TeamSpeak 3 Userguide

This user guide shall help you to install and configure TeamSpeak 3.

1. Installation & Configuration

1.1. Installation

➢ Download Teamspeak 3 (Client 32 or 64 – bit)
http://www.teamspeak.com/?page=downloads

➢ Install TeamSpeak 3

The installation is straight forward and takes only a few seconds.

After the installation, start TeamSpeak 3 as Administrator.

If the TeamSpeak 3 assistant opens, you can close it by clicking "cancel". All settings will be done step by step during this guide.
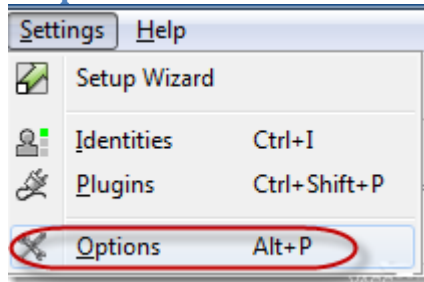
1.2. Create a Bookmark

1.3. Options

1.3.a. Application
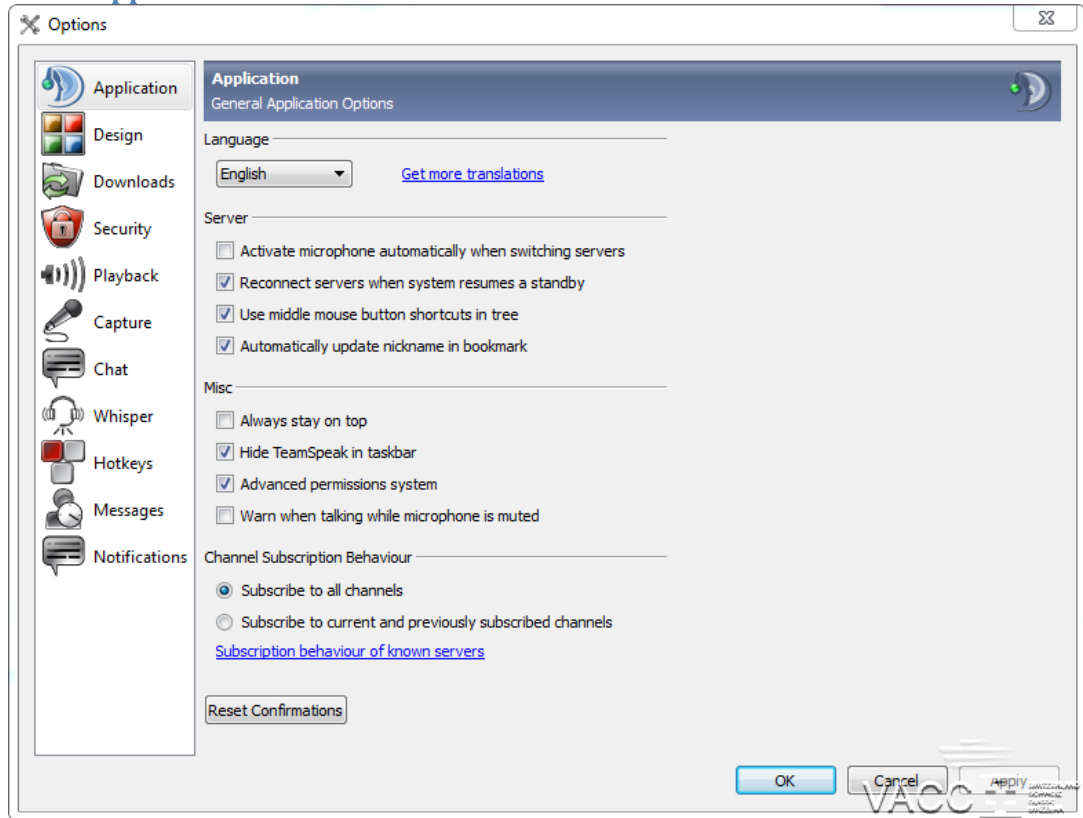
1.3.b.   Design
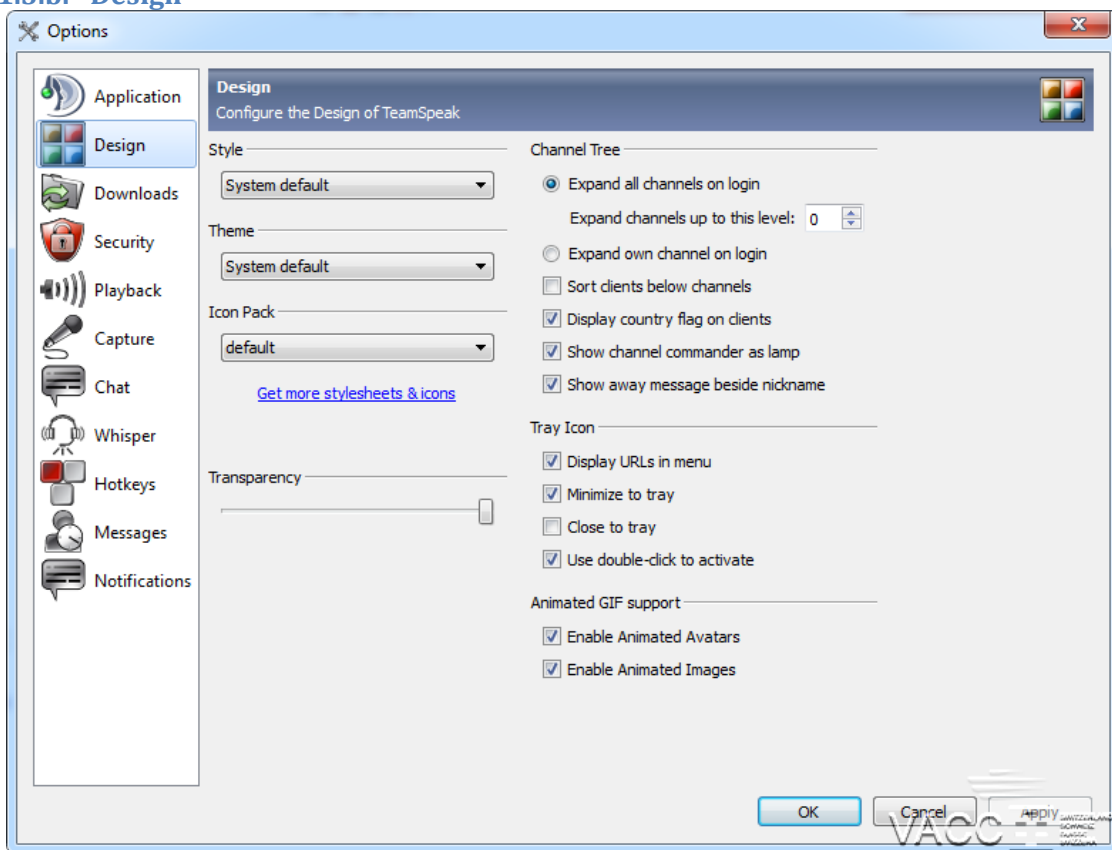
1.3.c.   Playback
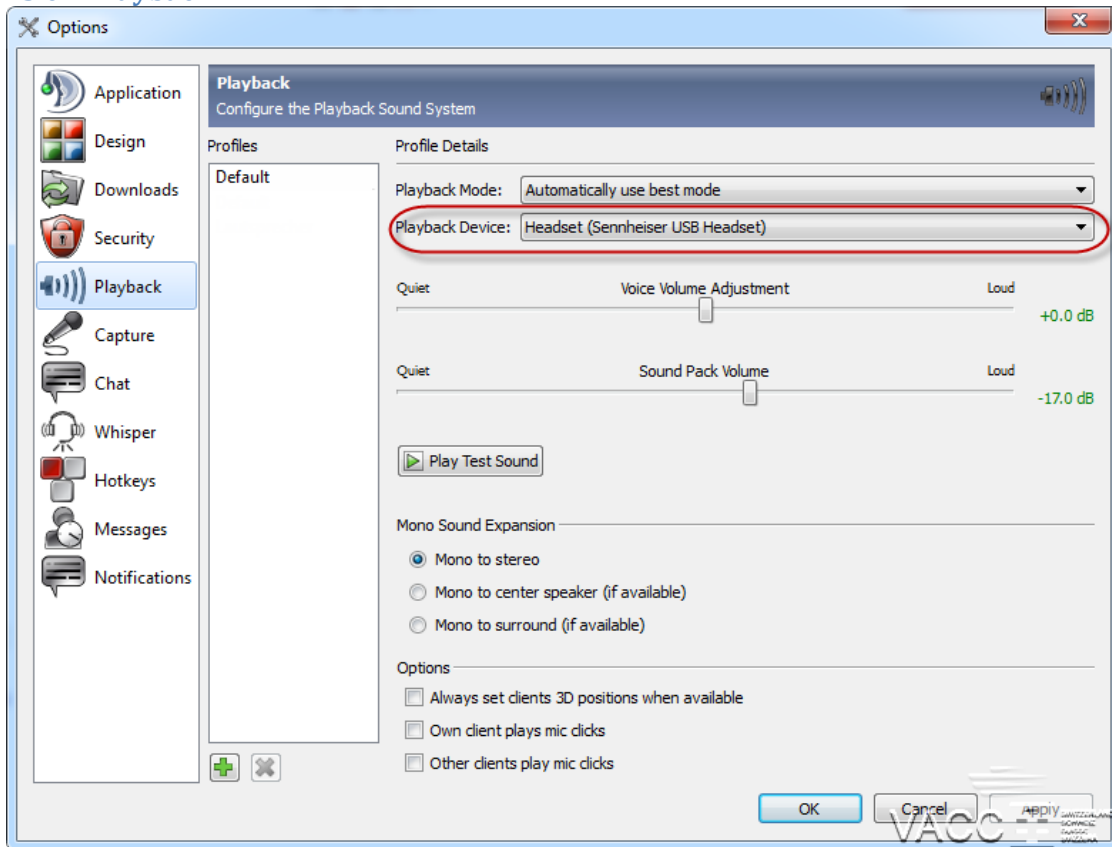
1.3.d. Capture

