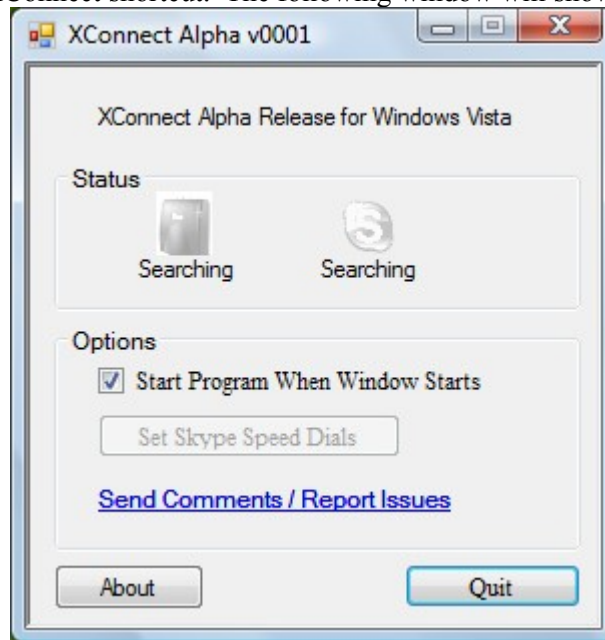


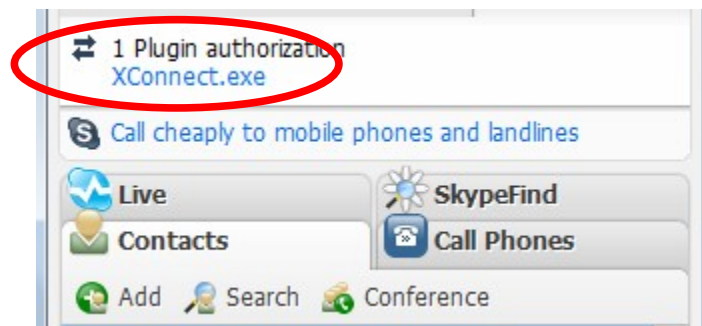
XConnect Quick Start

Set Up

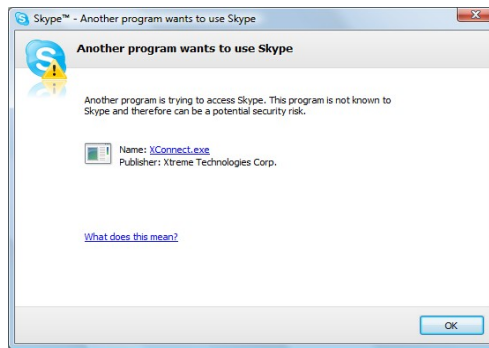
1. Double click on the XConnect shortcut. The following window will show up.



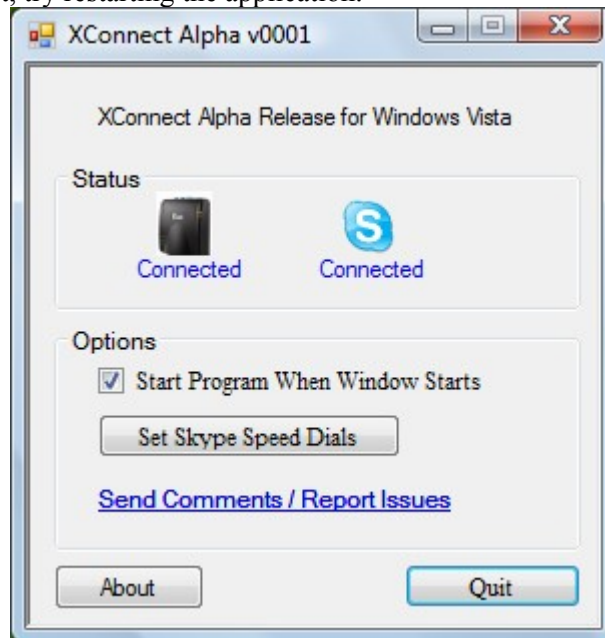
2. If you haven't started the Skype software, the XConnect tool will start Skype automatically. Please sign in your Skype account, and make sure the user status is "Online".
3. If this is your first time running the tool, a message from Skype will pop up on the bottom right of the screen asking, "XConnect.exe wants to use Skype, click here to accept/deny"
 - o In the newest version of Skype (Skype 4.0), you will need to double click on the Skype icon in the system tray to see this message
4. Click on the message, it will bring up the following Skype screen.



5. Click on "XConnect.exe" as circled in red. The following window will pop up.



6. Select "Allow this program to use Skype", then click OK.
7. After Skype and Xlink are connected properly, the Xlink icon and Skype icon will turn to color and indicate "Connected" as shown below. If any of those icons don't show as below, please check your connections and revisit steps 1 to 6. If the Xlink can not connect, try cycling the power on the Xlink. If Skype can not connect, try restarting the application.



Dialing Out Using XConnect Tools

1. Double click on the XConnect shortcut to run XConnect tool. Make sure the Xlink and Skype icon are as shown in step 7 in the set up section.
2. Pick up a handset that is connected to Xlink, dial "5" and "flash" to access the Skype line.
3. You should hear a dial tone. Dial the landline/cellphone number, then followed optionally by the "#", to start dialling sooner. You need to have credit in your Skypeout account in order to call landline/cellphone number.
4. If you would like to dial a person on your Skype contact list, please first assign a speed-dial number to the person first using "Set Skype Speed Dials". To use speed dial, just dial the assigned speed-dial number, followed optionally by a "#" to start dialling sooner.

Answering Incoming Calls Using XConnect Tool

1. Double click on the XConnect shortcut to run XConnect tool. Make sure the Xlink and Skype icon are as shown in step 7 in the set up section.
2. Answering calls using the XConnect tool is the same as answering any other calls. If you are called on Skype, the handset connected to Xlink will ring. Pick up the handset and answer Skype call.
3. Your handset should display the calling Skype name as the Call ID.

Useful Features In XConnect Tool

- Put an active call on hold
 - If you are on a call, and want to put the other party on hold, just simply press the “flash” button on the handset.
 - To retrieve the call that was on hold, press the “flash” button again.
- Answer a waiting call
 - To answer a waiting call, just press the “flash” button. The other party will be put on hold.
 - To switch back to the first party, press the “flash” button again.
- Set Speed Dial Feature
 - In the newest version (4.0) of Skype, the speed dial option has been taken out from UI.
 - To set or look up a speed dial for a contact, just enter the *Skype name (not display name)* of the contact, and hit the set or lookup button.
 - If there is no Speed Dial set for that Skype name, the Xconnect application will tell you “Not Found”. You can choose a speed dial number and click “Set Speed Dial”. If you choose a speed dial number already in use, the Xconnect application will tell you, and will not set a speed dial.
- PC buffer indicator
 - If your PC is too busy to process the audio to & from the Xlink, the Xlink will indicate this with a red LED turned on. To solve this, reduce the amount of activity on your PC by closing some windows or stopping some applications.
- Always start Xconnect when you turn on your PC
 - Click the check box “Start program when windows starts” to configure XConnect to automatically start when you turn your PC on.