

# DICENTIS

Multimedia device



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# 1 Safety

You should regularly check the equipment for wear and damage. Pay particular attention to the following:

- **LCD screen:** Check for cracks.
- **Cables:** If the outer insulation is damaged, the cable must be replaced.
- **Connectors:** Check for signs of stretching and damage.

If you think the equipment is damaged or presents a potential hazard, you should label the equipment and put it to one side, so that no-one else can use it. Then contact your local technician for further advice.

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## 2 About this manual

The purpose of this manual is to provide information required for operating the DICENTIS Multimedia device.

This manual is available as a digital document in the Adobe Portable Document Format (PDF).

Refer to the product related information at: [www.boschsecurity.com](http://www.boschsecurity.com).

### 2.1 Intended audience

This manual is intended for users of a DICENTIS Multimedia device.

### 2.2 Copyright and disclaimer

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The content and illustrations are subject to change without prior notice.

### 2.3 Document history

Release date	Documentation version	Reason
2013.08	V1.0	1 <sup>st</sup> edition.
2014.07	V1.1	Sections updated: 2.3, 4.1, 4.2.1. Sections added: 4.2.6.
2014.10	V1.2	Section updated: 4.2.1.
2016.08	V2.0	2 <sup>nd</sup> edition.
2016.11	V2.1	Renaming DICENTIS products.

### 3 Overview

The DICENTIS Conference System is an IP based conference system which runs on an OMNEO compatible Ethernet network. It is used for distributing and processing audio, video and data signals.

The DICENTIS Multimedia device has a high-resolution capacitive touchscreen, which provides the user interface for the meeting. You can browse through information about the topic being discussed, consult meeting subject lists, agendas, and look up details about the speaker. In addition, if cameras are integrated into the system, you can also see who is speaking.



#### Listening



- 1 2-way loudspeakers.
- 2 Headphone volume.
- 3 Headphone connection.

#### Speaking




*Microphone operation , page 8*

- 4 Microphone on air led strip.
- 5 Microphone LED (bi-color).
- 6 Microphones.


- 7 Priority / Microphone mute / Power on button (3 functions in one button).
- 8 Microphone button.

### **Touchscreen**

 *Touchscreen operation , page 10*

- 9 Touchscreen.

### **Identification/authentication with NFC tag**

 *Identification/authentication , page 19*

- 10 Near Field Communication (NFC) reader (DCNM-MMD2 only).

## 4 DICENTIS Multimedia device operation

The following main parts in the operation of the DICENTIS Multimedia device are described:

- Microphone operation
- Touchscreen operation

### Refer to

- *Microphone operation* , page 8
- *Touchscreen operation* , page 10
- *Identification/authentication* , page 19

### 4.1 Microphone operation

#### Button options:



**Off:** Microphone mute button for participant.



**White:** Priority button for chairperson.



**Red:** Power on button.

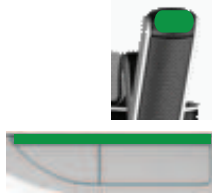
#### Open mode:

- When the white light in the microphone button is on:
  - You can always enable the microphone.
  - You will not be queued in the waiting list.



- Push the microphone button to enable the microphone of your DICENTIS Multimedia device:
  - If the red light above the microphone button comes on, the microphone is activated and you can speak.
  - If the green (flashing) light above the microphone button comes on, your request-to-speak is accepted and you are placed in the waiting list:
    - **Green on:** In the waiting list.
    - **Green flashing:** First in the waiting list.
    - You cannot speak until the red light above the microphone button comes on.
- When the green light above the microphone button is on, you can push the microphone button to cancel the request-to-speak. The green light above the microphone button goes off. The system operator also has the possibility to cancel the request-to-speak.





When the red light above the microphone button is on, you can push the microphone button to disable the microphone. The red light above the microphone button goes off. The system operator also has the possibility to disable the microphone.



#### **First in – first out mode:**

When your DICENTIS Multimedia device is in First in – first out mode you do not have to wait to speak (there is no green light indication):

- Push the microphone button to enable the microphone. The red light above the microphone button comes on.
- Push the microphone button for a second time to disable the microphone. The red light above the microphone button goes off.
- When you are the longest speaking participant, another participant can override your microphone by pressing their microphone button. You will then have to push the microphone button to re-enable the microphone.