⟹ *PTT – Push to talk*

Define the PPT Key at this page. Recommended PPT keys are CTRL, SHIFT or Pause/Break.

⟹ *Voice Activation Detection*

In this mode the mic will be activated as soon as you are speaking loud enough. This mode is blocked in some channels of our server and is not suitable for controllers and pilots.

Once the Mic is configured, you can make a test to check if everything is fine.
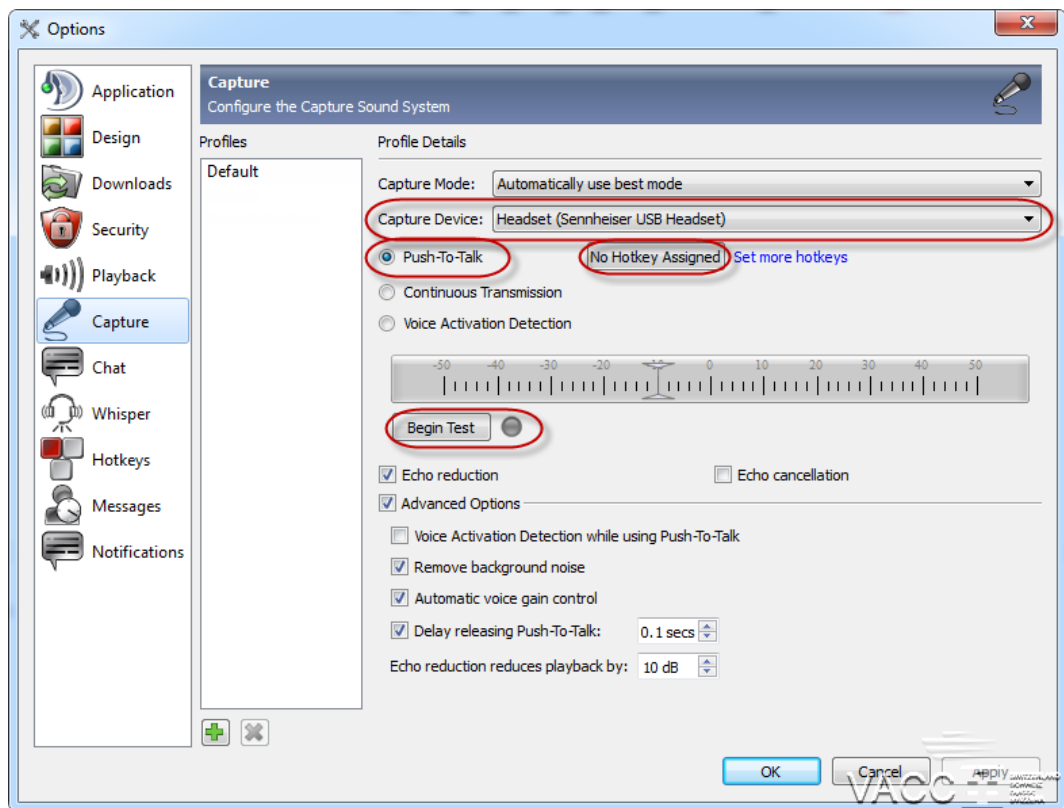
1.3.e. Messages

Thereafter you can close the Options window by clicking OK.

2. Connection and Registration

2.1. Connection
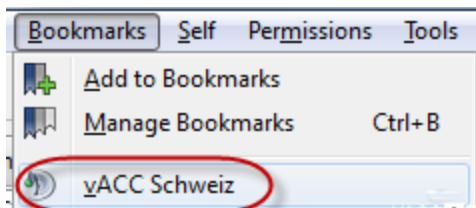
Left click on vACC Switzerland to establish a connection to our server.

