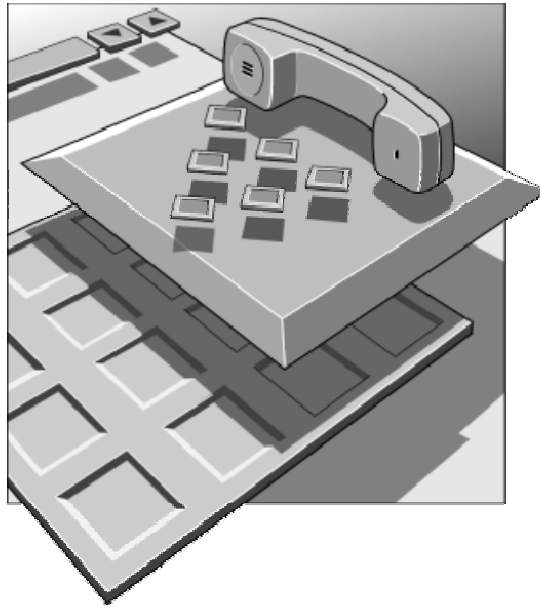


# DCN Next Generation Intercom



Security Systems

en | Software User Manual  
LBB 4173/00

# BOSCH

## About this manual

This user manual is divided into five chapters. Chapters 1 and 2 provide background information and chapters 3 and 4 provide detailed user information and chapter 5 provides general information as follows:

- Chapter 1 - Intercom - containing a brief overview of the Digital Congress Network Next Generation and an overview of the functionality of the Intercom application.
- Chapter 2 - Getting started - containing details of how to start the Intercom application from the Startup screen and a description of the Help facility.
- Chapter 3 - Preparing for a conference - containing details about pre-conference activities using Intercom, such as working with intercom files, setting up and deleting special intercom links and specifying intercom settings.
- Chapter 4 - Intercom activity during a conference - containing details of handling incoming intercom calls, generating intercom calls, printing, and exiting Intercom.

## Manual conventions

For clarity this user manual uses consistent styles, symbols and typographical conventions. They are:



### Note

General notes are contained within rules and indicated with this symbol in the left margin. Notes are used to draw attention to special actions or information.



### Caution

A caution is contained within rules and indicated with this symbol at the left margin. Cautions are used to draw attention to actions or commands that could lead to a loss of information or damage to equipment



### Tip

A tip is contained within a box and indicated with this symbol at the left margin. Tips are used to provide supplementary information that may make an action quicker or easier to carry out.

- An action (to be carried out by the user) is shown with a larger round bullet mark.

## Typographical conventions

The following typographical conventions (text styles) are used in this manual:

- **Typed input** - information to be typed in using the keyboard is shown as:  
***Filename***
- **Single key** - input via a single key (or keys) on the keyboard is shown as:  
***<enter>, <shift>, etc.***
- **Multiple keys** - input via a combination of keys pressed together is shown as:  
***<ctrl>+<p>, <alt>+<f4>***
- **Screen text** - information that appears on screen is shown as:  
***'Choose Startup Modules:'***

## Hyperlinks

This manual is also available as a digital document in the Adobe Portable Document Format (PDF). All references to pages, figures, tables, etc. in this digital document contain hyperlinks to the referenced location.

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# 1 Intercom

## 1.1 About Intercom

### 1.1.1 What is Intercom?

The Intercom module is one of the software modules designed for monitoring and controlling conferences and discussions using the contribution equipment. Intercom provides a means of setting up and controlling intercom calls between delegates, chairmen and interpreters during a conference. It allows several types of calls to be made:

- From participant to operator, or vice versa
- Between participants, via the operator or directly
- From interpreter to operator, or vice versa
- From interpreter to chairman
- Between interpreters, via the operator or directly
- From participant to interpreter, or vice versa, via the operator or directly

The Intercom software is used in combination with the intercom handset. This unit can be attached to chairman and delegate units, and allows private two-way communication in the manner of a normal telephone conversation.

The software provides assistance in both the pre-conference creation of an intercom network, and the routing and controlling of intercom calls once the conference is under way. Preparation work includes assigning special intercom links between participants, interpreters or a combination of both.

Those to receive intercom facilities can be identified either by the seat number assigned using System Installation (LBB 4185) or the screen line assigned using Delegate Database (LBB 4180). A search facility is available to simplify this task. Once the conference is taking place, the operator can establish and re-route intercom calls via simple on-screen windows. The Intercom module differs from other software modules in that it is automatically activated from an iconized state if an intercom call is made by a participating delegate.

The number of audio channels available for intercom purposes is set using the System Installation software. The minimum available number of channels is zero, and the maximum is 6. The first channel is used for busy and ring-tones, the other channels are the actual intercom channels so the maximum number of simultaneous calls possible is 5. When no channels are assigned for intercom purposes, the Intercom software module cannot be used.



#### Note

It is not possible to start Intercom if 30 or more language channels have been selected in the System Installation module.

## 2 Getting started

### 2.1 Starting Intercom

#### 2.1.1 The Startup screen

The Intercom program is started from the Startup screen (shown below).

