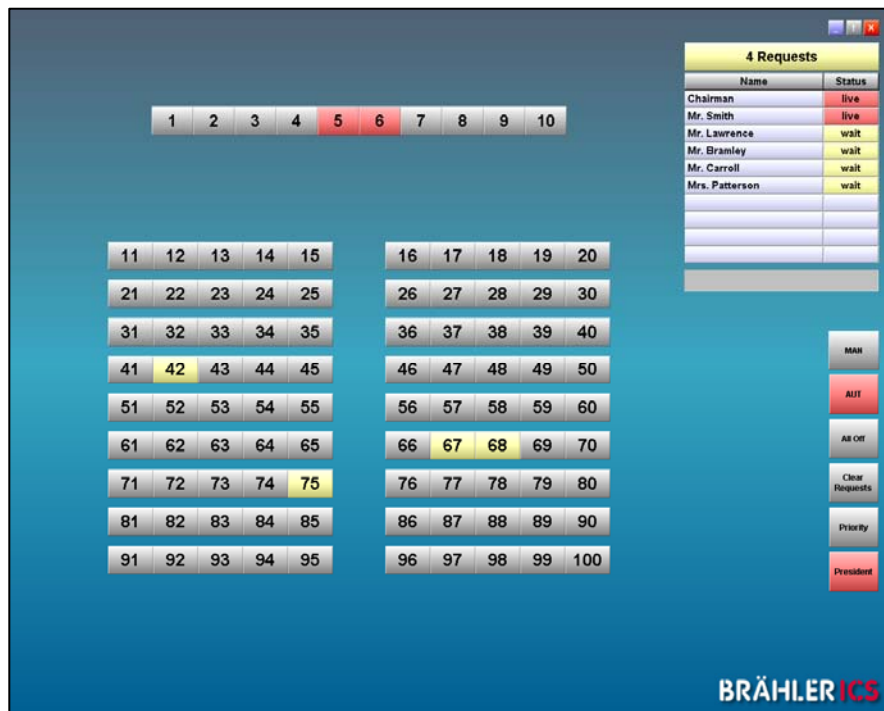


MicControl / MicControl CS

Microphone control software for Brähler Conference systems



Printed in Germany

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Operating instructions MicControl/MicControl CS BGEMC2311.doc
Jan-09

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International Congress Service AG
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53639 Königswinter, Germany

General information

**Introduction**

The software is compatible to BRÄHLER central control units (e.g. CDS200 II DPS202 with DC10 delegate units) connected via one or more serial ports (COM ports) of a PC or a Laptop. In dependence of the system used a maximum number of 1250 microphones can be controlled.

Operation can be done via mouse, keyboard and/or touch panel screen.

The most important features are available on the NUM-block. This allows quick and easy control.

Due to the client / server network architecture of the software, operation of microphones can be done on several PC's simultaneously.

The program directory contains the following basic files:

MicControl.exe	Program file
MicControl.ini	Program settings
*.mcl	Microphone layout
*.mcd	Delegate name list
*.jpg, *.gif, *.bmp	Background images, optional

System requirements

Operating system:	Windows 98SE/ME/2000/XP/Vista
PC:	>Pentium3 MMX processor (min. 700MHz); recommended >1GHz 1 free USB slot, 1 free COM port
Memory:	min. 256MB (with WIN2000); 1024MB (with WIN XP)
Monitor resolution:	min. 800x600; recommended: 1600x1200

Program installation

Run MicControl_setup.exe from the provided CD to install the program.

The setup will guide you through the rest of the installation procedure.

Copy protection

To prevent unauthorized use of the program a dongle needs to be plugged into any USB port of your PC before starting the software. The necessary drivers will be installed together with the MicControl software.



Please keep the dongle very carefully. It is your program license. Lost dongles can only be replaced at the cost of a full software license.

Program start

After the installation of the program you'll find a new icon called MicControl on the desktop. Start the program by double clicking this icon. For automatic start of the MicControl software after the PC/Laptop boot procedure, simply copy the icon into the Windows start-up folder.



If the necessary dongle cannot be found, an error message appears. Please connect the dongle to a free USB port and restart the software. Removing the dongle while the Mic Control software operates will cause the program to stop.

After starting the program the last saved layout of microphones appears.

Inactive microphones appear green, active microphones turn red. In operating mode "manual" microphones "request to speak" appear in yellow.

In the microphone list active and requesting microphones will be shown.

Microphones can be switched through clicks on the corresponding buttons, directly from the speaker list or through number input on the keyboard. Enter the number of the microphone you want to switch followed by "enter" key. The "+" key will queue the microphone into the request list.

Context menu



Open the Context menu with a right mouseclick on your desktop

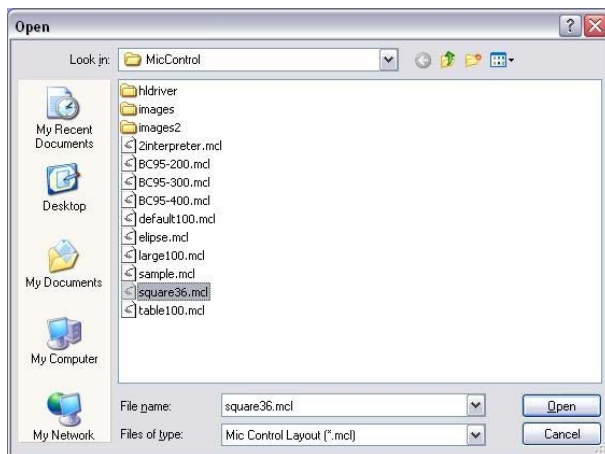
You can start the different menu options also directly using the shortcuts.