2.2. Register your unique TS3-ID

A couple minutes after you have joined the server for the first time, it will recognise that your TS3-ID is not registered yet and a window will pop up.
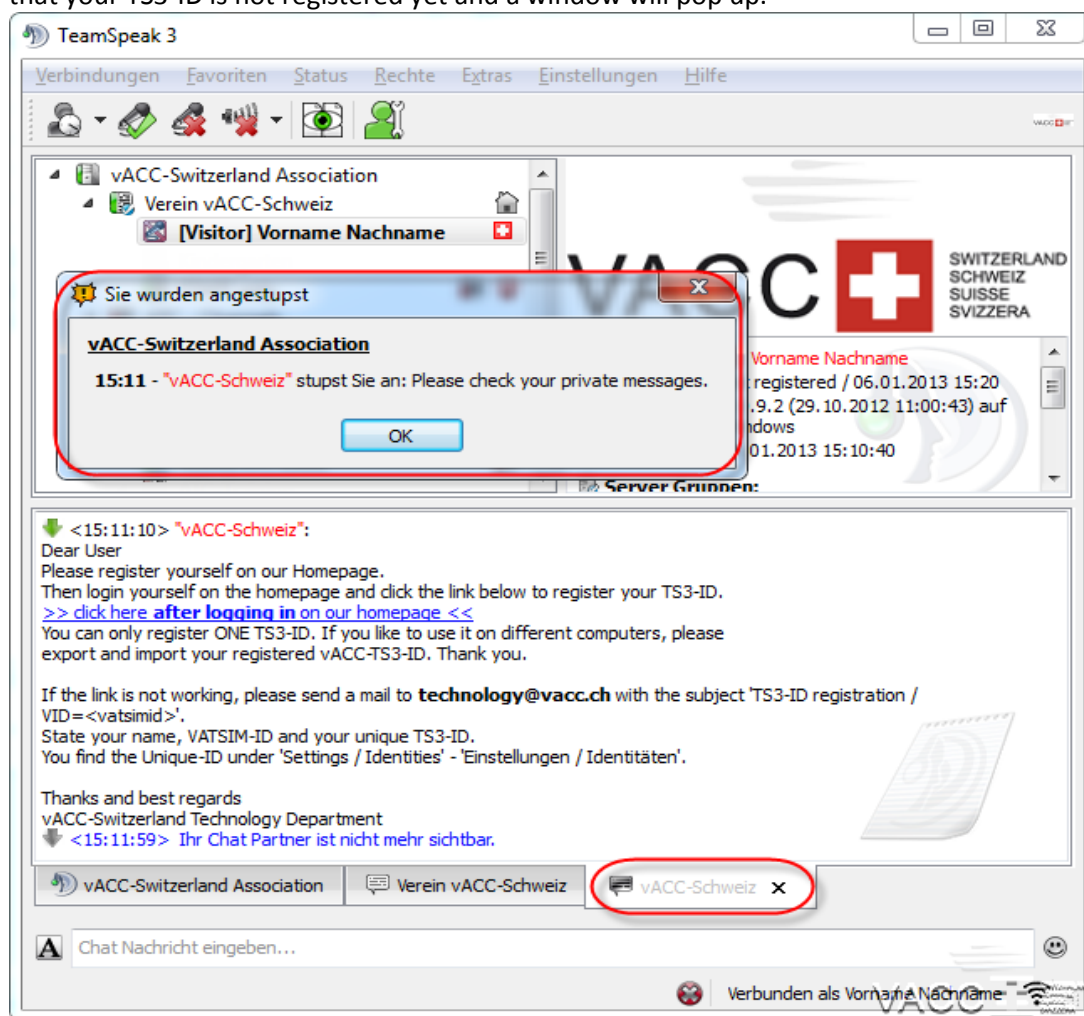
You can close this window by clicking OK.
You have received a private message form the server. Click on "vACC-Schweiz" to read the message.
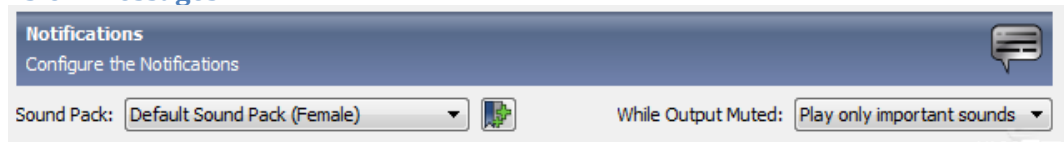
Please log in to the vACC-Switerland homepage, before using the link given in the private message.

If no errors occur, your web browser will display "Your TS3-ID is registered, thank you".
If not, follow the instructions given in the private message.

3. Using TeamSpeak 3

As soon as the registration of the ID is completed, your user group will change from "Visitor" to "Member" and you can change to other channels of the server.

3.1. Change to another Channel

If you have permissions to access a channel, you can change to it by double clicking it.

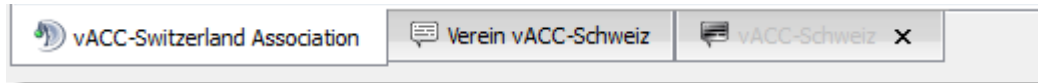### 3.2. Send Messages

Open chat windows are shown as tabs at the bottom. There are different types of chat windows.

3.2.a. Server

The first tab ("vACC Switzerland Association") is the text chat of the server.
Chat messages send in this tab will be seen by all users on the server.

This tab will be opened automatically when joining the server.

3.2.b. Channel

The second tab (here "Verein vACC-Schweiz") is the current channel's text chat.
Chat messages send in this tab will be seen by all users in the same channel.

This tab will be opened automatically when joining a channel.

3.2.c. Private

The third tab (here "vACC-Schweiz") is a private text chat to a specific user. Messages will be sent to this user only.

