

# DCS 6000

## *User Manual*



### Digital Conference System



## **SW 6125 Advanced Speech Time Control Version 5.3**

## **Advanced Speech Time Control User Manual**

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## Introduction

The SW 6125 Advanced Speech Time Control software module enables the use of speech timers in a DIS DCS 6000 system in combination with the DIS SW 6000. The speech time is used to display the remaining/elapsed speech time and apply speech time limits for the meeting participants.

The speech time can be configured for the individual delegates, for all the delegates, for groups of delegates and for combinations of groups and individual delegates in terms of four basic speech time configurations:

- Delegates (All)
- Delegates (User Type)
- Manual
- Group

The Delegates (All) speech time configuration enables the same speech time for all the delegates. All the delegates can for instance have 2 minutes of speech time each.

By applying the Delegates (User Type) speech time configuration it is possible to differentiate between the delegates and assign different speech times to the delegates based on their user type.

The Manual speech time configuration allows for 9 manually activated speech timers. The Manual speech time configuration differs from the other speech time configurations by being completely unaffected by the microphone activity.

The Group speech time configuration makes it possible to classify the delegates in groups and assign different speech times to the different groups. Every time a delegate in the group speaks the speech time is deducted from the group speech time. If two delegates of the same group speak at the same time, the group speech time is reduced by the amount of speech time corresponding to the total speech time of the two delegates. The Group speech time configuration can be combined with individual timers as well based on either the Delegates (All) configuration or the Delegates (User Type) configuration. If a delegate reaches the individual speech time before the group speech time, this delegate is not allowed to speak anymore. Similar, if a group reaches its speech time limit before the individual group members' speech time limits have been reached, the delegates are not allowed to speak anymore.

Common for all the speech time configurations is that the configurations can be configured to re-apply or accumulate every time a delegate activates a microphone. Two alarms are available; one to indicate that the speech time is running out and the other to indicate that the speech time has timed out. The timers can be configured to keep counting even though the speech time has been reached or the timers can be set up to close the microphone at time out.

The speech time configurations can be changed during the meeting; either from one configuration to another or the configuration itself. The configurations can be changed manually by loading in a new configuration or automatically by starting conferences, setting agenda subjects etc.

## Licensing

The SW 6125 Advanced Speech Time Control module is an add-on module to the SW 6000 package. The module is under license control with only a limited amount of speech time functionality available without a license. To obtain the full functionality a software license including the Advanced Speech Time Control module must be used.

The basic speech time functionality includes:

- Delegates (All) speech time configurations

The full speech time functionality includes:

- Delegates (All) speech time configurations
- Delegates (User Type) speech time configurations
- Manual speech time configurations
- Group speech time configurations

## Quick Guide

Please notice that the Advanced Speech Time Control User Manual presupposes comprehensive knowledge of the basic operations of a standard SW 6000 system. All functionality not directly related to the Advanced Speech Time Control functionality is only briefly explained. Please refer to the SW 6000 (CAA, CUA, CDA and ECA) User Manuals for more information on the basic SW 6000 functionality.

How to get started with the Advanced Speech Time Control module in a few steps:

- Step 1: Configure the required number of speech time configurations in the CAA/Setup/Configurations/Speech Time Configuration menu.

*(for meetings without a conference)*

- Step 2: Configure the Delegate List Configuration to display delegate/group speech time on the CUA in the CAA/Setup/Configurations/Delegate List Configuration menu.
- Step 3: Configure the CDA Configuration to display delegate/group speech time on the CDA in the CAA/Setup/Configurations/CDA Configuration menu.
- Step 4: Load the required speech time configuration in the CUA/Conference or Microphones menu.
- Step 5: Reset the active speech time in the CUA/Conference or Microphones menu.
- Step 6: Change the active speech time in the Open Set Time. window in the CUA/Microphones menu.
- Step 7: Load a new speech time configuration in the CUA/Conference or Microphones menu.

*(for meetings with a conference)*

- Step 2: Assign a speech time configuration to a conference in the CAA/Conference menu.
- Step 3: Assign a speech time configuration to the agenda subjects in the CAA/Conference menu.
- Step 4: Configure the Delegate List Configuration to display delegate/group speech time on the CUA in the CAA/Setup/Configurations/Delegate List Configuration menu.
- Step 5: Configure the CDA Configuration to display delegate/group speech time on the CDA in the CAA/Setup/Configurations/CDA Configuration menu.
- Step 6: Start the conference and set the first subject on the agenda in the CUA.
- Step 7: Reset the active speech time in the CUA/Conference or Microphones menu.
- Step 8: Change the active speech time in the Open Set Time. window in the CUA/Microphones menu.
- Step 9: Load a new speech time configuration in the CUA/Conference or Microphones menu.
- Step 10: Set a new subject on the agenda.

To understand the details of the Advanced Speech Time Control module, please follow the instructions in the next sections. The manual is organised into sections in that order the functionality should be used.

## CAA

The first steps of setting up the advanced speech time control are done in the CAA. Overall, there are five steps to consider. Depending on the actual system setup, some steps may be left out.

The first step is to configure the required speech time configurations according to what is needed during the meeting. Four basic speech time configurations are available for creating as many speech time configurations as required:

- Delegates (All)
- Delegates (User Type)
- Manual
- Group

The second step is to assign an initial speech time configuration to a conference in case the speech time configuration is used in combination with a conference.

The third step is to assign individual speech time configurations to the individual agenda subjects in case the speech time configuration is used in combination with a conference and an agenda.

The fourth step is to adjust the delegate list columns to display the delegate and group speech time fields on the delegate lists in the CUA if required.

And finally, the fifth step is to adjust the CDA to display the delegate and group speech time fields on the delegate lists on the CDA if required.

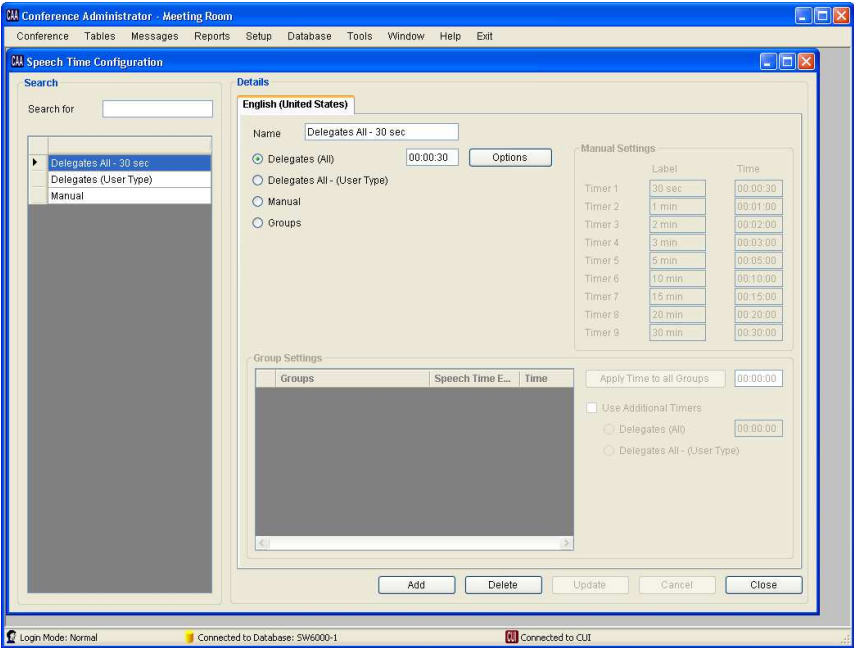
Please consult the following sections for the details on these five steps.

Speech time configuration

Open the  
CAA/Setup/Configurations/Speech  
Time Configuration.

Delegates (All)

The Delegates (All) speech time  
configuration is used for assigning  
the same speech time to all  
delegates.



[Delegates All – 30 sec

Delegates (User Type)

Manual]

[Name]

[Options]

[Delegates (All)]

[xx:xx:xx]

List of speech time configurations.

Field for entering the name of the speech time configuration.

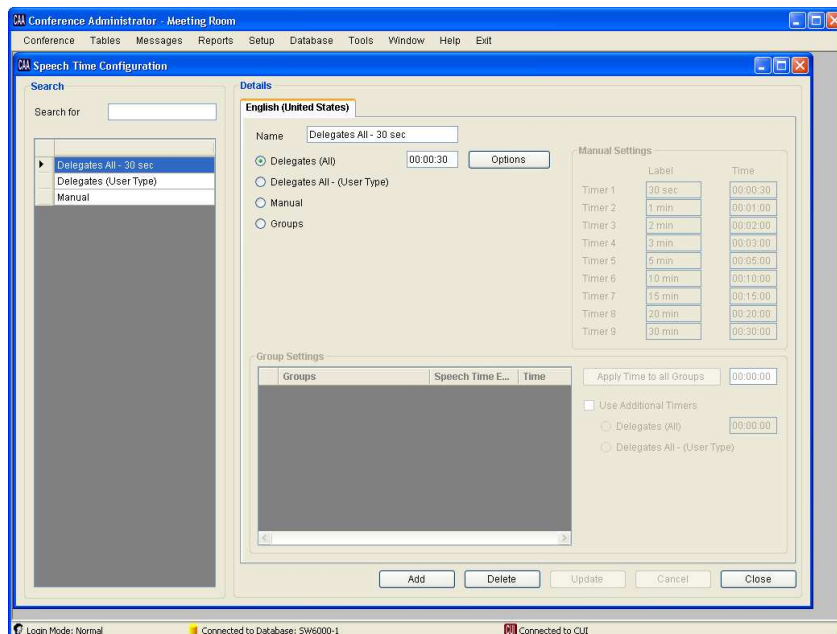
Please refer to the section ‘Options’.

Radio button for selecting the Delegates (All) speech time configuration.

Field for entering the speech time. The speech time can be set between  
00:00:00-09:59:59.

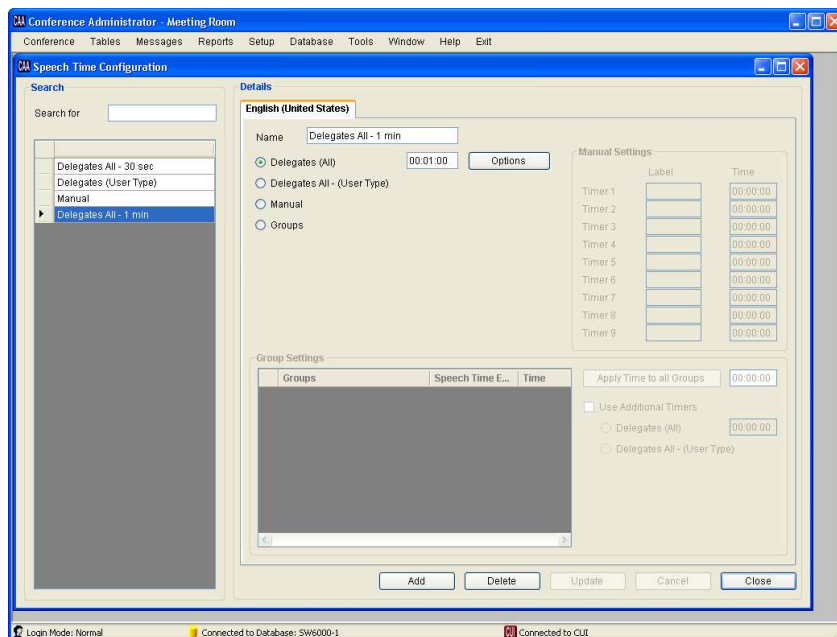
### Create a new speech time configuration

Create a new speech time configuration by adding a new configuration with the Add button.



Assign a name to the speech time configuration in the name field, select the Delegates (All) speech time configuration, and assign a speech time in the speech time field.

Update to activate the changes.



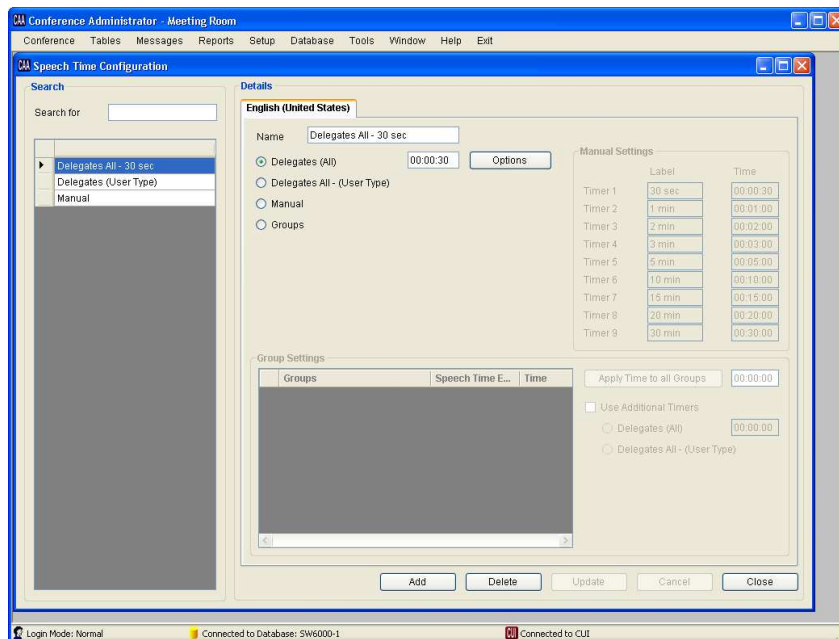
Select the Options button and change the speech time options as required. Please refer to the section 'Options' for more information on the speech time options.

Update to activate the changes.



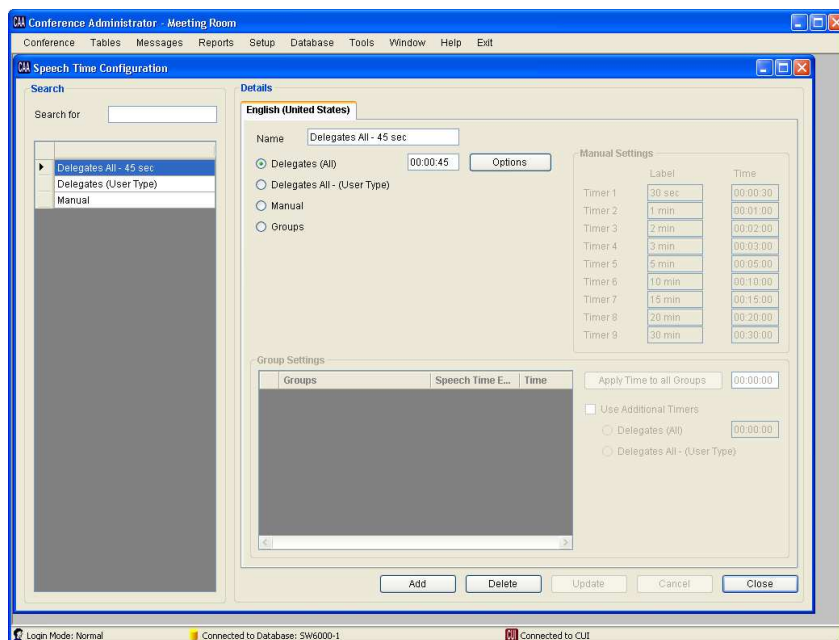
### Modify an existing speech time configuration

Modify an existing Delegates (All) speech time configuration by selecting the specific configuration in the configuration list.



Change the speech time in the speech time field and change the name of the speech time configuration accordingly.

Update to activate the changes.

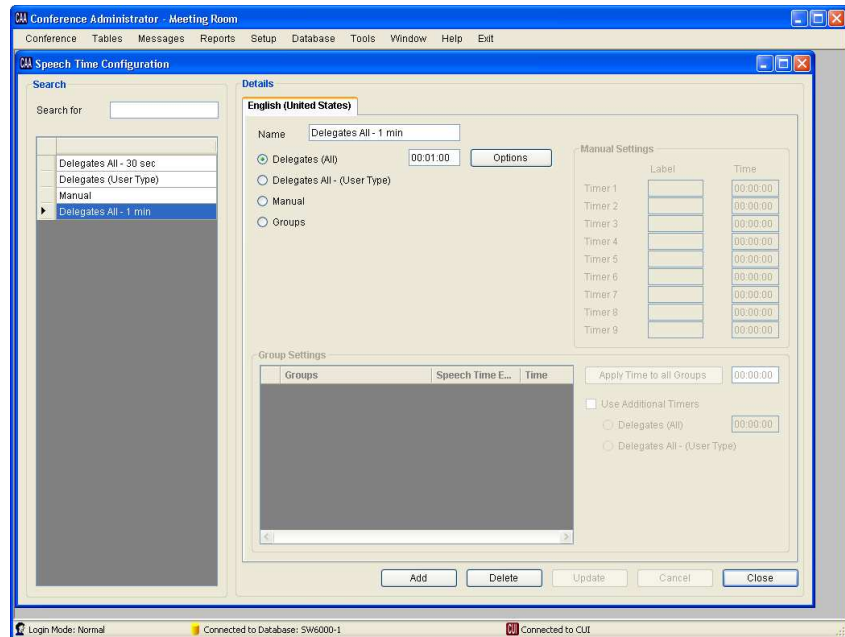


Select the Options button and change the speech time options as required. Please refer to the section 'Options' for more information on the speech time options.

Update to activate the changes.

***Remove an existing speech time configuration***

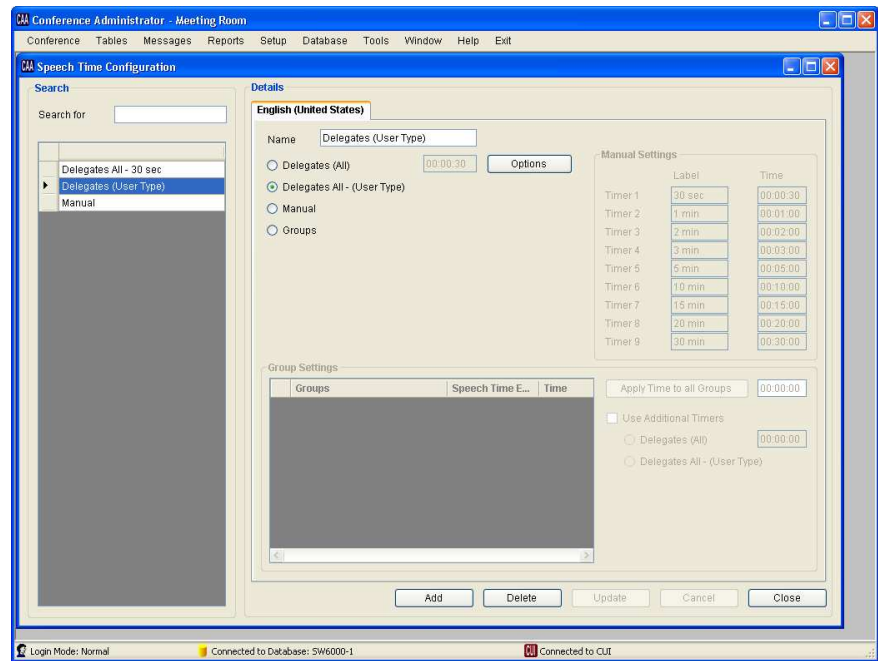
Remove an existing speech time configuration by selecting the specific configuration in the configuration list.



Select the Delete button and confirm the deletion of the configuration.

Delegates (User Type)

The Delegates (User Type) speech time configuration is used for assigning individual speech time to the different user types.



[Delegates All – 30 sec

Delegates (User Type)

Manual]

[Name]

[Options]

[Delegates All – (User Type)]

List of speech time configurations.

Field for entering the name of the speech time configuration.

Please refer to the section ‘Options’.

Radio button for selecting the Delegates (User Type) speech time configuration.

### Create a new speech time configuration

Create a new speech time configuration by adding a new configuration with the Add button.

Conference Administrator - Meeting Room

Conference Tables Messages Reports Setup Database Tools Window Help Exit

Speech Time Configuration

Search for: [ ]

Delegates All - 30 sec  
Delegates (User Type)  
Manual

Details

English (United States)

Name: Delegates (User Type)

Delegates (All) 00:00:30 Options

Delegates All - (User Type) [X]  
Manual  
Groups

Manual Settings

Timer	Label	Time
Timer 1	30 sec	00:00:30
Timer 2	1 min	00:01:00
Timer 3	2 min	00:02:00
Timer 4	3 min	00:03:00
Timer 5	5 min	00:05:00
Timer 6	10 min	00:10:00
Timer 7	15 min	00:15:00
Timer 8	20 min	00:20:00
Timer 9	30 min	00:30:00

Group Settings

Groups	Speech Time E...	Time

Apply Time to all Groups 00:00:00

Use Additional Timers [ ]

Delegates (All) 00:00:00

Delegates All - (User Type)

Add Delete Update Cancel Close

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI

Assign a name to the speech time configuration in the name field and select the Delegates All - (User Type) speech time configuration.

Update to activate the changes.