Load Layout	Ctrl+L
Save Layout As ...	Ctrl+S
Load Background	Ctrl+O
Setup	Ctrl+Alt+S
Hardware Reset	Ctrl+Alt+R
Hardware Status	Ctrl+H
Exit	

Load Layout

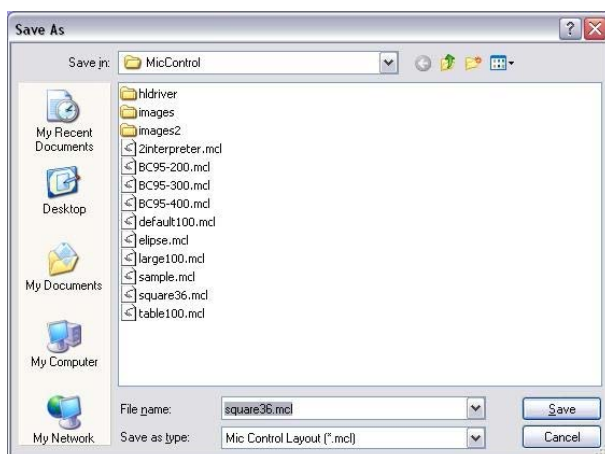
Enter “CTRL + L” or select “Load Layout” in the context menu to load a previously stored file. Select file type to load layout files (*.mcl) or delegate name lists (*.mcd).

Feel free to load one of the layout samples as a start-up.



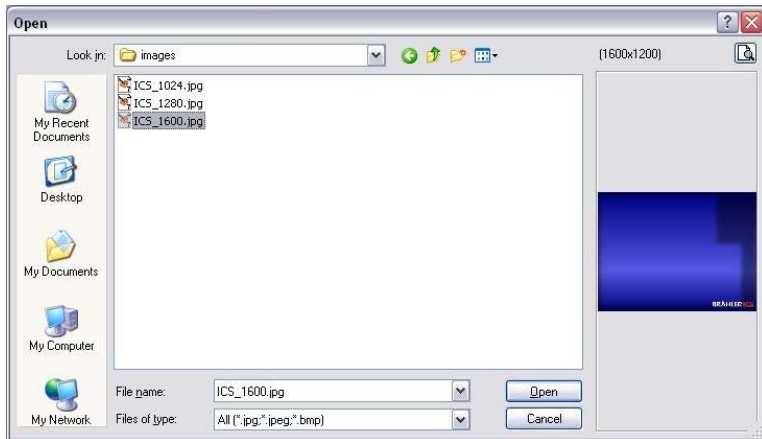
Save Layout As ...

Enter “CTRL + S” or select “Save Layout As ...” in the context menu to save the current layout as *.mcl file. MicControl will open this loaded or created layout automatically next time when you start the program.



Load Background

Enter “CTRL + O” or select “Load Background” in the context menu to open a background image for the microphone layout. Valid file types are JPG, GIF and BMP. You may use e.g. a floor plan of the conference room to arrange the microphone buttons.



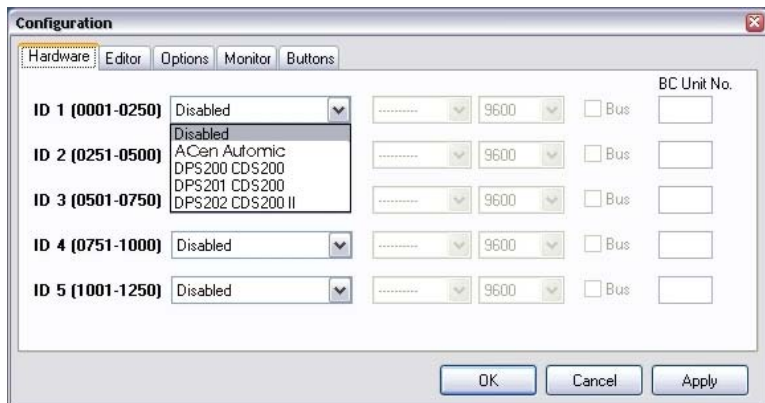
Configuration

Enter "CTRL + ALT + S" or right click on the desktop and select "Setup" to open the configuration menu.

Hardware

Before you can control microphones the hardware settings have to be defined in the configuration menu.

On the tab "Hardware" you can set the type of hardware and the connected COM port for each central control unit (e.g. DPS200 CDS200).



Please pay attention to the maximum number of microphones which can be controlled by one central control unit according to your system. If necessary use additional power supplies or slave units. For more information see operating instructions of the central control unit used in your system.

Com port

Set the type of hardware and the corresponding COM port for each central control unit.

Baud rate

Set the corresponding baud rate for data transmission, e.g.:

ACen 9600/19200 Baud
 DPS202 19200 Baud

Bus

If you have selected a DPS200/DPS201 as unit type you may also choose the bus option when all your DPS central control units are connected and looped through a single RS485 com card. AUTOMIC ACen central control units must be connected individual through RS232 ports.

BC Unit No.

