriptionLines lines. If it is still longer, ellipsis (…) are added to the end of the text.

FullDescription

Name	Type	Unit	Description
ShowFullDescription	Boolean		
FullDescriptionFont	Font		Definition of the font used for the full description

Name	Type	Unit	Description
MaximumFullDescriptionLines	Integer	Line	If the full description is too long, it is wrapped and shown on at most MaximumFullDescriptionLines lines. If it is still longer, ellipsis (…) are added to the end of the text.

PreRequests

Name	Type	Description
Font	Font	Font to use for the list.
Margin	Margin	Definition of vertical spacing around the list.
Columns	PreRequestListColumn	A list of columns to show in the list. Maximum 3 columns can be shown.
ColumnSpacing	Integer	The space between the Prerequest columns in pixel
Indentation	Integer	The amount of indentation in pixels from the item number column to the first column in the pre-request list.

PreRequestListColumn

Name	Type	Description
Show	String	**Operands:** GroupSortOrder - Integer IsMemberOfGroup – Boolean **Supported operators:** = Is EqualsTo LessThan GreaterThan ( ) And Or True False

Important: Although it is possible to specify a large number of lines for subject title, short description and description, performance may be affected when using large subject titles, short descriptions and descriptions or an agenda with many subjects.