

Part A: System requirement:

Hardware required

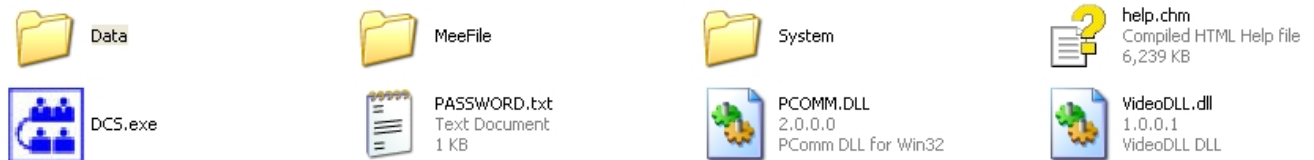
Processor:	Intel Pentium 4 or AMD Athlon XP, 2 GHz or more
RAM:	256 MB min. (1GB recommended)
Hard disk:	Min. 35 MB free hard disk memory
Drives:	CD ROM or DVD ROM drive drive for data backup (e.g. floppy disk drive, CD recorder or ZIP drive)
Interfaces:	At least one free RS 232 interface (serial interface)
Sound card:	Quality stereo sound card
Screen resolution:	Exactly 1024 × 768 pixels
Display:	dual graphics card (Please see the instruction belows)

Part B: Installation and Removing

Installing the software

To install the “DCS” software on the hard disk of your computer, proceed as follows:

1. Insert the software CD into the CD-ROM drive of the computer, double-click the “My Computer” icon on your desktop and then click the icon for your CD-ROM drive.



2. “DCS” is a green software, please copy this software from CD to the hard disk, then operator can run the software directly. Note: the software can not run directly with CD.

Removing the software

To completely remove the DCS software from the hard disk of your computer, please choose the files that operator copy from software CD and delete them. DCS software is removed from your computer.

Install video display card and setting

Video display card is used to transmit the signals of voting or electing results. We recommend customer to use our video display to configure the computer.

1. Specification of the video display card

Description: Radeon 9000 PCI [32MB](#) DDR

Manufacturer: ATI

Type of Video Card: Graphics Accelerator Card

AGP Support: AGP 2X, [AGP 4X](#)

Color Depth at Maximum Resolution: 16.7 Million Colors (32-bit)

Interface Type: Video - 15 pin High-Density D-shell (VGA)

Refresh Rate at Max Resolution: 60 Hz

Resolution: 1024 x 768 (XGA), 1280 x 1024 (SXGA), 1600 x 1200 (UXGA), 2048 x 1536

Slot/Port Type: PCI

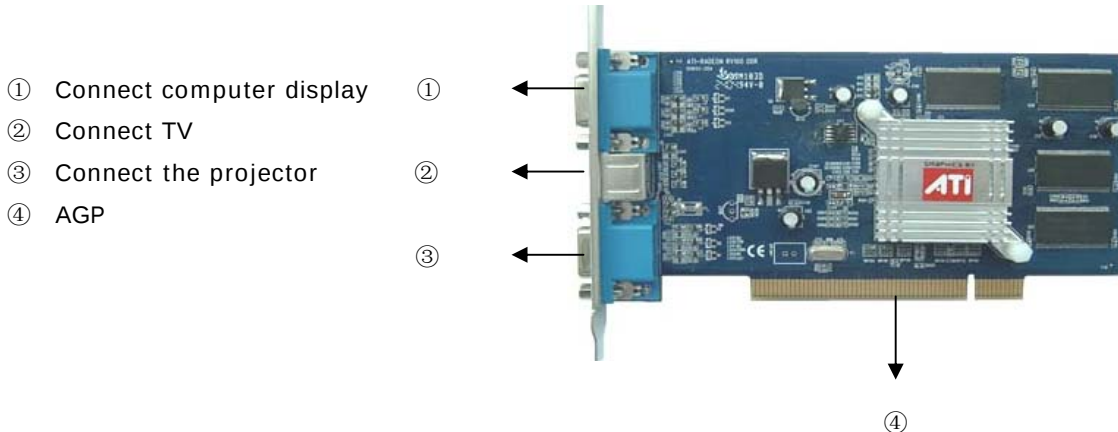
System Type: PC

Video Chipset: ATI RADEON 7000

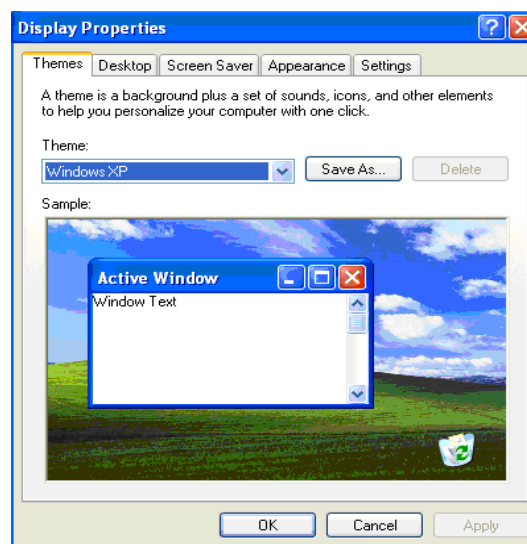
Installed Video Memory: 32 MB

Memory Technology: DDR-SDRAM (DDRDRAM)

2. Please install the video display to the computer, and then install the driver.
3. Schematic diagram of the video display card



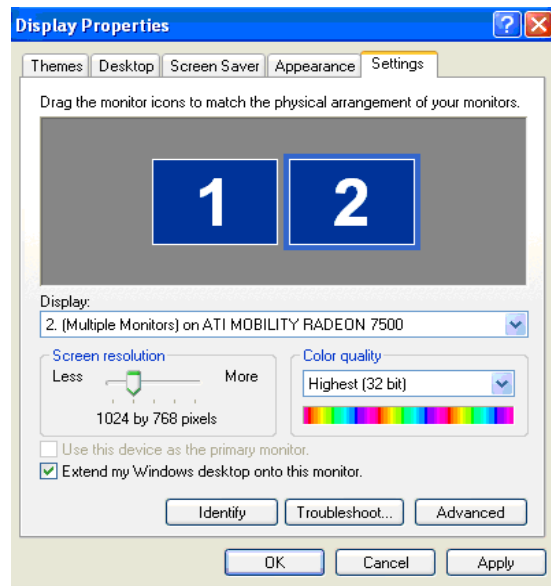
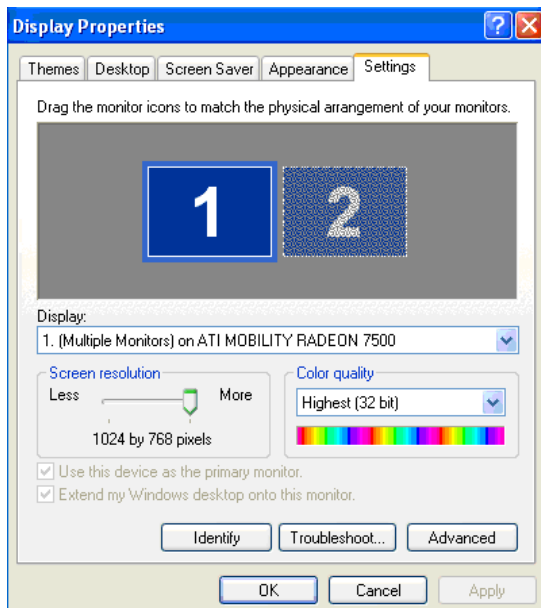
4. The system will search the second display after operator connects TV or project to the video display card.
5. Please click right mouse on desktop, choose “Properties” to enter the “Display properties” panel.



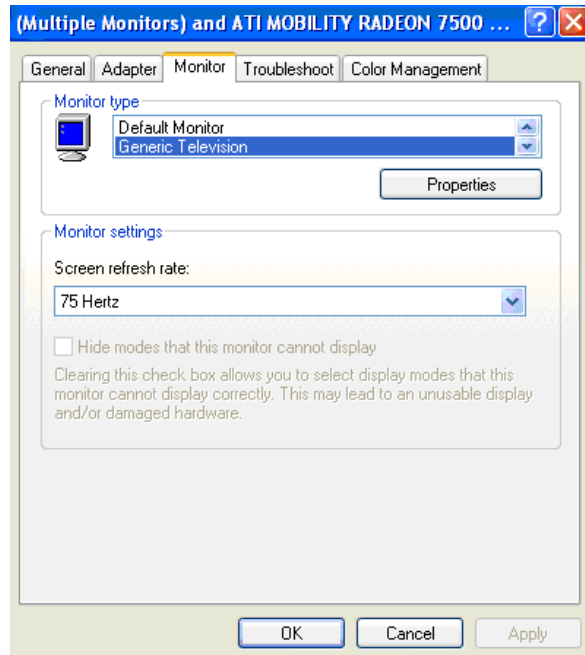
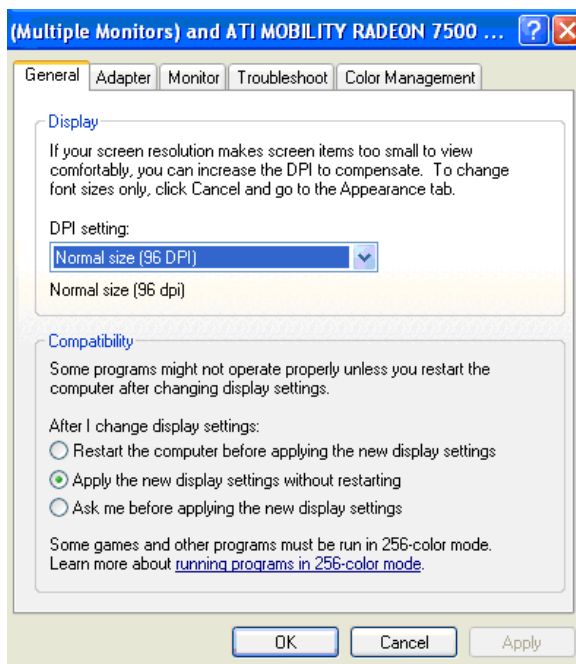
6. Click “Settings” to enter the setting panel, choose set

2

the Screen resolution: 1024 by 768 pixels, Color quality: highest (32 bit), and then tick off before “Extend my windows desktop on to this monitors”.