Conference Administrator - Meeting Room

Conference Tables Messages Reports Setup Database Tools Window Help Exit

Speech Time Configuration

Search for: [ ]

Delegates All - 30 sec  
Delegates (User Type)  
Manual  
Delegates (User Type) - Visitor

Details

English (United States)

Name: Delegates (User Type) - Visitor

Delegates (All) 00:00:00 Options

Delegates All - (User Type) [X]  
Manual  
Groups

Manual Settings

Timer	Label	Time
Timer 1		00:00:00
Timer 2		00:00:00
Timer 3		00:00:00
Timer 4		00:00:00
Timer 5		00:00:00
Timer 6		00:00:00
Timer 7		00:00:00
Timer 8		00:00:00
Timer 9		00:00:00

Group Settings

Groups	Speech Time E...	Time

Apply Time to all Groups 00:00:00

Use Additional Timers [ ]

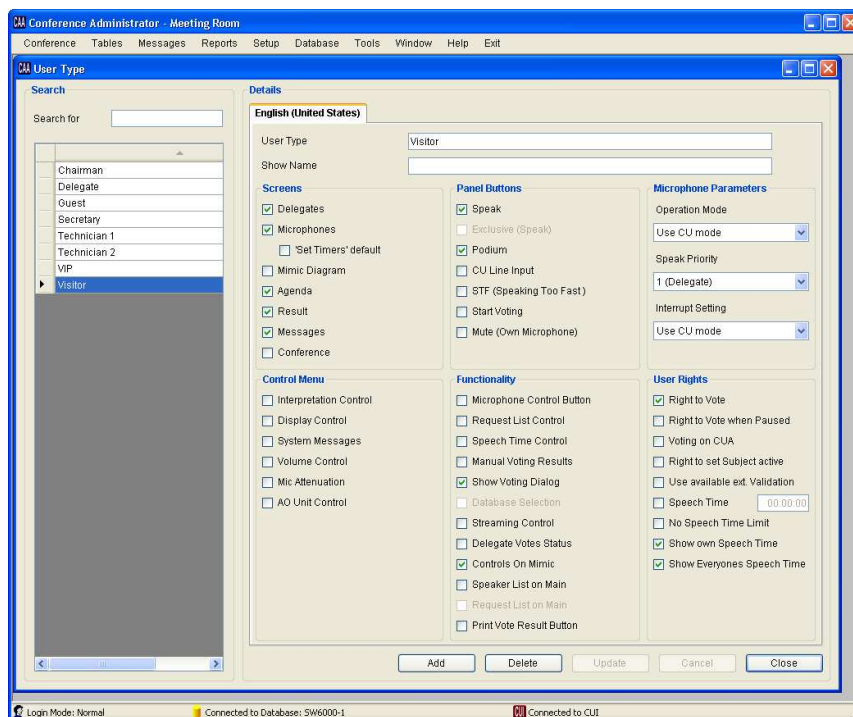
Delegates (All) 00:00:00

Delegates All - (User Type)

Add Delete Update Cancel Close

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI

Open the user type configuration in the CAA/Setup/User Type and select the relevant user type or create a new user type and select this one.



**[Speech Time]**

Check box for enabling/disabling the use of speech time for the selected user type during an active Delegates (User Type) speech time configuration. Users without this option enabled will not have a speech time limit.

**[xx:xx:xx]**

Field for entering the speech time. The speech time can be set between 00:00:00-09:59:59.

**[No Speech Time Limit]**

Check box for enabling/disabling the use of speech time for the selected user type. Mainly used for the other speech time configurations to disable speech time for the selected user type.

**[Show own Speech Time]**

Check box for enabling/disabling the display of the selected user type's speech time in the selected user type's CUA.

**[Show Everyones Speech Time]**

Check box for enabling/disabling the display of all the delegates' speech times in the selected user type's CUA.

Enable the Speech Time option in the User Rights window if not already enabled and change the speech time in the speech time field. The speech time can be set between 00:00:00-09:59:59.

Disable the Speech Time option if the user type shall have no speech time limit.

The No Speech Time option is mainly used for the other speech time configurations where it shall be possible to disable the speech time for certain user types. If the Speech Time and No Speech Time options are both enabled, the speech time will be disabled for the selected user type.

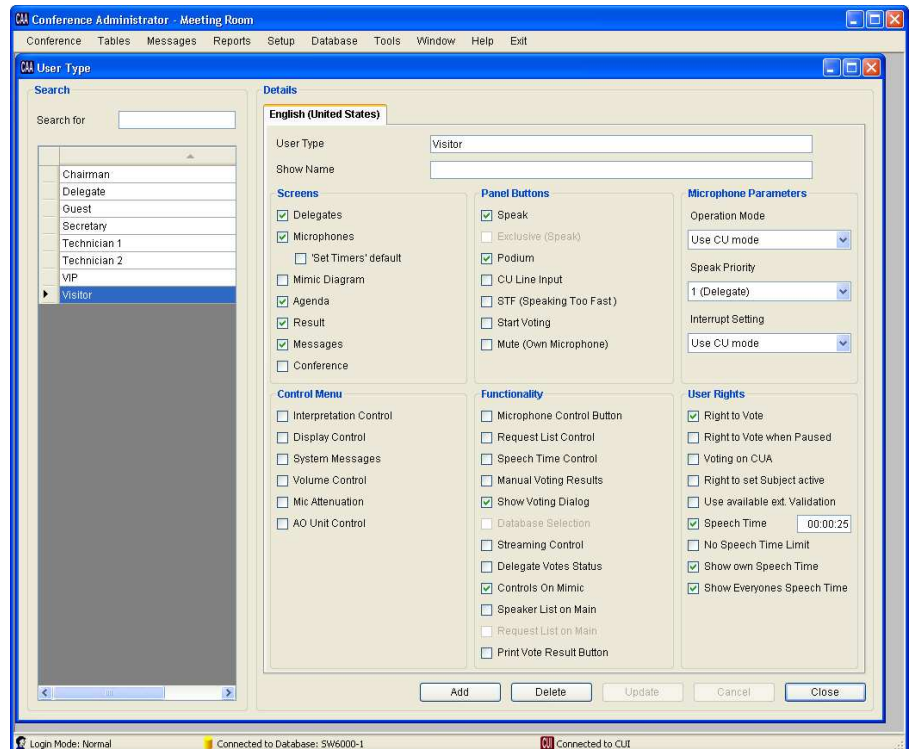
Disable the Show Own Speech Time and Show Everyones Speech Time options if the user type shall have no display of speech time in the CUA.

Update to activate the changes.

Return to the speech time configuration in the CAA/Setup/Configurations/Speech Time Configuration and select the Options button.

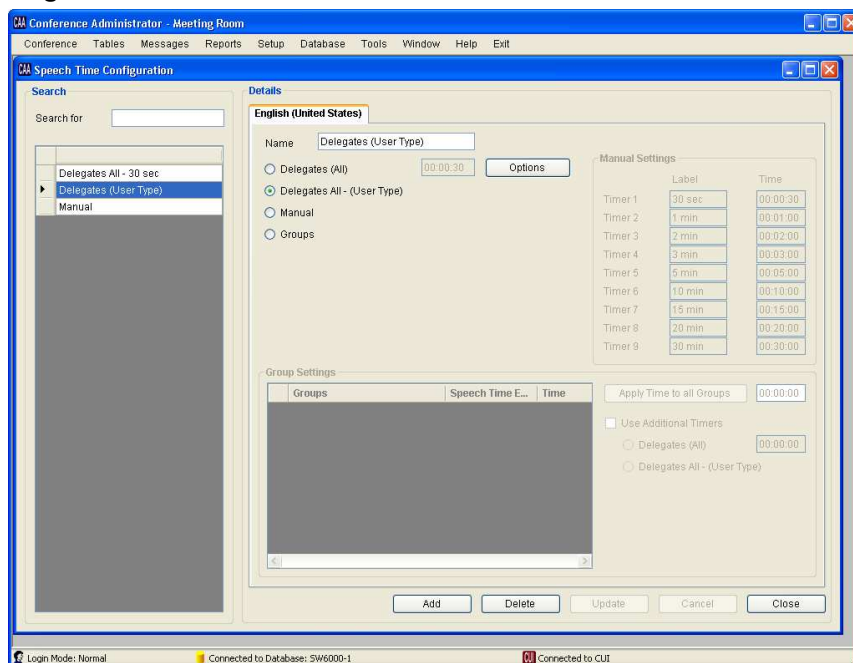
Change the speech time options as required. Please refer to the section 'Options' for more information on the speech time options.

Update to activate the changes.

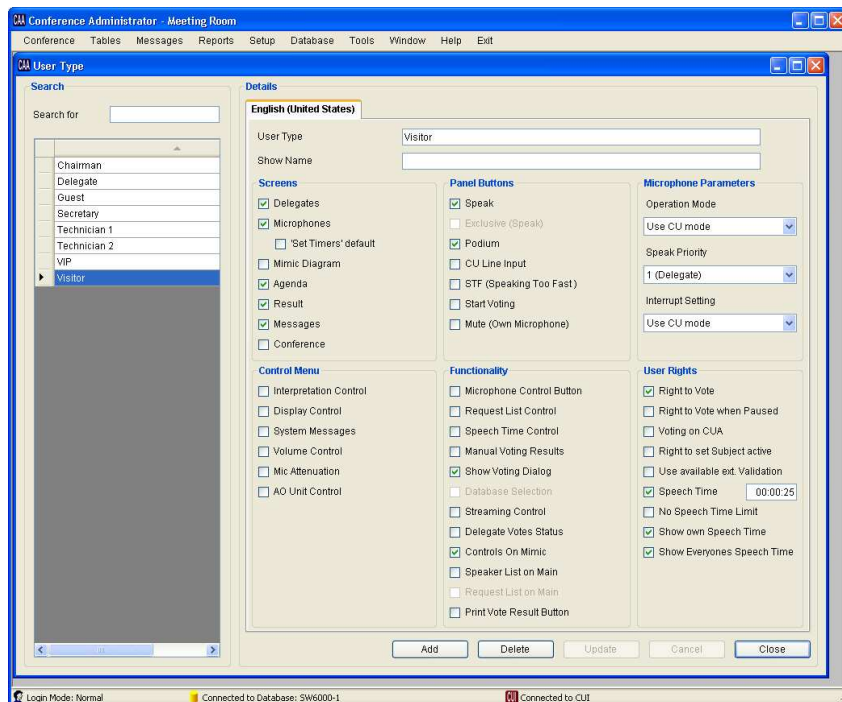


### Modify an existing speech time configuration

Modify an existing Delegates (User Type) speech time configuration by selecting the specific configuration in the configuration list.



Open the user type configuration in the CAA/Setup/User Type and select the relevant user type.



[Speech Time]

Check box for enabling/disabling the use of speech time for the selected user type during an active Delegates (User Type) speech time configuration. Users without this option enabled will not have a speech time limit.

[xx:xx:xx]

Field for entering the speech time. The speech time can be set between 00:00:00-09:59:59.

[No Speech Time Limit]

Check box for enabling/disabling the use of speech time for the selected user type. Mainly used for the other speech time configurations to disable speech time for the selected user type.



**[Show own Speech Time]**

Check box for enabling/disabling the display of the selected user type's speech time in the selected user type's CUA.

**[Show Everyones Speech Time]**

Check box for enabling/disabling the display of all the delegates' speech times in the selected user type's CUA.

Enable the Speech Time option in the User Rights window if not already enabled and change the speech time in the speech time field. The speech time can be set between 00:00:00-09:59:59.

Disable the Speech Time option if the user type shall have no speech time limit.

The No Speech Time option is mainly used for the other speech time configurations where it shall be possible to disable the speech time for certain user types. If the Speech Time and No Speech Time options are both enabled, the speech time will be disabled for the selected user type.

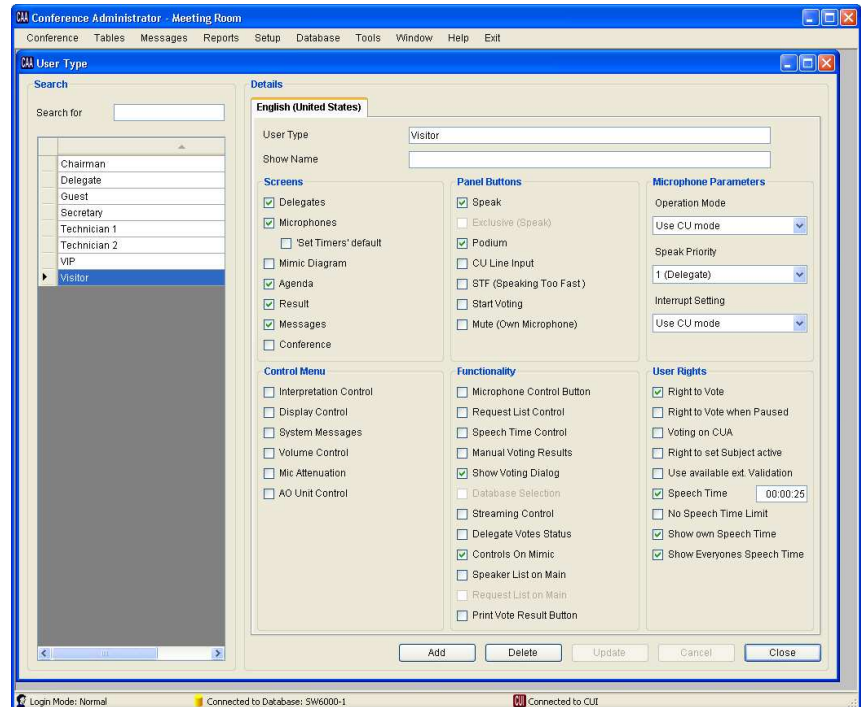
Disable the Show Own Speech Time and Show Everyones Speech Time options if the user type shall have no display of speech time in the CUA.

Update to activate the changes.

Return to the speech time configuration in the CAA/Setup/Configurations/ Speech Time Configuration and select the Options button.

Change the speech time options as required. Please refer to the section 'Options' for more information on the speech time options.

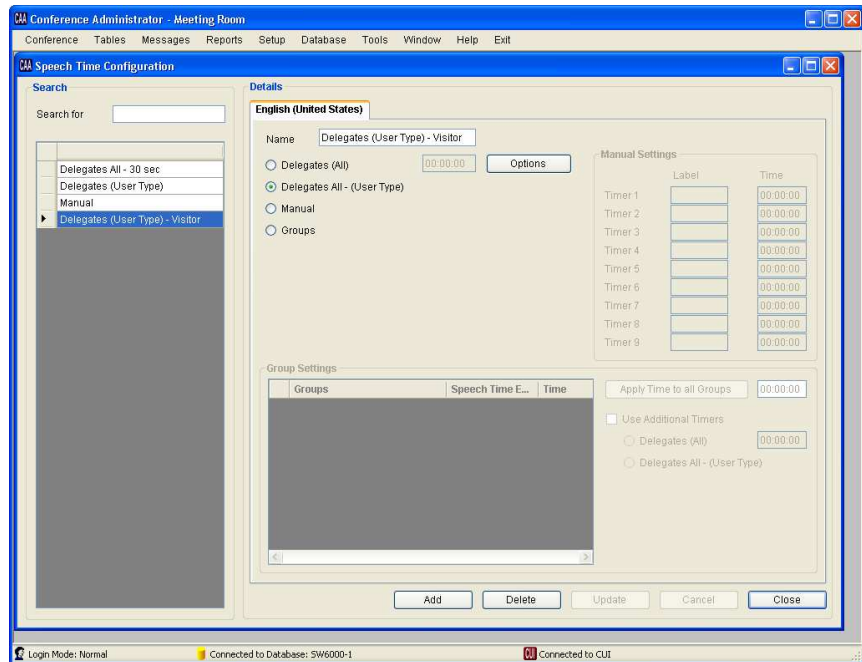
Update to activate the changes.





***Remove an existing speech time configuration***

Remove an existing speech time configuration by selecting the specific configuration in the configuration list

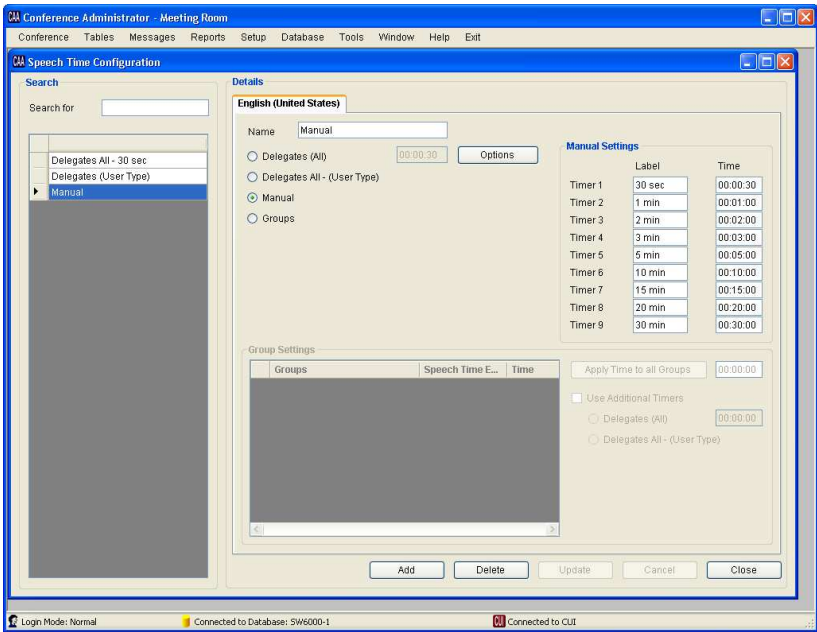


Select the Delete button and confirm the deletion of the configuration.

Manual

The Manual speech time configuration is used for assigning manually activated speech times.

This speech time configuration is unrelated to the microphone activity in the system as it is entirely controlled by the user manually enabling and disabling manual timers in the CUA.



[Delegates All – 30 sec

Delegates (User Type)

Manual]

[Name]

[Options]

[Manual]

[Label 1-9]

[Time 1-9]

List of speech time configurations.

Field for entering the name of the speech time configuration.

Please refer to the section ‘Options’.

Radio button for selecting the Manual speech time configuration.

Fields for entering the labels of the 9 manual timers.

Fields for entering the speech time for the 9 manual timers. The speech time can be set between 00:00:00-09:59:59.

### Create a new speech time configuration

Create a new speech time configuration by adding a new configuration with the Add button.

Conference Administrator - Meeting Room

Conference Tables Messages Reports Setup Database Tools Window Help Exit

Speech Time Configuration

Search for: [ ]

Delegates All - 30 sec  
Delegates (User Type)  
Manual

Details

English (United States)

Name: Manual

Options: [ ]

Manual Settings

Timer	Label	Time
Timer 1	30 sec	00:00:30
Timer 2	1 min	00:01:00
Timer 3	2 min	00:02:00
Timer 4	3 min	00:03:00
Timer 5	5 min	00:05:00
Timer 6	10 min	00:10:00
Timer 7	15 min	00:15:00
Timer 8	20 min	00:20:00
Timer 9	30 min	00:30:00

Group Settings

Groups	Speech Time E...	Time

Apply Time to all Groups: [ ]

Use Additional Timers: [ ]

Delegates (All): [ ]

Delegates All - (User Type): [ ]

Add Delete Update Cancel Close

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI

Assign a name to the speech time configuration in the name field and select the Manual speech time configuration.

Update to activate the changes.

Conference Administrator - Meeting Room

Conference Tables Messages Reports Setup Database Tools Window Help Exit

Speech Time Configuration

Search for: [ ]

Delegates All - 30 sec  
Delegates (User Type)  
Manual  
Manual timers

Details

English (United States)

Name: Manual timers

Options: [ ]

Manual Settings

Timer	Label	Time
Timer 1		00:00:00
Timer 2		00:00:00
Timer 3		00:00:00
Timer 4		00:00:00
Timer 5		00:00:00
Timer 6		00:00:00
Timer 7		00:00:00
Timer 8		00:00:00
Timer 9		00:00:00

Group Settings

Groups	Speech Time E...	Time

Apply Time to all Groups: [ ]

Use Additional Timers: [ ]

Delegates (All): [ ]

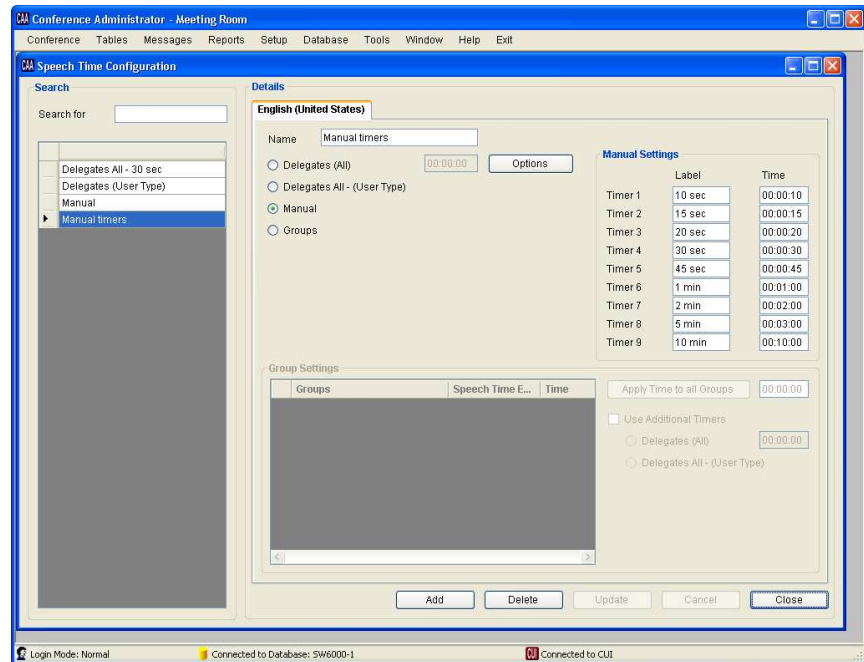
Delegates All - (User Type): [ ]

Add Delete Update Cancel Close

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI

Change the labels and speech times for the 9 manual timers.

