

# SkypeConf Quick User Guide

## Package Contents

- SkypeConf - Skype video conference box
- One type B (A male to B male) USB cable
- One telephone cable
- SkypeConf setup disk: SkypeConf & Skype setup program, EN, TC and SC user manual & quick user guide

User can download latest SkypeConf related document from Regin Tech web site: <https://www.regintech.com.tw/download.htm>

## Quick Installation Procedure

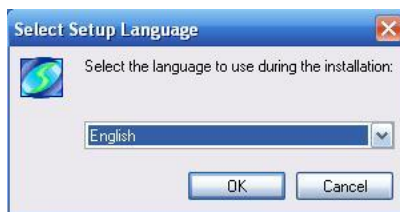
1. Make sure your PC with internet access and installed with Skype version in the setup disk (Skype setup is available from <https://www.skype.com>)
2. Remove SkypeConf device, USB cable, telephone cable and SkypeConf setup disk from SkypeConf package
3. Connect SkypeConf USB port with your computer USB port



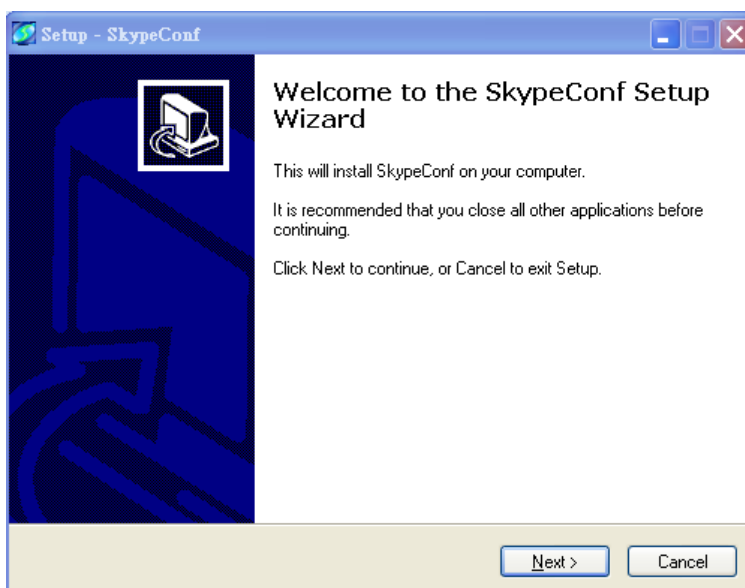
4. Connect SkypeConf Phone port to one analog conference phone RJ-11 port through telephone cable and make sure phone is on-hook properly
5. Connect SkypeConf Line port to your landline(or via RJ11 jack on the wall) through the existing telephone cable



6. Put SkypeConf setup wizard disk into your computer DVD disk and double-click setup.exe.
7. The “**Select Setup Language**” window pops up. Choose a preferred language by scrolling down the selection bar. After choosing the language, click OK.

