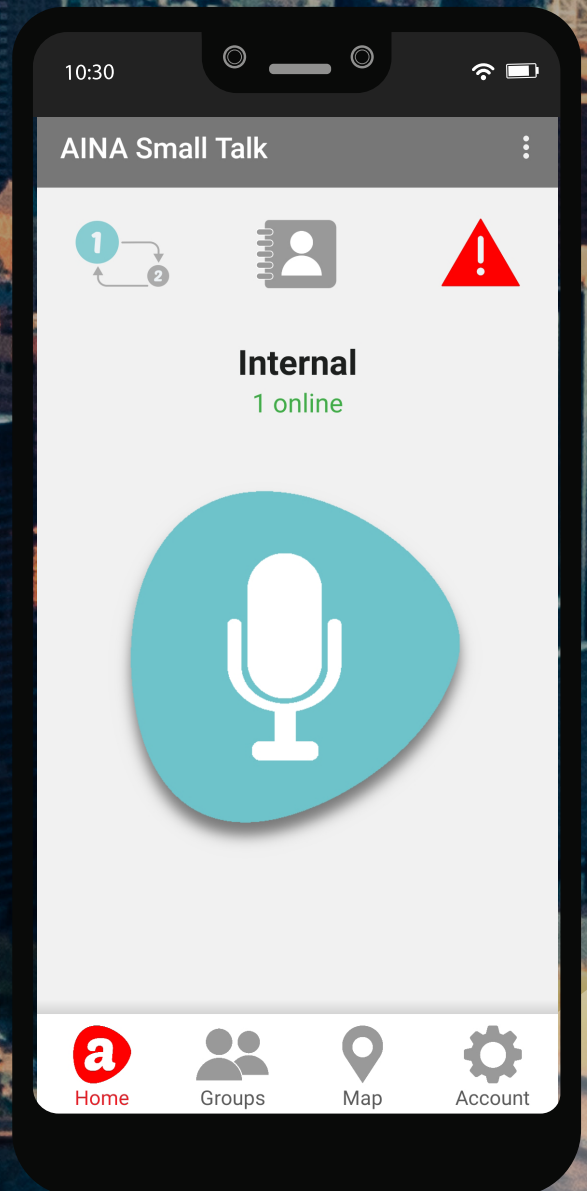




AINA SOFTWARE SERVICES: ADMIN CONSOLE, AINA SMALL TALK AND DISPATCHER PLATFORM

User Manual

Version 1.9.









Visit www.ainaptt.com to find additional solutions and more user guides. If you have any further questions, you can also email us at: sales@ainaptt.com






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SIGNING UP FOR AN AINA PTT ADMINISTRATOR ACCOUNT

1

Go to www.ainaptt.com/register, select your region and fill in the form to sign up and create an AINA PTT admin account. You will receive a confirmation email.

Have an account? Sign in here.

Create an AINA PTT account

Complete the following registration process to create an AINA PTT administrator account for your company or team. With this account you can manage your AINA Small Talk subscription and AINA Kepler device registrations.

Company/Team name
AINA Marketing Team

Country
Finland

Email address
marketing@ainaptt.com

Username
AINA-M

Password
.....

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be entirely numeric.

Confirm password
.....

If your company is in an EU country (not including Finland), please insert a valid VAT ID number.

Click 'SIGN UP' to complete.

2

Go to www.ainaptt.com/sign-in, select your region and sign in with your admin Username and Password you just created.

Don't have an account yet? Sign up here.

Sign in

Username
AINA-M

Password
.....

[Forgot password?](#)

SIGN IN

[Help | Contact](#)

AINA ADMIN CONSOLE

When you sign up for an AINA PTT admin account, you automatically get five free AINA Small Talk user accounts which can be used on the AINA Small Talk mobile application, AINA Dispatcher platform or AINA Kepler device.

You can edit these five users freely and assign them to as many groups as you would like without any extra charges. Only when you need to expand your team's or company's user base, we will need to ask you for your credit card details to activate your AINA Small Talk subscription.

Note! If you have a firewall installed at the site where you would like to use AINA Small Talk, please ensure that you open the following ports in order for the mobile application and dispatcher platform to function properly.

OUTBOUND (client to server)
TCP 7443 (dispatcher)
TCP 8000 (clients + web UI)
TCP 5061 (SIP port) (clients) (SIP assistance should be on)
UDP 16384-32768 (RTP)

INBOUND (server to client)
TCP ESTABLISHED, RELATED
UDP 16384-32768 (RTP)

1. Creating Users

1

(1) Click on the 'Users' tab on the left. (2) Click on 'Add user' on the top right corner.

User name	Groups	Kepler IMEI	Expires	
<input type="checkbox"/> User_1	Group_1			Invite Edit
<input type="checkbox"/> User_2	Group_1			Invite Edit
<input type="checkbox"/> User_3	Group_1			

Note! When you are adding new users for the first time, the admin console will ask for your credit card details so it can activate your AINA Small Talk subscription after the addition of new users and the subscription cost has been confirmed by you.

2

Insert a User name and User role. If you would like to add more than one new user, click on the plus icon on the right. Continue doing this for all the new users you would like to add. When you have inserted the User name and User role for all new users, click on 'Save'.

The screenshot shows the AINA web interface. On the left is a navigation menu with 'Users' selected. The main area is titled 'Users' and contains a table of existing users:

User name	Groups
<input type="checkbox"/> User_1	Group_1, Group_2
<input type="checkbox"/> User_2	Group_1, Group_2
<input type="checkbox"/> User_3	Group_1, Group_2
<input type="checkbox"/> User_4	Group_1
<input type="checkbox"/> User_5	Group_1

To the right is the 'Add user/s' form with three rows:

- Row 1: User alias: User_6, User role: User (with a minus icon)
- Row 2: User alias: User_7, User role: User (with a minus icon)
- Row 3: User alias: Dispatcher_1, User role: Dispatcher (with a plus icon)

A red 'SAVE' button is at the bottom of the form. A callout box on the right explains the icons: a minus icon for 'Click to delete the user.' and a plus icon for 'Click to add a user.'

3

Finally, you will be shown the number of new users you are adding to your subscription, the price of this addition and the new total subscription price. Confirm the subscription update by clicking 'Confirm'.

The screenshot shows a confirmation page with the AINA logo and the following text:

Confirm AINA Small Talk subscription update

You are adding 3 AINA Small Talk user(s).

Your credit card will be charged €17.40 for adding 3 users for the remainder of the billing period.
The price includes € 3.37 (24%) of taxes.

From Feb. 18, 2021 onwards the total subscription price will be € 18.60.

At the bottom are two red buttons: 'Confirm' and 'Cancel'.

