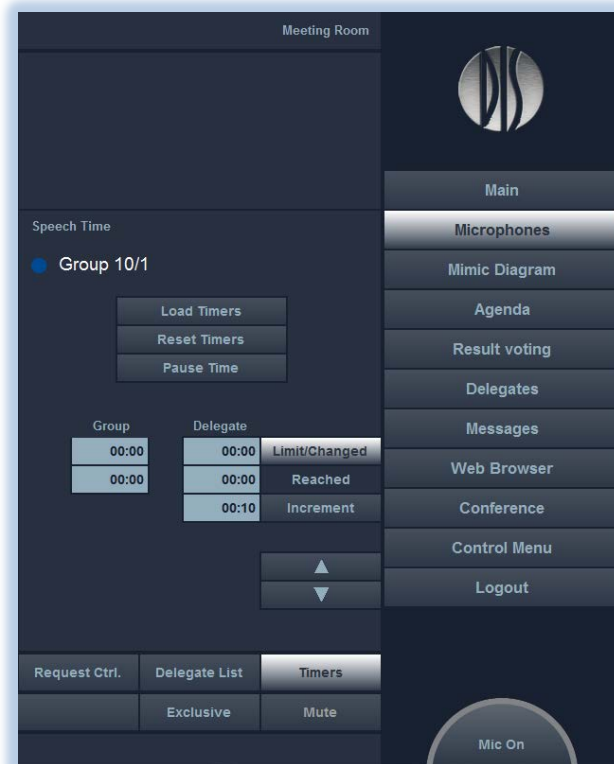


SW 6000



User Manual

Digital Conference System



SW 6125

Advanced Speech Time Control Module

Version 5.8

User Manual

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2 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.

3 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

4 Quick Guide

Please notice that the 'User Manual SW 6125 Advanced Speech Time Control' 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 'Timers' 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 (optional) to a conference in the CAA/Conference menu.
- Step 3: Assign speech time configurations 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.
<ul style="list-style-type: none"> • Step 5: Configure the CDA Configuration to display delegate/group speech time on the CDA in the CAA/Setup/Configurations/CDA Configuration menu.
<ul style="list-style-type: none"> • Step 6: Start the conference and set the first subject on the agenda in the CUA.
<ul style="list-style-type: none"> • Step 8: Change the active speech time in the 'Timers' window in the CUA/Microphones menu if changes to the speech time has to be done when a speech time configuration is active
<ul style="list-style-type: none"> • Step 9: Load a new speech time configuration in the CUA/Conference or Microphones menu.
<ul style="list-style-type: none"> • Step 10: Set a new subject on the agenda.

To understand the details of the 'SW 6125 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.

5 CAA Conference Adm. Application

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 types of 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 default 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.

5.1 'Speech Time Configuration' window

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

All configurations are made using this configuration window.

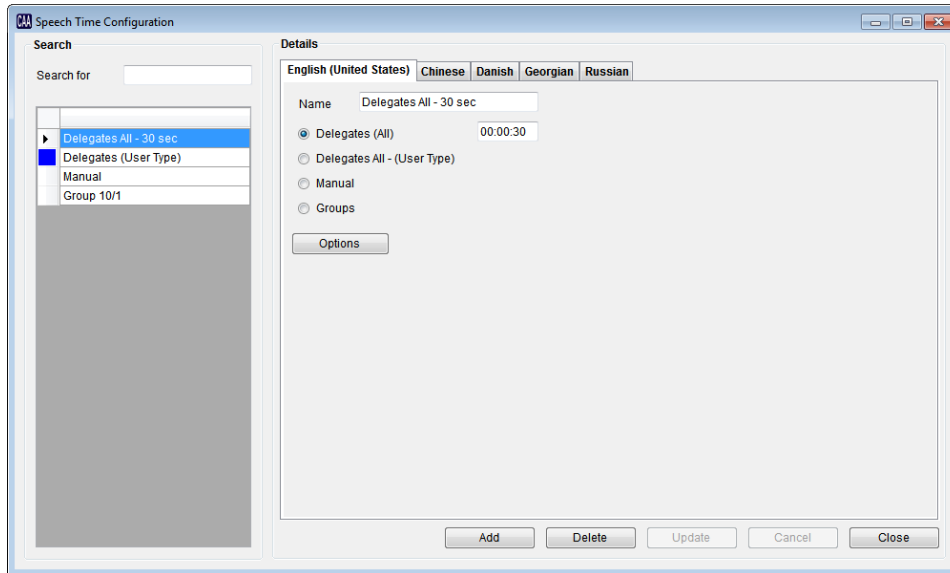


Figure 5.1-A Speech Time Configuration Window

The function of the window is:

Search (List of configurations)

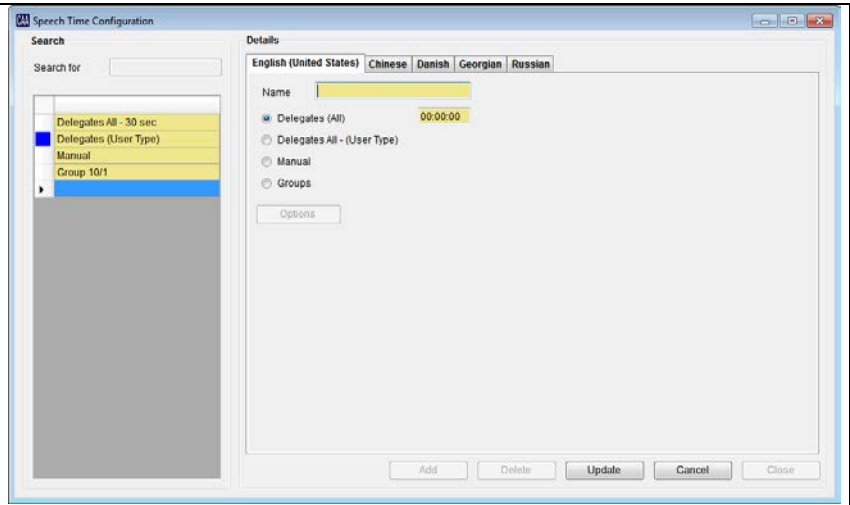
Search for	Field to make a search for a speech time configuration
List	List of configurations. Some configurations are made when the SW 6000 is installed

Details

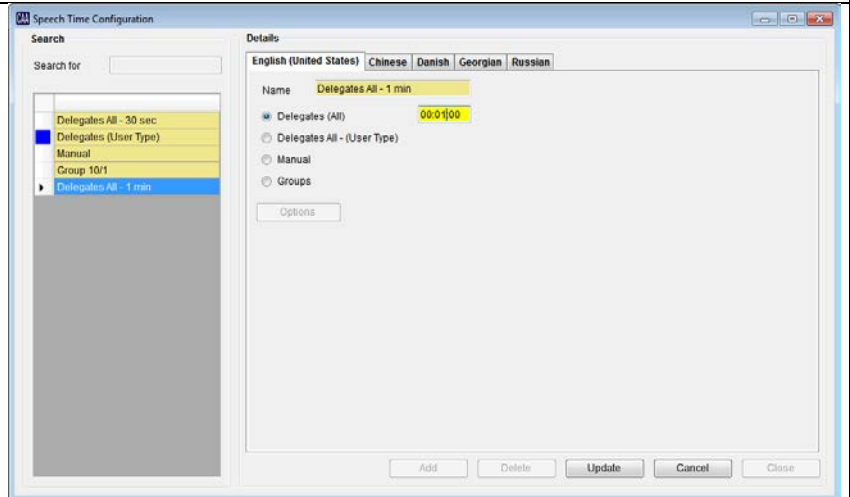
Name	Field for entering the name of the speech time configuration.
Delegates (All) Delegates All (User Type) Manual Groups	Radio buttons for selecting the type of speech time configuration.
[xx:xx:xx]	Field for entering the speech time limit when 'Delegate (All)' is selected. The speech time can be set between 00:00:00-09:59:59.
[Options]	Please refer to the section 'Options'.

5.1.1 Create a new 'Speech Time Configuration'

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



2. Assign a name to the speech time configuration in the name field.
Select the appropriate speech time type
Update to activate the changes.

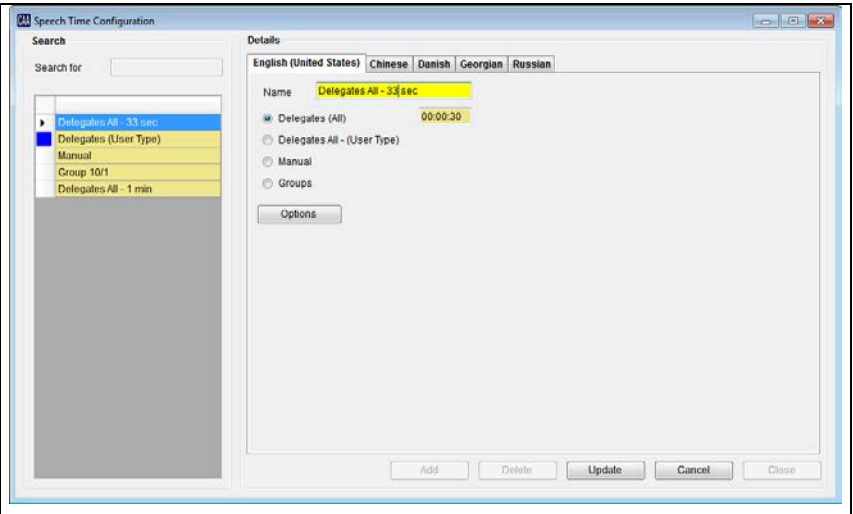


Depending on your selection follow the guidance for each of the types:

- *Delegates (All)*
- *Delegates All - (User Type)*
- *Manual*
- *Groups*

5.1.2 Modify an existing 'Speech Time Configuration'

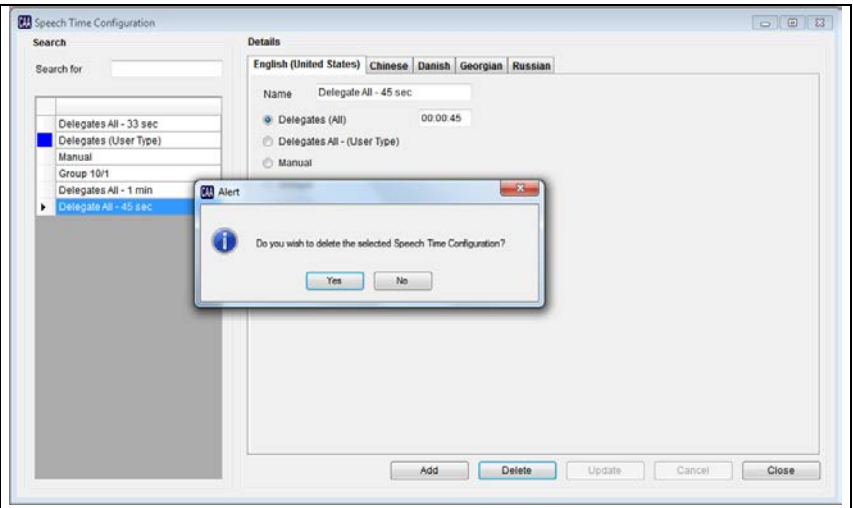
3. Modify an existing speech time configuration by selecting the specific configuration in the configuration list.
- Change any options needed as described when creating speech time configurations
- Change the name of the speech time configuration accordingly
- Give the configuration a meaningful name.
- Update to activate the changes



5.1.3 Remove an existing 'Speech Time Configuration'

4. Remove an existing speech time configuration by selecting the specific configuration in the configuration list.
- Click the Delete button
- Confirm the deletion of the configuration

Important: A Speech Time Configuration in use cannot be deleted.