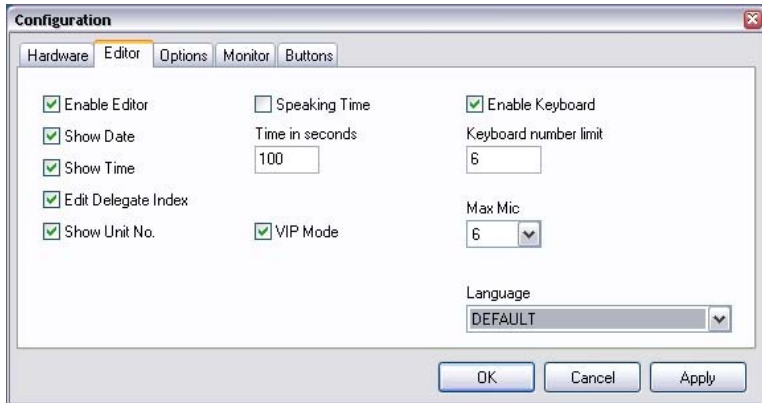
If you are using a microphone control panel (e.g. BC202/100) enter the corresponding Unit ID No. of the control panel here. For more information see operating instructions of the microphone control panel.



Restart of the software required.

Editor

Click on the “**Editor**” tab to configure the setting, concerning the operation mode, language and functions of the software.



Enable Editor

To change the microphone layout the “Enable Editor” option must be selected. After finishing the setup the editor might be disabled to prevent any accidental changes.

Show Date / Show Time

With the options “Show Date” and “Show Time” the current date and time can be displayed at the screen bottom. The time and data information is derived from your computer system.

Edit Delegate Index

By default this option is enabled to automatically create a delegate name according to the unit ID-number entered at the upper right corner of the button properties. (e.g.: Mic # 5 -> Name 5) *See page 15.*

Note: The name will be derived from the delegate name list if available or loaded.

When the option “Edit Delegate Index” is disabled, changing a microphone number will create a new entry in the delegate name list. The original entry will be preserved.

Show Unit No.

The option “Show Unit No.” shows the microphone number in addition to the 3 lines of name text for each button. This may be convenient to provide the unit ID-number in addition to the delegate name for a better orientation.

Speaking Time

“Speaking Time” activates the speaking time display for each delegate. Enter time limit in seconds. If the time limit is exceeded the complete entry turns red and in status field the speaking time is marked with “+”.

The Microphone will not be switched off when time is over.

Name	Status
Microphone 1	+00:20

VIP Mode

“VIP Mode” offers special features for “**V**ery **I**mportant **P**ersons“. Microphones declared as VIPs will not be switched off by president’s priority and by “All Off” action. Also in **MAN**ual mode VIP’s are able to switch on themselves at any time without requesting to speak via the queue list, as long as the maximum number of open microphones has not exceeded. This number is set in “Max Mic”. *See below.*

Enable Keyboard

If you wish to switch microphones also via keyboard, the “Enable Keyboard” option must be activated. Deactivating may prevent from accidentally use. If this option is not activated the microphones can only be controlled via mouse or touch screen.

Keyboard number limit

Enter the maximum number of used microphones in „Keyboard number limit“. (Keyboard must be enabled) Use this feature to to prevent that accidentally a wrong number is used. (e.g.: Limit is set to 50 microphones. Microphone # 55 can not be used by the operator.

Max Mic

Enter here the maximum number of open microphones (1-6) in the system.

Language

In the checkbox „Language“ you can choose the desired menu language.
At present the following languages can be selected:

DEFAULT / ENGLISH

GERMAN

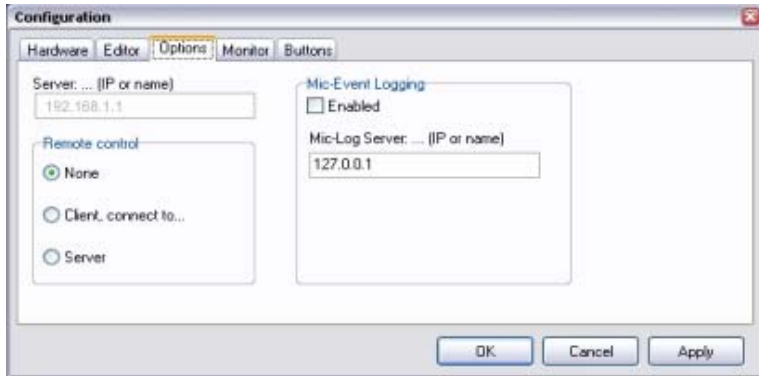
FRANCAIS



Restart of the software required.

Options (only MicControl CS)

The Client-Server Software-Version (MicControl CS) offers you up to 5 software clients that can be connected via network using the TCP/IP protocol to share information or for remote control. The request client add-on can also be implemented as one of the 5 clients. See page 25



The settings are done under the tab “Options”.

Server ... (IP or name)

Enter the name or IP-Address of the computer that is used as Server.

There are three different entry possibilities:

Examples:

- Entry „Localhost“ host computer (also 127.0.0.1) if the MicControl is the server (per default the current IP-address is shown)
- Entry „Name XY“ computer name in a DNS-environment, recommended with variable IP-addresses
- Entry „192.168.1.1“ constant IP-address (example) if computer is not connected to the internet

Remote control

There are three options for remote control:

1. *None* remote control is not allowed, or deactivated
2. *Client, connect to...* program is client, enter IP-address or DNS name in field „Server“
3. *Server* program is server, clients can log in (IP-address is registered automatically)

for example:

- MicControl at technician: Server
- MicControl at chairperson: Client

Mic-Event Logging

Click the checkbox „Enabled“ to record a log-file with start and end time of the speaking times of active microphones.

