



# SW6000 User Manual

## ADV Advanced meeting Management

User guide for Shure SW6000 Conference Management Software  
Version: 9.3 (2021)

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# 1 Introduction

The purpose of this document is to describe the facilities in the SW6000-ADV Advanced meeting Management module.

The module adds the following functionality to SW6000 basic functionality:

- Control of Podium Microphones
- Using a Secondary meeting role
- Use of a 'Show name' for participants
- Enables Web Browser screen in CUA
- Search in historic Voting Results in CAA
- Using 'Agenda subject configuration'
- Using 'Speaker type configuration'
- Attaching Speakers to subjects in the Agenda
- Attaching documents/URL's to subjects in the Agenda using Hyperlinks
- Option to send Alerts from CUA to third part systems using SW6000 ECA module and/or to CDA (personalized CDA's only)
- Enables Advanced Speech Time Control
- Enables the use of Groups
- Enables Messages to Groups

## 1.1 Licensing

The SW6000-ADV Advanced meeting Management module is add-on to the SW6000 Software and need a separate license.

# 2 Podium Microphones

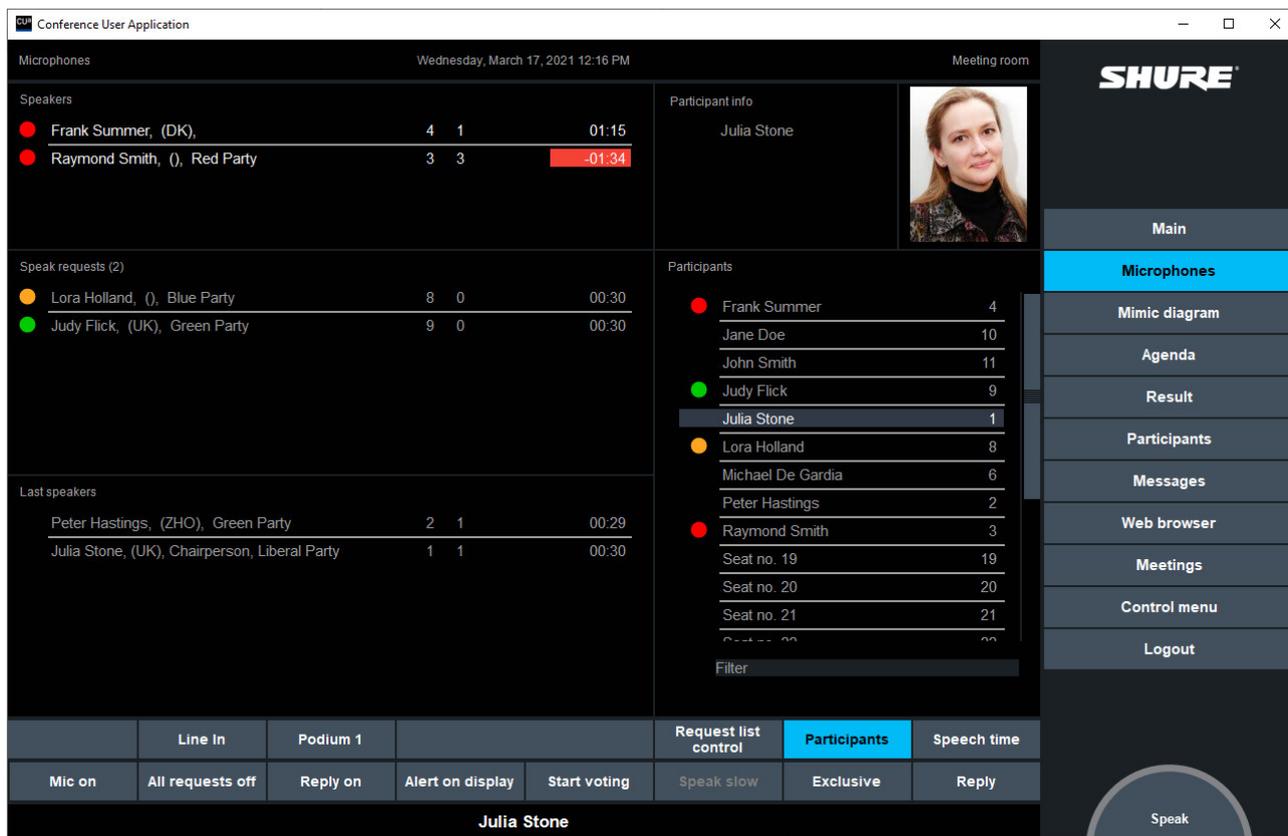
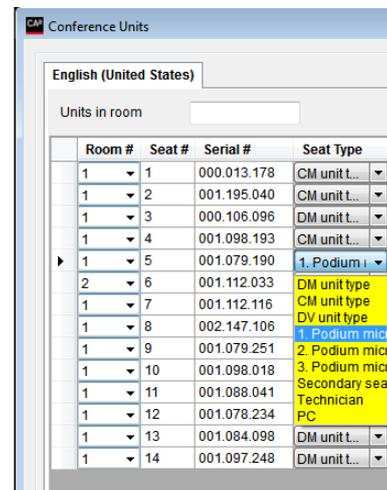
## 2.1 Podium 1, Podium 2 & Podium 3

A conference unit (except the MXC640 and the DC 6990) can be configured in the 'CAA|Setup|Conference units' in the column 'Seat type' as a Podium Microphone. Up to 3 units can be configured as podium microphones

Pressing one of the Podium buttons in the CUA will turn on the Podium microphone. If there is more than one Podium microphone configured extra buttons will appear to activate the individual Podium microphones. Pressing the Podium microphone button again will turn the microphone off.

The button is red when the Podium microphone is on.

Selecting a participant in one of the lists and then selecting the Podium microphone will turn on the Podium microphone with the name of the selected participant.



## 2.2 CAA|Setup|Conference Units

This screen is used to configure the seat assignment setting up relations between microphones, seat numbers and computers running the CUA Application.

The following additional options are available:

### 2.2.1 Seat type/Podium x

If a seat has been set to the Seat type "x. Podium" microphone, the unit on this seat will be turned on with the "Podium x" button on the CUA. There can be up to three different podium microphones.

A seat assigned a podium microphone cannot be inserted in a participant 'Seat table'.

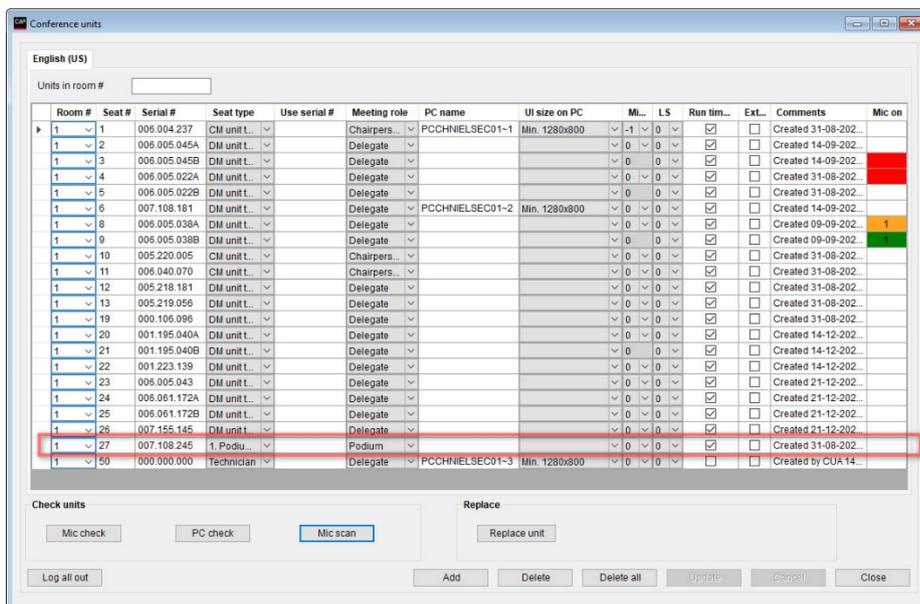


Figure 2.2-A

**Important:** Podium microphones cannot be assigned to CUA's, MXC640's or DC 6990's

**Note:** 'Show name' is not intended to be used for a seat configured as podium microphone. If the description for the podium microphone need to be changed, use the 'Setup|Language|Labels' and rename the button.

# 3 Secondary meeting role

## 3.1 CAA|User table

The following additional options are available:

### 3.1.1 Second. meeting role

This tick box selects if the user shall use another meeting role on another seat during the meeting. If ticked the user will get the meeting role specified in 'Second. meeting role' when logged into a seat configured as 'Secondary seat' in 'CAA|Setup|Equipment|Conference units|Seat type'.

### 3.1.2 Meeting role

Dropdown box for selecting the Secondary meeting role which will be applied to the Participant when logging into a seat configured as 'Secondary Seat' in 'CAA|Setup|Equipment| Conference units|Seat type'

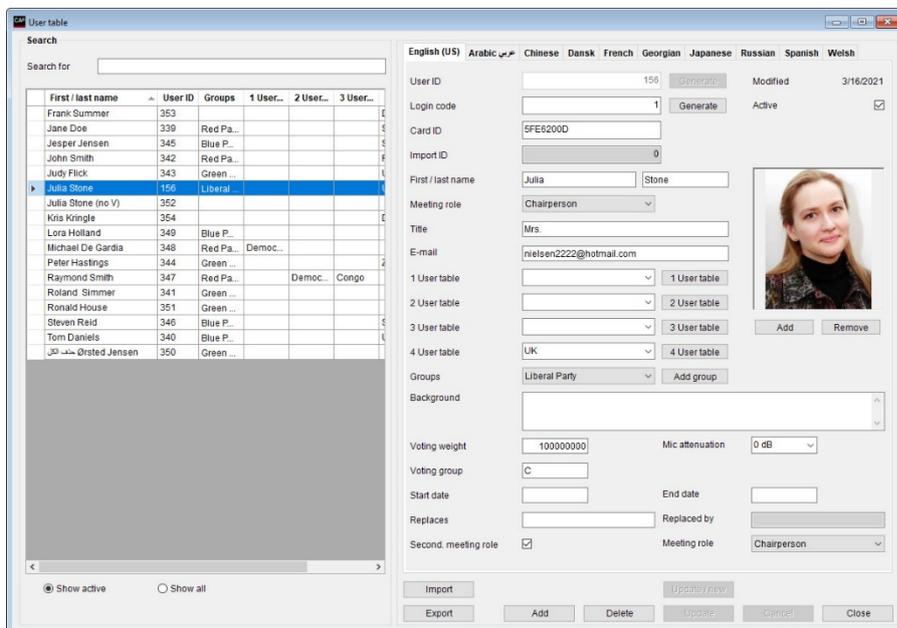


Figure 3.1-A

## 3.2 CAA|Setup|Conference units

The following additional option is available:

### 3.2.1 Seat type|Secondary seat

If a seat has been set to Seat type: 'Secondary seat', a Participant assigned with a 'Secondary meeting role', will change his 'Meeting role' to the 'Secondary meeting role' when logged in at a 'Secondary seat'.

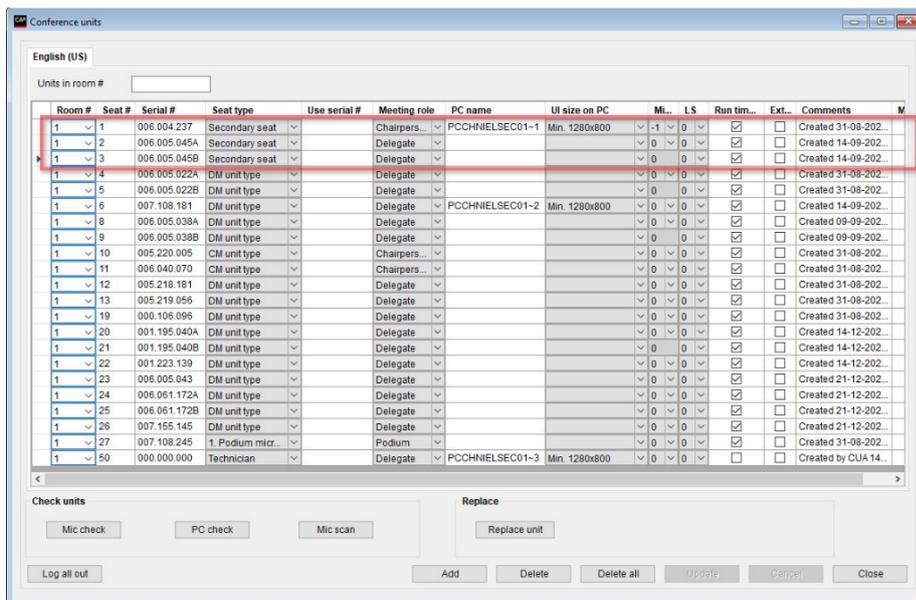


Figure 3.2-A

## 4 Groups

### 4.1 CAA|Tables|Groups

This table is used to create groups used when assigning group speech time configurations and also when counting votes.

The Group table can also be opened from 'CAA|Tables|User table' [Add Group].

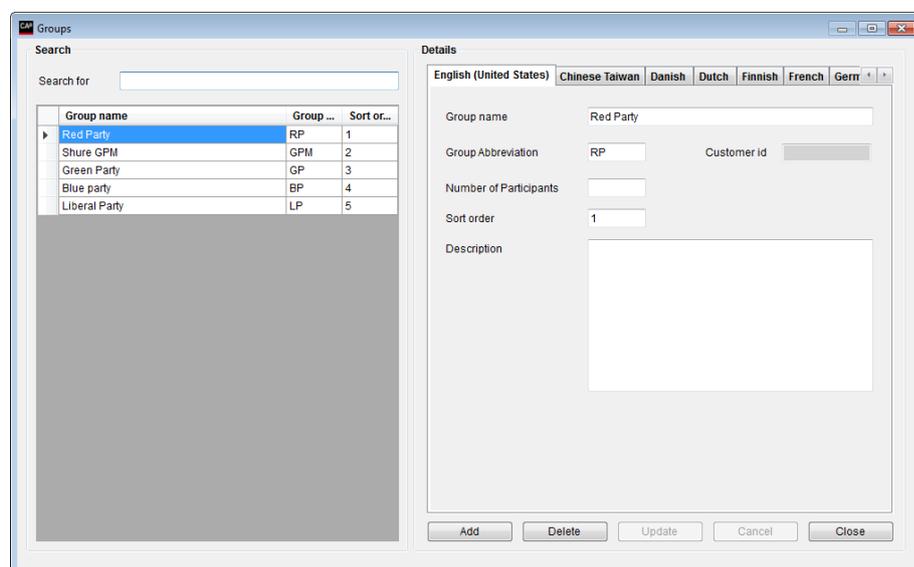


Figure 4.1-A

<b>Group name</b>	Name of the group.
<b>Group Abbreviation</b>	Abbreviation of the group name (max. 3 digits).
<b>Number of Participants</b>	A numeric number indicating the number of Participants which are member of the group (max. 4 digits).
<b>Sort order</b>	A sort order number that determines in which order the groups are shown in some reports. The lowest number is shown first.
<b>Description</b>	A description of the group.

## 5 Messages to Groups

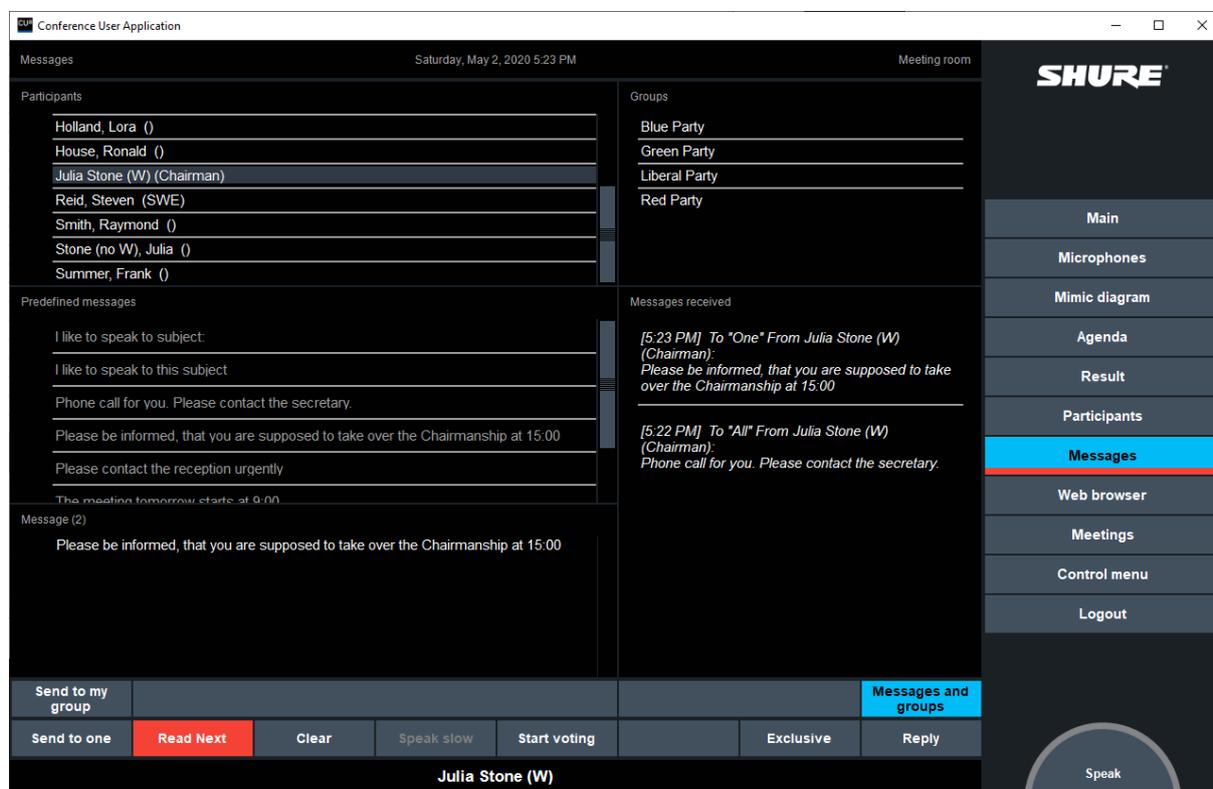


Figure 4.8-A

The Messages screen in CUA layouts which feature a side pane includes option to view a list of received Messages and a list of Groups. The list shows all Groups created in the CAA application in the 'Groups Table'.

**[Send to group]** Select a message (or write one), select a Group and press this button to send the message to all of the participants who are member of the selected Group and who have an UI for receiving messages.

**Note:** The option 'Send to Group' is only available if a meeting is started and Groups are created.

**[Send to my Group]** Select a message (or write one) and press this button to send the message to all members of the group the participant is member of.

**Note:** The option 'Send to My Group' is only available if a meeting is started and Groups are created.

## 6 Show name

The 'Show name' facility is used to configure the information shown for a participant in lists in the CUA and CDA. The facility is configurable for each meeting role and is configured in the 'CAA|Setup|Meeting role'.

