

## Optional Accessories

External Microphone  
CP-2016-007  
sold as a pair



Bluetooth® Module CP-2016-004  
Plugs into the Aura SoHo™  
Conference Phone Accessory Bay  
so you can use your cell phone to  
make conference calls.



Digital Adapter Module  
CP-2016-003  
Plugs into the Aura SoHo™  
Conference Phone Accessory Bay,  
so you can connect to your office  
digital PBX phone system.



All Accessories are available from  
[www.conferencephone.com.au](http://www.conferencephone.com.au)



Accessory Bay

# AURA SOHO™ Conference Phone



 **SPRACHT**

## USER GUIDE

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Thank you for choosing the Aura SoHo™ Full Duplex Conference Phone, providing full featured, high performance conferencing for small office and home office environments.

#### **THE AURA SOHO™ CONFERENCE PHONE FEATURES:**

**Full duplex communication**- Now you can have simultaneous two way conversations.

**360 coverage** - Four built-in microphones provide 360 coverage so all participants can be heard clearly from anywhere in the room.

**Expandable** - the Aura SoHo™ Conference Phone has input jacks for use in larger rooms, includes an RCA output jack so conference calls can be recorded, and has a connection for a separate handset phone to allow private conversations.

**ConferenceNow “Hot key” operation** - A conference call can be accomplished by the push of just one button, instead of having to enter all the digits every time you make a conference call. Your meetings are only one touch away.

**Optional Modules** - Your Aura SoHo™ Conference Phone comes standard with analog line connectors. But you can purchase separate plug-in modules for Digital (PBX), Bluetooth® access, and wireless.

**Convenient controls** - the keypad provides control keys for volume, mute, redial, and “flash” (which provides instant access to three-way conferencing).

Package Contents

1. Aura SoHo™ Conference Phone
2. Wall Adapter
3. Phone Cable
4. Main Cable
5. 6' Power Cord
6. Warranty/Registration Sheet