Mic-Log Server: ... (IP or name)

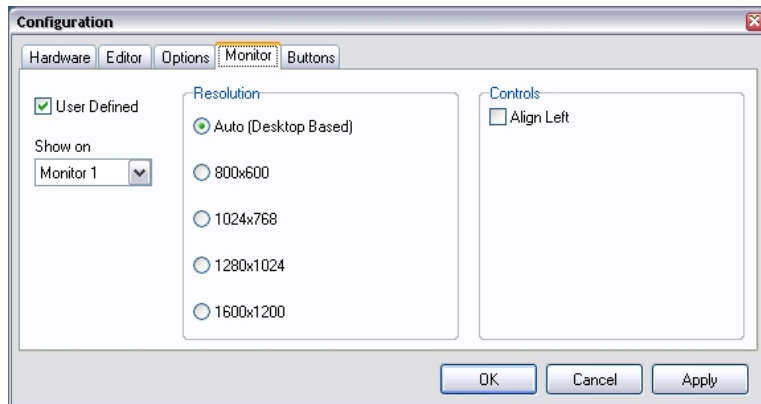
Enter the name or IP-address of the computer for Mic-Event Logging. (see examples „Server ... IP or name“)



Restart of the software required.

Monitor

MicControl works with up to 4 monitors within one system, if the computer hardware (graphic card) supports it. Under the tab **Monitor** you select on which screen the MicControl software should be operated. The MicControl software can also be spread out over all connected monitors. (e.g. if the microphone layout becomes too large for one single monitor) Please refer to your hardware (graphic card) manual for activating the multi screen function. In standard mode MicControl will appear on your standard primary monitor (Monitor 1).



User Defined

If you want to change standard appearance, enable 'User Defined'.

Show on

Select the monitor or range of monitors to show the MicControl window.

Use the drop-down menu to select the multi screen option according to your preferences.

Controls Align Left

To show the control elements and the speaker/request list on the left side, activate 'Align Left'.

If „Align Left“ is not activated the control elements will be align on the right border of the primary screen (Monitor 1).

This option is useful in multi screen mode if the left monitor is selected as „primary-monitor“.

See *Windows display settings*.



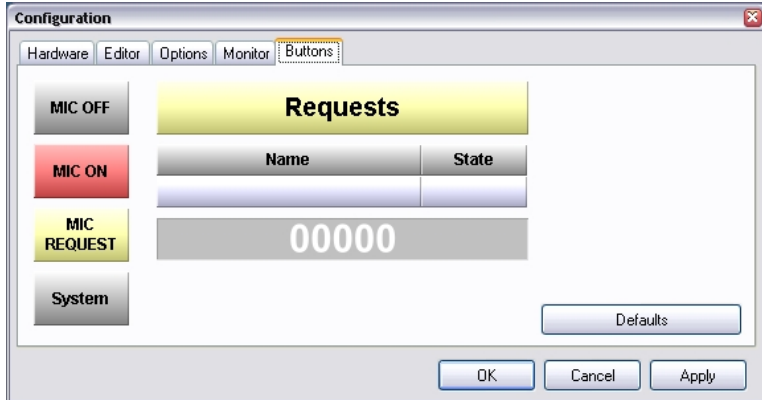
Restart of the software required.

Buttons

To customize the appearance of the program window click on an item within the tab **Buttons** to change the color of microphone and control buttons.



Note: The colors are derived from your operating system.



Click on 'Defaults' to restore to the factory default color settings.



Restart of the software required.

Hardware Reset

Enter "CTRL + ALT + R" or select „Hardware Reset“ from the context menu to reset the connected hardware.

Hardware Status

Enter "CTRL + H" or select „Hardware Status“ from the context menu to show hardware status.

Close MicControl

To close the software make a right mouse click somewhere on a screen (not the buttons) and choose "Exit" from the context menu. Alternatively you can also click on the red "X" icon in the upper right corner or use standard "ALT + F4" keys to exit the program. This action has to be confirmed. If you have made any changes to the layout you will be prompted to save your changes.

Load Layout	Ctrl+L
Save Layout As ...	Ctrl+S
Load Background	Ctrl+O
Setup	Ctrl+Alt+S
Hardware Reset	Ctrl+Alt+R
Hardware Status	Ctrl+H
Exit	

Desktop

All important information is shown clearly arranged on the desktop. Here you are able to design your microphone layout according to your preferences.



General visualization of microphone status in the geographical layout:

GREY, or user defined color:
microphone is off (not active)

RED:
microphone is on (active)

YELLOW:
microphone is listed in the request list

Create buttons

To create a new switchboard buttons for microphones press "CTRL + ALT" and draw a new button with mouse down on the screen. Enter the microphone number for this new button. Press "Enter" and the button will be created on the desktop.

You may draw multiple buttons for the same microphone at different positions on the screen, e.g. to create a special area for frequently used microphones besides the geographic layout.

Edit buttons

Use "CTRL" + left click to activate edit mode for a button. The button turns white. Use edges to move button or corners to change size. You may also use "CTRL" + cursor keys to increase size or "ALT" + cursor keys to decrease size.

Use the mouse to draw a rectangle area around several buttons for simultaneous changes.

Use "CTRL + Z" to undo your last changes. This is limited to the last 25 editing steps.

Duplicate buttons

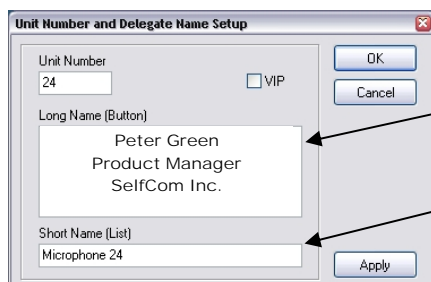
To duplicate one or several selected buttons enter "CTRL + D".

