



# Member TeamSpeak

Connection Guide

**Version A**

Effective: 26 July 2024

**Purpose:** This document direction for installing and configuring BVA's Member TeamSpeak, a social voice platform available to all BVA controller and pilot members.

**Authorized Use:** These procedures are property of Boston Virtual ARTCC, Inc. and may only be used as and when authorized by the Boston Virtual ARTCC Administration Team.

# Chapter 1: Administration

CHANGES

## 1.1. Changes from Previous Version

Changes from the previous version are listed below and emphasized with blue shading throughout the document.

Change 1:	(New document)
Flight:	
Background:	

## 1.2. Introduction

TeamSpeak is a social voice platform that offers BVA members a supplementary means of connecting. The server is available on an optional basis, with no requirement to use TeamSpeak to communicate with ATC or fly on the network. Most members connect to TeamSpeak between flights or while in cruise to chat with others in the community.

The server is designed with “Lounge” channels for open discussion and “In the Air” channels for group flying. During critical phases of flight such as takeoff, landing, and taxi, pilots are encouraged to move to the “Sterile Cockpit” channel (where nobody is permitted to speak) to avoid distractions from aviating, navigating, and communicating.

The Member TeamSpeak is accessible to all members. Like our forums, communications through TeamSpeak are governed by [BVA's Member Expectations](#). Members are expected to act professionally, maturely, and respectfully at all times.



# Chapter 2: TeamSpeak 3 Installation & Connection Instructions

## 2.1. Background

This version of the guide was created in July 2024 and is based on the current version of TeamSpeak 3 at the time (3.6.2). If you find this guide to be out-of-date or have any suggestions, please email [support@bvirtcc.com](mailto:support@bvirtcc.com) with your recommendations.

BVA uses TeamSpeak 3 because of the way its features support our controllers.

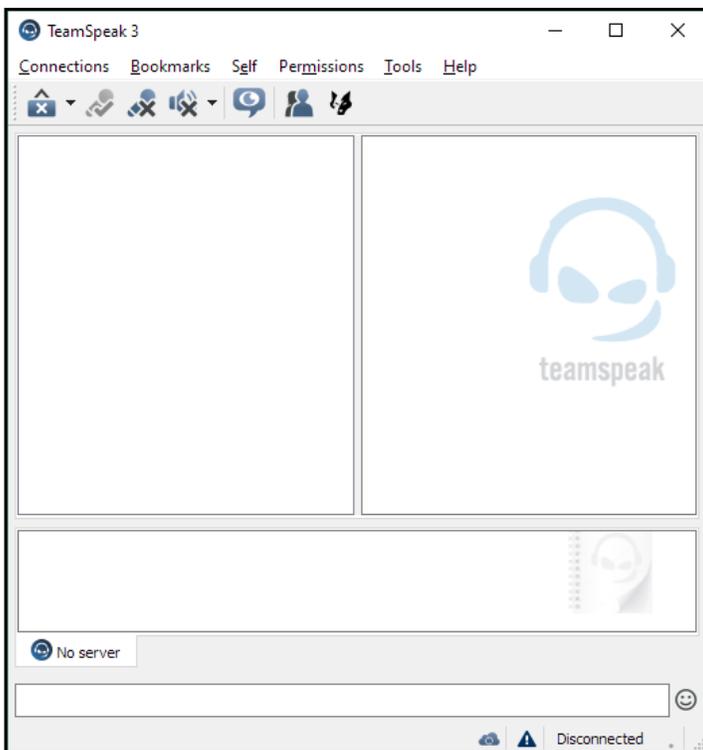
## 2.2. Installing TeamSpeak 3

1. Visit the [TeamSpeak website](#).
2. Navigate to the TeamSpeak 3 (TS3) downloads page. Please ensure you are downloading TeamSpeak 3, not TeamSpeak 5.
3. Select from either the 32-bit or 64-bit TeamSpeak 3 client (the first two downloads). If needed, view [instructions for determining which version of Windows you have](#).
4. Follow the instructions and prompts to download and install the program. Most members do not use the Overwolf overlay.