7. Click "Apply", then the second display (TV or projector) has already setting.
8. If the second monitor still can not display normally, please resetting as process 5 and 6, then click "Advanced" icon to enter the "multiple monitors", choose "monitor" to debug the setting.



Part C: Operation

Login

1. Make sure the software Dongle connects to the USB interface of computer; please do not remove the dongle from the computer during the software running. (Fig 1)
2. Make sure that conference system main unit and microphone already connected. Double-click the program icon "DCS" to run the software. Please input the password (original password is "1234"). (If the conference system disconnect, the system will display the message to suggest operator check the connection and power). The software will enter the main panel after operator input the correct password.



Software Main Interface

There are seven parts of the software main interface "System Setting", "Preparation", "Start Conference", "After Conference", "Help", "Line Detect" and "Exit"



System Setting

A. System Setting-Basic Setting

Click “System Setting” to enter system setting interface, and then click icon “Basic Setting” on the left side of the software to enter system basic setting. (Fig 4)

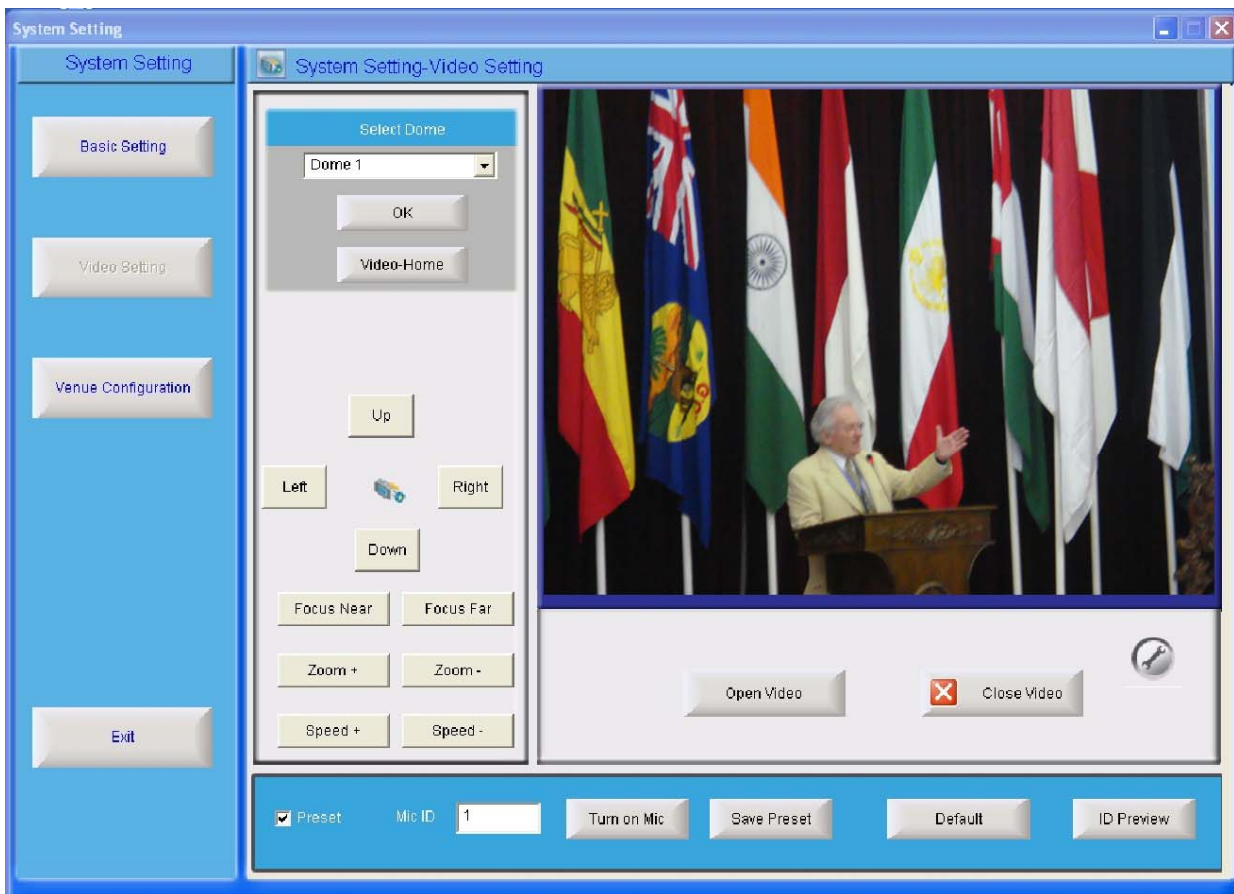
Details as below:

1. System number setting: System number setting function usually only used when install the conference system equipments, please input the total microphone (include chairman and delegate microphone) quantity, then click “OK” to confirm. This number will not change if the microphone number not changes. Note: If system number changes succeed, software will switch to “Venue Configuration” interface, and refresh the microphone icon quantity. Operator can move the microphone icon if necessary
2. Chairman number setting: Please set the correct chairman microphone number according the system.
3. COM Port Setting: Communication port should be within the setting, or the operator can not enter the software. Default port setting is from 1 to 10.
4. Sub-Screen Setting:
 - a. Screen Size: Please select the proper size in the list to support projector or LCD display.
 - b. Background Color: Please select the screen background color in the list.
 - c. Font Color: Please select the screen font color in the list.
 - d. Open/Colse Sub-Screen.
5. Change Password: If operator wants change the software password, please input current password and new password two times, then click “OK” to confirm.
6. Ballot Setting:
 - a. Display percentage: Ballot result will display the percentage if operator ticks it off.
 - b. Auto-Display Pass/Not Pass: Ballot results will display ballot pass or not pass if operator tick it off.

c. Key1-5: Setting the parameter of each key when scoring

B. System Setting-Video Setting

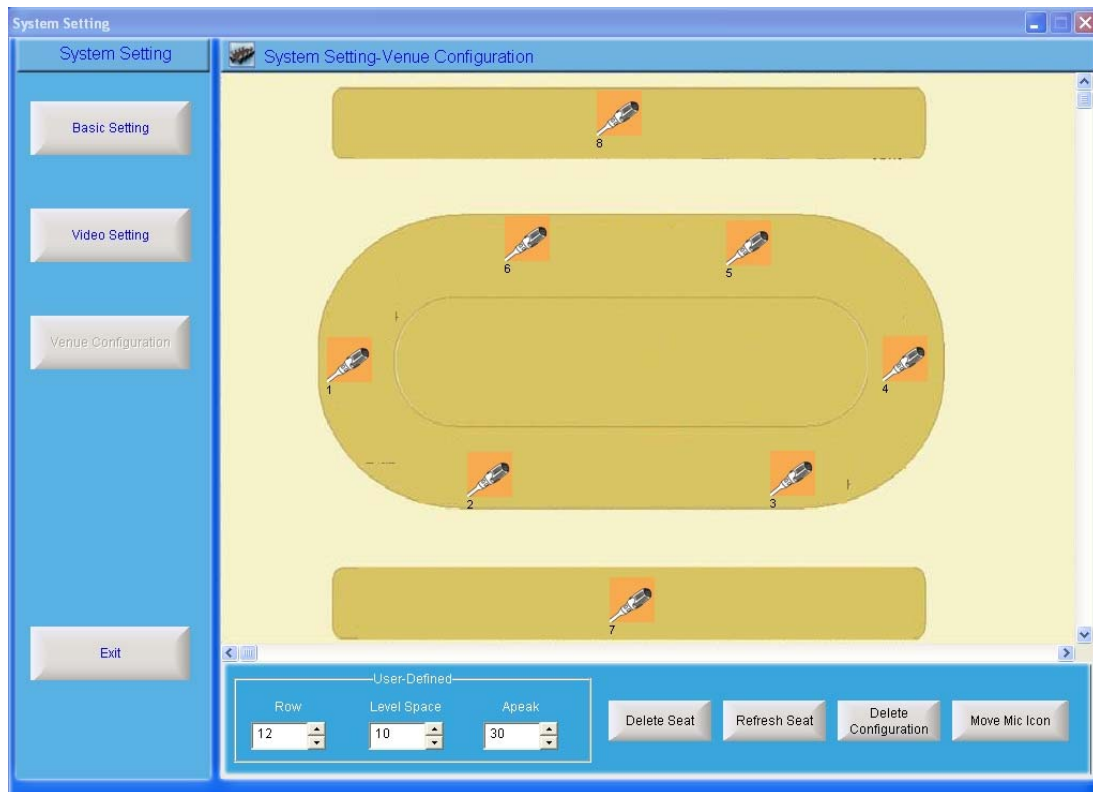
Please click icon "Video Setting" on the left side of the software to enter system video setting.