#### **Push-To-Talk (PTT) mode:**

When your DICENTIS Multimedia device is in Push-To-Talk mode, the microphone is enabled when you push and hold in the microphone button.



#### **Voice mode:**

When your DICENTIS Multimedia device is in Voice mode, the microphone is enabled when you speak.

- the microphone button on the discussion device is colored red.
- the microphone button can be pressed and held in to temporarily mute the microphone.

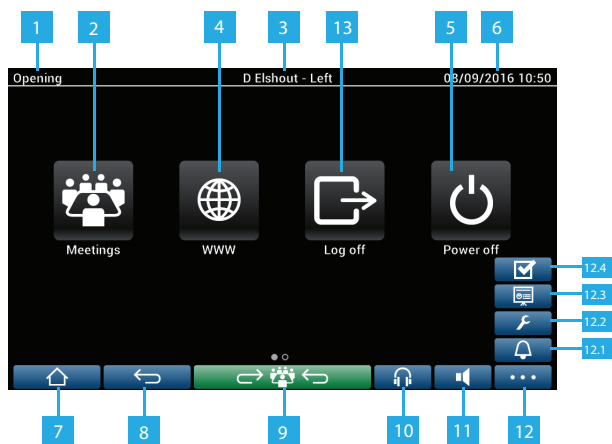
If you have VIP rights, you have to press the microphone button to speak, which will mute all other participant microphones.

## 4.2 Touchscreen operation

The touchscreen of the DICENTIS Multimedia device is used to participate in a meeting, and/or manage meetings within the DICENTIS Conference System.

### 4.2.1 Home screen

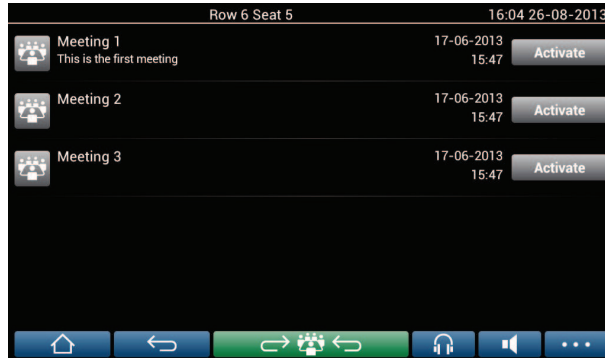
Depending on the authorizations, some items might not be present.



- 1 **Name** of the active meeting or **agenda topic**.
- 2 **Meetings** overview button: See *Meeting overview screen* , page 11.
- 3 **Seat name** or **participant name** is shown here.
- 4 **www** button: Opens a web browser.
- 5 **Power off** button: Switches off the system.
- 6 **Time & Date**.
- 7 **Home** button: Returns you to the home screen.
- 8 **Back** button: Navigates one step back in the navigation history.
- 9 **Back to active** button: Brings you to the active part of the meeting.
- 10 **Headphone** button: Opens the headphone volume control and the available interpreted languages. The control disappears automatically after 3 seconds when not used.
- 11 **Master volume control** button: Opens the volume control. The control disappears automatically after 3 seconds when not used.
- 12 **Menu** button: Opens a menu for additional functionality:
  - 12.1 **Summon** button: Activates a chime to summon the participants.
  - 12.2 **Configure** button: Opens the discussion settings screen. See *Discussion settings screen* , page 14.
  - 12.3 **Presentation** button: Activates the presentation mode.
  - 12.4 **Voting** button: Activates the voting function. See *Voting screens* , page 15.
- 13 **Log off** button: Logs off the current user.

### 4.2.2 Meeting overview screen

To view the meeting overview screen, press the **Meetings** button on the **Home** screen (*Home screen , page 10*).

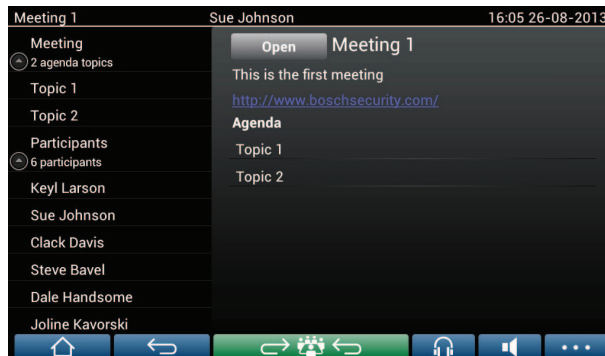


The meeting overview screen shows all prepared meetings. Depending on the authorizations, a meeting can be activated by pressing the **Activate** button:

- Activating a meeting forces all devices to go to the meeting screen. See *Meeting screen , page 11*.
- Pressing anywhere in the line of the meeting opens the selected meeting screen and allows you to see the content of the meeting. See *Meeting screen , page 11*.

