



IVS-City Council 2.0

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Interactive Voting System

The Interactive Voting System (IVS®) is an interactive means of making presentations and improving communication in all types of groups. It facilitates contact between speakers and listeners. The listener is able to react to the speaker and the speaker is able to respond in turn, thus creating an interaction. In this way, the passive listener becomes an active participant, which allows him to take greater part in the speaker's presentation.

IVS® consists of a network of keypads that pass on information to the cluster (receiver). This cluster collects the data and sends it to the software. The IVS software saves the information and presents the data in clear charts.

The IVS® has many applications. In addition to its basic use during congresses and seminars, where the opinion of the entire group is measured, IVS® offers many other possibilities, such as:

Evaluation of a meeting By evaluating a meeting with IVS®, the data is immediately available electronically. Processing and reporting can therefore take place much faster. Giving feedback of the results to the audience is, in this case, not always wanted or needed. With IVS® you can decide whether you want to show the results in charts, or whether you want to evaluate them afterwards.

Measuring consensus If you want to know whether there is a basis for a decision within the company or within a group, you can measure this with a rating question. In addition to the ratings, this question also displays the mean value and the standard deviation. Asking a reference question prior to this rating question, for instance, "In which sector are you employed", makes it possible to determine the support level for a proposal within a particular group.

Knowledge check Within IVS® you can set up a correct answer. Per question you can set up multiple correct answers. This makes it possible to measure the level of knowledge of your audience. This methodology is widely used in education and training situations. In addition, it also offers the possibility to measure whether a group of people is aware of the changes within a company or within a specialty.

Research IVS® stores the results of every keypad individually. This means that the system is anonymous, but that it is possible to tell what a participant answered per question. The results can be exported to a spreadsheet application (like Microsoft Excel) or to a statistical processing application (like SPSS Statistics). This way you can gather a lot of data in a simple and easy way.

Introduction

IVS-City Council is a new application in the IVS software suite, that is specifically intended for city council meetings. The software consists of several parts, including voting on proposals and requesting and managing speaking time.

During the voting, the names of all council members, including their party name, are displayed in boxes on the screen. After a councilor has voted, the color of his voting box changes. In this way, it is possible to see at a glance which councilors have already voted and which ones have not yet voted.

Depending on the degree of anonymity during the voting, it is not only possible to see whether a councilor has voted, but also what the councilor has voted. The color of the voting box changes to green when a councilor voted in favor of a proposal, or it changes to red when a councilor voted against a proposal. This can be displayed immediately during the voting, or only after the voting.

It is not only possible to vote on proposals, the keypads can also be used to request speaking time. When a council member wishes to use his right to speak, he or she can indicate that by pressing a key on their keypad. The councilor's name then appears in a list, so that the requested speaking time can be handled in the correct order.

In order to keep track of the speaking time, IVS-City Council also offers a timer, that counts down from a preset maximum speaking time. When the timer has almost counted down, it changes color to indicate that the speaker has to finish. If the timer has completely counted down, it will start counting up again, to indicate how long the speaker is past his speaking time.

IVS-City Council offers a high degree of configurability. By default, the voting boxes are displayed in rows and columns, but they can also be positioned individually, which allows you to position them exactly like the boardroom's layout.

After a council meeting, the data can be exported. This will give you a document that shows the exact course of the meeting. You will see exactly when there was a voting, including the voting's result, and possibly an individual overview per councilor, when speaking time has been requested and by whom, and when someone has spoken and for how long.

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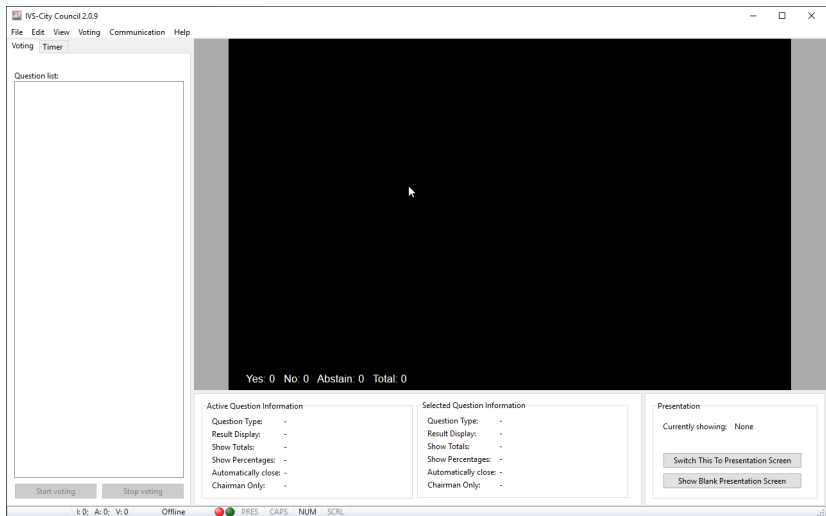
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The edit screen

After starting IVS-City Council, the edit screen will be displayed. This screen is divided into three sections. On the left side, depending on the selected user interface mode, you will find two or four tabs, with which you can display the application's different components.

The largest part of the right side of the screen is the preview screen. Here you will see a preview of what appears on the presentation screen. On the bottom of the screen, you will see several settings that are applicable to the active component.

The IVS-City Council edit screen



The application actually consists of four components. In the default interface mode, two of the four components are shown. All four components are only shown in the advanced interface mode.

Voting Through this component, councilors can vote on a series of proposals. The screen shows the name of each councilor. The progress of the vote can be shown during voting, and the results after the voting. However, a voting can also be performed anonymously. In that case, only the total number of votes will be displayed.

Speaking time With the **Speaking time** component, councilors can request speaking time. By pressing a key on their keypad, their name appears on the screen. The names appear in order of pressing. The names are automatically transferred to the next component, the **Timer**. This component is only displayed in the advanced interface mode.

Timer The **Timer** can be used to control the councilor's speaking time. The **Timer** is a counting clock, indicating the remaining speaking time. When the time reaches a specified minimum time, the color changes from green to orange. When the time is up, the clock will start counting up, while the color changes to red.

Image This component can be used to display an image on screen. This image can, for instance, be used as a holding slide. This component is only displayed in the advanced interface mode.

In the standard interface mode, only the **Voting** and **Timer** components are displayed. To show and use the other two components, you need to switch the application to the advanced interface mode. See "User Interface" on page 52.

Each of the four components can be activated by selecting one of the four tabs on the left side of the editing screen. By selecting another tab, the screen associated with this component is shown on the right side of the editing screen. At the bottom of the edit screen, the options associated with this component are shown.

The following chapters discuss the four components separately.

Voting

With the **Voting** component, councilors can vote on a series of proposals. The proposals can be entered in advance, but can also be added or changed during the meeting.

When a proposal is activated, the proposal's text is displayed at the top of the presentation screen. Below the proposal are all the names of the council members. At the very bottom, the total number of votes cast is displayed.

A proposal always has two or three answer options. With two answer options, one can choose between In favor or Against the proposal. With three answer options, one can choose between In favor, Against and Abstention.

Voting on a proposal can be done both publicly and anonymously. There are four grades, ranging from fully public to completely anonymous.

Fully public When a councilor votes, their name will light up, depending on what they vote: green for *In favor* of the proposal, red for *Against*, or yellow for *Abstention*.

Partially public When a councilor votes, their names light up in orange, to indicate that they have voted. Only after closing the voting, their names light up in the colors red, green and yellow, so that one can see which councilor voted in favor or against the proposal, and which councilor abstained from voting.

Partially anonymous When a councilor votes, their names light up in orange, to indicate that they have voted. Even after the voting is closed, their names remain orange. You cannot see what a particular councilor has voted.

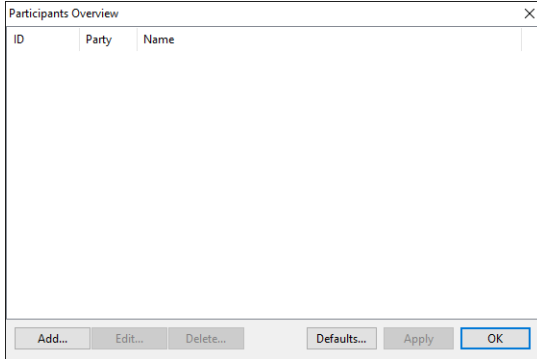
Fully anonymous No names will light up, not during the voting, nor after the voting is closed. After closing the voting, only the total number of votes in favor and against the proposal, and the total number of abstentions will be displayed.

Creating a participants list

Before voting on a list of proposals, a participants list has to be created first. This list determines the participant's name, and, when necessary, the party they belong to, as well as the identification number of the keypad that this participant uses.

You can create a list of participants by selecting the **Participants** option in the **Edit** menu and then selecting the **Edit** option from the submenu. A new window will appear with an empty list of participants.

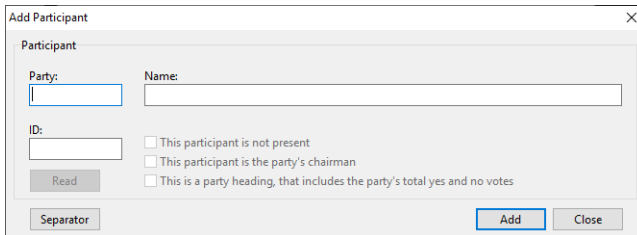
The participants list is still empty



Adding participants

By clicking the **Add** button you can add a participant to the list. A window appears where you can fill in the information about this participant.

Adding a new participant



In this window you enter the name of the party and the name of the councilor. In addition, you must enter the identification number of the keypad, with which this councilor will vote. When using Lite keypads, you will find this number on the back of the keypad. You can enter this number manually, but if you have a barcode scanner, you can also scan the barcode on the keypad. If you use RF-II keypads with a chip card, you must fill in the chip card's identification number. This number can be read from the card by inserting the card into the card reader and clicking the **Read** button.

For each participant you can select three options. When a participant is absent – be it temporarily or permanently –, you can enable the option **This participant is not present**. The keypads from participants that are not present, will be blocked, so that they cannot be used by someone else to vote with. Additionally, the voting box for this participant is displayed in gray, indicating that this participant is not present, and one does not have to wait until this participant has voted. This option can only be enabled when the option **This participant is the party's chairman** is not enabled.

With the option **This participant is the party's chairman**, you indicate that this participant is the party's chairman. When voting for proposals, you can indicate whether everyone can vote, or only the chairmen can vote. In the latter case, only the keypads of participants, that were setup a party's chairman, are activated. When they vote, the immediately vote for the entire party, making

the voting boxes for every participant belonging to this party light up all at the same time. This option can only be enabled when the party name and the keypad ID or chip card ID are filled in, when there is no other participant that was set up as the chairman for this party, and when the option **This participant is not present** is not enabled.

A party's chairman counts for all participants that have the same party name as the chairman. It is important that the party name is spelled the same, including the use of capitals.

The option **This is a party heading, that includes the party's total yes and no votes** is a special option. When you enable this option, the voting box no longer belongs to a participant, but becomes a heading. For example, you can display a heading at the top of the list of participants for this party. A heading displays the name of the party, including the total number of yes and no votes. This option can only be enabled if the party name has been entered, no keypad ID or chip card ID has been entered, the option **This participant is not present** is not enabled and no other voting box has been set as the heading for this party.

When you have filled in all the information, click the **Add** button. The information is added to the participant list and the data – except for the party name – are then deleted, so that you can enter the information for the next participant.

When you click the **Separator** button, a separator box is inserted. This is a box in which no data is displayed, and can be used, for example, as a separation between two different parties. In the list of participants, a separator box appears as a series of dashes.

