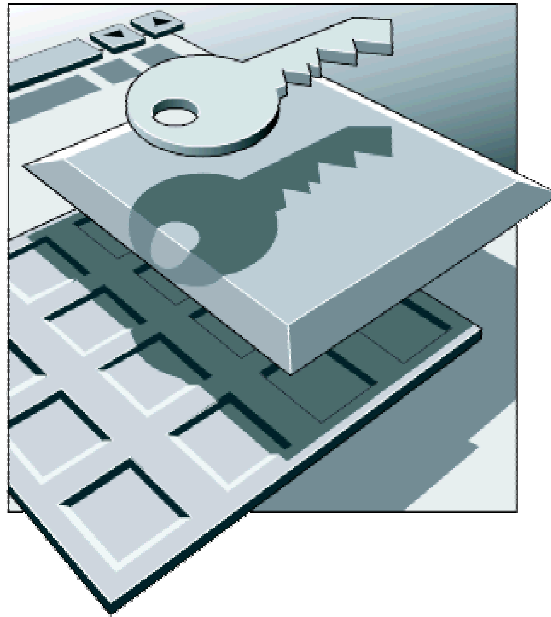


DCN Next Generation Startup



Security Systems

en | Software User Manual
LBB 4190/00

BOSCH

About this manual

This user manual is divided into three chapters. Chapters 1 and 2 provide background information; chapter 3 provides detailed user information:

- Chapter 1 - Startup - containing an overview of the functionality of the Startup application, a brief overview of the Digital Congress Network Next Generation, and a summary of the application modules.
- Chapter 2 - Getting Started - containing details of how to start the Startup application and a description of the Help facility.
- Chapter 3 - Using Startup - containing details about the global settings, instructions about starting applications, and how to exit the software.

Manual conventions

For clarity this user manual uses consistent styles, symbols and typographical conventions. They are:



Note

General notes are contained within rules and indicated with this symbol at the left margin. Notes are used to draw attention to special actions or information.



Caution

A caution is contained within rules and indicated with this symbol at the left margin. Cautions are used to draw attention to actions or commands that could lead to a loss of information or damage to equipment



Tip

A tip is contained within a box and indicated with this symbol at the left margin. Tips are used to provide supplementary information that may make an action quicker or easier to carry out.

- An action (to be carried out by the user) is shown with a larger round bullet mark.

Typographical conventions

The following typographical conventions (text styles) are used in this manual:

- **Typed input** - information to be typed in using the keyboard is shown as:
Filename
- **Single key** - input via a single key (or keys) on the keyboard is shown as:
<enter>, <shift>, etc.
- **Multiple keys** - input via a combination of keys pressed together is shown as:
<ctrl>+<p>, <alt>+<f4>
- **Screen text** - information that appears on screen is shown as:
'Choose Startup Modules:'

Hyperlinks

This manual is also available as a digital document in the Adobe Portable Document Format (PDF). All references to pages, figures, tables, etc. in this digital document contain hyperlinks to the referenced location.

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1 Startup

1.1 About Startup

1.1.1 What is Startup?

The Startup software module is one of a family of modules designed for controlling and monitoring conferences and discussions using the contribution equipment. The Startup module is different from the other modules because it is primarily used as a platform from which the other modules are started. None of the other applications can run without first loading Startup. However, this is only one of several functions of Startup. The following can also be carried out:

- Setting master volume level
- Opening, closing and deleting installation files and names files
- Configuring the Startup program to automatically load selected modules
- Accessing, acknowledging and printing error messages

Once you become familiar with Startup, it is possible to configure it so all starting of software modules is carried out automatically. And once the global settings have been defined, you only have to access them if you wish to alter them. As this can actually be from other software modules, it means that after setting up Startup to serve your needs best, you will rarely have to use it again.

1.2 System requirements

For Startup to run successfully on your computer, you need the following software:

- Microsoft Windows 2000 Professional or XP Professional

The minimum PC configuration is the same as recommended by Microsoft for Windows 2000 Professional and XP Professional.

The hardware requirements are:

- Ethernet for multi-PC systems
- Serial ports (RS232) for connection of:
 - Card encoder/reader
 - CCU, recommended baud rate 115,200
 - Label printer
 - Error logging
 - Microphone activity printing
 - Real-time microphone activity (for non-Bosch camera control system)



Note

A PC with at least four serial ports is recommended if a card encoder is used.



Note

For more information about connecting peripheral equipment, please refer to the DCN Next Generation Installation and User Instructions.

1.3 Digital Congress Network Next Generation

1.3.1 Introducing the Digital Congress Network Next Generation

The Bosch Digital Congress Network Next Generation provides flexible conference facilities using an integrated system of fully compatible hardware and software modules. The contribution, interpretation and control equipment communicates via a simple trunk bus comprising two coaxial cables and two supply wires, so hardware installation is both quick and easy. Special contribution and distribution equipment like audio expanders are connected to the system via a redundant optical fiber network, which gives the possibility to travel signal and data over a great distance without the loss of performance and quality. The central control unit allows fully automatic operation. For increased operator control and conference management facilities, application software can be used.

1.3.2 Contribution equipment

- Delegate Conference Units, with:
 - Graphic LCD and ID card reader
 - Channel selector
 - Intercom handset
 - Headphone/headset connections and headphone volume controls
- Chairman Conference Units, with:
 - Graphic LCD and ID card reader
 - Channel selector
 - Intercom handset
 - Headphone/headset connections and headphone volume controls
- Pluggable microphones with standard and extended stem length
- Flush-mounted units, with:
 - Hand-held, Gooseneck and Lavalier Microphones
 - Loudspeaker Panel
 - Delegate Voting Control Panel with/without ID card reader

- Table-top Discussion Units, with:
 - Channel selector
 - Voting keys
- Table-top Chairman Discussion Units, with:
 - Channel selector
 - Voting keys

1.3.3 Simultaneous interpretation equipment

- Interpreter Desks with graphical LCD Display, with:
 - Interpreter's Headset/Headphone
- Language Distribution Systems, with:
 - Flush-mounting Channel Selector Panel
 - Headphones

1.3.4 Central control equipment

- Central Control Units
- Optional Control equipment:
 - Extension Power Supply Unit
 - Audio Expander
 - Data Distribution Board
 - Personal Computer
 - Printer
 - ID Card Encoder

1.3.5 Information displays

- Hall Displays, available as:
 - Numeric, Alphanumeric and Individual Voting Results
- Video displays, available as:
 - Rear Projectors, Front Projectors and Personal Displays

1.3.6 Installation equipment

- A full range of accessories for installation, including:
 - Cable assemblies, Tap-off units and Trunk Splitters, Optical fibers, Optical network splitters and fiber interfaces.

1.4 Displaying text

It is possible to display text in languages such as Chinese using graphic characters on units equipped with a graphic display. Messages using these graphic characters can also be prepared using the Message Distribution software, and names composed of these graphic characters can be entered in the Delegate Database software. It is not possible to display such characters on alphanumeric LED displays using the Text/Status Display software. However, they can be shown on video displays using the Video Display software.

The Allegiant Video Switcher used with the Camera Control software cannot display graphic characters in the video pictures it generates on monitors.



Note

Most languages that use non-European or non-US characters have to have special font sets downloaded using the System Installation software.

1.5 The application software

The Bosch DCN Next Generation application software range comprises a number of software modules that run in Windows. They integrate conference preparation, management and control into this versatile graphical computer environment. The modules can be loaded according to specific user requirements.



Note

Although not all application modules have to be loaded, the Startup and System Installation software are essential for all applications.



Note

The asterix (*) shown at the end of the user manual numbers, refers to a number, which changes each time the manual is updated.

The application software modules are:



Startup Screen (LBB 4190) - for providing the opening screen and selection window from which all other applications software modules are opened and started. Applications are represented as icons. Some global settings and master controls are also part of this application.

- Covered in this manual.



Microphone Management (LBB 4170) - for configuring and controlling delegate microphones connected to the system. Full on-screen microphone control is provided.

