

Skype USB Gateway

ITA

User's Guide



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1. Introduction

1.1. Features

ITA is an exciting new VoIP device, which enables you to make and receive Skype™ by regular phone. It also has some special features such as recording, intelligent communication, call forwarding, voicemail, and contact group.

After simple installation of the device you can enjoy the features as follows:

- Make and receive regular call as usual
- Make and receive Skype™ call by regular telephone
- Press *#* to switch Skype™ and regular call
- Make PSTN and Skype™ call by mouse from your contact list
- Forward Skype™ call to regular telephone, cell phone and voicemail
- Individual settings to give different contact different forwarding function
- Multipart conference
- Record both Skype™ and PSTN call
- Search your record and voicemail
- Flash to show the status and caller information

1.2. Contents

ITA VoIP gateway package includes the followings (note that your particular hardware and line may look a little different from the pictures)

1. ITA Gateway



2. USB Cable



3. Telephone Line



4. ITA Software



2. Installation

2.1. Requirements

In order to install ITA gateway you need the following:

1. ITA gateway
2. Driver (in the CD-ROM)
3. USB cable
4. RJ11 telephone cable
5. PSTN telephone (regular telephone, cordless telephone, DECT telephone, etc)
6. Telephone service (such as conference)
7. Broadband access to Internet is recommended
8. Minimum requirements of PC:
 - Pentium 400MHz or equivalent
 - Windows 2000 or XP
 - Available USB port (1.1 or 2.0)
 - Latest Skype™ must be installed (www.skype.com)
 - 128MB Memory
 - 10MB available hard disk space
 - CD-ROM

2.2. Installation

The following instructions will guide you to install ITA step by step (Note: please DO NOT connect ITA to PC before the software installation)

2.2.1. Install Skype™ (If it has been finished, just go to next step)

Please visit <http://www.skype.com> to get the latest Skype™ version. Make sure Skype™ can work before installing the driver.

2.2.2. Insert the CD-ROM

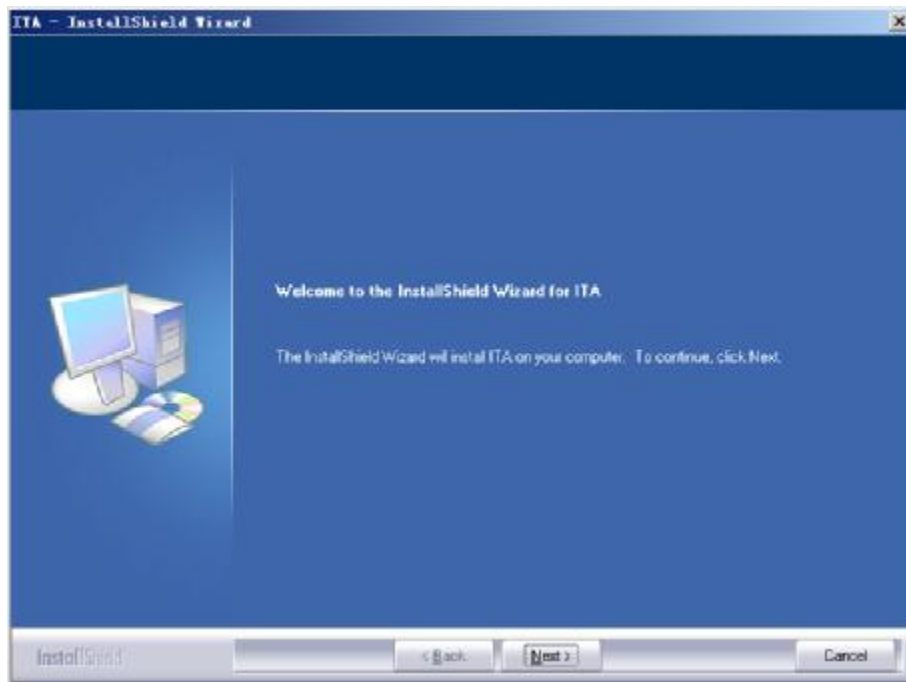
Insert the CD-ROM into your PC CD-ROM drive and the installation should start automatically. If not, open the installation folder on the CD-ROM and double click on the **Setup.exe** program

