

DICENTIS

Conference System



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1 Safety

Prior to installing or operating products, always read the Important Safety Instructions which are available as a separate multilingual document: Important Safety Instructions (Safety_ML). These instructions are supplied together with all equipment that can be connected to the mains supply.

Safety precautions

Some of the DICENTIS Conference System products are designed to be connected to the public mains network.

To avoid any risk of electric shock, all interventions must be carried out with disconnected mains supply.

Interventions with the equipment switched on are authorized only when it is impossible to switch the equipment off. The operation must only be performed by qualified personnel.

Old electrical and electronic equipment



This product and/or battery must be disposed of separately from household waste. Dispose such equipment according to local laws and regulations, to allow their reuse and/or recycling. This will help in conserving resources, and in protecting human health and the environment.

2 About this manual

The manual provides information on how to configure the DICENTIS Conference System, prepare meetings, and manage prepared meetings in the Meeting application. This manual does not describe the hardware installation and user operating instructions. If required, refer to the DICENTIS Hardware Installation manual and DICENTIS User Operation manual.

This manual is available as a digital document in the Adobe Portable Document Format (PDF). Refer to the product related information on: www.boschsecurity.com.

2.1 Intended audience

This manual is intended for technicians, system integrators and people who have the authorizations to prepare and/or to manage prepared meetings of a DICENTIS Conference System. Before using this manual you should have completed a training course for the DICENTIS Conference System.

2.2 How to use this manual

Refer to the following chapters during installation and maintenance of your system:

- **Chapter 1:** *Safety, page 6* - contains essential safety information, which you should read before installing or operating your system.
- **Chapter 2:** *About this manual, page 7* - this section; gives information on the intended audience and explains how to use this manual.
- **Chapter 3:** *System Overview, page 19* - provides a high-level description of the DICENTIS Conference System. A brief description of the system hardware and software is included, as well as an overview of the software licenses/modules.
- **Chapter 4:** *Software installation, page 35* - describes how to initially configure the system by installing the DICENTIS software suite and downloading software to the DICENTIS devices.
- **Chapter 5:** *Software server, page 38* - explains the Server software, including the Activation Tool, which is required for activating the system and adding additional software modules, as required.
- **Chapter 6:** *Meeting application, page 44* - describes all menu items of the DICENTIS system software. This section assumes that your DICENTIS system has all of the available licenses.

Note: If the required software licenses are not installed some of the menu items described in this manual may not be present on your system.

When navigating the menu items in the system software, use the small triangle in the left window pane to fully expand all options in the navigation tree. These options are sequentially described in the sub-sections of this chapter.

- **Chapter 7:** *Post-meeting tools, page 98* - gives information on the automatically generated XML meeting notes and voting notes files that can be used for making the minutes of the meeting. An explanation for modifying the XSLT style sheet, which allows information to be displayed in the local language, is also included.
- **Chapter 8:** *System extension, page 102* - explains the requirements for extending your system, that is, how an ARNI (Audio Routed Network Interface) can be used to add additional DICENTIS devices to the system.
- **Chapter 9:** *Configuring an IDESK (directly on the device), page 105* - explains how to configure the DCNM-IDESK / DCNM-IDESKVID on the device itself. This enables you to assign booth and desk numbers, assign available languages, adjust the brightness of the display, select output A - B - C, set the headphones used, set the AV synchronization (DCNM-IDESKVID only), auto configure desks, and view system information.
- **Chapter 10:** *Configuring an external HD-SDI switcher, page 106* - explains how a video switcher can be added to the DICENTIS Conference System for dynamically switching HD-SDI video signals. This enables video signals from a camera to be displayed with low latency on a hall-display.
- **Chapter 11:** *Synoptic Microphone Control, page 109* - explains how to configure and manage Synoptic microphone control. This enables a chairperson or clerk to have more control over a meeting by granting or stopping speech via a visual layout of the speakers' room. He/she can also switch between microphone control and displaying voting results in a synoptic layout.
- **Chapter 12:** *Conference protocol, page 112* - provides information about the Conference protocol, a platform-independent protocol, and its requirements for the DICENTIS webserver.

- **Chapter 13:** *System Activation Website, page 113* - gives information on the Bosch System Activation Site, which amongst other is used to: activate DICENTIS licenses; view received licenses; and create and maintain users and (sub)dealers.
- **Chapter 14:** *System server, page 116* - describes how to connect and configure the DCNM-SERVER PC.
- **Chapter 15:** *Dante gateway, page 119* - explains how the Dante Gateway interface works and provides information on how to configure its different sides: the OMNEO side and the Dante™ side.
- **Chapter 16:** *Hints and Tips, page 120* - provides useful information for upgrading, maintaining and using your system. An overview of the hints and tips is included at the beginning of this chapter.
- **Chapter 17:** *Troubleshooting, page 135* - explains where to find Troubleshooting information, and provides a list of known issues and their solutions.

Refer to

- *Conference protocol, page 112*
- *Dante gateway, page 119*
- *System server, page 116*
- *Configuring an IDESK (directly on the device), page 105*
- *Synoptic Microphone Control, page 109*
- *System Overview, page 19*
- *Software installation, page 35*
- *Software server, page 38*
- *Meeting application, page 44*
- *System extension, page 102*
- *Configuring an external HD-SDI switcher, page 106*
- *System Activation Website, page 113*
- *Hints and Tips, page 120*
- *Troubleshooting, page 135*
- *Safety, page 6*
- *About this manual, page 7*
- *Post-meeting tools, page 98*
- *Safety, page 6*
- *About this manual, page 7*
- *System Overview, page 19*
- *Software installation, page 35*
- *Software server, page 38*
- *Meeting application, page 44*
- *Post-meeting tools, page 98*
- *System extension, page 102*
- *Configuring an IDESK (directly on the device), page 105*
- *Configuring an external HD-SDI switcher, page 106*
- *Synoptic Microphone Control, page 109*
- *Conference protocol, page 112*
- *System Activation Website, page 113*
- *Dante gateway, page 119*
- *Hints and Tips, page 120*
- *Troubleshooting, page 135*

2.3 Copyright and disclaimer

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2.4 Document history

Release date	Documentation version	Reason
2013.08	V1.0	1 st edition.
2014.02	V1.1	Sections updated: 2.3, 3.1, 3.3, 4.1, 6.3.4.
2014.07	V1.2	Sections updated: 1, 2, 2.1, 2.3, 3.1, 3.4, 4.2, 5.1, 6.2, 6.2.2, 6.2.3, 6.3, 6.3.2, 6.3.3, 6.3.4, 6.3.5, 6.3.8, 6.3.9, 6.4.1 and 6.4.3. New sections: 7, 8.
2014.10	V1.3	Sections shifted: old 8 > new 9 and old 9 > new 10. Sections updated: 2.3, 3.1, 5.1, 6, 6.1, 6.2.4, 6.4.3, 7, 9.1. New sections: 4.3, 5.3, 8, 9.4 up to 9.10.
2015.01	V1.4	New sections: 2.3, 6.2.3, 6.4.5. Sections updated: 2.2, 3, 3.4, 5.1, 5.2, 5.3, 6, 6.2, 6.2.1, 6.2.2, 6.2.4, 6.2.5, 6.3.2, 6.3.3, 6.3.4, 6.3.5, 6.3.6, 6.3.7, 6.3.11, 6.4, 6.4.1, 6.4.2, 6.4.3, 6.4.4, 6.4.5, 6.4.7, 6.4.8, 8, 9, 10.
2015.04	V1.5	New sections: 3.4.1, 3.5, 9.12, 9.13, 9.14, 9.15, 9.16, 10.2 with sub-sections 10.2.1 through 10.2.5. Sections updated: 3.2, 3.4, 4.1, 5.3, 6, 6.2.3, 6.3.4, 6.3.7, 6.3.10, 6.3.11, 6.4.3, 9.4.
2016.01	V1.6	New sections: 7, 10, 11.11. Sections shifted: old 7 through 8 > new 8 through 9, old 9 > new 11. New sections added to 5 and 9. Sections in 11 rearranged. Sections updated: 2.2, 2.4, 3.1, 3.3, 3.4, 3.4.1, 3.5, 4.1, 4.2, 4.3, 5.1.1, 5.3, 6.2.1, 6.2.3, 6.2.4, 6.3, 6.3.1, 6.3.2,

Release date	Documentation version	Reason
		6.3.4, 6.3.5, 6.3.7, 6.3.11, 6.4.3, 6.4.6, 6.4.7, 6.4.8 (graphic added), 12.2.3.
2016.07	V1.7	<p>New section: 6.4.9. Sections updated: 6.3.2, 6.4.2, 6.4.3, 6.4.7, 6.4.8, and 8.</p> <p>General:</p> <ul style="list-style-type: none"> – All sections, product name changed from 'DCN multimedia' to 'DICENTIS.' – Dual Use at Seat functionality added. – Functionality information added for the various device types.
2016.11	V1.8	<p>New sections: 3.5, 12.14. Sections updated: 2.2, 3.1, 3.2, 3.6, 6, 6.2.6, 6.3.2, 6.4.1, 6.4.7, 10.1, 12.3, 13.2.5.</p> <p>General:</p> <ul style="list-style-type: none"> – Authentication via Windows Server added. – Uniform discussion settings. – Display participant image of active speaker. – Easy arranging of Synoptic icons. – Option to switch between Microphone control and Voting results.
2017.01	V1.9	<p>Sections updated: 3, 3.4.1, 3.6, 4.1, 4.2, 5.4, 6, 6.1, 6.3.1, 6.3.2, 6.4.1, 6.4.4, 6.4.5, 6.4.6, 12.6, 13.2.</p> <p>General:</p> <ul style="list-style-type: none"> – Dante™ Floor input and output added. – Several audio options added. – Speech timer functionality added.

Release date	Documentation version	Reason
		<ul style="list-style-type: none"> – Panasonic SDI/IP cameras are supported via Panasonic CGI commands. – Sony SDI/IP cameras are supported via Sony CGI commands.
2017.08	V.2.3	<p>Sections updated: 3.1, 5.4, 6.2.6, 6.3.2, 6.3.11, 6.4.8</p> <p>General:</p> <ul style="list-style-type: none"> – Option to show or hide waiting queue for participants added. – Navigation buttons are blocked on the DCNM-MMD and DCNM-MMD2 during a voting round. – Different 100% settings can be defined to facilitate interpretation of the voting results.
2017.10	V2.4	<p>Sections updated: 6.3.11, 6.4.4, 6.4.9, 12.6, 12.7, 12.8, 12.9, 12.10.</p> <p>New sections: 6.4.10, 12.11, 12.12.</p> <p>General:</p> <ul style="list-style-type: none"> – Vote weight can be assigned during a meeting to vote for absent persons (proxy voting). – Customer logo can be displayed on the DCNM-DE.
2018.01	V2.5	<p>Sections updated: 4.2, 6.3.5, 6.3.10, 6.4.8, 6.4.9, 6.4.10.</p> <p>General:</p> <ul style="list-style-type: none"> – Options for hiding cast votes improved. – Options for displaying and storing individual, group and total voting results improved.
2018.02	V2.6	Sections updated:

Release date	Documentation version	Reason
		6.3.1 Option Import persons added. 6.3.11 Store results updated.
2018.09	V2.7	Sections updated: 2.2, 3, 3.1, 3.4.1, 3.6, 6.2.4, 6.3.4, 6.3.5, 6.4.7, 6.4.9, 14.2.4, 14.2.5. Sections removed: subsection Licensing under section 14.2. New sections: <ul style="list-style-type: none"> – 6.3.12 Prepare interpretation – 6.4.11 Interpreter seats added – 9 Configuring an IDESK (directly on the device) – 13.18, 13.19, 13.20, 13.21, 13.22 Hints & Tips General: <ul style="list-style-type: none"> – Verify using PIN code added.
2018.11	V2.8	Sections updated: <ul style="list-style-type: none"> – 3.6 GUI languages with new supported languages. – 5.1 Adding and removing licenses with online activation information and proxy configuration. – 6.2.4 Voting with information about voting using the Meeting Application. – 11.1 Configuration Procedure with information about how to add/remove seats from the Synoptic Layout.
2019.01	V3.0	Sections updated: <ul style="list-style-type: none"> – 6.3.1 Persons with UI and headphone language options.

Release date	Documentation version	Reason
		<ul style="list-style-type: none"> - 6.4.11 Floor and language routing with floor and language settings to: <ul style="list-style-type: none"> - receive interpretations from DCN NG via OMNEO. - send interpretations to DCN NG via OMNEO. - 6.4.6 Audio routing settings: deleted duplicate information.
2019.09	V3.2	<p>Sections updated:</p> <ul style="list-style-type: none"> - How to use this manual: number of chapters changed and explanation about the Conference Protocol and Dante Gateway chapters added. - Security measures: added recommendation to schedule Windows updates to run when the system is not being used. - Rapid Spanning Tree Protocol (RSTP) support: instructions on how to enable the Rapid Spanning Tree Protocol (RSTP) in the DICENTIS server updated; information about upgrading a DICENTIS system removed. - Meeting application: changed the number of nodes that a DICENTIS Conference System can handle without requiring an ARNI. - GUI languages: Serbian, Latvian and Estonian languages added.

Release date	Documentation version	Reason
		<ul style="list-style-type: none"> - Discussion: added yellow icon function. - Discussion profiles, with speech timer maximum minutes; section about the Speakers list setting updated. - Rooms, with auto power off feature; URL of the H. 264 stream changed; settings of the H. 264 stream updated. - Audio settings: Configuring Dante™ compatible devices section moved to Hints and Tips. - Camera Settings: URL of the H. 264 stream changed. - Language Selection: up to 100 languages can be sent/received as Dante™ multicast streams; notice about Dante™ added. - Interpreter seats: removed information about extra microphone modes between booths; updated information about floor filling; removed information about auto-relay function. - Floor and language routing: added information about receiving/sending interpretations from/to Dante™ using the Dante gateway; information that the OMNEO side of the Dante gateway must be updated to the same version as the DICENTIS system added; section about Sending and

Release date	Documentation version	Reason
		<p>Receiving languages from Dante™ using the Dante gateway added.</p> <ul style="list-style-type: none"> - System extension: node count changed to ARNI-E OMNEO interface and ARNI-S OMNEO interface devices. - Synoptic Microphone Control: notice about Internet Explorer no longer being supported as of version 3.2 added. <p>New sections:</p> <ul style="list-style-type: none"> - System server, with information about the DCNM-SERVER PC and how to connect via Remote Desktop Connection. - Conference protocol, explaining how to connect to the conference Protocol demonstrator and where to find the additional documentation. - Dante gateway, with information about configuration. - Keeping third-party android apps on top on the multimedia device when changing agenda items - Network Docent - Using DeviceBrowser to view connected devices
2019.12	V3.3	<p>Sections updated:</p> <ul style="list-style-type: none"> - How to use this manual: number of chapters changed and explanation about the Conference Protocol and Dante Gateway chapters added.

Release date	Documentation version	Reason
		<ul style="list-style-type: none"> - GUI languages: Croatian language added. - Meeting application: added information on moving and resizing the application window. - Discussion profiles: updated layout of UI elements . - Audio settings: updated Line/Dante™/OMNEO inputs/outputs section. - Conference protocol, updated the Conference Protocol information to make it clearer. - Connecting DICENTIS to a (remote) SQL server: renamed the chapter "Attaching a (remote) SQL server to DICENTIS" and updated the information to reflect the changes introduced With version 3.3.

3 System 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.

Refer to the latest “Release notes” for important information.

It is advisable to participate in the DICENTIS Conference System training before you install, configure, prepare, and operate a DICENTIS Conference System.

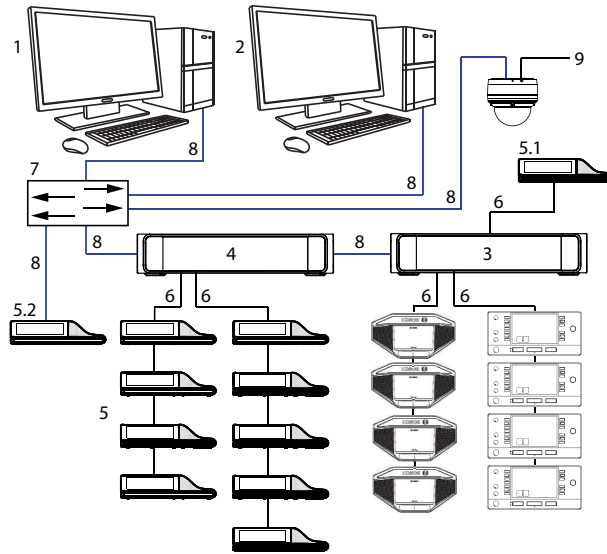


Figure 3.1: Typical DICENTIS Conference System setup

A typical DICENTIS Conference System consists of:

1. System server controller (PC):
 - The heart of the system. It licenses functionality, configures and controls the system.
2. Client PC:
 - Can be used to: Manage meetings, prepare meetings and configure the system.
3. Audio processor and powering switch (DCNM-APS / DCNM-APS2):
 - Controls the system audio, routes audio from and to the system and supplies power to the DICENTIS devices.
4. Powering switch (DCNM-PS / DCNM-PS2):
 - Is used to increase the number of DICENTIS devices connected to the system.
5. DICENTIS devices: DCNM-D, DCNM-DVT, DCNM-DSL, DCNM-DE / DCNM-MMD2, DCNM-MMD:
 - Participants can use their DICENTIS device to contribute to a meeting.
 - **5.1** is a DICENTIS Multimedia device used for “system power on/off”. This device is always connected to the powered socket of the Audio processor and powering switch or Powering switch.
Note: Only one DICENTIS Multimedia device should be connected here.
 - **5.2** is a DICENTIS device used via a “Power over Ethernet” (PoE) Ethernet switch.
Note: Only one DICENTIS device should be connected here.
 - **5.3** are DICENTIS Interpretation desks: DCNM-IDESK and DCNM-IDESKVID. Provides extensive facilities for professional interpretation for the DICENTIS Conference System.
Note: A maximum of 10 desks can be installed per booth.
6. System Network Cable (DCNM-CBxxx):

- Connects DICENTIS devices, the Audio processor and powering switch, and one or more Powering switches to each other.
7. Ethernet switch:
 - Ethernet switch with PoE on some ports.
 - Routes the system data via Ethernet.
 - Provides power to the DICENTIS devices via PoE.
 8. CAT-5e Ethernet cable (minimum requirement).
 9. Optional video camera (Onvif Profile-S compatible cameras, Sony IP cameras via CGI commands, or Panasonic HD Integrated IP) + external power supply:
 - Captures the image of a speaking participant.

Note: The Sony camera needs to be placed in a separate VLAN to avoid problems with the multicast data.

Note: The Panasonic camera requires an external H.264 encoder if the SDI video needs to be displayed on the multimedia devices (or in the Meeting Application).

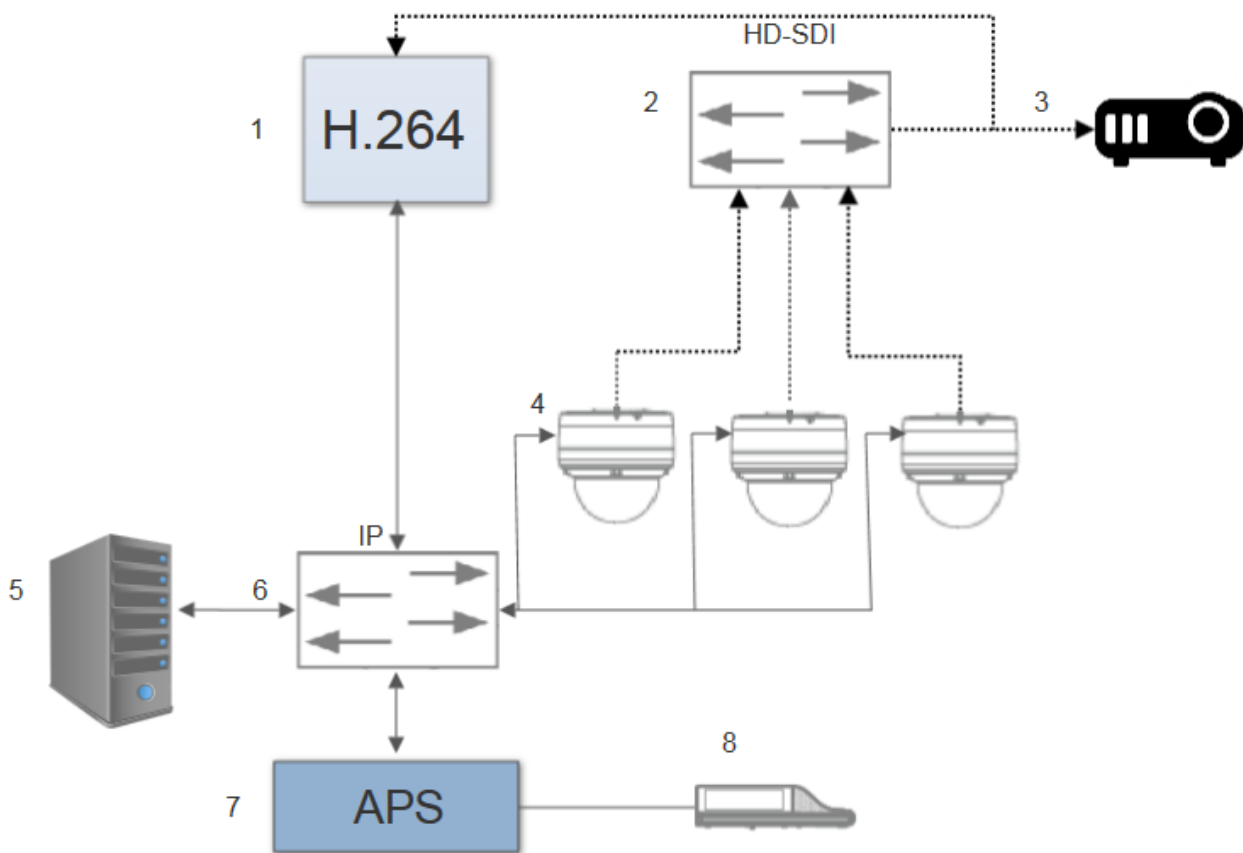


Figure 3.2: Typical camera setup

A typical camera setup in a DICENTIS Conference System consists of:

1. H.264 encoder to encode the HD SDI video to H.264
2. HD-SDI switcher
3. Projector
4. Video camera (Onvif Profile-S compatible camera, Sony, Panasonic)
5. System server controller (PC)
6. L3 Ethernet switch
7. Audio processor and powering switch (DCNM-APS / DCNM-APS2)

8. DCNM-MMD2

Cables:

- Dotted line = HD-SDI (coax cable)
- Black with arrow = Ethernet TCP/IP
- Black straight line = DCNM-cable

This system overview does not give information on redundant network options. For more information, refer to Redundancy options.

DICENTIS software suite

The DICENTIS Conference System software is used:

- To control and monitor a DICENTIS Conference System.
- To control a meeting, which is held in a room.

Each meeting consists of an agenda with several topics, and each topic has a discussion.

The DICENTIS software suite consists of two major parts:

1. The DICENTIS **software server**.
2. The **Meeting application**.

DICENTIS software server

The DICENTIS software server is a set of windows services. These services do not have a user interface and are run in the background to control and monitor all of the DICENTIS devices and client PCs running the Meeting application. The software server also includes a license activation module. This module is required for activating the license of the DICENTIS Conference System, as well as adding and returning fulfillments (a fulfillment consists of one or more licenses) See *Adding and removing licenses, page 38*.

DICENTIS Meeting application

The DICENTIS Meeting application acts as a PC user interface for configuring the system and preparing and managing meetings.

The PC running the services acts as a server for controlling the system and requires no user interaction in an operational DICENTIS Conference System. Basic functions for managing a meeting are available in the multimedia device. Optionally, the Meeting application can be installed on the server PC to control and monitor the meeting. If required, the Meeting application can be installed on a client PC instead. This means that the server PC can be installed in a 19" rack instead, which is normally located in a technical room. It is possible to have multi PCs running the Meeting application simultaneously.

The system audio is controlled by the DICENTIS Audio processor and powering switch (DCNM-APS or DCNM-APS2). This means that the system will not have audio when an Audio processor and powering switch is not present.

Refer to

- *Adding and removing licenses, page 38*

3.1 Hardware requirements

This section lists the minimal requirements for each part of the system. For an overview of which parts are required or optional, see the DICENTIS manual System Overview sections.

PC

PC requirements for the computer running the services in a DICENTIS system can be categorized as follows:

- Up to 100 devices without identification or participants images
- Up to 100 devices with identification or participants images
- Up to 750 devices without identification or participants images
- Up to 750 devices with identification or participants images

For each use the minimal requirements are.

	PC running server software (meeting application, optional):
Less than 100 devices & without identification or participant images	<ul style="list-style-type: none"> - Windows server 2012 R2 64 bits (including .NET Framework 3.5 feature), or: - Windows server 2016 (including .NET Framework 3.5 feature).
CPU passmark RAM Free disk space Ethernet card	<ul style="list-style-type: none"> - >= 6000* - 8 GB - 20 GB - 1 GB
Less than 100 devices with identification or participant images	<ul style="list-style-type: none"> - Windows server 2012 R2 64 bits (including .NET Framework 3.5 feature), or: - Windows server 2016 (including .NET Framework 3.5 feature).
CPU passmark: RAM: Free disk space: Ethernet card:	<ul style="list-style-type: none"> - >= 7000* - 16 GB - 50 GB - 1 GB
Up to 750 devices & without identification or participant images	<ul style="list-style-type: none"> - Windows server 2012 R2 64 bits (including .NET Framework 3.5 feature), or: - Windows server 2016 (including .NET Framework 3.5 feature).
CPU passmark RAM Free disk space Ethernet card	<ul style="list-style-type: none"> - >= 9000* - 16 GB - 50 GB - 1 GB
Up to 750 devices with identification or participant images	<ul style="list-style-type: none"> - Windows server 2012 R2 64 bits (including .NET Framework 3.5 feature), or: - Windows server 2016 (including .NET Framework 3.5 feature).
CPU passmark RAM Free disk space Ethernet card	<ul style="list-style-type: none"> - >= 10000* - 16 GB - 50 GB - 1 GB

	PC running the meeting application only:
Less than 100 devices & without identification or participant images	<ul style="list-style-type: none"> - Windows 8.1 Pro/Windows 10 Pro 64 bits (including .NET Framework 3.5 feature). - Note: Windows 10 is only suitable for use with the client PC.
CPU passmark	- >= 6000*
RAM	- 8 GB
Free disk space	- 20 GB
Ethernet card	- 1 GB

Note: The power of the processor is measured by a CPU passmark score, because this gives a more reliable benchmark score than just the processor family:

- many different processor brands and families are available
- a processor intended for a laptop is not as powerful as the processor intended for a desktop, although both can be for example, an i7
- newer versions of the same processor are faster than older versions

To check the passmark score of a processor.

1. Go to: https://www.cpubenchmark.net/CPU_mega_page.html
2. Enter the processor (for example, i3-8100) in the CPU Name text box
3. Check the CPU Mark column for the CPU passmark score (for example, i3-8100 scores 8079)

Alternatively, you can clear the textbox CPU Name and sort the CPU Mark column and see which processor scores above for example, 7000.

Switches

The following minimum requirements and recommendations apply to switches used in a DICENTIS:

Requirement	Standard	Settings
Gbit Ethernet	IEEE802.3	Switch latency is maximally 10µSec with Gbit. Valid for both copper and/or fiber ports.
Packet forwarding in HW per port >1.2Mpps	n.a.	If SW is responsible for packet switching, this would result in variable latency which is unacceptable.
Quality of Service With strict priority	DiffServ	To make sure PTP synchronization packets and audio packets get priority over control packets. OMNEO uses QoS on IP level to avoid synchronization and audio problems on busy networks. Although the system does work without problems on relatively quiet networks (< 10% network load) it is important to configure your network switches correctly. The used QoS is Differentiated Services or DiffServ, which is part of the Type of Services field (ToS) in the IP header. For more details on DiffServ & IP header, see Wikipedia.

Warning: IEEE802.1p is also used for QoS, but is limited to layer 2. Since OMNEO uses IP communication, this mechanism is not suitable, so make sure the used equipment uses DiffServ QoS!

The table below gives an overview of the used **DSCP values** which need to be configured in the switch:

Data	DSCP dec	DSCP hex	DSCP Label	TOS byte (hex)	Switch Priority queue
PTP sync, delay req	56	0x38	CS7	0xE0	Highest
PTP follow-up, delay response, audio	46	0x2E	EF	0xB8	High
(reserved)	8	0x08	CS1	0x20	Low
Control	0	0x00	Best effort	0x00	None

Warning: Please check thoroughly if your switch's highest priority queue is label as #1 or e.g. #8, because this may differ per brand. Unfortunately this is not consistent over the different brands. Setting it wrong is worse than not having priority.

Switches must be configured to support DiffServ (DSCP) quality of service. The switch needs to have 4 priority queues for the DiffServ mechanism to work.

Warning: Never use VOIP QoS settings!

Requirement	Standard	Settings
MAC table >1000	n.a.	To avoid the switch starts broadcasting unicast packets because it runs out of space.
Disable EEE	IEEE 802.3az	Most implementations of EEE cause problems because of implementation flaws. A good implementation should work, but does not save energy since the PTP synchronization avoids this. Therefore, EEE must always be disabled.
Disable RSTP (when no cable loops are used)		Rapid Spanning Tree Protocol (RSTP) is required when (cable) loops are created for redundancy. When no loops are created, RSTP needs to be disabled for optimal operation. When enabled, it can cause slow connections to the switch.
Possibility to create VLANs	n.a.	VLAN separation is recommended instead of IGMP snooping, because most switches are unable to handle the multicast changes in the system. Filtering multicast data may be necessary for some devices, such as 100 Mb devices (Sony cameras, TVOne, AMX, and others).

