




Tala
Get Started with Tala Touch

Get the app

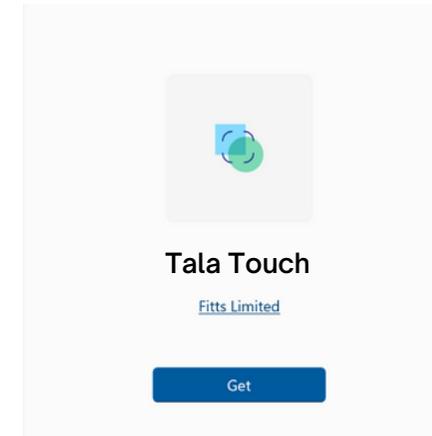


Download the app

- Download and install Tala Touch from the **Microsoft Store** on your PC
...or this link to take you there - **Get Tala Touch**

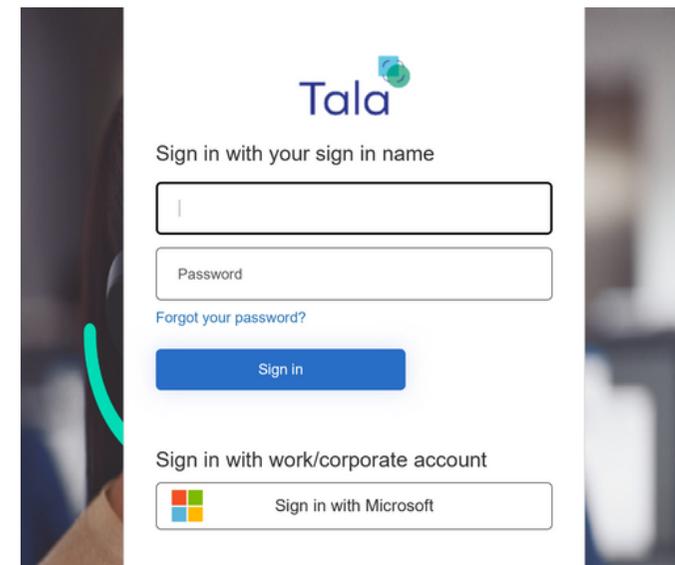


Once installed, you'll find the app in the Start menu.



Logging in

- The first time you open the app, you will be asked to sign in:
 - If you were emailed login credentials, sign in using the Email Address and Password fields
 - This email will come from **mail@tala.global**, it may appear in your spam folder
 - If your company has set up to log in with your Microsoft work account, click on the Microsoft link at the bottom and sign in with your work email and password



Setting up



Set up your audio device

- Choose your default speakers and microphone you plan to use in your Tala sessions.
You can set up multiple devices for dual-device sessions (more on that later...).

Select your default language

- This is the language you will be speaking during your Tala sessions.

Set up your passcode

- Your passcode allows you to access the settings menu, view your history and update the app.

1 Audio Device 2 Language 3 Passcode

Device Selection

Single Device Dual Device

Select Microphone

Headset Microphone (Jabra Link 370)

Select Speaker

Headset Earphone (Jabra Link 370)

Next



1 Audio Device 2 Language 3 Passcode

Language Selection

Set up your default translation language

English (United Kingdom)

Next



1 Audio Device 2 Language 3 Passcode

Passcode Setup

Setup your app passcode

New Passcode

e.g 1234

Confirm New Passcode

e.g 1234

Finish setup

You can change these at any time from the Settings menu.

Choosing a Device



Why switch to two devices?

- Whilst you can use a single speaker and mic for a session, having a **dedicated headset per person** results in clearer interpretation and translation.

Passcode

- To change any settings you will need to enter in you passcode you created during set up. (see more on page 10)

Add a second device in Settings

- 1. Ensure your device is connected to your PC
 2. Click on the ... button at the top-right of the home screen
 3. Enter your passcode.
 4. In the Devices section, you can switch between single or dual devices.
 5. Set your chosen devices from the Microphone and Speaker dropdown lists for each person.
 6. Click **Save**



Tip!

If Tala is picking up feedback from the wrong microphone, try moving the devices further away from each other.