2.2.3. Choose language and click [OK]



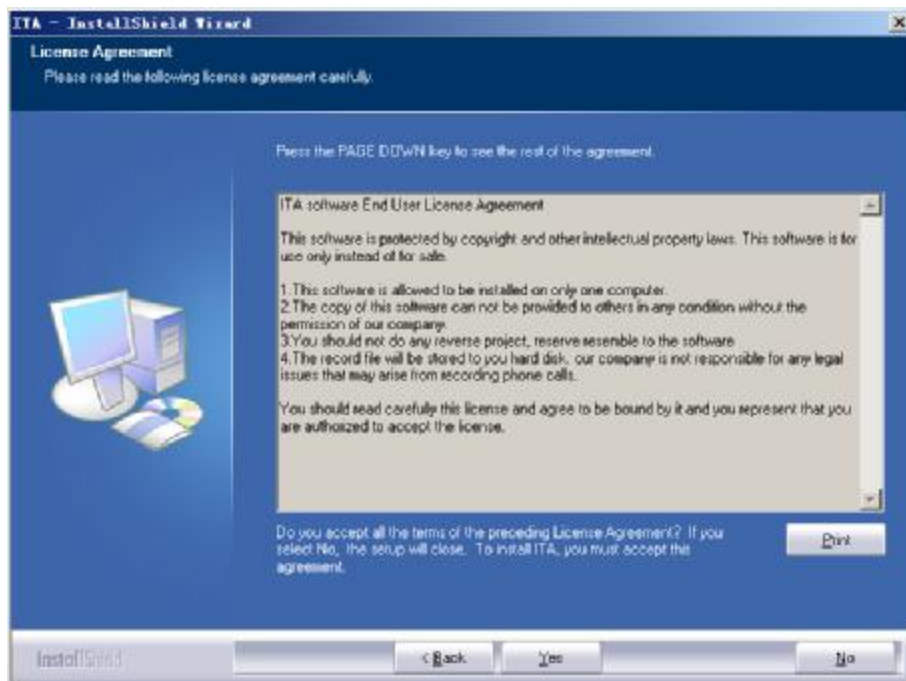
P-S-01

2.2.4. Click [Next]



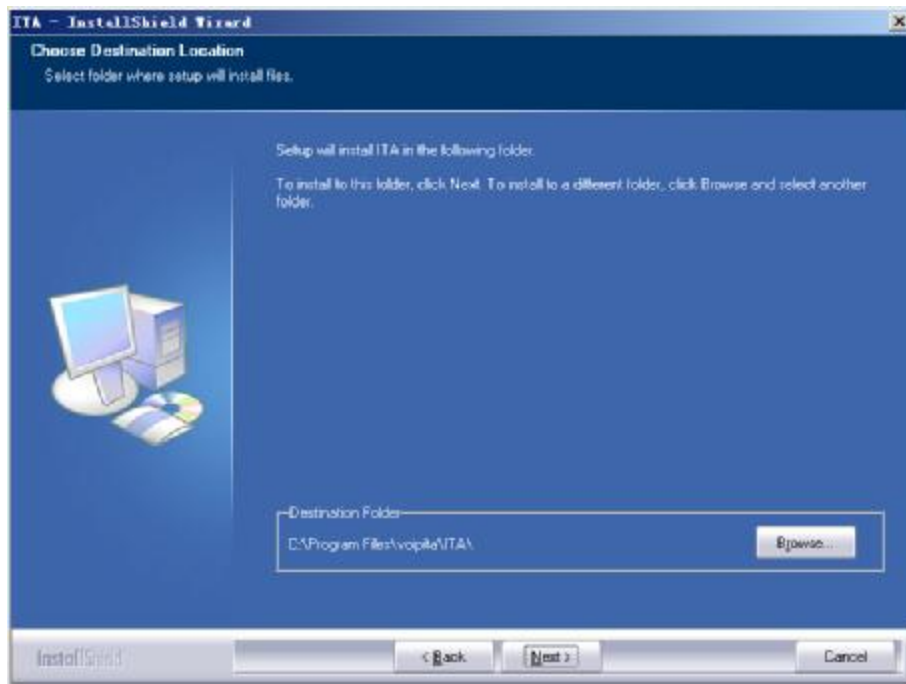
P-S-02

2.2.5. An End User License Agreement window appears, Click [Yes]



P-S-03

2.2.6. If you do not change the default program folder name just click [Next]



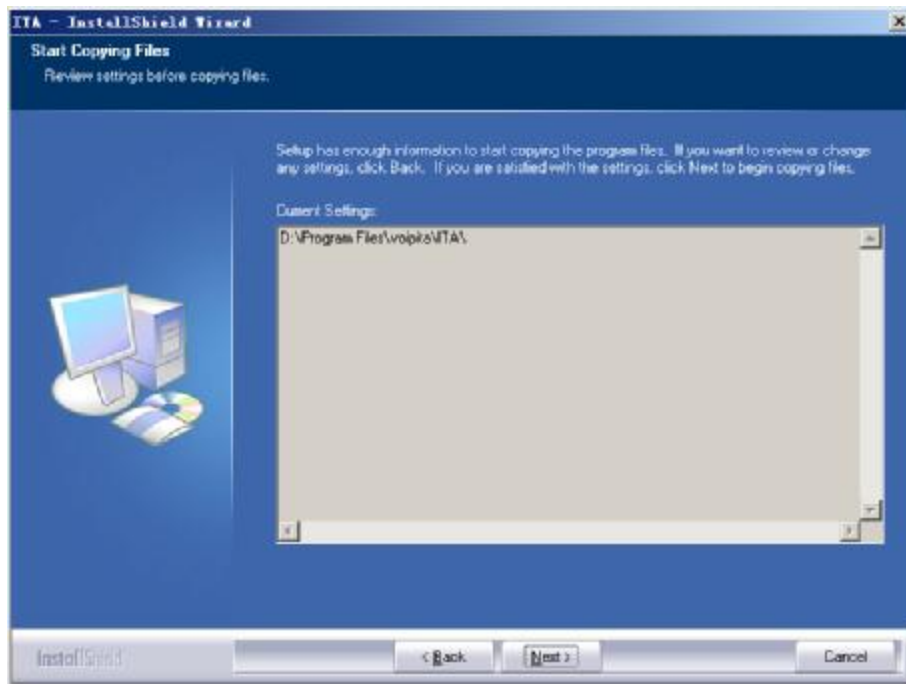
P-S-04

Click [Browse] to choose different install folder



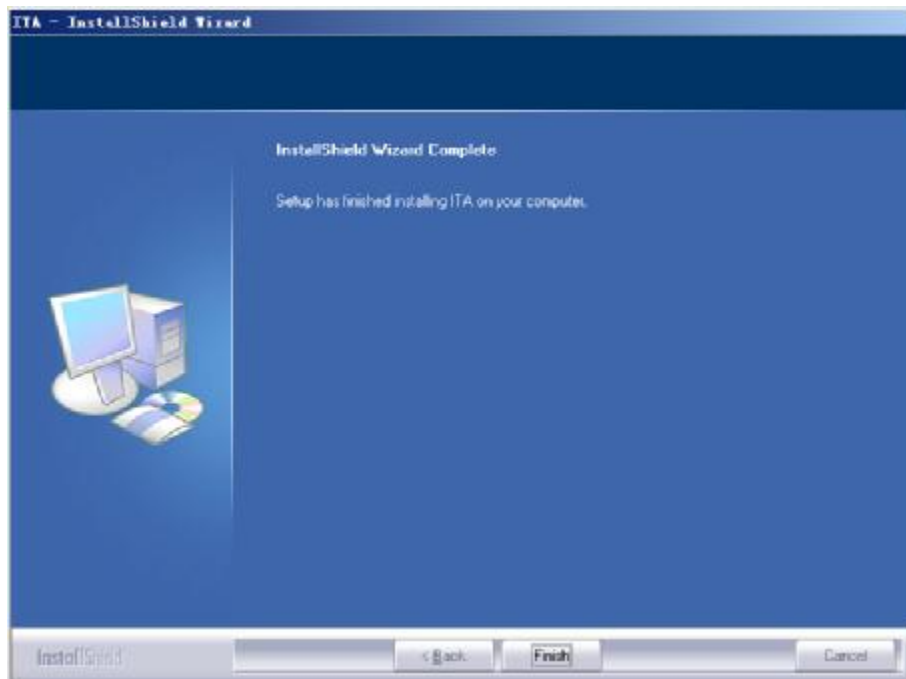
P-S-05

2.2.7. Click [Next]



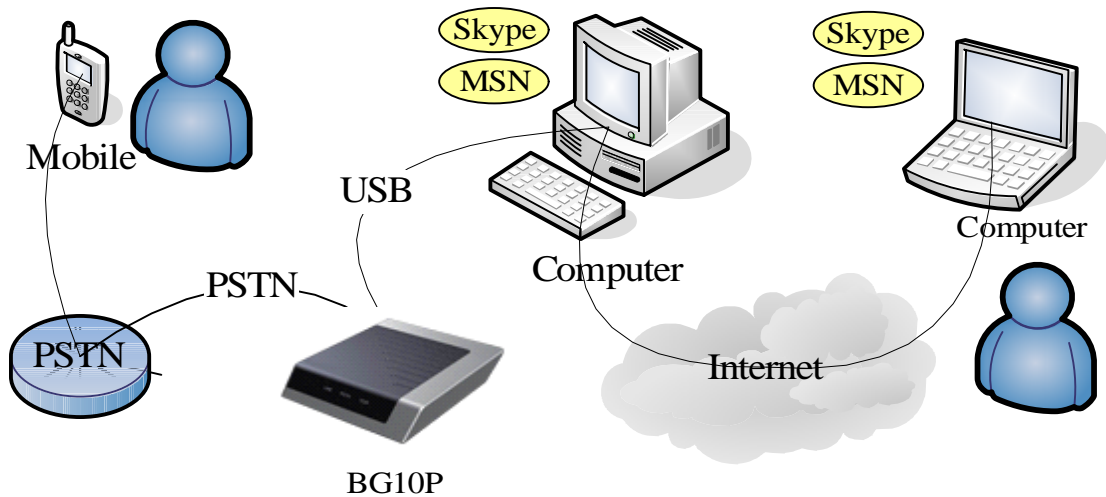
P-S-06

2.2.8. Click [Finish]



P-S-07

2.2.9. ITA device connection



P-S-08 ITA Connection

As shown above

- Connect a telephone cable between a telephone the ITA **phone** jack.
- Connect a telephone cable between ITA **line** jack and wall jack.
- Connect USB cable between ITA and PC. PC can find the new hardware and install relative driver automatically

2.2.10. Run ITA software ITA

After installation this icon appears on the desktop, you can double click it to run ITA software.



P-S-09

