



VoIPvoice Skype Integration for MAC

User Guide

Last Updated 02 December 2005

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1 Getting Started

Welcome to the Skype VoIPvoice Integration User Guide for MAC.

This User Guide will help you get the most out of using your VoIPvoice product with Skype.

Please read the user guide carefully and keep it in a safe place for future reference.

Thank you for purchasing your VoIPvoice product. We hope that you spend many happy hours using it and chatting with Skype!

Who are VoIPvoice?

VoIPvoice are the manufacturers of the hardware, we also provide the VoIPvoice Integration software to enable you to use our hardware with Skype. More information about VoIPvoice is available from our website www.voipvoice.com

What is Skype?

Skype is a simple bit of software. It will let you make *free calls to your friends all over the world.

Skype also offer paid services such as Skype Out, Skype In and Skype Voicemail.

Skype Out is a service that allows you to call ordinary phones at low cost.

Skype In is a service where you are assigned your own telephone number and people can call you from ordinary phones

Skype Voicemail is a voicemail service for taking messages if you are away or your line is busy.

For more information about Skype and additional Skype services you should visit the Skype website at www.skype.com

*Requires the Skype Out service for landline calls.

Minimum System Requirements

Before continuing any further with the installation please make sure you have the minimum system requirements as specified here:

- Macintosh computer with G3, G4 or G5 processor
- MAC OS X v.10.3 (Panther) or later
- 128MB RAM
- 150MB Free Hard Disk Space
- One Free USB port (USB1.1 or USB2.0)
- An Internet connection (dialup: 33kbps minimum or broadband: Cable, ADSL etc.)
- Skype downloaded to your MAC OS X

It is necessary to make sure you have Skype downloaded to your MAC **before** you run the Skype VoIPvoice Integration.

You can download the latest version of Skype from www.skype.com.

Once Skype is downloaded on your MAC, it needs to be closed to ensure the successful completion of the Skype VoIPvoice integration. Click **Skype** and **Quit Skype** to close the Skype application.

During the VoIPvoice Skype Integration installation, Skype will be opened in parallel with the VoIPvoice Integration software.

2 Hardware Overview

This User Guide covers all VoIPvoice hardware models designed for use with Skype.

VoIPvoice Skype Cyberphone-K

The VoIPvoice Skype Cyberphone-K V652SkMLR is a two-piece USB phone with keypad and a built in ringer that connects to your MAC USB port.



VoIPvoice Skype Cyberphone-K V652SkMLR

Apart from the usual number buttons, there are some special buttons on the VoIPvoice Skype Cyberphone-K.



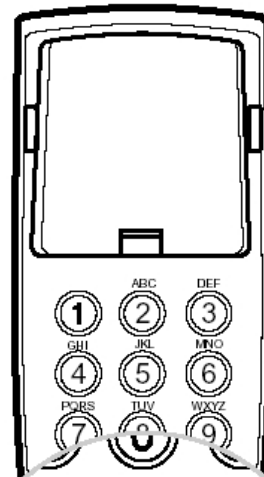
Hook
switch
button



Dial
button



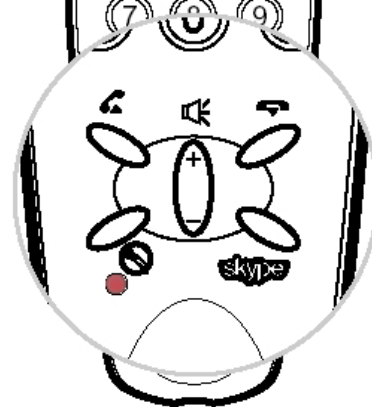
End
call
button



Volume
& Up /
Down
buttons



Mute
button
with
LED

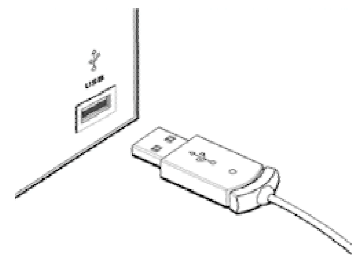


Skype
button

The functions of these buttons are described elsewhere in this User Guide.