Requirement	Standard	Settings
IGMPv3 IGMPv2 snooping in hardware		IGMPv3 or IGMPv2 snooping. To optimize bandwidth usage, IGMP snooping can be used. This is useful in systems with >10 multicast streams, although not absolutely required. Sufficient performance for handling a large number of IGMP query responses, depends on the number of (directly or indirectly) connected devices to that switch. Hardware support for IGMP snooping is strongly recommended.
Requirements when Redundant wiring is used	Standard	Settings
RSTP	IEEE802.1D-2004	RSTP is used to allow the creation of loops for redundancy. The switch must support changing the following parameters to the listed values: <ul style="list-style-type: none"> - Hello_Time = 9 seconds - Forwarding_delay = 30 seconds - Max_age = 22 seconds
Diagnostics		
Link Layer discovery	IEEE 802.1AB	For network diagnoses using Network Docent.
SNMP	SNMP	For network diagnoses using Network Docent.

Routers

The following minimal requirements apply to routers:

- 1 Gbit or higher Ethernet ports.
- Supports PIM-DM or Bidirectional PIM.
- Performs IP routing in hardware (i.e. a 'layer 3 switch') to minimize the routing delay.
- Packet forwarding rate > 1,000,000 packets per second per port (e.g. 8 Mpps for an 8-port router).
- Non-blocking backplane per switching port, i.e. 2 Gbit per port (e.g. 16 Gbps for an 8-port router).
- MAC address table of at least 1000 addresses per directly connected subnet.

3.2 Network requirements

If the DICENTIS Conference System is being used as a standalone system, it uses the so-called dynamic link-local addresses. This means that the TCP/IPv4 setting of the server PC and client PCs need to be set to "Obtain an IP address automatically". Normally, these settings are default and therefore do not require PC network configuration settings.

In case more functionality is required, for example, internet access, the dynamic link-local addresses cannot be used. In this case the DICENTIS devices and PCs need to be connected to a DHCP server and gateway to provide internet access. If the DICENTIS Conference System will become part of a locally present network, contact your local IT department for how to set up the network.

The DHCP server has to comply with RFC 4676 and must be able to handle 500 requests per 30 seconds. A consumer grade DHCP server as is used in most home router/wireless access points is not able to comply with this requirement and will cause unexpected and unrequested behavior.

The DHCP server functionality of Windows server 2012 R2 and Windows server 2016 server does comply with these requirements.

The DICENTIS Conference System service uses ports 13 and 9710 for communication. Please make sure that these ports are not used by any other applications on the DICENTIS server computer.



Notice!

How to set up an Ethernet network is outside the scope of this manual.

3.3 Software requirements

For the server PC, DICENTIS requires:

- Windows server 2012 R2 64 bits (including .NET Framework 3.5 feature), or
- Windows server 2016 (including .NET Framework 3.5 feature).

All versions must have the latest service packs and updates installed.

3.4 License requirements

Before the DICENTIS Conference System can be used, you have to:

1. Install the DICENTIS System Server Software (DCNM-LSYS) license on the server PC. See *Installing the DICENTIS software suite, page 35*.
2. Activate the DICENTIS software.

Additional licenses can then be purchased to add functionality to the system. See *License overview, page 29*.

Refer to

- *Installing the DICENTIS software suite, page 35*
- *License overview, page 29*

3.4.1 License overview

The DICENTIS system has the following types of license:

- System license (activates one or more features in the system).
- Seat license (activates one or more features in a DICENTIS device).
- Service license (keeps the DICENTIS software up-to-date).

This section describes the main features of these licenses. For detailed information (including ordering information), refer to the DICENTIS datasheets on www.boschsecurity.com.

System licenses:

DCNM-LSYS DICENTIS System Server Software

DICENTIS System Software, software platform for controlling the DICENTIS system. Additional software modules can be added to extend functionality. The system is configured with the Meeting Application.

- Automatic device discovery
- Controls up to 750 DICENTIS devices for participants
- Client server solution
- No user interaction needed to run the system
- Dante™ inputs and outputs for floor audio

Note: This license is always required and must be installed first to activate the system.

DCNM-LCC DICENTIS System Camera Control

DICENTIS Camera Control enables the use of cameras in the DICENTIS Conference system and DICENTIS Wireless system.

- Automatically shows current speaker on display of multimedia devices
- Interface for Onvif Profile-S compliant IP (including Panasonic and Sony cameras)
- Automatically discovers Onvif Profile-S cameras
- Controls HD-SDI video switchers

DCNM-LMS DICENTIS Media Sharing

DICENTIS Media Sharing enables the display of a remote presentation computer to be shared on all DICENTIS Multimedia devices.

- Media sharing from remote presentation computer
- Shared screen is auto scaled

DCNM-LMPM DICENTIS Meeting Prep & Management

The DICENTIS Meeting Preparation and Management software module enables the prepare and manage meetings functions in the Meeting Application.

- Enables meeting and agenda preparation and management
- Creates structured meetings with agenda topics
- Links multimedia content to meetings and/or agenda topics
- Meetings can be easily managed
- Discussion settings can be defined

DCNM-LPD DICENTIS Participant Database

DICENTIS Participant Database gives the ability to define participant's names and assign participants to seats.

- Comprehensive database information for all participants
- Reuse of participant information across meetings
- Defines discussion, manages meeting and priority authorization for each individual participant
- Option to add pictures to participants

DCNM-LVPM DICENTIS Voting Preparation and Management

Enables the preparation and management of voting rounds. Requires license DCNM-LMPM. An individual seat license (DCNM-LSVT) is required for each DICENTIS Discussion device with touchscreen and/or Multimedia device, the Meeting Application, and the API client.

- Voting rounds can be prepared beforehand and conveniently selected during a meeting
- Individual voting authorization can be defined for participants
- Secure storage and easy-access of voting data for post-voting or post-meeting analysis
- Total and interim voting result options for public voting and secret ballot
- Easy third-party access of data via system APIs

DCNM-LIPM DICENTIS Interpreting Preparation and Manage

This software license enables the configuration and management of the interpreter desk via the Meeting application or the API. Requires system license DCNM-LSYS.

- Enables configuration and management of the interpreter desk via the Meeting application or the API
- Provides the option to set the translation language for the system

Seat licenses:**DCNM-LSVT DICENTIS Voting at Seat**

DICENTIS software license for enabling voting at seat in the DICENTIS Multimedia, DICENTIS Discussion device with touchscreen, and DICENTIS wireless Extended. The DICENTIS Discussion device with voting has the functionality built-in.

- User friendly voting procedure
- Voting choice and results can be automatically displayed on the DICENTIS Multimedia and DICENTIS Discussion devices with touchscreen
- Voting results can be displayed in a synoptic layout
- Reuse of voting licenses for new seats if old seats are deleted
- Intuitive colored voting buttons for ease of use

DCNM-LSID DICENTIS Identification at Seat

DICENTIS software license for enabling identification at seat in the DICENTIS Discussion device with voting, DICENTIS Discussion device with language selector, DICENTIS Discussion device with touchscreen, DICENTIS Multimedia device, and DICENTIS wireless Extended.

- Enables use of a unique username (and password) for logging in to a DICENTIS Multimedia device
- NFC tag can be used to log in a DICENTIS wireless Device Extended, DICENTIS Discussion device with voting, DICENTIS Discussion device with language selector, DICENTIS Discussion device with touchscreen or a DCNM-MMD2 device
- Possibility to use fixed or free seating

- DICENTIS wireless Device Extended and DICENTIS Discussion devices with touchscreen can display a welcome screen with personal participant information
- Participants are recognized during login

DCNM-LSSL DICENTIS Select Language at Seat

The DICENTIS Select Language at Seat license enables the language selection feature of the DICENTIS Multimedia and DICENTIS Discussion device with touchscreen. The DICENTIS Discussion device with language selector has the functionality built-in.

- Intuitive interface for switching between floor language and other available languages
- Name of selected language is clearly displayed using original name and characters
- Interpreted speech can be listened to via headphone output of DICENTIS Multimedia device, DICENTIS Discussion device with touchscreen or DICENTIS Discussion device with language selector

DCNM-LSDU DICENTIS Dual Use at Seat

DICENTIS software license for enabling dual-use at seat in the DICENTIS Discussion device, DICENTIS Discussion device with language selector, DICENTIS Discussion device with touchscreen, and DICENTIS wireless devices.

- Facilitates dual-use functionality in a DICENTIS wireless Device and a DICENTIS Conference device
- Enables the participant's name to be correctly displayed when the DICENTIS devices are used by two participants

Service license:

DCNM-SMA DICENTIS Software Maintenance Agreement

Software Maintenance Agreements (SMAs) are available for one, two, or five year(s). Includes the licensed system and seat software upgrades, as well as third-party compatible updates.

- Enables best-possible system performance
- Convenient upgrade of software instead of expensive hardware
- Regular updates

3.5 Security measures

The installer takes care of security measures to prevent improper use of the system via the Internet and local wired or wireless networks.

Consider the following items to increase security:

- Change the default admin password
- Prevent unauthorized access to the DICENTIS server computer
- Prevent unauthorized physical and logical access to the wired Ethernet connection of the DICENTIS network
- Place the DICENTIS network in a separate VLAN
- Use a firewall
- Install the latest Windows security updates
- Install up to date virus scanner
- Set a PIN code on each Dante™ device (see *Setting a PIN code for a Dante™ device*, page 133 for detailed instructions)

Schedule your Windows updates to run at a time when the system is not used, e.g. Sunday morning at 1 AM. If you schedule the update via the Windows Task Manager, you can also configure that it automatically reboots after the update, in case a reboot is required.

3.6 GUI languages

The DICENTIS Conference System has the following GUI languages:

	Multimedia device	Discussion device with touchscreen	Meeting application	Server Console	Activation tool	Synoptic Control	Activation website	APK upload tool
Arabic	•	•	•	•	•	•		
Catalan	•	•	•	•	•	•		
Croatian	•	•	•	•	•	•		
Czech	•	•	•	•	•	•		
German	•	•	•	•	•	•	•	
English	•	•	•	•	•	•	•	•
Spanish	•	•	•	•	•	•	•	
Estonian	•	•	•	•	•	•		
Finnish	•	•	•	•	•	•	•	
French	•	•	•	•	•	•	•	
Hebrew	•	•	•	•	•	•		
Hungarian	•	•	•	•	•	•		
Indonesian	•	•	•	•	•	•	•	
Italian	•	•	•	•	•	•	•	
Japanese	•	•	•	•	•	•	•	
Korean	•	•	•	•	•	•	•	
Latvian	•	•	•	•	•	•		
Dutch	•	•	•	•	•	•	•	
Polish	•	•	•	•	•	•	•	
Portuguese PT	•	•	•	•	•	•	•	
Portuguese BR	•	•	•	•	•	•		
Romanian	•	•	•	•	•	•		
Russian	•	•	•	•	•	•	•	
Slovak	•	•	•	•	•	•		
Serbian	•	•	•	•	•	•		
Thai	•	•	•	•	•	•	•	
Turkish	•	•	•	•	•	•	•	
Vietnamese	•	•	•	•	•	•	•	
Chinese Simplified	•	•	•	•	•	•	•	
Chinese Traditional	•	•	•	•	•	•		

4 Software installation

Before the DICENTIS Conference System can be used, it needs to be configured.

Configuration of the system is done in the following order:

- **Network installation:**
 - This is not part of one of our Bosch Security Systems B.V. manuals, and needs to be defined together with your local IT department. Refer to *Hardware requirements*, page 22 and *Network requirements*, page 27.
- **Installation of hardware devices:**
 - This is not part of this manual. Refer to the DICENTIS Hardware Installation manual. Refer to the product related information on www.boschsecurity.com.
- **Installation of software:** *Installing the DICENTIS software suite*, page 35.
- **Activate the system and application software by registering the software:** *Adding and removing licenses*, page 38.
- **Update device (firmware) software:** *Downloading software to the devices*, page 36.
- **Configuration of system and application software:** *Meeting application*, page 44.

Refer to

- *Hardware requirements*, page 22
- *Network requirements*, page 27
- *Installing the DICENTIS software suite*, page 35
- *Downloading software to the devices*, page 36
- *Meeting application*, page 44
- *Adding and removing licenses*, page 38

4.1 Installing the DICENTIS software suite

Configure network interface



Notice!

Before installing the DICENTIS software, make sure the server PC only has one enabled network interface (Bluetooth is also seen as a network interface).

Download and install latest version of DICENTIS System Server Software from the Internet

1. Go to: <https://licensing.boschsecurity.com/software>
2. Click the **Software** link (small square) to download the latest version of the software. You can also download the latest version of the Release Notes here.
3. Follow the on-screen instructions.



Notice!

During the system software installation, the application WinPcap will be installed as part of the Network Docent package.

If you cancel the WinPcap installer, the system software installation process will fail. Simply restart the installation process and follow the steps in the WinPcap installer.

**Notice!**

After installing/upgrading the System Server Software, make sure you download the latest version of the software to the devices, as described in *Downloading software to the devices*, page 36.

Refer to

- *Downloading software to the devices*, page 36

4.2

Downloading software to the devices

- Factory delivered DICENTIS devices are delivered with diagnostics software and must be upgraded to the latest software version before they can be used.
- All DICENTIS devices must be upgraded after upgrading the System Server Software.

To do this:

1. Make sure all devices are correctly connected to the network and fully started.
2. Right-click the DICENTIS **Server Console** in the Windows taskbar.
3. Click **Upgrade devices**.

Use this procedure to upgrade other hardware components, such as the DCNM APS, as required.

**Notice!**

It is not advisable to upgrade the devices at the same time as the DCNM-APS, because the DCNM-APS resets itself during the download process. This will remove power from the devices, which will cause a firmware upgrade of the devices to fail.

**Notice!**

In a DICENTIS system with an ARNI, a restart of the services via the Server Console may take up to 3 minutes. If you want to restart the services, please use the stop services function in the Server Console, wait for 30 seconds and then use the start services function in the Server Console.

4.3

Adding a third-party application to a device

The APK (Android application package) upload tool is used to add a third-party Android application to a multimedia device. Before you can add a third-party Android application, you must verify if the application is compatible with the multimedia device.

**Caution!**

All installed third-party applications (APKs) will be deleted when firmware is uploaded to a multimedia device.

**Notice!**

The APK upload tool cannot run at the same time as the OMNEO Firmware Upgrade Tool.

Add a third-party Android application to a multimedia device as follows:

1. Place the APK files on the server PC.
2. Click the **Browse** button.
3. Browse to the location of the APKs.
4. Select the multimedia device which needs the APK.
5. Select the APK.
6. Click **Upload**.



Notice!

If the new APK is not shown on the home screen of the multimedia device, try to click the home button several times, or reboot the multimedia device.

5 Software server

5.1 Adding and removing licenses

The activation tool is used to:

- add fulfillments to the DICENTIS system.
- return fulfillments that are no longer required.

A fulfillment consists of one or more licenses that can be installed on the DICENTIS system.

Before the system can be used, the DICENTIS System Software has to be installed, which enables basic functionality in the system. Additional software modules can then be installed to extend system functionality, providing that the system has a valid Software Maintenance Agreement (SMA).



Notice!

The DICENTIS System Software includes an SMA that is valid for one year from the date of activating the DICENTIS System Software.

5.1.1 Activation tool description

- **Fulfillments** window: Shows the fulfillments activated on the system. When more than one fulfillment is activated, an **All Fulfillments** line is displayed at the top of the **Fulfillments** window. Selecting a fulfillment line displays the related licenses in the **List of licenses and quantity** pane. The fulfillment lines have the following color codes:
 - Black: the fulfillment is okay.
 - Orange: the fulfillment is not trusted and should be repaired.
 - Gray and strike-through: the fulfillment is returned and is awaiting the response to be removed.
 - Gray and strike-through: The fulfillment has expired (time limited). Return the license to clean up your system.
- **List of licenses and quantity** window: For each license, this window shows: Qty (number of licenses), Order number, Description, Activated (activation date of license) and Expires (expiry date of license).
- **Software Maintenance Agreement** window: Shows the Software Maintenance Agreement (SMA) end date. When the SMA end date has expired, it turns red and the additional red text **System is not operational! Additional SMA is required** is displayed at the bottom of the window.
- **Add fulfillment**: Use this button to add a fulfillment. A fulfillment can consist of one or more licenses that add additional functionality to the system.
- **Return fulfillments button**: Use this button to return fulfillments/licenses, as required. Do this when the functionality is no longer required for a system, for example, when you want to install the software on another server.

5.1.2 Initial activation of the system

Activate the system for initial use as indicated below.

Before you start, make sure you have:

- an activation ID (this was sent by email after purchasing the software license).
- Technician rights.
- a PC connected to the internet.
- a USB stick (for offline activation).



Notice!

To perform the following steps, your user account must have “Technician rights”. The ‘Admin user’ of your organization can grant these rights.

- At the server PC:
 - Start the DICENTIS activation tool by right-clicking the DICENTIS **Server Console** in the Windows taskbar and then clicking **Activate licenses**.
 - Click the **Add fulfillment** button.
 - Enter all required information including the activation ID. The activation ID is on the **Overview** page of the **System Activation Website** (see *Overview, page 114*) and is included in the email you received after purchasing the software license.

For online activation:

- In the **Online** tab, enter the **User name** and **Password** for the dealer site, and click **Activate licenses**.
- The **Progress** message panel will display status messages during the activation process.
- Restart the services by right-clicking the DICENTIS **Server Console** in the Windows taskbar and then clicking **Restart services** (see *Server console, page 42*). Now the system is activated.



Notice!

If the Internet connection requires proxy configuration, you can click on “**Use this link to configure your proxy settings**” to access the proxy configuration directly. Here, click the checkbox “**Bypass proxy server for local addresses**” to allow logos and images to be displayed properly in a local network.

For offline activation:

- Still at the server PC:
 - In the **Offline** tab, click on the **Create request** button and store the **Request file** on the USB stick.
 - Leave the Activation tool open so you can easily process the **Response file** from the activation website.
 - Note:** The **Create request** button is only accessible when there are Activation IDs in the list.
- In a computer with Internet access, visit <https://licensing.boschsecurity.com>:
 - Log in with your username and password (with Technician rights).
 - Select the **Manage license** tab page.
 - Use the USB stick to process the **Request file** on this page.
 - After processing the **Request file**, save the **Response file** to the USB stick.
- Back at the server PC:
 - Insert the USB stick.

- Click the **Process response** button from the **Add fulfillment** window
- Upload the **Response file**.
- Restart the services by right-clicking the DICENTIS **Server Console** in the Windows taskbar and then clicking **Restart services**. Now the system is activated.

Refer to

- *Overview, page 114*

5.1.3 Adding additional fulfillments/licenses

If you want to add additional fulfillments/licenses to the system, the system must have a valid SMA. This ensures for correct functioning of the latest DICENTIS features.



Caution!

Upgrading the DICENTIS system without having a valid SMA can cause the system to stop functioning.

Add additional fulfillments/licenses as follows:

1. Open the Activation tool, and check the activation date of the system. If the system was activated less than a year ago, you can safely proceed with the installation.
2. If the **SMA end date** is displayed at the bottom of the window in red text, you need to extend your SMA.
3. Software versions 1.3 and lower: if the **SMA end date** field is not displayed at the bottom of the window, and the system was activated more than a year ago, you should calculate if the SMA end date is still valid as follows:
 - add 1 year to the activation date.
 - add 1 year to the activation date for each DCNM-1SMA which is in the list of licenses.
 - add 2 years to the activation date for each DCNM-2SMA which is in the list of licenses.
 - add 5 years to the activation date for each DCNM-5SMA which is in the list of licenses.
4. If the outcome is after today's date, you can safely proceed with the installation.
5. If the outcome is before today's date, you need to extend your SMA, because the DICENTIS software will not start up after the upgrade.
6. To add the fulfillment, click the Add fulfillment button and repeat the steps of the 'Initial Activation' procedure.
7. If after adding the fulfillment, the **SMA end date** is displayed in red at the bottom of the window, you need to extend your SMA.

5.1.4 Returning and repairing a license

Returning a license

Use the **Returning a license** function of the Activation tool to either:

- return a license.
- release a license, so that you have the possibility to install the DICENTIS software on another server instead.

You can return licenses both online and offline.

To return a license online:

1. Click the **Return fulfillments** button.
2. In the **Online** tab, enter the **User name** and **Password** for the dealer site and press the **Return fulfillments** button to return the fulfillments.

To return a license offline:

1. Click the **Return fulfillments** button.
2. In the **Offline** tab, select the fulfillments you want to return.
3. Make sure you finalize the process by pressing the **Process response message** button.

The procedure on the website is similar to activating a license. See *Adding and removing licenses, page 38*.

Repairing a license

If a license becomes corrupted, the software will not work correctly. The server console will announce the issue with an on-screen warning message. The activation tool will then enable the **Repair license** button.

To repair a license: click the **Repair license** button, and then follow the instructions on screen. The procedure on the website is similar to activating a license. See *Adding and removing licenses, page 38*.

Refer to

- *Adding and removing licenses, page 38*

5.2

Backing up a license file

After installing the licenses on the system, the license files should be backed-up. This will prevent license(s) being lost if the hard-drive containing the licenses crashes or is formatted. The directory should be saved in a safe location, preferably on another hard-drive.

To do this:

1. Stop all services of 'Bosch DICENTIS', including the **Bosch DICENTIS License Manager** and **FlexNet Licensing Server 64** services. Always do this before performing a backup and/or restore.
2. To make a backup of trusted storage, copy **C:\ProgramData\FlexNet** to a backup location.
3. To make a restore, copy these files to the PC that originally stored them.



Notice!

The folder and files are normally hidden in Windows. Change the setting of Windows Explorer to make them visible, by selecting: Organize > Folder and search options > View.

5.3 Server console




In Windows server 2012 R2 and Windows server 2016, a console application is provided for showing the status of the DICENTIS server.

The DICENTIS server console icon is displayed in the notification area of the DICENTIS server PC, i.e. on the right side of the taskbar next to the time.

Right-click the DICENTIS **Server console** to:

- **Start/Restart/Stop services.**
 - Use these options to manually Start/Restart/Stop the services.
- **Upgrade devices.**
 - Use the firmware upgrade tool to upgrade the devices to the latest supported version of the services (see *Downloading software to the devices, page 36* for detailed information).
- **Activate licenses.**
 - **Click here to activate your licenses (see *Initial activation of the system, page 39* for detailed information).**
- **Start the activation tool.**
 - To add or remove licenses, see chapter *Adding and removing licenses, page 38*.

An icon showing the status of the DICENTIS server is displayed:

Status	Description
	Running. The services are automatically started if there is a system license (DCNM-LSYS) installed (checked every 20 minutes), and if the system can connect to the database (checked every 60 minutes).
	Stopped. Every 20/60 minutes, the system checks if the criteria are met and will automatically stop or restart the services depending on the status. If the services are stopped manually, the automatic check is also stopped. If the system license is extended or reduced, the services must be restarted to update to the current state.
	Warning. For example, this icon is displayed when a license is not activated.

How to permanently display the server console icon

By default, the server console icon is only displayed on event. To permanently display this icon:

1. Select the **Notification Area Icons** window:
 - Windows server 2012 R2 and Windows server 2016
Go to the Start screen and type notification. Filter the results by **Settings**, and then click **Notification Area Icons**.
2. Use the slider bar to scroll down to DICENTIS **server console**.
3. Select **Show icon and notifications**.
4. Click **OK**. The Server console icon will now be permanently displayed.

5.4 Rapid Spanning Tree Protocol (RSTP) support

The DICENTIS system supports redundant cabling when the Rapid Spanning Tree Protocol (RSTP) is enabled. By default RSTP is disabled to prevent network failures in a system where RSTP is not supported or allowed.

To enable cable redundancy:

1. Power up the system without cable redundancy.
2. Configure RSTP for **all** third party switches in the network.



Notice!

Only use third party switches that support RSTP and comply with IEEE802.1D-20 04

The switch must support changing the following parameters to the listed values:

- Hello_Time = 9 seconds
- Forwarding_delay = 30 seconds
- Max_age = 22 seconds

3. Enable Rapid Spanning Tree Protocol (RSTP) in the DICENTIS server:
 - Create a system environment variable named DCNM_RSTP_ENABLED and set the value to 1 to enable RSTP, and 0 to disable RSTP.
 - The environment variable can be created via: File explorer > This PC, right click and select Properties > Advanced system settings > Advanced > Environment Variables > System variables.
 - Restart the DICENTIS server.
4. Wait until the system is fully started.
5. Restart all the DICENTIS central equipment, and all the DICENTIS discussion and interpretation devices. Third party switches do not need to be restarted.
6. Wait until the system is fully started. The devices can then be cabled redundantly (loops can be closed).

6 Meeting application

The meeting application consists of four main parts (only available with the applicable license):

1. *Manage, page 50*: To manage a meeting.
2. *Synoptic Microphone Control, page 109*: To configure and manage synoptic microphone control.
3. *Prepare, page 56*: To prepare a meeting.
4. *Configure, page 71*: To configure the DICENTIS system.

Starting the Meeting application

1. From the **Windows Start menu**, select: **All Programs > Bosch > DICENTIS > Meeting application**. A Login dialog is displayed.
2. To log in to the application, enter a **User name** and **Password**.
The preferred application **language** can also be selected.

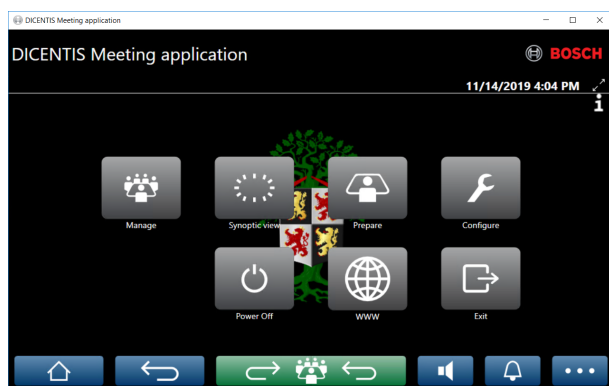


Figure 6.1: Meeting application main screen (showing all icons)

Moving and resizing the Meeting application

The Meeting application window can be toggled between fullscreen and windowed using the ↵ and ↶ icons on the top right corner of the screen next to the date and time.

You can move the window by clicking and holding the title bar of the application window. You can also resize the window by dragging the edges/corner.

The size and location of the window are saved after exiting the application.

Automatic login to Meeting application

By default, the DICENTIS Meeting application will automatically log in when the windows login user name is the same as a user name in the DICENTIS system. In this case, the authorization rights of this user will be used for the DICENTIS Meeting application.



Notice!

The default **User name** is “admin” and the **password** is empty. The default **language** is the language of the operating system; if the default language is not available, English is automatically selected.

Disable/enable automatic login to Meeting application

The automatic login feature can be disabled and enabled as follows:

1. In Windows explorer, select: **C:\Programs (x86)\Bosch\DICENTIS**.

2. Open: **Bosch.Dcnm.UserInterfaces.MeetingManager.exe.config**.
 - To disable automatic login, set the key from **true** to **false**.
`<add key="ENABLE_AUTOMATIC_WINDOWS_AUTHENTICATION_TO_LOGIN" value="false"/>`
 - To enable automatic login, set the key from **false** to **true**.
`<add key="ENABLE_AUTOMATIC_WINDOWS_AUTHENTICATION_TO_LOGIN" value="true"/>`

Authentication via Windows Server

It is possible to synchronize the user and password data between the corporate network and the DICENTIS Conference System. Users who are part of the organization are often already registered in the Microsoft system with their username and password. When this option is enabled, users can log in to the discussion device with the same user name and password they use for Windows authentication. The user name and password will be validated on their computers on the corporate network.

The authentication service is normally part of the corporate network. The IT department wants the DICENTIS system to be isolated from the corporate network because they do not want the multicast traffic (the audio) to influence the corporate network. The DICENTIS system should have access to the corporate network without being part of the corporate network. This can be solved as follows:

- Create a separate subnet on a different VLAN, for the DICENTIS system in the network.
- Create routing between the DICENTIS and corporate subnets.

Note: Do not use a second NIC for the DICENTIS server to create a solution with the DICENTIS server as step-stone between the DICENTIS system and corporate network.

- Test if everything is working by accessing a share on a file server, using a computer which belongs to the corporate domain. See schematic below.

The meeting application consists of four main parts (only available with the applicable license):

1. *Manage, page 50*: To manage a meeting.
2. *Synoptic Microphone Control, page 109*: To configure and manage synoptic microphone control.
3. *Prepare, page 56*: To prepare a meeting.
4. *Configure, page 71*: To configure the DICENTIS system.

