



Legislative Control System User Guide

Version 3.0

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You've made a great choice. We expect you will be very happy with your purchase of Ross Technology.

Our mission is to:

1. Provide a Superior Customer Experience
 - offer the best product quality and support
2. Make Cool Practical Technology
 - develop great products that customers love

Ross has become well known for the Ross Video Code of Ethics. It guides our interactions and empowers our employees. I hope you enjoy reading it below.

If anything at all with your Ross experience does not live up to your expectations be sure to reach out to us at solutions@rossvideo.com.



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Ross Video Code of Ethics

Any company is the sum total of the people that make things happen. At Ross, our employees are a special group. Our employees truly care about doing a great job and delivering a high quality customer experience every day. This code of ethics hangs on the wall of all Ross Video locations to guide our behavior:

1. We will always act in our customers' best interest.
2. We will do our best to understand our customers' requirements.
3. We will not ship crap.
4. We will be great to work with.
5. We will do something extra for our customers, as an apology, when something big goes wrong and it's our fault.
6. We will keep our promises.
7. We will treat the competition with respect.
8. We will cooperate with and help other friendly companies.
9. We will go above and beyond in times of crisis. *If there's no one to authorize the required action in times of company or customer crisis - do what you know in your heart is right. (You may rent helicopters if necessary.)*

Legislative Control System User Guide

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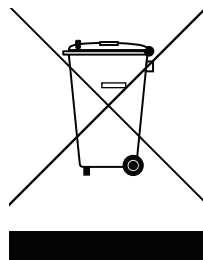
Ross Video products are protected by patent numbers US 7,034,886; US 7,508,455; US 7,602,446; US 7,802,802 B2; US 7,834,886; US 7,914,332; US 8,307,284; US 8,407,374 B2; US 8,499,019 B2; US 8,519,949 B2; US 8,743,292 B2; GB 2,419,119 B; GB 2,447,380 B. Other patents pending.

Environmental Information

The equipment that you purchased required the extraction and use of natural resources for its production. It may contain hazardous substances that could impact health and the environment.

To avoid the potential release of those substances into the environment and to diminish the need for the extraction of natural resources, Ross Video encourages you to use the appropriate take-back systems. These systems will reuse or recycle most of the materials from your end-of-life equipment in an environmentally friendly and health conscious manner.

The crossed-out wheeled bin symbol invites you to use these systems.



If you need more information on the collection, reuse, and recycling systems, please contact your local or regional waste administration.

You can also contact Ross Video for more information on the environmental performances of our products.

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Introduction

This chapter contains the following sections:

- “**Overview**” on page 1–1
- “**Documentation Conventions**” on page 1–1
- “**Contacting Technical Support**” on page 1–2

Overview

This user guide provides an overview and detailed operational procedures for the DashBoard Legislative Control System (LCS).

The intended audience for this guide is operators who use the LCS to produce video coverage of legislative events. For information about installing and configuring the LCS, see the *LCS Commissioning Guide (4500DR-002-xx)*.

Documentation Conventions

Special text formats are used in this guide to identify parts of the user interface, text that a user must enter, or a sequence of menus and submenus that must be followed to reach a particular command.

Interface Elements

Bold text is used to identify a user interface element such as a dialog box, menu item, or button. For example:

In the **Media Manager Client**, tap **Channel 1** in the **Channels** section.

Touch-Screen Support

This guide assumes you are using a touch-screen. The guide includes instructions to tap user interface elements. If you are using a mouse instead of a touch screen, click the mouse instead of tapping.

User Entered Text

Courier text is used to identify text that a user must enter. For example:

In the **File Name** box, enter `Channel01.property`.

Referenced Guides

Italic text is used to identify the titles of referenced guides, manuals, or documents. For example:

DashBoard Server and User Rights Management User's Guide

Menu Sequences

Menu arrows are used in procedures to identify a sequence of menu items that you must follow. For example, if a step reads “**Server > Save As,**” you would tap the **Server** menu and then tap **Save As**.

Interface Navigation

Navigation procedures assume that you are running Microsoft® Windows®. If you are running Mac® OS or Linux® Fedora®, menu names and options may differ.

Contacting Technical Support

At Ross Video, we take pride in the quality of our products, but if problems occur, help is as close as the nearest telephone.

Our 24-hour Hot Line service ensures you have access to technical expertise around the clock. After-sales service and technical support is provided directly by Ross Video personnel. During business hours (Eastern Time), technical support personnel are available by telephone. After hours and on weekends, a direct emergency technical support phone line is available. If the technical support person who is on call does not answer this line immediately, a voice message can be left and the call will be returned shortly. This team of highly trained staff is available to react to any problem and to do whatever is necessary to ensure customer satisfaction.

- **Technical Support:** (+1) 613-652-4886
- **After Hours Emergency:** (+1) 613-349-0006
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- **Website:** <http://www.rossvideo.com>

LCS Overview

Ross' Legislative Solution is designed to operate an assembly with an intuitive touch screen interface. When you tap a representative's icon, the assigned cameras focus on that position. Then you can choose from multiple preset shots to find the one that frames the subject the best, and take it to air without physically interacting with the Carbonite™ switcher. When it goes live the representative's name and information shows up on the screen, powered by XPression™ graphics.

For unassigned seating, or to make modifications to the seating plan, representatives can be assigned through a simple drop-down interface. For rooms that host multiple meetings, settings can be saved and loaded quickly to configure the room in a matter of moments, allowing you to make better use of the space.

This chapter provides an overview of the Legislative Control System (LCS), and includes the following topics:

- “**Features**” on page 2–1
- “**User Interface Overview**” on page 2–2

Features

The Legislative Control System provides a comprehensive and wide range of features.

Focus on the Production instead of the Technology

The Legislative Solution simplifies the video production process by reducing technical complexity. A single technician can produce broadcast-quality video without having to operate a switcher console or character generator. Graphics are automatically selected with the shot to ensure that the correct graphic appears every time.

Manage the Meeting Effortlessly

Configure multiple meetings for the same room and load them in moments to make the best use of the space. This can change the seat locations, who is assigned to each seat, and even the shots stored. The user interface is fully customizable to include artwork and seating plans that are as unique as your legislature, and can be optimized to fit your workflow to improve productivity. Updates to representatives, such as photographs or information, are effortless.

Fully Integrated HD Production

Ross offers a complete HD video production system comprising robotic camera mounts, the popular Carbonite production switcher, and XPression graphics. Integration with third-party PTZ cameras from Sony and Panasonic provides even more options.

Camera Options

The solution can support 3 + 1 cameras. For each mark, three cameras can be assigned to focus on that location when selected, and each can have 3 shots assigned. If one of those cameras is on air, a fourth camera is shown instead so that the system never moves the on-air camera.

Live Video in the GUI

Only Ross gives you live video in the GUI with latency as low as 33ms (one video frame). This enables the operator to stay focused and make a "clean show", and potentially reduces monitoring costs.

Works with Your Delegate System

We're proud to work with the International Roll Call and Bosch microphone systems and are committed to inter-operating with systems from other vendors as needed.

1	<p>Seat Layout — displays a photo or map of the legislature, overlaid with mark icons. Marks are targets for camera shots. A mark icon indicates the position of a representative, podium, etc. It can appear as a head shot photo or as a custom graphic.</p> <p>If a head shot photo is used, the background of the mark icon is green when that mark is in preview, and turns red when it is taken to air.</p>
2	<p>Program pane — displays the program out video.</p> <p>Use the GFX Mode button to select a graphics mode. The GFX Mode button shows the current state (Auto or Manual):</p> <ul style="list-style-type: none"> • Auto — Graphics are taken to air when the preview is taken to air. During the transition between shots, the graphic moves out, the new shot appears, and the updated graphic moves in. • Manual — Graphics are taken on or off air only when you tap the CG In/Out button. When a shot goes on air, the graphic is not present until you tap the CG In/Out button. <p>Tip: If you require rapid transitions between shots, switch to manual mode.</p> <p>Note: Graphics must be built properly to be used with the LCS. For more information, see the <i>LCS Commissioning Guide (4500DR-002-xx)</i>.</p>
3	<p>Preview pane — displays the preview shot. Tap the shot buttons below the Preview pane to select a shot. Tap the TAKE button to take the shot to air.</p> <p>If you want to adjust the position of the camera shown in the Preview pane, use the joystick panel. For more information, see “Using the Ross Video Joystick Panel” on page 3–5.</p> <p>Tip: When you take a shot to air, the Preview pane changes to show the shot that was previously on-air. To switch back to the previous shot, tap the TAKE button again.</p>
4	<p>Representative Info Area — use this area to view and edit representative information. For example, a representative may have multiple portfolios. You can choose which portfolio text populates the graphics.</p> <p>Note: Changes made in this area are temporary and do not persist for subsequent transitions.</p>
5	<p>Interface Selection Buttons — use these buttons to switch between Seat Layout view, Mark Layout view, and the configuration interface (Config).</p> <p>Tip: Use only the layout for which your LCS panel is configured. If you are unsure of which layout your LCS panel uses, tap the Seat Layout and Mark Layout buttons. The layout that shows a photo or drawing of your legislature is the correct one to use. If you switch to the other layout, you’ll notice that there is no background image.</p>

Mark Layout View

The Mark Layout view enables you to quickly select shots of representatives and take them to air. The Mark Layout view includes a preview panel plus two alternate preview panels. Up to four cameras, each with up to three shots, can be associated with each mark.

Figure 2.2 shows the Mark Layout view.

