# **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 delegates. The Group speech two 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 reapply 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

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 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 • 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 'SW 6125 manual is organised into sections in that order

CUA in the CAA/Setup/Configurations/Delegate List Configuration menu.

Advanced Speech Time Control' module, please follow the instructions in the next sections. The the functionality should be used.

#### **CAA Conference Adm. Application** 5

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.

earch	Details					
Search for	English (United States)	Chinese Danish	Georgian I	Russian		
Delegates All - 30 sec     Delegates (User Type)     Manual     Group 10/1	Name Delegates © Delegates (AII) © Delegates AII - (US © Manual © Groups Options	er Type)	30			
		Add	De	lete Upd:	ate Cancel	Close

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)	Radio buttons for selecting the type of speech time configuration.
Manual	
Groups	
[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 Configur	ation'
1.	Create a new speech time configuration by adding a new configuration with the Add button.	Speech Time Configuration Search Search Delegades All - 30 sec Delegades (User Type) Manual Croup 10/1	Details         English (United States) Chinese Danish Georgian Russian         Name         B Delegates (Al)         D Delegates (Al)         Observe         Manual         Groups         Options
2.	<ul> <li>Assign a name to the speech time configuration in the name field.</li> <li>Select the appropriate speech time type</li> <li>Update to activate the changes.</li> <li>Depending on your selection follow the guidance for each of the types: <ul> <li>Delegates (All)</li> <li>Delegates All - (User Type)</li> <li>Manual</li> <li>Groups</li> </ul> </li> </ul>	Search Search Delegades All - 30 sec Delegades All - 30 sec Delegades All - 30 sec Delegades All - 10 sec Delegades All - 1 min	Details         English (United States) Chinese Denish Georgian Russian         Name       Delegates All - 1 min         ** Delegates All - (User Type)         Manual         © Groups         Options

O X

#### Modify an existing 'Speech Time Configuration' 5.1.2

Search

Search for

Delegates (User Type)

Group 10/1 Delegates All - 1 min

Details

English (United States) Chinese Danish Georgian Russian

00:00:30

Add Delete Update Cancel Close

Name Delegates All - 33 sec

🗇 Delegates All - (User Type) O Manual

Delegates (All)

Groups

Options

3. Modify an existing speech time Speech Time Config 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

configuration Give the а meaningful name.

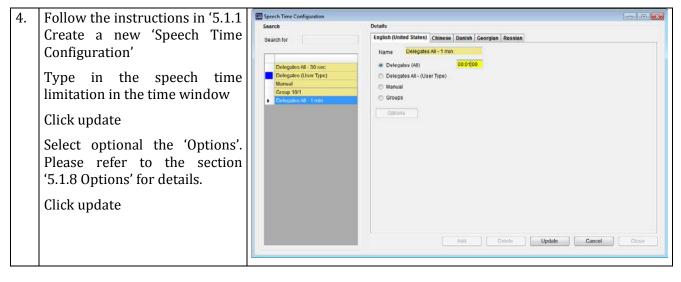
Update to activate the changes

#### 5.1.3 Remove an existing 'Speech Time Configuration'

4.	Remove an existing speech time configuration by selecting the specific configuration in the Click the Delete button Confirm the deletion of the configuration Important: A Speech Time Configuration in use cannot be	Search Search for Search Configuration Delegates All - 33 sec Delegates All - 33 sec Delegates All - 43 sec Delegates All - 40 sec Delegates All - 40 sec Delegates All - 40 sec	Details  Figlish (United States) Chinese Danish Georgian Russian  Name Delegate All - 45 sec  Delegates All - (User Type)  Manual  Type No
	deleted.		Add Delete Update Cancel Close

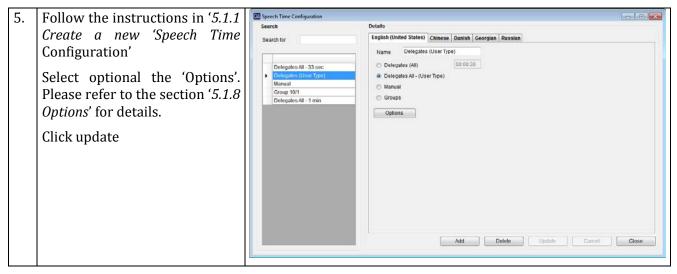
#### 5.1.4 Delegates (All)

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".



