



Requirements

- Android (version 2.3 or later) or iPhone (iOS 8 or later).
- Wi-Fi or mobile data connection of at least 20kbit/s network bandwidth.
- *Optional:* Bluetooth audio requires at least Android version 4.0.3 or iPhone
- *Optional:* Bluetooth 4.0 low energy requires at least Android version 4.3 or iPhone

App Installation

Search and install the **GroupTalk** app from Google Play (Android) or AppStore (iPhone)



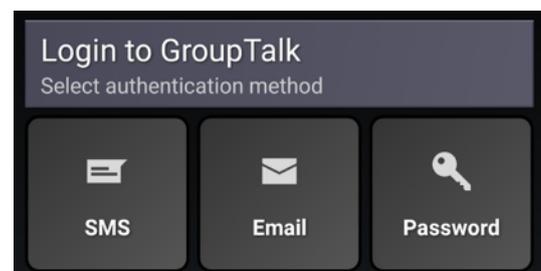
Manual App Installation (Android only)

If you prefer to install GroupTalk manually follow the procedure below. Note that with manual installation updates will not be automatic.

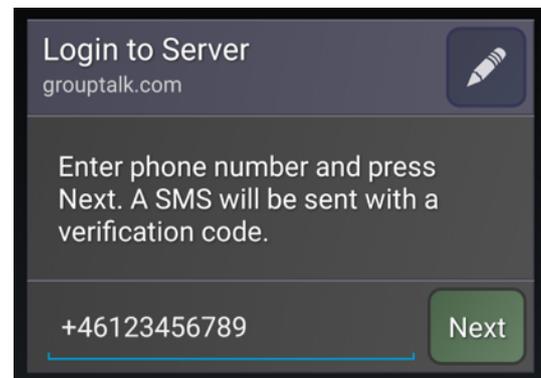
1. Enable installation from unknown sources. This is done by checking the **Settings » Security » Unknown sources** or **Settings » Application settings » Unknown sources** checkbox. The location for this setting may vary depending on model and system of the phone.
2. Verify that your device has a working internet connection. Download the app by launching the Android browser and go to **http://dl.grouptalk.com/poc**. The download should start automatically. Verify that the download is completed before continuing.
3. Install the app by pulling down the notification menu and click on the downloaded file. An alternative way to find the downloaded file is to launch the **Downloads** app. Confirm installation by selecting **Install**.
4. Optionally create a shortcut to the GroupTalk app on the home screen.

Setting Up the Account

1. Verify that your user account information is readily available.
2. Launch the GroupTalk app. If no account is configured, select authentication method. The most convenient and secure method is to use SMS. This method requires that your phone number was included when your GroupTalk account was created. Similarly, email authentication requires that your email was specified when your account was created. The authentication procedure is typically only performed once during initial setup, or whenever re-authentication is required due to your company policy.
3. Click the edit icon  to change which server to connect to. It should be left as **grouptalk.com** unless otherwise specified. Check **Use encryption** if encryption of all GroupTalk communication should be enabled. Encryption is enabled by default.

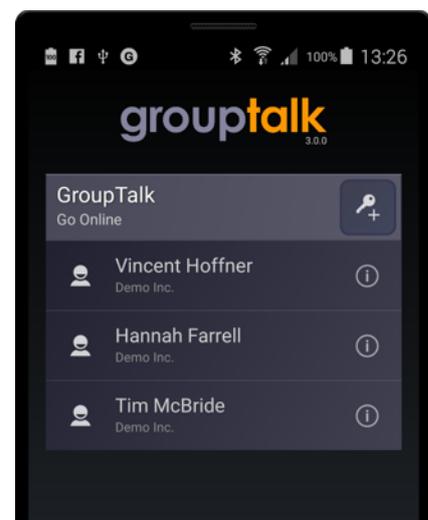


4. **SMS authentication:** enter your phone number in international format (i.e. starting with +country code) and click on **Next**. An SMS with an authentication code will be sent to that number. On Android the verification code will automatically be filled in when the SMS is received. Click on **Next** to complete the setup. On iPhone click the link in the SMS to complete the setup.
5. **Email authentication:** enter your email address and click on **Next**. An email with an authentication code will be sent to that address. On Android write down or copy the verification code and enter it manually. Click on **Next** to complete the setup. On iPhone click the link in the mail to complete the setup.
6. **Password authentication:** enter your 6 digit login id or your email and GroupTalk password. Click on **Next** to complete the setup.