You can also start the software from “Start”—”Programs”—”voipita”—”ITA”—”ITA”



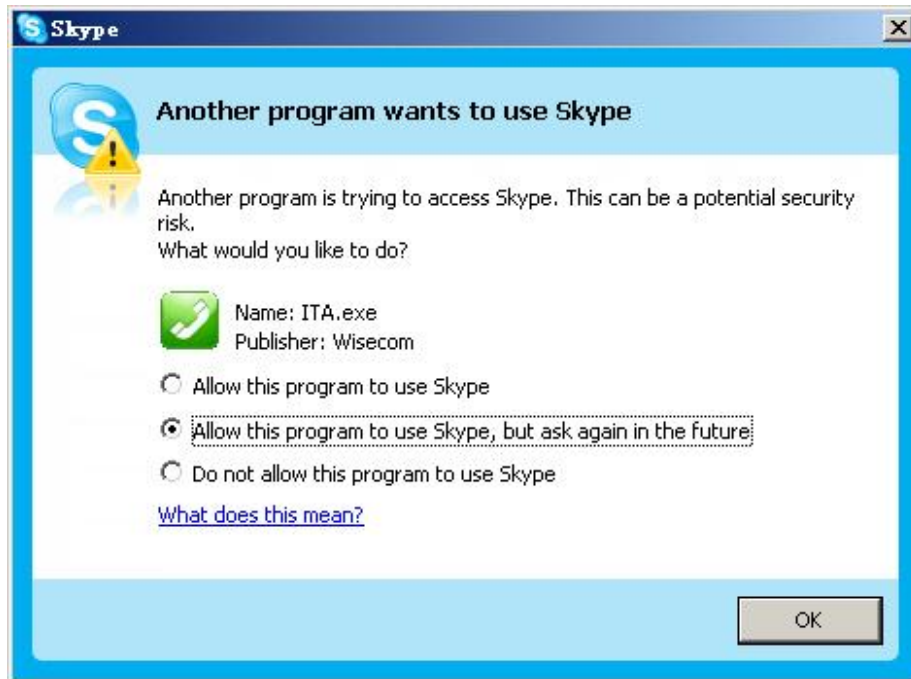
P-S-10

If you have not connected the hardware to your PC, a red icon will appear on the Windows system tray.



P-S-11

After starting the ITA software, the following window appears.



P-S-12

Click in the option “Allow this program to use Skype™,” then click **OK**.




P-S-13

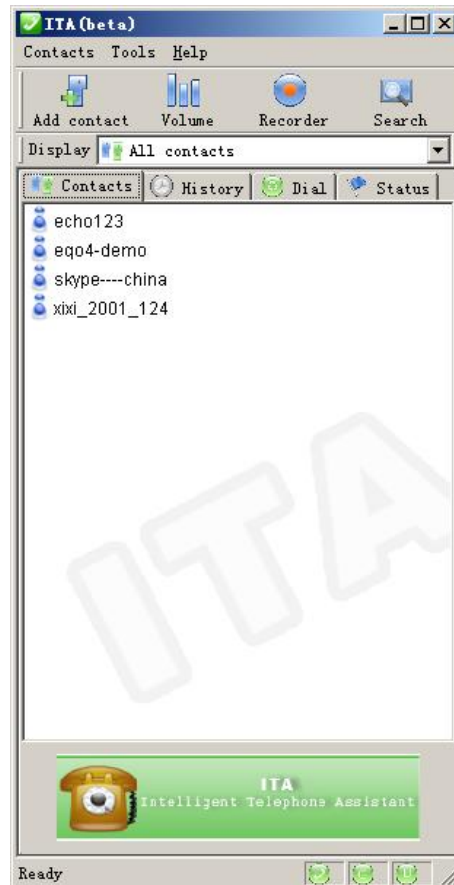
Congratulations! The ITA software has been installed on your PC successfully, and it is ready to work now.

3. Use ITA software


Let's begin to experience the powerful function of ITA software.

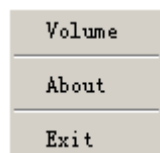
3.1. Main window

Click the green icon on the system tray , This window appears.



P-R-01

Put mouse arrow on the icon , click right button, this menu appears



P-R-02

3.2. About ITA

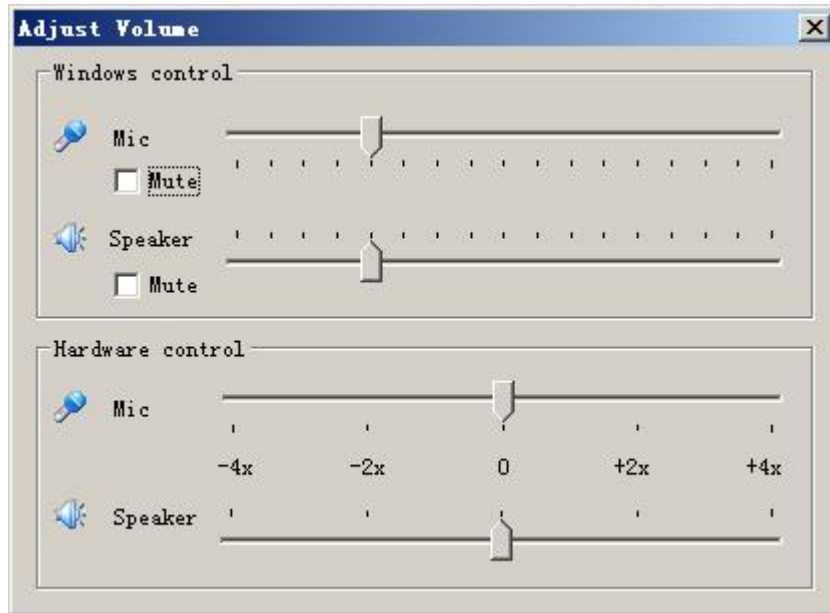
Click [About] will show the information about the IAT software



P-R-03

3.3. Volume Control

Click “Volume control” menu item, the following window appears.



