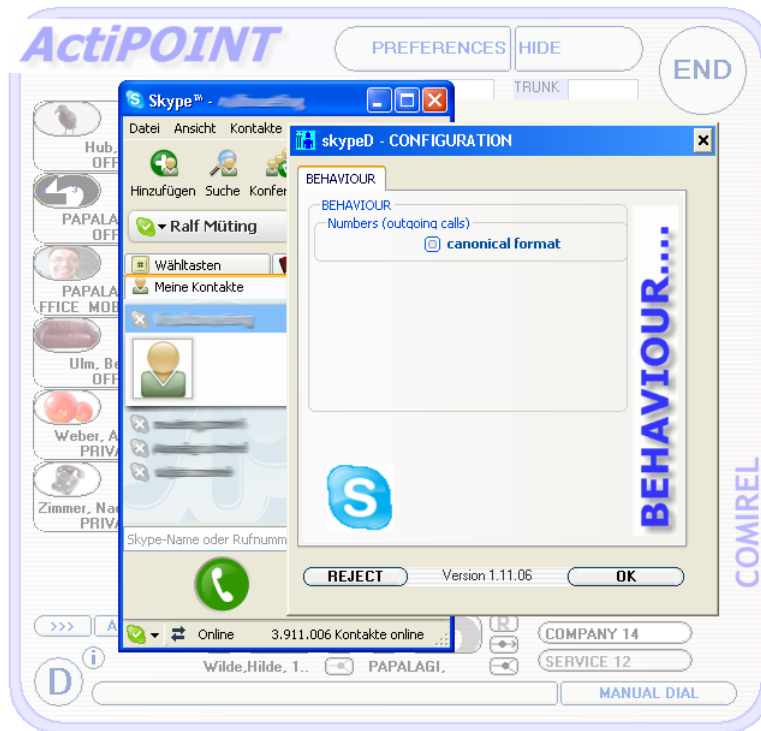




# Documentation of *ActiPOINT* skypeD



ActiPOINT

skypeD



# Documentation of *ActiPOINT*skypeD



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## Introduction

*ActiPOINTskypeD* extends the abilities of *ActiPOINT* by the possibility to make internet phone calls using the **SKYPE** client.

Incoming and outgoing calls are archived in Lotus Notes and/or Outlook, depending upon the configuration of *ActiPOINT*. You can initiate phone calls from *ActiPOINT* and/or from Outlook and/or from Lotus Notes.

Other TAPI capable applications can use the provided TSP (Tapi Service Provider) to manage **SKYPE** phone calls.

In the following you find a brief abstract of the contents of the single chapters.

In the chapter ,specification and requirements' you find a brief extract from the list of the possibilities of *ActiPOINTskypeD*. Furthermore, please, notice the requirements important for the use, which are listed in this chapter.

The chapter ,installation' describes the steps necessary for the installation and gives assistance, if one or other obstacle appears.

In the chapter ,Choose of *ActiPOINTskypeD*' you find the necessary steps to activate this application extension for using it in cooperation with *ActiPOINT*.

In the chapter ,configuration of *ActiPOINTskypeD*' the settings for the meaningful use are demonstrated.







the chapter ,settings in *ActiPOINT*' described which settings have to be done to use the **SKYPE** TAPI line in *ActiPOINT*.

We wish you a lot of fun in the everyday use of *ActiPOINT*.





## Specification and Requirements

### Specification of *ActiPOINTskypeD*

-  Basis and extended control of the **SKYPE** client
-  **TAPI support** for incoming and outgoing calls by the provided TSP (TAPI Service Provider). **Control** of your **SKYPE** client directly from **TAPI capable applications** like Outlook.
-  Identification of caller and Archiving of calls in Groupware like Outlook and Lotus Notes.
-  Extended call control features like **hold** of a call and set up of a **conference**.
-  Basis call control features like the initiating of **outgoing calls**, the indication of **incoming calls** and the **ending of calls**.
-  Intuitive and easy working.

