

USER MANUAL

exeeo

**Software platform for the management
and control of EXEO system**



MAJORCOM:

Manual to download in PDF format on www.majorcom.fr

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1. INTRODUCTION

This document is the user manual of the SINEO Control software for the of control and management of MAJORCOM Public Address and Voice Alarm Systems EXEO.

The interface is designed to offer all the functions necessary for everyday use through a simple and intuitive user interface.

As a starting point in this document, there are defined important definitions that will be used later as well as the requirements needed to install SIME Control.

1.1. Definitions**Zones**

The public-address system is divided into zones. Each zone corresponds to an area of the system that share common characteristics.

Sources

They are the audio inputs of the system. They may come from CD players, microphones, telephone, etc.

Pre-recorded messages

So-called voice messages recorded and stored on the server for launch public address automatically or manually.

Volume or Gain

Indicates the volume adjustment, gain or source area. It shall indicate the selected volume setting. The normal operating range is between -100 and 0 dB since it is the normal range of professional audio equipment.

VU meter

Representation of the signal level in audio.

Presets

The presets are system configuration files. They can save a particular state of the system with certain gain, assigned sources, etc.

Emergencies

The system supports emergency evacuation. Under this name are the functions of evacuation.

Priorities

System sources have a priority defined in the installation. This system allows the microphones to have different levels of priority, this means it is possible to broadcast messages of greater importance even though previously is being used another source.

1.2. SINEO server requirements.

Component	Requirement
Processor	<ul style="list-style-type: none"> • Minimum: 1 GHz. • Recommended: 2 GHz. • Optimal: 3 GHz or more.
Memory	<ul style="list-style-type: none"> • Minimum: 2 Gb of RAM. • Recommended: 4 GB of RAM. • Optimal: 8 GB of RAM.
Free HD memory Available.	<ul style="list-style-type: none"> • Minimum: 20 GB. • Recommended: 60 GB. • Optimal: 100 GB. <p>NOTE: Computers with more than 16 GB of RAM will require more Disk space for paging, hibernation, and for dump files.</p>
Multimedia	Sound card
Screen and peripherals	<ul style="list-style-type: none"> • Super VGA (800x600) or higher resolution. • Keyboard. • Microsoft mouse or compatible pointing device.
Operating System	Windows Server 2008/XP/Windows 7 – 64 bits or 32 bits

2. INTERFACE DESCRIPTION

2.1. Start screen and users' access.

The system is designed according to security procedures, structured with different user levels. Thus, depending on the user the system will allow functions of higher or lower importance.



Illustration 1: Start Screen

The start screen is a welcome screen, clicking over any place on the screen the user's log in the window will appear. This window will also be available if the terminal is locked or when trying to access certain functions such as the broadcasting of evacuation messages.



Illustration 2: Login

As a default, SIME-Control users (user/password) are the following:

- root/9375: User for administration and configuration of SIME. It has all the privileges.
- servidor/0000: User for the administration of the application. It has maximum levels of privileges at the application level.
- operador/0000: User operator of the application. It has limited privileges.

NOTE: All the functions and parts described in this manual may not be available in the system depending on the acquired modules and user permissions.

2.2. Home screen

The home screen is represented as follows:

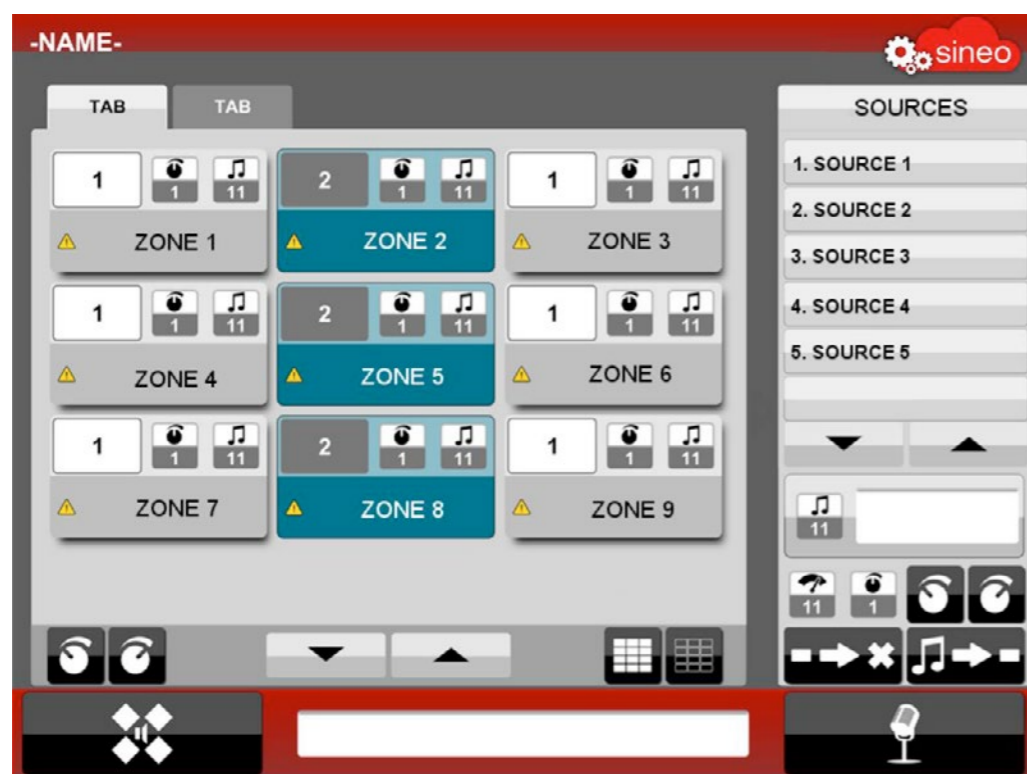


Illustration 3: Home screen

The window is divided in four areas, that are defined as the upper bar, central panel, lower bar, and right panel. The right panel is visible only when a specific feature is in use, otherwise the center panel will occupy the entire width of the screen.

a) Upper bar



Illustration 4: Upper bar

The upper bar indicates, on the left, the custom name of the system. At the right side the logo of the application, which will change its color when the server is offline.

b) Central panel

Tabs

To easily manage the zones, they are organized into tabs that allow to perform functions over a group of zones that are part of a common area or sector.

Zone control area

Each zone is represented by a box, in the center area of the application, with their status displayed on it.

These zone boxes are selectable: to act on a zone, first we select it and then select the desired action using the buttons below or in the right panel.



Illustration 5: Zone box



Illustration 6: Selected zone box

Each zone box has the following information:

- Zone number indicators. Unique number assigned to each zone.
- Indicators of gain.
- Indicators of sources assigned. Displays the source assigned in that. View : Source icons.
- Status information. In case of any technical problem in the area an icon will appear to indicate the warning. See: Notifications.
- Name of the zone

Button's bar

Illustration 7: Buttons bar

In the button bar at the bottom of the central panel it is possible to perform actions on the zones.

- Lower and higher gain. It acts on the selected zones.
- Scroll the page.
- Select all zones / Deselect all zones.

c) Lower bar

The three main functions of the lower bar are:

- Menu access button. It will access the management menu described in section 3.



Illustration 8: Menu Button

- System notifications bar. The system warnings and notifications will be displayed. For more information go to the chapter: Notifications.
- Call button or microphone indicators.



Illustration 9: Microphone button

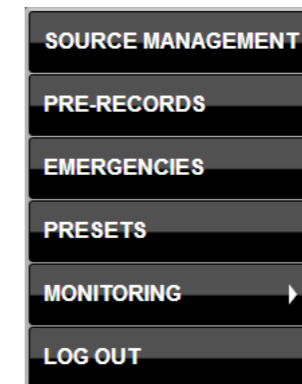
- It will act as a button for microphones without a physical push button, indicating that we will page at the selected zones.

It will work as an indicator when a microphone with a push button is being used.

3. MENU AND CONTROL PANELS

In the menu, we access the control panels of the functions described below.

The procedure for using the functions is similar: just click on the submenu to enable or disable the corresponding control panel that appears on the right side of the screen.

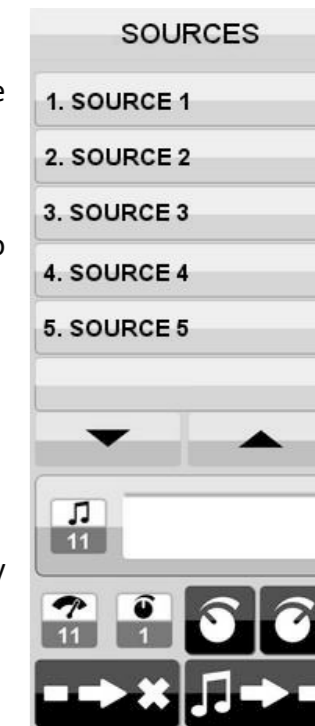
Illustration 10:
Control menu**3.1. Source management**