P-R-04

There are two kinds of volume control: 1. Windows volume control; 2. Hardware volume control

Windows volume control: This method uses Windows system volume control, and it can finely adjust the volume of microphone and speaker.

Hardware volume control: This method changes the hardware volume instead of Windows volume control. There are only 5 levels: amplified by 4, amplified by 2, original, attenuated by 4, attenuated by 2.

In practice you can choose one basic hardware volume first and tune the Windows volume control to get a satisfied communication volume.

3.4. Contacts

In P-R-01 Main window click [Contacts] menu



P-R-05

3.4.1. Add Contact

Click [Add Contact], this window appears

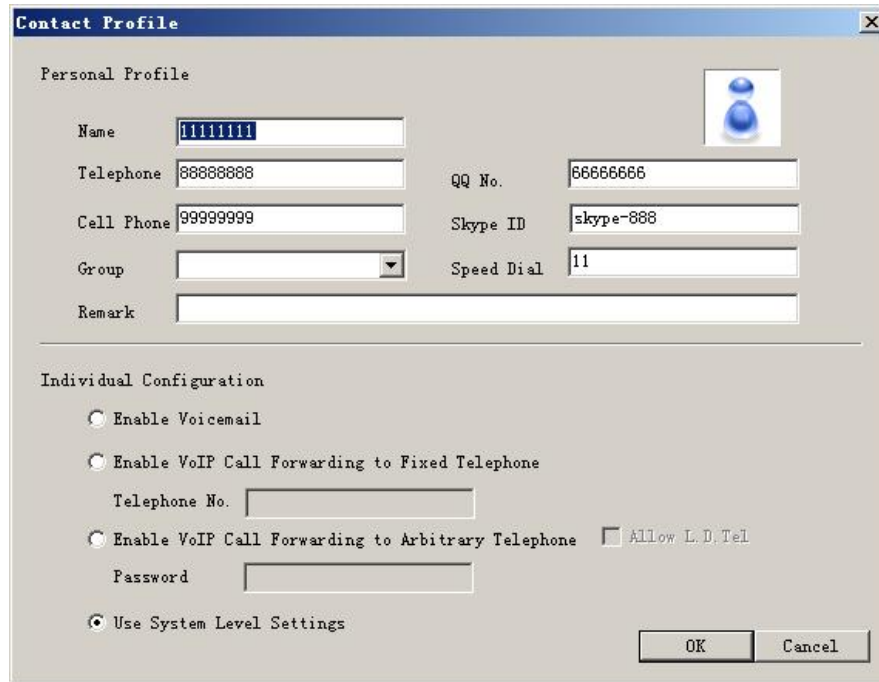
P-R-06

You can input the information of contact such as:

- I Nick name
- I Telephone number and cell phone number
- I Speed dial
- I Skype ID
- I Individual configuration

The individual configuration includes:

- I **“Enable Voicemail”** allows ITA to forward your Skype call to voicemail if nobody answers the call. Please refer to “Tools”- “Options” – “Voicemail” for the details of voicemail settings.
- I **“Enable VoIP Call forwarding to Fixed Telephone”** allows ITA to forward your Skype call to a fixed telephone. You can input the telephone number you want to forward to.
- I **“Enable VoIP Call Forwarding to Arbitrary Telephone”** allows ITA to forward your Skype call to an arbitrary telephone. This option is similar to the last one except the incoming caller hears some message, enters a password and then dials out an arbitrary number instead of fixed forwarding as above. You should tell the caller the password in advance to allow him to use this function.
- I **“Use System Level Settings”** uses system VoIP forwarding options. Please refer to “Tools”— “options” for the system VoIP forwarding settings.



P-R-07

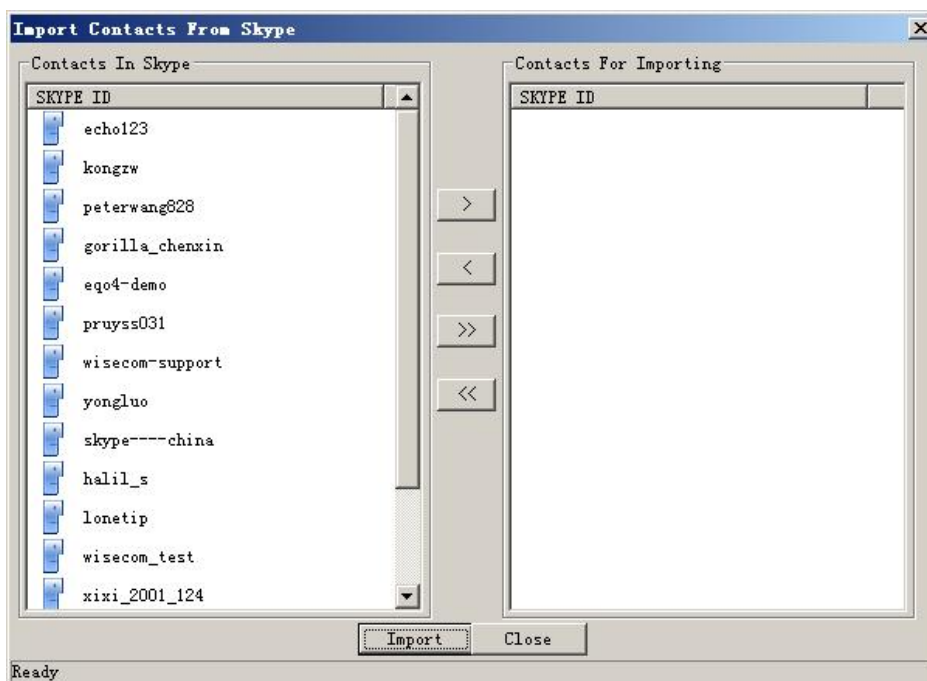
3.4.2. Import Contacts



P-R-08

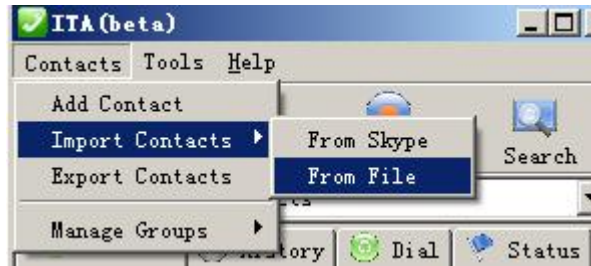
You can import contact from your Skype contact list or contact file (exported from ITA before)

3.4.3. Import Contacts From Skype



P-R-09

3.4.4. Import Contacts From File



P-R-10

3.4.5. Export Contacts

You can export your contact list to a .XML file for backup.