### 6.1 CAA|Setup|Meeting role

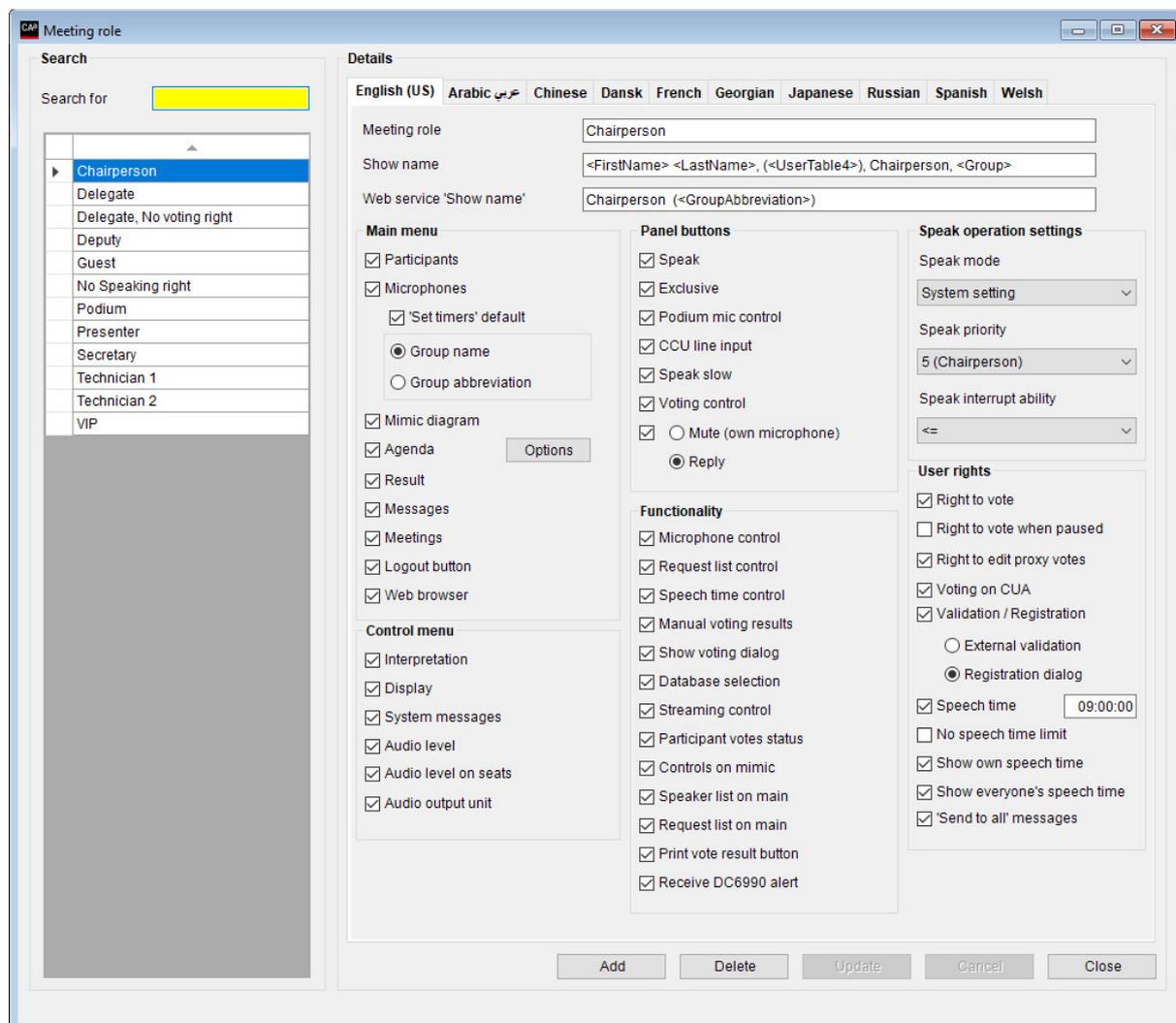


Figure 6.1-A

<b>Show name</b>	<p>If this field is empty, the participants First/Last Name from the User table is used in the list in the CUA.</p> <p>If any entry is made in the Show name field that information is used. The entry is used to configure information to be shown in various lists in the CUA instead of the default First/Last Name.</p> <p>In addition to text entries like 'Chairperson' or 'Chair', the following variables can be used in the Show name field:</p> <table border="1" data-bbox="700 465 1348 831"> <thead> <tr> <th>Information</th> <th>Information variable</th> </tr> </thead> <tbody> <tr> <td>First Name</td> <td>&lt;FirstName&gt;</td> </tr> <tr> <td>Last Name</td> <td>&lt;LastName&gt;</td> </tr> <tr> <td>Meeting role</td> <td>&lt;UserType&gt;</td> </tr> <tr> <td>Title</td> <td>&lt;Title&gt;</td> </tr> <tr> <td>User table 1</td> <td>&lt;UserTable1&gt;</td> </tr> <tr> <td>User table 2</td> <td>&lt;UserTable2&gt;</td> </tr> <tr> <td>User table 3</td> <td>&lt;UserTable3&gt;</td> </tr> <tr> <td>User table 4</td> <td>&lt;UserTable4&gt;</td> </tr> <tr> <td>Group</td> <td>&lt;Group&gt;</td> </tr> <tr> <td>Group Abbreviation</td> <td>&lt;GroupAbbreviation&gt;</td> </tr> <tr> <td>Voting Group</td> <td>&lt;VotingGroup&gt;</td> </tr> </tbody> </table> <p><b>Note:</b> <i>The Show name entry is used wherever Show name is described in this manual. If the users first and last name only is to be shown it is referred to as "First/Last Name".</i></p>	Information	Information variable	First Name	<FirstName>	Last Name	<LastName>	Meeting role	<UserType>	Title	<Title>	User table 1	<UserTable1>	User table 2	<UserTable2>	User table 3	<UserTable3>	User table 4	<UserTable4>	Group	<Group>	Group Abbreviation	<GroupAbbreviation>	Voting Group	<VotingGroup>
Information	Information variable																								
First Name	<FirstName>																								
Last Name	<LastName>																								
Meeting role	<UserType>																								
Title	<Title>																								
User table 1	<UserTable1>																								
User table 2	<UserTable2>																								
User table 3	<UserTable3>																								
User table 4	<UserTable4>																								
Group	<Group>																								
Group Abbreviation	<GroupAbbreviation>																								
Voting Group	<VotingGroup>																								
<b>Web service show name</b>	This entry is identical to 'Show name', however the entry is for configuring the output from the Web Service.																								

**Note:** *'Show name' is not intended to be used for a seat configured as podium microphone. If the description for the podium microphone need to be changed, use the 'Setup|Language|Labels' and rename the button.*

# 7 Meetings

The Advanced meeting Management expand the options in the agenda

- Agenda subject configuration
- Alert on CDA

## 7.1 CAA|Meetings

The following additional option is available in the meeting screen:

### 7.1.1 Alert on display

Text inserted in this field is used to make a notification on a CDA display. When filled in, a button on the 'CUA|Agenda' is visible enabling a user to display the text typed in this field on a CDA Screen (overlay). The button is available if a text string is filled in and the user has 'Meeting role' rights to 'Agenda control'.

### 7.1.2 Agenda subject configuration

The agenda subject configuration for the meeting can be set using a dropdown box.

A set of agenda subject configurations is created in 'CAA|Setup|Configurations|Agenda subject configuration'.

The screenshot shows the 'Meetings' application window. At the top, there is a filter section with 'Meetings' selected and date range inputs. Below this is a table listing meetings:

Meeting ID	Meeting name	Published	Requests open	Start date	End date
	Regional meeting 2018-12-12			12/10/2018	12/10/2018
	City Counsel Meeting #1114			12/5/2018	12/5/2018
	Parliament Meeting #1112			12/4/2018	12/4/2020

To the right of the table are buttons for 'Seat table', 'Agenda', 'Proxy votes', 'Options', 'Web', 'Publish', 'Unpublish', 'Zooming', 'Copy', 'Save as default', and 'Default'. Below the table is a 'Details' section for the selected meeting 'Parliament Meeting #1112'.

**Details:**

English (United States) Danish

Meeting ID: [text input] Today: 9/25/2020 Customer meeting ID: [text input]

Meeting name: Parliament Meeting #1112 Start date: 12/4/2018 Customer field 1: [text input]

Meeting mode: Login using code on list Start time: 00:00 Customer field 2: [text input]

Speak mode: Automatic End date: 12/4/2020 Customer field 3: [text input]

Agenda subject configuration: None Customer field 4: [text input]

Voting configuration: None  System language Meeting type: [dropdown]

Registration configuration: None  Language in use in the meeting Alert on display: [text input]

Speech time configuration: No speech time limit  No language choice at meeting start

Buttons at the bottom: Import, Export, Add, Delete, Update, Cancel, Close.

Figure 7.1-A

# 8 Agenda

## 8.1 Agenda Options

The Advanced meeting Management expand the options in the agenda

- Agenda subject configuration
- Speaker type configuration
- Attaching speakers to subjects in the agenda
- Attaching documents/URL to subjects in the agenda using hyperlinks

### 8.1.1 CAA|Meeting|Agenda

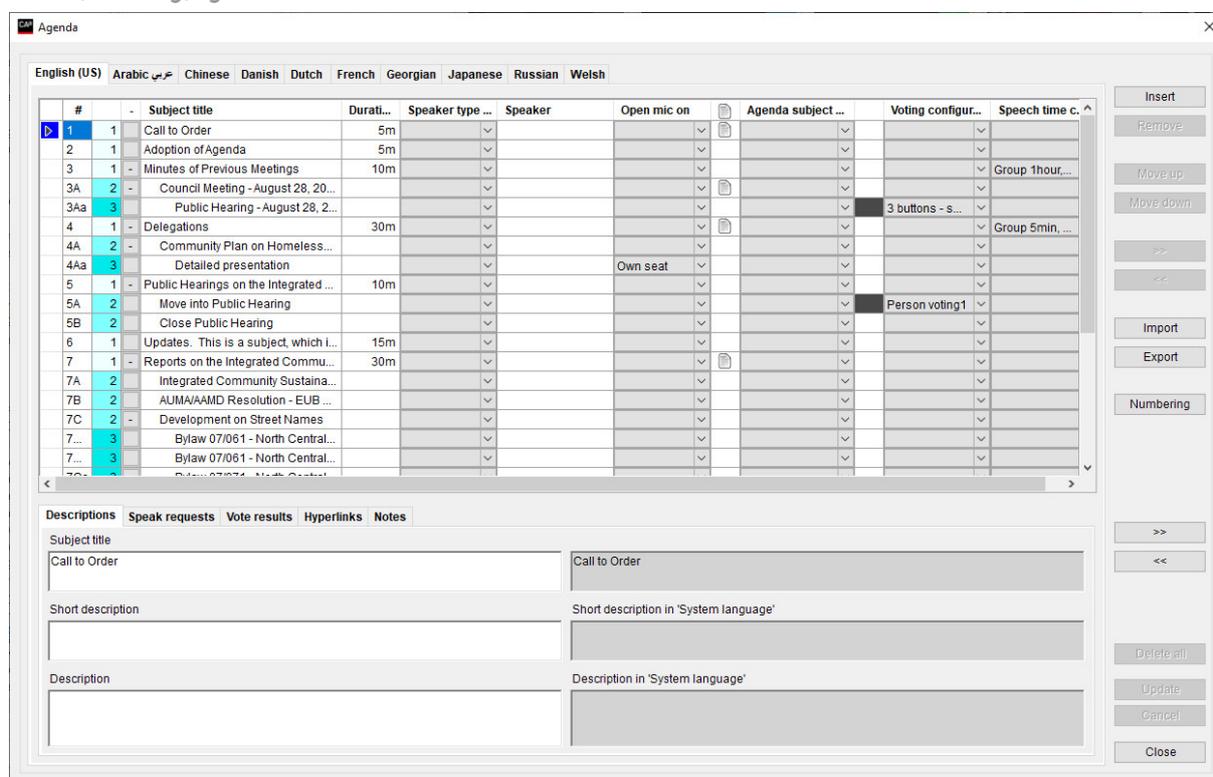


Figure 8.1-A

#### Speaker type configuration

A speaker type can be selected from a drop-down list. If speaker type is selected the speaker type is shown before the speaker name in the CUA and the CDA Agenda. If speaker type is not selected only the speaker name is shown. Speaker type is only shown in the CUA and CDA if the subject title is empty. Speaker types are created in 'CAA|Setup|Configurations|Speaker type configuration'.

<p><b>Speaker</b></p>	<p>It is possible to insert an unlimited number of speakers as sub-subject to a main subject or a sub-subject. Each speaker is normally assigned each a sub-subject i.e. at level 3 below a level 2 subject like "Reply". The speaker is selected by selecting the speaker field at the subject. A popup will open, listing the Participants assigned to the meeting in the 'Participant seat table'. Alternatively, the speaker name can be typed in the speaker field at the subject.</p> <p>If a subject with a speaker is set current in the 'CUA Agenda' screen the microphone for the speaker will be set active on the seat, selected in the field 'Open Mic On'.</p> <p>If the subject title is empty the speaker name is shown in the 'CUA Agenda' and 'CDA Agenda'. If the subject title is not empty the subject title is shown instead.</p>
<p><b>Open mic on</b></p>	<p>Using a dropdown box it is possible to select at what seat the microphone for a speaker shall be opened. The choices are:</p> <p>Empty: No microphone opens when the subject is set current.</p> <p>Own seat: The microphone opens at the seat where the speaker is logged in.</p> <p>Podium "x": The microphone opens at the seat configured as Podium "x" in the 'CAA Setup Equipment Conference units Seat type'. The speaker name will be shown in the CUA and CDA.</p>
<p><b>Agenda subject configuration</b></p>	<p>Drop down list for selecting different agenda subject configurations for individual agenda subjects.</p>
<p><b>Speech time configuration</b></p>	<p>Drop down list for selecting different speech time configurations for the individual agenda subjects.</p>

8.1.2 CAA|Setup|Configurations|Agenda subject configuration

The 'Agenda subject configuration' is used to assigns events, when a subject is set active.

Different configurations can be created.

The configurations can be applied to a subject on an Agenda or to a meeting as a default configuration.

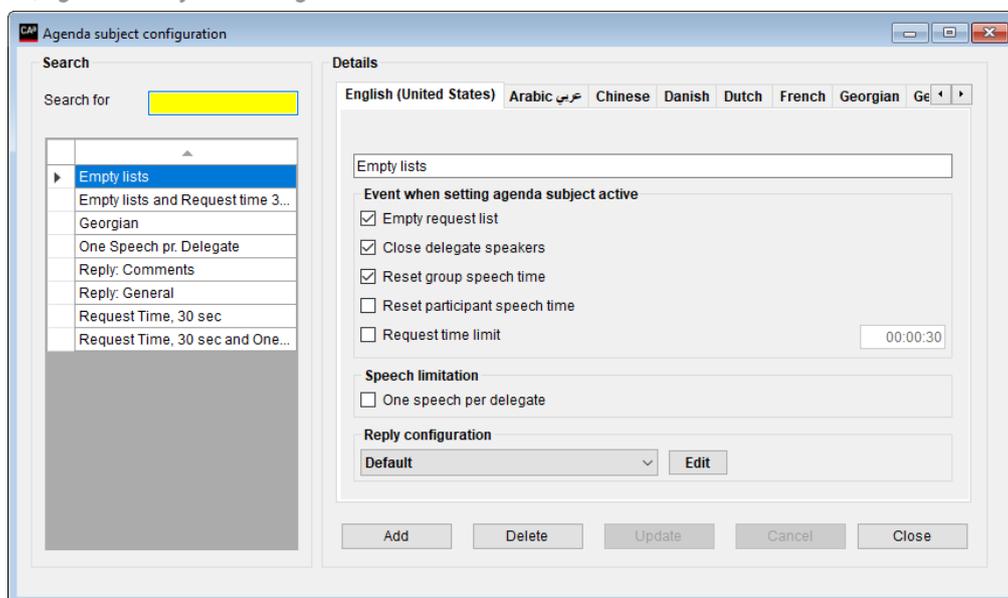


Figure 8.1-B

<p><b>Name</b></p>	<p>Name of the 'Agenda subject configuration'.</p>	
<p><b>Event when setting agenda subject active</b></p>	<p>Empty request list</p>	<p>When selected the Microphone Request and Reply list is emptied, when the subject is set active</p>
	<p>Close delegate speakers</p>	<p>When selected the microphone is switched off for all delegate speakers, when the subject is set active</p>

	Reset group speech Time	Resets the speech time timers for the groups when an agenda subject is set active
	Reset participant speech time	Resets the speech time timers for the participants when an agenda subject is set active
	Request time limit	When selected a Request time limit is applied. When the request time limit, inserted in the time field, is reached the request list is closed and no more requests are accepted from Participant.  A user with 'Microphone Control' rights can still set Delegate Units in Request. The list can be re-opened by users with 'Request list control' rights.
<b>Speech limitations</b>	One speech pr. delegate	When selected a delegate can only speak one time for each subject.  If the option 'One speech pr. delegate' is active only delegates with 'Multiple speeches per subject' ticked in the 'Meeting role Agenda Options' are allowed to speak multiple times.  Refer to chapter '9 One Speech Per Delegate'.
<b>Reply Configuration</b>	A reply configuration for the subject can be selected using the dropdown list. If no configuration is selected the default reply configuration will be used. The [Edit] button brings the 'Reply configuration' screen	

### 8.1.3 CAA|Setup|Configurations|Speaker type configuration

This screen allows the user to configure different speaker types.

The speaker types are used in the Agenda when assigning Speakers to subjects in the Agenda.

The 'Speaker type' is an optional "label" to attach to the speaker.

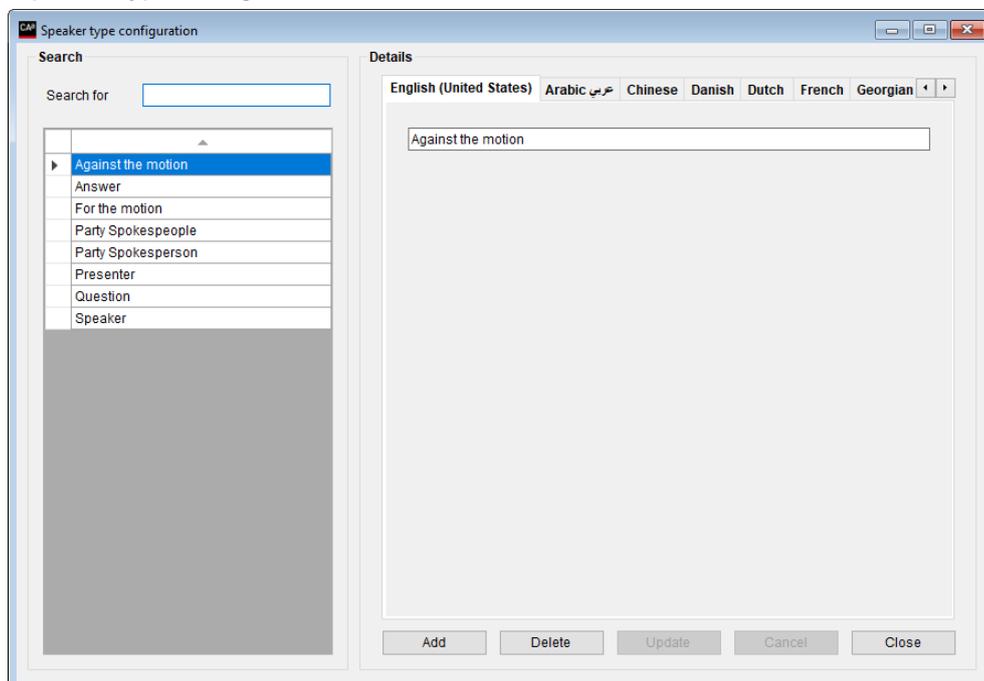


Figure 8.1-C

## 9 One Speech Per Delegate

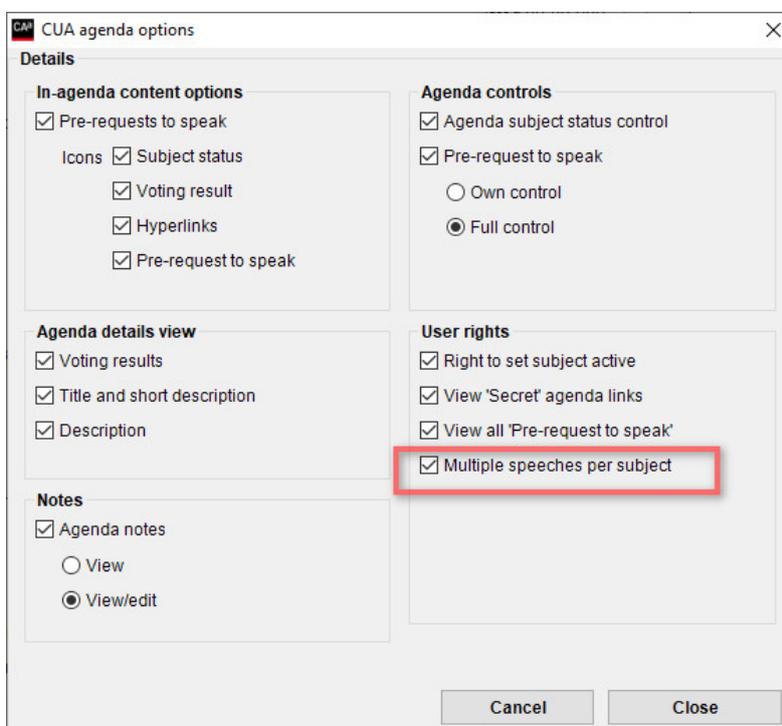
### 9.1 CAA|Setup|Configurations|Agenda subject configuration

In the Agenda subject configuration the option 'One speech pr. delegate' limits the option for a delegate to speak more than one time for a subject.