## 2.3. Getting Started

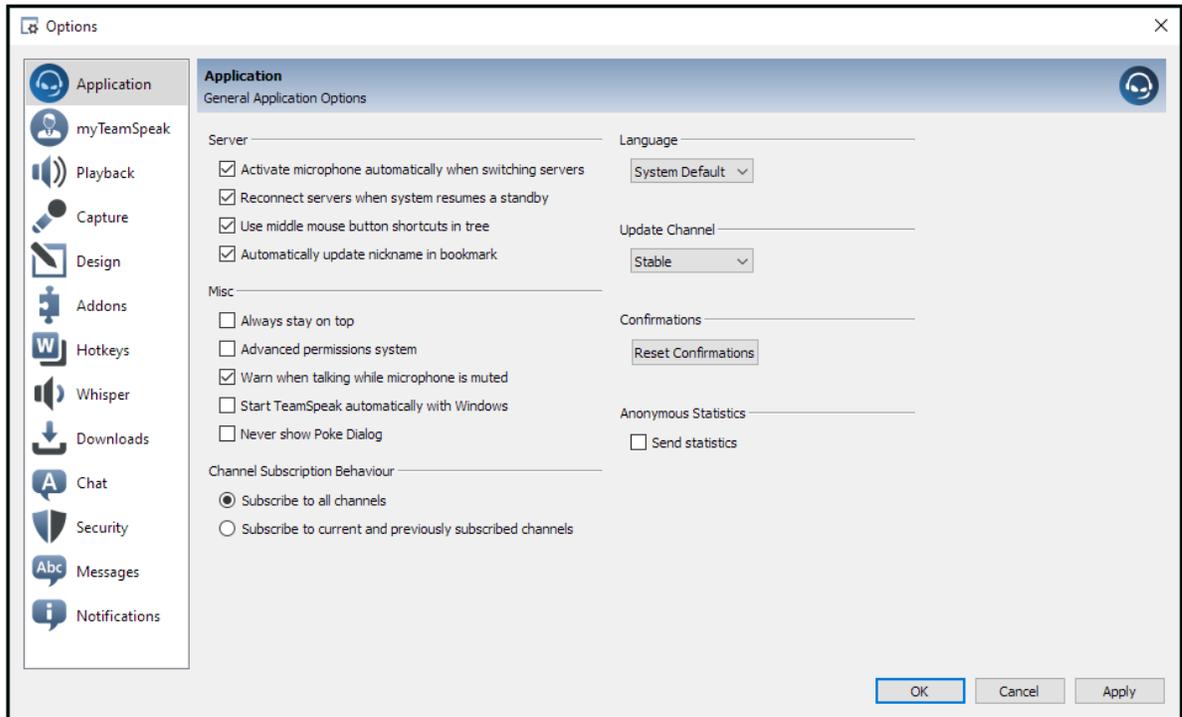
1. Once installed, open the program. To accept the License Agreement, scroll to the bottom of the window.
2. Next, you'll be prompted to login to myTeamSpeak:
  - If you've used TeamSpeak before, your settings and bookmarks are synchronized through this account; logging in will recover them.
  - If you haven't used TeamSpeak before, we recommend you create a myTeamSpeak account. To do so:
    - Click "Create account" and enter the required information.
    - You will be prompted to verify your email to activate the account.
    - Once verified, click "Login".
    - You may wish to save the recovery key provided in case you forget your account's password in the future.
3. Alternatively, you can continue to use TeamSpeak without an account by choosing the "Continue without logging in" option.
4. If you are new to TeamSpeak, the application will look like this once you have proceeded beyond the myTeamSpeak account window:



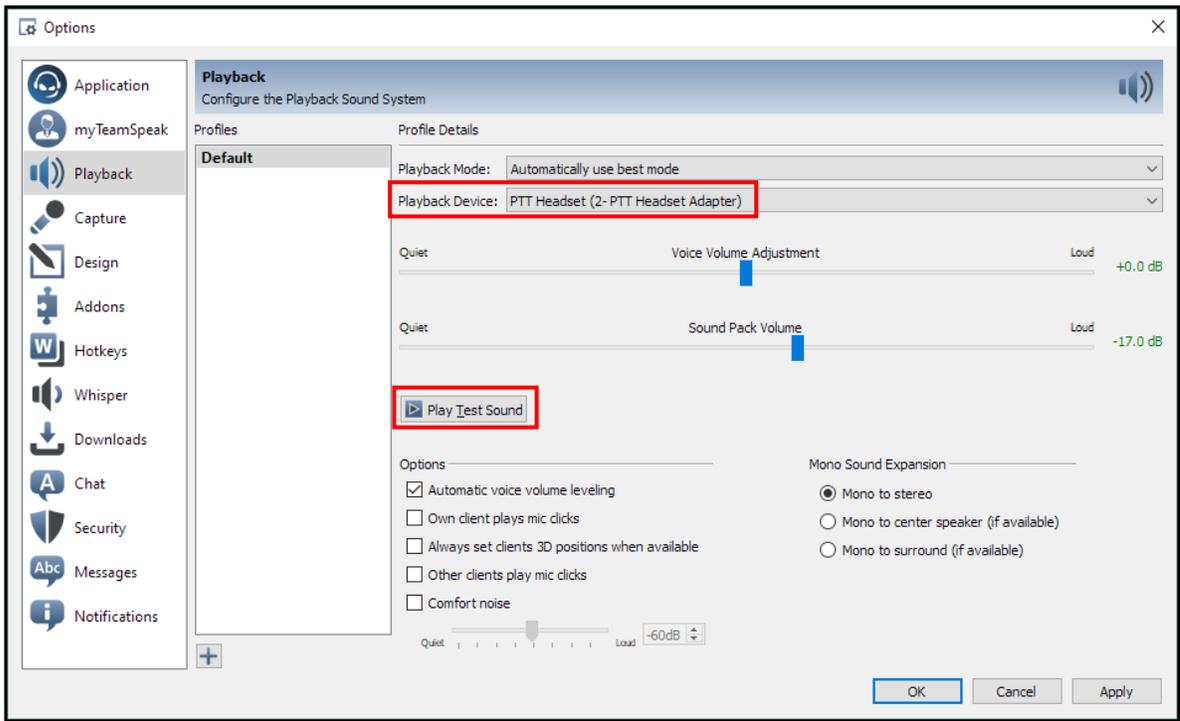
## 2.4. Configuring Settings

Next, we'll set some of the basic settings within the application, going through parts of the "Options" menu based on BVA recommendations for best practices. Members are encouraged to use this initial configuration and then adjust based on personal preferences.

1. On each screen, click "Apply" to save the changes before moving to the next.
2. To begin, select "Tools" > "Options".
3. Under "Application", make the following selections:

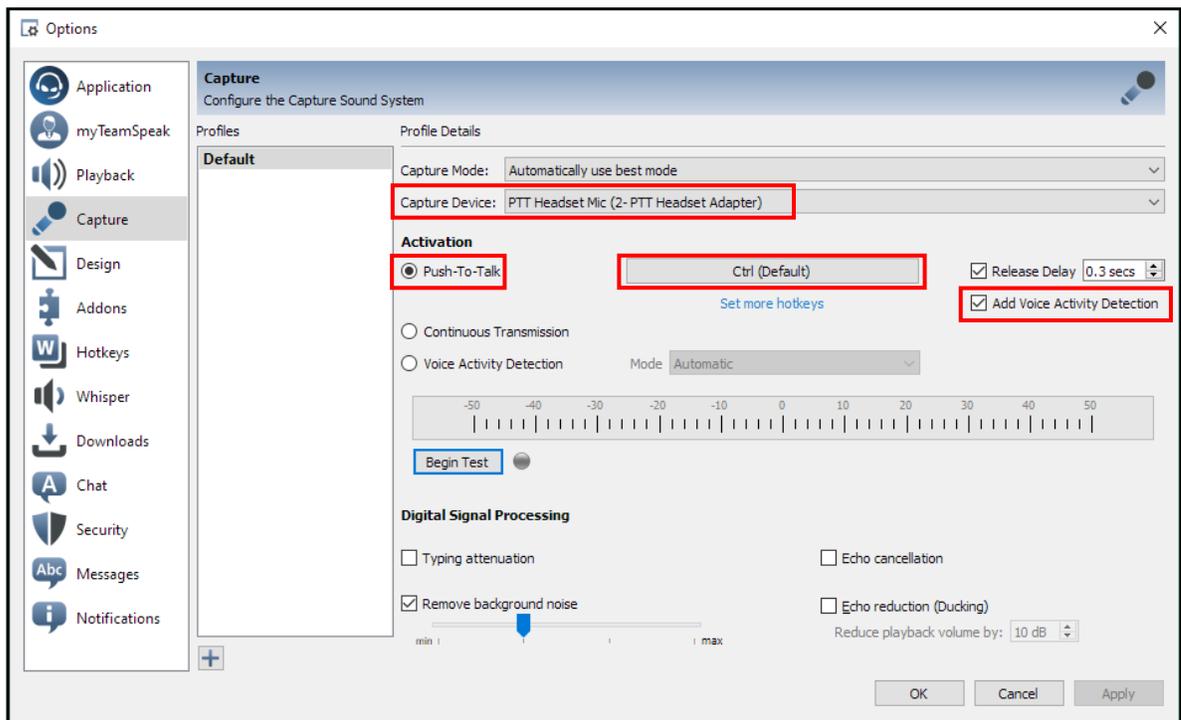


5. Under “Playback”, choose your desired “Playback Device” using the drop-down menu. The “Play Test Sound” button will enable you to test the chosen device. You can also pre-select the volume of how you hear others (“Voice Volume Adjustment”) and how you hear the built-in sound notifications (“Sound Pack Volume”).