If you have added all participants, click the **Close** button to close this window. Note that the **Close** button only closes this window and does not add any information to the list of participants. When you enter the last participant, do not forget to click the **Add** button before clicking the **Close** button.

All participants have been filled in

ID	Party	Name
8080424	Cons.P...	Richard Ashworth
12410650	Cons.P...	Daniel Dalton
12230380	Cons.P...	David Campbell Bannerman
12230040	Cons.P...	Nirj Deva
11132400	Cons.P...	Ian Duncan
12230985	Cons.P...	Vicky Ford
16120838	Cons.P...	Jacqueline Foster
11010546	Cons.P...	Ashley Fox
12230760	Lab.Pa...	Lucy Anderson
16110725	Lab.Pa...	Paul Brannan
11010181	Lab.Pa...	Richard Corbett
11010711	Lab.Pa...	Seb Dance
16110106	Lab.Pa...	Anneliese Dodds
8180360	Lab.Pa...	Neena Gill
8180090	Lab.Pa...	Theresa Griffin

Editing participants

After filling in the list of participants, you can still edit or delete the individual participants. Select the participant you want to edit and click the **Edit** button to make changes to the name or party. Click the **Delete** button to delete this participant. A separator box cannot be edited.

Putting participants in a different order

The order in which you enter the participants in this list, also determines the order in which the participants will appear on the screen. You can always modify the order by selecting the participant that you want to put in another place and pressing **Ctrl** + **↑** on the keyboard to move the participant one position up, or press **Ctrl** + **↓** to move the participant one position down.

Saving the list of participants as default

This list of participants is used only for the current meeting. Because it is very likely that a next meeting will be held with these same participants, the current participants list can be saved as a default list. To do this, click the **Default** button. The default participants list is automatically loaded each time you start the software.

The participants on screen

If you have filled in the list of participants, click **OK** to close the participants window. The participants are now displayed on the screen in boxes. These boxes are automatically positioned, first filling the left column, then the second column, etc. It is also possible to put the participants in an exact position on the screen. See “Changing the position of participants” on page 21.

The participants are displayed on the screen

The screenshot shows the IVS-City Council 2.0.9 software interface. On the left, a window titled "The participants are displayed on the screen" is open, showing a "Question list" area. The main window displays a grid of participants, each with their name and party affiliation. The participants are arranged in seven columns and seven rows. At the bottom of the main window, there are sections for "Active Question Information", "Selected Question Information", and "Presentation".

Party	Name	Party	Name	Party	Name	Party	Name	Party	Name	Party	Name		
Cons. Party	Richard Ashworth	Cons. Party	Ashley Fox	Lab. Party	Naema Gill	UK.Ind. Party	Gerard Batten	Green Party	Jean Lambert	SNP	Ian Hughton	Plaid Cymru	Jill Evans
Cons. Party	Daniel Dalton			Lab. Party	Theresa Griffin	UK.Ind. Party	Louise Bours	Green Party	Molly Scott Cato	SNP	Alyn Smith		
Cons. Party	David Campbell Bannerman	Lab. Party	Lucy Anderson	Lab. Party	Mary Honeyball	UK.Ind. Party	Jim Carver	Green Party	Keith Taylor			Sinn Féin	Martina Anderson
Cons. Party	Nij Dava	Lab. Party	Paul Branham			UK.Ind. Party	David Coburn			DUP	Diane Dodds		
Cons. Party	Ian Duncan	Lab. Party	Richard Corbett	UK.Ind. Party	Stuart Agnew	UK.Ind. Party	Jane Collins	Indep.	Diane James			UUP	Jim Nicholson
Cons. Party	Vicky Ford	Lab. Party	Seb Dance	UK.Ind. Party	Tina Aker			Indep.	Steven Woolfe	Lib. Dem.	Catherine Beardor		
Cons. Party	Jacqueline Foster	Lab. Party	Anneliese Dodds	UK.Ind. Party	Jonathan Amoff			Indep.	Janice Abinson				

Yes: 0 No: 0 Abstain: 0 Total: 0

Active Question Information: Question Type: -, Result Display: -, Show Totals: +, Show Percentages: -, Automatically close: -, Chairman Only: -

Selected Question Information: Question Type: -, Result Display: -, Show Totals: -, Show Percentages: -, Automatically close: -, Chairman Only: -

Presentation: Currently showing: None, Switch This To Presentation Screen, Show Blank Presentation Screen

With the default settings, seven columns of seven participants each will fit on the screen. This was taken into account when filling in the participants. Between each party, a separator has been inserted

to separate this party from the next. Also, after the UK Independence Party, two separators have been inserted, to have the Green Party start at the top of the next column.

Modifying the list of participants during voting

The list of participants can be modified at any time. For example, when a councilor leaves the room and his place is taken by another councilor, the name of the replaced councilor may be temporarily modified.

When the list of participants is modified after some votings have already taken place, the modifications only apply to votings still to be held. Votings that have already been completed, will continue to display the original participant list, as it was at the time of the voting.

Creating a list of questions

To vote on different proposals, you must first create a list of questions. Then you can put each of the questions in this list to the vote.

To add a question, in the **Edit** menu, choose **Question** and then the **Add** option. A window will appear in which you can fill in the question text and the question options.

Adding a question

The screenshot shows a dialog box titled "Add Question" with a close button (X) in the top right corner. The dialog is organized into several sections:

- Text:** Contains a "Question number" input field with the value "1" and a "Question text" text area.
- Question type:** Includes radio buttons for "Yes/No", "Yes/No/Abstain", and "Answered by". Under "Answered by", there are radio buttons for "Every council member" (selected) and "Only party's chairman".
- Result display:** Includes radio buttons for "Immediate result", "First progress, then result" (selected), "Progress only", "First nothing, then progress", and "None".
- Options:** Includes checkboxes for "Show total results" (checked) and "Show relative values". Below this is a section "Automatically close after:" with a spinner box set to "0" and the text "seconds".

At the bottom right of the dialog are "OK" and "Cancel" buttons.

At the top is the question number of the new question to be added. This number is automatically set to one more than the last used question number. If you do not want to add the question at the end of the list, but instead between two existing questions, you can change the question number. The new question to be added will be given this number; the current question with this number will move down one position.

It is also possible to make sub questions. A sub question will appear indented in the list, below the question it belongs to. You create a sub question by first entering the question number this sub question belongs to, then entering a dot, followed by the sub question's number. For example, if you enter "2.1" as a question number, this will be the first sub question belonging to question 2.

Below the question number, you can enter the text for this question or proposal. This text will be displayed at the top of the screen. Although the questions are numbered in the question list, this number will not appear at the top of the screen. If you want to display a number in front of the question text, you will have to enter it in the question text itself.

You can choose from two different question types. One offers two answer options with the options "In favor" and "Against". The other one provides three answer options with the options "In favor", "Against" and "Abstention".

You can also indicate who can answer this question. If you select **Every council member**, then everyone is allowed to answer this question. If you select **Only party's chairman**, then only those participants, that were set up as a party's chairman, can answer this question. They will automatically answer the question for all other participants of this party.

Under **Result display**, you can indicate whether and how the results appear during and after voting. There are four options that range from fully public results to completely anonymous results. The results are indicated by changing the participant's voting box color.

Immediate result With this option, the results are fully public. As soon as a participant votes, the background color of his voting box changes. By default, the box turns green when a participant chooses "In favor", red when he chooses "Against", and yellow when he selects "Abstention".

First progress, then result With this option, the results are partially public. As soon as a participant votes, the background color of his voting box changes to orange, regardless of what he votes. This means that during voting, one can only see *that* a participant has voted, not *what* he has voted. Only after closing the voting, all voting boxes change color to indicate what the participants have voted.

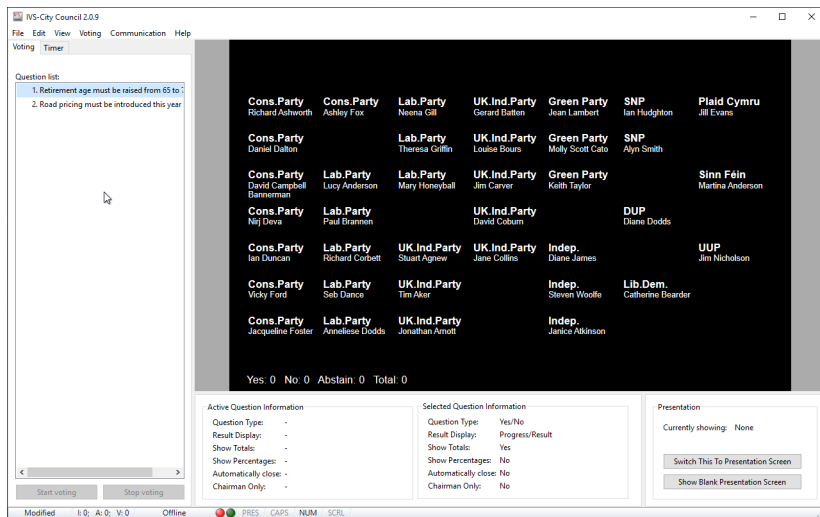
Progress only With this option, the results are partially anonymous. Both during the voting and after the voting has been closed, the voting box will only have an orange background when a participant has voted. Therefore, one can only see *that* someone has voted, not *what* someone has voted. After closing the voting, only the number of participants that voted "In favor", "Against" or "Abstention" will be displayed.

First nothing, then progress With this option, the results are also partially anonymous. During voting, nothing is displayed, except the number of participants that voted. After the voting has been closed, one can only see which participants have voted, but not what they have voted. Only the number of participants that voted "In favor", "Against" or "Abstention" will be displayed.

None With this option, the results are completely anonymous. Both during the voting and after the voting is closed, nothing is indicated. Therefore, there is no way to see what a participant has voted, and not even that he has voted. After the voting is closed, only the number of participants that voted "In favor", "Against" or "Abstention" will be displayed.

Finally, under **Options**, you can indicate whether you want to display the total numbers of votes “In favor”, “Against” and “Abstention”, and whether you want to show them in percentages. If you selected **Progress only** or **None**, displaying the total number of votes is mandatory. Only **Immediate result** will display the totals during voting, with all other display options, these totals will not be displayed until the voting is closed.

Two questions were added that can be voted for



After you have added a question, it will appear in the list of questions. Although the questions in this list are numbered, the questions on the screen are not numbered. This allows you to keep your own numbering scheme by entering the desired number in the question text.

Editing a question

You can still modify a question text afterwards by right-clicking the desired question and selecting the **Edit** option.

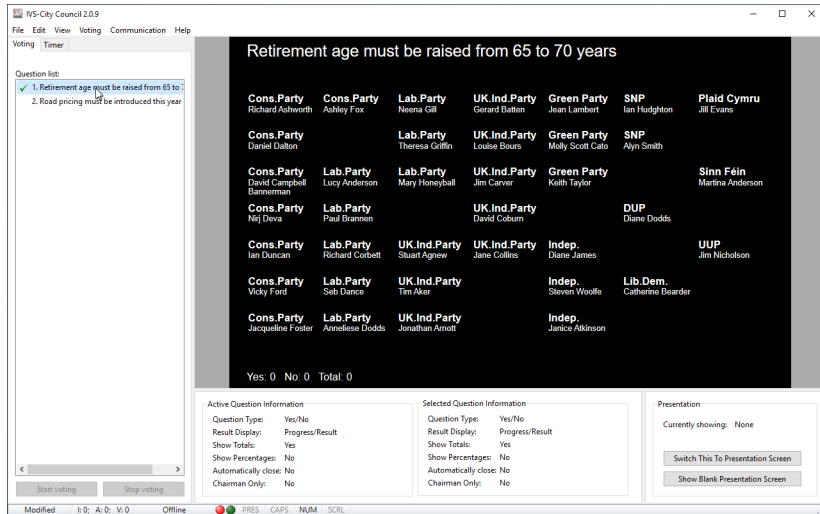
Activating a question

When you select a question, information about this question appears at the bottom of the screen. This allows you to see what kind of question type this question is, how the results are displayed, whether the totals are displayed, and if so, whether they are in percentages, whether the voting automatically closes, and whether this question can only be answered by the party’s chairman.