### Requirements

-  Installed *ActiPOINT*
-  Installed **SKYPE** client



## Installation

### Installation of *ActiPOINTskypeD*

You receive *ActiPOINTskypeD* in form of a packed file in the ZIP format (the file has the ending .zip).

**Tip :**



Before you carry out the installation of *ActiPOINTskypeD*, please uninstall the previous installation of *ActiPOINTskypeD* and the provided *ActiPOINTskypeDtsp.tsp*.

In the following the installation steps are described:

1. Unpack the file in a directory of your choice.  
*(Go under use of Windows Explorer to the directory in which you have filed the ZIP file. Under Windows 2000 or XP you click twice on the name of the ZIP file. Select a directory or make one. You unpack the ZIP file in this directory.)*

**Tip :**



To unpack a file in the ZIP format you need under Windows 2000 and under the preceding Windows versions an additional program. One possibility is to use 'Winzip' which is also available in a shareware version on the Internet. Follow the documentation under 'Winzip', to unpack the installation files. Under Windows XP the functionality of pack and unpack in the ZIP format is part of the operating system. Use Windows Explorer under Windows XP to unpack the installation files.

2. Start the installation while you open *ActiPOINTskypeD.msi*.  
*(G Using the windows explorer go into the diretory, you have chosen for unpacking. Make a double click of your Mouse onto the file ActiPOINTskypeD.msi)*
3. There appears a window. Please, go to the next installation step.  
*(In the lower line there are two buttons with the label **cancel** and **continue**. Go with the mouse over **continue** and click once or press the key Return once.)*
4. A license text is indicated which, please, peruse carefully. If you can agree to the license text, choose the option 'I agree'. Please, go to the next installation step.  
*(If you want to agree to the license text, please, click with the mouse on the unsatisfactory small circle on the left beside the text 'I agree'. Now the circle must be filled. Furthermore the color of the button **continue** to be found in the lower area changes from gray too clearly*



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black. Herewith the button gets selectable. Click **continue>** once using the mouse or press the key Return.)

5. It is offered you the possibility to choose the installation directory. If you want to change the given directory, you do it at this point. Please, go to the next installation step.  
(If the new installation-file path desired by you is known to you completely, type the path in the field ,folder'. If not, you click on the button **search** to choose an alternative installation-file path.)

### Hinweis :



It is important that you use the same Installation directory which you have chosen for the installation of *ActiPOINT*. The installation directories of *ActiPOINT* and *ActiPOINTskypeD* have to be identically !

6. Confirm the wish on installation of *ActiPOINTskypeD* while you go to the next installation step.  
(If you liked to continue the installation, please, click **continue>** once using the mouse or press the key Return.)
7. There appears a horizontal progress bar which informs you about the proceeding of the installation. While the bar fills, the necessary files on her hard disk will transfer
8. The end of the installation is indicated. Now *ActiPOINTskypeD* is available to you and after her preceding choice to all users of your computer.  
(Click **continue** once with using the mouse or press the key Return.)

After the installation, please, read the chapter ,basic settings' carefully to be able to effect the necessary setting for the use of *ActiPOINT*.

If you want to use the TAPI support please do the installation steps which are described in the following chapter ,Installation of the TSP - TAPI'.



## Installation of the TSP - TAPI (necessary)

*ActiPOINTskypeD* offers the possibility other applications to control the **SKYPE** client using the provided TSP (TAPI Service Provider). These applications must be capable of using TAPI. *ActiPOINT* is a TAPI capable application and has to use the TSP also.