P-R-12

3.5. Group operation

You can assign your contacts to different groups. It helps to administrate your contacts conveniently. You can add, delete and rename group.



P-R-14

3.5.1. Add Group



P-R-15

3.5.2. Delete Group

Before you delete a group, be sure this group is empty.



P-R-16

3.5.3. Rename Group

This operation renames an existing group



P-R-17

3.6. Volume Control



P-R-18

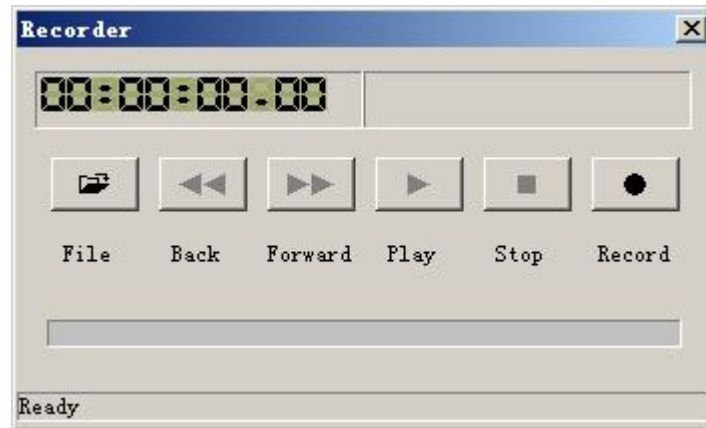
Please refer to Figure P-R-04.

3.7. Recorder



P-R-19

This function is similar to Windows recorder. It helps you to record all the talks (both Skype call and PSTN call). The record file is saved on your PC.



P-R-20

3.8. Voice Search

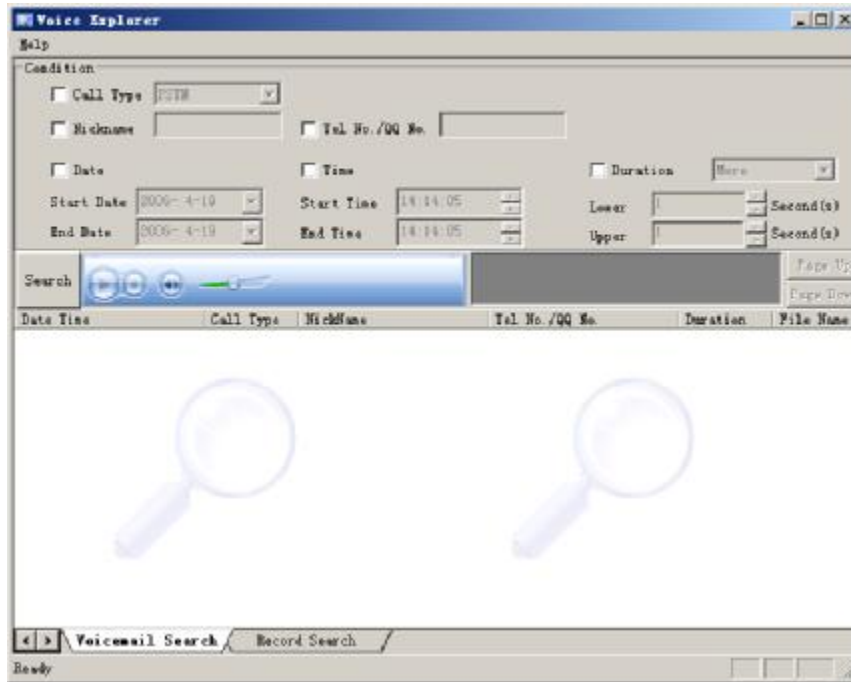
This function helps you to search all the recorded files and voicemail according to different conditions.



P-R-21

3.8.1. Voicemail Search

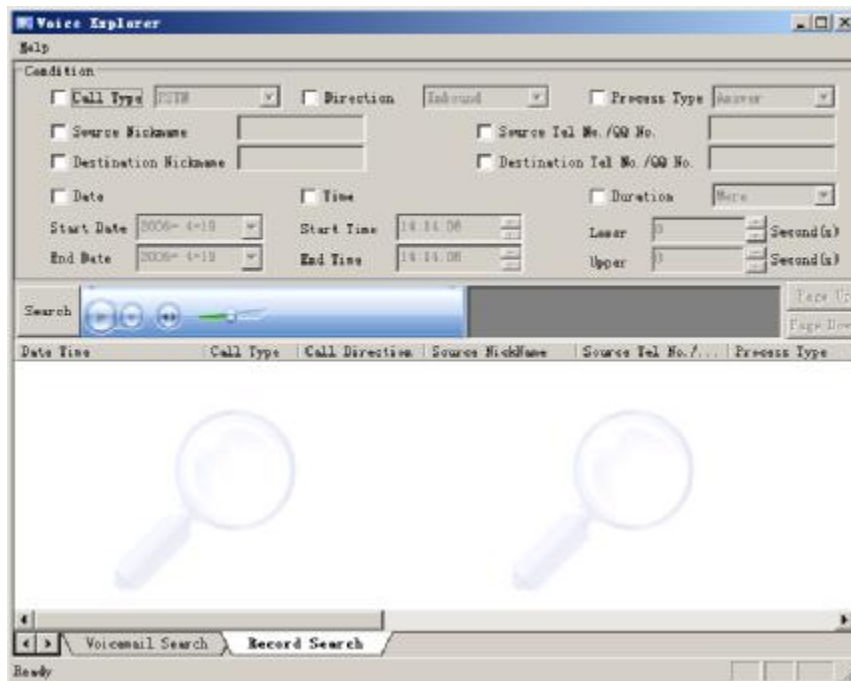
You can use the following interface to do voicemail research



P-R-22

3.8.2. Record Search

You can use the following interface to do record search



P-R-23

3.9. Language

You can change different UI languages



P-R-24

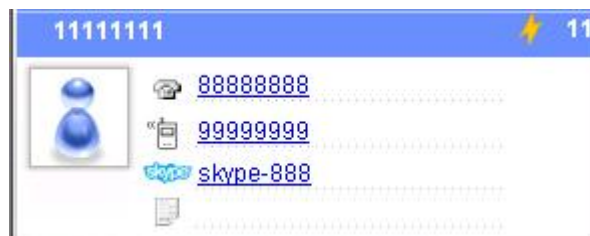
3.10. Help & About



P-R-25

3.11. Use Contact List

3.11.1. Click one of the contacts on the contact list, some information about this contact will appear in a small window.