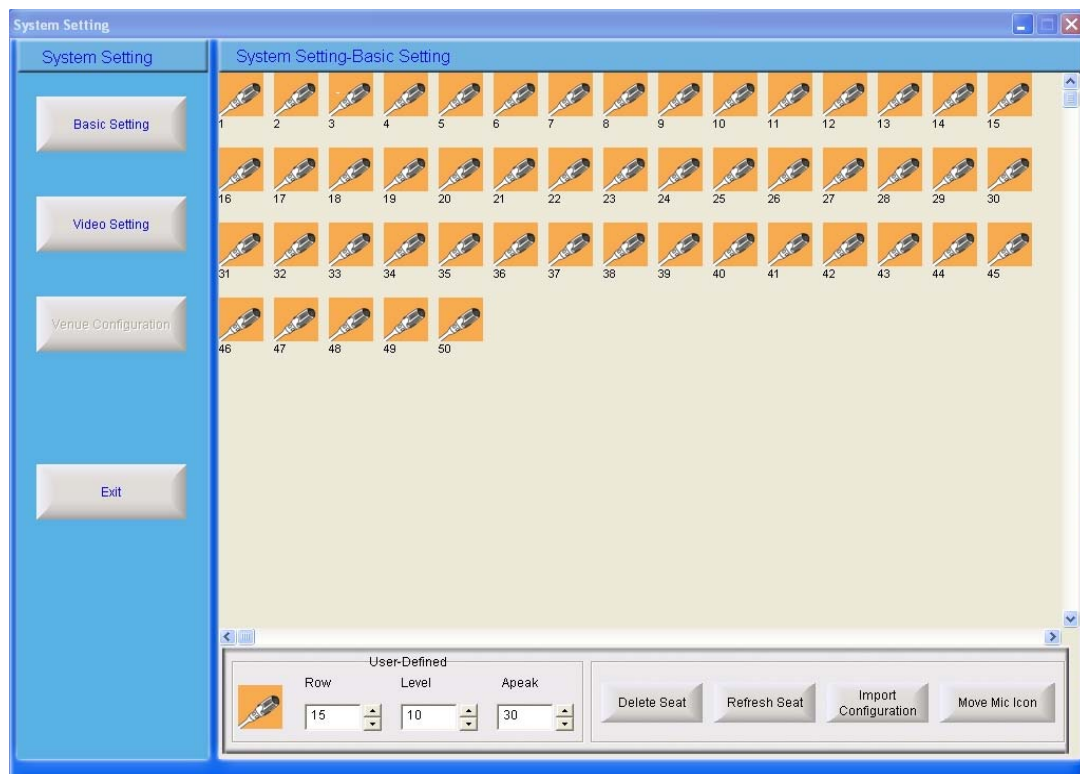
1. Please tick off before "Preset", turn on microphone by "Talk" key first (or input the Mic ID in the Mic number textbox, then click "Turn on Mic"), and please debug the camera with the software to get the clear image.
 2. Please click "Save Preset" to save the preset data after operator finish the camera debug setting of that microphone.
 3. If operator need to set video-home function, please debug camera 1 (camera id must 1) to get the video-home image, then click"video-home" icon to save the preset.
 4. Repeat the operation to finish all microphones preset.
 5. If operator wants clear the preset data, please click "Default", then software will delete all preset datas.
 6. Please click "Preview" to check the preset and un-preset microphone address.
 7. Operator can open or close the video in software when preset microphone.
 8. If system use more than 1 camera, please select the correct camera number and confirm (click "OK") when debug the video of each microphone.
 9. Operator can check the video image in the software if computer installed video capture card.
- Note: Only chairman microphone and camera 1 support video-home function, and each camera can support 64 preset address maximum.

C. System Setting-Venue Configuration

Please click icon “Venue Configuration” on the left side of the software to enter the conference room configuration. Operator can set meeting place and seats according to the real situation

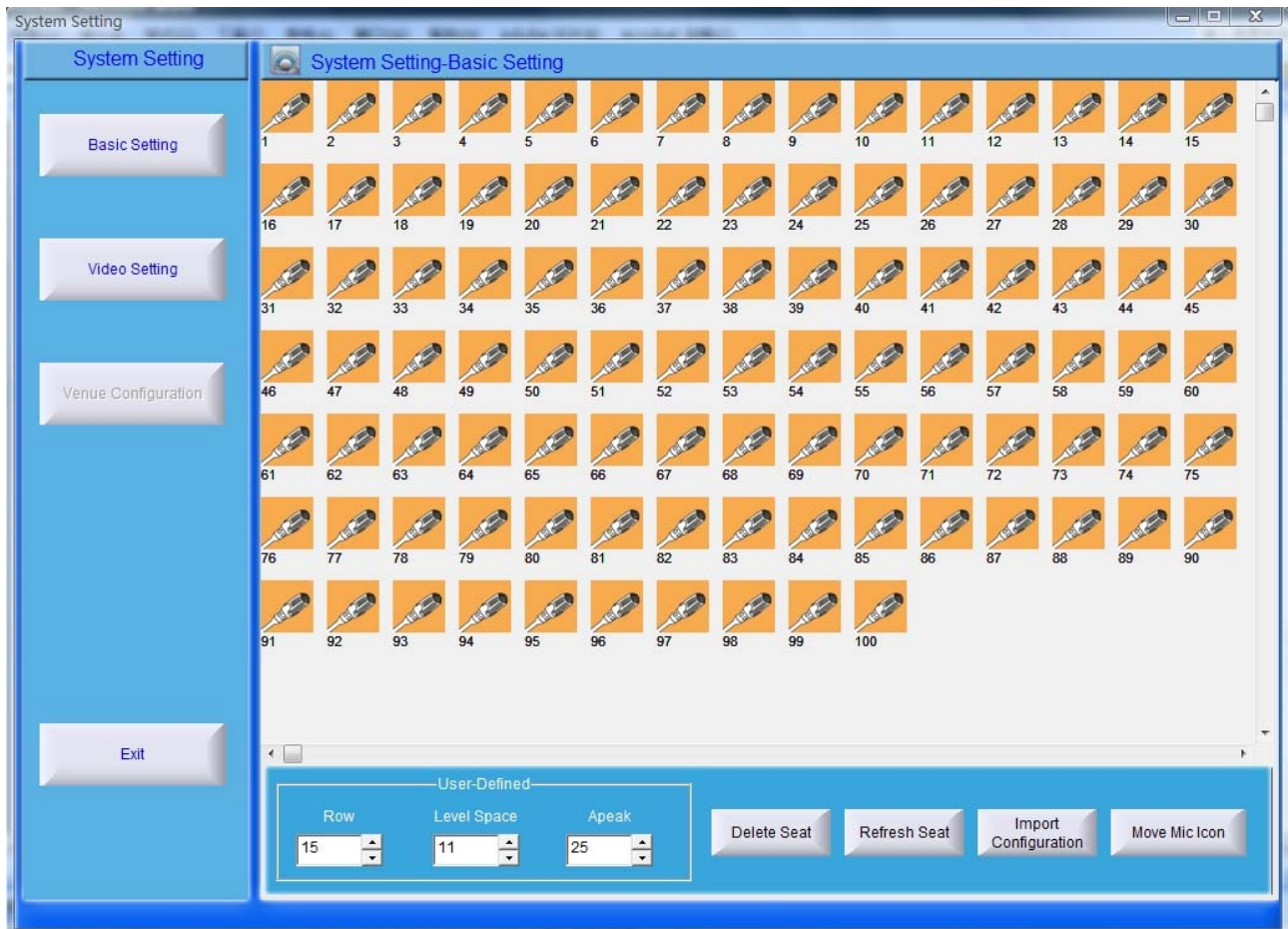


1. Create Seat: Please click “Create Seat” icon, system will create the microphone icon automatically, icon quantity will same the microphone number that operator set in basic setting interface, operator also can defined the icon configuration by “Operator-defined”, such as row quantity, level & Apeak distance.

