XBLUE SP2014

Skype Telephone

Safety Instructions

Please read the following instructions carefully before starting to use the SP2014.

- Always read the safety instructions carefully.
- Keep this User Manual for future reference.
- Keep the unit away from excessive humidity.
- Place the unit on a solid flat surface
- If any of the following situation arises, have the unit checked by a Service Technician:
    - The unit has been exposed to moisture.
    - The unit has been dropped and damaged.
    - The unit has obvious sign of breakage.
- Do not place the unit within 5 feet of a water source.
- Do not use the telephone in environments where there is a risk of explosions.
- Maintain the telephone in a safe, air conditioned environment.

Note: *Skype™ does not allow emergency calls such as 911 calls. Emergency calls must be made from a traditional telephone line or mobile telephone*

```
Version 1 Issue A
```

Table of Contents

1. Introduction

Thank you for purchasing the **XBLUE** SP2014 Skype Desktop telephone. This phone is designed for making calls over the Internet, using the Skype® software.

Note: *Please make sure you have a working Internet connection. XBLUE recommends connecting the SP2014 to an available port on a router.*

Package Contents

- 1 – SP2014 Skype Telephone
- 1 – Handset
- 1 – Ethernet cable
- 1 – Power adapter
- 1 – User Manual (CD Version)
- 1 – Installation guide

1. Introduction

Getting to know your SP2014 Skype Phone

Front & Rear Views
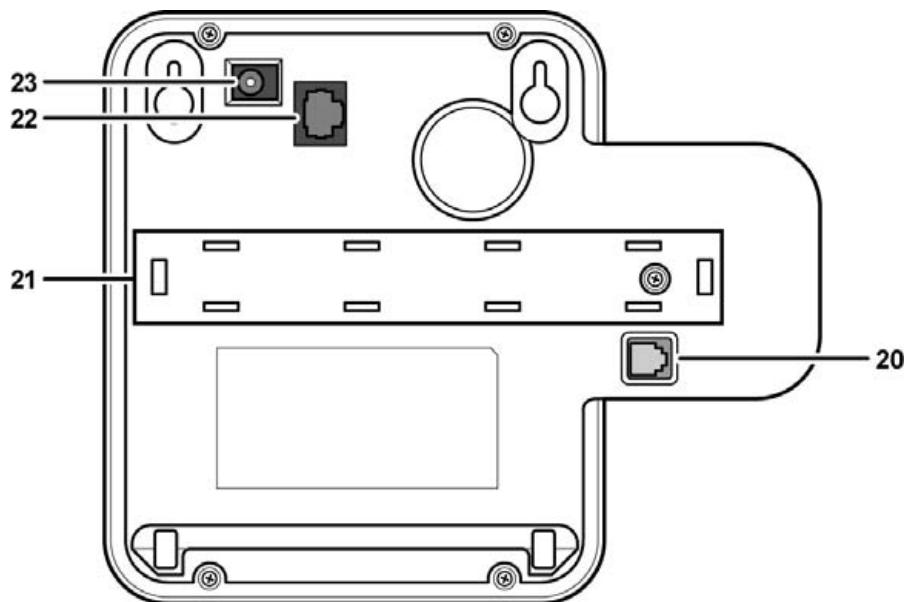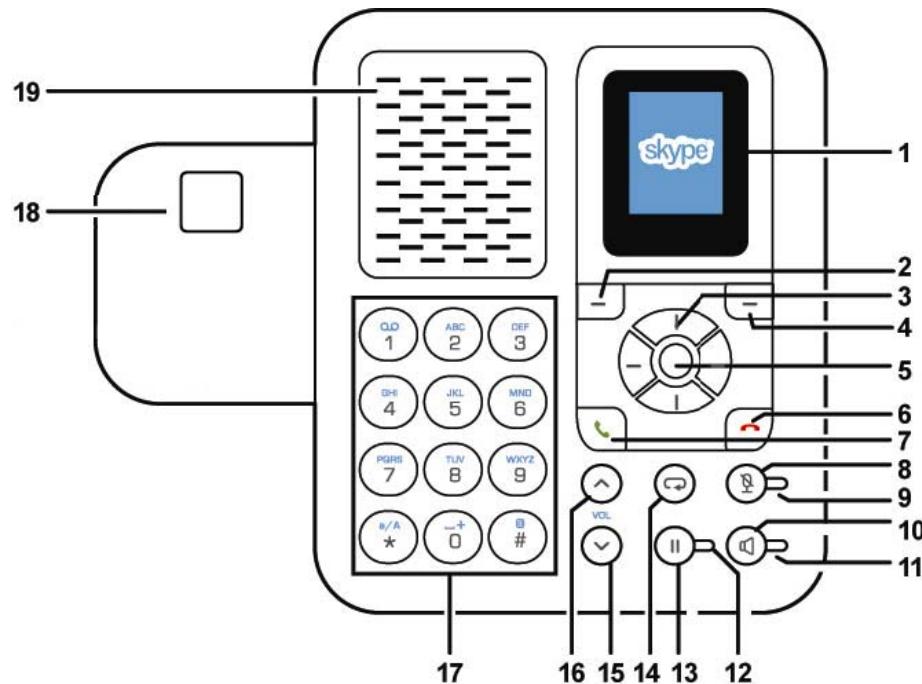
Number	Description
1	LCD screen
2	Left soft button
3	Navigation buttons
4	Right soft button
5	OK/Enter button
6	End button
7	Call button
8	Mute button
9	Mute LED
10	Speaker button
11	Speaker LED
12	Pause LED
13	Pause button
14	Return button
15	Volume down button
16	Volume up button
17	Alphanumeric keypad
18	Hook switch
19	Hands-free speaker
20	Handset (RJ9) jack
21	Compartment
22	Ethernet (RJ45) jack
23	Power Jack