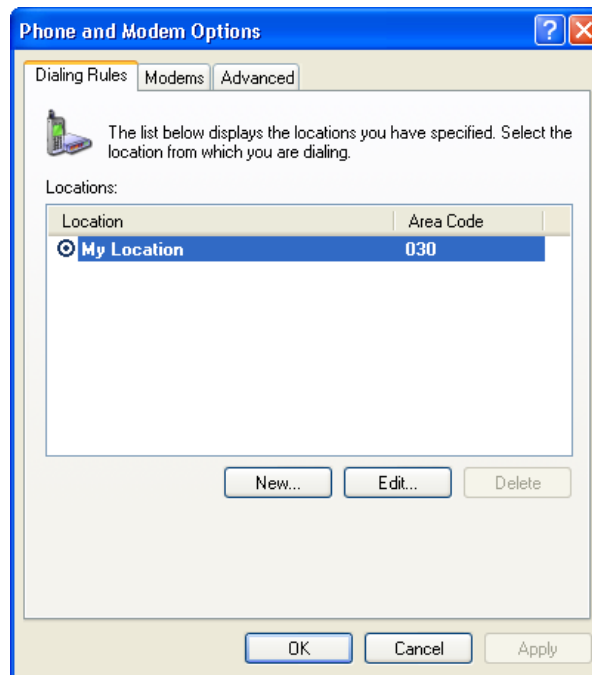
TAPI is Microsoft's own software interface to initiate telephone calls and video calls. In order to provide TAPI capable applications for example 'Outlook' with additional telephony abilities these applications need a separate program part named TSP, TAPI service provider'. The *ActiPOINTskypeD* TSP has to be brought to the application's knowledge. How this will be done, please, take from the documentation of the application.

Before that the *ActiPOINTskypeD* TSP is to be brought to the operating system's knowledge also. This process is shown at this point and is to be found also in similar form in the documentation of your operating system:

1. Please, go to the start menu using the button **start**.  
*(In the lower left corner of your desktop you find the button **start** in the Taskbar. Go with the arrow of the mouse on it and click the mouse key once. There appears the start menu.)*
2. Select the point 'Settings' of the menu. There appears on the right a context menu.  
*(Go with the arrow of the mouse on the point 'Settings' of the menu and click the left mouse key once, please.)*
3. Select in the context menu the point 'Control Panel'. A new window with a list of entries or with an aggregation of symbols appears.  
*(Go with the arrow of the mouse on the point 'Control Panel' of the menu and click the left mouse key once, please.)*
4. In the new window choose the entry or the symbol 'phone and modem options'. There appears another dialog with three index-cards.  
*(Go with the arrow of the mouse on the entry or the symbol 'phone and modem options' and click the left mouse key once, please.)*

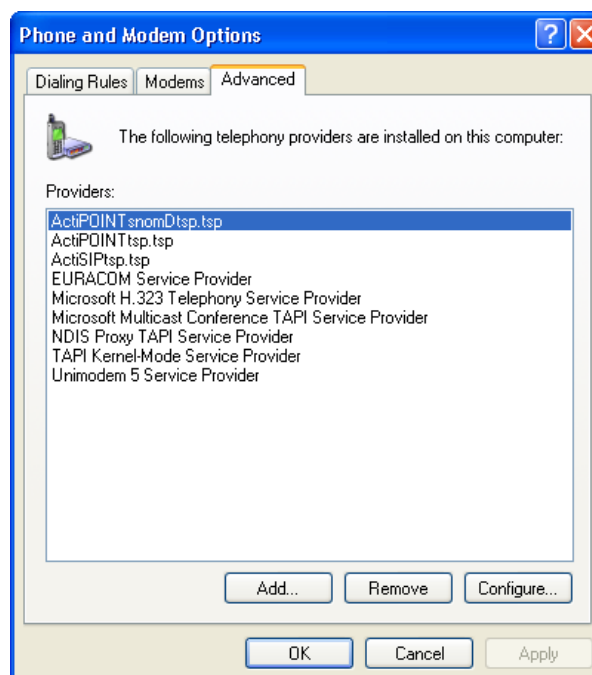


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Picture 1: ‚Phone and Modem Options‘, filing card ‚Dialing Rules‘

5. Please, select the index-card ‚Advanced‘ of the new dialog. This index-card shows a list of all TSP’s already announced to the system.  
(Go with the arrow of the mouse on the name of the index-card ‚Advanced‘ and, please operate the left mouse key once.)