By selecting this item, the source management panel opens in the right side of the screen. In the top of the panel the list of sources or inputs available on the system.

a) Sources management panel

- Source selected information: Displays the unique identifier number, the icon representing the type of source and the source name
- On the next line is where the volume of the source is managed.
 - Level indicator, VU meter: Shows whether there is presence of audio signal in the corresponding input with a green indicator.
 - Gain information selected volume.
 - Gain adjustment buttons.
- Button to release the selected zones of the current source. Mute state.
- Button to assign the selected source to the selected zones.

NOTE: The control of the input sources has no control over the priority sources, like a microphone that is activated from its own hardware button.

Illustration 11: Sources
control panel

3.2. Pre-recorded messages

Similar to the other lateral panels, at the top there will be a list of all available messages on the system.

b) Pre-recorded messages control panel

- Information of the selected message. Displays the identifier and name of the selected message.
- Recording a new message. Access the recording panel.
- Play time. Before play, indicates the total time of the message and once the message is playing shows the elapsed time.
- Button for the clear message. Deletes the selected message from the server.
- Stop playback.
- Broadcast a message. Starts playback of the message on the selected zones.

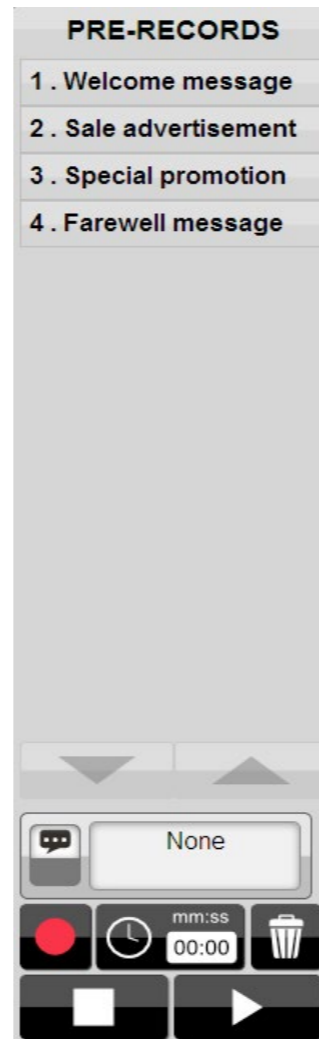


Illustration 12: Pre-recorded messages control panel

The following system folder contains the pre-recorded messages: C:\Program Files\MAJORCOM\SINEO\service\Content\Control\Prerecord

To include new pre-recorded messages, the sound files should be stored in this folder (in .mp3 or .wav format).

c) Message recording panel

To record a message, we will use the following panel:



Illustration 13: Message recording panel

- Information about the selected message: Here is where you enter the name you would like for the message. The ID number will be picked up automatically.
- Keyboard: It has an onscreen keyboard for touch devices.
- Record button. Recording starts.
- Time: Indicates the time of recording.
- Stop button. Ends the recording.
- Save button. Saves the recording on file with the chosen name.
- Cancel button. Closes the panel without saving any changes.

Message recording can only be done from the terminals with the recording module.

3.3. Emergencies

The emergency control panel is the tool for easily activating an emergency evacuation. During the installation of the system the list of available emergency appearing on this panel is configured. Each emergency will broadcast a pre-recorded message with a chosen level of volume at the zones predefined.

First, an emergency in the list is selected.

a) Emergencies control panel

- Information of the selected emergency. Indicates the name and identifier of the emergency.
- Time: Displays the time elapsed since activation.
- Cancel emergency button. Stops the state of emergency.
- Button to launch or activate the emergency.

Both the button to stop or launch the emergency will ask for a password to confirm a user with sufficient privileges to perform these actions.



Illustration 14:
Emergencies control panel

3.4. Presets

The presets control panel allows you to load and save system settings.

These settings allow you to define the zone volume adjustments, route sources, sources volume, etc.

These parameters can be loaded to the system by simply loading the desired preset.

- List of saved presets. It allows selection of the preset to load or save.
- Selected preset information. Displays the ID and name of the selected preset.
- Clear. Deletes the selected preset from the list.
- Load preset button. Loads the configuration of the selected preset in the system.
- Current Preset. Shows information about the loaded preset. If any parameter is changed, it will not correspond with any of the saved presets.
- Save. Saves the current settings to a preset file. A window will appear to enter the preset name.