The screenshot illustrates the Tala application interface for configuring audio devices. It shows the home screen with a settings menu icon (2), a passcode entry dialog (3), and the settings page (bottom). The settings page shows the 'Devices' section with a 'Save' button (6). Under 'Connected Audio Devices', the 'Dual Device' option is selected (4). Below this, two columns represent 'Person 1' and 'Person 2'. For Person 1, the microphone is 'Headset Microphone (Jabra Link 370)' and the speaker is 'Headset Earphone (Jabra Link 370)'. For Person 2, the microphone is 'Headset (Jabra Evolve 75 Hands-Free AG Audio)' and the speaker is 'Headset (Jabra Evolve 75 Hands-Free AG Audio)'. A box around the Person 2 settings is labeled '5'.

Choosing a Language

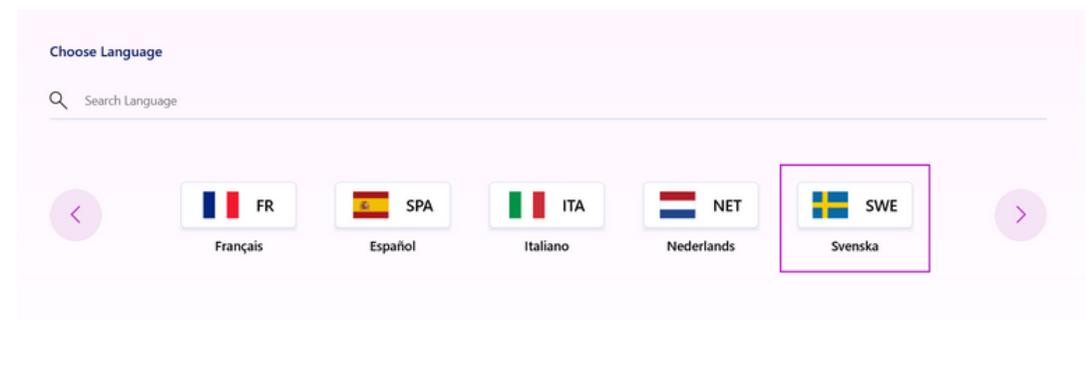
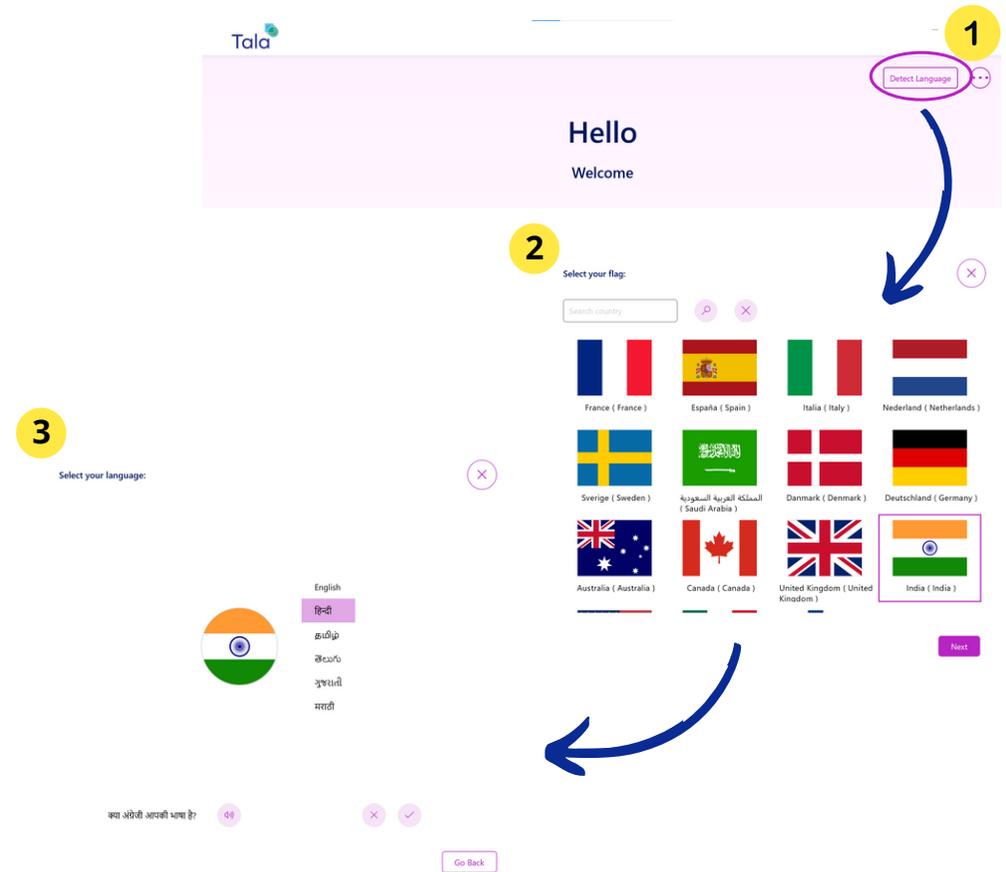