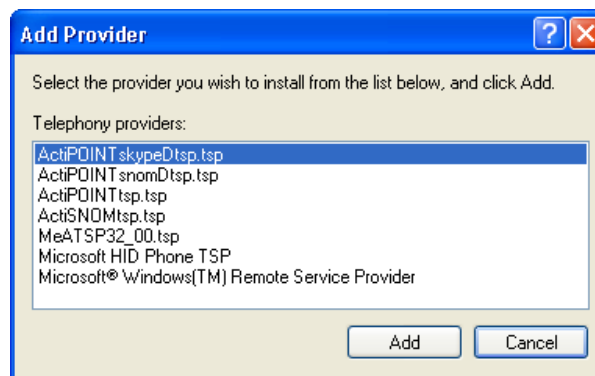


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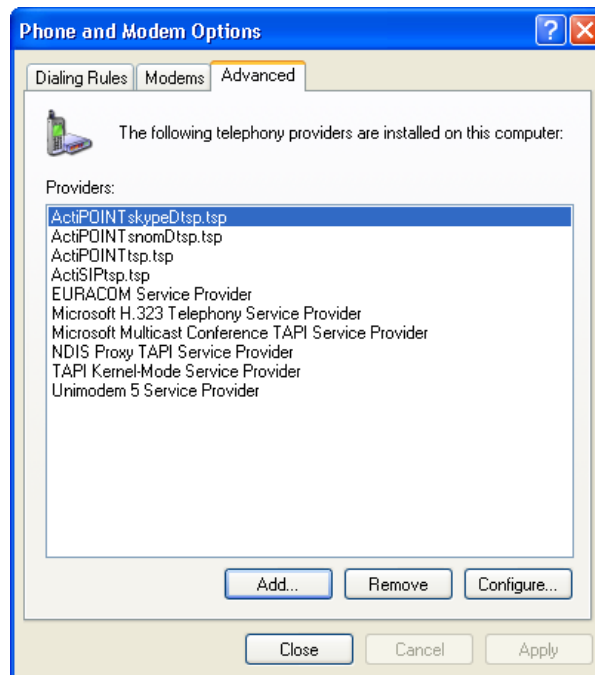
Picture 2: ‚Phone and Modem Options‘, filing card ‚Advanced‘

- Please use the button **ADD** on the index-card. There appears another dialog with a list of TSP'S which are not announced to the system yet.  
(Gehen Sie mit dem Pfeil der Maus auf den Button **ADD** bzw. **Hinzufügen** und klicken Sie bitte die linke Maustaste einmalig.)  
(Go with the arrow of the mouse on the button **ADD** and click the left mouse key once, please.)



Picture 3: Dialog ‚Add Provider‘

- Select the entry *ActiPOINTskypeDtsp.tsp*.  
(Go with the arrow of the mouse on the entry and click the left mouse key once.)
- Please operate the button **ADD** in this dialog. The dialog shuts automatically.  
(Gehen Sie mit dem Pfeil der Maus auf den Button **ADD** bzw. **Hinzufügen** und klicken Sie bitte die linke Maustaste einmalig.)  
(Go with the arrow of the mouse on the button **ADD** and click the left mouse key once, please.)
- Now the list of all TSP's already announced to the system in the previous still open dialog also carries the new entry *ActiPOINTskypeDtsp.tsp*. Close all dialogs and windows which were required for the installation. The installation of the TSP is concluded with this step.