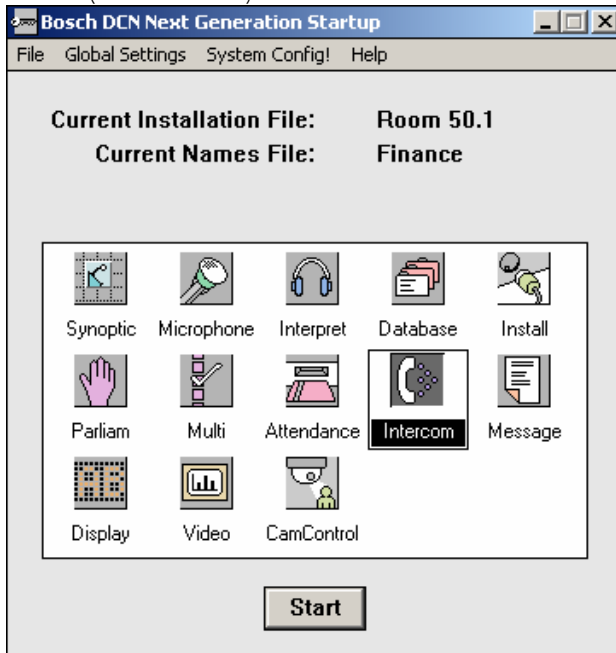


Figure 1 The Startup screen



#### Note

For starting the Startup program from an icon at the Windows desktop, refer to the Startup user manual.



#### Note

If there are no intercom channels assigned in the System Installation module, then it will not be possible to open the Intercom module, and the Intercom icon will be grayed out.



#### Note

It is not possible to start Intercom if 30 or more language channels have been selected in the System Installation module.

The software uses two user-created files that contain important information about the installed hardware configuration and about delegates' names. These files are:

- Installation file - containing information about channel assignment and the numbers that have been assigned to all microphones connected to the system. These seat numbers are assigned using the System Installation software (LBB 4185).
- Names file - containing information about the name, seat number and other conference and personal details of participating delegates. Names files are created using the Delegate Database software (LBB 4180).

The software modules may be started up from the Startup main window without specifying either an installation or names file. However, some software modules will not run without the appropriate installation or names file.

Intercom makes use of the information contained both in an installation file and a names file. The screen line as specified in a names file is used by Intercom to define delegates. The seat numbers assigned using System Installation and contained in an installation file are also used. The number of communication channels to be used for intercom purposes is also assigned using System Installation and contained in an installation file.

#### Selecting an installation- (and a names) file

For details on selecting an installation- (and a names) file, please refer to the Startup user manual (LBB 4190).



#### The Intercom icon

For details on the Intercom icon and how to start Intercom from Startup, please refer to the Startup user manual (LBB 4190).

### 2.2 Using Help

#### 2.2.1 The Help menu

The **'Help'** menu in the title bar contains commands for an on-screen help facility. This help facility contains information on all commands in the **'File'** menu, on which keyboard keys are functional, a description of how to use the software, information on how to use the help facility itself, plus an index and a glossary of terms. All information contained in this user manual is also found in the **'Help'** facility.

The **'Help'** facility contains the following options:

- Index

- Keyboard
- Commands
- Procedures
- Glossary
- Using Help
- About Intercom.

### 2.2.2 Index

To access the index:

- Select the **'Help'** menu and click on **'Index'**.

A full list of subjects covered by the help facility is given in alphabetical order. For more information on any subject contained in the index:

- Click on the required subject in the index.

An on-screen page with the requested information will appear.

### 2.2.3 Keyboard

This gives information on which keys on your keyboard can be used with the software. This includes using keys to activate menu items, to move around in dialogue boxes, for short cuts, and to select options from the main window. To access the **'Keyboard'** help facility:

- Select the **'Help'** menu and click on **'Keyboard'**.

A list of different key types is given. For more information on any key type contained in the list:

- Click on the required key type in the list.

An on-screen page with the requested information will appear.

### 2.2.4 Commands

This gives information on all menu options, covering the **'File'**, **'Edit'**, **'View'**, **'Settings'** and **'Help'** menus.

To access the 'Commands' help facility:

- Select the **'Help'** menu and click on **'Commands'**.

A list of menu groups is given. For more information on any menu group contained in the list:

- Click on the required menu group in the list.

A list of options in the selected menu group is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

### 2.2.5 Procedures

This gives information on how to use the software.

To access the **'Procedures'** help facility:

- Select the **'Help'** menu and click on **'Procedures'**.

A list of topics is given. For more information on any topic contained in the list:

- Click on the required topic in the list.

A list of options for the selected topic is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

### 2.2.6 Glossary

To access the glossary:

- Select the **'Help'** menu and click on **'Glossary'**.

A list of terms used in the help facility is given in alphabetical order. For more information on any term contained in the glossary:

- Click on the required subject in the index.

A window with the requested information will appear.

### 2.2.7 Using Help

This gives information on how to use the help facility. To access the **'Using Help'** facility:

- Select the **'Help'** menu and click on **'Using Help'**.

A list of topics is given. For more information on any topic contained in the list:

- Click on the required topic in the list.

A list of options for the selected topic is given. For more information on any option contained in the list:

- Click on the required option in the list.

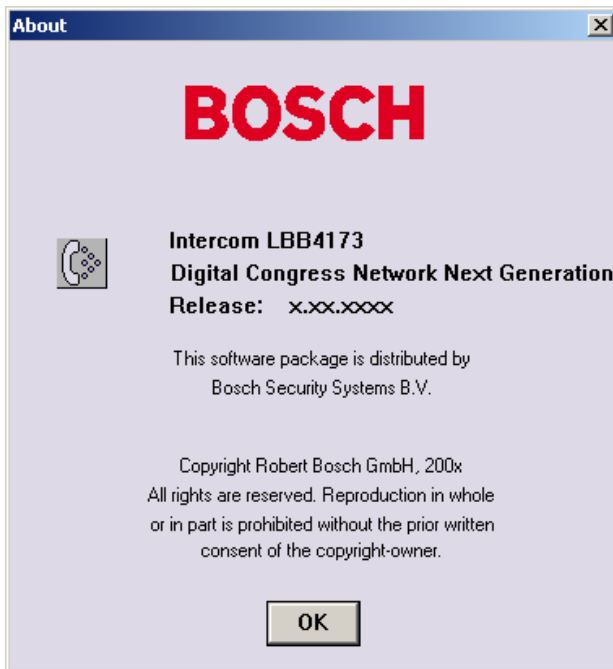
An on-screen page with the requested information will appear.