A selected question is not immediately displayed on the screen. To do this, the question must be activated first. When a question has been activated, the question text appears at the top of the screen. Now you can vote on this question. If this question was already voted before, the voting results of the question will also appear on the screen.

You can activate a question by double-clicking a question in the question list. You can also activate a question by selecting it first – for example, with the arrow keys on the keyboard – and then pressing **Return**. When a question has been activated, this will be indicated by a green check mark in front of this question. At the bottom of the screen, besides information about the selected question, information about the active question is displayed as well.

The first question is activated and can be put to the vote



Showing the presentation screen

IVS-City Council contains a second screen that you can use to project. This second screen only contains the information that you find in the main screen's preview screen. All other information – such as the menu, question list and information about the active question – will not be displayed on the second screen.

To be able to display this presentation screen, your laptop must be configured to use an extended desktop. Using this option, the internal laptop screen and external projection work independently, allowing both to display a different screen. This allows you to continue displaying the main screen on your laptop screen, allowing you to continue operating, while displaying the presentation screen through the projector in the room.


Consult your laptop documentation or ask your IT department on how to set up your laptop to use an extended desktop.

You can enable the presentation screen by clicking the **Switch This To Presentation Screen** button at the bottom right. The presentation screen is now displayed on the external screen or projector. In the settings, you can indicate on which monitor the presentation screen should be displayed. For more information, see "Screen Mode" on page 53.

When the presentation screen is switched on, at the bottom right, behind **Currently showing**, you can see which screen is currently being displayed on the presentation screen. Additionally, in the status bar at the bottom, you will see a highlighted **PRES** indicator.

Voting

After a question has been activated, you can put it to the vote. Of course, the voting system must be connected and active. For more information about connecting the voting system, refer to the chapter “Connecting the network” on page 34.

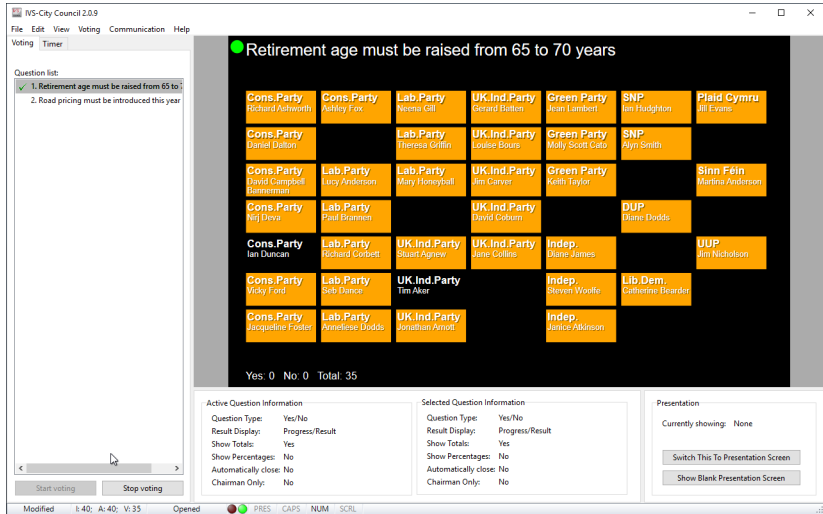
You can open the voting by clicking the **Start voting** button at the bottom left of the screen. You can also press  on the keyboard.

When the voting is opened, a green dot will appear in front of the question text. Participants can now vote. When they are in favor of the proposal, they press a 1. If they are against the proposal, they press a 2. When the active question is an In favor/Against/Abstain question, they can abstain from voting by pressing a 3. If they do not want to vote at all, they do not have to press anything.


Depending on the chosen setting in **Result display** for the active question, the results will be displayed during voting. With the **Immediate result** setting, you will immediately see who is in favor of or against the proposal, or who abstains from voting. With the **First progress, then result** and **Progress only** settings, you will only see who has voted and who not. With the **First nothing, then progress** and **None** settings, you will not see anything during voting.

When the active question is set to show the totals, you will see these immediately at the bottom of the screen. Only with the **Immediate result** setting, you will see the total number of “In favor” voters and “Against” voters. With all other settings, you will only see the total number of votes.

During voting, only the voting progress is shown



Stopping the voting

When everybody has cast a vote, you can close the voting by pressing the **Stop voting** button at the bottom left of the screen, or press the  function key on your keyboard.

When voting is closed, the green dot before the question will disappear. Depending on the selected **Result display** option for the active question, the results will now be displayed. With the **Immediate result** and **First progress, then result** setting, you will see who is in favor of or against the proposal, or who abstains from voting. With the **Progress only** and **First nothing, then progress** settings, you will only see who has voted and who not. With the and **None** settings, you will not see who voted and who not, not even after the voting.

When the active question was set up to display the totals, you will now see them at the bottom of the screen. With the **Immediate result** and **First progress, then result** setting, you will both see the number of "In favor" and "Against" voters, and, if selected, the number of abstentions, and the total number of votes. With the **Progress only**, **First nothing, then progress** and **None** settings, you will only see the total number of votes.

After voting, the results are immediately displayed



Saving changes

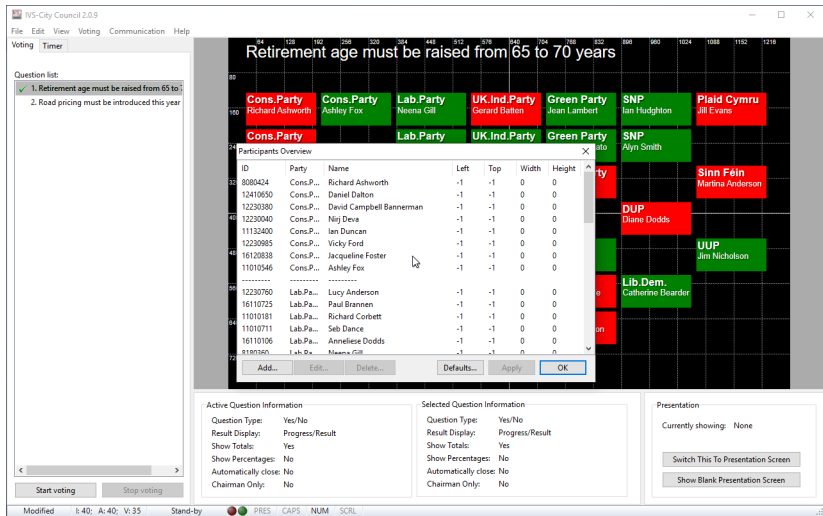
A list of participants, list of questions and corresponding voting results are not automatically saved. You have to save it manually, and also make sure that you save it regularly, for example, after each voting. By selecting the Save option from the File menu, you can save all changes at once. If you hadn't saved the changes before, you first have to enter a file name and location.

Changing the position of participants

When you create a list of participants, the participants are all put on screen at a default location. This position is somewhat configurable, but setting the voting box distance and the position for the first voting box in the application's settings. For more information, see "Settings" on page 46.

If you need to position the voting boxes more precisely, you can set each participant's voting box size and position on screen separately. To do this, you open the participants list in advanced mode. To open the list in advanced mode, select the **Participants** option from the **Edit** menu, then press the **Ctrl** key on the keyboard and select the **Edit** option.

De positie van de individuele deelnemers aanpassen



The window with the participants list appears again, but you will see that extra information is displayed next to each participant. You can edit this information by selecting a participant and clicking the **Edit** button, or by double-clicking a participant's name. In addition to the participant's name and the party name, you can now also edit the **Left** and **Top** position, and the **Width** and **Height** of the voting box. **Left** and **Top** are set to -1 by default, which means that the position is determined automatically based on the settings. **Width** and **Height** are set to 0 by default, meaning that the width and height are determined by the settings.

The position and size of each voting box must be entered in pixels. When the screen mode is set to standard, it is assumed that the screen is always 1.024 pixels wide and 768 pixels high, regardless of the actual screen resolution. When the screen mode is set to wide screen, it is assumed that the screen is always 1.280 pixels wide and 800 pixels high, regardless of the actual screen resolution. When the screen mode is set to Full HD, it is assumed that the screen is always 1.980 pixels wide and 1080 pixels high. The screen mode can be set in the settings.

To help you determine the position and size, a grid is displayed in the preview screen. Each line in the grid indicates what the position of this line is in pixels.

After having selected a participant, you can also use the arrow keys on your keyboard to modify the voting box.

By keeping the **Alt** key pressed, you can use the left and right arrow keys to decrease or increase the **Left** value. With the up and down arrow keys, you can decrease or increase the **Top** value.

By keeping both the **Ctrl** and **Alt** key pressed, you can use the left and right arrow keys to decrease or increase the **Width** value, and use the up and down arrow keys to change the **Height** value.

If, in the above mentioned key combinations, you also keep the **Shift** key pressed, you can change the value using bigger steps. The values are changed by 10 pixels instead of by 1 pixel.

Modifying the background

A black background color is used by default for all screens. You can modify this color, but you can also use an image as a background.

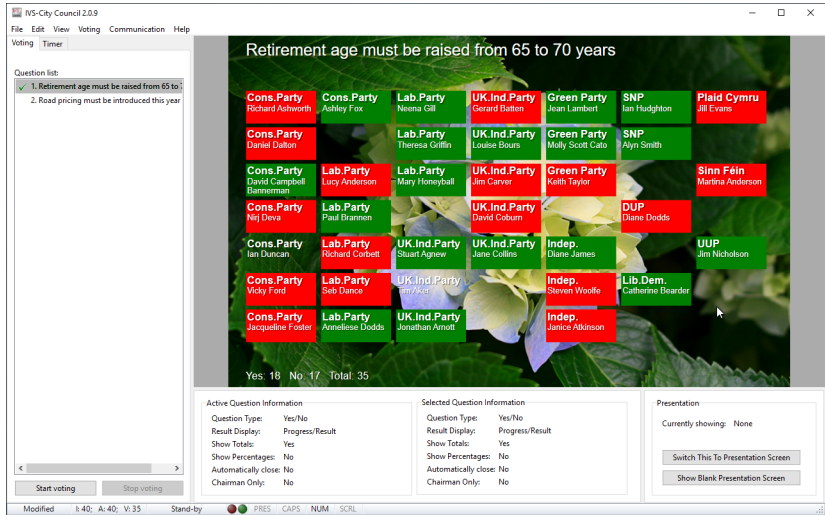
Background color

To modify the color, right-click on the preview screen. From the menu you select the **Background Color** option. You can now select a different background color.

Image

You can also select an image to be used as a background. To do this, you also right-click on the preview screen and then select the **Background Image** option from the menu. You can now select a file that you want to use as a background image.

An image can also be used as the background



Position

For the best effect, use a 1,024 by 768 pixel image for the default screen mode, an image of 1,280 by 800 pixels for widescreen mode, or an image of 1,920 at 1,080 pixels for full-HD screen mode. The image will then fit exactly on the screen. When you select an image with larger or smaller dimensions, you can indicate the position on the screen. To do this, right-click the preview screen and choose the **Image Position** option. Then you can choose from five different positions. See "Activating an image" on page 32 for a description of these positions.