The screenshot shows the AINA web interface with the 'Users' tab selected. The table now includes the newly added users:

User name	Groups	Kepler IMEI	Expires		
<input type="checkbox"/> Dispatcher_1				Invite	Edit
<input type="checkbox"/> User_1	Group_1, Group_2			Invite	Edit
<input type="checkbox"/> User_2	Group_1, Group_2			Invite	Edit
<input type="checkbox"/> User_3	Group_1, Group_2			Invite	Edit
<input type="checkbox"/> User_4	Group_1			Invite	Edit
<input type="checkbox"/> User_5	Group_1			Invite	Edit
<input type="checkbox"/> User_6	Group_1			Invite	Edit

A callout box at the bottom states: 'From the Users tab, you will see the new and existing users.'

2. Editing Users

1

To edit an individual user's settings and preferences, simply click on 'Edit'.

Edit user

User alias: <input type="text" value="User_1"/>	Role: <input type="text" value="User"/>
Assign to group: <input type="text"/>	Groups assigned to: <input type="text" value="Group_1"/> <input type="checkbox"/> Add contacts from groups
PTT 1: <input type="text" value="None"/> <input type="checkbox"/> Lock PTT 1 talkgroup	PTT 2: <input type="text" value="None"/> <input type="checkbox"/> Lock PTT 2 talkgroup
Assign contacts: <input type="text" value="User_4"/> <input type="text" value="User_5"/>	Assigned contacts: <input type="text" value="User_2"/> <input type="text" value="User_3"/>
Emergency group: <input type="text" value="Group_1"/>	Location update: <input type="text" value="Enabled"/>
Assigned AINA Kepler: <input type="text" value="-----"/>	Add alternative login method: <input type="text" value="None"/>
Single Sign On account email: <input type="text"/> <input type="checkbox"/> Enable Single Sign On	

User alias. The user's name that will be visible to other users, dispatchers and talk groups in the company or team.

Role. The 'User' role is for AINA Small Talk mobile app or AINA Kepler users. The 'Dispatcher' role is for team-members who will be using the dispatcher platform online.

Assign to group and Groups assigned to. Select the talk groups you would like this user to be a part of from the left column and transfer them to the right column.

PTT1 and PTT2. Assign which talk groups the user sees on the app or device first. You can also lock these groups if you do not want the user to change their PTT1 and PTT2 talk group.

Assign contacts and Assigned contacts. Select the contacts/users you would like this user to see and be able to make one-to-one calls to. Also, if you assign User_2 to User_1, for example, this will automatically assign User_1 to User_2 as a contact.

Emergency group. With AINA Small Talk you can initiate and receive emergency calls. Here you can select the talk group that will receive the emergency call when initiated by this user.

Location update. If enabled, users and dispatchers will be able to see AINA Small Talk or AINA Kepler users on the map in the application or dispatcher platform.

Assigned AINA Kepler. If your company or team is using AINA Kepler devices, here you can assign them straight to the user after they have been registered to your account.

Alternative login method and single sign on. If you know the user's SIM ID or mobile device's IMEI number, add this here so that when they install and open the AINA Small Talk app, they will automatically login. Similarly, you can allow the user to directly sign in with their Google or Microsoft account when enabling single sign on.

2

To edit the settings and preferences of multiple users at once, select them by ticking the box next the to user name and use the 'Select action' drop down menu to make the changes you would like.

User name	Groups	Kepler IMEI	Expires
<input checked="" type="checkbox"/> Dispatcher_1			Invite Edit
<input type="checkbox"/> User_1	Group_1, Group_2		Invite Edit
<input type="checkbox"/> User_2	Group_1, Group_2		Invite Edit
<input type="checkbox"/> User_3	Group_1, Group_2		Invite Edit
<input type="checkbox"/> User_4	Group_1		Invite Edit
<input type="checkbox"/> User_5	Group_1		Invite Edit
<input checked="" type="checkbox"/> User_6			Invite Edit

Select action:
Delete users
Add to group
Assign Emergency group
Assign as contacts
Enable/Disable location update
Select action: ▾

« Prev 1 Next »

APPLY

3. Creating Talk Groups

1

(1) Click on the 'Talk groups' tab on the left. (2) Click on 'Add talk group' on the top right corner.

Dashboard

Talk groups **1**

Users

AINA Kepler

Account

Talk groups

Group name Users

Group_1 User_1, User_2, User_3, User_4, User_5 Edit

« Prev 1 Next »

Search Add talk group **2**

Sign out

2

First, insert a Talk group name. Then, (1) select the users you would like to add to this talk group from the Assignable users table and (2) click on the two arrows pointing to the right to assign them to the talk group. Then, (3) click 'Save'.

Dashboard

Talk groups

Users

AINA Kepler

Account

Sign out

Group name: Group_2

Users: User_1, User_2, User_3, User_4

Assignable users: User_1, User_2, User_3, User_4

Assigned users:

Phone number for alarm SMS: +35812341234

SAVE

Dashboard

Talk groups

Users

AINA Kepler

Account

Sign out

Group name: Group_2

Users: User_4, User_5

Assignable users: User_4, User_5

Assigned users: User_1, User_2, User_3

Phone number for alarm SMS: +35812341234

SAVE

If you are interested in receiving a text message (SMS) whenever an emergency is activated for this talk group, please contact us for more information on how to activate this and pricing.

Dashboard

Talk groups

Users

AINA Kepler

Account

Sign out

Search Add talk group

Group name	Users	
Group_1	User_1, User_2, User_3, User_4, User_5	Edit
Group_2	User_1, User_2, User_3	Edit

« Prev 1 Next »

From the Talk groups tab, you will see the new and existing groups.

4. Inviting Users to Start Using AINA Small Talk

Note! If you enable single sign on for a user (p.6), you do not need to invite them. Simply ask the user to sign in to AINA Small Talk using the same email address inserted in the Admin Console.

1

(1) Click on the 'Users' tab on the left. (2) Click on the 'Invite' next to the user's information. (3) Select Email, SMS or QR-code.

Group 1

X

Email address

Input email address for the user.

CLOSE **INVITE**

Group 1

X

Phone Number

Input phone number with country code (Format: +358123456789) for the user.