### 2.2.8 About

This provides software release information. To display the **'About Intercom...'** window:

- Select the **'Help'** menu and click on **'About Intercom...'**.

The following window appears:



*Figure 2 The 'About Intercom...' window*

To remove this window:

- Click on the 'OK' push button.

## 3 Preparing for a conference

### 3.1 The main window

The Intercom main window is used to display incoming intercom calls from delegates, chairmen or interpreters, to select a destination for the calls, and to connect the caller with the appropriate destination. You can also initiate intercom calls yourself.

From the main window you can also access the menu bar, which allows you to edit intercom files, set up and delete special intercom links, alter settings and access the Help menu.

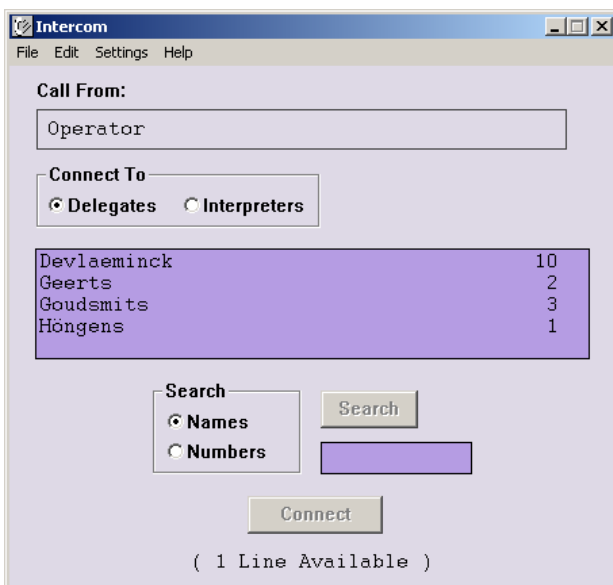


Figure 3 The main window

The main window can be divided into three parts. The upper part of the window is used to display information on the person who wishes to initiate an intercom call. The middle part is used to select a destination for this call.

The lower part of the screen has a push button that is used to connect the caller to the destination.

The main window contains the following elements:

- **'Call From'** static text and display field
- Group of two **'Connect To'** radio buttons
- List box displaying all those eligible to receive the call using **'Connect To'**
- **'Search'** radio buttons, push button and edit box
- Menu bar
- **'Connect'** push button with text displaying the number of available lines



#### Note

The number of available lines depends on the number of intercom lines specified using System Installation. When no channels are assigned for intercom purposes, the Intercom software module cannot be used.

The information displayed in the **'Call From'** display field is dependent on who has initiated the call. The following possibilities exist:

- **'<Delegate/chairman screen line>, <seat number>'**: This indicates that an intercom call has been made by a chairman or delegate, and that the following conditions have been met:
  - a names file has been opened
  - a screen line has been assigned to the calling chairman/delegate
  - the chairman/delegate has been identified to the DCN system as the user of the unit from where the intercom call is made



#### Note

The order in which this information is displayed is determined by the **'Search'** mode. If **'Names'** is selected, the screen line will appear first, followed by the seat number. If **'Number'** is selected, the seat number will appear first, followed by the screen line.

- **'<Seat number>'** indicates that an intercom call has been made by a chairman or delegate, but no names file has been opened, and/or no chairman/delegate has been identified to the DCN system as the user of the unit from where the intercom call is made.
- **'Interpreters Booth <N>, Desk <M>.'** This indicates that an intercom call has been made by an interpreter. <N> indicates the booth number of the interpreter, and <M> gives the desk number within the booth.



#### Note

When an intercom call is made to the operator by a user (i.e. a chairman, delegate, interpreter), this is registered by the appearance of the **'Connect To'** window. For more details, please refer to paragraph 4.1.

#### 3.1.1 The menu bar

All menu options referred to in this user manual are contained within the menu bar, located underneath the title bar at the top of the main window. Access to drop-down menus is gained by clicking on the menu



title, displayed in the menu bar. The full list of menu options is as follows:

File	Edit	Settings	Help
New...	Links...	Ring Tone	Index...
Open...		Intercom Activity...	Keyboard
Save			Commands
Save As...			Procedures
Delete...			Glossary
Print Activity...			Using Help
Exit			About Intercom...

## 3.2 Working with intercom files

### 3.2.1 Intercom file options

The 'File' menu has commands for:

- Opening a new intercom file
- Opening an existing intercom file
- Saving an intercom file under its current name
- Saving an intercom file under a different name
- Deleting an intercom file
- Printing intercom activity
- Exiting the Intercom program



#### Note

Exiting Intercom is covered in paragraph 4.4 and printing is covered in paragraph 4.34.4

#### Creating a new intercom file

To open a new intercom file:

- Select the 'File' menu and click on **'New...'**.

The following dialogue box appears:

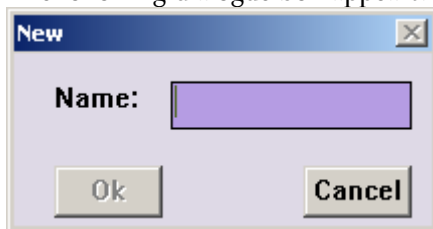


Figure 4 The 'New' dialogue box

The dialogue box contains a text box for entering the file name. A text insertion point is already in the text box and you can type a name up to 12 characters long.

- Type the desired intercom file name in the text box.
- Click on the 'Ok' push button.

A new intercom file opens and the name appears in the title bar at the top of the window.



#### Note

Clicking on **'Cancel'** closes the dialogue box without initiating commands and/or changes. This applies to all dialogue boxes in the Intercom program.