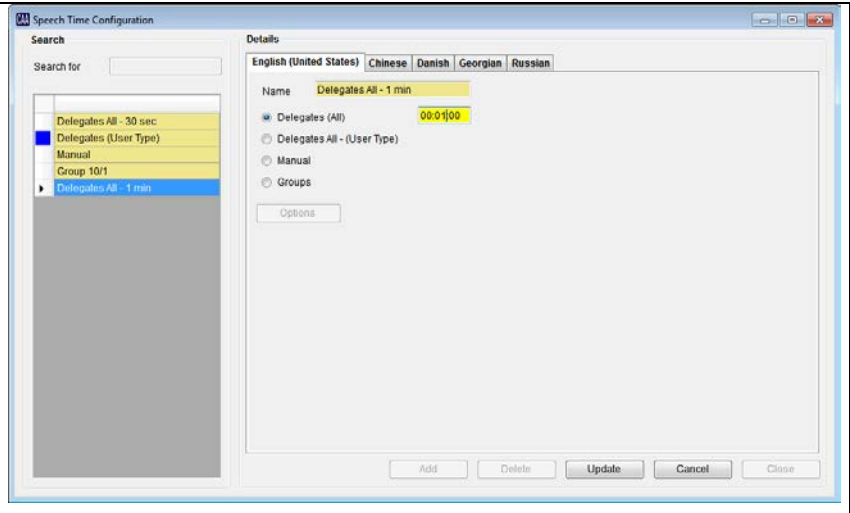


5.1.4 Delegates (All)

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

A meaning full name could be ‘Delegates All – “time”’.

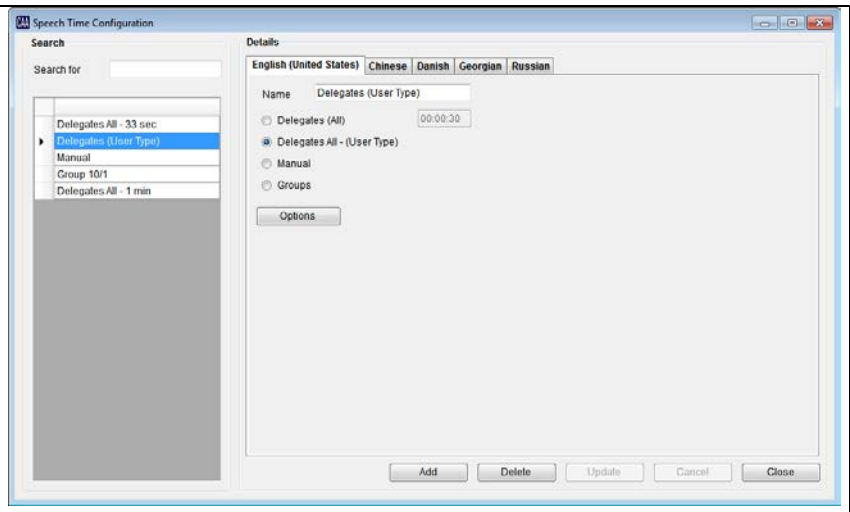
- 4. Follow the instructions in ‘5.1.1 Create a new ‘Speech Time Configuration’
Type in the speech time limitation in the time window
Click update
Select optional the ‘Options’.
Please refer to the section ‘5.1.8 Options’ for details.
Click update



5.1.5 Delegates All - (User Type)

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

- 5. Follow the instructions in ‘5.1.1 Create a new ‘Speech Time Configuration’
Select optional the ‘Options’.
Please refer to the section ‘5.1.8 Options’ for details.
Click update



6. Open the user type configuration in the CAA/Setup/User Type

Select the relevant user type or create a new user type and select this one

Tick 'Speech Time' in the User Rights list

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.

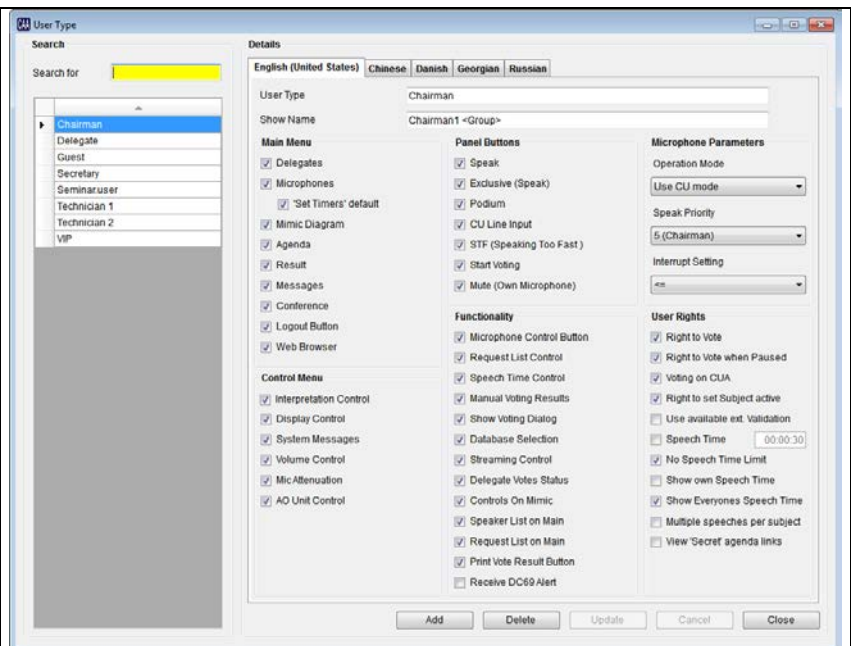
Users without this option enabled will not have a speech time limit.

Type in the speech time limitation in the time field. The speech time can be set between 00:00:00-09:59:59.

Select other speech time options in the User Type window. Refer to '5.1.9 User Type, Speech Time options' for details.

Click Update

Do this for each User Type where and individual speech time limitation shall be applied.



5.1.6 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.

The manual option gives 9 timers, where each time can be assigned an individual time.

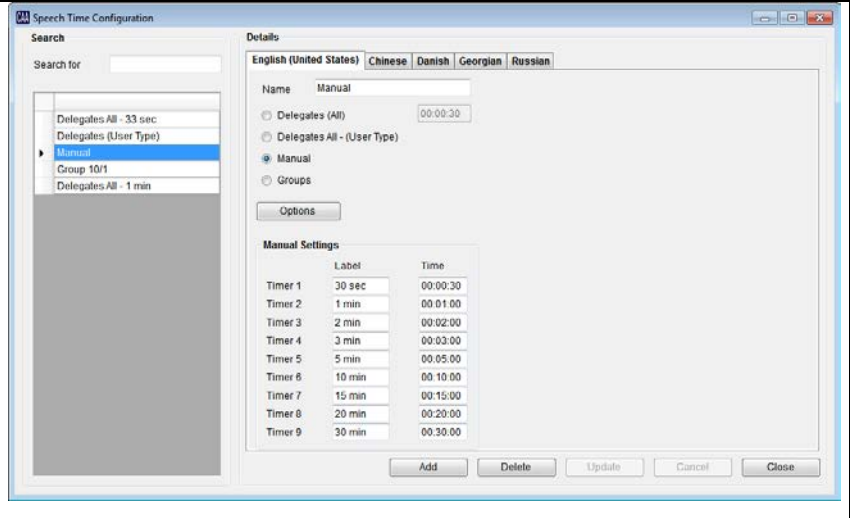
7. Follow the instructions in '5.1.1 Create a new 'Speech Time Configuration'

Type in the time for each timer in the time window. The time can be set between 00:00:00-09:59:59

Type in an appropriate label for each timer

Select optional the 'Options'. Please refer to the section '5.1.8 Options' for details.

Click update



5.1.7 Groups

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

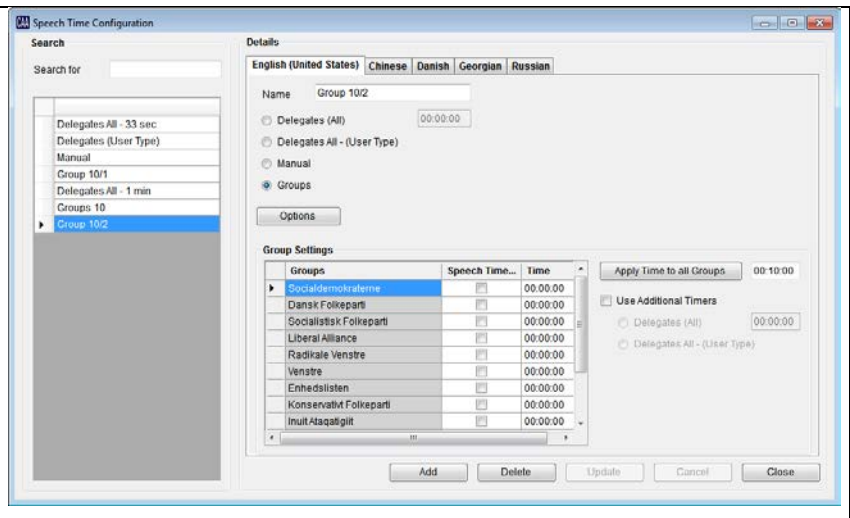
For creating groups please refer to '5.1.7.1 Creating Groups' and for assigning delegates to groups please refer to '5.1.7.2 Assigning a Group to a Delegate'.