Detect Languages

- If you find yourself in a situation where the other person does not speak enough of your language to communicate with you. Use the Detect Language feature to find their language.
- In the top right-hand corner, select **Detect language**. This will open a pop-up. Let the other person choose their language based on their flag and click **Translate** to begin a session.
- Specific languages have multiple dialects, if the other person chooses one of these another pop-up will appear.
*To exit this pop-up click **Go back** to be taken to the home page*
- It will show a list of dialects within the language, at the bottom is the phrase 'is ... your language?' click the speaker to have this read out loud to the other person.
- If this is not their language, click **X**. Tala will automatically select the language below. When you have found the correct language click the **tick** and your session will begin.

Translation Language

- Alternatively, Let them select their language in the 'Quick view language' flow or search in the bar above. Remember this is only for translation language. If you wish to change your default Language you will need to go into settings (see page 12).

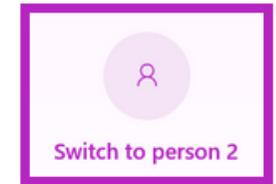


Supported Languages



Auto-detect

- During a session Tala will auto-detect which language is being spoken and translate accordingly. This allows for a more natural flow in conversation. Without this feature users will have to switch between the 2 languages using a switch button. Tala currently supports 55 languages overall, 42 of the languages are auto-detect supported.



Auto-detect supported

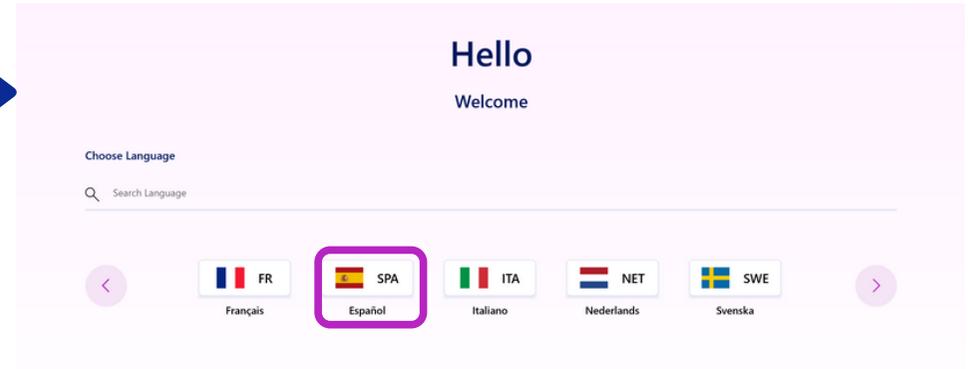


Start a session in seconds



How to translate

- Select the **Translation language** by clicking on a flag.
- Your **default Language** has already been set during set up.
- Click **Translate** to start your session. Once you have started your session, all you need to do is start talking.
- Tala Touch will automatically detect which language is being spoken and will translate accordingly.
Note: This example is with dual devices.
- **Person 1** - The default language speaker, will appear on the left.
- **Person 2** - The translated language speaker, will appear on the right.



What does your session look like?

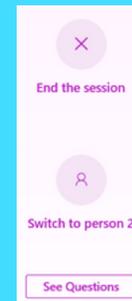


A Tala session illustration

- This is what a session will look like. You will see the transcripts appearing in real-time while Tala will interpret and return speech once you have finished speaking. Your session is automatically saved at the end and can be accessed from the History section. (See more about history on page 14)

Using a Single device

If you have selected a non-supported auto-detect language, a switch button will appear between 'end session' and 'pre-defined questions'. You must click this every time you want to switch between languages.