If you have requested to open a new intercom file before saving a current intercom file that has been changed, a warning message with the following text is displayed:

**'Changes have been made to <filename>.'**  
**'Do you want to save?'**

- Click on the **'Yes'** push button to save the changed intercom file and open the new intercom file.
- Click on the **'No'** push button to open the new intercom file without saving the changed intercom file.
- Click on the **'Cancel'** push button to return to the 'New' dialogue box.

If you have typed a filename that already exists, a warning message with the following text is displayed:

**'A file already exists with this name'**

- Click on the **'OK'** push button. You can then enter a unique name in the 'New' dialogue box.

#### Opening an existing intercom file

To do so:

- Select the **'File'** menu and click on **'Open...'**

The following dialogue box appears:

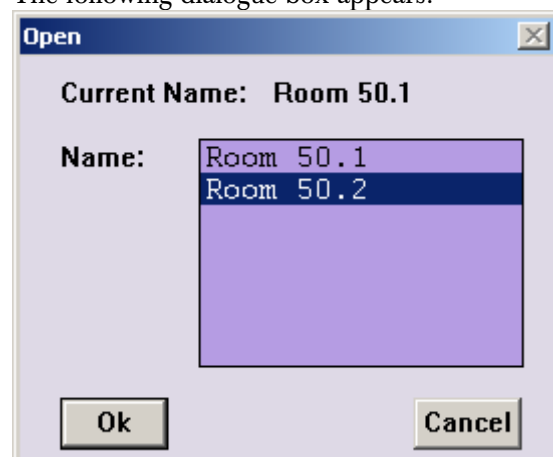


Figure 5 The 'Open' dialogue box

This dialogue box contains a list box for selecting the intercom file name. The name of the current intercom file is also displayed. When the **'Open'** dialogue box opens, the list box contains all available intercom files. If the list contains more names than

can be displayed, a scroll bar is provided.

To open an intercom file:

- Click on the name in the list.
- Click on the **'Ok'** push button.

If you have requested to open a new intercom file before saving a current intercom file that has been changed, a warning message with the following text is displayed:

*'Changes have been made to <filename>.'  
'Do you want to save?'*

- Click on the **'Yes'** push button to save the changed intercom file and open the new intercom file.
- Click on the **'No'** push button to open the new intercom file without saving the changed intercom file.
- Click on the **'Cancel'** push button to return to the **'New'** dialogue box.

#### Saving an intercom file

To save the current intercom file:

- Select the **'File'** menu and click on **'Save'**.

#### Saving an intercom file under a new name

This allows you to save the current intercom file under a different name. By doing so, the original file remains unaltered. To do so:

- Select the **'File'** menu and click on **'Save As...'**.

The following dialogue box appears:

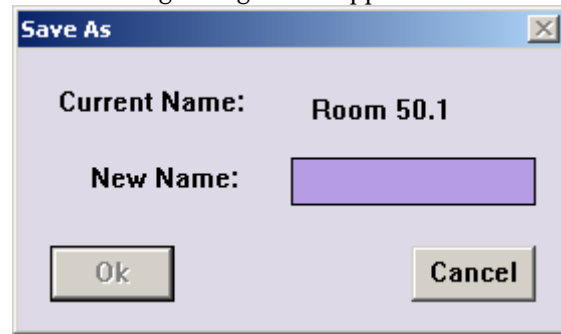


Figure 6 The 'Save As' dialogue box

This dialogue box contains a text box for entering the new intercom file name. When the **'Save As...'** dialogue box opens, a text insertion point is already in the text box and you can type a name up to 12 characters long.

- Type the desired intercom file name in the text box.
- Click on the **'Ok'** push button.

The intercom file is saved with the new name, which appears in the title bar at the top of the window. The original file is unchanged. If you have typed a filename that already exists, a warning message with the following text is displayed:

*'A file already exists with this name'*

- Click on the **'OK'** push button. You can then enter a unique name in the **'Save As'** dialogue box.

#### Deleting an intercom file

If you wish to delete an intercom file:

- Select the **'File'** menu and click on **'Delete...'**.

The following dialogue box appears:

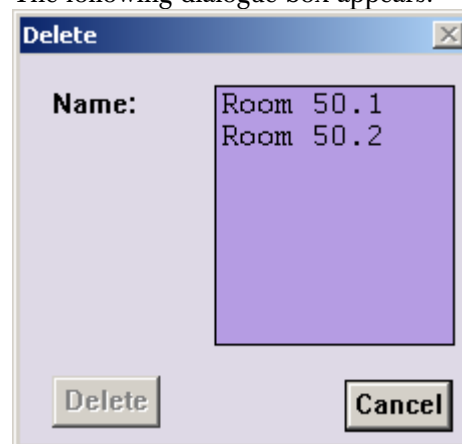


Figure 7 The 'Delete' dialogue box

This dialogue box contains a list box for selecting the file to be deleted. A scroll bar is provided if necessary.

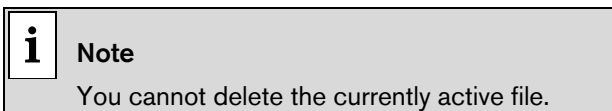
- Click on the name in the list.
- Click on the **'Delete'** push button.

Another dialogue box will appear, with the text:

**'Are you sure you want to delete file  
<filename>'**

If you still want to continue:

- Click on the **'OK'** push button.



### 3.3 Setting up special intercom links

The Intercom software allows you to set up special intercom links between conference participants, or between participants and interpreters, or between interpreters. These special links mean that the selected people can call each other directly. Normally, intercom calls must go through the operator.

The special links always have a direction, i.e. they go from one person to another. Only one special link can come from a single person, but anyone can receive as many as the system permits.

