



Speakerbus

# Quick Start Guide ALTO

Revision 2

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speakerbus.com

ALTO displays two green icons for network and database connectivity when the device is plugged in and ready for use:




## LOGGING ON

To log onto ALTO:

1. Touch the ID panel and use the keypad to enter a valid **User ID**. Press the tick symbol once done.  
*TIP: Use the Up-Arrow key to shift between lower case, upper case and numeric key values.*
2. Repeat the process to enter a **Password**.
3. Press tick a 3rd time to submit the log on credentials. ALTO indicates successful registration with additional icons for voice services and voice recording (if applicable) connectivity:





## VOLUME

The volume control is opened by touching the volume soft function key  or using gesture control by finger tracing an elliptical path anywhere around the display.

The volume control has settings for master (can be disabled in Speaker Settings) and individual speaker audio levels.

## MUTE




A touch of any speaker icon  will toggle the mute state of the channel where the touch is made; a second touch unmutes the speaker. The bottom softkey icon  will mute all channels, overriding the current individual channel mutes. There is no equivalent overall unmute.

## ASSIGNING LINES TO SPEAKERS

Lines are managed by system administrators and users are granted permission to access them.



ALTO has a series of menus allowing users to configure and customise their device including selecting which lines are assigned to the 4 speaker channels.

Only lines that a user has permission to access will be shown in the ALTO menu list.

1. Open the Program Menu .
2. To ADD a line to a speaker, touch the Program Voice Services key   
OR
3. To Add / Delete / Move or Edit a line press the Program Speaker Key .

4. Follow the on-screen guide.

## EDITING SPEAKERS


1. Open the Program Menu .
2. To Edit a line, press the Program Speaker Key .
3. Select Edit then choose the relevant Speaker Channel.  
**Latching:** *The speaker key can be set to latch open (On) or press and hold to talk (Off). See also Speaker Settings.*  
**Alert Volume:** *(See Alerting).*  
**Priority:** *(See ALR & Priority).*  
**ALR:** *(See ALR & Priority).*

## GROUP TALK

A group may be programmed to include between 1 and 4 of the speaker channels.

Pressing the group talk softkey  is functionally the same as pressing the specific combination of speaker channel keys simultaneously, so that the user can talk on all selected lines concurrently.

If no group is defined when the group talk button is pressed, then this action brings up the Group-Talk program screen.

The Group Talk program menu can also be accessed by touching the program menu icon .

## PRIVACY



Privacy operates to prevent other users on the local site from listening to or barging in to a call once it is connected.

Speaker channels can be made private before or during a call by touching a channel's left call state icon area, where a mini 'privacy' icon [privact icon here] is displayed.

The key has a toggling effect. The privacy state of a call is forgotten once the call is cleared.

## ALERTING

Each of the 4 speaker channels may be adjusted to set the incoming ring volume between 0-10, where 0 is off.

1. Open the Program Menu .
2. Touch the Program Speaker Key icon .
3. Select **Edit** and the appropriate Channel.
4. Adjust the Alert volume by using the slider, press tick to save.  
The Alert volume control will be hidden if the selected channel is a broadcast (Hoot) line.

## FRONT VIEW DESCRIPTION



## ALR & PRIORITY

Automatic Level Reduction (ALR) comes into effect when audio is also being received on a channel with a higher priority.

Volume on the channel with the lower priority is reduced in line with its ALR value (none, 1/4, 1/2, 3/4 or mute).

To set Priority and ALR for each channel:

1. Open the Program Menu
2. Touch the Speaker keys icon
3. Select Edit then choose the line to configure.
4. Set Priority and ALR as required.

The ALR setting cannot be changed when the priority setting is set to 1 as a higher priority is not available to trigger muting.

## USER SETTINGS

Additional settings not directly related to call functionality can be configured through ALTO's program menu to influence how the device operates.

### USER SETTINGS

**Environment:** Pre-set acoustic profiles to match ambient room noise.

**Acoustic Shock Protection:** Pre-set acoustic profiles to match ambient room noise.

**Handset Mode:** Defines the operation of the handset push bar or sets legacy CB mic option.

**CB Mic Mode:** To support CB mic option via handset port.

### SPEAKER SETTINGS

**Master Volume:** Sets whether a Master volume control is enabled in the volume control menu.

**Ring on Busy:** Determines if audible alerts still occur when there is a currently active speaker channel.

**Latching:** When latching is set "on" for an individual speaker, this sets if a quick tap or longer key press causes the channel to latch open.

**Speaker Source:** Choose microphone or handset.

**Quiet Office:** When "Quiet Office" is enabled, all speaker output will be routed to the handset port instead of the loudspeaker. The main gooseneck mic or open mic will still be used when talking. Useful for headset operation.

### SPEAKER DIPPING

**Local Dipping:** Mute or dip speaker channels when one of the channels is transmitting. Off, simplex (mute or dip all channels), duplex (mute or dip all channels except for those transmitting).

**Dipping Level Reduction:** Sets the degree by which channels are lowered when local dipping is on.

**Audio Restore Delay:** Sets how long after the talker has finished before restoring the remaining speakers to their undipped volumes.

## INDICATORS

### STATUS INDICATORS



1. Network Status
2. iCMS Status
3. SIP Registrar Status
4. Recording Configuration Status
5. Gooseneck Mic Active
6. Gooseneck volume level within acceptable limits
7. Handset Active

### CHANNEL INDICATORS

Two virtual LEDs: left, and right are associated with each speaker channel and are displayed in the thin bar above each channel finger.

Call State	Indicator
Idle	
Connected	
Alerting Outbound - flashing	
Alerting Incoming - flashing	
Group Talk channel moved to handset	
Group Talk Channel(s) on hold - flashing	

### SOFTKEY INDICATORS

Icon	Summary	Comments
	Menu	Brings up the top-level menu.
	Group Talk	Initiates a Group-Talk for the pre-programmed group.
	MRD Signal	Only available when one or more Manual Ring Down (MRD) lines is active. Sends a ring signal.
	Volume Control	Display Volume Control screen.
	Mute Speakers	Toggles mute of speaker channels.