#### 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.



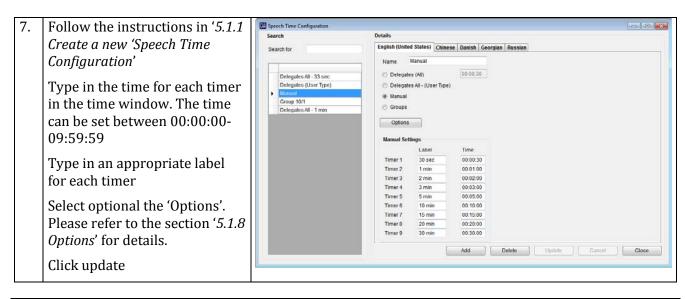
	User Type Search	Details					
configuration in the	Search for	English (United States) Chinese	e Danish Georgian Russian				
CAA/Setup/User Type		User Type	Chairman				
	Chairman	Show Name	Chairman1 «Group»				
Select the relevant user type or create a new user type and	Delegate Guest Secretary Seminaruser	Main Menu Delegates Microphones	Panel Buttons           Image: Speak           Image: Exclusive (Speak)	Microphone Parameters Operation Mode Use CU mode			
select this one	Technician 1 Technician 2	Set Timers' default     Minic Diagram	V Podium	Speak Priority			
	VIP	Agenda	CU Line Input	5 (Chairman)			
Tick 'Speech Time' in the User		Result	Start Voting	Interrupt Setting			
Rights list		☑ Messages	Wute (Own Microphone)	41			
Rights list		Conterence  Conte	Functionality	User Rights			
		Web Browser	Microphone Control Button	Right to Vote			
Speech Time: Check box for		Control Menu	Request List Control     Speech Time Control	Right to Vote when Paused     Voting on CUA			
enabling/disabling the use		Interpretation Control	Manual Voting Results	Right to set Subject active			
of speech time for the		Display Control	Show Voting Dialog	Use available ext. Validation			
selected user type during an		System Messages     Volume Control	Database Selection     Streaming Control	Speech Time 00:00:			
active Delegates (User Type)		Mic Attenuation	Delegate Votes Status	Show own Speech Time			
		AO Unit Control	Controls On Mimic	Show Everyones Speech Tim			
speech time configuration.			Speaker List on Main	Multiple speeches per subje			
Users without this option			Request List on Main     Print Vote Result Button	View Secret agenda links			
enabled will not have a			Receive DC69 Alert				
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.							
options in the User Type window. Refer to '5.1.9 User Type, Speech Time options' for							

#### 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.



#### 5.1.7 Groups

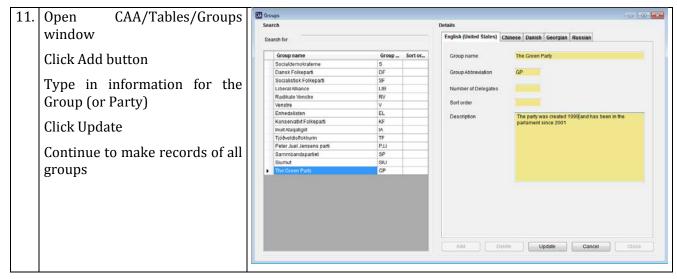
The group speech time configuration is used for assigning individual speech time to the different groups.

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

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'.

7. Follow the instructions in '5.1.1	Speech Time Configuration	
<i>Create a new 'Speech Time</i> Configuration'. Select optional the 'Options'. Please refer to the section '5.1.8 <i>Options</i> ' for details.	Search Search for Delegates All - 33 sec Delegates (User Type) Manual Group 10/1 Delegates All - 1 min Groups 10 6 Corups 10	Details  English (United States) Chimese Danish Georgian Russian  Name Group 10/2  Delegates (All)  Delegates All - (User Type)  Manual  Groups  Options  Options
Click update		Group Settings Groups Speech Time Time Time (Apply Time to all Groups) 00 10 00 Socialistic for the part 0000000 Godalistisk Folkepart 0000000 Liberal Allance 0000000 Chine dallistin 0000000 Enhed allistin 0000000 Konservahf Folkepart 0000000 k m w w w w w w w w w w w w w w w w w w

#### 5.1.7.1 Creating Groups



#### 5.1.7.2 Assigning a Group to a Delegate

12.	Open CAA/Tables/Delegates	🚺 Delegates										0 0
	window	Search Search for					English (United States)	Chinese Danish	Georgian	lussian		
		FirstLast Name	Userid G	iroups 10	er 2 User	liner *	Userid	130	Generate		Modified	9/4/2012
				iberal_			Login Code	130	Generate		Active	8
				ansk			Import Id	102183	10			201
				ociali	-							
				ociali			FirstLast Name	Anders		Bamuelsen	1	
				adka	_		User Type	Delegate				
		Anne-Marie Meldgaard Anne-Mette Winther Chri		enstre			Title					
				ociald			1 User Table					
				ansk			1 User faule			1 User Table		
				adika	_		2 User Table			2 User Table		
				enstre	-		3 User Table			3 User Table		
				instre						and the second		
		Birthe Rann Hombech	165 Vi	enstre			4 User Table			4 User Table	Add	Ramova
				enstre	-		Groups	Liberal Alliance		Add Group		
				ociald	-		Background					
				inste			conception d					*
				enstre								
		Berlin Charge and Active Control of the second seco		ociald	_							
				onset	-		Voting Weight	1		Mic Attenuation	0 dB 🔹	
				enstre			Voting Group					
				ansk_			Start Date	10/1/2008		End Date		
				enstre	_			10/12/008				
				ansk			Replaces			Replaced by		
				ociali			Use Second User Type	12		Second. User Type		
				enstre								Could
		Erling Bonnesen	21 VI	enstre	_							
		* (	1.181.()			¥	hogm			UpdaterNew		
		Show Active	) Show All				Export	Add	Delete	Update	Cancel	Close
13.	Assign a group to each of the	Groups	Libera	Alliance		Add Grou						
		-	None			Concession of the local division of the loca						
	delegates using the drop-down	Background		demokraten Folkeparti	ie							
	list.			istisk Folker	arti	10						
	list.			Aliance								
			Radika Venstr	ale Venstre								
		Voting Weight	Enhed	slisten		Mic Attenuat	son					
		Voting Group		rvativt Folke lagatigiit	parti							
			Tjóðve	disflokkurin								
		Start Date		luel Jensen		End Date						
		Replaces	Siumu	ibandsparti t		Replaced b	Y :					
		Use Second. User Type	11			Second Us	17572 Mar					