CLOSE **INVITE**

QR code invitation

Send with email: **Send**

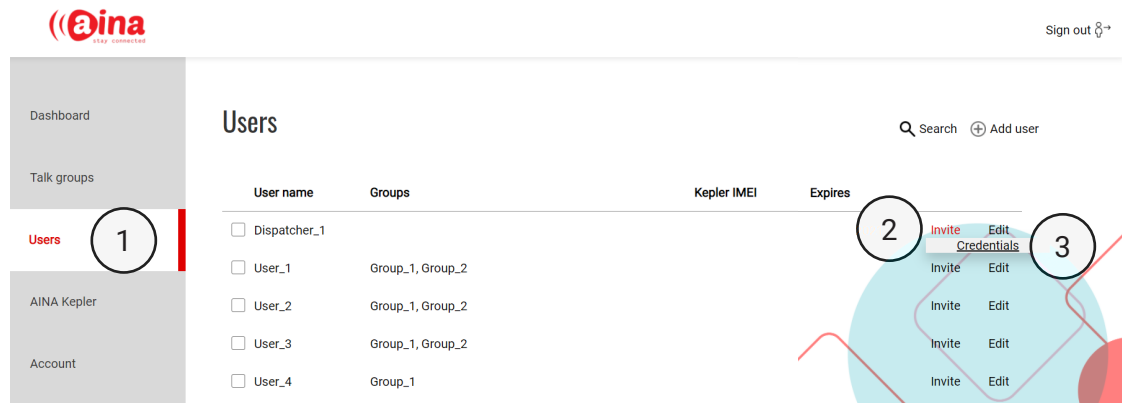
Email. The user will receive a sign-in link to their email. The user will need to have the application installed and then click on the sign-in link on their mobile phone.
SMS. The user will receive a sign-in link as a text message. The user will need to have the application installed and then click on the sign-in link.
QR-Code. The user will receive a QR code to their email. To sign in, the user will need to open the app and read the QR code.

Note! If you change any of the user's individual settings or preferences, you will need to send them a new invitation.

5. Inviting Users to Start Using the Dispatcher Platform

1

If you have selected a user's role to be 'Dispatcher', you will find their login information for the dispatcher platform by first (1) clicking on the 'Users' tab on the left. (2) Then, click on the 'Invite' next to the user's information. (3) Select Credentials.



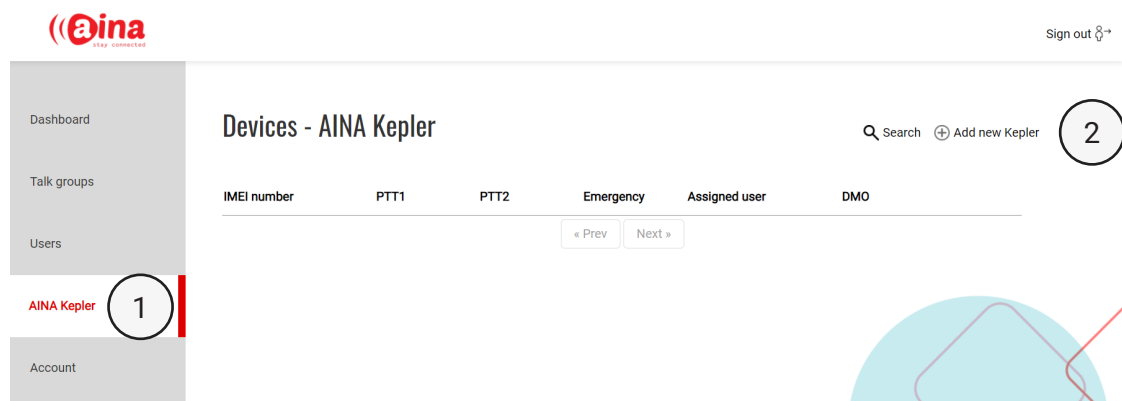
The screenshot shows the AINA Admin Console interface. The left sidebar has a 'Users' tab highlighted with a red bar and a circled '1'. The main content area is titled 'Users' and contains a table with the following columns: 'User name', 'Groups', 'Kepler IMEI', and 'Expires'. The table lists several users, including 'Dispatcher_1', 'User_1', 'User_2', 'User_3', and 'User_4'. The 'Invite' button for the first user is circled with a '2', and the 'Credentials' option in the dropdown menu is circled with a '3'.

A pop up window will open with the dispatcher's login information, including their username and password, and sign-in webpage according to your region.

6. Registering an AINA Kepler Device

1

(1) Click on the 'AINA Kepler' tab on the left. (2) Then, click on 'Add new Kepler' on the top right corner.



The screenshot shows the AINA Admin Console interface. The left sidebar has an 'AINA Kepler' tab highlighted with a red bar and a circled '1'. The main content area is titled 'Devices - AINA Kepler' and contains a table with the following columns: 'IMEI number', 'PTT1', 'PTT2', 'Emergency', 'Assigned user', and 'DMO'. The 'Add new Kepler' button in the top right corner is circled with a '2'.

2

Add the device's IMEI number which can be found on the device's sales box. If you would like to register more than one AINA Kepler, click on the plus icon on the right. When you are done, click on 'Save'.

The screenshot shows the AINA web interface. On the left is a navigation menu with 'Dashboard', 'Talk groups', 'Users', 'AINA Kepler', and 'Account'. The main content area is titled 'Devices - AINA Kepler'. On the right, there is a form titled 'Add AINA Kepler(s)'. The form has a text input field for 'IMEI number' with the value '012340123401234' and a plus icon to its right. Below the input field is a red button labeled 'SAVE'.

3

Finally, assign an AINA Kepler to an AINA Small Talk user by first (1) clicking on 'Edit'. (2) Select 'Small Talk' for PTT1 and PTT2. Finally, (3) assign an existing user from the drop-down menu and (4) click 'Save changes'.

The screenshot shows the AINA web interface. On the left is a navigation menu with 'Dashboard', 'Talk groups', 'Users', 'AINA Kepler', and 'Account'. The main content area is titled 'Devices - AINA Kepler'. There is a search bar and an 'Add new Kepler' button. Below is a table with the following columns: IMEI number, PTT1, PTT2, Emergency, Assigned user, and DMO. The first row contains: 012340123401234, DMO, DMO, DMO, and Enabled. The 'Edit' link for the first row is circled with a '1'. Below the table are navigation buttons: « Prev 1 Next ».

The screenshot shows the AINA web interface. On the left is a navigation menu with 'Dashboard', 'Talk groups', 'Users', 'AINA Kepler', and 'Account'. The main content area is titled 'Devices - AINA Kepler'. On the right, there is a form titled 'Edit AINA Kepler'. The form has a text input field for 'IMEI number' with the value '012340123401234'. Below it are two dropdown menus for 'PTT1' and 'PTT2', both set to 'Small Talk'. Below that is a dropdown menu for 'Assigned user' set to 'User_1'. At the bottom of the form is a red button labeled 'SAVE CHANGES'. The 'PTT1' dropdown is circled with a '2', the 'Assigned user' dropdown is circled with a '3', and the 'SAVE CHANGES' button is circled with a '4'.

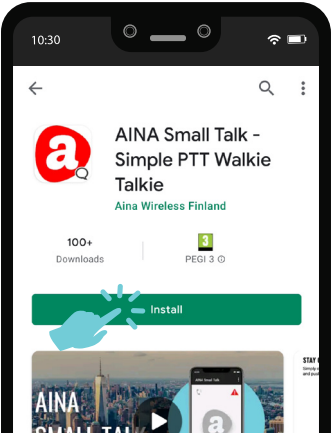
You can also assign a user by going to the 'Users' tab on the left and then going to the individual user's edit options.