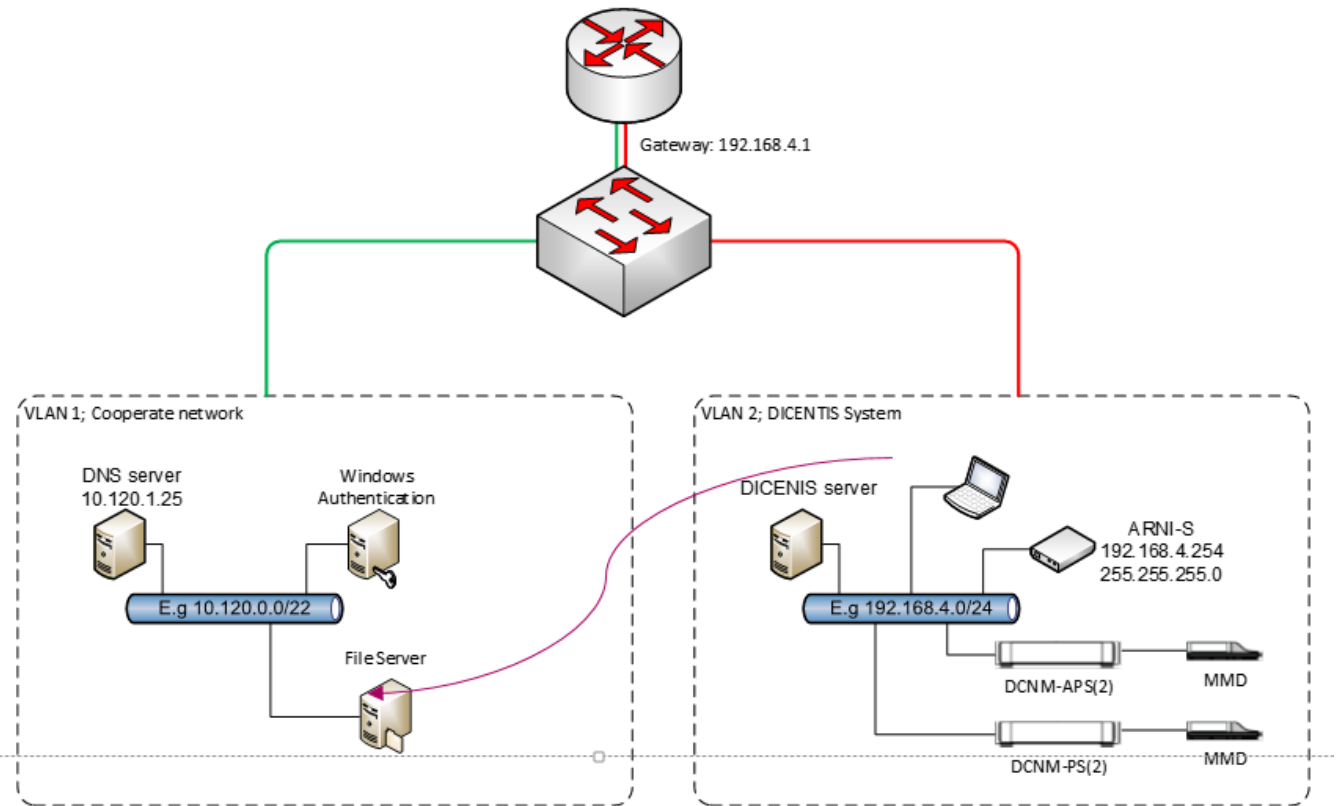


Figure 6.2: System diagram

For a DICENTIS Conference System with more than 450 nodes an ARNI is required. To configure a system with ARNI:

- Define a proper gateway address in the ARNI, so that routing to the corporate network will work.
- Use the ARNI as the DHCP server for the DICENTIS subnet.
- Configure the DNS Parent address; this is the address of the DNS server in the corporate network.

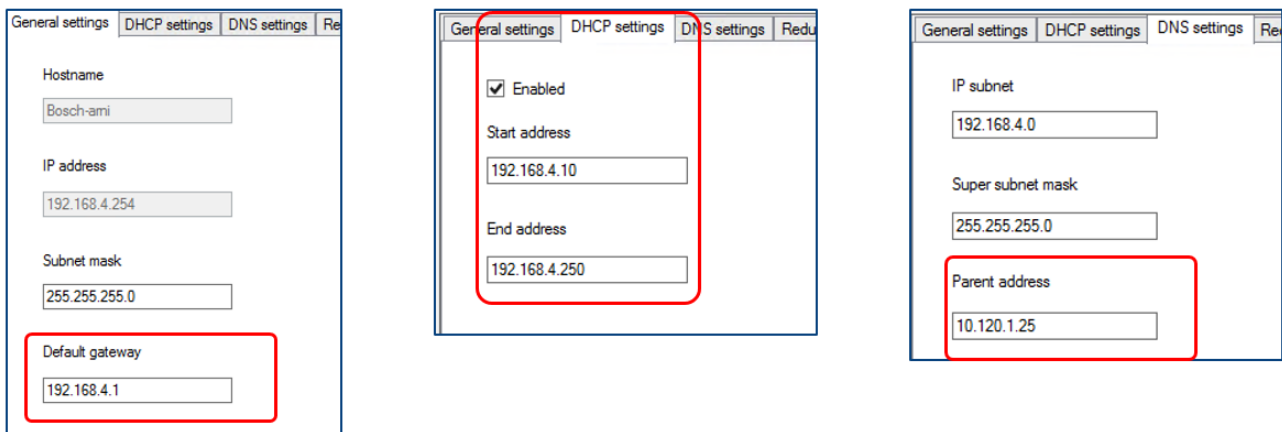


Figure 6.3: Configuration for a system with ARNI

To enable authentication via the Windows Server:

1. Make sure all persons using the multimedia devices in the central system which uses Windows authentication server are registered (including first name, last name, user name and password). The username must be identical to the username assigned to these users in the Windows authentication system.

2. Configure the user group “Participant group” to use Windows Server authentication:
 - Open **Configure** in the Meeting Application.
 - Go to **User groups**.
 - Select **Participant group**.
 - Tick **Windows Authentication**.

See also *User groups, page 72*.

Note: Windows authentication is applied per user group. User groups from outside the organization (like Service technicians) are usually not registered in the customer’s authentication system. For these groups do not enable **Windows Authentication**. This means their password has to be stored in the Meeting Application.

Refer to

- *User groups, page 72*
- *Synoptic Microphone Control, page 109*
- *Manage, page 50*
- *Prepare, page 56*
- *Configure, page 71*

6.1 User rights and meeting rights

To use functions, certain rights are needed. DICENTIS provides two types of rights:

1. **User rights**
 - User rights are defined in *User groups, page 72*.
2. **Meeting rights**
 - Meeting rights are defined **per seat** and **per participant** in a meeting.
 - Refer to Seat assignment.
 - Refer to *Participants, page 65*.

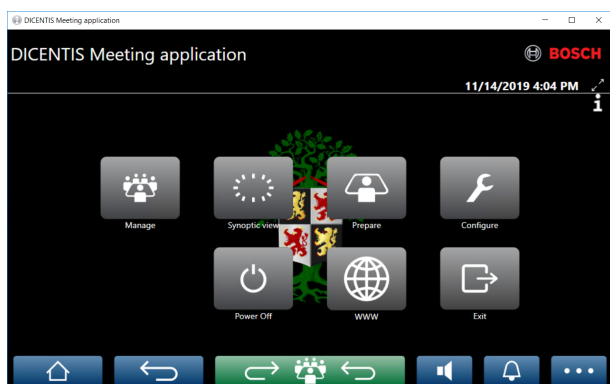




Figure 6.4: Meeting application main screen (showing all icons)

(Touch) button	Description	User rights	Meeting rights
Manage	To manage meetings.		Manage meeting.
Synoptic view	To configure and manage the speakers' microphones via a visual layout.	Configure system (to be able to configure the layout).	Manage meeting (to be able).
Prepare	To prepare meetings.	Prepare meeting and agenda.	
Configure	Configure the system.	Configure system.	
Power	Sets the system to standby or wakes-up the system.		Device right: Power off.
WWW	Opens a web browser.		
Exit	Exits the application.		
Home 	Returns to the home screen of the meeting application.		
Back 	Goes one page back from the navigation history.		
Back to active 	Brings you to the active part of the meeting.		
Volume 	Opens the master volume control slider.		Device right: volume control.

(Touch) button	Description	User rights	Meeting rights
Summon 	Activates a chime to summon the participants.		Manage meeting.
Menu (...) 	Opens a menu for additional functionality.		Manage meeting.



Notice!

The “Power On” button on the Meeting application, or on a DICENTIS multimedia device connected to the low power socket of the Audio processor and powering switch, only wakes up DICENTIS devices that are powered by an Audio processor and powering switch or Powering Switch device. DICENTIS devices that are powered via a PoE switch, must be powered on with the “Power on” button of the DICENTIS MMD instead. These devices will also power up when the PoE port disables and enables PoE functionality.



Notice!

DICENTIS Discussion devices that are powered via a PoE switch will always be powered on. These can only be powered on and off by disabling the PoE on the Ethernet port of the PoE switch.

Refer to

- *Manage, page 50*
- *Prepare, page 56*
- *Configure, page 71*
- *User groups, page 72*
- *Participants, page 65*

6.2 Manage

Manage is used to manage a meeting. Click the **Manage** button on the main screen to open the manage screen. Initially the manage screen shows a list of all prepared meetings. When there are no prepared meetings, the list is empty. This means that the default meeting is active and a default discussion is open. To access this default discussion, click the green **back to active** button. Refer to *Discussion, page 54*.

Manage meeting means:

- **Activate** and **Deactivate** a meeting. Refer to *Meeting, page 50*.
- **Open** and **Close** a meeting. Refer to *Meeting, page 50*.
- **Manage** the meeting agenda. Refer to *Agenda, page 51*.
- **Manage** voting. Refer to *Voting*.
- **Manage** the discussion. Refer to *Discussion, page 54*.
- **Manage** the menu. Refer to *Menu*.

Preconditions

- The PC from which the meeting application is run, must have meeting rights: **Manage meeting**.
- A meeting has to be prepared before it can be managed. For information on how to prepare a meeting, refer to *Prepare, page 56*.

Refer to

- *Prepare, page 56*
- *Meeting, page 50*
- *Agenda, page 51*
- *Discussion, page 54*

6.2.1 Meeting

Click the **Manage** button on the main screen to display a list of all prepared meetings. The icon to the left of the meeting number and name shows the status of the meeting:

- **Gray**: The meeting is deactivated.
- **Green**: The meeting is activated.
- **Red**: The meeting is open.

Activate a meeting

- To activate a meeting, press the **Activate** button for the meeting that needs to be activated.
- To show the meeting content without activating or deactivating the meeting, click anywhere in the meeting row.

When the meeting is activated:

- the meeting details screen is opened.
 - On the left, the agenda and the assigned participants are shown.
 - On the right, the meeting details and the agenda are shown.
 - The name of the activated meeting is shown in the header of the meeting application.
- all prepared data of the meeting is sent throughout the system. The data contains names and meeting rights of the participants and the assigned seats.

- a meeting notes file is created. During a meeting, data is saved to this file as applicable. The file is closed once the meeting is deactivated. For more information, refer to *Post-meeting tools, page 98*.

If the **Auto Open** function is enabled, the meeting is automatically opened.

When the **Activate** button is not shown:

- the seat to which the PC is assigned to, does not have "**manage meeting**" rights or,
- the user name used to logon to the meeting application is not assigned to the meeting and/or, does not have the "**manage meeting**" rights.

Open the meeting

Click the **Open** to start the meeting. If the **Auto Start** option is enabled, the first agenda topic is automatically opened.

Close the meeting

To close the meeting, select the meeting on the left, and then click **Close** on the right. The meeting is closed and the meeting list is shown where the meeting can be deactivated.

Refer to

- *Post-meeting tools, page 98*

6.2.2

Agenda

Only a prepared agenda can be managed.

Manage an agenda

1. Make sure the meeting is activated and open.
2. Click **Meeting** in the left-pane.
3. Select the required topic from the left or right pane.
 - The open agenda is shown in the header of the meeting application.
 - The prepared discussion settings and prepared speaker list are sent throughout the system and are activated.
4. To continue with the next agenda topic, just open the next agenda topic in the agenda view.

6.2.3

Participants

- To display a list of participants, click **Participants** in the left-pane: A list of participants is displayed in the right-pane.
- To also view participants in the left pane, click the small triangle next to **Participants**.
- If the participants have images assigned to them, the image is displayed next to their name,
- If the meeting has identification, the following information is displayed at the top of the right-pane:
 - Number of **participants registered**.
 - Number of **participants present**. The presence of a participant is shown by a blue bar; their absence by a grey bar.
 - **Log off all participants** button: Logs off all participants in a meeting. Participants will have to log on again before they can take part in a meeting.
 - **Log off participant** button: Log off a single participant in a meeting by selecting the participant details and the log off button.

6.2.4

Voting

- If you want to hold a prepared voting round:
 - The licenses DCNM-LVPM and DCNM-LSVT must be enabled in the system. For more information on these licenses, see *License overview, page 29*.
 - The voting round should be prepared beforehand by using the **Prepare** button on the main screen. For more information, see *Voting script, page 67* and *Voting round details, page 68*.
- A simplified ad-hoc voting round can be held during a prepared meeting by entering the details of the voting round during the meeting.

Manage a voting round

1. In the Meeting application, click the **Manage** icon.
2. Make sure the meeting is activated and open.
3. Click the voting icon (tick mark) in the menu button (...) at the bottom right-hand corner of the screen to display:
 - A list of prepared voting rounds (shown on both panes).
 - Total number of **participants authorized to vote** and the number of **participants present** (shown at top of right-pane).
 - The ad-hoc voting fields (the black/grey area at the bottom of the right-pane).
Note: After clicking on another item in the left pane, you can click on **Votings** to redisplay the list of all voting rounds in the right-pane.
4. Either:
 - Hold an ad-hoc voting round by completing the fields **Number**, **Subject**, and **Description**, and then clicking on the **Ready to vote** button, or
 - Open a prepared voting round, by clicking the **Ready to vote** button of a voting round.
5. The voting screen is displayed:
 - The subject of the voting round is displayed at the top of the screen.
 - **Previous** button: Selects the previous voting round.
This button is hidden when:
 - The first voting round in the list is selected.
 - Ad-hoc voting is used.
 - **Next** button: Selects the next voting round.
This button is hidden when:
 - The first voting round in the list is selected.
 - Ad-hoc voting is used.
 - **Recall** button: Recalls the selected voting round. For example, use this button if you selected the incorrect voting round by mistake.
 - **Open button**: Opens the selected voting round.
 - **Close** button: Closes the voting round.
 - **Hold** button: Puts the current voting round on hold. The participants voting buttons are temporarily disabled and votes cannot be changed or cast.
 - **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.
 - **Abort** button: Aborts the current voting round once voting is opened. Voting results are not saved.

**Notice!**

When logged into the Meeting application, a participant with voting rights can take part directly in the voting round.

Voting results

Depending on the installed licenses and system settings, a voting results file is created on the DICENTIS server when a voting round is opened. During a voting round, data is saved to this file as applicable. The voting results file is closed when the voting round is closed. For more information, refer to:

- *Voting round details, page 68* (which explains the voting round settings).
- *Post-meeting tools, page 98* (which gives information on the voting results and meeting results files).

Refer to

- *License overview, page 29*
- *Voting script, page 67*
- *Voting round details, page 68*
- *Post-meeting tools, page 98*

6.2.5

Discussion

To manage the discussion, click the **back to active** button.

The list on the left shows the discussion list. This list contains **speaking** and **waiting** participants. The following color-coded icons are used:

- **Red** icon: The participant is speaking.
- **Grey** icon: The participant's microphone is muted.
- **Green** icon: The participant is waiting to speak.
- **Yellow** icon: The participant is waiting to respond to the current speaker.

Use the shift button, at the bottom of the discussion list, to shift participants from **waiting** to **speaking**. If the speaker list is full, the longest speaking participant is removed from the speaker list.

Context menu

The discussion list has a context menu to manage the discussion. Right-click the discussion list to show the context menu. The context menu has the following options:

- When an **item** is not selected (i.e. not clicked on):
 - **Stop all speakers and remove all requests**: Stops all speakers and removes all requests.
 - **Remove all requests**: Removes all requests.
 - **Add**: Opens a menu to add a participant to the list, either as a speaker or a waiting participant. Right-click the required participant to add the participant and 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 might be immediately moved to the speaker list.
- When a **speaking participant** is selected (clicked on), the following option is available:
 - **Stop speaking**: Stops the selected participant from speaking. Depending on the **number of open microphones** and **microphone mode** setting, the first waiting participant might be immediately shifted to the speaker list.
- When a **waiting participant** is selected (clicked on), the following options are available:
 - **Mute/Unmute**: Mutes or unmutes a microphone input. Is used to temporary mute a speaker. The speaker still remains the active speaker. Only available if **Response mode** is used.
 - **Shift**: Shifts the selected participant from waiting to speaking.
 - **Remove**: Removes the selected waiting participant from the list.

6.2.6

Menu

For more managing options, click the menu button (...) at the bottom right-hand corner of the screen. A pop-up menu with icons will appear. If the menu button (...) is not shown, the **Manage meeting** rights checkbox is not selected in the Seats and Devices screen. For more information, see *Seats and Devices, page 82*.

The pop-up menu has the following options:

- **Presentation:** Click the presentation icon, and then click on “on” to enable the presentation mode. Click on “off” to disable the presentation mode.
 - The system license must contain DCNM-LMS.
- **Discussion settings:** Click the discussion settings icon, to “open” the discussion setting of the current activated discussion. Changed settings will not be stored in the prepared discussion settings of the agenda. The following can be set:
 - Discussion mode
 - Speakers list
 - Priority options
 - Speech timer
 - Camera control options (system license must contain DCNM-LCC)
 - Multimedia device and Meeting Application options
- **Pan and tilt camera control (PTZ):** Click the pan and tilt camera control icon, and then click on **Show** to show the Pan and tilt camera control. Click on **Hide** to hide the camera control.
 - The icon is only visible in the discussion screen.
 - The system license must contain DCNM-LCC.
- **Voting:** Click the voting icon to go to the voting screens. The system will either use “basic” voting or “prepared” voting depending on the installed licenses and system settings.
- **Basic voting requirements:**
 - DCNM-LSVT voting license is activated.
 - Voting function has been assigned to licensed seats in the Meeting application. For more information, see *Seats and Devices, page 82*.
Note: Basic voting screens do not have a subject and description displayed on the multimedia device; the voting results are not stored.
- **Prepared voting requirements:**
 - All requirements of basic voting are met.
 - DCNM-LVPM voting license is activated.
 - One or more voting rounds have been prepared in the meeting application. For more information, see *Voting script, page 67*.
 - A meeting is activated and open.
Note: Prepared voting screens have a subject and description displayed on the multimedia or discussion extended device; the voting results are stored.

Refer to

- *Seats and Devices, page 82*
- *Voting script, page 67*

6.3 Prepare

The meeting administrator should use a PC to prepare a meeting. To prepare a meeting, click **Prepare**. This opens the **Prepare** screen.

Prepare meeting means:

- **Administrate Persons.**
- **Add meetings.**
 - Add **Persons** to the meeting.
 - Add **Agenda** topics.
 - Add **Meeting details.**
 - Add a **Voting script** and one or more **Voting rounds.**
- **Discussion profiles** to define the discussion settings.

Preconditions

- The logged on user must have the user right: **Prepare meeting and agenda.**

6.3.1

Persons

To add people/names to the system, click **Persons** in the tree (left pane). Requires system license DCNM-LPD. **Persons** can be assigned to a meeting, as described in *Participants, page 65*.

The edit icons and a list of persons is displayed in the middle pane. Use the **edit icons** to add or remove persons from the list.

For each person, **General** and **Security** fields can be entered in the right pane:

- **General** fields are:
 - **First name**
 - **Middle name**
 - **Last name**
 - **Title**
 - **Group**
 - **Region**
 - **Country**
 - **Device GUI language:** use the drop-down list to select the required GUI language for the participant's device. If no language is selected here, the language selected on the Rooms page will be used as default.
 - **Headphone language:** use the drop-down list to select the preferred interpretation language. The interpretation language will be automatically selected based on this setting. If the selected language is not available, the floor language will be used.
 - **Image**
- **Security** fields are:
 - **User name**
 - **NFC Id:** The number of the Near Field Communication (NFC) tag of the participant. See following sub-heading: "**Configure system for use with NFC tags**".
 - **Password:** Button for changing the password of a user.
 - **Pin:** Button for changing the PIN code of a user.

The security fields are used for enabling logon in the **Meeting application** and the multimedia devices.

Configure system for use with NFC tags



Notice!

NFC tags can only be used with DCNM-MMD2 , DCNM-DE , DCNM-DSL , and DCNM-DVT devices.

If NFC tags are used to identify/authenticate participants, the secretary or clerk should create a unique NFC Id for each participant. To do this:

1. In the **Persons** (middle) pane, click on the name that you want to assign the NFC tag to.
2. In the right-pane, click in the **NFC Id** field to select it.
3. Identify the NFC Id to the system:
 - Make sure a suitable NFC-USB card reader is connected to the USB port of the Client (secretary's) PC. Bosch Security Systems B.V. recommends using one of the following Smart Card Readers: HID Omnikey 5022 CL, HID Omnikey 5421, Identiv SCM PC-Card uTrust 470x F, or Sony USB NFC Reader RC-S380/S.
 - Scan the NFC tag at the USB card reader. The NFC Id will appear in the **NFC Id** field.
 - If you do not have a USB card reader, you can type the NFC Id in the **NFC Id** field instead.
 - If the same NFC card/ID is used for more than one participant, a red border is shown around the **NFC Id field**, indicating that there is a validation error.

Import persons

Instead of entering persons and their related data manually, you can export, edit and import persons to and from an Excel file (XLS). This makes it easier to create and update the personal data in the system.

To create a template for the import:

1. Click the left/right arrows button.
2. Create a template file using the **Create template** button.

Note: Do not change the first row or the column headers in the Excel file because this makes the file invalid for importing.

Note: Column headers depend on the language settings in the Meeting application. Make sure the same language is used in the Meeting application for importing and exporting.
3. Close the import / export persons window.

Use this template to enter the data for persons in the proper format.

To import persons in the system:

1. Click the left/right arrows button.
2. Click the **Open Excel file** button.
3. Select the Excel file containing the persons you want to import.

Note: The Excel file is checked for validity and any errors are shown. If the file contains errors, fix these in the Excel file and repeat steps 1 to 3. These fields require special attention:

 - **User name** (check for duplicates): If the user name already exists, the data will be overwritten by the data in the Excel file.
 - **NFC Id** (check for duplicates): Has to be correctly formatted and must be unique.
 - **Password:** If the field is blank, the same password is retained. To update the password, enter the new password. To remove the password, enter the text <nopassword>.

- **Link to participant image:** Enter the path for the picture in the column **Picture file** or **Image file** (for example: d:\image\name.png). When you import the file, images will also get updated.
4. Import the list of persons.
Note: The results (both errors and successfully imported data) are shown on the screen below the table listing the persons.
 5. Close the import / export persons window.

To export persons:

1. Click the left/right arrows button.
2. If persons have already been created in the system, use the **Export persons** button to export the current list of persons to an XLS file. You can edit this file in the same way as the template.

List of fields exported:

- First name
 - Middle name
 - Last name
 - Title
 - Group
 - Region
 - Country
 - User name
 - NFC Id
 - Password
Is shown as blank (for security reasons) even though a password was entered in the system. If you leave the field blank, the same password is retained. To update the password, enter the new password.
 - Link to participant image
When exporting the link to the picture on the image server, it will also be placed in the Excel file (<https://...../<image>.png>). This way, the source file can be traced. If the import file includes a reference to https// before the picture, this will be ignored.
 - UserGroup
3. Close the import / export persons window.

Refer to

- *Participants, page 65*

6.3.2

Discussion profiles

Discussion profiles are used to define the discussion settings. Click **Discussion profiles** in the tree. These profiles are used during the preparation of the agenda topics.

Use the **edit icons** to add or remove discussion profiles.

The following can be set:

- **Profile Name:** The name of the profile.

Discussion settings

- **Discussion Mode:**

- **Open (automatic):** When selected, queues in the waiting list are automatically shifted to the speaker list if it is not full yet. If the speakers list is full, a microphone request is queued in the waiting list.
- **Open (manual):** When selected, participants can issue a request to speak and enter the queue. A user using the Meeting Application or a participant with “manage meeting” rights using an MMD or the Synoptic application can grant the participant the floor.
- **First in first out:** When selected, participants can control their own microphone. If the speakers list is full, a microphone request overrides the longest speaking participant.
- **Voice activated:** When selected:
 - the microphone buttons on the discussion devices are colored red.
 - the microphone is activated when a participant speaks.
 - participants do not need to press the microphone button to get the floor.
 - the microphone button can be held in to temporarily mute the microphone.
 - the discussion list is cleared and is not updated while voice mode is active.
 - the chairperson can still use the priority button to override all participants.
 - camera control is not available.

This mode can be used for systems with up to 50 devices. It can be configured in the profile and agendas during a discussion.

If a microphone has VIP rights (refer to *Participants, page 65*), it will not be automatically activated when the participant speaks. Instead a participant with VIP rights has to press the microphone button to speak, which will mute all other participant microphones.

- **Response:** When selected, participants can issue a request to speak and enter the queue (green icon).

Participants can also issue a request to respond to enter the queue and respond to the active speaker (yellow icon).

A user using the Meeting Application or a participant with “manage meeting” rights using an MMD or the Synoptic application can grant the participant the floor. When the next participant in the speakers queue (green icon) is granted the floor, the response queue (yellow icon) will be cleared, since the speaker to which they want to respond no longer has the floor.

Only 1 active speaker and 1 active responder can have the floor. They can temporary mute their microphone during the discussion and activate it again using the microphone button. While muted, the microphone LED is off, but the microphone button LED is on.

A request to respond can only be issued on a Multimedia device and Discussion device with touchscreen, using the yellow button on the touchscreen.

- **Speakers list:**

- **Max active microphones:** The maximum number of active microphones in the speakers list can be pre-selected (max. 25). Disabled when **Voice mode** or **Response** is used.
- **Allow speaker to mute mic:** When selected (default), the participant can use the left microphone button to temporarily mute the microphone. If disabled, the left microphone button behaves the same as the right microphone button.
- **Allow speaker to switch mic off:** When selected, participants are allowed to switch off their microphone. Disabled when **Open (automatic)**, **First in first out** or **Voice mode** is used.
- **Switch mic off after 30 sec of silence:** This function can be used when participants forget to switch-off the microphone manually. Disabled when **Voice mode** or **Response** is used.
- **Ambient microphone:** When selected, the ambient microphone connected to input 1 is enabled.
- **Speakers queue size:** The maximum number of requests in the waiting list. A maximum of 200 requests can be selected. Disabled when **First in first out** or **Voice mode** is used.
- **Allow request to speak:** When selected, request-to-speak is allowed. Disabled when **Open (automatic)**, **First in first out** or **Voice mode** is used.
- **Allow cancel request to speak:** When selected, participants are allowed to cancel their request-to-speak. Disabled when **Open (automatic)**, **First in first out** or **Voice mode** is used.
- **Responders queue size:** The maximum number or requests in the response queue. A maximum of 99 can be selected. Only available if **Response mode** is used.
- **Allow cancel request-to-respond.** When selected, participants are allowed to cancel their request-to-respond. Only available if **Response mode** is used.
- **Show waiting in queue by green mic LED:** When selected, the LED in the microphone will be on for devices in the queue (instead of off when not selected). Disabled when **First in first out** or **Voice mode** is used.
- **Show first in queue by blinking green LED:** When selected the microphone button and the microphone LED will blink green for the first person in the queue. Can only be used when **Show waiting in queue by green mic LED** is also selected. Disabled when **First in first out** or **Voice mode** is used.
- **Show queue for participants:** When enabled, the queue will be displayed on all seats. When disabled, it will only be displayed on seats which have Manage meeting or VIP rights. This allows you to show the queue to the chairperson and operator, but hide it for all other participants. This functionality is also available for the synoptic layout so that the queue is shown to the chairperson and operator, but hidden for participants. Disabled when **First in first out** or **Voice mode** is used.
- **Priority options:**
 - **Priority tone:** When selected, a priority tone is audible when priority is used. Set to on by default. The priority tone can be configured per agenda item or during the discussion, but can only be used if a priority tone was defined.
 - **Mute all speakers:** When selected, it mutes all speakers temporarily when priority is used.
 - **Switch off microphones and clear queue:** When selected, all speakers and persons in the waiting list are cancelled when the priority is used.
- **Speech timer:**

- **Speech time per speaking turn:** When selected, the speech timer can be set per speaking turn in minutes and seconds to a maximum of 99 minutes. Each time a speaker is allowed to speak, this time is awarded.
- **Show last minute by red blinking mic button:** When selected, the microphone button on the active speaker's device will start blinking when the last minute of speech time has been reached.
- **Show last minute by red blinking mic LED:** When selected, the microphone LED on the active speaker's device will start blinking when the last minute of speech time has been reached.
- **Adjust speech time:** When selected, the speech time can be increased or decreased with the number of minutes and seconds entered by clicking the + / - icons at the top of the Discussion profiles screen.
- **Turn microphone off when time has elapsed:** When selected, the microphone is switched off after the set speech time has elapsed. When not selected, the microphone will stay open after the set speech time has elapsed.
- **Camera control options** (only available with DCNM-LCC license):
 - **Camera control:** When selected, activates external or SDI video switchers, as required; directs the cameras towards the required pre-configured positions; displays the camera image on the multimedia devices.
 - **Camera override:** When selected, the last participant that activated their microphone is shown.
- **Multimedia device and meeting application options:**
The available options depend on the installed licenses and the settings in the Discussion profile.

With DCNM-LPD license only:

- **Display image of speaker:** When selected, the image of the first speaker during the meeting, as stored in the Participant details, is shown along with his/her participant details
- **Display image of newest speaker:** When selected, the image of the latest speaker during the meeting is shown.
- **Display logo:** When selected, the customer logo, or if no logo has been configured, a blank background is displayed in the Meeting Application and on the multimedia devices.

With DCNM-LCC license only:

- **Camera control options** are available.
- **Display video on device:** When selected, and **Camera control** is selected, the active speaker or overview camera will be displayed in the camera view in the Meeting Application and on the multimedia devices.
- **Display logo:** If **Camera control** is not selected, the customer logo or a blank background is displayed in the Meeting Application and on the multimedia devices.