#### 5.1.8 Options

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

Options	×
Detail	
English (United States) Chinese Danish Georgian	Russian
Speech Time Options	Alarm Options
<ul> <li>Counting Up</li> <li>Counting Down</li> </ul>	Alarm at Time Out     Alarm Before Time Out     00:00:00
Accumulating	Close Mic on Time Out
Counting Through Limit	Close Request on Time Out
	Optional Time Limits
	Speech Time Limit when Paused 00:00:00
	Pause Timers when Podium 1 is On
	Pause Timers when Podium 2 is On
	Pause Timers when Podium 3 is On
	Update Cancel Close

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.						
	<b>Note:</b> 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.

#### User Type, Speech Time options 5.1.9

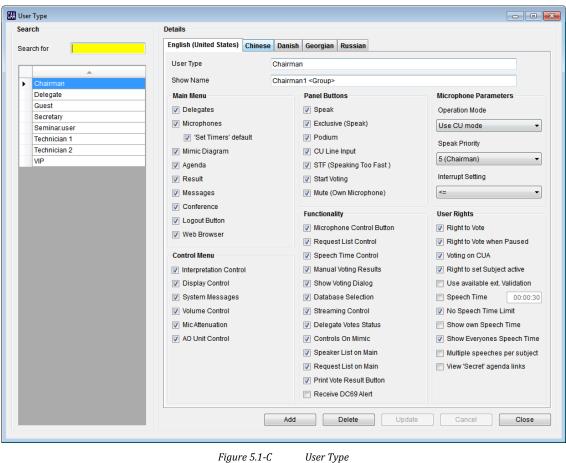


Figure 5.1-C

#### 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 and create a	CAA/ Contenence		eting Room s Reports Setup Database Tools Window He	Hp Exit	
	anu create a	comerence.	Filter Conference		728/2010 7728/2010 Ag Delega Or Save a Delet	eat Table enda ted Votes itons is Default e Default
			Details English (Inited States) Canguage in use Id Canfirence Canfirence Mode Microphone Operation Mode Voting Configuration Speech Time Configuration	C Default Conference Language  I Celtr Council Meeting 26/07/2010  Prepared Delegate Seal Table  FIFO  3 toution  No Speech Time Limit	No Language Gelection     Customer Keld 1     Customer Keld 2     Customer Keld 3     Customer Keld 4	
			Today Start Date Stop Date	7/20/2010 7/26/2010 Start Time 7/28/2010	Use Multilevel Agenda on DC 6990 Alert on CDA	
			import. Export.	Add	Delete Update Cancel	Close

15.	Assign a		Time	Conterence	rables messages	Reports Selup Database Tools Window P	Help Ext		1010
	Configuratio	on' to	the	Filter	Conference	From (Start Date)		To (Start Date)	
	conference	using the	dron-	Id		Conference	Start Date		Del. Seat Table
		using the	urop	•		Board Meeting #302	9/27/2012	11/30/2012	
	down list.					Board Meeting #303	9/27/2012	9/30/2012	Agenda
	uown nst.					Board Meeting #304	9/27/2012	9/30/2012	Proxy Votes
	<b>** 1</b>					Board Meeting #305 Board Meeting #301	9/27/2012 9/18/2012	9/30/2012 9/30/2012	
	Update to	) activate	the			Seminar at DIS	9/18/2012	9/18/2012	Options
						Board Meeting #300	9/6/2012	9/6/2012	Сору
	changes.					Board Meeting #258	9/4/2012	9/16/2012	
	U								Save as Default
									Delete Default
									Stop Conference
				Details English (U	nited States) Chinese	e Danish Georgian Russian			
				English (U	nited States) Chinese	e Danish Georgian Russian		No Language Selection	
				English (U	age in use				
				English (Ur [2] Längu Id	nage in use	💽 Default Conference Language		Customer Id	
				English (Ur [2] Langu Id Conferen	nage in use	Default Conference Language Board Meeting #302	•	Customer Id Customer field 1	
				English (U 2) Langu Id Conferen Micropho	nage in us e nce nce Mode	Default Conference Language Board Meeting #302 Prepared Delegate Seat Table		Customer lid Customer field 1 Customer field 2	
				English (Ur 2) Langu Id Conferen Micropho Default A	inge in use ince ince Mode ine Operation Mode	Default Conference Language Board Meeting #302 Prepared Delegate Seat Table Manual		Customer Id Customer field 1 Customer field 2 Customer field 3	
				English (Ur 2) Langu Id Conferen Micropho Default A Voting Co	nage in use nce nce Mode ne Operation Mode genda Configuration	Default Conference Language  Board Meeting #302  Prepared Delegate Seat Table  Manual  None		Customer Id Customer field 1 Customer field 2 Customer field 3	
				English (Ur 2) Langu Id Conferen Micropho Default A Voting Co	rage in use ice Mode ine Operation Mode genda Configuration onfiguration	Default Conference Language  Board Meeting #302  Prepared Delegate Seat Table  Manual  None  3 buttons		Customer Id Customer field 1 Customer field 2 Customer field 3	
				English (Ur 2) Langu Id Conferen Micropho Default A Voting Co Speech 1	nage in use ice ice Mode ine Operation Mode genda Configuration unfiguration Time Configuration	Default Conference Language  Board Meeting #302  Prepared Delegate Seat Table  Manual  None  3 buttons  Delegates All - 33 sec	•	Customer Id Customer field 1 Customer field 2 Customer field 3	10
				English (Ur 2) Langu Id Conferen Micropho Default A Voting Co Speech 1 Today	nage in use . nce nce Mode ane Operation Mode genda Configuration ntiguration Time Configuration	Default Conference Language Board Meeting #302 Prepared Delegate Seat Table Manual None 3 buttoms Delegates All - 33 sec 11/18/2012	•	Customer 1d Customer field 1 Customer field 2 Customer field 3 Customer field 4	10