- Refer to user manual no. 9922 141 7034*.



Synoptic Microphone Control (LBB 4171) - for configuring and controlling delegate microphones connected to the system. This module uses icons on a graphical layout to provide a highly visual push-button conference control facility. It can be used together with Microphone Management.

- Refer to user manual no. 9922 141 7035*.



Simultaneous Interpretation (LBB 4172) - for configuring and controlling multi-language conferences using interpreter desks. All functions and facilities are provided for managing international congress venues with up to 31 simultaneous languages.

- Refer to user manual no. 9922 141 7036*.



Intercom (LBB 4173) - for controlling the intercom facility for private two-way communication between delegates, chairman, operator or interpreters. Communication links are defined and controlled via simple on-screen windows.

- Refer to user manual no. 9922 141 7037*.



Parliamentary Voting (LBB 4175) - for selecting voting procedure and majority voting figure setting for parliamentary voting sessions. The results can be processed, displayed and printed as absolute values, percentages, including individual report printing. A voting script editor is included.

- Refer to user manual no. 9922 141 7038*.



Multi Voting (LBB 4176) - for selecting voting procedure and type for voting sessions. There are six types of voting possible: Parliamentary, Multiple Choice, Audience Response, Opinion Poll, Rating and For/Against. The results can be processed, displayed and printed, including individual report printing. A voting script-editor is included.

- Refer to user manual no. 9922 141 7039*.



Note

It is not possible to run Parliamentary Voting and Multi Voting simultaneously.



Attendance Registration (LBB 4178) - for controlling registering and identifying of conference participants using PIN-codes, ID cards or present key. Includes facilities for current and historical data recall, and listing of present and absent participants.

- Refer to user manual no. 9922 141 7041*.



Delegate Database (LBB 4180) - for entering and displaying personal data (name, country, language, title, etc) for all participants. Includes facilities for file import and export, and for printing of reports, labels and lists. Required for Microphone Management software and ID Card-encoder software.

- Refer to user manual no. 9922 141 7042*.

ID-Card encoder (LBB 4181) - for production of participants ID cards. Requires the Delegate Database software.



Message Distribution (LBB 4182) - for originating, editing and distributing messages to individual delegates or groups of delegates for viewing on the Delegate Unit LCD display. When used with Text/Status Display or Video Display software, messages can also be sent to a hall display for general viewing.

- Refer to user manual no. 9922 141 7043*.



Text/Status Display (LBB 4183) - for organizing and controlling the transfer of display information to alphanumeric, geographic or synoptic hall displays (voting results, motion number, time, etc.).

- Refer to user manual no. 9922 141 7044*.



Video Display (LBB 4184) - for organizing and controlling the transfer of detailed information to video-oriented displays such as monitors, Vidiwalls and video projectors. Includes facilities to import background pictures (logos, etc.).

- Refer to user manual no. 9922 141 7045*.



System Installation (LBB 4185) - for assigning seat numbers to installed microphones, and for allocating audio channels (languages, floor and/or intercom). Required for all other software modules.

- Refer to user manual no. 9922 141 7046*.

**Caution**

Once you start using the software, it is extremely important that you make regular back-ups of the files generated by the software. These files are stored as default in the directory '**DCNNG\DBS**'. The software does not carry out any automatic back up.



Automatic Camera Control (LBB 4188) - for assigning cameras to seat numbers, and configuring the cameras to display active delegates on hall monitors. Camera Control is also available in a stand-alone version (LBB 3562).

- Refer to user manual no. 9922 141 7049*.

2 Getting Started

2.1 Using windows

2.1.1 Running the software in Windows

Bosch Digital Congress Network software needs Microsoft Windows 2000 Professional or XP Professional before it can run.

Windows allows you to run more than one application at a time and transfer information between applications. As the software comprises a number of modules, many of which interact with each other, the multitasking aspect of Windows is an important feature.

The Windows graphical user interface is highly visual, and the software also makes full use of this capability to control conferences using icons, menus and the many other standard Windows features.



Note

Running the software does not prevent you running other Windows applications at the same time, and any number of application windows can be run simultaneously. However, the internal memory capacity of your PC and how it is configured may affect the speed at which some applications run if too many are running at the same time.



Note

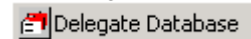
It is recommended that screen savers and power management systems be turned off.

2.1.2 Learning about Windows

The software user manuals assume a basic understanding of Windows. Although some of the important Windows conventions are covered in this section, it is strongly recommended that you read the user guide supplied with Windows before attempting to use the software.

2.1.3 Understanding icons

Windows uses graphical symbols, known as 'icons', for representing various elements, including the following:



- **Application icon** - a representation of an application that has been started. Application icons appear on the taskbar.

The software uses *application* icons to show which applications are currently running. You can restore an application by clicking on it.

2.1.4 Moving around an application

Each application opens as a separate window. Every window has some common elements - although not every window uses all the elements. A typical window configuration is shown below:xx

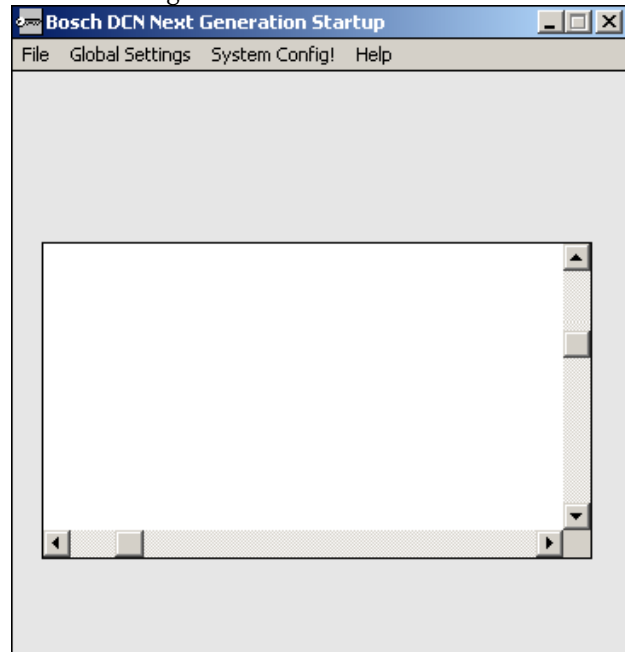


Figure 1 A typical windows configuration.

The various parts of the screen are:

xx



Title bar - is located along the top of the window and shows the name of the application and the name of the document currently open (if applicable). If more than one window is open, the title bar for the active window is a different color or density (usually darker) than others. A window can be moved about the desktop by dragging on the title bar.



Control-menu box - is located in the upper left-hand corner of each window (and some dialogue boxes). The control menu, activated by clicking on this box, lists commands for resizing, moving, maximizing, minimizing, restoring and closing windows. Double clicking on this box is a short cut for closing the window.



Minimize button - is the first of the three buttons located in the upper right-hand corner of each window. Clicking on this button shrinks the window to an application icon.



Maximize button - is the second of the three buttons located in the upper right-hand corner of each window. Clicking on this button expands the window to fill the entire desktop. After expanding a window, the maximize button changes to the restore button (see below).



Restore button - is the second of the three buttons located in the upper right-hand corner of a window after it has been expanded to fill the desktop. Clicking on this button returns the application to a window. After restoring a window, the restore button changes back to the maximize button.



Close button - is the third of the three buttons located in the upper right hand corner of each window. Clicking on this button will close the window. Clicking on the close button of the main window of an application will close the entire application.



Menu bar - is situated at the top of the window just below the title bar. It lists all available menus for the application. Most items on the menu bar will activate a pull-down menu (a list of items or commands available).



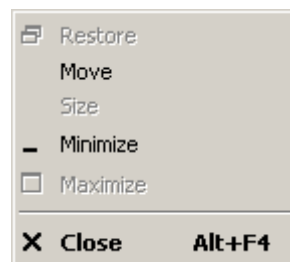
Scroll bars - are located along the bottom (for horizontal scroll) and the right-hand side (for vertical scroll) of some windows and dialogue boxes if the document or application does not fit in it. They allow you to view unseen portions of lists or other information that does not fit the allocated space. The viewed area is moved by:

- Clicking on the up and down (or left and right) scroll arrow buttons to move the viewed area a small step at a time.
- Clicking on the gray background of the scroll bar to move the viewed area in larger steps.
- Dragging the scroll box along the bar to move the viewed area as required.