Alphanumeric Keypad

Refer to the table below when using the alphanumeric keypad. When entering usernames or passwords, you can press the key to toggle between numbers (123), lower case (abc) and upper case (ABC) characters.

Key	Lower Case (abc)	Upper Case (ABC)
1	1 . , ? ! - _	1 . , ? ! - _
2	a b c 2	A B C 2
3	d e f 3	D E F 3
4	g h i 4	G H I 4
5	j k l 5	J K L 5
6	m n o 6	M N O 6
7	p q r s 7	P Q R S 7
8	t u v 8	T U V 8
9	w x y z 9	W X Y Z 9
0	[Space] and 0	
*	Toggle between: Numerical, Lower and Upper Case	
#	Special character selection	

2. Hardware Installation

Follow the steps below to install the SP2014 Skype phone.

1. Mount the stand on the back of the phone, as shown.
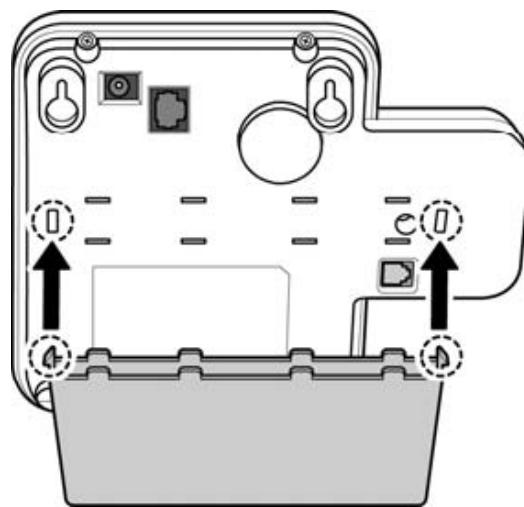
2. Connect the handset to the handset (RJ9) jack on the back of the phone, as shown.

3. Connect one end of the supplied Ethernet cable to the Ethernet (RJ45) jack on the back of the phone. Connect the other end to the network router.

4. On the back of the phone, connect the power adapter to the phone's power jack and then plug the other end into a standard 110 VAC power outlet.