## 5.2.1 Agenda

16.	Open the C	CAA/Conference	English (United Stat	(15)									
	and create an	agenua for the	Agenda										Insee
	conference.			Subject Title	Speaker Type Config.	. Speak_	Open Mi	Speech Time Configurat	on Reset	irou Reset Deleg	. Voting Configurat	ion 🗥	Remove
	conference.		1	Call to Order	None	4		Delegates All - 30 sec	M E		None	1	
				Opening Prayer	None	*		Delegates All - 30 sec	M		None	×	Move up
				Adopton of Agenda	None	3		Deregates (User Type)	8 0		3 button	1	Move down
				Minutes of Previous Maetings	None	¥1		Group	3 E		Norie	×	Second Second
			20		None	4		Greup	× E		3 button	9	-
					None	8		Orcup	× [		3 button	*	
				Delegations	None	~		Delegates All - 30 sec	× E		None		.44
			2			×		Delegates All - 30 sec	× E		3 button	M	
				Public Hearings Move into Public Hearing	None	¥		Orcup	* [		None	M	mpot
			2	Bove mic Public Hearing Close Public Hearing	None	×		No Speech Time Limit No Speech Time Limit			3 button 3 button	- či	
				Updates	None	2		Delegates All - 30 sec	M [		None	-	Export
				Reports	None	3		No Speech Time Limit	w (		None	-81	
				Integrated Community Sustainability Plan	None	3		Delegates (User Type)	A 1		3 putton		
			Descriptions Vg Integrated Com Description	te tosans munity Soctainability Plan	Shart Description								55 (1
			Description is "De	nad linguyer	Stort Descaption in "De	faul languag	e.						Delete all Update Cantal Close

17. Assign optional a 'Speech es) Chinese Da Time Configuration' to the Insert Subject Title ker Typ different agenda subjects Remove using the drop-down list. re up Move down . . . Assign optional a 'Agenda Subject Configuration' to the Import different agenda subjects using the drop-down list. For details please refer to '0 Error! Not a valid result for table.'. Reports \*\* is is a short des . Update to activate the Short Description in "Default la This is a short description on t Delete all changes. ription in 'Default ian ton on R1 Update Cancel 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 speech default time configuration assigned to the conference is being used when the subject is set active.

#### 5.2.2 Delegate List Configuration

nglish (United States)			
Standard Field		Optional Fields	
	Width		Width
Show Name	249	User Type	120
		Group	100
		Group Abbreviation	0
		Seat Number	40
		Group Speech Time	60
		Speech Time	60
		Update	Cancel Close

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

Search	Details
Search for	English (United States) Chinese Danish Georgian Russian
▲	One speech/subject
One speech/subject	On setting Agenda Subject active
	Close Delegate Speakers
	Reset Group Speech Time
	Reset Delegate Speech Time  Request Time Limit  00:00:30
	Speech Limitation
	<ul> <li>One Speech pr. Delegate</li> </ul>
	Add Delete Update Cancel Close

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.

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.					