The setting up of special intercom links is carried out from the **'Special Intercom Links'** dialogue box.

- Select the **'Edit'** menu and click on **'Links...'**

The following dialogue box appears:

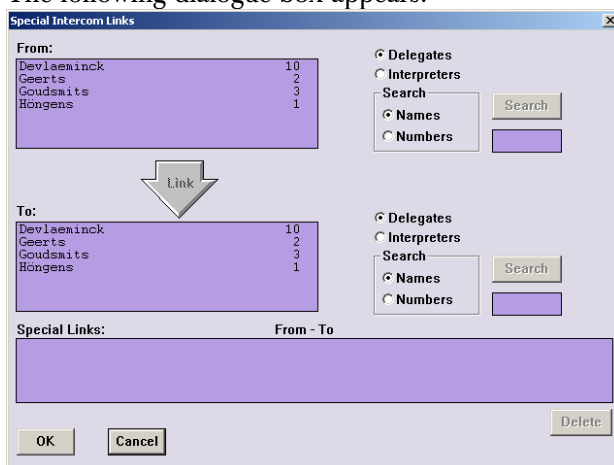


Figure 8 The **'Special Intercom Links'** dialogue box

This dialogue box contains the following elements:

- **'From:'** list box, with
- **'Delegates'** and **'Interpreters'** radio buttons
- **'Search'** radio buttons, push button and edit box
- **'Link'** push button
- **'To:'** list box, with
- **'Delegates'** and **'Interpreters'** radio buttons

- **'Search'** radio buttons, push button and edit box
- **'Special Links'** list box
- **'Delete'** push button
- **'OK'** and **'Cancel'** push buttons

#### Determining where the special link begins

This option allows you to select a delegate, chairman or interpreter who can initiate a special intercom call. To select a delegate/chairman:

- Click on the **'Delegates'** radio button (if this option is not already enabled).

To select an interpreter:

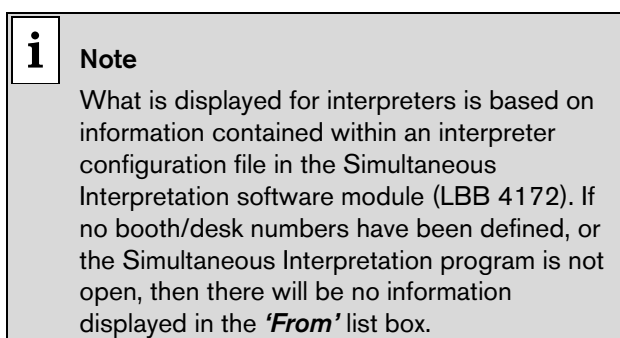
- Click on the **'Interpreters'** radio button (if this option is not already enabled).

If **'Delegates'** has been selected, the **'From'** list box will display an alphabetical list of all delegates and chairmen that can initiate an intercom call, i.e. those who:

- have a valid seat number in the currently open installation file
- are connected to an intercom handset and cradle
- have not already been used as the **'From'** part of a special intercom link

Each delegate or chairman will be identified by a screen line and seat number, or only a seat number if no screen line has been specified. Whether the seat number or screen line is displayed first depends on which **'Search'** mode has been selected.

If **'Interpreters'** has been selected, the **'Connect To'** list box will display a list of all installed interpreters.



Each interpreter will be identified by **'Booth <N>, Desk <M>'**, where <N> indicates the booth number of the interpreter, and <M> gives the desk number within the booth.

To select a delegate, chairman or interpreter:

- Click on the name in the list.

If you wish to change your selection, simply repeat the procedure.

## Search

This option allows you to conduct a search for a particular delegate, chairman or interpreter. There are two **'Search'** radio buttons, a **'Search'** push button and a list box:



Figure 9 The 'Search' facility

You can specify whether the search is conducted by screen line (**'Names'**) or seat number (**'Numbers'**) when searching for a delegate or chairman.



### Note

When **'Interpreters'** is selected, a **'Search'** is carried out to locate interpreters. In this case the **'Names'** and **'Numbers'** radio buttons are deactivated, and you must enter **'<N>, <M>'** in the text box located under the **'Search'** push button, where **<N>** and **<M>** are the booth number and desk number of the interpreter respectively.

To choose the mode not currently selected:

- Click on the radio button without the black circle.



### Note

Specifying the **'Search'** mode also determines the way information is displayed in the **'Connect To'** list box. If **'Names'** is selected, then the list is arranged alphabetically by screen line, with the seat number displayed after each screen line. If **'Numbers'** is selected, then the list is arranged by seat number, in ascending numerical order. The screen line (if specified) is displayed after each seat number.

You can specify a particular delegate or chairman you wish to search for. This is done by entering the details of the required delegate/chairman in the text box situated under the **'Search'** push button. If **'Numbers'** has been specified for the search, you may only enter up to four alphanumeric characters. If **'Names'** has been specified for the search, then the maximum number of characters allowed equals the maximum length of the screen line. To search:

- Click on the text box under the **'Search'** push button.
- Type the details of the required delegate in the text box.

- Click on the **'Search'** push button.

Once the search is completed, the list box displays all entries corresponding to the input details. You can select the desired entry by clicking on it.

## Determining who the special link goes to

This option allows you to select a delegate, chairman or interpreter as the destination of a special intercom link.

The procedure for locating a person to receive a special intercom link is identical to the procedure for selecting where the special link comes from. For more information on how to locate delegates, chairmen or interpreters and conducting a search, please refer to page 11.

The conditions under which delegates, chairmen or interpreters appear in the **'To'** list box are identical to the conditions for the **'From'** list box, except that names still appear in the list even if they are already the destination of a special intercom link. This means in effect that one person can receive any number of special links.