A chairperson can however always turn on his own microphone or the microphone for a participant with this limitation, who has already spoken one time.

### 9.2 CAA|Setup|Meeting role

If the option 'One speech pr. subject' is active (configured in 'Agenda subject configuration') only participants with 'Multiple speeches per subject' ticked in the 'Meeting role|Agenda|Options' are allowed to speak multiple times.



---

# 10 Hyperlinks in Subjects in the Agenda

## 10.1 General

It is possible to make hyperlinks in Subjects in the Agenda for opening the following type of documents:

- Word
- Excel
- XPS
- Text
- PDF
- Html
- Web sites
- BMP
- JPG

### 10.1.1 Word and Excel

If the 'Microsoft Word and Excel Viewer' is installed word documents can be viewed.

### 10.1.2 PDF

For viewing PDF documents the 'PDF XChange Viewer' from Tracker Software is advisable to use. It is a free viewer downloadable using this link:

<http://www.tracker-software.com/product/downloads>

### 10.1.3 Interface

The links attached to the agenda subjects are available in the following interfaces:

- Import/export agenda (standard feature)
- Web Service Interface: Dynamic export at meeting data using web interface
- Import/export of meetings

## 10.2 CAA Conference Adm. Application

### 10.2.1 CAA|Meeting|Agenda

The Agenda table is expanded with one column placed before the 'Agenda subject configuration' showing if links are present to a subject.

A 'Hyperlinks' window shows the hyperlinks attached to the selected subject.

Double-clicking one of the 'Document titles' in the 'Hyperlinks' window opens the linked document using the appropriate application (normal windows behaviour). The opened document is not shown embedded in the CAA application.

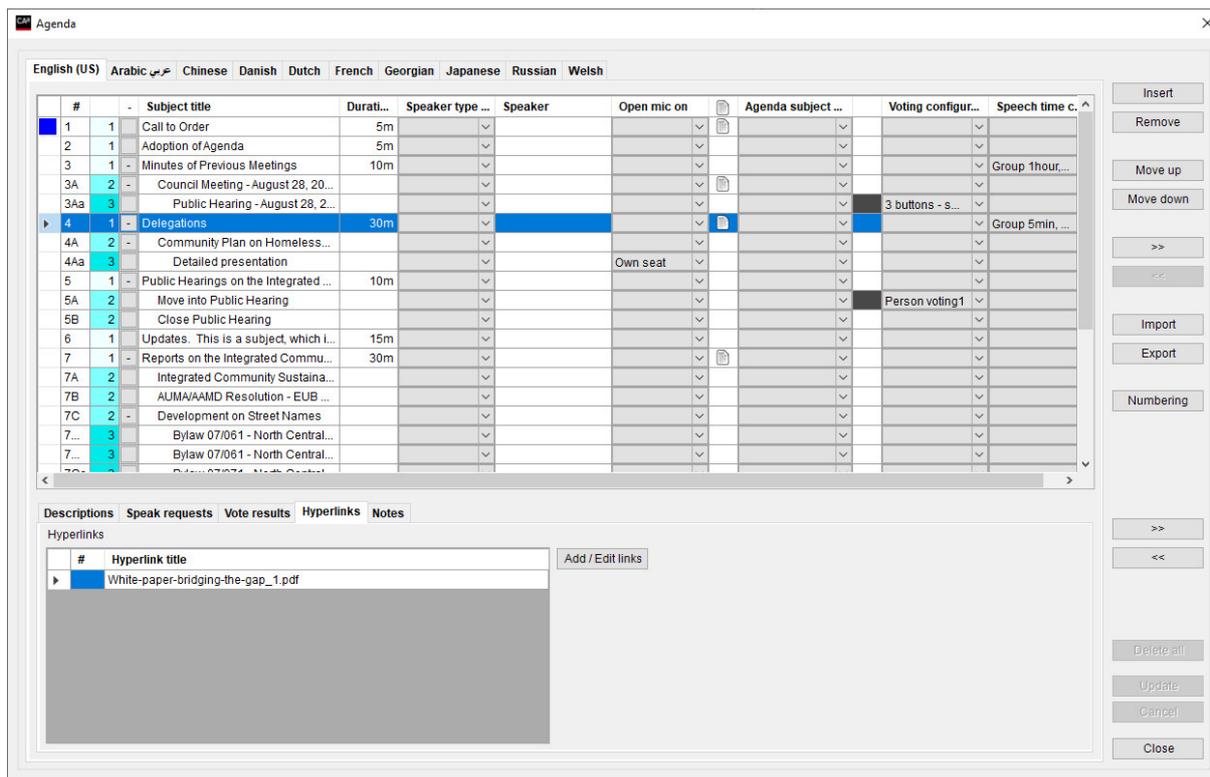


Figure 10.2-A

### 10.2.1.1 Inserting/editing hyperlinks

A button [Add/edit link] is available for attaching documents to a subject. Selecting the button will bring the 'Agenda Subject Hyperlinks' popup:

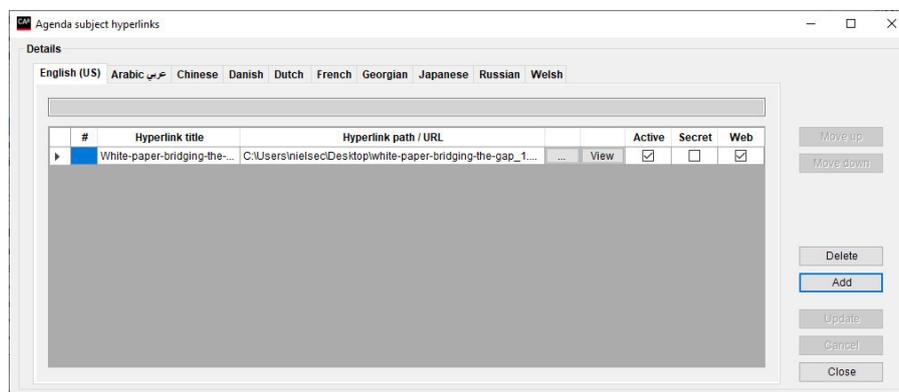


Figure 10.2-B

#	Alpha-numerical field for numbering the links. The field can be empty. The same format as the number field for the agenda subjects.
Hyperlink title	Description of the link
Hyperlink path/URL..	Field for inserting hyperlink. A hyper link can be typed into the field or the browse button can be used. Double-selecting a hyperlink will open the linked document When typing the link it has to be noted that the full URL has to be specified like 'http://www.shure.com.
[Browse button]	Selecting the Browse button will open a standard windows browser for selecting the document.
[View button]	Selecting the view button will open the linked document.
Active	If selected, the link is available for viewing for all in the CUA. Default: Selected. If not-selected, the selection 'Secret' and 'Web' is inactive
Secret	If selected, the link shall only be available for viewing for users allowed to view secret documents with the following option enabled in the meeting role: 'View 'Secret' documents'. Default: Un-selected.
Web	If selected, the link is available at the dynamic web service. Default: Selected

### 10.2.2 CAA|Setup|Meeting role

If a hyperlink to a Subject in the Agenda is marked as 'Secret' the document can only be viewed by users with the following option enabled: 'CAA|Meeting role|Agenda|Options|View 'Secret' documents'.

## 10.3 CUA Conference User Application

### 10.3.1 CUA Layout 1

Opening of hyperlinks attached to subjects in the agenda in the CUA if different in layout 1 and layout 2/3/4.

Please refer to the 'User Manual SW6000 CUA for description of the CUA layouts.

#### 10.3.1.1 Agenda

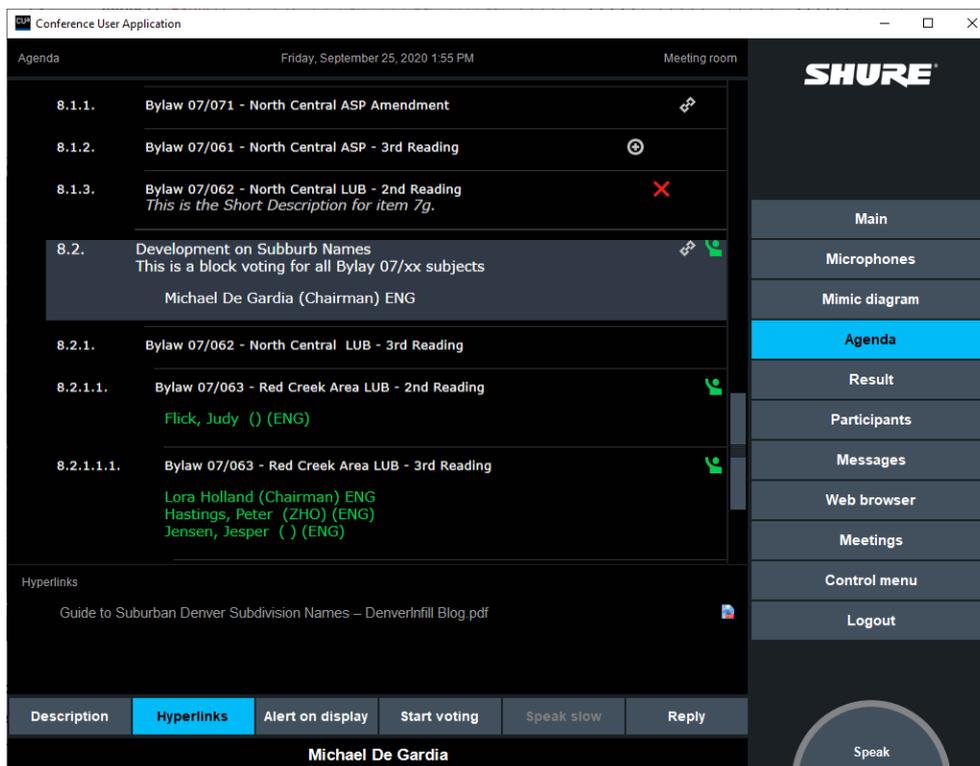


Figure 10.3-A

In the Agenda screen a button will be present:

**[Hyperlink]** Show the Hyperlinks for the selected subject in the bottom window.

The two leftmost buttons normally displayed in panel on the 'Agenda Control' are not available in Layout 1. These are replaced by the [Description] and [Hyperlink] buttons.

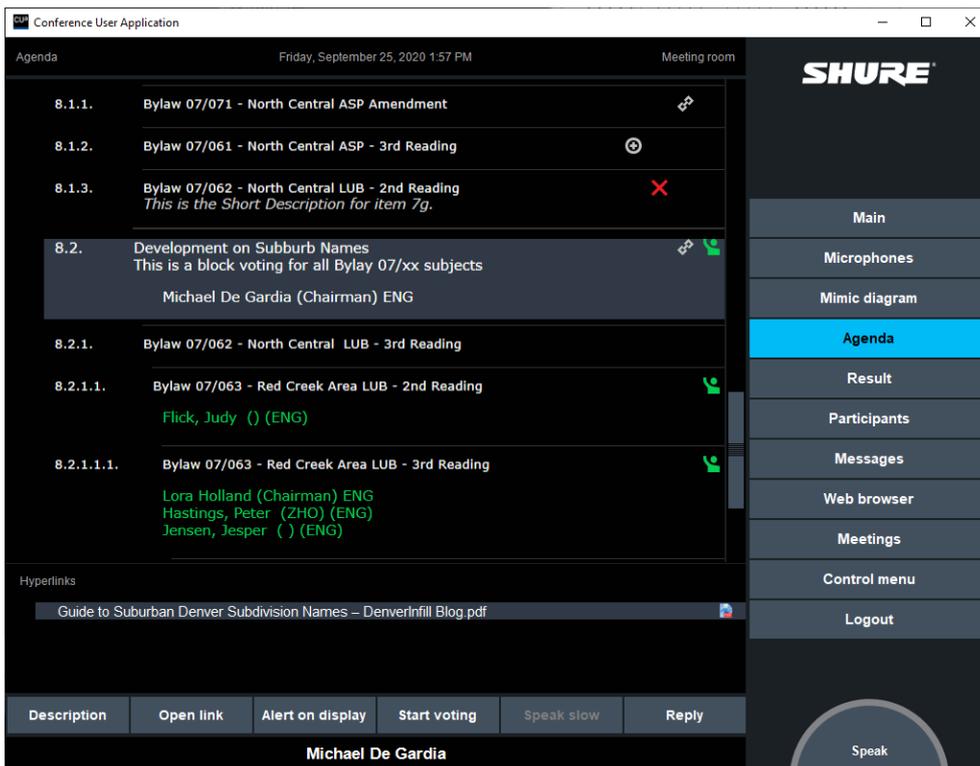


Figure 10.3-B

**[Open link]**

This button is available – replacing the [Hyperlinks] button - when a link is selected. Double selecting a link does also open the link.

10.3.1.2 Hyperlinks

A hyperlink is activated by double selecting a hyper link or selecting the [Open Link] button and the hyperlink will open:

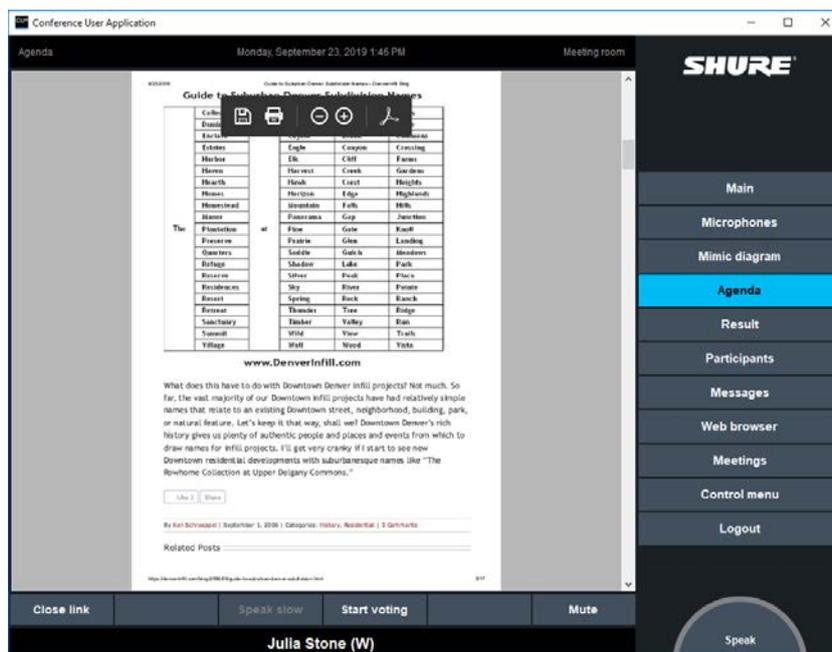


Figure 10.3-C

When a hyperlink is opened one button will be presented in the panel:

**[Close link]**

Will close the hyperlink and show the Agenda. The two leftmost buttons shall return to the status before the hyperlink was opened.

## 10.3.2 CUA Layout 2 & 3

### 10.3.2.1 Agenda

In Layout 2 and 3 the hyperlinks for a subject is presented in a list in the sub-display.

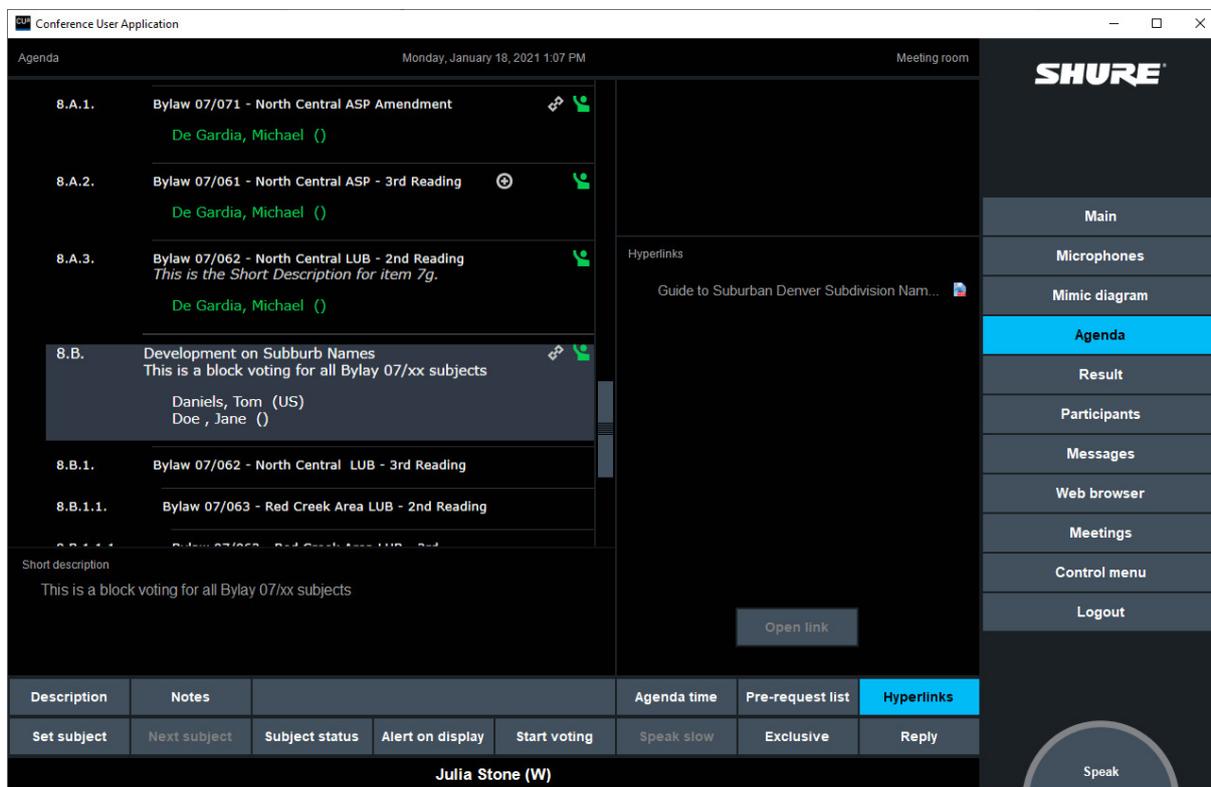


Figure 10.3-D

#### [Hyperlinks]

Open/closes the Hyperlink sub-display

#### [Open link]

Selecting this button opens the selected link. The hyperlinks can also be opened by double-selecting the link.