Update to activate the changes.

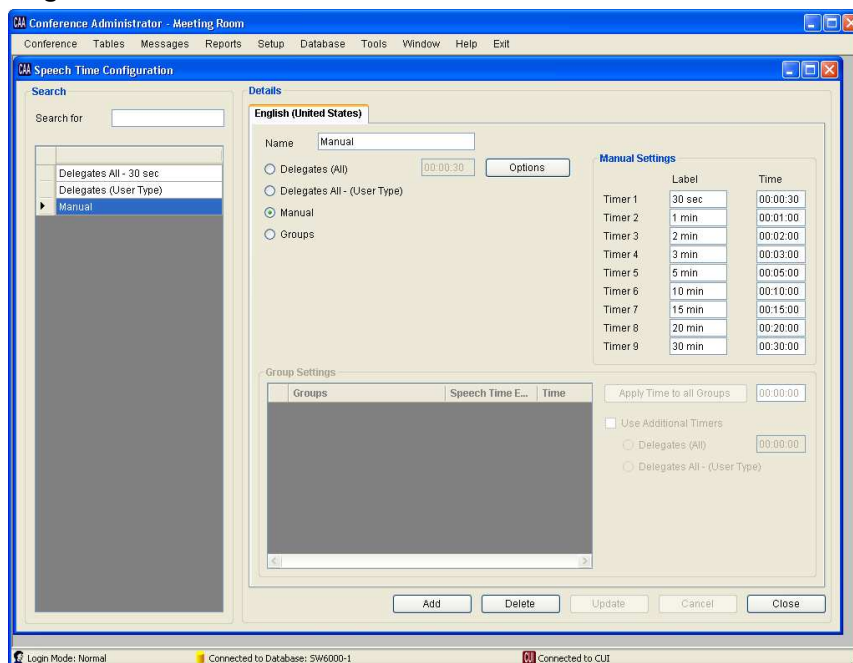


Select the Options button and change the speech time options as required. Please refer to the section 'Options' for more information on the speech time options.

Update to activate the changes.

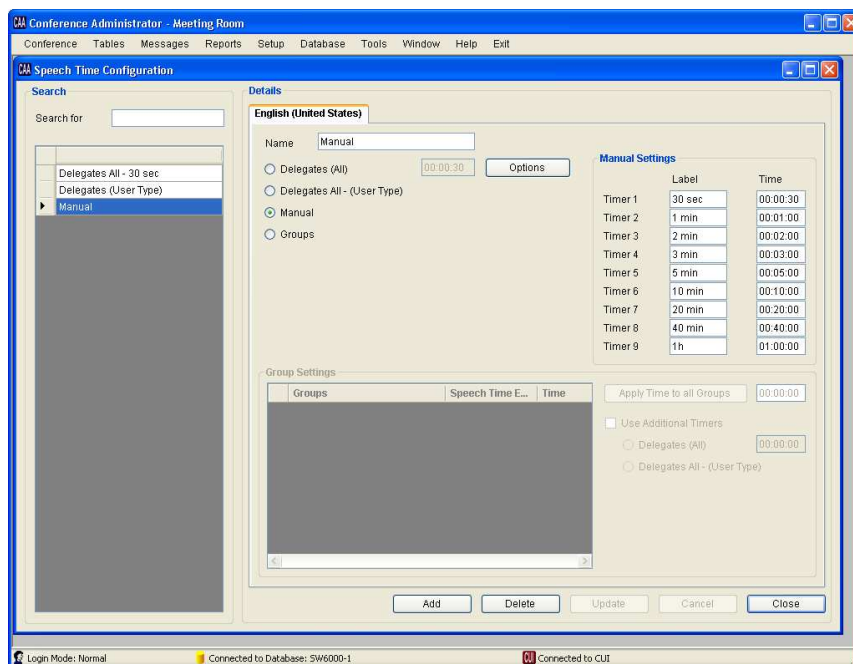
### Modify an existing speech time configuration

Modify an existing Manual speech time configuration by selecting the specific configuration in the configuration list.



Change the labels and speech times for the 9 manual timers.

Update to activate the changes.

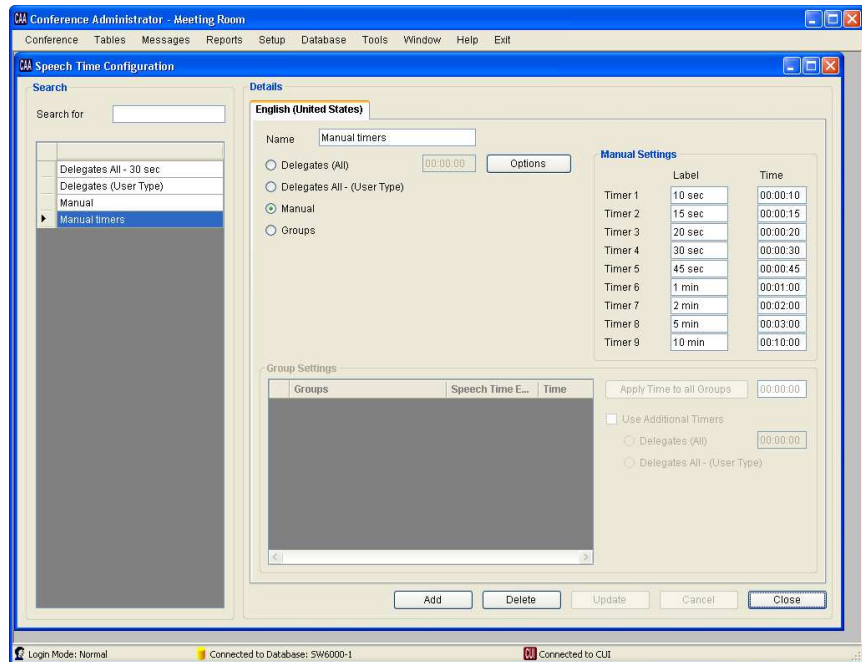


Select the Options button and change the speech time options as required. Please refer to the section 'Options' for more information on the speech time options.

Update to activate the changes.

***Remove an existing speech time configuration***

Remove an existing speech time configuration by selecting the specific configuration in the configuration list

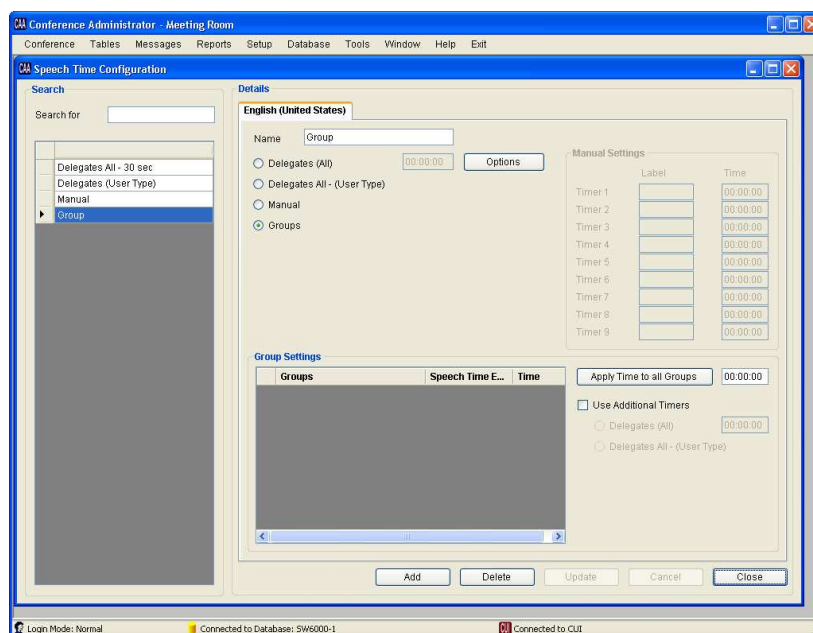


Select the Delete button and confirm the deletion of the configuration.

## Group

The Group speech time configuration is used for assigning individual speech time to the different groups.

The Group speech time can be used in combination with additional timers for all delegates or user types.



**[Delegates All – 30 sec**

**Delegates (User Type)**

**Manual**

**Group]**

**[Name]**

**[Options]**

**[Group]**

**[Groups]**

**[Speech Time Enabled]**

**[Time]**

**[Apply Time to all Groups]**

**[xx:xx:xx]**

**[Use Additional Timers]**

**[Delegates (All)]**

**[xx:xx:xx]**

**[Delegates All – (User Type)]**

List of speech time configurations.

Field for entering the name of the speech time configuration.

Please refer to the section 'Options'.

Radio button for selecting the Group speech time configuration.

Field for displaying the available groups.

Check boxes for enabling the speech time for the available groups.

Field for displaying/entering the speech time for the available groups.

Button for applying a speech time for all the groups.

Fields for entering the speech time for all the groups. The speech time can be set between 00:00:00-09:59:59.

Check box for applying the use of additional timers to the Group speech time configuration.

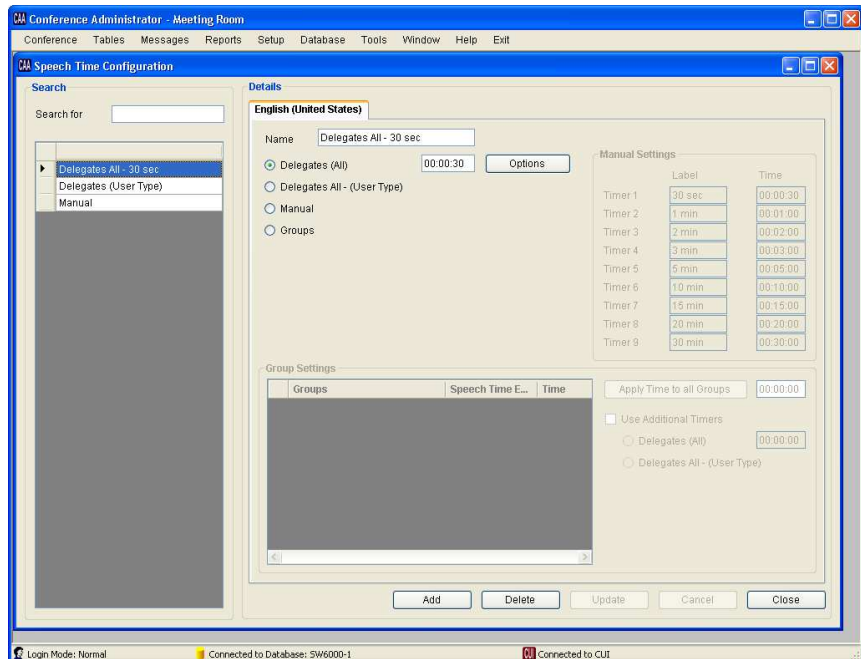
Radio button for enabling the use of the Delegates (All) speech time configuration in combination with the Group speech time configuration.

Field for entering the speech time for the Delegates (All) speech time configuration. The speech time can be set between 00:00:00-09:59:59.

Radio button for enabling the use of the Delegates (User Type) speech time configuration in combination with the Group speech time configuration.

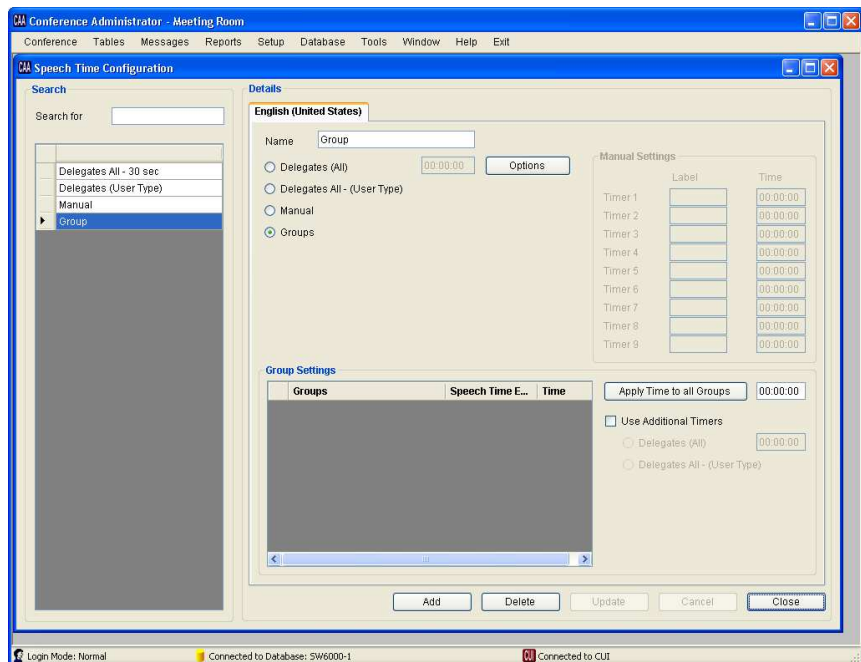
### Create a new speech time configuration

Create a new speech time configuration by adding a new configuration with the Add button.



Assign a name to the speech time configuration in the name field and select the Group speech time configuration.

Update to activate the changes.





Open the delegate information in the CAA/Tables/Delegates and add the delegates that form the groups.

Update to activate the changes.

Conference Administrator - Meeting Room

Delegates

Search for: [ ]

FirstLast Name	User id	Groups	1 User...	2 User...	3 User...
Eva Clausen	1				
Jens Olsen	2				
Lena Nielsen	3				
Marie Larsen	4				
Peter Jensen	5				
Thomas Hansen	6				

English (United States)

User id: [5] Generate Modified: 7/20/2010

Login Code: [5] Generate Active: ☒

Import Id: [ ]

FirstLast Name: Peter Jensen

User Type: Delegate

Title: [ ]

1 User Table: [1 User Table]

2 User Table: [2 User Table]

3 User Table: [3 User Table]

4 User Table: [4 User Table]

Groups: None Add Group

Background: [ ]

Voting Weight: [1] Mic Attenuation: [0]

Voting Group: [ ]

Start Date: [ ] End Date: [ ]

Replaces: [ ] Replaced by: [ ]

Use Second User Type: ☐ Second User Type: [ ]

Import Update/New Export Add Delete Update Cancel Close

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI Connected to CU

Select the Add Group button.

Create the required groups.

Update to activate the changes.

Conference Administrator - Meeting Room

Groups

Search for: [ ]

Group name	Group	Sort or...
Group A	A	
Group B	B	
Group C	C	

English (United States)

Group name: Group A

Group Abbreviation: A

Number of Delegates: [ ]

Sort order: [ ]

Description: [ ]

Add Delete Update Cancel Close

Import Update/New Export Add Delete Update Cancel Close

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI Connected to CU

Assign a group to each of the delegates using the drop-down list.

**Delegates**

Search for:

FirstLast Name	User id	Groups	1 User...	2 User...	3 User...
Eva Clausen	1	Group A			
Jens Olsen	2	Group A			
Lena Nielsen	3	Group B			
Marie Larsen	4	Group B			
Pieter Jensen	5	Group C			
Thomas Hansen	6	Group C			

**English (United States)**

User id:  6  Modified: 7/20/2010

Login Code:  6  Active: ☒

Import Id:

FirstLast Name:  Thomas  Hansen

User Type:  Delegate

Title:

1 User Table:  1 User Table

2 User Table:  2 User Table

3 User Table:  3 User Table

4 User Table:  4 User Table

Groups:  Group C

Background:

Voting Weight:  1 Mic Attenuation:  0

Voting Group:

Start Date:  End Date:

Replaces:  Replaced by:

Use Second User Type: ☐ Second User Type:

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI Connected to CUI

Return to the speech time configuration in the CAA/Setup/Configurations/Speech Time Configuration and select the Group speech time configuration in the configuration list.

All the groups are now listed in the Group Settings window.

**Speech Time Configuration**

Search for:

Configuration
Delegates All - 30 sec
Delegates (User Type)
Manual
Group

**English (United States)**

Name:  Group

Options: ☐ Delegates (All) ☐ Delegates All - (User Type) ☐ Manual ☒ Groups

Manual Settings:

Timer	Label	Time
Timer 1	<input type="text"/>	<input type="text"/> 00:00:00
Timer 2	<input type="text"/>	<input type="text"/> 00:00:00
Timer 3	<input type="text"/>	<input type="text"/> 00:00:00
Timer 4	<input type="text"/>	<input type="text"/> 00:00:00
Timer 5	<input type="text"/>	<input type="text"/> 00:00:00
Timer 6	<input type="text"/>	<input type="text"/> 00:00:00
Timer 7	<input type="text"/>	<input type="text"/> 00:00:00
Timer 8	<input type="text"/>	<input type="text"/> 00:00:00
Timer 9	<input type="text"/>	<input type="text"/> 00:00:00

Group Settings:

Groups	Speech Time E...	Time
Group A	<input type="checkbox"/>	<input type="text"/> 00:00:00
Group B	<input type="checkbox"/>	<input type="text"/> 00:00:00
Group C	<input type="checkbox"/>	<input type="text"/> 00:00:00

00:00:00

☐ Use Additional Timers

☐ Delegates (All) ☐ Delegates All - (User Type)

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI

Enable Speech Time Enabled for the groups that use speech time.

Update to activate the changes.

The screenshot shows the 'Speech Time Configuration' window. On the left, a search bar and a list of options: 'Delegates All - 30 sec', 'Delegates (User Type)', 'Manual', and 'Group'. The 'Group' option is selected. The main area is titled 'English (United States)' and contains a 'Name' field with 'Group' entered. Below this are three radio buttons: 'Delegates (All)', 'Delegates All - (User Type)', and 'Groups'. The 'Groups' radio button is selected. To the right of these radio buttons is a '00:00:00' timer field and an 'Options' button. Further right is a 'Manual Settings' section with a table of 9 timers, each with a 'Label' and a 'Time' field, all showing '00:00:00'. Below this is a 'Group Settings' table with columns 'Groups', 'Speech Time E...', and 'Time'. It lists 'Group A', 'Group B', and 'Group C'. In the 'Speech Time E...' column, there are checkboxes, all of which are currently unchecked. The 'Time' column shows '00:00:00' for each group. To the right of this table is an 'Apply Time to all Groups' button with a '00:00:00' timer field. Below the 'Group Settings' table are 'Add', 'Delete', 'Update', 'Cancel', and 'Close' buttons. At the bottom of the window, it says 'Login Mode: Normal', 'Connected to Database: SW6000-1', and 'Connected to CUI'.

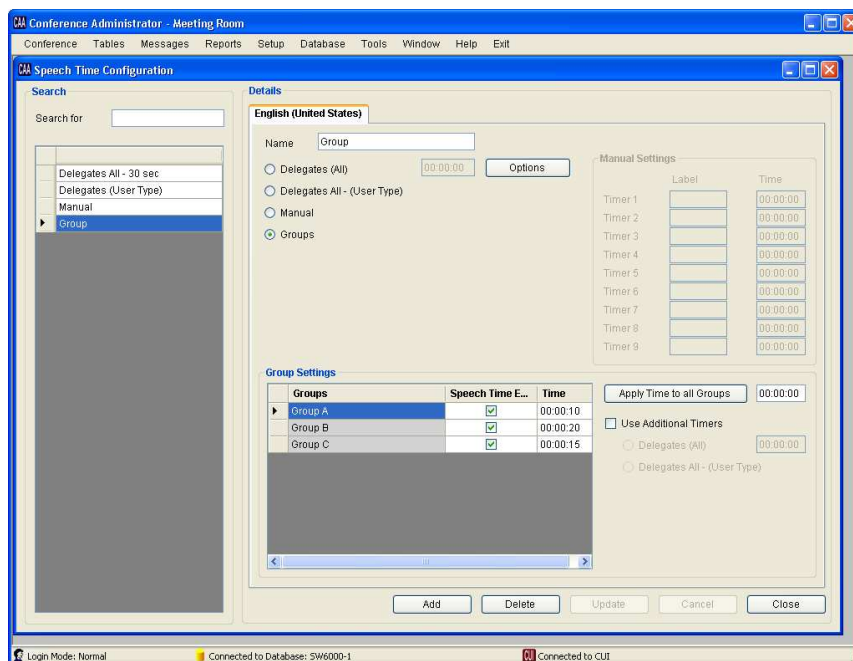
Change the speech time in the speech time field and select Apply Time to all Groups to assign the same speech time to all the groups.

Update to activate the changes.

This screenshot shows the same 'Speech Time Configuration' window after changes. The 'Group Settings' table now shows '00:00:20' in the 'Time' column for 'Group A', 'Group B', and 'Group C'. The 'Speech Time E...' checkboxes remain unchecked. The 'Apply Time to all Groups' button now has a '00:00:20' timer field next to it. All other elements, including the search bar, radio buttons, and manual settings, remain the same as in the previous screenshot.

Alternatively, change the speech time separately in the Time field for all the groups.

Update to activate the changes.