Window border - is situated around the outside edge of the window. You can resize a window by dragging these borders. The corners of the Window border can be used to shorten or lengthen two sides of the window at the same time.

2.1.5 Working with menus

Windows functions (and therefore also DCN Next Generation functions) are accessed through menus. Each application has its own specific menus, plus a standard Windows control menu, which is common to all applications. The control menu opens from the control-menu box in the top left-hand corner of the desktop. All specific functions are accessed via the menu bar located at the top of each application.



Control menu - is accessed by clicking on the control-menu box (or the document icon, if the window is minimized). The control menu contains the following commands:

- **'Restore'** - restores the Window to its former size after enlarging to full screen or shrinking to an icon (see also **'Restore button'**).
- **'Move'** - allows you to use the keyboard arrow keys to move the window

- **'Size'** - allows you to use the keyboard arrow keys to resize the window.
- **'Minimize'** - shrinks the window to an icon.
- **'Maximize'** - enlarges the window to its maximum size.
- **'Close'** - terminates the application.

**Note**

Not every control menu (sometimes also known as **'System menu'**) contains all the above commands. A dialogue box, for example, may only include **'Move'** and **'Close'**.

Selecting menus - to select a menu from the menu bar:

- Point to the name of the menu and click to open it. The menu remains displayed until an item is selected by clicking on it. To access an item quickly, point to the menu and drag directly to the item to be selected while holding the mouse button down. Releasing the mouse button will select the item.

**Note**

After opening one menu, moving the mouse pointer to another menu will automatically open it. There is no need to click again with the mouse button.

- If the menu names have underlined letters, you can also press the **<alt>** key then the underlined letter key. For example, for the 'File' menu press **<alt>** and then **<F>**.

To cancel a menu without selecting an item:

- Click the menu name again, or click anywhere on the desktop outside the menu (or release the mouse button with the pointer outside the menu if dragging directly to an item).
- Press **<alt>** or **<f10>** to cancel the menu (**<esc>** will cancel the menu but remain on the menu bar ready to select another menu).

**Note**

If an exclamation mark (!) appears after an item on the menu bar, this indicates that the command will be carried out without a drop-down menu or dialogue box appearing.

Menu conventions - certain display conventions are followed for listing items on a Windows menu. They are:

- **Underlined letter** - most items or commands have an underlined letter in the menu list.

Typing this letter is a short cut that selects the item without clicking on it.

- **Reduced intensity** - if an item or command is not available, it appears 'gray' in the menu.
- **Ellipsis ('...')** - three dots after an item or command indicates that a dialogue box will appear when the item is selected.
- **Tick (✓)** - this symbol before an item or command indicates that the item is currently active (clicking on the item again toggles it to non-active and removes the tick).
- **Triangle mark (▶)** this symbol after an item or command indicates that a cascading menu (listing additional commands) will appear when the item is selected.
- **Key combination** - if displayed after an item or command, the keys are a short cut for selecting the item without opening the menu. For example, pressing **<ALT>** and **<F4>** simultaneously will close an application.

**Note**

The short-cut key combinations (also known as accelerator keys) are used in the software. Where appropriate, the accelerator key or key combinations are given in paragraph **Error! Reference source not found.**

2.1.6 Working with dialogue boxes

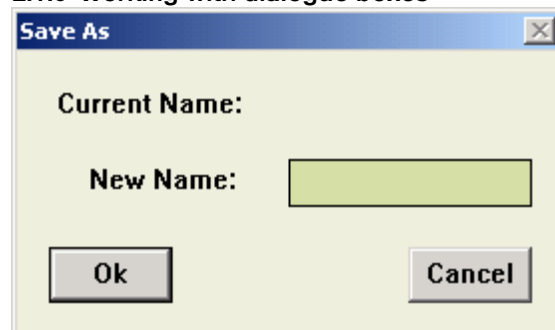


Figure 2 typical Windows dialogue box.

Windows uses dialogue boxes to request information, and also to provide you with extra information. If the software requires information to carry out a command, a dialogue box is usually used.

A dialogue box looks very much like an application window and can be moved around the desktop area by dragging on the box's title bar.

Most dialogue boxes contain options, each asking for a different kind of information. After you supply the requested information, a push button in the box will initiate the command. There are several methods available for selecting options and entering information.

Ok

Push buttons - these initiate immediate action. The button includes a text to describe its action, for example, 'Start' or 'Cancel'. Some push button descriptions have an ellipsis (...), and will open a further dialogue box for more information. To activate a push button, click on it with the mouse button.



Note

Push buttons that are unavailable are 'grayed' (displayed with reduced contrast). The currently selected push button has a darker outline than all others.



Text boxes - are rectangular boxes into which you type information. When an empty text box is selected by clicking on it, an insertion point (a flashing vertical bar also known as a cursor) appears on the left-hand side of the box. As you type, the text starts at the insertion point. Text already in a text box can also be edited. This text is highlighted when it is selected, and any new text typed in automatically replaces it.



List boxes - contain a column of available choices. To select an item, simply click on it. Normally only one item can be selected from a list box, but for certain applications, more than one item can be selected using the <CTRL> key plus mouse button.



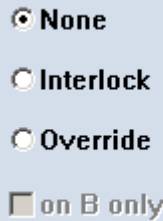
Drop-down list boxes - appear initially as a rectangular box with the current choice. The arrow in a square box at the right opens the list of available choices. Drop-down list boxes are often used in dialogue boxes that are too small or crowded to contain normal list boxes.



Note

If a list contains more choices than fit in the list box or drop-down list box, scroll bars are provided to help you move quickly up and down the list.

Between Booths



Radio buttons - appear in dialogue boxes for selecting mutually exclusive items. You can only select one option from the list at a time, and selecting a new item will automatically cancel the currently selected button.

Authorization



Check boxes - appear in dialogue boxes for selecting any number of nonexclusive options that each can be switched on and off. You can select as few or as many check box options as are appropriate. When a check box is selected it contains a '✓', otherwise it is empty. To clear a selected check box, click on it again.

2.2 Initiating startup

2.2.1 Locating the software

The procedure for initiating Startup is always the same, whether it is being used for setting global parameters or for accessing other software modules.



At your Windows desktop there may be a shortcut representing the software. You should be able to recognize this shortcut, i.e. you should know its name.

Loading the application

To load the application:

- Double-click on the shortcut, which is located at the desktop.

The will start.

If there is no shortcut at the Windows desktop, the software can be loaded as follows:

- Select **'Programs'** option of the **'Start'** menu, select **'Digital Congress Network Next Generation'** at last select **'The DCN'** shortcut.

The Startup program will then be started. A general information window about will appear, which gives the software release number, and copyright information.

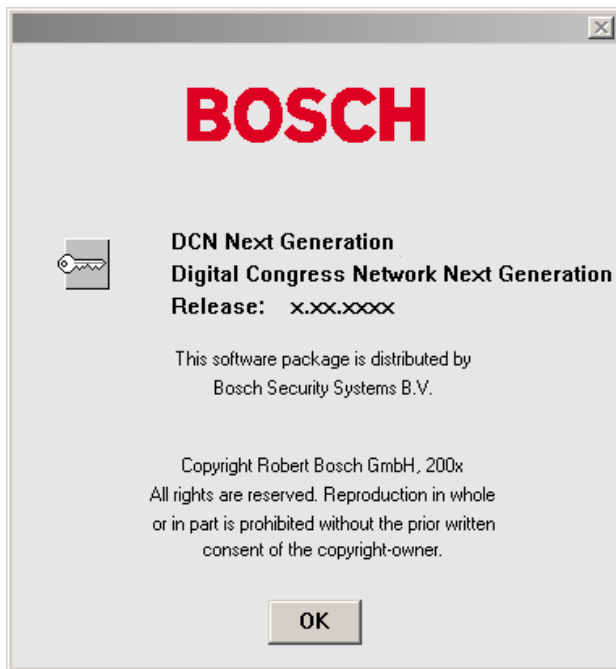


Figure 3 The information window..