#### On setting Agenda Subjects active

5.2.4	CDA Configuration								
18.	Open the CAA/Setup/ Configurations/CDA Configuration Select the Options button in the Microphone Display window.	COA Configuration Search Search for Default CDASetup	Details English (United States) Chin Default Configuration Name Defau Conference Name, Result Current Agenda Subject Headers, Results Duty Vernig Indr. & Logged In Agenda Bickgrounds List backgrounds Use Mimic	uit CDASetup Noplays Its, Passed Ind Voting Time lists	Display Lan	guage 33 • 25 • 19 • 18 • 17 • 17 • 1	🗇 Use one c	g Configuration color color al and Logged In Dis splay	s
19.	Enable 'Show Speech Time'	CDA Configuration	Automatic Displaying Event Stat Conference Stop Conference Set Subject Active Set Weing Subject Active Stat Affandance Check Stop Atlandance Check Stop Atlandance Stop Voting	Show Displa Microphones Agenda Agenda Veting Mimic Voting List Voting Pre Voting List	s • • • • • • • • • • • • • • • • • • •	Show Disp No Chang No Chang No Chang No Chang No Chang No Chang No Chang No Chang Voting Pie Helete	0 • 0 • 0 • 0 • 0 • 0 •	Preview Mic Mimic Microphones Agenda Voling Mimic Voling List Voling Graphics Voling Indx Voling Pie Cancel	Logged In No display Close
	and 'Show Group' to display the group/delegate speech time on the delegate lists in the CDA. Update to activate the changes.	Search for Profound CODMonlog	Details English (United States) Chin P Default Configuration Name Default Cofor and Foet Size on all D Contrence Name, Result Contrence Name, Result Current Name, Result Current Name, Result Using Inde & Logged In Agenda Backgrounds List backgrounds List backgrounds Use Mimic Voling Mimic Automatic Displaying Event Start Conference Sisp Conterence Sisp Conterence Sisp Conterence Sisp Subject Active Sist Mendance Check Start Veling Stop Voling	Show Weing Voing Voing Voing	Display Lan     Display Lan     Display Lan     English (United St     English (United St     Speaker list     Show Regu     Show Regu     Show Group     Show Group     Show Group     Show Group     Number of (     Nu	guage y y tates) play lines tines tines tine est Time b b bbreviation p Speech Tim Group list line Columns	13	No CUA Control     (	

## 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

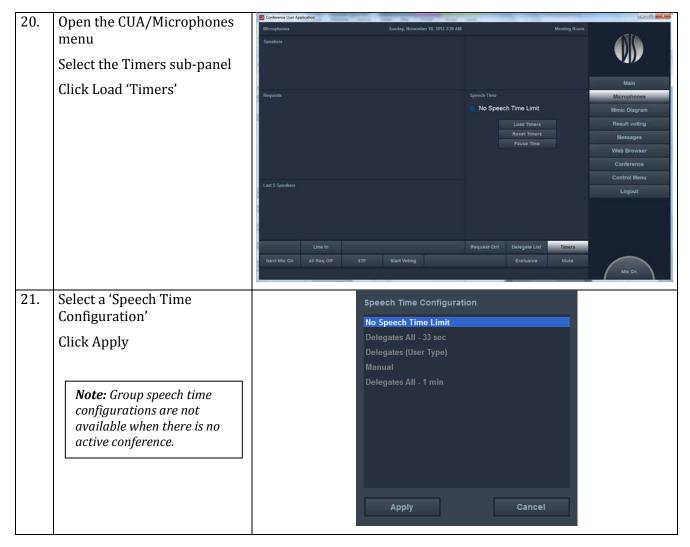
Please consult the following sections for the details on these two steps.

#### 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.



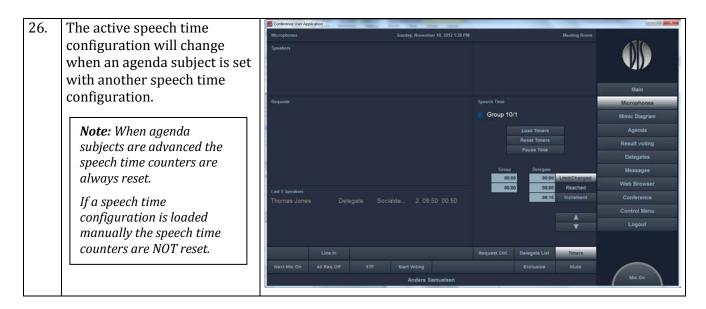
22.	Observe the 'Speech Time Configuration' loaded is shown.	Contension User Application Microphones Sunday, November 18, 2012 2:27 AM Sposkers Seat No.: 1 Chairman 1 Seat No.: 2 Delegate 2 00:07	Meeting Room
	Select the Load Timers button to change the speech time configuration.	Requests Speech T	legates All - 1 min Minic Diagram Load Timers Result voting
	<b>Note</b> that the speech timers are not reset when a configuration is reloaded.	Last 5 Speakers All Sp All De	Pause Time Messages Web Browser  Leingste Conference Conference Peakers 00:07 Reached Control Menu elegates 00:10 Increment Logout
	Select the Reset Timers button to reset the speech time.	Line In Request Mic Off Delegates Off STF Start Voting	
23.	Select the 'Pause Time' button to pause the speech time.	Contenno User Application Microphones Sunday, November 18, 2012 2:31 AM Speakers Seat No.: 1 Chairman 1 Seat No.: 2 Delegate 2 00:55	Meeting Room
23.		Microphones. Sunday, November 11, 2012 2:31 AM  Speakers Seat No : 1 Chairman 1 Seat No : 2 Delegate 2 00:55  Requests Speech 1 Dele	Time  Load Timers  Result voting  Reset Timers  Result voting  Reset  Time Paused  Veb Browser  Delegate  and Res  Delegate  Delogate  Delogate
23.		Microphones         Sunday, November 18, 2012 2:31 AM           Spaakers         Spaakers           Seat No.: 1         Chairman           Seat No.: 2         Delegate           2         00:55           Requests         Speach 1           Last 5 Speakers         All Spia	Time  legates All - 1 min  Load Timers  Load Timers  Time Paused  Delegate Conference  and Req  0055 Reached Control Menu  elegates Control Menu  elegates Control Menu  Elefegates Control Menu Ele