### 4.2.3 Meeting screen

The meeting screen shows all the details of the meeting, including the agenda topics and the participants. Any prepared voting rounds can also be viewed in this screen.



Depending on the authorizations, a meeting can be opened:

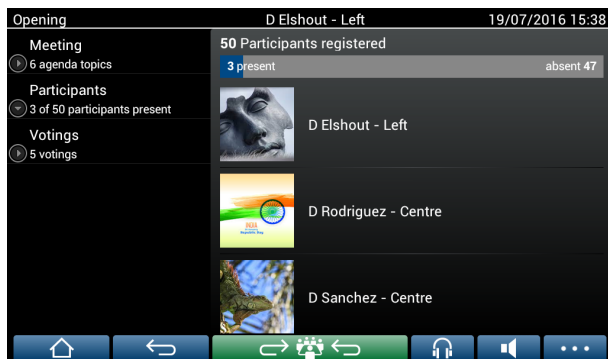
- Select an agenda topic, and then press the **Open** button to open the **Discussion** screen. See *Discussion screen , page 13*.
- Press the **hyperlink** to open the embedded browser, showing additional information.

Attendance registration is displayed at the top of the meeting screen when:

- the licenses DCNM-LMPM, DCNM-LPD, and DCNM-LSID are activated.
- an identification/authentication method is configured for the meeting (see *Identification/authentication , page 19*)

The following information is available:

- Total number of participants registered for the meeting.
- Number of participants present.
- Number of participants absent.



Attendance registration can be used by the chairperson or clerk to determine if sufficient participants are present to start a meeting. The login/logout activity of participants is used to generate the present/absent notifications.

### 4.2.4 Discussion screen

The discussion can be managed here, depending on authorizations. The list on the left shows the discussion list. This list contains speaking and waiting participants.



- 1 **Grey icon:** The participants microphone is muted.
- 2 **Red icon:** The participant is speaking.
- 3 **Green icon:** The participant is waiting to speak.
- 4 **Shift button:** Shifts participants from “waiting” to “speaking”. If the speaker list is full, the longest speaking participant is removed from the speaker list.
- 5 **Context menu.** Manages the discussion. Press the screen on the **discussion list** to open the context menu:
  - **Stop speaker:** Stops the selected participant from speaking. Depending on the number of open microphones and microphone mode setting, the first waiting participant can immediately be shifted to the speaker list.
  - **Shift:** Shifts the selected participant from “waiting” to “speaking”.
  - **Remove all requests:** Removes all waiting participants from the list.
  - **Stop all speakers and remove all requests:** Stops participants from speaking, and removes all waiting participants from the list.
  - **Add:** Opens a menu to add a participant to the list, as a “speaker” or as a “waiting” participant. To add the participant: Select the required participant, and then select **Grant the floor** or **Add to waiting list**. Depending on the **number of open microphones** and **microphone mode** setting, a participant added to the waiting list can immediately be shifted to the speaker list.

To close the context menu, press anywhere outside the discussion list and the context menu.
- 6 **Menu button.** Depending on your meeting authorizations, you can manage the **discussion settings** by:
  - pressing the menu button to display a pop-up list, and then
  - pressing the configure button to open the discussion settings screen. See *Discussion settings screen* , page 14.

For an overview of the Home screen buttons, see *Home screen* , page 10.

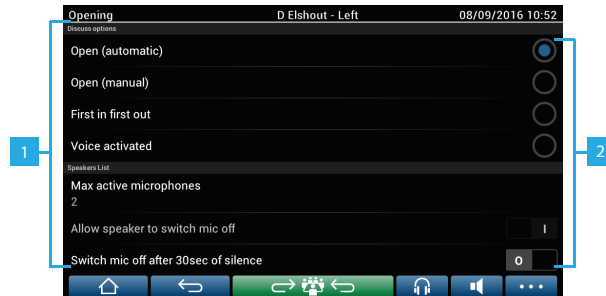
## 4.2.5

### Discussion settings screen

The discussion and request-to-speak options can be managed here, depending on authorizations.