To select a delegate, chairman or interpreter to receive the special intercom link:

- Click on the name in the list.

## Making the link

Once you have made a selection in the **'From:'** list box and the **'To:'** list box, the arrow-shaped **'Link'** push button, situated between the two list boxes, becomes active. To make the link:

- Click on the **'Link'** push button.

A special intercom link is made. The entry selected in the **'From'** list box is removed and inserted in the **'Special Links'** list box under the **'From'** column. The entry selected in the **'To'** list box is de-selected (but not removed) and appears in the **'Special Links'** list box under the **'To'** column.

## Deleting special intercom links

To delete a special intercom link:

- Select an entry in the **'Special Links'** list box.
- Click on the **'Delete'** push button.

The special link will be deleted. The person that the link came from will be re-inserted at the appropriate position in the **'From'** list box.

When you have finished setting up special links:

- Click on the **'OK'** push button.

You will return to the main window.

### 3.4 Specifying intercom settings

You can specify intercom-related parameters using the **'Settings'** menu. The **'Settings'** menu is accessed from the main window, and has two options:

- Ring Tone
- Intercom Activity

#### 3.4.1 Ring Tone

This option allows you to enable or disable an audible tone that sounds every time an intercom call is made to the operator. The default state is **'enabled'**. To disable the tone:

- Select the **'Settings'** menu and click on **'Ring Tone'**.

The tick mark (√) will subsequently disappear, indicating that the ring tone has been disabled. To turn the ring tone back on:

- Select the **'Settings'** menu and click on **'Ring Tone'** again.

The tick mark (√) will subsequently appear, indicating that the ring tone has been enabled again.

#### 3.4.2 Logging intercom activity

This option allows you to enable or disable the logging of all intercom activity. You can also specify the name of the file where logging information will be stored. To do so:

- Select the **'Settings'** menu and click on **'Intercom Activity'**.

The following dialogue box appears:

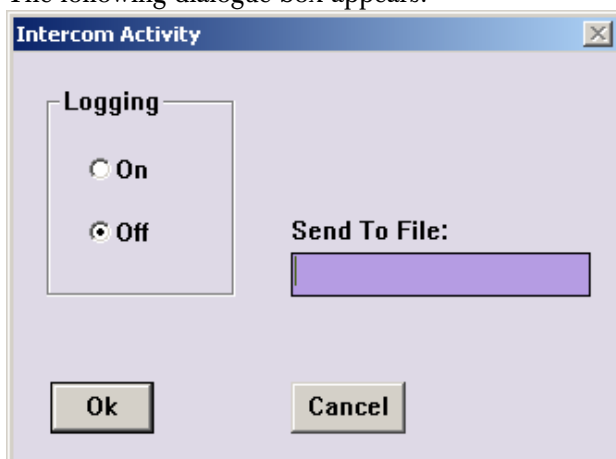


Figure 10 The **'Intercom Activity'** dialogue box

The **'Logging'** radio buttons allow you to enable or disable intercom activity logging. The default state is **'off'**. To enable logging:

- Click on the **'On'** radio button.

A black circle will appear to indicate this option has been selected.

To disable logging again:

- Click on the **'Off'** radio button.

The **'Send To File'** edit field allows you to specify the destination file of the logging activity. You can enter a file name, which must be a valid MS-DOS name no longer than eight characters. To do so:

- Click on the **'Send To File'** text box.
- Type in the file name.

If you enter an invalid filename and/or location, or do not enter one at all, a warning message with the following text is displayed:

**'Invalid filename'**

- Click on the **'Ok'** push button.

You will return to the dialogue box and can enter a valid filename and/or location.



#### Note

The destination file(s) for Intercom activity logging are located in the DCNNG\log directory.



#### Note

It is possible to print an intercom activity file. To do so, please refer to paragraph 4.3.

Once you have finished specifying all parameters in the **'Intercom Activity'** dialogue box:

- Click on the **'Ok'** push button.

Any changes made will be saved, and you will return to the main window.

## 4 Intercom activity during a conference

### 4.1 Handling incoming intercom calls

When an intercom call is made to the operator by a user (i.e. a chairman, delegate, interpreter), this is registered by the appearance of the following window on-screen:

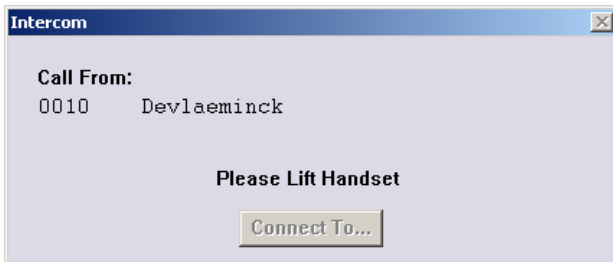


Figure 11 The 'Connect Request' dialog box



#### Note

This dialog box appears even if the Intercom software module was iconized.

The presence of an incoming call is also registered by a single ring tone, if this option has been enabled. For more details, please refer to paragraph 3.4.

The '**Connect Request**' dialog box contains the following elements:

- '**Call From**' text
- Text identifying the caller. This can be in the form of screen line/seat number, seat number only or interpretation booth and desk number. For details of which information appears, please refer to '**Search**' on page 12.
- '**Please lift handset**' text
- '**Connect To...**' push button

When this window appears:

- Pick up the handset connected to the PC to answer the call.



#### Note

If the incoming call is not answered by the operator within 60 seconds, it will be cancelled.

#### 4.1.1 Routing incoming intercom calls

If the call is a request from a user to speak to another user, you must call up the main window in order to route and connect the call. To do so:

- Click on the '**Connect To...**' push button.