Picture 4: ‚Phone and Modem Options‘, filing card ‚Advanced‘ 2



## Deinstallation

The deinstallation of *ActiPOINTskypeD* is described in the follower:

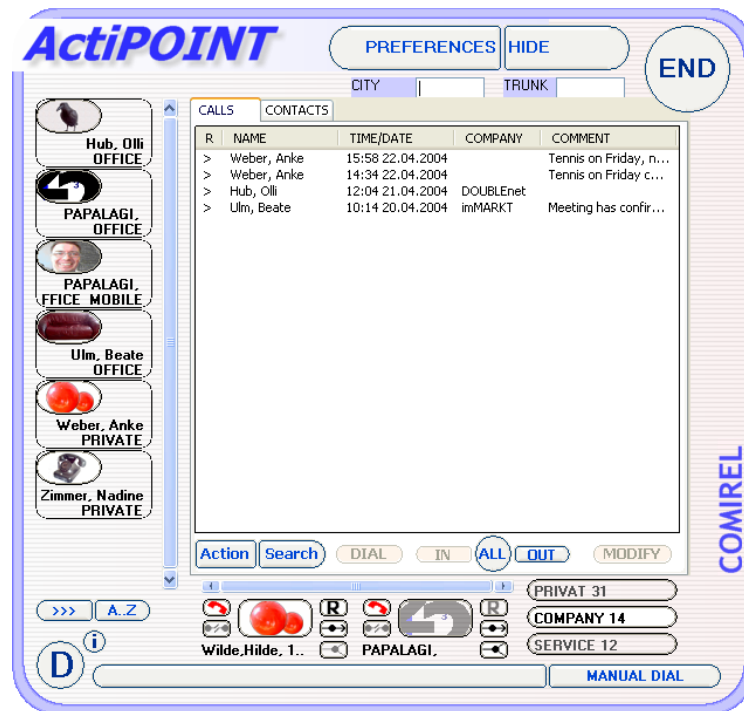
1. Click extremely on the left from the Taskbar on the button **start**. It opens the start menu to itself.
2. Windows XP user jump over this point, please. Select the menu point 'settings'.
3. Select the other menu point ,control panel'. It opens a window of the same name to itself.
4. Please, click on ,add or remove programs'. It opens another window to itself.
5. You see a list of the installed programs. Search *ActiPOINTskypeD* and click on the right side of the entry on the button **Change/Remove**. There appears another window which gives further instructions to you. Follow these instructions.
6. After a successfully deinstallation of *ActiPOINTskypeD* you close both remained windows.

The deinstallation of the TSP provided by *ActiPOINTskypeD* runs like its installation. Use the button **Remove** on the filing card ,Advanced' instead of **Add** to remove it permanently.



## Choice of ActiPOINTskypeD

To select *ActiPOINTskypeD* as an application extension to use it in *ActiPOINT*, please open *ActiPOINT*. After opening *ActiPOINT* the main window appears. If you had already calls it appears like following one:



Picture 5: Main window, filing card ,CALLS'

In the upper area the button **SETTINGS** is found. Operate this button to open the dialog 'SETTINGS'. Go on the filing card 'APPLICATIONS'

On the filing card ,APPLICATIONS' you select the application extensions you want to use. These extensions are dynamically bound to *ActiPOINT* and extend it functionally.

On this filing card a uniform procedure is offered to carry out the settings of these optional, different extensions.

Furthermore you can be carried out on this filing card the application extensions own actions.



Picture 6: Sub window ,SETTINGS', filing card ,APPLICATION'

## Specific setting of application Extension


First, choose in the area ,CONFIGURATION' of the index filing card 'APPLICATIONS' on the right beside ,application' an application module. You have to choose the entry 'skypeD'

*(The choice occurs, while you use the down pointing arrow on the right beside the text field for ,application'. Position the cursor of the mouse on this arrow and press the left mouse once. The text field automatically extends its size and indicates a list of the available application-modules. Please, go with the cursor of the mouse on the name of the desired application-module and click once the left mouse key. Now the name is shown inverted. Therefore you have selected this.)*

Select the option ,use application'.

