

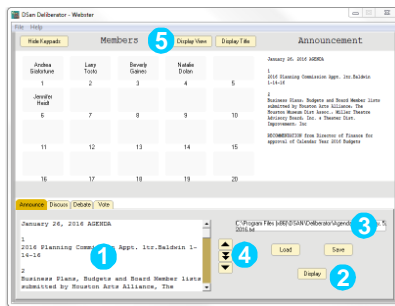


# Deliberator®

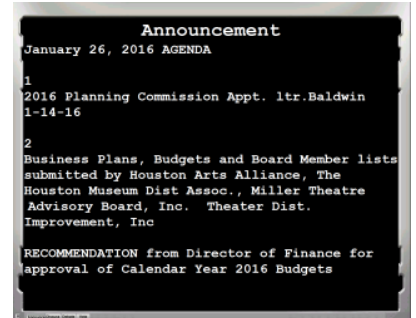
## The App for Legislative Sessions

## Modes of Operation

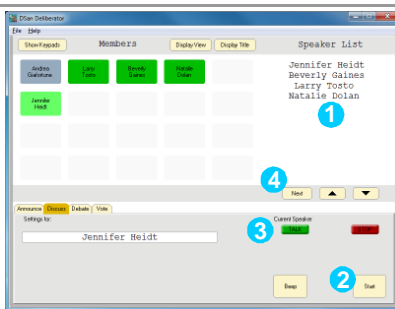
Announce Discuss Debate Vote



Display an Agenda or the text of an Agenda Item before a discussion, debate or vote. Text entered in the input box (1) can be displayed immediately (2); It may be easier to compose a text file (46-characters wide) with a word processor and then load it for display (3). Long agendas can be scrolled (4). Text messages are best viewed in the display window that is launched by the Display View button (5)



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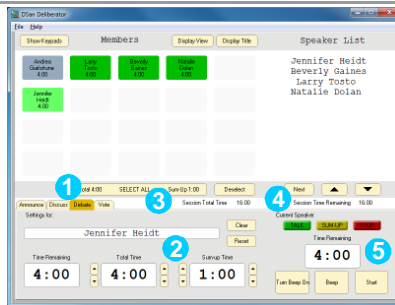


This mode is for untimed deliberations. Members place themselves on a speakers list by pressing request buttons on their keypads and their names are displayed in the order of requests (1).

Click Start (2) to recognize the first speaker on the list. A green light (3) illuminates on his keypad. Press Stop to signal that he no longer has the floor.

Press Next (4) to remove the speaker from the list and make the next member the first speaker.

Announce Discuss Debate Vote

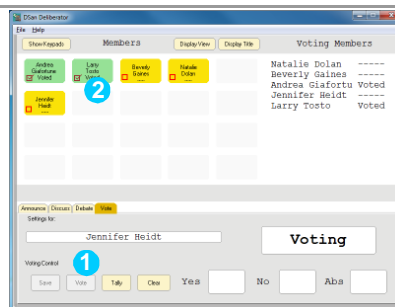


This mode is for formal, timed discussions.

Decide on the length of debate - "Session Total Time". Divide by the number of members. Click Select All (1) and assign the result to each member as their "Total Time" (2). Click Deselect. To recognize the first speaker, click Start; Time Remaining counts down.

Session Time Remaining (4) is the total time requested by members on the speakers list. Time Remaining is shown for current speaker (5).

Announce Discuss Debate Vote



Click Vote (1) to begin. Keypads blink and buttons become active. As each member votes, a name box turns green (2). When all have voted, "Votes-In" is reported.

Click Tally (3). Vote buttons are locked. Results are displayed (4). Click Save to record the vote to a file. Name the vote (5) so it can be retrieved later when preparing meeting minutes.



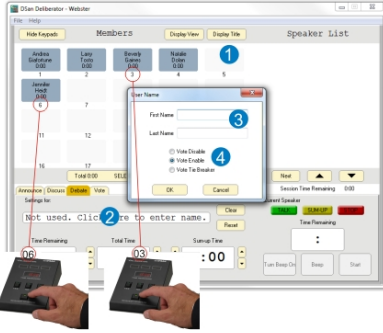
## Session Files

Select **File | Save As**. The speaker list, time remaining for each member, and any votes are saved. They can be retrieved so that deliberations may be resumed precisely at a later time. Session files are saved in the Program Files | DSAN | Deliberator subdirectory. They have an ".ses" extension.