Go online / offline

- To go online click on one of the rows corresponding to authenticated accounts from the account list presented while offline.
- While online you will gain access to various features (depending on configuration of your GroupTalk account) such as joining groups, making and receiving PTT calls, scans, positioning, emergency alarms etc.
- While online you can still put the app in the background by pressing **back** (Android) or **home** (iPhone) and still get all GroupTalk functionality. To bring GroupTalk to front, click the app on the home screen or in the notification bar (Android only).
- While GroupTalk is online the notification icon  will be shown in the notification bar. (Android only)
- To go offline, click on **Go Offline** among the buttons in the **Shortcuts Tab**.
- To quit the application, go offline and click **back** (Android) or **home** (iPhone) on the account list screen.



Handling Multiple Accounts

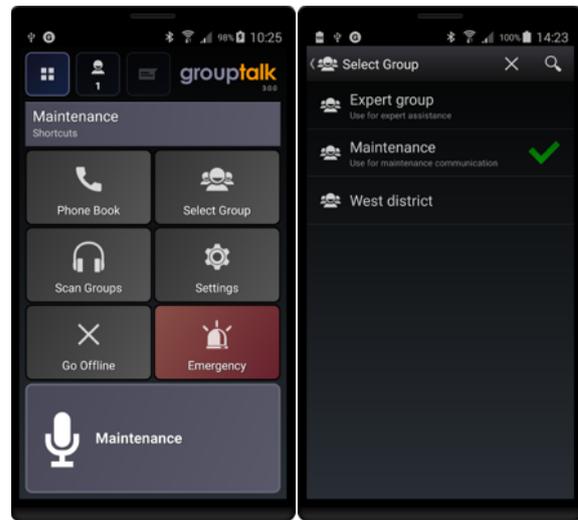
- If multiple GroupTalk users want to share the same phone you can set up additional accounts by clicking the **Add account** button (+ on iPhone). Different accounts may have a different set of available groups, contact lists, functions etc depending on how the users are configured.
- To see more information about an account click .
- To remove an account click  and click the **Remove** button.



PTT Groups

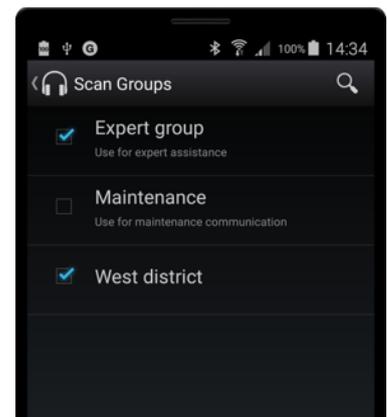
- To select or change the currently selected group click on **Select Group**. Select which group you want to join from the list. Only one group can be selected at a time.
- A sound effect will indicate whenever the selected group becomes active, e.g. when changing group, after a PTT call, a scan, or going online.
- The name of the active group can be seen in the top bar as well as on the PTT button in the bottom.

- To start a PTT transmission to this group (or call, see below), click and hold the PTT button at the bottom of the screen. While transmitting it will be bright red.
- Incoming transmissions are indicated by the PTT button becoming bright green. The name of the sender will be shown on the button during and a short while after the transmission. It is not possible to transmit while other users are talking.
- While offline you will not be present in any group. However, the selected group is remembered and automatically joined when going online. To leave the selected group without going offline, click the X icon in the top bar of the Select Group screen.