#### 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.

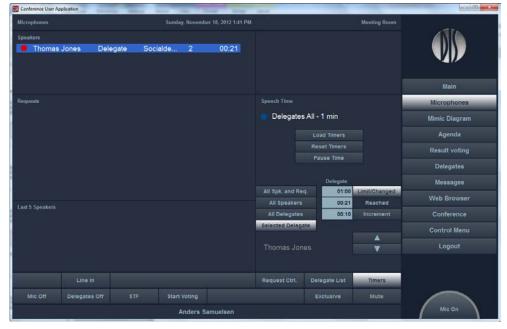
24.	Open the CUA/Conference and start the conference.	Conference User Application Conference Sunday, Hovember 18, 2012 1:26 FM Moreling Roo Conferences	
	The default speech time configuration specified in the	Board Meeting #302 9/27/2012	Main
	CAA/Conference is	Microphone	Microphones
	automatically loaded as the	Parameters Max. Delegates 2	Mimic Diagram
	active speech time	Max. Open Mic 3 Max. Requests 30	Result voting
		Auto Off (sec) Off	Messages
	configuration.	Yes No	Web Browser Conference
		Operation Mode Tes NO	Control Menu
		Automatic	Logout
		Fifo SameiLower Vox	
		Start Streaming Start Archiving Timers	
		Start Conf. STF Start Voting Exclusive Mute	
			Mic On
~ =		Conference User Application	
25	Open the CUA /Agenda and	Conterence User Application	(C) (C) (C)
25.	Open the CUA/Agenda and	Agenda Sunday, November 18, 2012 1:28 PM Meeting Roo	
25.	Open the CUA/Agenda and set a subject on the agenda.	0102 by sector provide the sector of the sec	
25.		Agenda         Sunday, November 18, 2012 128 PM         Meeting Root           5         Delegations         Thom Stubbs re: Community Plan on Homelessness            6         Public Hearings	
25.		Agenda Sunday, Hovember 18, 2012 1:28 PM Meeting Roo 5 Delegations Thom Stubbs re: Community Plan on Homelessness	
25.		Agenda Sundary, Hovember 18, 2012 1:28 PM Meeting Roo 5 Delegations Thom Stubbs re: Community Plan on Homelessness 6 Public Hearings Move into Public Hearings	Main
25.		Agenda Sunday, November 18, 2012 128 PM Meeting Root Delegations Thom Stubbs re. Community Plan on Homelessness Public Hearings Move into Public Hearing Cose Public Hearing	Main Microphones
25.		Agenda         Sunday, Hovember 18, 2012 1:28 PM         Meeting Root           5         Delegations         Thom Stubbs re: Community Plan on Homelessness         Image: Community Plan on Homelessnessnessnessnessnessnessnessnessnes	Main
25.		Agenda         Sunday, Hovember 18, 2012 128 PM         Moreting Root           5         Delegations         Thom Slubbs re: Community Plan on Homelessness         6           6         Public Hearings         Close Public Hearing         6           7         Updates         6         Reports	Main Microphones Mimic Olagram
25.		Agenda         Sundary, Havember 18, 2012 128 PM         Moreting Non           5         Delegations         Thom Stubbs re: Community Plan on Homelessness         Image: Community Plan on 8)         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Image: Community Sustainability Plan AUMAVAMD&G Resolution - EUB Flees         Imag	Main Microphones Mimic Olagram Agenda
25.		Agends         Sunday, Hovember 18, 2012 128 PM         Moreing Non           5         Delegations         Thom Stubbs re: Community Plan on Homelessness         Image: Community Plan on B)         Image: Community Plan         Image: Community Pl	Main Minic Olagram Agenda Result voting
25.		Agends         Sundary, Hovember 10, 2012 128 PM         Moreting Non           5         Delegations         Thom Shibbs re: Community Plan on Homelessness         Image: Community Sustainability Plan Activity Plan on Homelessness         Image: Community Sustainability Plan Activity Plan on Homelessness         Image: Community Sustainability Plan Activity Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Sustainability Plan Activity Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Sustainability Plan Activity Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP -	Main Microphones Mimic Diagram Agenda Result voting Delegates
25.		Agends     Sondary, Howember 11, 2012 128 PM     Moreing Note       5     Delegations Thom Stubbs re: Community Plan on Homelessness     6       6     Public Hearings Close Public Hearing Close Public Hearing     6       7     Updates       8     Reports This is a short description on 8) Integrated Community Sustainability Plan AUMA/AMD&G Resolution - EUB Fees Development A Storet Marries Bijse 07001 - Timberles North Central ASP - 2nd Reading Bijse 07001 - Timberles North Central ASP - 2nd Reading       Voter result	Main Main Microphones Milmic Diagram Agenda Result voting Delegates Messages Web Browser Conference