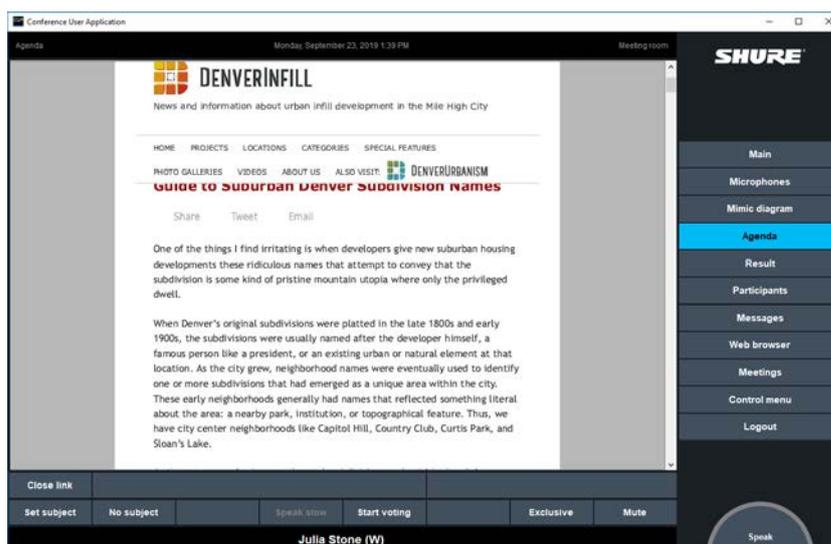


Figure 10.3-E

When the hyperlink is opened it will always be shown covering main display and sub-display.

#### [Close link]

Will close the hyperlink and show the Agenda

### 10.3.3 CUA Layout 4

#### 10.3.3.1 Agenda

In Layout 4 the functionality of the left window is almost similar to the same functionality in Layout 1. The difference is that the [Hyperlinks] and [Close link] buttons are moved to the top panel button row.

The functionality of the right window is similar to the same functionality in Layout 2/3.

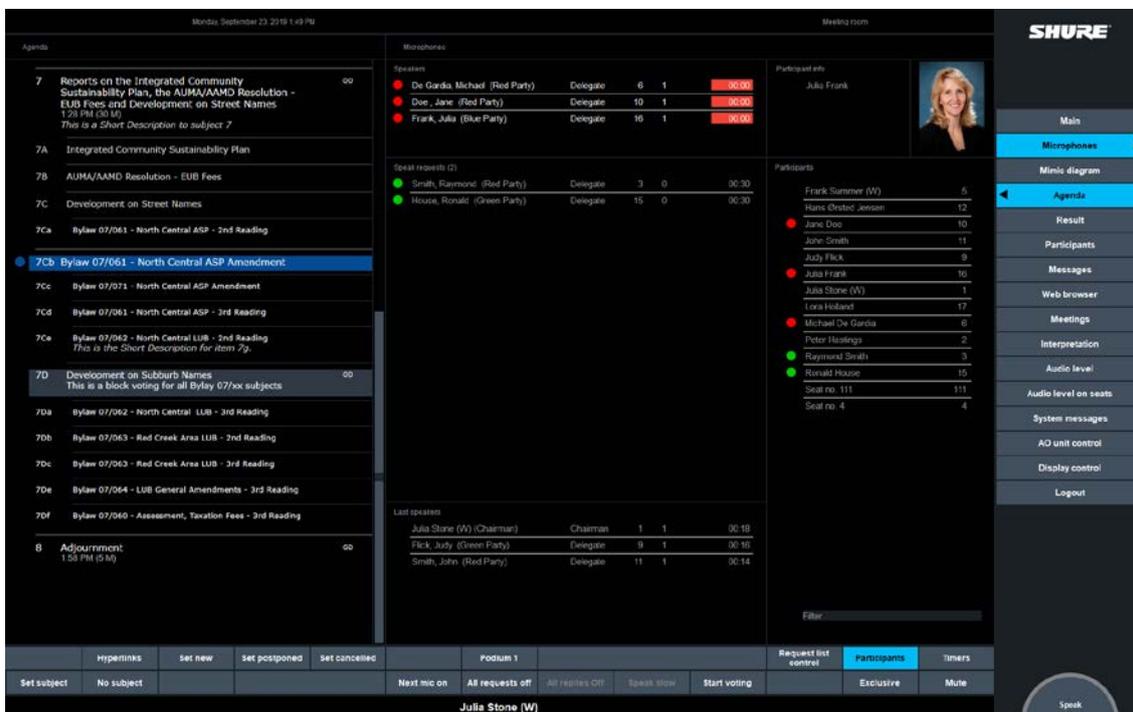


Figure 10.3-F

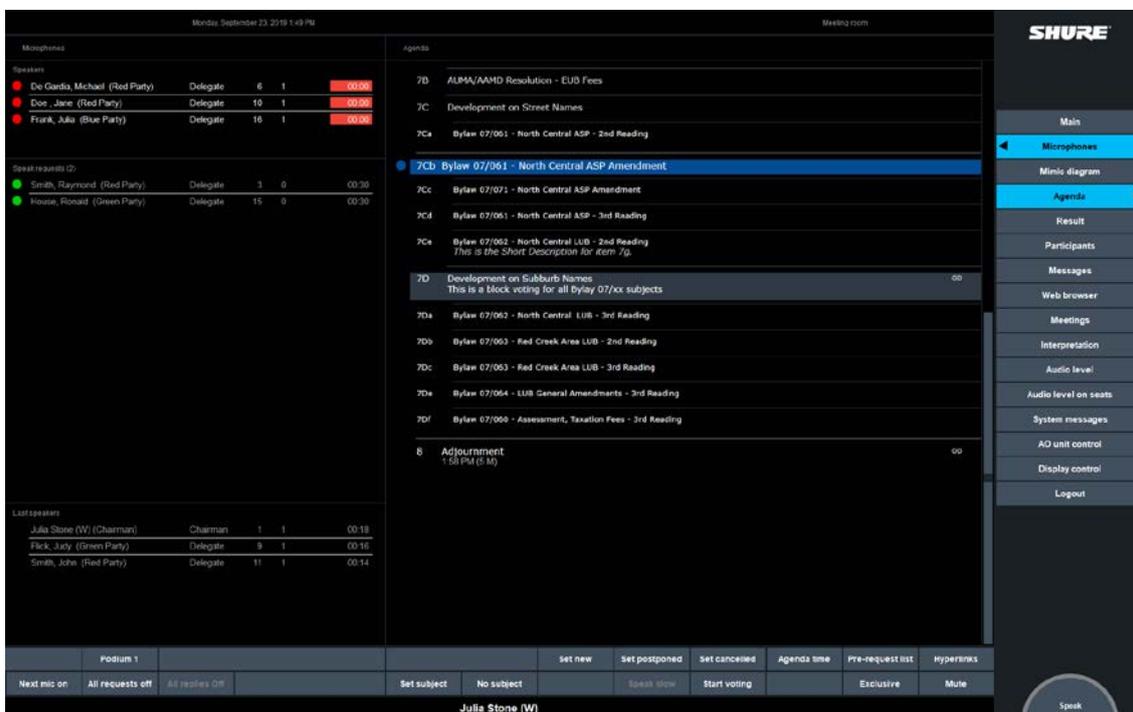


Figure 10.3-G

# 11 Search in Voting Results

The Search in Voting Results menu offers different possibilities for searching voting results including individual voting results.

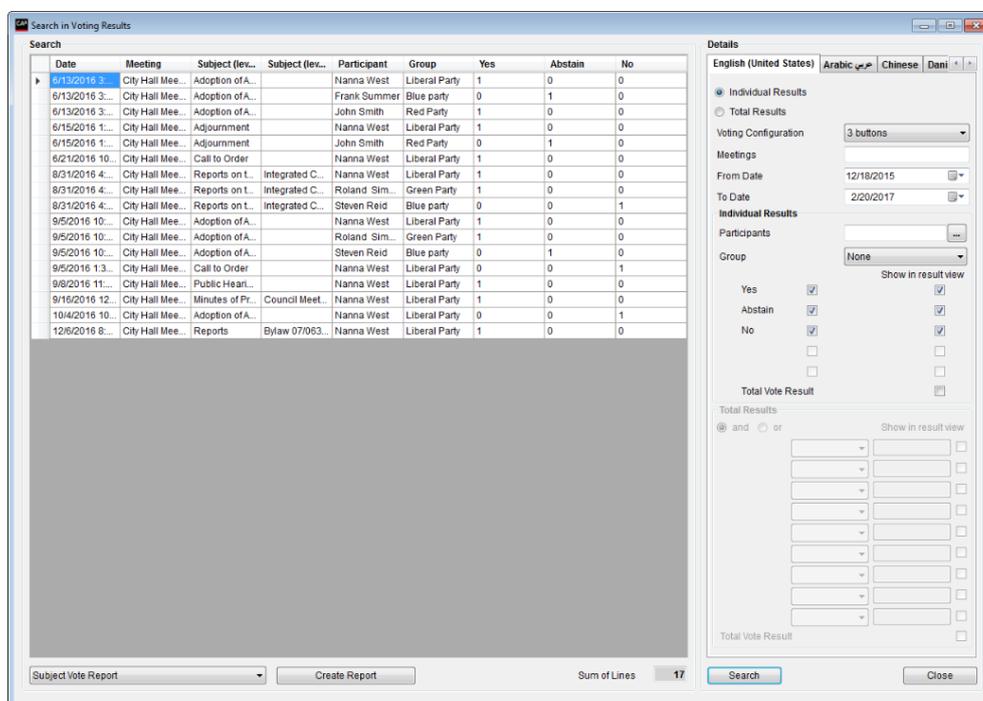


Figure 10.3-A

<b>Individual results</b>	Option for selecting a search of individual voting results. The options Individual Results and Total Results are mutually exclusive.
<b>Total results</b>	Option for selecting a search of the total voting results. The options Individual Results and Total Results are mutually exclusive.
<b>Voting configuration</b>	Option for selecting a voting configuration. The Voting configuration must be selected to make a search for voting results.
<b>Meeting</b>	Option for entering a conferencing name to limit the number of meetings in the search.
<b>From/to date</b>	Option for entering a date interval to limit the number of search results.
<b>[Search]</b>	Button for starting a search based on the selected search parameters.
<b>[Close]</b>	Button for closing the Search in Voting Results menu.
<b>'Subject vote report'</b>	Drop down list for selecting the required report. The available report contains e.x. the name of the meeting, the voting subject, the total vote results and the individual voting result.
<b>[Create report]</b>	Button for generating the selected report.
<b>Sum of lines</b>	Field for displaying the number of search results in the Search table.

## 11.1 Individual results

Options only available when selecting Individual Results and Voting Configuration.

<b>Participants</b>	Option for selecting a Participant from the Participant Table and view the individual voting results of that Participant.
<b>Group</b>	Option for selecting a group and view the individual voting results of the Participants of that group.
<b>Vote 1-5</b>	Options for selecting voting results. The options available depend on the selected Voting Configuration. If there are no options enabled, all voting results will be shown. If only some of the options are enabled, only the selected voting results will be shown.
<b>Show in result view</b>	Options for displaying the voting results in the Search table to the left.
<b>Total vote result</b>	Option for displaying the voting conclusion (Approved/Not approved) in the Search table to the left.

## 11.2 Total Result

Options only available when selecting Total Results and Voting Configuration.

<b>and/or</b>	Options for selecting the conditions of the voting result search. The 'and' condition requires that all the conditions are fulfilled in order for a voting result to be included in the search. The 'or' condition requires that one of the conditions is fulfilled in order for a voting result to be included in the search.
<b>Vote 1-9</b>	Options for up to 9 different voting results. The options are defined in the selected voting configuration.
<b>=, &lt;&gt;, &lt;, &lt;=, &gt;, &gt;=</b>	Options for filtering the voting results based on syntax.
<b>[blank]</b>	Field for entering a numerical value used in combination with the chosen syntax.
<b>Show in result view</b>	Options for displaying the voting results in the Search table to the left.
<b>Total vote result</b>	Option for displaying the voting conclusion (Approved/Not Approved) in the Search table to the left.

## 12 Web Browser

This screen allows the user to open a web browser inside the CUA application. Standard browser facilities are available in the browser window.

### 12.1 CUA Layout 1

A menu button **[Web browser]** is available if configured in 'Meeting role'. When activated a browser window opens.

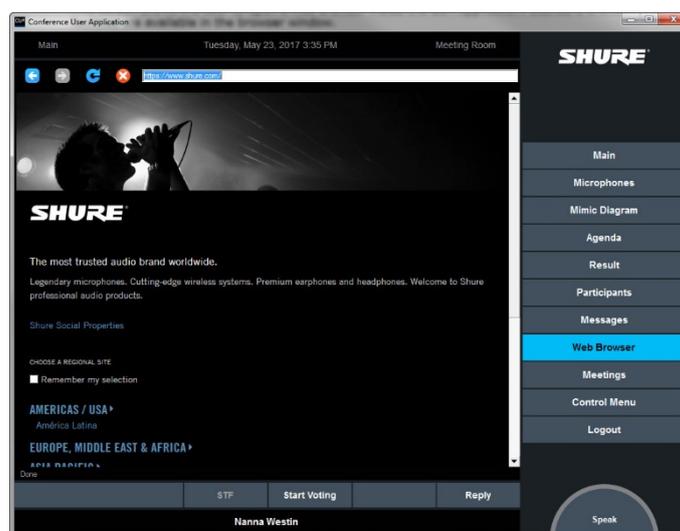


Figure 12.1-A

### 12.2 CUA Layout 2 & 3

#### 12.2.1 Web browser

When activated the browser window will open.

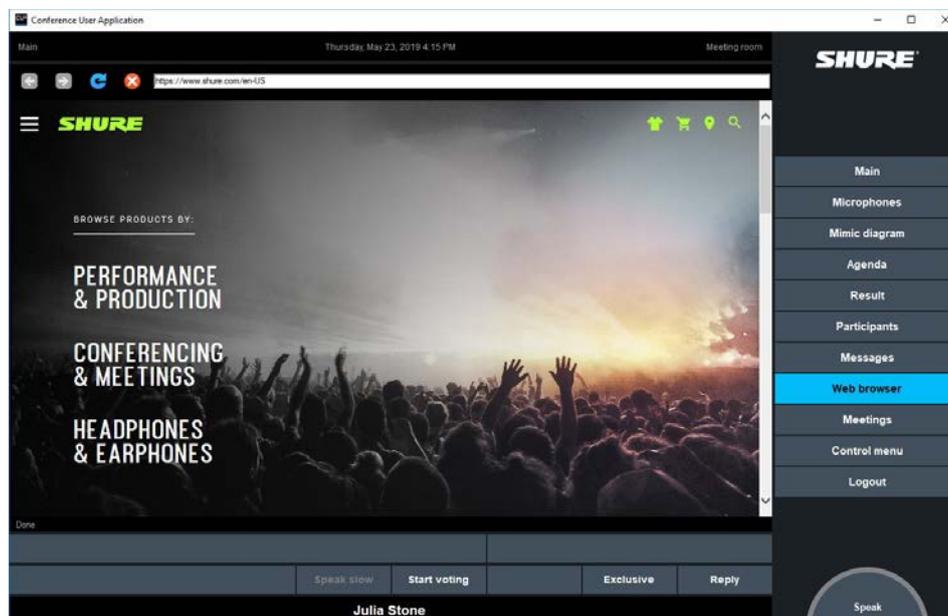


Figure 4.9-A

## 12.3 CUA Layout 4

### 12.3.1 Web browser

The browser screen can be selected to be shown in either the left main panel or to the right covering the right main panel and sub-panel.

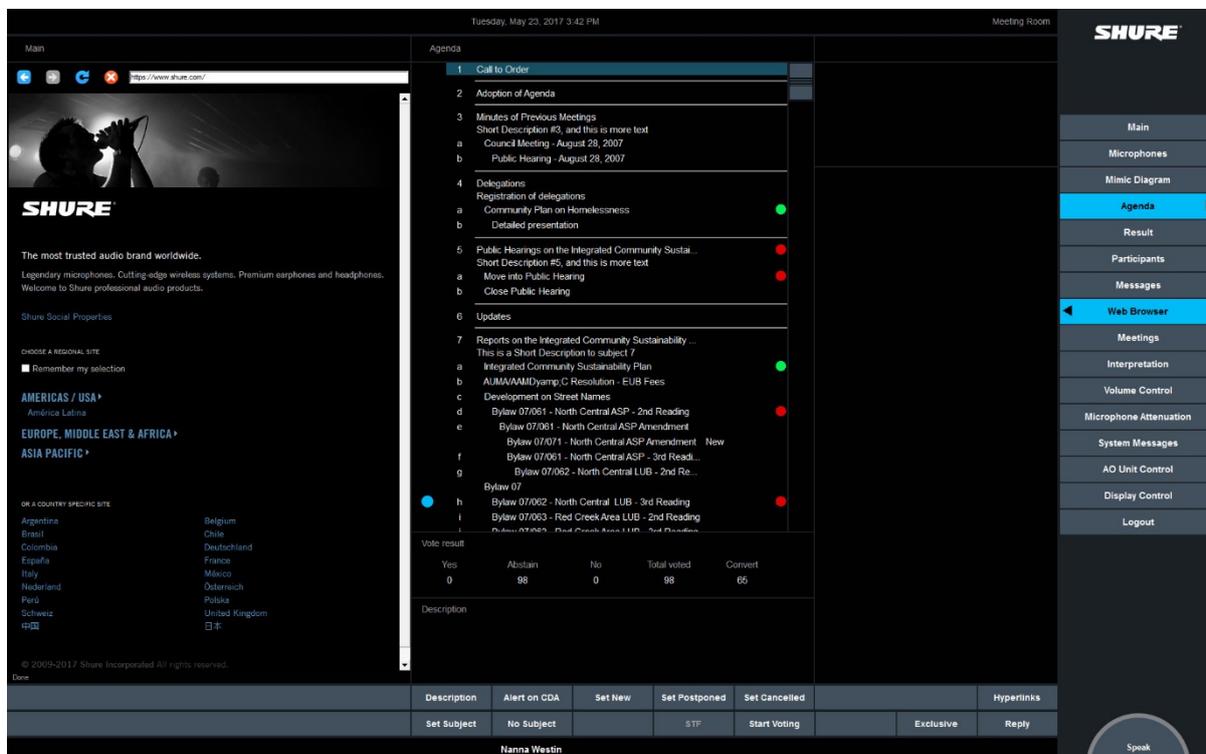


Figure 12.3-A

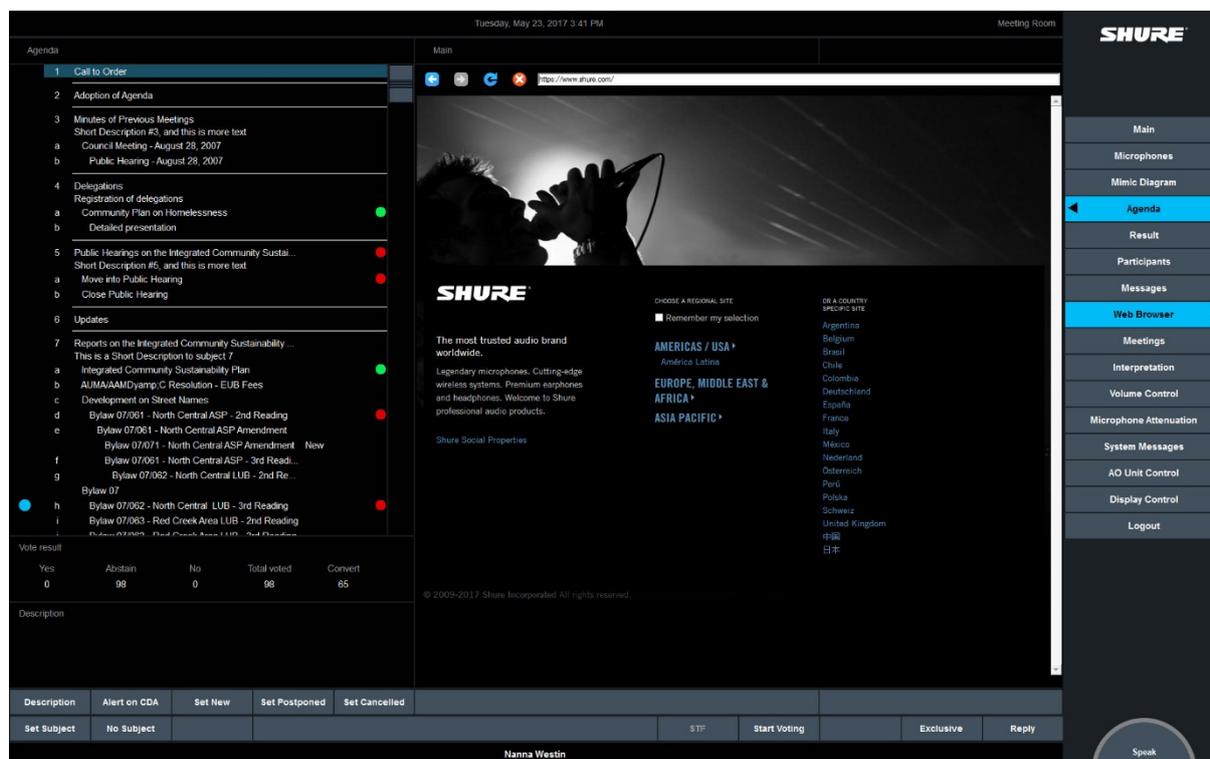


Figure 12.3-B

## 12.4 Keyboard

A keyboard can be installed if needed.



