Quick Start Guide
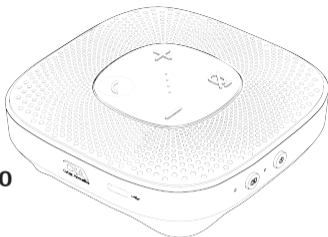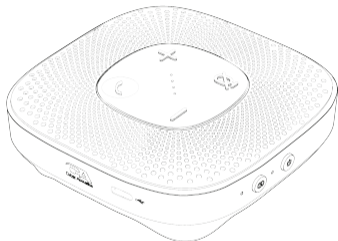
Essential
Speakerphone SP-2000

Use at Home, Office or Traveling

In the Package

Quick Start Guide

USB Type C to A Cable

Note: The USB Type C to A Cable is packed under the inner tray inside the box.

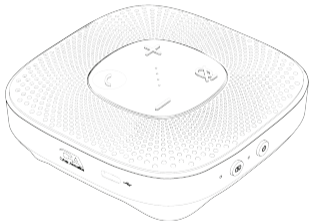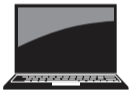**CA** Essential
Speakerphone SP-2000

Table of Contents

Using the Speakerphone

Best for Use In

Home - Office - Traveling

Bluetooth® / USB

Getting Started - USB Connection

The CA Essential Speakerphone can be used with a Bluetooth connection to your device or USB connection to your Windows 10 PC or Mac.

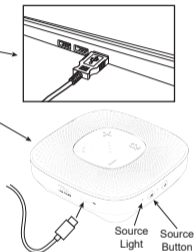## USB connection - Using with a PC or Mac
- Insert the USB Type A end of the Cable into the USB Type A port on your computer.
- Insert the USB Type C end of the Cable into the USB Type C port on the CA Essential Speakerphone.
- Toggle Source Button to USB source - Source Light will be lit solid Green.

Note: When connected to a PC or Mac the battery will charge on the CA Essential Speakerphone.

Source Light   Source Button

The CA Essential Speakerphone features full plug and play support for Windows 10, OSX / MacOS and Chromebooks.
After plugging the speakerphone into the computer, you may start any application that accepts a speakerphone, such as Skype and begin using your speakerphone.

If the computer does not automatically recognize the speakerphone when it is plugged into the USB Type A port, try plugging the USB Cable into a different USB Type A port. If this does not work, then restart the computer. This will cause the speakerphone to be recognized in most instances.

Getting Started - Bluetooth Connection - Step 1

Before you start, please fully charge the CA Essential Speakerphone.
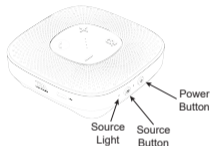(See Page 2 - USB Connection)

- Turn on the CA Essential Speakerphone by pressing the Power button.
- Toggle Source Button to Bluetooth source - Source Light will be lit Blue.

Soure Light Flashing Blue
- The CA Essential Speakerphone is ready to pair and connect.

Source Light Solid Blue
- Your device has connected to the CA Essential Speakerphone and is
  ready to use.
- The CA Essential Speakerphone allows the last device it was connected
  with to automatically reconnect with the speaker each time the speaker is
  turned on and that device is within range.*

The CA Essential Speakerphone can be connected to one device at a time.
- To pair and connect to a different device, you need to first disconnect the currently paired device.
- To disconnect the current device, press and hold down the Source Button for 3 seconds.
- The Source Light will begin flashing blue and the CA Essential Speakerphone is ready for the next
  device to pair and connect.

* Your device needs to be within 100 unobstructed feet of the CA Essential Speakerphone to pair and
connect. If there is an issue when connecting please move your device closer to the speaker, then pair and
connect. When the charge is too low indicated by a flashing red light on the speakersphone, your device will
not be able to connect with the speakerphone.

Getting Started - Bluetooth Connection - Step 2

With your iPhone, iPad/Tablet, Smartphone
- Go to Settings > Bluetooth, check Bluetooth is on
- Select 'CA Essential SP' when it appears under DEVICES
- Your device will connect in a few seconds
- The Source Light will turn solid blue and there will be a quiet chime
- The CA Essential Speakerphone is ready to use

Note: Your Smartphone or Tablet instructions may vary

With your Apple Mac or Windows 10 Laptop/Computer
- It is recommended to use the USB Connection when using with a Windows 10 Laptop/Computer or Apple Mac.
- If a Bluetooth Connection is preferred, please refer to the help in the Windows 10 or the Mac OS for the pairing and connecting instructions.