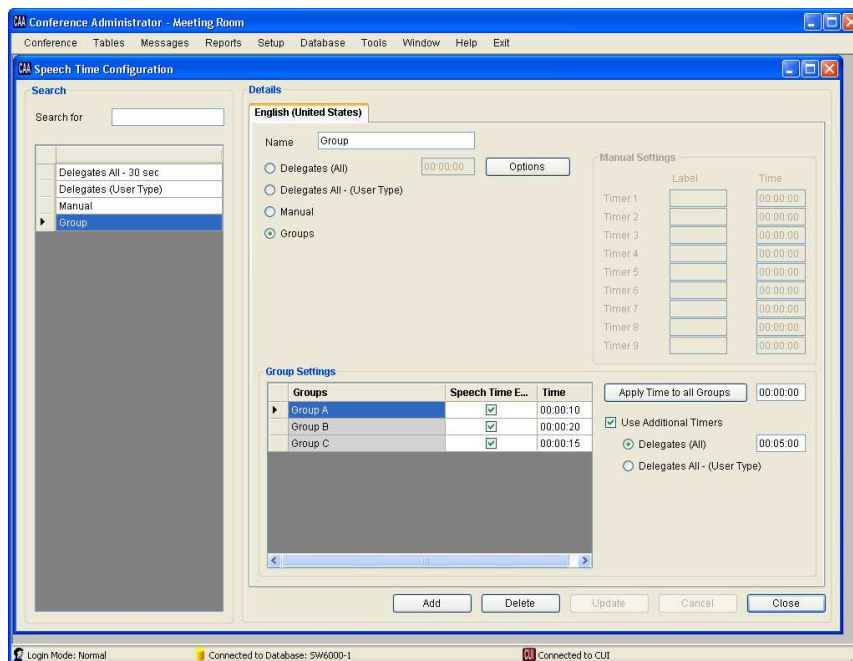


Enable Use Additional Timers to combine group speech time with delegate speech time if required.

Select Delegates (All) in order to enable the Delegate (All) speech time configuration on top of the Group speech time.

Change the speech time in the speech time field.

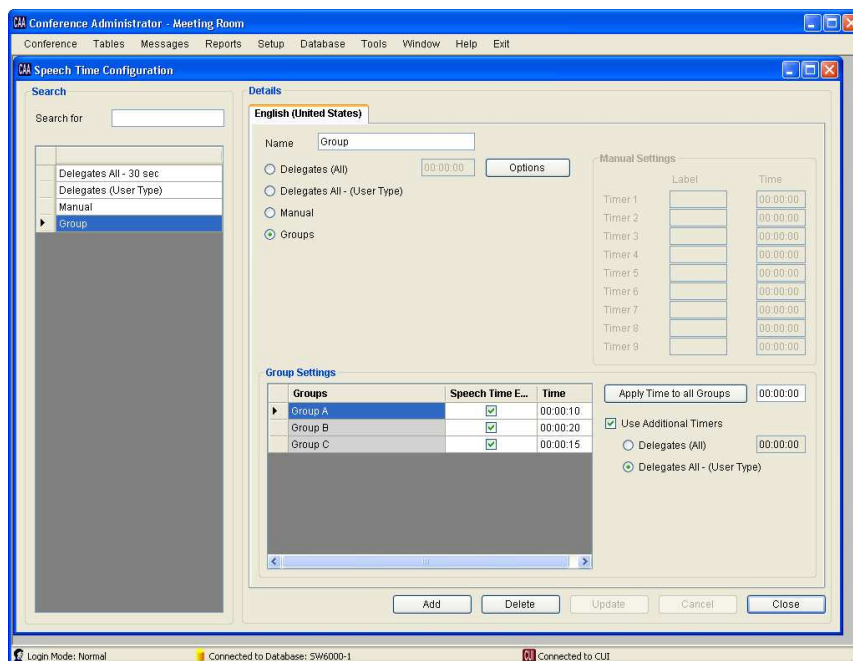
Update to activate the changes.



Alternatively, enable Use Additional Timers and select Delegates All – (User Type) in order to enable the Delegate (User Type) speech time configuration on top of the Group speech time if required.

Please refer to the section ‘Delegates (User Type)’ for more information on how to configure the speech time configuration for user types.

Update to activate the changes.



Select the Options button and change the speech time options as required.

Please notice that the group speech time is never influenced by the Accumulating option as group speech times are always accumulating.

Please refer to the section ‘Options’ for more information on the speech time options.

Update to activate the changes.

### Modify an existing speech time configuration

Modify an existing Group speech time configuration by selecting the specific configuration in the configuration list.

Conference Administrator - Meeting Room

Conference Tables Messages Reports Setup Database Tools Window Help Exit

Speech Time Configuration

Search for: [ ]

Details

English (United States)

Name: Group

Options: [00:00:00]

Manual Settings

Timer 1: [00:00:00]  
Timer 2: [00:00:00]  
Timer 3: [00:00:00]  
Timer 4: [00:00:00]  
Timer 5: [00:00:00]  
Timer 6: [00:00:00]  
Timer 7: [00:00:00]  
Timer 8: [00:00:00]  
Timer 9: [00:00:00]

Group Settings

Groups	Speech Time E...	Time
Group A	<input checked="" type="checkbox"/>	00:00:10
Group B	<input checked="" type="checkbox"/>	00:00:20
Group C	<input checked="" type="checkbox"/>	00:00:15

Apply Time to all Groups: [00:00:00]

Use Additional Timers: ☐  
Delegates (All): [00:00:00]  
Delegates All - (User Type): [00:00:00]

Add Delete Update Cancel Close

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI

Change the speech time in the speech time field and select Apply Time to all Groups to assign the same new speech time to all the groups.

Update to activate the changes.

Conference Administrator - Meeting Room

Conference Tables Messages Reports Setup Database Tools Window Help Exit

Speech Time Configuration

Search for: [ ]

Details

English (United States)

Name: Group

Options: [00:00:00]

Manual Settings

Timer 1: [00:00:00]  
Timer 2: [00:00:00]  
Timer 3: [00:00:00]  
Timer 4: [00:00:00]  
Timer 5: [00:00:00]  
Timer 6: [00:00:00]  
Timer 7: [00:00:00]  
Timer 8: [00:00:00]  
Timer 9: [00:00:00]

Group Settings

Groups	Speech Time E...	Time
Group A	<input checked="" type="checkbox"/>	00:01:00
Group B	<input checked="" type="checkbox"/>	00:01:00
Group C	<input checked="" type="checkbox"/>	00:01:00

Apply Time to all Groups: 00:01:00

Use Additional Timers: ☐  
Delegates (All): [00:00:00]  
Delegates All - (User Type): [00:00:00]

Add Delete Update Cancel Close

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI

Alternatively, change the speech time separately in the Time field for all the groups.

Update to activate the changes.

Conference Administrator - Meeting Room

Conference Tables Messages Reports Setup Database Tools Window Help Exit

Speech Time Configuration

Search for: [ ]

Details

English (United States)

Name: Group

Options: [ ]

Manual Settings

Timer 1: [ ] 00:00:00

Timer 2: [ ] 00:00:00

Timer 3: [ ] 00:00:00

Timer 4: [ ] 00:00:00

Timer 5: [ ] 00:00:00

Timer 6: [ ] 00:00:00

Timer 7: [ ] 00:00:00

Timer 8: [ ] 00:00:00

Timer 9: [ ] 00:00:00

Group Settings

Groups	Speech Time E...	Time
Group A	<input checked="" type="checkbox"/>	00:01:00
Group B	<input checked="" type="checkbox"/>	00:02:00
Group C	<input checked="" type="checkbox"/>	00:03:00

Apply Time to all Groups: 00:01:00

Use Additional Timers: ☐

Delegates (All): ☐ 00:00:00

Delegates All - (User Type): ☐

Add Delete Update Cancel Close

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI

Enable Use Additional Timers to combine group speech time with delegate speech time if required.

Select Delegates (All) in order to enable the Delegate (All) speech time configuration on top of the Group speech time.

Change the speech time in the speech time field.

Update to activate the changes.

Conference Administrator - Meeting Room

Conference Tables Messages Reports Setup Database Tools Window Help Exit

Speech Time Configuration

Search for: [ ]

Details

English (United States)

Name: Group

Options: [ ]

Manual Settings

Timer 1: [ ] 00:00:00

Timer 2: [ ] 00:00:00

Timer 3: [ ] 00:00:00

Timer 4: [ ] 00:00:00

Timer 5: [ ] 00:00:00

Timer 6: [ ] 00:00:00

Timer 7: [ ] 00:00:00

Timer 8: [ ] 00:00:00

Timer 9: [ ] 00:00:00

Group Settings

Groups	Speech Time E...	Time
Group A	<input checked="" type="checkbox"/>	00:01:00
Group B	<input checked="" type="checkbox"/>	00:02:00
Group C	<input checked="" type="checkbox"/>	00:03:00

Apply Time to all Groups: 00:01:00

Use Additional Timers: ☒

Delegates (All): ☒ 00:00:30

Delegates All - (User Type): ☐

Add Delete Update Cancel Close

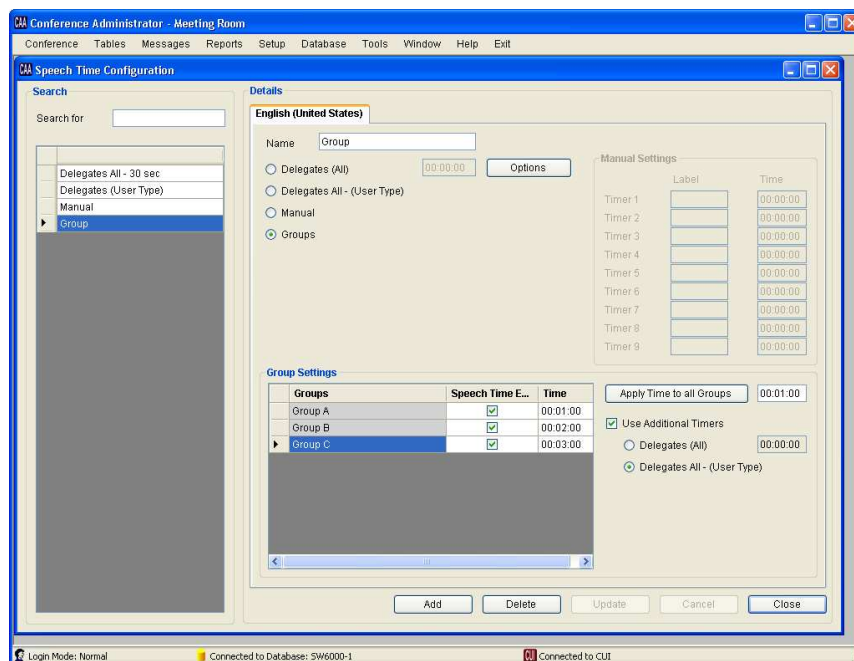
Login Mode: Normal Connected to Database: SW6000-1 Connected to CUI



Alternatively, enable Use Additional Timers and select Delegates All – (User Type) in order to enable the Delegate (User Type) speech time configuration on top of the Group speech time if required.

Please refer to the section ‘Delegates (User Type)’ for more information on how to configure the speech time configuration for user types.

Update to activate the changes.



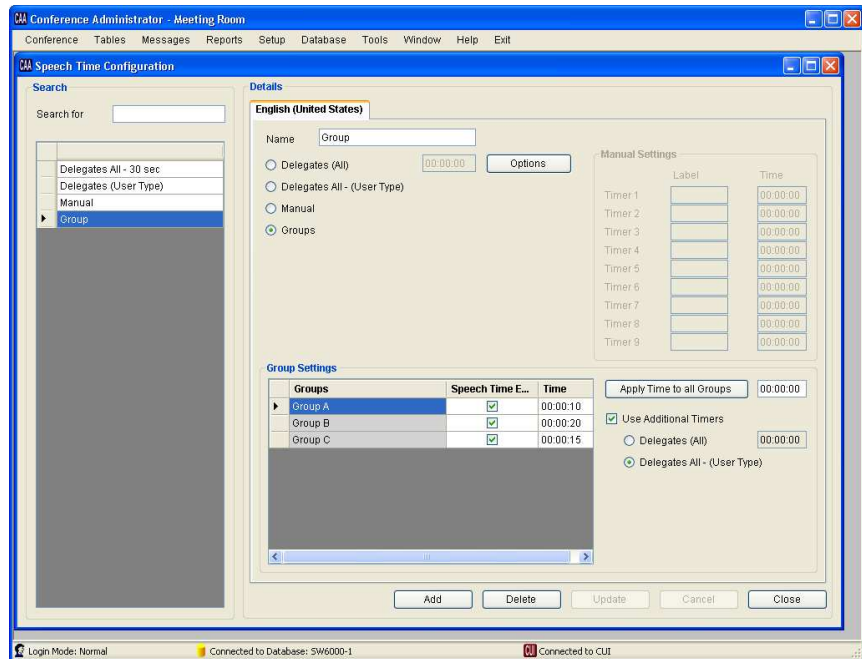
Select the Options button and change the speech time options as required. Please refer to the section ‘Options’ for more information on the speech time options.

Update to activate the changes.



**Remove an existing speech time configuration**

Remove an existing speech time configuration by selecting the specific configuration in the configuration list

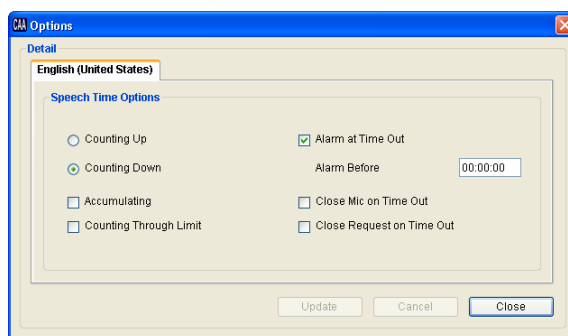


Select the Delete button and confirm the deletion of the configuration.

## Options

The Options button is used for configuring the scheduling of the speech time.

Update to activate the changes.



**[Counting Up]**

Radio button for selecting the speech time to count up from zero.

**[Counting Down]**

Radio button for selecting the speech time to count down to zero.

**[Accumulating]**

Check box for enabling the speech time to accumulate every time a delegate is speaking. If this option is disabled, the speech time will reapply every time a delegate speaks. Group speech time will always accumulate regardless of this option.

**[Counting Through Limit]**

Check box for enabling the speech time to continue counting when counting down to zero and reaching zero (2, 1, 0, -1, -2,...). The option only applies in combination with the Counting down option.

**[Alarm at Time Out]**

Check box for enabling an alarm in the CUA/CDA when the speech time times out.

**[Alarm Before]**

Check box for enabling an alarm in the CUA/CDA at a set time before the speech time times out.

**[xx:xx:xx]**

Field for entering the speech time alarm. The speech time alarm can be set between 00:00-59:59. If the alarm is set to 00:00 the alarm is disabled.

**[Close Mic on Time Out]**

Check box for enabling the delegate microphones to turn off when the speech time times out. When the speech time for a group times out, the delegate microphones in that group are turned off.

**[Close Request on Time Out]**

Check box for enabling the delegate microphones to be removed from the request list when the speech time times out. When the speech time for a group times out, the delegate microphones in that group are removed from the request list.

## Conference

Open the CAA/Conference and create a conference.

Conference Administrator - Meeting Room

Conference Tables Messages Reports Setup Database Tools Window Help Exit

Conference

Filter Conference From "Start Date" To "Stop Date"

ID	Conference	Start Date	Stop Date
1	City Council Meeting 26/07/2010	7/26/2010	7/28/2010

Del. Seat Table  
Agenda  
Delegated Votes  
Options  
Copy  
Save as Default  
Delete Default  
Stop Conference

Details

English (United States)

☒ Language in use ☒ Default Conference Language ☐ No Language Selection

ID: 1  
Conference: City Council Meeting 26/07/2010  
Conference Mode: Prepared Delegate Seat Table  
Microphone Operation Mode: FIFO  
Voting Configuration: 3 button  
Speech Time Configuration: No Speech Time Limit

Customer ID:   
Customer field 1:   
Customer field 2:   
Customer field 3:   
Customer field 4:

Today: 7/20/2010  
Start Date: 7/26/2010 Start Time:   
Stop Date: 7/28/2010

☐ Use Multilevel Agenda on DC 8990  
Alert on CDA:

Import Export Add Delete Update Cancel Close

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUT Connected to CU

Assign an initial speech time configuration to the conference in the Speech Time Configuration drop-down list. This is the default speech time configuration once the conference is started.

Update to activate the changes.

Conference Administrator - Meeting Room

Conference Tables Messages Reports Setup Database Tools Window Help Exit

Conference

Filter Conference From "Start Date" To "Stop Date"

ID	Conference	Start Date	Stop Date
1	City Council Meeting 26/07/2010	7/26/2010	7/28/2010

Del. Seat Table  
Agenda  
Delegated Votes  
Options  
Copy  
Save as Default  
Delete Default  
Stop Conference

Details

English (United States)

☒ Language in use ☒ Default Conference Language ☐ No Language Selection

ID: 1  
Conference: City Council Meeting 26/07/2010  
Conference Mode: Prepared Delegate Seat Table  
Microphone Operation Mode: FIFO  
Voting Configuration: 3 button  
Speech Time Configuration: Delegates All - 30 sec

Customer ID:   
Customer field 1:   
Customer field 2:   
Customer field 3:   
Customer field 4:

Today: 7/20/2010  
Start Date: 7/26/2010 Start Time:   
Stop Date: 7/28/2010

☐ Use Multilevel Agenda on DC 8990  
Alert on CDA:

Import Export Add Delete Update Cancel Close

Login Mode: Normal Connected to Database: SW6000-1 Connected to CUT Connected to CU

## Agenda

Open the CAA/Conference and create an agenda for the conference.

The screenshot shows the 'Agenda' window with a table of agenda items. The 'Speech Time Configuration' column is currently set to 'None' for all items. The 'Integrated Community Sustainability Plan' is selected at the bottom of the list.

#	Subject Title	Speaker Type Config	Speech	Open ML	Speech Time Configuration	Reset Group	Reset Deleg.	Voting Configuration
1	Call to Order	None						None
1	Opening Prayer	None						None
1	Adoption of Agenda	None						3 button
1	Minutes of Previous Meetings	None						None
2	Council Meeting - August 28, 2007	None						3 button
2	Public Hearing - August 28, 2007	None						3 button
1	Delegations	None						None
2	Thom Stubbs re: Community Plan on Homelessness	None						3 button
1	Public Hearings	None						None
2	Move into Public Hearing	None						3 button
2	Close Public Hearing	None						3 button
1	Updates	None						None
1	Reports	None						None
2	Integrated Community Sustainability Plan	None						3 button

Assign a speech time configuration to the different agenda subjects in the Speech Time Configuration column using the drop-down list if required. When an agenda subject is set during the conference, the associated speech time configuration is loaded.

If there is no speech time configuration assigned to an agenda subject the initial speech time configuration assigned to the conference is being used when the subject is set.

Update to activate the changes.

If required, enable the Reset Group Speech Time Counters and the Reset Delegate Speech Time Counters to reset the speech time timers for the groups/delegates if an agenda subject is reopened.

Update to activate the changes.

The screenshot shows the 'Agenda' window with the 'Integrated Community Sustainability Plan' selected. The 'Speech Time Configuration' for this item is now set to 'Delegates All - 30 sec'.

#	Subject Title	Speaker Type Config	Speech	Open ML	Speech Time Configuration	Reset Group	Reset Deleg.	Voting Configuration
1	Call to Order	None			Delegates All - 30 sec			None
1	Opening Prayer	None			Delegates All - 30 sec			None
1	Adoption of Agenda	None			Delegates (User Type)			3 button
1	Minutes of Previous Meetings	None			Group			None
2	Council Meeting - August 28, 2007	None			Group			3 button
2	Public Hearing - August 28, 2007	None			Group			3 button
1	Delegations	None			Delegates All - 30 sec			None
2	Thom Stubbs re: Community Plan on Homelessness	None			Delegates All - 30 sec			3 button
1	Public Hearings	None			Group			None
2	Move into Public Hearing	None			No Speech Time Limit			3 button
2	Close Public Hearing	None			No Speech Time Limit			3 button
1	Updates	None			Delegates All - 30 sec			None
1	Reports	None			No Speech Time Limit			None
2	Integrated Community Sustainability Plan	None			Delegates (User Type)			3 button

## Delegate List Configuration

Open the CAA/Setup/Configurations/Delegate List Configuration and adjust the width for the Group Speech Time and Delegate Speech Time columns to display the group/delegate speech time on the delegate lists in the CUA.

Update to activate the changes.