## 7. Under “Capture”:

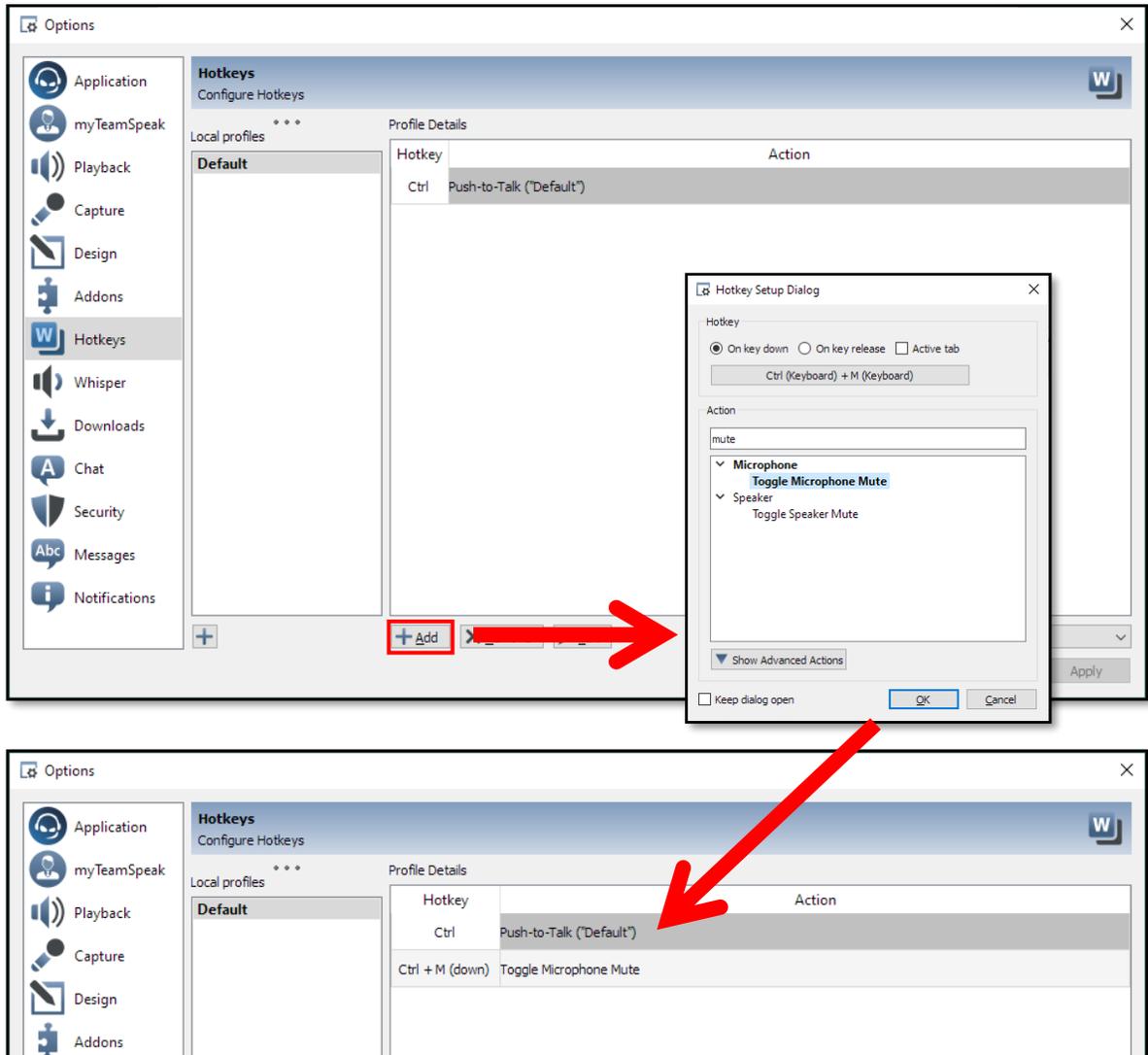
- Select your desired “Capture Device” (microphone).
- Select “Push-To-Talk” under “Activation”.
- Select a “Hotkey”, ensuring it is different than the key used in your pilot or ATC client. Most members use the ‘CTRL’ (Left Control) key.
- Select the “Add Voice Activity Detection” option.



Note: the “Begin Test” button will allow you to test your desired Push-To-Talk key and microphone. However, this may not work until you have connected to a server.



9. Under “Hotkeys”, you may wish to Configure a “Speaker Mute” key binding. This will allow you to mute the audio in TeamSpeak by using a key command. To do so:
- Click the “Add” button.
  - Click the “No Hotkey Assigned” button to choose the desired key(s) to bind; most choose “CTRL+M”. Click “Ok” if given the warning about overlapping.
  - Type ‘mute’ in the “Action” window and select the “Toggle Microphone Mute”.