To remove this dialogue box and gain access to the main Startup window:

- Click on the **'OK'** push button.

The following dialogue box appears:

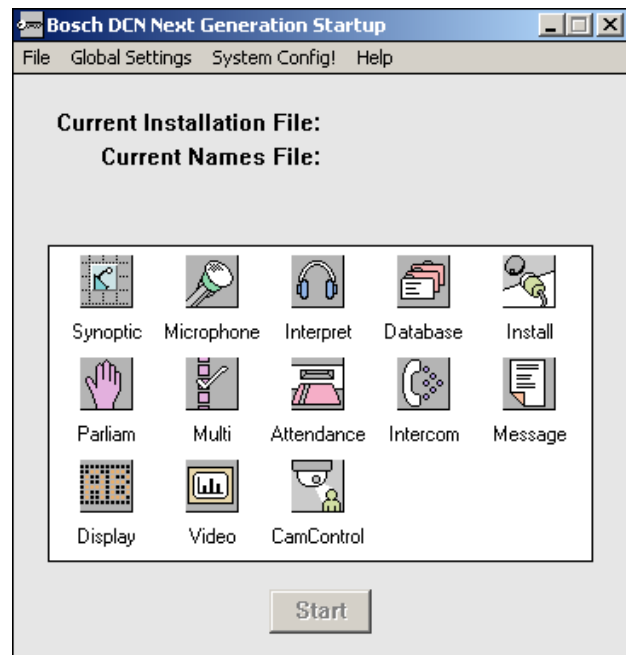


Figure 4 The Startup screen.

This window contains icons representing the different software modules in an icon box, the 'Current Installation File' name and the 'Current Names File' name. Although icons for all modules are displayed, this does not mean that all are available on your system. Those, which are available, are represented by colored icons. Those, which are not available, are represented by purely gray icons.



Note

If the CCU is not connected, all the icons will be grayed except Synoptic Microphone, Delegate Database, Parliamentary and Multi voting. A line of text is present at the top of the Startup screen indicating whether the CCU is connected or not. In multi PC systems, this text only appears on the server PC.



Note

If there are no channels specified for Intercom in the System Installation module, then it will not be possible to open the Intercom module, and the Intercom icon will be grayed even if the Intercom module is available.

From this window you can now carry out your tasks. These will fall under one of two categories:

- Defining global settings
- Starting other software modules

Each of these categories is covered in chapter 3. It is assumed that most first time users will begin with setting global parameters (master volume, error

messages...), and then select software to start. The manual has been structured accordingly.

2.3 Using Help

2.3.1 The Help menu

The **'Help'** menu in the title bar contains commands for an on-screen help facility. This help facility contains information on all commands in the **'File'** menu, on which keyboard keys are functional, a description of how to use the software, information on how to use the help facility itself, plus an index and a glossary of terms. All information contained in this user manual is also found in the **'Help'** facility.

The **'Help'** facility contains the following options:

- Index
- Keyboard
- Commands
- Procedures
- Glossary
- Using Help
- About Synoptic Microphone Control.

2.3.2 Index

To access the index:

- Select the **'Help'** menu and click on **'Index'**.

A full list of subjects covered by the help facility is given in alphabetical order. For more information on any subject contained in the index:

- Click on the required subject in the index.

An on-screen page with the requested information will appear.

2.3.3 Keyboard

This gives information on which keys on your keyboard can be used with the software. This includes using keys to activate menu items, to move around in dialogue boxes, for short cuts, and to select options from the main window. To access the **'Keyboard'** help facility:

- Select the **'Help'** menu and click on **'Keyboard'**.

A list of different key types is given. For more information on any key type contained in the list:

- Click on the required key type in the list.

An on-screen page with the requested information will appear.

2.3.4 Commands

This gives information on all menu options, covering the **'File'**, **'Edit'**, **'View'**, **'Settings'** and **'Help'** menus. To access the **'Commands'** help facility:

- Select the **'Help'** menu and click on **'Commands'**.

A list of menu groups is given. For more information on any menu group contained in the list:

- Click on the required menu group in the list.

A list of options in the selected menu group is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

2.3.5 Procedures

This gives information on how to use the software. To access the **'Procedures'** help facility:

- Select the **'Help'** menu and click on **'Procedures'**.

A list of topics is given. For more information on any topic contained in the list:

- Click on the required topic in the list.

A list of options for the selected topic is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

2.3.6 Glossary

To access the glossary:

- Select the **'Help'** menu and click on **'Glossary'**.

A list of terms used in the help facility is given in alphabetical order. For more information on any term contained in the glossary:

- Click on the required subject in the index.

A window with the requested information will appear.

2.3.7 Using Help

This gives information on how to use the help facility. To access the **'Using Help'** facility:

- Select the **'Help'** menu and click on **'Using Help'**.

A list of topics is given. For more information on any topic contained in the list:

- Click on the required topic in the list.

A list of options for the selected topic is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

2.3.8 About

This provides software release information. To display the '*About...*' window:

- Select the '*Help*' menu and click on '*About...*'.

The following window appears:

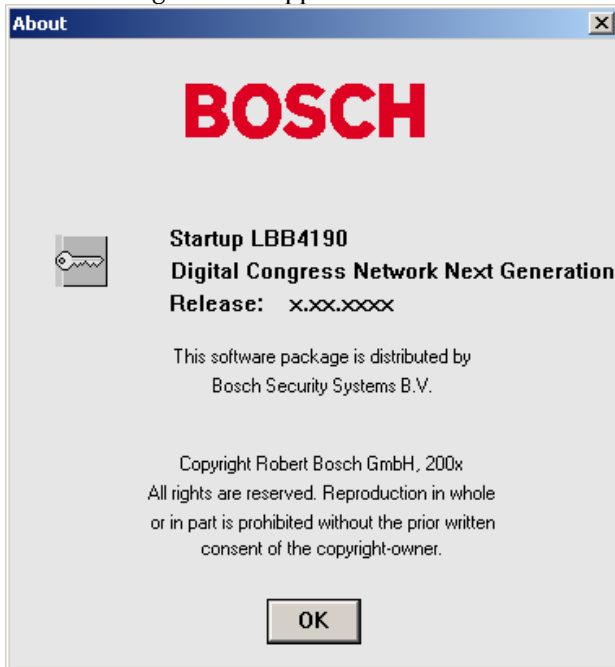


Figure 5 The '*About...*' window

To remove this window:

Click on the '*OK*' push button.

3 Using startup

3.1 Specifying global settings

3.1.1 The menu bar

All menu options referred to in this user manual are contained within the menu bar, located underneath the title bar at the top of the main window. Access to drop-down menus is gained by clicking on the menu title, displayed in the menu bar.

The full list of menu options is as follows:

File	Global Settings	System Config!	Help
Open Installation file...	Error Messages...		Index...
Open Names File...	Auto Start Config...		Keyboard
Close	Master Volume Control		Commands
Delete Installation File...	Multi PC Setting...		Procedures
Delete Names File...	Enter License...		Glossary
Exit			Using Help
			About...

3.1.2 Master volume control

The **'Master Volume Control'** window is displayed on the Windows desktop regardless of which software module you are running or intend to run. It is situated in the left side of the screen alongside the main Startup window. It appears as default when the Startup module is loaded, but does not disappear (unless intentionally removed) when you open another module. You may remove this function so it disappears from the screen and cannot therefore be altered.

i Note

The **'Master Volume Control'** window can be moved around the desktop by clicking on the window with the left mouse button and dragging it to another position.

i Note

The **'Master Volume Control'** is not always on top of the other windows. When using maximized windows, the control is not visible anymore.