Conference Administrator - Meeting Room

Conference Tables Messages Reports Setup Database Tools Window Help Exit

Delegate List Configuration

English (United States)

	Width		Width
Title	50	4 User Table	0
Name	202	Group	50
User Type	90	Voting Group	0
1 User Table	0	Seat Number	20
2 User Table	0	Group Speech Time	100
3 User Table	0	Delegate Speech Time	100
		Total width must be 612:	612
		Difference	0

Delegate List Preview

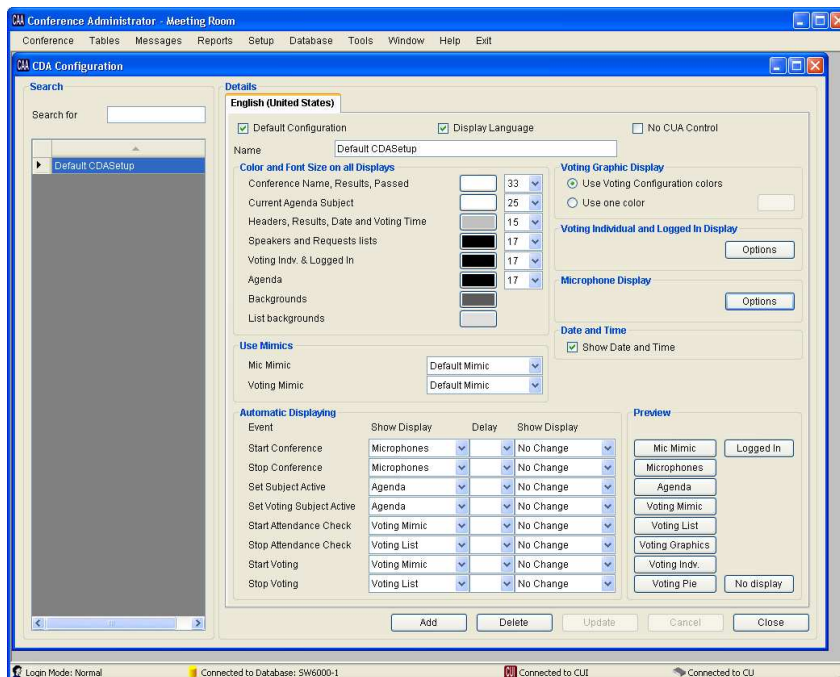
Eva Clausen	Delegate	Gro... 1	00:00:00	00:00:00
Jens Olsen	Delegate	Gro... 2	00:00:00	00:00:00
Lena Nielsen	Delegate	Gro... 3	00:00:00	00:00:00
Marie Larsen	Delegate	Gro... 4	00:00:00	00:00:00
Peter Jensen	Delegate	Gro... 5	00:00:00	00:00:00
Thomas Hansen	Delegate	Gro... 6	00:00:00	00:00:00

Login Mode: Normal Connected to Database: 5W6000-1 Connected to CUI

Update Cancel Close

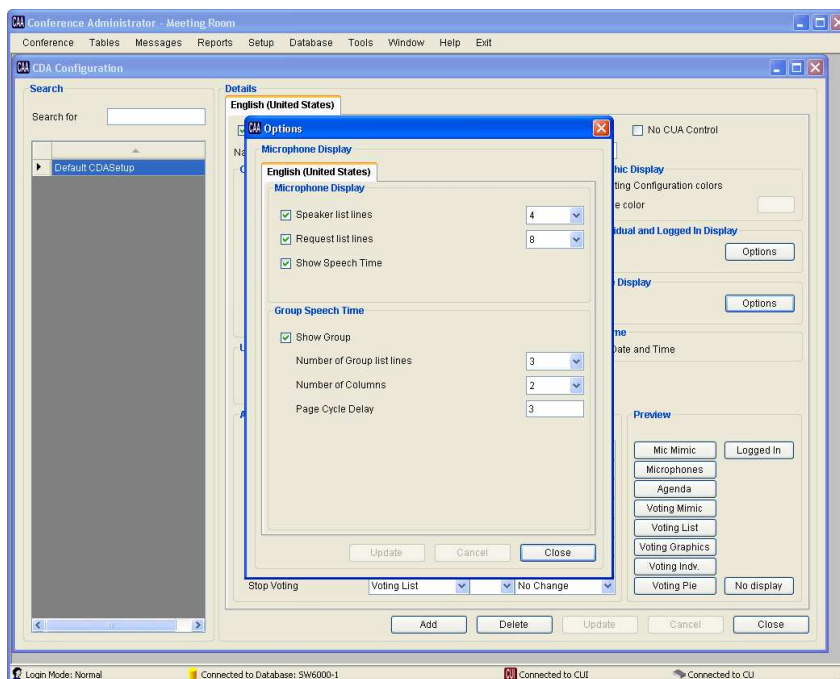
## CDA Configuration

Open the CAA/Setup/Configurations/ CDA Configuration and select the Options button in the Microphone Display window.



Enable Show Speech Time and Show Group to display the group/delegate speech time on the delegate lists in the CDA.

Update to activate the changes.



## CUA

The next steps of applying the speech time configurations to a meeting are done in the CUA. Overall, there are two steps to consider. Depending on the actual system setup, one or both steps may be left out.

The first step is to load a speech time configuration either with or without an active conference.

The second step is to configure an active speech time configuration. The configuration options depend on the active configuration :

- Delegates (All)
- Delegates (User Type)
- Manual
- Group

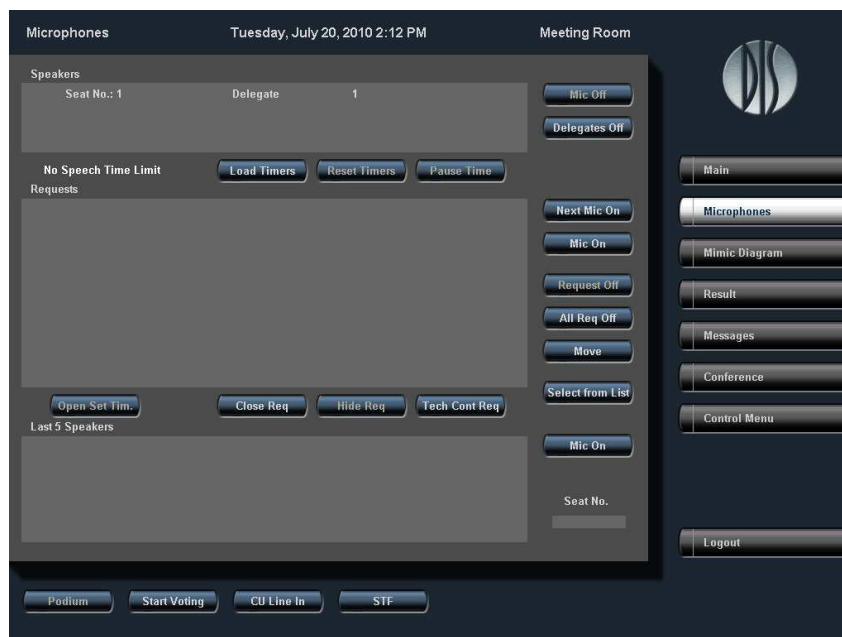
Please consult the following sections for the details on these two steps.

## Load a speech time configuration

The speech time configurations can be used both with and without an active conference.

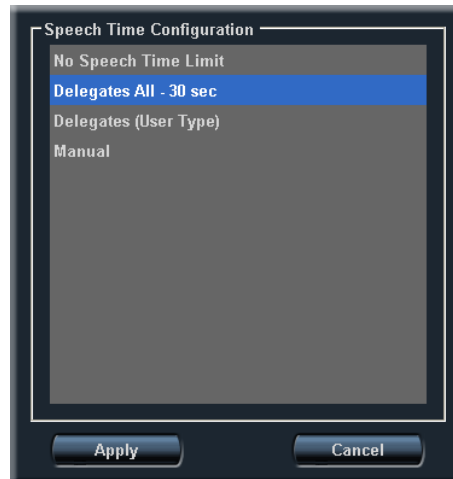
### No active conference

Open the CUA/Microphones or Conference menu and select the Load Timers button.

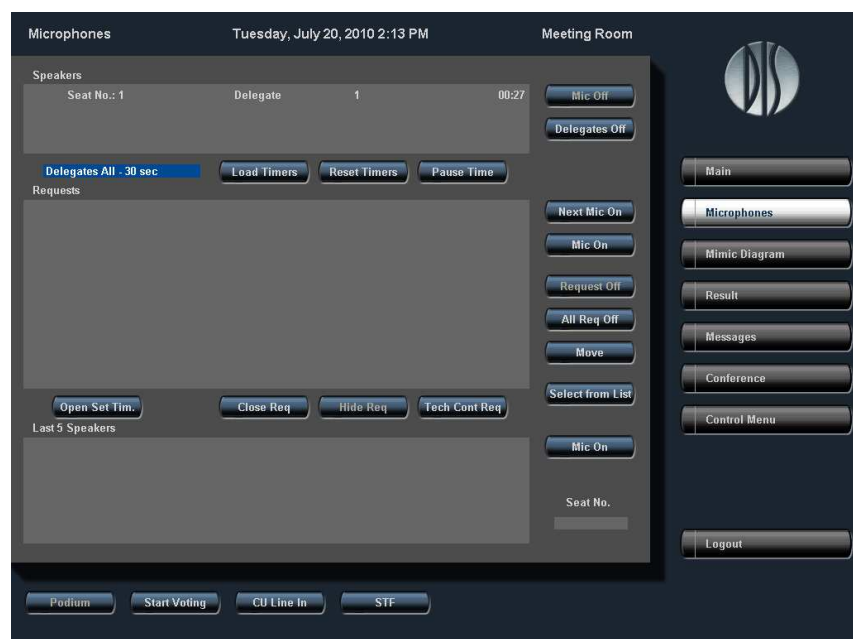


Select the required speech time configuration and select Apply.

Group speech time configurations are not available when there is no active conference.



Observe how the speech time configuration field changes to the selected speech time configuration.



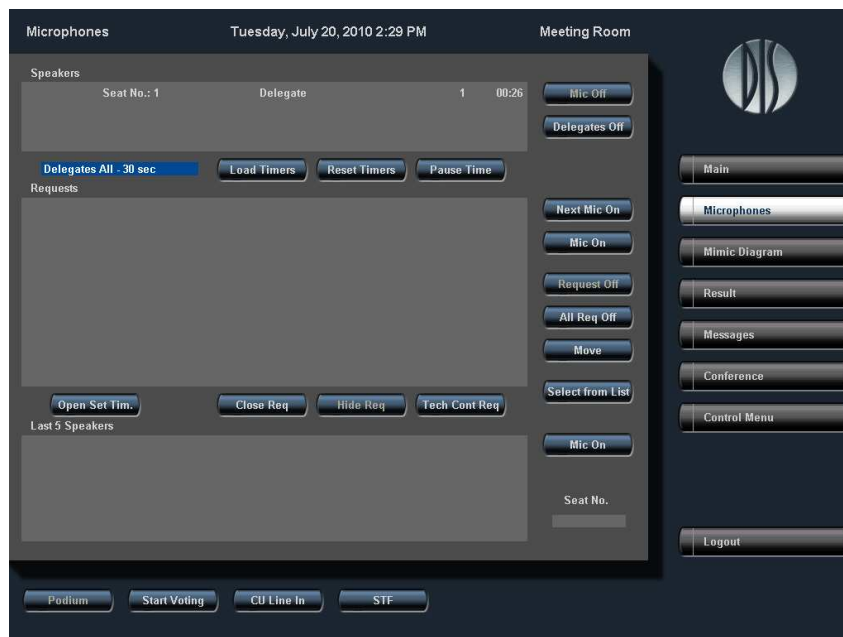
Select the Load Timers button to change the speech time configuration.

Please notice that the speech timers are not reset when a configuration is reloaded.

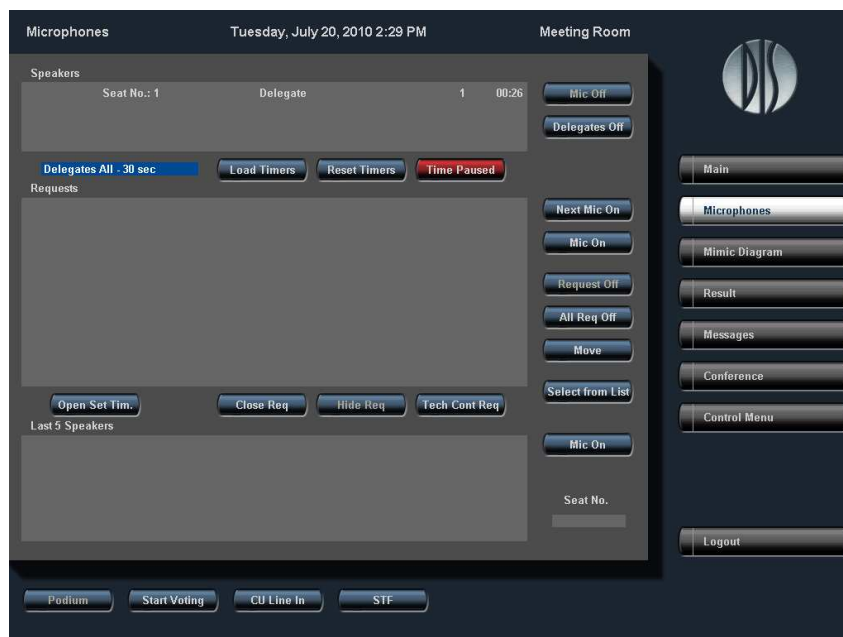
Select the Reset Timers button to reset the speech time.



Select the Pause Time button to pause the speech time.



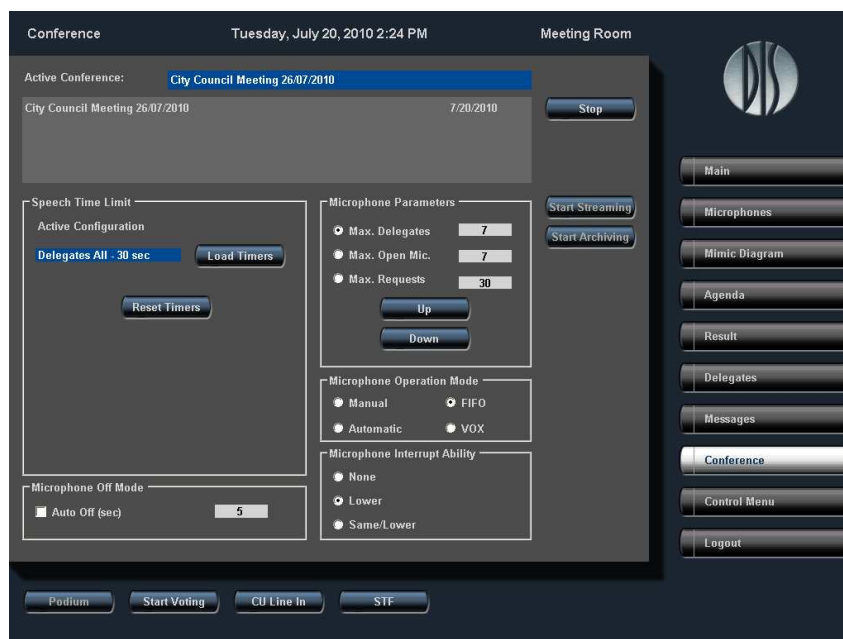
Select the Time Paused button to resume the speech time.



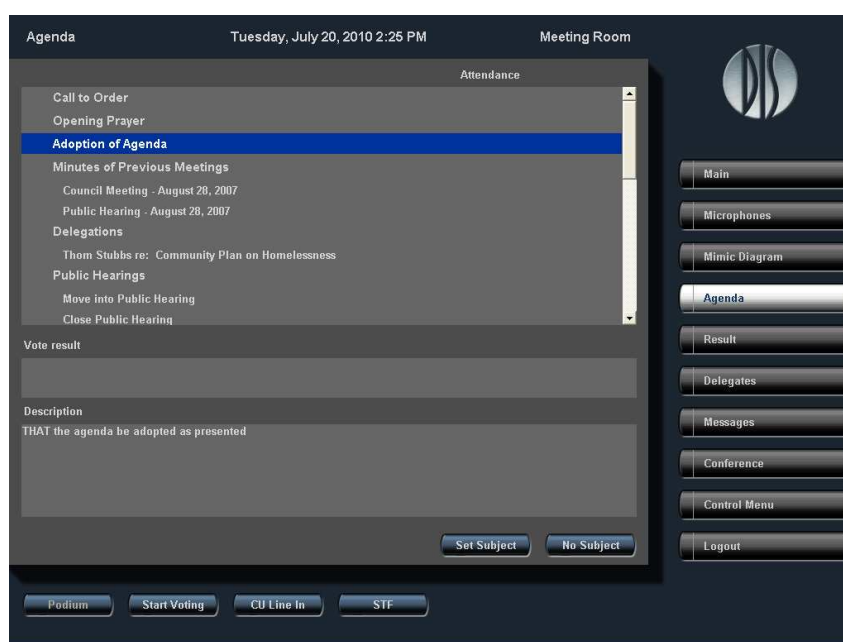
## Active conference

Open the CUA/Conference and start the conference.

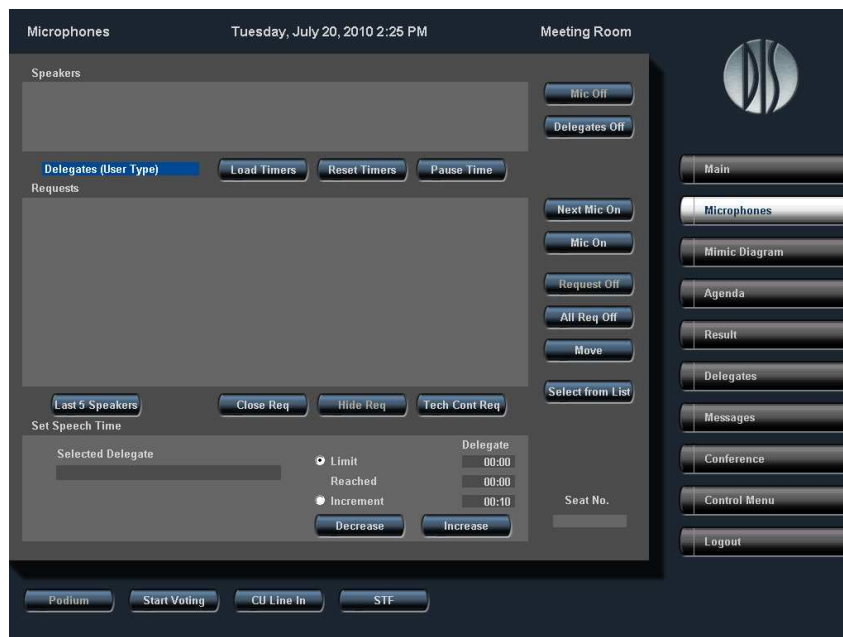
The default speech time configuration specified in the CAA/Conference is automatically loaded as the active speech time configuration.



Open the CUA/Agenda and set a subject on the agenda.



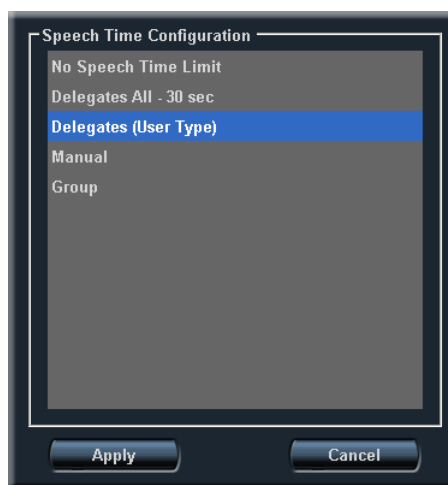
The active speech time configuration will change when an agenda subject is set with another speech time configuration.



Open the CUA/Microphones or Conference menu and select the Load Timers button to change the speech time configuration.

Select the required speech time configuration and select Apply.

Group speech time configurations are not available when a conference with No Login is active.



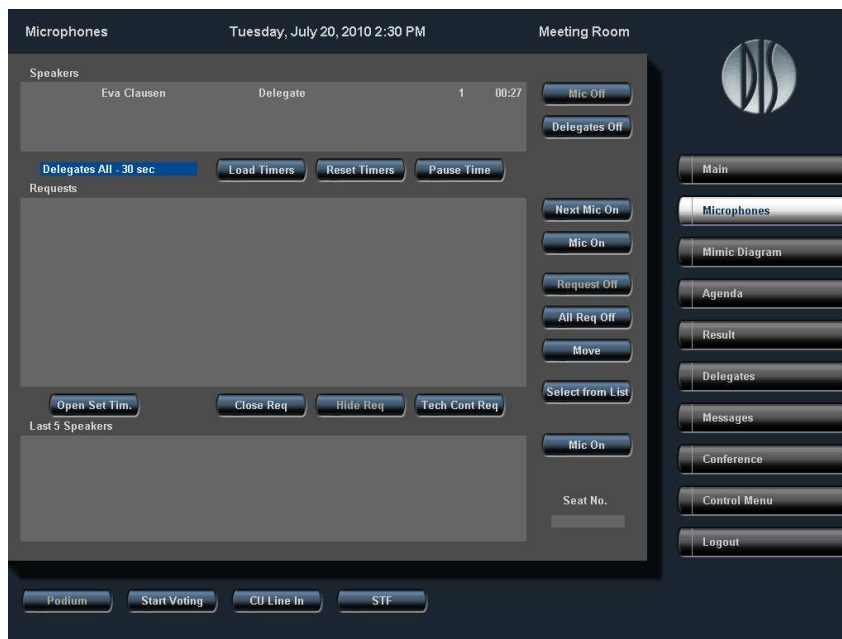
Observe how the speech time configuration field changes to the selected speech time configuration.

Select the Load Timers button to change the speech time configuration.

