



SK04 Desktop Skype Phone

User Manual

1. Introduction

Thank you for purchase Waytec SK04 Desktop Skype Phone. This manual provides instructions for installing and operating the Waytec SK04 Desktop Skype phone on an IBM PC or compatible running Windows 2000 / XP operating system.

How to use Skype program is not included in this manual. To learn more about detailed information about Skype, please visit its official Website www.Skype.com

1.1 Overview

Waytec SK04 is the next-generation USB phone manufactured specially for Skype with cutting-edge technology. Simply plugging it into the USB port of your computer, with built-in hotkey, function keys on the SK04, you can make / answer Skype call without using computer keyboard, mouse and headset, just as you do on a regular telephone.

Key Features

- Seamless integration with Skype without need of any special driver or plug-in software
- Rings loudly on an incoming Skype call
- Fully fictional keypad enables you to make / receive the calls even easier
- Hook switch allows for intuitive answer /ending Skype calls
- Full-duplex communication with clear voice
- USB interface, Plug and Play with Windows 2000 / XP
- No external power and sound card required
- Built-in headset jack
- Hands-free Speaker phone function

Computer system Requirements

- Microsoft Windows 2000 / XP operating system
- Pentium 400MHz or above processor / 128Mb RAM / 15Mb free hard drive capacity
- One USB port available
- Internet connection (ADSL, Cable, Dial up or Wireless)

1.2 What is in the package

When you receive your WAYTE SK04, check to sure that your package contains:

- One set of Desktop Skype Phone SK-04



- One USB cable & Handset cord



- User manual CD



2. Quick Start

2.1 Hardware Installation

1. When your computer is on and running with Windows 2000 / XP. Connecting SK04 to the USB port on the computer with the USB cable.



Head phone Jack & USB port



USB port on SK04



USB Port on Computer

2. If you are connecting SK04 to the computer at first time, Windows will detect a new device and install the drivers automatically. Please wait Windows to complete this process and follow the procedures below to make sure the SK04 has been registered at Windows.

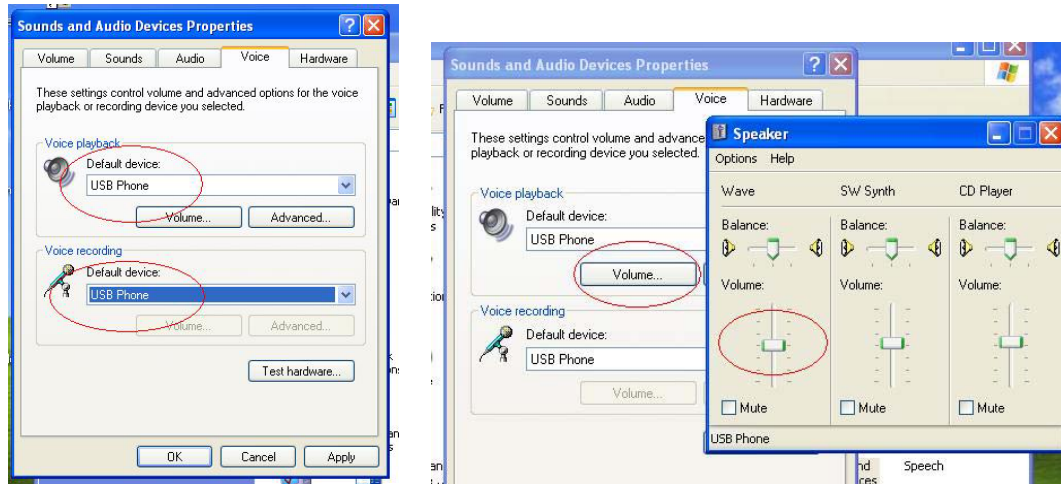
“Start” -> “Settings” -> “Control Panel” -> “System” -> “Hardware” -> “Device Manager”