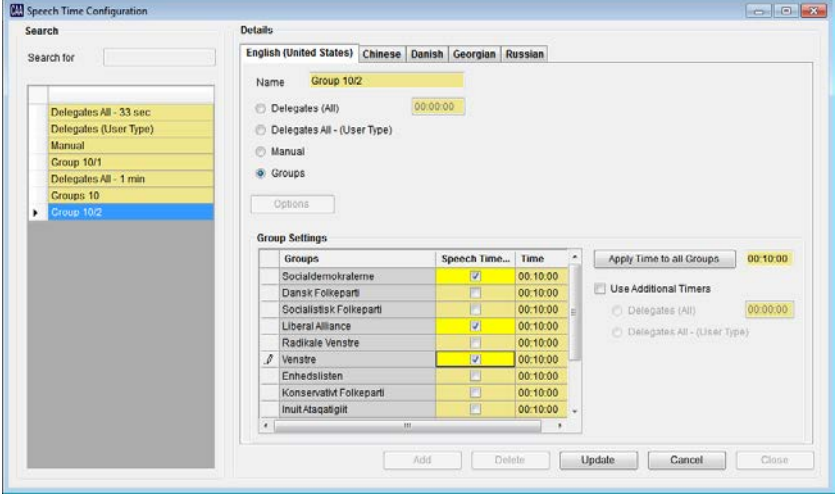
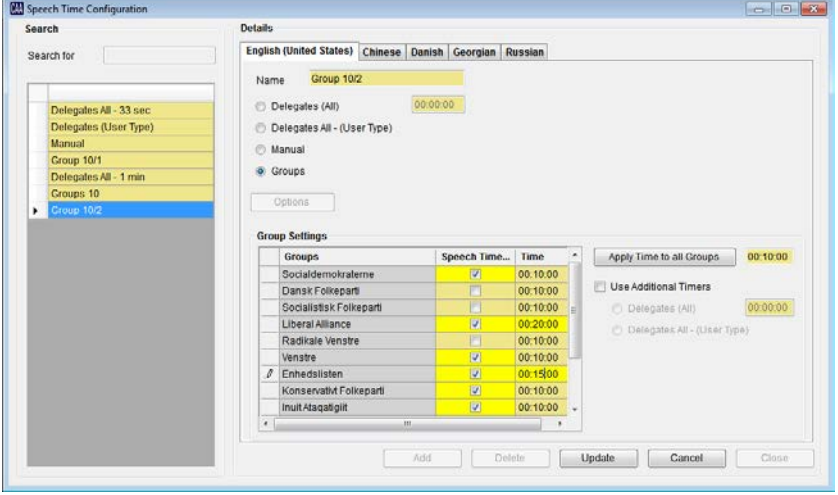
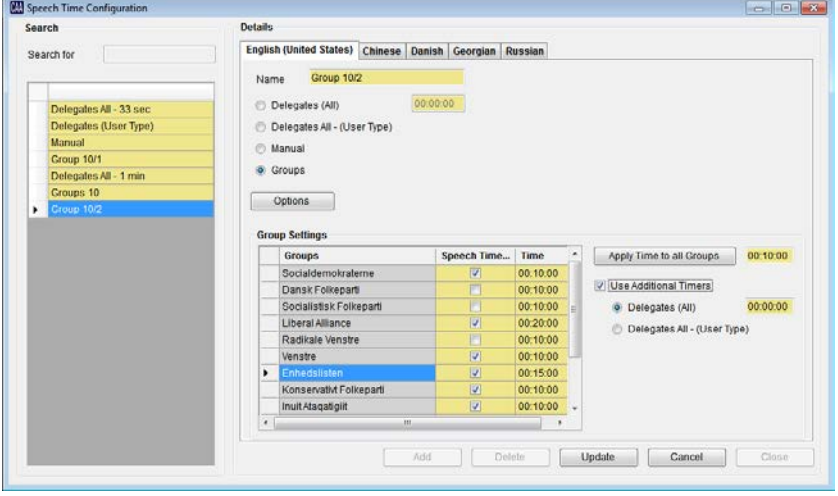
The Group speech time can be used in combination with additional timers for all delegates or user types.

7. Follow the instructions in '5.1.1 Create a new 'Speech Time Configuration'

Select optional the 'Options'. Please refer to the section '5.1.8 Options' for details.

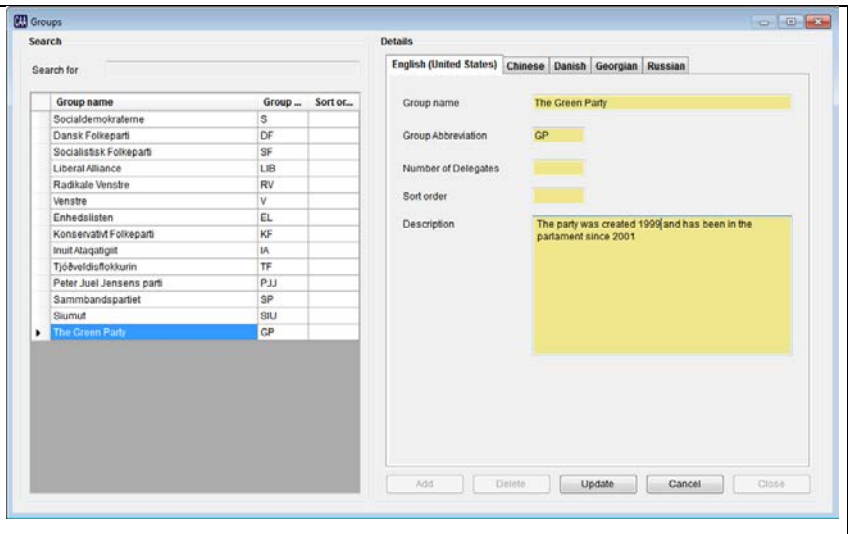
Click update



<p>8. Type in the most used time limitation for the groups in the time field next to the button 'Apply Time to all Groups'.</p> <p>Click 'Apply Time to all Groups'. The same time is now applied to all Groups.</p> <p>Select the Groups which are subject to speech time limitation in the 'Speech Time Enabled' column.</p>	
<p>9. Change the time in the 'Time' column' for the groups, which shall have a different time limitation that the majority of groups</p> <p>Click Update</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p><i>Hint: Each group can have a different speech limitation</i></p> </div>	
<p>10. If speech time limitation shall be applied to the delegates as well select 'Use Additional Timers'.</p> <p>Select the option 'Delegates (All)' and fill in the speech time limitation in the time field to apply to each delegate</p> <p>or</p> <p>select 'Delegates All - (User Type)'. Click Update</p> <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p><i>Hint: For details please refer to '5.1.5 Delegates All - (User Type)'.</i></p> </div>	

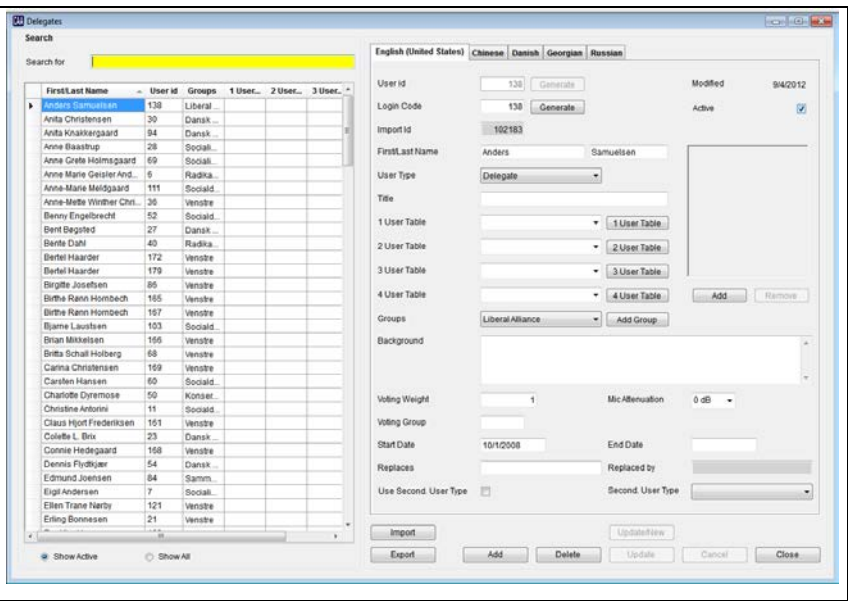
5.1.7.1 Creating Groups

11. Open CAA/Tables/Groups window
- Click Add button
- Type in information for the Group (or Party)
- Click Update
- Continue to make records of all groups

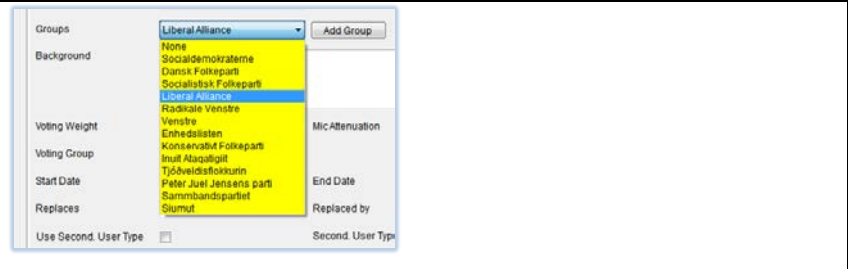


5.1.7.2 Assigning a Group to a Delegate

12. Open CAA/Tables/Delegates window



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



5.1.8 Options

The 'Options' button in the 'Speech Time Configuration' window is used for configuring the scheduling of the speech time limitation.

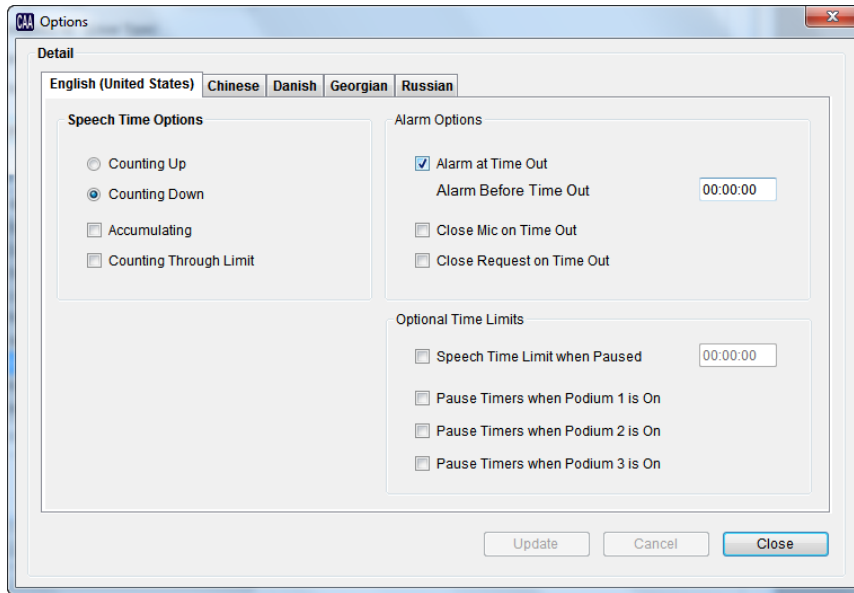


Figure 5.1-B Speech Time Options

Speech Time Options

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. Note: Please note that the 'Group' speech time is never influenced by the 'Accumulating' option as group speech times are always accumulating.
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 Options

Alarm at Time Out	Check box for enabling an alarm in the CUA/CDA when the speech time times out.
Alarm Before Time Out	Field for entering the time for an alarm before the speech time times out in the CUA/CDA. 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.