P-R-26

3.11.2. Double click one contact, his information window pops up. Please refer to P-R-07

Click left button of mouse the following menu appears.



P-R-27

3.11.3. You can directly click 88888888 or 99999999 to call the contact's telephone or cell phone, and click Skype-888 to call the contact's Skype account. You can also make call through the above menu.

3.11.4. You can delete the contact or move it to another group

3.11.5. Once you set up a speed dial, it appears on the right of the contact item



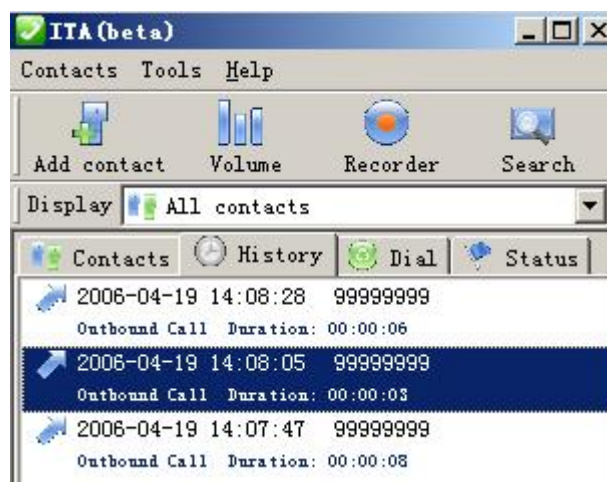
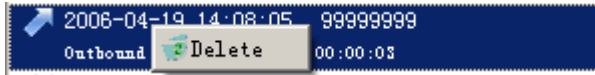
This speed dial helps you to

make a Skype call on regular phone.

3.12. History

This panel shows all the call history information, including date, time, contact, call type and duration



You can delete history item by click mouse right button and choose delete.



P-R-28

3.13. Soft Phone Keyboard

This panel provides a soft phone keyboard. You can input the number by mouse click or

PC keyboard. Click  to make a call; and click  to hang up a call.



P-R-29

3.14. Status

This panel shows the present status of ITA including “system idle”, “making PSTN call”, “making VoIP call”, “VoIP talking”, etc.





4. System Settings

You can set up ITA through menu “Tools”- “Options”

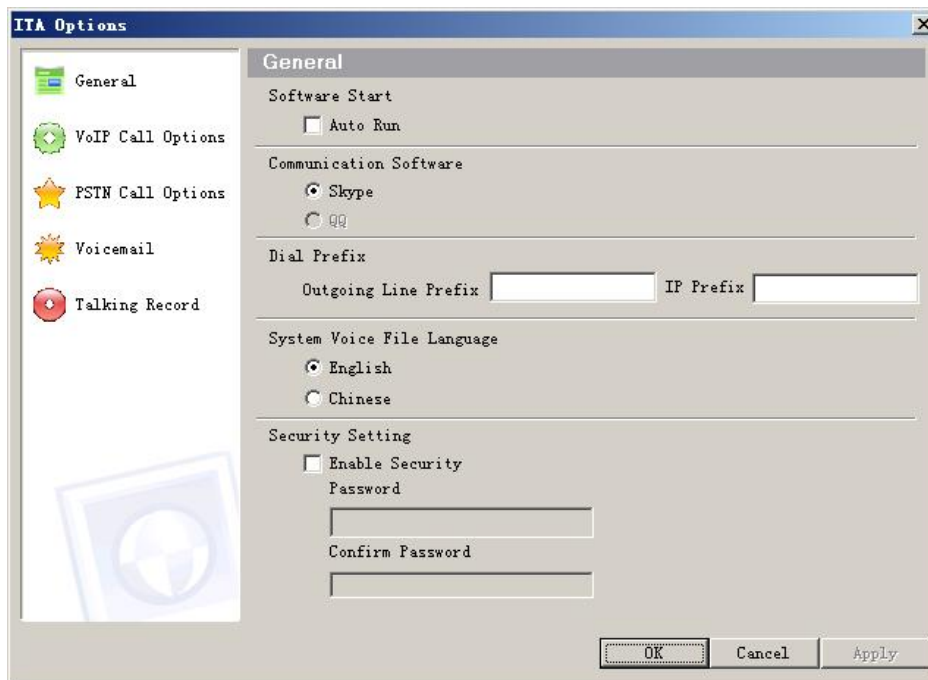


P-R-31

4.1. General Configuration

General configuration includes:

- 4.1.1. Program auto start
- 4.1.2. Dial Prefix: This function aims at PSTN call. You may add outgoing prefix for your PBX (such as 9) or IP prefix (such as 17909).
- 4.1.3. Choose system voice language between Chinese and English.
- 4.1.4. Security Setting: The purpose of this function is to protect your privacy. Once you minimize ITA it requires password to restore it.



P-R-32

4.2. Forwarding

ITA has three different forwarding functions:

- 4.2.1. Forward VoIP or PSTN call to voicemail
- 4.2.2. Forward VoIP call to PSTN telephone or cell phone
- 4.2.3. Forward PSTN call to VoIP

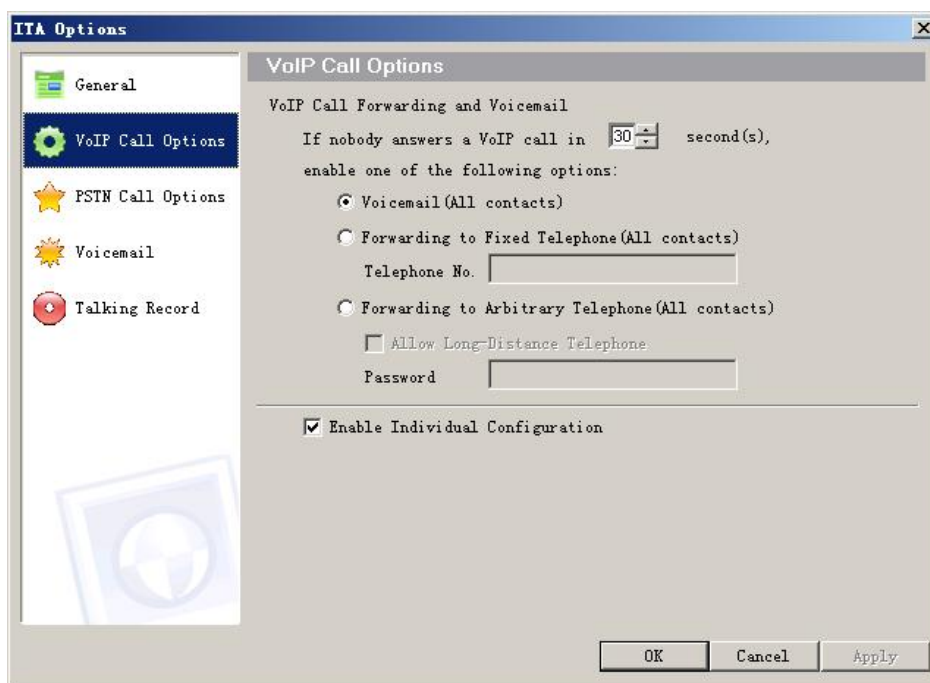
The latter two forwardings are two independent forwarding functions and they can work respectively or at the same time. Forwarding function helps you access Skype anytime even if you are far away from your PC. For example when you stay out you can set ITA to forward the Skype call to your cell phone; or you can call the telephone connected to ITA and forward your call to Skype contact.