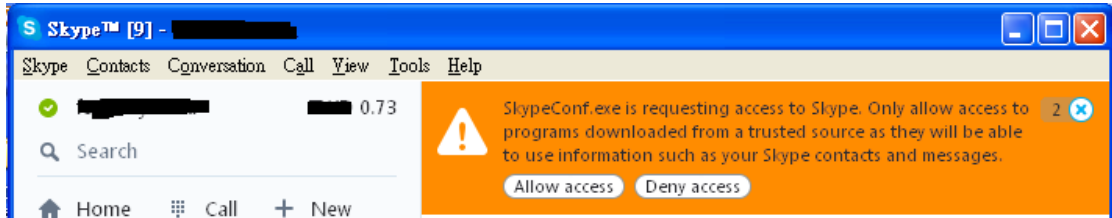


8. The “**Welcome to the SkypeConf Setup Wizard**” appears. Read the on-screen instructions and click Next.

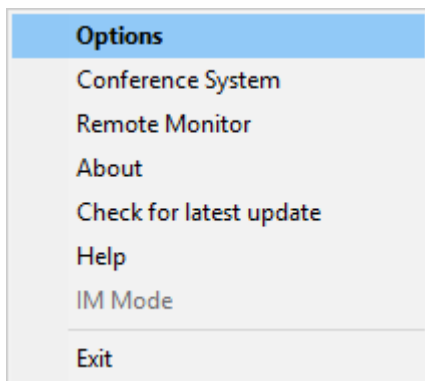


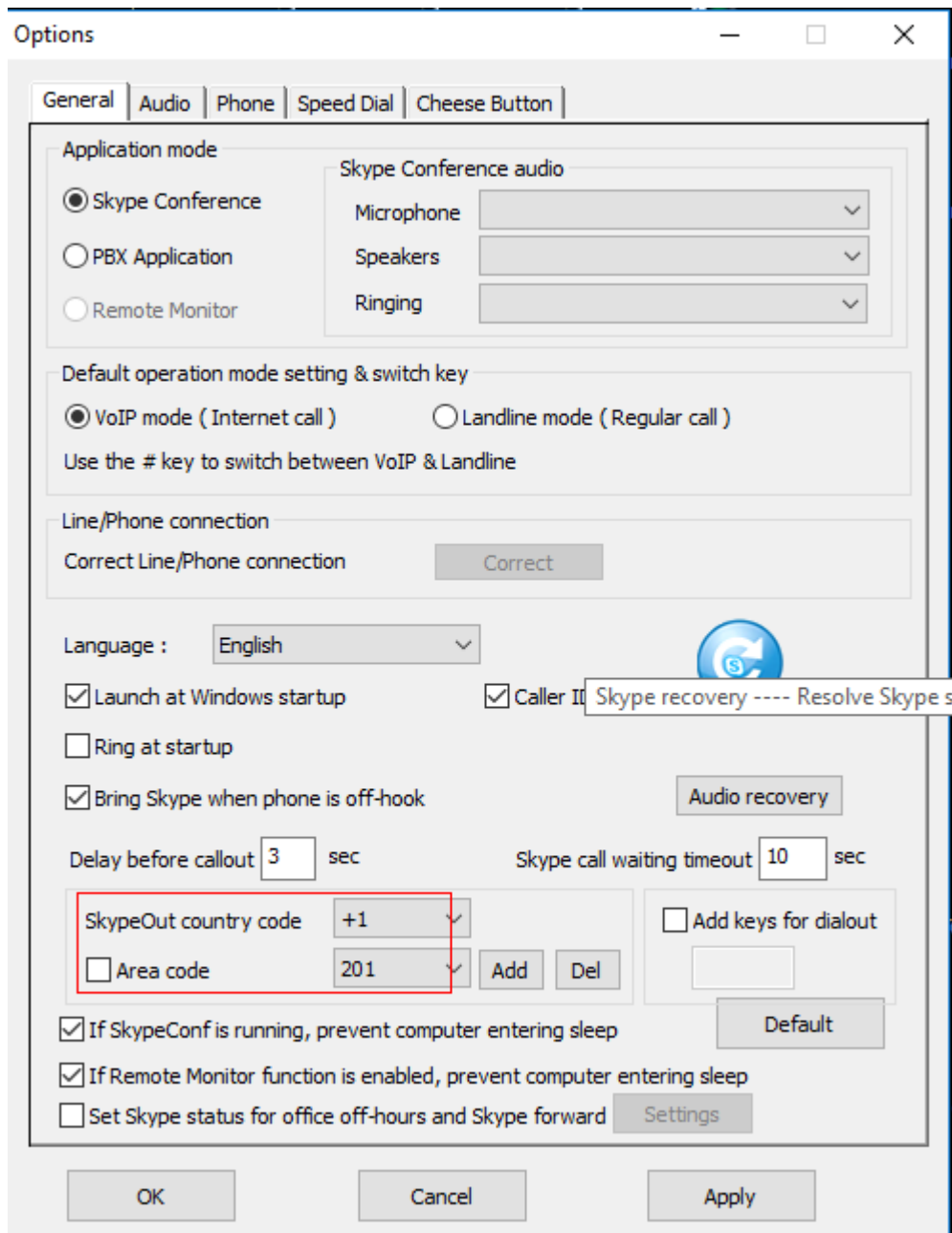
9. Following the on screen instructions step by step to complete SkypeConf

installation. After launching SkypeConf, Skype will pop out one warning window as below figure. SkypeConf software usually will automatically click “Allow access” option, but user can manually click “Allow access” in case SkypeConf doesn’t make it. If “Deny access” is incidentally clicked, user can refer SkypeConf user manual chapter 5 FAQ Q5 for more information.



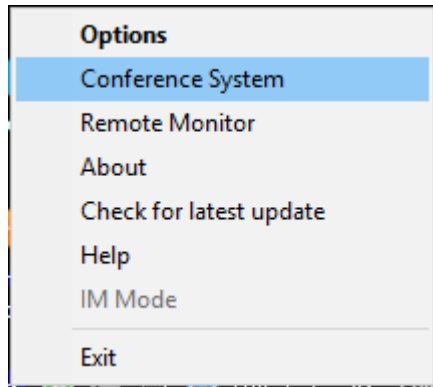
10. After SkypeConf SW is running, user can click SkypeConf system tray icon in the right-bottom corner of Windows desktop and choose “Option”.