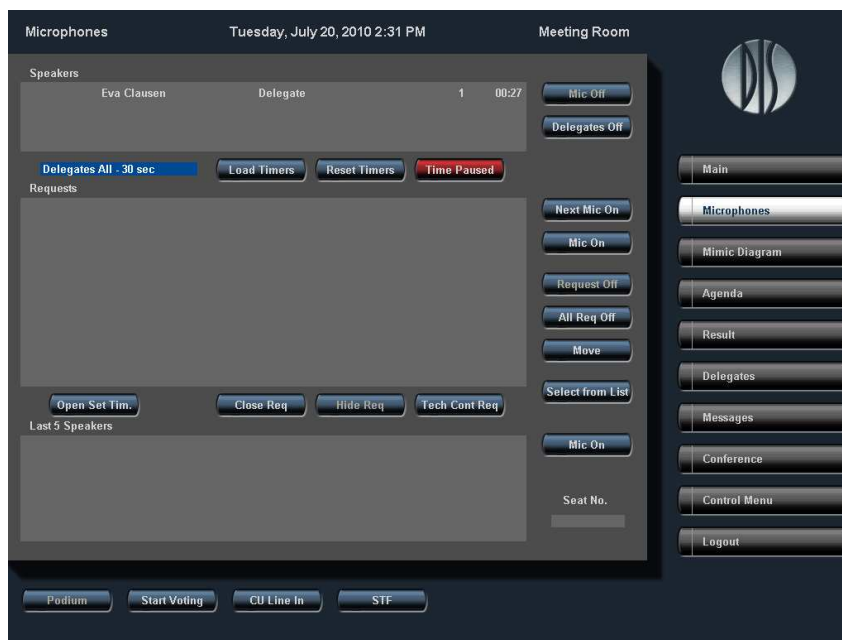
Please notice that the speech timers are not reset when a configuration is reloaded.

Select the Reset Timers button to reset the speech time.

Select the Pause Time button to pause the speech time.



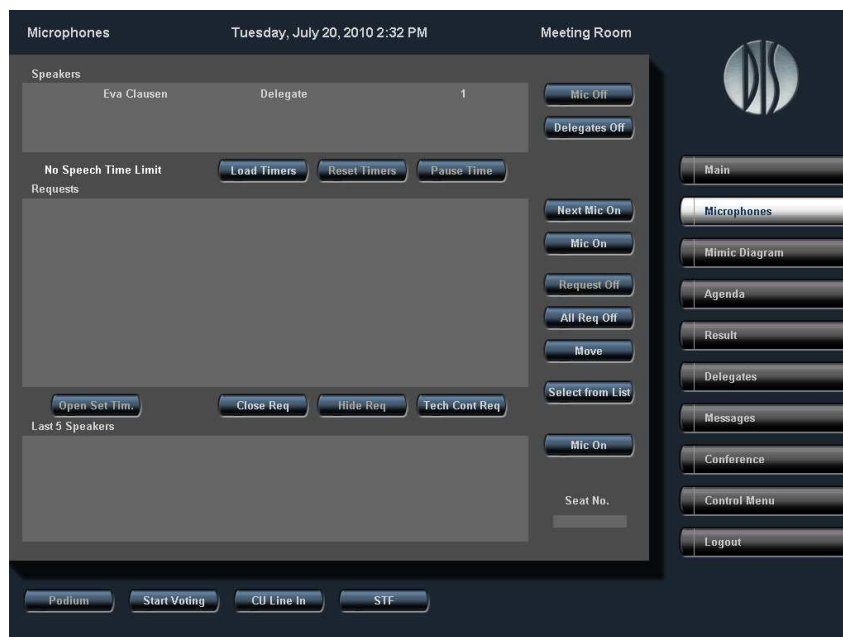
Select the Time Paused button to resume the speech time.



## Configure an active speech time configuration

To configure an active speech time configuration without loading a new configuration, a speech time configuration must first of all be loaded. Please refer to the section 'Load a speech time configuration' for more information on loading a speech time configuration.

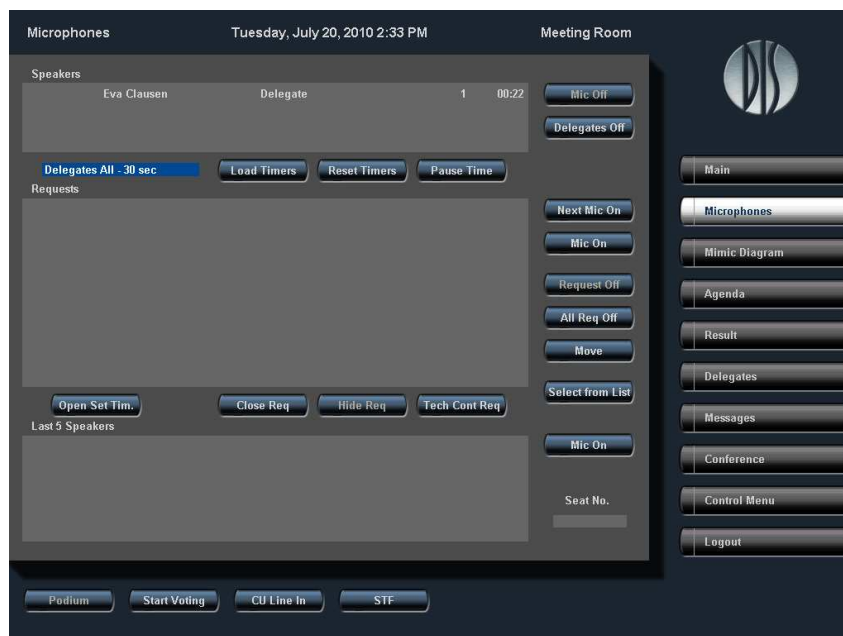
If there is no active speech time configuration, the Open Set Tim. button is disabled.



Select the Open Set Tim. button to open the Set Speech Time window instead of the Last 5 Speakers.

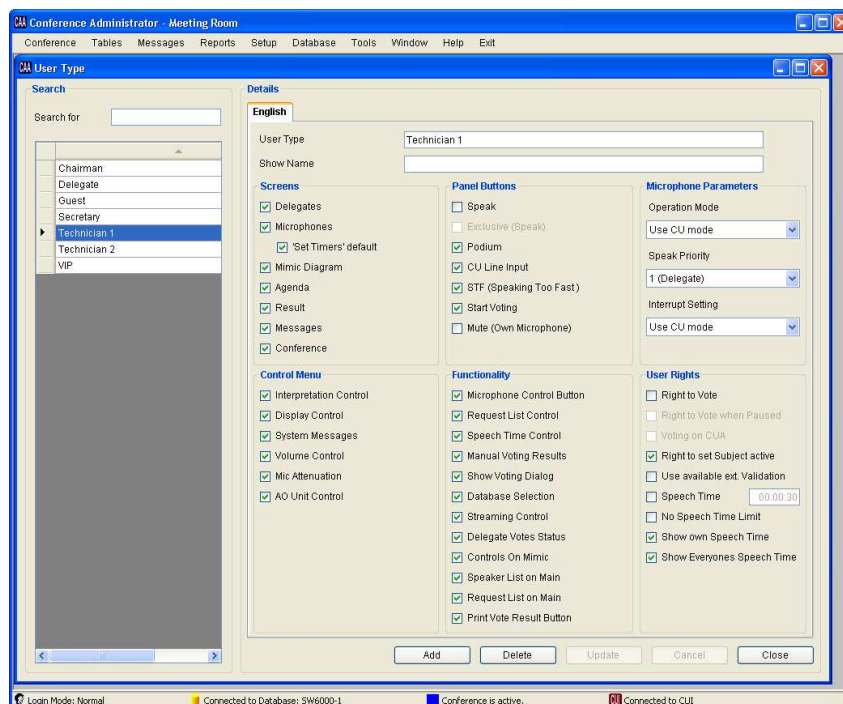
Please notice that any changes made to an active speech time configuration are not stored in the database. If an agenda subject is reopened any previous changes made to that configuration are not saved.

Permanent changes to the speech time configurations must be made in the CAA. If there are made any changes made to the active speech time configuration in the CAA, these changes will not become active before the configuration is reloaded.



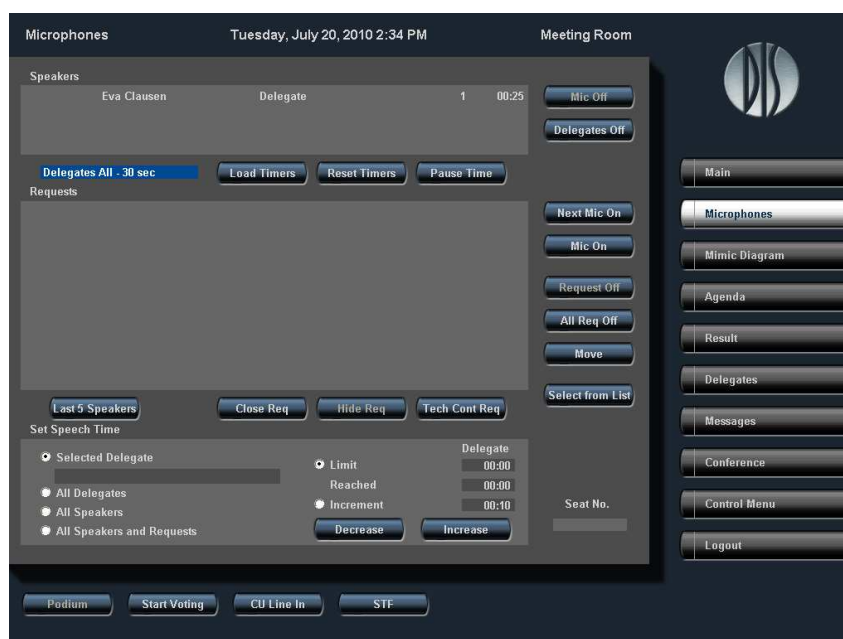
The Set Speech Time window can be configured to open up per default in the CUA/Microphones menu.

Open the CAA/Setup/User Type and check the 'Set Timers' default option for the relevant user type(s).



The Set Speech Time window has different options available for the four basic speech time configurations:

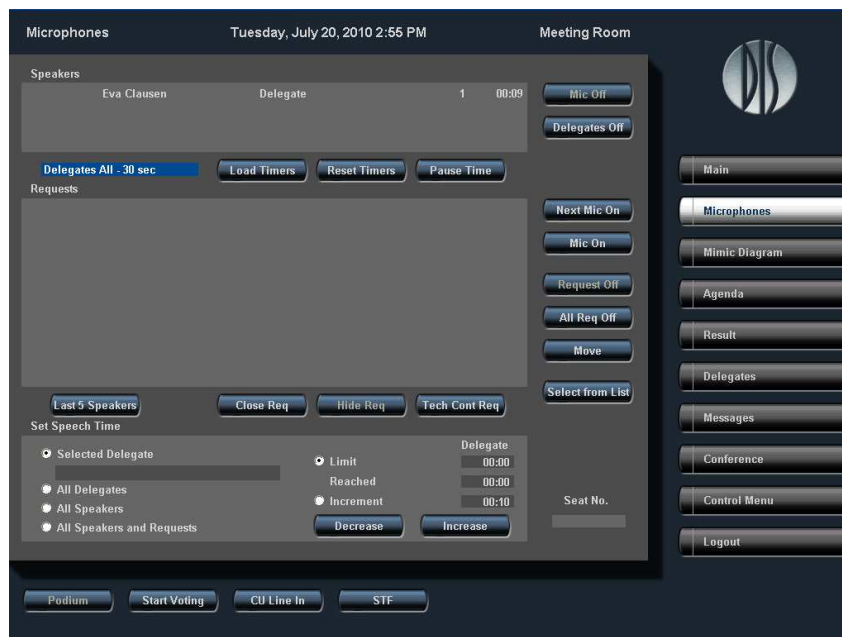
- Delegates (All)
- Delegates (User Type)
- Manual
- Group



## Delegates (All)

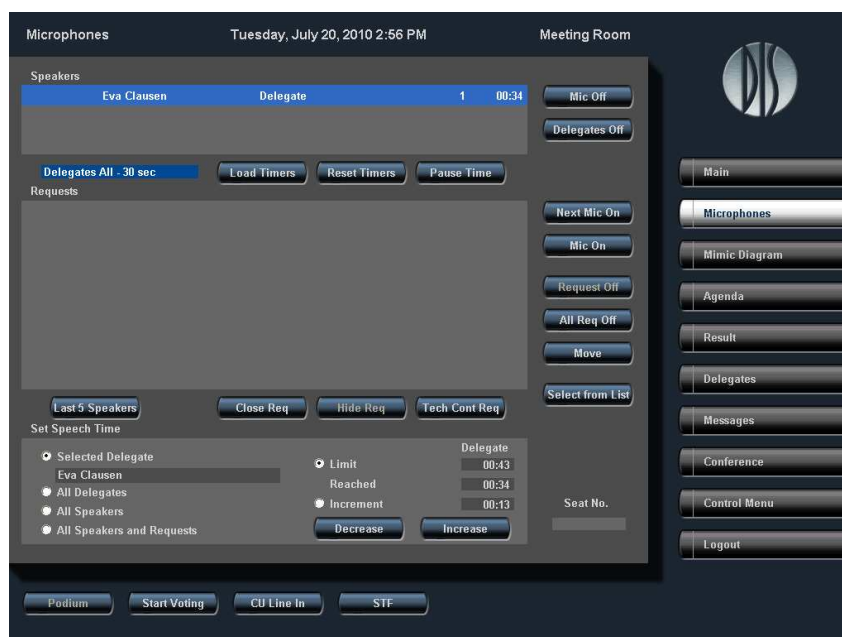
The Delegates (All) speech time configuration enables four options for modifying the speech time:

- Selected Delegate
- All Delegates
- All Speakers
- All Speakers and Request



## Selected Delegate

The Selected Delegate option is used for changing the speech time of a selected delegate.



[Selected Delegate]

[xxx yyy]

[Limit]

[xx:xx]

[Reached xx:xx]

[Increment]

Radio button for changing the speech time for a selected delegate.

Field for displaying the name of the selected delegate. The field is blank if there is no delegate selected on the Speakers list.

Radio button for selecting the speech time limit.

Field for displaying the speech time limit.

Field for displaying the current remaining/elapsed speech time.

Radio button for selecting the speech time increment value.

[xx:xx]

Field for displaying the speech time increment value. The value can be set between 00:00-59:59.

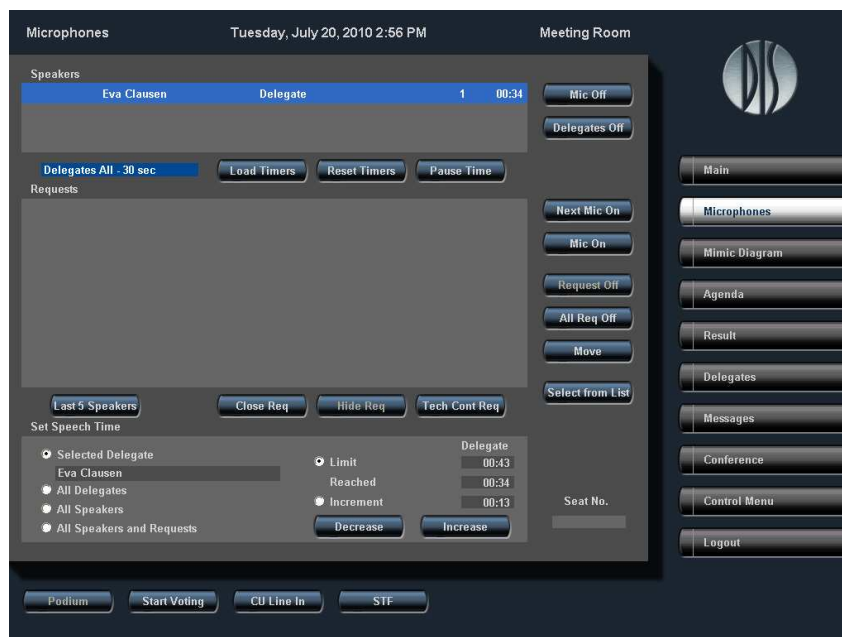
[Decrease]

Button for decreasing the selected speech time limit/speech time increment value.

[Increase]

Button for increasing the selected speech time limit/speech time increment value.

Select the Selected Delegate option and select a delegate on the Speakers list.



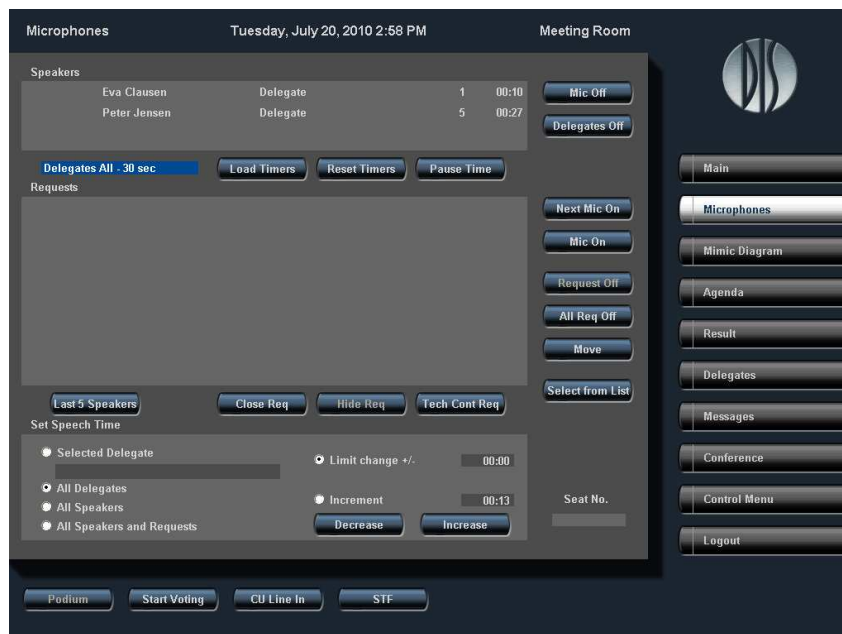
Select the Increment option and adjust the speech time increment value as required using the Decrease/Increase buttons.

Select the Limit option and decrease/increase the speech time with the speech time increment value using the Decrease/Increase buttons.



### All Delegates

The All Delegates option is used for changing the speech time of all delegates.



[All Delegates]

Radio button for changing the speech time for all delegates.

[Limit change +/-]

Radio button for selecting the speech time limit.

[xx:xx]

Field for displaying the speech time limit.

[Increment]

Radio button for selecting the speech time increment value.

[xx:xx]

Field for displaying the speech time increment value. The value can be set between 00:00-59:59.

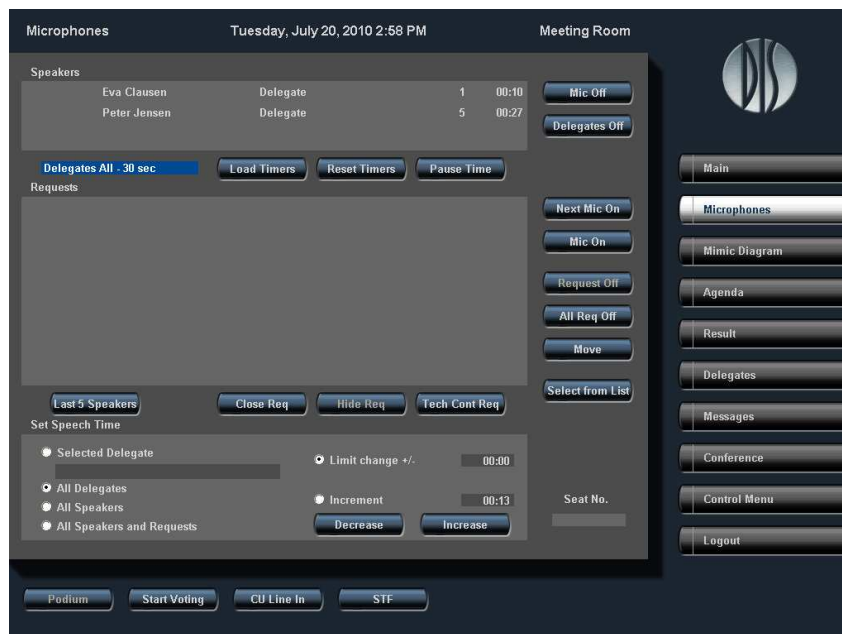
[Decrease]

Button for decreasing the selected speech time limit/speech time increment value.

[Increase]

Button for increasing the selected speech time limit/speech time increment value.

Select the All Delegates option.

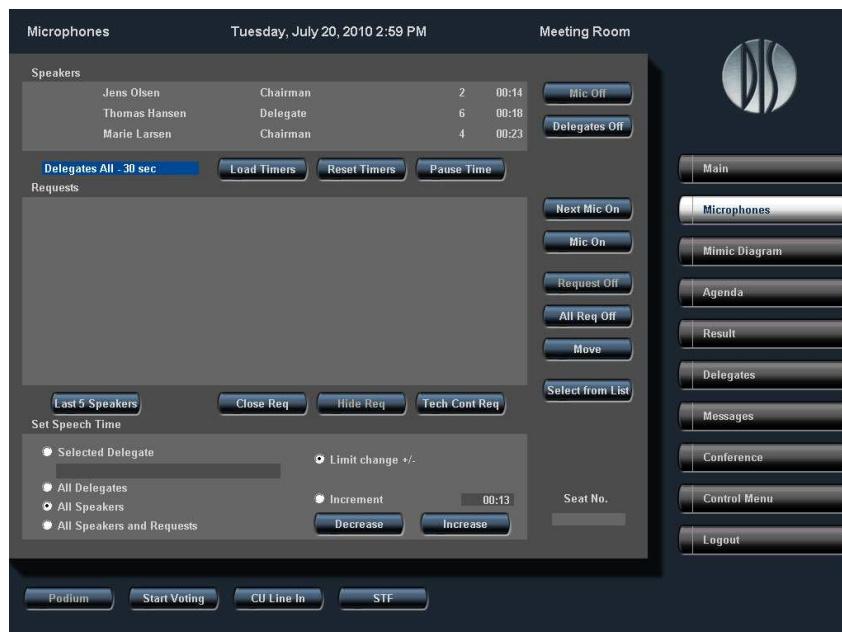


Select the Increment option and adjust the speech time increment value as required using the Decrease/Increase buttons.