Deleting an image

If you have selected an image for the background and you'd rather not use an image, right-click on the preview screen and choose the **Clear Background** option.

Exporting

After a council meeting, you can export the data to a document or to images. When you export to a document, you will get an exact overview of the meeting. The overview shows at what time the voting took place and what the results of this voting were, including the individual vote per councilor, if this was allowed for this voting round. The overview also shows when there was a moment for requesting speaking time, and when the individual speakers have spoken.

In addition to a document, it is also possible to export images. The images refer only to voting, not to speaking time. One image is exported for each question, that shows the colored voting boxes, exactly like they were shown on the screen.

To export the data, choose **Export** from the **File** menu. A default file save dialog box appears. Here you specify the location where the file needs to be stored, the name of the file and the file format. If you choose an overview, the file will be saved under the specified name. If you choose one of the image formats, a folder will be created with the specified name. One image per question will be saved in this folder. Each image is called Question 1, Question 2, etc.

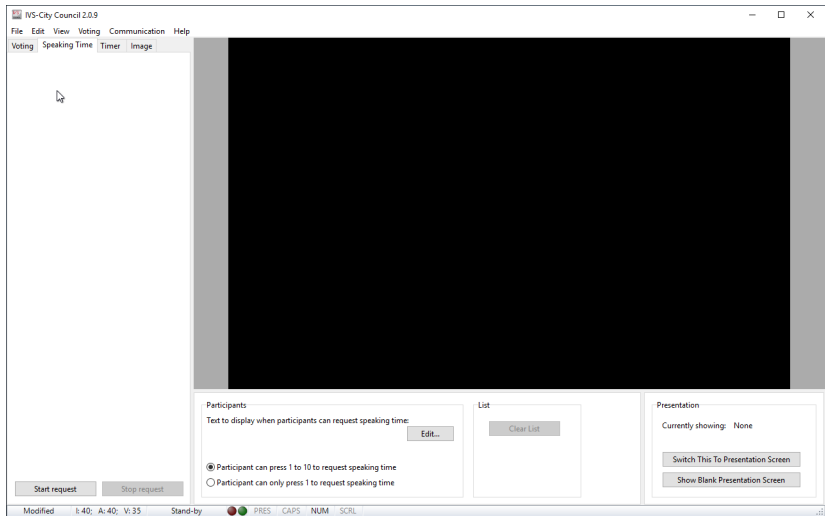
Speaking time

With the **Speaking Time** component, councilors can request speaking time. During the application period, a councilor can press a key on their keypad to indicate that they wish to speak. Their name appears in a list of speakers. The names are automatically copied to the next component, the **Timer**, where the speaking time can be controlled using a timer.

Requesting speaking time

The **Speaking Time** component can be switched to the screen, by selecting the **Speaking Time** tab at the top left of the screen. This will only show the **Speaking Time** component on the preview screen. If you are already displaying the presentation screen, then the presentation screen will keep displaying the current component, until you click the **Switch This To Presentation Screen** button at the bottom right of the screen.

The **Speaking Time** component is displayed on the preview screen

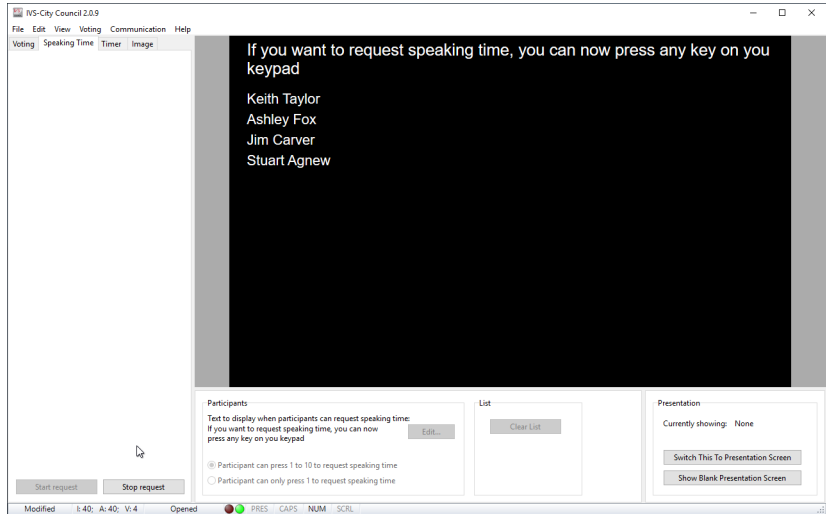


Starting the request

Before you start the request for speaking time, you can set a number of options for this request at the bottom of the screen. If a list of names of the previous request is still shown on the screen, you can clear it by clicking the **Clear List** button. You can also indicate which key participants can press on their keypad to request speaking time. For example, they can press any key between 1 and 10, or only 1. Finally, you can enter a text that appears at the top of the screen when the request is started. Click the **Edit** button to modify the text.

To start the application, click the **Start Request** button at the bottom left. The screen displays a list with names of participants who have pressed a valid button on their keypad. The list appears in the order in which the participants press.

The following participants would like to make use of speaking time



Stopping the request

When you click the **Stop Request** button, the request for speaking time is stopped. This means that new speakers can no longer request speaking time, and speakers that already requested speaking time can no longer cancel their request.

You can also leave the request for speaking time open, while continuing with the following item, the **Timer**. While a speaker is speaking, new speakers can still request speaking time. Speakers who requested speaking time can also cancel their request, for example, if the current speaker already expresses what they would also like to say. A speaker can cancel their request by pressing the red correction key on the keypad.

Modifying the background

As with the **Voting** screen, you can also modify this screen's background. This is done the same way as for the **Voting** screen. See "Modifying the background" on page 23.

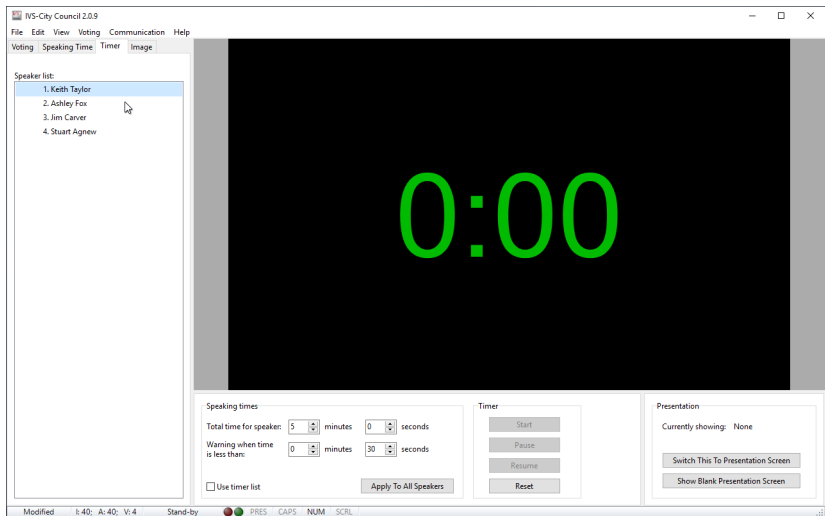
Timer

The **Timer** component consists of a clock, which allows you to control the time a speaker is speaking. You set a maximum speaking time for a particular speaker. When you start the clock, it starts counting down to a preset minimum time. The clock then changes color to indicate that the speaker has to finish. When the clock has counted down to zero, it changes color again and now starts counting up, to indicate how long the speaker is over time.

Besides the clock, you can also display the name of the speaker who is currently speaking. In addition, you can display the name of the speaker who is up next.

The **Timer** component can be switched to the screen, by selecting the **Timer** tab at the top left of the screen. This will only show the **Timer** component on the preview screen. If you are already displaying the presentation screen, then the presentation screen will keep displaying the current component, until you click the **Switch This To Presentation Screen** button at the bottom right of the screen.

The timer for controlling the speaking time



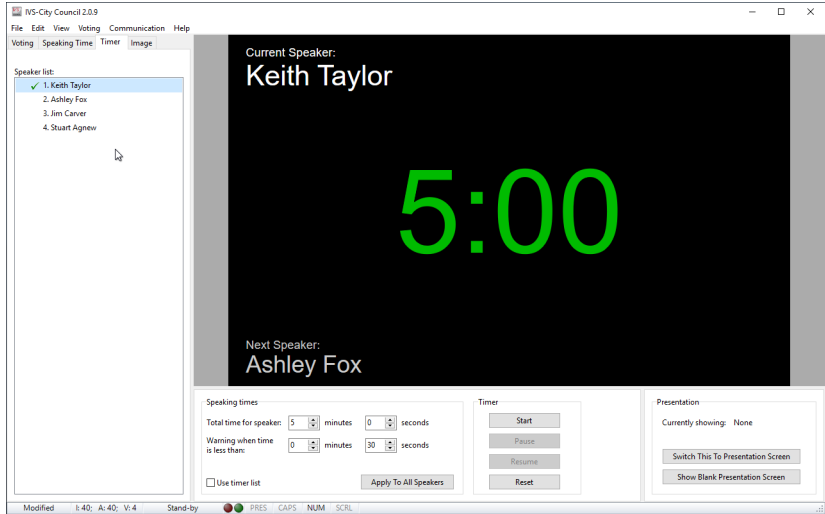
Activating a speaker

Before you can start the timer, first set the desired times and then activate a speaker. All speakers that requested speaking time with the **Speaking Time** component, are already in the list of speakers at the left side of the screen.

In the list of speakers, first select a speaker. Then you enter the desired speaking time and the warning time at the bottom of the screen. Speaking time is the total time the speaker gets to speak, the warning time is a minimum time after which the clock changes color to indicate that the speaker has to finish.

After having set the times, you can activate the speaker by double-clicking the name of a speaker in the list. When enabled in the settings, the speaker's name appears at the top of the screen and the of the next speaker's name appears at the bottom of the screen. The clock is set to the maximum time this speaker gets to speak.

The first speaker has been activated



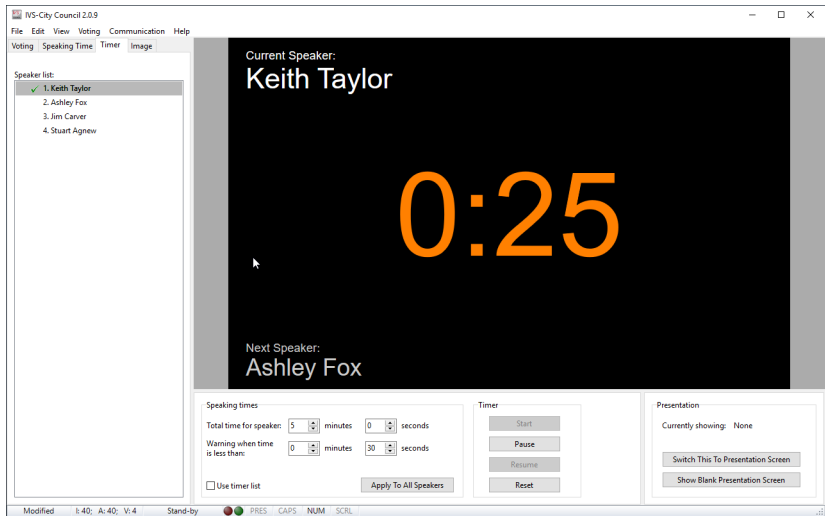
Once everything is set, click the **Switch This To Presentation Screen** button to display the clock on the presentation screen.

Starting the timer

When the speaker starts, click the **Start** button at the bottom of the screen to start the timer. The clock now starts counting down. When the clock reaches the warning time, its color changes from green to orange. When the clock has counted down to 0, it starts counting up again and changes color from orange to red.