Optional Time Limits

Speech Time Limit when Paused	If a time is inserted in the time field, a secondary timer will be applied to all delegate, who are subject to a speech time limitation, when the 'Global' timers are paused in the CUA/Microphone screen
Pause Timers when Podium 1 (2 or 3) is On	If this option is ticked the 'Global' timers will be paused, when a Podium Microphone is turned on.

5.1.9 User Type, Speech Time options

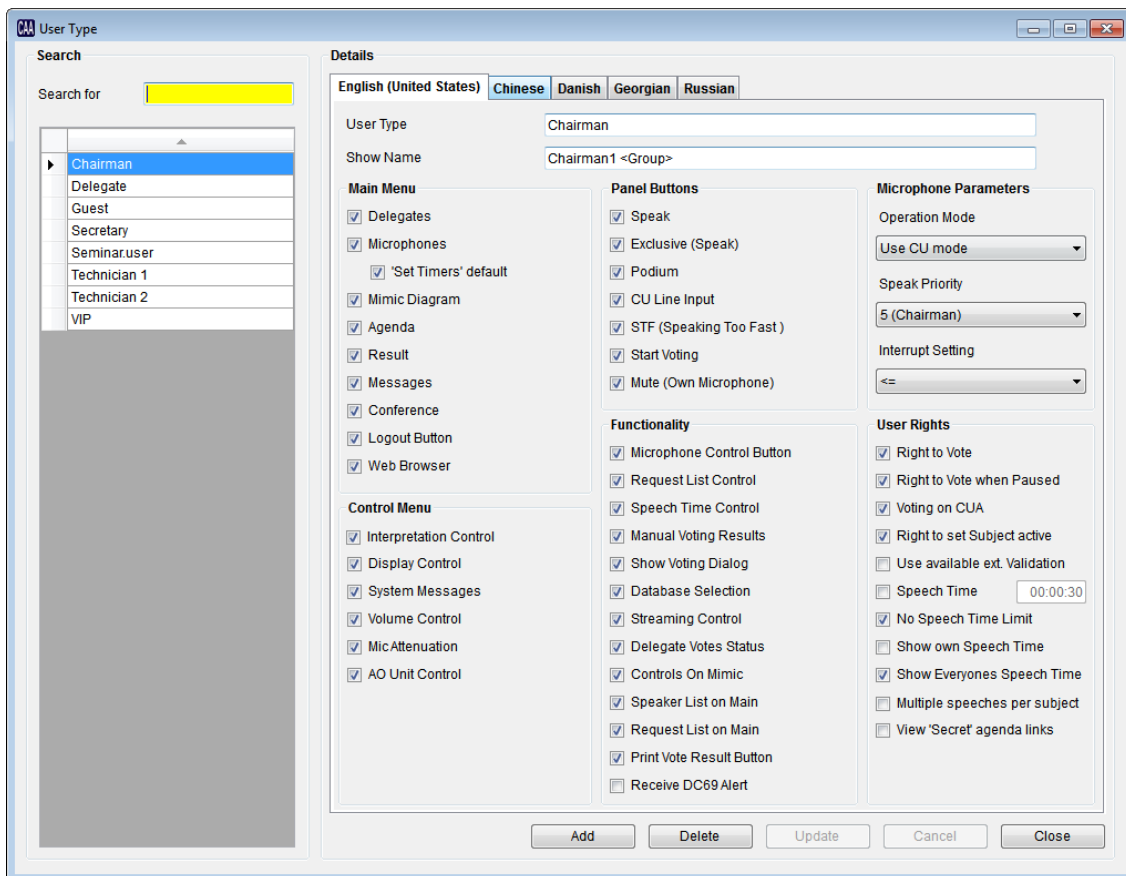


Figure 5.1-C User Type

Main Menu

Set 'Timers' default	When ticked the 'Timers' sub-panel will be open as default when the Microphone screen is selected
----------------------	---

User Rights

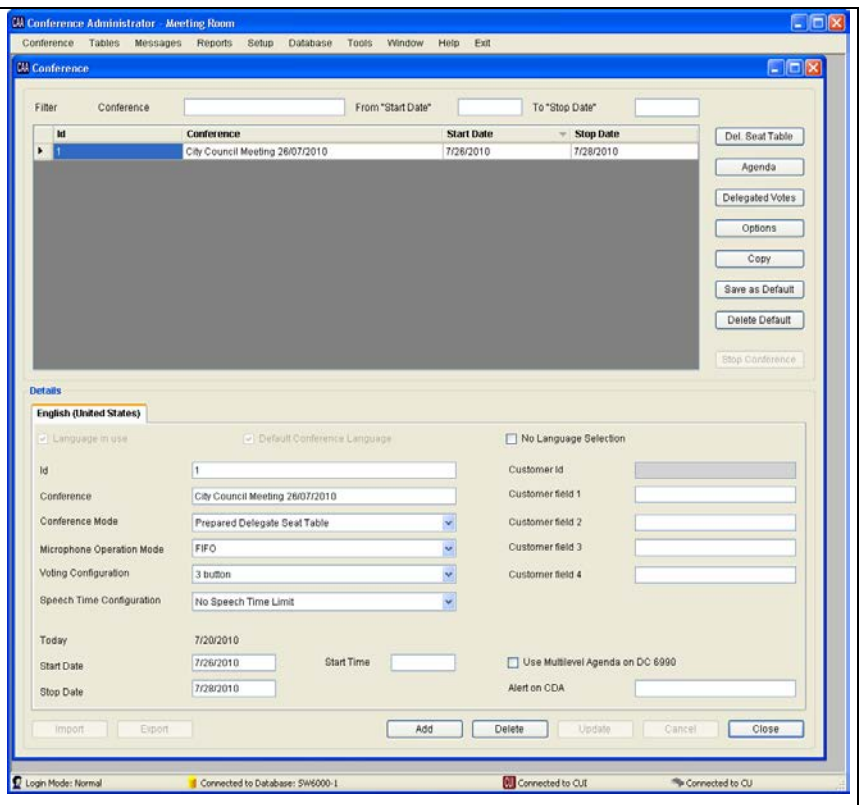
Show own Speech Time	Check box for enabling/disabling the display of the selected user type's speech time in the selected user type's CUA.
Show Everyones Speech Time	Check box for enabling/disabling the display of all the delegates' speech times in the selected user type's CUA.
No Speech Time Limit	The 'No Speech Time Limit' option is mainly used for 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 Limits' options are both enabled, the speech time will be disabled for the selected user type

5.2 Conference

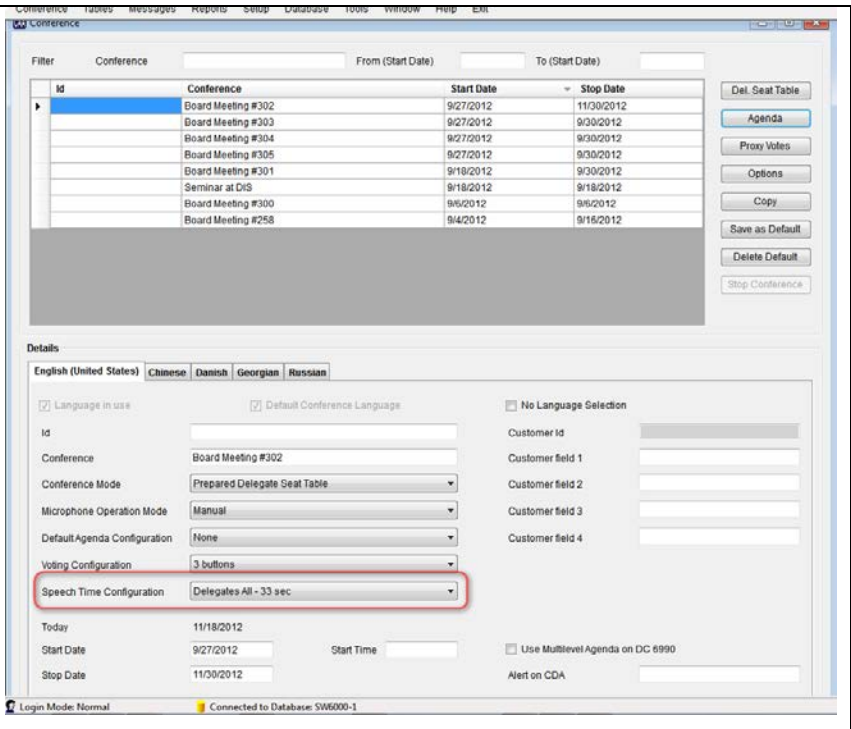
An optional 'Speech Time Configuration' can be assigned to the conference.

If assigned this configuration will be used as default for all agenda subjects unless a 'Speech Time Configuration' is assigned a subject.

14. Open the CAA/Conference and create a conference.

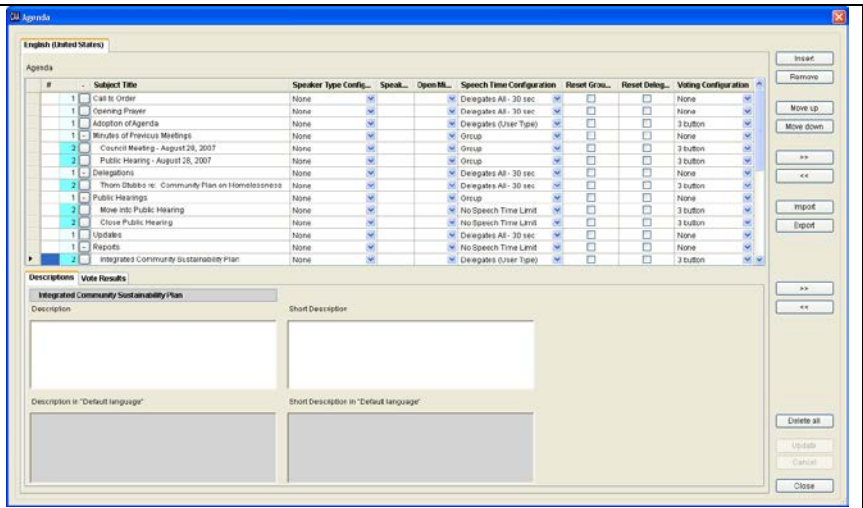


15. Assign a 'Speech Time Configuration' to the conference using the drop-down list.
Update to activate the changes.



5.2.1 Agenda

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



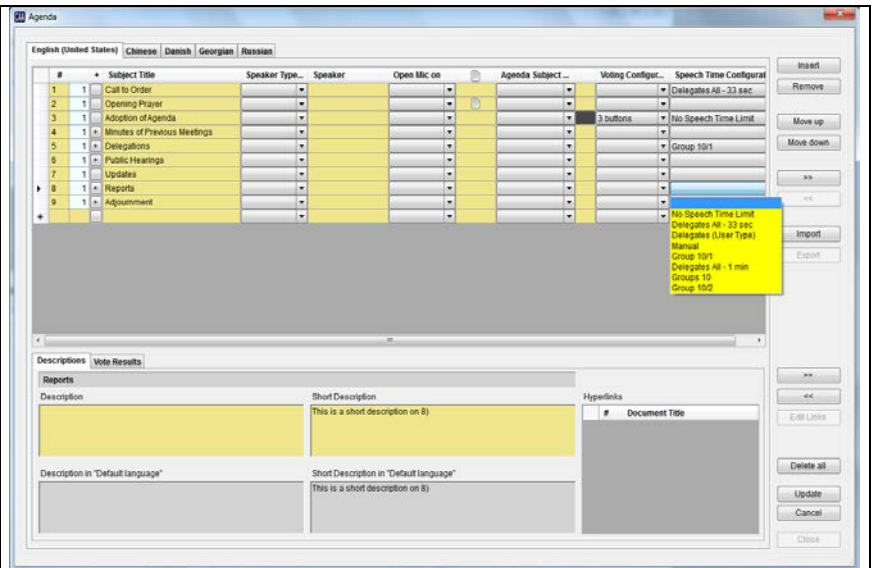
17. Assign optional a 'Speech Time Configuration' to the different agenda subjects using the drop-down list.