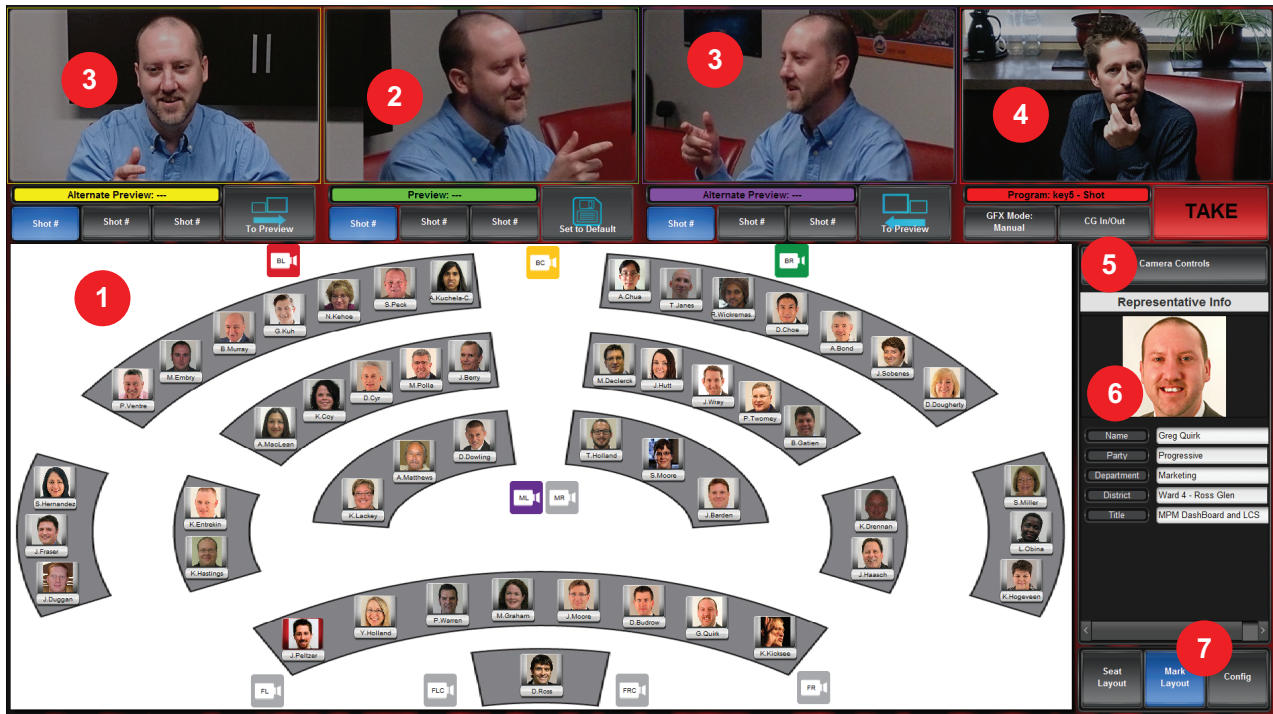


Figure 2.2 Mark Layout View

<p>1</p>	<p>Mark Layout — displays a photo or map of the legislature, overlaid with mark icons and camera icons.</p> <p>Marks are targets for camera shots. A mark icon indicates the position of a representative, podium, etc. It can appear as a head shot photo or as a custom graphic.</p> <p>If a head shot photo is used, the background of the mark icon is green when that mark is in preview, and turns red when it is taken to air. Alternative previews are indicated by yellow or purple backgrounds.</p> <p>Camera icons appear gray when not in use, green when in preview, and red when on-air.</p>
<p>2</p>	<p>Preview pane — displays the preview shot.</p> <p>Tap the shot buttons below the Preview pane to select a shot. Tap the TAKE button to take the shot to air.</p> <p>Tip: When you take a shot to air, the Preview pane changes to show the shot that was previously on-air. To switch back to the previous shot, tap the TAKE button again.</p> <p>If you want to adjust the position of the camera shown in the Preview pane, tap the pane and then use the joystick panel or the Camera Controls window. For more information, see “Adjusting the Camera Position Using the Camera Controls Window” on page 3–4.</p> <p>If you want to make the current preview shot the default shot for the current mark, tap Set to Default.</p> <p>Tip: On the layout, the icon for the preview camera has a green background. Unless custom graphics are used, the background of the preview mark is green. The border and title background of the Preview pane are also green. Camera icons for alternate previews are highlighted yellow and purple.</p>

3

Alternate Preview panes — display alternative preview shots from other cameras.

You can keep one shot prepared in the **Preview** pane, while using the **Alternate Preview** panes to consider other shots for preview.

Use the shot buttons below the **Alternate Preview** panes to select shots. When you find a shot you want to use, tap the **To Preview** button to move the shot to the **Preview** pane.

Tip: On the layout, the icons for alternative preview cameras have colored backgrounds. A yellow background indicates one alternative preview, and a purple background indicates the other. These colors also appear in the borders and title backgrounds of the **Alternative Preview** panes.

If you want to adjust the position of a camera shown in an **Alternative Preview** pane, tap the pane and then use the joystick panel or the **Camera Controls** window. For more information, see “**Adjusting the Camera Position Using the Camera Controls Window**” on page 3–4.

4

Program pane — displays the program out video.

Use the **GFX Mode** button to select a graphics mode. The **GFX Mode** button shows the current state (**Auto** or **Manual**):

- **Auto** — Graphics are taken to air when the preview is taken to air. During the transition between shots, the graphic moves out, the new shot appears, and the updated graphic moves in.
- **Manual** — Graphics are taken on or off air only when you tap the **CG In/Out** button. When a shot goes on air, the graphic is not present until you tap the **CG In/Out** button.

Tip: If you require rapid transitions between shots, switch to manual mode.

If you want to adjust the position of a camera shown in the **Program** pane, tap the pane and then use the joystick panel or the **Camera Controls** window. For more information, see “**Adjusting the Camera Position Using the Camera Controls Window**” on page 3–4.

Note: Graphics must be built properly to be used with the LCS. For more information, see the *LCS Commissioning Guide (4500DR-002-xx)*.

5

Camera Controls Button — opens the **Camera Controls** window, which enables you to select a camera and control it manually.

Tip: There is another way to open the **Camera Controls** window. Tap a video feed in the **Preview** pane, the **Program** pane, or one of the **Alternate Preview** panes. The **Camera Controls** window opens to show controls for the shot you tapped.



Use the buttons at the top of the **Camera Controls** window to select a camera to control. The button names indicate the camera and whether the camera is in preview or on program.

To control a camera:

- **Pan and Tilt** — Move the crosshairs in the **PAN & TILT** area to adjust the pan and tilt position of the camera. Alternatively, tap the **Positioner** button to reveal **PAN** and **TILT** slider handles, which can be dragged to adjust pan and tilt individually.
- **Zoom** — Drag the **ZOOM** slider handle to adjust the zoom position of the lens.
- **Focus** — Drag the **FOCUS** slider handle to adjust the focal position of the lens. When you use the **FOCUS** slider, auto focus turns off. To turn auto focus on, tap the **Auto Focus** button.
- **Iris** — Drag the **IRIS** slider handle, if present, to adjust the lens iris. The LCS does not control iris on CamBots. When you use the **IRIS** slider, auto iris turns off. To turn auto iris on, tap the **Auto Iris** button.
- Tap the **Advanced** button to open a separate camera control panel that includes advanced camera settings. For more information, see the *LCS Commissioning Guide (4500DR-002-xx)*.
- Tap the **Recall Preset** button to reset the camera to the position stored in the original shot.
- Tap the **Store Preset** button to record the current camera position, replacing the original shot.
- Tap the **Close** button to close the **Camera Controls** window.

6	<p>Representative Info Area — use this area to view and edit representative information. For example, a representative may have multiple portfolios. You can choose which portfolio text populates the graphics.</p> <p>Note: Changes made in this area are temporary and do not persist for subsequent transitions.</p>
7	<p>Interface Selection Buttons — use these buttons to switch between Seat Layout view, Mark Layout view, and the configuration interface (Config).</p>

Configuration Interface

The configuration interface includes seven tabs:

- **General Tab** — Information about the legislature location, images for layout backgrounds, and interface for saving and loading data files.
- **Devices Tab** — Connectivity Settings for external devices such as a switcher and a graphics system
- **Cameras Tab** — Connectivity settings and layout position data for cameras
- **Config Rep Info Tab** — Customizable data fields associated with representatives. This data can be used in on-air graphics.
- **Representatives Tab** — Data and images for representatives
- **Marks Tab** — Layout positions for marks, optional custom graphics for marks, mappings between marks and representatives, and mappings between marks and cameras used to shoot those marks. Also includes mappings between marks and delegate microphones, if applicable.
- **Mic Systems** — Connection settings for supported delegate microphone systems, if applicable. Supported delegate microphone systems can be used to automatically select preview shots and take them to air.
- **Joystick Tab** — Shows read-only raw data from the joystick panel, in real-time.

General Tab

Figure 2.3 shows the General tab.