If the request speaking time is still open speakers can still request speaking time or withdraw. The names will appear or disappear automatically from the list. Should a next speaker that is displayed on the screen withdraw his name will still appear on the screen. Only when you activate the next speaker the name will change.

Speaking time is almost over, the speaker now has to finish



When you have left the request for speaking time open, speakers can still request or cancel their request. The names appear or disappear automatically from the list of speakers. If the name of the next speaker is displayed on screen, and this speaker cancels his request, his name remains displayed. Only when you activate the next speaker will the name be changed.

Stopping the timer

You can temporarily or permanently stop the clock by clicking the **Pause** button. You can resume the clock for the current speaker by clicking the **Resume** button. You can also reset the clock by modifying the times, when necessary, and activating another speaker. If you want to reset the clock for the current speaker, you need to reactivate the current speaker. The timer will then be reset and you can start it again by clicking the **Start** button.

Resetting the timer

If you want to restart the timer for the current speaker, you can click the **Reset** button. If the timer is still running, it will be stopped. The timer is reset to the time originally set for this speaker.

Adding a speaker

If you haven't closed the request for speaking time, participants can still request speaking time. If you have already closed the request, you can only add participants manually. Should you reopen the request, the current list will be cleared and the clock for the current speaker will be stopped.

You can add a speaker manually by right-clicking in the list of speakers and selecting the **Add** option. A window will appear in which you can enter the name of the speaker. If you click OK, the speaker's

name is added to the list of speakers. You can only add a speaker manually when the request for speaking time has been closed.

Modifying the background

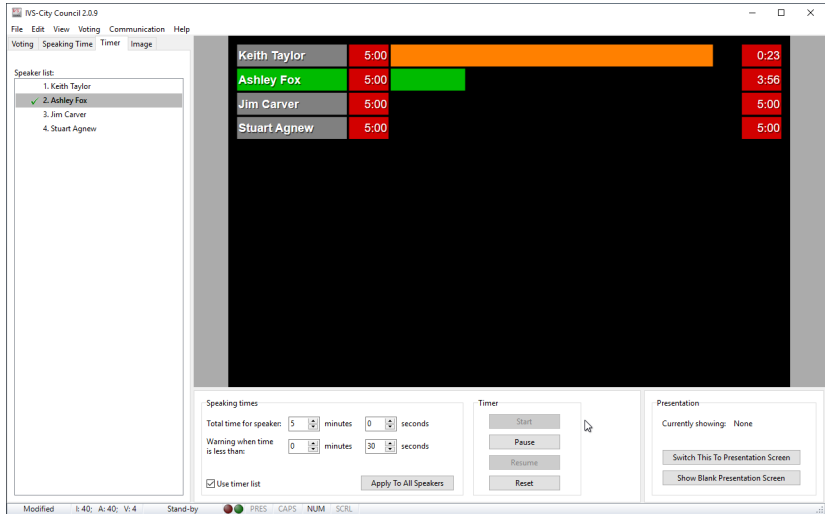
As with the **Voting** screen, you can also modify this screen's background. This is done the same way as for the **Voting** screen. See "Modifying the background" on page 23.

Displaying a timer list

Instead of a single timer per participant, you can also display a timer list. All speakers are displayed below each other in a list. Each line displays the speaker's name, the total speaking time, a timer bar, and the remaining speaking time.

To use the timer list, activate the option **Use timer list** at the bottom of the options.

The timer is displayed as a timer list



The name of the current speaker is indicated with a different color. As soon as the timer for this speaker is started, the timer bar starts to increase. The remaining time is displayed at the end of the timer bar. The timer bar uses the same color as the one set for the timer.

When the total speaking time has been used, the remaining time starts to increase again and the timer bar starts running down. The timer bar decreases during the total speaking time set for the speaker. When the timer bar has fully run down, it stops. The speaker has therefore used twice the speaking time that was assigned to him. However, the remaining time, or in this case the overused time, continues to run.

Which items are displayed per line and whether the timer bar should increase or decrease during the speaking time, can be changed in the settings for the timer list. See "Timer list" on page 50 for more information.

Image

The **Image** component can be used to display an image. This allows you to show a holding slide, for example.

The images you want to display should be placed in a list of images in advance. Please note that these images must be available. For example, if you have added images from a server or a thumb drive, this server or thumb drive must also be available during the meeting to be able to display the image.

Adding an image

You can add an image to the list by right-clicking in the list and choosing the **Add** option. Next you select an image on your computer and you click **Open** to add the image to the list.

Activating an image

To display an image on the screen you must activate it. Before you activate an image, you can set some options. This determines how the image appears on the screen and if any part of the background is visible, in which color it should be displayed. For the position of the image you can choose from the following possibilities:

Fill The image is scaled to fit the shortest side exactly on the screen. The longest side is proportionally scaled down and cut off as needed.

Fit The image is scaled so that the longest side fits exactly on the screen. The shortest side is proportionally scaled and, if necessary, the background remains visible.

Stretch The image is scaled to fit precisely. This does not take into account the proportions of the image.

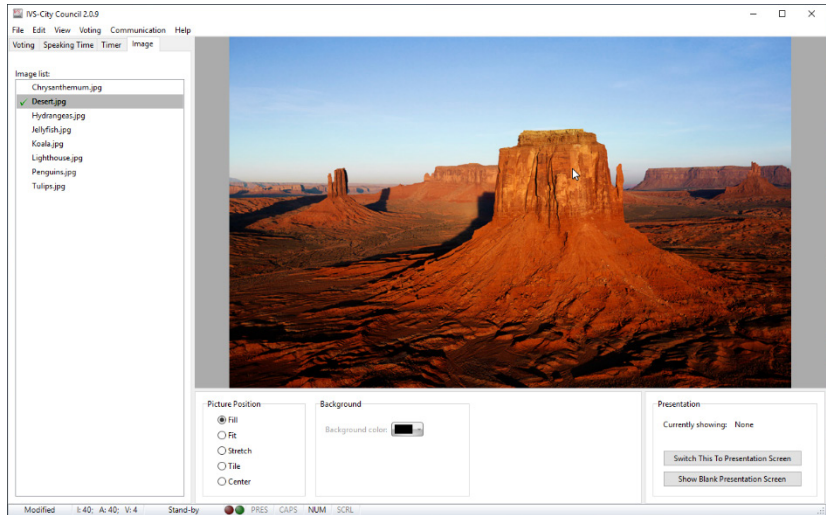
Tile The image is positioned at the top left corner of the screen. When the image does not fill the entire screen, it will be repeated both horizontally and vertically until the entire screen is covered.

Center The image is positioned in the middle of the screen. When the image is smaller than the screen, the background will remain visible. When the image is bigger than the screen, only the center part of the image will be displayed.

If you choose the **Fit** or **Center** option, a portion of the background may remain visible. You can use the **Background Color** option to change the background's color.

After setting the correct options, you can activate an image by double-clicking the image in the list of images.

An image can be displayed, for example as a holding slide



Showing an empty presentation screen

Instead of a holding slide, it is also possible to display an empty presentation screen. This can be useful, for example, when you need to make adjustments in the edit screen that cannot be displayed directly on the presentation screen. When you click the **Show Blank Presentation Screen** button at the bottom right, the screen turns black. When you click this button again, the original screen will be displayed again.

Connecting the network

To vote on the various proposals, you use the Base Station, that needs to be connected to the computer, and a number of keypads, that must be initialized by the Base Station. The Base Station and the keypads together form the voting network.

The keypad is used to have the audience cast their votes. Each participant receives one keypad to do so. There are 10 or 11 keys on the keypad that allow the audience to make a choice. The LCD screen displays the choice that is made. To correct the choice made, the keypad has a correction key. On RF-I and Lite keypads this is the red key. On RF-II keypads it is the red C-key. On both RF-I and RF-II keypads you find this key on the left side of the keypad. On Lite keypads you find this key to the left of the LCD screen.

On the RF-II keypad, there are two scroll keys and an enter key just below the LCD screen. These keys are not used.

All keypads have a built-in wireless transmitter and receiver that are used to communicate with the Base Station. The Base Station controls the keypads to open and close a voting and to activate only those keys that are relevant for the voting. Furthermore, the Base Station receives the information from the keypads during a voting. These are processed and transferred to the IVS-City Council, so that the voting box of each council member can change color. An RF-I or RF-II Base Station can control up to 1,000 keypads and a Lite Base Station can control up to 250 keypads.

The keylock

To be able to use the voting network, you need a license for IVS-City Council. This license determines how many keypads you can use. You will receive one license free of charge with the software. This allows you to use a maximum of 5 keypads. For all other licenses, you need to connect a so-called keylock to the computer. Depending on the keylock you use, you get a license for a maximum of 250 keypads or for a maximum of 4,000 keypads.

**Keylock for
connecting to
the USB port**



The keylock should be connected to a USB port of the computer.

Charging the keypads

To be able to operate completely wirelessly, the keypads are equipped with a battery. Depending on the type of keypad, this is either a rechargeable NiMH-battery, or two normal AA-type batteries.

The RF-I and RF-II keypads are equipped with a rechargeable battery. These keypads come in a charging case, that cannot only be used to transport the keypads, but also to charge the battery. To charge the keypads, you place them in the charging case with the charging contacts facing down and then switch on the case by connecting it to the AC power.

The Lite keypads are equipped with two normal AA-type batteries. These batteries do not need to be charged. The keypads are therefore delivered in a case intended for transport only.

RF-I keypads

When the case is switched on, the keypad's battery status is indicated by an LED. When charging the battery the LED blinks red. When the battery is fully charged the LED lights continuously red.

It takes about two hours to fully charge the battery. After that, the keypad can be used for about eight hours.

The moment the keypad is taken from the case, it switches itself on. A keypad stays switched on until it is put back into the case to be charged, or until the battery runs empty.

RF-II keypads

When the case is switched on, the keypad's battery capacity is indicated by an LED. When the battery is less than 40% charged, the LED lights continuously red. When it is charged between 40% and 70% the LED will blink red. When the battery is more than 70% charged, the LED will blink green. When fully charged, the LED lights continuously green.

It takes about five hours to fully charge the battery. After that, the RF-II keypad can be used for approximately 20 hours.

The moment the keypad is taken from the case, it switches itself on. A keypad stays switched on until it is put back into the case to be charged, or until the battery runs empty.

Lite keypads

When the keypad is equipped with a set of fully charged batteries, it can be used for approximately one year. If the batteries are empty, they must be replaced with a new set of batteries.

A Lite keypad is normally switched off and is only switched on when a key is pressed.

Connecting the Base Station

The Base Station has to be connected to one of the computer's USB ports. Always use the USB cable that comes with the system. An RF-I or RF-II Base Station also has to be connected to the AC power using the supplied adapter. When connected to the power, a red LED lights at the front side of the Base Station. A Lite Base Station is powered by the USB bus, so there is no need for a separate power adapter. When the computer is switched on, a red LED lights at the front side of the Lite Base Station.

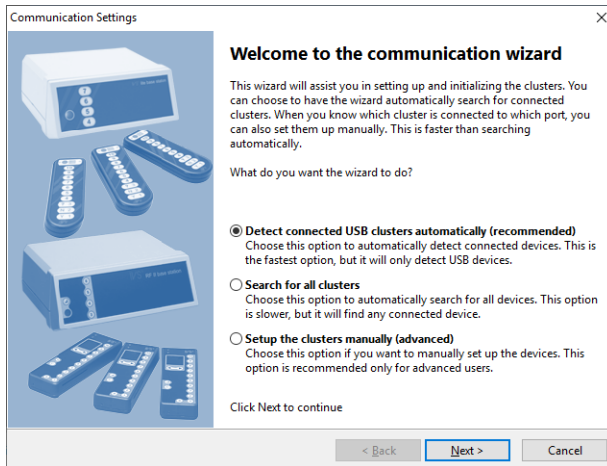
When the Base Station is connected to the computer for the first time, you have to install the device drivers. Please refer to the separately supplied "Supplement connecting USB Base Station" booklet.