Assign optional a 'Agenda Subject Configuration' to the different agenda subjects using the drop-down list. For details please refer to '0 Error! Not a valid result for table.'

Update to activate the changes.

Note: When an agenda subject is set active during the conference, the associated 'Speech Time Configuration' is loaded.

If there is no 'Speech Time Configuration' assigned to an agenda subject the default speech time configuration assigned to the conference is being used when the subject is set active.



5.2.2 Delegate List Configuration

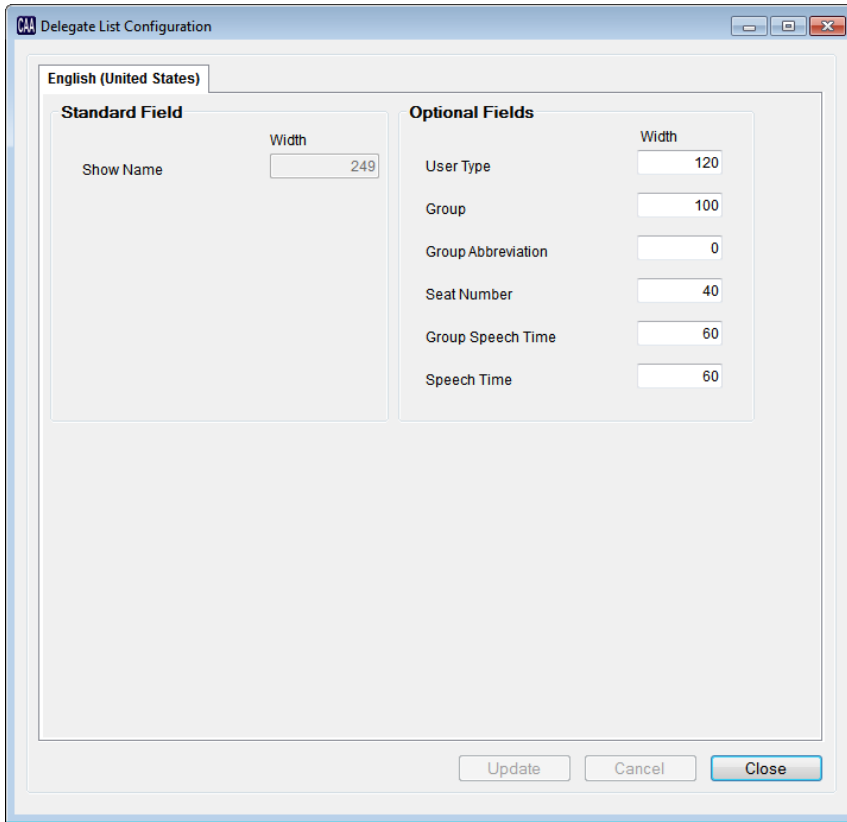


Figure 5.2-A Installation with multiple PC's

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

Change the value for the two lists on a "try and check" basis. A large font size used in the CDA and CUA demand a higher value.

5.2.3 Agenda Subject Configuration

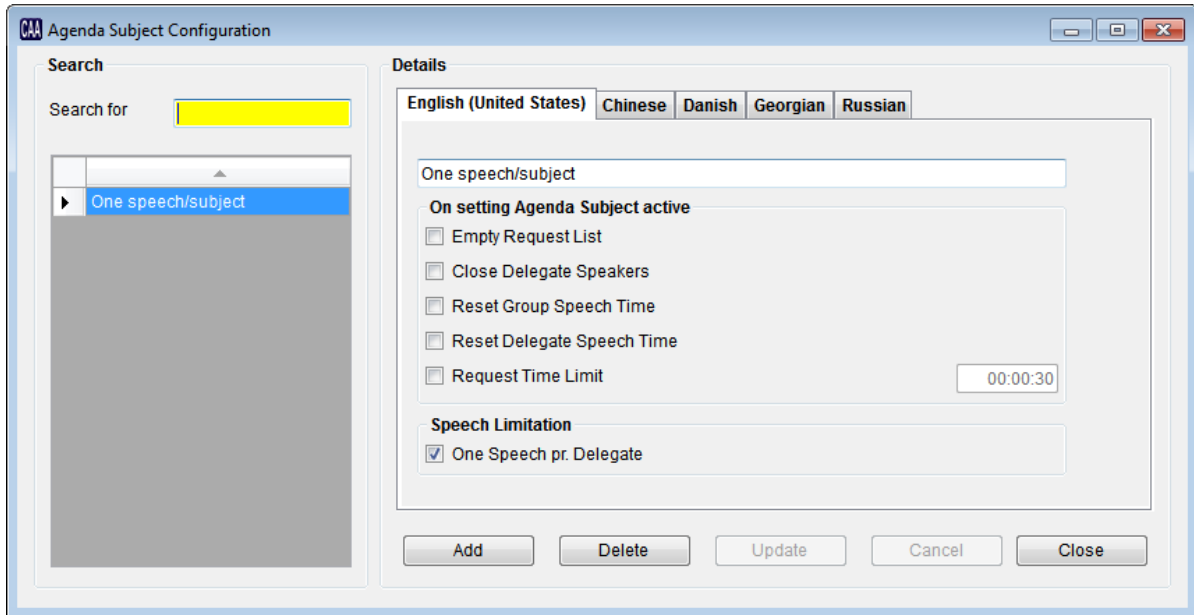


Figure 5.2-B Installation with multiple PC's

The 'Agenda Subject Configuration' assigns events, when a subject is set active. Different configurations can be created.

On setting Agenda Subjects active

Empty Request List	Empties the Request List if the agenda subject set active
Close Delegate Speakers	Closes open Delegate Speakers if the agenda subject set active
Reset Group Speech Time	Resets the speech time timers for the groups if an agenda subject is re-opened
Reset Delegate Speech Time	Resets the speech time timers for the delegates if an agenda subject is re-opened
Request Time Limit	If a time is inserted in the time field, the Request List is closed for new entries when the time expires

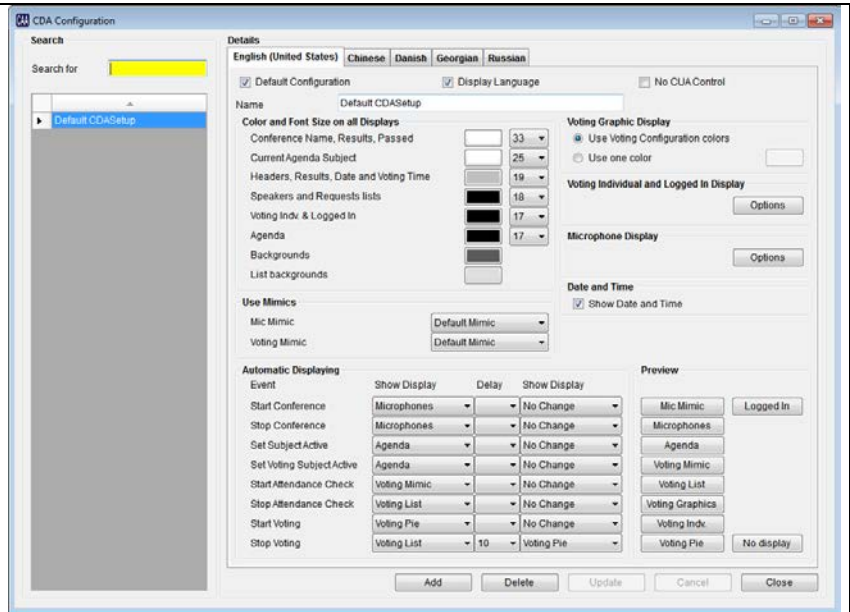
Speech Limitation

One Speech pr. Delegate	When ticked a delegate is only allowed to speak one time (open his microphone) for the subject. 'User Types' with 'Multiple Speeches/Subject' will still be allowed to open his microphone more than one time.
-------------------------	---

5.2.4 CDA Configuration

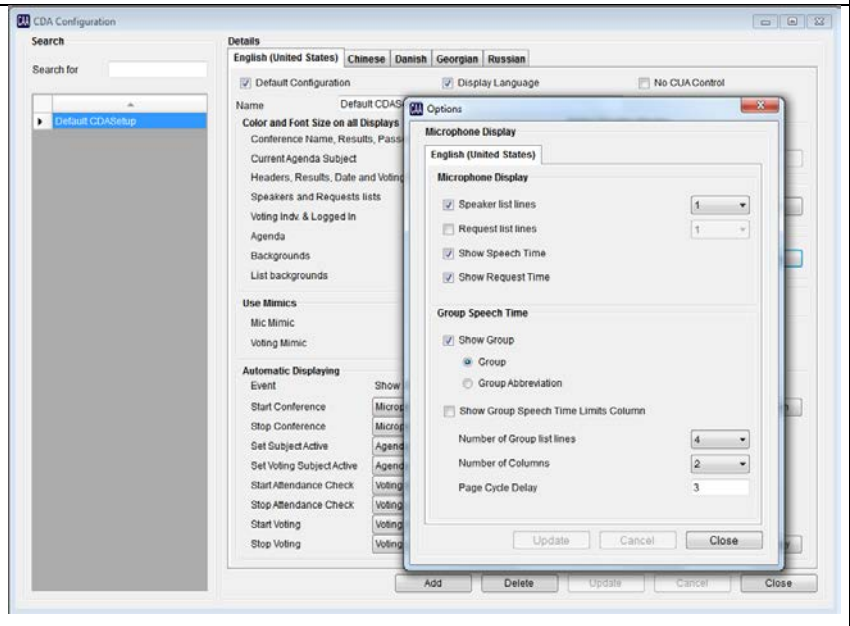
18. Open the CAA/Setup/Configurations/CDA Configuration

Select the Options button in the Microphone Display window.



19. 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.