Connecting the CyberPhone-K

To install the VoIPvoice Skype Cyberphone-K, simply plug the USB lead from the phone into a free USB socket on your MAC or into a powered USB hub.



Insert the CD-ROM into your MAC; this will install the VoIPvoice Integration and Skype software onto your machine, to enable you to get the most benefit when using your Cyberphone-K with Skype.

Refer to Sections 6, 7 and 8 of this manual for information on how to make calls, receive calls and listen to Voicemail messages with your Skype Cyberphone-K.

3 Software Installation

This section describes step by step how to install the software.

There are two parts to the software installation the first part is the VoIPvoice Integration and the second part is the Skype software installation.

Your VoIPvoice hardware should already be connected before installing any software, see **Hardware Overview** elsewhere in this User Guide.

If you already have a previous version of the VoIPvoice Integration software installed ensure it is not running and then remove it first, see **Troubleshooting** elsewhere in this User Guide for software removal instructions.

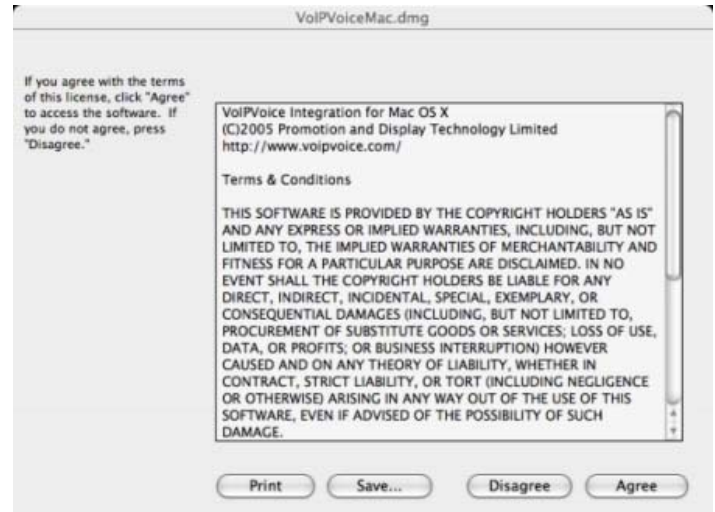
If you already have the Skype software installed and it is running, please close it now.

VoIPvoice Software Installation

First insert the CD ROM into your MAC CD ROM Drive. The CD will run automatically.



Double click on the VoIPvoice MAC.dmg image to open the VoIPvoice Integration Agreement screen.



You should read the software Licence Agreement. Click **Agree** to continue with the installation.



Drag the VoIPvoice icon into your **Applications** folder.



You can now discard the VoIPvoice.dmg in the Trash and eject the CD ROM.

Double click the VoIPvoice icon in the Applications Folder to continue with the VoIPvoice Integration installation. The installation will run both VoIPvoice Integration and Skype.

Skype Software Installation

If you already have the latest version of the Skype software installed, you should select **I already have a Skype name and would like to log in** and enter your Skype name and Password.

Or you can register a new Skype name by selecting **I would like to register a new Skype name**.



Another application wants to use Skype

The first time you sign into Skype with the VolPvoice application running, you must authorise the connection access.



To do this select **Allow this application to use Skype** then click **OK** to continue.

4 Running the Software

This section describes how to start and close the VolPvoice Integration with Skype.

Starting Up

Do not start Skype in the normal way i.e. by clicking the Skype Icon.

Instead start the VolPvoice Integration application **first** before starting Skype.

You can configure the VolPvoice Integration application to automatically start Skype too by ensuring the option **Start Skype when I start VolPvoice** is set in the VolPvoice Preferences, see Configuration elsewhere in this User Guide.