AINA SMALL TALK AND DISPATCHER PLATFORM

1. Installation and Sign In

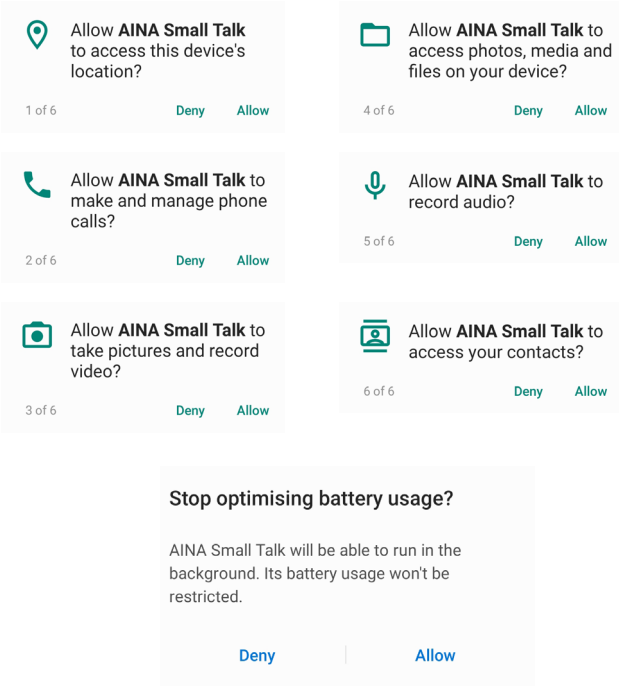
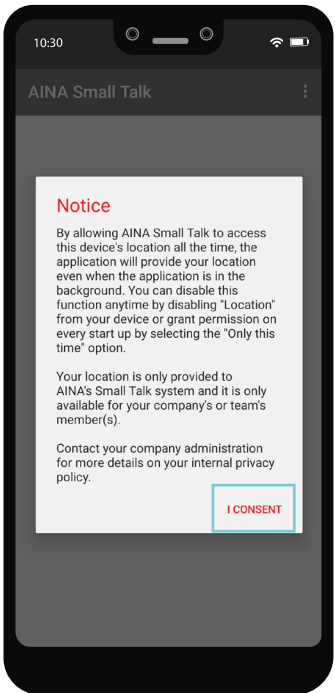
1

Download and install 'AINA Small Talk' from the Google Play Store.



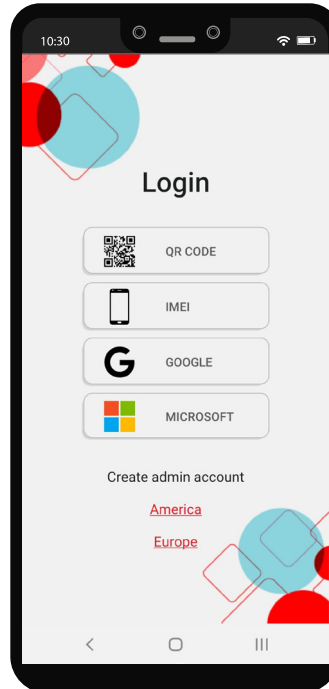
2

Accept the permission requests to complete the installation. These can be modified after installation from your phone's Settings > Apps > AINA Small Talk > Permissions.



3

If you have received an email or SMS with a sign-in link, open this and click on the link to login to the application. Otherwise, open the AINA Small Talk app and choose the login method that your administrator has set for this user account: QR code, EMEI, or single sign on with a Google or Microsoft account.



QR Code. If your administrator has sent you a QR code, select this to open the QR code reader and login to the application.

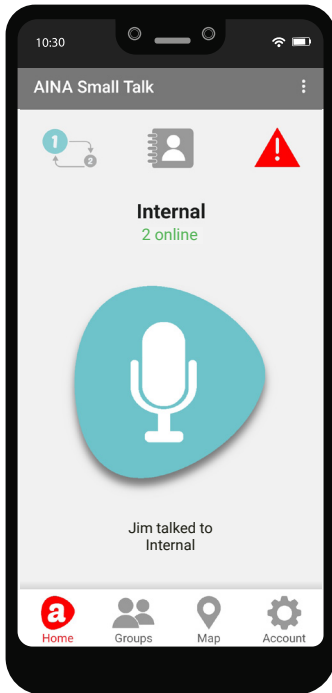
IMEI. If your administrator has inserted your phone's IMEI number to your user account through the admin console, simply select IMEI and you will automatically login to the app.

Google or Microsoft. If your administrator has enabled and inserted your Google or Microsoft email for single sign on, you can use this option to login to the application.

2. Main Features

1

Group call.



Internal

Name of the group that you are currently in.

2 online

The total number of your team member is online in the group.

For example, there are 2 team member online in the group "Internal" apart from you.

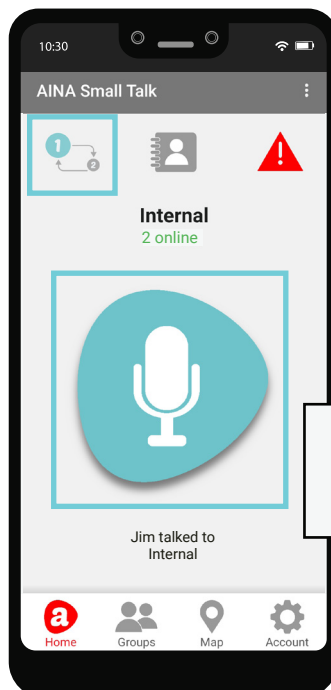


To see who's online, click on contact button.

Jim talked to
Internal

Name of the last user who just talked to your group.

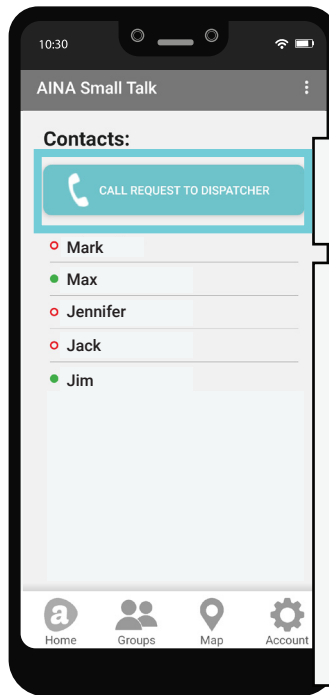
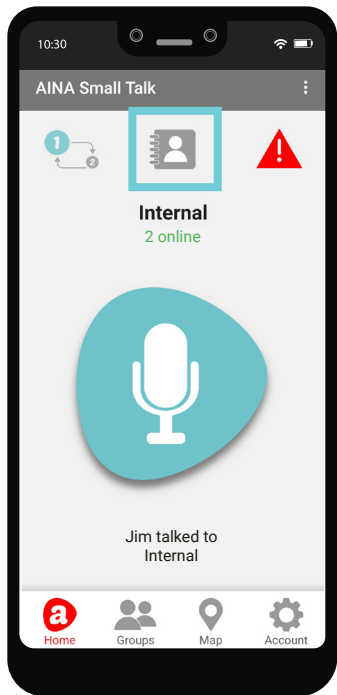
Press to switch between your main and secondary group.