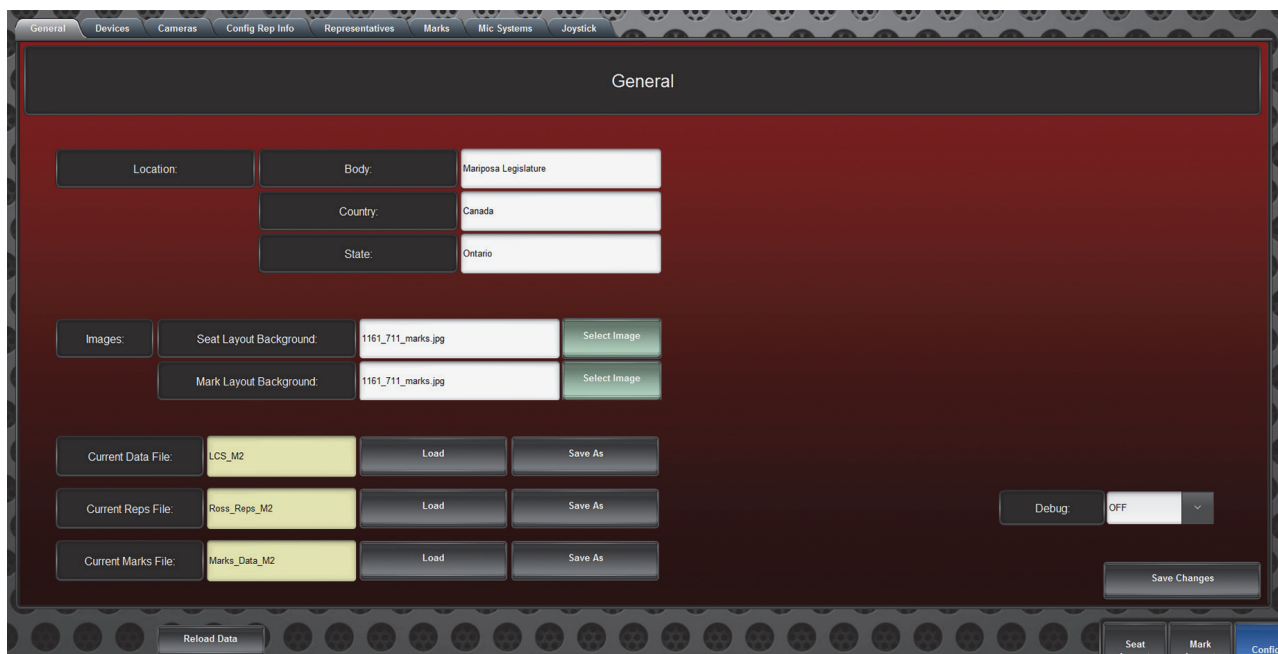


Figure 2.3 General Tab

The **General** tab includes the following settings and buttons:

Setting or Button	Description
Location	
Body	Specify the name of the legislative assembly.
Country	Specify the nation where the legislative assembly is located.
State	Specify the state, province, territory, or region where the legislative assembly is located.
Images	
Seat Layout Background	<p>If you want the panel to use the Seat Layout view, specify the filename of the background image.</p> <p>You can type the filename, or tap Select Image, tap the image you want, and then tap Accept.</p> <p>Background images are stored on the DashBoard LCS computer, in the Images/Photos folder. The image must be either .png or .jpg format.</p>
Mark Layout Background	<p>If you want the panel to use the Mark Layout view, specify the filename of the background image.</p> <p>You can type the filename, or tap Select Image, tap the image you want, and then tap Accept.</p> <p>Background images are stored on the DashBoard LCS computer, in the Images/Photos folder. The image must be either .png or .jpg format.</p>
Data Files	
Current Data File	<p>You can save or load general configuration data for the LCS panel. This data file includes filenames for the layout background, and configuration settings for connectivity with the Carbonite switcher, XPression graphics system, and the Ross Video joystick panel.</p> <p>To load a Data file:</p> <ul style="list-style-type: none"> • Tap the Load Data button. • Tap the button corresponding to the data file you want to load. • Tap the Load button. <p>To save a Data file:</p> <ul style="list-style-type: none"> • Tap the Save Data As button. • In the Filename box, type a descriptive name for the data file. • Tap the Save As button.
Current Reps File	<p>You can save or load data about a set of representatives. Reps files enable you to quickly switch between lists of representatives. This is useful when using the LCS in a room that hosts multiple types of meetings that use the same seats.</p> <p>To load a Reps file:</p> <ul style="list-style-type: none"> • Tap the Load Reps button. • Tap the button corresponding to the representatives data file you want to load. • Tap the Load button. <p>To save a Reps file:</p> <ul style="list-style-type: none"> • Tap the Save Reps As button. • In the Filename box, type a descriptive name for the representatives data file. • Tap the Save As button.

Setting or Button	Description
Current Marks File	<p>You can save or load data about a set of marks. Marks files enable you to quickly switch between lists of marks. This is useful when using the LCS with one set of representatives in multiple rooms.</p> <p>To load a Marks file:</p> <ul style="list-style-type: none"> • Tap the Load Marks button. • Tap the button corresponding to the marks file you want to load. • Tap the Load button. <p>To save a Marks file:</p> <ul style="list-style-type: none"> • Tap the Save Marks As button. • In the Filename box, type a descriptive name for the marks file. • Tap the Save As button.
Other Buttons	
Debug	Debug mode collects information about LCS performance. Turn Debug mode on only if asked to do so by Ross Video Technical Support.
Reload Data	Discards any unsaved changes and reverts to previous values.
Save Changes	Saves any changes made on the current tab. If you do not save changes before changing tabs, the changes are lost.

Devices Tab

Figure 2.4 shows the Devices tab.

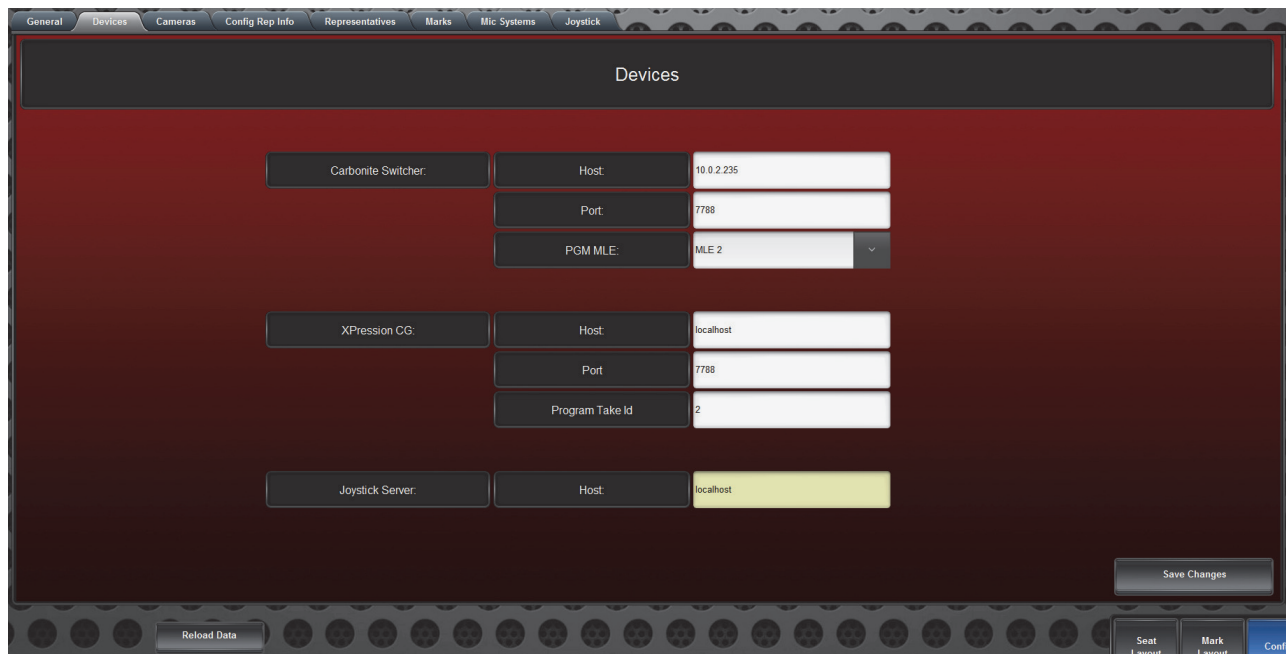


Figure 2.4 Devices Tab

The **Devices** tab includes the following settings and buttons:

Setting or Button	Description
Carbonite Switcher	
Host	Specify the Host IP address for the Carbonite switcher.
Port	Specify the communication Port number for the Carbonite switcher.
PGM MLE	Specify the ME (multi-layer effects) bus to be used as the program ME.
XPression CG	
Host	Specify the Host IP address for the XPression graphics system.
Port	Specify the communication Port number for the XPression graphics system. The default port for rosstalk communication is 7788.
Program Take Id	Type the number of the Take ID for the Program scene, as referenced in your XPression project.
Joystick Server	
Host	Displays the Host IP address for the Ross Video Joystick Server (localhost). This is not configurable.
Other Buttons	
Reload Data	Discards any unsaved changes and reverts to previous values.
Save Changes	Saves any changes made on the current tab. If you do not save changes before changing tabs, the changes are lost.

Cameras Tab

Figure 2.5 shows the Cameras tab.

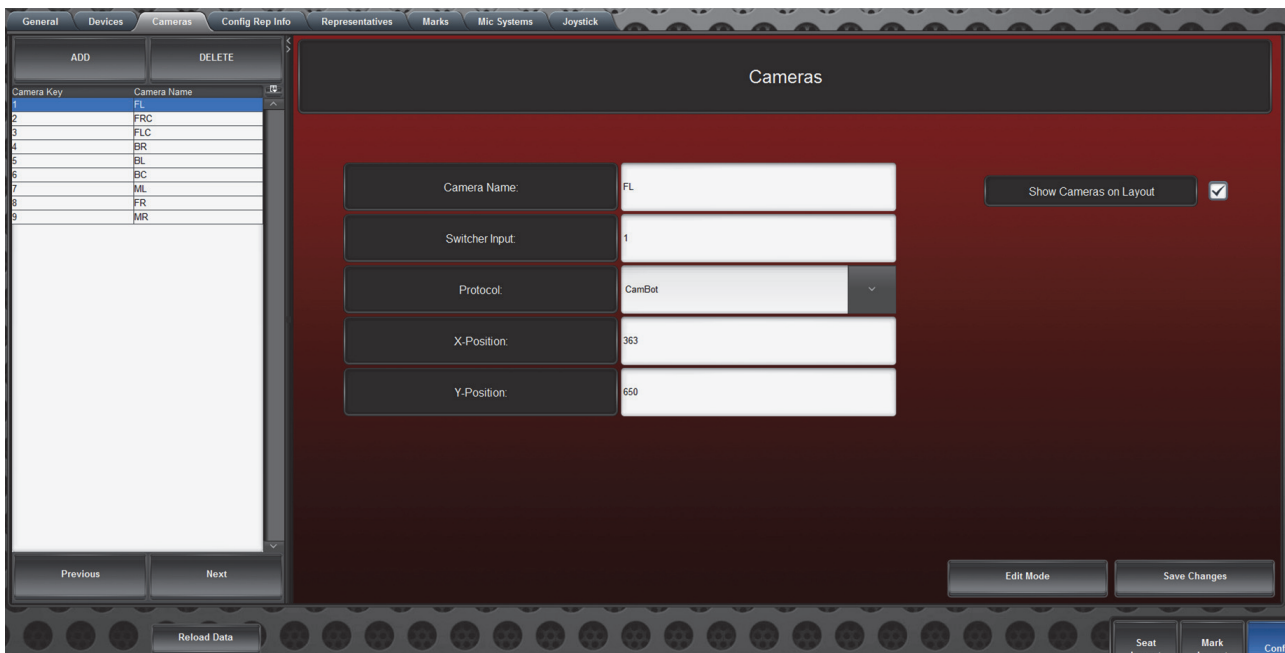


Figure 2.5 Cameras Tab

The **Cameras** tab includes the following settings and buttons:

Setting or Button	Description
Camera List Area (left side of tab)	
Camera Name	<p>Displays the name of the camera.</p> <p>Tap a camera name to show and edit the properties of the camera.</p> <p>IMPORTANT: If you configure the properties of a camera, save the changes before you select a different camera. Otherwise, your changes are lost.</p>
ADD button	Adds a new camera to the list.
DELETE button	<p>Deletes the currently-selected camera from the list.</p> <p>The currently-selected camera is indicated by a blue background.</p>
Previous button	<p>Moves up to the previous camera in the list.</p> <p>IMPORTANT: If you configure the properties of a camera, save the changes before you select a different camera. Otherwise, your changes are lost.</p>
Next button	<p>Moves down to the next camera in the list.</p> <p>IMPORTANT: If you configure the properties of a camera, save the changes before you select a different camera. Otherwise, your changes are lost.</p>
Cameras Area (right side of tab)	
Camera Name	<p>Displays the name of the camera.</p> <p>This name appears in the Seat Layout and Mark Layout views.</p> <p>When you tap a name in the list, the Cameras area displays settings for that camera.</p>
Switcher Input	Specify the switcher crosspoint with which the camera is associated.
Protocol	Select the camera type from the list.
X-Position	<p>Specify a number representing the horizontal position of the camera on the Seat Layout and Mark Layout views.</p> <p>A value of 0 positions the camera icon at the far left side.</p> <p>Tip: If your LCS panel uses Mark Layout view, camera position can also be set in Edit Mode. For more information, see the Edit Mode entry in this table.</p>
Y-Position	<p>Specify a number representing the vertical position of the camera on the Seat Layout and Mark Layout views.</p> <p>A value of 0 positions the camera icon at the top.</p> <p>Tip: If your LCS panel uses Mark Layout view camera position can also be set in Edit Mode. For more information, see the Edit Mode entry in this table.</p>
Other Buttons	
Show Cameras on Layout	Select this option if you want camera icons to appear on the layout.

Setting or Button	Description
Edit Mode	<p>If your LCS panel uses the Mark Layout view, tap the Edit Mode button to edit camera positions.</p> <p>The Edit Mode interface shows the Mark Layout view, and enables you to easily reposition cameras.</p> <p>To reposition a camera:</p> <ul style="list-style-type: none"> • Tap the camera you want to reposition, and then tap the position where you want the center of the camera icon to appear. <p>You can also tap the green directional arrows to move the selected camera.</p> <p>To exit Edit Mode:</p> <ul style="list-style-type: none"> • Tap the Exit button.
Reload Data	Discards any unsaved changes and reverts to previous values.
Save Changes	Saves any changes made on the current tab. If you do not save changes before selecting a different camera or changing tabs, the changes are lost.

Config Rep Info Tab

Figure 2.9 shows the Config Rep Info tab. This tab enables you to define custom data fields about representatives. These data fields can be populated with data for each representative. For example, you might add “Political Party” and “Portfolio” data fields. Representative data can be used in on-air graphics.

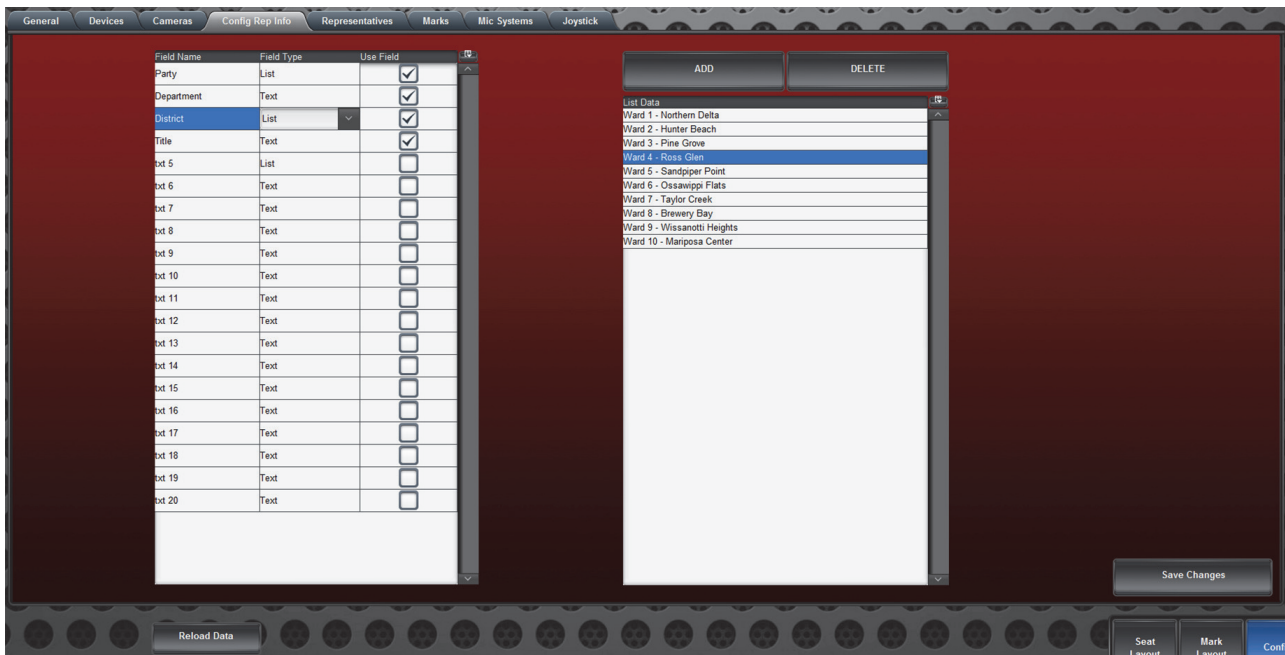


Figure 2.6 - Config Rep Info Tab

The **Config Rep Info** tab includes the following settings and buttons:

Setting or Button	Description
Data Field List	
Field Name	The name of the data field. For example, “Portfolio”.
Field Type	The type of data that can be entered into the field. <ul style="list-style-type: none"> • Text — Users can type any text data in the field. • List — Users must select the data from a predefined list. <p>After you select List as the data type, tap Save Fields. The List Data area appears. Specify the list items, and then tap the Save Changes button before doing anything else.</p>
Use Field	When selected, the field appears in the Information area of the Representatives tab for each representative. The data can be used for on-air graphics.
	When cleared, the field is not shown in the Information area of the Representatives tab for each representative. The data can not be used for on-air graphics.
Save Changes	Saves any changes made on the current tab. If you do not save changes after specifying a list of data items or before changing tabs, the changes are lost.
List Data Area (available only when a List field is selected)	
Add	Creates a new, empty list item at the bottom of the list. Tap Add , tap the new list item, and then type the list item data.
Delete	Deletes the selected list item.
List Data	Shows the list items. To edit a list item, tap the item and then type the new data.
Other Buttons	
Reload Data	Discards any unsaved changes and reverts to previous values.

Representatives Tab

Figure 2.7 shows the Representatives tab.

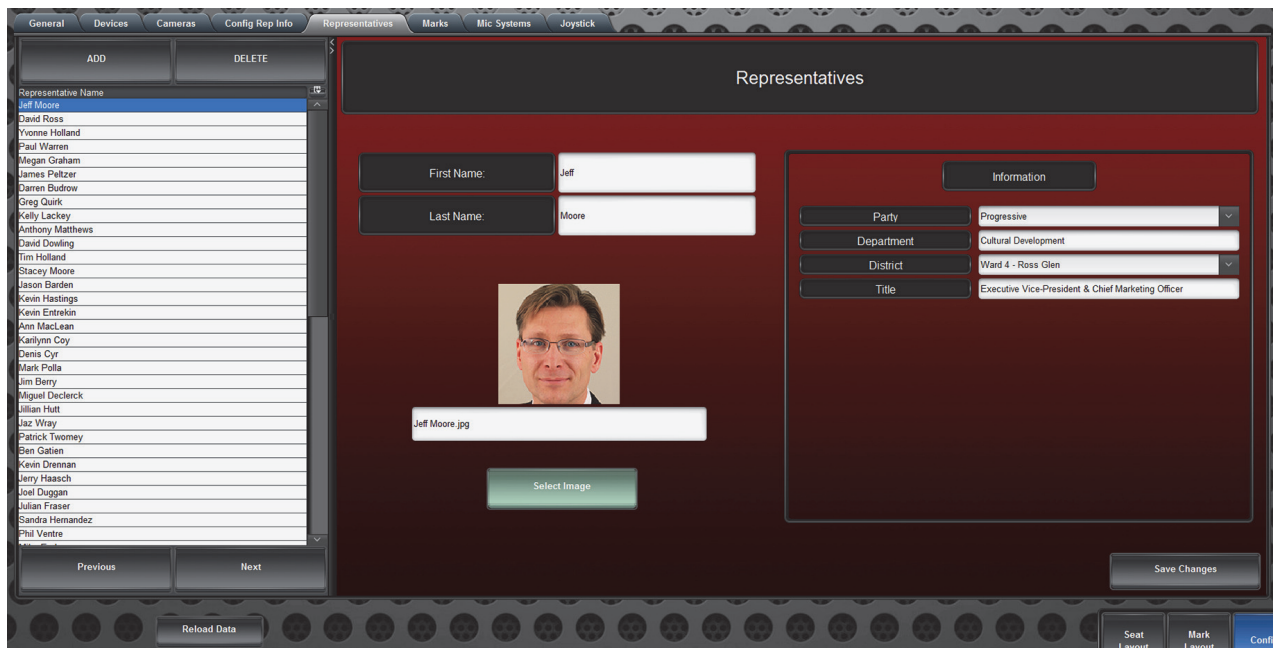


Figure 2.7 Representatives Tab

The **Representatives** tab includes the following settings and buttons:

Setting or Button	Description
Representatives List Area (left side of tab)	
Representative Name	<p>Displays the name of the representative.</p> <p>Tap a representative name to show and configure the properties of the representative.</p> <p>IMPORTANT: If you configure the properties of a representative, tap the Save Changes button before you select a different representative. Otherwise, your changes are lost.</p>
ADD button	<p>Adds a new representative to the list.</p>
DELETE button	<p>Deletes the selected representative from the list.</p> <p>The selected representative is indicated by a blue background.</p>
Previous button	<p>Moves up to the previous representative in the list.</p> <p>IMPORTANT: If you configure the properties of a representative, save the changes before you select a different representative. Otherwise, your changes are lost.</p>
Next button	<p>Moves down to the next representative in the list.</p> <p>IMPORTANT: If you configure the properties of a representative, save the changes before you select a different representative. Otherwise, your changes are lost.</p>
Representatives Area	
First Name	<p>Specify the first name of the representative.</p> <p>This name appears in the Seat Layout and Mark Layout views, and in on-air graphics.</p>
Last Name	<p>Specify the last name of the representative.</p> <p>This name appears in the Seat Layout and Mark Layout views, and in on-air graphics.</p>
Image Selection	<p>Specify the filename of the current representative’s head shot photo.</p> <p>This image appears in the Representative Info area of the layout to help identify the selected representative.</p> <p>It may also be used in icons in the Seat Layout and Mark Layout views. For each representative, the icon can be based on either the head shot image, or on a set of custom graphics.</p> <p>The head shot image is not used in on-air graphics.</p> <p>Head shot images are stored on the DashBoard LCS computer, in the Images/Photos folder. Place all head shot images in this folder.</p> <p>The image files must be either .png or .jpg format.</p> <p>For best performance and a consistent visual appearance, make all the images the same size and keep them small. For best results, the image size should match the size used in the Representative Info area of the layout window:</p> <ul style="list-style-type: none"> • For the Mark Layout view on a 1080p display — 155 pixels wide by 153 pixels high. • For the Seat Layout view on a 1080p display — 100 pixels wide by 98 pixels high. <p>IMPORTANT: Do not use large image files. If your images are large, use graphics software to reduce their file size before using them in the LCS.</p> <p>To select a head shot image, do one of the following:</p> <ul style="list-style-type: none"> • Tap the Select Image button, tap the image you want to use, and then tap Accept. • In the box above the Select Image button, type the filename for the image. Include the file extension. For example, DavidRoss.jpg.

Setting or Button	Description
Information	<p>Specify custom data for the current representative. For each row of the Information table, specify a data value.</p> <p>To specify data, do one of the following:</p> <ul style="list-style-type: none"> • If the data box has a down arrow, tap it to expand the list of data options, and then tap the correct value. • If the data box does not have a down arrow, tap the data box and then type the data value. <p>Tip: The quantity and nature of these fields are specific to your LCS application. Data fields are defined on the Config Rep Info tab. For more information, see “Config Rep Info Tab” on page 2–12.</p>
Other Buttons	
Save Changes	Saves any changes made on the current tab. If you do not save changes before selecting a different representative or changing tabs, the changes are lost.
Reload Data	Discards any unsaved changes and reverts to previous values.

Marks Tab

A mark is a camera shot target location.

Figure 2.8 shows the Marks tab.

Figure 2.8 Marks Tab

The **Marks** tab includes the following settings and buttons:

Setting or Button	Description
Marks Table Area (left side of tab) Tip: To view all columns, tap the Engineering button.	
ADD button	Adds a new mark to the list. Note: Tap the Save Changes button before you tap the ADD button. Otherwise, your changes are lost.
DELETE button	Deletes the selected mark from the list. The selected mark is indicated by a blue background. Note: Tap the Save Changes button before you tap the ADD button. Otherwise, your changes are lost.
Mark Name	Specify a name for the mark. This is optional. Tip: The name should reflect the location or purpose of the mark.
Representative	From the list, select a representative associated with the mark. Data associated with the representative is made available to on-air graphics. Tip: If there is no representative for the mark location, select the blank entry.
Rep Image if Available	When selected, the mark icon is based on the representative’s head shot image, if one has been specified on the Representatives tab. If no head shot image is available, the mark icon is based on a set of default icon graphics, or a set of custom icon graphics.
X-Pos	Specify the horizontal position of the mark on the layout view, in pixels. A value of zero positions the mark at the far left side. The X-Pos and Y-Pos values position the center of the mark. Tip: Mark position can also be set in Edit Mode . For more information, see the Edit Mode entry in this table.
Y-Pos	Specify the vertical position of the mark on the layout view, in pixels. A value of zero positions the mark at the top. The X-Pos and Y-Pos values position the center of the mark. Tip: Mark position can also be set in Edit Mode . For more information, see the Edit Mode entry in this table.
Cam1 Cam2 Cam3 Cam4	Specify the cameras to use for the mark, in order of preference. There are four camera columns: Cam1 , Cam2 , Cam3 , and Cam4 . Cam1 is the default camera. If it is unavailable, the next camera is used. Tip: The camera and shot column headings are color-coded. Each color identifies a camera and its shots.
Cam1 Shot1 Cam1 Shot2 Cam1 Shot3 Cam2 Shot1 Cam2 Shot2 ... Cam4 Shot3	Specify shot numbers for the mark, in order of preference. For Camera 1, Cam1 Shot1 is the default shot. The other Camera 1 shots are available as alternatives. Tip: The camera and shot column headings are color-coded. Each color identifies a camera and its shots. IMPORTANT: Ensure that shot 1 is specified for each camera to be used for shooting the mark. For example, if using two cameras for the mark, specify shots for Cam1 Shot1 and Cam2 Shot1 . These “shot 1s” are the default shots for the cameras, and must be present for the system to work properly.

Setting or Button	Description
Mic ID	<p>Applies only to systems that use a delegate microphone system to select previews and/or trigger video transitions.</p> <p>Maps the mark to a microphone. When the microphone is activated, the mark is selected.</p> <p>Type the string that the microphone system sends when the microphone at the mark location is activated.</p>
Not Selected	<p>Specify a custom icon graphic to show when the mark is not selected for preview and is not on-air.</p> <p>Double-tap the box, tap a graphic to select it, and then tap Accept.</p> <p>This graphic is used only if the Rep Image if Available box is clear, or if no representative head shot image is available.</p> <p>Tip: This setting is used for defining custom graphics for individual marks. You can also create a set of default graphics. For more information, see the Default Mark Images entry in this table.</p>
OnPreview	<p>Specify a custom icon graphic to show when the mark is selected for preview.</p> <p>Double-tap the box, tap a graphic to select it, and then tap Accept.</p> <p>This graphic is used only if the Rep Image if Available box is clear, or if no representative head shot image is available.</p> <p>Tip: This setting is used for defining custom graphics for individual marks. You can also create a set of default graphics. For more information, see the Default Mark Images entry in this table.</p>
On Air	<p>Specify a custom icon graphic to show when the mark is on-air.</p> <p>Double-tap the box, tap a graphic to select it, and then tap Accept.</p> <p>This graphic is used only if the Rep Image if Available box is clear, or if no representative head shot image is available.</p> <p>Tip: This setting is used for defining custom graphics for individual marks. You can also create a set of default graphics. For more information, see the Default Mark Images entry in this table.</p>
Height	<p>Specify a custom height for the mark icon, in pixels.</p> <p>This value overrides the mark height and representative height specified in the Default Marks Settings area.</p>
Width	<p>Specify a custom width for the mark icon, in pixels.</p> <p>This value overrides the mark width and representative width specified in the Default Marks Settings area.</p>
Previous button	<p>Moves up to the previous mark in the list.</p>
Next button	<p>Moves down to the next mark in the list.</p>
Default Marks Settings Area (right side of tab)	
Representative Size	<p>Specify the default height and width of the mark icons, in pixels.</p> <p>Note: This setting affects only marks that use representative head shot images. The default height and width of other marks are set the in the Marks Settings area.</p>
Camera Size	<p>Specify the height and width of the camera icons, in pixels.</p> <p>Camera icons show the position of cameras on the Mark Layout view.</p>
Mark Settings	<p>Specify the default height and width of the mark icons, in pixels.</p> <p>Note: This setting does not affect marks that use representative head shot images. The default height and width of those marks are set the in the Representative Size area.</p>

Setting or Button	Description
Default Mark Images	<p>You can specify a set of three default graphics to use as mark icons. Each graphic is associated with a state, and is only shown when the mark is in that state:</p> <ul style="list-style-type: none"> • Not Selected — The mark is not selected for preview, and is not on-air. • On Preview — The mark has been selected and is in preview. • On Air — The mark is on-air. <p>For a given mark, default graphics are used only if ALL of the following are true:</p> <ul style="list-style-type: none"> • The Rep Image if Available box for the mark is clear, or there is no representative head shot image available. • No custom icon graphic has been specified for the mark, for the required state. For example, if the On Air box for the mark contains a graphic, then it is shown instead of the default On Air graphic. <p>Mark graphics are stored on the DashBoard LCS computer, in the Images/Panel folder. Place all mark graphic files in this folder.</p> <p>The graphics files must be either .png or .jpg format. If necessary, DashBoard automatically shrinks the graphics to fit within the mark icon.</p> <p>For best performance and a consistent visual appearance, make all the graphics the same size, and keep them small. A typical size might be 100 pixels square.</p> <p>IMPORTANT: Do not use large graphics files. If your graphics are large, use graphics software to reduce their size before using them in the LCS.</p> <p>To define the default mark images:</p> <ol style="list-style-type: none"> 1. Tap the Default Mark Images button. The graphics selection interface appears, showing available images at the top, and three graphic selection areas at the bottom. 2. In each of the three graphic selection areas, (Not Selected, On Preview, and On Air), select the option button below the graphic, and then tap the required graphic. 3. Tap the Accept button to save your changes, or tap the Cancel button to discard them.
Text Configuration	<p>Set the following text properties:</p> <ul style="list-style-type: none"> • Text Size — Specify the text size, as a number. A typical value is 10. • Name Format — Specify how the representative's name is displayed below the mark.
Table Mode	<p>Tap the buttons to toggle between display modes for the marks table:</p> <ul style="list-style-type: none"> • Operator — Shows only the Mark Name and Representative columns. This mode is used by operators to quickly assign representatives to marks. • Engineering — Shows all columns. This mode is used for initial configuration of marks, including mark positions and camera shots.

