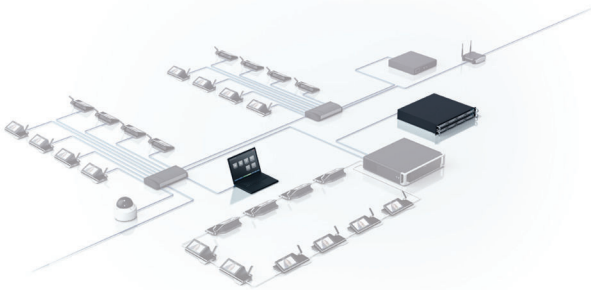# DCN multimedia Meeting Prep & Management

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BOSCH
Invented for life

- ▶ 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**