You can open this tab by right clicking the respective user and select "Open Text Chat".

### 3.3. (De-) Activate Microphone / Sound

➢ The left button turns the microphone on and off,
➢ The right button turns the sound on and off.

3.4. File Browser

TeamSpeak 3 offers now File Browsers to share files with other users. However the File Browser is not active in all channels. It is activated in the channels "Verein vACC-Schweiz" as well as in most ATC-Channels.

To access the File Browser, right click on the channel and select "Open File Browser" in the drop down list.
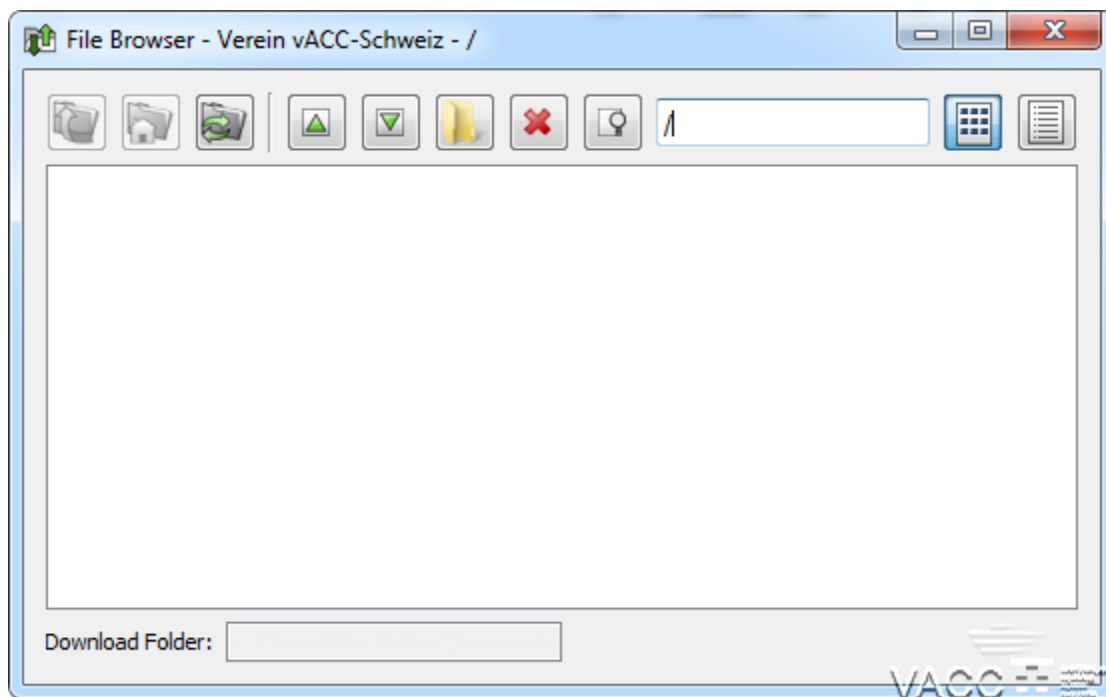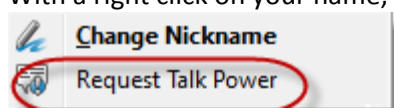

3.5. Request Talk-Power
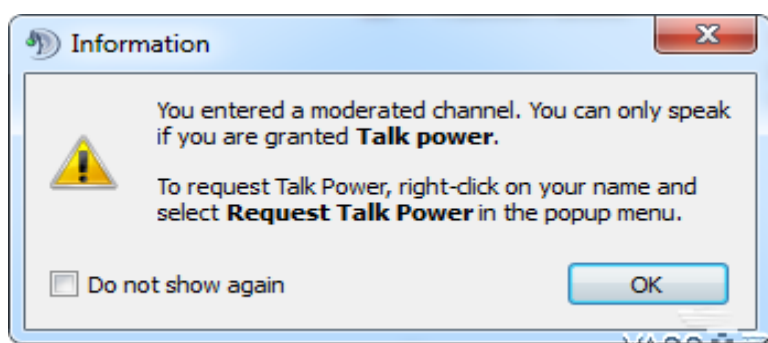
A "moderated channel" is marked with [M].

If you have not enough „Talk Power" for this channel, the following icon will appear next to your name as soon as you have joined the channel.