Setting or Button	Description
Edit Mode	<p>If your LCS panel uses the Mark Layout view, tap the Edit Mode button to edit marks. The Edit Mode interface shows the Mark Layout view, and enables you to easily reposition marks. You can also add and delete marks, and edit properties of marks.</p> <p>To edit the properties of a mark:</p> <ol style="list-style-type: none"> 1. Tap the mark you want to edit. 2. Edit the following properties as required: <ul style="list-style-type: none"> • Mark Name — Type a meaningful name, such as the purpose of the mark. • Representative — Select which representative (if any) is associated with the mark. • Image — When selected, the mark icon is based on the representative’s head shot image, if available. • X Position — Type a value for the horizontal position, in pixels, or use the positional arrows. This value changes as the mark moves. If you specify a position beyond the layout area, scroll bars appear and the layout background image is enlarged accordingly. This enables you to fit more icons on the layout. • Y Position — Type a value for the vertical position, in pixels, or use the positional arrows. This value changes as the mark moves. If you specify a position beyond the layout area, scroll bars appear and the layout background image is enlarged accordingly. This enables you to fit more icons on the layout. • Height — Type a height, in pixels. This value overrides the default height. • Width — Type a width, in pixels. This value overrides the default width. <p>To reposition a mark:</p> <ul style="list-style-type: none"> • Tap the mark you want to reposition, and then tap the position where you want the center of the mark icon to appear. You can also tap the green directional arrows to move the selected mark, or type X and Y values in the Edit Mode area. <p>To add a mark:</p> <ul style="list-style-type: none"> • Tap the Add Mark button, and then define the position and other properties of the new mark. <p>To delete a mark:</p> <ul style="list-style-type: none"> • Tap the mark you want to delete, and then tap the Delete button. <p>To exit Edit Mode:</p> <ul style="list-style-type: none"> • Tap the Exit button.
Other Buttons	
Save Changes	Tap this button to save and apply all changes made on the Marks tab.
Reload Data	Discards any unsaved changes and reverts to previous values.

Mic Systems Tab

Figure 2.9 shows the Mic Systems tab.

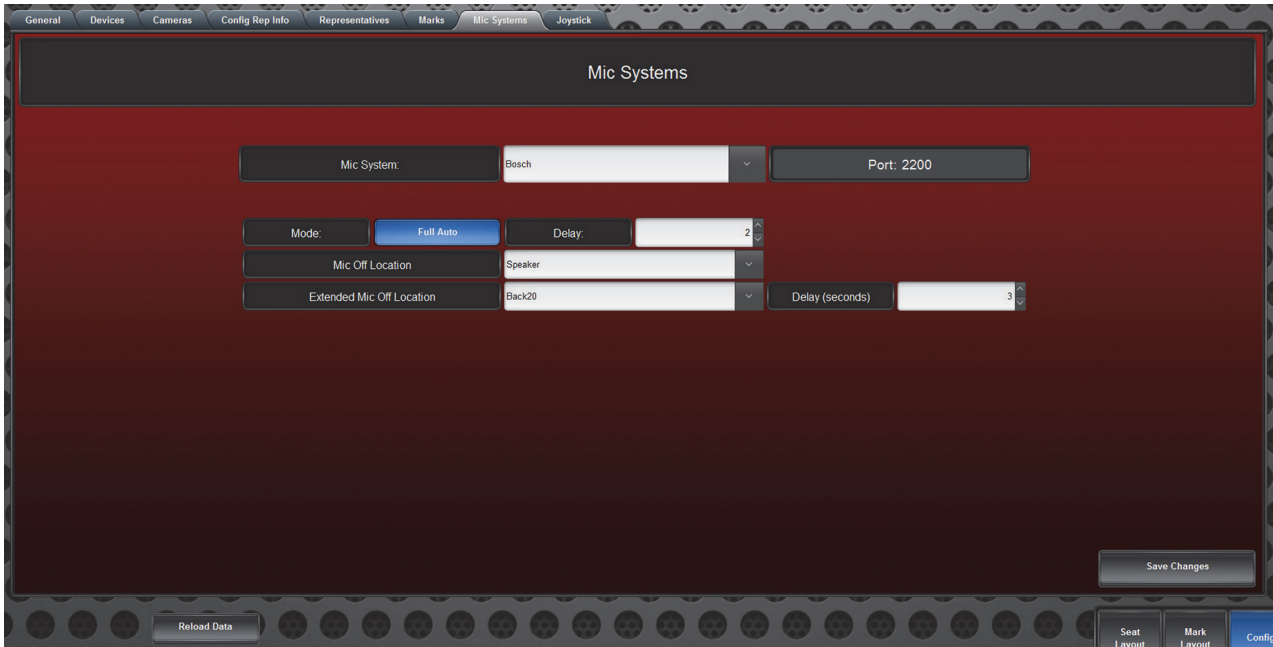


Figure 2.9 Mic Systems Tab

The **Mic Systems** tab includes the following settings and buttons:

Setting or Button	Description
Mic Systems Area	
Mic System	<p>Select the type of delegate microphone system to be used for selecting previews and/or triggering video transitions:</p> <ul style="list-style-type: none"> • None — Select this option if you want to select previews manually. • IRC — Select this option if you have an International Roll Call (IRC) delegate microphone system. • Bosch — Select this option if you have a Bosch delegate microphone system.
Mode (Bosch only)	<p>Tap the mode button to select an operating mode:</p> <ul style="list-style-type: none"> • Semi-Auto — The Bosch system selects preview shots, but an operator must take them to air. • Full Auto — The Bosch system selects a preview shot and takes it to air. <p>Delay — Specify the number of seconds to wait from when a microphone goes live to when a shot of the associated mark goes on-air. Set the delay to be longer than the longest shot recall. If a shot recall takes longer than the delay, the camera may still be moving when the shot goes on-air.</p>
Mic Off Location (Bosch only)	<p>Select the mark to which the system defaults when the current microphone turns off. This feature is typically used to automatically switch from a representative position to the speaker's podium when the representative's microphone turns off. The mark's primary camera and primary shot are used, unless that camera is already in use.</p> <p>If you do not want to use this feature, select Do Not Move Camera.</p>

Setting or Button	Description
Extended Mic Off Location (Bosch only)	Select the mark to which the system defaults after the current microphone has been off for a prolonged period of time. This feature is typically used to automatically switch to a wide shot of the legislative chamber at the end of proceedings. The mark's primary camera and primary shot are used, unless that camera is already in use. If you use this feature, in the Delay box, specify the number of seconds the microphone must be off before the transition occurs. If you do not want to use this feature, select Do Not Move Camera . Note: If you set both a Mic Off Location and an Extended Mic Off Location , the delay for the Extended Mic Off Location starts after the transition for the Mic Off Location is complete.
Other Buttons	
Reload Data	Discards any unsaved changes and reverts to previous values.

Joystick Tab

Figure 2.9 shows the Joystick tab. The Joystick tab applies only to systems that use a Ross Video joystick panel.



Figure 2.10 - Joystick Tab

Note: If the **Joystick** tab shows no data or says **Data Source Not Configured**, then the LCS panel is not receiving joystick data. If your system includes a Ross Video joystick panel, ensure that it is connected and configured properly. For more information about configuring the joystick panel, see the *LCS Commissioning Guide (4500DR-002-xx)*.

The **Joystick** tab includes the following settings and buttons:

Setting or Button	Description
Joystick Pan:	Shows raw pan position data from the joystick, in real time.
Joystick Tilt:	Shows raw tilt position data from the joystick, in real time.
Joystick Zoom:	Shows raw zoom position data from the joystick, in real time.
Joystick Focus:	Shows raw focus position data from the joystick, in real time.
Other Buttons	
Reload Data	Discards any unsaved changes and reverts to previous values.

Operating the LCS

This chapter explains how to start and operate the Legislative Control System (LCS) during a broadcast. The following subjects are included:

- “**Understanding LCS Layout Views**” on page 3–1
- “**Starting the system**” on page 3–1
- “**Operating the LCS in Seat Layout View**” on page 3–2
- “**Operating in Mark Layout View**” on page 3–3
- “**Using the Ross Video Joystick Panel**” on page 3–5

Understanding LCS Layout Views

Your LCS panel is configured to use either the **Seat Layout** view or the **Mark Layout** view. Both layouts consist of a photo or diagram of your legislature showing the positions of representative, podiums, etc. Both layouts enable you to easily select camera shots and take them to air, along with graphics complete with representative data.

- **Seat Layout** — This layout is designed for simple operation and offers a larger view of the legislative chamber. For more information about the Seat Layout view, see “**Seat Layout View**” on page 2–2.
- **Mark Layout** — This layout is designed for production flexibility, and is especially useful in legislatures with more cameras. For more information about the Mark Layout view, see “**Mark Layout View**” on page 2–4.