5.3 CUA Conference User Application

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

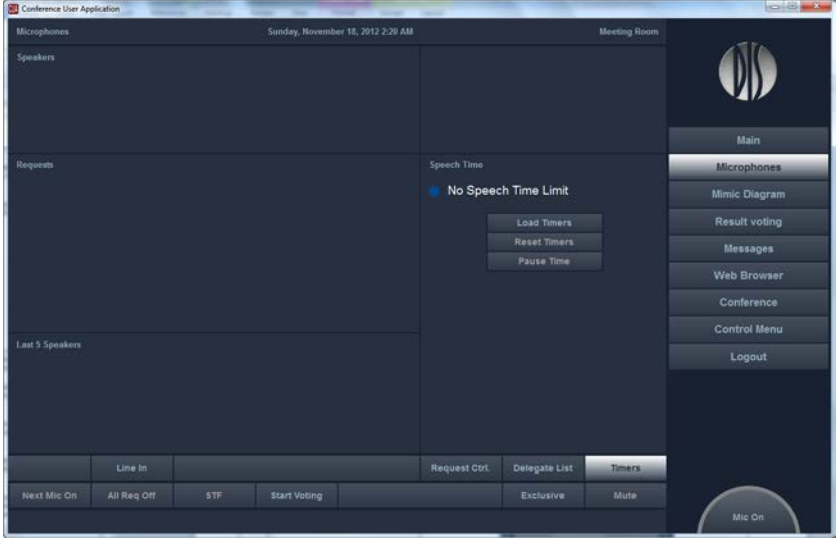
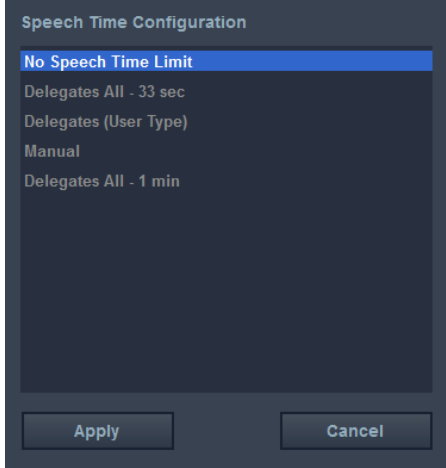
Please consult the following sections for the details on these two steps.

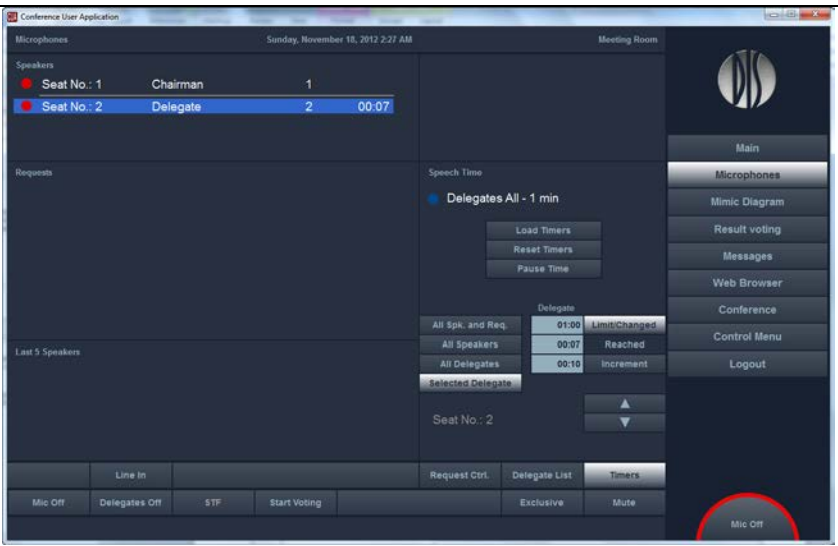
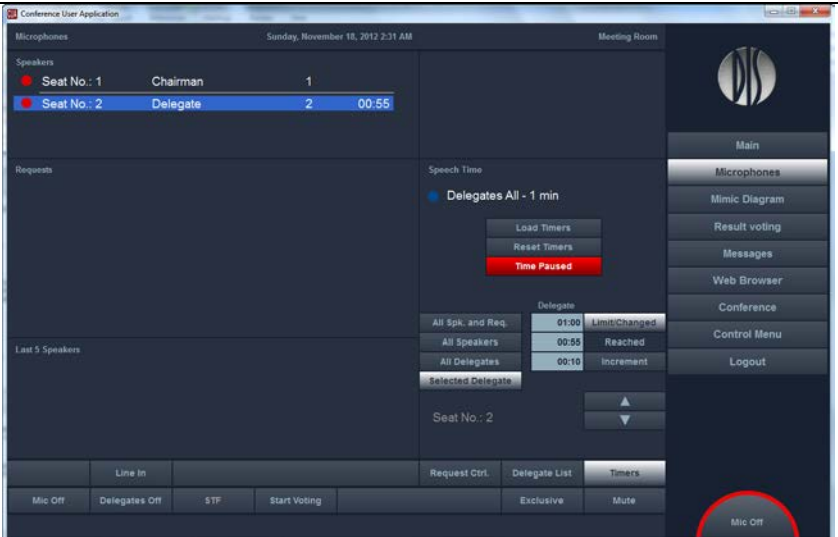
5.3.1 Load a speech time configuration

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

5.3.1.1 No active conference

When no conference is started, the speech time configurations must be loaded manually.

<p>20. Open the CUA/Microphones menu Select the Timers sub-panel Click Load 'Timers'</p>	
<p>21. Select a 'Speech Time Configuration' Click Apply</p> <div data-bbox="213 1285 568 1435" style="border: 1px solid black; padding: 5px;"><p><i>Note: Group speech time configurations are not available when there is no active conference.</i></p></div>	

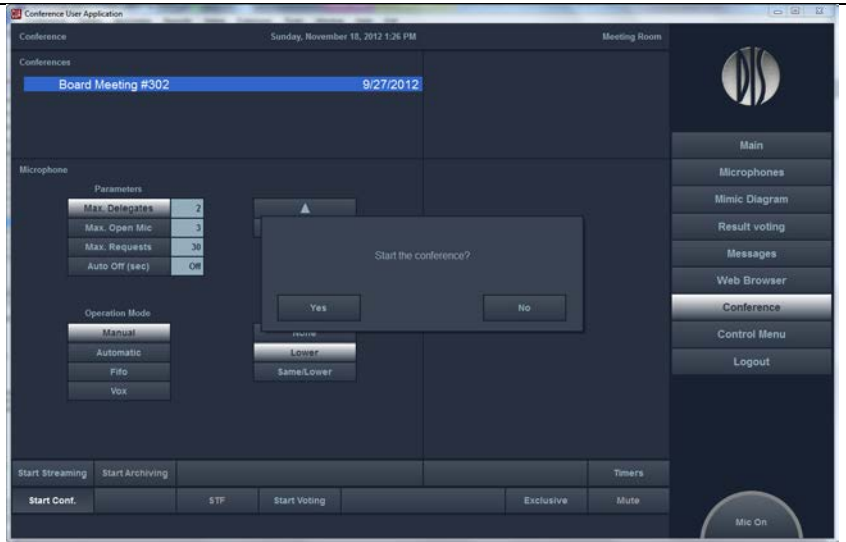
<p>22. Observe the 'Speech Time Configuration' loaded is shown.</p> <p>Select the Load Timers button to change the speech time configuration.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><i>Note that the speech timers are not reset when a configuration is reloaded.</i></p> </div> <p>Select the Reset Timers button to reset the speech time.</p>	
<p>23. Select the 'Pause Time' button to pause the speech time.</p>	

5.3.1.2 Active conference

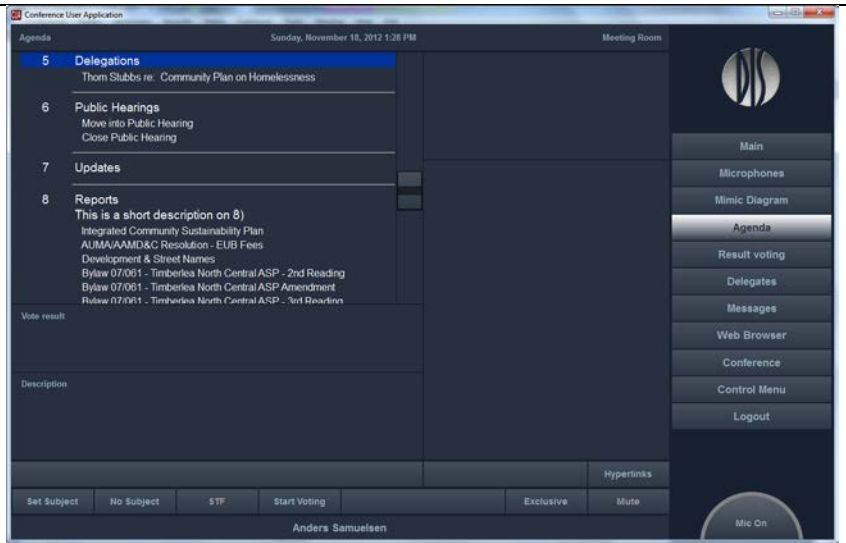
When a conference is active speech time configurations can be loaded manually as described in the section '5.3.1.1 No active conference'.

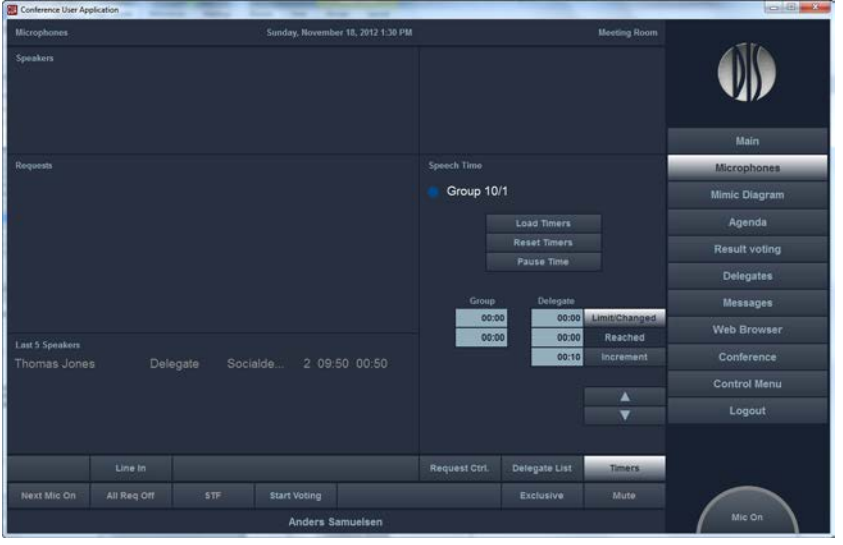
However if a speech time configuration is applied to the conference or to a subject, the configuration is loaded automatically, when a subject is set active.

24. 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.