It can be always on top by adding the following section to the DCNNG.INI file:

```
[Startup]
MasterVolOnTop=Yes.
```

Removing the master volume

To remove the master volume:

- Select the **'Global Settings'** menu on the main menu bar.
- Click **'Master Volume Control'** to remove this function.

Altering the master volume control

This option allows you to adjust the volume of all unit loudspeakers in the system.



Figure 6 The **'Master Volume Control'** window

To alter the volume:

- Click on the up or down arrow, as required.

The slider box will move up or down corresponding to the change in volume.

i Note

The volume can also be altered by dragging the slider box up or down, as required. It is also possible to click on the area above or below the slider box. This causes the slider box to move towards the pointer.

Muting

It is possible to cut off all delegate unit loudspeaker output. To do so:

- Click on the **'Mute'** push button situated underneath the master control volume box at the bottom left of the screen.

The button will turn red, indicating the **'Mute'** function has been activated. The slider box will move to its lowest possible position.

i Note

Muting the output signal only temporarily reduces the output volume to zero. When the muting is disabled, the output volume returns to the level it had before being muted.

To end the muting:

- Click on the **'Mute'** push button again.

The button will turn from red to gray, indicating that muting has ended.



Note

The master volume can be adjusted at any time while you are in Startup. It can also be adjusted while you are using one of the other software modules. The procedure is identical to the one described in this user manual.



Note

The master volume controls the delegate loudspeakers and both the line outputs at the CCU.
The volume control at the CCU only controls the delegate loudspeakers.

3.1.3 Error messages

When hardware errors occur the system automatically generates error messages. The **'Error Messages'** dialogue box provides information on the error messages and allows you to specify what you wish to do with it.

The following information is provided:

- The total number of error messages generated
- A list of all error messages generated

The following options are available:

- To provide automatic notification when any error messages occur
- To print out the error messages
- To send error messages to an auxiliary output
- To clear (delete) all existing error messages

To access the **'Error Messages'** dialogue box:

- Select the **'Global Settings'** menu on the main menu bar and click on **'Error Messages...'**

The following dialogue box appears:

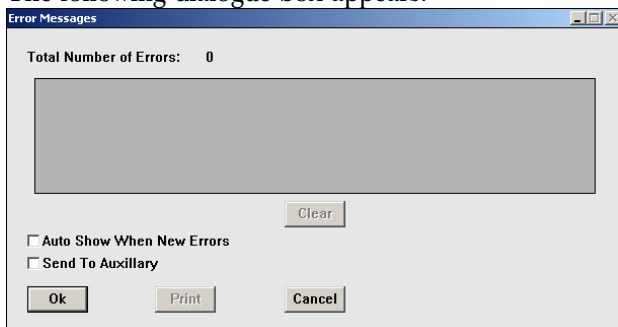


Figure 7 The **'Error Messages'** dialogue box.

'Error Messages' list box

This box contains a list of all the hardware error messages generated by the system since the last **'Clear'** action. Each entry consists of the seat number of the unit with error (if applicable), the type of error that has occurred, and the date and time of the error. If the list is longer than the window, you can scroll to see the rest of the list contents.

Clearing error messages

It is possible to delete all error messages on the error messages list. To do so:

- Click on the **'Clear'** push button.

This will clear the **'Error Messages'** list box. The **'Total Number of Errors'** field will be reset to zero. The **'Clear'** and **'Print'** push buttons are disabled.

Automatic acknowledgement of error messages

This facility notifies the user every time an error message occurs. The default state is disabled. If you wish to select this facility:

- Click on the **'Auto Show When New Errors'** check box.

An **'√'** will appear, indicating you have enabled this function. To de-select this facility, repeat the above.

Sending error messages to an auxiliary output

This facility allows you to automatically send error messages in real time to the serial port of the PC, thus enabling external data logging. To do so:

- Click on the **'Send to Auxiliary'** check box.

An **'√'** will appear, indicating you have enabled this function. To de-select this facility, repeat the above.



Note

By default is comport 2 used on the local PC, but it can be routed to any comport or even to a different PC by adding the following section to the DCNNG.INI file:

```
[Errorlogging]
Comport=X
ComPortPCID=NR
```

where:

ComPort 'X' is the comport number (1-4)
ComPortPCID 'NR' is always 1 in a single PC system. In case of a multi-PC system, 'NR' is the number of the PC on which the output must be produced. Server PC =1, Client PC is from 2 until 10

The port settings can be changed in the Windows Device Manager.

**Note**

The data layout is identical to the Microphone activity logging in Synoptic Microphone control and Microphone Management, to make processing easier when both loggings are routed to the same comport. The data layout is defined as follows:

```
<action code><state><seatnumber><CR><LF>
```

where:

action code % error

state 1 default

error code The error code is a 4 digit hexadecimal number that indicates which error has occurred and can have the following values:
1701 CCU not available
3208 Unit disconnected

Examples:

```
%13208<CR><LF> Unit disconnected
```

Printing error messages

If you wish to have a permanent record of all error messages, there is a facility, which allows all error messages to print out. You can also specify parameters relating to the printing of the error message. To do so:

- Click on the **'Print'** push button.

The following dialogue box appears:

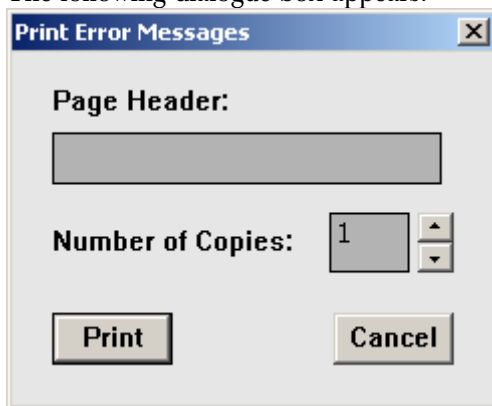


Figure 8 The 'Print Error Messages' dialogue box.

This dialogue box contains a text box for entering a page header and a field for entering the number of copies required. To enter a header:

- Select the **'Page Header'** text box.

An appropriate title for the error messages list may be entered up to 80 characters long (although only 20 characters are displayed in the text box). This text box may also be left blank.

**Tip**

If you are inserting a header more than 20 characters long, the text box scrolls horizontally. To view a header longer than 20 characters, use the left and right arrow buttons on the keyboard.

To define the number of copies:

- Select the **'Number of Copies'** field and type in the required number.

**Tip**

The up and down arrow buttons on the right-hand side of this field can be used to scroll to the required number. The maximum number of copies that can be printed is nine.

When you have specified all relevant print parameters:

- Click on the **'Print'** push button.

The appropriate information will be printed.

**Note**

Clicking on the **'Cancel'** push button removes the dialogue box without carrying out the dialogue box function. This applies to all **'Cancel'** options in Startup.

**Note**

Although **'Auto Start Config...'** is a Global Setting, it is not dealt with in this section. The **'Auto Start Config...'** Information is in paragraph 3.2.4

3.1.4 Accessing System Configuration information

This function provides you with a list of the number and type of every unit connected to the Central Control Unit (CCU). To access the list:

- Select the **'System Config!'** option from the main menu bar.

The following dialogue box appears:

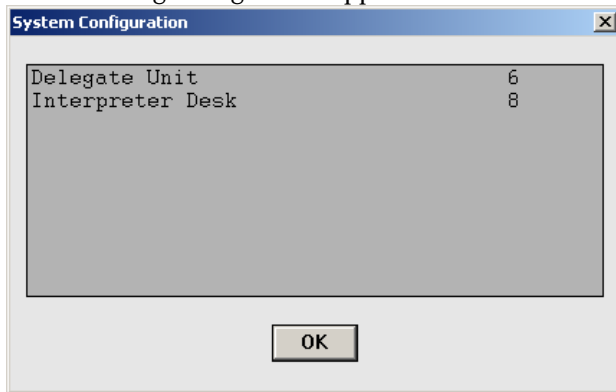


Figure 9 The 'System Configuration' dialogue box.