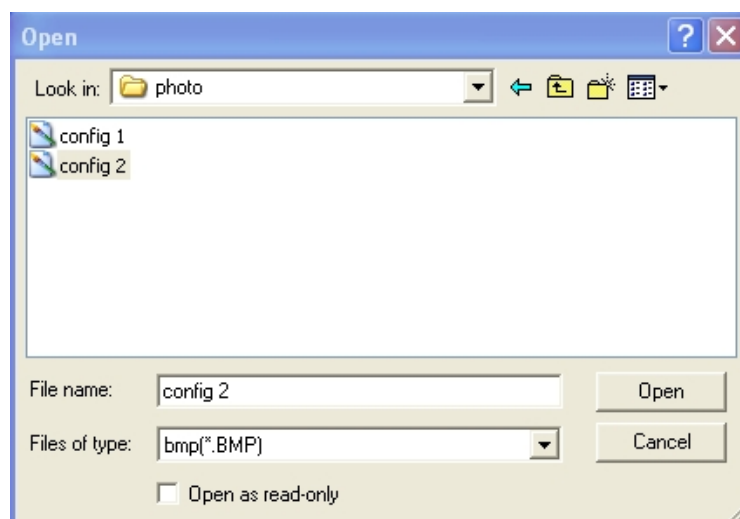


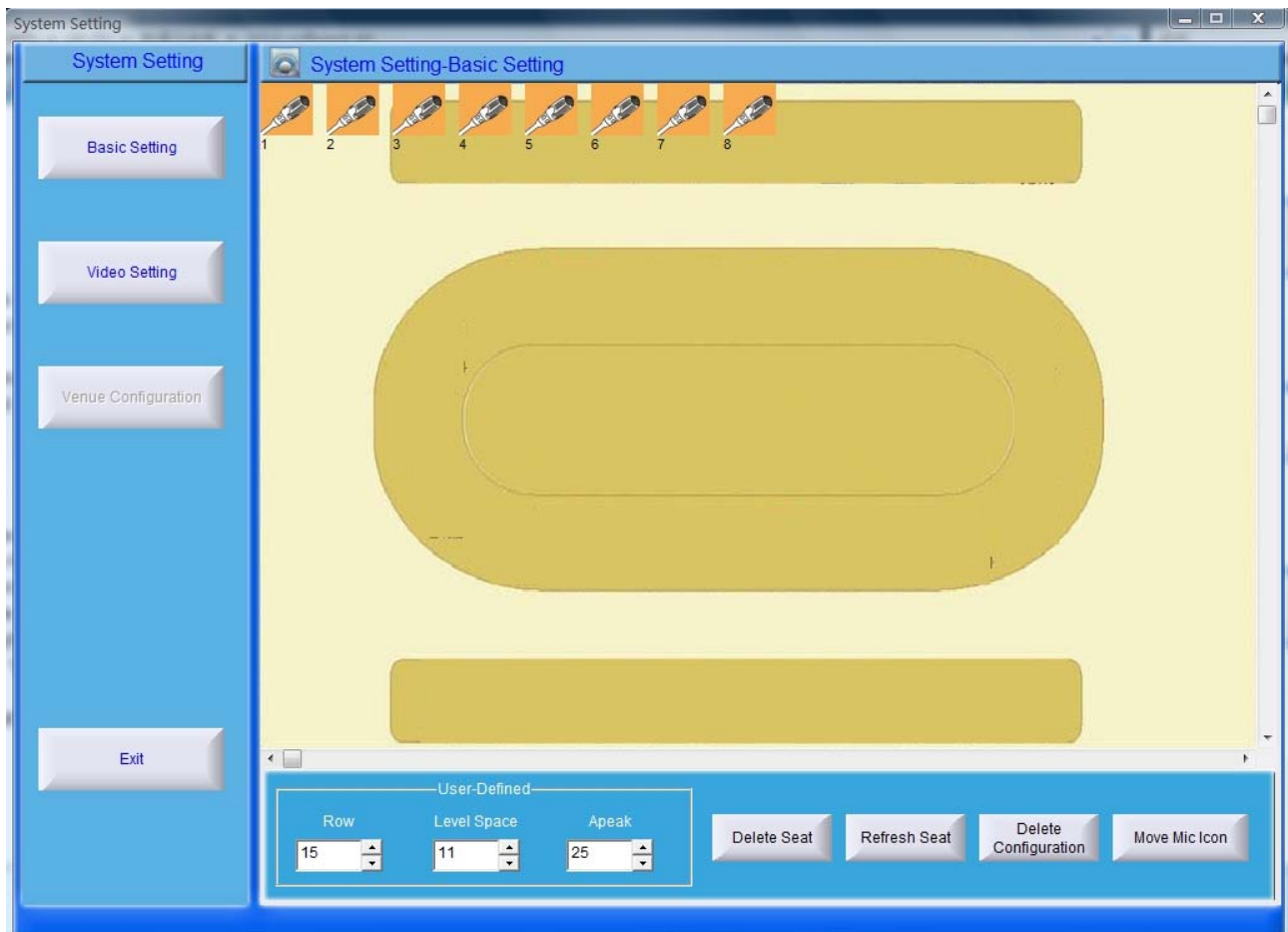
2. Delete Seat: If operator click “Create Seat” icon, the icon will change to “Delete Seat”, all seat setting will delete if click” Delete Seat” icon.

Refresh Seat: If operator change the data of “User-Defined” or change the system microphone number in “Basic Setting”, seats setting will change after click “Refresh Seat”. For example: System Number Setting 100, Row 15, Level 11, Apeak 25. The seat configuration will as following:



3. Import Configuration: Please click “ Import Configuration” to choose the bmp format picture as following:
(Operator can make the configuration picture with the real situation of conference room.





The icon will change to “Delete Configuration” after system import configuration. If operator click delete configuration, the imported configuration picture will deleted.

4. Move Mic Icon: Please click “Move Mic icon”, then choose the microphone icon that operator want moving with the left mouse button, move the mouse (no need to hold the left and right mouse button) to move the Mic icon to the correct position and them click left mouse button again to fix up Mic icon. After operator move all Mic icon to the correct position, please click “ Fixup Mic Icon” to finish the setting.

D. System Setting-Exit

Please click “Exit” to exit the System setting interface, back to software main interface.

 Line Detect Line Detect[illegible]

2. Please click "Exit" to exit line detect interface, back to software main interface.

Preparation

A. Preparation-Create/Edit Conference

Click “Preparation” to enter conference preparation interface, and then click icon “Create/Edit Conference” on the left side of the software to create/edit conference.

Conference Heading	Date
1 APEC Ministerial Meeting	1/26/2010

Conference Heading: APEC Ministerial Meeting

Place: Beijing Date: 1/26/2010 To: 1/26/2010

Expected Number: 8 P ☒ Validity Percentage: 50 %

Conference Heading Display Create Conference Heading Edit Conference Heading Delete Conference Heading Save Cancel

1. Create Conference Heading: Please click “Create Conference heading”, then operator can input conference information, please click “Save” to save the conference data after finish setting.
2. Edit Conference Heading: Please choose one conference heading that operator want edit, and then click “Edit Conference heading”, operator can edit the conference data in the text box, then click “Save ” to save the conference data after finish edit.
3. Delete Conference Heading: Please choose one conference heading that operator want delete, and then click “Delete Conference Heading”, the conference heading will deleted.
4. Conference Heading Display: Please choose one conference heading that operator want setting, and then click “Conference Heading Display”, system will pop-up one text box. Operator can edit the conference heading which displayed on sub-screen.



B. Preparation-Create/Edit Proposal

Please click icon “Create/Edit Proposal” on the left side of the software to enter the conference proposal create/edit interface.

S/N	Proposal Title	Type	Status
1	To Reduce the Exchange Rate	Vote	No
2	Chairman of Next Meeting	Elect 3-1	No

Proposal Title:

Ballot Type: Pass Condition: %

Voting Base: ☒ Limit Time: Sec

Pass Condition: ☒ Include unpress to abstain

1. Please click “New Proposal”, and then input proposal information in the text box, click “Save” to save the data. If operator choose elect mode, please input candidates' information.
2. Delete Proposal: Choose one proposal listed in the software, then click “Delete Proposal” to delete this proposal.
3. Edit Proposal: Choose one proposal listed in the software, and then click “Edit Proposal”, operator can edit the proposal information in the text box, please click “Save” after operator finish edit the proposal information. If the proposal is elect mode, after choose this proposal, click “Candidate List” to edit the candidate's data in the pop-up text box.

Candidate List

Candidate 1

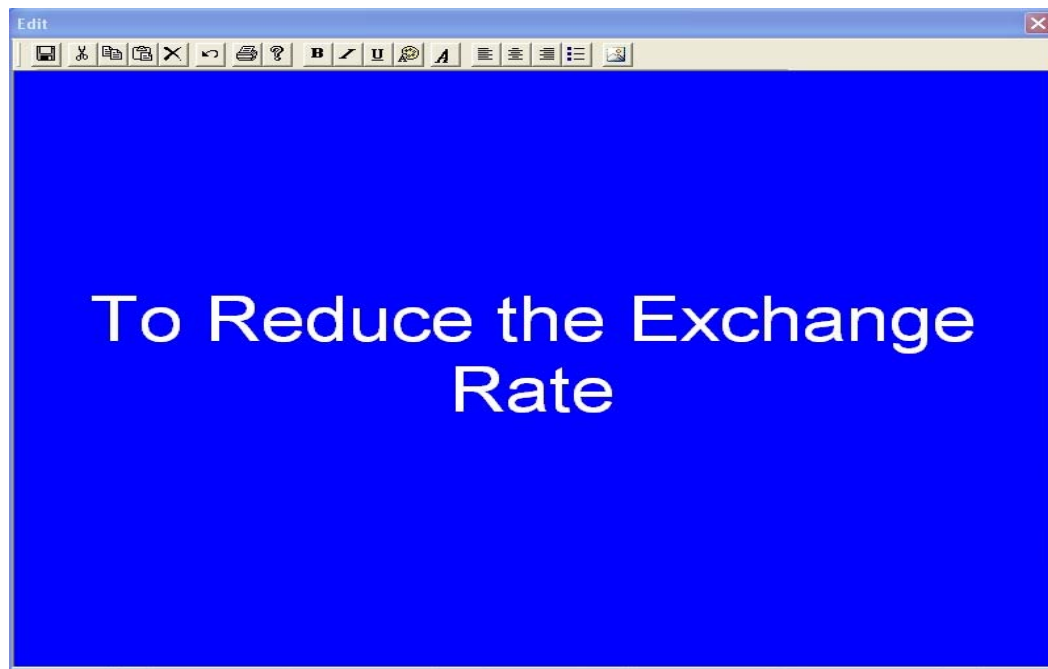
Candidate 2

Candidate 3

Candidate 4

Candidate 5

4. Edit Proposal Format: Choose one proposal, and then click “Edit Proposal Format”, operator can edit the proposal which displayed on sub-screen.