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



<p>26. The active speech time configuration will change when an agenda subject is set with another speech time configuration.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Note: When agenda subjects are advanced the speech time counters are always reset.</i></p> <p><i>If a speech time configuration is loaded manually the speech time counters are NOT reset.</i></p> </div>	
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5.3.2 Changing the speech time limit during the meeting

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

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

5.3.2.1 Delegates (All)

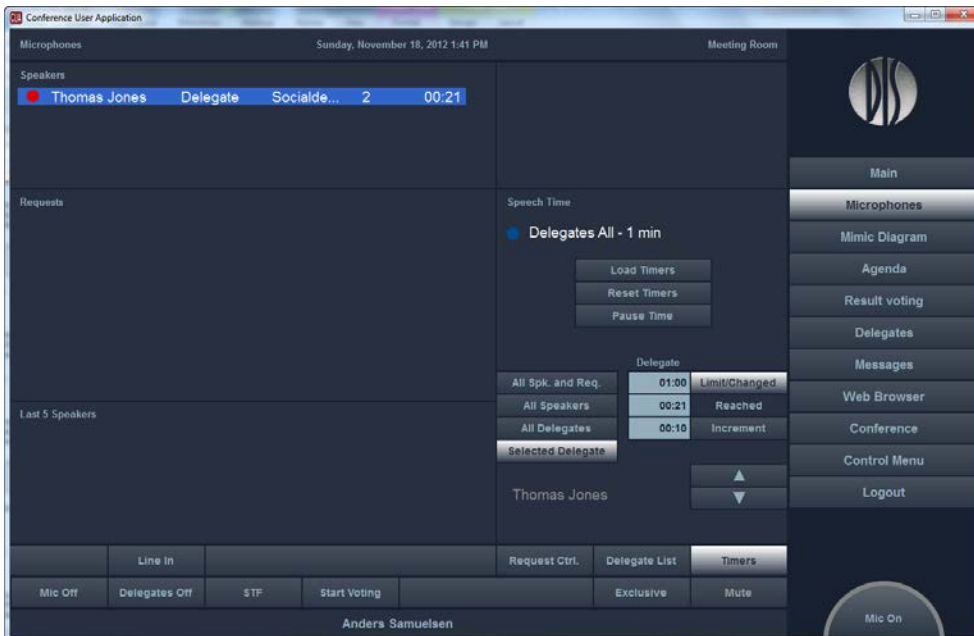


Figure 5.3-A Delegates (All) Speech Time Limitation

The 'Delegates (All)' speech time configuration type enables four options for modifying the speech time in the 'Timers' sub-panel:

- All Spk. and Req.
- All Speakers
- All Delegates
- Selected Delegate

5.3.2.1.1 Selected Delegate

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

The delegate can be selected in any of the windows:

Speakers, Request or 5 Last Speakers.

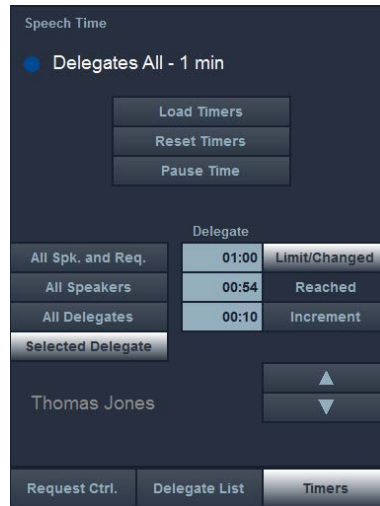


Figure 5.3-B Option for Selected Delegate

Selected Delegate	Radio button for selecting the 'All Delegates' option The name of the selected delegate is shown below the button.
Limit/Changed	Radio button for selecting the option to change the limit The field next the button shows the actual speech time limit for the selected delegate
Reached	Field for displaying the current remaining/elapsed speech time
Increment	Radio button for selecting the speech time 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 <u>selected delegate</u> speech time limit
'Arrow down'	Button for decreasing the <u>selected delegate</u> speech time limit

5.3.2.1.2 All Spk. and Req., All Speakers and All Delegates

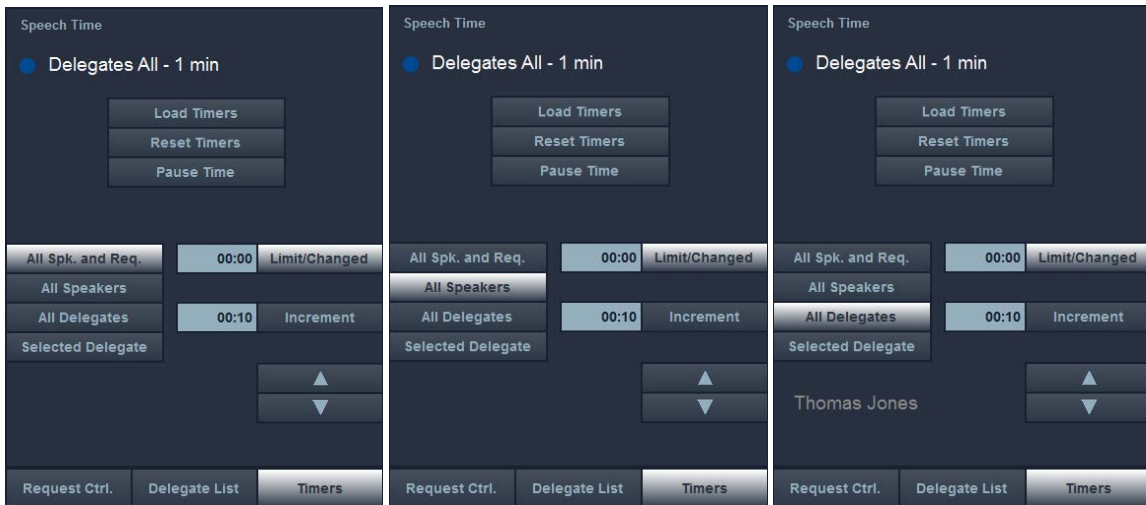


Figure 5.3-C Options for a number of delegates

This option is used to apply a +/- change to the speech time limit to a group of delegates.

All Spk. and Req.	Radio button for selecting the 'All Spk. and Req.' option. The 'All Spk. and Req.' option is used for changing the speech time of all delegates in the speakers and requests lists.
All Speakers	Radio button for selecting the 'All Speakers' option. The 'All Speakers' option is used for changing the speech time of all delegates in the speakers
All Delegates	Radio button for selecting the 'All Delegates' option The 'All Delegates' option is used for changing the speech time of all delegates subject to a speech time limitation
Limit/Changed	Radio button for selecting the option to change the limit The field next the button shows change applied +/- to the actual speech for all delegates
Increment	Radio button for selecting the speech time 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 speech time limit of the <u>selected group of delegates</u>
'Arrow down'	Button for decreasing the speech time limit of the <u>selected group of delegates</u>

5.3.2.2 Delegates (User Type)

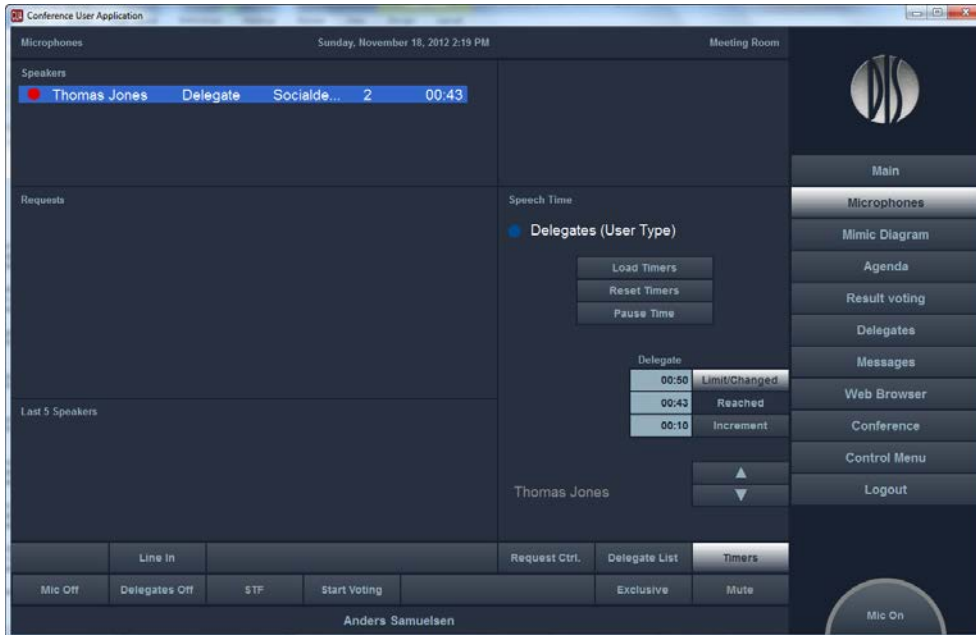


Figure 5.3-D Delegates (User Type) Speech Time Limitation

The 'Delegates All (User Type)' speech time configuration type enables the following options for modifying the speech time in the 'Timers' sub-panel:

Name field	The name of the selected delegate is shown. If not delegate is selected, the field is empty.
Limit/Changed	Radio button for selecting the option to change the limit The field next the button shows the actual speech time limit for the selected delegate
Increment	Radio button for selecting the speech time 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 <u>selected delegate</u> speech time limit
'Arrow down'	Button for decreasing the <u>selected delegate</u> speech time limit

5.3.2.3 Manual

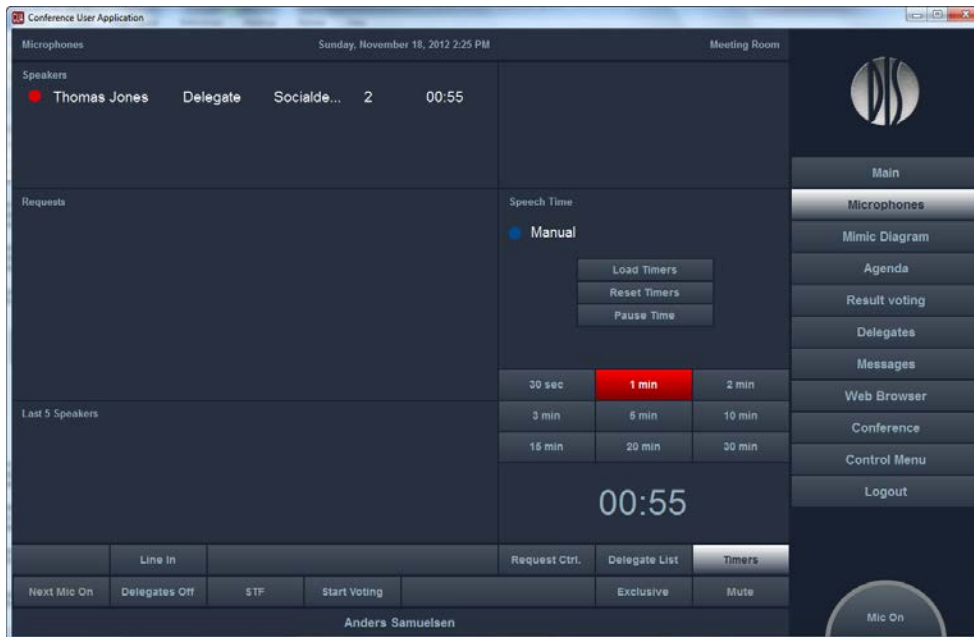


Figure 5.3-E Manual Speech Time Counters

The 'Manual' speech time configuration type enables start/stop of each of the nine timers in the 'Timers' sub-panel.