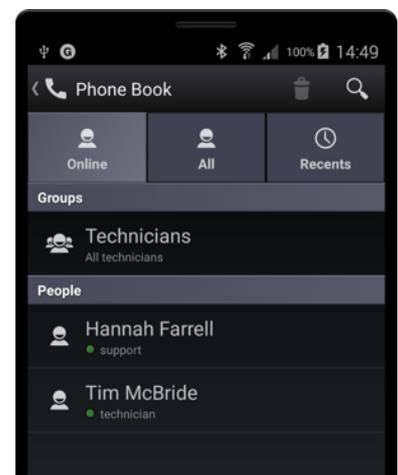
Scanning

- To listen in on multiple group conversations at the same time, select **Scan Groups** and mark which group(s) to scan.
- When a transmission occurs in any of your scanned groups, the app will temporarily change your active group to that of the scanned one.
- Two short high-pitched beeps before an incoming transmission indicates that this is a transmission in a scanned group.
- While the scanned group is active your transmissions will be sent to this group, and transmissions from other groups will be ignored in order to keep the conversation legible.
- After a period of inactivity, or by clicking **Dismiss**, the selected group (as selected in **Select Group**) becomes active again.



PTT Calls

- Click **Phone Book** from the shortcut screen to access the list of users and contacts. PTT calls can be made to online users (indicated by a green dot).
- To make a PTT call select a user and choose **PTT Call**. The device of the callee will start ringing.
- To answer an incoming PTT call press **Answer Call** or click once on any accessory PTT button.
- To deny an incoming PTT call press **Deny Call** or press and hold any accessory PTT button.
- While in a call, transmissions are made using the PTT button as usual. No transmissions from the selected group nor scanned groups will be received while in a PTT call.
- After a period of inactivity or by clicking **End Call**, the PTT call is terminated and the selected group (as selected in **Select Group**) becomes active again.



Group Calls

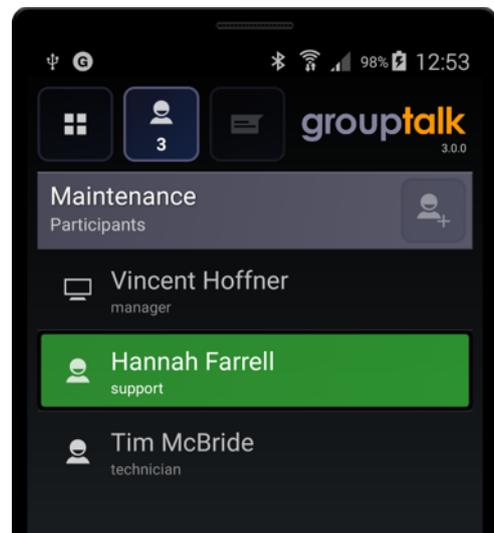
- To make a group call click **Phone Book** from the shortcut screen and click a call group as indicated by the call group icon .
- Online users of the call group will be called. As soon as the first callee answers the call is opened and the conversation can be started. Other users of the call group will enter the call as they accept the call.
- When only one participant remains in the call, the call is automatically terminated and the selected group (as selected in **Select Group**) becomes active again.

Call Invitations (Android only)

- To invite someone to an ongoing call or group call go to **Phone Book** and click on the user or call group to invite and click **Invite to Current Call**. When inviting a call group only users not already in the call will be invited.
- It is also possible to invite someone to a call from the participant screen by clicking the  button.

Participant screen

- The participant screen show all users in the selected group, scanned group or call. Switch to the participant view by clicking on the **Participants** tab  which also shows the number of other participants in the session.
- Currently speaking participant is highlighted in green.
- To make an individual PTT call to someone among the participants, select the participant and choose **PTT Call**.
- Whenever a participant is busy (for example in a PTT call or a telephone call) this will be indicated by the participant being grayed out. Busy participants will not receive any transmissions sent in the group.
- To go back to the shortcut screen click the **Shortcuts** tab .