Tip: Use only the layout for which your LCS panel is configured. If you are unsure of which layout your LCS panel uses, tap the **Seat Layout** and **Mark Layout** buttons. The layout that shows a photo or drawing of your legislature is the correct one to use. If you switch to the other layout, you’ll notice that there is no background image.

Starting the system

To start the system:

1. Ensure the following equipment is connected and running:
 - Carbonite Switcher (Frame and Panel)
 - XPression Graphics System
 - Robotic Cameras
 - DashBoard LCS all-in-one computer.
 - IP network equipment (network switch)
 - Bosch or IRC Delegate system (if present)
 - Other accessories (if present)
2. If your system includes a Ross Video joystick panel, on the DashBoard LCS computer, in the **C:\Cambotics** folder, start **masterpanell.exe**.
3. Start DashBoard.
4. In DashBoard, open the panel file for your legislature, plus the panel file(s) corresponding to the type(s) of camera(s) your LCS panel uses.

Tip: When DashBoard starts, it automatically opens all panels that were open when it was last shut down.
5. On the keyboard, press **SHIFT+F11** to display the LCS panel in full-screen mode.
6. Test the system by selecting shots from each camera, and taking them to air.

Operating the LCS in Seat Layout View

This section includes the following topics:

- “**Setting Up a Preview Shot in Seat Layout View**” on page 3–2
- “**Taking a Shot to Air in Seat Layout View**” on page 3–2

Tip: Representatives are mapped to their seats (marks). If a representative moves to a different seat during proceedings, you can quickly change the mapping. For more information, see “**Assigning Representatives to Marks**” on page 4–2,

Setting Up a Preview Shot in Seat Layout View

To set up a preview shot:

1. In the **Seat Layout** view, tap the mark you want to preview.

The mark icon changes appearance to indicate its preview status, and associated representative info appears in the **Representative Info** area.

The default shot for the mark appears in the **Preview** pane.

2. If you want to use a different shot, tap the shot buttons below the **Preview** pane.

Each representative has up to three shots.

3. If you want to adjust the shot, do one of the following:

- Use the Ross Video joystick panel.

By default, the joystick panel controls the camera shown in the **Preview** pane. If you want to adjust a camera on-air, tap the **Program** pane, and then use the joystick.

For more information about using the Ross Video joystick panel, see “**Using the Ross Video Joystick Panel**” on page 3–5.

- Use the joystick control console that came with your camera system.

4. In the **Representative Info** area, edit the information if necessary.

The information in this section is used to populate on-air graphics.

Note: Changes to the data are not retained permanently, so you must edit the data each time you use the shot. To edit the data permanently, use the **Representatives** tab of the **Configuration** interface. For more information, see “**Representatives Tab**” on page 2–13.

Taking a Shot to Air in Seat Layout View

1. In the **Seat Layout** view, set up a shot in the **Preview** pane.

For more information, see “**Setting Up a Preview Shot in Seat Layout View**” on page 3–2.

2. Use the **GFX Mode** button to select a graphics mode. The **GFX Mode** button shows the current state (**Auto** or **Manual**):

- **Auto** — Graphics are taken to air when the preview is taken to air. During the transition between shots, the graphic moves out, the new shot appears, and the updated graphic moves in.
- **Manual** — Graphics are taken on or off air only when you tap the **CG In/Out** button. When a shot goes on air, the graphic is not present until you tap the **CG In/Out** button.

Tip: If you require rapid transitions between shots, switch to manual mode.

3. When you are ready to send the shot to air, tap the **TAKE** button.

The shot goes to air. If **GFX Mode** is set to **Auto**, the graphics also appear on-air.

4. If you want to take the graphics on or off air at any time, tap the **CG In/Out** button.

Operating in Mark Layout View

This section includes the following topics:

- “**Setting Up a Preview Shot in Mark Layout View**” on page 3–3
- “**Taking a Shot to Air in Mark Layout View**” on page 3–4
- “**Adjusting the Camera Position Using the Camera Controls Window**” on page 3–4

Tip: Representatives are mapped to their seats (marks). If a representative moves to a different seat during proceedings, you can quickly change the mapping. For more information, see “**Assigning Representatives to Marks**” on page 4–2,

Setting Up a Preview Shot in Mark Layout View

To set up a preview shot:

1. In the **Mark Layout** view, tap the mark you want to preview.

The mark icon changes appearance to indicate its preview status, and associated representative info appears in the **Representative Info** area.

The default preview shot appears in the **Preview** pane (middle preview pane). Shots from other cameras appear in the **Alternate Preview** panes.

2. If you want to use a different shot, tap the shot buttons below the three **Preview** panes to select a shot you like.

If the shot you like is in one of the **Alternate Preview** panes, tap the **To Preview** button to send the shot to the **Preview** pane. The **Preview** pane and the **Alternate Preview** pane swap shots.

3. If you want to reposition a camera, do one of the following:

- Use the Ross Video joystick panel.

By default, the joystick panel controls the camera shown in the **Preview** pane. If you want to adjust a camera shown in an **Alternate Preview** pane or the **Program** pane, tap the corresponding video pane and then use the joystick.

For more information about using the Ross Video joystick panel, see “**Using the Ross Video Joystick Panel**” on page 3–5.

- Use the **Camera Controls** window.

For information about using camera controls, see “**Adjusting the Camera Position Using the Camera Controls Window**” on page 3–4.

- Use the joystick control console that came with your camera system.

4. If you want the **Preview** shot to become the default shot for the mark, tap the **Set to Default** button.

5. In the **Representative Info** area, edit the information if necessary.

The information in this section is used to populate on-air graphics.

Note: Changes to the data are not retained permanently, so you must edit the data each time you use the shot. To edit the data permanently, use the **Representatives** tab of the **Configuration** interface. For more information, see “**Representatives Tab**” on page 2–13.

Taking a Shot to Air in Mark Layout View

1. In the **Mark Layout** view, set up a shot in the **Preview** pane.

For more information, see “**Setting Up a Preview Shot in Mark Layout View**” on page 3–3.

2. Use the **GFX Mode** button to select a graphics mode. The **GFX Mode** button shows the current state (**Auto** or **Manual**):

- **Auto** — Graphics are taken to air when the preview is taken to air. During the transition between shots, the graphic moves out, the new shot appears, and the updated graphic moves in.
- **Manual** — Graphics are taken on or off air only when you tap the **CG In/Out** button. When a shot goes on air, the graphic is not present until you tap the **CG In/Out** button.

Tip: If you require rapid transitions between shots, switch to manual mode.

3. When you are ready to send the shot to air, tap the **TAKE** button.

The shot goes to air. If **GFX Mode** is set to **Auto**, the graphics also appear on-air.

4. If you want to take the graphics on or off air at any time, tap the **CG In/Out** button.

Adjusting the Camera Position Using the Camera Controls Window

You can use the **Camera Controls** window to adjust the pan, tilt, zoom, focus, and iris positions of a camera shot. Before you can adjust the shot, it must be visible in the **Program** pane, the **Preview** pane, or an **Alternate Preview** pane.

Tip: Alternatively, you can use the joystick panel to reposition cameras. For more information, see “**Using the Ross Video Joystick Panel**” on page 3–5.

To adjust the camera position:

1. Tap the video pane for the camera shot you want to adjust.

The **Camera Controls** window appears.

Tip: The video panes are across the top of the **Mark Layout** view. They include the **Preview** pane, two **Alternate Preview** panes, and the **Program** pane.



2. To pan and/or tilt, move the crosshairs in the **PAN & TILT** area. Alternatively, you can tap the **Position** button to reveal the **PAN** and **TILT** slider handles, which can be dragged to adjust pan and tilt individually.
3. To zoom, drag the **ZOOM** slider handle to adjust the zoom position of the lens.
4. To focus, drag the **FOCUS** slider handle to adjust the focal position of the lens.
Note: When you use the **FOCUS** slider, auto focus turns off. To turn auto focus on, tap the **Auto Focus** button.
5. To adjust the iris, drag the **IRIS** slider handle, if present.
Note: The LCS does not control iris on CamBots.
Note: When you use the **IRIS** slider, auto iris turns off. To turn auto iris on, tap the **Auto Iris** button.
6. To access a separate camera control panel that includes advanced camera settings, tap the **Advanced** button.
7. To reset the camera to the position stored in the original shot, tap the **Recall Preset** button.
8. To record the current camera position, replacing the original shot, tap the **Store Preset** button.
9. To close the **Camera Controls** window, tap the **Close** button.

Using the Ross Video Joystick Panel

You can use the Ross Video joystick panel to adjust the position of a camera in four axes: pan, tilt, zoom, and focus. The joystick panel does not include iris control.

Figure 3.1 shows the Ross Video joystick panel.

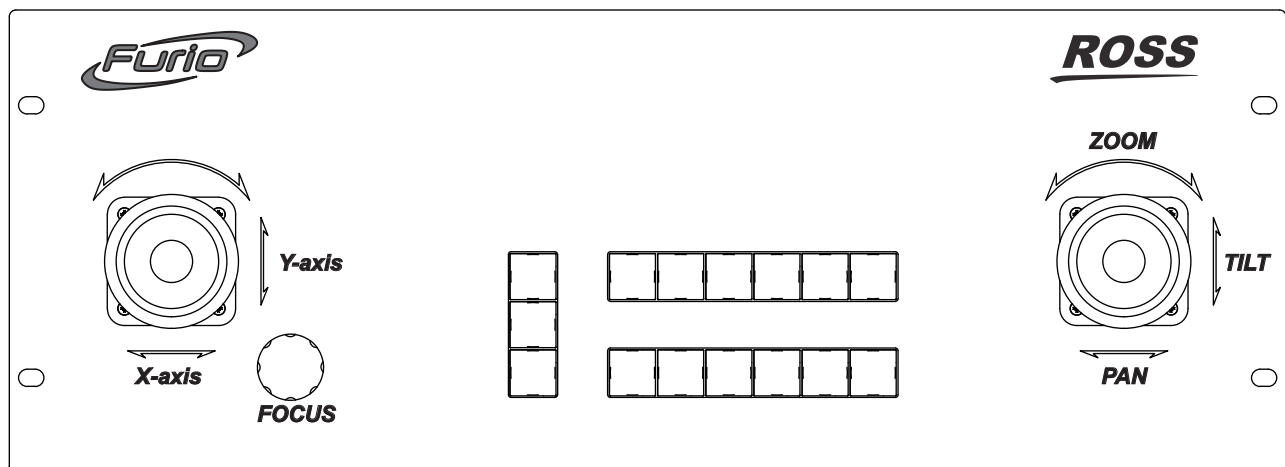


Figure 3.1 - Ross Video Joystick Panel

Selecting a Camera to Control

By default, the Ross Video joystick panel controls whatever camera is shown in the **Preview** pane of the LCS panel.