Figure 12.4-A

The keyboard can be configured to automatically be visible if a field for inserting text is selected. The following manufacturer of soft keyboards which can be recommended:

<http://www.comfort-software.com/on-screen-keyboard.html>

## 12.5 CAA|Setup|Meeting role

The Browser screen is available when the option:

Web Browser

is selected in the meeting role options for the user.

# 13 Advanced Speech Time

Please notice that this section of the manual pre-supposes comprehensive knowledge of the basic operations of a standard SW6000 system.

All functionality not directly related to the Advanced speech time control functionality is only briefly explained.

Please refer to the SW6000 (CAA, CUA, CDA and ECA) User Manuals for more information on the basic SW6000 functionality.

## 13.1 Quick start with the Advanced speech time

<ul style="list-style-type: none"> <li>Step 1: Configure the required number of speech time configurations in the 'CAA Setup Configurations Speech time configuration' menu.</li> </ul>
<ul style="list-style-type: none"> <li>Step 2: Configure the 'Participant list configuration' in the 'CAA Setup Configurations Participant list configuration' to display participant/group speech time on the CUA.</li> </ul>
<ul style="list-style-type: none"> <li>Step 3: Configure the CDA Configuration in the 'CAA Setup Configurations CDA Configuration' menu to display participant/group speech time on the CDA.</li> </ul>
<b><i>No meeting started</i></b>
<ul style="list-style-type: none"> <li>Step 4: Load the required speech time configuration in the 'CUA Meetings' or 'CUA Microphones' menu.</li> </ul>
<ul style="list-style-type: none"> <li>Step 5: Reset the active speech time in the 'CUA Meetings' or 'CUA Microphones' menu.</li> </ul>
<ul style="list-style-type: none"> <li>Step 6: Change the active speech time in the 'Speech time' window in the 'CUA Microphones' menu.</li> </ul>
<b><i>Meeting with default speech time</i></b>
<ul style="list-style-type: none"> <li>Step 4: Assign a speech time configuration (optional) to a meeting in the 'CAA Meetings' menu.</li> </ul>
<ul style="list-style-type: none"> <li>Step 5: Assign speech time configurations to the agenda subjects (optional) in the 'CAA Meetings' menu.</li> </ul>
<ul style="list-style-type: none"> <li>Step 6: Start the meeting and set the first subject on the agenda active in the CUA.</li> </ul>
<ul style="list-style-type: none"> <li>Step 7: Change the active speech time in the 'Speech time' window in the 'CUA Microphones' menu if changes to the speech time has to be done when a speech time configuration is active</li> </ul>
<ul style="list-style-type: none"> <li>Step 8: Load a new speech time configuration (optional) in the 'CUA Meetings' or 'CUA Microphones' menu.</li> </ul>
<ul style="list-style-type: none"> <li>Step 9: Set a new subject on the agenda active.</li> </ul>

To understand the details of the 'Advanced speech time control' feature, please follow the instructions in the next sections. The manual is organised into sections in that order the functionality should be used.

---

## 13.2 CAA Conference Adm. Application

The first steps of setting up the advanced speech time control are done in the CAA. Overall, there are five steps to consider. Depending on the actual system setup, some steps may be left out.

**The first step** is to configure the required speech time configurations according to what is needed during the meeting. Four types of speech time configurations are available for creating as many speech time configurations as required:

- Participants (All)
- 'Meeting role' dependant
- Manual
- Group

**The second step** is to assign an default speech time configuration to a meeting in case the speech time configuration is used in combination with a meeting.

**The third step** is to assign individual speech time configurations to the individual agenda subjects in case the speech time configuration is used in combination with a meeting and an agenda.

**The fourth step** is to adjust the participant list columns to display the participant and group speech time fields on the participant lists in the CUA if required.

**And finally, the fifth step** is to adjust the CDA to display the participant and group speech time fields on the participant lists on the CDA if required.

Please consult the following sections for the details on these five steps.

### 13.2.1 CAA|Setup|Configurations >Speech time configuration

All configurations are made using this configuration window.

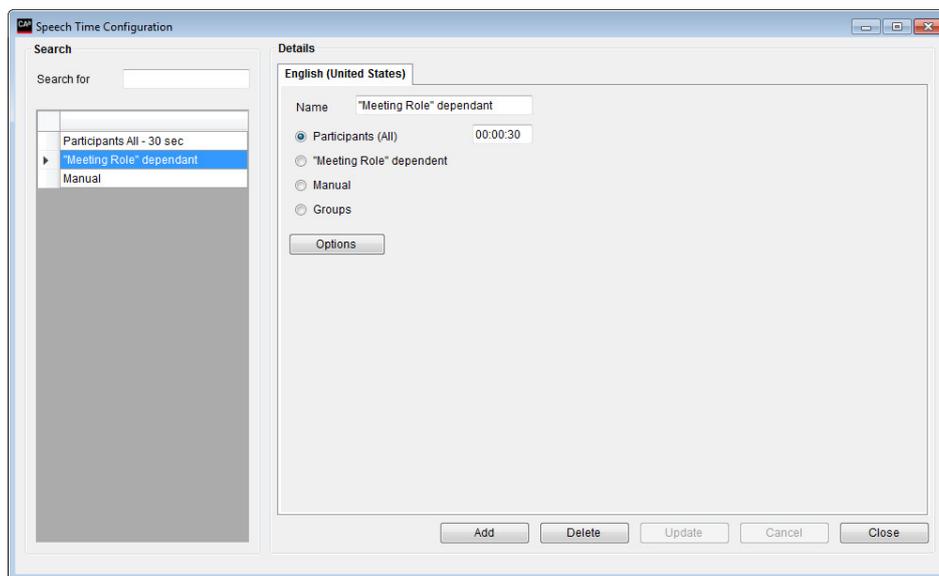


Figure 13.2-A Speech time configuration Window

The function of the window is:

#### Search (List of configurations)

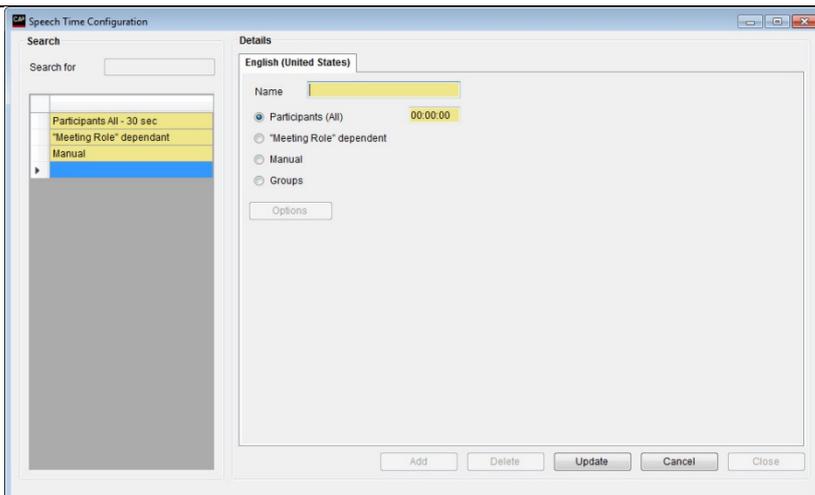
Search for	Field to make a search for a speech time configuration
List	List of configurations. Some configurations are made when the SW6000 is installed

#### Details

Name	Field for entering the name of the speech time configuration.
Participants (All) 'Meeting role' dependant Manual Groups	Radio buttons for selecting the type of speech time configuration.
[xx:xx:xx]	Field for entering the speech time limit when 'Delegate (All)' is selected. The speech time can be set between 00:00:00-09:59:59.
[Options]	Please refer to the section 'Options'.

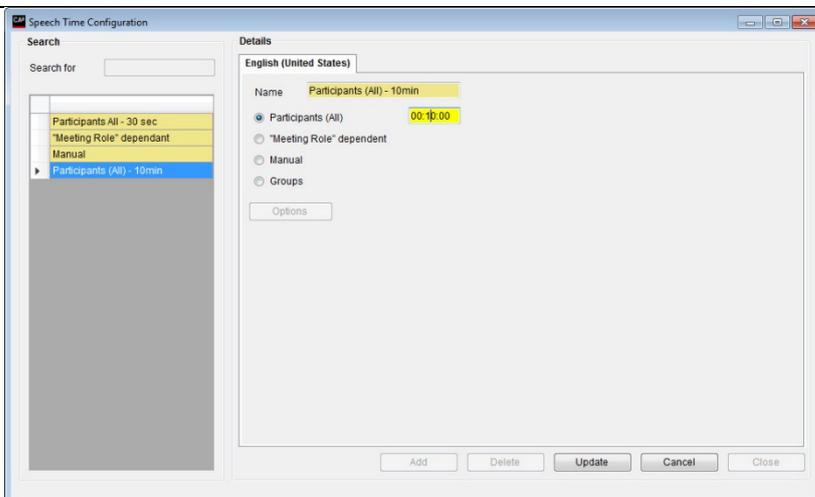
## 13.2.1.1 Create a new configuration

1. Create a new speech time configuration by adding a new configuration with the Add button.



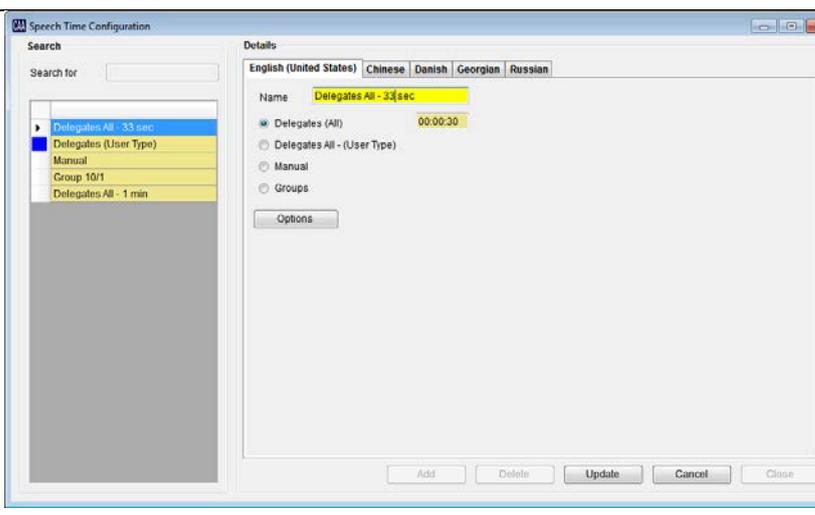
2. Assign a name to the speech time configuration in the name field.  
Select the appropriate speech time type  
Update to activate the changes.  
Depending on your selection follow the guidance for each of the types:

- *Participants (All)*
- *'Meeting role' dependant*
- *Manual*
- *Groups*



## 13.2.1.2 Modify an existing configuration

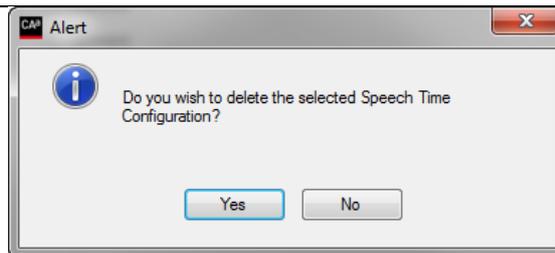
3. Modify an existing speech time configuration by selecting the specific configuration in the configuration list.  
Change any options needed as described when creating speech time configurations.  
Change the name of the speech time configuration accordingly by giving the configuration a meaningful name.  
Update to activate the changes.



## 13.2.1.3 Remove an existing configuration

4. Remove an existing speech time configuration by selecting the specific configuration in the
- Select the Delete button
- Confirm the deletion of the configuration

**Important:** An active 'Speech time configuration' cannot be deleted.

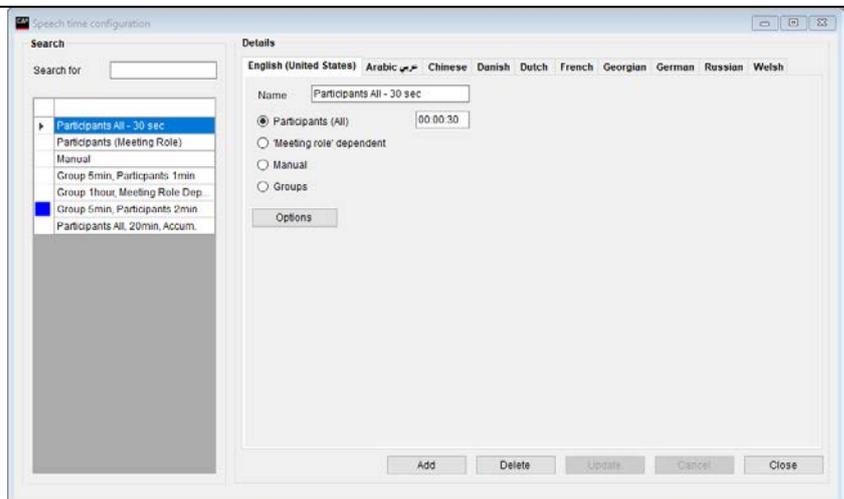


## 13.2.1.4 Participants (All)

The Participants (All) speech time configuration is used for assigning the same speech time to all participants.

A meaning full name for this configuration type could be 'Participants All – "time"'.

5. Follow the instructions in 13.2.1.1 *Create a new configuration*
- Type in the speech time limitation in the time window
- Select update
- Select optional the 'Options'.
- Please refer to the section '4.1.8 Options' for details.
- Select update



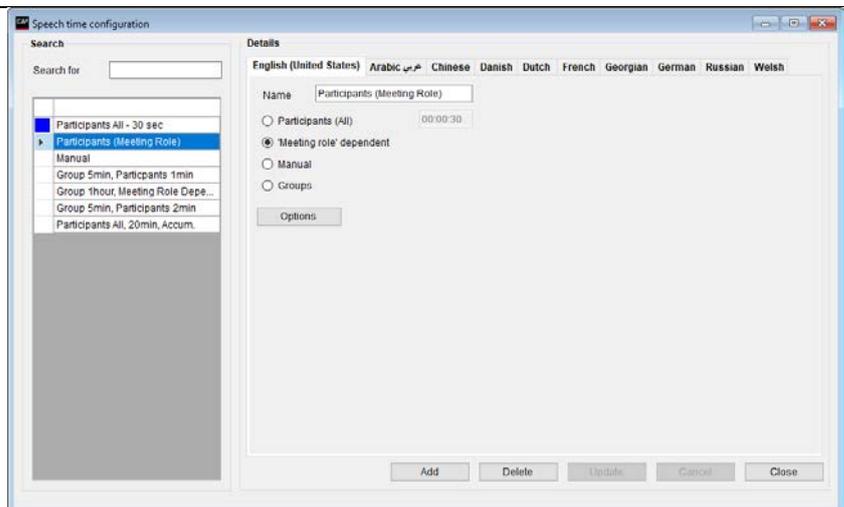
## 13.2.1.5 'Meeting role' dependant

The "Meeting role" dependant' speech time configuration is used for assigning individual speech time to the different meeting roles.

6. Follow the instructions in 13.2.1.1  
*Create a new configuration*

Select optional the 'Options'.  
Please refer to the section  
13.2.1.8 *Options* for details.

Select update



7. Open the meeting role configuration in the  
'CAA|Setup|Meeting role'

Select the relevant meeting role  
or create a new meeting role and  
select 'Speech time' in the 'User  
rights' list.

Type in the speech time limitation  
in the time field. The speech time  
can be set between 00:00:00-  
09:59:59.

Select other speech time options  
in the meeting role window.

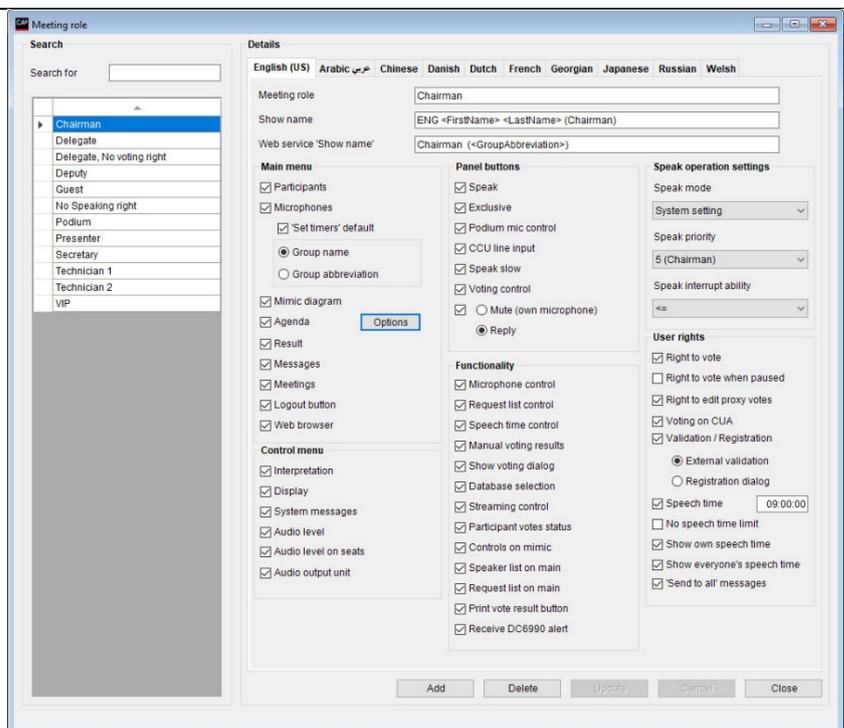
Refer to 13.2.1.9 *Meeting role,  
speech time options* for details.

