

# 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.

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## **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 <u>BVA's Member Expectations</u>. 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 If you find this guide to be out-of-date or have any suggestions, please email <a href="mailto:support@bvartcc.com">support@bvartcc.com</a> with your recommendations.

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

#### 2.2. Installing TeamSpeak 3

- 1. Visit the <u>TeamSpeak website</u>.
- 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:
    - o Click "Create account" and enter the required information.
    - You will be prompted to verify your email to activate the account.
    - o 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:





Boston Virtual ARTCC Member TeamSpeak: Connection Guide • Page 4

#### 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:

🖪 Options				×
Application	Application General Application Options			9
<ul> <li>Addons</li> <li>Addons</li> <li>Hotkeys</li> <li>Vhisper</li> <li>Downloads</li> <li>Chat</li> <li>Security</li> <li>Messages</li> <li>Notifications</li> </ul>	General Application Options         Server         Activate microphone automatically when switching servers         Reconnect servers when system resumes a standby         Use middle mouse button shortcuts in tree         Automatically update nickname in bookmark         Misc         Always stay on top         Advanced permissions system         Warn when talking while microphone is muted         Start TeamSpeak automatically with Windows         Never show Poke Dialog         Channel Subscription Behaviour            Subscribe to all channels         Subscribe to current and previously subscribed channels	Language System Default  Update Channel Stable Confirmations Reset Confirmations Anonymous Statistics Send statistics		
		l	OK Cancel	Apply



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").

🖪 Options				×
Application	Playback Configure the Playback Sound S	System	L()	)
myTeamSpeak	Profiles	Profile Details		
Playback	Default	Playback Mode: Automatically use best mode		~
Capture C		Playback Device: PTT Headset (2- PTT Headset Adapter)		$\sim$
Design		Quiet Voice Volume Adjustment	Loud +0.0	dB
Addons أ		Ouiet Sound Pack Volume	Loud	
Hotkeys			-17.0	dB
Whisper		Play Test Sound		
📩 Downloads				
Chat		Options Mono Sound Expansion Automatic voice volume leveling		
Security		Own client plays mic clicks     Mono to center speaker (if available)     Always set clients 3D positions when available     Mono to surround (if available)		
Abc Messages		Other clients play mic clicks		
Notifications	+	Quiet , , , , , , , , , , Loud -60dB \$		
		OK Cancel	Apply	



- 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.

Options		×
Application	Capture Configure the Capture Sour	nd System
myTeamSpeak	Profiles	Profile Details
Playback	Default	Capture Mode: Automatically use best mode  Capture Device: PTT Headeet Mic (2, PTT Headeet Adapter)
Capture		
Design		Activation          • Push-To-Talk           Ctrl (Default)           • Release Delay
Addons		Set more hotkeys Add Voice Activity Detection
Hotkeys		Continuous Transmission     Voice Activity Detection     Mode Automatic
Whisper		
Downloads		Begin Test
Security		Digital Signal Processing
Abc Messages		Typing attenuation
<b>I</b> Notifications		Remove background noise
	+	
		OK Cancel Apply

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".

Options					×
Application	Hotkeys Configure Hotkeys				W
myTeamSpeak	v v v	Profile Details			
Playback	Default	Hotkey		Action	
Canture		Ctrl Push-to	-Talk ("Default")		
Design				_	. I
Addons				A Hotkey Setup Dialog X	
W Hotkeys				On key down      On key release      Active tab	
Whisper				Ctri (Keyboard) + M (Keyboard)	
Downloads				Action	
A Chat				<ul> <li>Microphone</li> <li>Toggle Microphone Mute</li> </ul>	
Security				✓ Speaker Toggle Speaker Mute	
Abc Messages					
<b>I</b> Notifications					
	+	+ <u>A</u> dd			~
				Show Advanced Actions	Apply
				Keep dialog open     QK     Cancel	
Continue					~
					^
Application	Hotkeys Configure Hotkeys				W
myTeamSpeak	Local profiles	Profile Details			
Playback	Default	Hotkey		Action	
Capture		Ctrl	Push-to-Talk ("Default")		
Design		Ctri + M (down)	i oggie Microphone Mute		
Addons					

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".

G Options	s		Х
O Ap	oplication	Notifications Configure the Notifications	Ģ
🔝 my	yTeamSpeak	Sound Pack:	While Output Muted:
I) Pla	ayback	Default Sound Pack (Female)	Play only important sounds $\ ee$
🖉 🖉 Ca	pture	Action Sound Script	Text Location
De:	esign	✓ Connection     ☐ Connected to server     ☐ Disconnected from server     ☐ Disconnected.wav")	Server
bA 💼	idons	Lost connection to server play("connection_lost.wav")	
Ш но	otkeys	> Channel > Server > Client	Mark as Unimportant Select All
II) we	hisper	> You V Chat	Deselect All
🕹 Do	ownloads	☐ You sent a client message         p ay("chat_message_outbound.wav")           ☑ You received a client message         p ay("chat_message_inbound.wav")	,") Expand All ) Collapse All
A Ch	nat	You sent a channel message pay("chat_message_outbound.wav")     You received a channel message pay("chat_message_inbound.wav")	۲ŋ ۲
Sec	curity	You sent a server message pay("chat_message_outbound.wav     You received a server message pay("chat_message_inbound.wav")	)
Abc Me	essages	Sound capture     Sound playback	
<b>I</b> No	otifications	> Status > Other	~
		Play play("connection_lost.wav")	Get more soundpacks
			OK Cancel Apply

• 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":

TeamSpeal	: 3				_	×
Connections	Bookmarks S	elf Permissions	Tools	Help		
🏠 - 🔊	Add to Bookmarks			1		
	📕 🛛 Manage Bo	ookmarks (	Ctrl+B			

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

III Bookmarks	×
myTeamSpeak Bookmarks	
• • • Local Bookmarks	Bookmark Name:
New Server	New Server
	Nickname:
	TeamSpeakUser
	Server Nickname or <u>A</u> ddress:
	Server <u>P</u> assword:
	Default Channel:
	Default Channel Password:
Add Bookmark	move <u>Go Advanced</u> OK Cancel Apply



- 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:

Nickname:	
John Smith	

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

Nickname:	
Boston John (JN)	

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 <u>Discord and TeamSpeak</u> 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	ove <u>Go Advanced</u> OK Cancel Apply

The server password changes occasionally. If you receive an "invalid password" message in the future, check <u>the website</u> for the current password.



- 6. Once all the settings have been entered, click "OK".
- 7. To connect: from the main TeamSpeak 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 <u>Discord</u>, make a post <u>on our forums</u>, or email <u>support@bvartcc.com</u>.