The '**Connect Request**' dialog box disappears and the following dialog box appears:

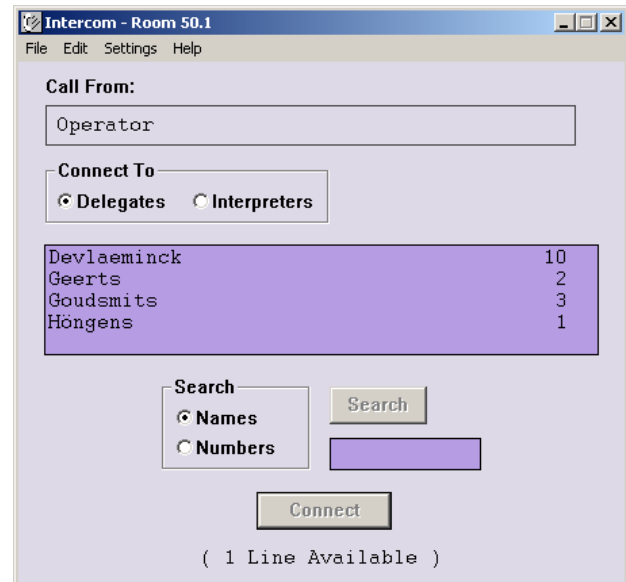


Figure 12 The 'Intercom' dialog box



#### Note

The '**Connect Request**' window also disappears if the caller or the operator hangs up.

The field below the '**Call From**' text identifies the caller.

If you wish to connect the caller with another delegate/chairman:

- Click on the '**Delegates**' radio button (if this option is not already enabled).

If you wish to connect the caller to an interpreter:

- Click on the '**Interpreters**' radio button (if this option is not already enabled).

If '**Delegates**' has been selected, the '**Connect To**' list box (located beneath the '**Connect To**' radio buttons) will display an alphabetical list of all delegates and chairmen that can receive an intercom call. To be eligible, they must have the following:

- A valid seat number in the currently open installation file
- A connection to an intercom handset

Each delegate or chairman will be identified by a screen line and seat number, or only a seat number if

no screen line has been specified. Whether the seat number or screen line is displayed first depends on which **'Search'** mode has been selected.

If **'Interpreters'** has been selected, the **'Connect To'** list box will display a list of all interpreters who can receive an intercom call.



#### Note

What is displayed for interpreters is based on information contained within an interpreter configuration file in the Simultaneous Interpretation software module (LBB 4172). If no booth/desk numbers have been defined, or the Simultaneous Interpretation program is not open, then there will be no information displayed in the **"Connect To"** list box.

Each interpreter will be identified by **'Booth <N>, Desk <M>'**, where <N> indicates the booth number of the interpreter, and <M> gives the desk number within the booth.

#### Selecting a delegate, chairman or interpreter for connection

The procedure for selecting a person to receive the intercom call is always the same, regardless of whether a delegate, chairman or interpreter is selected. To do so:

- Click on the name in the list.

If you wish to change your selection, simply repeat the procedure.

#### Search

This option allows you to conduct a search for a particular delegate or chairman. The **'Search'** facility is located beneath the **'Connect To'** list box. There are two **'Search'** radio buttons, a **'Search'** push button and a list box:

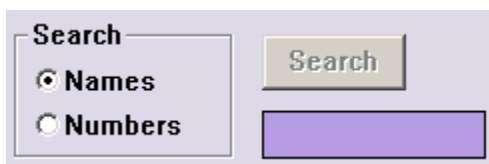


Figure 13 The **'Search'** facility

You can specify whether the search is conducted by screen line (**'Names'**) or seat number (**'Numbers'**) when searching for a delegate or chairman.



#### Note

When **'Interpreters'** is selected, a **'Search'** can only be carried out to locate interpreters, and can therefore only be done by **'Numbers'**, where numbers is **'Booth <N>, Desk <M>'**.

To choose the mode not currently selected:

- Click on the radio button without the black circle.



#### Note

Specifying the **'Search'** mode also determines the way information is displayed in the **'Connect To'** list box. If **'Names'** is selected, then the list is arranged alphabetically by screen line, with the seat number displayed after each screen line. If **'Numbers'** is selected, then the list is arranged by seat number, in ascending numerical order. The screen line (if specified) is displayed after each seat number.

You can specify a particular delegate or chairman you wish to search for. This is done by entering the details of the required delegate/chairman in the text box situated under the **'Search'** push button. If **'Numbers'** has been specified for the search, you may only enter up to four alphanumeric characters. If **'Names'** has been specified for the search, then the maximum number of characters allowed equals the maximum length of the screen line.

To search:

- Click on the text box under the **'Search'** push button.
- Type the details of the required delegate in the text box.
- Click on the **'Search'** push button.

Once the search is completed, the list box displays all entries corresponding to the input details. You can select the desired entry by clicking on it.

#### Connecting an incoming call

Once you have selected the destination of the intercom call, you can connect it to the caller. This is done by means of the **'Connect'** push button at the bottom of the dialogue box. This button is enabled if the following conditions are met:

- The handset of the operator's intercom unit is not on the cradle.
- An item has been selected in the **'Connect To'** list
- There are intercom lines available. If there are no intercom lines available, the text beneath the **'Connect'** push button will say **'(No Lines Available)'**.

To connect:

- Click on the **'Connect'** push button.

If the connection is successful, the text beneath the **'Connect'** push button will be updated so the number of lines available is reduced by one. The Intercom application will be automatically iconized.

## 4.2 Generating intercom calls

As the operator, you can also initiate intercom calls to chairmen, delegates or interpreters. To do so:

- Pick up the handset connected to the PC.