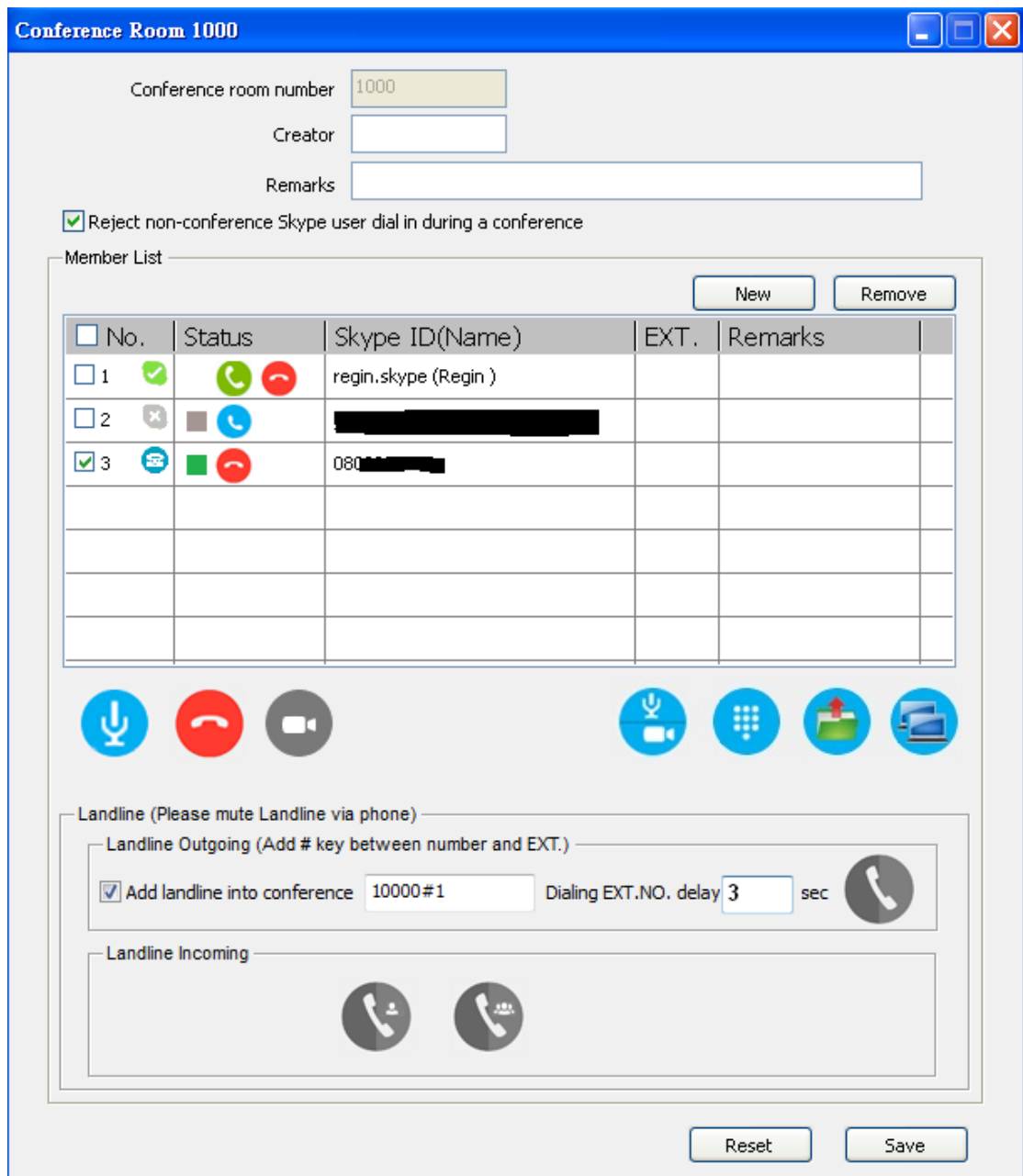


If user doesn't want to use SkypeConf as Skype's audio device, he/she can select preferred Skype audio device. Skype country code and area code can be selected, then SkypeOut call will be the same calling method as the traditional calls. Remember to save your setting after any change.

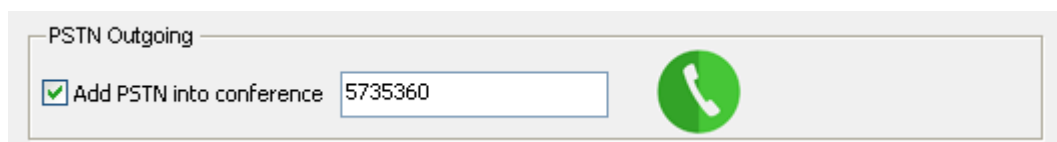
11. Then click "Conference system" from SkypeConf system tray icon and follow the steps to establish one conference room. If there is any problem on how to build a conference room, you can refer to online "Help" from tray icon.



12. When conference room is built as below figure, you can start to press audio or video conference button for a conference. There will be a functional tip displayed when user's mouse close to any active conference button. Each conference member can be added for a conference by enabling the checkbox on "NO" column. More contacts can be added into one conference room during a meeting. Add conference room members to the progressing conference by pressing blue color call buttons on "Status" column.