With a right click on your name, you can request „Talk Power":

3.6. Create Sub-Channels

Members have the opportunity to create Sub-Channels in the channel "Pilot – SubChannels". This can be used e.g. for group filghts.

To create a Sub-Channel, right click on the „Pilot – SubChannels" channel and select "Create Sub-Channel" in the drop down menu.

As soon as the last user leaves the channel, it will be deleted.

3.7. Subscribe to Channel

In TeamSpeak 3 can individually subscribe to channels.
If a channel is subscribed you can see the users in the respective channel even if you are not in the same channel.

By clicking the button shown on the left, you can unsubscribe from all channels. They are then shown with the following symbol .

By clicking the button shown on the left, you can subscribe to all channels. They are then shown with the following symbol .

You can subscribe or unsubscribe to individual channels by right clicking them and selecting the respective function in the drop down menu.

4. Whisper
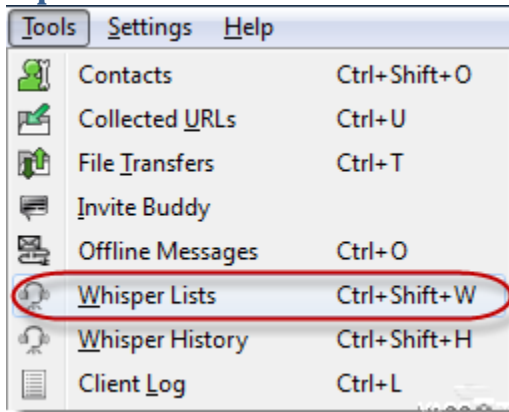
4.1. Purpose

With the Whisper function it is possible to talk with one or more than one specific user(s), even if they are not in the same channel.

This way, one can directly speak to the tower controller without disturbing the other controllers. Therefore whisper should be used in the "Active ATC"- Channels whenever possible instead of global PPT.

4.2. Configuration

The configuration is done at Tools –> Whisper Lists

4.2.a. Hotkey

Each Whisper List needs a unique Hotkey.

You can use combinations as whisper hotkeys, e.g. CTRL+T or CTRL+NUMPAD1 etc.

4.2.b. Hotkey to answer a Whisper

You can define a Reply Hotkey. Using the Reply Hotkey you can answer to a Whisper, even if you do not have defined a Whisper Hotkey to this person.

4.2.c. Create Whisper Lists.
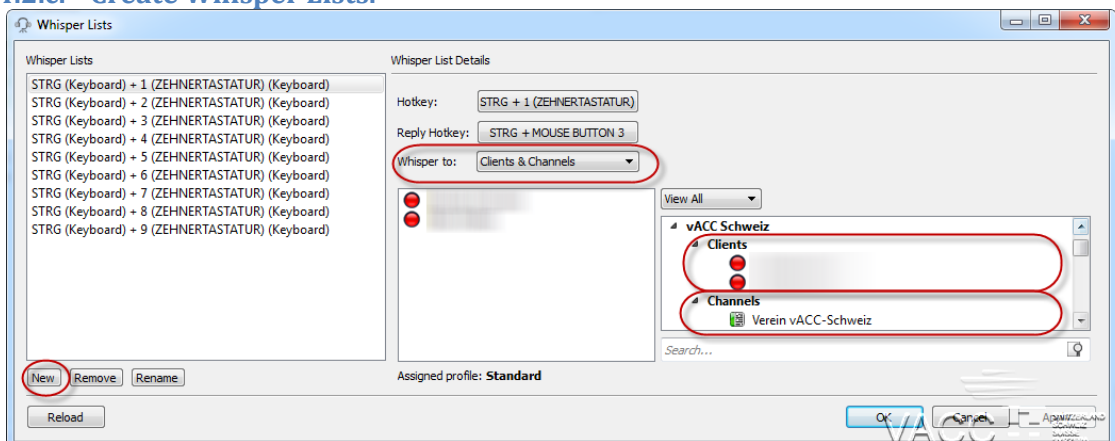
It is possible to add single users or complete channels to whisper lists. However the latter shall be used with caution on our server.
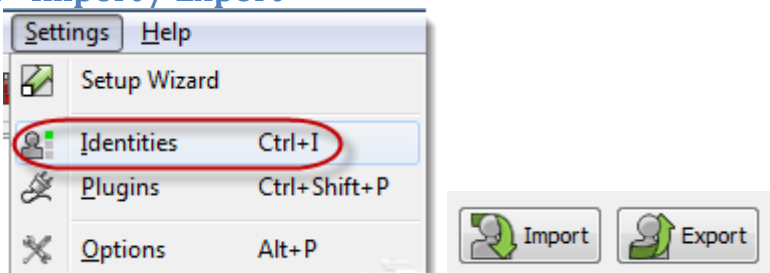
5. Identities