To achieve the best communication with the keypads, do not place the Base Station too close to computers or other devices, or in the neighborhood of cables. If you need the Base Station in a large room we advise you to place it on a tripod in the front or in the back of the room with the front of the Base Station facing the audience.

Communication with the Base Station

When the Base Station is connected to the computer and, when necessary, to the AC power and the device drivers are installed, IVS-City Council can communicate with the Base Station. To establish this communication, you choose the **Settings** option from the **Communication** menu. A dialog window for setting up the communication appears.

The dialog window for setting up the Base Station guides you through the settings in a few easy steps



Searching for clusters

By installing the device drivers for the Base Station, your computer gets an extra serial port. This port is used to communicate with the Base Station. In the *Communication settings* dialog window, you

are about to see an overview of all serial ports available on your computer, with a maximum of sixteen ports. For each of these ports you can indicate if a Base Station is connected to it or not.

You can manually indicate on which ports a Base Station has been connected, but you can also have the wizard automatically detect which ports have a Base Station connected and what type of Base Station this is.

If you choose **Detect connected USB clusters automatically (recommended)**, the wizard retrieves the information about the connected clusters from the Windows device manager. This is the fastest method to detect the clusters, but it only works to detect the most common USB-connected clusters.

If you choose the **Search for all clusters** option, the next step is that the wizard will check each port to see which cluster is connected to it. This method is a lot slower, but it also detects the less common clusters connected to the serial port.

If you choose for the **Setup the clusters manually (advanced)** option, automatic searching is skipped.

Click **Next** to start the automatic searching of the clusters, or to manually select the clusters.

Selecting the clusters

For each of the available serial ports, you have to indicate whether a cluster is connected to this port, and if yes, which type of cluster. If you had the clusters detect automatically, the correct clusters are already filled in for the appropriate serial ports.

The automatically detected clusters are already selected

Communication Settings

Which clusters do you want to initialize?
Select the clusters that you want to use. You can use a maximum of 1 clusters, each connected to its own COM port.

COM4: Lite Base Station

These clusters were automatically detected. Click Next to continue.

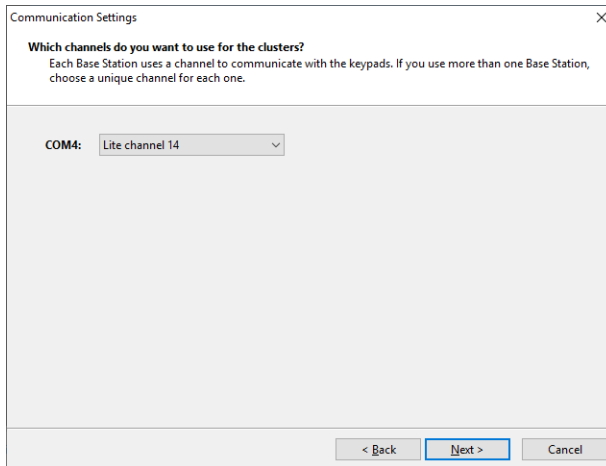
< Back Next > Cancel

For each of the available serial ports you select which type of cluster is connected to it. If no cluster is connected to a serial port, select 'None'. After having selected the correct clusters, you click "Next" to continue.

Selecting channels

To be able to communicate over a wireless connection, the Base Station uses one of the available channels. Because multiple channels are available, multiple Base Stations can be used together, without them interfering with each other. If two Base Stations are in each other's vicinity and they both use the same channel, they will interfere with each other, which causes a very bad wireless connection with the keypads.

Select a channel that the Base Station uses to communicate with the keypads



In the *Communication settings* dialog box you see an overview of all serial ports to which a Base Station is connected. For each of these ports you can indicate which channel the Base Station should use to communicate with the keypads.

If you use only one Base Station, it does not matter which channel you choose for communication. However, if you use multiple Base Stations, or if there is an active Base Station in a room nearby, you have to select a unique channel for each Base Station.

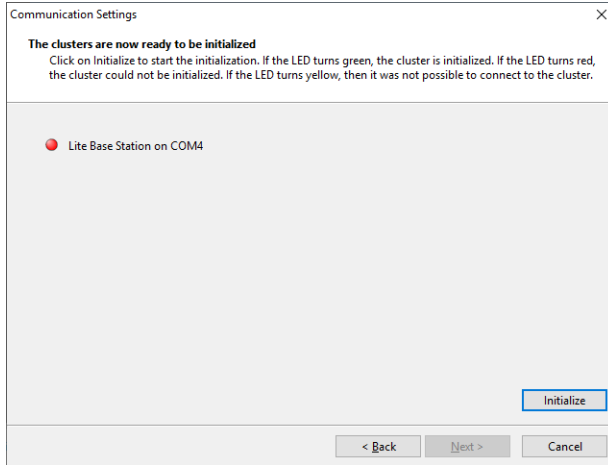
If you use an RF-I or RF-II Base Station, you can choose from four different channels. You can therefore also use a maximum of four Base Stations at the same time. If you use a Lite Base Station, you can choose from 51 different channels. Although it is theoretically possible to use a maximum of 51 Base Stations, in practice you cannot use more than sixteen Base Stations, because the software cannot select more than sixteen ports.

After you have set the channel, click the **Next** button to continue.

Initializing the clusters

After having selected the appropriate serial port and having set the channel, the Base Station can be initialized. During initialization, IVS-City Council checks whether it can communicate with the Base Station on the indicated serial port. If communication succeeds, the Base Station is set to the selected channel.

The connected Base Station can be initialized

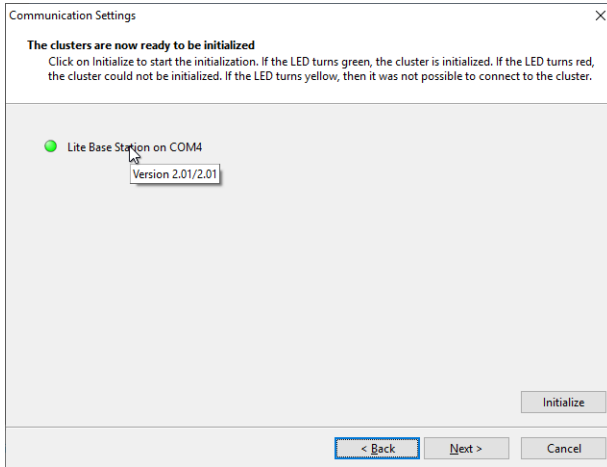


In the *Communication settings* dialog window you see an overview of all serial ports to which a Base Station is connected. The status of the Base Station is indicated by means of an LED. A red LED indicates that the Base Station hasn't been initialized yet. A dark red LED indicates communication with the Base Station. A green LED indicates that the Base Station has been successfully initialized. A yellow LED indicates that the selected serial port could not be used for communication. If that is the case, check to see whether other software that is running on your computer, might keep the serial port busy and close this software, or select a different serial port to connect the Base Station to. Refer to the separate "Supplement connecting USB RF II Base Station" on how to do this.

To initialize the Base Station, click the **Initialize** button. When the Base Station has been initialized, this is indicated by a bright green LED. If the LED stays red, click the **Previous** button to check the settings. Also check whether the Base Station is connected to the AC power and if it is correctly connected to the USB port of the computer and if the device drivers are installed.

After the Base Station has been successfully initialized, you can check the version of the Base Station, if necessary. To do this, move the mouse over the text behind the green LED. A little window appears showing the version number of the Base Station. This version number consists of two parts. The first part indicates the version of that part of the Base Station that communicates with the computer. The second part indicates the version of that part that communicates with the keypads.

The connected Base Station has been initialized



After having initialized the Base Station, click the **Next** button to continue.

Keypad functionality

There are three types of Base Station: the RF-I Base Station, the RF-II Base Station and the Lite Base Station. There are also three types of keypad: the RF-I keypad, the RF-II keypad and the Lite keypad. The RF-I keypad and the RF-II keypad can be used by both the RF-I Base Station and the RF-II Base Station. The Lite keypad can only be used by the Lite Base Station.

RF-I Base Station

If you use an RF-I Base Station, there is no need to choose the keypad functionality. RF-I functionality is automatically selected. You can use both RF-I and RF-II keypads, but you cannot use the extra features of the RF-II keypad.

RF-II Base Station

If you use a RF-II Base Station, you can choose which keypad functionality you are going to use. This keypad functionality determines whether you can both use RF-I and RF-II keypads, or that you can only use RF-II keypads.

Lite Base Station

If you use a Lite Base Station, there is also no need to choose the keypad functionality. You can only use the Lite keypads.

If you are using an RF-II Base Station, you can choose the keypad functionality

Communication Settings

What keypad functionality do you want to use?
You are using one or more RF-II Base Stations. You can choose which functionality you want to use.

RF-I functionality
Choose this option if you are going to use RF-I keypads, or if you are going to use a mixed set of both RF-I and RF-II keypads. Both keypad types will behave exactly the same.

RF-II functionality (recommended)
Choose this option if you are only going to use RF-II keypads. This allows you to use the extended functionality of the RF-II keypads. Any RF-I keypads you might have cannot be initialized.

< Back Next > Cancel

If you are only going to use RF-I keypads, you choose **RF-I functionality**. If you are going to use both RF-I and RF-II keypads, you also choose **RF-I functionality**. If you are only going to use RF-II keypads, you choose **RF-II functionality**.

After having chosen the functionality, you click the **Next** button to continue.

Initializing keypads

Keypads have to be initialized before the Base Station can communicate with them. During initialization the keypad will be set to the same channel as to which the Base Station was set.

Only when you use an RF-II Base Station and you chose to use **RF-II functionality**, you can indicate which keypads need to be initialized.

An RF-II Base Station can initialize both keypads that are outside the case and keypads that are still inside the case

Communication Settings

Which keypads do you want to initialize?
You can choose to only initialize keypads that are outside the charging case, inside the charging case, or both.

Initialize keypads outside charging case (recommended)
Choose this option to only initialize keypads that are outside the charging case.

Initialize keypads inside charging case
Choose this option to only initialize keypads that are inside the charging case. The charging case must be unplugged and you must initialize the keypads within ten minutes after unplugging the case.

Initialize both inside and outside charging case
Choose this option to initialize keypads that are either inside or outside the charging case. If the keypads are inside the charging case, it must be unplugged and you must initialize the keypads within ten minutes after unplugging it.

< Back Next > Cancel

Initialize keypads outside charging case (recommended) If you start initializing the keypads, only keypads that were taken from the charging case will be initialized. This option is recommended, because with this option the keypads can always be initialized.

Initialize keypads inside charging case With this option, only the keypads that are still inside the charging case will be initialized. The only condition is that the charging case cannot be connected to the mains anymore. After disconnecting the case from the mains, the keypads can be initialized for a period of ten minutes. After that, the keypads can no longer be initialized.