## Timing Public Speakers

Create a member near the bottom of the name button grid (See "Setup" Page 2). Name it "Public Speaker." Disable voting privileges. Connect a Limitimer signal light to the signal hub using a special cable. Right click the Public Speaker button (and remove others from list by clicking Next). Add Total Time. Click Start. For next public speaker, click Reset.

## Setup for your legislature

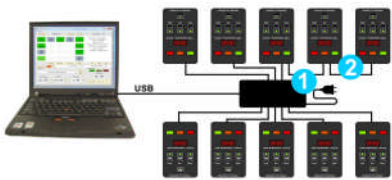


Assign names of the members of your legislature to the name buttons (❶). Each button represents a keypad ID. You may select buttons to appropriate seating arrangements.

Click any button. Click the settings window below (❷). Enter the member name in the dialog box (❸). Uncheck Vote Enable if this member does not vote (❹). Click OK. To de-assign a button, click it. Click settings window. Remove first and last names.

To save this configuration, select **File | Save Members**. The next time the app is launched, the names will be displayed. To configure additional legislatures, click **File | Save As**. Enter the name of the legislature, i.e. "Water Commission." To retrieve this configuration, select **File | Open** and browse for the file with the ".ses" extension.

## Keypad Connections



Keypads connect to a central signal and power distribution hub (❶) via ordinary Cat-5 data cable. Keypads can be daisy-chained (❷) - up to 4 per line, however, a dedicated connection from each keypad to the hub is recommended.

Power with a 9-12V DC power supply (center pin positive !) Each keypad draws 300 mA. Therefore a 10-keypad system should have a power supply of about 4 Amp. A larger supply will run cooler. Connect the distribution hub to the computer via USB. **Important:** Launch the software after the keypads hub is connected over USB.



From the file menu, select Setup. In the lower left corner (❸), make sure that USB is selected under Keypad Serial port. If the hub is disconnected, you will receive an error message.

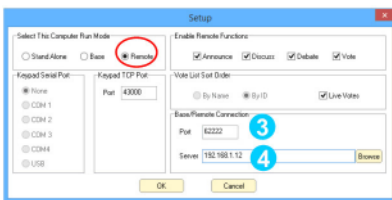
Something else to note on the Setup: For voting, uncheck Live Votes (❹) if you wish to hide votes until Tally.

## Remote Control



Deliberator can run in either base or remote mode. Remote mode is suitable for tablet computers. It provides a subset of controls such as Start/Stop, Next, Vote, Tally, etc.

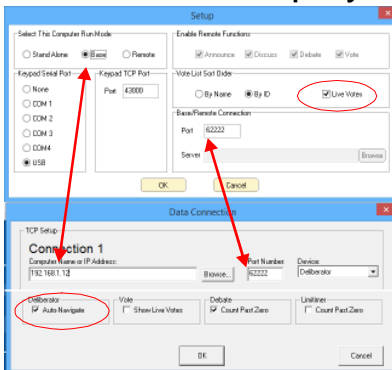
The computer running in remote mode (❶) must connect to a computer running in base mode (❷) over a LAN. Select an unused port number (the higher the number - up to 65000 - the less likely you are to interfere with other devices on your network (❸)). The server address can be the IP address of the base computer (❹), or, if both computers are in the same Workgroup, its computer name. (see **This PC | Properties** for your machine).



The remote computer can initiate a vote. However it is up to the operator of the base computer to save the vote to a file.

For remote control via touch panel systems such as Creston®, contact DSAN for the API.

## PowerPoint Display



DataConnect™ is an add-in for PowerPoint. It enables member names on a speakers list, time remaining and voting results to be displayed in pre-formatted slides.

Assuming that the add-in is loaded and the slides formatted (see DataConnect Guide), launch PowerPoint and open the saved presentation. Use the DSAN add-in menu to select DataConnection. Enter the name or address of the base computer running Deliberator, a port number that matches the base port and select device "Deliberator". (These parameters will have been saved if you previously opened (and saved) a PowerPoint presentation.)

If auto navigate is checked, as soon as the dialog box closes, the PowerPoint slide that matches the current Deliberator mode will be displayed.