Press and keep pressed to talk to the selected group (shown above). Release when you are done.


2

Contacts list.



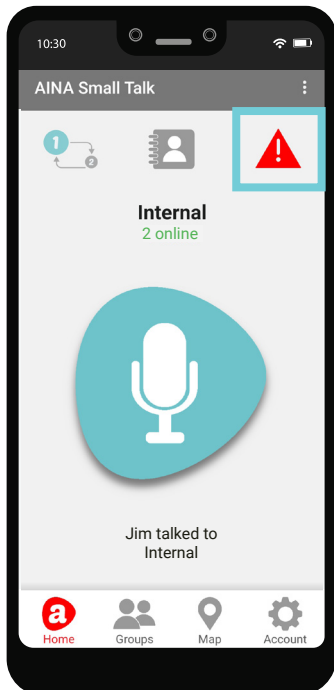
Press to send a call request to your dispatcher.

Press on a contact who's online and select to either start a private 1-to-1 call with them or locate them on the map if they have enabled location services.


To answer a private call, click on the telephone icon that appears on your screen. To end a private call, simply press the  icon on the top left corner for a few seconds.

3

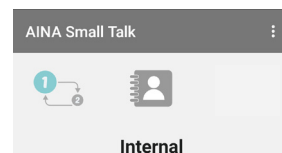
Emergency call.



Keep the emergency icon pressed for a few seconds to activate an emergency call. Once the emergency call has initiated, your microphone will automatically turn on and everyone in your emergency group (set by your administrator) will be able to listen in.

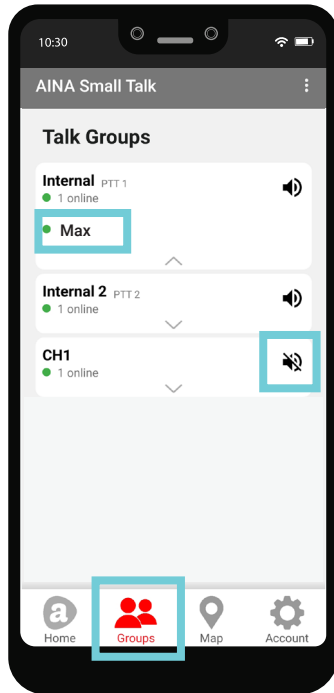
To end or cancel an online emergency call, simply press the  icon on the top right corner for a few seconds.

*If your screen does not have the emergency icon, it means your admin has not assigned a talk group for your emergency call in AINA Admin Console. Please get in touch with your admin for this setting.



4

Talk groups and users online.



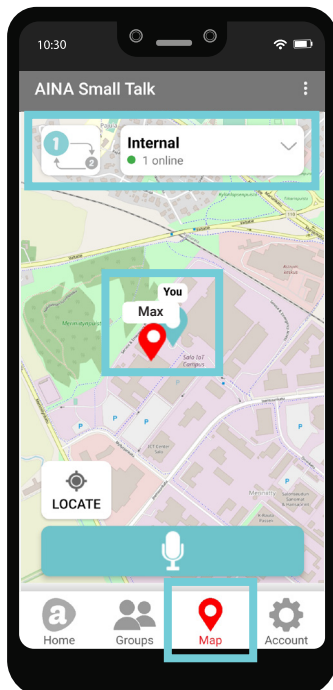
On the Groups page you can see all the talk groups you belong to and who is online in those groups.

If you click on an online user, you can start a private 1-to-1 call with them or locate them on the map if they have enabled location services.

Automatically you will hear incoming messages from your primary and secondary talk group. However if you would like to listen to more talk groups at a time, click on corresponding speaker icon on the right.

5

Map and locating users.



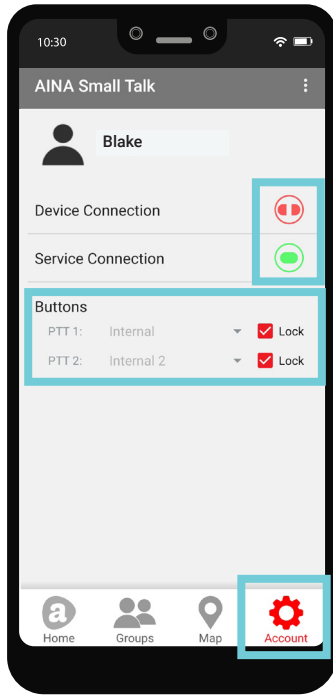
On the Map page you can see as red pins all assigned contacts and talk group users who are online and have enabled location services. Your own location is represented by a blue pin.

At the top of the page you can switch between your primary and secondary talk group. Use the push-to-talk button at the bottom of the page to talk to the selected talk group. You can also see who's online on these groups and locate them on the map.




Click on a user on the map to start a private 1-to-1 call with them.

6

Account status and changing your primary and secondary talk group.



Check Device and Service connection:

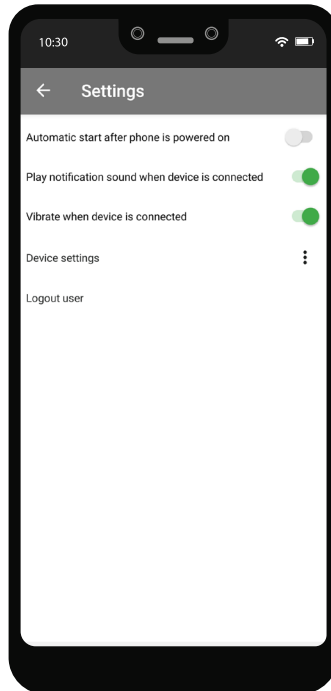
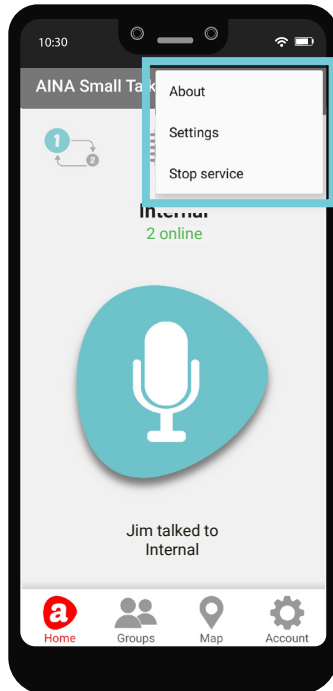
-  connected
-  connecting
-  not connected

Talk groups available. Assign a primary and secondary talk group. These are the two groups you are listening and able talk to from your main screen or with your AINA accessory.