Aura SoHo™  
Conference Phone



Wall Mounted  
Adapter and  
Power Supply



Phone Cable

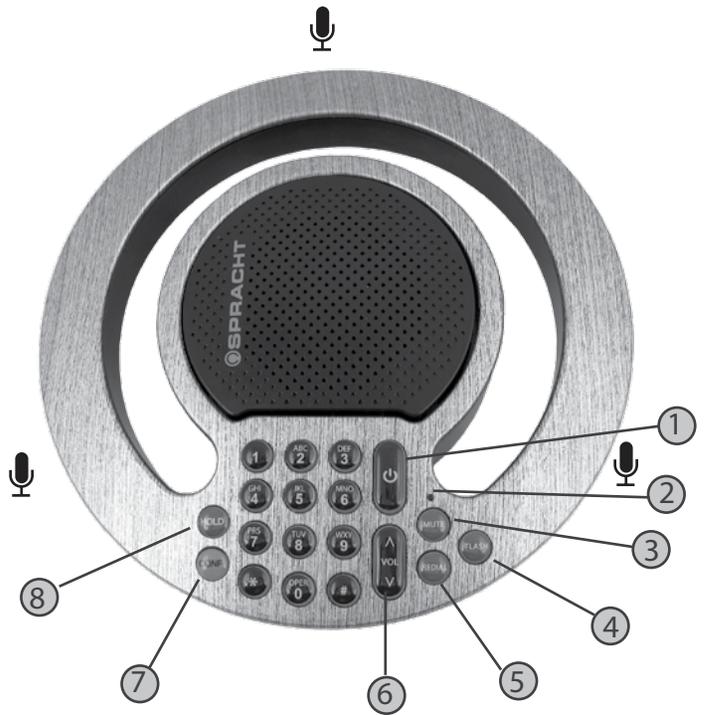


Main Cable



6' Power Cord

Aura SoHo™ Conference Phone Design



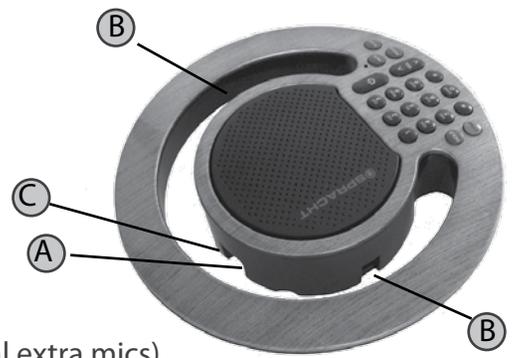
BUTTONS

1. Power On/Off
3. Mute
4. Flash
5. Redial
6. Volume Up/Down
7. Conference
8. Hold

LEDs

2. Mic Mute - Red

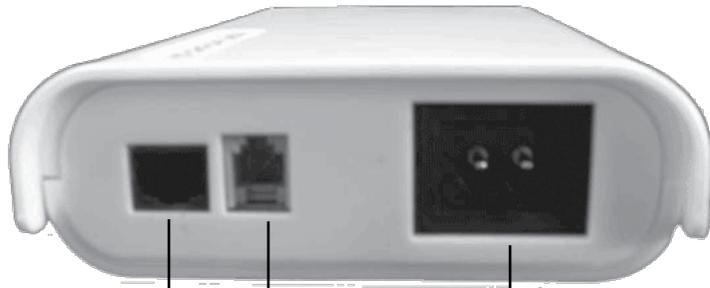
Microphone locations



CONNECTORS

- A. Main Cable
- B. External Microphone Connector (for optional extra mics)
- C. RCA jack port for recording or monitoring

Wall Adapter



Main Cable Connector

Phone Cable Connector

For Wall Plug Connector

Back of Wall Adapter



Mounting Holes

Safety Precautions

The Aura SoHo™ Conference Phone is an electrical product. As with any electrical product, observe reasonable precautions to avoid risk of fire or electrical shock.

- Do not use this product near water, such as near a sink or bath tub, or in a wet area, such as in a wet basement.

Caution: This product is for indoor use only.

- Do not use a telephone during an electrical storm; there is some risk of electrical shock from lightning.
- Do not use this conference phone near a gas leak or vapors that could be ignited.
- Follow the instructions in this user guide.

Setup Tips

Choose an appropriate location for the Aura SoHo™ Conference Phone.

- Use the conference phone in an environment as free from background noise as possible.
- To minimize echoes, position the conference phone at the center of the room, or, at least, away from walls.
- Avoid items that could cause noise or acoustic interference.
- For convenience, the Wall Adapter has mounting holes on the back of the unit so you can mount it on the wall. The Main Cable plugs into the Wall Adapter and the Aura SoHo™ Conference Phone. The Phone Cable connects the Wall Adapter and the Phone Jack on the wall. Position the Wall Adapter appropriately for all the cabling and the connectors.

## Setting up the Aura SoHo™ Conference Phone

1. Plug the power cord into the Wall Adapter.



2. Insert the power supply plug into an available electrical outlet.
3. Connect one end of the included phone cable into the Phone Connector port on on the Wall Adapter.



4. Connect the other end of the phone cable into a telephone phone jack located, for example, on the wall. **IMPORTANT:** Do not plug the Aura SoHo™ Conference

Phone into a digital phone network or it may damage the unit. You will need a Digital Phone Adapter Module in order to use the Aura SoHo™ Conference Phone with a PBX, available for purchase on our website, [www.spracht.com](http://www.spracht.com).

5. Connect one end of the included Main Cable into the Main Cable Connector port on on the Wall Adapter. **IMPORTANT:** Please use only the cable provided. The Main Cable is different from a



network cable. Using an incorrect cable will cause the Aura SoHo™ Conference Phone to malfunction.

6. Connect the other end of the Main Cable into the Main Cable Connector jack on the Aura SoHo™ Conference Phone.
7. Attach Wall Adapter to the wall or a desk, using the included screws or adhesive strips, if necessary.
8. Place the Aura SoHo™ Conference Phone in the center of a conference table or a desk free from obstructing materials.
9. You are now ready to make calls. Press the Power On/Off button for a dial tone and dial a number to make a call.