With DCNM-LCC and DCNM-LPD licenses:

If both **Camera control** and **Camera override** are selected in the **Camera control options:**

- **Display video on device:** When selected, and **Camera control** is selected, the active speaker or overview camera will be displayed in the camera view in the Meeting Application and on the multimedia devices.
 - **Display image of speaker:** When selected, the server controls the video switcher and the cameras. The latest speaker is displayed in the Meeting Application and on the multimedia devices.
 - **Display image of newest speaker:** When selected, the image of the latest speaker is shown in the Meeting Application and on the multimedia devices.
- If **Camera control** is not selected in the **Camera control options:**
- **Camera override** becomes disabled and **Display logo** is activated. The company logo is shown in the Meeting Application and on the multimedia devices.

**Notice!**

If a profile is changed, the agenda items that use this profile are not automatically updated. Therefore, after updating a profile you will have to reapply this profile to all agenda items that require the new settings.

Refer to

- *Participants, page 65*

6.3.3**Meetings**

To prepare a meeting:

- Use the **edit icons** to add or remove a meeting.
- When a new meeting is added, the **Meeting details** can be entered.
- Use the **copy icon** to copy a meeting, including all meeting details.

Refer to

- *Meeting details, page 63*
- *Participants, page 65*
- *Agenda, page 66*

6.3.4

Meeting details

Click meetings in the tree to display the list of meetings.

- **Name:** Type the name of the meeting.
- **Description:** Enter a suitable description.
- **Start Date/Time:** Select the required start date and time of the meeting.
- **End Date/Time:** Select the required end date and time of the meeting.
- **URL:** Enter a suitable URL, as described in *Uploading and accessing files (documents, pictures, and presentations)*, page 128. Enables documents stored on the **DcnmMeetingDocuments** website to be displayed when the blue **More info** hyperlink on the multimedia device is pressed.
- **Automatically open the meeting after the meeting is activated:** Select the checkbox to automatically open the meeting once the meeting is activated (Multimedia device only).
- **Automatically start the agenda when the meeting is opened:** Select the checkbox to automatically start the agenda when the meeting is opened.
- **Identification** (only present when license DCNM-LSID is present in the system): When selected, meeting participants are requested to identify themselves. Only seats that have an identification license participate in the identification process. Select the required option:
 - **Participant can only log in at assigned seat:** Participants can only log in to the seat that has been assigned to them during the preparation of the meeting. The option can be combined with the Identification and Verification options. If no Identification and Verification options have been set, the welcome screen is shown with the participant's name and a log in button to confirm their identity at that seat (multimedia and DCNM-DE only).

Note: When **Participant can only log in at assigned seat** is enabled, devices that have DCNM-LSID and do not have a person assigned to them show the blocked screen.
 - **Identify participant at seat by:**
 - **NFC card:** Participants can use an NFC card to identify themselves (DCNM-MMD2, DCNM-DE , DCNM-DSL and DCNM-DVT). To use this option, the system has to be configured for use with NFC tags. See *Persons*, page 56.
 - **User name:** Participants enter their user name to confirm their identity (multimedia device only).
 - **Select from list:** Participants can select their name from a list of participants (displayed on the screen line) to confirm their identity (multimedia device only).
 - **External system:** Participants are identified by means of an external system (all DICENTIS devices).

Note: When identification is done via an external system, verification is also only possible via an external system.
 - **Verify participant at seat by:**
 - **PIN code:** Participants can use a PIN code to authenticate themselves (multimedia device and DCNM-DE only).
 - **Password:** Participants use their password to authenticate themselves (multimedia device only).
 - **External system:** Participants are authenticated by means of an external system (all DICENTIS devices).

Refer to

- *Persons*, page 56
- *Participants*, page 65

- *Uploading and accessing files (documents, pictures, and presentations), page 128*

6.3.5

Participants

Persons can be added to and removed from a meeting by using the **Add** and **Remove** buttons in the **Participants** pane. As soon as a **Person** is added to a Meeting that person becomes a **Participant**.

Persons are added to the system as described in *Persons, page 56*.

Button	Description
Add	Used to add Persons to a meeting.
Remove	Removes the selected participant from the list.

Tab. 6.1: Button function

- **Discuss:** When selected, the participant is allowed to discuss.
- **VIP:** Can be used to grant viewing rights for the voting results (interim-hold-closed results) to special persons and/or seats. The way the voting results are displayed is determined by the settings in **Vote settings, Results**. See *Voting round details, page 68*. Participants/seats with VIP rights can also view the waiting queue if the option **Show queue for participants** is disabled in the Discussion settings. See Discussion profiles.
- **Vote:** When selected, the participant is allowed to vote (requires system license DCNM LVPM and seat licenses DCNM-LSVT). DCNM-MMD2, DCNM-DE , and DCNM-DVT only. The number of participants with voting authorization is shown in between brackets in the column header, so you can check if all required participants have voting authorization.
- **Vote weight:** Allows you to configure the vote weight of a participant. The value in between brackets in the column header is the sum of all vote weights of the participants with voting authorization. See also *Voting round details, page 68*.
- **Manage meeting:** When selected, the participant is allowed to manage the meeting (DCNM-MMD2 or Meeting application only).
- **Priority:** When selected, the participant is able to use the priority button.
- **Vip type:** Assigns additional microphone authorizations to the participant, independent of the microphone mode and numbers of open microphones (use the small triangle and drop-down list to select a Vip type):
 - **Button Operated:** The microphone will always be activated when the microphone button is pressed. This is the default setting for a chairperson.
 - **Ptt Operated:** Push to talk. The microphone will always be activated when the microphone button is pressed and held in. This is the default setting for a discussion device that is used as an interruption microphone.
- **Seat name:** Assigns a participant to the selected seat name. Use the small triangle and drop-down list to select a seat name.
- **Screen Line:** Displays the text/name which will be visible. The Screen Line is configured in **Configure > Rooms**. See *Rooms, page 73*.



Notice!

Do not assign a participant to the Meeting application seat, because this could be confusing for the user. The meeting application has a login screen that the user should use to log into the system.

Refer to

- *Voting round details, page 68*
- *Rooms, page 73*
- *Persons, page 56*

6.3.6**Agenda**

An Agenda, which is part of every meeting, can have one or more topics.

- Use the **edit icons** to add or remove a topic.
- Use the **arrow buttons** to change the order of the topics.
- Use the **copy icon** to copy an Agenda.
- To prepare a topic, select the new topic in the tree, and enter the required information, as described in:
 - *Topic details, page 66*
 - *Participant List, page 67*
 - *Speaker waiting list, page 67*

**Notice!**

The items in the top bar of the agenda pane, Subject, Description, URL, and Discussion Settings can be hidden and displayed by right-clicking on one of the items and then selecting or deselecting the required item.

Refer to

- *Topic details, page 66*
- *Participant List, page 67*
- *Speaker waiting list, page 67*

6.3.7**Topic details**

The following information can be defined for an agenda topic:

- **Subject:** Enter a suitable subject
- **Description:** Enter a suitable description
- **URL:** Enter a suitable URL, as described in *Uploading and accessing files (documents, pictures, and presentations), page 128*. Enables documents to be displayed when the blue **More info** hyperlink on the multimedia device is pressed (DCNM-MMD2 only). These documents can be stored on:
 - the **DcnmMeetingDocuments** website
 - the customer's website
- **Discussion settings:**
 - Select the required profile from the drop-down list.
 - Click the text in the drop-down list. The discussion setting of the agenda topic will open. Make your settings, and optionally save them as a new profile.
 - See also: Discussion templates.

**Notice!**

As the discussion settings are defined in a profile, a local copy of the discussion settings is made and stored in the agenda topic. This means, that after a profile has been selected in an agenda topic, the discussion settings of an agenda topic are not updated when a profile is changed.

Refer to

- *Uploading and accessing files (documents, pictures, and presentations), page 128*

6.3.8 Participant List

All Participants that are assigned to the meeting can be selected and added to the **Speaker waiting list**.

- Use the **Add** button to add the selected **Participant** to the **Speaker waiting list**.
- The **Filter by** text box can be used to narrow the search, for example **Participant** names.

6.3.9 Speaker waiting list

The **Speaker waiting list** is used to set up the sequence of the **Participants** who are planned to speak during the agenda topic.

- Use the **arrow buttons** to change the order.
- Use the **Remove** button to remove the selected **Participant** from the **Speaker waiting list**. This participant will stay a Participant in this meeting.

6.3.10 Voting script

A Voting script, which can have one or more voting rounds, can be added to a meeting. Use the following procedure to add a voting round to a Voting script:

1. In the tree, click on **Voting script** (green tick mark).
2. In the right pane, click on a row.
3. At the top of the page:
 - Use the **blue plus** icon to create an empty voting round (all settings have to be manually updated).
 - Use the **blue minus** icon to delete a selected voting round.
Note: To delete multiple voting rounds, use **Shift** + left mouse click to select the voting rounds, and then click the **red cross**.
 - Use the **duplicate** icon to create a new voting round, based on the settings of the selected voting round.
 - Use the **up/down** arrows to change the order of a selected voting round.
4. To prepare a voting round, select the voting round in the tree, and then enter the required information, as described in *Voting round details, page 68*.

Refer to

- *Voting round details, page 68*

6.3.11 Prepare interpretation

The secretary can configure interpreter desks remotely before and during a meeting using the Meeting application or the API. These meeting settings should be configured for interpretation:

- The languages needed in the meeting (from the configured language list the Meeting application); applies to all booths.
- Assign each language to a booth (becomes the A output); to be done within the booth, or assign an external input to the language.
- Assign the languages to be used for the B/C output; desk specific.
- Configure the auto relay booths; to be done within the booth.

Note: DCNM-LIPM “Interpreting preparation and manage license” is required to do the preparation for interpretation.

Configuration steps:

1. Open **Prepare > Meetings**.
2. Select the meeting you want to configure the interpreting settings for and open the **Meeting details**.
3. Select **Interpreting**.
4. **Use default room settings** is enabled by default. If you want to use the default settings for a meeting (configured via **Configure > Rooms**), leave the setting as is.
5. If you do not want to use the default settings for a meeting, uncheck **Use default room settings**. Here you can define the language and desk assignment settings for this meeting:
 - **Language selection.** Here you can select the available languages for the meeting (from the defined languages list), change the order and appearance of the languages and their source (DICENTIS, DCN NG / Dante gateway, or Dante™). See *Language Selection, page 86* for a detailed description of the options.
 - **Interpreter seats.** Here the following information is shown: Booth, Desk, Status, Device info, selected A, B and C output, and selected headphones is shown. To change these settings, select one or more lines and click **Edit**. The **Desk and Booth settings** pane appears. If you selected multiple lines “Booth: Multiple” and “Desk: Multiple” is shown to indicate that the settings apply to more than one booth/desk. See *Interpreter seats, page 89* for a detailed description of the options.
Hint: The configuration settings from **Rooms** are stored on the desks. Since the output languages may differ from those configured at **Rooms**, it is likely you will have to configure the output languages for the desk again. You can easily do this selecting all desks and clicking the **Auto Configure** button.
Note: If a desk shows the languages on the A/B/C output without a number, these languages are not included in the meeting. If the A output has no language that is included in the meeting, the desk is disabled.
6. Click **Apply** to keep the settings, or **Discard** to cancel them.

Refer to

- *Interpreter seats, page 89*
- *Language Selection, page 86*

6.3.12

Voting round details

The following information can be defined for a voting round (voting functionality is only available on a multimedia device, DCNM-DE, and DCNM-DVT):

Number: For entering the reference number of the voting round.

Subject: For entering the subject of the voting round.

Description: For entering a short description of the voting round.

URL: Enter a suitable URL, as described in *Uploading and accessing files (documents, pictures, and presentations), page 128*. Enables documents stored on the

DcnmMeetingDocuments website to be displayed when the blue **More info** hyperlink on the multimedia device is pressed (multimedia device only).

Vote settings

Answer set:

Drop-down list with options for:

- **For/Against**
- **For/Against/Abstain**
- **For/Against/Abstain/DNPV**
- **Yes/No**
- **Yes/No/Abstain**
- **Yes/No/Abstain/DNPV**

**Notice!**

DNPV (Do Not Participate in the Vote). This option allows participants to indicate that they do not want to participate in the vote.

Type:

- **Use vote weight:** When selected, the vote weight can be configured for every participant during a meeting. This enables participants to vote for other persons who are absent from the meeting (proxy voting). The weight of the vote is determined by the number selected or entered in **Vote weight**. The total number of votes is shown in brackets behind **Vote weight**. For example, when there are 7 participants in a meeting and one of these has a vote weight of 2, the total number of votes will be 8. Vote weighing is possible for all voting types (Secret, Open, and so on) and is displayed in the API-results, the meeting results XML file and the voting results XML file. Requires DCNM-LMPM, DCNM-LVPM and DCNM-LPD licenses.

Buttons:

- **Hide answer buttons after casting vote:** When selected, the answer buttons will not show the cast vote on the device. This prevents influencing other participants and keeps the voting process as anonymous as possible, when used in combination with not showing or storing individual results. Total and individual results can still be saved on the DICENTIS server, depending on the settings in **Store results**.

Voting timer:

For defining a time for a voting round. The voting time is displayed on the multimedia devices and in the voting screen of the Meeting application (DCNM-MMD2 only).

The voting timer has radio buttons options for:

- **No voting timer:** When selected the voting timer is not used, and the voting timer **Duration** box is hidden.
- **Keep voting round open when time is reached:** When selected, the voting round is kept open when the voting time has expired. Participants can still cast or change their vote. The additional time is shown as a negative value. For example, if a voting time was set for 30 seconds (00:30), -00:30 will be displayed after one minute. When the voting timer has reached -9:59, it will stop counting down, but the vote remains open until it is closed manually.
- **Hold voting round when time is reached:** When selected, the voting round is put on hold when the voting time has expired. The voting round can be resumed and put on hold as required. The additional time is shown as a negative value. Participants can still cast or change their vote.
- **Close voting round when time is reached:** When selected, the voting round is closed when the voting time has expired. Participants can no longer cast or change their votes. Voting must take place within the specified time.
- **Duration:** For entering a value for the voting timer. Use the **up/down** arrows to select the time in minutes and seconds.

100% setting:

This setting determines the way the votes are counted (what makes up the 100%) in the meeting results in the Meeting application, the meeting log, the voting results XML file, the synoptic layout, and the .net and Conference API. Requires DCNM-LVPM license.

- **Authorized for voting:** 100% are all people who are authorized to vote and who have been assigned to the meeting (regardless whether they are present or not). Whether they are actually voting or not is irrelevant.

- **Authorized for voting and present in meeting (attendance):** 100% are all people who are authorized to vote and who are present in the meeting.
- **Present button:** When selected, participants have to press the **Present** button, before they can vote. 100% are all people who have pressed the **Present** button. They do not actually have to have voted, having pressed the **Present** button is sufficient. The **Present** button can be enabled for the basic voting settings (when there is no active meeting), or during ad hoc voting (a voting run during a meeting).
- **Cast votes:** Only the votes of people who have cast their votes are counted in the voting results.

Results:

- **Set results for:**
 - **Open voting round:** To configure an ‘open voting’ round (‘open voting’ is sometimes referred to as ‘public voting’), where individual results are available. When selected, data from the individual voting rounds is saved in xml files on the DICENTIS server and passed on via the API to external systems (including the Meeting application and Synoptic control). For more information see, *Voting results file, page 99*.
 - **Secret voting round:** To configure a secret voting round, where individual results are NOT available. When selected, the cast vote is hidden. Individual results are not displayed on the multimedia devices, Meeting application, or API, and CANNOT be retrieved from the DICENTIS server or via the API.

The following options are available for displaying individual, group and total results:

- **Display individual and group results:**
 - **Always:** Individual and group voting results are always displayed.
 - **On hold/closed:** Individual and group voting results are displayed on hold/closed.
 - **On accepted/rejected:** Individual and group voting results are displayed when the vote has been accepted or rejected.
 - **Never:** Individual and group voting results are never displayed. Select this option to create a secret vote.



Notice!

Individual and group results are never displayed on the multimedia and discussion devices, nor in the Meeting application. Individual results can be viewed by a participant logging in to Synoptic control if one or more of the above options has been selected.

- **Display total results:**
 - **Always:** Total voting results are always displayed.
 - **On hold/closed:** Total voting results are displayed on hold/closed.
 - **On accepted/rejected:** Total voting results are displayed when the vote has been accepted or rejected.
 - **Never:** Total voting results are never displayed.

To differentiate between the viewing rights for different participants, the settings for individual, group and total results can be applied to participants, participants with VIP viewing rights, and participants with manage meeting rights.

The settings can also be applied to external systems which use the API (Meeting Application, Synoptic Control and custom build applications using the API).



Notice!

When a participant logs in to an external system (API client, Meeting application, or Synoptic control), both the configuration rules for the external system and the participant are applied. First, the limitations (settings) for the external system are applied and then the limitations (settings) for the participant.

Example:

If **Display individual and group results to external system** is set to **On hold/closed** and **Display individual and group results to participants** is set to **Always**, the results on hold/closed will be displayed, because the interim results are not passed on to the API.

- **Store results:** Determines how results are dealt with on the DICENTIS server.
 - **Individual and totals:** Individual and total results are stored.
 - **Only totals:** Only total results are stored.
 - **Do not store totals:** No results are stored.

Note: A voting round is secret when these criteria are met:

1. **Display Individual and group results for participants**, select **Never**.
2. **Display Individual and group results for VIP**, select **Never**.
3. **Display Individual and group results for Participant with manage meeting**, select **Never**.
4. **Store results**, select **Only totals**, or **Do not store results**.

In all other situations, the voting round is open.

Save settings as default button: Saves the **Vote settings** of the selected voting round as the default for creating a new voting round.



Notice!

The Save settings as default feature can be helpful if you want to create multiple voting rounds that have the same Vote settings.

- Use the button like this:
 - Select the voting round you want to reuse, by clicking the green icon in the tree.
 - Click the **Save settings as default** button.
 - Click **Voting script**, and then use the 'plus' icon to create a new voting round with your favorite settings.

Refer to

- *Voting results file, page 99*
- *Uploading and accessing files (documents, pictures, and presentations), page 128*

6.4 Configure

Configure is used to set up and configure the system. To start configuration on the main screen, click **Configure**. This opens the **Configure** screen. Use the tree in the left pane to navigate this screen. Click the small triangle to open the menu items in the tree.

Configure means:

- Add **User groups**.
- Add/modify/delete **Users** information.
- Define **Rooms**.

Preconditions

- The user logged on needs to have the user right **Configure system**.

6.4.1**User groups**

User groups can only be defined if you have the necessary rights. Different types of **User groups** can be created by defining privileges for each user group. Examples of **User groups** are; secretary, operators, etc.

- To add, remove or copy **User groups**, use the **edit icons**.
- **Access Rights**: Per **User group** several options can be selected.
- **Authentication**: Per User group **Windows Authentication** can be selected. When enabled, the user name and password will be validated against the data in the Windows Authentication server. When disabled, the password will be checked against the password that is stored in the DICENTIS Meeting Application.

When **Windows Authentication** is used, the PC running the DICENTIS services and the MMDs must be able to access the Windows Authentication server. The user name has to be used in combination with the domain, for example, USA\Bill where USA is the name of the domain and Bill is the user name of the user.

6.4.2**Users**

To add **Users** that should logon to the system, click **Users** in the tree. Here the **Users** are listed. To add or remove **Users**, use the edit icons.

For each **User**: **General** and **Security** fields can be entered:

- **General** fields are for example, name, title, country.
- **Security** fields are used to be able to logon in the Meeting application and the multimedia devices.

To add a participant picture, click **Change**. Select the picture you want to display for the user and click **Open**. The picture will be displayed in the login screen at **Select from List**, in the participant details in the list of users taking part in a meeting, and in Synoptic Microphone Control if a participant is present. Click **Delete image** to remove the picture.

6.4.3**Languages**

The predefined languages in the Meeting Application cannot be removed. However, you can add or remove your own (custom) languages and set the sorting order that is used to show the languages during meeting preparation.

To add custom languages:

1. Navigate to **Configure > Languages**.
2. Click the plus sign to add a new language. A blank row is inserted in the list.
3. Enter a number in **Sorting Order**, for example 26. The sorting order number of the languages can be changed. This helps the Technician with easier configuration of the language setup. Refer to *Language Selection, page 86*.
4. Enter a name for the **Language**, for example Swahili. This is used as a general description.
5. Enter the **Original name** for the language. For example, Swahili can be displayed as Kiswahili.
6. Enter an **Abbreviation** for the language. For example, SWA. If Swahili is assigned to OMI output-2 it can be displayed as: 26 Kiswahili (so number and language name in the original language) on the discussion and multimedia devices.
7. The **Short abbreviation** displays the official 2 letter code for the language.

8. Enter an optional **User defined** abbreviation. For example, the official abbreviation for German is “DE”, but you can enter “GER” as user defined abbreviation. If no user defined abbreviation is entered, **No** will be shown.

The way the language is displayed depends on the setting selected under **Language Selection > Language is displayed on contribution device as**.

To remove a custom language, select the row you want to delete and click the minus sign.

Refer to

- *Language Selection, page 86*

6.4.4

Rooms

Rooms contain all settings related to the room.

To change the room details, the user right **Configure system** is needed.

Room details

- **Automatic seat assignment:** When selected, a new device connected to the system:
 - is automatically assigned to a seat.
 - has the seat license assigned, when available.
 Uncheck the **Automatic seat assignment** checkbox after you have configured the system. This gives you more control over your system with respect to replacing devices and adding seats.
- **Default participants device GUI language:** Use the drop-down list to select the required GUI language of all devices with a graphical user interface. This setting is overruled by the GUI language setting in the **Persons** page.
- **Screenline definition:** The screen line is defined here. To activate the screen line, click the **Apply** button. The information entered in the general fields of a Person or User (i.e.: FirstName, LastName, MiddleName, Title, Region, Country) can be inserted here by using the \$-sign directly in front of the description.

Screenline definition example: \$FirstName \$LastName \$MiddleName \$Title \$Region \$Country

Optionally the number of characters of an item shown can be limited from 1 to 99 by adding the number behind the field between parentheses. Numbers used below 1 or above 99 are parsed as normal text. The screen line entry must contain at least one of the above items. If the entry is not accepted, it is enclosed within a red box.

- **Meeting notes location:** The location of the meeting notes is defined here. By default, the meeting notes are saved on the Server PC in: **\ProgramData\Bosch\DICENTIS**. Use the **Browse** button to select another location, if required. For more information on the meeting notes, refer to *Post-meeting tools, page 98*.

Note: The default location for the meeting notes is only displayed if the DCNM-LMPM license is activated.
- **Power off devices when system is idle for:** This function is intended to automatically turn off the participant devices and interpreter desks when the system is idle for a certain amount of time to save energy and increase the lifetime of the equipment.

Note: The system is regarded as being in idle state when the speakers list (or queue) is empty and when no microphone of a DICENTIS interpreter desk is active. This mode is disabled when microphone mode **Voice** is used.

The system automatically turns off after 2 hours of inactivity, and this option can be configured from **Disabled** to **16 hours**.

Note: This option turns off the system by disabling the 48 V on the high power outputs of the DICENTIS (Audio processor and) Powering switch.



Notice!

Discussion devices and interpreter desks connected to PoE switches will not power off.

The participant devices and interpreter desks can be powered on using the available methods:

- The power on functionality on the Meeting Application.
- The power on functionality on the Synoptic Control.
- The power on functionality on the multimedia device connected to the low power/ always powered DICENTIS output of the DCNM-APS2/DCNM-PS2 (or DCNM-APS/ DCNM-PS).
- Making a physical power on button based on the circuit-diagram described in chapter 5.5.5 of the DICENTIS Installation manual.

This function is enabled by default on new systems and after upgrading the system software to the 3.2 version.

- **HTTP Proxy devices:**
 - **Proxy address:** Address (IP address or host name) of the host running the proxy server.
 - **Proxy port:** Port number of the host running the proxy server. This is the port at which the proxy server will listen to clients.
- **Image server info:**
 - **Image server url:** Address (IP address or host name) of the host running the image server. This is by default the same PC the DICENTIS Meeting Application is installed on. To avoid performance and/or space issues you can install the image server on a different computer. Refer to *Installing the image server on a different computer, page 127*.
 - **Test image server connection** button: Used to test if the image server connection is working. If the configuration is working properly, the message **'Successful'** is displayed. This is especially useful if the image server has been moved to a different PC.
- **Customer logo:** Click **Change** to select a logo (e.g. your company logo) that will be displayed:
 - in the login screen of the multimedia device (DCNM-MMD and DCNM-MMD2)
 - in the login screen of the discussion device with touchscreen (DCNM-DE)
 - in the home screen of the multimedia device (DCNM-MMD and DCNM-MMD2)
 - behind the speakers list on the discussion device with touchscreen (DCNM-DE)
 - in the home screen and in the camera view of the Meeting application
 - in the camera view of the multimedia device (DCNM-MMD and DCNM-MMD2) if no camera has been configured or if **Display video on device** is not selected under **Prepare > Discussion profiles > Speaker Viewing Options**. Refer to *Meetings, page 62*.
- **Note:**

- The recommended size of the logo image is 1024 X 600 px. The resolution of the multimedia device (DCNM-MMD and DCNM-MMD2) screen is 1024 x 600. The resolution of the discussion device with touchscreen (DCNM-DE) screen is 480 x 272.
- It is recommended that the selected logo is plain at the corners, because the image will be cropped by 150 px at each end to display the image on the camera view.
- It is recommended to use images with dark, preferably black background for optimum readability of texts. Do not use white or light backgrounds, because the text will not be readable.
- The image will automatically be scaled vertically to fit the camera view window (a small part from the left side and right side will be cut off) if the aspect ratio is different from 1024 X 600 px.
- **Presentation Source:**
 - **Default (DcnBeamer):** Use the DcnBeamer application as your default presentation source. Copy the DcnBeamer directory to a USB-drive and then run it from that location on a remote notebook.

**Notice!**

The horizontal resolution of the PC running the DcnBeamer.bat should be dividable by 8. If this is not the case, the image can be distorted on the multimedia device and Meeting Application.

- **H.264 stream:** Enter the URL of the H.264 presentation source you use, refer to the documentation of your presentation source (e.g. RTSP://<IP address HD Conference Dome>). The H.264 stream is packed in RTP stream according to <https://www.rfc-editor.org/info/rfc3984>
It can be configured as:
 - direct RTP stream (unicast and multicast)
 - RTP stream served by an RTSP server (unicast and multicast).The settings of the H.264 stream are:
 - 720p25 or 720p30 if multimedia devices are used (or 1080p25 or 1080p30 if only DCNM-IDESKVID devices are used).
 - Target bit-rate 2Mbit/s
 - Maximum bit-rate 2.5Mbit/s.
 - GOP length 15 (also known as I-Frame distance).
 - No B-frames, I and P frames only.

Refer to

- *Post-meeting tools, page 98*
- *Installing the image server on a different computer, page 127*
- *Meetings, page 62*

6.4.5

Audio settings

- **Audio tones:** Use the **Set** and **Remove** buttons to upload and remove custom chimes for **Summon** and **Priority**.
Audio file specification:
 - PCM format.
 - 16 bits per sample.
 - 48 k sample rate.
 - Mono.
 - Max 700 kb file size.
- **Audio tones audible on headphones:** When selected, the audio tones are sent to the headphones of the participants and interpreters. **Off** by default.
- **Mic:** Shows the signal of the microphones when they are being spoken in.
- **System:**
 - **Master volume:** Master volume to control the devices' loudspeakers and the sound reinforcement output.
 - **LSP:** Sets the volume for the device loudspeakers in decibel (dB).
 - **SR:** Sets the volume for the sound reinforcement output.
 - **Change EQ:** Sets the equalizer for both the device's loudspeaker and the sound reinforcement output.
- **Line, Dante and OMNEO Inputs / Outputs:**
 - **In 1:** Sets the sensitivity of Line/Dante™/OMNEO input 1.
 - **Out 1:** Sets the sensitivity of Line output 1.
 - **Ambient:** Sets the ambient audio **ON** or **OFF** for input 1:
ON: Audio connected to **In 1** is only routed to the delegate headphones and the recorder output when no microphone is active.
OFF (default setting): Audio connected to **In 1** is always routed to the delegate loudspeakers, delegate headphones, and the PA output.
 - **In 2:** Sets the sensitivity of Line/Dante™/OMNEO input 2.
 - **Out 2:** Sets the sensitivity of Line output 2.
 - **In 2 / Out 2 mode selection menu:** Defines the mode of Line/Dante™/OMNEO input 2 and Line/Dante™/OMNEO output 2. Click the arrow on the drop-down list to choose between:
LSP: When selected, allows the audio from the delegate's loudspeaker to be amplified by an external system.
Recorder (Int. floor): When selected, allows the audio to be recorded or sent to interpreters.
Mix-minus: When selected, prevents acoustic feedback when two systems are connected for example via telephone coupler.
Insertion: When selected, allows an external system to process/equalize the audio.
Unprocessed: When selected, receives / sends the unprocessed audio (also referred to as dry signal) from **In 2 / Out 2**.
- **Acoustic Feedback:**
 - **No Acoustic Feedback Suppression (AFS):** Off, sets the AFS function to "off".
 - **Natural speech Acoustic Feedback Suppression:** Sets the AFS function to "on" and selects the natural algorithm for speech.
 - **Maximum Acoustic Feedback Suppression:** Sets the AFS function to "on" and selects the maximum algorithm for speech, which reduces the risk of acoustic feedback (howling) at higher system volume levels.
Note: Audio artifacts might occur at higher volume levels.