Each speech bubble will show the original text and the translated text

This will show when Tala is ready to begin translating

End your session here

Pre-defined questions

1 Share your transcript via email or OneNote

2 Copy your transcript to clipboard

3 Immersive Reader allows Tala to read the translated text out loud

4 Zoom in and out of the translated text

Turn Speaker on or off

Mute your Microphone

Session ID : - HGBONQE | Duration 00:17

Original: Good morning Emma. How are you?
Translated: Buenos días Emma. ¿Cómo estás?
7/21/2022 10:24:20 AM

Original: Hola doctores Pérez, gracias por aceptar verme en línea.
Translated: Hi Drs. Perez, thank you for agreeing to see me online.
7/21/2022 10:24:25 AM

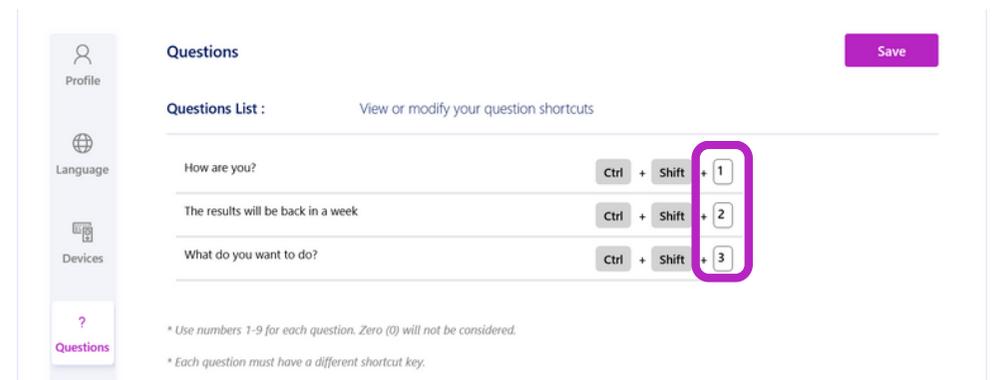
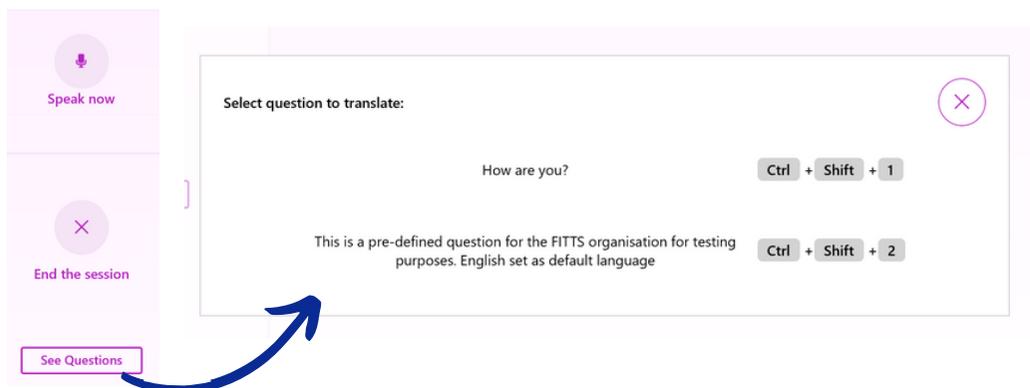
Person 1: Avg. Wpm, -2147483648 | Person 2: Avg. Wpm, 118

Session Features



Pre-defined Questions

- At the start and during a session in Tala, you can select pre-defined questions. These can be found by clicking the 'See Questions' button in the sidebar.
- A pop-up will appear showing you the list of pre-defined questions, click on the question you wish to send and watch the speech bubble appear in your session.
- Alternatively, you can select your questions via hotkeys. These can be seen in the pop-up in the first image. You can set these hotkeys by clicking the three dots in the top right-hand corner of the home page. Enter your passcode and go to **Settings > Question tabs** as seen in the second image.
- Hotkeys will always be set as ctrl + Shift. Enter a number between 1 - 9 in the text box next to the questions and click save.
- Your organisation's admin team will set the questions for you.



Forgotten Passcodes



To access the Settings, History and Help sections of the app you will need to enter a passcode, this controls who has access to your data in the app.