To display this screen:

- press the menu button to display a pop-up list, and then
- press the configure button



- 1
  - Swipe the screen from bottom to top to display the following options:
    - **Discussion mode**
    - **Speakers list**
    - **Priority options**
    - **Camera Control options**
    - **Multimedia device and Meeting application options**
- 2
  - **ON / OFF:** Slide button. Swipe the slide button to switch the option ON or OFF (depends on authorizations and functionality).
  - If the option does not have a slide button, press the option, and a pop-up menu will appear. Use this menu to enter the required settings.

## 4.2.6

### Voting screens

#### Background information (secretary or clerk)

Different types of voting are available:

- Basic voting
- Prepared voting
- Prepared voting with attendance registration

The system will use one of these voting methods depending on the installed licenses and system configuration.

**Basic voting** will be used when:

- DCNM-LSVT device voting licenses are activated.
- the voting function has been assigned to licensed seats in the Meeting application. For more information, refer to the section: **Meeting application > Configure > Seats and Devices** in the 'Software Manual'.

**Note:** Basic voting screens do not have a subject and description displayed on the DICENTIS Multimedia device; the voting results are not stored.

**Prepared voting** will be used when:

- all requirements of basic voting are met.
- the licenses DCNM-LMPM, DCNM-LPD, as well as the DCNM-LVPM system voting license, are activated.
- one or more voting rounds have been prepared in the meeting application.
- For more information, refer to the section **Meeting application > Prepare > Voting round details** in the 'Software Manual'.
- a meeting is activated and open.

**Note:** Prepared voting screens have a subject and description displayed on the DICENTIS Multimedia device; the voting results are stored. If you want to display individual results, the DCNM-LPD license is required.

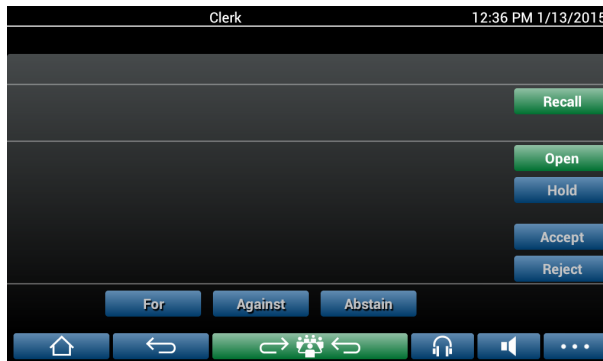
**Prepared voting with attendance registration** will be used when:

- all requirements of prepared voting are met.
- the DCNM-LSID identification at seat license is activated.
- an identification method is configured for the meeting (see *Identification/authentication*, page 19).

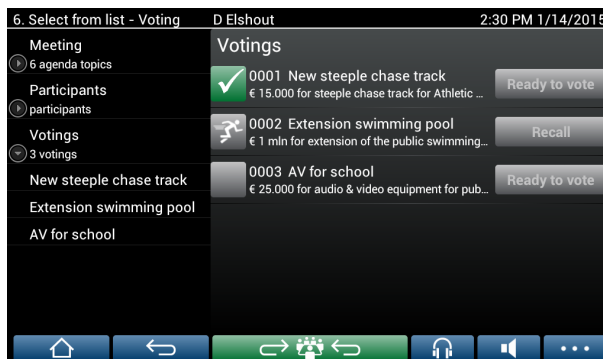
#### Manage voting (secretary or clerk)

To go to the voting screens, select the voting icon (tick mark) in the menu button (...) at the bottom right-hand corner of the screen. For more information, refer to *Home screen*, page 10, item 12.4.

Depending on the system setup, as described in background information, either the initial 'Basic' voting screen will appear:



Or, the initial 'Prepared' voting screen (when the agenda is open):



If prepared voting is being used, select the **Ready to vote** button to display the desired voting round. The icon to the left of the voting description indicates the status of the voting round.