Select Update

**Note:** Do this for each 'Meeting  
role' where an individual speech  
time limitation shall be applied.

When enabled the speech time  
limitation for the selected  
'Meeting role' will be applied when  
the active speech time  
configuration includes 'Meeting  
role dependent' speech time  
settings.

Users without this option enabled  
will not have a speech time limit.



## 13.2.1.6 Manual

The Manual speech time configuration is used for assigning manually activated speech times.

This speech time configuration is unrelated to the microphone activity in the system as it is entirely controlled by the user manually enabling and disabling manual timers in the CUA.

The manual option gives 9 timers, where each time can be assigned an individual time.

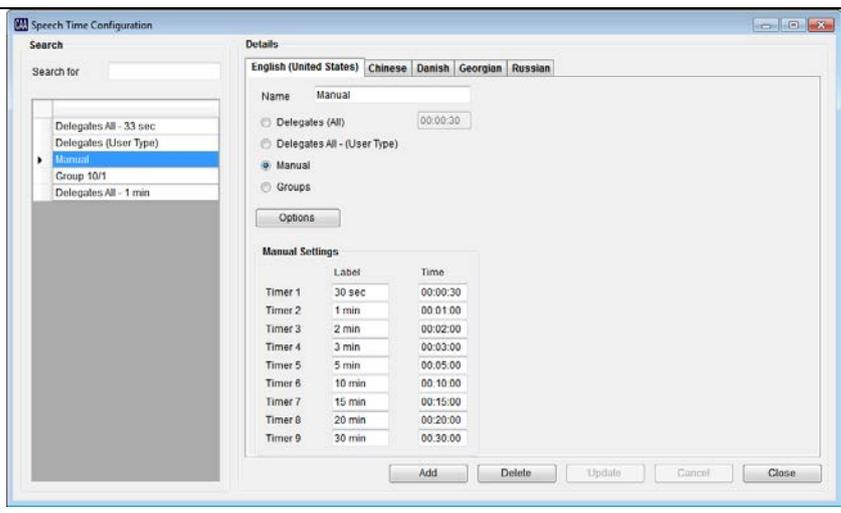
8. Follow the instructions in *13.2.1.1 Create a new configuration*

Type in the time for each timer in the time window. The time can be set between 00:00:00-09:59:59

Type in an appropriate label for each timer

Select optional the 'Options'. Please refer to the section *13.2.1.8 Options* for details.

Select update



### 13.2.1.7 Groups

The group speech time configuration is used for assigning individual speech time to the different groups.

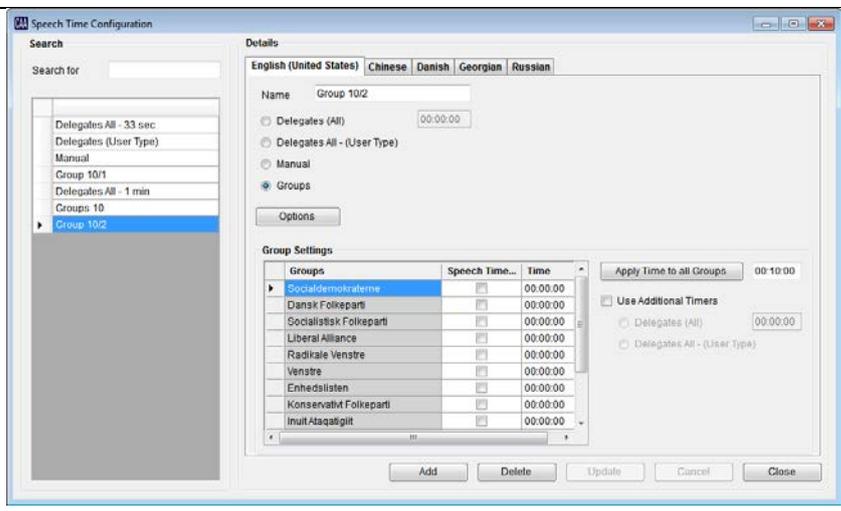
The Group speech time can be used in combination with additional timers for all participants or meeting roles.

For creating groups please refer to '4.1.7.1 Creating Groups' and for assigning participants to groups please refer to '4.1.7.2 Assigning a Group to a Delegate'.

9. Follow the instructions in *13.2.1.1 Create a new configuration*

Select optional the 'Options'. Please refer to the section *13.2.1.8 Options* for details.

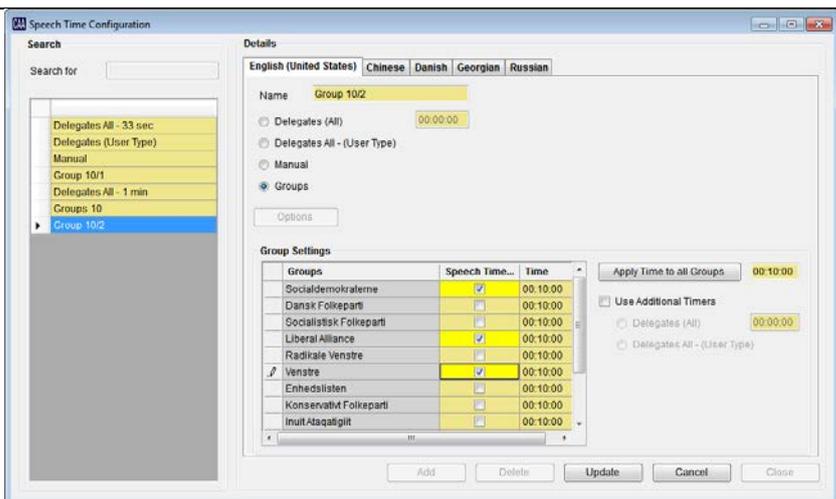
Select update



10. Type in the most used time limitation for the groups in the time field next to the button 'Apply Time to all Groups'.

Select 'Apply Time to all Groups'.  
The same time is now applied to all Groups.

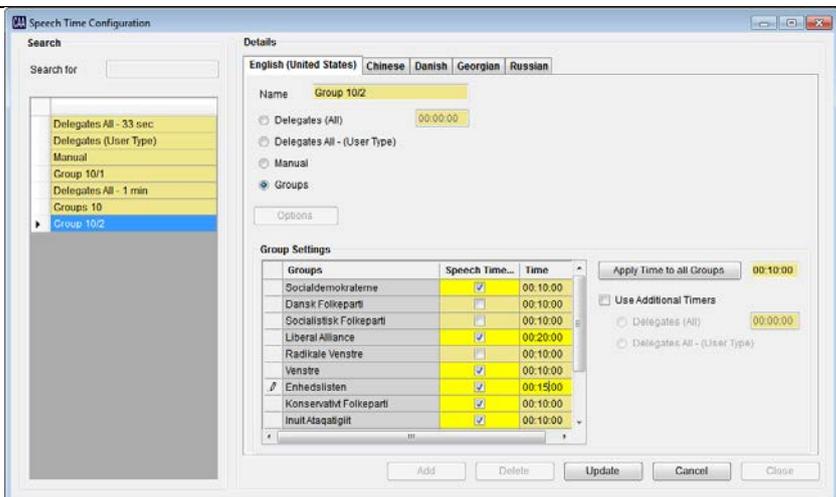
Select the Groups which are subject to speech time limitation in the 'Speech Time Enabled' column.



11. Change the time in the 'Time' column' for the groups, which shall have a different time limitation than the majority of groups

Select Update

**Hint:** Each group can have a different speech limitation



12. If speech time limitation shall be applied to the participants as well select 'Use Additional Timers'.

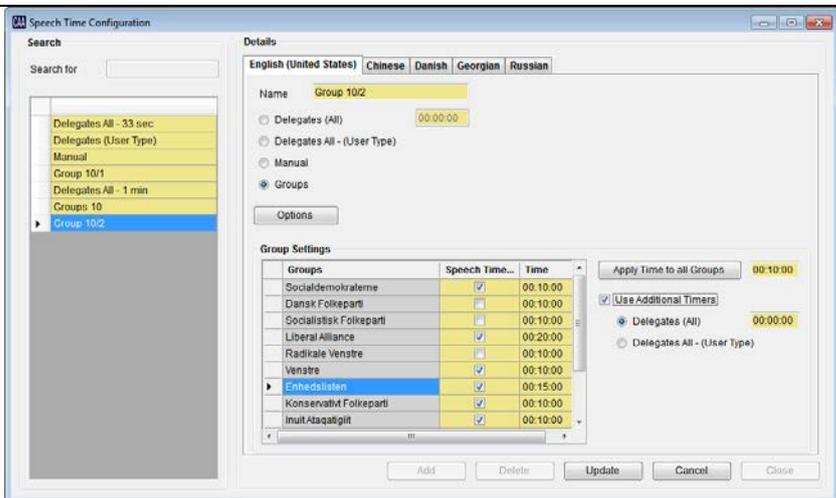
Select the option 'Participants (All)' and fill in the speech time limitation in the time field to apply to each participant

or

select 'Delegates All - (Meeting role)'.

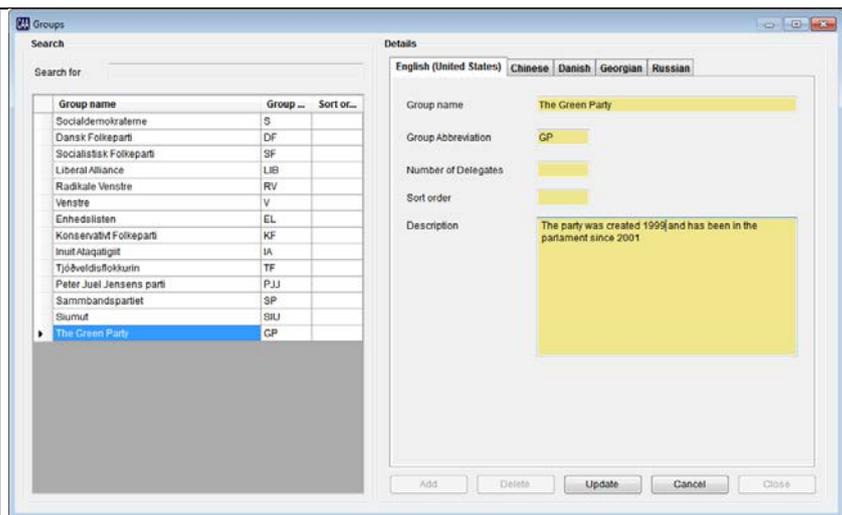
Select Update

**Hint:** For details please refer to '4.1.5 Delegates All - (User Type)'.



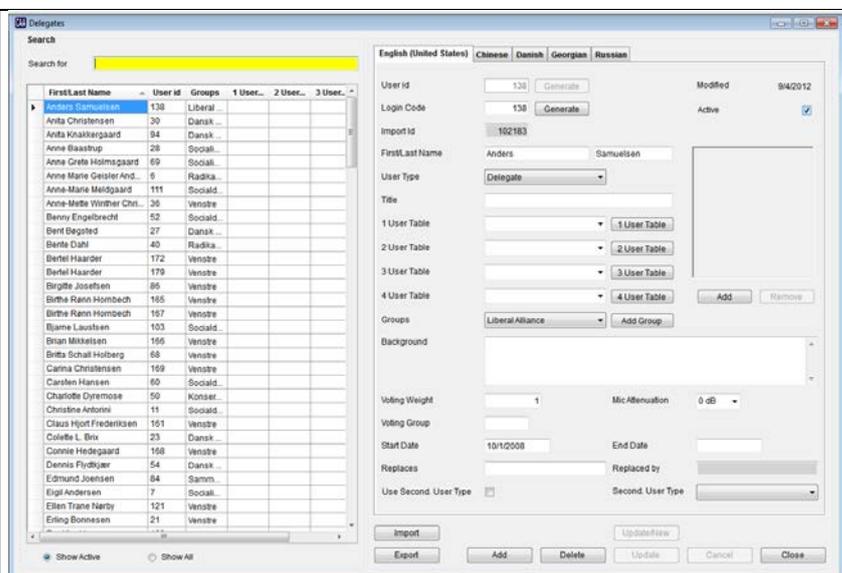
### 13.2.1.7.1 Creating Groups

13. Open 'CAA|Tables|Groups table' window
- Select Add button
- Type in information for the Group (or Party)
- Select Update
- Continue to make records of all groups

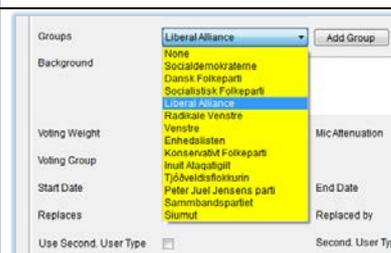


13.2.1.7.2 Assigning a Group to a Delegate

14. Open 'CAA|Tables|User table' window



15. Assign a group to each of the participants using the drop-down list.



### 13.2.1.8 Options

The 'Options' button in the 'Speech time configuration' window is used for configuring the scheduling of the speech time limitation.

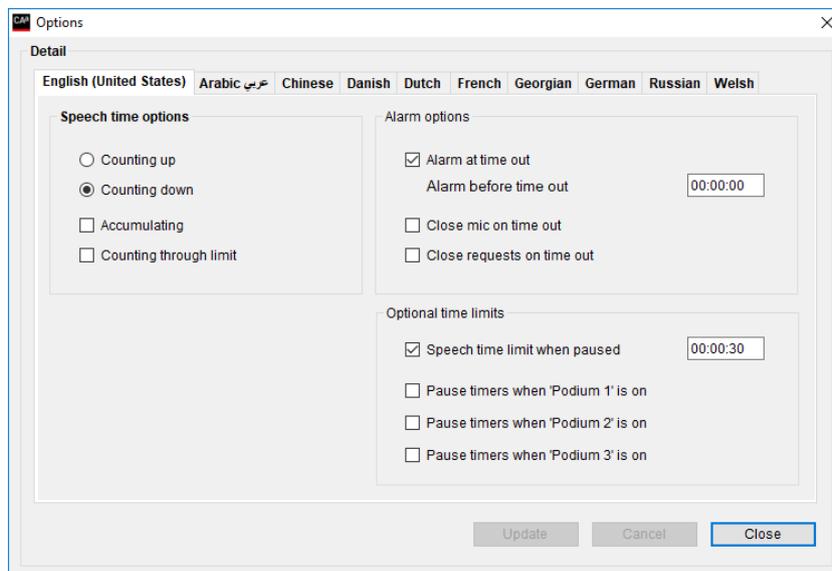


Figure 4.1-B Speech Time Options

#### Speech Time Options

Counting up	Radio button for selecting the speech time to count up from zero.
Counting down	Radio button for selecting the speech time to count down to zero.
Accumulating	Check box for enabling the speech time to accumulate every time a participant is speaking. If this option is disabled, the speech time will reapply every time a participant speaks. Group speech time will always accumulate regardless of this option.  <b>Note:</b> Please note that the 'Group' speech time is never influenced by the 'Accumulating' option as group speech times are always accumulating.
Counting through limit	Check box for enabling the speech time to continue counting when counting down to zero and reaching zero (2, 1, 0, -1, -2,...). The option only applies in combination with the Counting down option.

#### Alarm Options

Alarm at time out	Check box for enabling an alarm in the CUA/CDA when the speech time times out.
Alarm before time out	Field for entering the time for an alarm before the speech time times out in the CUA/CDA. The speech time alarm can be set between 00:00-59:59. If the alarm is set to 00:00 the alarm is disabled.
Close mic on time out	Check box for enabling the participant microphones to turn off when the speech time times out. When the speech time for a group times out, the participant microphones in that group are turned off.
Close request on time out	Check box for enabling the participant microphones to be removed from the request list when the speech time times out. When the speech time for a group times out, the participant microphones in that group are removed from the request list.

#### Optional Time Limits

Speech time limit when paused	If a time is inserted in the time field, a secondary timer will be applied to all participants, who are subject to a speech time limitation, when the 'Global' timers are paused in the 'CUA Microphones' screen
Pause timers when Podium 1 (2 or 3) is On	If this option is ticked the 'Global' timers will be paused, when a Podium Microphone is turned on.

13.2.1.9 Meeting role, speech time options

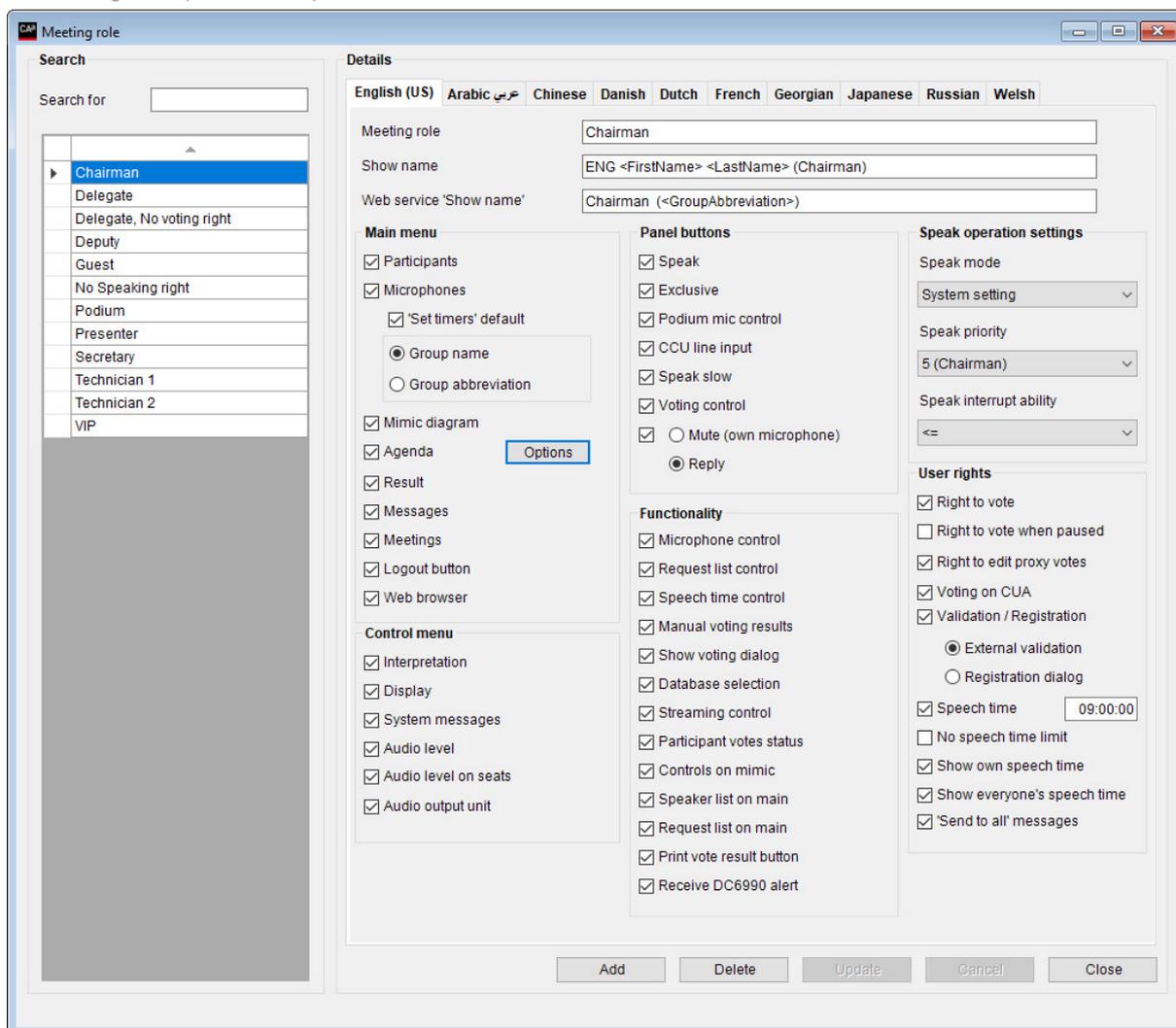


Figure 4.1-C, meeting role

**Main Menu**

Set 'timers' default	When ticked the 'Speech time' sub-panel will be open as default when the Microphone screen is selected
----------------------	--

**User Rights**

Show own speech time	Check box for enabling/disabling the display of the selected meeting role's speech time in the selected meeting role's CUA.
Show everyone's speech time	Check box for enabling/disabling the display of all the participants' speech times in the selected meeting role's CUA.
No speech time limit	The 'No speech time limit' option is mainly used for speech time configurations where it shall be possible to disable the speech time for certain meeting roles.