Forgotton Passcode

- If you have forgotten your passcode, you can change it by clicking forgotten passcode. A new pop-up will appear and your old passcode will be void.
- An email will be sent to your email address connected to your Tala account, this can sometimes appear in your spam folder. This will include a new 4-digit passcode, enter this into the current passcode box. Create your passcode in the new passcode box and repeat in confirm new passcode, click save.

Enter your passcode
Please enter your passcode to access the settings page

Passcode [Forgot Passcode?](#)



Change Passcode
Please check your email for instructions on how to reset your passcode.
[Resend Email](#)

Current Passcode

New Passcode

Confirm New Passcode

Hi Zoe,
Please enter **5822** as the **Current Passcode** to reset your passcode.
Kind Regards,
The Tala Team.



Settings - Profile



Settings

- Settings is where you can manage all your app's features, including profile, language and device preferences, as well as connecting to Wi-Fi and Bluetooth devices.

1. From the Home screen, click on the the **More Options** button on the top right of the screen



2. Enter your **passcode**

Don't forget to save your changes!

Changing your Passcode

1 If you know your passcode and wish to change it, you can do so on the profile page by clicking edit. A pop-up will appear, enter in your current passcode at the top and your new passcode in the two boxes below. Click save.

2 Adjust the app's timeout. This sets the number of minutes till users need to re-enter the passcode. If the passcode is not entered in a certain amount of time Tala will automatically take users back to the home page.

The screenshot displays the 'Settings - Profile' interface. On the left, a vertical sidebar contains icons for 'Profile', 'Language', and 'Devices'. The 'Profile' section is highlighted with a yellow box. Below it, the 'Passcode' section shows a greyed-out field with a yellow '1' and an 'Edit' button. The 'Admin mode timeout' section shows a dropdown menu with '5' selected and a yellow '2'. A 'Change Passcode' pop-up is shown at the bottom, with fields for 'Current Passcode', 'New Passcode', and 'Confirm New Passcode', and 'Cancel' and 'Save' buttons. A blue arrow points from the 'Edit' button to the pop-up.

Settings - Languages



Language Tab

- Select the Language tab in settings. Here you can set **your default language, quick view languages and default playback language.**

Don't forget to save your changes!

1

This will set the default translation language for a Tala session for **Person 1 (you).**

Person 2's language is set on the home screen before the start of each session

2

This will set the interface language of the app itself (not a translation language).

3

Set it to dynamically switch languages for Person 2 when they select their language before they start a session.

This may be useful for them to better understand what is happening in the session .

Try it out - select a language and enable this toggle, then go back to the home screen and select a flag. The app interface should switch to the language you selected.

4

This applies to the playback of your sessions in this History section for sessions held using 2 dedicated headsets or speakers.

Sessions you hold using 2 dedicated headsets or speakers will save audio for language 1 and language 2 separately. Select which language you would like to hear the audio for.

5

These languages will be visible on the home screen for selection by Person 2.

Set frequently used languages here to make them quickly accessible. Click the drop down arrow next to add languages and select a language.

It will automatically go to number 1 on your list.

Languages

Save

My default language The default language you are using

1 English (United Kingdom)

App Language Speechly Application Language

User flag to switch language

3 Enabled

2 English

Default Playback Language History section (for multi-device translations)

4 Language 2

** single device translations play all audio as default **

5 Quick view Languages

Add a language

1. Français (FR) 2. Español (SPA) 3. Italiano (ITA) . Nederlands (NE) 5. Svenska (SWE)

Home

History

Settings

Help

Settings - Devices



Device Tab

- Select the Device tab in settings. Here you can choose between **single or dual device**, select your devices, change networks and connect Bluetooth devices.

Don't forget to save your changes!

1

Set your Tala session as a Single or Dual Device session

If you plan on sharing a speaker and microphone between you, select [Single Device](#)

If you plan on using a dedicated headset for each person, select [Dual Device](#)

2

Set your headsets or speakers from here

You will need to select the microphone and speaker separately even if they come integrated as one

3

Scan and connect to a Wi-Fi network from here

If you don't see your network from the dropdown list, click [Scan](#) to trigger a search

4

Scan and connect new Bluetooth audio devices from here

If you have not connected your Bluetooth device to your computer before, you can scan and connect them from here.