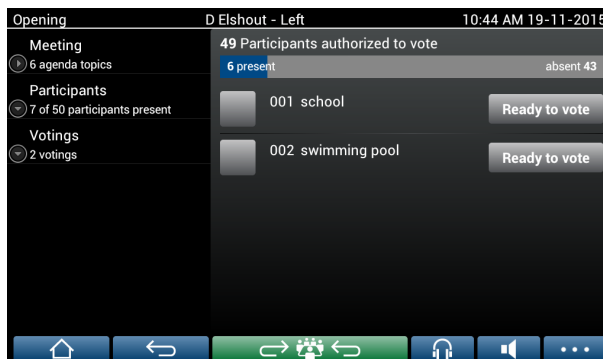
The following icons are used:

- **Running man:** voting round is active.
- **Green tick:** voting round is accepted.
- **Red cross:** voting round is rejected.
- **Yellow dash:** voting round is aborted.

#### Attendance registration:

When attendance registration is used, the following information is displayed at the top of the voting screen:

- Total number of participants authorized to vote.
- Number of participants authorized to vote present.
- Number of participants authorized to vote absent.



Attendance registration is used by the chairperson or clerk to determine if sufficient participants are present to start a voting round. The login/logout activity of participants is used to generate the present/absent notifications.

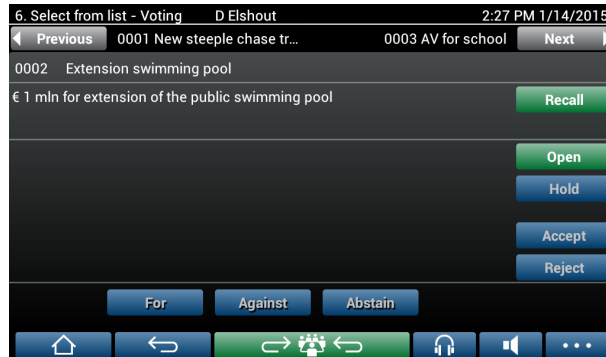


**Voting buttons:**

The basic and prepared voting screens are similar.

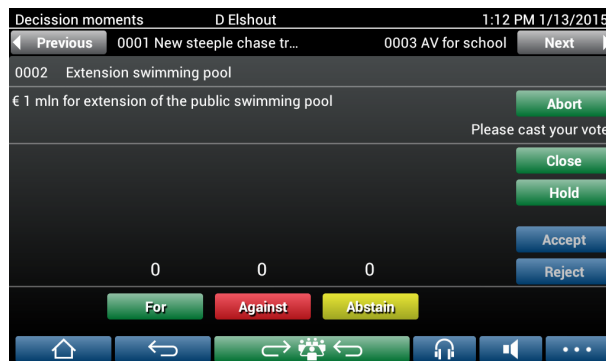
The prepared voting screens have additional functionality; the subject and description of the voting round and **Previous** and **Next** navigation buttons are displayed at the top of the page, as shown in the following screenshots.

- **Previous** button: Selects the previous voting round. When the first voting round in the list is selected, this button is hidden.
- **Next** button: Selects the next voting round. When the last voting round in the list is selected, this button is hidden.



The colored buttons on the right-hand side of the screen are not visible for participants. They are only used by the secretary or clerk to control a voting round:

- **Recall** button: Recalls the selected voting round. For example, use this button if you selected the incorrect voting round by mistake. Once voting is opened, this button changes to the abort button, as shown in the following screenshot.
- **Open** button: Opens the selected voting round. Once voting is opened, this button changes to the **Close** button.

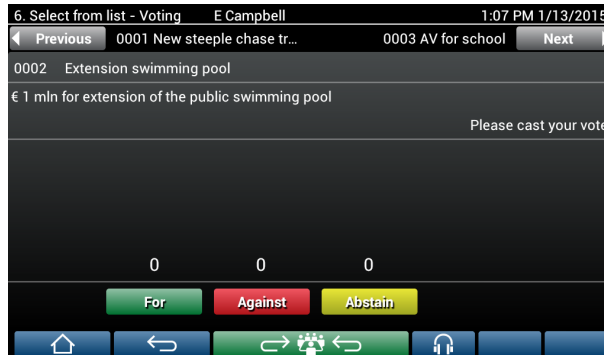


- **Hold** button: Puts the current voting round on hold. The participants voting buttons are temporarily disabled and votes cannot be changed or cast. This button changes to the **Resume** button when it is pressed.
- **Resume** button: Allows voting to be resumed. Votes can be cast or changed.
- **Close** button: Closes the voting round.
- **Abort** button: Aborts the current voting round once voting is opened. Voting results are not saved.