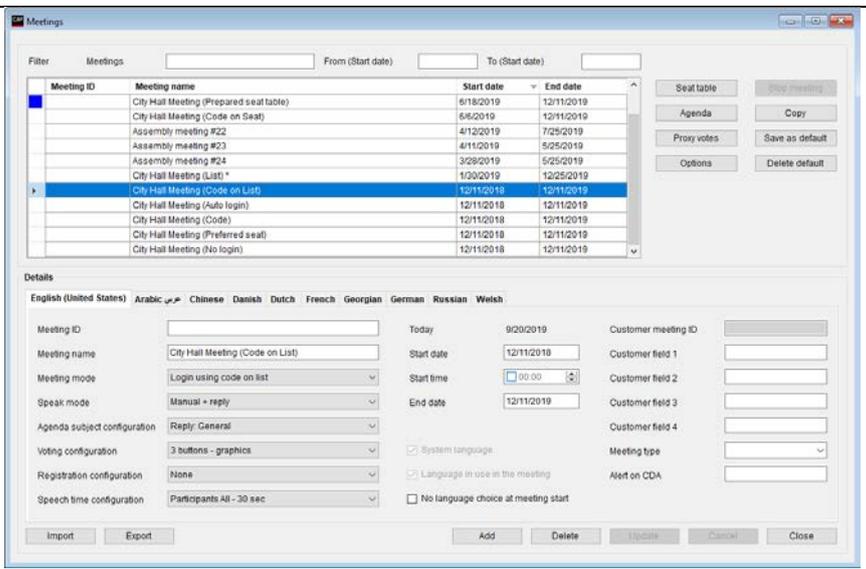
If the 'Speech time' and 'No speech time limits' options are both enabled, the speech time will be disabled for the selected meeting role

### 13.2.2 CAA|Meetings

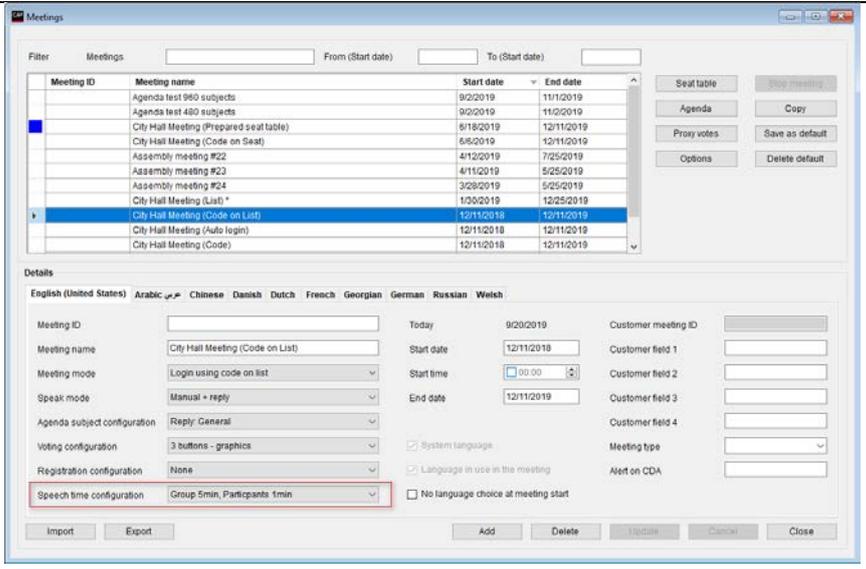
An optional 'Speech time configuration' can be assigned to the meeting.

If assigned this configuration will be used as default for all agenda subjects unless a 'Speech time configuration' is assigned a subject.

16. Open the 'CAA|Meetings' and create a meeting.

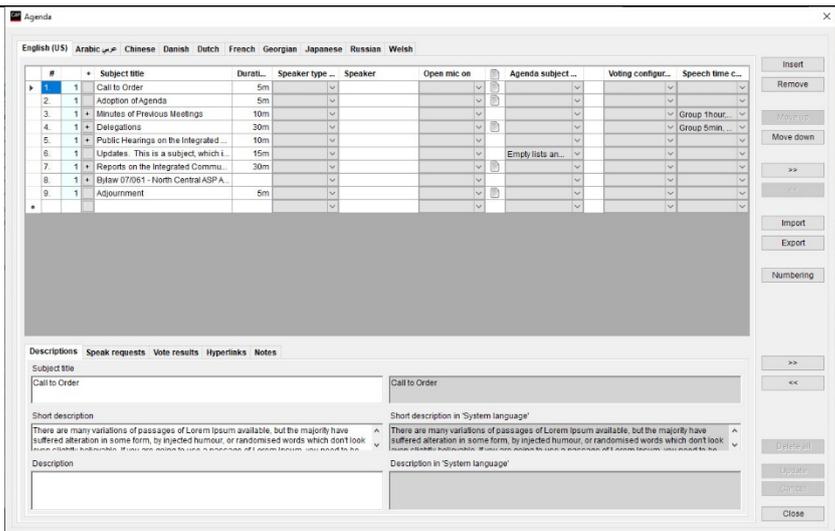


17. Assign a 'Speech time configuration' to the meeting using the drop-down list. Update to activate the changes.



13.2.2.1 CAA|Meeting|Agenda

18. Open the 'CAA|Meetings' and create an agenda for the meeting.



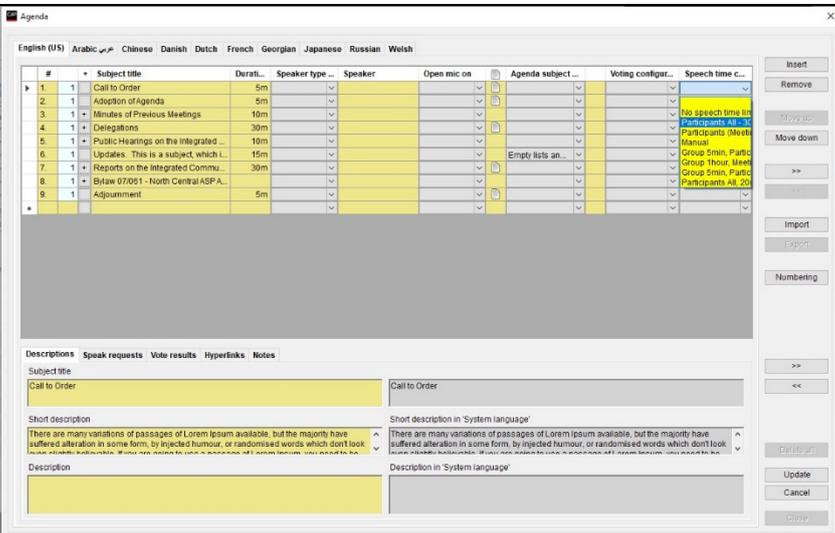
19. Assign optional a 'Speech time configuration' to the different agenda subjects using the drop-down list.

Assign optional a 'Agenda subject configuration' to the different agenda subjects using the drop-down list.

Update to activate the changes.

**Note:** When an agenda subject is set active during the Meeting, the associated 'Speech time configuration' is loaded.

If there is no 'Speech time configuration' assigned to an agenda subject the default speech time configuration assigned to the Meeting is being used when the subject is set active.



## 13.2.3 CAA|Setup|Configurations|Participant list configuration

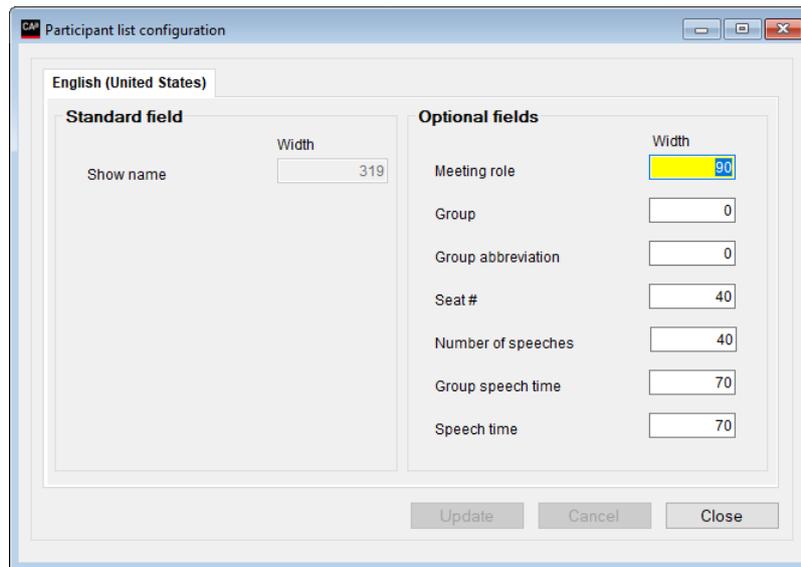


Figure 4.2-D, Participant list configuration

The 'CAA|Setup|Configurations|Participant list configuration' is used to adjust the width for the 'Group speech time' and 'Speech time' columns to display the group/participant speech time on the participant lists in the CUA.

Change the value for the two lists on a "try and check" basis.

### 13.3 CUA Conference User Application

The next steps of applying the speech time configurations to a meeting are done in the CUA. Overall, there are two steps to consider. Depending on the actual system setup, one or both steps may be left out.

The first step is to load a speech time configuration either with or without an active meeting.

The second step is to configure an active speech time configuration. The configuration options depend on the active configuration:

- Participants (All)
- 'Meeting role' dependent
- Manual
- Group

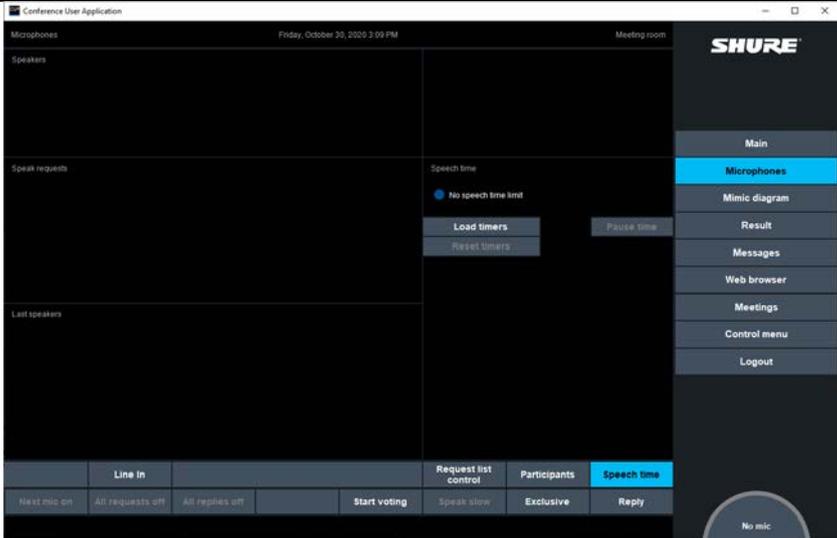
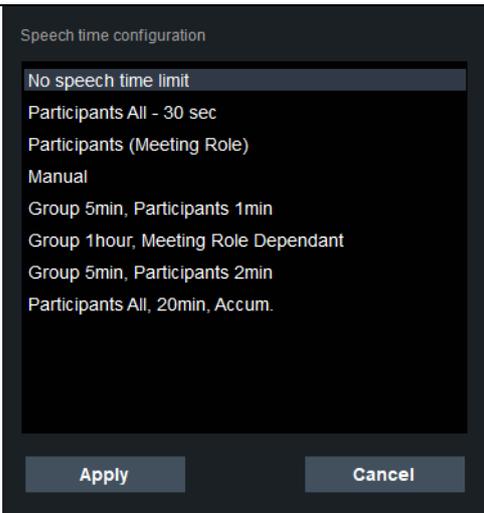
Please consult the following sections for the details on these two steps.

#### 13.3.1 Load a Speech time configuration

The speech time configurations can be used both with and without an active meeting.

##### 13.3.1.1 No active meeting

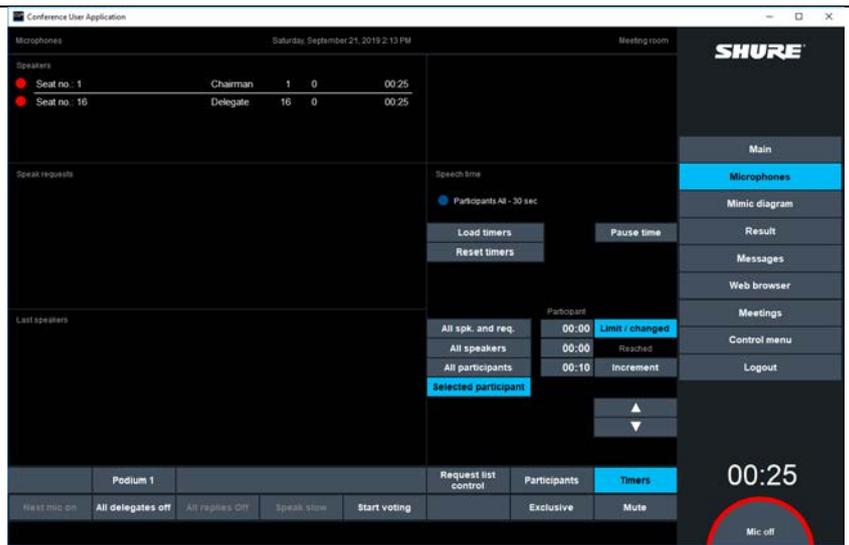
When no meeting is started, the speech time configurations must be loaded manually.

<p>20.</p>	<p>Open the 'CUA Microphones' menu                  Select the 'Speech time' sub-panel                  Select 'Load timers'</p>	
<p>21.</p>	<p>Select a 'Speech time configuration'                  Select Apply</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Group speech time configurations are not available when there is no active meeting.</p> </div>	

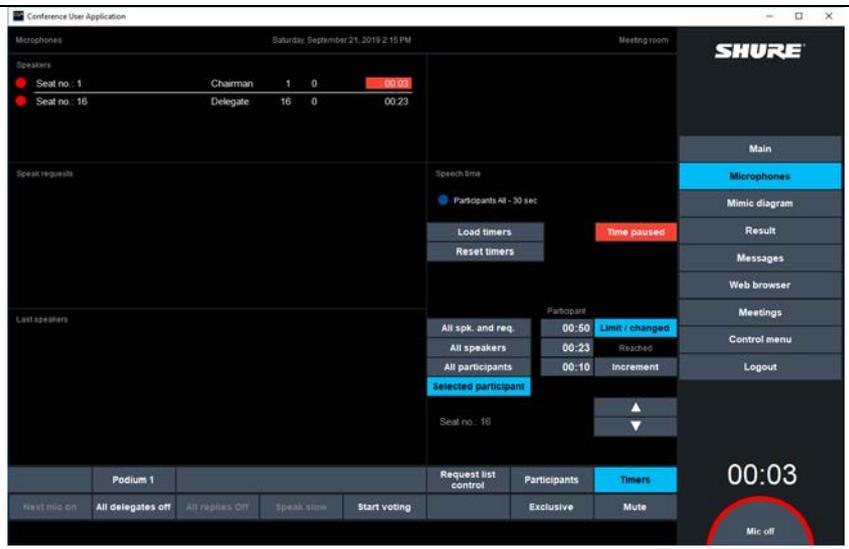
22. Observe the 'Speech time configuration' loaded is shown.  
 Select the 'Load timers' button to change the speech time configuration.

**Note:** The speech timers are not reset when a configuration is loaded or reloaded.

Select optionally the 'Reset timers' button to reset the speech time.



23. Select the 'Pause time' button to pause the speech time.



13.3.1.2 Active meeting

When a meeting is active speech time configurations can be loaded manually as described in the section '4.3.1.1 No active meeting'.

However if a speech time configuration is applied to the meeting or to a subject, the configuration is loaded automatically, when a subject is set active.

<p>24. Open the 'CUA Meetings' and start the meeting.</p> <p>The default speech time configuration specified in the 'CAA Meetings' is automatically loaded as the active speech time configuration.</p>	
<p>25. Open the 'CUA Agenda' and set a subject on the agenda.</p>	
<p>26. The active speech time configuration will change when an agenda subject is set with another speech time configuration.</p>	

### 13.3.2 Changing the speech time limit

The 'Speech time' window has different options available for changing the speech time limits on- the-fly during an active meeting.