**IMPORTANT NOTICE:** The Aura SoHo™ Conference Phone has echo and noise cancellation which is optimized for ANALOG telephone lines (land lines). If you have a standard Analog phone line, the instructions on this sheet do not apply to you. Please proceed to page 10, Using the Aura SoHo™.

However, if your phone service is through a VoIP ANALOG ADAPTER, you will have to modify the settings on the Aura SoHo™ Conference Phone to maintain the call quality and use the proper echo and noise cancellation settings. If you have a VoIP Analog Adapter, your service could be from one of the following providers and have the following plan names:

**Lingo** - (Using a Linksys VoIP adapter) - Hello World Unlimited, Hello America Unlimited, Hello America 500, Hello America 250, Talk 365, Business Value Plan, Business Plus Plan, Business Premium

**Vonage** - (Using a D-Link VoIP adapter) - Residential Premium Unlimited, Vonage Pro, Residential Basic 500 Minutes, Small Business Premium Unlimited Plan, Small Business Basic 1500 Minutes

**AT&T** - (Using an AT&T VoIP adapter) - U-verse, Business in a Box, AT&T Voice DNA, AT&T IP Flexible Reach

**Comcast Cable** - (Using a VoIP phone adapter) - Comcast Unlimited, Local with More, Comcast HD Double Play, Comcast HD Triple Play, Comcast Digital Voice

If you think you might have a VoIP Analog Adapter but aren't sure, please contact your provider. If you still need help, call Spracht directly for assistance at 888-350-0132.

**To modify the settings on the Aura SoHo™ Conference Phone for a VoIP Analog Adapter Box**

1. After you have followed the set up steps 1 through 6 on the previous pages (6 and 7), the unit will be ready after you hear the two tones.

2. Confirm the Aura SoHo™ Conference Phone is connected properly by pressing the Power button . The keypad back light will go on and you will hear a dial tone. Wait for 5 seconds, then press the Power button  again to turn OFF the unit.

3. Next, you will be changing the Aura SoHo™ Conference Phone setting to VoIP mode. The unit should be in On Hook state, which means no dial tone, and the keypad back light will be off. Press these keys on the keypad: 1, 0, 1. The keypad backlight will go on and two tones will sound. Wait about 5 seconds; the keypad light will go off and then flash once. The unit is now switched over to VoIP mode and will stay in that setting the next time you turn the phone on.

4. You can now follow the User Guide instructions for making a call (page 10).

**To change back to Analog Phone line mode**

You will need to reset the internal counter again. Press the Power button . The keypad back light will go on and you will hear a dial tone. Wait for 5 seconds, then press the Power button  again to turn OFF the unit.

The Aura SoHo™ Conference Phone should be in On Hook state, which means no dial tone, and the keypad back light will be off. Press these keys on the keypad: 1, 0, 0. The keypad backlight will go on and two tones will sound. Wait about 5 seconds; the keypad light will go off and then flash once. The unit is now switched back to Analog phone line and will stay in that setting the next time you turn the phone on.



#### TO MAKE A CALL

Press the Power Button  to turn on the Aura SoHo™ Conference Phone, then enter the phone number for your call.

#### ADJUST SPEAKER VOLUME

Press the Volume Up  or Volume Down  button to adjust the speaker volume.

#### ANSWER A CALL

Press the Power Button  when the Aura SoHo™ Conference Phone rings.

#### END CALL

Press the Power Button  to end a call.

#### REDIAL

Press the REDIAL button to call the last number dialed.

#### PLACE CALL ON HOLD

Press the HOLD button to place a call on hold. The bottom indicator light near the Power Button  will blink when on hold. Press the HOLD button again to resume the call.

#### MICROPHONE MUTE

Press the MUTE button to turn off the microphones in the Aura SoHo™ Conference Phone. The red indicator light above the MUTE button will be on when muted. While in MUTE mode, you will be able to hear the other end of the call, but they will not hear you. Press the MUTE button again to resume speaking to the caller(s). The red light will go out.