C. Preparation-Create/Edit Delegate Data

Please click icon “Create/Edit Delegate Data” on the left side of the software to enter the delegate data create/edit interface.

The screenshot shows the 'Preparation-Create/Edit Delegate Data' window. On the left is a sidebar with buttons: 'Create/Edit Conference', 'Create/Edit Proposal', 'Create/Edit Delegate Data' (highlighted), and 'Exit'. The main area is divided into several sections:

- Channel 1 Table:** A table with columns SN, Name, and Sex. It contains 8 rows of data.
- Form Fields:** Fields for Channel No (dropdown), S/N (text), Name (text), Sex (dropdown), Nationality (text), Company (text), Position (text), Contact Info (text), Delegation (text), Chairman Delegation (text), and Seat No (text).
- Image Section:** A placeholder for a delegate's photo with 'Load' and 'Delete' buttons.
- Search Section:** A search interface with dropdowns for 'Channel' and 'By Name', a text input field containing 'John', and a 'Search' button.
- Footer:** A row of navigation buttons: 'Add', 'Edit', 'Delete', 'Delete All', 'Import Data', and 'Export Data'.

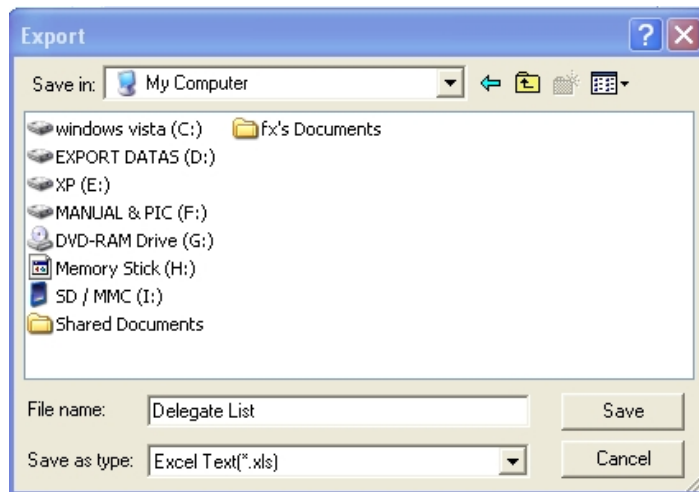
SN	Name	Sex
1	Zhang	Male
2	John	Male
3	Ali	Male
4	Lily	Female
5	Jack	Male
6	Lucy	Female
7	Motwane	Male
8	Henry	Male

Total 8 P

1. Add: Please input delegate information in the text box, and operator also can load the delegate's photo if necessary. Please click "Add" after operator input delegate's data, the delegate data will saved and display in the list.

Note: Delegate's data must include S/N, Name and Sex, others are optional

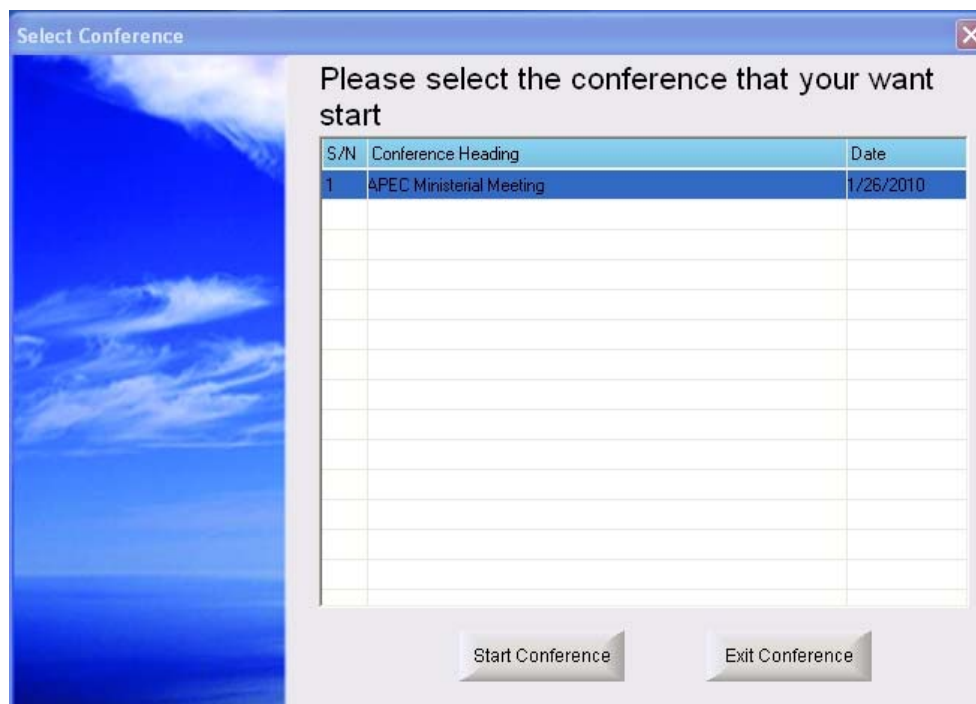
2. Edit: Please choose the delegate S/N or name that operator want to edit, this delegate's data will display in the software, please edit the delegate's data in the textbox, and click "Edit" to save the data.
3. Delete/Delete All: Choose one delegate S/N or name listed in the software, then click "Delete" to delete this delegate's data. "Delete All" means all delegate listed in the software will deleted
4. Export to Excel: If software already include delegate's data, please click "Export to Excel", system will pop-up one text box, operator can save the delegate's data in excel format.



5. Search: Operator can search the delegate by delegate's S/N or name.
6. Back: Back to "Create/Edit Conference" interface.

Start Conference

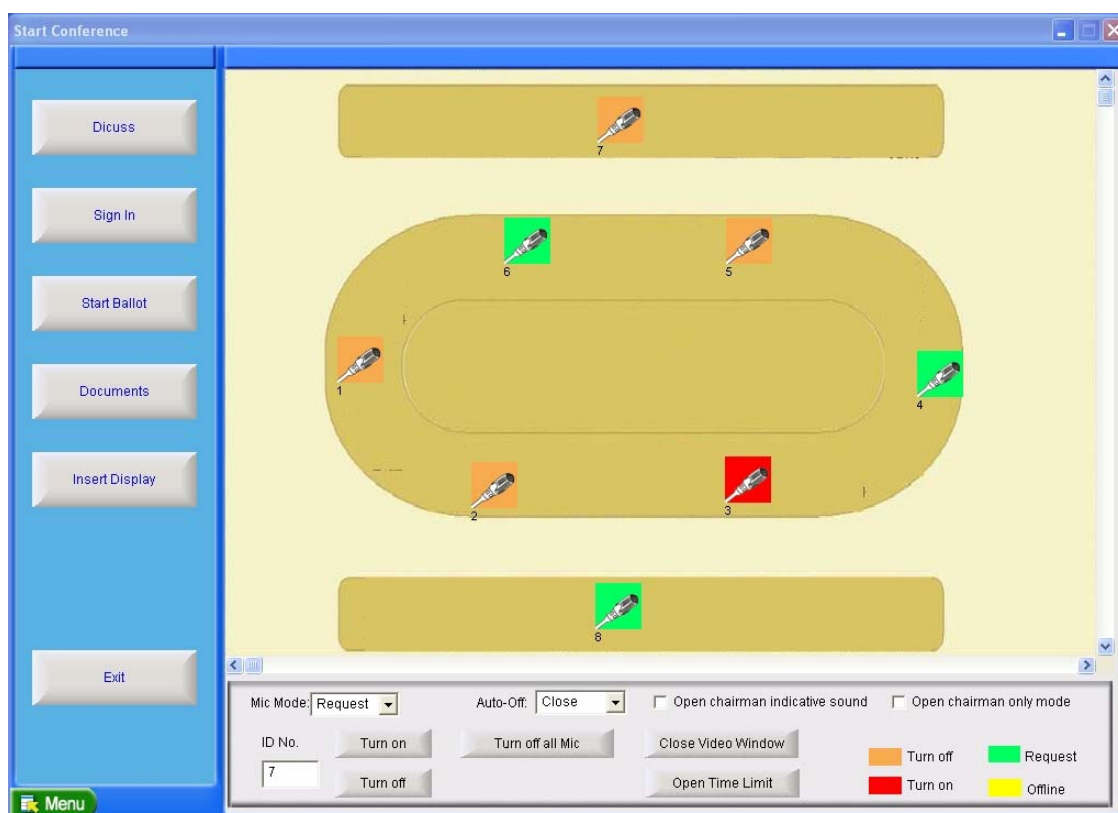
Click “Start Conference” to enter conference start interface to select the conference that operator want start.



If operator has prepared the conference, the conference heading will display in the software, please select the conference S/N or heading that operator want start, and then click “Start Conference” to enter the conference starting interface, click exit back to software main interface.