The dialogue box contains a scrollable list of all units connected to the system. Each unit is represented by a number and a description of the type of unit. The different types of units are:

- Delegate Unit
- Delegate Unit with LCD
- Chairman Unit
- DDI Dual Delegate Unit
- DDI Single Delegate Unit
- DDI Chairman Unit
- Ambient Microphone
- Entrance Unit
- Exit Unit
- Interpreter desk
- Voting unit
- Data Distribution Board
- Audio Expander
- Digital Audio Expander
- Cobranet Interface
- Transmitter 4 channels
- Transmitter 8 channels
- Transmitter 16 channels
- Transmitter 32 channels

If any of these units are not present in the system they will not be included in the list.

3.1.5 Multi PC Settings

The software can run on a single PC or in a multi-PC environment, where the PCs are interconnected by a local area network (LAN). For such a system to work properly, there must be a server PC that controls and distributes information and prevents data being modified from more than one PC simultaneously. The other PCs in the system are called client PCs.



Note

An Ethernet card and software must be present before software can run in a multi-PC environment.



Note

The maximum number of PCs that can be present is 10. However, with this number of PCs present, only a few applications can be used. A maximum of four PCs can be used with all applications running. CCU and optical units software can only be downloaded from the server PC.

In a multi-PC system, it is necessary to determine for each PC what its functionality will be for each software module. There are three possible levels of functionality:

- **Master** - the software module has full functionality on the PC designated 'Master'. If the master PC is closed down, any slave applications present will be iconized and the text '*offline*' will appear under the icon.
- **Slave** - the software module has limited functionality on '*Slave*' PCs. The software can be started, but does not run (and cannot be restored from an icon) until it is started on the PC where it has master functionality. It can then be used to view settings and to monitor the congress, but it cannot be used to alter settings.
- **None** - the application has no functionality (for example, there is no license for an application).



Note

Every application should be 'Master' on at least one PC.

The following restrictions apply:

- Startup and System Installation can only have master functionality on the server PC. With other applications, any PC can be used.
- There can only be one instance of an application with master functionality, except in the case of Message Distribution and Video Display, where master functionality can exist on any number of PCs in the system.
- System Installation, Delegate Database, Intercom, Message Distribution and Video Display cannot have slave functionality.
- Microphone Management, Synoptic Microphone Control, Simultaneous Interpretation, Parliamentary Voting, Multi Voting, Attendance Registration and Text/Status Display can have slave functionality on any PC (up to a total of nine).
- Startup can have slave functionality on all PCs except the server.

It is possible to alter these settings using the **'Multi PC Settings...'** option in the **'Global Settings'** menu. When one user is altering the settings, any other user can view them but not alter them.



Note

Settings can only be changed if there are no applications (except Startup) running on any PC, and no other **'Application Configuration'** screen is opened. Otherwise, you can view the settings but not change them.



Note

Settings can only be changed on the master application.

To alter the settings:

- Select the **'Multi PC Settings...'** option from the **'Global Settings'** menu.

The following window appears:

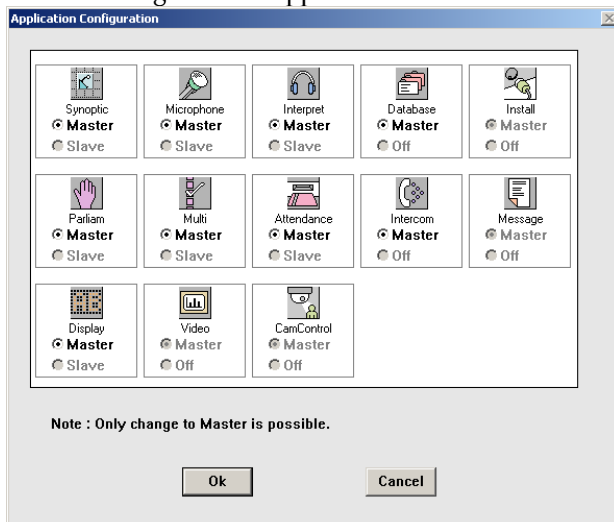


Figure 10 The **'Application Configuration'** window.

Each application is represented by an icon with two radio buttons underneath. One button is labeled **'Master'**, and the other is labeled **'Slave'** or **'Off'**, depending on whether slave functionality is possible with that application. If there is no license for an application, the icon and radio buttons will not be active.



Note

An application cannot be directly changed from **'Master'** to **'Slave'** or from **'Master'** to **'Off'**. This alteration is only possible indirectly, by changing the setting on another PC to **'Master'** for the application.

To change the setting to **'Master'**:

- Click on the **'Master'** radio button.



Note

If an application is given master functionality on another PC, its setting will automatically change to either **'Slave'** (if this functionality is possible) or **'Off'** on any PC where it previously had master functionality.



Note

For Message Distribution and Video Display, both radio buttons are always inactive and the **'Master'** radio button enabled, as these applications can run on more than one PC as master.

When you have finished altering the settings:

- Click on the **'Ok'** push button.

The following warning message appears:

'Application settings will be changed. Are you sure?'

- Click on the **'Ok'** push button to save the changes.
- Click on the **'Cancel'** push button to remove the message, without saving any changes.

3.1.6 Master/Slave functionality of modules

This section describes the differences in functionality when modules are running as master or slave applications.

System Installation

System Installation can only run in master mode and can only be started on the server PC. The installation mode can only be entered if there are no applications apart from Startup running on client PCs. On client PCs, you can only enter installation mode if there are no applications apart from Startup running. Otherwise it is only possible to start the module. However, it is possible to enter installation mode on the server PC if there are other applications running on it. In this case the other applications are stopped and restarted after leaving installation mode.

Furthermore, entering installation mode on the server PC prevents any application (apart from Startup) being started on any PC. If you try to start an application on a client PC a warning message will appear. If you try to start an application on the server

PC, there will be no warning message, but the application will not start until leaving installation mode, when it will start automatically. However, it is always possible to start applications when not in installation mode.



Note

If seats have to be assigned to delegate units during a conference, this can be done from the server PC using System Installation or limited installation (i.e. assigning free seat numbers to units.)

Microphone Management

This module can run in master mode and in slave mode.



Note

In Microphone Management, slave functionality is not restricted to monitoring. You also have microphone control, such as switching a microphone on or off.

When Microphone Management is running in slave mode, the following restrictions apply:

- Only the **'Exit' and 'Print Activity'** options can be selected from the **'File'** menu. Creating, opening, saving and deleting files is not possible.
- Only **'Mic Activity'** can be selected from the **'Settings'** menu. Setting the system microphone mode, attention tone, ambient microphone control, microphones off after shift and testing the microphones is not possible.
- The **'Speech Time'** menu is not available. This means that setting a speech time limit is not possible.



Note

In either master or slave mode, request lists, notebooks and the speakers' list can only be changed by one Microphone Management application at a time.



Note

Altering the system microphone mode or testing microphones is not possible if this is simultaneously being done by a Synoptic Microphone module in master mode on another PC.

For each PC in a multi-PC system, you can specify whether the microphone activity logging is sent to file, printer and/or an auxiliary destination.

Synoptic Microphone Control

This module can operate in master mode and in slave mode.



Note

In Synoptic Microphone Control, slave functionality is not restricted to monitoring. You can also control microphones e.g. switching them on/off.

When Synoptic Microphone is running in slave mode, the following restrictions apply:

- Only the **'Exit' and 'Print Activity'** options can be selected from the **'File'** menu. Creating, opening, saving and deleting layout files and importing a bitmap are not possible.
- The module can only function in control mode. This means that the **'Edit'** menu is disabled and it is not possible to create a layout file.
- It is not possible to set the system microphone mode, attention tone, ambient microphone control, microphones off after shift function or test the microphones.

With respect to activity logging, the module has the same functionality as Microphone Management.



Note

Altering the system microphone mode or testing microphones is not possible if this is simultaneously being done by a Microphone Management module in master mode on another PC.

Layout files and background bitmaps

The layout file that is used by the master application is used by slave applications. When a slave application is started and no layout file has been opened by the master application, the slave application will not have a layout. When the master application is editing a layout, a slave application will show the layout file as it was last saved. But when the master application returns to control mode, the layout file will be saved and all slave applications will automatically show the new layout file.