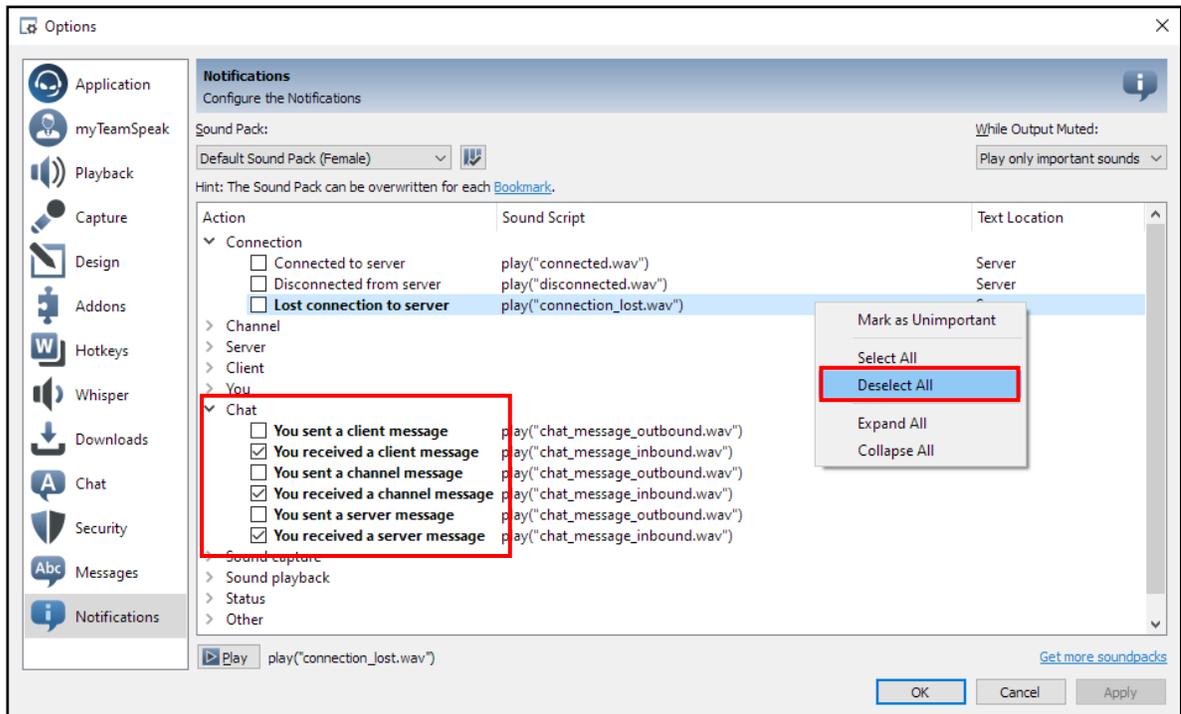


10. You can also use this page to add any other desired hotkeys.



## 11. Under “Notifications”:

- Right-click on any of the actions and choose “Deselect All”.
- Expand the “Chat” line and select the three “You received a...” options.



This will set TeamSpeak to *only* provide an audible notification when you receive a text/chat message. All other sounds (like “user joined your channel”) will be deactivated. You may wish to adjust this to suit your personal preferences.

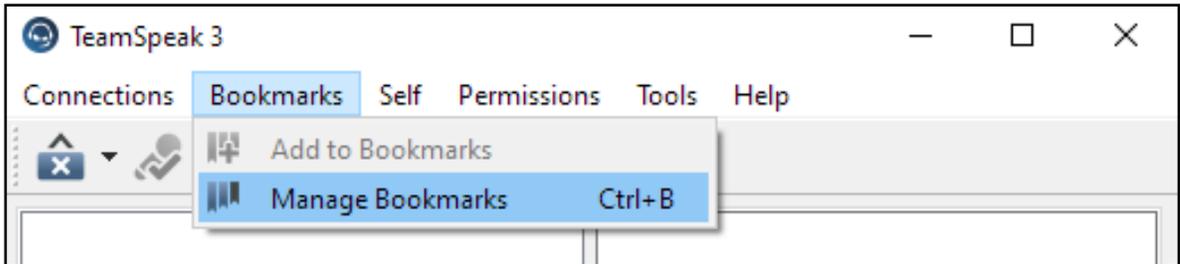
12. Once you have finished moving through each of the options, click “OK” to close the window and return to the main application screen.



