LBB 3570
Microphone Management
- Single-point control of all microphone units
- Various microphone control options
- Extensive range of options for microphone-related parameters
- Output to printer and/or external equipment such as cameras
- On-screen help facility

The efficient management of delegate microphone status is a vital element in successful conference control. The Microphone Management software module provides the user with a powerful and easy-to-use tool that brings all aspects of microphone management to a single point of control. Microphones are controlled using the name (or desk number) of the delegate. The user can select microphones for the speakers list (active microphones) or prepare a request list. The order of delegates within the request list and speakers list can be altered at any time before or during a conference. A search facility is available that allows the operator to locate specific delegates.

It is also possible to give notebook status to delegates, which means they do not have to join the request list and can enjoy certain other privileges not granted to other delegates. The microphone type must be specified for the notebook. The possibilities are:
- 'Chair' for chairman microphones
- 'Key' where delegates activate their microphones by pressing their microphone buttons
- 'Operator' where the microphones of more active delegates are activated by the operator
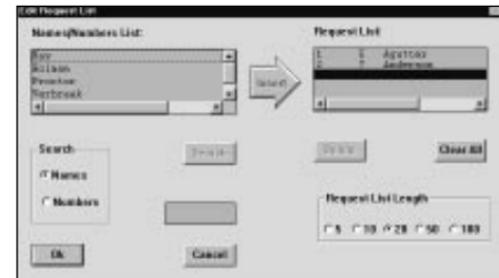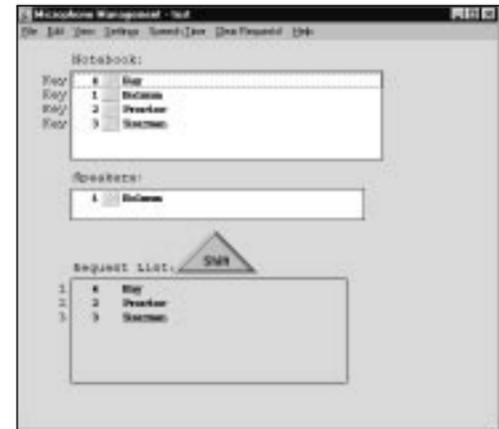
The DCN system automatically recognises an assigned chairman unit and will automatically add it to the notebook.

Microphone Management offers a number of microphone control options. This has a bearing on both how the Microphone Management module operates and how the conference itself proceeds. These options are:

- Control by operator with request-to-speak list (manual)
- Control by operator with request-to-speak list and response list
- Control by delegate with request-to-speak list (open)
- Control by delegate with override of other delegate microphones (first-in-first-out)
- Control by delegate with voice activation

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

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

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

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