<p>Timer Buttons</p>	<p>The 9 timer buttons are used to start/stop of the manual timers. The buttons are mutual exclusive. When started the button lights red.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><i>Note: Remember, that the timers are not influenced of the switching on/off of the microphones</i></p> </div>
<p>Time display</p>	<p>Field for displaying the current remaining/elapsed speech time</p>

5.3.2.4 Group

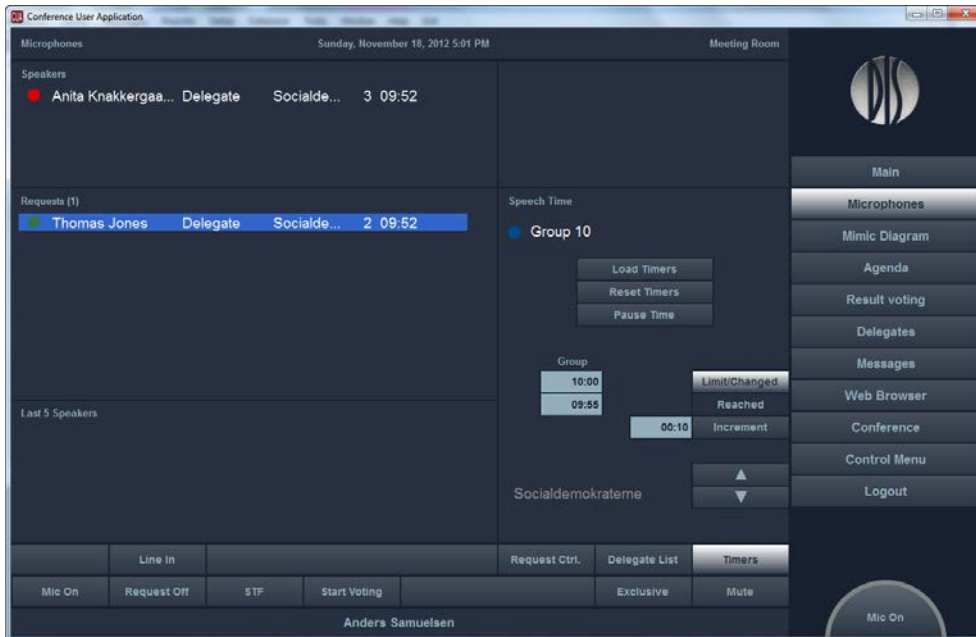


Figure 5.3-F Group Speech Time Limit

This 'Group' speech time configuration type enables one option for modifying the speech time in the 'Timers' sub-panel:

- Selected Delegate (when the configuration does not include delegate speech time)

Name field	The name of the <u>Group</u> of the selected delegate is shown. If no delegate is selected, the field is empty.
Limit/Changed	Radio button for selecting the option to change the limit The Group field next the button shows the actual speech time limit for the Group for the selected delegate
Reached	Field for displaying the current remaining/elapsed speech time
Increment	Radio button for selecting the speech time 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 <u>selected group</u> speech time limit
'Arrow down'	Button for decreasing the <u>selected group</u> speech time limit

5.3.2.5 Group, including delegate speech time limit

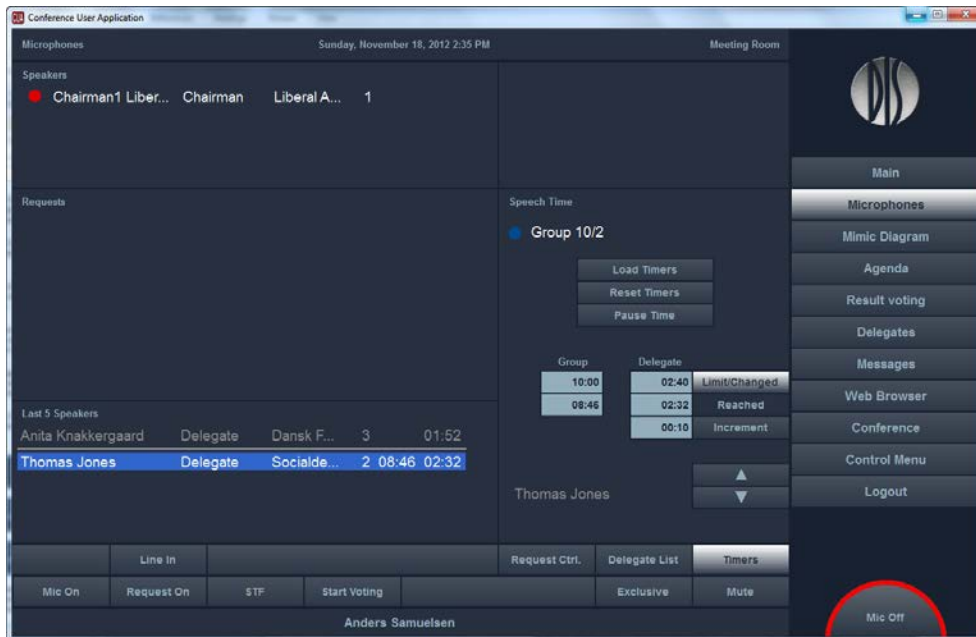


Figure 5.3-G Group Speech Time Limit with Delegate Speech Time Limit

This 'Group' speech time configuration type enables two options for modifying the speech time in the 'Timers' sub-panel:

- Selected Delegate in Speakers List, when the configuration include delegate speech time limitation
- Selected Delegate in Request and last 5 Speakers List, when the configuration includes delegate speech time limitation

5.3.2.5.1 Selected Delegate in Speakers List

The 'Selected Delegate in Speakers List' is used for changing the speech time of the selected delegate only.

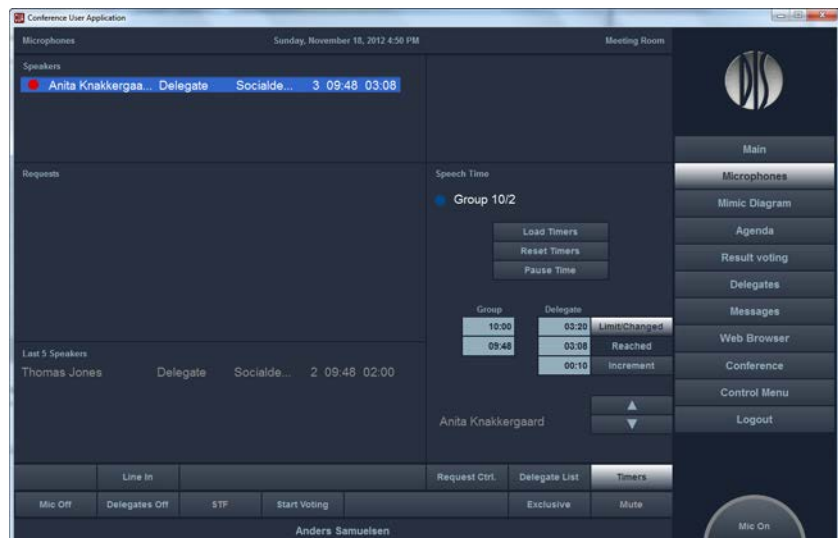


Figure 5.3-H Group Speech Time Limit with Delegate Speech Time Limit

Name field	The name of the selected delegate is shown. If no delegate is selected, the field is empty.
Limit/Changed	Radio button for selecting the option to change the limit The field next the button shows the actual speech time limit for the selected delegate
Reached	Field for displaying the current remaining/elapsed speech time
Increment	Radio button for selecting the speech time increment value. The field next the button shows increment value. The value can be set between 00:00-59:59
'Arrow up'	Button for decreasing the <u>selected delegate</u> speech time limit
'Arrow down'	Button for increasing the <u>selected delegate</u> speech time limit

5.3.2.5.2 Selected Delegate in the Request and last 5 Speakers List

The 'Selected Delegate in the Request and last 5 Speakers List' is used for changing the speech time of the selected delegate and the group for the selected delegate..

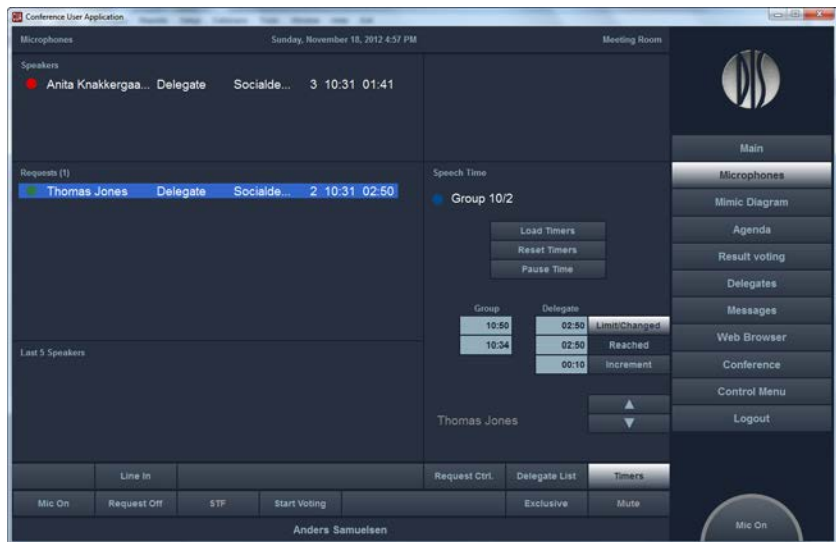


Figure 5.3-1 Group Speech Time Limit with Delegate Speech Time Limit

Name field	The name of the selected delegate is shown. If no delegate is selected, the field is empty.
Limit/Changed	Radio button for selecting the option to change the limit The field next the button shows the actual speech time limit for the selected delegate
Reached	Field for displaying the current remaining/elapsed speech time
Increment	Radio button for selecting the speech time increment value. The field next the button shows increment value. The value can be set between 00:00-59:59
'Arrow up'	Button for decreasing the <u>selected delegate</u> speech time limit and the speech time limit for the <u>group</u> belonging to the selected delegate
'Arrow down'	Button for increasing the <u>selected delegate</u> speech time limit and the speech time limit for the <u>group</u> belonging to the selected delegate

5.4 CDA Conference Display Application

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

Figure 5.4-A

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.

Please refer to section '5.2.2 Delegate List Configuration' for details.

The second step is to configure the group speech time overview to display group speech time if group speech time is to be used.

Please refer to section '5.2.4 CDA Configuration' for details.