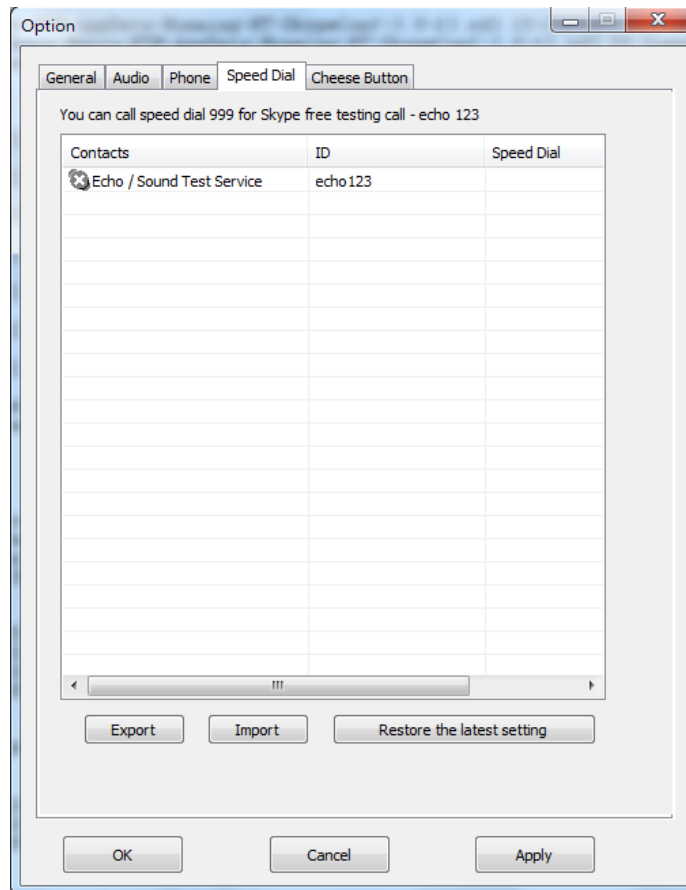


13. User can enable the “Add PSTN into conference” checkbox with one PSTN number as below figure. Once the landline connected phone is off-hook, the button in “PSTN Outgoing” will turn green. Then click Skype video or audio call button to have a Skype conference with one PSTN contact.



14. Set up one to five digits Skype speed dial numbers for your Skype contact list from SkypeConf system tray icon as below figure after SkypeConf

software is running. The speed dial contact list can be exported for back up and imported for use in the future. Whenever there is the problem to import speed dial list or speed dial list is missing, please try “Restore the latest setting” button to restore the last speed dial setting saved on the GUI.

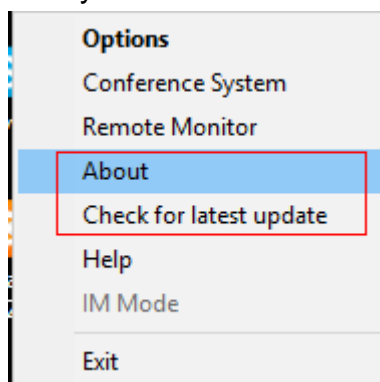


**Note:**

1. SkypeConf setup installation needs to be under user with administrator privilege.
2. Don't use the Skype account adopting on SkypeConf conference for other devices simultaneously to prevent possible calling problem! Or make sure the Skype account on other devices doesn't enable "answer incoming calls automatically" setting.
3. SkypeConf is quite different with general USB devices like USB keyboard or USB mouse. It needs 5V, 500mA power from the USB port. If SkypeConf can't work properly after this device is successfully installed, please unplug this device and plug into another PC USB port, or replace the USB cable with a new good quality one between this device and PC USB port or use USB hub with power adapter to connect this device and PC USB port.

We found some PC USB port at the front panel is extended from motherboard through extension connector/cable and sometimes the connector/cable is at bad quality. It might cause SkypeConf malfunction. For this case, we recommend you to plug SkypeConf into USB ports at PC rear panel or use one USB hub with enough power adapter to connect PC USB port and SkypeConf.

4. After SkypeConf software is running, user can click SkypeConf tray icon with right mouse from right-bottom of PC desktop for “check for latest update” and “about”. About will tell you what’s the SkypeConf software version you installed. If the result for check latest update has newer version than your current installation, you can download for use.



### Customer support service

Regin Technology Corp. LTD.

TEL: 886-3-5735360

FAX: 886-3-5739231

Mobile: 886-936071552

Email: [henry@regintech.com.tw](mailto:henry@regintech.com.tw)

Skype: regin.skype

<https://www.regintech.com.tw>

Service hours: 0900~1800 (GMT+08:00 Taipei) office hour