Note

If the master application is editing the layout file for the first time, the slave applications can have no layout file.

**Note**

If a background bitmap is imported by the master application, the same bitmap filename is used to load the bitmap from the /bitmap directory. If the bitmap is not present, it is not shown on the slave application. It is up to the operator to copy the bitmaps.

The **'Rotate Image'** function is active for every Synoptic Microphone application.

The rotation angle for each layout file of the master application is stored in the database. The rotation angles of the slave applications will be. When a slave application is started for the first time, its rotation setting will be the same as that specified in the master application. If a slave application changes the rotation angle, it will be stored and will be applied the next time the application is started.

**Note**

Rotation angle applies only to the layout file. Bitmap files are never rotated.

Simultaneous Interpretation

This module can run in master and slave mode. However, in slave mode applications only have a monitoring function.

The following restrictions apply:

- Only the **'Print'** and **'Exit'** options can be selected from the **'File'** menu. Creating, opening, saving and deleting interpretation files is not possible.
- The **'Edit'** menu is disabled, so it is not possible to edit channel language assignment and desk language assignment.
- The **'Settings'** menu is disabled, so it is not possible to test microphones or change the microphone interlock mode.

Delegate Database

This module can only run in master mode and it can only be started once on the PC where it is configured to run. The DCNNG API can be used as a substitute for Delegate Database. For more information see chapter **Error! Reference source not found.**

**Note**

There are no restrictions concerning which application is used, Delegate Database or DCNNG API, but it is possible that the database made, using the different applications, may be mixed.

Parliamentary Voting and Multi Voting

These modules can run in master and slave mode.

However, it is not possible to run both Parliamentary Voting (PV) and Multi Voting (MV) in a multi PC configuration at the same time. So, when PV is running on a PC, MV cannot be started on that PC and vice versa. When you click on the PV or MV icon in the Startup main window, the other voting icon will be disabled. When the **'Start'** button is pressed and one of the voting applications is started, the icon of the other voting application will be disabled on all other PCs. If a voting application cannot be started for a different reason, such as the PV and MV applications being started at exactly the same time on two different PCs, a message box will appear and the start up will not proceed.

In slave mode, these applications only have a monitoring function.

**Note**

In slave mode, only the 'Results' window can be seen.

The following restrictions apply:

- Only the **'Exit'** option can be selected from the **'File'** menu. Creating, opening, saving, deleting or printing voting scripts is not possible.
- You cannot prepare a voting script.
- You cannot edit votings.
- You cannot control voting in any way, such as starting, stopping, holding and restarting a voting round.
- Voting settings cannot be changed.

**Note**

For more information about the settings and parameters used in Parliamentary Voting and Multi Voting, please refer to the User Manuals.

**Note**

Both master and slave applications can independently select which group results are shown in the 'Results' window.

Intercom

This module can only run in master mode and can only be started once on the PC where it is configured to run. This application of Intercom automatically becomes the master application.

Attendance Registration

This module can run in master and slave mode. However, in slave mode applications only have a monitoring function. The following restrictions apply:

- You cannot specify whether **'Access'** or **'Attendance'** is on.

- Only the '**Att. Reg. Activity**' option can be selected from the '**Settings**' menu.
- Setting modes, such as registration at seats or at entrance/exit units, fixed or free seating and registration by present key, pin code only, ID card or ID card and PIN code is not possible.

Text/Status Display

This module can run in master and slave mode. However, in slave mode applications only have a monitoring function. The following restrictions apply:

- You cannot set the display configuration, such as specifying whether the hall displays should show voting results, messages or microphone information.
- The '**Settings**' menu is disabled, so you cannot specify whether information should be sent to geographic displays.
- The '**Clear Display**' option is disabled.

Message Distribution

There is no master/slave functionality for Message Distribution. This means that every Message Distribution application has full functionality. This application can also run on more than one PC at a time.

Video Display

There is no master/slave functionality for Video Display. This means that every Video Display application has full functionality. This application can also run on more than one PC at a time and on every PC it is possible to run a DDE client with different information.

i Note

For more information about what can be displayed using this module and about the format of the information displayed, please refer to the Video Display Reference Manual.

i Note

If more than one PC is connected to the same video display, it is not possible to specify how much longer it takes one DDE client to show its results than another..

Automatic Camera Control

This application can only run on the server PC, and can only run in master mode.

3.1.7 Entering a license

The software is protected with a license. To use the software applications modules they must be licensed. To enter the license:

- Select the '**Global Settings**' menu on the main menu bar and click on '**Enter License...**'.

The following windows appears:

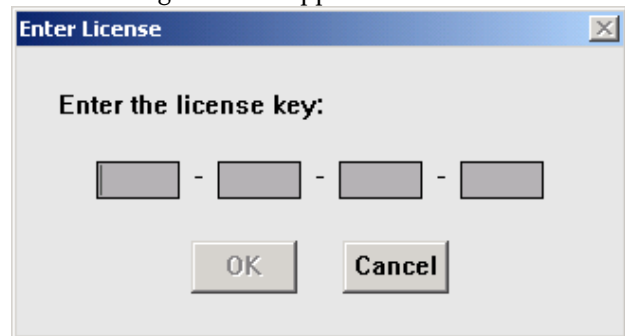


Figure 11 The 'Enter License' window

- Fill out the license key and click '**OK**'

i Note

A license is dedicated to a CCU. This means that each CCU must have its own license.

3.2 Starting up other software modules

Before selecting applications to be started, it is important to first open an installation file and a names file, as certain modules will not run unless an installation and/or names file has been specified. Even if you do not intend to immediately use modules that use information from these files, it is advisable to open them anyway, as this information may be required later. You cannot create these files in Startup, only specify them.

3.2.1 Selecting an installation- and a names file

The software uses two user-created files that contain important information about the installed hardware configuration and about delegates' names. These files are:

- Installation file - containing information about channel assignments and the seat numbers that have been assigned to all active contribution units connected to the system. These seat numbers and channels are assigned using the System Installation module (LBB 4185).
- Names file - containing information about the names of and details of participating delegates, and which seat number they occupy. These names are assigned using the Delegate Database module (LBB 4180).

Applications may **be started** without specifying either an installation or names files. However, some applications will not **open** without the appropriate installation or names file.

Opening an installation file

When the Startup screen is opened, the last-used installation file (and names file) is automatically opened and displayed in the window as follows:

'Current Installation File: <FILENAME>'
'Current Names File: <FILENAME>'



Note

If the Startup screen is being opened for the first time (or installation and names files have not been generated) no file names will be given.



Note

Installation files can only be opened if there are no software modules active other than System Installation.

To open an installation file:

- Select the **'File'** menu and click on **'Open Installation File'**.

The following dialogue box appears:

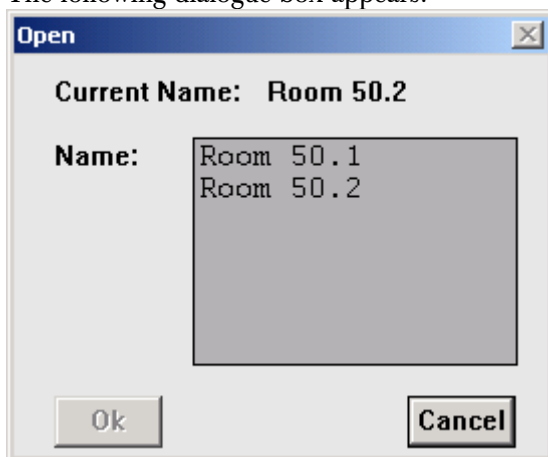


Figure 12 The 'Open' dialogue box.

This dialogue box contains a list box for selecting the installation file. It contains all installation files currently available. If the list contains more names than can be displayed, a scroll bar is provided.

- Click on the name in the list.
- Click on the **'Ok'** push button.

The selected installation file will be opened and you will return to the Startup main window.

