



Grandstream Networks, Inc.

GXV3140 IP Multimedia Phone

Skype Configuration Guide



SKYPE

Skype is an IP telephony software application that enables millions of users to communicate by initiating and receiving free voice and video calls to other Skype users on computers, mobile devices and other GXV3140 phones. To access Skype on the GXV3140, users could press F3 button underneath “Skype” in IDLE screen (See Figure 1) or select “MENU”-> “Social Networks”->”Skype”. (See Figure 2)



Figure 1: Launch Skype Application in Idle Screen



Figure 2: Skype Application via MENU->SOCIAL NETWORKS

Creating a Skype Account

A Skype account is required in order to use Skype for free voice and video calling. If the user does not

have a pre-existing Skype account, a new account can be created using the Skype application login page on the GXV3140. Select the “Don’t have Skype Name?” button to be navigated through the registration process. (See Figure 3)



Figure 3: Skype Login Screen

Next, check “Accept” to accept Skype’s agreement terms. (See Figure 4) Users will be required to provide valid information to create a new Skype account.



Figure 4: Skype Disclaimer

During account registration, a warning message will be displayed if the username, password or email address entered is invalid. A green checkmark displayed to the right of each item indicates whether the information was successfully entered. If you wish to save your login information or receive Skype news and special offers, simply mark the appropriate checkboxes. After all the requested items are completed, the “Sign In” button will be activated. Press the “Sign In” softkey to complete the account registration process. (See Figure 5)



Figure 5: Creating a new Skype account

Pre-existing Account Sign-In

Users with a pre-existing Skype account can login to Skype by simply entering the correct username and password. Complete sign-in by pressing the “Sign-In” button to login to Skype. (See Figure 6)



Figure 6: Skype Login Screen

If the user forgets the password, click on “Forgotten password?” button to obtain password reset instructions. Options such as “Sign in automatically next time” and “Start Skype when I start the phone” are available to help users to login automatically without having to enter user information again next time.

NOTE: Alternatively, users can also log into the web GUI on the GXV3140. Select “Application settings”-> “Skype”. Click on the “Add” button and fill in the account username/password to add the Skype account to the GXV3140.

Managing Contacts

After signing in, the user's contact list will be displayed, showing the status information and profile of the contacts on the right-hand window. Additionally, users can add contacts by selecting "Options"->"Contact"->"Add". To view detailed contact information, select "View profile". The ability to remove, block/unblock a contact is also available by selecting the appropriate button in the "Contact" window. (See Figure 7)



Figure 7: Skype Options Menu

For efficient contact management, users can place contacts into different groups. Select "View group" to choose one of the current groups. To place a contact into a specific group, select "Add to group". Select "View all groups" to review and see all group information within all groups.

Settings

Users can select "Options"->"Settings" to access four (4) personal setting tabs (General, Call Features, Ringtones, and Privacy). (See Figure 8)



Figure 8: Skype Settings

The **General Settings** tab (See Figure 9) allows users to configure general Skype settings including setting the period of time (in minutes) before showing the user as “Away” when the user is inactive. The time duration for keeping call history information can also be set by selecting a length of period from the “Keep history for:” menu. To clear call history, users simply need to select the button titled “Clear History”. For automatic user login after powering on the GXV3140, the “Start Skype when I start the phone” checkbox should be selected. To properly save all these settings successfully, users must press the “Save” soft key button.



Figure 9: Skype General Settings

The **Call Features** tab (See Figure 10) allows users to configure call features for the Skype application. Call can be programmed to be automatically answered when there is an incoming call by selecting “Enable” for “Answer Calls Automatically”. Calls can also be automatically forwarded to another Skype user in the event the user is not on Skype. To enable the call forwarding function, select “Forward calls when I’m not on Skype” and input the forwarding Skype name and period of time (seconds) the call will

ring unanswered before the call is forwarded. To properly save all these settings successfully, users must press the “Save” soft key button.



Figure 10: Skype Call Features Settings

The **Ringtones** tab (See Figure 11) allows users to change and customize ringtones for both the call and chat function. To hear the current ringtone, press “Play” next to drop down menu.



Figure 11: Skype Ringtones Setting

To customize or select a different ringtone, users need to select “Customize” from the drop down menu. Then the “Browse...” button will be activated. Press “Browse...” and “Open” to access the ringtone file from the File Manager. Press “Save” to successfully set the desired ringtone. (See Figure 12)



Figure 12: Skype Ringtones Setting

The **Privacy** tab (See Figure 13) is very important as it controls incoming calls, chats and personal information exposed to other Skype users. Select “Anyone” or “Only people from my contacts” to set the privileges for incoming calls, chats, phone number view and avatar view. To let others see the contact list, select the “Show how many contacts I have” option. To allow other Skype users to see the status of a call, users should check “Allow my status to be shown on the web”. To properly save all these settings successfully, users must press the “Save” soft key button.