Select the Limit change +/- option and decrease/increase the speech time with the speech time increment value using the Decrease/Increase buttons.

### All Speakers

The All Speakers option is used for changing the speech time of all speakers.



[All Speakers]

Radio button for changing the speech time for all speakers.

[Limit change +/-]

Radio button for selecting the speech time limit.

[Increment]

Radio button for selecting the speech time increment value.

[xx:xx]

Field for displaying the speech time increment value. The value can be set between 00:00-59:59.

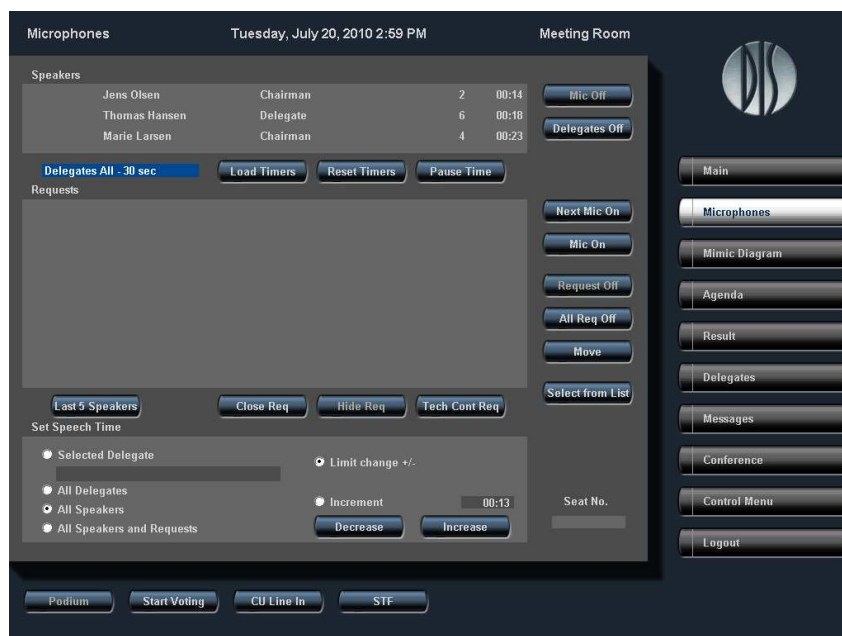
[Decrease]

Button for decreasing the selected speech time limit/speech time increment value.

[Increase]

Button for increasing the selected speech time limit/speech time increment value.

Select the All Speakers option.

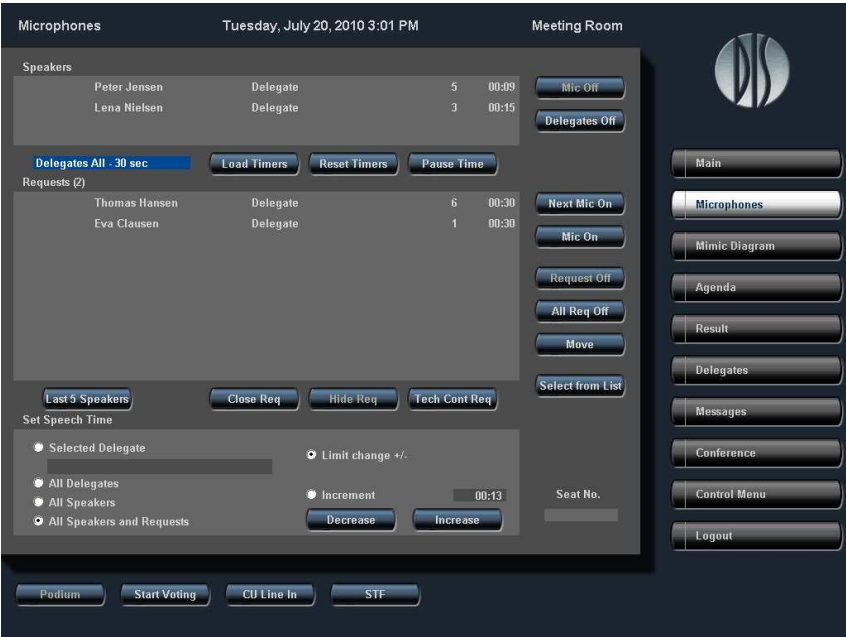


Select the Increment option and adjust the speech time increment value as required using the Decrease/Increase buttons.

Select the Limit change +/- option and decrease/increase the speech time with the speech time increment value using the Decrease/Increase buttons.

**All Speakers and Request**

The All Speakers and Request option is used for changing the speech time of all speakers and requests.



[All Speakers and Request]

[Limit change +/-]

[Increment]

[xx:xx]

[Decrease]

[Increase]

Radio button for changing the speech time for all speakers and requests.

Radio button for selecting the speech time limit.

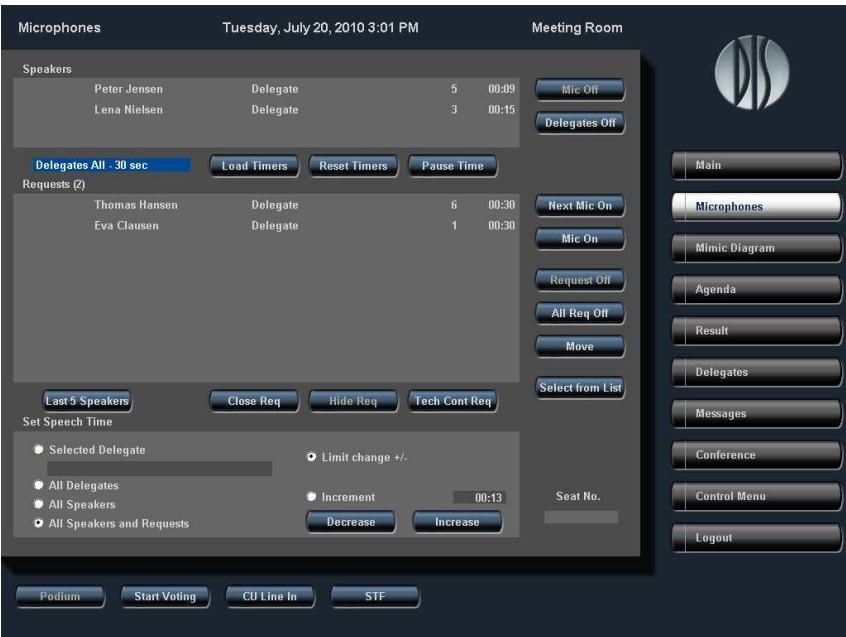
Radio button for selecting the speech time increment value.

Field for displaying the speech time increment value. The value can be set between 00:00-59:59.

Button for decreasing the selected speech time limit/speech time increment value.

Button for increasing the selected speech time limit/speech time increment value.

Select the All Speakers and Request option.



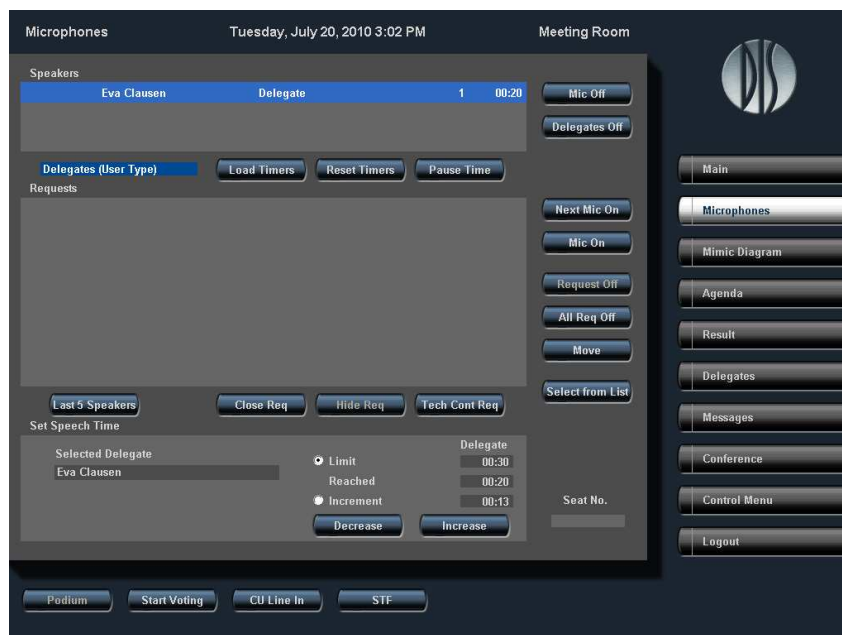
Select the Increment option and adjust the speech time increment value as required using the Decrease/Increase buttons.

Select the Limit change +/- option and decrease/increase the speech time with the speech time increment value using the Decrease/Increase buttons.

## Delegates (User Type)

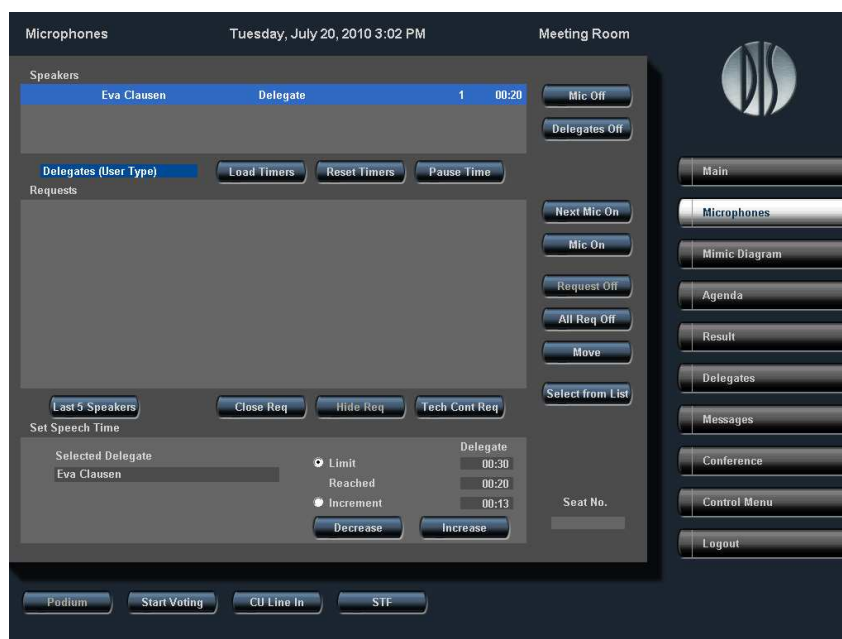
The Delegates (User Type) speech time configuration enables one option for modifying the speech time:

- Selected Delegate



### *Selected Delegate*

The Selected Delegate option is used for changing the speech time of a selected delegate.



[Selected Delegate]

[xxx yyy]

[Limit]

[xx:xx]

[Reached xx:xx]

[Increment]

[xx:xx]

Radio button for changing the speech time for a selected delegate.

Field for displaying the name of the selected delegate. The field is blank if there is no delegate selected on the Speakers list.

Radio button for selecting the speech time limit.

Field for displaying the speech time limit.

Field for displaying the current remaining/elapsed speech time.

Radio button for selecting the speech time increment value.

Field for displaying the speech time increment value. The value can be set

between 00:00-59:59.

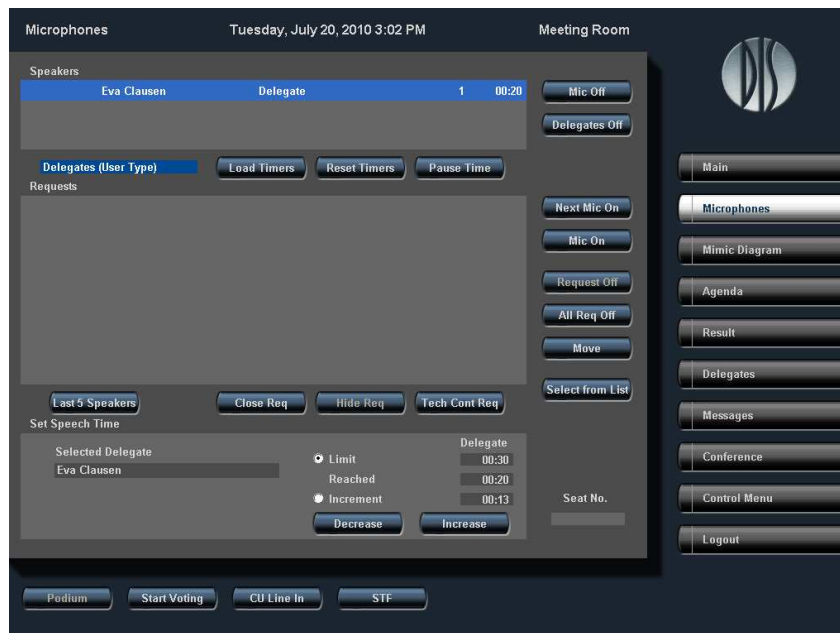
**[Decrease]**

Button for decreasing the selected speech time limit/speech time increment value.

**[Increase]**

Button for increasing the selected speech time limit/speech time increment value.

Select a delegate on the Speakers list.



Select the Increment option and adjust the speech time increment value as required using the Decrease/Increase buttons.

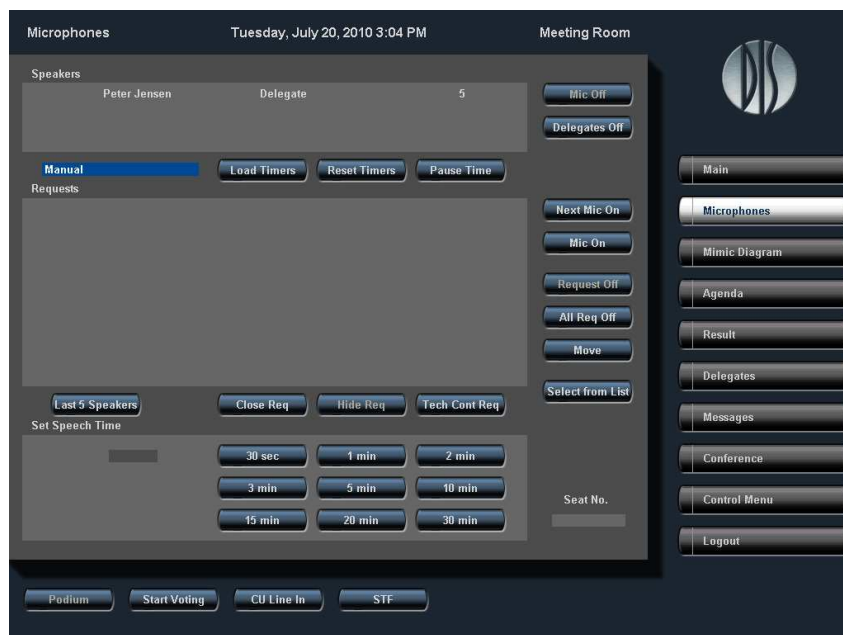
Select the Limit option and decrease/increase the speech time with the speech time increment value using the Decrease/Increase buttons.



## Manual

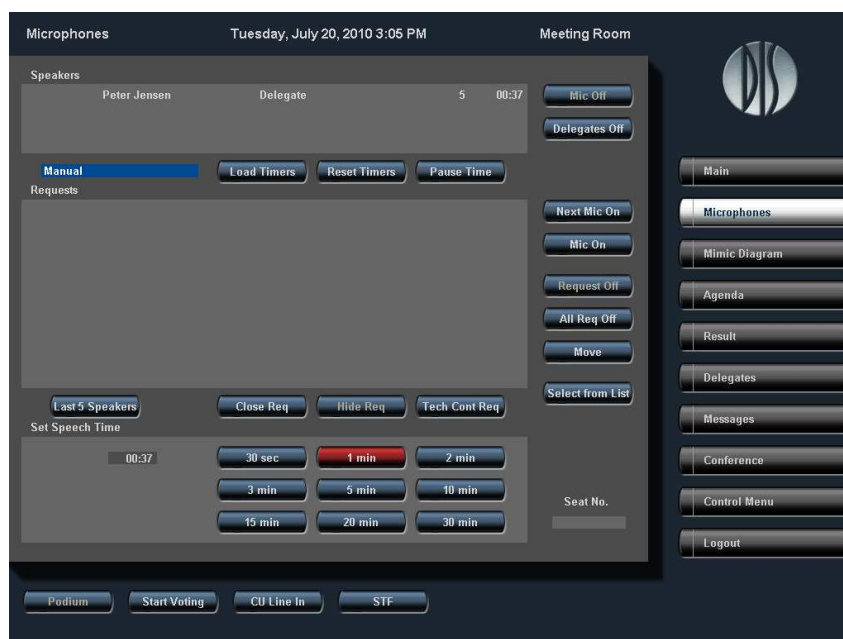
The Manual speech time configuration enables nine options for modifying the speech time:

- 9 manual timers



## 9 manual timers

The Manual option is used for manually enabling/disabling one of any nine different timers for all speakers.



[xx:xx]

Field for displaying the current remaining/elapsed speech time.

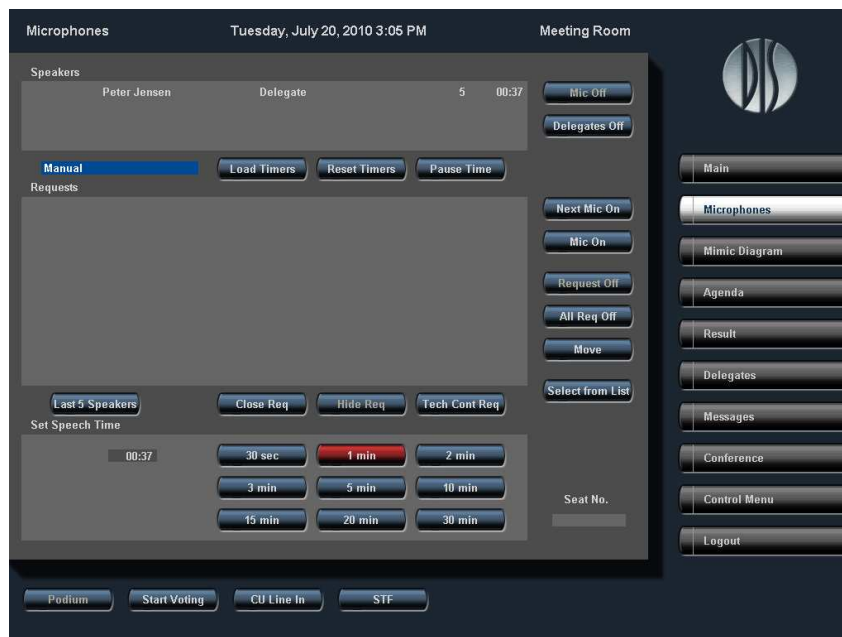
[x sec/min]

Nine buttons for selecting one out of 9 manual timers.

Select one of the 9 timers to enable a timer for all the speakers.

If there are no microphones on when the manual timer is enabled the remaining/elapsed speech time is displayed in the speech time display field in the Set Speech Time window.

If a microphone is subsequently turned on, the manual timer continues counting unaffected by the microphone activity.

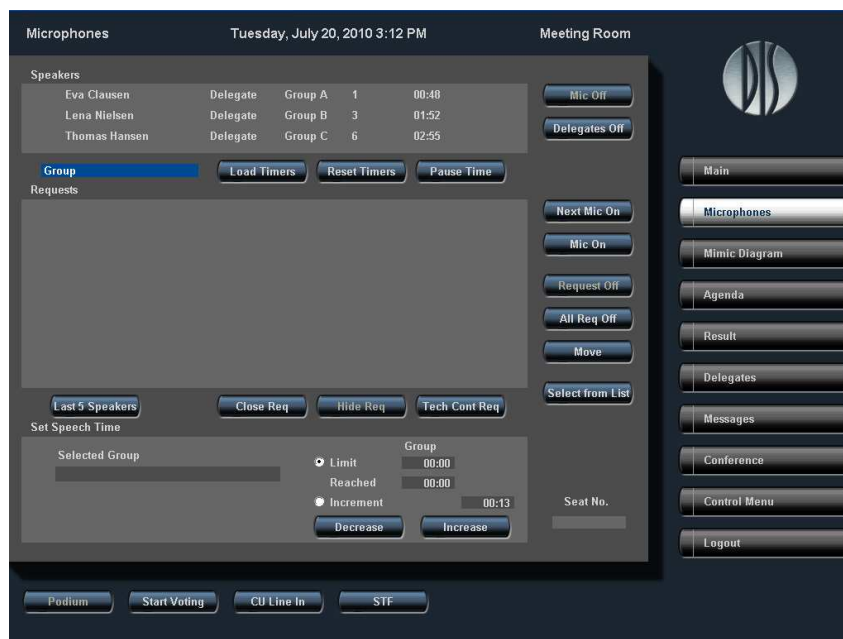


Select the same timer again to disable it or select another timer to enable another timer for all the speakers.