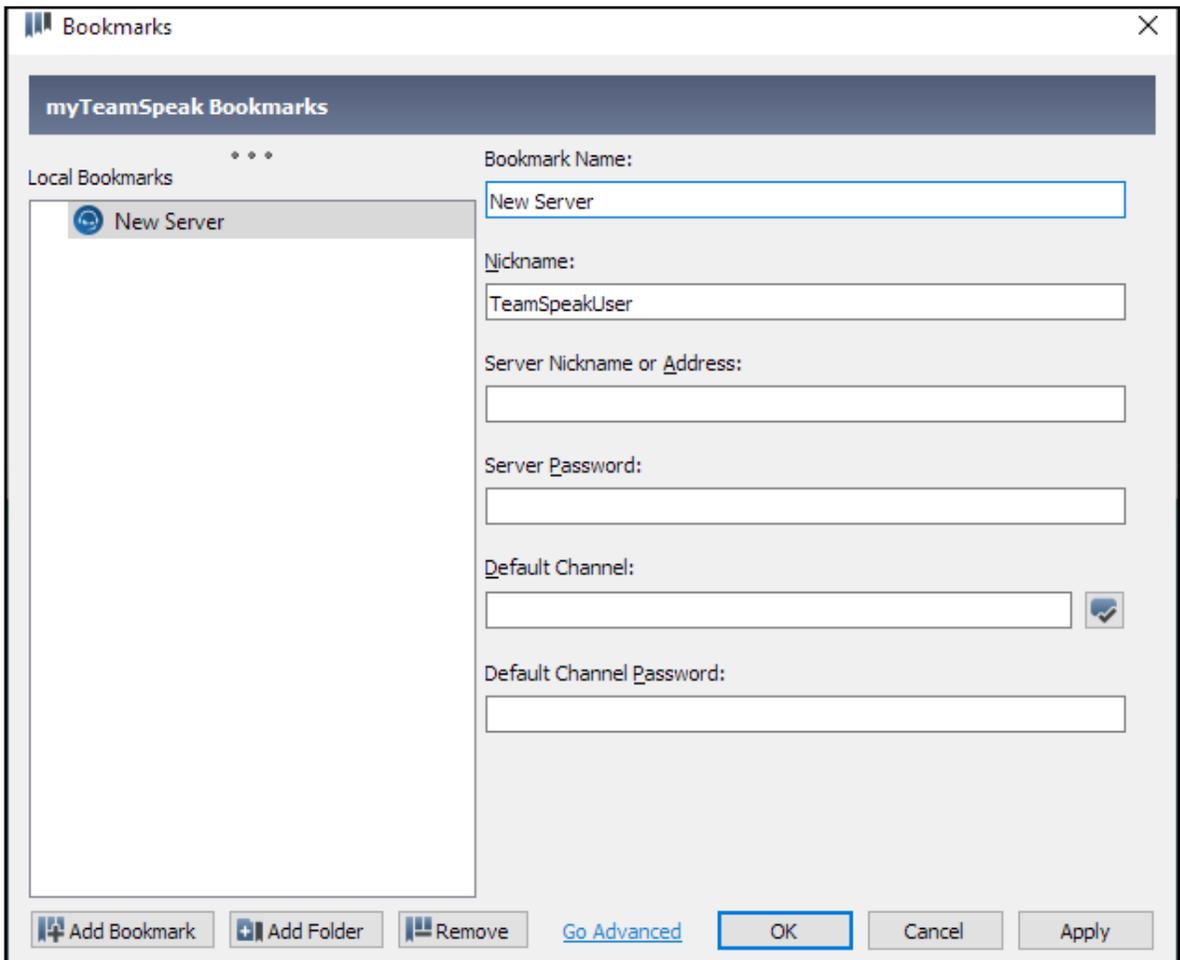
## 2.5. Connecting to a Server

The steps below provide instructions for creating a Bookmark and connecting to Boston Virtual ARTCC's Member TeamSpeak server. The same instructions can be used to connect to a different server, substituting the connection information.

1. Click on "Bookmarks" > "Manage Bookmarks":



2. Click the "Add Bookmark" button. A "New Server" appears:



3. Name the bookmark (we suggest “Boston Virtual ARTCC”).
4. Set your Nickname as:

Pilots: your first and last name, as registered on the website:

Controllers: your first and last name as displayed on the controller roster, plus your assigned operating initials:

Members should not add any other information (like a callsign, location, nickname, etc.) to their TeamSpeak Nickname.

5. Enter the “Server Nickname” and “Server Password” for the server. This information can be found on the [Discord and TeamSpeak](#) page of the website.

Bookmarks

myTeamSpeak Bookmarks

Local Bookmarks

- Boston Virtual ARTCC

Bookmark Name: Boston Virtual ARTCC

Nickname: John Smith

Server Nickname or Address: From the 'Discord and TeamSpeak' page of BVA's website.

