Speakerbus

Quick Start Guide
ARIA Hoot

Revision 4

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For the ARIA Hoot user guide please visit www.speakerbus/userguides
or scan the QR link.

speakerbus.com

SIGNING IN

There are three ways to sign into ARIA Hoot depending on the authentication configuration set by your organisation:

- Speakerbus credentials
- Active Directory credentials
- Microsoft credentials

To sign into ARIA Hoot:

1. Before signing in for the first time, you will prompted to select your preferred language.
2. Choose for the authentication type.
3. Enter user name and password into **User ID** and **Password**.
4. Ensure the correct **CloudBase Collection** is selected.
5. Lastly, select **SIGN IN**.

SIGNING OUT

To sign out of ARIA Hoot:

1. Select the softkey.
2. Select **Sign Out**.
3. Select **YES** on the 'CONFIRM' pop up message.

AUDIO PREFERENCES

To set ARIA Hoot's microphone and speaker audio preferences:

1. Select the softkey, then **Preferences**.
2. Select your microphone and speaker preferences.
3. Select **OK**.
4. Select the softkey, then **Diagnostics** and then **Reset**.
5. When resetting, a 'CONFIRM' dialog will be displayed. Select **YES** to confirm reset.

TALKING ON A MRD/HOOT SPEAKER CHANNEL (PUSH TO TALK)

To talk on a MRD/Hoot speaker channel:

1. Select and hold down the associated speaker channel, area outlined in magenta below.

2. Talk whilst selecting the associated speaker channel.
3. Release to return the speaker channel's state back to monitor mode.

TALKING ON A MRD/HOOT SPEAKER CHANNEL (PUSH TO LATCH)

To latch open a MRD/Hoot speaker channel's microphone:

1. Select the associated speaker channel's red latch softkey.

The softkey will turn green.

2. Talk.
3. To unlatch the speaker channel, select the green latch softkey.

TALKING ON AN ARD SPEAKER CHANNEL (PUSH TO TALK)

ARD speaker channels in a call.default to microphone latched open.

To set an ARD call to push to talk during a call rather than latched open:

1. Select the green latch softkey.

OR

Select the area higlighted in magenta below.

The latch softkey will turn red.

2. To press to talk, select and hold down the associated speaker channel, area outlined in magenta below.

3. Talk whilst selecting the associated in call ARD speaker channel.
4. Release to return the speaker channel's state back to monitor mode.

CLEARING AN ARD CALL

To clear an ARD call, select the speaker channel's **clear** softkey.

ANSWERING A RINGING CALL

To answer a ringing call, select the speaker channel's **answer** softkey.

BARGING INTO A BUSY ELSEWHERE CALL

To barge into a busy elsewhere call, select the speaker channel's **barge-in** softkey.

LISTEN ONLY SPEAKER CHANNELS

Listen only speaker channels display the **listen-only** state icon.

SPEAKER CHANNEL VOLUME

To adjust the volume level of a speaker channel, drag the blue volume slider to the left to reduce volume and right to increase volume.

MUTE/UNMUTE A SPEAKER CHANNEL

To mute a speaker channel:

1. Select the **mute speaker channel** softkey.

2. The **mute speaker channel** softkey will turn red.

3. To unmute, select the red **mute speaker channel** softkey which will return to grey.

LAYOUT VIEW

Notification Toolbar

Up to 8 x Speaker Channels

NOTIFICATION TOOLBAR

The notification toolbar provides access to:

	Group Talk		User Menu / Recording Configuration & Health status
	Speaker Status		
	Do Not Disturb		

SPEAKER CHANNEL

A speaker channel has softkeys which provide access to:

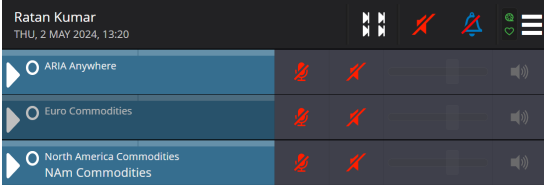|			
	Latch open a speaker channel's microphone		Speaker channel volume
	Mute/unmmute speaker channel		Solo speaker channel mode

MUTE ALL SPEAKER CHANNELS

To mute all speaker channels:

1. Select the **speaker status** softkey located in the notification toolbar outlined in magenta below.
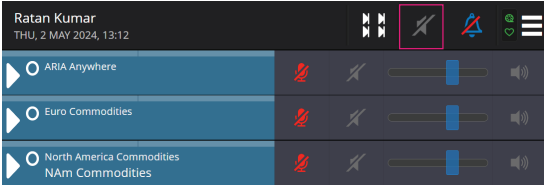
2. All **speaker channel** softkeys will turn red.

3. To unmute, select the red **speaker status** softkey.

This will return all speaker channel mute speaker volume softkeys to unmuted (grey) as displayed in step 1.

SOLO MODE

To mute all speaker channel volumes apart from the selected speaker:

1. Select the appropriate speaker channel's **solo mode** softkey.

The speaker channel's **solo mode** softkey will turn green. All other channels turn red (muted).

Also the **speaker status** softkey located in the notification toolbar will turn orange.

2. To deactivate solo mode select the **solo mode** softkey.

DO NOT DISTURB

To activate do not disturb:

1. Select the **do not disturb** softkey.

The softkey will turn blue and red.

Inbound calls will continue to flash but will not sound until do not disturb is deactivated.

2. To deactivate do not disturb, select the green and blue **do not disturb** softkey.

GROUP TALK

The group talk softkey is used to link one or more speaker channels. Press to talk on multiple channels at once.

When the talk icon is grey, it is not programmed

To program the group talk softkey.

1. Select the grey group talk softkey to program.
2. Select **YES** on the 'CONFIRM' pop up message.
3. Select the speakers to assign to group talk.
4. Select **OK**.

When the talk icon is white, it is programmed. Select to talk.

To edit the group talk softkey when programmed:

1. Select the softkey, then **Program Group Talk**.
2. Select/deselect the speakers to assign to group talk.
3. Select **OK**.

GROUP TALK LATCHING MODE

Group talk, by default, is set as latching. Group talk can be set to unlatched (press to talk).

To set group talk latching mode:

1. Select the softkey, then **Preferences**.
2. Select the group talk latching mode.
3. Select **OK**.

DESKTOP NOTIFCATIONS

This option when active displays desktop pop-up style notifications of incoming calls. Default is set to **ON**. Please adjust any pop up blockers in your browser settings to allow ARIA Hoot to send desktop notifications.

To deactivate desktop notifications:

1. Select the softkey, then **Preferences**.
2. Toggle 'Desktop Notifications' from **ON** to **OFF**.
3. Select **OK**.

To activate desktop notifications:

1. Select the softkey, then **Preferences**.
2. Toggle 'Desktop Notifications' from **OFF** to **ON**.
3. Select **OK**.