Lights

Volume LED Indicator
- Volume level Indicator Light - Lights are lit solid White (1 to 4 Lights)
- Mic (Voice) Indicator Light when call is active - Lights will flash White (1 to 4 Lights)
- Mic Muted - Lights are lit solid Red (All 4 Lights)

Zoom Meeting/Phone Functionality
- Meeting Invite or Incoming Call - Lights will flash Red
- Meeting or Call in Progress - Lights will be lit solid Red instead of White with the same as indications as noted above.

Source Light
- In Bluetooth Mode
  - Light is lit solid Blue when connected to your device
  - Light is flashing Blue when is disconnected or connecting
- In USB mode - Light is lit solid Green

Power Light
- USB Cable is Connected to PC or Mac
  - Light is lit solid Red - Battery is full
  - Light is flashing Red - Battery is charging
- Battery operation in Bluetooth Mode
  - Light is flashing Red - Low battery indication

Controls

Call Button

Bluetooth Connection to iPhone or Smartphone
- Press to accept an incoming call or Press and Hold for 2 seconds to reject call.
- During the call, Press to hang up call.

USB Connection to PC or Mac for Zoom Meeting/Phone (Not supported for other Applications)
- Press to accept a meeting invite or call.

Volume Up - Press to increase the volume (Press and Hold for more than 2 seconds to continuously increase the volume).

Mic Mute/Un-mute - In talk mode, Press once to mute the mic input; Press again to unmute.

Volume Down - Press to decrease the volume (Press and Hold for more than 2 seconds to continuously reduce the volume).

Source Button
- USB Connection to PC or Mac - Press to change between Bluetooth and USB modes
- In Bluetooth mode, Press and Hold for 3 seconds to disconnect the connected device and enter pairing mode.

Power Button
- In Standby mode, Press once to turn on the speakerphone
- In Working mode, Press and Hold for 2 seconds to turn off the speakerphone.

Controls

Auto Power
- The CA Essential Speakerphone will not auto power off when connected to a power source or connected to a PC or Mac
- The CA Essential Speakerphone will auto power off within 15 minutes when the Bluetooth is disconnected and using Battery power.

Changing Sources
- When in Bluetooth mode
  - Connecting the speakerphone to a PC or Mac with the USB cable, will auto switch to USB mode.
  - Press the Source Button to switch to the USB mode.
- When in USB mode
  - If the USB cable is disconnected from a PC or Mac, will auto switch to Bluetooth mode.
  - Press the Source Button to switch to Bluetooth mode.
  - The Bluetooth Device Name will show as the speaker name in Windows 10 or Mac OS
  - If the speakerphone was previously connected to Bluetooth device and the device is within range, the speakerphone will auto switch to Bluetooth mode when there is an incoming call or music is played on the Bluetooth device.

Volume control
- Volume range: 0-16. The previous volume level will be kept when power is turned off and on again.
- Bluetooth mode and USB mode have different volume levels, they are not synchronized with each other.

Technical Specifications

Specifications	
Power:	• 5V / 1A - Power Source • 5W when playing music
Frequency response	• Speaker: 20 - 20,000Hz • Microphone: 100 - 16,000Hz
Impedance	• Speaker: 4 ohms • Microphone: 2.2k ohms

Recommended system requirements	
Supported operating system	Windows 10, Mac OS X 10.4.11 or higher
Operating temperature	Product working at ambient temperature for 0~35°C

Frequently Asked Questions

Frequently Asked Questions	Possible Solutions
Bluetooth connection Can't connect for the first time	• Turn off the speaker. • Check your Bluetooth source device and be sure you have found the section that allows you to discover new Bluetooth products. If you see the speaker on the list, but cannot connect, you may need to try and synch again. To start fresh, with your Bluetooth device, select "Forget this device," to remove the "CA Essential SP" from the list. You may need to turn off the Bluetooth function on your device to fully clear your list. • Turn the speakerphone back on and go into the "pairing mode". • Return to your source device, and re-enable the Bluetooth function. Look for the "CA Essential SP" to show back up on the list. • Select the speaker on your screen, and listen for the audible sound to confirm pairing.
Bluetooth connection Can't connect when returning	• If the speaker does not automatically reconnect with your Bluetooth device, you may need to go into your device's Bluetooth settings and re-select speaker to reconnect. • Be sure to check your room environment. Today's Bluetooth technology has a designed limit of approximately 100 unobstructed feet, line of sight. Your best results will be when your source device and speakerphone are in the same room. Extremely large rooms, or rooms with lots of wireless electronics, wi-fi routers, radio transmitters, etc, may affect your ability to pair and connect. • Check for obstructions, walls or other objects that might impede the Bluetooth signal. • Try returning to the source device to a closer proximity with your speakers.