This causes the following dialogue box to appear:

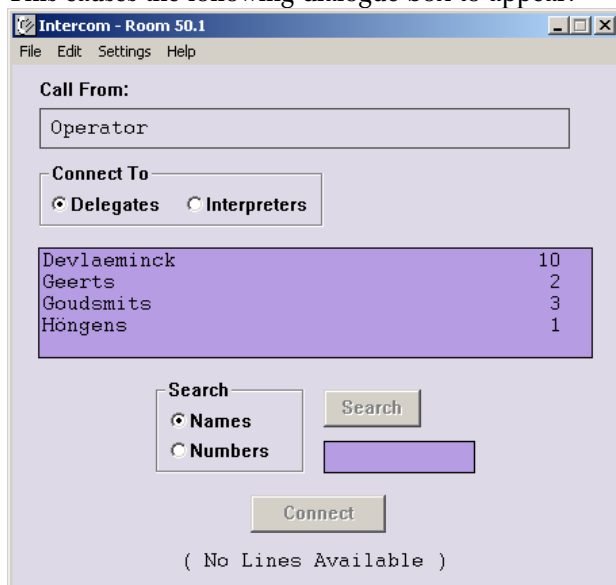


Figure 14 The 'Intercom' dialogue box

The field below the **'Call From'** text will contain the word **'Operator'**, indicating that you have initiated the call.

If you wish to call a delegate/chairman:

- Click on the **'Delegates'** radio button (if this option is not already enabled).

If you wish to call an interpreter:

- Click on the **'Interpreters'** radio button (if this option is not already enabled).

The **'Call To'** list box only contains delegates/chairmen or interpreters who can receive an intercom call. (For more details on how entries appear in this list, please refer to paragraph 4.1.1).

### Selecting a delegate, chairman or interpreter for connection

The procedure for selecting a person to receive the intercom call is always the same, regardless of whether a delegate, chairman or interpreter is selected. To do so:

- Click on the name in the list.

If you wish to change your selection, simply repeat the procedure.

For more details on conducting a search for a particular delegate or chairman, please refer to page 15.

### Connecting the call

Once you have selected the destination of your intercom call, you can make a connection by means of the **'Connect'** push button at the bottom of the dialogue box. This button is enabled if the following conditions are met:

- The handset of the operator's intercom unit is not on the cradle
- An item has been selected in the 'Connect To' list
- There are intercom lines available. If there are no intercom lines available, the text beneath the **'Connect'** push button will say **'(No Lines Available)'**.

To connect:

- Click on the **'Connect'** push button.

If the connection is successful, the text beneath the **'Connect'** push button will be updated so the number of lines available is reduced by one. The Intercom application will be automatically iconized.

## 4.3 Printing

It is possible to print a record of intercom activity.

**i Note**

To print a log file, it is first necessary to ensure that logging is disabled in the Intercom Activity dialogue box (see paragraph 3.4.2).

To print a record of intercom activity:

- Select the **'File'** menu and click on **'Print Activity...'**.

The following dialogue box appears:

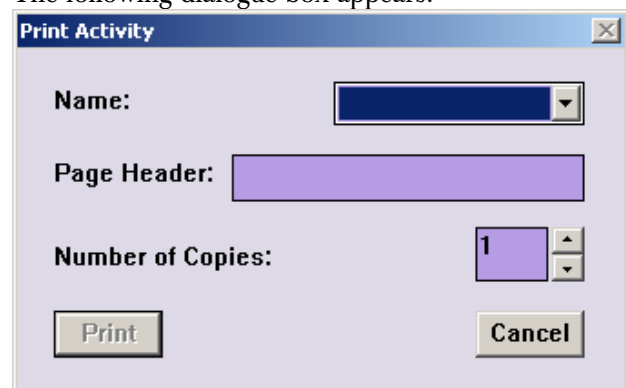


Figure 15 The 'Print Activity' dialogue box



To select the intercom activity file for printing:

- Click on the arrow button on the right-hand side of the **'Name'** entry field. A drop-down list of files appears.
- Scroll through the list and click on the required file. The filename appears in the entry field.



#### Note

The files that appear in this list are the files specified using the **'Intercom Activity'** dialogue box. For more details, please refer to paragraph 3.4.2.

To specify a page header:

- Select the **'Page Header:'** text box. A descriptive name may be entered up to 20 characters long. This text box may also be left blank.

To specify the number of copies:

- Select the **'Number of Copies:'** field and type in the required number. The maximum number is nine.



#### Note

The up and down arrow buttons on the right-hand side of this field can be used to scroll to the required number.

- Click on the **'Print'** push button.

The specified number of hard copies of intercom activity will be printed out.

## 4.4 Exiting Intercom

### 4.4.1 Temporarily exiting Intercom

It is possible to temporarily leave Intercom without closing it down completely. To do so:

- Click on the 'minimize' button situated at the top-right of the application window.

The Intercom program will become iconized in the Windows desktop.



#### Note

After an intercom connection has been made, the Intercom application automatically iconizes.

To re-enter Intercom:

- Click on the Intercom icon.



#### Note

If an intercom call is made by a delegate, chairman or interpreter, Intercom will automatically re-open and a message will appear on-screen. For more details, please refer to paragraph 4.1.

### 4.4.2 Permanently exiting Intercom

If you wish to exit Intercom completely:

- Select the **'File'** menu and click on **'Exit'**.

If you have requested to exit before saving an intercom file that has changed, a warning message with the following text is displayed:

***'Changes have been made to <filename>.  
Do you want to save?'***

- Click on the **'Yes'** push button to save the changed layout file and exit the program.
- Click on the **'No'** push button to exit without saving the changed layout file.
- Click on the **'Cancel'** push button to return to the main window without exiting.

When you exit Intercom you will return to the Windows desktop.



#### Tip

You can also exit Intercom by clicking on the 'close' button on the far top-right corner of the window.



#### Note

By closing the Startup program, all DCN applications will close.





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