If you have an AINA device paired, from here you can assign which group you will talk to when pressing the PTT1 or PTT2 button on the device and lock these so you don't accidentally change them.

7

Additional settings.



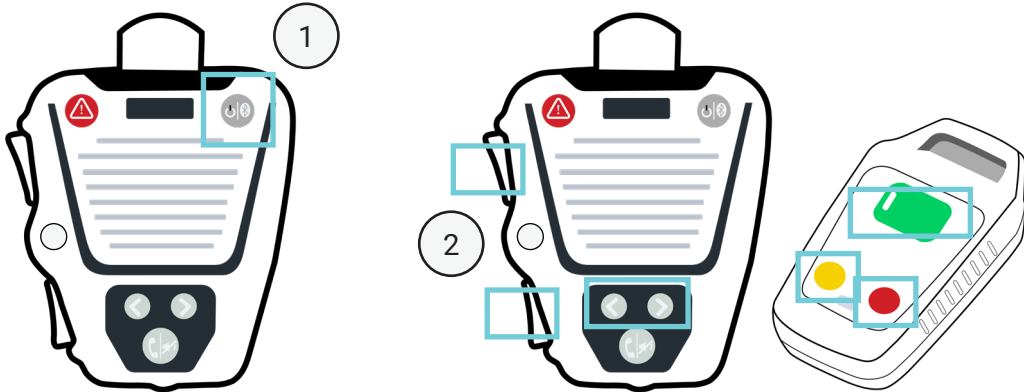
For additional settings, press on the 3 dots on the top right corner.

From here you can, for example, connect an AINA device by selecting 'Device settings', logout from your user account, or completely close the application by selecting 'Stop service'.

3. How to Pair an AINA Device

1

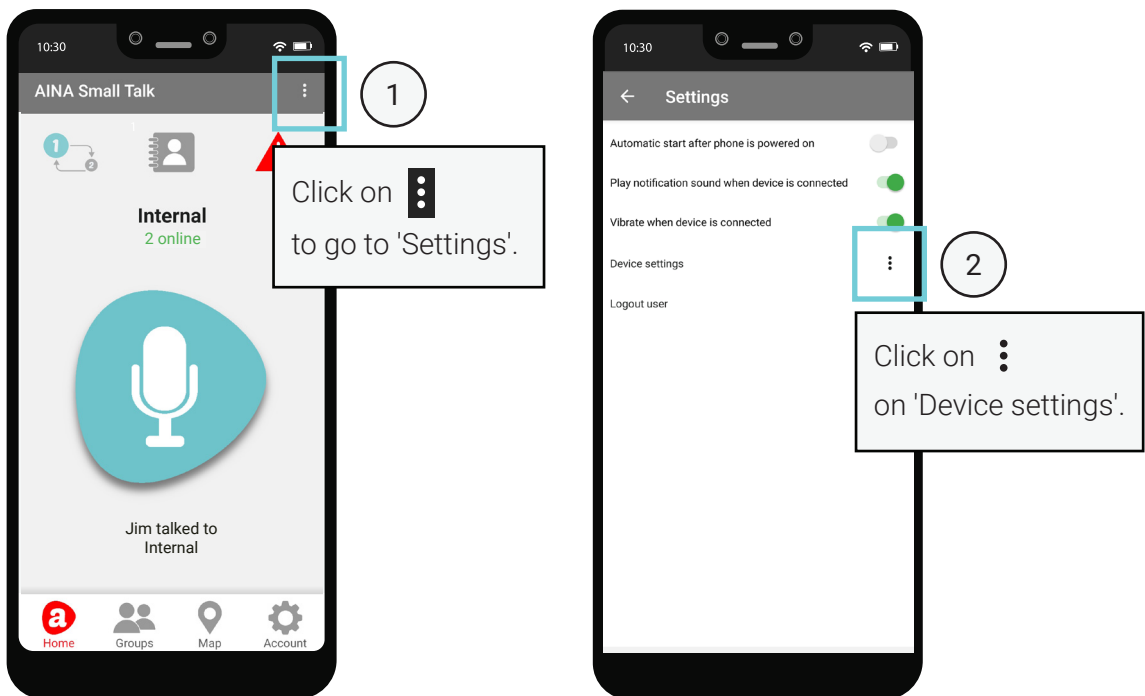
(1) Turn on your PTT Voice Responder by holding down the power button for 3 seconds. (2) Put your PTT Voice Responder into pairing mode by pressing both arrow buttons and both PTT buttons simultaneously until the LED turns off momentarily, continued by constant green LED blinks.



If you have a PTT Smart Button, put it into pairing mode by pressing all three buttons simultaneously.

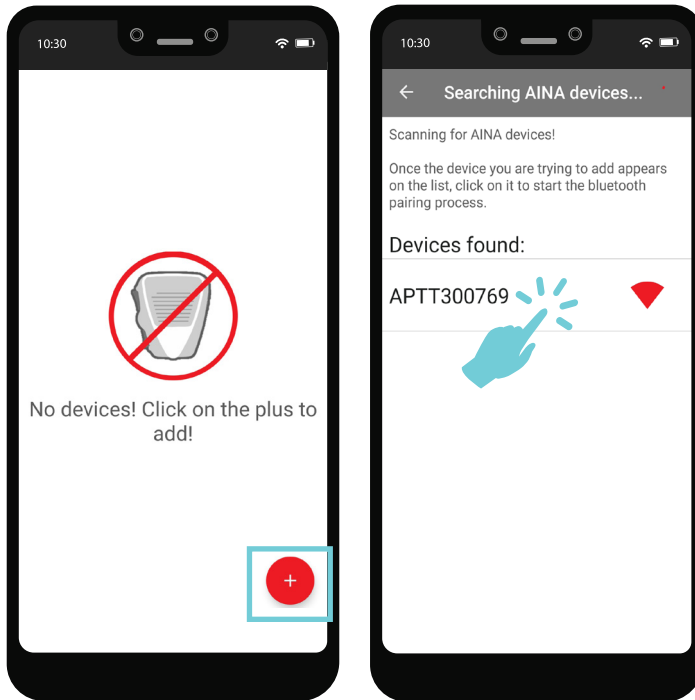
2

Open AINA Small Talk to pair your AINA device.