#### CONFERENCE NOW

The patented ConferenceNow™ button allows for you to press one button to connect with the Conferencing Service.

#### FLASH

The FLASH button is for three way conferencing. It allows you to put your first caller on hold while dialing the second number. Dial your first number normally. When the person is on the line, press the FLASH button and you will hear a second dial tone. Dial the second number. When that person is on the line, press the FLASH button again and all three of you will be on a conference call.

## Reprogram Conference Number

The Aura SoHo™ Conference Phone comes preprogrammed with the number for Spracht's conferencing service provider. If you decide to use this service, all you have to do is press the CONF button to make a conference call. The Conference Center's number is the factory default.

If you already have your own conferencing service, you will have to reprogram the CONF button to the number of your service if you want to make one touch conference calls.



In the reprogram mode, only the buttons with the outlines will be active.

CONF- starts the programming process

FLASH- will restore the factory default Conference Center Number

MUTE- allows you to exit the process without saving

HOLD- will save the new Conference Center Number and exit the program mode

0-9, \*, #- allows you to enter the new Conference Center Number

To reprogram the number, start with the Aura SoHo™ Conference Phone in "On Hook" (the phone is ready to receive calls). To place the Aura SoHo™ Conference Phone

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in reprogram mode, press and hold the CONF button for 10 seconds. After 5 seconds, the backlight will come on; when the backlight starts flashing, you may release the CONF button.

Enter the new Conference Center Phone Number. The maximum number of digits you can enter is 16, the minimum is 3. This number will be stored in memory.

Press the HOLD button, and the number will be stored. The next time that you press the CONF button, the number you entered will be dialed automatically.

If you want to exit without saving the new number, press the MUTE button, and you will return to normal "On Hook" phone operation.

If you ever want to return to the factory default number, press the FLASH button. Any custom number that was previously entered will be erased, and you will exit and return to normal "On Hook" phone operation.

Exceptions: If you try to enter more than the maximum number of digits, the backlight will flash 4 times and no additional numbers will be accepted.

There is a 5 minute built in timer for entering the new number. If the 5 minute limit is reached, the process will exit automatically and no data will be stored. The phone will return to normal "On Hook" operation.

### The FLASH button

The FLASH button allows you to dial a number and when that party comes on the line, you can put them on "Hold" by pressing the FLASH button, and dial a second number. When the second party comes on the line, you press the FLASH button again to have both parties on the line for a three way conference call.

There is a Region Code that must match the area of the world where you use the conference phone. The Region Code is preset at the factory. However, if your FLASH function doesn't work as stated in the User Guide, please call your local Service Center or Spracht directly. A Customer Service representative will be able to advise you on how to modify this code, if necessary.

## INSTRUCTIONS FOR REPROGRAMMING THE FLASH BUTTON FOR INTERNATIONAL USE

Where the Aura SoHo™ Conference Phone is “based” outside of North America

Changing the region code is not recommended for end users. This procedure is either completed in Manufacturing prior to shipment, or best done by a Service Center or trained Technician.

The Aura SoHo™ Conference Phone has a button labeled FLASH. This is used for three way conference calling. To enable this function, you call the first party that you want on the conference call. You then press the FLASH button. This creates a pause on the line for a specified period of time, which puts the party on hold and allows you to call the second party. When the second party is connected, and you press the FLASH button again, all three parties are on the line together. It is the specified timing for the pause which varies by region. Outside of North America, this region code must be modified in order to make the three way calling function operational.

Region Codes		Number key to enter
North America -	region 1	1 (default setting)
Europe -	region 2	2
Australia -	region 3	3
New Zealand -	region 3	3
Japan -	region 4	4
China -	region 5	5
Asia -	region 6	6
South America -	region 7	7
Africa -	region 8	8
Not Active, TBD -	region 9	9



In Region Code programming mode, only the circled keys are active.

