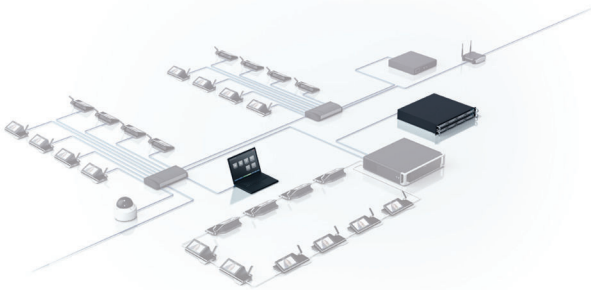


# DCN multimedia Meeting Prep & Management

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- ▶ Meeting and Agenda preparation and management
- ▶ Create structured meetings with agenda points
- ▶ Link multimedia content to meeting and/or agenda points
- ▶ Manage meetings

The DCN multimedia Meeting Preparation and Management software module enables the prepare and manage functions in the Meeting Application.

## Functions

### Prepare

The prepare function gives the possibility to prepare meetings and agendas. While preparing the agenda for each topic, basic discussion settings can be defined or even a complete set of discussion settings can be selected from a template. Also new discussion templates can be defined for a personal customized set of settings and links to multimedia content could be added.

### Manage

The manage function gives the possibility to manage the meeting by an operator or chairperson. When meetings are prepared, one of them can be activated. While activating a meeting all the Multimedia Devices show automatically the meeting topic of the activated meeting. The next step would be that the meeting is opened using the Meeting Application, now the meeting is officially opened. Depending on the settings a meeting can be opened automatically after it has been activated and even optionally the first agenda

topic can be open automatically after the meeting has been opened. When the agenda is opened a discussion can be managed. After the topic is done it can be closed and the next topic can be opened. At last the meeting can be closed. During the meeting a summon chime can be initiated which can be used to page the participants and ask them to return to the meeting room.

The DCN multimedia Meeting Preparation and Management enables the following in the meeting application.

### Prepare meeting

- Prepare meeting.
- Prepare agenda's.
- Prepare discussion templates with links to multimedia content like documents.

### Manage meeting

- Activate, deactivate, open and close meetings.
- Open and close agenda topics.
- Initiate summon chime.
- Manage discussion:
  - Grant speech, Cancel speakers, Cancel requests, Shift requests.
- Change basic discussion setting:
  - Microphone mode: Open and Override.

- Number of open microphones.
- Enable/Disable automatic microphone off after inactivity of 30 seconds.
- Priority options.

### Parts included

Quantity	Components
1	E-mail with activation information.

### Ordering information

#### DCN multimedia Meeting Prep & Management

DCN multimedia Meeting Preparation and Management software module gives the ability to prepare and manage meetings using the meeting application. Can only be used in combination with DCNM-LSYS.

Order number **DCNM-LMPM**

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#### Represented by:

##### Americas:

Bosch Security Systems, Inc.  
12000 Portland Avenue South  
Burnsville MN 55337, USA  
Phone: +1-800-392-3497  
Fax: +1-800-955-6831  
audiosupport@us.bosch.com  
www.boschsecurity.com

##### Europe, Middle East, Africa:

Bosch Security Systems B.V.  
P.O. Box 80002  
5617 BA Eindhoven, The Netherlands  
Phone: + 31 40 2577 284  
Fax: +31 40 2577 330  
emea.securitysystems@bosch.com  
www.boschsecurity.com

##### Asia-Pacific:

Robert Bosch (SEA) Pte Ltd, Security Systems  
11 Bishan Street 21  
Singapore 573943  
Phone: +65 6571 2808  
Fax: +65 6571 2699  
apr.securitysystems@bosch.com  
www.boschsecurity.asia

##### China:

Bosch (Shanghai) Security Systems Ltd.  
201 Building, No. 333 Fuquan Road  
North IBP  
Changning District, Shanghai  
200335 China  
Phone +86 21 22181111  
Fax: +86 21 22182398  
www.boschsecurity.com.cn

##### America Latina:

Robert Bosch Ltda Security Systems Division  
Via Anhanguera, Km 98  
CEP 13065-900  
Campinas, Sao Paulo, Brazil  
Phone: +55 19 2103 2860  
Fax: +55 19 2103 2862  
al.securitysystems@bosch.com  
www.boschsecurity.com