3. Setting up the phone

When the phone is powered up for the first time, you will need to select which language that the phone will use, accept the Skype™ agreement and then sign into your existing, or create a new Skype account.

Select Language

- Press the navigation button up or down to select the language to be used by the user interface.
- Press the left soft button to select.

Accept Agreement

- Press the navigation button down to read the agreement.
- Press the left soft button to accept.

Sign in to Skype

You can configure your phone with an existing Skype account, or you can register a new account (refer to **Create New Account**).

Login with an Existing Account
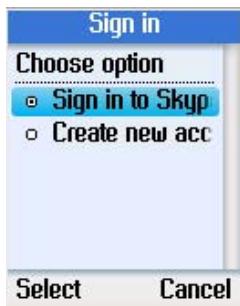
- Use the navigation button to select **Sign in to Skype**.
- Press the left soft button to select.

- Enter your Skype account name using the alphanumeric keypad. (refer to Alphanumeric Keypad)
- Press the left soft button to continue.

- Enter your Skype password using the alphanumeric keypad. (refer to Alphanumeric Keypad)
- Press the left soft button to continue.

- Press the left soft button to save the user name and password, and select "Yes" to have the phone automatically log into your Skype Account.
- Press the right soft button if you don't want to save the password.

Note: *When you select to save the user name and password, the phone will automatically sign into your account every time it is powers up. After you select to save the account information for automatic sign in, you return to the main screen.*
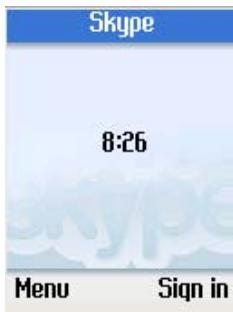
If you select not to save the account information, you will go to the Menu Screen. (Refer to Menu Screen)

Create New Skype Account

Sign in Choose option ⊙ Sign in to Skyp ○ Create new acc Select Cancel	• Use the navigation button to select "**Create new account"**. • Press the left soft button to select.
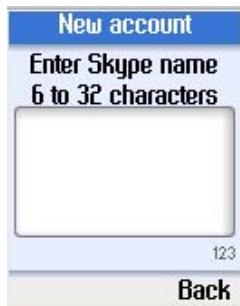
New account Enter Skype name 6 to 32 characters 123 Back	• Enter a unique Skype user name of 6 to 32 characters using the alphanumeric keypad. (refer to <u>Alphanumeric Keypad</u>) • Press the left soft button to continue.

Password Please repeat your password 123 Back	• Using the Alphanumeric Keypad, (refer to <u>Alphanumeric Keypad</u>), enter a password of 4 to 20 characters. • Press the left soft button to continue.

- Using the Alphanumeric Keypad, (refer to Alphanumeric Keypad), enter the password again.
- Press the left soft button to continue.

Note: *Please keep your Skype user name and password in a save location.*

4. Main Screen

The following screen is displayed after successfully logging into your Skype ™.

Press the left soft button to enter the **Menu**, or press the right soft button to enter **Contacts**.

5. Menu Screen

From the main display press the left soft button, labeled Menu, to enter the programming mode or press the right soft button, labeled Contacts, to review your Contacts, or place a call.

- **Contacts:** Browse your Skype contacts. (Refer to Contacts)

- **History:** View your missed calls, incoming and outgoing calls, Voice Mail, and contact requests. (Refer to History)

- **Status:** Change your Skype status (*Offline*, *Online*, *Skype Me*, *Away*, *Not Available*, *Do Not Disturb*, or *Invisible*). (Refer to Change Status)

- **Add contact:** Add Skype users or "SkypeOut™" numbers to your contact list. (Refer to Add a contact)

- **Search:** Search for Skype users. (Refer to Search)

- **Services:** Displays information about your Skype account, such as credit balance, "SkypeIn™" account, and your Skype Voicemail. (Refer to Services)

- **Settings:** Change Time and Date, Tones, Network settings, Call divert, display properties, etc. (Refer to Settings)

6. Contacts

Your Skype contacts are stored in your Skype account. Therefore, when you log into your existing Skype account, all of your contacts will automatically be downloaded to the phone's contact list.