### Keypad Function Description

FLASH button - Start the reprogramming process

HOLD button - End the reprogramming process

Number keys 1-9 - Region codes 1-9

### Reprogramming Procedure

1. With the Aura SoHo™ Conference Phone in the On Hook state, meaning off, press the FLASH button and keep holding it down for 5 seconds. The keyboard backlight will come on and stay on. Keep holding the FLASH button for another 5 seconds until the keyboard backlight begins to flash. Release the FLASH button.
2. Enter the correct region code number based on your location on the keypad. Only numbers from 1 to 9 will be accepted and only the last number entered will be stored.
3. Exit the entry process. Press the HOLD button and the new region code will be stored. If no number has been entered, the region code will not be changed.

The process times out after 5 minutes. If no data has been entered in that time, the Aura SoHo™ Conference Phone will automatically revert to normal operation. No data will be stored.

**Aura SoHo™ Conference Phone**

Order Information: Part Number CP-2016

**Features**

Certifications: FCC part 68, UL, CE, VCCI, A-TICK, RoHS compliant

Telephone connection: Analog PBX or standard analog PSTN line

Digital PBX Modules: Available, support 100s of PBXs

Microphone: 3 Noise cancelling 360° coverage, 44 dB ± 4 dB sensitivity, 200 Hz- 3.3 kHz

Speaker/Amplifier: Output &gt;95 dB at 5 watts, Bandwidth 200 Hz - 3.3 kHz

Operating Temperature: 32-122° F ( 0-50° C)

Storage: Temperature: -20-85 degree C

**Controls and Interfaces**

Buttons:

Power, 0 to 9 number keys, \* and #, Volume Up/Down, Mute, Redial, Flash, Hold, Conference Now™

LED Indicators:

Power, Mute On

Operating Mode:

Full Duplex with noise and echo cancellation, using  DSP from Acoustic Technologies**Electrical Specifications**

Power: 100~240V AC 1A Max 50~60Hz

Microphone Sensitivity: 44 dB ± 4 dB, 200 Hz- 3.3kHz

Loudspeaker Volume: &gt;95dB at 5 watts, Bandwidth 200 Hz- 3.3 kHz

Certifications: FCC part 15 Class A, UL, A-Tick, Canadian, VCCI, RoHS

**Physical Specifications**

Aura SoHo™: 8" (20.3cm) dia. x 1.5" (3.81 cm) height

Weight: 1 lb. 10 oz (740 gm)

**Inputs/Accessories**

Connection Input: RJ-11 for phone; RJ-45 for Aura SoHo™

Conference Phone to Wall Mounted Adapter; RJ22 4 pin for external microphone; Multi-pin connector for optional Adapter Modules (Digital, Bluetooth®, Wireless), RCA connector for monitoring or recording

Included Accessories: AC Wall Mounted Adapter, 6' (1.83m) cord; RJ-11 phone cord 6' (1.83m); RJ-45 network cable 16' (4.87m)

Optional Accessories for Accessory Bay:

Bluetooth® Module, PBX for Digital Phone Systems, Wireless

McRoss warrants its products against defects or malfunctions in material and workmanship under normal use and service, with the exceptions stated below. The warranty lasts for one year from the original date of purchase. Coverage terminates if you sell or otherwise transfer the product. In order to keep this warranty in effect, the product must have been handled and used as prescribed in the instructions accompanying the product.

McRoss shall (at its option) repair or replace a defective unit covered by this warranty, or shall refund the product purchase price. Repair, replacement with a new or reconditioned unit, or refund, as provided under this warranty, is your exclusive remedy. This warranty does not cover any damages due to accident, misuse, abuse, or negligence. McRoss shall not be liable for any incidental or consequential damages. Some states do not allow limitation or exclusion of incidental or consequential damages, so the above limitation or exclusion may not apply to you. Implied warranties of merchantability and fitness for a particular purpose are limited in duration to the duration of this warranty. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

To make a warranty claim, the purchaser must obtain a return authorization number from McRoss (purchase date and - if applicable- serial number are required), and then return the product to McRoss at purchaser's expense. A copy of the original dated receipt or shipping document must accompany the product. To obtain a return authorization, see below. For repair or replacement of failed product, allow 4 to 6 weeks for processing and shipment unless you have taken out the immediate replacement extended warranty (E-CP-3+).