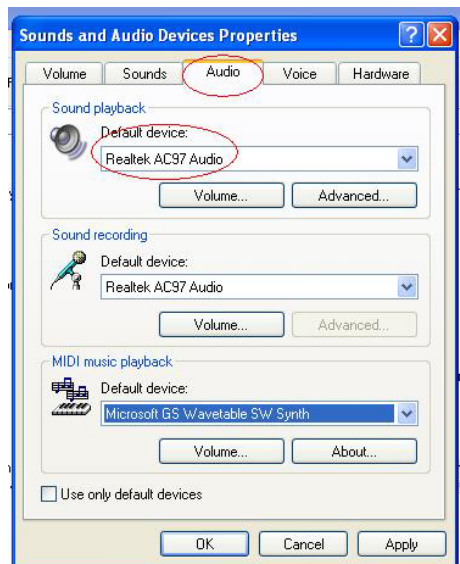
The “USB Audio Device”, “USB Composite Device”, “HID Keyboard Device” should appear in the “Device Manger” in Windows on your computer, it indicates that SK04 hardware has been installed successfully.

2.2 Windows set up

In Windows, go to “Start” -> “Settings” -> “Control Panel” -> “Sound and Audio Devices”->”Voice”, Make sure Voice Playback, Voice Recording are using "USB Phone". Please also check volume of the Voice Playback, adjust the Wave Volume to the middle of the range.



Sometime when you plug in the USB phone, Windows will set USB phone as default the sound device for Audio playback and you hear the CD Music or games audio from SK04 USB phone. To avoid that please go to “Start” -> “Settings” -> “Control Panel” -> “Sound and Audio Devices”->”Audio”, Change the default the sound device to your PC sound card, and leave the "USB Phone" for Voice only, so that you can make / answer the Skype with Sk04 while you listen to the music or sound from the computer speakers.



2.3 Skype program Installation

Please skip this step if you already have Skype program installed on your computer.

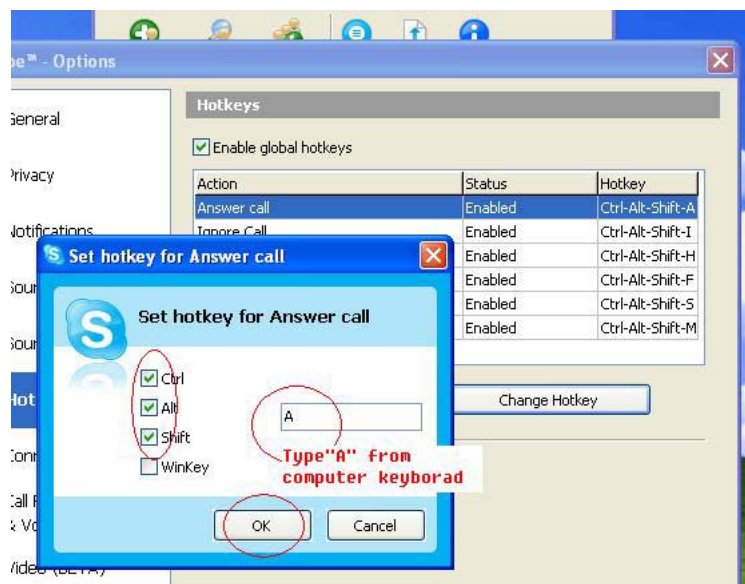
Insert the User manual CD to the computer and double click “Skype.exe” to start installation of Skype program. Follow the instruction to complete Skype installation and start the Skype program. You can sign up to Skype if you are new user of Skype, or you login to Skype as you are an existing Skype user.

Instead of installing Skype from the CD, You can also download the newer version of Skype on www.Skype.com

2.4 Set up the Skype Hotkeys

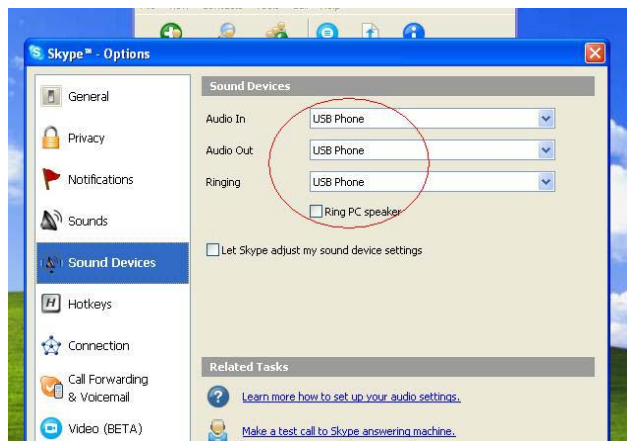
1. At Skype program, Click on Tools -> Options->Hotkeys
2. Tick Enable global hotkeys and set up the hotkeys according to the table below. The **Hotkey table** can also be found on the bottom side of the SK04 unit. **Do not forget to save after you made a change.**