Align buttons

To align, select multiple buttons and press "Top", "Bottom", "Left" or "Right".

Button properties

Use right mouse click on a button to change the corresponding microphone number, delegate name and VIP status.



Enter here the Long Name for the lettering of the button.
(up to 3 lines)

Enter here the Short Name for the speaker's name that appears in the speaker/request list.

Button „AUT-NEXT”

Click “AUT-NEXT” button for AUT-NEXT mode.

AUT + NEXT means that the next delegate will be switched online as soon as a speaker slot is available. When all slots are occupied the next speakers' requests are saved. If any speaker switches his microphone off, the next microphone from the request list will be enabled automatically.

Button “MAN”

Click “MAN” button or enter “ALT + M” for manual mode. In manual mode delegates can only request to speak, while president (and VIPs depending on mode) can always speak.

The corresponding microphone button will flash as long as a delegate is in the request list. The delegate can cancel his request at any time by pressing his flashing microphone button again.

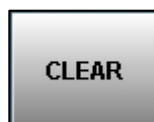
There are various options to switch on the microphones in the request list:

- click the corresponding microphone button
- click the corresponding name in the request list
- enter a microphone number via keyboard and press Enter
- enter “N” or “-” on the keyboard or click the request counter in the request list; thereby the next speaker will be activated

If the microphone unit is switched on by the operator, the microphone LED and the illuminated ring of the microphone will remain illuminated permanently. The delegate can switch off his microphone by himself.

Button „ALL OFF”

Click “ALL OFF” button or enter “CTRL + ALT + A” or “/” on the Num-block and all microphones except the chairman's microphone will switch off.

Button „CLEAR”

Click „CLEAR” or enter „CTRL + R” to clear all pending requests.
(This will not shut off active microphones)

Button “PRIO”

Click „PRIO” button or enter “ALT + P” to toggle chairman's priority.
(Keyboard must be enabled)

Button “P”



Enter the number of microphone you want to assign as chairman’s microphone followed by pressing “CTRL + P” to set the chairman’s microphone number. Chairman’s microphone may be changed at any time.
(Keyboard must be enabled)



The program will remember the last setting of the current system status.



All requests are saved independently from the program, thus they are not lost and are available at a restart of the program or on the next conference day.

Name lists

Creating name list

The name list will be created and edited within MicControl:

After starting up the MicControl software the layout can be built or loaded. Right click on a microphone button to assign or change the corresponding name.

Saving name list

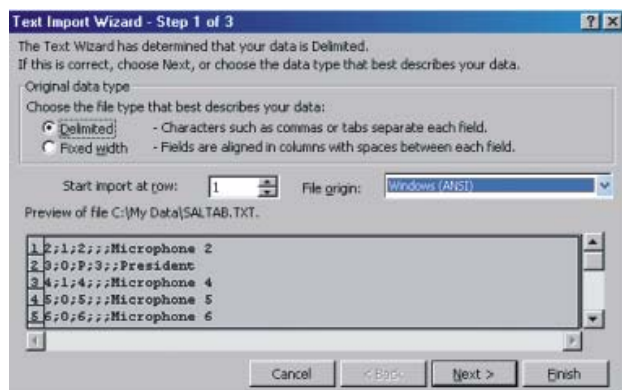
Press Ctrl+S to save this name list as a *.mcd-file. Make sure that file type *.mcd is selected.

Loading name list in Excel®

Start Microsoft® Excel® and open the *.mcd file.

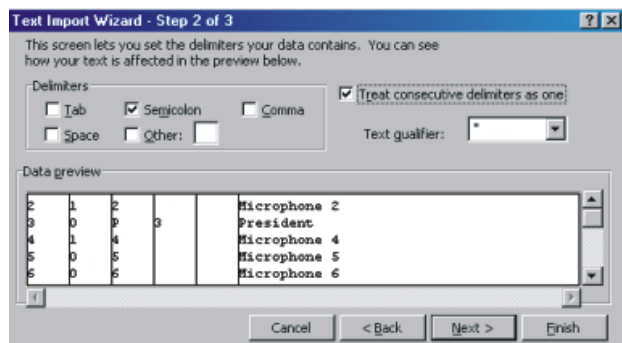
The Text Import Wizard starts automatically.

Set delimiter type as delimiter, set file origin to Windows (ANSI).



Click „Next >“

Set delimiter type to Semicolon only.



Click „Finish“.

Editing name list in Excel®

Now you may edit the name list in Excel®.

Finally save the prepared name list saved under the previous name with the extension „*.mcd“ (**important:** name in „...“). The file-type is secondary and should remain *.csv. For example “conferenceday1.mcd”.

Loading name list in MicControl

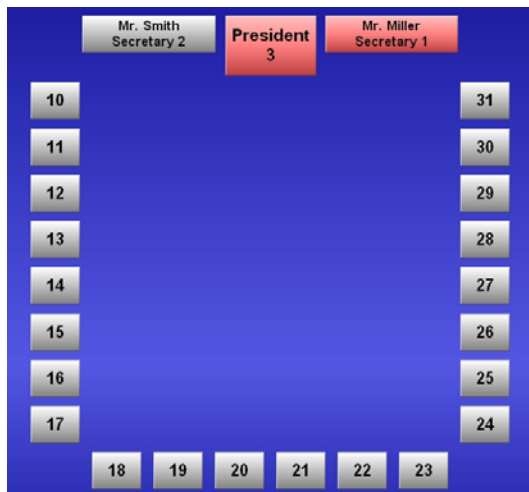
Close Excel® and load the new name list into MicControl using Ctrl+L setting file type *.mcd.