25.		Agends         Sundary, Hovember 10, 2012 128 PM         Moreting Non           5         Delegations         Thom Shibbs re: Community Plan on Homelessness         Image: Community Sustainability Plan Activity Plan on Homelessness         Image: Community Sustainability Plan Activity Plan on Homelessness         Image: Community Sustainability Plan Activity Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Sustainability Plan Activity Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Sustainability Plan Activity Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP - 2nd Reading         Image: Community Row (Tright) - Transeries North Contral ASP -	Main Main Microphones Milmic Disgram Agenda Result voting Delegates Messages Web Browser Conference Conference
25.		Agends     Sondary, Howember 11, 2012 128 PM     Moreing Note       5     Delegations Thom Stubbs re: Community Plan on Homelessness     6       6     Public Hearings Close Public Hearing Close Public Hearing     6       7     Updates       8     Reports This is a short description on 8) Integrated Community Sustainability Plan AUMA/AMD&G Resolution - EUB Fees Development A Storet Marries Bijse 07001 - Timberles North Central ASP - 2nd Reading Bijse 07001 - Timberles North Central ASP - 2nd Reading       Voter result	Main Main Microphones Milmic Diagram Agenda Result voting Delegates Messages Web Browser Conference
25.		Agend     Sondar, Maxember 11, 2012 128 PM     Material Root       5     Delegations Thom Shids's re: Community Plan on Homelessness     Image: Community Plan on Homelessness     Image: Community Plan on Homelessness       6     Public Hearings Cose Public Hearing Cose Public Hearing     Image: Cose Public Hearing Cose Public Hearing     Image: Cose Public Hearing       7     Updates     Image: Cose Public Hearing Cose Public Hearing     Image: Cose Public Hearing       8     Reports This is a short description on 8) This is a short description on 8) Pare 07001 - Immeries North Central ASP - 2nd Reading Bylaw 07001 - Immeries North Central ASP - 2nd Reading Bylaw 07001 - Immeries North Central ASP - 2nd Reading Bylaw 07001 - Immeries North Central ASP - 3nd Reading Description	Main Main Microphones Milmic Disgram Agenda Result voting Delegates Messages Web Browser Conference Conference
25.		Agendit     Sondary, Maxember 11, 2012 128 PM     Material pMax       5     Delegations Thom Shids's re: Community Plan on Homelessness     6       6     Public Hearings Cose Public Hearing Cose Public Hearing     6       7     Updates       8     Reports This is a short description on 8) This is a short description on 8) This is a short description on 8) Palew 07/001 - Inneleria Morth Cartal ASP - 2nd Reading Bylew 07/001 - Inneleria Morth Cartal ASP - 2nd Reading Bylew 07/001 - Inneleria Morth Cartal ASP - 2nd Reading Description       Vete small	Main Main Microphones Milmic Disgram Agenda Result voting Delegates Messages Web Browser Conference Conference
25.		Agend     Sondar, Maxember 11, 2012 128 PM     Material Root       5     Delegations Thom Shids's re: Community Plan on Homelessness     Image: Community Plan on Homelessness     Image: Community Plan on Homelessness       6     Public Hearings Cose Public Hearing Cose Public Hearing     Image: Cose Public Hearing Cose Public Hearing     Image: Cose Public Hearing       7     Updates     Image: Cose Public Hearing Cose Public Hearing     Image: Cose Public Hearing       8     Reports This is a short description on 8) This is a short description on 8) Pare 07001 - Immeries North Central ASP - 2nd Reading Bylaw 07001 - Immeries North Central ASP - 2nd Reading Bylaw 07001 - Immeries North Central ASP - 2nd Reading Bylaw 07001 - Immeries North Central ASP - 3nd Reading Description	Main Main Microphones Milmic Disgram Agenda Result voting Delegates Messages Web Browser Conference Conference