3

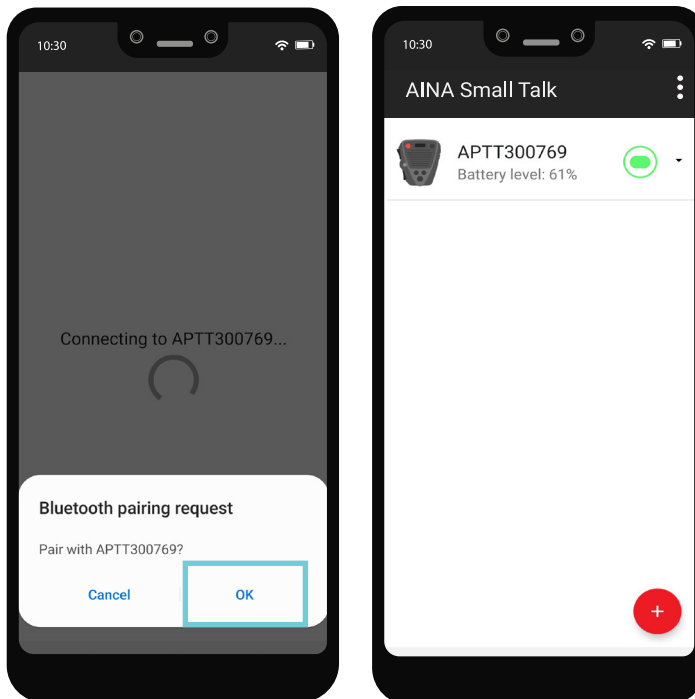
Click on the red '+' icon to search for your device. Then, click on your PTT Voice Responder (or PTT Smart Button) to start the Bluetooth pairing process.



Wait for your device to appear on the list (a friendly name is printed on the back of the device) and then select it to start the pairing process.

4

Accept the Bluetooth pairing request.



Your device has successfully paired when the connection icon turns green and when the Voice Responder's LED blinks in blue.

You only need to pair your AINA device once. After the first pairing, your device will connect automatically to AINA Small Talk when turned on.

To unpair a device, press its name for a couple of seconds in the menu and accept the unpairing request.

Connection icons



connected



connecting

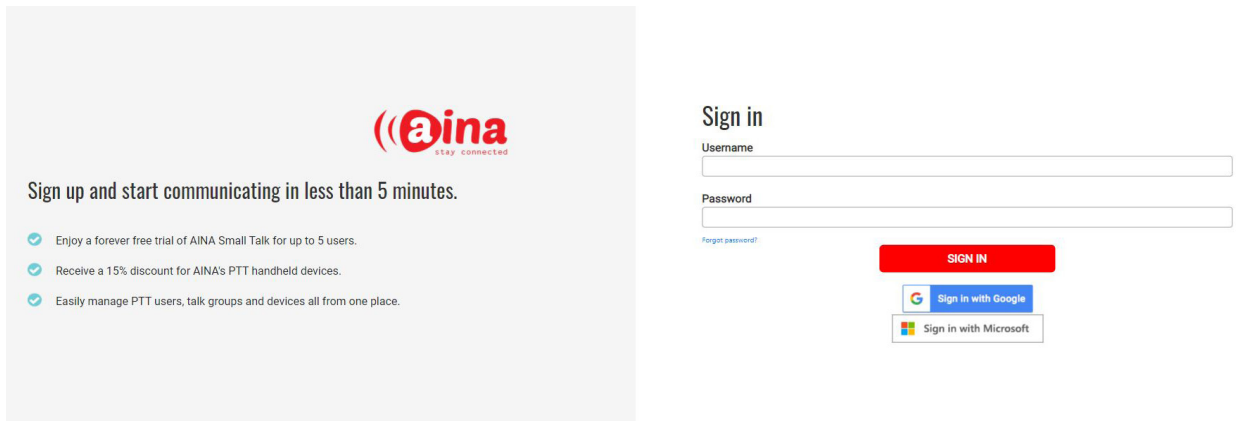


not connected

4. Dispatcher Platform

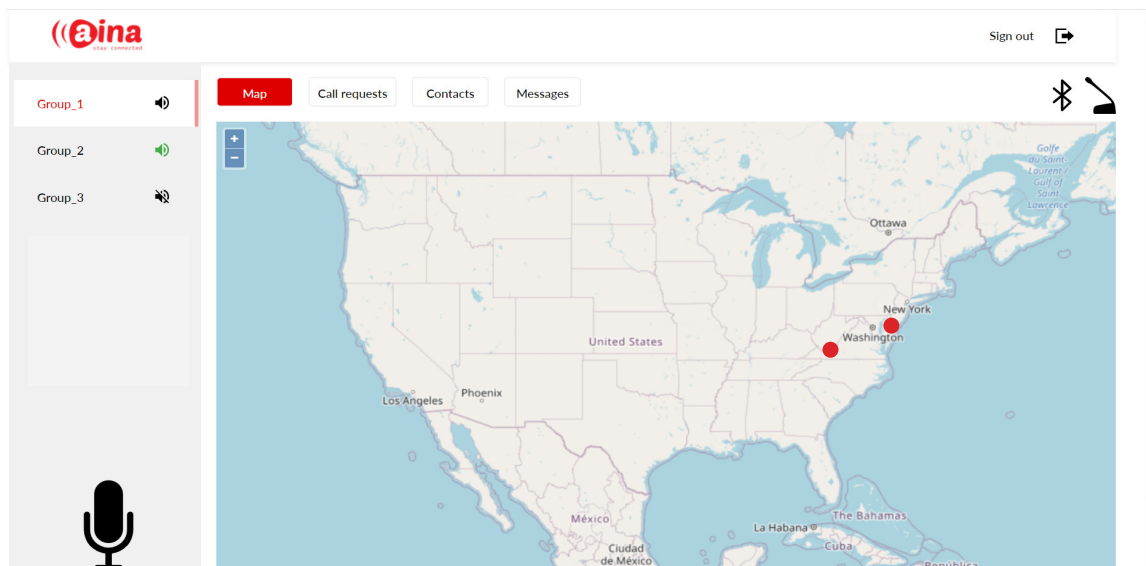
1

To sign in to the AINA Small Talk Dispatcher platform, use the webpage address, username and password provided by your company's or team's administrator. Sign in Dispatcher platform with Google/Microsoft account is not available.



2

Communicating with talk groups and map.

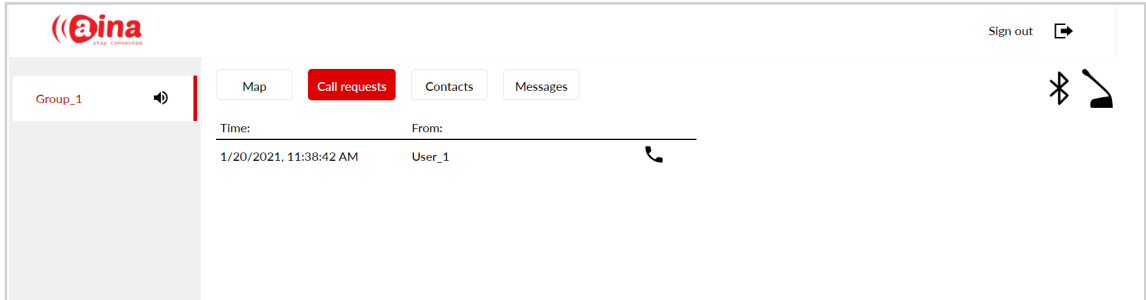


Communicating with talk groups. On the left column you will always see the talk groups you can communicate with. By pressing and holding the microphone icon on the bottom left, you can talk to the selected group. If you belong to multiple talk groups, you can select which ones you want to listen to by clicking on the speaker icon next to the group name, turning it green. Similarly, you can mute a talk group by clicking on the speaker icon so there is a line over it.