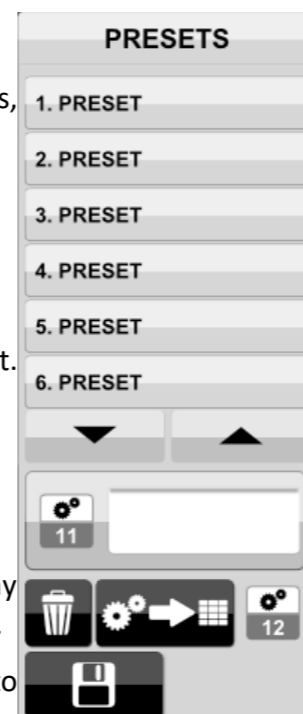


Illustration 15: Presets
control panel

3.5. Audio Monitoring

This submenu opens the control panel for audio monitoring. It is possible to listen through speakers or headphones the audio that is being broadcast at a certain zone or group of zones. It also allows you to listen to the audio from the sources even if they are not assigned to any zone.

- Source List.
- Information about the source or zone selected. Displays the name and identifier of the selected zone or source.
- Information about output monitor:
 - It shows a VU meter by using a color indicator to report that audio is coming out.
 - Gain information. Indicates the configured volume.
 - Volume adjustment buttons.
- Buttons to activate or stop monitoring.

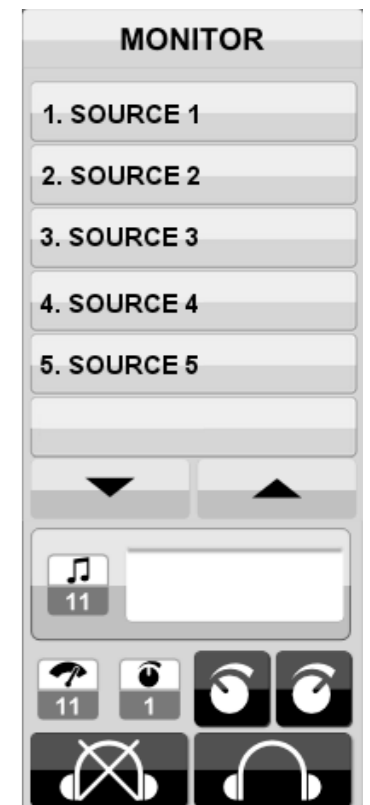


Illustration 16: Monitor
control panel

3.6. Exit

Exits the current window and shows the home screen.

4. SUPERVISION OF THE SYSTEM

4.1. Notifications

In the notification bar information on monitoring and supervision of the system is displayed.

Clicking on the bar will access the notification screen:

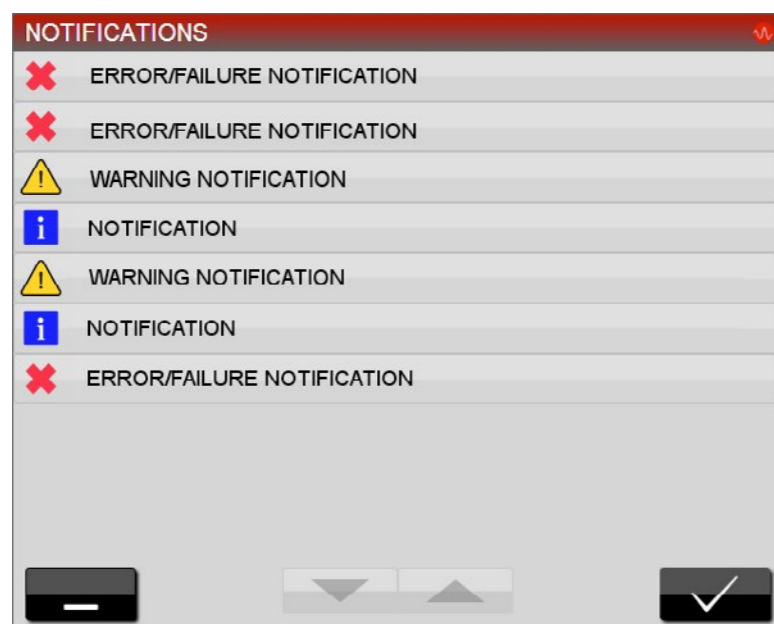


Illustration 17: Notifications window

Notifications are displayed in the list with icons indicating the importance of each one.