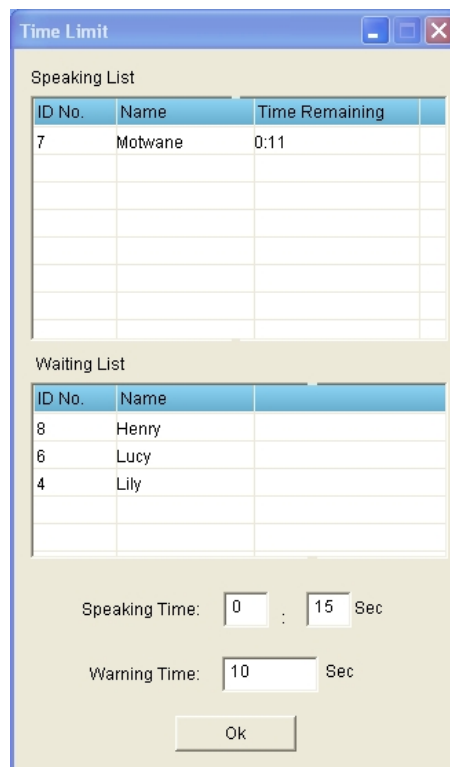
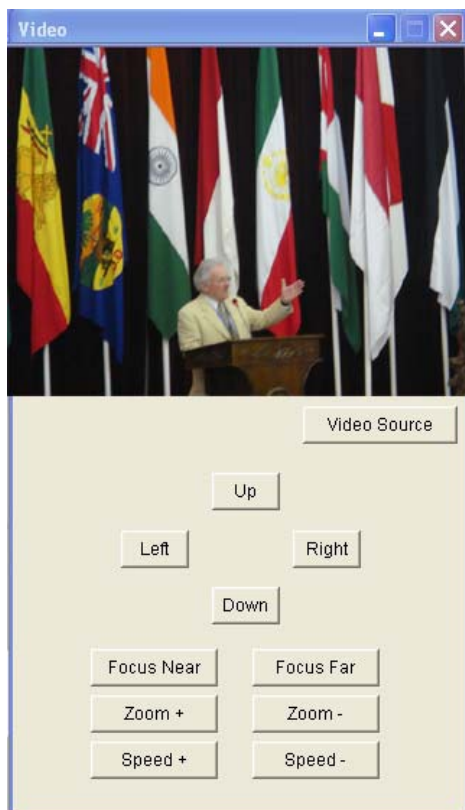
A. Start Conference-Discuss

The default interface is “Discuss” after software enter conference start interface.



1. Mic Mode: The default mode is “Free”, operator can select the Mic mode such as “Limit, Request” in the software.
 - a. Free: All microphones can turn on without limit.
 - b. Limit: Only one microphone can turn on at the same time.
 - c. Request: Delegate microphone can press speak button to send request to the operator, the microphone read led will flash at the same time, operator can allow or refuse the delegate's request by software control.

Note: Please set “PC Mode” in the conference main unit panel if operator wants setting the Mic mode by software, or system may occur error.
2. Mic Control: Please choose the Mic icon (the icon will display the microphone ID or delegate name) or input Mic ID in the software, operator can turn on or turn off the microphone by software. Mic icon will display the microphone status with different color.
3. Open Video Window: Please Click “Open Video Window” to debug the camera by the video setting window. Click “Close Video Window” back to discuss interface.
4. Open Time Limit: Operator can set the speaking time of the delegate microphone with this setting panel when system in limit or request mode. And system will send warning sound with the operator's setting. Warning sound can set by operator in the software. The file name is “media. WAV”, operator can use other warning sound to replace this default warning sound.



Please click icon “Sign In” on the left side of the software to enter conference sign in interface.

1. Expected Number: Please setting the correct expected number of the vote/elect/scoring, and then confirm.
2. Quorum Rate: Please setting the quorum rate of the delegation, and then confirm.
3. Sign In: Please click “Sign In Start” and “Sign In End” to start and end the sign in, sign in result will display in the software and sub-screen. (If some delegates forgot sign in or delay in arrival, operator can use “Re-Sign In” function)

C. Start Conference-Start Ballot

Please click icon “Start Ballot” on the left side of the software to enter conference ballot interface. If this ballot does not sign in first, system will display warning message to ask operator finishing sign in first.

	Proposal Title	Ballot Type	Status
1	To Reduce the Exchange Rate	Vote	No
2	Chairman of Next Meeting	Elect 3-1	No