- **Loudspeaker is active when microphone is on:** Enables the loudspeaker of the device, when the microphone is on.
- **Attenuate headphone when speaking by x dB:** x can be set using the textbox or the slider. The range of x is 0 dB up to 12 dB. Attenuates the headphone volume of the device, when the microphone is on.
- **Mute:** When selected, mutes the Line Input / Output or Dante Input / Output. There are separate mute buttons for **In 1 / Out 1** and **In 2 / Out 2**.
- **Test Tone:** To test the audio in the system. Select either **Off, 1 kHz,** or **Sweep.**
Note: When a **Test Tone** option is selected the **Test Tone** checkbox appears in the **System** and **Line Input / Output** fields.
- **Headroom:** When Unprocessed is selected, the headroom can be set for the Line 2 and Dante 2 outputs. The range is from 3 dB up to 30 dB. Headroom is the buffer you have against transient peaks or loud sounds before the system goes into clipping.

Refer to

- *Configuring Dante™ compatible devices, page 132*
- *Audio routing settings, page 78*

6.4.6 Audio routing settings

The following options are available for the audio routing:

- **LSP:** Use this mode if you want audio output 2 of the Audio processor and powering switch to transmit a signal that can be connected to an external public address system. The Audio processor and powering switch sets:
 - volume signal level.
 - audio equalization.
 Audio input 2 signal of the Audio processor and powering switch is added to the floor signal.
 - **Recorder (Int floor):** This is the default audio I/O routing mode. Use this mode if you want audio output 2 of the Audio processor and powering switch to transmit a signal that can be connected to an external audio recorder or interpretation system. The Audio processor and powering switch has no effect on the volume level of the signal. Audio input 2 signal of the Audio processor and powering switch is added to the floor signal.
 - **Mix-Minus:** Use the Mix-Minus mode to prevent acoustic feedback when two systems are connected, for example with a telephone coupler, via the audio input and audio output 2.
 - **Insertion:** Use this mode to enable audio output 2 and audio input 2 of the Audio processor and powering switch to add signals from external audio devices.
- Example:** An external audio mixer is connected between audio output 2 and audio input 2 of the Audio processor and powering switch.
- **Unprocessed:** Use the Unprocessed mode to receive / send the unprocessed audio (also referred to as dry signal) to input 2 and output 2 of the Audio processor and powering switch.

See the following figure for a schematic overview of these settings:

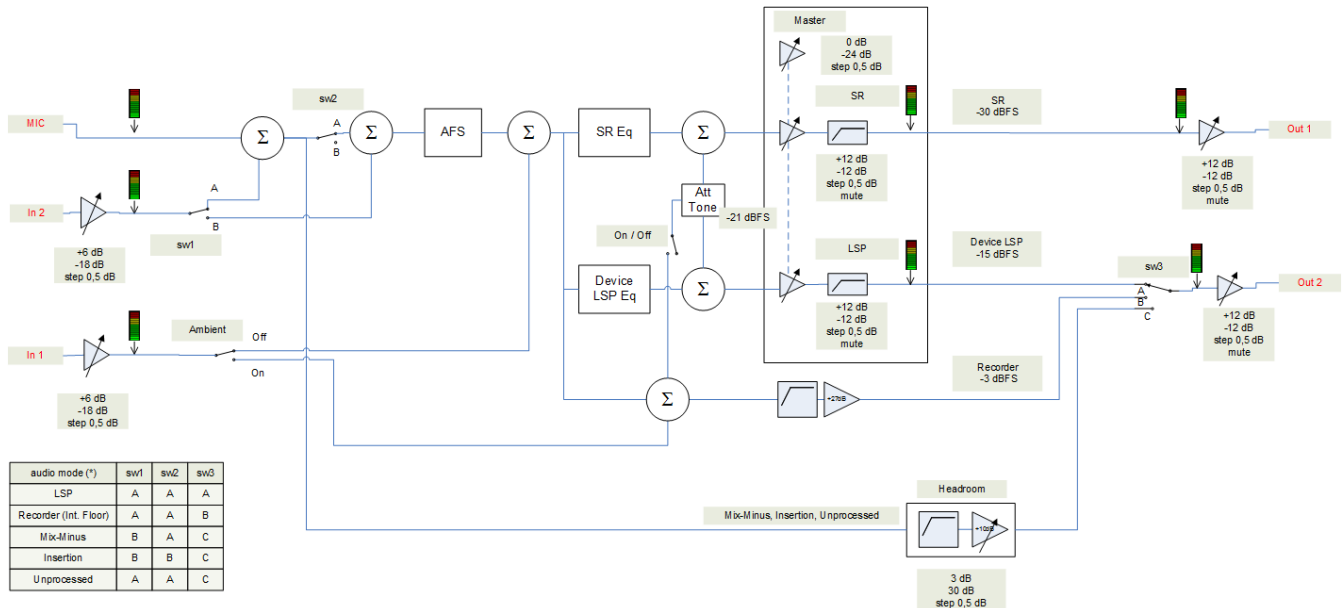


Figure 6.5: Audio Routing Settings

Notes:

- Inputs 1 and 2 can be the analog inputs of the Audio processor and powering switch, the Dante™, or the OMNEO inputs.
- Outputs 1 and 2 can be the analog outputs of the Audio processor and powering switch, the Dante™, or the OMNEO outputs.
- Only the analog outputs have -12 +12dB volume control.

-
- The analog, Dante™ and OMNEO inputs and outputs can be used simultaneously with a different configuration for each of them.
 - If all Inputs/Outputs 2 are set to Insertion mode, then the order is: analog > Dante™ > OMNEO.

6.4.7

Camera Settings

The camera settings page enables a technician to quickly and easily configure/update the camera settings.

- The Status column indicates whether a camera is connected (by means of a red cross or a blue check mark), enabling the technician to carry out any corrections. Cameras that are no longer used are marked by a red cross and can be easily deleted, using the minus (-) symbol.
- The camera name can be changed to a logical name, making it easy to find.
- The camera website can be quickly accessed by clicking a hyperlink.
- The camera type is automatically detected and displayed.

Camera settings are only available if software license DCNM-LCC is installed.

Prior to a meeting a technician can configure the camera:

1. Add the camera to the list of cameras.
2. Configure to which SDI input it is connected in the XML configuration file, see *Configuration Procedure, page 106*. The SDI makes it possible to dynamically switch HD-SDI video signals on the MMD or in the Meeting Application.
3. If required, configure the H.264 video stream of the camera. This can be an external H.264 encoder if necessary.
4. Configure the camera presets (Prepositions), allowing the technician to:
 - Call up presets
 - Pan, tilt, zoom the camera
 - Focus near, focus far
 - Store presets

During a meeting:

1. The system controls the camera via the stored presets.
2. The operator can control the camera via the PTZ-control (Pan, Tilt, Zoom) in the Meeting Application and modify presets and store them. The PTZ-control is called up by clicking the ... at the bottom right of the Meeting Application screen.

Camera Settings

- **Overview:** Defines the camera used as the overview camera.

The following video options are supported:

- Onvif Profile-S compatible cameras are automatically detected and displayed in the overview. As of version 2.7 also cameras are discovered when a username and password are configured in the camera. To be able to control the camera or display the video stream, when a username and password are configured, you need to enter the username and password in the general settings of the camera.
- Panasonic SDI/IP cameras which support HD Integrated Camera Interface Specifications version 1.06. The H.264 stream of the Panasonic cameras is not supported. An external H.264 encoder is required if the H.264 stream needs to be displayed on the multimedia devices. If the video stream only needs to be displayed on the Meeting Application, the H.264 stream of the Panasonic camera can be used (e.g. `rtsp://<ipaddress>/mediainput/h264/stream_2`).
- Sony SDI/IP cameras which support CGI Commands according to Sony standards (RCTG001, RTSP streaming function supported by Sony). The second H.264 stream of the Sony camera can be used to display on the multimedia devices and the Meeting Application. It is also possible to use an external encoder to encode the SDI stream for display on the multimedia devices and Meeting Application.

Note: The Sony camera needs to be placed in a separate VLAN to avoid problems with the multicast data.

Please configure the H.264 correctly so it will be displayed properly:

Image 2	
Image codec 2	H.264
Image size 2	704 x 576
Frame rate 2	25 fps
I-picture interval 2	5 S
H264 profile 2	Main
Bit rate compression mode 2	VBR
Image quality 2	6
Maximum bit rate limit 2	Yes
Max kbps	2500
Stream	rtsp://<ip address>/video2

- External video streams.

For specific video camera types see “System Overview” DICENTIS typical system setup.

Notice!

Ensure that the Bosch HD conference dome firmware 5.80 or higher. Configure the IP video stream according to the following settings:

- H.264.
- Set the main frequency of the HD conference dome from 50Hz to 60Hz to reduce the latency (Settings\Advanced mode\Camera\Installer Menu).
- 720p50 or 720p60.
- Target bit-rate 2Mbit/s.
- Maximum bit-rate 2.5Mbit/s.
- GOP length 15 (also known as I-Frame distance).
- No B-frames, I and P frames only.



- **Add:** Click the plus (+) symbol to add a new camera. Onvif Profile-S compatible cameras are automatically detected, but Panasonic and Sony cameras need to be added manually.
 - Enter the **IP address or host name** of the camera in the network. After saving the camera settings, you can click the blue hyperlink in the camera overview screen to access the camera website (allows for easy configuration of the camera).
 - Enter the **Camera user name** and **Camera user password**. The default username and password for Sony was “admin” “admin” and for Panasonic “admin” “12345” at the time this manual was written. As of software version 2.7, Onvif cameras with a username and password are discovered automatically. If a username and password has been configured for the camera, you have to enter this in the Meeting Application.
 - Enter the **H.264 video stream**. The H.264 image can be displayed on the MMD and in the Meeting Application. In case the image only has to be displayed in the Meeting Application, the camera’s H.264 stream can be used. If the stream also has to be displayed on the MMD, it is recommended to use the Epiphan (external H.264) encoder.

- Select the **Control protocol**. <Panasonic> or <Sony>, for Panasonic or Sony cameras. Select <Unknown> if you want to add an external video stream.
- **Delete**: Click the minus (-) symbol to delete cameras that are no longer connected. Deleted cameras are also removed from the configuration file of the HD-SDI video switcher, which makes it easier to maintain.
- **Camera name**: This is the default name of a connected camera. In the **Camera name** column on the right side of the screen, you can change it to a logical name, e.g. right-side or front. This makes it easier to identify the camera when assigning it to a seat in the **Seat and Devices** page. See *Seats and Devices*, page 82.
- **Type**: This is the type of camera connected, e.g. PTZ (Pan Tilt Zoom).

Configuring additional video streams

The DICENTIS system can discover Onvif Profile-S compatible cameras, allowing the active speaker to be displayed on the multimedia device.

However, other video input solutions and even HD-cameras that convert their video through encoders can be configured, so that the DICENTIS system can detect them as if they are supported cameras. The provided video streams should comply with the standards used within the system (e.g. Real-Time Streaming Protocol, RTSP).

The H.264 (data type/codecs) stream is packed in RTP stream according to:

<https://www.rfc-editor.org/info/rfc3984>

It can be configured as:

- direct RTP stream (unicast and multicast).
- RTP stream served by an RTSP server (unicast and multicast).

The settings of the H.264 stream are:

- Set the main frequency of the HD conference dome from 50Hz to 60Hz to reduce the latency (Settings\Advanced mode\Camera\Installer Menu).
- 720p50 or 720p60 if you have multimedia devices. 1080p50 or 1080p60 if you only have DCNM-DESKVID devices.
- Target bit-rate 2Mbit/s.
- Maximum bit-rate 2.5Mbit/s.
- GOP length 15 (also known as I-Frame distance).
- No B-frames, I and P frames only.

Refer to

- *Configuration Procedure*, page 106
- *System Overview*, page 19
- *Seats and Devices*, page 82

6.4.8

Seats and Devices

The main purpose of this screen is to assign seats to, and un-assign seats from devices.

If the **Automatic seat assignment** checkbox under the **Rooms** tab is selected, a new device connected to the system is automatically assigned to a seat and has the seat license assigned, when available.

The **Automatic seat assignment** checkbox under the **Rooms** tab should not be selected if you want to manually assign and un-assign seats. Use the **Assign device to seat** button and **Un-assign devices from seat** button to manually assign and un-assign devices. These buttons and their associated options are described in the following sections:

Seat Assignment pane

- **Configure mode (select on device)** checkbox: Used for locating multimedia devices. When this checkbox is selected, a **Select device** button is displayed on all multimedia devices. Pressing this button:
 - switches on the microphone LED.
 - displays a green tick in the **Select** column next to the seat and device name. This feature can be particularly useful when you want to locate seat positions in a large conference hall.



Notice!

When **Configure mode** is active, the devices cannot be used for discussion purposes. Pressing the microphone button will function to locate the device.

If Synoptic Control is used and the **Configure mode (select on device)** checkbox is selected:

- The microphone LED on the device will be illuminated when moving the icon in the synoptic layout. This makes it easier to identify the device in the room during configuration.
- When the **Select device** button on the device is selected, the icon in the synoptic layout turns red.
- When the **Microphone** button on the device is selected, the icon on the synoptic layout turns red.

Note: The option is only available when there is no active meeting, because this would otherwise disturb the meeting.

See also *Configuration Procedure*, page 109.

- **Rename Seats** checkbox: Enables you to assign logical names indicating the position of the seats in the room, e.g. Row 1, Seat 1. When **Configure mode** is active and this checkbox is selected, you can enter the name of the first seat that will be selected. The first device / seat on which the **Select device** or microphone button is touched, will get the seat name that was entered. For each consecutive device, the number will be increased by one. If only text was entered in the seat name, the value will not increase.



Notice!

After renaming seats, deselect **Configure mode** to restore the discussion devices for regular use. When **Configure mode** is active, you cannot activate a meeting. Vice versa, when a meeting is in progress, you cannot use the **Configure mode**.

- **Select:** Used for locating assigned discussion devices. Click anywhere in a row to select it (the row is highlighted blue). Click the **Select** cross-hair, and hold down the mouse button. A blue tick is displayed next to the seat and device name. The selected device is also indicated in the lower pane. To help you locate the seat position assigned to a multimedia device, the screen of the device will flash every time the mouse button is clicked.
- **Name:** This is the name of the seat. Double-click this field to select it. You can then type a new seat name.
- **Status:** Shows the status of multimedia devices assigned to seats:
 - **Blue tick:** Device is assigned to a seat.

- **Red cross:** Device is unassigned from a seat.
- **Devices:** This is a list of the connected devices.
- **VIP:** Can be used to grant viewing rights for the voting results (interim-hold-closed results) to special persons and/or seats. The way the voting results are displayed is determined by the settings in **Vote settings, Results**. See *Voting round details, page 68*. Participants/seats with VIP rights can also view the waiting queue if the option **Show queue for participants** is disabled in the Discussion settings. See Discussion profiles.
- **Discuss** checkbox: For setting Discussion rights for seats.
- **Manage meeting** checkbox: For setting Manage meeting rights for seats.
- **Priority** checkbox: For setting Priority rights for seats.
- **VIS type** (Very Important Seat): This drop-down list is used to assign additional microphone authorizations to a seat, independent of the microphone mode and the number of open microphones:
 - **None:** No VIP settings selected.
 - **Button operated:** Pressing the button once activates the microphone. This is the default setting for a chairperson.
 - **Ptt operated:** Push-to-talk. Press and hold to activate the microphone. This is the default setting used for an interruption microphone.
- **Voting:** If DCNM-LSVT is available, licensed seats can be assigned the **voting** function (DCNM-MMD2, DCNM-DE, DCNM-DVT, Meeting Application, Synoptic application, and API). Free and available licenses are numbered in the header of the voting column. When selected:
 - The number of free voting licenses decreases.
 - Voting sessions can be managed and controlled (DCNM-MMD2, Meeting Application, and API).
 - Votes can be cast on licensed DICENTIS devices, by touching the color-coded representative button on the displays of the devices.
 - The voting results are automatically displayed as color-coded bar graphs on the displays of the conference devices (Meeting Application, multimedia device, DCNM-DE, Synoptic application, and API).
 - **Note:** To manage and control voting within an active meeting, the user right **manage meeting** is required.
- **Identification:** If DCNM-LSID is available, participant login **identification** credentials can be assigned to licensed seats/multimedia devices (multimedia device, DCNM-DE, DCNM-DSL and DCNM-DVT only). Free and available licenses are numbered in the header of the identification column.

When selected:

 - The number of free identification licenses will be decreased.
 - Free and fixed seating is possible.
 - A participant welcome screen (with participant credentials) is displayed on the multimedia device display (multimedia device and DCNM-DE only).
 - A meeting participant login screen can be displayed on the display of the multimedia devices (multimedia device and DCNM-DE only).
 - User login credentials can be requested and entered at the multimedia devices (multimedia device only).
 - Attendance registration for meetings and voting rounds is enabled when an identification method is configured for the meeting.
 - The camera and pre-position of this camera can be assigned to seats, if DCNM-LCC is available.

- **Language selection** checkbox: If DCNM-LSSL is available, the language selection function can be assigned to licensed seats (multimedia device and DCNM-DE only). This enables users to select an interpreted language on the device. Free and available licenses are numbered in the header of the voting column.
- **Camera:** This drop-down list is used to select a camera. The camera name can be changed in **Camera Settings**. See *Camera Settings, page 80*.
- **Preposition:** Defines which pre-position is used for the overview. This field is hidden, when the “camera selected for overview” does not support pre-positions.
- **Un-assign devices from seat** button: Un-assigns a selected device from a seat. Use the button like this: in the **Devices** column, click on the device you want to un-assign (the row is highlighted blue). Click the **Un-assign Devices from seat** button. The **Status** column displays a red icon to show that the device is unassigned, and the details of the unassigned device appear in the **Unassigned Devices** window.
- **Delete empty seats** button: Removes empty seat rows. An empty seat row is created when a device is unassigned from a seat as explained above. Clicking the button will remove multiple seat rows at the same time.
- **Create empty seat** button: Creates a new row for assigning a device to a seat.

Unassigned Devices pane

- **Select:** Used for locating unassigned multimedia devices. Use the button like this: click anywhere in a row to select it (the row is highlighted blue). Click the **Select** checkbox, and hold down the mouse button. A green tick is displayed next to the seat and device name. To help you locate the multimedia device, the screen of the device will flash every time the mouse button is clicked.
- **Name:** The name of the installed component, e.g. EINZ1315-MeetingApplication, MMD-5811430716101008-MultimediaDevice.
- **Type:** The type of device, e.g. MultimediaDevice.
- **Serial:** The serial number of the device, e.g. 5811430716101008.
- **Version:** The firmware version of the device, e.g. 2.70.17663.
- **Assign device to seat** button: Assigns a selected device to a seat. Use this button when you want to replace an existing device, for example when the device is defective. Use the button like this: click anywhere in a row to select it (the row is highlighted blue). In the **Seats Assignment** pane, click the seat that you want to assign the device to. In the **Unassigned Devices** pane, click the **Assign device to seat** button.
- **Create seat from device** button: Creates a new seat row in the **Seat Assignment** pane with the selected device assigned to that seat. Use this button when you want to quickly create new seat positions with devices automatically assigned. Click anywhere in a row to select it (the row is highlighted blue). Click the **Create seat from device** button. The device and the newly created seat appears in the **Seat Assignment** pane.

Lower overview pane

This pane gives an overview of all installed components, such as the multimedia devices, (Audio) Power switches, Video Switcher, Meeting applications, and Cameras, and shows their version and status. It can be used to enable the power off functionality and volume control, and is useful for diagnostics purposes.

- **Select:** Used for locating multimedia devices.
- **Name:** The name of the installed component, e.g. EINZ1315-MeetingApplication, MMD-5811430716101008-MultimediaDevice.
- **Type:** The type of component.
- **Status:** The working status of the component.

- **Serial Number:** The serial number of the component.
- **Version:** The firmware version of the component.
- **Power Off** check-box: Allows the device to power off the system (DCNM-MMD2, Meeting Application, Synoptic application, and API).
- **Volume Control** check-box: Allows the device to control the master volume (DCNM-MMD2, Meeting Application, and API).
- **Dual Use** check-box: Allows the device to be shared by two participants (DCNM-D, DCNM-DE, and DCNM-DSL only). Requires software license DCNM-LSDU.

Refer to

- *Voting round details, page 68*
- *Configuration Procedure, page 109*
- *Camera Settings, page 80*
- *Configuration Procedure, page 109*

6.4.9

Language Selection

Here you can configure:

- Which languages are available on the contribution devices
- How the language is displayed on the device:
 - **Original** - the original description of the language is displayed.
 - **Number and abbreviation** - the number assigned to the language in **Languages** along with its abbreviation are displayed.
 - **Number and original** - the number and the original description of the language are displayed.
 - **Abbreviation** - the abbreviation for the language is displayed.
 - **Skip unused (assigned) languages** - unused languages, displayed as (---) are skipped on the devices of participants. For interpreters unused languages cannot be skipped, as this would affect the order of the languages and the possibility to count the steps while setting up their inputs using the rotary on the interpreter device.
- **Language** - Shows the available translated languages received from the Conference system.
 - Press **'plus sign'** to add a language. The language is automatically entered according to the definition in **Sorting Order**, see *Languages, page 72*. If a language is inserted within the language list, an empty language (---) will be added. If a language is inserted at the end of the list, the inserted language will be added after the language with the previously highest number used.
 - Press **'minus sign'** to remove a language.
 - Press **'arrow up'** or **'arrow down'** to change the order of the languages.
- **Source** - Select the source of the language that is displayed on the participant's device. Options are:
 - DICENTIS: When selected, the source language comes from the DICENTIS Interpreter desk. See *Interpreter seats, page 89* on how to assign interpreter seats to, and unassign interpreter seats from devices.
 - DCN NG / Dante gateway: When selected, the source language comes from a DCN NG system to which interpreter desks are connected via the OMNEO Media Interface (OMI), or from a Dante gateway which enhances the interface between a network that uses OMNEO streams and a network that uses Dante™ streams. See *Floor and language routing, page 91* on how to configure the OMI channel(s) or connect a Dante gateway.

- Dante: When selected, the source language comes from a third party system using Dante™. The Dante™ source needs to be multicast. See *Configuring Dante™ compatible devices, page 132* for configuration options. A Dante™ I/O (DCNM-LDANTE) license is required for each input. Up to 100 languages can be received as Dante™ multicast streams. A license for 1 Dante™ stream is required for each language. The Dante Controller will show 100 Dante™ receivers representing the maximum of 100 languages that are available in DICENTIS. The number of the language in the Dante Controller relates to the number (order) in the list of languages in the DICENTIS Meeting application.

Note: if the language is not configured as Dante source or Send to Dante in DICENTIS, a green checkmark will not appear in the Dante Controller.



Notice!

Do not operate the Dante Controller on the same PC operating the DICENTIS services if that PC has 2 Ethernet cards. This will prevent issues with the Dante Controller.

- **Send to Dante** - When DICENTIS is selected as the source, the language can be sent to third party devices via Dante™ by ticking this checkbox. The DVD will show an additional Dante™ output on the transmitter side with the language number and abbreviation as the Dante™ label. Requires a Dante™ I/O (DCNM-LDANTE) license for each output. Up to 100 languages can be sent as Dante™ multicast streams. A license for 1 Dante™ stream is required for each language. The Dante Controller will show 100 transmitters representing the maximum of 100 languages that are available in DICENTIS. The number of the language in the Dante Controller relates to the number (order) in the list of languages in the DICENTIS Meeting application.



Notice!

Do not configure Dante™ as a source and enable "Send to Dante" at the same time, since it can cause incorrect behavior. When the source is Dante™, it is also not necessary to have the DICENTIS system sending the language as a Dante™ stream, since it already exists as the source.



Notice!

The Dante™ streams of the DICENTIS system are made visible in the Dante Controller via the Dante Virtual Device, which is part of the services. The Dante Virtual Device routes the audio, but does not control or configure it. That is the reason why the clock sync is displayed as red and other information about the streams is N/A or not displayed.

- **Displayed on device** - Shows how the language is displayed on the participant's device.

Enable language selection/settings

- To enable language selection on the devices, select the **Language selection** checkbox on the **Seats and Devices** screen. See *Seats and Devices, page 82*.

Refer to

- *Meetings, page 62*
- *Configuring Dante™ compatible devices, page 132*
- *Languages, page 72*
- *Floor and language routing, page 91*
- *Interpreter seats, page 89*
- *Seats and Devices, page 82*
- *Configuring Dante™ compatible devices, page 132*

6.4.10

Interpreter seats

There are two ways to configure the DCNM-IDESK / DCNM-IDESKVID:

- Interpretation setup in the Meeting application
- Interpretation setup on the DCNM-IDESK / DCNM-IDESKVID device itself. See *Configuring an IDESK (directly on the device)*, page 105.

For both methods, before configuring the interpreter desk, make sure the following settings have been made in the Meeting application:

- System languages have been defined in **Configure > Languages**. The language list can be extended with your own languages and the order of the languages can be defined, so frequently used languages are at the top. See *Languages*, page 72.
- Available languages on the participant devices have been defined in **Configure > Rooms > Language selection**. See *Language Selection*, page 86.

Note: If language selection must be available on the devices, select the **Language selection** checkbox on the *Seats and Devices*, page 82 screen. Requires DCNM-LSSL license.

Interpretation setup in the Meeting application

With the function **Interpreter seats**, you can create default settings for the interpreter desk and assign interpreter seats to, and un-assign interpreter seats from devices.

Use the **Assign device to seat** button and **Un-assign devices from seat** button to manually assign and un-assign devices. Use the **Create Seat from Device** button to create a seat from unassigned devices. These buttons and their associated options are described in the following sections:

- **Configure mode (select on device)** checkbox: used for locating interpreter desks. When this checkbox is selected, a **Select device** button is displayed on all interpreter desks. Pressing this button:
 - switches on the microphone LED.
 - displays a blue background behind the crosshair symbol for the selected device. This feature can be useful when you want to locate seat positions in a number of interpreter booths.



Notice!

When **Configure mode** is active, the devices cannot be used for discussion purposes. Pressing the microphone button will function to locate the device.

General settings

These microphone modes are available between booths and within the booth:

- **Merge:** Multiple interpreter desk can have their microphones active for the same language. The system senses which microphone is being spoken into and uses that microphone for the interpretation.
- **Interlock:** The signal of the active interpreter desk cannot be interrupted by another interpreter desk.
- **Override:** Other interpreter desks are allowed to override the signal of the active interpreter desk.

The extra microphone mode between booths is:

- **Interlock on A and Override on B & C:** The signal on channel A cannot be interrupted by an interpreter desk from another booth, but the signals on channels B and C can be overridden.



Notice!

When an interpreted language is not provided by an interpreter, then a DCNM-IDEK device will provide the floor audio to this language. This is called floor filling. For this to work properly, the number of devices must be equal or greater than the number of languages that are provided by DICENTIS.

Should a device providing the floor filling fail, then the floor filling will automatically be taken over by another desk. Discovering that a device is missing can take up to 15 seconds.

If you have only 2 languages, then 1 device can provide this filling of the languages with the floor for both languages. This only happens when languages have DICENTIS source. If the source is DCN-NG or Dante™, then the floor filling must be configured in these systems.

Seat Assignment pane

Shows information on the seat assignment for interpreter desks.

- **Select:** Used for locating assigned discussion devices.
Click anywhere in a row to select it (the row is highlighted blue). Click the **Select** cross-hair, and hold down the mouse button. A blue background behind the crosshair symbol is displayed for the selected device. The selected device is also indicated in the lower pane. To help you locate the seat position assigned to an interpreter desk, the screen of the device will flash every time the mouse button is clicked.
- **Booth:** The number of the booth the seat is assigned to.
- **Desk:** The number of the desk the seat is assigned to.
- **Status:** Shows the status of interpreter desks assigned to seats:
 - **Blue tick:** Device is assigned to a seat.
 - **Red cross:** No device is assigned to that seat, or the assigned device is not yet connected or discovered.
- **Devices:** The name of the device.
- **A, B, C output:** Shows the name of the output language that the interpreter desk can interpret to.
- **Video sync:** Shows the value set for the audio delay for AV synchronization.
- **Headphones:** Shows which headphones are configured for the interpreter desk. Configuring which headphone is connected is required for hearing protection.

Buttons below Seat assignment pane

- **Un-assign devices from seat** button: Un-assigns a selected device from a seat. Use the button like this: in the **Devices** column, click on the device you want to un-assign (the row is highlighted blue). Click the **Un-assign Devices from seat** button. The **Status** column displays a red icon to show that the device is unassigned, and the details of the unassigned device appear in the **Unassigned Devices** window.
- **Delete empty seats** button: Removes empty seat rows. An empty seat row is created when a device is unassigned from a seat as explained above. Clicking the button will remove multiple seat rows at the same time.
- **Create empty seat** button: Creates a new row for assigning a device to a seat.
- **Edit:** Opens the **Desk and Booth settings** pane for the selected device. Allows you to select the language for the A output (usually the language the interpreter interprets to) and the languages for the B and C outputs (from the list of available languages. Also allows you to set extra options for the Audio delay for AV synchronization (only applicable when using the DCNM-IDEKVID). You can configure which headphone has been connected, as well as define if the microphone of the headset is automatically selected or not.

- **Auto configure:** Automatically configures the selected device. This means the A output will be set to the language that corresponds to the booth number. The B and C output will be set to none and the 7 buttons for the input languages will be configured as 1st button - 1st language, 2nd button - 2nd language, and so on.

Note: The **Edit** and **Auto configure** options can be used for several (booth) desks at the same time. First, select all desks you want to edit or auto configure and then click the **Edit** or **Auto configure** buttons. This helps with the easy configuration of the desks within a booth, since most of the time, booths are dedicated to interpret to one language and the same settings can be applied to all desks.