Server Password: From the 'Discord and TeamSpeak' page of BVA's website.

Default Channel:

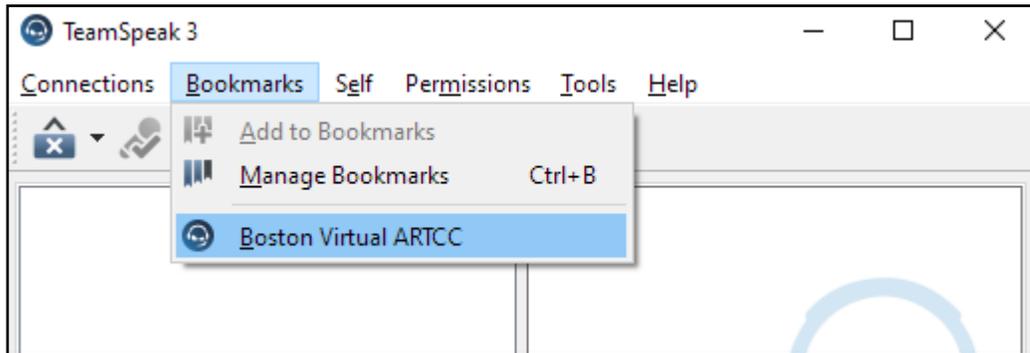
Default Channel Password:

Add Bookmark Add Folder Remove Go Advanced OK Cancel Apply

The server password changes occasionally. If you receive an “invalid password” message in the future, check [the website](#) for the current password.



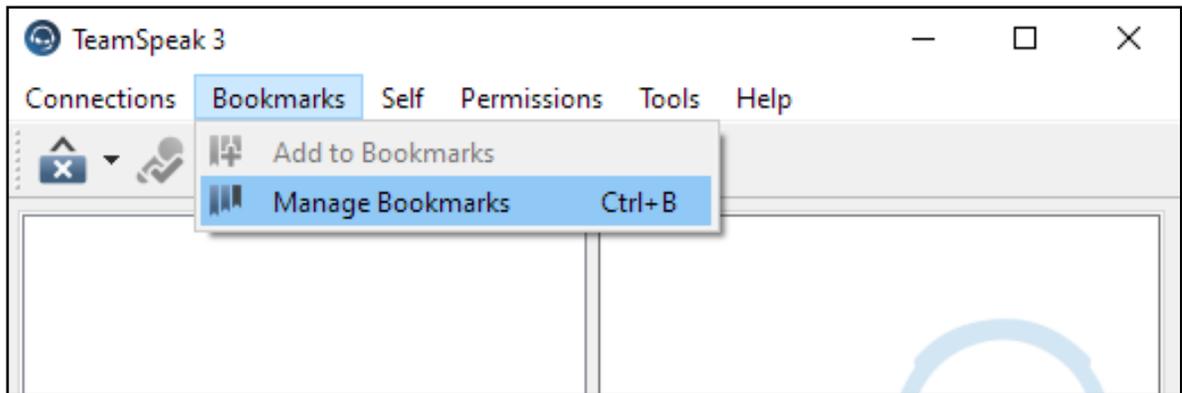
6. Once all the settings have been entered, click “OK”.
7. To connect: from the main TeamSpeak 3 window, select the server you’ve just added from the “Bookmarks” menu:



## 2.6. Updating a Bookmark

Remember, the Member TeamSpeak password occasionally. When the Member TeamSpeak password is changed, update the password in your bookmark.

1. Click “Bookmarks” > “Manage Bookmarks”:



2. In the window that appears, click on the server you wish to update. Then, enter the new password into the “Server Password” field.
3. Click “OK” to save the changes.



## 2.7. Support

1. The most common reasons users are unable to connect to the TeamSpeak server is because connection information (i.e., address and/or password) is not entered correctly. Before asking for help, please check your settings.
2. For any support accessing the Member TeamSpeak, message our administrators on [Discord](#), make a post [on our forums](#), or email [support@bvirtcc.com](mailto:support@bvirtcc.com).