Pass Rate: > 50 %

Vote Base: Sign In

☒ Include unpress to abstain

☒ Display Percentage ☒ Display Pass/Not Pass

☒ Time 30 Sec

Please Press Ballot Key

00:20

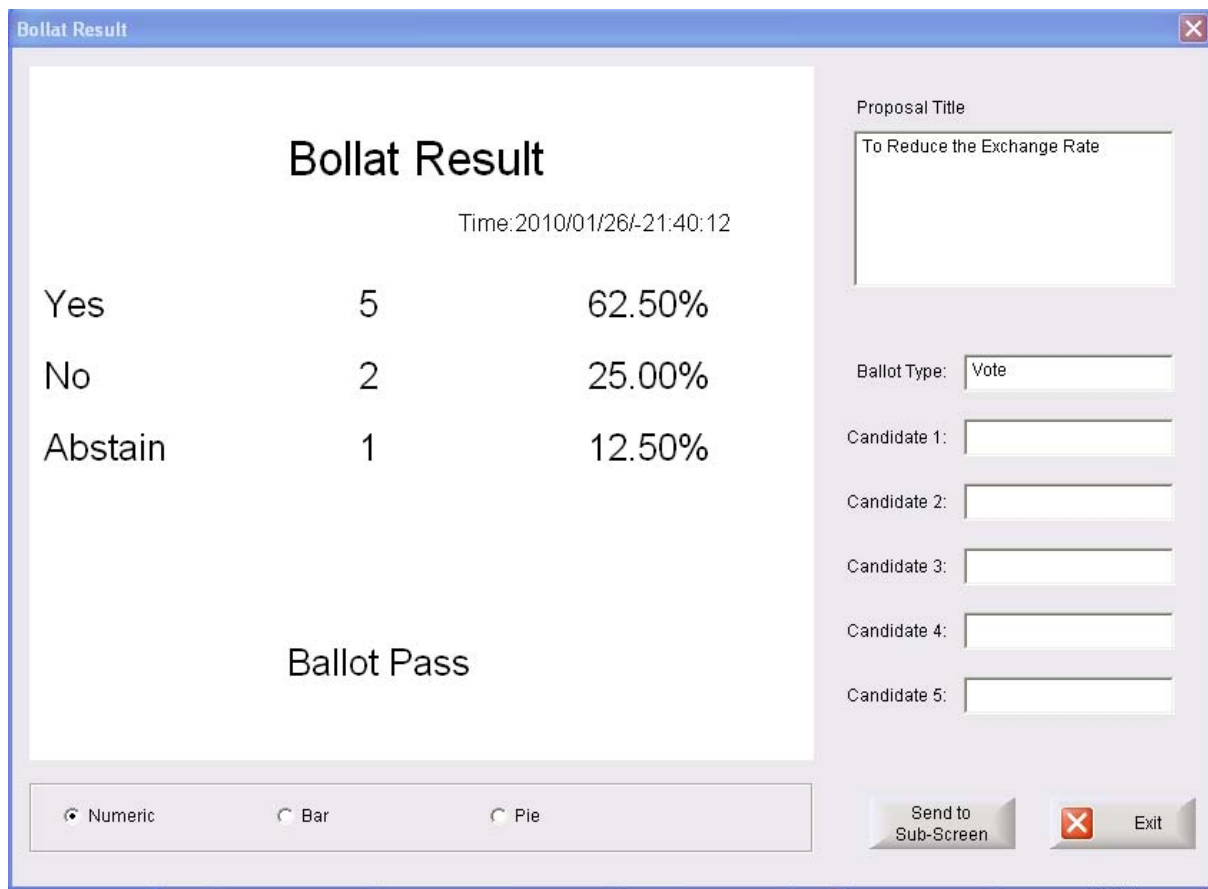
Expected 8

Sign In 8

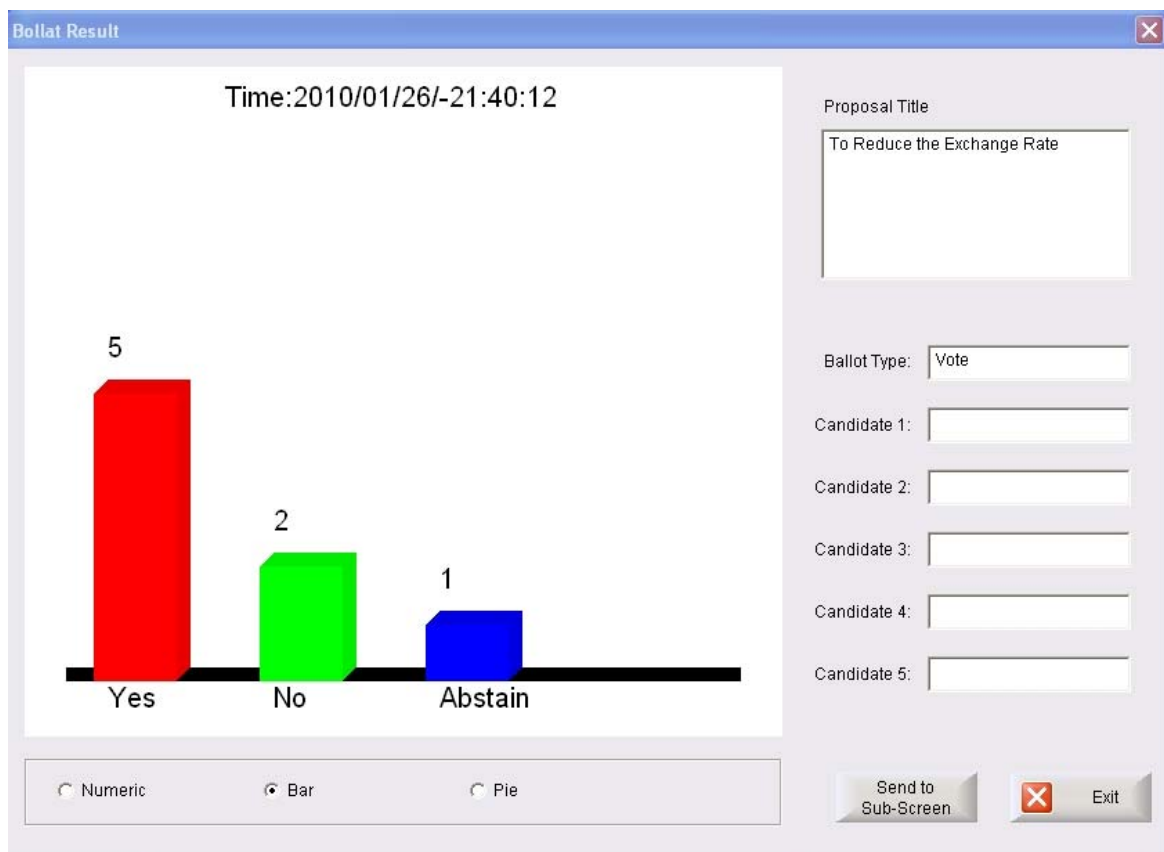
1. Time: Operator can setting vote/elect/scoring time of this proposal by software.
2. Pass Rate: Operator can setting the pass rate of the proposal, this function only use for vote, elect and scoring can not use.
3. Display Percentage: Ballot results will display the percentage if operator chooses this function.
4. Display Pass/Not Pass: Software and Sub-screen will display the ballot pass or not pass automatically if operator choose this function.
5. Start Vote/Elect/Scoring: Operator can start ballot after setting the time and pass rate, please choose one proposal that operator want ballot, then start.
6. End Vote/Elect/Scoring: After ballot end, result will display on both software and sub-screen.
 - a. The system will end the ballot and display result automatically if operator setting the limit time.
 - b. If operator selects “No Limited”, then need to end the ballot manual.
 - c. Operator can end the ballot any time.

7. Check Results: Operator can check the ballot results in three types.

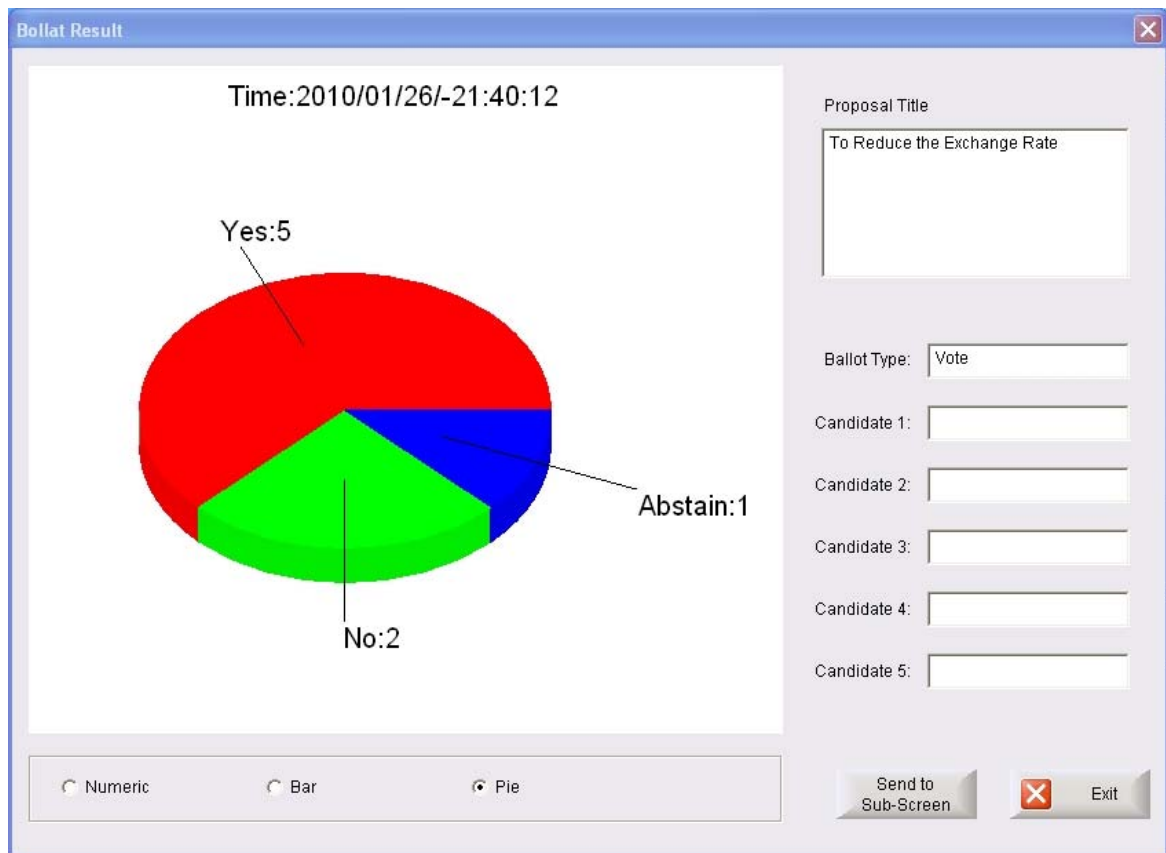
a. Numeric: Ballot results will display in numeric type in the software.



b. Bar: Ballot results will display in bar type in the software.



c. Pie: Ballot results will display in pie type in the software.

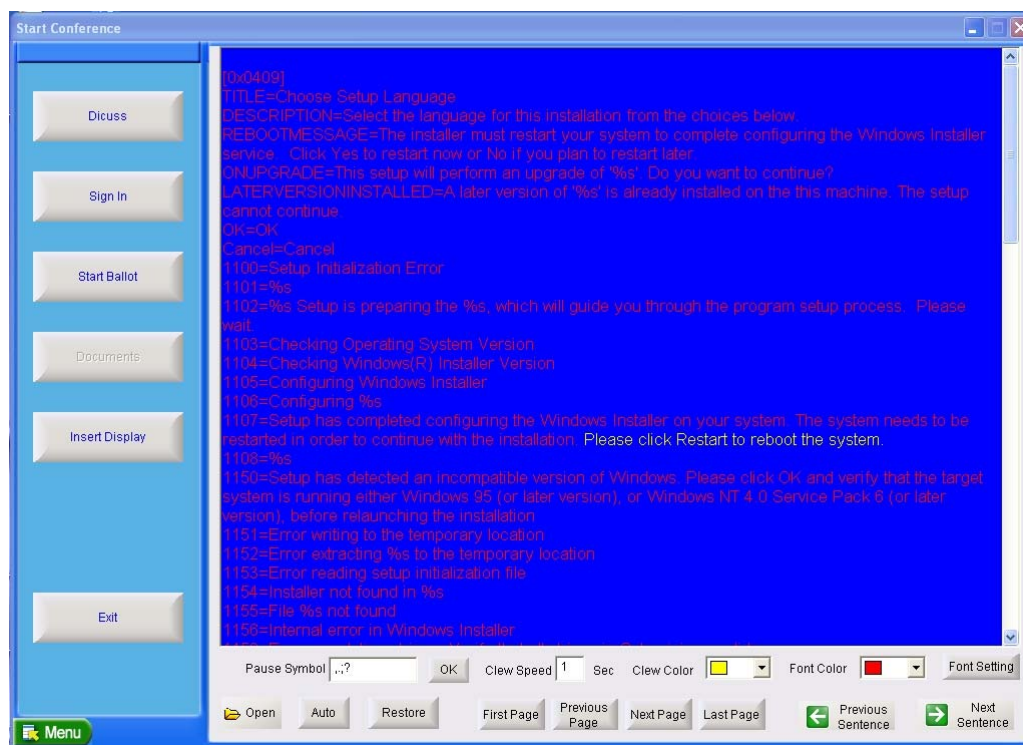


Operator can send the results to sub-screen after choose the display type.

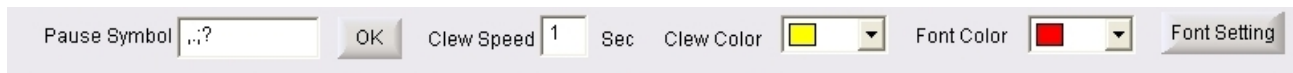
8.Click exit back to conference start interface.

D. Start Conference-Documents

Please click icon "Documents" on the left side of the software to enter documents reading interface.