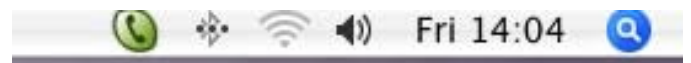
NOTE: if this option is not set you must start Skype manually only after VolPvoice integration application is running.

There are two ways to start the VolPvoice Integration application, either automatically as your MAC starts or manually.

To start the application manually, click the **VolPvoice Integration** short cut icon in Applications.

To have the application start automatically when Windows is started, ensure the **Start VolPvoice when I log in** is checked in the VolPvoice Preferences, see Configuration elsewhere in this User Guide.

When the VolPvoice integration is running, you will see a small icon on the top task bar.



The colour of this icon indicates the current status of VoIPvoice Integration application.



No connection with a VoIPvoice Phone, check the phone is connected to your USB port and the LED's are illuminated on the phone.



A VoIPvoice phone is connected, but Skype could not be connected, this could be because Skype is not running.



The VoIPvoice phone is off hook and Skype is connected, this will show if you are in a call.



A VoIPvoice phone is connected and Skype is connected, this will show if you are not in a call

When Skype is running, you will see a Skype icon sat in the Dock.



Closing Down

To close Skype, click on Skype and Quit Skype.

To exit the VoIPvoice Integration application, click on the VoIPvoice Integration icon on the top task bar then click Quit VoIPvoice. The application will now close.

5 Configuration

To access the configuration settings, click on the VoIPvoice Integration icon on the SysTray then click **Preferences**.

General Options

Click the **General** tab on the VoIPvoice Preferences screen.



Start VoIPvoice when I log in

If this option is checked the VoIPvoice integration will automatically start up when you log in, it is recommended to check this box.

Start Skype when I start VoIPvoice

If checked, this option will automatically start Skype when the VoIPvoice integration starts, if this is not checked you must load Skype manually after VoIPvoice integration is loaded. It is recommended to check this box.

Use # button to Dial

If this option is checked, the # button can be used to initiate dialling.

Default Settings

Click Use Default Settings to restore the VoIPvoice Integration Software default settings.

Advanced Options

Click the **Advanced** tab in VoIPvoice Preferences.



Don't hide the Skype window

If this option is set, the Skype window will remain on screen when the VoIPvoice USB phone is placed on hook.

Minimize the Skype window

If this option is set, the Skype window will automatically minimize when the VoIPvoice USB phone is placed on hook.

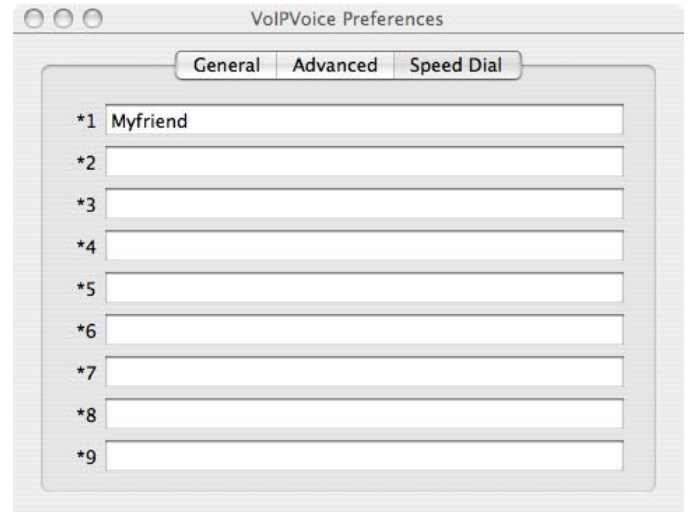
Hide the Skype application

If this option is set, the Skype window will remain hidden when the VoIPvoice USB phone is placed on hook.

Speed Dial

Click the **Speed Dial** tab in VoIPvoice Preferences.

Store up to 9 speed dial numbers for your Skype contacts.