Settings

- Enter the Settings by clicking **Settings** from the shortcut screen.
- Sounds at send start (press PTT button) and send stop (release PTT button) is enabled by checking the **Sounds** checkbox. This is especially practical when using PTT without looking at the screen (e.g. with a Bluetooth PTT button).
- Change the microphone gain by selecting **Microphone gain** and selecting an appropriate gain level. As most microphones tend to be very sensitive to distance and direction changes the automatic setting is recommended. This setting will adjust the recorded audio level in real time to compensate for variations.
- By enabling **Input level meter**, a feedback of the current input level will be shown while transmitting. This is useful to make sure the transmission is properly recorded at correct levels. Make sure the level indicator hovers around the yellow bar to make a proper transmission.
- To enable support for audio via Bluetooth (see [Bluetooth Audio Setup](#)) check the **Bluetooth audio** checkbox.
- The **Built-in buttons** setting enables any supported built-in PTT and emergency buttons on the phone. Disable this setting if GroupTalk is interfering with any other use of a built-in button. (Android only)
- **Bluetooth button** enables any supported Bluetooth PTT buttons (see [Bluetooth PTT Button Setup](#)). (Android only)

- The **Bluetooth 4.0 buttons** setting enables the use of low energy Bluetooth devices as PTT or emergency buttons (see [Bluetooth 4.0 Buttons Setup](#)).
- The **Wired headset button** setting enables supported wired headset or remote speaker microphone (Android only, see [Wired PTT Button Setup](#)).
- Some phones have a dedicated camera button on the phone. To use this as a PTT button enable the **Camera Button** setting. (Android only)
- When GroupTalk loses connectivity, it will warn with a warning sound. With the **Disconnect warning repeat** setting the repeat time between warnings can be set or turned off entirely.
- **Max transmission time** limits the length of a transmission. A few seconds before this limit is reached a warning sound with three rapid beeps will be heard before the transmission is cut at the limit.
- The **Prioritize phone calls** setting will mute incoming PTT during phone calls. (Android only. This setting is always on for iPhone)

Bluetooth Audio Setup

Any standard Bluetooth headset may be used with GroupTalk. In order for Bluetooth to work reliably with non-phone call audio the handset needs at least Android version 4.0.3 or iPhone. To setup and use a Bluetooth headset for GroupTalk audio, follow the steps below:

1. Pair the Bluetooth device with the handsets by following instructions for the device.
2. Verify that the Bluetooth headset is connected and active.
3. Launch GroupTalk and enable the setting **Settings » Bluetooth audio**.
4. The audio should automatically be routed to/from the Bluetooth headset.
5. An incoming phone call will override ongoing PTT sessions, and the headset will be used in the phone call (without PTT). When the call is ended the headset will automatically resume the connection with GroupTalk.

Warning: WiFi is not recommended to use together with Bluetooth audio due to interference.

Bluetooth PTT Button Setup

GroupTalk for Mobile can be used in conjunction with an external Bluetooth PTT button instead of using the touch screen button. This makes it possible to communicate using GroupTalk while the handset is not readily available, e.g. in a pocket or mounted in a car. For the latest list of supported accessories go to: www.grouptalk.com

To setup and use the Bluetooth PTT button, follow the steps below:

1. Pair the Bluetooth device with the handset:
 - Enter Bluetooth settings on the phone and turn on Bluetooth.
 - Make sure the Bluetooth device is turned off.
 - Press and hold the power of the Bluetooth device until it goes into pairing mode.
 - Click scan/search for Bluetooth devices on the phone.
 - Select the Bluetooth device from the list. Enter the pin code if enquired (usually 0000).
2. Verify that the Bluetooth device is turned on.
3. Launch Grouptalk and enable the setting **Settings » Bluetooth button**.
4. The PTT button will be detected automatically and a Bluetooth symbol will appear on the microphone graphics of the PTT button. To send a message, press and hold the PTT button while talking. To end transmission simply release the button.