Unassigned Devices pane

- **Select:** Used for locating unassigned interpreter desks.
Use the button like this: click anywhere in a row to select it (the row is highlighted blue). Click the **Select** checkbox, and hold down the mouse button. The background behind the cross hair symbol of the selected device will become blue. To help you locate the interpreter desk, the screen of the device will flash every time the mouse button is clicked.
- **Name:** The name of the installed component, e.g. IDESK-0b2460.
- **Type:** The type of device, e.g. Interpreter desk.
- **Serial:** The serial number of the device, e.g. 5811430716101008.
- **Version:** The firmware version of the device, e.g. 2.70.17663.
- **Assign device to seat** button: Assigns a selected device to a seat. Use this button when you want to replace an existing device, for example, when the device is defective.
Use the button like this: click anywhere in a row to select it (the row is highlighted blue). In the **Seat Assignment** pane, click the seat that you want to assign the device to. In the **Unassigned Devices** pane, click the **Assign device to seat** button.
- **Create seat from device** button: Creates a new seat row in the **Seat Assignment** pane with the selected device assigned to that seat.
Use this button when you want to quickly create new seat positions with devices automatically assigned. Click anywhere in a row to select it (the row is highlighted blue). Click the **Create seat from device** button. The device and the newly created seat appears in the **Seat Assignment** pane.

Lower overview pane

This pane gives an overview of all installed components and shows their version and status.

- **Select:** Used for locating interpreter desks.
- **Name:** The name of the installed component, e.g. IDESK-0b2460.
- **Type:** The type of component.
- **Status:** The working status of the component.
- **Serial Number:** The serial number of the component.
- **Version:** The firmware version of the component.

Refer to

- *Language Selection, page 86*
- *Languages, page 72*
- *Seats and Devices, page 82*
- *Configuring an IDESK (directly on the device), page 105*

6.4.11

Floor and language routing

The DICENTIS system can be interfaced with other systems using OMNEO, for example:

- It can receive interpretations from DCN Next Generation using the OMNEO Media Interface (PRS-4OMI4);
- It can receive interpretations as Dante™ unicast streams using the Dante gateway (OMN-DANTEGTW);
- It can send interpretations to DCN Next Generation using the OMNEO Media Interface (PRS-4OMI4) to make use of the Integrus Wireless Language Distribution System;
- It can send interpretations as Dante™ unicast streams using the Dante gateway (OMN-DANTEGTW).

**Notice!**

Make sure the OMNEO Media Interface (PRS-4OMI4) is updated with BOTH the most recent DCN Next Generation download tool and the DICENTIS firmware upgrade to the same version that runs on the DICENTIS server. The OMNEO side of the Dante gateway (OMN-DANTEGTW) must be updated to the same version as the DICENTIS system.

In the **Floor and language routing** panel you can configure the floor and languages sent from and received at the DICENTIS system:

- The **top table** can be used to connect the OMNEO outputs to the DICENTIS inputs - this is used to receive interpretations coming from DCN Next Generation using the OMNEO interface.
 - The DICENTIS input number represents the language number of the meeting or the system.
 - Only one checkmark per row and column is allowed, since it is not possible to duplicate languages.
- The **bottom table** can be used to connect the DICENTIS outputs to the OMNEO inputs - this is used to send the floor and interpretations.
 - The DICENTIS output number represents the language number of the meeting or the system.
 - Only one checkmark per row is allowed
 - Multiple checkmarks per column are allowed, so that it is possible to route the interpretation to multiple receiving systems.

**Notice!**

A language cannot be delivered by both the DCN Next Generation or Dante™ system and as the DICENTIS system.

Receiving languages from DCN Next Generation

1. In the **Meeting application**:
 - Configure the OMNEO channel for delivering the Floor language to the DCN Next Generation system. By default, there is only one Floor language. If interpretation is provided by more than one DCN Next Generation system, you need to route the floor to the OMI devices connected to each DCN Next Generation system.
 - Configure which languages have DCN Next Generation as a source in chapter *Language Selection, page 86*.

- Configure which OMI outputs are connected to which DICENTIS OMNEO inputs on the Floor and language routing page.
- 2. Use the **DCN-IDESK** to:
 - Configure which language is on which DCN Next Generation channel. For more information on how to do this, refer to the 'DCN Next Generation installation manual'.
- 3. Use the **push/rotate button on the OMNEO Media Interface (PRS-4OMI4)** to:
 - Configure which OMNEO input is used to receive the Floor audio from DICENTIS. To do this:
 - select the OMNEO Input number.
 - configure the DCN Next Generation channel for Floor (00 is the Floor channel for DCN Next Generation).
 - Configure which OMNEO outputs are used to send the interpreted languages to DICENTIS. To do this:
 - select the OMNEO Output number.
 - configure the DCN Next Generation channel (01 - 31), which is forwarded to DICENTIS.



Notice!

To receive the floor from DCN Next Generation, connect an XLR cable between the DCN-CCU2 output 2 and the DCNM-APS2 input 2.

Sending languages to DCN Next Generation

1. In the **Meeting application**:
 - configure the OMNEO channel for delivering the Floor language and interpretations to the DCN Next Generation system.
2. **Use the push/rotate button on the OMNEO Media Interface (PRS-4OMI4)** to:
 - Configure which OMNEO input is used to receive the Floor audio from DICENTIS. To do this:
 - select the OMNEO Input number.
 - configure the DCN Next Generation channel for Floor (00 is the Floor channel for DCN Next Generation).
 - Configure which OMNEO inputs are used to receive the interpreted languages to DICENTIS. To do this:
 - select the OMNEO Input number.
 - configure the DCN Next Generation channel (01 - 31), which is received from DICENTIS.

Interfacing DICENTIS with DCN NG

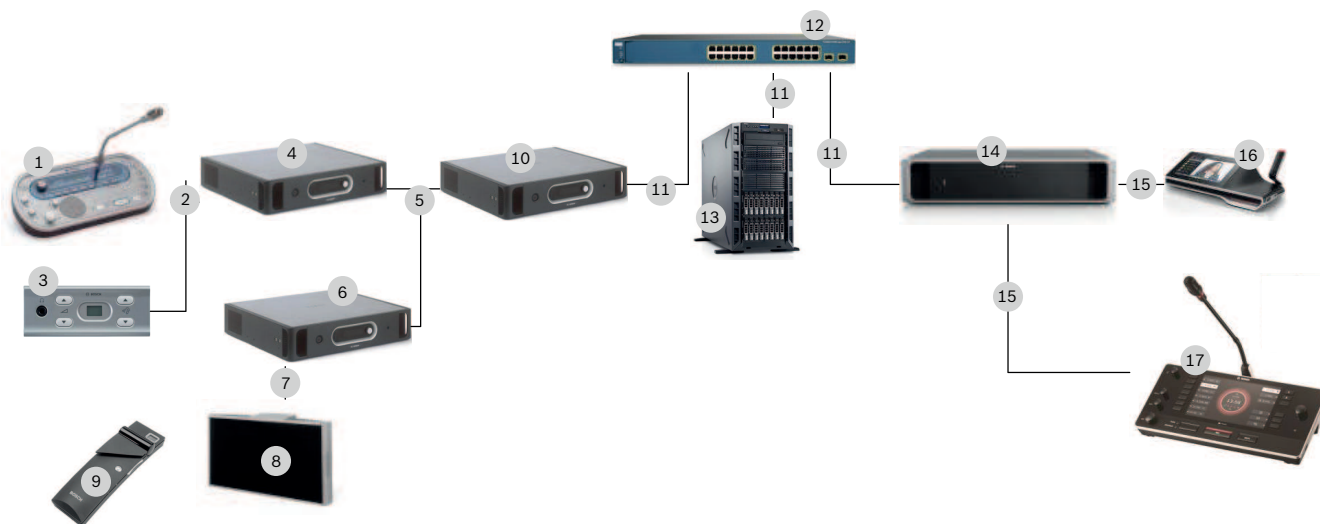


Figure 6.6: Interfacing DICENTIS with DCN NG

1. DCN-IDEK:
 - Interpreter desk for configuring which languages are on which output channels.
2. LBB4116:
 - DCN Extension Cable, terminated at both ends with a molded six-pole circular connector.
3. DCN-FCS:
 - Flush language selector for listening to a DCN NG or DICENTIS interpretation.
4. DCN-CCU2:
 - Central Control Unit for DCN Next Generation and DCN wireless systems.
5. LBB4416:
 - Optical Network Cable, terminated at both ends with network connectors.
6. INT-TX:
 - Integrus transmitter for infrared language distribution.
7. Coaxial cable.
8. LBB451x/00:
 - Integrus radiator
9. LBB4540:
 - Integrus Pocket receiver
10. PRS-4OMI4:

OMNEO Media interface with push/rotate button for assigning:

 - DCN NG channels to OMI outputs
 - DCN NG channels to OMI inputs
11. Ethernet cable:
 - Ethernet cable terminated at both ends with network connectors.
12. Network switch:
 - Connects the devices together on the network.
13. DICENTIS Server:
 - Activates the DCNM-LSSL language selection at seat licenses.
 - Assigns Language selection licenses to seats.
 - Configures the system channels.

14. DCNM-APS2 (Audio processor and powering switch):
 - Routes, controls, and processes the audio signals.
 - Supplies power to the DICENTIS devices.
15. DCNM-CBxx:
 - DCNM system Network Cables for connecting DICENTIS components to each other.
16. Multimedia device, or Discussion device (DCNM-DE, DCNM-DSL):
 - Participants can select between Floor and the interpreted languages on the DICENTIS devices.
17. DCNM-IDESK or DCNM-IDESKVID:
 - Interpreter desk for simultaneous interpretation.

**Notice!**

Participant devices can only be present in either the DCN Next Generation system or in the DICENTIS system.

Sending and receiving languages to/from Dante™ using the Dante gateway

The Dante gateway allows you to connect the DICENTIS system to unicast (glitch free) Dante™ streams. Using the Dante gateway, the languages come from a single source (the Dante gateway) instead of different sources (the DICENTIS interpreter desks).

To send streams from DICENTIS:

1. In the Meeting Application, configure which languages are provided locally (DICENTIS). See Language selection figure below.
2. Use the **Floor and language routing** menu in the Meeting Application to route the DICENTIS transmitter streams to the Dante gateway receiver streams. See Floor and language routing figure below.
3. Use the Dante Controller or Dante Domain Manager™ on the Dante™ side of the Dante gateway to route the Dante gateway transmitter streams to 3rd party receivers.

To receive streams on DICENTIS:

1. In the Meeting Application, configure which languages are provided from the Dante gateway (DCN NG / Dante gateway). See Language selection figure below.
2. Use the Dante Controller or Dante Domain Manager™ on the Dante™ side of the Dante gateway to route 3rd party transmitters to the Dante gateway receiver inputs.
3. Use the **Floor and language routing** menu in the Meeting Application to route the Dante gateway transmitter streams to the DICENTIS receiver inputs. See Floor and language routing figure below.

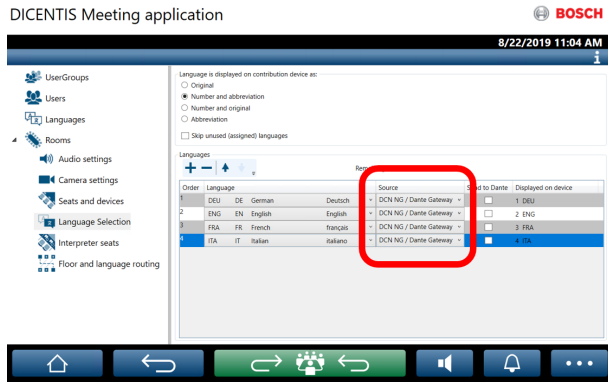


Figure 6.7: Language selection

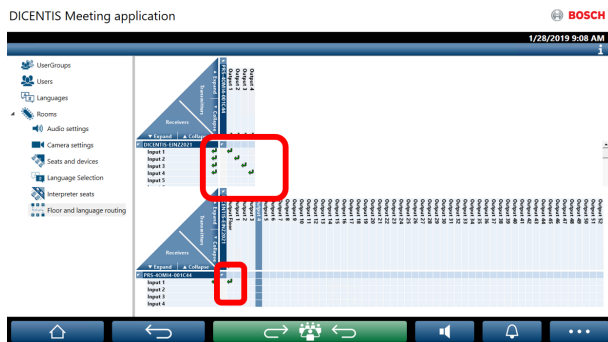


Figure 6.8: Floor and language routing

Connecting two DICENTIS systems

It is possible to connect two or more rooms together using the Dante gateway: one room for the participants in the discussion and the interpretation; and the other rooms for the audience and additional interpretations:

- The configuration for each room is done separately
- The Dante™ network is used for routing and recording the audio
- The **Dante** network is configured using the Dante Controller or Dante Domain manager

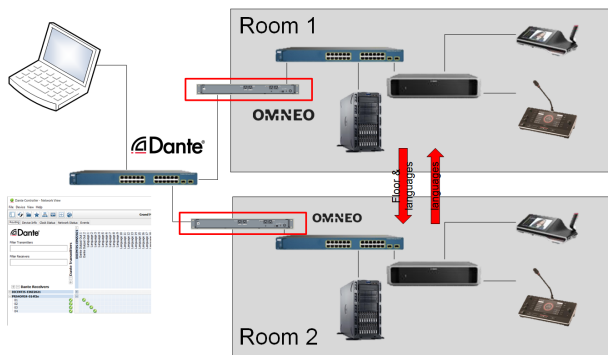


Figure 6.9: Dante gateway configuration

Note: Using plus/minus you can have participants speaking in two rooms. Plus/minus does not work in more than two rooms.

**Notice!**

If the discussion is only held in one room, use “Recorder/Interpreter floor” to deliver the floor to the other room.

Refer to

- *Language Selection, page 86*

7 Post-meeting tools

Depending on the installed licenses and system settings, the DICENTIS system can automatically create XML meeting notes files and voting results files that can be used for post meeting analysis (i.e. for making the minutes of a meeting). The meeting notes files and voting results files have their own XSLT style sheets that enable the XML content to be easily viewed in a browser. The “look up table” in these style sheets can be modified so that information can be displayed, for example, in the local language. See the following sections for more information:

7.1 Meeting notes file

When a prepared meeting is activated (requires software module DCNM-LMPM), an XML meeting notes file is created. During a meeting, data is saved to this file as applicable. The file is closed once the meeting is deactivated.

By default, the XML meeting notes files (with tamper detection) are saved on the Server PC. If required, the location for saving these files can be changed. See explanation in **Meeting notes location** in section *Rooms, page 73*.

By default, the following field names are created for a meeting:

Meeting:

- Name
- Description
- URL
- Activated
- Opened
- Closed
- De-activated

List of all present participants

- Participant name
- Group
- Login time

List of absent participants

- Participant name
- Group

Agenda:

- Name
- Description
- URL
- Opened
- Closed

List of all present participants

- Participant name
- Group
- Login time

List of absent participants

- Participant name
- Group

Voting round details

- Reference number
- Subject
- Description

- Opened
- Closed
- State
- URL
- Answer set
- Voting type
- Voting timer type

The present/absent record of participants for meetings and agenda items requires software modules DCNM-LPD and DCNM-LSID. The absent/present record is also available for third-party systems via the API.

The voting round details for meetings requires software modules DCNM-LVPM and DCNM-LSVT.

To view the meeting notes:

1. Browse to the same folder you selected to save the meeting notes in on the DICENTIS server. See explanation in **Meeting notes location** in section *Rooms, page 73*. The XML files are displayed by subject and date and time.
2. Use a web browser (Mozilla Firefox, Google Chrome, or Internet Explorer) to open one of the XML files. The displayed browser page can be saved or printed.

Refer to

- *Rooms, page 73*

7.2

Voting results file

Voting results files

When a prepared voting round is opened (requires software module DCNM-LVPM and DCNM-LSVT), an XML voting results file is created. During a voting round, data is saved to this file as applicable. The voting results file is closed when the voting round is closed.

By default, the XML voting result files (with tamper detection) are saved on the Server PC. If required, the location for saving these files can be changed.

By default, the following fields are created for a voting round:

Meeting:

- Name
- Description
- URL

Agenda:

- Subject
- Description
- URL

Voting round

- Reference Number
- Subject
- Description
- Opened
- Closed
- State
- URL
- Answer set
- Voting type
- Voting timer type

To view the voting results file:

1. Browse to the same folder you selected to save the meeting notes in on the DICENTIS server. See explanation in **Meeting notes location** in section *Rooms, page 73*. The XML files are displayed by subject and date and time.
2. Use a web browser (Mozilla Firefox, Google Chrome, or Internet Explorer) to open one of the XML files. The displayed browser page can be saved or printed.

7.3 Modifying the XSLT style sheets

XSLT style sheets for the meeting notes files and voting notes files are included in the location where the voting results are saved, which enables the XML content to be easily viewed in a browser.

You can modify the “look up table” in these XSLT style sheets so that information can be displayed, for example, in the local language. To do this:

1. Browse to the same folder you selected to save the meeting notes in on the DICENTIS server. See explanation in **Meeting notes location** in section *Rooms, page 73*.
2. Make a backup of the XSLT style sheet.
3. Use a source code editor (for example Notepad++) to open the XSLT style sheet.
4. In the look up table, modify the select values, as required. Do not change the name values. See the following example.

Default settings for select:

```
<xsl:variable name="variableMeeting" select="'Meeting'" />
<xsl:variable name="variableMeetingName" select="'Name: '" />
<xsl:variable name="variableDescription" select="'Description: '" />
```

Select value modified for the local language:

```
<xsl:variable name="variableMeeting" select="'Vergadering'" />
<xsl:variable name="variableMeetingName" select="'Naam: '" />
<xsl:variable name="variableDescription" select="'Beschrijving: '" />
```

7.4 Adding custom setting to style sheet after a software update

When the DICENTIS software is updated, the existing XSLT style sheet is not overwritten, as this would delete any custom settings. Instead the installer copies a new version of the style sheet, containing all latest updates, to the `:\ProgramData\Bosch\DICENTIS\` default directory, or to the location you entered if you changed the location where results are stored.

Use the following procedures to update new style sheets (and add any custom settings from the previous style sheet):

MeetingResult.xslt style sheet:

1. Rename **MeetingResult.xslt** to any suitable name, for example **MeetingResult_old1.xslt**.
2. Open the automatically created **MeetingResult_new.xslt**, and apply the same customization as for **MeetingResult_old1.xslt**.
3. Add any new customization to **MeetingResult_new.xslt**, as required.
4. Rename **MeetingResult_new.xslt** to **VotingResult.xslt**.

VotingResult.xslt style sheet:

1. Rename **VotingResult.xslt** to any suitable name, for example **VotingResult_old1.xslt**.

2. Open the automatically created **VotingResult_new.xslt**, and apply the same customization as for **VotingResult_old1.xslt**.
3. Add any new customization to **VotingResult_new.xslt**, as required.
4. Rename **VotingResult_new.xslt** to **VotingResult.xslt**.

Note: The installer will always overwrite **MeetingResult_new.xslt** and **VotingResult_new.xslt** during a software update, therefore you should not use these filenames to store any custom settings.

8 System extension

The DICENTIS Conference System is scalable from small to medium to large. This section describes what a small, medium and large system is and what the requirements are for these systems:

A small to medium DICENTIS Conference System (see Typical system setup) consists of:

- up to 450 DICENTIS nodes.
Refer to table **Node and device count of DICENTIS equipment** below about the node and device count of DICENTIS equipment.
- all DICENTIS devices in 1 subnet.
- 1 DICENTIS Audio processor and powering switch for the audio processing.
- 1 Server PC which hosts the DICENTIS services.

A large DICENTIS Conference System consists of:

- up to 750 DICENTIS devices.
- multiple subnets connected by use of a router/L3 switch.
 - Each subnet can have up to 450 DICENTIS nodes.
Refer to the following table for the node count of DICENTIS equipment.
 - The first subnet has:
 - 1 DICENTIS Audio processor and powering switch for the audio processing.
 - 1 Server PC which hosts the DICENTIS services.
 - 1 ARNI-Enterprise to increase the size of the system.
 - All other subnets have 1 ARNI-Standard to increase the size of the system.

Note: There is no DICENTIS Audio processor and powering switch in the other subnets.

Device	Node count	Device count
DICENTIS server	0	0
DICENTIS meeting application	0	0
DICENTIS Audio processor and powering switch	1	1
DICENTIS Powering switch	1	1
DICENTIS multimedia device	2	1
DICENTIS discussion device	1	1
DICENTIS discussion device select language	1	1
DICENTIS discussion device voting	1	1
DICENTIS discussion device extended	1	1
DICENTIS Interpreter desk	1	1
DCNM-IDESKVID Interpreter desk with video	1	1
ARNI-E OMNEO interface	0	1
ARNI-S OMNEO interface	0	1

Tab. 8.2: Node and device count of DICENTIS equipment

A large system with more than 450 nodes requires an ARNI (Audio Routed Network Interface). For the system setup, refer to System extension in the Hardware Installation Manual.

An ARNI (Audio Routed Network Interface) is used to connect multiple DICENTIS system subnets. If more than one subnet is required, two types of an ARNI must be used.

- OMN-ARNIS (ARNI-S OMNEO interface): The ARNI-S is required for increasing the system size above 450 DICENTIS nodes. It supports up to 450 DICENTIS nodes in its subnet. It also acts as a DHCP server in its subnet.
- OMN-ARNI-E (ARNI-E OMNEO interface): The ARNI-E is required for increasing the system size above 450 DICENTIS nodes. It supports up to 450 DICENTIS nodes in its subnet. It also acts as a DHCP server in its subnet. It can connect up to 40 subnets, each with an ARNI-S.

**Notice!**

Redundant ARNI is not supported in the DICENTIS Conference System.

**Notice!**

A detailed description of the ARNI is available in the ARNI manual on www.boschsecurity.com > DICENTIS product related information.

DICENTIS Conference System subnet and ARNI preconditions

- When multiple subnets are used, the subnet in which the DICENTIS PC server is present requires an ARNI-E, the others require an ARNI-S.
- The ARNI Configuration Tool must be used, which can be found in the start menu after installing DICENTIS system server software.
- When configuring ARNI's, make sure that the DICENTIS server PC services are not running. Stop the services using the server console.
- When configuring ARNI's, connect the ARNI directly to the PC (without a (managed) switch in between).
- When setup a multi-subnet configuration, attach each ARNI to the PC one by one to configure it.

Configuration of an ARNI

1. If required/requested, upgrade the ARNI with the OMNEO firmware upgrade tool to the firmware version as already available/installed by the DICENTIS system setup.
2. Start the ARNI Configuration Tool.
3. Follow the wizard steps of the ARNI Configuration Tool to configure the ARNI(s).
Furthermore:
 - The type of ARNI is always primary when you are not working with redundancy.
 - Name each ARNI, especially if more then one ARNI is used within the system.
 - Make sure that the IGMP querier is disabled.
 - Enable DHCP for every ARNI.
 - If the IP address of an ARNI must be changed: reset the ARNI to factory default with the ARNI Configuration Tool. Use the function “restore factory defaults”.

Configuration of a switch with VLANs

When configuring a switch with VLANs, ensure the following:

- Use the ARNI as the DHCP server for all VLANs that will contain DICENTIS devices, DCNM-APS and DCNM-PS units. For other VLANs, you may use any other DHCP server.
- Enable IGMP snooping on all ports.
- Enable multicast routing between all VLANs. Use “dense-mode” routing mode.
- Configure unicast routing correctly between all VLANs.
- Use MTU 1500 or larger.
- Set the IGMP snooping to at least 70s (usually 7 retries with 10s interval).
- Enable spanning tree protocol to mode “pvst”.
- Use IGMP version 3.
- Set Timeout of register on multicast to 1 second.

Refer to

- *System Overview, page 19*
- *System Overview, page 19*

9 Configuring an IDESK (directly on the device)

To configure the DCNM-IDE SK / DCNM-IDE SKVID on the device itself, press the B - B buttons at the same time. The **B - B** buttons (input channel B and output channel B) are located on both sides of the display and can be easily recognized by the small raised dashes. The configuration pane opens with these options:

- **Booth No. - Desk No.:** To assign a device to a booth and a desk within that booth. If you assign a desk to a number that has already been used, the previous booth - desk combination will be overwritten by the new desk.
Note: When you connect a new desk to a DICENTIS system, it will not be assigned automatically, but you have to configure it via the **B - B** buttons on the desk or via the Meeting application/API. When a desk is connected that was connected before, it will return to its original booth and desk number.
- **Available languages:** Offers you the possibility to configure the number of languages and which languages are available. Use *Language Selection, page 86* to determine which languages are available.
- **Output A + B + C:** Select the language for the A output (usually the language the interpreter interprets to) and the languages for the B and C outputs (from the list of available languages).
- **Display brightness:** Adjust the brightness of the display by pressing the button (1 - 15) and using the rotary control. The default value is 7.
- **Auto configure desks:** Automatically configures all interpreter desks in the system. This means the A output will be set to the language that corresponds to the booth number. The B and C outputs will be set to none and the 7 pre-select buttons for the input languages will be configured as 1st button - 1st language, 2nd button - 2nd language, and so on.
- **System information:** Shows system information for the interpreter device and OMNEO (firmware version, IP address, etc.).
- Click the Exit button (at the lower right side from your display) to exit each of the above menu options.
Note: All changes made in the configuration on the Interpreter desk are directly visible in the Meeting application (real-time) and may impact the meeting (if there is an active meeting going on). Therefore, when there is an active meeting, no changes in the configuration should be made.
Note: For instructions on how to operate the interpreter desk (for interpreters), please refer to the Quick reference card that is provided separately for the DCNM-IDE SK / DCNM-IDE SKVID.

Refer to

- *Language Selection, page 86*

10 Configuring an external HD-SDI switcher

Background information

An external video switcher service can be added to the DICENTIS Conference System for dynamically switching HD-SDI video signals. This enables video signals from a Dome camera to be displayed with low latency on a hall-display.



Caution!

To ensure that the third-party video switcher works correctly, the switcher service must be correctly configured.

10.1 Hardware and software requirements

- Server PC running the DICENTIS software.
- **Bosch DICENTIS Ext.VideoSwitcher** service installed on the server PC.
- DCNM-LCC DICENTIS Camera Control license.
- HD-SDI switcher: the following switches are supported:
- TvOne C2-2355A in combination with TvOne S2-108HD.
- Kramer MV-6.
- TvOne CORIOmatrix.
- TvOne C2-2355A and Kramer MV-6 only: Network switch that filters multicast data towards the HD-SDI switching equipment (the preferred way is by creating a separate VLAN).
- Only one HD-SDI video switcher is supported per system.



Notice!

To control an HD-SDI video switcher, the External Video service must be installed first. This service is part of the DICENTIS setup wizard. During installation, make sure the checkbox for “Bosch DICENTIS Ext.VideoSwitcher” is selected - this checkbox is not selected by default! After the service has been installed, it must be configured.

10.2 Configuration Procedure

The External Video service works on three main inputs:

- HD-SDI Switcher details
- Presentation source input details
- Camera details

To configure these inputs:

1. Use an XML editor to open the following file:
C:\Program Files\Bosch\DICENTIS\Configuration\Config.xml
2. In the switcher section, configure the connection to the HD-SDI switcher you are using. Take care not to remove parts of the configuration file. Refer to the following example:
 - VideoSwitchers Model can be “**TvOne**”, “**Kramer**” or “**TvOneCorioMatrix**”.
 - VidSwitchPort is the port number of the Video switch.
For TvOne and TvOneCorioMatrix this is **10001** by default.
For Kramer this is **5000** by default.
 - VidSwitchIPAddress, e.g. **192.168.0.80**, is the IP address of the switcher.
 - VidSwitchUserName is the administrator username (admin) of the switcher (only used for TvOneCorioMatrix).

- VidSwitchPassword is the administrator password (adminpw) of the switcher (only used for TvOneCorioMatrix).

```
<VideoSwitchers Model="TvOne">
  <VideoSwitcher>
    <VidSwitchPort>10001</VidSwitchPort>
    <VidSwitchIPAddress>192.168.0.80</VidSwitchIPAddress>
    <VidSwitchUserName></VidSwitchUserName>
    <VidSwitchPassword></VidSwitchPassword>
  </VideoSwitcher>
</VideoSwitchers>
```

3. If there is a presentation source, e.g. **RGB**, enter the presentation source input between **<VideoSwitchInput>**, as shown in the following example. Do not remove **<PresentationConfig>** if there is no presentation source.
 - TvOne supports two presentation inputs: **RGB**, and **DVI**. **None** can also be entered.
 - RGB**: Presentation is taken from the VGA port.
 - DVI**: Presentation is taken from the DVI port.
 - None**: No presentation (the video switcher will not switch to the presentation source during presentation mode but will continue to display the camera image instead).
 - Kramer does not have a VGA or DVI input, so **None** should be entered when a Kramer MV-6 is used.
 - TvOneCorioMatrix supports **None** or a specified input such as: **Slot_<X>_in_<Y>**. For example: **Slot_5_in_1** (for input 1 of the SDI input card which is inserted in slot 5).

```
<PresentationConfig>
  <PresentationSources>
    <VideoSwitchInput>RGB</VideoSwitchInput>
  </PresentationSources>
</PresentationConfig>
```

4. The system will detect the available cameras, and add the details to the config file, as shown in the following example:
 - <CameraId>, <CameraName> and <CameraState> are read only values that are generated by the system. Do not modify these values!
 - <CameraState> lists:
 - True**: When there is an Active speaker and Presentation is InActive.
 - False**: No: Active speaker and Presentation is Active.
 - <VideoSwitchInput> contains the input on which the camera is located:
 - 1 to X** (numeric) for the TvOne and Kramer model.
 - Slot_<X>_in_<Y>** for the TvOneCorioMatrix.