**Mc Ross Marketing Pty Ltd**

Postal Address: PO Box 274, Mount Eliza, Victoria, Australia, 3930

Telephone: +61 3 9708 8402 Fax: +61 3 9708 8403

email: info@conferencephone.com.au [www.conferencephone.com.au](http://www.conferencephone.com.au)

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

**Extended Warranty Coverage**

For some products, McRoss offers extended warranties for an additional charge. An extended warranty must be purchased within 30 days of purchase, and may be purchased using a credit card for payment, either using the registration and order form enclosed with the product, or by contacting McRoss at 03 9708 8402 (be ready with all information on the registration and order form). See details for specific products below.

**Conference Phone**

For the Aura SoHo™ Conference Phone, McRoss offers two extended warranties for an additional charge.

- The McRoss E-CP-3 extended warranty provides the same coverage as the Limited Warranty set forth above, but extends coverage to a 3-year period. Price for the extension to 3 years is \$55.00.
- The McRoss E-CP-3+ extended warranty extends coverage to 3 years, and also offers advance replacement of a faulty product. McRoss will provide a functioning unit within five business days (within Australia) from the issuance of the RA number; you return the faulty product to McRoss after the replacement is received. Price for extended warranty and advance replacement is \$99.00.

Under both the E-CP-3 and E-CP-3+ extended warranties, McRoss agrees to repair or replace your Aura SoHo™ in accordance with the terms of the Limited Warranty set forth above for a period of three years from the date of purchase. The extended warranties do not cover preventive maintenance, and are subject to the limitations described above with respect to proper use of the product by the purchaser. The extended warranties are not transferable and apply only to the original purchaser of the product.

**Interference Statement**

This device complies with Part 15 of the FCC Rules. Operation of this device 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.

**NOTE:** This device 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 device and the receiver.
- Connect the device into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**Part 68 Information**

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the underside of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

If the Aura SoHo™ Conference Phone causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify you as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

The Aura SoHo™ Conference Phone is not intended to be repaired by the user. If you experience any trouble with your Aura SoHo™ Conference Phone, please contact Spracht at 650-215-7500, or at [www.spracht.com](http://www.spracht.com) for repair and/or warranty information. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of the Aura SoHo™ Conference Phone does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

**NOTE:** It is highly recommended that the Wall Mounted Adapter be plugged in to a surge arrestor, rather than directly into the wall plug. Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem.

**NOTES FOR USE OF THIS DEVICE IN NEW ZEALAND**

1) The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

2) Immediately disconnect this equipment should it become physically damaged, and arrange for its disposal or repair.

3) This equipment shall not be used in any manner which could constitute a nuisance to other Telecom customers.

4) Some parameters required for compliance with Telecom's Telepermit requirements are dependent on equipment. The equipment shall be set to operate within the following limits for compliance with Telecom's Specifications:

There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation.

5) The recall facility of this product may not always operate correctly on some parts of the Telecom network or on some PABXs available on the market. If this is the case then "recall" can be activated by "flashing" the switch-hook or repeat use of the recall button. **RECALL PROBLEMS WITH THIS PRODUCT ARE NOT TO BE REPORTED TO THE TELECOM FAULTS SERVICE.**

6) Important notice: Under power failure conditions, this telephone may not operate. Please ensure that a separate telephone, not dependant on local power, is available for emergency use.

7) All persons using this device for recording telephone conversations shall comply with New Zealand law. This requires that at least one party to the conversation is to be aware that it is being recorded. In addition, the Principles enumerated in the Privacy Act 1993 shall be complied with in respect to the nature of the personal information collected, the purpose for its collection, how it is used, and what is disclosed to any other party.