## Group

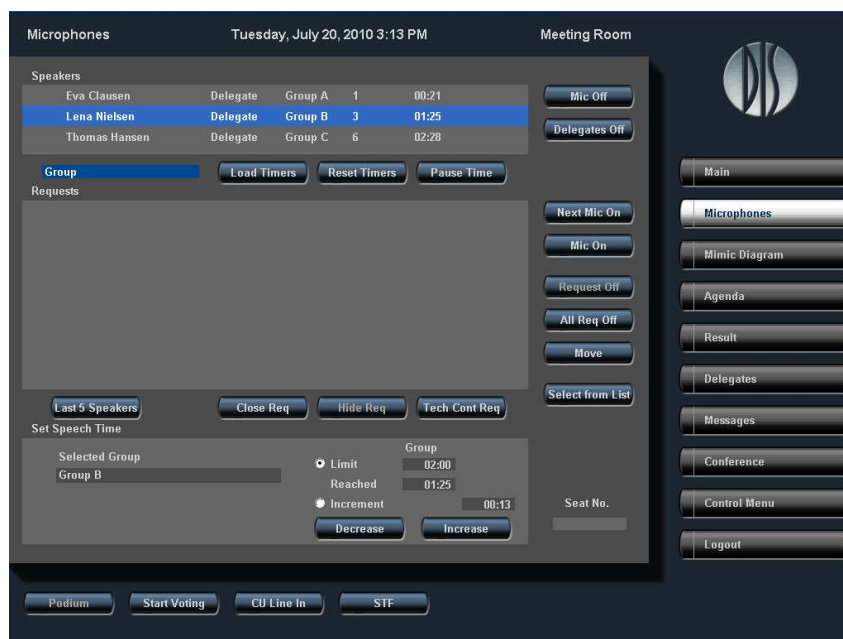
The Group speech time configuration enables three options for modifying the speech time:

- Selected Group
- Selected Group and Delegates (All)
- Selected Group and Delegates (User Type)



## Selected Group

The Selected Group option is used for changing the speech time of a selected group.



[Selected Group]

[xxx yyy]

[Limit]

[xx:xx]

[Reached xx:xx]

[Increment]

Radio button for changing the speech time for a selected group.

Field for displaying the name of the selected group. The field is blank if there is no delegate assigned a group selected on the Speakers list or the selected delegate is not assigned a group.

Radio button for selecting the speech time limit.

Field for displaying the speech time limit.

Field for displaying the current remaining/elapsed speech time.

Radio button for selecting the speech time increment value.

[xx:xx]

Field for displaying the speech time increment value. The value can be set between 00:00-59:59.

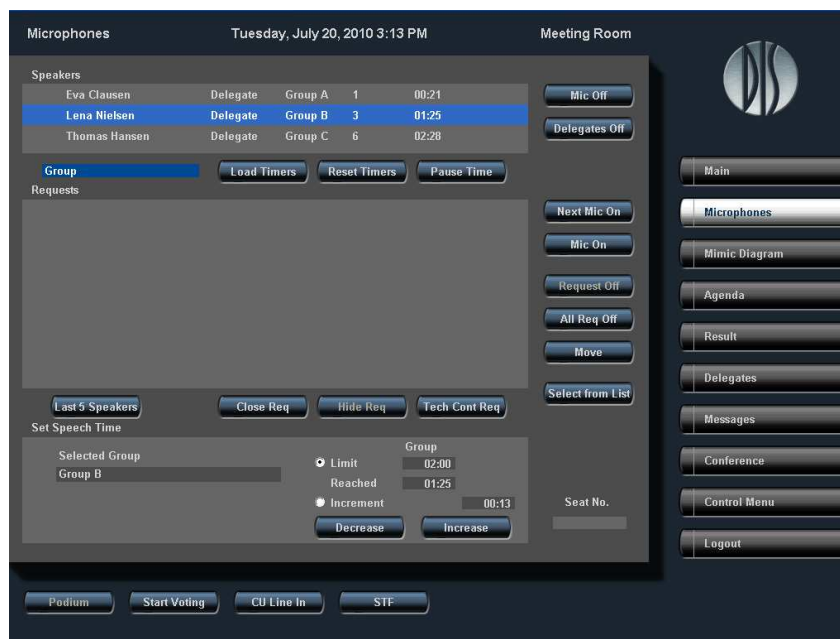
[Decrease]

Button for decreasing the selected speech time limit/speech time increment value.

[Increase]

Button for increasing the selected speech time limit/speech time increment value.

Select a delegate on the Speakers list.

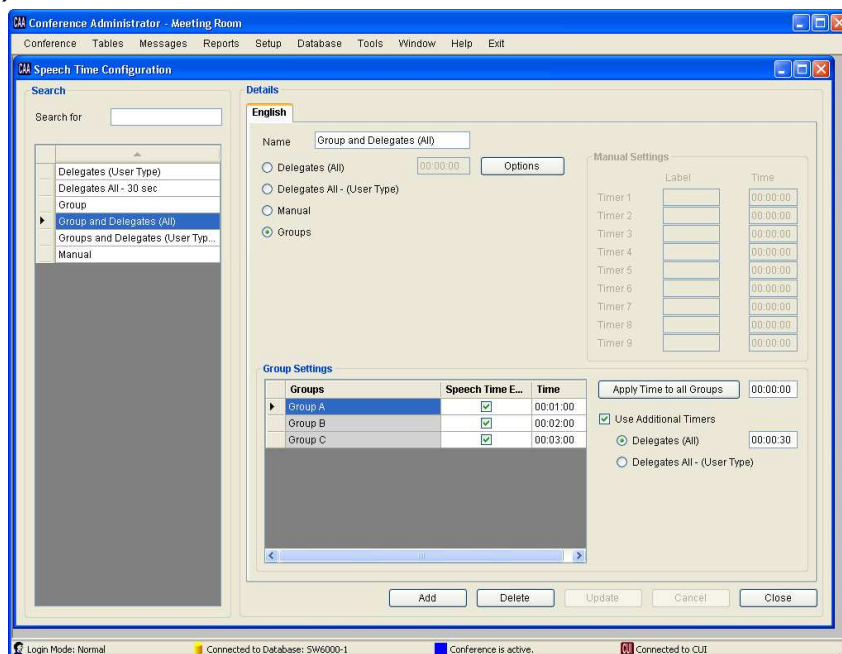


Select the Increment option and adjust the speech time increment value as required using the Decrease/Increase buttons.

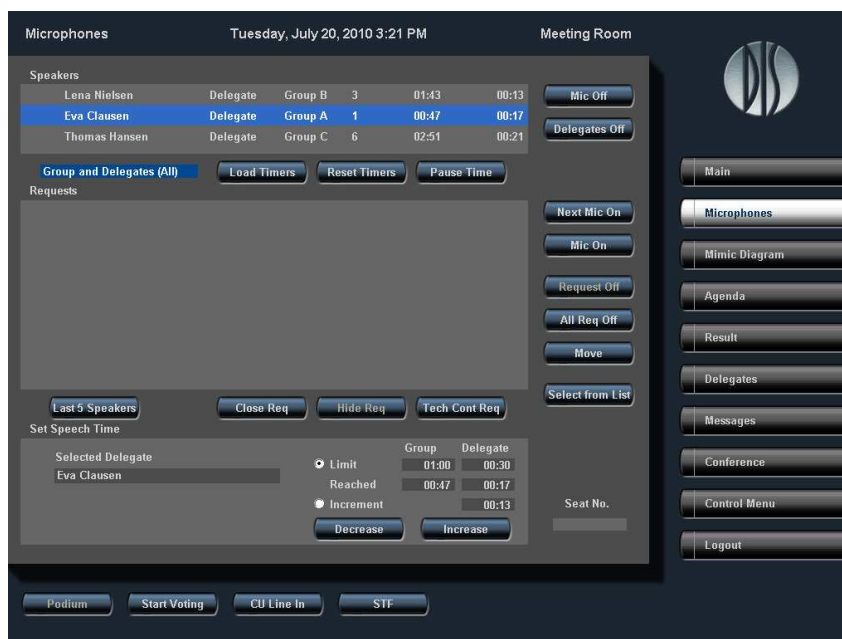
Select the Limit option and decrease/increase the speech time with the speech time increment value using the Decrease/Increase buttons.

### Selected Group and Delegates (All)

If the Group speech time configuration is combined with additional timers for Delegates (All), two speech timers will be available; the group speech timer and the speech timer for all the delegates.



Select a delegate on the Speakers list.

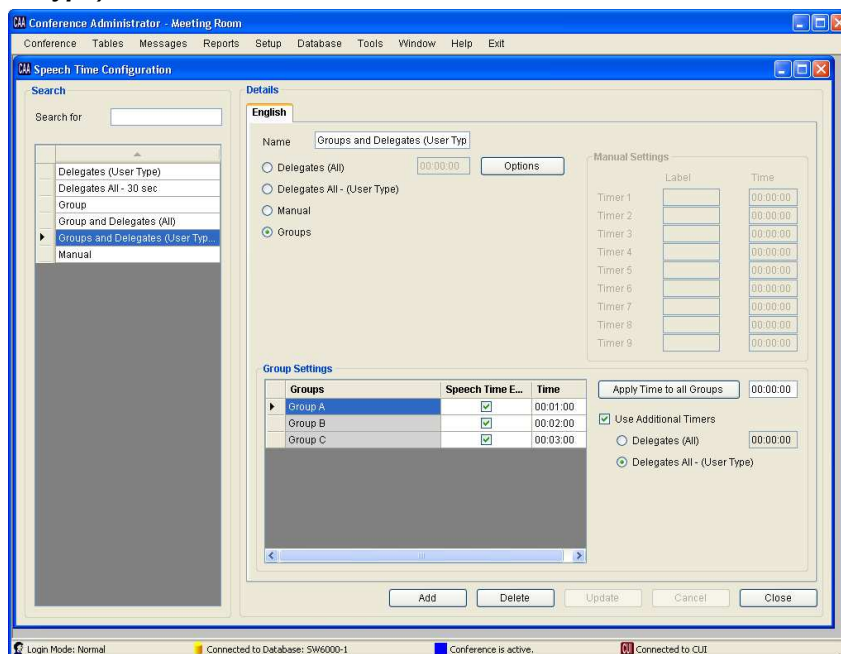


Select the Increment option and adjust the speech time increment value as required using the Decrease/Increase buttons.

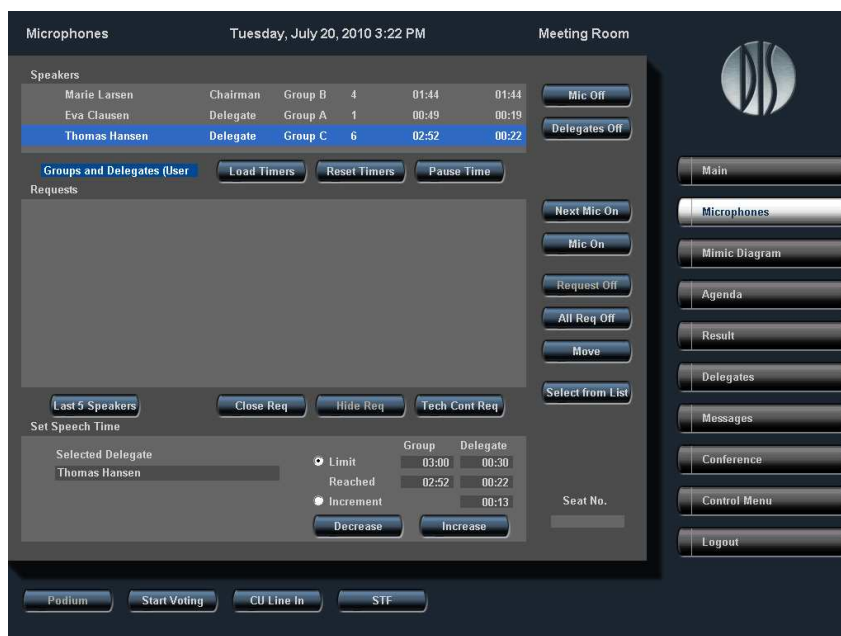
Select the Limit option and decrease/increase the speech time with the speech time increment value using the Decrease/Increase buttons.

### Selected Group and Delegates (User Type)

If the Group speech time configuration is combined with additional timers for Delegates (User Type), two speech timers will be available; the group speech timer and the speech timer for all the user types.



Select a delegate on the Speakers list.



Select the Increment option and adjust the speech time increment value as required using the Decrease/Increase buttons.

Select the Limit option and decrease/increase the speech time with the speech time increment value using the Decrease/Increase buttons.

## CDA

The final steps of setting up the speech time configurations are related to the CDA Microphones display. Overall, there are two steps to consider. Depending on the actual system setup, one or both steps may be left out.

The first step is to configure the speaker and request list to include the required delegate and/or group speech timers.

The second step is to configure the group speech time overview to display group speech time timers.

Please consult the following sections for the details on these two steps.

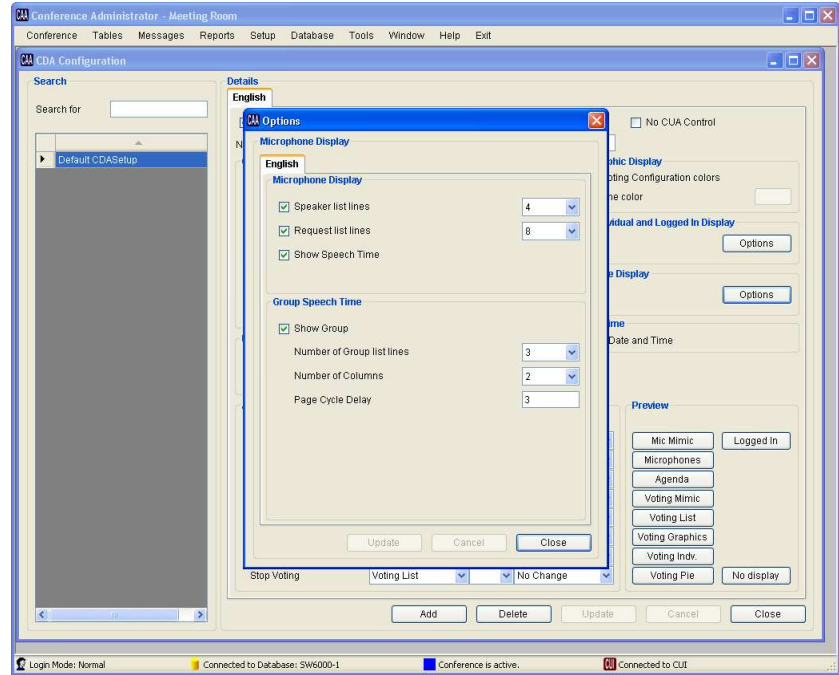
### Configure the speaker and request list

The display of the delegate and/or group speech times on the speaker and request list is configured in the CAA CDA Configuration.

Tuesday, July 20, 2010 3:26 PM					
<b>City Council Meeting 26/07/2010</b>					
<b>Adoption of Agenda</b>					
<b>Speakers</b>					
Eva Clausen	Delegate	Group A	1	00:34	
Marie Larsen		Group B	4	01:38	
Peter Jensen	Delegate	Group C	5	02:44	
<b>Requests</b>					
Lena Nielsen	Delegate	Group B	3	01:38	
Thomas Hansen	Delegate	Group C	6	02:44	
<b>Group Speech Time</b>					
Group A	01:00	00:34			
Group B	02:00	01:38			
Group C	03:00	02:44			

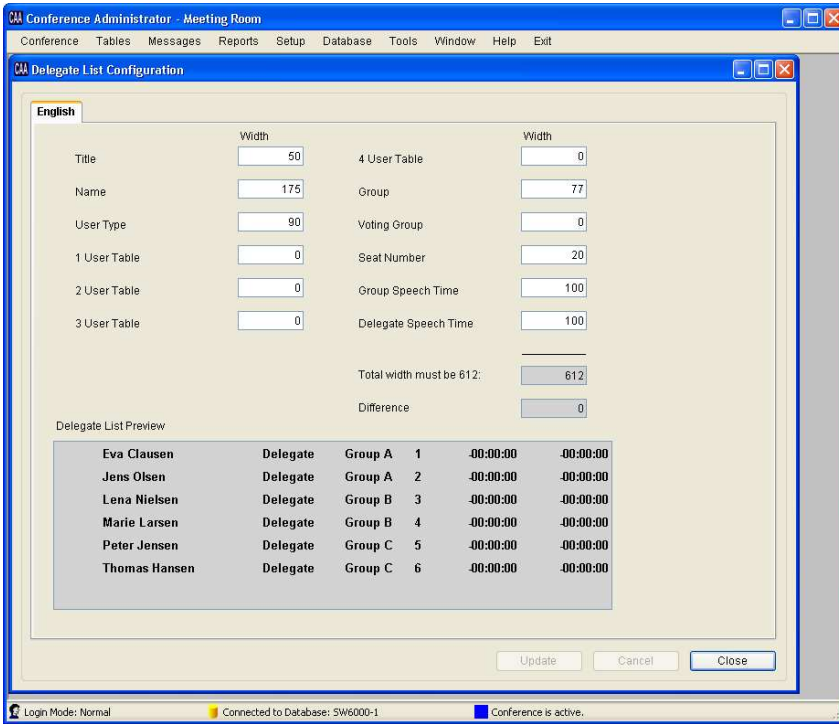
Enable the Show Speech Time option in the CAA/Setup/Configurations/ CDA Configuration/Microphone display Options.

Please refer to the section ‘CDA Configuration’ for more information on configuring the CDA.



Adjust the width of the delegate and/or group speech time columns in the CAA/Setup/Configurations/ Delegate List Configuration. If the column widths are set to zero, the delegate/group speech time will not be shown on the CDA.

Please refer to the section ‘Delegate List Configuration’ for more information on configuring the delegate list.

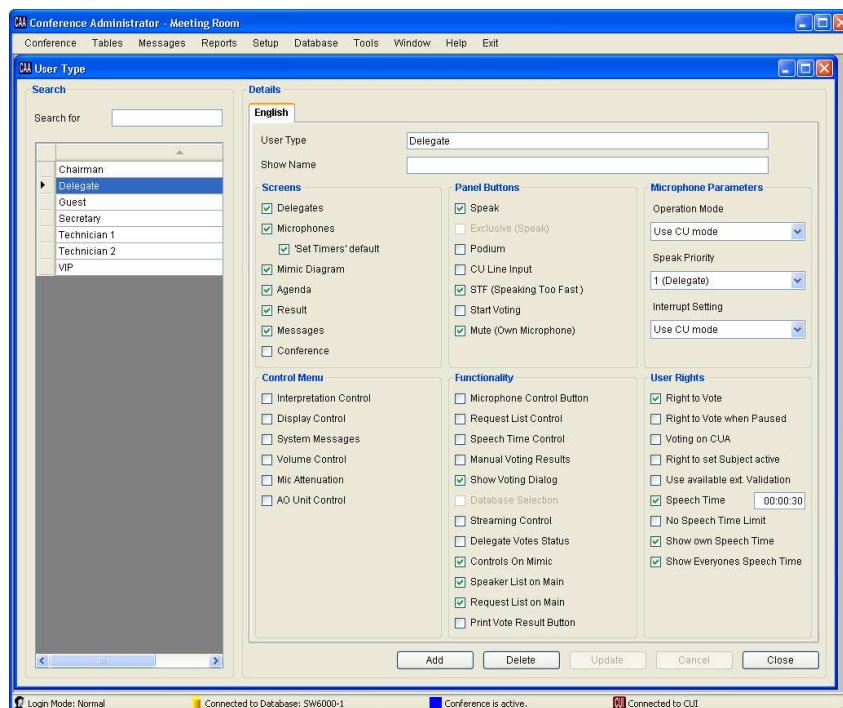




Enable the Speech Time option and configure the speech time in the CAA/Setup/User Type if the speech time configuration is based on user types.

If the No Speech Time option is enabled, the speech time of the selected user type is not shown.

Please refer to the section 'Delegates (User Type)' for more information on configuring the user type.



## Configure the group speech time overview

The display of the total and remaining group speech times is configured in the CAA CDA Configuration.

Tuesday, July 20, 2010 3:26 PM					
<b>City Council Meeting 26/07/2010</b>					
<b>Adoption of Agenda</b>					
<b>Speakers</b>					
Eva Clausen	Delegate	Group A	1	00:34	
Marie Larsen		Group B	4	01:38	
Peter Jensen	Delegate	Group C	5	02:44	
<b>Requests</b>					
Lena Nielsen	Delegate	Group B	3	01:38	
Thomas Hansen	Delegate	Group C	6	02:44	
<b>Group Speech Time</b>					
Group A	01:00	00:34			
Group B	02:00	01:38			
Group C	03:00	02:44			

Enable the Show Group option in the CAA/Setup/Configurations/CDA Configuration/Microphone display Options.

Please refer to the section ‘CDA Configuration’ for more information on configuring the CDA.