4.2.4. Individual forwarding

This feature is useful when you want to forward different contact to different destination. For example, you can forward clients to cell phone, enable arbitrary forward for your colleagues and forward others to voicemail.

4.3. VoIP Forwarding

In this window you can choose the option for Skype call including voicemail, VoIP forwarding to fixed telephone and VoIP forwarding to arbitrary telephone.



P-R-33

- 4.3.1. **Voicemail:** If nobody answers PSTN call in some time duration the PSTN call will be transferred to voicemail. You can search your voicemail conveniently in the search interface.
- 4.3.2. **VoIP forwarding to fixed telephone:** This function forwards your Skype call to a telephone or cell phone settled by you. Even if you are far away from your PC you can still receive all your Skype call.
- 4.3.3. **VoIP forwarding to arbitrary telephone:** Arbitrary forwarding is similar to fixed forwarding, except the incoming caller hears some message, enters a password and then dials out an arbitrary telephone instead of fixed forwarding as described in the previous section.

4.3.4. Caller's Operation: The Skype caller should follow the instructions.



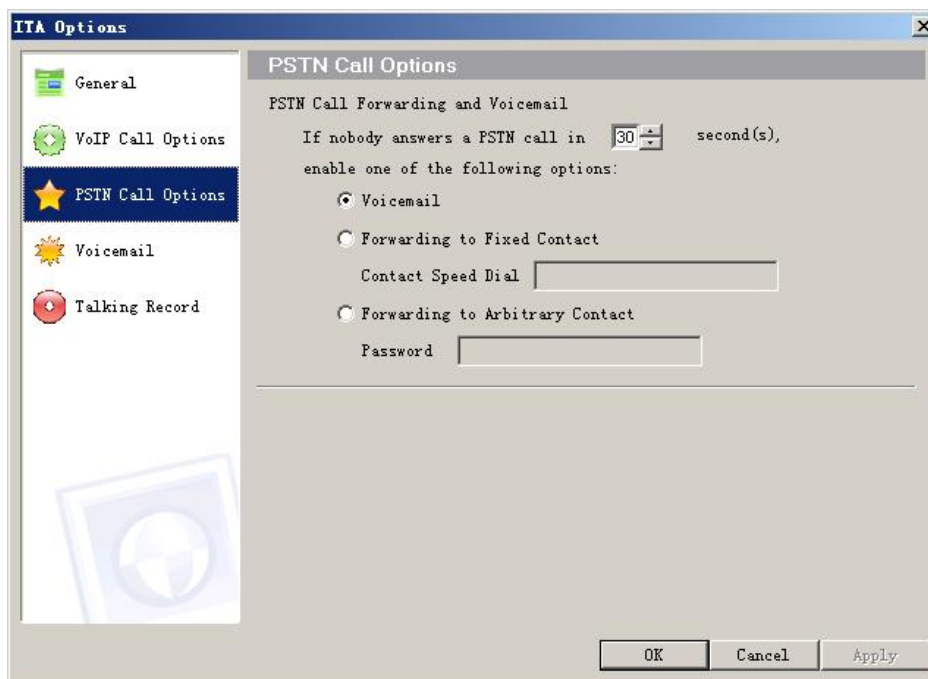
P-R-34

He uses Skype dial keyboard to input the password and the telephone number he wants to dial.

4.3.5. Individual Configuration: This option allows you set individual configuration for VoIP forwarding. You can give different contact different forwarding type described above.

4.4. PSTN Call Forwarding

In this window you can choose the option for PSTN call including voicemail, PSTN forwarding to fixed contact and PSTN forwarding to arbitrary contact.



P-R-35

4.4.1. Voicemail: If nobody answers PSTN call in some time duration the PSTN call will be transferred to voicemail. You can search your voicemail conveniently in the search interface.

4.4.2. PSTN forwarding to fixed contact: This function forwards your PSTN call to a Skype contact settled by you.



4.4.3. PSTN forwarding to arbitrary contact: Arbitrary forwarding is similar to fixed forwarding, except the incoming caller hears some message, enters a password and then dials out an arbitrary contact speed-dial instead of fixed forwarding as described in the previous section. You should tell the caller the password in advance to allow him to use this function. The caller should follow the instructions and enter “password + * + arbitrary speed-dial + *”.


4.5. Voicemail

In this window you can setup the location of voicemail and record your own greeting. The voicemail shorter than some time limit is thought as invalid voicemail.



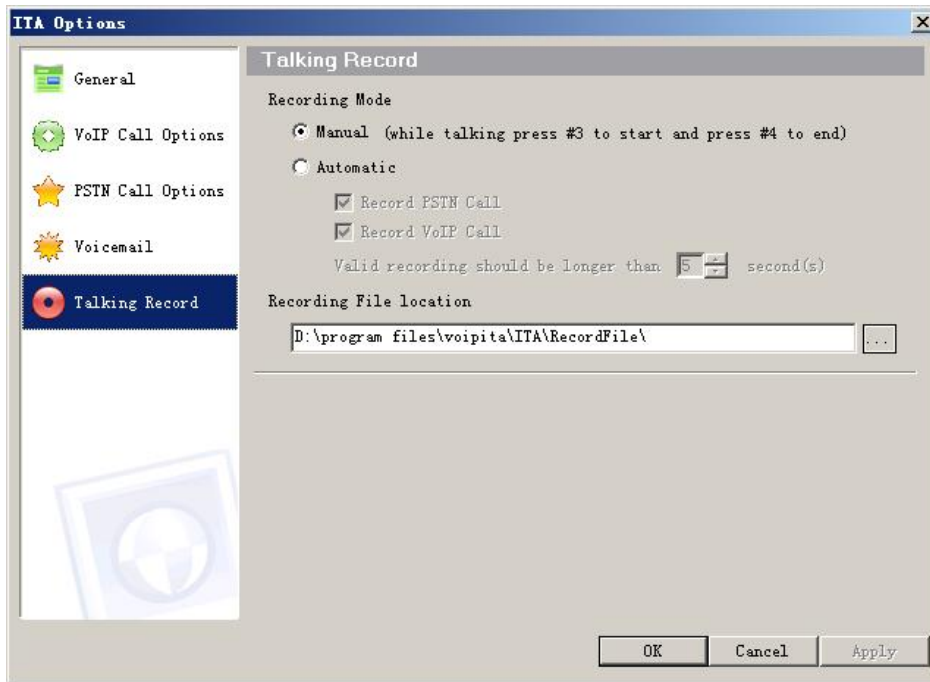
P-R-36

Press  to start recording greeting (no time limit) . After recording press  to play.

