The DCN system automatically recognises an assigned chairman unit and will automatically add it to the notebook.

Microphone Management offers a number of microphone control options. This has a bearing on both how the Microphone Management module operates and how the conference itself proceeds. These options are:
- Control by operator with request-to-speak list (manual)
- Control by operator with request-to-speak list and response list
- Control by delegate with request-to-speak list (open)
- Control by delegate with override of other delegate microphones (first-in-first-out)
- Control by delegate with voice activation

Each mode allows a different level of both operator and delegate control, so almost all situations can be covered. For example, smaller, informal discussions require very little operator control, so a mode such as control by delegate would be ideal. For a full-scale international conference with hundreds of participants, control by operator with request-to-speak list would be appropriate. The operator can specify whether one, two, three or four normal delegate microphones can be active simultaneously. It is also possible to specify whether delegates are allowed to cancel requests to speak or switch their microphones off. The amount of time delegates are allowed to speak can also be specified.

A number of options are available as to how the conference information is presented. The contents of the main window can be altered, and how each delegate is represented in any of the lists is also user-definable. There is a facility to automatically test and scan all installed microphones individually, with or without a sound generator. The microphone under test is indicated on-screen and the results of the test are made known to the system operator.

This program can also be used in combination with the Text/Status Display module, LBB 3583, to show delegate names or seat numbers on a hall display as soon as they are present on the speakers list or request-to-speak list. Delegate microphone activity can be recorded on file or sent to a printer. Microphone activity data is also made available for controlling external equipment such as an automatic camera system.

During a conference the main window is used for monitoring and controlling delegate microphone status. Depending on the operating mode, delegate microphones can be switched on or off by simply clicking on the screen microphone icon, or double-clicking on a delegate name. A single click on a delegate name allows the operator to either insert, delete or replace the delegate from the request-to-speak list.

LBB 3571
Synoptic Microphone Control
- Easily-created synoptic layout used for microphone control
- Single-point control of all microphone units
- Various microphone control options
- Output to printer and/or external equipment such as cameras
- On-screen help facility

This software module takes microphone control away from the traditional method of control panels and keys and replaces it with an extremely user-friendly, on-screen means of managing microphone status. A graphical representation of the contribution units in a conference venue is created and then used to control the microphone status.
of delegates. Through the use of different icons and colours, the user has an at-a-glance overview of the status of all conference participants. The result is a highly visual "push-button" conference control facility.

There are two modes of operation within Synoptic Microphone Control; layout mode and control mode.

**Layout mode**
In layout mode the user creates a graphical representation of the contribution units present in the conference venue. This representation - the synoptic layout - is in essence a plan view of the conference venue. Layout mode contains dedicated tools for this purpose. Icons representing the contribution equipment are used to build up the layout. Each item of contribution equipment (delegate unit, chairman unit, podium or lavalier microphone etc.) has its own icon.

Viewing options that reduce the size of the icons make it easier to work with layouts that contain many contribution units. An optional on-screen grid helps with alignment and a snap facility lines up icons with the grid lines. Seat numbers can be automatically assigned to each layout element.

The synoptic layout can be changed simply and quickly. Contribution units can be moved by dragging them using the cursor. Standard Windows functions such as cutting and pasting can be used to move, remove or add elements to the layout.

**Control mode**
While layout mode is used to create a synoptic floor plan of the conference venue and is therefore for preparation purposes, control mode is used to monitor and control a conference.

The synoptic layout generated in layout mode effectively becomes a control panel in control mode. The icons in the layout become functional, and are used as status indicators or buttons to initiate actions for the contribution unit the icon represents. The colour of a particular icon is related to the state (request-to-speak, active, etc.) of the actual microphone it represents. Icons cannot be moved in control mode, but a layout can always be edited by returning to layout mode. The state of a delegate microphone can be altered by clicking on the appropriate icon.

Synoptic Microphone Control offers the following microphone control mode options:
- Control by operator with request-to-speak list (manual)
- Control by delegate with request-to-speak list (open)
- Control by delegate with override of other delegate microphones (first-in-first-out)

The synoptic layout is stored in a layout file. There are a number of options available to the user for working with these files, all of which are standard DCN file options. These consist of opening, creating and saving files under a new name.

Delegate microphone activity can be recorded on file or sent to a printer. Microphone activity data is also made available for controlling external equipment such as an automatic camera system.

Synoptic Microphone Control has a facility to automatically test and scan all installed microphones individually, with or without a sound generator. The microphone under test is indicated on-screen and the results of the test are made known to the system operator.

**Note:** the maximum number of icons used without impairing performance when in a multi-CCU configuration is 500.