5.1. General

Each user can safe one TeamSpeak 3 – Identity to vACC Switzerland.

If you want to connect from different devices to the vACC Switzerland TeamSpeak 3 server, you have to export the identity on the first device and import it on the other devices.

If you log in with a different identity, your first identity will be deleted.

5.2. Import / Export

Never send your identity to another person!

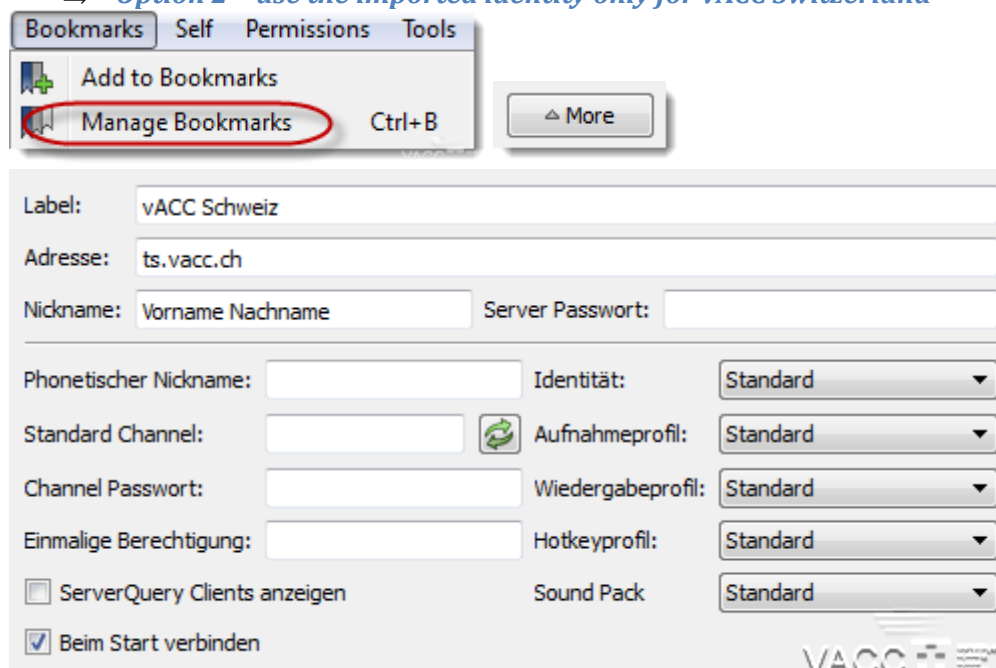### 5.3. Assign an Identity to a Bookmark

After the import of the identity, there will be two identities.
You have two options:

⇒ *Option 1 – use only one identity on the device*

If you delete the old identity, TeamSpeak will use the new identity as standard (if it is the last remaining one).

⇒ *Option 2 – use the imported identity only for vACC Switzerland*

Choose under „Identity" the new identity.