Press  to use system default greeting.

4.6. Talking Record

In this window you can setup the recording type (manual or automatic), the time limit of recording, and location of recording file.



P-R-37

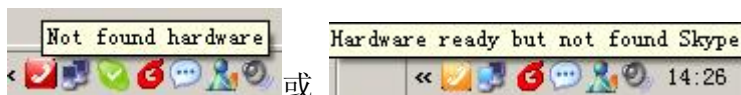
5. Use ITA

5.1. ITA device status

After installing ITA device and ITA software successfully a green phone icon appears on the system tray.



When ITA is running and ITA is not connected to PC or Skype does not start this phone icon will change to red or orange color as follows



5.2. LEDs of ITA

ITA has three LEDs: Link(red)、PSTN(green)、VoIP(orange) (Three LED in front of you from left to right)

Link indicate that ITA gets power supply

VoIP indicates VoIP status. You can make and receive VoIP call in this status.

PSTN indicates PSTN status. You can make and receive PSTN call in this status.

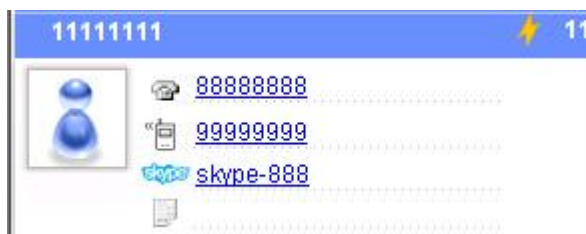
You can switch between PSTN and VoIP statuses by pressing ****#** on the telephone.

5.3. Make and receive regular call

You can continue to use the telephone connected to ITA to make and receive standard telephone calls as you used without any change. To make a standard phone call, just pick up the handset and dial as you normally do. To answer a standard phone call you just pick up the handset when the phone rings.

You can also start a regular telephone call by mouse click. Follow the steps below:

1. Directly click the telephone or cell phone number on the contact window



P-R-38

2. The phone will ring one time to indicate you that ITA is dialing out the number. And the **Status** panel appears like below.



P-R-39

3. After dialing out the **Status** panel changes. At this time you can pick up the handset and start talking (Be careful not to pick up the handset before ITA finishes dialing otherwise the dialing may fail this time)



P-R-40

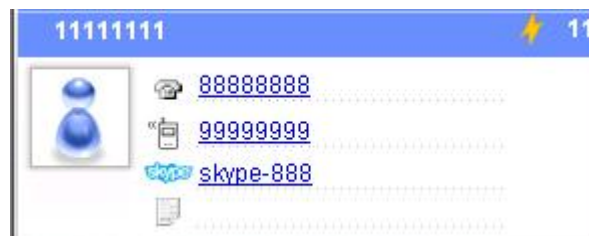
When you receive an incoming Skype™ call, the handset connected to ITA will ring. To answer the call, just pick up the handset and speak as you normally do. To end the call, simply hang up the handset as you normally do.

If you have SkypeOut™, you can dial as the SkypeOut™ recommended dialing sequence, *00 + country code + telephone number* (e.g. 001 617 555 1212) and press * to send

5.4. Make Skype Call

In order to make a call to a Skype™ contact, you will need to use ITA or the Skype™ program to assign a speed dial (as described in the next section) to each person you would like to call from the VoiceBox™. Then simply pick up the handset, press ***#***, to indicate to ITA that this is not a standard call but a Skype™ call, you will hear a new dial-tone, press the speed dial number (e.g. 23) and then press the star (*) key to send.

Another way to start a Skype call is to click the Skype ID on the contact window (such as Skype-888 in the following window)



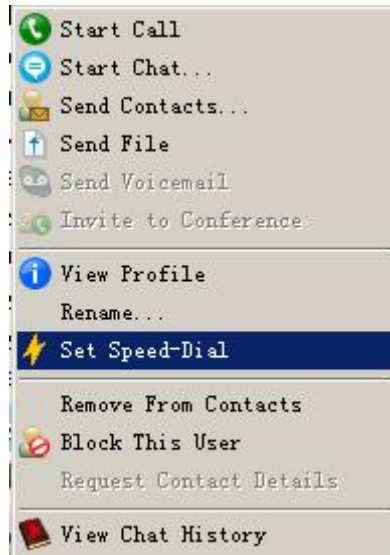
5.5. Setup ITA speed-dial

You can setup speed-dial in ITA for each contact. The priority of ITA speed-dial is higher than that of Skype. When you make a Skype call and enter a speed-dial ITA searches the speed-dials in itself first and then in Skype.

5.6. Setup Skype speed-dial

This section describes how to setup speed-dial in Skype™. This is required in order to use a ITA connected telephone to dial to a Skype™ contact. It is not required for making SkypeOut™ calls using a ITA connected telephone.

Step 1: Right click on the desired contact as shown below and select *Assign Speed-Dial*:



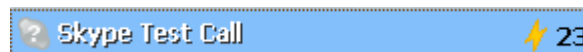
P-R-41

Step 2: Click “Assign Speed-Dial”, enter the desired speed dial number (e.g. 23) as shown below and click the **OK** button.



P-R-42

Step 3 : You will now see an indication that the Skype™ contact has a speed dial associated with them as shown below.



P-R-43

5.7. Call Switch and Conference

5.7.1. When you are making a Skype call and a PSTN call is coming (or making a PSTN call and a Skype call is coming) you will hear indication sound in ITA device. You can **#2** on the phone keyboard to adopt the new incoming call to form a 3-party conference.

5.7.2. When you are making a Skype call you want to invite a PSTN party into the present talk to form a 3-party conference. You may do any of the operation to make the invitation:

- | Directly click the telephone or cell phone number on the contact window as described in section 5.3
- | Start a call on **Soft Phone Keyboard** as described in section 3.13

5.7.3. When you are making a PSTN call you can also invite a Skype party into the present talk. There are still two similar operation:

- | Directly click the Skype ID on the contact window as described in section 5.4
- | Start a call on **Soft Phone Keyboard** as described in section 3.13

5.7.4. When you are having a conference (one PSTN and one Skype call or two Skype calls). You may press the following key to switch:

- | Press **#1** to switch between two Skype calls
- | Press ***##** to switch between Skype and PSTN call

If you switch between two calls one call is kept active and another one is hold.