Action	Status	Hotkey
Answer Call	Enabled	Ctrl-Alt-Shift-A
Ignore Call	Enabled	Ctrl-Alt-Shift-I
Reject / Hang-up call	Enabled	Ctrl-Alt-Shift-H
Focus Skype	Enabled	Ctrl-Alt-Shift-F
Search for Skype Users	Enabled	Ctrl-Alt-Shift-S
Mute Microphone	Enabled	Ctrl-Alt-Shift-M



2.5 Check the Sound Device in Skype

In Skype, go to “Tools”->”Options”->”Sound Devices”, select "USB Phone" for the Audio In, Audio Out and Ringing.



Now your SK04 Skype phone is ready to use.

3. Using SK04 Skype Phone

3.1 Keypad description

Button	Description
Skype	Press this button to Focus / active or inactive Skype.
Browse	Use this button to change the current windows in Skype
OK	Dial out, Equal to the Enter key on computer
Delete	Clear the enter number
Up	Move the highlight contact person in Skype contact list
Down	Move the highlight contact person in Skype contact list
Tab	Switch the cursor between different sections in Skype
Answer	Answer the Skype call in hands-free mode
Hang Up	Reject / end the Skype Call
Ignore	Ignore the Skype Call
Search	Search for Skype users
Mute	Mute Microphone
ESC	Equal to ESC key on computer

3.2 Hotkeys and Non-Hotkeys

There are 6 global hotkeys, which make effect whenever Skype is focused or not:

Answer Hang Up Ignore Mute Search Skype

However the other keys make no effect if Skype is not focused since there are not the hotkeys for Skype. So you should press Skype button to activate Skype before using the following keys. The non-hotkeys include:

0 – 9, *, #, OK, Delete, Browse, Tab, ESC, UP and Down.

3.3 Make a Call

If the Skype is inactive, Press red **SKYPE** key on the SK04 to focus Skype.

Make a Skype call -- Pick up handset and use Up or Down key to select the contact name on Skype contact list and press green "**OK**" key to dial out.

Make a Skype call by using "Speed Dial number" -- Highlight the contact name on Skype contact list, right mouse button click, select "**Assign Speed dial**", The Speed dial number can be between 1 - 99, and the Speed dial number will be displayed on the contact list. You can dial the "Speed Dial Number" on the keypad on SK04 and press green "**OK**" to dial out.

Example: James is the name on the Skype contact list, you assign a Speed Dial Number "11" to him. The "11" will display on the contact list, pick up handset, simply dial "11" on the SK04 keypad to call James.

Make a SkypeOut call -- Just using numeric keypad on SK04 to dial out directly, the dial plan is as follows: 00 + Country Code + Area Code + Phone number.

Example: Make a call to Sydney Australia 96303339, pick up handset, dial "0061296303339" then press green "**OK**". Call to Australian Mobile phone 0411 123456 please dial "0061411123456" then press green "**OK**".

(Note: You need to buy the pre-paid credit for SkypeOut call from Skype, Please visit www.skype.com for the details of SkypeOut and call rates.)

3.3 Answer a Call

The SK04 will ring when it receive the Skype incoming call. There are two ways to answer the call:

- Pickup the handset
- Or Press Answer button and phone will be on the hands-free mode.

3.4 Ending a Call

There are two ways to end the call,

- Hang up the handset
- Or Press "Hang-up" button if you are on hands-free mode.

Technical Support for customer within Australia:

Over the Telephone: 02 9630 3336 Mon to Fri 9:00am to 5:30pm

Over Skype: Skype ID: skypewaytec Mon to Fri 9:00am to 5:30pm

Over the Internet: <http://www.waytec.com.au/support.htm> or E-mail: support@waytec.com.au