For Example: **Slot_5_in_1** (for input 1 of the SDI input card which is inserted in slot 5).

```

<CameraConfig>
  <Camera>
    <CameraId>99bfb876-59eb-39af-9d3b-b64d0cbc4957</CameraId>
    <CameraName>044000110225010081</CameraName>
    <VideoSwitchInput>1</VideoSwitchInput>
    <CameraState>false</CameraState>
  </Camera>
  <Camera>
    <CameraId>9939afb876-39af-59eb-9d3b-b64d0cbc4587</CameraId>
    <CameraName>0440240110225012382</CameraName>
    <VideoSwitchInput>2</VideoSwitchInput>
    <CameraState>false</CameraState>
  </Camera>
</CameraConfig>

```

5. When the External Video Switcher is used in combination with TvOneCorioMatrix, an output must also be configured, as shown in the following example:
 - Do not remove <OutputConfig> if you are using another switcher model.
 - <VideoSwitchOutput> describes the output of the TvOneCorioMatrix in a specific way, such as **Slot_<X>_out_<Y>**.
For example: **Slot_3_out_1** (for output 1 of the SDI output card which is inserted in slot 3).

```

<OutputConfig>
  <Output>
    <VideoSwitchOutput></VideoSwitchOutput>
  </Output>
</OutputConfig>

```

**Notice!**

If switcher information, such as switcher model, IP port has changed, a restart of the External video-switcher service is required.

11 Synoptic Microphone Control

Background information

A chairperson or clerk can have more control over a meeting by granting or stopping speech via a visual layout of the speakers' room, thus making the discussion more productive. The functionality consists of two parts:

- Configure Synoptic Microphone Control
- Manage Synoptic Microphone Control



Notice!

Internet Explorer is no longer supported as of version 3.2.

11.1 Configuration Procedure

Synoptic Microphone Control is automatically installed with the server software on the server PC. A user account called "Synoptic" has been created automatically. This user is necessary for the communication between the web application and the DICENTIS server.

Precondition

- To use this page, the logged in user must belong to a User Group that has the right Configure System (for example, Admin User).

To configure synoptic control in the Meeting Application:

1. Navigate to **Configure > Users**.
 - Check if the user account "Synoptic" has been created successfully.
 - The **Password** for the synoptic user is "synoptic".
2. Use the **Synoptic view** button in the Meeting Application to navigate to the web address: `http://<serverpc>/synopticcontrol`
 - Add the exception, and accept the proposed certificates for all clients that you want to run Synoptic Microphone Control on.
3. Log in with the user "Admin" in the synoptic application.
 - Click the **Select background** button, and select a suitable background for the room.
 - Click the **Start configuration** button.
 - Drag and drop the synoptic icons to the place where they are physically sitting in the room. You can also remove unwanted seats from the layout by dragging and dropping them back to the seats list. Use **Show grid** and **Snap to grid** for easier placement in a (large) room.

Note: If **Start illuminate device** has been selected in the synoptic application, the microphone LED illuminates when moving the device icon in the synoptic layout, so it can be easily identified in the room. If the **Select device** or **Microphone** button on the device is selected, the icon in the synoptic layout turns red.

- Adjust the size of the icons using the blue plus and minus sign.
 - Once you are satisfied with the layout, click **Stop configuration**.
4. The synoptic layout can automatically switch to displaying voting results when a voting round is open. This can be configured via the **Manual / Auto switch** button. The Web client seat requires a voting license to display the voting results.
 5. Navigate to **Seats and devices** in the Meeting Application.

- Create a seat for the device <serverpc> Webclient.
 - Give the seat a logical name, for example, Synoptic control.
 - Grant “Manage meeting” rights to the seat. This is needed for synoptic to be able to switch the microphones on and off.
 - If the synoptic layout is also used to display the individual voting results in a synoptic layout, a voting license should be assigned to the seat for the synoptic layout.
 - If the synoptic layout is also used to power on and off the devices, the Web client device should be granted **Has power off** capabilities.
6. If participant pictures are available and you want to display them on the Synoptic control (DCNM-LPD is required):
- Navigate to the web address: <https://<serverpc>:31418>
 - Add the exception, and accept the proposed certificates for all clients that you want to run Synoptic Microphone Control on.
 - Participant pictures will be displayed on Synoptic Microphone Control.

11.2 Manage Synoptic Microphone Control

Precondition

- An initial first time login and use of participant pictures.

Note: If this has not been done, you will not be able to use the Synoptic Microphone Control.

First time login and use of participant pictures

1. First time login for the **Synoptic Control**:
 - Use the **Synoptic view** button in the Meeting Application to navigate to the web address: <https://<serverpc>/synopticcontrol>
 - Add the exception, and accept the proposed certificates for all clients that you want to run Synoptic Microphone Control on.
2. First time use of participant pictures on **Synoptic Control** (DCNM-LPD is required)
 - Use the **Synoptic view** button in the Meeting Application to navigate to the web address: <https://<serverpc>:31418>
 - Add the exception, and accept the proposed certificates for all clients that you want to run Synoptic Microphone Control on. Participant pictures will be displayed on Synoptic Microphone Control.



Notice!

If the IP-address of the DICENTIS server has changed, the synoptic control button may no longer be found in the Meeting Application. To solve this, go manually to the correct address once: <http://<IP address DICENTIS Server or hostname>/synopticcontrol>.

Manage speakers' microphones

1. Make sure there has been a first time login and use of participant pictures.
2. Log in to the **Synoptic control**:
 - with a username and password of a User that has “Activate meeting“ rights, or,
 - when a meeting is activated, with a username and password of a participant that has “Manage meeting” rights.
3. Manage the speakers' microphones as required:
 - Click the synoptic icon to allow a speaker to speak that is not speaking.
 - Click the synoptic icon to stop speech if the speaker is speaking.

The Synoptic icon is displayed in different colors to show the speaker state:

- speaking - red
- not speaking - gray
- waiting to speak - green
- first in the speaker list - green blinking

Change synoptic layout from Microphone control to Voting results

The synoptic layout can be manually switched between showing microphone status and showing individual voting results by using the two icons in the bottom bar. If the option has been configured to switch automatically to display individual voting results, the operator can always switch manually back and forth.

System Power On/off button

If the Synoptic webclient device has power off capabilities it can be powered off by:

- a participant who has “Manage meeting” rights
- a user (who is not part of the User group participants).

Manage interpreter desks

Interpreter desks and booths can be placed on the layout when you are logged in as a user with “Configure system” rights. They are not automatically placed on the layout.

A user with “Activate meeting” rights or a participant with “Manage meeting” rights is able to activate the microphone of an interpreter desk on the A-output. The user is also able to deactivate the microphone.

The booth and desk icons are visible for:

- a participant with “Manage meeting” rights, to control the interpreter desks.
- a user with “Activate meeting” rights, to control the interpreter desks.
- a user with “Configure system” rights, to configure the synoptic layout.

12 Conference protocol

The Conference protocol is a platform-independent protocol. It is based on WebSocket technology to enable scalability, on HTTPS to ensure increased security, and on JSON to allow it to be platform independent.

You can find the documentation for the Conference Protocol (ConferenceProtocol.chm) in the Docs directory of the delivery. It is also by default in C:\Program Files\Bosch\DICENTIS\ConferenceProtocol.chm.

Requirements

The Conference protocol connects to the DICENTIS webservice.

Requirements for the DICENTIS webservice:

- To manage the discussion: manage meeting
- To view voting results: voting seat license (DICENTIS requires DCNM-LVPM)
- To power on/off the DICENTIS system: power off functionality
- To control the master volume of the DICENTIS system: volume control functionality

There is an online demonstrator available, which can be accessed via: <https://<ipaddress>:31416/Demonstrator/ConferenceProtocolDemonstrator.html>:

1. Login with a DICENTIS user. When a meeting is active, you can also login with a participant username.
2. Use the F12 button on your browser to access the console view and see the communication.
3. Use the Debugger view and browse to Demonstrator/Controllers: conferenceServices.js gives you an overview of commands and context.

Note: you can also find the source code of a Linux based demonstrator "ConferenceProtocolDemonstrator.zip" in the Tools directory.

13 System Activation Website

The main purpose of the System Activation Site website (<https://license.boschsecurity.com>) is to activate DICENTIS licenses, as described in *Initial activation of the system, page 39* and *Adding additional fulfillments/licenses, page 40*.

This website can also be used to:

- view received (activated and not activated) licenses.
- create and maintain users.
- create and maintain (sub)dealers.

User rights are assigned to the following types of user during log in:

- **Admin user:** can modify user and dealer accounts; cannot access **Manage license** pages.
- **Logistics user:** can assign orders to a dealer; cannot access **Manage license, Manage users,** and **Manage dealers** pages.
- **Technician:** can activate, return, and repair fulfillments; cannot access **Manage users** and **Manage dealers** pages.

To access the website:

1. Enter: <https://licensing.boschsecurity.com/StartPage.aspx> in your web browser. The following page is displayed:

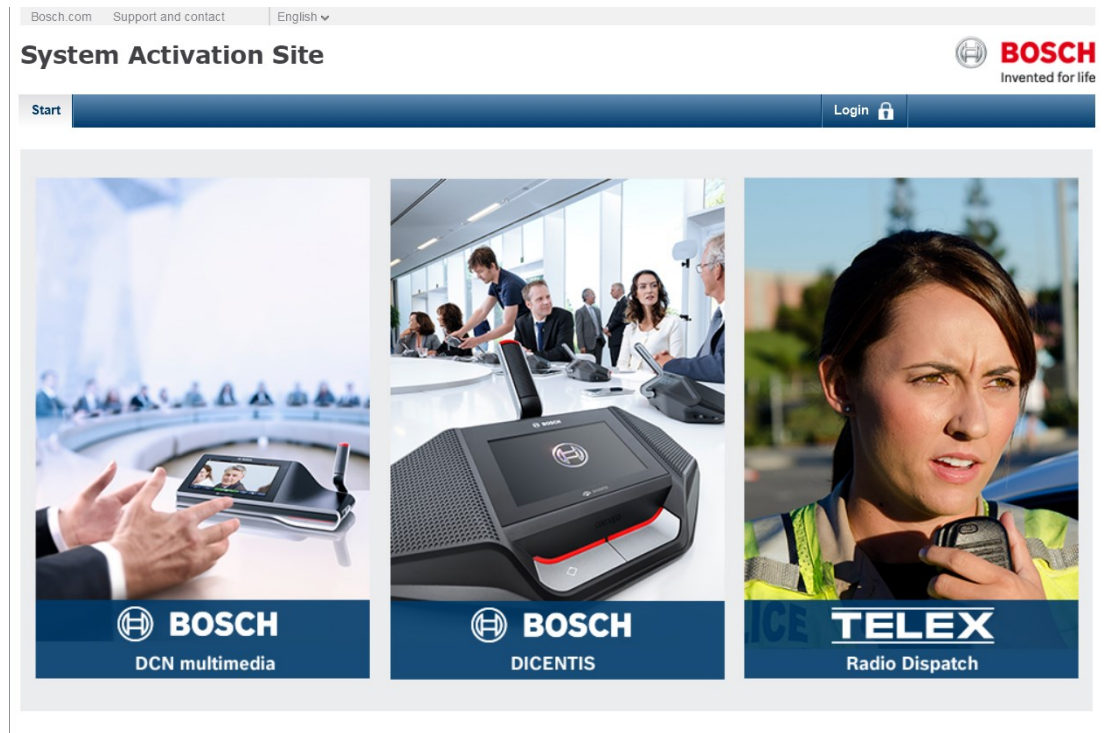


Figure 13.1: System Activation Site Login page

1. Use the drop-down list at the top left-side of the page to select the required language.
2. Click **Login** and enter your **User name** and **Password**.
3. Click the blue **Login** button. The **Overview** page is displayed.

Note: If you forgot your password, a new password can be requested by clicking **Login > Forgotten your password?**

Refer to

- *Initial activation of the system, page 39*

- *Adding additional fulfillments/licenses, page 40*

13.1

Overview

After logging in, the **Overview** page is displayed by default. This page shows the activated and non-activated “activation IDs” delivered to your organization.

- Click the blue left/right arrows on the right side of the page to display the next or previous page
- Click the blue up/down arrows at the top of the columns to change the alphabetical sequence of the Sales orders.

Search for orders

Use the **Search for Orders** field to find an existing order. To do this:

1. In the **Enter the search text** field, enter the order number.
2. From the **Search For** drop-down list, select **Sales order**.
3. Click **Search**. The search results are displayed.

Sales order

Click one of the blue hyperlinks in the **Sales order** column to display the **Order details**.

- **Order number**: The order number from the **Sales order** column (read only).
- **Create date**: The date the order was created (read only).
- **Assign order**: Use this feature to assign a license to a dealer in your organization (the organization has to be created before you can do this). Technicians can only activate licenses that have been assigned to their organization. Licenses are assigned to organizations to prevent them from being lost:
 - **Select Dealer**: Selects the dealer that you want to assign the order to.
 - **Dealer ID**: Unique identification number for the dealer (read only).
 - **Assign order** button: Assigns the order to the selected dealer (requires Logistics user rights).

Dealer

The name of the dealer.

Location

Click one of the blue hyperlinks to display the **System details**. A system can contain multiple Sales orders (licenses can be added as required).

The following information, but not exclusively, is displayed: location of the installed system, address, activation date of the system software, and expiration date of the Software Maintenance Agreement.

Customer

The name of the customer.

City

The city where the customer is located.

Activation ID

The activation ID for activating the license.

Activation date

The date the license was activated.

13.2 Manage license

Precondition

- To use this page, the logged in user must have the user right “Technician”.

Use the Manage license page to activate, return, and repair fulfillments.

Browse

Use this button to select the required **xml** file.

Process

Use this button to process the selected **xml** file.

13.3 Manage users

Precondition

- To use this page, the logged in user must have the user right “Admin user”.

Use the **Manage users** page to create user accounts for technicians so they can access the website and activate licenses.

Create Technician

Click this button to create a new technician. Complete the mandatory fields for: First name, Last name, User name, and Email address. Once completed, this information is displayed in the columns on the **Manage users** page, and the check box in the column for **Technician** rights is selected.

Edit

Click this hyperlink to change the First name, Last name, and Email address of the technician. Click **Save** or **Cancel** to store or discard the settings.

Delete

Click this hyperlink to delete the selected technician. A dialog box will be displayed asking you to confirm this action.

13.4 Manage dealers

Precondition

- To use this page, the logged in user must have the user right “Admin user”.

Use the **Manage dealers** page to view and manage the information of (sub)dealers. This page is normally used by a Bosch Dealer to assign orders to (sub)dealers.

Create dealer

Click this button to create sub-organizations that can have activation IDs (Sales orders) assigned to them. These sub-organizations can only see:

- the activation IDs that have been assigned to them.
- the systems they have installed.

Orders are assigned to (sub)dealers on the Overview page. See Overview.

Complete the mandatory fields for: Dealer ID, Dealer name, First name, Last name, User name, and Email. Once completed, the Dealer ID, Dealer name, Admin user name, and Admin email address are displayed in the columns on the **Manage dealers** page.

Dealer ID

Click one of the blue hyperlinks in the **Dealer ID** column to change the Dealer name or the Admin details. Click **Save** or **Back** to store the settings or return to the **Manage dealers** page.

14 System server

The DCNM-SERVER System server uses standard HP Z2 Mini G4 hardware.

For detailed information regarding the HP Z2 Mini G4 Workstation, please refer to the HP manuals at

<https://support.hp.com/us-en/product/hp-z2-mini-g4-workstation/19968625/manuals>

The DICENTIS System server is delivered with Windows pre-installed and pre-configured with the DICENTIS software.



Notice!

The DICENTIS System server is not marketed as a general purpose computing device (such as a personal computer) or a general purpose server, or a commercially viable substitute for one of these systems.

The primary function of the DICENTIS System server is hosting the DICENTIS services.

Additional software added by a third party software provider cannot provide nor replicate the primary function of the DICENTIS System server.

Connecting to the server PC via Remote Desktop Connection

Use the Remote Desktop Connection application to connect to the server PC and make the necessary configurations:

1. Open the Remote Desktop Connection application.
2. Type the server PC IP address and click Connect.
3. Enter the user's password and click OK.



Notice!

The default password can be found on the device. For security purposes it is advised to change the default password to a new password.

While logged into a Remote Desktop session, press the <CTRL> + <ALT> + <END> key combination. This will launch the task menu on the remote server instead of on your local PC. Select the Change a password option to change the default password.

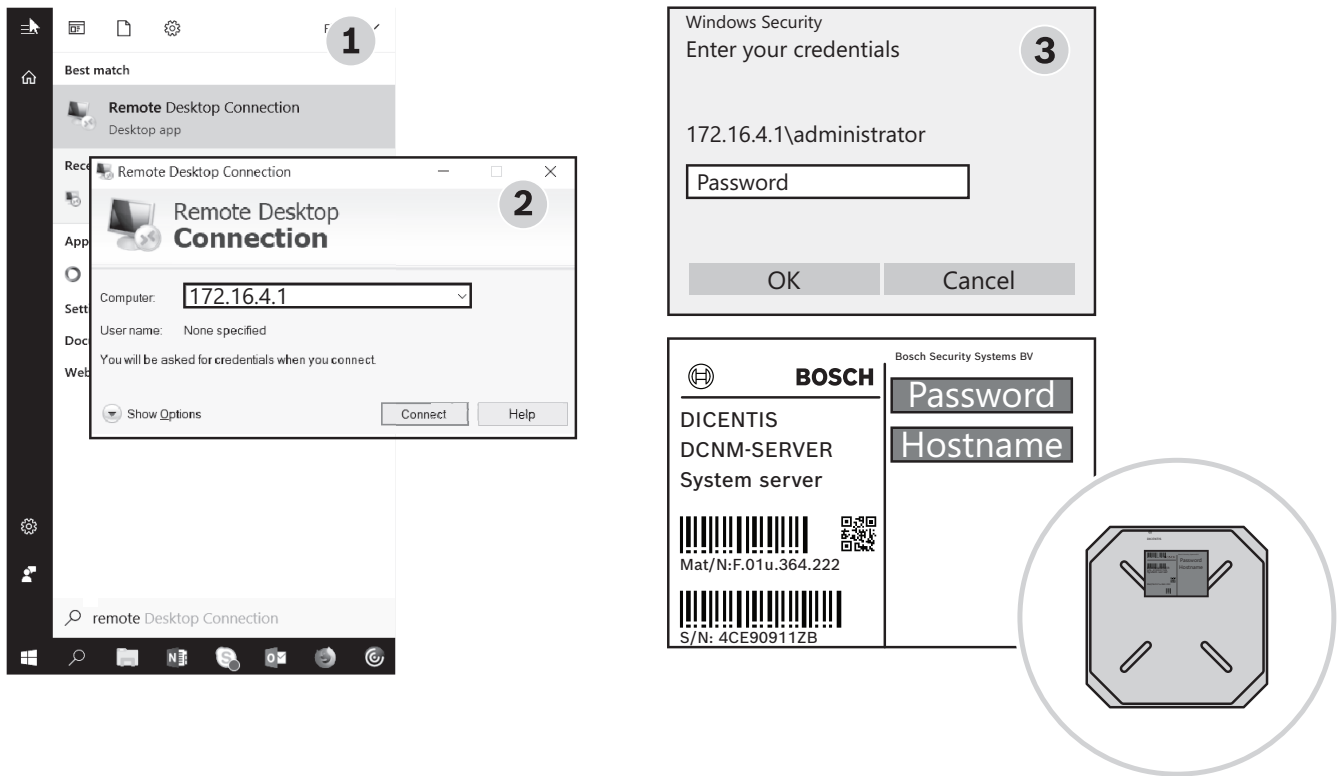


Figure 14.1: Remote Desktop Connection



Notice!

You can also connect to the computer via the hostname (if your Office network is configured properly). The hostname of the DICENTIS server is on the label on the bottom of the device. It is similar to: DICENTIS-<last 3 byte of the MAC-address of the Ethernet adapter on the DICENTIS side). Connecting via the hostname is more reliable since IP addresses can change.



Notice!

Please keep your system up to date with the latest Windows updates and an up to date virus scanner. The office network port can be used for this purpose. You must also adjust the date and time in the Windows settings so that Windows updates and power cycling are performed when the system is not used. Windows updates are scheduled, via the Windows Task Scheduler, for Sunday morning at 1 AM. The update task is configured to automatically reboot the computer after the updates, if required.

Once logged in, perform the following steps:

1. Set the correct time zone by adjusting the Windows date/time settings.
2. Upgrade the devices to the latest version. See *Downloading software to the devices*, page 36.
3. Activate the DICENTIS System Server Software (DCNM-LSYS) license. See *License requirements*, page 29.

Note: The DICENTIS software installed out of factory might not be the most recent version. Please refer to chapter 4.1 about downloading and installing the latest version.

**Notice!**

User data can be present in the database, the voting and meeting notes and the participant images. Please clear all user data of the DCNM-SERVER when you decommission the DCNM-SERVER.

Refer to

- *Downloading software to the devices, page 36*
- *License requirements, page 29*
- *Deleting a database, page 123*
- *Deleting a database, page 123*

14.1

Creating a backup on the server

The Windows Server Backup application is installed and a shortcut is available on the desktop. This application can be used to create a backup of the system, including configuration and DICENTIS licenses, after the system is fully configured. This image can then be restored when problems occur with the configuration of the system or when the storage media drive is replaced.

To create a backup:

1. Double click the Windows Server Backup application icon on the desktop to start the application
2. Select **Backup Once...**
3. Select **Full server**
4. Create your backup on an external media drive (e.g. USB or network drive) with a capacity of at least 32 GB.

14.2

Restoring the factory image of the server

Restore the factory image of the DCNM-SERVER to return to the out of the box default state.

**Notice!**

Restoring the factory image will remove all user data on the DICENTIS server.

* Return the license before restoring the factory image so that the license can be activated afterwards.

* Backup the database and store it on an external device so that you can restore it after restoring the image.

To restore the factory image:

1. Connect a keyboard, monitor and mouse to the DICENTIS server
2. Power up the DICENTIS server and press the F8 key when "Protected by HP Sure Start" is displayed to enter the Windows Advanced Boot Options mode
3. Select **Repair your computer**
4. When **Choose an Option** is displayed, select **Trouble shoot and System Image Recovery**.
5. Follow the on-screen instructions.

Note: The factory image is located on the Recovery drive.

15 Dante gateway

The Dante gateway is used to interface the DICENTIS system with other systems via Dante™ and when unicast Dante™ streams or glitch free mode is required.

It has an OMNEO side with 2 Ethernet connectors for redundancy purposes, and a Dante™ side also with 2 Ethernet connectors for redundancy purposes.

The Dante gateway:

- Combines multiple OMNEO devices into a single Dante™ interface.
- Receives 64 Dante™ streams and sends them as 64 OMNEO streams, of which 16 can be encrypted.
- Receives 64 OMNEO streams, of which 16 can be encrypted, and sends them as 64 Dante™ streams.
- Converts multiple OMNEO encrypted flows with a single unicast or multicast stream into a Dante™ flow with multiple unicast or multicast streams.
- Supports static routing with Dante Controller on the Dante™ side and dynamic routing (AES70) on the OMNEO side.
- Allows glitch-free redundancy on the Dante™ side and RSTP redundancy on the OMNEO side.
- Enables use of Dante Domain Manager™ in combination with OMNEO systems.



Notice!

When OMNEO inputs or outputs 17 to 64 are used, these streams will be automatically set to unencrypted mode by the DICENTIS system.



Notice!

The Dante gateway needs to be upgraded with the firmware delivered with the DICENTIS system. The Firmware upload tool can be used to upload the correct firmware both on the DICENTIS side and on the Dante™ side.

To configure the OMNEO side, use the Meeting application:

1. Open the Meeting application
2. Go to **Configure > Rooms > Floor and language routing**

See *Floor and language routing, page 91* for detailed information.

To configure the Dante™ side, use the Dante Controller or the Dante Domain Manager™.

Refer to

- *Floor and language routing, page 91*

16 Hints and Tips

This Chapter gives information on:

- *Adding additional keyboards to a device, page 120*
- *Connecting DICENTIS to a (remote) SQL server, page 123*
- *Changing NetTime options, page 121*
- *Configuring secretary's PC for use in other VLAN as DICENTIS server, page 121*
- *Disabling control encryption, page 122*
- *Making a backup of the database, page 122*
- *Restoring a database, page 122*
- *Updating a database to the current version, page 123*
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- *Downgrading DICENTIS software to a previous version, page 126*
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- *Installing the image server on a different computer, page 127*
- *Recovering devices from fail-safe mode, page 128*
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- *Uploading and accessing files (documents, pictures, and presentations), page 128*
- *Configuring the date and time format of the DICENTIS Multimedia device, page 130*
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- *Powering down the server via the power button, page 131*
- *Configuring Dante™ compatible devices, page 132*

16.1 Adding additional keyboards to a device

If required, additional non-European keyboards, e.g. a Chinese or Korean keyboard, can be added to a DICENTIS device.

To have an Android keyboard in a different language, you first have to upload the APK for that keyboard and then follow the setup procedure below. For information on uploading APKs, refer to *Adding a third-party application to a device, page 36*.

Two examples of APKs are:

- `com.google.android.inputmethod.korean-0.91.apk`, korean language, 877 KB
- `com.google.android.inputmethod.pinyin-3.2.1.65352638.apk`, chinese language, 12.103 KB

Setup procedure

On the DICENTIS device:

1. Press the home icon, and then press **WWW** to open the Internet browser.
2. Press the address bar in the browser to display the keyboard.
3. Press the 'slider icon' in the bottom right corner of the keyboard.
4. Press **input languages**.
5. Uncheck **Use system language**.
6. Select a minimum of 2 languages from the list.
7. Go to the browser, and press the address bar to display the keyboard.
8. Press the 'keyboard icon' in the 'android bottom bar' next to the Bosch logo.
9. Press **Set up input methods**.
10. Check the other keyboards.
11. Go to the browser, and press the address bar to display the keyboard.
12. Press the 'keyboard icon' in the 'android bottom bar' next to the Bosch logo.

13. Select the keyboard you want to use.

**Notice!**

Additional keyboards have to be individually configured for each DCNM-MMD2 device.

**Notice!**

Additional keyboards will have to be reconfigured after a firmware upgrade.

Refer to

- *Adding a third-party application to a device, page 36*

16.2

Changing NetTime options

NetTime is used to synchronize timers used in the DICENTIS Conference System. If the DICENTIS Conference System is used in a corporate environment, you might have to change the NetTime options.

To change these options:

1. Right click the **NetworkTime** icon in the notify area, and select **Properties** -> **Settings...**
2. Enter the correct Hostname or IP Address of the Time server in your environment.
Normally the time server is the same server as the DHCP server. Consult your local IT department for more information.
3. Click **OK**.
4. Click **stop**, and then click **start** to activate the new settings.

NOTE: Remember to change the service Windows Time to **Automatic** after uninstalling NetTime.

16.3

Configuring secretary's PC for use in other VLAN as DICENTIS server

Background information

The secretary (or clerk) should use the Meeting Application on his/her PC to prepare meetings. If the secretary's PC is in a different VLAN than the DICENTIS server, the Meeting Application cannot find the DICENTIS server. This is because the DICENTIS devices and the Meeting Application use the DNS-SD protocol, which does not work between different VLANs. If necessary, the technician should use the following procedure to configure the Meeting Application on the secretary's PC so that it can communicate with the DICENTIS server.

Procedure

At the secretary's PC:

1. Ping the DICENTIS server:
 - Click the **Start** logo.
 - Type **command** in the search field, and then choose **Command Prompt** under **Programs**.
 - Type **ping** [hostname of the DICENTIS server].
 - Press **Enter** to ping the DICENTIS server.

2. If you are unable to ping the DICENTIS server, you might require assistance from your local IT department. If you still cannot ping the DICENTIS server, the IP address can be used instead. However, this is not preferred because IP-addresses may change.
3. Create a shortcut of the Meeting application on the desktop (use the **Bosch.Dcnm.UserInterfaces.MeetingManager.exe** file from the **C:\Program Files (x86)\BoschDICENTIS** directory).
4. Right-click on the shortcut, and select **Properties**.
5. In the shortcut tab, update the target, by adding the server that the PC needs to connect to:
 - **Usage:** **Bosch.Dcnm.Userinterfaces.MeetingManager.exe** [/server 'servername']
/server Optional parameter with the hostname or IP address of the DCNM server
 - **Example:** **Bosch.Dcnm.Userinterfaces.MeetingManager.exe /server COMPUTERTNAME.network.com**
6. Double-click the shortcut. You will be able to connect to the remote server from the Meeting application.

Additional information

- **/window:** Starts the meeting manager in a window (instead of full screen).
- **/?:** Displays a message box with the description of the command line arguments.

16.4 Disabling control encryption

Control encryption can be disabled using the following procedure.

1. Edit the following file: **Bosch.Dcnm.Services.DeviceService.Main.exe.config** located in: **C:\Program Files\Bosch\DICENTIS**
2. Change:

```
<add key="OcpControlSecurityForced" value="true"/>
```

Into:

```
<add key="OcpControlSecurityForced" value="false"/>
```

1. Restart services using the server console

Note: To enable control encryption; set the value to true again and restart the services.

16.5 Making a backup of the database

1. Stop DICENTIS services using the DICENTIS Server Console.
2. Open a command prompt in **Administrator mode**.
3. Go to: **C:\Program Files\Bosch\DICENTIS**.
4. To create a backup, run **DcnmDatabaseConsole.exe -b**. The backup will be stored in **C:\Program Files\Microsoft SQL Server\MSSQL12.SQLDICENTIS2014\MSSQL\DATA\DcnmBackup**.
5. Restart the DICENTIS services using the DICENTIS Server Console.