#### 13.3.2.1 Participants (All)

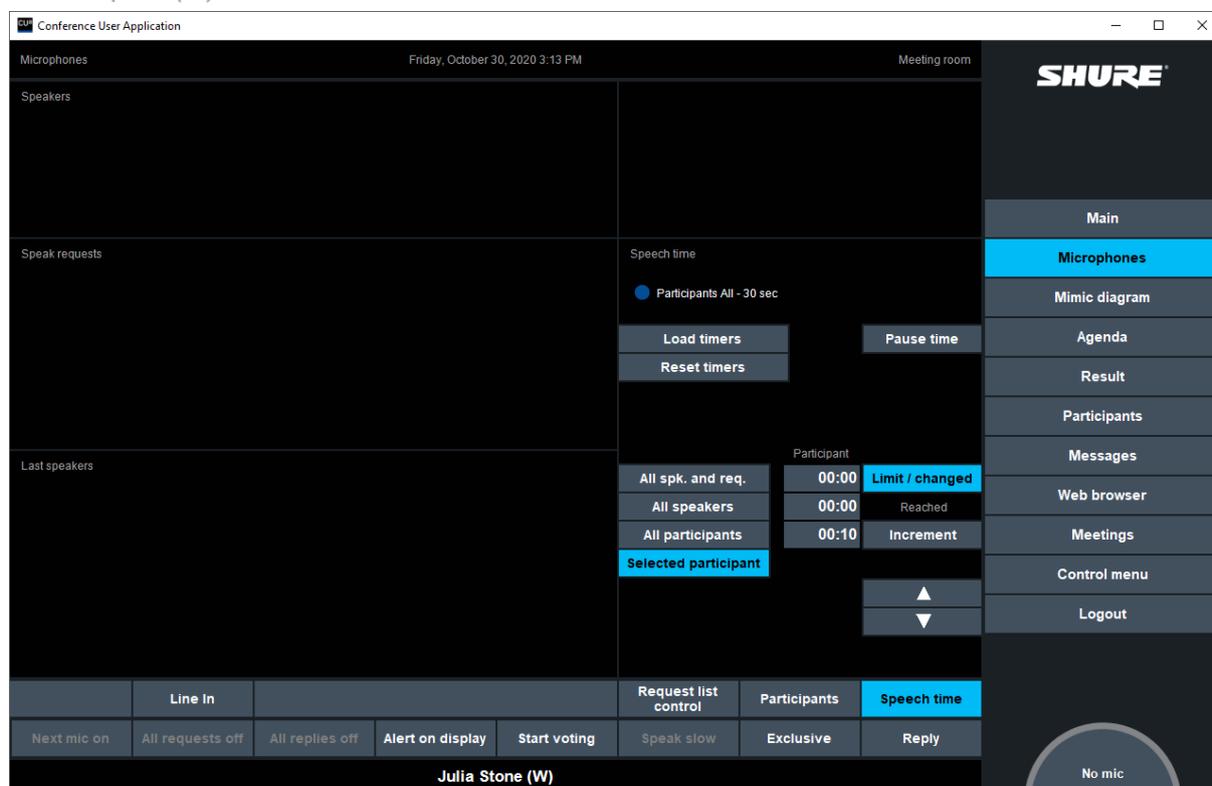


Figure 4.3-A, Participants (All) Speech Time Limitation

The 'Participants (All)' speech time configuration type enables four options for modifying the speech time in the 'Speech time' sub-panel:

- All spk. and req.
- All speakers
- All participants
- Selected participant

##### 13.3.2.1.1 Selected Participant

The 'Selected participant' option is used for changing the speech time of the selected participant.

The participant can be selected in any of the windows:

Speakers, Request or 5 Last Speakers.

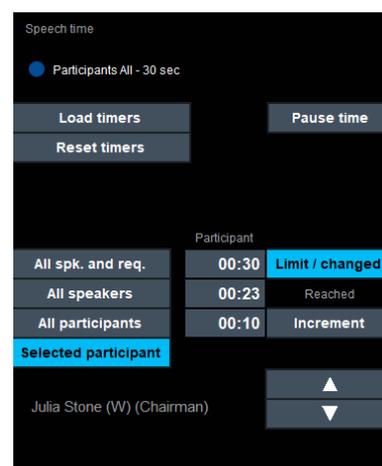


Figure 4.3-B, Option for Selected participant

<b>Selected participant</b>	Radio button for selecting a participant The name of the selected participant is shown below the button.
<b>Limit/changed</b>	Radio button for selecting the option to change the limit

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	The field next the button shows the actual speech time limit for the selected participant
<b>Reached</b>	Field for displaying the current remaining/elapsed speech time
<b>Increment</b>	Radio button for selecting the speech time increment value. The field next the button shows increment value. The value can be set between 00:00-59:59
<b>'Arrow up'</b>	Button for increasing the <u>selected participants</u> speech time limit
<b>'Arrow down'</b>	Button for decreasing the <u>selected participants</u> speech time limit

### 13.3.2.1.2 All spk. and req., All speakers and All Participants

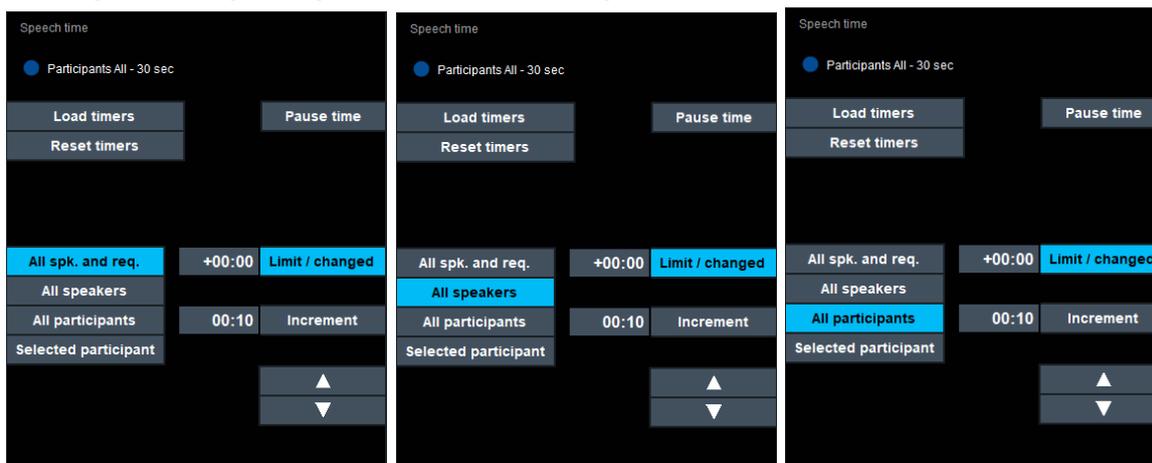


Figure 4.3-C, Options for a number of participants

This option is used to apply a +/- change to the speech time limit to a group of participants.

<b>All spk. and req.</b>	Radio button for selecting the 'All spk. and req.' option. The 'All spk. and req.' option is used for changing the speech time of all participants in the speakers and requests lists.
<b>All speakers</b>	Radio button for selecting the 'All speakers' option. The 'All speakers' option is used for changing the speech time of all participants speaking
<b>All participants</b>	Radio button for selecting the 'All participants' option The 'All participants' option is used for changing the speech time of all participants subject to a speech time limitation
<b>Limit/changed</b>	Radio button for selecting the option to change the limit The field next the button shows change applied +/- to the actual speech for all participants
<b>Increment</b>	Radio button for selecting the speech time increment value. The field next the button shows increment value. The value can be set between 00:00-59:59
<b>'Arrow up'</b>	Button for increasing the speech time limit of the <u>selected group of participants</u>
<b>'Arrow down'</b>	Button for decreasing the speech time limit of the <u>selected group of participants</u>

13.3.2.2 'Meeting role' dependent

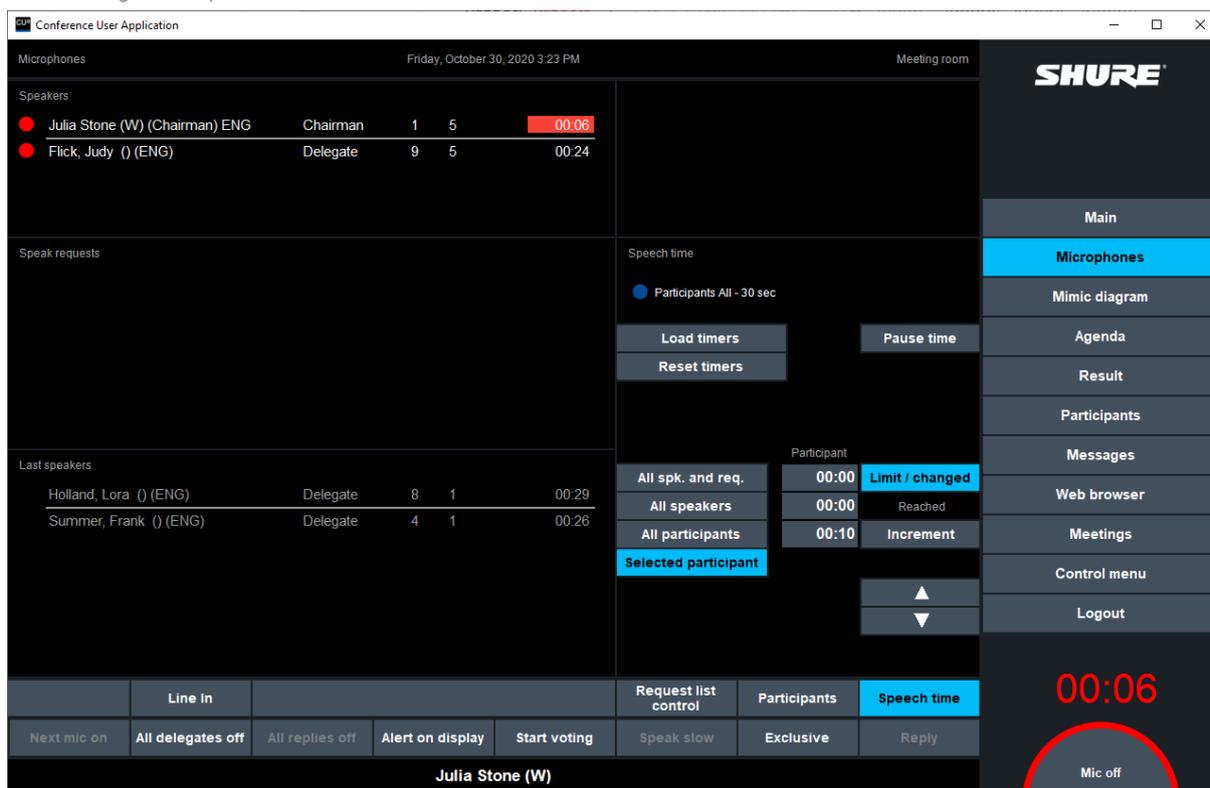


Figure 4.3-D, 'Meeting role' dependent speech time limitation

The "Meeting role' dependant' speech time configuration type enables the following options for modifying the speech time in the 'Speech time' sub-panel:

<b>Name field</b>	The name of the selected participant is shown. If no participant is selected, the field is empty.
<b>Limit/Changed</b>	Radio button for selecting the option to change the limit The field next the button shows the actual speech time limit for the selected participant
<b>Increment</b>	Radio button for selecting the speech time increment value. The field next the button shows increment value. The value can be set between 00:00-59:59
<b>'Arrow up'</b>	Button for increasing the <u>selected participant</u> speech time limit
<b>'Arrow down'</b>	Button for decreasing the <u>selected participant</u> speech time limit

13.3.2.3 Manual

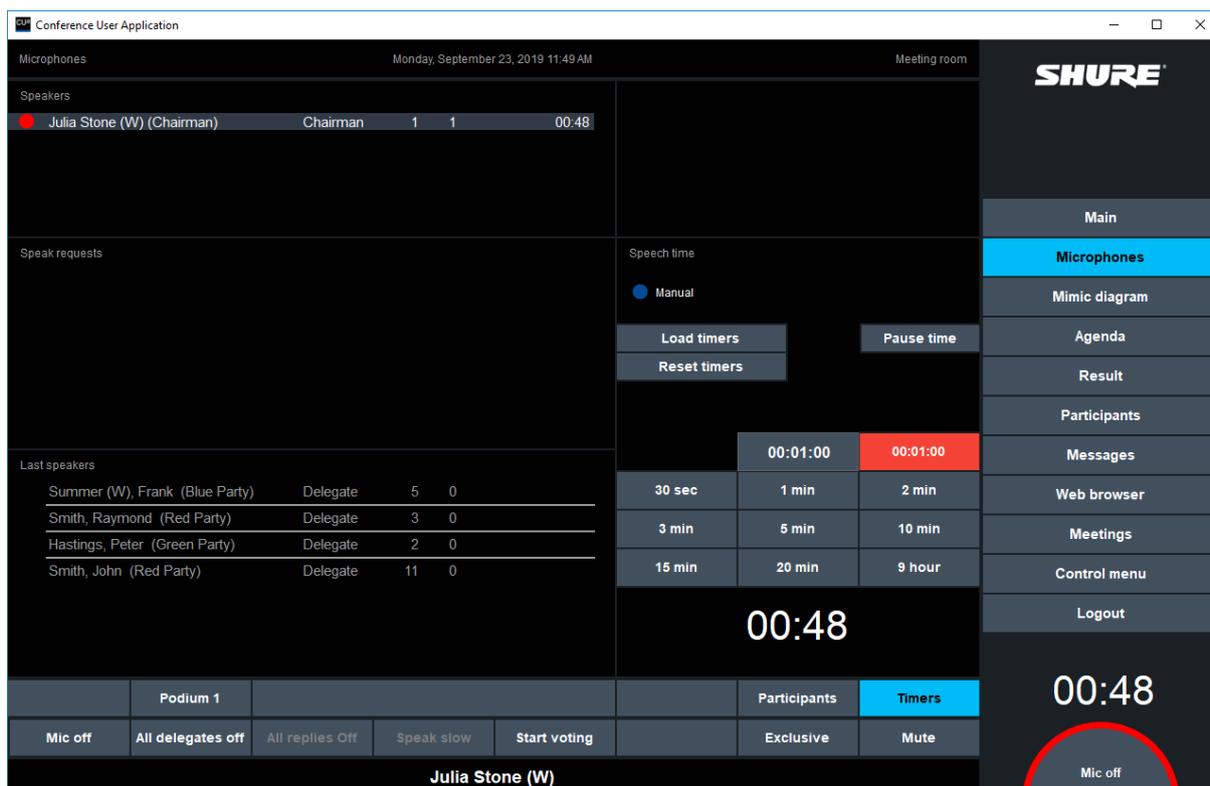


Figure 4.3-E, Manual Speech Time Counters

The 'Manual' speech time configuration type enables start/stop of each of the nine timer's in the 'Speech time' sub-panel.

The manual timer is not a speech time counter as the time count is not stopped and started by switching on/off microphones, however the time count is shown in the list of speakers if a microphone is switched On.

The manual timer can also be shown in the display application (CDA) in a customised screen, where the time is shown count is always shown independent of microphones switched on/off.

<p><b>Timer buttons</b></p>	<p>The 9 timer buttons are used to start/stop of the manual timers. The buttons are mutual exclusive. When started the button lights red.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Note:</b> The timers are not influenced of the switching on/off of the microphones</p> </div>
<p><b>Time display</b></p>	<p>Field for displaying the current remaining/elapsed speech time</p>
<p><b>Time field</b></p>	<p>This field is for manually entering a time during the meeting. The entered time is shown in the corresponding button for stopping/starting the count of the entered time.</p> <p>When a manual entered time is active, a new manual time can be entered, however this new entered time will not be shown in the start/stop button before the time is stopped.</p>

13.3.2.4 Group

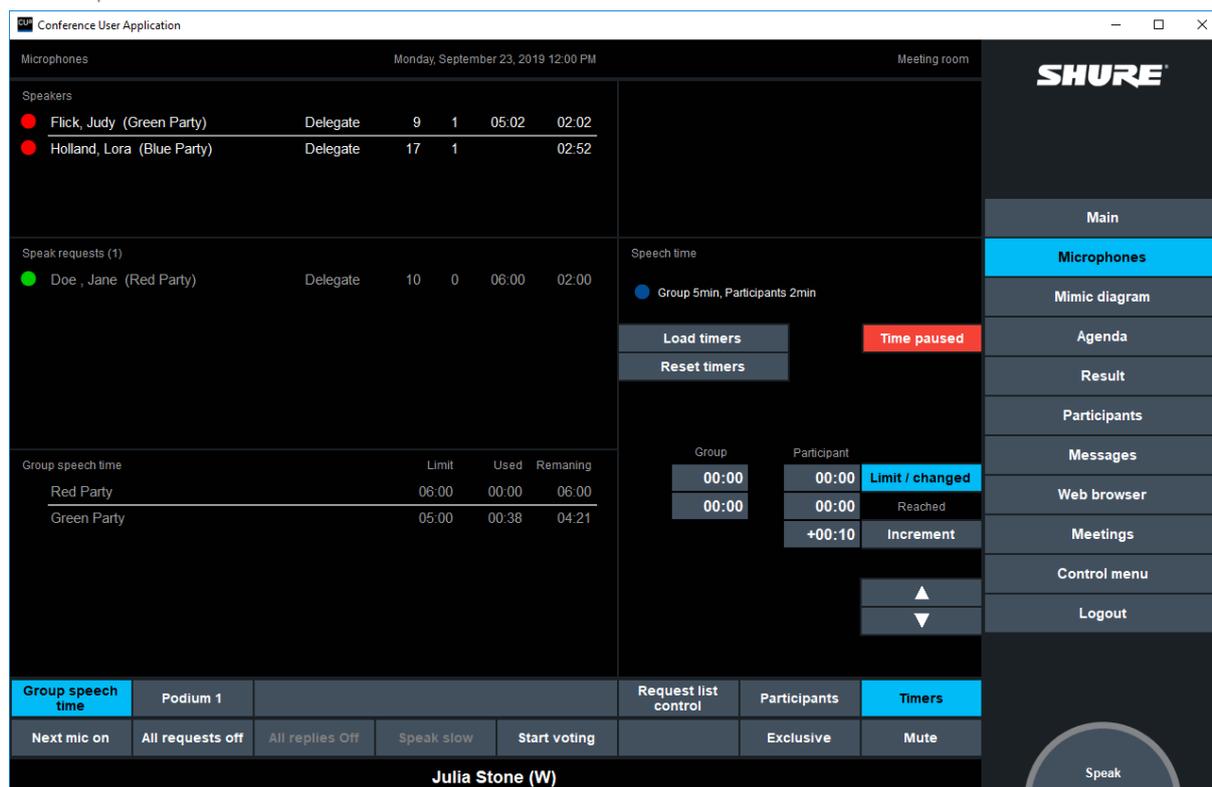


Figure 4.3-F, Group Speech Time Limit

The 'Group' speech time configuration type enables two options for modifying the speech time in the 'Speech time' sub-panel:

- a. Selected participant in Speakers, Request and last 5 Speakers list where the configuration include group and participant speech time limitation
- b. Selected participant where the configuration does not include group speech time limitation

<b>Name field</b>	The name of the <u>Group</u> of the selected participant is shown. If no participant is selected, the field is empty.
<b>Limit/changed</b>	Radio button for selecting the option to change the limit.
<b>Reached</b>	Field for displaying the current remaining/elapsed speech time
<b>Increment</b>	Radio button for selecting the speech time increment value. The field next the button shows increment value. The value can be set between 00:00-59:59
<b>'Arrow up'</b>	Button for increasing the speech time limit. Activating the button will: <ul style="list-style-type: none"> <li>a. Increase both the group and participants speech time</li> <li>b. Increase participants speech time</li> </ul>
<b>'Arrow down'</b>	Button for decreasing the speech time limit. Activating the button will: <ul style="list-style-type: none"> <li>a. Decrease the participants speech time</li> <li>b. Decrease the participants speech time</li> </ul>

## 13.4 CDA meeting Display Application

12:40 PM Friday September 20 2019

### City Hall Meeting (Prepared seat table)

Public Hearings on the Integrated Community Sustainability Plan : Move into Public Hearing

Speakers

Name (Party)	Role	Start Time	End Time	Speaker Icon
Smith, John (Red Party)	Delegate	01:37	05:37	11
Ørsted Jensen, Hans (Green Party)	Delegate	01:40	04:40	12

Speak requests

Name (Party)	Duration	Speaker Icon
Frank, Julia (Blue Party)	02:00	
Flick, Judy (Green Party)	02:00	04:40
Hastings, Peter (Green Party)	02:00	04:40
Holland, Lora (Blue Party)	02:00	

Group speech time

Party	Start Time	End Time
Red Party	05:37	05:37
Green Party	04:40	04:40

Figure 4.4-A, CDA Application

The microphone screen shows the 'Speakers list', the 'Request list' and the 'Group Speech Time' if a group speech time is active.

Please refer to 'User Manual SW6000 CDA' and 'User Manual SW6000 CDA Personalized' for option to include displaying of speech time in the CDA display.

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