The name list has the following structure:

	<i>ID</i>	<i>VIP</i>	<i>Name1</i>	<i>Name2</i>	<i>Name3</i>	<i>Short Name</i>	
	A	B	C	D	E	F	G
1	2	1	Mr. Smith	Secretary 2		Smith	
2	3	0	President	3		President	
3	4	1	Mr. Miller	Secretary 1		Miller	
4	5	0		5		Microphone 5	
5	6	0		6		Microphone 6	
6	7	0		7		Microphone 7	
7	8	0		8		Microphone 8	
8	9	0		9		Microphone 9	
9	10	0		10		Microphone 10	
10	11	0		11		Microphone 11	

- Column A: ID number (equals microphone number)
- Column B: VIP status (1 = VIP); (0= no VIP status)
- Column C: Name1 : 1st line of text in button
- Column D: Name2 : 2nd line of text in button
- Column E: Name3 : 3rd line of text in button
- Column F: short name appears in speaker list

The above names will appear as follows:



0 Requests	
Name	Status
President	live
Miller	live

Please observe carefully the structure of the columns; otherwise the names cannot be imported in MicControl or the name will not be displayed correctly.

Options

CamControl

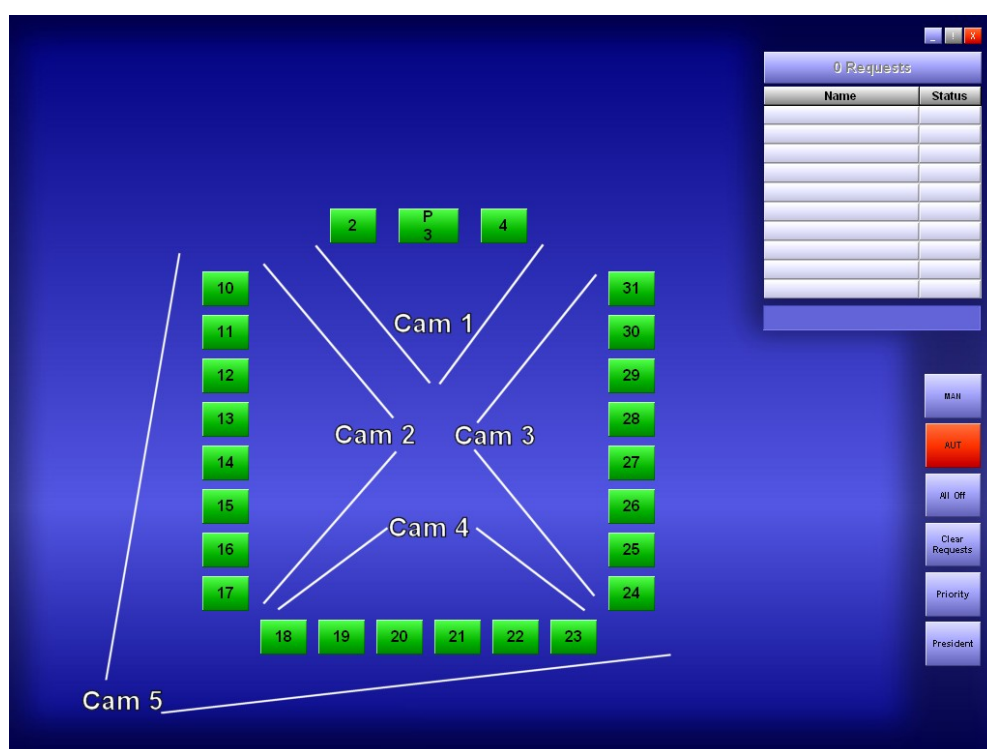
The camera function works as an add-on to the MicControl software. The feature is automatically enabled when copying the **CamControl.dll** and the **CamControl.mcc** configuration file to MicControl program directory.

The **CamControl.mcc** configuration file is a plain text file which can be edited using a simple text editor like Windows Notepad or more comfortable using Microsoft® Excel®. In this configuration file you define for each microphone available one camera and a position for the camera controller. Also you define the type of camera control (first line, first number; 2 for JVC RM-P2580) or video router and the serial communication port (first line, second number) from the PC to camera controller.



**Please note that you cannot use the same port than for the microphone central control unit!
Use another com port interface if required.**

Configuration example:



Assuming the above microphone layout with the following camera layout:

- Cam 1 facing microphone 2 - 4
- Cam 2 facing microphone 10 – 17
- Cam 3 facing microphone 24 – 31
- Cam 4 facing microphone 18 – 23
- Cam 5 overlooking the total scene

The CamControl.mcc configuration file for this setting would be as follows:

The first line contains 6 general parameters separated with tabs.

Camera type	COM port	reserved	reserved	reserved	reserved
-------------	----------	----------	----------	----------	----------

After this follows one line for each microphone defining microphone ID, camera ID and camera position No. A special microphone ID 0 defines the default camera to be live, when no microphone is on (home position). If more than one microphone is active, the last camera position will be activated.