**Cast vote (participants)**

The votes are cast by touching the voting buttons at the bottom of the screen. Basic voting has voting buttons for **For**, **Against** and **Abstain**.

If prepared voting is used, different sets of voting buttons are available depending on the answer set selected during voting preparation.



When voting is opened, the vote buttons are all colored, for example: **For** (Green), **Against** (Red), **Abstain** (Yellow).

After a vote is cast, these buttons change color:

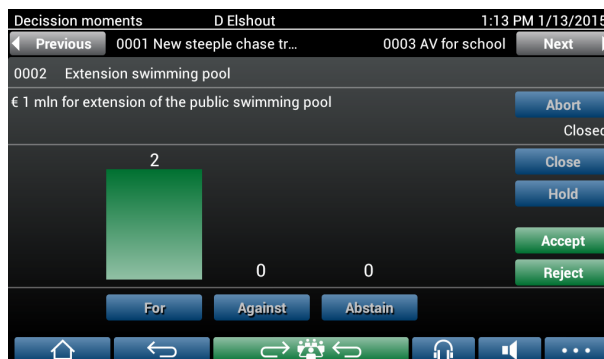
- Open voting: Only the selected button is colored after the vote is cast.
- Secret voting or prevent influence when voting: All buttons are gray after the vote is cast. Other participants cannot see your voting choice.
- If timed voting is being used, the time available for voting is displayed at the top right hand side of the display.

### Manage voting result (secretary or clerk)

The voting choice is displayed above the vote button as a bar graph.

Different options are available for displaying the cast votes (for more information, refer to the section **Meeting application > Prepare > Voting round details** in the “Software Manual”):

- Only the cast vote of the participant is displayed on the DICENTIS Multimedia device – prevents participants being influenced by the voting choice of other participants.
- The cast vote, as well as a live update of the total number of votes for each voting choice, is displayed on the DICENTIS Multimedia device, as shown in the following figure:



Use the **Accept** and **Reject** buttons to finalize the voting round:

- **Accept** button: To confirm that the motion is accepted.
- **Reject** button: To confirm that the motion is rejected. The voting round can be held at another time.

## 4.3 Identification/authentication

Depending on the installed licenses and system settings, you may be asked to identify and authenticate yourself before joining a meeting.

This can be done in several ways, depending on the system settings:

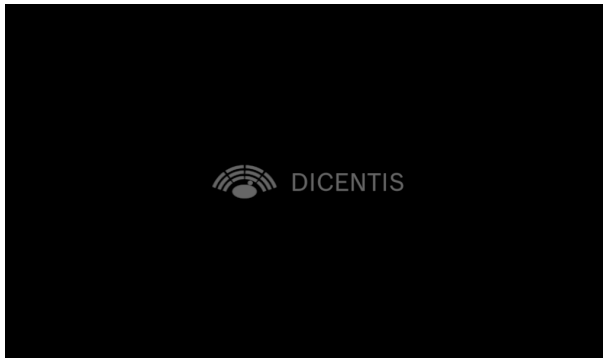
- Enter your user name (and your password, if required).
- Select your user name from a list (and enter your password, if required).
- Log in with your NFC tag (and enter your password, if required) – DCNM-MMD2 only.
- By use of an external system.

Log in instructions are displayed on screen.

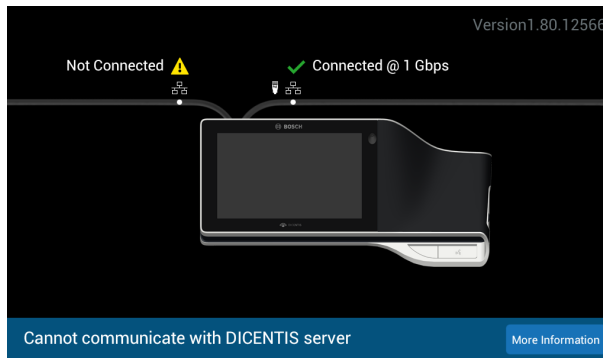
If attendance registration is used, the login/logout activity of participants is used to generate the present/absent notifications in the meeting and voting screens.

## 5 Troubleshooting

When your DCNM-MMD device has not been configured correctly, the following screen is shown:



When the DCNM-MMD cannot find the system in the network, the following screen is shown. Refer to **Installation Test** in the “Hardware Installation Manual”.



### Notice!

For general troubleshooting, please contact your local system technician.







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