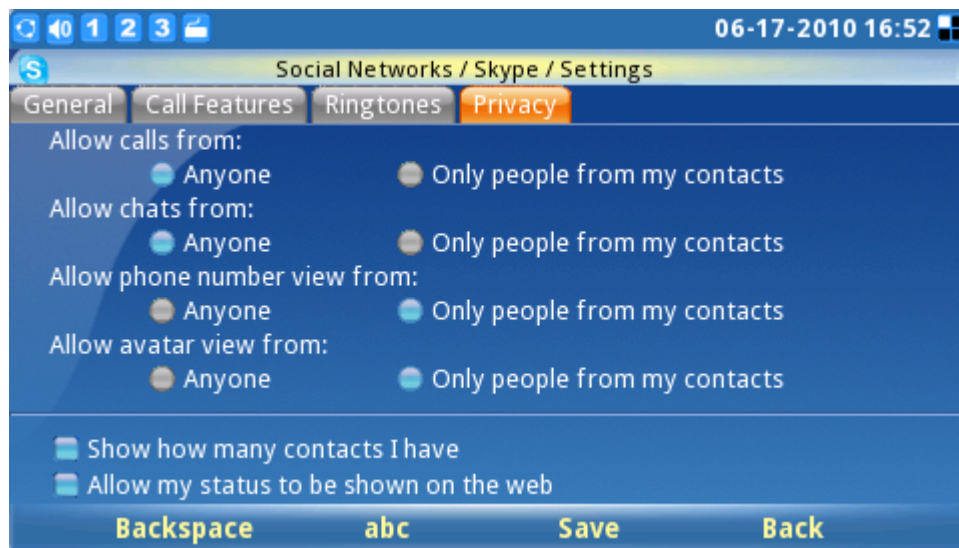


Figure 13: Skype Privacy Setting

Calls

To place a Skype call to a contact on the contacts list (See Figure 14), go to the tab “**Contacts**” and select the desired contact person. When selected, the contact’s information and status will be displayed to the right on the screen. To initiate or make a call, users need to press the soft key “Call” on the desired

contact's screen.



Figure 14: Skype Contacts List

To place an audio only call, select the contact and then select "Options"-"Contact"-"Audio Call". Figure 15 depicts the screen when a call is being dialed out. To cancel the call before the connection is established; simply press the "Cancel" soft key button.



Figure 15: Placing a call with Skype

When the user receives an incoming call, the window depicted below (See Figure 16) will be displayed. The users must select "Accept" or "Accept Audio" or "Reject" before the conversation is established.



Figure 16: Incoming Skype Call Screen


The GXV3140 supports call hold/resume when using Skype. While on an initial call another call request comes in, press the line button () on the GXV3140 and select the line where the corresponding conversation should be established (See Figure 17). To resume the initial call placed on hold, the user should select the line by pressing the line key and selecting the line to switch between the calls.



Figure 17: Skype Call Hold

NOTE: The GXV3140 does not support Skype conference calls at this time.

To place a call to a party outside or not on the user's current contact list, simply enter the phone number or Skype username by navigating the "Call" tab (See Figure 18). For Skype Out call or calls to an external landline or number, users need to check their credit balance in the account before attempting a call. The available Skype Credit Balance is displayed for user convenience.

To initiate a conversation, enter the number or the Skype username to call and then press the “Call” soft key. To search for the country code for the corresponding country, simply select the “Search code” button.

WARNING: No emergency calls are allowed as Skype is not a replacement for a standard telephone.



Figure 18: Skype Out Call Screen

Chats

To chat with a Skype contact, go to the tab “Contact” and select the contact person. (See Figure 19) Press “Chat” to initiate the chatting window.



Figure 19: Skype Contact List

Once the chat window is opened, the user will see Figure 20 below. Press “Chat” to initiate the conversation. Press the “Options” soft key for additional chat settings.



Figure 20: Skype Chat Options

To chat, enter the message in the window and press “Send”. The message, name and timestamp will be displayed in the window. To exit the chat, press “Cancel”. (See Figure 21)



Figure 21: Skype Chat

In the chat window, users can select different options with the “Options” soft key. Select “Show Members” to view chat contacts. Scroll down to “Close Chat” and “Leave Chat” to exit the chat window. Users are also able to view or delete chat history by selecting “Chat History”. (See Figure 22)



Figure 22: Skype Chat History

To add members to a chat, select “Options”-> “Add members” and add a buddy from the contact list. (See Figure 23) Select the contact and press “Add”-> “OK”. Once the contact joins, everyone in this group chat room is able to chat with each other.