CamControl.mcc sample file for the above setting:

2	1	0	0	0	0
Camera type:	COM port	reserved	reserved	reserved	reserved

MIC ID	Camera No.	Position No.	
0	5	1	
2	1	2	
3	1	2	
4	1	2	
10	2	10	
11	2	11	
12	2	12	
13	2	13	
14	2	14	
15	2	15	
16	2	16	
17	2	17	
18	4	18	
19	4	19	
20	4	20	
21	4	21	
22	4	22	
23	4	23	
24	3	24	
25	3	25	
26	3	26	
27	3	27	
28	3	28	
29	3	29	
30	3	30	
31	3	31	

ID 0 = default camera, when no microphone is on

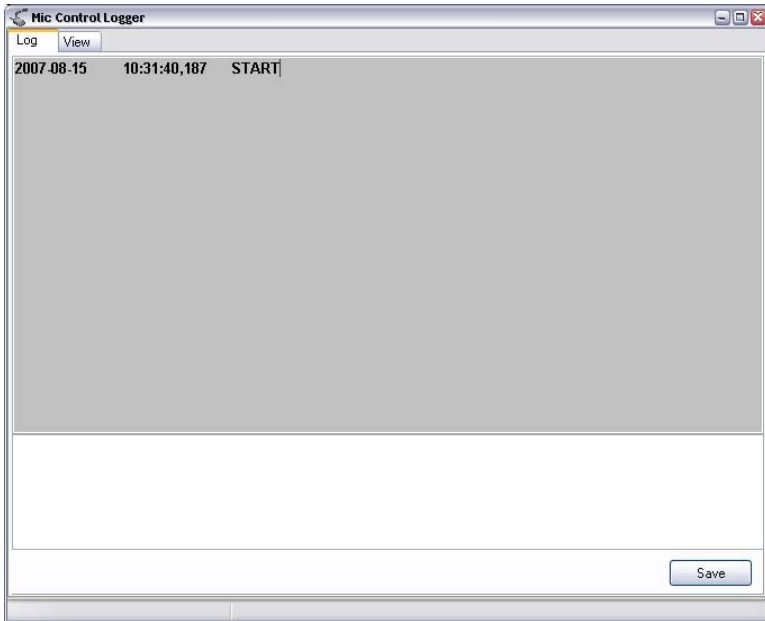
You may use Microsoft® Excel® to create the above table and export the file as tab delimited text using the "Save As" function from Excel, defining tab delimited text as file type. The file name must be "CamControl.mcc". This can be achieved by quoting the file name "CamControl.mcc". Otherwise the file will be saved as "CamControl.mcc.txt" and MicControl will not recognize the configuration file. The file must be saved into the MicControl program directory.

In plain text the file looks as follows:

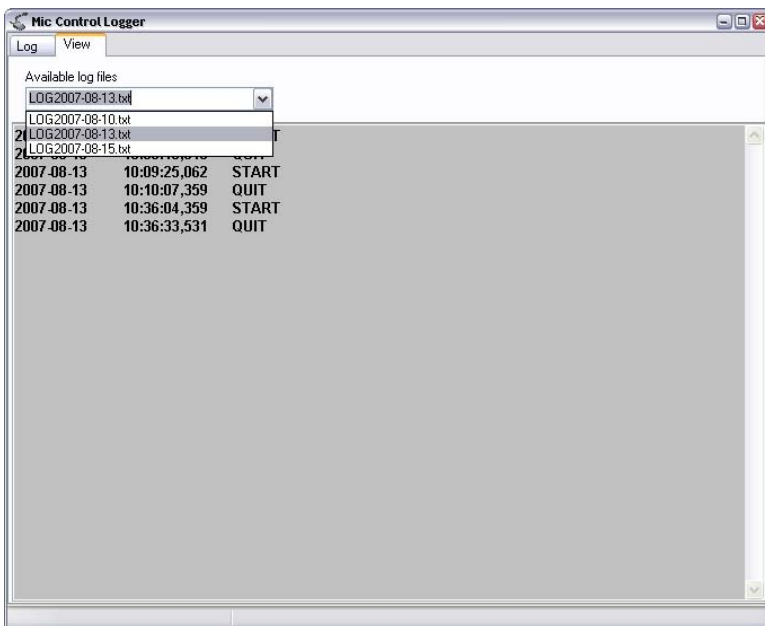
2	1		
0	5	1	1
2	1	1	1
3	1	1	1
4	1	1	1
10	2	1	1
11	2	1	1
12	2	1	1
13	2	1	1
14	2	1	1
15	2	1	1
16	2	1	1
17	2	1	1
18	4	1	1
19	4	1	1
20	4	1	1
21	4	1	1
22	4	1	1
23	4	1	1
24	3	1	1
25	3	1	1
26	3	1	1
27	3	1	1
28	3	1	1
29	3	1	1
30	3	1	1
31	3	1	1

Mic-Event Logger (only MicControl CS)

The Mic-Event Logger module provides a log file with speaker names and speaking times. Run „MicControlLogger.exe“ to start the Logger module.