Opening a names file

You can only open a names file if an installation file has already been opened. To open a names file:

- Select the **'File'** menu and click on **'Open Names File'**.

The **'Open'** dialogue box shown on the previous page appears. The procedure for opening a names file is exactly the same as opening an installation file. Please refer to the previous page for more details.

Closing files

This option allows you to close the currently open installation file and names file. This is only possible if there are no other active modules. To close:

- Select the **'File'** menu and click on **'Close'**.

The current installation file and names file will be closed.

Deleting an installation file

If you wish to delete a redundant installation file:

- Select the **'File'** menu and click on **'Delete Installation File'**.



Note

You cannot delete the current installation file.

The following dialogue box appears:

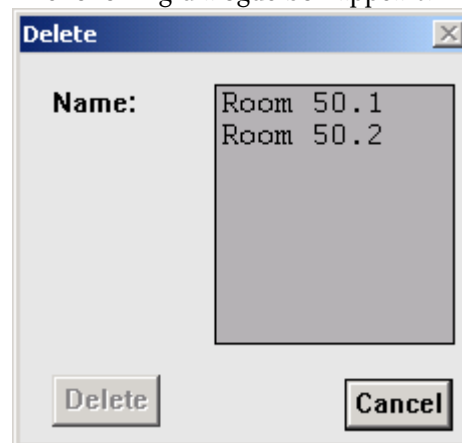


Figure 13 The 'Delete' dialogue box.

This dialogue box contains a list box for selecting the installation file to be deleted. If the list contains more names than can be displayed, a scroll bar is provided. To delete an installation file:

- Click on the name in the list.
- Click on the **'Delete'** push button.

Another dialogue box will appear, with the text:

'Are you sure you want to delete file <filename>'

If you still want to delete <filename>:

- Click on the **'OK'** push button.

The file is deleted and you return to the Startup main window.

Deleting a names file

To delete a redundant names file:

- Select the **'File'** menu and click on **'Delete Names File'**.

The **'Delete'** dialogue box shown on the previous page appears. The procedure for deleting a names file is exactly the same as deleting an installation file. Please refer to the previous page for more details.



Note

You cannot delete the current names file.

3.2.2 Opening other modules from Startup

The Startup program is the means of access to the other software modules. An overview of these modules is contained in chapter 1. These modules can only be started from Startup. There are two methods of starting up these modules:

- Select the module(s) you wish to start from the main Startup window, and then click on **'Start'**. You can select as many (licensed) modules as you wish.
- If there are modules that you use on a regular basis, you can configure the system to automatically start these modules every time Startup is started from the Windows desktop. Additional modules can be selected from the main icon box and also started if required. Details of the automatic start up configuration facility are contained on paragraph 3.2.4.



Note

Only modules that have been licensed on your system can be started. The modules that have been licensed are represented by colored icons. Those not licensed are represented by purely gray icons. Clicking on the gray icons will have no effect.



Note

Parliamentary Voting or Multi Voting can be started but not both at the same time.

3.2.3 Choosing one or more software modules

At this point you should know which modules you wish to use for your conference. The operating procedures for each module are contained in separate user manuals, and are therefore not included in this manual. If you intend to start a particular module, you should have the user manual for that module to hand.

The icon box displays icons for all modules. To load the required module(s):

- Select the icon representing the module you wish to load, and click on it.

The icon will become darker, and the text underneath the icon will change to white-on-black, indicating that module has been selected.



Note

To de-select an icon, simply click on it again.

You may choose as many available modules as you wish.



Note

It is not possible to run Parliamentary Voting and Multi Voting simultaneously.



Note

If there are no channels specified for Intercom in the System Installation module, then it will not be possible to open the Intercom module, and the Intercom icon will be grayed out.

Once you have selected the desired number of modules:

- Click on the **'Start'** push button.

These modules will then be started and will appear as application icons underneath the main window. You can check which applications have been started by looking for application icons at the Taskbar. To open an application icon on the Windows desktop:

- Click on the icon.

Alternatively, press **<ALT+TAB>** to display a list of icons representing currently open applications, which have been minimized. By using the **<TAB>** key while holding the **<ALT>** key down, you can highlight any icon. Releasing both keys will now open the highlighted application.



Note

When other modules are started from Startup, the Startup program itself becomes minimized.

If you wish to re-open Startup, this can be done in two ways:

- By clicking on the Startup icon in the windows taskbar.
- or
- By using the <ALT>+<TAB> keys as described above.

3.2.4 Configuring the system for Auto Start

This option allows you to specify any number of (licensed) software modules for automatic start up. When this option is enabled, the selected modules are loaded directly from Startup, and appear as application icons at the Taskbar. Application icons can be opened (restored to a window) simply by clicking on them.

To configure the system for Auto Start:

- Select the 'Global Settings' menu and click on 'Auto Start Config...'

The following dialogue box appears:

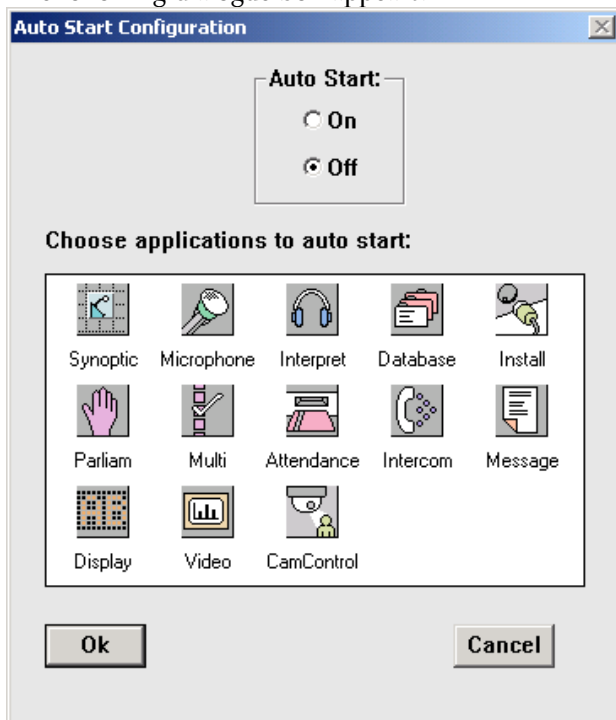


Figure 14 The 'Auto Start Configuration' dialogue box.

The licensed software modules are indicated by colored icons. There is a prompt above the icon box, which says,

'Choose applications to auto start'

- Click on the modules you wish to auto start.



Note

You can de-select one or more modules for auto start simply by clicking on the icon again.

When you have finished your selection:

- Click on the '**On**' option button under '**Auto Start**' at the top of the window.
- Click on the '**Ok**' push button.

To disable auto start:

- Click on the '**Off**' option button under '**Auto Start**' at the top of the window.

3.3 Exiting Startup

3.3.1 Temporarily exiting Startup

It is possible to temporarily leave Startup without closing it down completely.

To do so:

- Click on the minimize button situated at the top right of the application window.

The Startup program will become iconized in the Windows taskbar. To re-enter Startup:

- Click on the Startup module icon.

3.3.2 Permanently exiting Startup

If you wish to exit Startup completely:

- Select the '**File**' menu and click on '**Exit**'.



Note

By closing the Startup program, all applications will close.

Any changes made within Startup will automatically be saved. If you have requested to exit before saving changes to any active module, a warning message with the following text is displayed for each module with unsaved changes:

**'Changes have been made to <filename>.
Do you want to save?'**

- Click on the '**Yes**' push button to save the changed file and exit the program.
- Click on the '**No**' push button to exit without saving the changed file.

When you exit Startup you will return to the Windows desktop.

**Tip**

You can also exit the Startup program by clicking on the 'close' button in the far top right corner of the window.

3.4 Suppress unit display

The DCNNG.INI file, located in the Windows directory, can contain an entry, which suppresses the display of user configurable texts (screenlines, voting subject etc.) on LCD screens of the delegate units. If this entry is present, these texts will only appear on hall displays.

```
[Startup]
DisableUserText=No
```


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