Turn on Bluetooth pairing on your device and click [Scan](#) here to trigger the search

The screenshot shows the 'Devices' settings page. On the left is a navigation menu with 'Profile', 'Language', and 'Devices' (highlighted in purple). The main content area is titled 'Devices' and has a 'Save' button in the top right. It is divided into three sections: 'Connected Audio Devices', 'Network', and 'Bluetooth'.
1. 'Connected Audio Devices' section: Shows radio buttons for 'Single Device' and 'Dual Device'. Below are two columns for 'Person 1' and 'Person 2', each with 'Select Microphone' and 'Select Speaker' dropdown menus. Callout 1 points to the 'Dual Device' radio button.
2. 'Network' section: Shows a dropdown menu for 'Available networks' with 'BTWholeHome-3PM' selected. Callout 2 points to the 'BTWholeHome-3PM' dropdown. To the right are 'Scan' and 'WiFi status : ON' buttons.
3. 'Bluetooth' section: Shows a dropdown menu for 'Available bluetooth devices' with 'Jabra Evolve2 85' selected. Callout 3 points to the 'Jabra Evolve2 85' dropdown. To the right are 'Scan' and 'Bluetooth status : ON' buttons.
At the bottom is a navigation bar with icons for 'Home', 'History', 'Settings' (active), and 'Help'.

History



Viewing your history

- 1. Click on the More Options button from the home screen and enter your passcode
- 2. Tap the History tab at the bottom to view your session history

Transcript History

- In your History you can see all the conversations you've had, which languages were involved, the start time, the duration, whether synced or not and the date recorded. You can also search through your conversations by filtering through a date or language.

Search transcripts by language, name*, tags*, IDs

Filter by date

Tap to view an old transcription session

This shows your session is currently syncing to your history

1 Search your History

2 Clear your History

3 Export your entire History

4 Share/send your History via email or OneNote

Name	Primary Language	Secondary Language	Date	Session ID	Duration	Synced
	English	Spanish	11/18/2021	IFXARMA	0 min 27 sec	⊗ Syncing
	English	Spanish	11/18/2021	DHLAMIY	6 min -11 sec	⊗ Syncing
	English	Spanish	11/18/2021	XCIZHRV	0 min 9 sec	⊗ Syncing
	English	Spanish	11/18/2021	UALKRMCM	1 min -27 sec	⊗ Syncing
	English	Spanish	11/18/2021	OWQWKJE	19 min 21 sec	✓
	English	Spanish	11/18/2021	TEAQUXW	1 min 4 sec	✓
	English	Finnish	11/17/2021	YIBSGJF	1 min 13 sec	✓
	English	Lithuanian	11/17/2021	XPKWLJL	1 min -27 sec	✓
	English	French	9/10/2021	LROODUI	0 min 9 sec	✓

*These need to be activated by your organisation before they can be tagged against sessions and searched

Transcript buttons

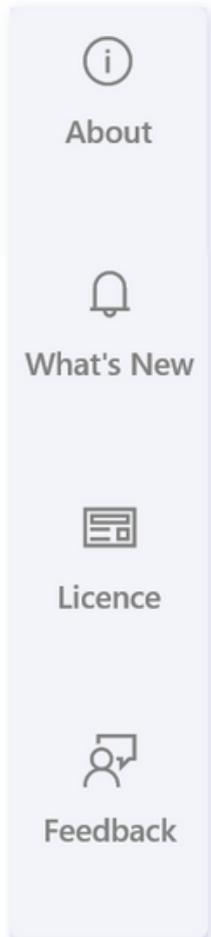
- In the top right-hand corner of your transcript are the same buttons you would see during a session. Your session settings should still be present in your transcript e.g. enlarge translation text.





Help

- Check for updates, see what's news, view your licence information and send feedback from the Help menu.
- Sign out of the app from the top-right side of Help menu.



- See what version your on and check it's the latest version from the About section. You can download and installed the latest version from here.
- See what features have been added to your app from the What's New section.
- The Licence section will provide information on the type of licence you have an when it will need renewing.
- Good or bad, all feedback is welcome. We are looking to constantly improve Tala and provide you with a great experience.



Thank you!

Thank you for using the Tala guide.
For more information please visit:
Tala.global

