

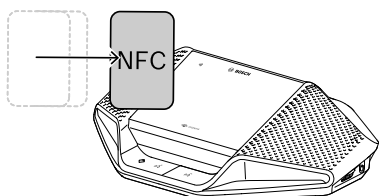
# DCNM-DE | Chairperson

en Quick user guide



## 1 - How to login:

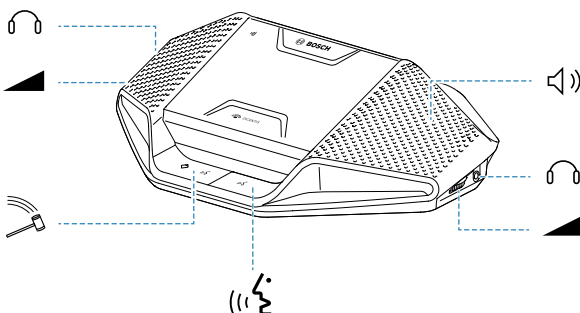
- Swipecard icon: Swipe your card on the left hand side speaker and/or enter your personal code to login.



### To log out

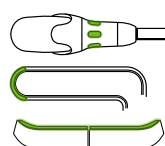
- Avatar icon: Press the avatar icon on the screen (right button corner) to log out.

## 5 - What buttons to press:



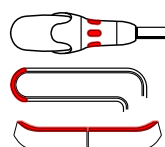
- Microphone icon: Press and hold to mute the microphones of all participants.

- Speaker icon: Press to activate the microphone.



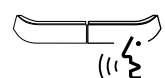
### GREEN LED:

Indicates that a request-to-speak is accepted.  
Flashing indicates first in list.  
You cannot speak until red light.



### RED LED:

Indicates that the microphone is active you can push the microphone button to disable.  
Flashing indicates last minute.

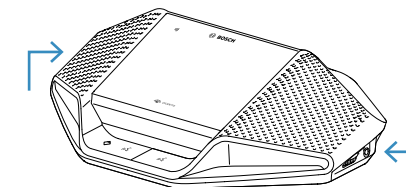


### WHITE LED:

White speaker icon indicates that the floor is granted when the button is pressed.

## 2 - How to select a language:

Plug in the headphones and press the icon on the screen.  
Scroll to navigate, and select your language.  
If you log in using NFC, your preferred language will be selected by default.



- Triangle icon: Press the triangle icon to change the headphone volume or use the volume wheel on the side of the device.
- Avatar icon: Press the avatar icon to see who is logged in and to log out.

## 3 - Speakerlist:

- Active speaker.
- Responder.
- Responder queue.
- Speaker queue.
- Speech timer.
- Speech last minute.

## 4 - How to vote:

When prompted, select on the screen:

- To vote for.
- To vote against.
- To abstain.