1. Basic Setting

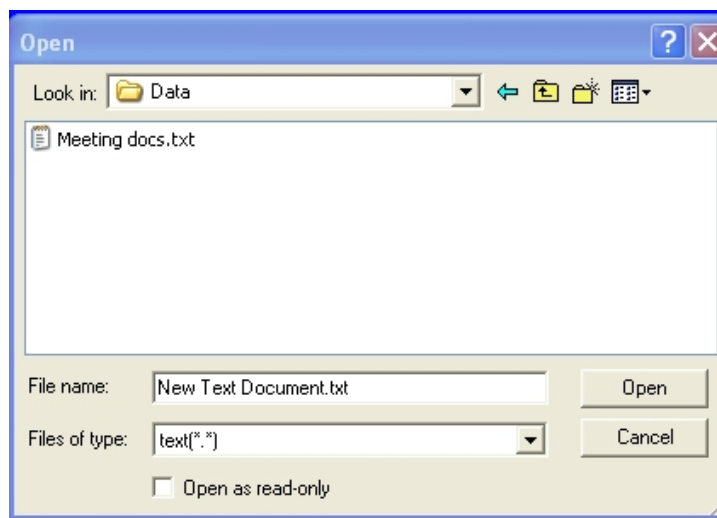


A dialog box titled "Basic Setting" with a light purple background. It contains several controls: a "Pause Symbol" text box with a question mark icon, an "OK" button, a "Clew Speed" spin box set to "1" with "Sec" next to it, a "Clew Color" color picker showing yellow, a "Font Color" color picker showing red, and a "Font Setting" button.

- a. Please input the pause symbol in the textbox, when operator click "Previous/Next Sentence" or choose auto reading, the documents content will pause with the setting symbol.
- b. Clew Speed: This function only use for documents auto reading. The documents auto reading speed will follow the clew speed setting with the pause symbol.
- c. Clew Color: Set the color of clew sentence.
- d. Font Color: Set the color of documents content
- e. Font Setting:

2. Documents Reading

- a. Open: Click "Open" to choose the document (document should be in txt format) that operator wants use; the document content will display in software and sub-screen.



b. Turn Page

Next Page: The documents content in software and sub-screen will turn to next page.

Previous Page: The documents content in software and sub-screen will turn to previous page.

First Page: The documents content in software and sub-screen will turn to first page.

Last Page: The documents content in software and sub-screen will turn to Last page.

c. Manual Reading:

Previous Sentence: The document content will move to previous sentence by the pause symbol that operator setting in software; this sentence color will change to clew color. Both software and sub-screen will display the clew sentence.

Next Sentence: The document content will move to next sentence by the pause symbol that operator setting in software; this sentence color will change to clew color. Both software and sub-screen will display the clew sentence.

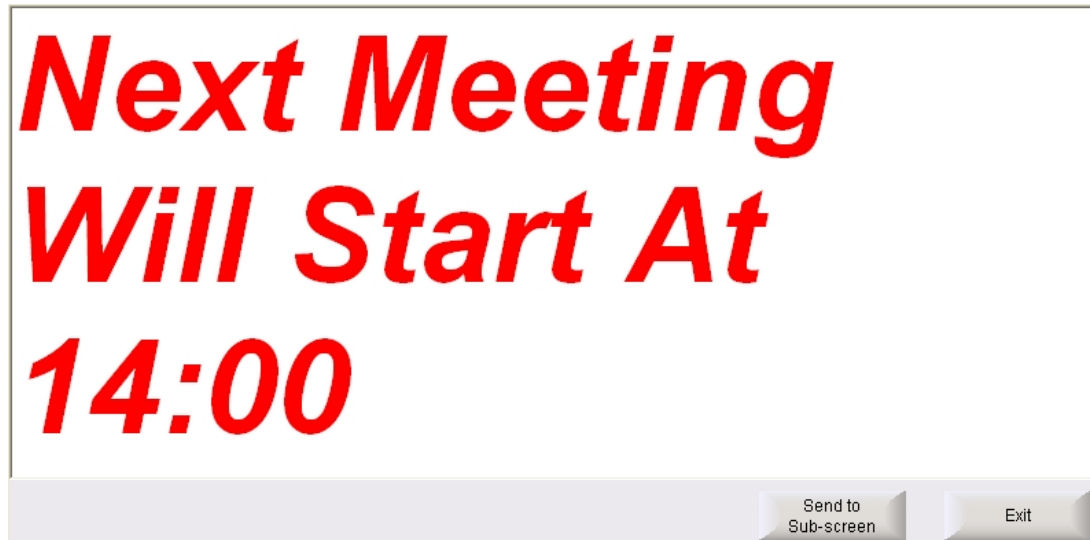
d. Auto Reading: Click "Auto", the icon will change to "Pause". The document content will move to next sentence by the pause symbol that operator setting in software one by one. Moving speed is the clew speed that operator setting in software, sentence will change to clew color.

Click "Pause", Auto reading will stop; icon will change "Auto".

e. Restore: System will exit documents reading state.

E. Start Conference-Insert Display

Please click icon “Insert Display” on the left side of the software to enter insert display interface. Operator can input the contents in the text box, and click right mouse button to edit the content, this content will send to sub-screen.



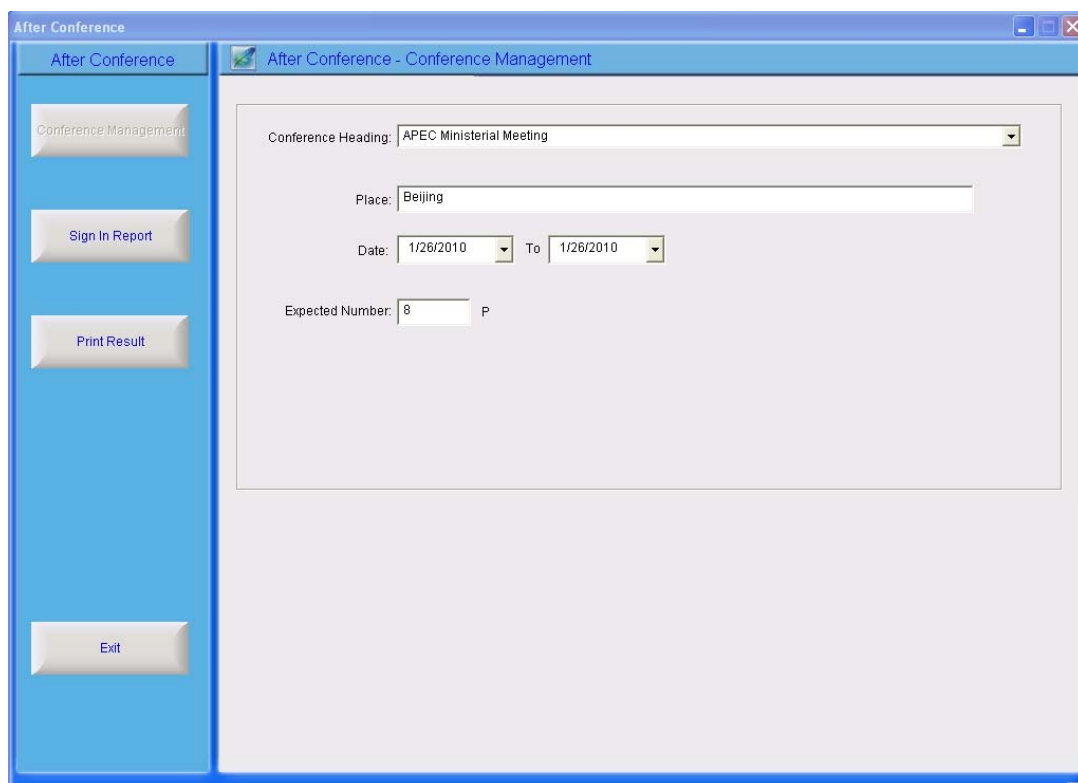
F. Start Conference-Exit

Click exit back to software main interface.

After Conference

A. After Conference- Heading Management

Click “After Conference” to enter conference recording interface, operator can check the conference data that already finished.



B. After Conference-Sign In Report

After select conference heading, “Sign In Report” and “Print Results” is available. “Sign In Report” interface can check the sign in details.

ID No.	Name	Sex	National	Company	Position	Contact Info	Delegation	Chairman Del	Seat No.
1	Zhang	Male	China						
2	John	Male	USA						
3	Ali	Male	Pakistan						
4	Lily	Female	Korea						
5	Jack	Male	Thailand						
6	Lucy	Female	Malaysia						
7	Motwane	Male	India						
8	Henry	Female	Japan						

Expected: 8 P Channel: Channel 1 Expected Presented Absent Export to Excel Back

Presented: 8 P

1. Expected: Software will display expected delegates' details
2. Presented: Software will display presented delegates' details
3. Absent: Software will display absent delegates' details
4. Export to Excel: If software include delegates' data in the list, please click “Export to Excel”, system will pop-up one text box, operator can save the sign in results in excel format. This function is null if the list does not include any delegates' information.
5. Back: Back to heading management interface.

Note: Please make sure the software (Preparation-Create/Edit Delegate Data part) already include the delegate data, or the sing in report list can not display any delegate's information.

C. After Conference-Print Results

After select conference heading, “Sign In Report” and “Print Results” is available. “Print Results” interface can check and print proposal ballot results.

[illegible]

1. Display All: Software will display all proposals of the selected proposal type.
2. Display ballot proposal: Software will display the proposal title that already balloted.
3. Export to Excel: Export the results and save as excel file.
4. Print: Print the results directly
5. Back: Back to heading management interface.

Help

Operator can get software usage information with help file.

Exit

Exit the software.