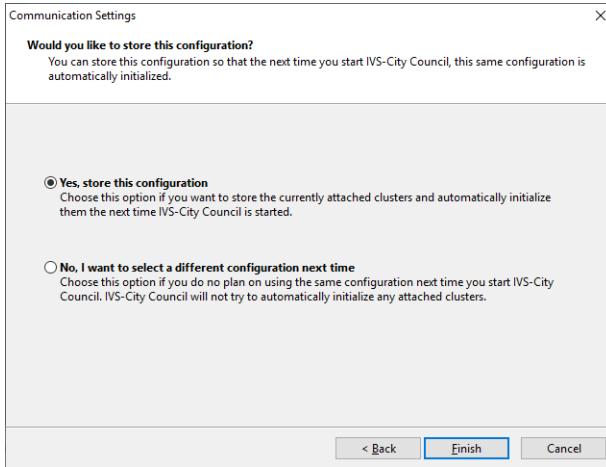
Initialize both inside and outside charging case This option initializes all keypads, whether they are still inside the case, or were taken from the case. Keypads that are still in the charging case can only be initialized when the case is no longer connected to the mains. After disconnecting the case from the mains, the keypads can be initialized for a period of ten minutes. After that, the keypads can no longer be initialized.

After having indicated which keypads you want to initialize, click the **Next** button to continue.

Storing the configuration

Now that the Base Station has been set up and initialized, you can store this configuration. Every time you start IVS-City Council, it will try to initialize the Base Station with these same settings.

You can have IVS-City Council automatically initialize the Base Station when starting the program



Yes, store this configuration If you start IVS-City Council, it tries to initialize the Base Station on the same serial port and with the same channel you just configured.

No, I want to select a different configuration next time When you select this option, IVS-City Council does not try to initialize the cluster during startup. Select this option if you often use IVS-City Council without any Base Stations connected, for example, when you are only preparing meetings.

After having selected the desired option, click the **Finish** button to finish the setup of the Base Station.

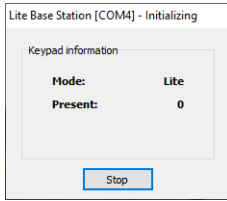
Initializing the keypads

After the Base Station has been set up and initialized, you have to initialize the keypads. During initialization, all available keypads will report themselves to the Base Station. The Base Station numbers the keypads and sets them to the same channel the Base Station was set to.

If you are using RF-II keypads, you can see when a keypad is initialized. In that case, you can see the IVS® logo in the LCD screen. When using RF-I keypads or Lite keypads, you cannot see whether a keypad is initialized or not.

To initialize the keypads, select the **Initialize all keypads** option from the **Communication** menu.

The operating mode and the number of initialized keypads is displayed in the initialization dialog



During initialization of the keypads the initialization dialog is shown. It shows in which mode the Base Station is currently operating and the number of keypads already initialized by the Base Station. When the number of keypads changes, it will be displayed in red. If it stays the same for more than a second, it is displayed in blue. When the number of keypads has reached the maximum license, it is displayed in purple.

RF-I keypads

If you use RF-I keypads, you have to take them out of the charging case before they can be initialized. As soon as a keypad has been initialized, you will see that the counter in the initialization window is increased by one.

RF-II keypads

If you use RF-II keypads, you have to take them out of the charging case before they can be initialized. As soon as a keypad has been initialized, you will see that the IVS® logo appears in the LCD screen. In the initialization window you will see that the counter is increased by one.

Lite keypads

When using Lite keypads, you first have to switch them on before they can be initialized. You can switch on a Lite keypad by pressing a random key. The key you pressed appears in the LCD screen. The keypad will then try to find a Base Station. If it finds a Base Station, the red LED lights. The keypad then waits until the Base Station confirms that it has found a keypad. When the keypad receives this confirmation, the green LED lights shortly and the number disappears from the LCD screen. The keypad has now been successfully initialized and the counter in the initialization window is increased by one.

If you are initializing keypads and the number stops at 5, although you took more keypads out of the case, check whether you connected your keylock. Also see "The keylock" on page 34.

After all keypads have been initialized, click the **Stop** button in the initialization dialog.

Saving a list with initialized keypads

When all keypads have been initialized, the Base Station maintains a list of the keypads it initialized. This list is also stored on your computer by default. In the unlikely event that the Base Station would get disconnected from the mains, this list can be restored in the Base Station. This prevents you from having to put all keypads back in the charging cases and having to initialize them again.

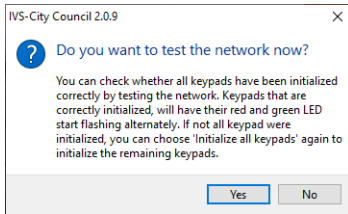
You can also save the list of keypads yourself, allowing you to choose a file name and a location where you want to save the list. This can be useful if you want to take the list to another computer. To save the list, select **Save initialized keypads** in the **Communication** menu.

Testing the network

After initializing the keypads and saving the list of initialized keypads, you can test the RF-I and RF-II keypads. During this test the Base Station continuously sends messages to the keypads. The keypads show that they receive the messages by alternately lighting their red and green LED respectively. Because Lite keypads are switched off by default, and are only switched on when a key is pressed, they cannot be tested.

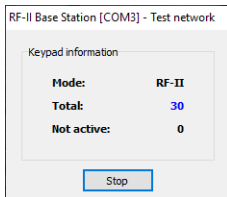
After initializing the keypads, you are asked whether you want to test the network. If you only use Lite keypads, this question is skipped, because Lite keypads cannot be tested.

After initializing the keypads, the network can be tested



Always respond with **Yes** to this question to see if the keypads function correctly.

In the Test network dialog you can see how many keypads are not active



During the testing of the keypads, the *Test network* dialog is displayed. It shows the mode the Base Station is currently operating in, how many keypads have been initialized by the Base Station and how many keypads do not respond to messages from the Base Station.

To stop the testing of the network, click on the Stop button in the Test network dialog. The keypads are now ready to vote.

Settings

Many settings of the software can be customized. For example, you can customize the font for all the texts displayed on the screen. You can also adjust the position where these texts appear on the screen.

You can access the settings by selecting the **Settings** option in the **Edit** menu.

A window will appear in which you can customize the settings. You can customize the settings of three of the four components in IVS-City Council. These are **Voting**, **Speaking Time** and **Timer**. The **Image** component doesn't have settings that you can customize. The last option allows you to customize the software's user interface and indicate whether and how frequently it should check for updates.

Voting

Using the **Voting** tab, you can customize the settings of the **Voting** component.

The settings of the Voting component

The screenshot shows the 'Settings' dialog box with the 'Voting' tab selected. The dialog has a title bar with a close button and a tabbed interface with the following tabs: 'Voting', 'Speaking Time', 'Timer', 'Timer List', 'User Interface', and 'Updates'. The 'Voting' tab is active and contains the following settings:

- Question**
 - Left: 40
 - Width: 1200
 - Font: Arial
 - Top: 10
 - Height: 90
 - Size: 28
 - Buttons: B, I, U, S, and a color selection box.
- Vote box**
 - Margins**
 - Left margin: 40
 - Right margin: 40
 - Top margin: 125
 - Bottom margin: 60
 - Size & Spacing**
 - Width: 160
 - Height: 75
 - Horizontal spacing: 11
 - Vertical spacing: 8
 - Political party name**
 - Font: Arial
 - Size: 18
 - Buttons: B, I, U, S, and a color selection box.
 - Participant name**
 - Font: Arial
 - Size: 14
 - Buttons: B, I, U, S, and a color selection box.
 - Colors**
 - Yes: Green
 - No: Red
 - Abstain: Yellow
 - Absent: Grey
 - Anonymous: Orange
- Totals**
 - Left: 40
 - Width: 1200
 - Font: Arial
 - Top: 760
 - Height: 30
 - Size: 18
 - Buttons: B, I, U, S, and a color selection box.
 - Precision of percentages in decimals: 2

At the bottom of the dialog, there are four buttons: 'Set as Default...', 'OK', 'Cancel', and 'Apply'.

The screen for the **Voting** component consist of three parts: the question text, the voting boxes and the text for the totals. Likewise, the settings dialog is separated into three parts as well.

Question

You can customize the position of the question text on the screen. **Left** determines how far the question text is displayed from the left side of the screen and **Top** determines how far the question text is displayed from the top of the screen. **Width** determines the maximum length of the text lines and **Height** how many lines will fit under each other. **Font** allows you to set the font, size, and color of the text, and whether the text should be bold, italic, underlined or whether it should have a shadow.

Vote box

The participants' voting boxes are automatically divided into rows and columns. Here you can set the size of the boxes and how much space is required between the different boxes. **Left margin** determines how far the left column of boxes is displayed from the left side of the screen. **Right margin** determines how much space should remain after the last column of boxes. **Top margin** determines how far the first row of boxes is displayed from the top of the screen. **Bottom margin** determines how much space must remain under the last row with boxes.

The size of the voting boxes can also be set. At **Width** you specify how wide a voting box should be, and at **Height**, how high a voting box should be. **Horizontal spacing** determines how much space should remain between two columns of voting boxes, and **Vertical Space** determines how much space should remain between two rows.

The party name is displayed on the first line in a voting box, and the participant name in the following lines. For both of them you can indicate whether you want to display them, and you can set the font for each of them separately.

Finally, you can set the colors that a voting box gets during or after voting. You can set the colors for when someone votes **In favor**, **Against**, or **Abstain**. At **Absent** you can set the color of the voting box of participants that are not present. And at **Anonymous**, you can set the color that everyone gets, regardless what they are voting, when the result display is set to **Progress only**.

Totals

As with the question text, you can also set the screen position for the text that displays the totals. The options are the same as for **Question**. When the totals are displayed as a percentage, you can specify the number of decimal places at **Precision of percentages in decimals**.

Speaking time

Using the **Speaking time** tab, you can customize the settings of the **Speaking time** component. This tab is only shown when the user interface mode was set to the advanced interface.

The settings for the Speaking Time component

Settings

Voting Speaking Time Timer Timer List User Interface Updates

Vote Text

Left: 40 Width: 1200 Font: Arial

Top: 10 Height: 90 Size: 28 **B** *I* U **S**

Speaker Name

Margins

Left margin: 40

Right margin: 40

Top margin: 125

Bottom margin: 10

Size & Spacing

Width: 0

Height: 0

Horizontal spacing: 10

Vertical spacing: 10

Text

Font: Arial Size: 24 **B** *I* U **S**

Set as Default... OK Cancel Apply

Vote text

You can customize the position of the vote text on the screen. This is the text that appears on the screen as soon as the request for speaking time is started. **Left** determines how far the vote text is displayed from the left side of the screen and **Top** determines how far the question text is displayed from the top of the screen. **Width** determines the maximum length of the text lines and **Height** how many lines will fit under each other. **Font** allows you to set the font, size, and color of the text, and whether the text should be bold, italic, underlined or whether it should have a shadow.

Speaker name

The names of the speakers are automatically divided into rows and columns. Here you can set the size of the boxes and how much space is required between the different boxes. **Left margin** determines how far the left column with names is displayed from the left side of the screen. **Right margin** determines how much space should remain after the last column with names. **Top margin** determines how far the first row with names is displayed from the top of the screen. **Bottom margin** determines how much space must remain under the last row with names.

The size of the name boxes can also be set. At **Width** you specify how wide a box should be, and at **Height**, how high a box should be. If you set either the **Width** or **Height** to 0, then the width or height is determined automatically. In that case, the width depends on the longest name, and the height depends on the chosen font, and the number of lines the text occupies. **Horizontal spacing**

determines how much space should remain between two columns of names, and **Vertical Space** determines how much space should remain between two rows.

Finally, you can set the font used to display the names on the screen.

Timer

Using the **Timer** tab, you can customize the settings of the **Timer** component.