At each notification report it is indicated the date and time at which the incident occurred.

The icons in the notifications can be:

- Information. No system's service has been affected.
- Warning. It is associated with an incidence of medium severity, these notifications should be reported to the service or maintenance personnel to check the source of the error, but the system can continue to operate without a problem.
- Error. It indicates a serious system error that prevents normal operation of the system. Notify your service or maintenance personnel.

Buttons at the bottom:

- Minimize button. Closes the window without taking any action.

OK button. Closes the window indicating that we have read the notifications. Notifications with low importance will be deleted from the list

4.2. Indicators

Bellow are detailed the different icons that display the status of the system.

Source icons



1 Mute. Indicates that the zone has any source routed to it.



11 Music source.



1 Microphone.



1 Pre-recorded message.



11 External source.

Notifications



Notification: System information.



Warning: There is an incident in the system that affects the zone but not the functioning of the system.



Error: There is a serious problem in the system and the zone does not have service.

VU meter



White. No signal.



Green. Indicates that this zone/source is broadcasting a sound with a correct signal level.



Orange. The signal is over normal levels.



Red. The signal level is over a recommended level, it could cause distortions.

5. TYPICAL ACTIONS

a) **Zone selection.**

The zones are selected in the central panel of the screen by clicking on the boxes that represent the zones. The selected zones will be marked in blue. The zones could be divided into tabs, in case there are zones selected in other tabs, these tabs will be marked in blue.

To quickly select/deselect all zones you can access the first tab, where all zones are displayed and then use the buttons to select/deselect all zones.

b) **Volume up / down from one or several zones**

Select the zones you want to adjust, the zones will be marked in blue. Then, use the buttons on the bottom bar for volume setting.


c) **Volume up / down from a source**

Click on the main menu (MAJORCOM logo at the bottom left) ->source management and the source management panel will appear on the right side of the screen.

Select the source to be adjusted, which will be marked and will appear in the control panel. Use the buttons to raise or lower the volume using the volume indicator and source signal indicator.


d) **Route a source to one or more zones**

Click on the main menu->source management, and the source management panel will appear on the right side of the screen.

Select the zone or zones that you want to modify and the source to be routed. Then, click on the source-assign button. 


e) **Mute one or several zones**

Click on the main menu->source management, and the source management panel will appear on the right side of the screen.

Select the zone or zones that you want to modify. Then, click on the mute button. 

Another option would be to lower the volume of every zone by using the volume control until the level -100 is reached.

f) **Load a preset**

Click on the main menu->presets, on the right side the presets panel will appear. Select the preset to load, it will appear on blue in the right panel. Click on the load-preset button. 

g) **Save a new preset**

Once the system is configured with the desired volumes and sources, go to the Presets control panel.

Click on the save button and a window to enter the preset name appears. If you want to overwrite an existing preset, you can pre-select and press the save button to overwrite the current name appears.

h) **Audio monitor a zone or source**

Click on the main menu->monitor, and the monitor panel appears.

Select the source or zone you want to hear, which will be marked and will appear in the control panel. Use the buttons to enable or disable the audiomonitor.

i) **Activate an emergency or evacuation**

Open the emergency panel from the main menu.

Select the event, from the right list. Click on the launch button and enter the user/password.

j) **Cancel an emergency or evacuation**

Open the emergency panel from the main menu.

Select the event, from the right list. Click on the cancel button and enter the user/password.

k) **Broadcast a pre-recorded message**

Click on the main menu-> Pre-records, and the pre-recorded messages panel will appear.

Select the message you want to play, which will be marked and will appear in the control panel. Press the play button.

l) **Record a new message**

Click on the main menu-> Pre-records, and the pre-recorded messages panel will appear.

Click on the rec button and a window will appear.

Enter the name you want to give the message and start recording with the record button. Speak to the microphone to make the recording. Stop recording with STOP button and press the save button to save it on the server.

m) **Listen to a message without broadcasting to any zone**

To listen to a message we activate the audio monitoring of the pre-recorded messages source.

We follow the steps to “Launch a pre-recorded message” but without selecting any zone.

n) *Microphone page to one or several zones*

Select the zones you want to talk accessed under zoning. If the microphone has its own button push to talk microphone is used, if it has no push the talk button on the microphone at the bottom right of the screen will be used.

We may note that the lights on the microphone and put green button when you can start talking or red if there is a source of higher priority to occupy the area.



SINEO

**Software platform
for the management and control of EXEO system**

User manual V1.1