Note: For a different location or name of the backup please use this command:

DcnmDatabaseConsole.exe -b [filename and location]. If the file already exists, the file will be extended with the latest backup.

16.6 Restoring a database

1. Stop DICENTIS services using the DICENTIS Server Console.
2. Open a command prompt in **Administrator mode**.
3. Go to: **C:\Program Files\Bosch\DICENTIS**.
4. To restore the database, run **DcnmDatabaseConsole.exe -r <filename and location of the database>**.

Note: Only ***.bak** files made by creating a backup can be restored.

Note: The restore command does not update the database to the current version. To update it to the current version, please read *Updating a database to the current version*, page 123.

Note: If your backup is in the **C:\Program Files\Microsoft SQL Server\MSSQL10_50.SQLEXPRESS\MSSQL\DATA\DcnmBackup** directory, an error notification will appear because the SQL2014 has no access to this SQL2008 database. Please copy it to **C:\temp**.

1. Restart the DICENTIS services using the DICENTIS Server Console.

Refer to

- *Updating a database to the current version*, page 123

16.7 Updating a database to the current version

1. Stop DICENTIS services using the DICENTIS Server Console.
2. Open a command prompt in **Administrator mode**.
3. Go to: **C:\Program Files\Bosch\DICENTIS**.
4. To update the database to the current version, run **DcnmDatabaseConsole.exe**.
5. Restart the DICENTIS services using the DICENTIS Server Console.

16.8 Creating a clean database

1. Stop DICENTIS services using the DICENTIS Server Console.
2. Open a command prompt in **Administrator mode**.
3. Go to: **C:\Program Files\Bosch\DICENTIS**.
4. Run **DcnmDatabaseConsole.exe -n**.
5. Restart the DICENTIS services using the DICENTIS Server Console.

16.9 Deleting a database

Deleting a database will remove the database files. The system will not work anymore unless a new database is created or a previous database is restored. This function can be used to delete the database if you need to downgrade to a previous version.

1. Stop DICENTIS **services** using the DICENTIS **Server Console**.
2. Open a command prompt in **Administrator mode**.
3. Go to: **C:\Program Files\Bosch\DICENTIS**.
4. To delete the database, run **DcnmDatabaseConsole.exe -x**.

Note: Without a database, the DICENTIS system will not function properly. A database needs to be created or restored to make the system functional again.

16.10 Connecting DICENTIS to a (remote) SQL server

The DICENTIS system uses environment variables to access the database. The default values are used when environment variables are not present.

The following environment variables are used for the database name and database server:

MMCN_DB_SERVER	The Database server PC name and server instance name. Format: MachineName\instanceName (the instance name can be omitted when the default instance is used. The machine name can be a dot ('.') when the local machine is used) Default: .\SQLDICENTIS2014
----------------	--

MMCN_DB_USER_ID	SQL server user-Id (SQL authentication). When absent, integrated authentication is used.
MMCN_DB_PW	SQL server password (SQL authentication). Only valid in combination with MMCN_DB_USER_ID
MMCN_DB_DATABASE	DICENTIS database name. Default: DcnmDatabase

Note: DICENTIS uses two databases: **DcnmDatabase** for storing all configuration and **DcnmLoggingDatabase** for storing the logging. Using the environment variables, the **DcnmDatabase** can be redirected to another server/database. However, there is currently no possibility to redirect the **DcnmLoggingDatabase**. The logging database is always located on the default server (.\\SQLDICENTIS2014).

Creating a new environment variable

To create a new environment variable:

1. Right click “This PC” \ Properties \ Advanced system settings \ Environment Variables \ System variable \ New
2. Enter the required variable name
3. Enter the required variable content

Creating the database on the SQL server

- The console tool DcnmDatabaseConsole.exe is used to create the database. When necessary to copy the tool, the following files have to be copied:

DcnmDatabaseConsole.exe

The DcnmDatabaseConsole tool also uses the environment variables to create the database. So, after setting the environment variables and opening the console window, the remote database is created using “DcnmDatabaseConsole -n”

Note: When using the DcnmDatabaseConsole.exe the user credentials must have the rights required to create the database.

The environment variables can be overruled by passing arguments to the DcnmDatabaseConsole.exe (For help on the command-line syntax and the available options, execute the command with the -? option):

- -s to pass the server name and the instance name
- -u to pass the user-ID for SQL-authentication (Windows authentication when omitted)
- -p to pass the user-ID’s password
- -d to pass the databasename

Remote and target

The DcnmDatabaseConsole.exe also includes command line options to do database backup and restore functions. These functions are restricted/limited when used in combination with a remote SQL-server.

Remote machine: where the DICENTIS services are running.

- A new database can be created from the remote machine.
- A database backup can be started from the remote machine

Target machine: Where the database is running.

- A database can only be restored from the target machine.

Windows Authentication example

This example shows how to use windows authentication to connect to the remote SQL server named **SQLENT1** on machine **SQLSRV**.

The database to use for the system is **MainConfHall**:

Environment variable	Value
MMCN_DB_SERVER	\\SQLSRV\SQLENT1
MMCN_DB_DATABASE	MainConfHall

Database creation:

Remote:

```
DcnmDatabaseConsole -n
```

On target:

```
DcnmDatabaseConsole -s \SQLENT1 -d MainConfHall -n
```

SQL authentication example

This example shows how to use SQL authentication to connect to the remote SQL server named **SQLENT2** on machine **SQLSRV**.

The user name and password to use are respectively: **DcnmUser** and **P@ssw0rd**. The database to use is **ConfHall53**:

Environment variable	Value
MMCN_DB_SERVER	\\SQLSRV\SQLENT2
MMCN_DB_DATABASE	ConfHall53
MMCN_DB_USER_ID	DcnmUser
MMCN_DB_PW	P@ssw0rd

Database creation:

Remote:

```
DcnmDatabaseConsole -s \\SQLSRV\SQLENT2 -d ConfHall53 -u DcnmUser -p P@ssw0rd -n
```

On target:

```
DcnmDatabaseConsole -s .\SQLENT2 -d ConfHall53 -u DcnmUser -p P@ssw0rd -n
```

SQL authentication example to default instance

This example shows how to use SQL authentication to connect the default SQL server on machine **SQLSRV**. The example is the same as the previous version, except that the connection is to the default SQL server instant of a defined instance.

The user name and password to use are respectively: **DcnmUser** and **P@ssw0rd**. The database to use is **ConfHall53**:

Environment variable	Value
MMCN_DB_SERVER	\\SQLSRV
MMCN_DB_DATABASE	ConfHall53
MMCN_DB_USER_ID	DcnmUser
MMCN_DB_PW	P@ssw0rd

Note: In this situation, the term Integrated Security=True is removed.

Database creation:**Remote:**

```
DcnmDatabaseConsole -n
```

Note: if no parameters are set, then the environment variables are used. If parameters are set, then these will override the environment variables.

On target:

```
DcnmDatabaseConsole -s . -d ConfHall153 -u DcnmUser -p P@ssword -n
```

16.11

Downgrading DICENTIS software to a previous version

Uninstalling DICENTIS software and installing a previous version will not result in a working system, because the database of the current version is not compatible with the previous version.

You need to restore a database of that previous version or delete the current database.

Delete the current database so you can install a previous version of the software.

Please read the instructions *Deleting a database, page 123*.

Note: If your current version is older than 2.40, please download the latest software from the website and use the DcnmDatabaseConsole.exe from the Tools\DcnmDatabaseConsole directory **DcnmDatabaseConsole.exe -s .\sqlexpress -x**.

You need to add **-s .\sqlexpress** to the command because 2.31 and earlier use SQLExpress as database server name.

Uninstall the current version:

1. From the Windows **Start** icon, select **Control Panel > Programs and Features**.
2. Manually uninstall the following programs:
 - ARNI Configuration Tool.
 - Bosch DICENTIS.
 - Bosch DNS-SD Service, this un-install signals for a reboot.
 - OMNEO ARNI Firmware.
 - OMNEO Firmware Upload Tool.
 - OMNEO Docent.
3. Reboot the PC.
4. Install the previous DICENTIS software version, as described in *Installing the DICENTIS software suite, page 35*.

Restore a database backup of the previous version.

Please read the instructions *Restoring a database, page 122*.

Note: If your current version is older than 2.40, please download the latest software from the website and use the DcnmDatabaseConsole.exe from the Tools\DcnmDatabaseConsole directory **DcnmDatabaseConsole.exe -s .\sqlexpress -r <filename and location of the database>**.

You need to add **-s .\sqlexpress** to the command because 2.31 and earlier use SQLExpress as database server name.

Update the database to the installed software version:

1. Stop DICENTIS services using the DICENTIS Server Console.
2. Open a command prompt in **Administrator mode**.
3. Go to: **C:\Program Files\Bosch\DICENTIS**.

4. To update the database to the current version, run **DcnmDatabaseConsole.exe**.
5. Restart the DICENTIS services using the DICENTIS Server Console.

Refer to

- *Restoring a database, page 122*
- *Deleting a database, page 123*
- *Creating a clean database, page 123*
- *Installing the DICENTIS software suite, page 35*

16.12 Downgrading 2.40 or later DICENTIS software to a 2.31 or earlier version

When downgrade from version 2.40 or later to version 2.31 or earlier, the last database you created with that 2.31 or earlier version will be used, because 2.40 and later are using a different database from 2.31 and earlier.

Uninstall the current version:

1. From the Windows **Start** icon, select **Control Panel > Programs and Features**.
2. Manually uninstall the following programs:
 - ARNI Configuration Tool.
 - Bosch DICENTIS.
 - Bosch DNS-SD Service, this un-install signals for a reboot.
 - OMNEO ARNI Firmware.
 - OMNEO Firmware Upload Tool.
 - OMNEO Docent.
3. Reboot the PC.
4. Install the previous DICENTIS software version, as described in *Installing the DICENTIS software suite, page 35*.

If your installation failed with the notification of database incompatibility, please execute these steps to remove your database.

Note: this will remove the complete configuration.

1. Stop the **SQL server (SQLEXPRESS)** via Services.
2. Delete these 2 files: **DcnmDatabase_log.LDF** and **DcnmDatabase.mdf** files in **C: \Program Files\Microsoft SQL Server\MSSQL10_50.SQLEXPRESS\MSSQL\DATA**.
3. Reboot the DICENTIS server.
4. Install the previous DICENTIS software version, as described in *Installing the DICENTIS software suite, page 35*.

Refer to

- *Installing the DICENTIS software suite, page 35*

16.13 Installing the image server on a different computer

For reasons of improving performance and/or saving space, you can install the DICENTIS image server on a different computer:

1. Open the DVD.
2. Locate the **DccnmApi.msi** and **DccnmImageServer.msi**.
3. Login to the computer on which you want to install the image server.
4. First install the **DccnmApi.msi** and then install the **DccnmImageServer.msi**.
5. Make a note of the computer name or the IP address and port that is used by the image server.
6. The default is 31418.

To change the location of the image service:

1. Start the Meeting Application.
2. Navigate to **Configure > Rooms**.
3. Enter the url of the new image server in **Image Server url**.
4. Example: If the computer name is CITYCOUNCILIMAGESERVER and the port is 31418, enter the Uri as: **https://CITYCOUNCILIMAGESERVER:31418/**
5. Click the **Test image server connection** button to ensure that new DICENTIS image server is valid.
6. Click the **Apply** button to save the new image server url.

16.14 Recovering devices from fail-safe mode

Although the utmost has been done to safeguard the availability of the system, a situation can occur where a DICENTIS device enters a fail-safe mode which requires a reload of the firmware. To reload the firmware:

1. Power up the device.
2. Start the **Firmware Upload Tool**. After some time the Firmware Upload Tool shows the **devices in failsafe mode** window with the id of the defective device displayed.
3. Wait until the device appears in its specific tab of the Firmware Upload Tool (DCNM-APS / DCNM-APS2, DCNM-PS2 or DCNM-MMD2 / DICENTIS Discussion device).
4. Close the **Firmware Upload Tool**. The device is now fully operational again.

16.15 Replacing a defective device

A defective device can be easily replaced, without reconfiguring. To do so:

1. Replace the defective device.
2. Upgrade the replacement device with the correct firmware, if necessary.
3. Select: **Configure > Seats and Devices > Seat Assignment**.
4. Unassign the defective device from the seat by using the **Unassign Devices from Seat** button. Record the number/name of the defective device (see sticker on base of device).
Tip: Use your mobile phone to take a picture of the sticker.
5. When **Automatic seat assignment** is enabled, the replacement device must first be unassigned from its current seat before it can be assigned to the correct seat. Unassign the replacement device from the seat by using the **Unassign Devices from Seat** button.
6. Assign the replacement device to the correct seat using the **Assign Device to Seat** button.
7. Remove the empty seat with the **Delete empty seats** button.

16.16 Uploading and accessing files (documents, pictures, and presentations)

Background information

During a meeting, participants can open and view files (i.e.: documents, pictures, and presentations) by clicking a blue **More info** hyperlink on the multimedia devices (DCNM-MMD2 and DCNM-DE only). The **More info** hyperlink is displayed for:

- each meeting,
- each agenda item, and
- each voting round.

For participants to be able to use this hyperlink:

- the documents have to be uploaded to either:
 - the customer's Content Management Systems (CMS), or

- one or more folders on the **DcnmMeetingDocuments** website on the DICENTIS server.
- a URL (link) has to be entered in the Prepare pages for:
 - each meeting (see *Meeting details, page 63*),
 - each agenda item (see *Topic details, page 66*), and
 - each voting round (see *Voting round details, page 68*).

Document folders can be created as required; for example, separate document folders can be created for “Meeting”, “Agenda”, and “Voting” for storing relevant documents, or single “Meeting” folders can be created for storing all documents.

The advantage of using separate folders is that only the relevant documents will be displayed when one of the **More info** hyperlinks is pressed, i.e. only documents relevant to voting will be displayed when the **More info** hyperlink for voting is pressed. The disadvantage, however, is that individual hyperlinks have to be entered in the prepare pages for each folder.

By default DICENTIS (version 1.5 and later) installs the Internet Information Server and creates a **meetingdocuments** directory and simple website to enable document browsing. The meeting documents directory is installed on the drive that has the most space available on the server.

Note: This is not necessarily the C drive.

Technician tasks

Set up the **meetingdocuments** directory:

1. Use the Internet Information Services (IIS) Manager and Explore (inetmgr) to determine on which drive the **meetingdocuments** directory is installed.
2. Share the **meetingdocuments** directory, so that the secretary can access it.
3. Create a shortcut to the **meetingdocuments** directory on the secretary’s computer.

Create one or more folders on the DcnmMeetingDocuments website:

1. In the **meetingdocuments** directory, create a folder for each meeting; for example, **meeting_1, meeting_2, meeting_3**. These folders are used to store the documents that are displayed when the **More info** hyperlink is pressed.
2. Optional: In each of the meeting folders, create folders for each agenda item and each voting round; for example, **agenda_1, agenda_2, and voting round_1, voting round_2**.

Secretary or clerk tasks

Upload files to the **meetingdocuments** directory:

1. Click the shortcut to the **meetingdocuments** directory, or use Windows Explorer to browse to **(Drive):\inetpub\wwwroot\DcnmMeetingDocuments**.
2. Make sure the technician has created the appropriate folders, as described in **Technician tasks**. See previous section.
3. Upload files (i.e.: documents, pictures, and presentations) to the appropriate folder(s), as required.

Enter URLs (links) for the meeting and agenda items:

- Use the following format to create URLs (links) in the meeting and agenda items:
http://<IP-address of the DICENTIS server PC>:31415/Default.aspx
- If each meeting has its own directory with documents, the URLs (links) should have the following format:
http://<IP-address of the DICENTIS server PC>:31415/Default.aspx?meeting=<name of the directory used in this meeting>

- If each agenda has its own directory with documents, the URLs (links) should have the following format:
http://<IP-address of the DICENTIS server PC>:31415/Default.aspx?meeting=<name of the directory used in this meeting>&agenda=<name of the directory which has the documents used for this agenda item>

Refer to:

- *Meeting details, page 63*
- *Topic details, page 66*
- *Voting round details, page 68*

Check URLs (links)

1. Activate each meeting, and check that URLs (links) to the meeting documents are displayed when the **More info** hyperlink is pressed.
2. Optional: Also do this for each agenda item and each voting round of a meeting.

Refer to

- *Topic details, page 66*
- *Meeting details, page 63*
- *Voting round details, page 68*

16.17

Configuring the date and time format of the DICENTIS Multimedia device

The DICENTIS Multimedia devices (DCNM-MMD and DCNM-MMD2) are using the following date and time settings from the server PC:

- Time-zone
- Daylight saving time settings
- Time format (Short time)
- Date format (Short date)

To make this work properly you need to execute the following steps:

1. Configure the date and time format on the server PC
 - Open **Control Panel**.
 - Select **Change date, time, or number formats**.
 - On the **Formats** tab-page (of Region) configure the **Short date** and **Short time**.

You can also make your own date and time format if you like.

Note: if you make it too long it will not fit the device.

- Select **Apply**.
2. Configure the server that the settings are part of the administrative settings.
 - Open the tab page **Administrative** (of Region).
 - Select the button **Copy settings...**
 - Check the box.
 - Welcome screen and systems accounts.
 - Select **OK**.
 3. Wait a minute and see that the format on the DCNM-MMD is updated.

16.18

Using a fixed IP address for the DICENTIS server in a DICENTIS system with ARNI support

In order to use a computer in a DICENTIS system to which you want to assign a fixed IP address, you make the following settings:

1. Go to **Control Panel > Network and Internet > View network status and tasks > Change adapter settings**.
2. Select "Internet Protocol Version 4".
3. Select the **Properties** button.
4. **Use the following IP address:** should contain the IP address of the server or the computer, the Subnet mask and the Default Gateway.
Use the following DNS server addresses: should contain the IP address of the ARNI.
5. Click the **Advanced** button.
6. The Advanced TCP/IP settings DNS page should contain the following:
 - "Append primary and connection specific DNS suffixes" is checked
 - "Append parent suffixes of the primary DNS suffix" is checked
 - "DNS suffix for this connection: " parent.bosch.omneo
 - "Register this connection's addresses in DNS" is checked
 - "Use this connection's DNS suffix in DNS registration" is checked

Note: Make sure these settings match the definitions made in your network.

1. Do a quick test to verify the settings are correct by running the screen command: `C:\Program Files\Bosch\DNS-SD>BoschDNSSDClient.exe -b _ocasec`

If you see a list of DICENTIS registered in the domain "parent.bosch.omneo" it is OK. The Bosch-ARNI is registered twice, once in the "local" domain and a second time in the "parent.bosch.omneo" domain, this is normal. If you only see the Bosch-ARNI registered in the "local" domain, the DNS settings are wrong.

16.19 Selecting a network interface to work with DICENTIS

Using the environment variable, `DCNM_PREFERRED_NIC`, the interface name, device name (it is called description if you use the `ipconfig` command) or index can be set that you want to be used by DICENTIS.

1. Use the Windows Network Connections menu to retrieve the Name or Device name of the interface.
2. Use "Route Print" from the command prompt to find out which Interface number is used by DICENTIS.
3. Create a new environment variable via:

```
"This PC" \ Properties \ Advanced system settings \ Environment
Variables \ System variables \ New
with variable name: DCNM_PREFERRED_NIC
```

with variable value: the Name or Device name you retrieved via Network Connections or the interface number you retrieved via the "Route print" command.

Note: If there is only 1 network interface available in Windows, this will be used (regardless of the number that was set).

Note: If no environment variable, or an invalid name or number was set and there are several network interfaces, the network interface that was found first will be used (current situation).

16.20 Powering down the server via the power button

The DICENTIS services run on the server computer. Because these are services, it is not necessary to start them manually or even log in to this computer. Just powering on the computer is enough to get the system working. The power button on the computer can be configured to power down the computer so you do not need to log in to the computer to power it down.

Note: It is not necessary to power down the computer, but you can.

To configure the power button to power down the computer:

1. Go to **Control Panel > Hardware > Power Options** to change the function of the power button.
2. Configure “Shut down” for the option **When I press the power button**.

16.21 Camera and presentation streams

The camera stream and presentation stream are distributed by the DICENTIS VideoSwitcher service to the DICENTIS devices.

You can use these streams in your own display or recording application:

- Camera stream: `Rtsp://<DICENTIS server>:9554/stream2`
- Presentation stream: `Rtsp://<DICENTIS server>:9554/stream1`

For the camera stream the DCNM-LCC license is required and Camera control needs to be enabled.

For the presentation stream the DCNM-LMS license is required and presentation stream needs to be enabled.

16.22 Making a backup and restoring your Synoptic configuration

The configuration of the Synoptic layout is not in the database, but it is stored in a separate file in a different location.

To make a backup of the Synoptic configuration:

Make a backup of this directory: `D:\Inetpub\wwwroot\DcnmSynopticControl\Data` (the data will be stored on your largest drive; that is D in this example) for a backup of the layout.

To make a backup of the background image, copy: `D:\Inetpub\wwwroot\DcnmSynopticControl\Images`

If you keep this information together with the database backup you created (see paragraph 13.6),

you can restore your configuration by:

1. Restoring the database (see paragraph 13.7 and 13.8)
2. Restoring the saved Synoptic configuration and background image by pasting them in the correct location

16.23 Configuring Dante™ compatible devices

The DICENTIS Conference System supports integration with third party Dante™ compatible devices (like for example, a laptop). Configuring which Dante™ inputs and outputs are routed to the Dante™ inputs and outputs of the DICENTIS Conference System is done via Audinate’s Dante Controller which can be downloaded from the Audinate website.

Note: The Dante Virtual Device is running on the DICENTIS Conference System server for the Dante™ functionality. Only one Dante™ device can be active on a computer, therefore it is not possible to install any other Dante™ device on the DICENTIS Conference System server.

Note: The Dante Controller can be run from any computer in the network. Its serves to route Dante™ inputs and outputs between Dante™ compatible devices.

1. Open the Dante Controller **Network view**.
2. The new Dante™ devices from the APS are shown on the screen:
 - Dante Receivers:
 - DICENTIS <hostname server>
 - Dante In 1
 - Dante In 2

- Dante Transmitters:
 - DICENTIS <hostname server>
 - Dante Out 1
 - Dante Out 2
- All other devices that are visible on the network are shown as well.

Next, multicast streams need to be created from the transmitters, as the DICENTIS Conference System utilizes these:

1. Press **Ctrl-D** to open the **Device info** view.
2. Select the device you want to configure to work with DICENTIS.
3. Go to the **Transmit** tab.
4. Press **Ctrl-M** to create a multicast flow.
 - Make sure to select only 1 channel per multicast flow.
5. When the multicast flows have been created, switch back to the Dante Controller network view to create the connections you want. All successful connections are shown by a check mark.
 - For further details on configuring Dante™, refer to the “Dante Controller User Guide”.

16.24 Setting a PIN code for a Dante™ device

To increase security and prevent access from unauthorized parties, a technician should set a 4-digit PIN code to lock each Dante™ device in the network.

To set a PIN code for a Dante™ device:

1. Open the Dante Controller application
 2. Select the Device Info tab
 3. In the Device Lock column, left click the row of the device you wish to lock
 4. Enter a 4-digit code in the PIN field, and confirm the code in the Confirm PIN field
 5. Click the Lock button
- ✓ The PIN code is now set for the Dante™ device.

16.25 Keeping third-party android apps on top on the multimedia device when changing agenda items

When a third-party app is used as UI for the multimedia device, the multimedia device navigates to the DiscussApp (active part of the discussion) when a new agenda item is opened.

The `com.bosch.mmd.ui.action.DISCUSS` intent is sent when an agenda item is opened. The third-party app can also receive this intent. Read more on how to make that happen at <https://developer.android.com/guide/components/intents-filters>.

The multimedia device will show a pop-up the first time this event is sent:

1. Tap the checkbox **Use by default for this action**.
 2. Tap the desired app.
- ✓ The selected app will now be used as default.

You can find some information from the AndroidManifest.xml below:

```
<activity
  android:name=".DiscussAppActivity"
  android:label="@string/app_name"
```

```
    android:launchMode="singleTask" >
    <intent-filter>
    <action android:name="android.intent.action.MAIN" />

    <category android:name="android.intent.category.LAUNCHER" />

    <action android:name="com.bosch.mmd.ui.action.DISCUSS" />
    <action android:name="com.bosch.mmd.ui.action.SHOW_PRESENTATION" />

    <category android:name="android.intent.category.DEFAULT" />
    </intent-filter>
    </activity>
```

17 Troubleshooting

For troubleshooting, also refer to the DICENTIS Hardware Installation manual, section “Installation Test”.

Refer to the product related information on: www.boschsecurity.com.

17.1 Network Docent

Network Docent is developed to help AV operators in their daily job. The software scans and visualizes the network environment, giving insight into all devices and cable-connections of a network-based AV system. Network Docent is able to identify and provide guidance on solving common and simple network errors that cause disruption or improper operation of the AV system. As a result, Network Docent will reduce time and effort, when installing or operating a network-based AV system.

As of version 3.2, the Network Docent software is installed as part of the DICENTIS software package.



Notice!

Do not abort the DICENTIS software installation when installing Network Docent

Please refer to the Network Docent manual for more information on how to use the tool. The Network Docent software and manual can also be downloaded from:

<https://licensing.boschsecurity.com/omneo/>

17.2 Using DeviceBrowser to view connected devices

DeviceBrowser.exe is a command prompt tool which allows a technician to get an overview of which devices are connected. It shows the type, quantity and which VLAN devices are connected to.

To start the tool:

1. Click the Windows Start button.
2. Type **command** in the search field and press Enter.
The Command Prompt will open.
3. Type **cd** and press Enter.
4. Type **cd “Program Files\Bosch\DICENTIS”** and press Enter.
5. Type **DeviceBrowser.exe** and press Enter.
The tool will automatically scan the network for DICENTIS devices.
The scan can be stopped by pressing CTRL + C.

17.3 Known issues

Refer to the following sections for known issues and their solutions:

- *Releasing Dual License, page 136*
- *Network, page 136*
- *Software and hardware installation, page 136*
- *Meeting application and DICENTIS device, page 137*
- *Camera control, page 137*

17.3.1 Releasing Dual License

Issue:

If a device with a dual license is broken, the license will not be automatically returned.

Solution:

Restart the services on the server console, the licenses will be recalculated and the dual license will be released.

17.3.2 Network

Issue:

Delay of audio in a multi-subnet DICENTIS Conference System using Cisco c3560x with firmware 15.0.1 SE3 c3560e-universalk9-mz.150-1.SE3.bin

Solution:

Use the tested and supported firmware versions:

- 12.2.55 SE5 (c3560e-universalk9-mz.122-55.SE5.bin)
- 15.2.2E (c3560e-universalk9-mz.152-2.E.bin)

Issue:

Client PC does not connect to DICENTIS server when it is not in the same subnet.

Solution:

Define and configure the system in such a way that all Client PC's are in the same subnet as the DICENTIS server.

Issue:

When using managed switches with IGMP enabled, this issue can result in loss of audio and other failures.

Solution:

In your switch, set `igmp-last-member-query-count=7`, `igmp-last-member-query-interval=10000` and enable the IGMP querier to a repetition rate of 60 seconds. If your switch does not implement an IGMP querier, you can use the IGMP querier in the ARNI-E.

17.3.3 Software and hardware installation

Issue:

Failsafe devices are not automatically restored by the FWUT if they are not in the same subnet as the FWUT, e.g. a multi-subnet network with an ARNI.

Solution:

Disconnect all devices that are in failsafe mode and connect them to a system with one subnet and without an ARNI. The failsafe mechanism is based on multicast DNS, which causes this technical constraint. Failsafe works with multicast DNS; this is a technical constraint.

Note: Do not connect more than 10 failsafe devices at the same time.

Issue:

Upgrading DICENTIS devices (DCNM-MMD) that have factory firmware prior to 1.2 does not work in a system with an ARNI, because the Firmware Upload Tool does not list the DCNM-MMDs.

Solution:

Upgrade the DICENTIS devices with the ARNI disconnected.

Note: Limit the system size to a maximum of 100 DCNM-MMDs while upgrading.

Issue:

The system stops working after a new user is created at the PC running the DICENTIS software services.

Solution:

Reboot the server PC.

17.3.4 Meeting application and DICENTIS device

Issue:

When using the home button in the browser and the **Back to Active** button (large green button), to return to the active meeting after browsing the internet, there is a delay of about 4 seconds.

Solution:

This is standard Android behavior.

When the back button in the browser is used, and then the **Back to Active** button, there is no delay.

Issue:

The Meeting application shows disabled buttons or missing buttons. The DICENTIS devices show the disconnected screen.

Solution:

Disable the sleep mode of the server PC, and then reboot the server.

Issue:

The Meeting application and the DICENTIS devices show a different time.

Solution:

Enable daylight saving on the PC running the Meeting application.

Issue:

Cannot access screens upon moving the screen splitters to the edge of the window.

Solution:

Delete the file *user.config* in `C:\Users\admin\AppData\Local\Bosch\Bosch.Dcnm.UserInterfaces_StrongName_4bkwhn14ajzhneng3j1ucxubjyvsms2k\<software version>.0`

17.3.5 Camera control

Issue:

Camera pre-positions cannot be set at the seats.

Solution:

1. Close the Meeting application.
2. Remove the file: `C:\Users\«servername»\AppData\Local\Bosch\Bosch.Mmcn.UserInterfaces_...`
3. Restart the Meeting application.

17.4 Customer service

If a fault cannot be resolved, please contact your supplier or system integrator, or go directly to your Bosch representative.



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