The settings of the Timer component

The screenshot shows the 'Settings' dialog box with the 'Timer' tab selected. The dialog is divided into three main sections: 'Current Speaker', 'Next Speaker', and 'Timer'. Each section has a 'Text' area with font settings and a 'Show Speaker Text' checkbox. The 'Current Speaker' section has 'Left' at 40, 'Top' at 55, 'Horizontal offset' at 0, 'Vertical offset' at -30, 'Text' set to 'Current Speaker', and 'Font reduction' at 42. The 'Next Speaker' section has 'Left' at 40, 'Top' at 720, 'Horizontal offset' at 0, 'Vertical offset' at -30, 'Text' set to 'Next Speaker', and 'Font reduction' at 50. The 'Timer' section has 'Text' with 'Font' set to Arial and 'Size' set to 200, and 'Position' with 'Left' and 'Top' both set to -1. There are also 'Warning time' (orange) and 'Excess time' (red) color pickers. At the bottom, there are buttons for 'Set as Default...', 'OK', 'Cancel', and 'Apply'.

The screen for the Timer component consists of three parts: the timer itself, the name of the current speaker and the name of the next speaker. For each of these three parts you can customize the settings.

Current speaker

For the current speaker, you can customize the position on the screen and the font. You can also indicate whether the text "Current speaker:" should be displayed, and if so, where it should be displayed.

Left determines how far the text is displayed from the left side of the screen and **Top** determines how far the text is displayed from the top of the screen. With the **Show Speaker Name** option, you determine whether the text "Current speaker:" should be displayed. **Horizontal offset** determines how far to the left or to the right this text should be displayed, relative to the speaker name,

whose position you determined with **Left**. A positive value moves the text to the right, a negative value to the left. **Vertical offset** determines how far to the top or to the bottom this text should be displayed, relative to the speaker name, whose position you determined with **Top**. A positive value moves the text down, a negative value moves the text up. At **Text** you can enter the text that should be displayed. Font reduction determines whether this text's font should be displayed smaller compared to the speaker's name. Here you enter the percentage at which the font should be displayed.

Finally, you can customize the font that is used to display the current speaker's name.

Next speaker

For the next speaker you can also customize the position and font. The options are the same as for the **Current speaker**.

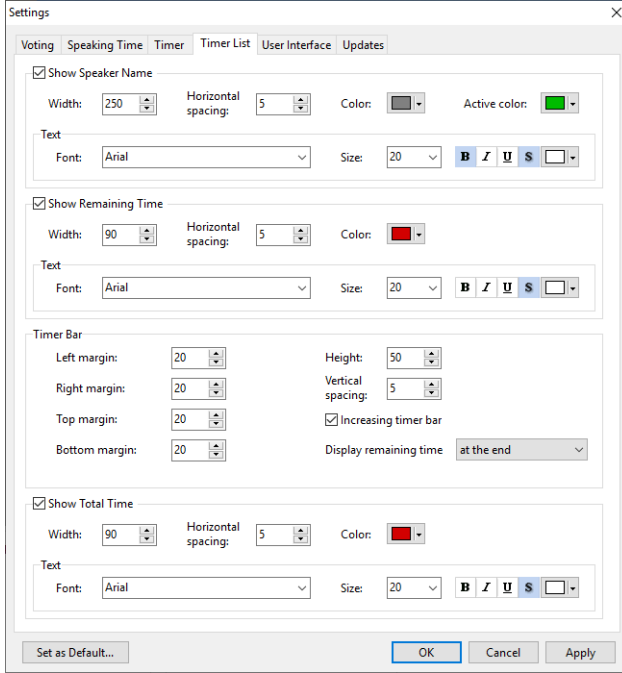
Timer

The font used for the timer can also be customized. The color you set for the font is the color with which the timer begins. You can set two other colors. At **Warning time**, you set the color the timer is displayed in when it has reached a certain minimum time. **Excess time** determines the color that the timer is displayed in when the preset time has elapsed. The timer then starts to count up again. The timer's position is adjustable. By default, both **Left** and **Top** are set to -1, which means that the timer appears in the center of the screen.

Timer list

If you display the timer in the form of a timer list, you can change the settings of the **Timer list** using the **Timer list** tab.

The settings of the Timer component, when it is displayed in the form of a timer list



In the timer list, all speakers are listed below each other. Each line displays the speaker's name, a timer bar, the total speaking time and the remaining speaking time. The timer bar for this speaker is always displayed. You can set which of the other options are displayed.

Speaker Name

If you want to display the name of the speaker, enable the **Show Speaker Name** option. Under **Width** you set the width of the box in which the name is displayed. **Horizontal spacing** determines the spacing between this box and the next box. With **Color** you can set the background color of the box and with **Active color** you can set the background color for the box of the current speaker.

With **Text** you can set the font in which the name of the speaker is displayed.

Remaining Time

If you want to display the remaining time of the speaker, enable the **Display Remaining Time** option. Here, too, you can set the width of the box and the horizontal spacing, the background color of the box and the font of the text.

Timer Bar

These options determine the settings of the entire line used for one speaker. With **Left margin** and **Right margin** you set how far the timer bar is displayed from the left side of the screen and from

the right side of the screen. **Top Margin** determines how far from the top of the screen the first line is displayed. **Bottom margin** determines the minimum amount of space that must remain at the bottom of the screen. Together with the **Height** and the **Vertical spacing**, the **Bottom margin** determines how many lines will fit on the screen.

Under **Height** you set the height of one line and under **Vertical spacing** you set the space that should be kept between two lines.

If you enable the **Increasing timer bar** option, the Timer Bar will start completely empty and will continue to increase during the speaker's speaking time. If this option is not enabled, the timer bar will start completely full and will continue to decrease during the speaking time. When the speaking time has fully expired, the timer bar will start moving in the opposite direction again.

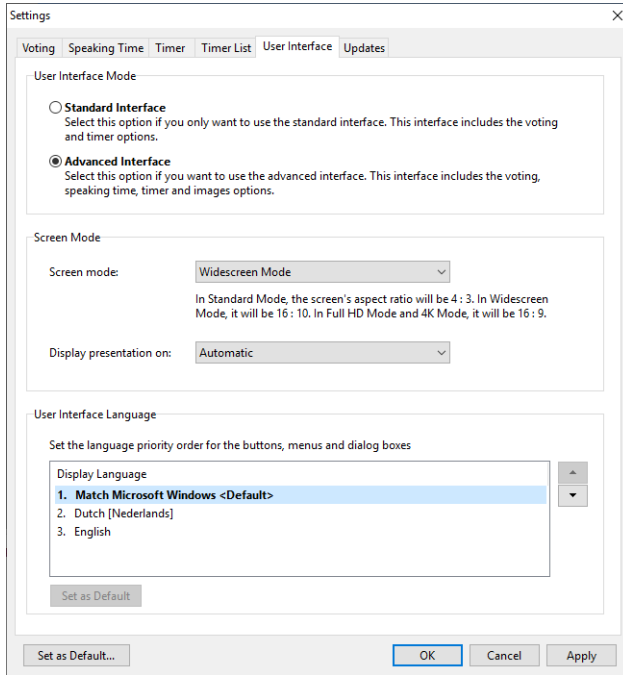
The **Display remaining time** option determines on which side of the timer bar the speaker's remaining time is displayed. If you choose **at the beginning**, the remaining time is displayed on the side where the timer bar starts to run. For an increasing timer bar, this is on the left side of the screen, for a decreasing timer bar, it is on the right side of the screen. If you choose **at the end**, the remaining time is displayed on the side where the timer bar ends. The total speaking time is always displayed on the other side of the timer bar as where the remaining time is displayed.

Total Time

If you want to display the speaker's total speaking time, enable the **Show Total Time** option. Here, too, you can set the width of the box and the horizontal spacing, the background color of the box and the font of the text.

User Interface

Using the **User Interface** tab, you can set whether you want to use the standard or advanced interface, whether the screen is displayed in standard, wide screen or Full HD mode and which language you want to use for the user interface.



User Interface Mode

You can set the User Interface Mode to either standard or advanced. If you choose the **Standard** mode, only the **Voting** and **Timer** component are shown. If you choose the **Advanced** mode, the **Speaking Time** and **Image components** will also be shown.

Screen Mode

The screen mode determines the aspect ratio the preview screen uses. If you select **Standard Mode**, the aspect ratio of the preview screen will be 4:3 and the default size will be 1,024 by 768 pixels. If you select **Widescreen Mode**, the screen aspect ratio will be 16:10 and the default size will be 1,280 by 800 pixels. If you select the **Full HD Mode**, the screen aspect ratio will be 16:9 and the default size will be 1,920 by 1,080 pixels.

The presentation screen is always displayed using the monitor's full resolution, regardless of the screen mode settings. When necessary, the screen will be scaled to a higher or lower resolution, and also be stretched or compressed to match the monitor's resolution.

Using **Display presentation on**, you can indicate on which monitor the presentation screen should be displayed. If you choose **Automatic**, then the presentation screen will be displayed on the first available non-primary monitor. When only one monitor is available, the presentation screen

will be displayed on the primary monitor. Note that in this case, operation of the software is nearly impossible.

If you choose **Primary monitor**, the presentation screen is always displayed on the primary monitor. To be able to control the software, you have to move the main screen to one of the other available monitors, before you display the presentation screen.

If your computer has multiple monitors, you can also choose the name of one of the other monitors. The presentation will then be displayed on this monitor. In order to continue operating the software, you have to move the main window to one of the other available monitors before displaying the presentation screen.

User Interface Language

The software is currently available in German, English, French and Dutch. During installation, one of these four languages will be installed. In order to use the software in multiple languages, you can install additional language packs.

The **Display Language** lists the available languages. The software is displayed in the language listed at the top of this list. The buttons to the right of this list allow you to move the selected language one position up or down. By clicking the **Set as Default** button, you can place the selected language directly at the top of the list.

If you set the display language to **Match Microsoft Windows**, the software will be displayed in the same language as Windows, provided that this language is available. If the same language is not available, the software will be displayed in the next available language from this list.

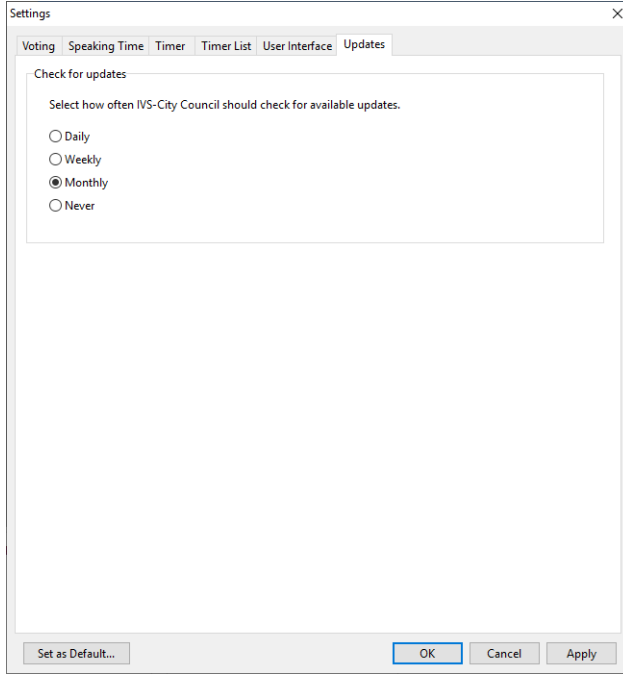
The language setting is a global setting. This applies not only to IVS-City Council, but also to other IVS software that offers the ability to customize the language of the user interface.

After changing the language, restart the software so that it can be displayed in the selected language.

Updates

Using the **Updates** tab, you can set whether IVS-City Council needs to check for available updates, and if so, how often this check should take place.

Setting the check for updates



Set as default

The settings you modified only apply to the meeting you are currently creating or going to create. You can also set these settings as default, so they can also be used for any subsequent meeting. To do this, click the **Set as Default** button.