Restoring the Default Audio Device back to the Sound Card

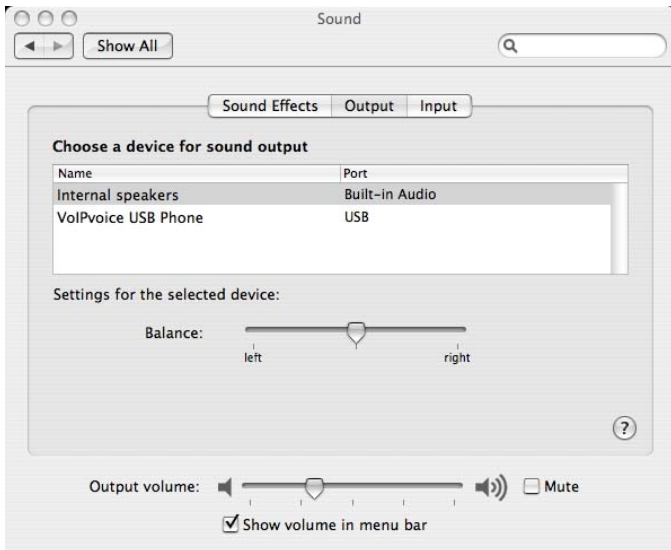
It is possible to listen to iTunes and other media applications through the MAC OS X speakers, while routing the audio for Skype calls through the Cyberphone K.

To configure this, open Skype and click **Skype, Preferences** and select **Audio**.

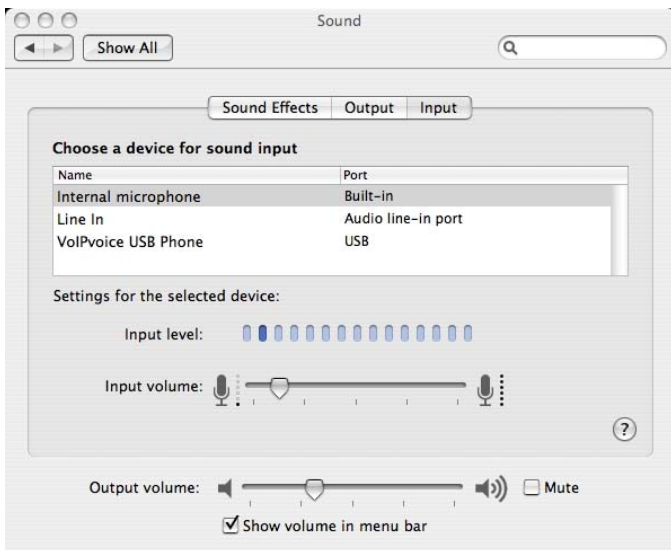


Set the Audio Output and Audio Input to VoIPvoice USB Phone.

Open **System Preferences** on your MAC OS X and click **Sound**.



Click on **Output** and select the required device for sound output (Internal or External speakers). If VolPvoice USB phone is selected, all sound will be played through the VolPvoice USB phone.



Click on **Input** and select Internal Microphone as the device for sound input.

You will now be able to listen to iTunes and sounds from other media applications while you make Skype calls.

6 Making a Call

Skype Cyberphone-K

Dialling from the Skype Contacts List

Lift the handset and press the 'Skype' key until you reach the Contacts tab in Skype. Use the 'Volume & Up / Down' keys to scroll through your Skype Contact list. Once the desired contact is highlighted simply press the 'Dial' key to make a call to that contact.

Using Alphanumeric Dialling

Use the '#' key and the corresponding numeric keys to dial Skype contacts.

For example, to make a call to Kevin, dial '#53846#' and the call will automatically be made to Kevin in your Skype contact list.

Skype to Skype using Speed Dial

Ensure that you have associated speed dial numbers with your contacts (See Configuration, page 8 of this User Guide). Lift the handset, and press the * key on the Cyberphone-K, followed by the speed dial number, followed by the 'Dial' key to make a call.