Bluetooth 4.0 Buttons Setup

GroupTalk supports the new Bluetooth low energy 4.0 standard. It requires at least Android version 4.3 or iPhone. To setup and use a Bluetooth 4.0 button for GroupTalk, follow the steps below:

1. Launch GroupTalk and click on **Settings » Bluetooth 4.0 buttons**.
2. Make sure the Bluetooth device is not currently connected to any other phone.
3. Follow the pairing instructions of the Bluetooth device. Usually this is done by simply clicking the button.
4. If the device is supported by GroupTalk it will be visible in the list as an available device.
5. If the device is not supported by GroupTalk it will be shown in the list but grayed out.
6. Click on the name of the device and select **Use as PTT button** or **Use as emergency button**

The Bluetooth device is now associated with the mobile phone and will automatically connect whenever GroupTalk is online. If the connection is lost simply click once on the device to establish the connection again. If the button is used as a PTT button a Bluetooth symbol will appear on the microphone graphics of the PTT button (Android) or up in the status bar (iPhone). If the device is used as an emergency button, the app will send out an audible alert if the connection is lost.

Wired PTT Button Setup (Android only)

Some specialized headsets and remote speaker microphones have PTT buttons that can be used with GroupTalk. Select the appropriate option in **Settings » Wired headset button**. Make sure the volume on the phone is set to max as some remote speakers have a filter, keeping the speaker off during audio of low volume. To send a message, press and hold the PTT button while talking.

Note: some phones do not have sufficient hardware support for signaling via the headset port.

Manual Toggle

An ordinary wired headset may also be used. In that case the “media button” present on many headsets can be used for sending. To enable the use of the media button, make sure the **Settings » Wired headset button** is set to **Manual toggle**. The media button can be used by other apps as well (play/pause music, answer/deny calls) and the last app in focus determines which app receives the button signal.

Due to the hardware construction of the button the audio from the headset microphone is silenced as long as the button is pressed. This necessitates a different usage compared to the standard PTT button: instead of pushing the button and keeping it pushed during the whole message the media button is pressed (and released) once to start sending and pressed (and released) once again to stop sending. To prevent transmissions from continuing indefinitely (where no stop press was given) set the **Settings » Max transmission time** to anything other than **No Limit** to automatically stop any transmission exceeding this time limit.



Emergency Button Setup

The emergency alarm feature must be configured by your administrator for your account before it will be available and visible in the app. For the alarm to work properly with location the GPS of the phone needs to be enabled at all times.

There are four alternatives to trigger an emergency alarm in the app:

1. Via a supported built-in emergency alarm button on the mobile phone. This option is enabled via **Settings » Built-in button** (Android only)
2. Via the emergency alarm button on a wired remote speaker microphone with an alarm such as **Stone Mountain Phoenix**. This option is enabled by selecting the wired headset under **Settings » Wired headset button** (Android only)
3. Via a Bluetooth 4.0 button configured as an emergency button. (See Bluetooth 4.0 Button Setup)

4. Via the red **Emergency** button among the shortcuts and choosing **Alarm**. This option is always enabled.

For alternative 1-3 the alarm is triggered by pressing and holding the button until the phone gives a haptic audible feedback. The phone will acquire location and send SMS (if configured), and trigger the alarm on the server within a few seconds. A notification icon  will be visible while the alarm is active (Android) or a emergency status bar will be shown (iPhone).

The emergency alarm may be triggered even if the network connection is temporarily down. SMS will be sent out immediately (Android only) and the server will be notified when reconnected. Note: The emergency alarm can not be triggered after going offline explicitly. Also note on iPhone the SMS will not be sent until network connection is restored.

To clear an alarm swipe down from top, click on the alarm notification and confirm with **Clear** (Android). On iPhone click on the alarm button and select **Clear**.