Call a Skype Contact

From the main menu, press the right soft button to open your contacts list. From the contacts list you can edit contacts or place a call.

- A list of your Skype contacts appears.

- Press the left soft button to select **Options**.

- Use the center navigation button to select **Call**.

- Press the left soft button to select.

- Lift the handset and press the green start button to place a call to the selected contact.

- To end the call, hang up the handset and press the end call button.
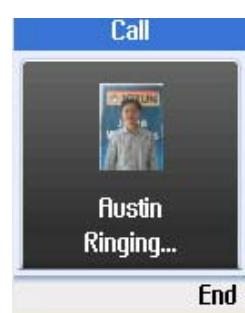
Note:
If you do not lift the handset, the phone will automatically go to hands-free mode.

7. Send Voice Mail

Use this option to send a voicemail message to the selected contact.

- From the main display, press the right soft button to open the contacts list or enter the Menu and select **Contacts**.

- A list of your Skype contacts appears.

- Press the left soft button to select **Options**.

- Use the navigation button to select **Send Voicemail**.

- Press the left soft button to select.

Note:
Skype voice mail may not be offered free. Check www.skype.com/products for more information about the voicemail feature.

View Profile

- Go to **Contacts**, use the navigation button to select the contact to be viewed.

- Press the left soft button to select **Options**.
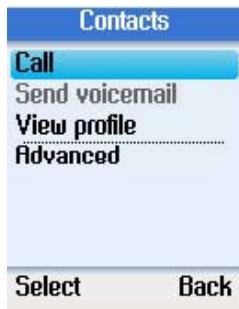
- Use the navigation button to select **User Profile**.

- Press the left soft button to select.

- Use the navigation button to review the contacts information.

Advanced Options

The advanced options menu enables you to rename, remove, block/unblock, or add a contact.

- Go to **Contacts**, use the navigation button to select the contact to be viewed.

- Press the left soft button to select **Options**.

- Use the navigation button to select **Advanced**.

- Press the left soft button to continue.

- Use the navigation button to select **Advanced**.

- Press the left soft button to continue.

Rename a Contact

- Use the navigation button to select **Rename** in Advanced Options.

- Press the left soft button to continue.

- Enter a new name for the contact using the alphanumeric keypad (Refer to Alphanumeric Keypad)

- Press the left soft button to confirm.

Remove a Contact

- Use the navigation button to select **Remove** in Advanced Options.

- Press the left soft button to continue.

- You can select to remove and block a contact, or just remove a contact without blocking them.

Block/ Unblock a Contact

Advanced
Rename
Remove
Block / unblock
Request details
Add a contact

Select   Back

- Use the navigation button to select **Block/unblock** in Advanced Options.

- Press the left soft button to continue.

- You can select to block or unblock the selected contact.

Request Contact Details

Advanced
Rename
Remove
Block / unblock
Request details
Add a contact

Select   Back

- Use the navigation button to select **Request details** in Advanced Options.

- Press the left soft button to continue.

- You can select a contact and send a text message as a request to the user to view his/her status or profile.

Add a Contact

Advanced
Rename
Remove
Block / unblock
Request details
Add a contact

Select   Back

- Use the navigation button to select **Add a contact** in Advanced Options

- Press the left soft button to continue.
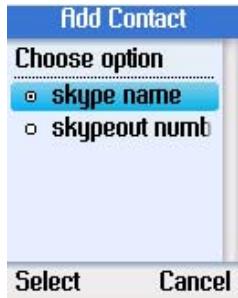
- Use the navigation button to select to add a contact by **Skype name** or **SkypeOut** number.

- Press the left soft button to select.

- To add a contact by Skype name, enter the user name using the alphanumeric keypad. (refer to alphanumeric keypad)

- Press the left soft button to continue.

- To add a contact by SkypeOut number, enter the number using the alphanumeric keypad. (refer to alphanumeric keypad)

- Press the left soft button to continue.