Map. From the Map tab you will see all AINA Small Talk and Kepler users who have their location tracking enabled on a map. This information is updated every few minutes.

3

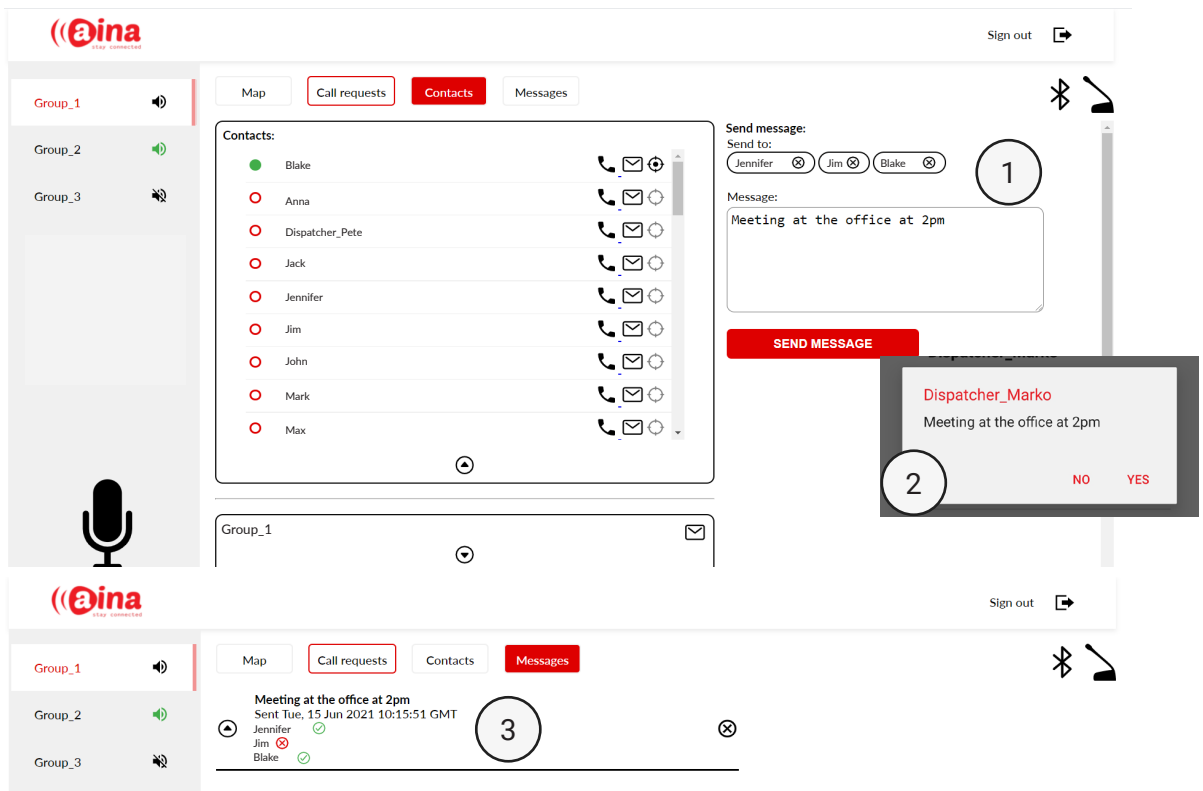
Call requests.



Users can send the dispatcher call requests from their AINA Small Talk mobile app. You will see these on the 'Call requests' tab. If the user is online, you can call them directly by clicking on the phone icon.

4

Private calls, locating users and status messages.



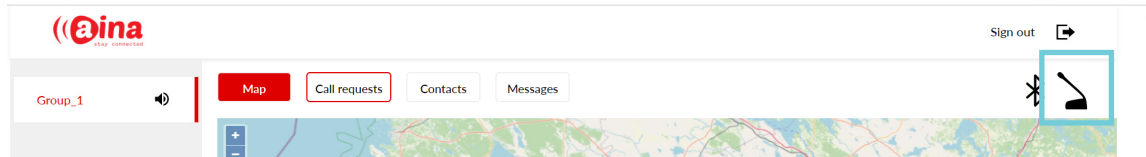
Private calls and locating users. From the 'Contacts' tab you can make private calls to users by clicking on the phone icon or locate them on the map by clicking on the locate icon next to their name.

Status messages. Also, from the 'Contacts' tab you can send status messages to individual users or talk groups by clicking on the envelope icon next the user's or talk group's name. (1) When you are done selecting the users and talk groups, you simply write your message in the field and click 'send message'. (2) The user(s) will receive the message as a pop-up to which they can answer 'yes' or 'no' to. (3) You will be able to see all the messages you have sent and the users' responses from the 'Messages' tab. A green tick next to the user's name signifies a 'yes' answer and a red cross a 'no'.

5. How to Pair a Device to the Dispatcher Platform

1

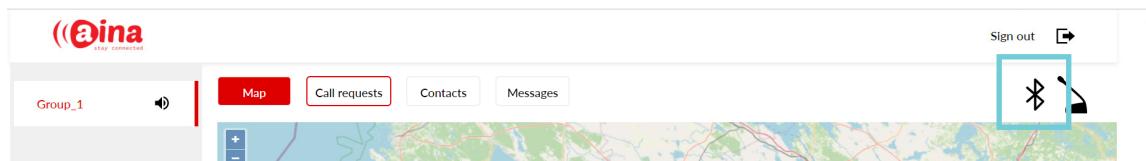
TM3 Table Microphone.




1. Connect the TM3 to your computer using the USB cable attached to the device.
2. Login to the AINA Small Talk Dispatcher platform and click on the table microphone icon on the top right.
3. Select your TM3 table microphone from the list of devices that appears.

2

AINA PTT device.



1. Pair your AINA PTT Voice Responder or PTT Smart Button via Bluetooth (classic and BLE) to your computer.
2. Login to the AINA Small Talk Dispatcher platform and click on the Bluetooth icon on the top right.
3. Select your AINA device from the list of devices that appears.
4. Finally, on your Windows laptop or desktop, make sure to select your AINA device as the speaker / microphone output by going to the bottom right of your screen, clicking on the speaker icon  and selecting your AINA device.