*(Please, lead the cursor of the mouse on the small unfilled square on the left beside ,use application'. Press the left mouse key once to select this option. The small square will be filled.)*

### Tip :

 Further specific application settings can be carried out after ending and a renewed start of *ActiPOINT*.

About the button **>>> DIALOG** you reach the application-extensions own setting-dialog, if this is made available by the application-extension.



## Configuration of ActiPOINTskypeD

To configure *ActiPOINTskypeD* call up its own configuration dialog using the button >>>DIALOG in the area 'Configuration' (consider chapter 'Choice of *ActiPOINTskypeD*')



Picture 7: 'skypeD - CONFIGURATION', filing card 'BEHAVIOUR'

## Settings for the behaviour

### Settings for phone numbers (outgoing calls)

Network IP address of the phone

To initiate calls by **SKYPE Out** using the telephone network or mobile networks the phone number has to be in the canonical format.



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### Example :

A phone number like 12345678 in the German city Berlin must be written +49 30 12345678, so that **SKYPE** can use it. 49 is the country code and 30 is the local preselection number.

Is this option selected, *ActiPOINTskypeD* supplements a local phone number for example 12345678 by the missing parts like the country code and the preselection number.

### Tip :

- Further specific application settings can be carried out after ending and a renewed start of *ActiPOINT*.



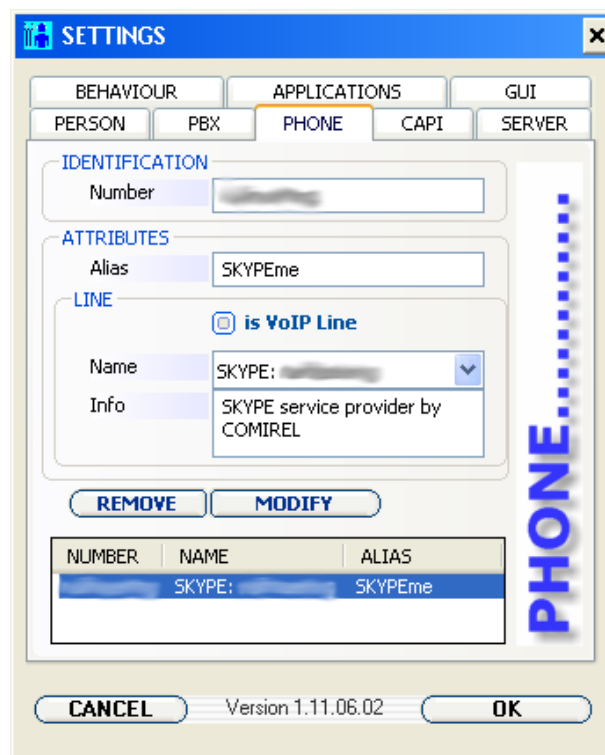
## Settings in ActiPOINT

The TAPI Line provided by the *ActiPOINT*skypeD TSP must be set up in *ActiPOINT*.

Tip :

- ✚ For the next steps the **SKYPE** client has to be started and an active **SKYPE** profile must be present.

In the main window click on the button **SETTINGS**. On the appearing settings dialog choose the index card 'PHONE'. Give for this in the area 'IDENTIFICATION' beside number your **SKYPE** handle.



Picture 8: ActiPOINT ,SETTINGS', filing card ,PHONE'

If desired you can assign an alias name to your **SKYPE** handle. This alias name is brought to the view instead of the **SKYPE** handle. Choose the option ,is VoIP line'. In conclusion, please, select the line with the name 'SKYPE: <your skype handle>'.

A click on the button **ADD** makes the **SKYPE** Line available to *ActiPOINT*. The data appears as a line in the list, which can be found below the button. After ending and a renewed start of *ActiPOINT* you can use the **SKYPE** line.



## Picture list

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