Figure 23: Adding contacts to Skype chat

For more chat options, navigate to the “Chat” tab. (See Figure 24) Chat history is displayed as well as the ability to initiate a new chat by pressing “Open” on one of the items from the list. Using the “Options” soft key, users can also delete the selected chat history.



Figure 24: Delete Skype Chat

History

To view the history of all call events, users can scroll to the “History” tab. By pressing the “Options” soft key, users can delete selected items or clear all history. The ability to remove or block contacts is also available by choosing “Contacts” on one of the selected items in the history list. To view history information in different categories, users can select “View” and press “All”, “Outgoing”, “Incoming”, “Missed” or Voicemail. (See Figure 25)



Figure 25: View Skype Call History

While on this screen, users can also initiate a call or chat with the contacts in the history list by pressing the soft key “Call” or “Chat” after selecting the item.

Profile

To set user personal information, select the “Profile” tab. (See Figure 26) Press F1 to change the status from “Online”, “Away”, “Do not Disturb”, “Invisible” or “Offline”.

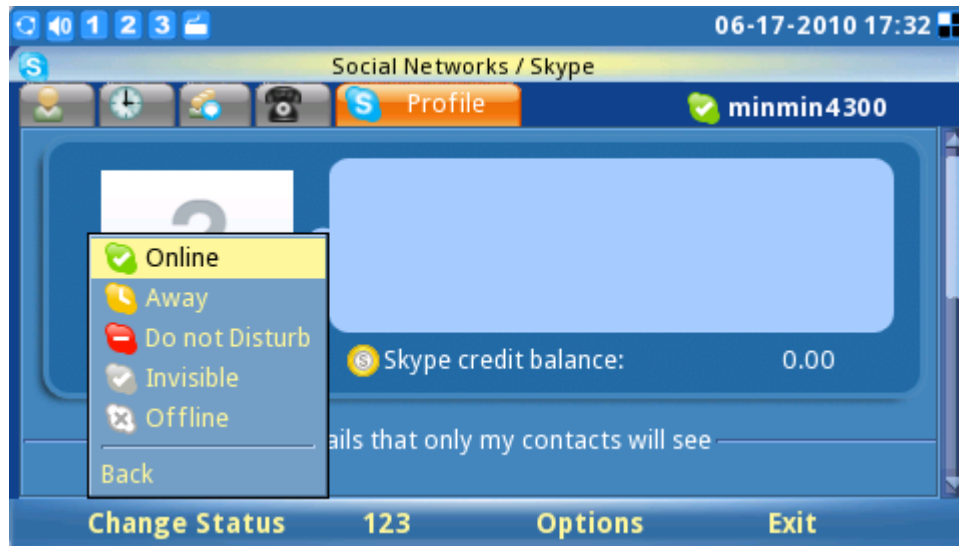


Figure 26: Set User Status

If the profile status is set to “Do not Disturb”, all the incoming calls will be displayed as missed calls in the “Missed Call” menu. The profile status can be changed any time by selecting the appropriate status in the menu.

To edit the user profile displayed in others’ contact list, press “Option”-> “Edit” (See Figure 27) then enter the detailed information for items like home phone, office phone, etc. (See Figure 28) Press “Save” to save any edits.



Figure 27: Skype Options (Edit Skype Profile Information)



Figure 28: Edit Skype Profile Information Screen

To change the display avatar picture, users can select photos from an existing file or from a snapshot. (See Figure 29)



Figure 29: Select Skype profile photo

To change an existing user password, press “Change Password”->”Input”. (See Figure 30) Then type in the current old password. Type in the new password and repeat the new password. A green check displayed on the right side of the screen means the password is valid. The “Change” soft key button will be activated once the correct information is filled in. Press “Cancel” to leave the window without changing the password.



Figure 30: Change password for Skype

Exit Skype

To exit Skype application, press the “Exit” soft key. (See Figure 31) Selecting “Minimize” keeps the Skype application open and navigates the user to the main menu with a small Skype icon (S) shown in the right corner of the screen. Keeping the application live or minimized eliminates the need to sign into Skype again for making or receiving calls later. If “Quit Skype” is selected, automatic sign in is available (if configured) next time the user starts Skype.



Figure 31: Quit Skype

To disable the automatic signing in when exiting Skype, press “Options”->“Sign out” to close Skype completely. (See Figure 32)



Figure 32: Sign out from Skype