#### 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.

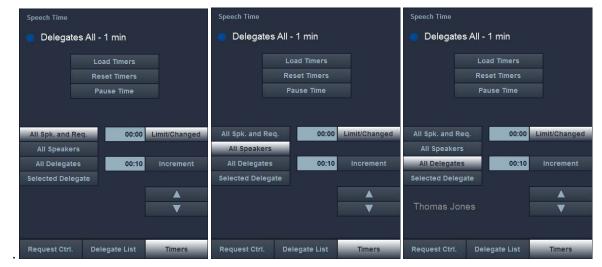
The delegate can be selected in any of the windows:

Speakers, Request or 5 Last Speakers.

Speech Time							
Delegates All - 1 min							
	Loa	ad Timers					
	Res	et Timers					
	Par	use Time					
		Delegate					
All Spk. and	Req.	01:00	Limit/Changed				
All Speake	ers	00:54	Reached				
All Delega	tes	00:10	Increment				
Selected Del	egate						
			<b>A</b>				
Thomas J	Thomas Jones						
Request Ctri	. Dele	egate List	Timers				

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</u> <u>delegates</u>
'Arrow down'	Button for decreasing the speech time limit of the <u>selected group of</u> <u>delegates</u>

#### 5.3.2.2 Delegates (User Type)

Conference User Applicatio	0	and the other	a has see				
Microphones		Sunday	, November 18, 2012 2:19 PN			Meeting Room	
Speakers							
Thomas Jone	es Delegate	Socialde	2 00:43				
							Main
Requesta				Speech Time			Microphones
				Delegates	s (User Type)		Mimic Diagram
					Load Timers		Agenda
					Reset Timers Pause Time		Result voting
					Facse fime		Delegates
					Delegate		Messages
Last 5 Speakers					00:50	Limit/Changed Reached	Web Browser
Last 5 Speakers					00:10	Increment	Conference
							Control Menu
						Ŷ	Logout
	Line In			Request Ctrl.	Delegate List	Timers	
Mic Off Del	egates Off	Start \	/oting		Exclusive	Mute	
		A	nders Samuelsen				Mic On

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 filed 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

Conference User Application		a Anna 12						
Microphones		Sunday	, Novembe	er 18, 2012 2:25 PM			Meeting Room	
Speakers Thomas Jones I	Delegate	Socialde	2	00:55				Main
Requests					Speech Time			Microphones
					Manual			Mimic Diagram
						Load Timers		Agenda
						Reset Timers		Result voting
						Pause Time		Delegates
								Messages
					30 sec	1 min		Web Browser
Last 5 Speakers								Conference
								Control Menu
						00:55		Logout
						00.55		
Line In					Request Ctrl.	Delegate List	Timers	
Next Mic On Delegates O		Start 1	Voting					
		A	nders Sa	amuelsen				Mic On

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.

Timer Buttons	The 9 timer buttons are used to start/stop of the manual timers. The buttons are mutual exclusive. When started the button lights red.			
	<b>Note:</b> Remember, that the timers are not influenced of the switching on/off of the microphones			
Time display	Field for displaying the current remaining/elapsed speech time			

#### 5.3.2.4 Group

E Conference User Application	NAME TOOL ADDRESS AND DOOR				
Microphones	Sunday, November 18, 2012 5:01 PM			Meeting Room	
Speakers Anita Knakkergaa Delegate	Socialde 3 09:52				
					Main
Requests (1)		Speech Time			Microphones
Thomas Jones Delegate	Socialde 2 09:52	Group 10			Mimic Diagram
			Load Timers		Agenda
			Reset Timers Pause Time		Result voting
			Pause time		Delegates
		Group	- D		Messages
		10:0		Limit/Changed Reached	Web Browser
Last 5 Speakers			00:10	Increment	Conference
					Control Menu
				v	Logout
Line In		Request Ctrl.	Delegate List	Timers	
Mic On Request Off STF	Start Voting		Exclusive	Mute	
	Anders Samuelsen				Mic On

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

Conference User Application	See 10		
	Sunday, November 18, 2012 2:35 PM	Meeting Room	
Speakers Chairman1 Liber Chairman	Liberal A 1		
			Main
Requests		Speech Time	Microphones
		Group 10/2	Mimic Diagram
			Agenda
		Reset Timers Pause Time	Result voting
		Pause time	Delegates
		Group Delegate	Messages
		10:00 02:40 Limit/Changed -	Web Browser
Last 5 Speakers Anita Knakkergaard Delegate	Dansk F 3 01:52	00:10 Increment	Conference
Thomas Jones Delegate	Socialde 2 08:46 02:32		Control Menu
		Thomas Jones	Logout
Line In		Request Ctrl. Delegate List Timers	
Mic On Request On	STF Start Voting	Exclusive Mute	
	Anders Samuelsen		Mic Off

#### 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 ٠ 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.	Conference Use Application Interceptiones Spankers Anita Knakkergaa Delegate	Sunday, Rovember 18, 2012 4:50 PM Socialde 3 09:48 03:08	Hereity	Room
	Requests Last 5 Speakers Thomas Jones Delegate		Speech Time Group 10/2 Load Timers Pause Time Group 10:30 05:45 05:30 05:30 Anita Knakkergaard	hed Web Browser
	Line In Mic Off Delegates Off S1	IF Start Voting Anders Samuelsen	Request Ctri. Delegate List Tam Exclusive Mu	

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..

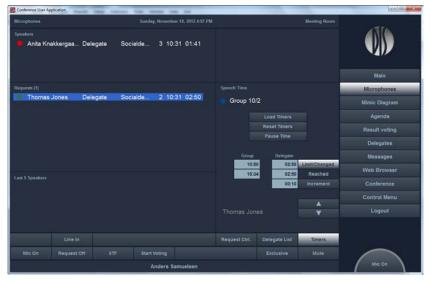


Figure 5.3-1Group Speech Time Limit with Delegate Speech Time Limit

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

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## 5.4 CDA Conference Display Application

Tuesday, July 20, 2010 3:26 PM City Council Meeting 26/07/2010 Adoption of Agenda										
Speakers Eva Clausen Marie Larsen Peter Jensen		egate egate	Group A Group B Group C	1 4 5	00:34 01:38 02:44					
Requests Lena Nielsen Thomas Hansen	Delegate Delegate		Group B Group C	3 6	01:38 02:44	٦				
Group Speech Time	_	_	_	_	_					
Group A Group B Group C	01:00 02:00 03:00	00:34 01:38 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.