Frequently Asked Questions

Frequently Asked Questions	Possible Solutions
USB connection **Windows 10:** Speakerphone does not set up automatically	• In the search box on the taskbar, type control panel, then select it from the results. • Select Hardware and Sound from the Control Panel, and then select Sound. • On the Playback tab, right-click "CA Essential SP", select Set as Default Device, and then select OK. • Verify green circle with a check mark next to "CA Essential SP". • On the "Recording" tab, right-click "CA Essential SP", select Set as Default Device, and then select OK. • Verify green circle with a check mark next to "CA Essential SP". • (Optional) To adjust the speaker volume, click Properties. • When finished, click "Apply" then "OK".
USB connection **Mac:** Speakerphone does not set up automatically	• Open the Finder Application, then select Applications. • Open System Preferences, then click Sound. • Select the Input tab, then select "CA Essential SP". Make sure that the mute button isn't selected. • Select the Output tab, then select "CA Essential SP". Make sure that the mute button isn't selected • When finished, close System Preferences.

Frequently Asked Questions

Frequently Asked Questions	Possible Solutions
USB connection Speakerphone does not have sound / Microphone is not working	- Check the computer's volume level. - Check proper seating of cable connection. - Verify the application settings you are using. Some applications have separate volume level control. - Check that the computer recognizes the speakerphone - showing it is connected and selected within your computer OS settings. (See the Page for Windows and Mac setting instructions) - Verify the input / output levels within the sound / audio settings of your computer's settings. - Unplug the speakerphone from the USB port of the computer and then re-insert into the USB port of the computer. - Restart your computer and re-verify the above steps. Restarting often helps a computer connect to the speaker. If using Zoom or Microsoft Teams, further instructions for audio setting can be found on the below websites. https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio Microsoft Teams https://support.microsoft.com/en-us/office/manage-your-call-settings-in-teams-456cb611-3477-496f-b31a-6ab752a7595f

Customer Support

If you have a question about your CA Essential Speakerphone, our Customer Service Team wants to assist you.

Contact us at:

www.cyberacoustics.com/support/contact

Safety and Precautions

- Read and follow all instructions – All operating and use instructions should be followed.

- Protect the Speakerphone from being pinched, particularly at the connectors. Unplug during lightning storms or when unused for long periods of time.

- Do not place near any heat sources such as radiators, heat registers, stoves, or other apparatus (including amplifiers) that produce heat.

- Do not make alterations to the Speakerphone.

- Do not place near naked flame sources, such as lighted candles.

- Do not expose to excessive heat (e.g. from storage in direct sunlight, fire or the like).

Supplier's Declaration of Conformity 47 CFR § 2.1077 Compliance Information

Unique Identifier: (SP-2000)
Responsible Party - Cyber Acoustics LLC
3109 NE 109th Ave., Vancouver, WA 98682
cyberacoustics.com

FC (BC)

Compliance Information Statement:

FCC Part 15
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:
1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
• Reorient or relocate the receiving antenna
• Increase the separation between the equipment and receiving device
• Connect the equipment into an outlet on different circuit from the receiving device
• Consult the dealer or an experienced radio/TV technician for help
• Changes or modifications not expressly approved by the party responsible for compliacne could void the user's authority to operate the equipment.

RF exposure statement

This equipment meets the exemption from the routine evaluation limits in section 2.5 of RSS-102. It should be installed and operated with a minimum distance of 20cm between the radiator and any part of your body.

Cet équipement est conforme à l'exemption des limites d'évaluation habituelle de la section 2.5 de la norme RSS-102. Il doit être installé et utilisé à une distance minimale de 20 cm entre le radiateur et toute partie de votre corps.

IC WARNING

This device contains licence-exempt transmitter(s) that comply with Innovation, Science and Economic Development Canada's licence-exempt RSS(s). Operation is subject to the following two conditions:
(1) This device may not cause interference.
(2) This device must accept any interference, including interference that may cause undesired operation of the device.

L'émetteur/récepteur exempt de licence contenu dans le présent appareil est conforme aux CNR d'Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes:
1. L'appareil ne doit pas produire de brouillage;
2. L'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.