If your LCS panel uses the **Mark Layout** view and you want to control a camera shown in an **Alternative Preview** pane or the **Program** pane, tap the corresponding video pane and then use the joystick.

Alternatively, you can select a camera by pressing the corresponding camera button on the Ross Video joystick panel. When you select a camera, the button turns either red or green. Red indicates that the camera is currently on-air.

Figure 3.2 shows the camera selection buttons.

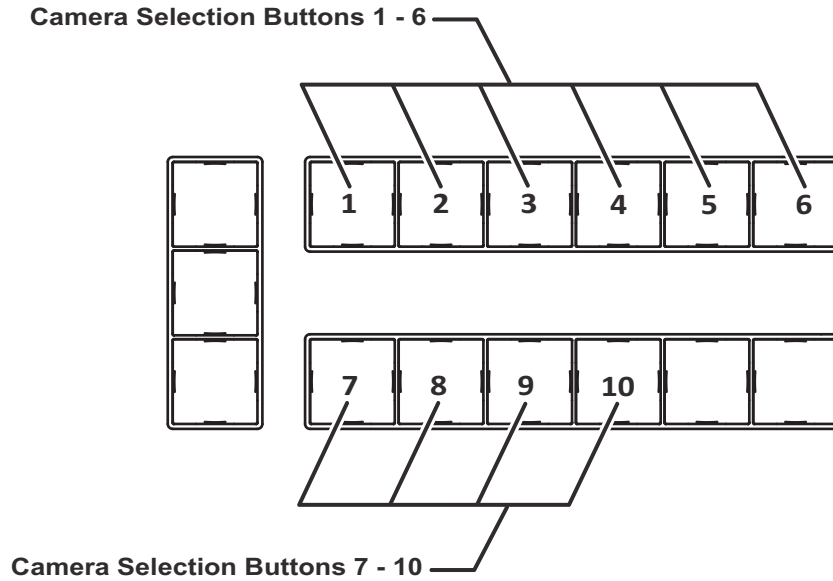


Figure 3.2 - Camera Selection Buttons

Adjusting Camera Position

You can use the joystick panel to adjust the following axes:

- **Pan** — Push the right joystick right and left.
- **Tilt** — Push the right joystick forward and backward.
- **Zoom** — Rotate the right joystick.
- **Focus** — Turn the **FOCUS** knob.

Editing Representative Data

This chapter explains how to edit representative data including names, custom data, and seat positions. You can also update representative photos.

This chapter includes the following sections:

- “**Editing Representative Data**” on page 4–1
- “**Updating Representative Photos**” on page 4–2
- “**Assigning Representatives to Marks**” on page 4–2
- “**Saving Data Files**” on page 4–3
- “**Switching Between Meetings**” on page 4–4

Note: For information about changing other configuration settings, refer to the *LCS Commissioning Guide (4500DR-002-xx)*.

Editing Representative Data

This section describes how to edit representative data.

To edit representative data:

1. In the LCS panel, tap the **Config** button.
2. On the **Representatives** tab, in the **Representative Name** list, tap the name of the representative whose data you want to edit.
3. Edit the following data as required:
 - **First Name** — Specify the first name of the representative.
This name appears in the Seat Layout and Mark Layout views, and in on-air graphics.
 - **Last Name** — Specify the last name of the representative.
This name appears in the Seat Layout and Mark Layout views, and in on-air graphics.
 - **Data in the Information Table** — For each row of the **Information** table, specify a data value:
 - › If the data box has a down arrow, tap it to expand the list of data options, and then tap the correct value.
 - › If the data box does not have a down arrow, tap the data box and then type the data value.**Tip:** The quantity and nature of these data fields are specific to your LCS application. Data fields are defined on the **Config Rep Info** tab. For more information, see “**Config Rep Info Tab**” on page 2–12.
4. Tap the **Save Changes** button.

Tip: A data file containing representative data is automatically updated as you save your changes. You can also save the representative data as a separate data file, which can be loaded and used later. For more information, see “**Saving Data Files**” on page 4–3.

Updating Representative Photos

The LCS user interface displays representative head shot photos as follows:

- The Representative Info area of the layout shows the head shot image for the selected representative.
- Each mark icon can show the head shot image for the associated representative.

Head Shot images are never used in on-air graphics.

The image files must be either .png or .jpg format.

For best performance and a consistent visual appearance, make all the images the same size and keep them small. For best results, the image size should match the size used in the **Representative Info** area of the layout window:

- For the **Mark Layout** view on a 1080p display — 155 pixels wide by 153 pixels high.
- For the **Seat Layout** view on a 1080p display — 100 pixels wide by 98 pixels high.

IMPORTANT: Do not use large image files. If your images are large, use graphics software to reduce their file size before using them in the LCS.

To replace a head shot photo:

1. Create the new photo and save it in the **Images/Photos** folder.
If the new photo has the same filename as the old one, replace the old photo.
2. In the LCS panel, tap the **Config** button.
3. On the **Representatives** tab, select the representative whose photo you want to replace.
4. If the new photo has the same filename as the old one, tap **Save Changes** and then skip the remaining steps.
5. In the area below the old photo, do one of the following:
 - tap the **Select Image** button, tap the image you want to use, and then tap **Accept**.
 - In the box above the **Select Image** button, type the filename for the image. Include the file extension. For example, **DavidRoss.jpg**.
6. Tap **Save Changes**.

Tip: A data file containing representative data, including references to photo files, is automatically updated as you save your changes. You can also save the representative data as a separate data file, which can be loaded and used later. For more information, see “**Saving Data Files**” on page 4–3.

Assigning Representatives to Marks

If seating assignments in the legislature change, you can assign representatives to the appropriate marks. You might also want to assign a representative to a mark where they are about to appear, such as a podium. A representative can be assigned to multiple marks.

There are two ways to assign representatives to marks:

- **graphically** — marks are shown on a layout. You tap a mark, and then select the new representative from a list.
 - › If your LCS panel uses Mark Layout view, the background image of your legislature is shown.
 - › If your LCS panel uses Seat Layout view, the background image is not shown.
- **using the list of marks** — marks are shown on a list. You find the mark name or current occupant’s name, and then select the new representative from a list.

When you change mark data and representative data, the current data files are updated automatically. You can also save the data to named files that can be loaded.

To assign a representative to a mark graphically:

1. Tap the **Config** button.
2. On the **Marks** tab, tap the **Edit Mode** button.
The layout appears, in Edit Mode.
3. On the layout, tap the mark to which you want to assign a representative.
IMPORTANT: Be sure to tap only the mark. Tapping elsewhere on the layout repositions the selected mark.
4. In the **Representative** list, tap the name of the representative you want to assign to the mark.
Tip: If you want leave the mark unassigned, select the blank entry at the top of the list.
5. Continue assigning representatives to marks, as required.
6. When you have finished assigning representatives to marks, tap the **Exit** button.
Tip: A data file containing marks data is automatically updated as you save your changes. You can also save the marks data as a separate data file, which can be loaded and used later. For more information, see “**Saving Data Files**” on page 4–3.
7. If you want to save the changes permanently, save the **Marks** data file:
 - On the **General** tab, tap the **Save Marks As** button.
 - In the **Filename** box, type a descriptive name for the marks file.
 - Tap the **Save As** button.

To assign a representative to a mark, using the list of marks:

1. Tap the **Config** button.
2. On the **Marks** tab, scroll through the list of marks to find the one to which you want to assign a representative.
You can search for the **Mark Name**, or if the seat is already assigned, you can search for that representative’s name.
3. In the **Representative** drop-down list for the mark, tap the name of the representative you want to assign to the mark.
Tip: If you want leave the mark unassigned, select the blank entry at the top of the list.
4. Continue assigning representatives to marks, as required.
5. When you have finished assigning representatives to marks, tap the **Save Changes** button.
Tip: A data file containing marks data is automatically updated as you save your changes. You can also save the marks data as a separate data file, which can be loaded and used later. For more information, see “**Saving Data Files**” on page 4–3.

Saving Data Files

As you edit data and save your changes, the LCS panel automatically updates the current version of types of data files:

- **LCS Data File** — Contains general data including device connectivity and background images.
- **Reps Data File** — Contains data about representatives.
- **Marks Data File** — Contains data about marks.

You can save the current data as named data files, which you can load and use later. When you load a data file, it becomes the current file and is updated as you make changes.

To save data files:

1. Make and save whatever changes you want to include in the data files.
2. On the **General** tab, tap the **Save As** button for the type of file you want to save.
The **Save <data type> File As** dialog box appears.
3. In the **Filename** box, type a meaningful name for the data file.
4. Tap **Save As**.
5. Repeat these steps for any other types of data files you want to save.

Switching Between Meetings

A single meeting room or legislative chamber is often used to host multiple types of meetings. To switch between meetings, you can load data files containing information about the marks and representatives for the next meeting.

To load a set of representatives:

1. Tap the **Config** button.
2. On the **General** tab, tap the **Load Reps** button.
3. Tap the button corresponding to the representative data file you want to load.
4. Tap the **Load** button.

To load a set of marks:

1. Tap the **Config** button.
1. On the **General** tab, tap the **Load Marks** button.
2. Tap the button corresponding to the marks file you want to load.
3. Tap the **Load** button.