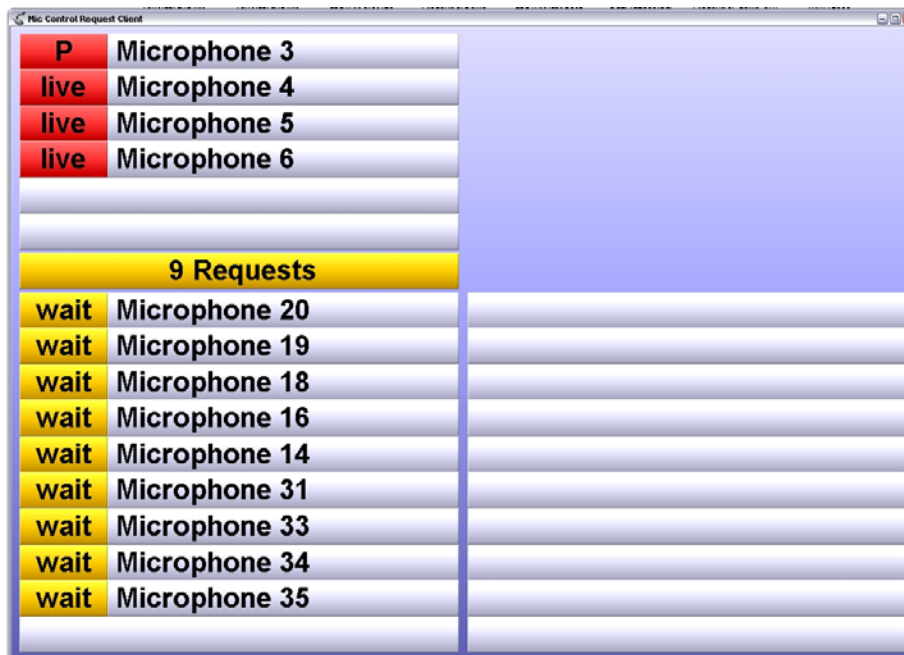
After starting the module the log data will be shown on the tab **Log**.



On the tab **View** already saved log files can be shown.

Request Client (only MicControl CS)

With the Request client module it is possible to operate the microphones from a Client computer. Please start Request client after running the MicControl software on server, so the request client can log on itself to the server (usually MicControl CS).



Run „MicControlRequestclient.exe“ to start the Request client module.

Settings



enter „CTRL+ ALT+ S“ to start the setup menu

or



right click on the desktop to open the context menu and select „Setup“

Hide Title	Ctrl+H
Stay On Top	Ctrl+T
Setup	Ctrl+Alt+S
Exit	

Hide Title

Enter „CTRL+H“ or select „Hide Title“ from the context menu to hide the windows title bar.

Just the control elements will be shown.

This adjustment is recommended when using touch panels e.g. by a chairman, so that only the important functions are available.

Stay On Top

Enter „CTRL+T“ or select „Stay On Top“ from the context menu to show the desktop always on top. This adjustment is recommended when using touch panels e.g. by a chairman, so that only important functions are available.

Configuration



Max Mic

Select the maximum number of microphones (1-6) which can be shown in the speaker list as active.

Max Request

Enter the maximum number of microphones (1 to 20) which can be shown simultaneously in the request list. The name fields of the request list adapt automatically to the size of the window, and/or the screen. Thus guaranteed all requests always will be indicated.

Language

In the checkbox „Language“ you can choose the desired menu language. At present the following languages can be selected:

DEFAULT / ENGLISH
GERMAN
FRANCAIS

Server ... (IP or name)

Enter the name or IP-Address of the computer that is used as Server.

There are two different entry possibilities:

Examples:

Entry „Name XY“	name of a computer in a DNS-environment, recommended with variable IP-addresses
Entry „192.168.1.1“	constant IP-address (example: if computer is not connected to the internet)



Restart of the software required.

Changes/restarts are always possible without conference interrupt, because the administration of the system is taking place at the main-software (server/usually MicControl CS). The functions are not available for the duration of the configuration. Changes of active microphones or in the request list are updated with restart of the request client automatically.

Speaker Client (only MicControl CS)

Run „MicControlSpeakerclient.exe“ to start the Speaker Client module.



This module e.g. serves visualization on external display equipment like plasma screens etc..
Microphone status or speaking time and speaker name are indicated.



If you are using a firewall on your system which runs the MicControl server application, please disable the firewall or make sure that the MicControl client application is not blocked.

Appendix

Shortcut list

CTRL + H:	show hardware status
CTRL + L:	load layout or name list
CTRL + O:	load background image
### CTRL + P:	set president microphone number to ###
CTRL + R:	clear requests
CTRL + S:	save layout
CTRL + ALT + A:	all microphones off (or „/“ on NUM block)
CTRL + ALT + P:	print screen shot
CTRL + ALT + R:	reset hardware
CTRL + ALT + S:	configuration
ALT + A:	automatic mode
ALT + M:	manual mode
ALT + P:	toggle chairman's priority
ALT + F4:	quit program
P:	toggle chairman (switch on or off)
U:	undo last microphone switch off
N or -:	next speaker from queue list
### + Enter:	switch microphone ### on/off
### + "+":	switch on first microphone ### in the request list

Editor:**CTRL + ALT + draw:**

draw new button

CTRL + click:

select button

For selected buttons only:**L:**

align left

R:

align right

T:

align top

B:

align bottom

W:

make same width

H:

make same height

Cursor up:

move up

Cursor down:

move down

Cursor right:

move right

Cursor left:

move left

Shift + Cursor up:

enlarge font

Shift + Cursor down:

reduce font

CTRL + Z:

undo layout changes; max 25 steps

CTRL + D:

duplicate

CTRL + C:

copy selected button or line of buttons into clipboard

CTRL + V:

paste button or line of buttons

CTRL + Cursor up:

enlarge to top

CTRL + Cursor left:

enlarge to left

CTRL + Cursor right:

enlarge to right

CTRL + Cursor down:

enlarge to bottom

ALT + Cursor up:

reduce from top

ALT + Cursor left:

reduce from left

ALT + Cursor right:

reduce from right

ALT + Cursor down:

reduce from bottom

CTRL + ALT + H:

distribute centre evenly horizontal

CTRL + ALT + V:

distribute centre evenly vertical

CTRL + ALT + T:

distribute top lines evenly

CTRL + ALT + L:

distribute left edge evenly

Right click on button:

edit name and number

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