Dialling Skype Out Calls

Press and hold the '0' key to get a '+'. Dial the country code, followed by the area code (excluding the first zero), followed by the phone number. Then press the 'Dial' key.

The Skype Button

Pressing the 'Skype' button allows you to toggle between 'Contacts', Call List' and 'Dial' in Skype.

Hook switch Button

Pressing the hook switch button on the handset is the same as replacing the handset and picking back up again. It is useful if you are making a follow on calls so you don't have to keep replacing the handset.

7 Receiving Calls

When a Skype incoming call is received, the Cyberphone-K will ring.

Answering calls

When your phone rings, lift the handset and answer the call.

8 Getting to know your keys

The functions of the Cyberphone-K keys are:



Dial Key

Use the Dial key to start a call or to dial a Skype contact



End Call Button

When in a call, press this button to end the call and hang up on your Skype contact. When dialling phone numbers for use with SkypeOut in the Dial tab, use this key to delete any miss-keyed digits.



Volume Up & Down Key

When not in a call, use these keys to scroll through your Skype contact list. During a call, use these keys to adjust the volume.



Skype Button

Scroll through the tabs on the Skype application using this key: 'Contacts', 'Call List' and 'Dial'.



Mute Key

While talking to your Skype contact, press this key to mute your voice. You will still hear the other caller but they cannot hear you. When the microphone muted, the LED adjacent to the symbol will light up.

The Cyberphone-K does not have a '+' key. Press and hold the '0' key to get a '+'.

9 Troubleshooting

This section covers uninstalling the software as well as a general troubleshooting guide.

Uninstalling VolPvoice Software

To uninstall the VolPvoice Integration Software go to **Applications** and drag the VolPvoice icon into the Trash.

Uninstalling Skype Software

To uninstall the Skype Software, go to **Applications** and drag the Skype icon into the Trash.

Frequently Asked Questions

I can't dial any numbers with my Cyberphone-K, what could be wrong?

If you have just installed the VolPvoice USB Phone driver or integration try restarting your MAC with the VolPvoice USB phone attached to your MAC's USB port.

To check that everything is installed OK, the VolPvoice Integration and Skype icon should be green on the top task bar.

How do I dial a '+' sign when making International calls?

Press and hold the "0" button until the + appears. There is no '+' key on the Cyberphone-K.

I cannot hear the other person on a Skype call. What is wrong?

Open the Sound folder in System Preferences and check that the Output volume is not muted. If it is, uncheck it.

My iTunes are playing through my phone and not my speakers, how can I change this?

Open Skype, click on Preferences and then Audio. Select VoIPvoice USB phone for both the Audio Output and Audio Input.

Then go into Systems Preferences on your machine and click on Sound. Make sure VoIPvoice USB phone is **not** selected in either Sound Output or Sound Input. Input and Output should instead be configured to the internal microphone and speakers.

How do I use Skype?

Full details on how to use Skype are available from their website at www.skype.com

I have read the FAQ and my VoIPvoice phone still does not work, what next?

If you have a Skype specific issue please visit www.skype.com and check out the Skype Forum.

For other issues not covered here, please visit www.voipvoice.com and read the FAQ section or you can visit the VoIPvoice forums at <http://forums.voipvoice.com> also you can contact support if required.

Identifying Software Versions

To identify the version of the VoIPvoice Integration software, click on the VoIPvoice Integration icon on the SysTray and click **About**



The software version will be shown, click **OK** to hide the window.

To identify the version of Skype software, within Skype, click Skype and **About Skype**.



The whole world can talk for free.

Skype™ Version 1.3.0.17

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Click on the Skype version screen to close it.

Contacting Support

We can only deal with VoIPvoice USB phone hardware and VoIPvoice Integration software issues. Please visit the VoIPvoice forums at <http://forums.voipvoice.com> or contact support directly, email support@voipvoice.com giving as much detail as possible.

NOTE: We cannot help with Skype software queries.