8. History

- Press the left soft button to enter the Menu.

- Use the navigation button to select **History**.

- Press the left soft button to enter the History menu.

- Use the navigation button to select an option, and then press the left soft button to select.

The following options are available in the History menu.

Option	Description
All calls	View all calls
Missed calls	View missed calls
Incoming calls	View incoming calls
Outgoing calls	View outgoing calls
Voicemails	View voicemails
Contacts request	View contacts request

9. Status

- Press the left soft button to enter the Menu.

- Use the navigation button to select **Status**.

- Press the left soft button to enter the Status menu.

- You can change your Skype status, define mood message, select **My profile** details which is shown to other users, switch user, or sign out of Skype™.

Change Status

- Use the navigation button to select **Change status**.

- Press the left soft button to continue.

- Use the navigation button to select *Offline*, *Online*, *Skype me*, *Away*, *Not available*, *Do not disturb*, or *Invisible*.

- Press the left soft button to select.

Mood Message

You can enter a message about yourself to be displayed to all your contacts.

- Use the navigation button to select **Mood message**.

- Press the left soft button to continue.

- Enter your mood message using the alphanumeric keys. (refer to alphanumeric keypad)

- Press the left soft button to confirm.

Select My Profile

Select the details to be displayed to all of your contacts as well as the private details which will be shown to others Skype users.

Select Details to be shown

- Use the navigation button to select **Details shown to all**.

- Press the left soft button to continue.

- Use the navigation button to select an item

- Press the left soft button to continue.

- You can select to show Skype name, full name, gender, birth date, country/region, state/province, city, language, etc. to other contacts.

Private Details

My profile **Details shown to all** Private details Select Back	• Use the navigation button to select **Private details**. • Press the left soft button to continue.

Private details **E-mail** **snowin@126.com** E-mail chana@auwh.com Select Back	• Select the private details that will be displayed to your contacts.

Switch User

- Use the navigation button to select **Switch user**.

- Press the left soft button to continue.

- Press the left soft button to save your password on the device or the right soft button not to save.

- After signing out, enter a new Skype user name or use the navigation button to select an existing user on the list.

- Press the left soft button to sign in.

9. Status

Sign out

- Use the navigation button to select **Sign out**.

- Press the left soft button to continue.

- Press the left soft button to confirm sign out.

10. Search

You can search for a Skype contact by entering the name or email address of the Skype user.
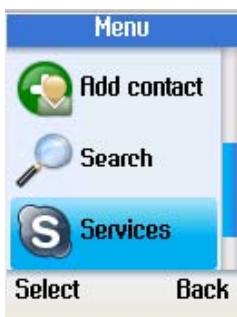
- Press the left soft button to enter the Menu.

- Use the navigation button to select **Search**.

- Press the left soft button to continue.

- Enter the name or e-mail address using the alphanumeric keypad. (refer to alphanumeric keypad)
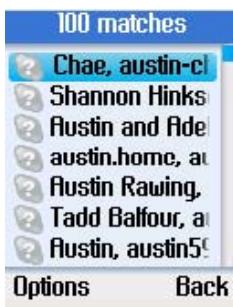
- All of the names that match the entry will be displayed. If more than one match is found, use the navigation button to select the correct contact.

- Press the left soft button to continue.

10. Search

Search
Add to contacts
View profile
Call
Search again

Select   Back

- Use the navigation button to select **Add to contacts** (add user to contact list), **View profile** (view the user's profile), **Call** (call the user), or **Search again** (search one more time).

11. Services

You can view your Skype credit balance, your SkypeIn account, and Skype Voicemail. If the services are not active, or you need to buy extra credit, go to http://www.skype.com for details.
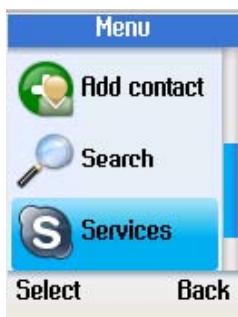
- Press the left soft button to enter the Menu.

- Use the navigation button to select **Services**.

- Press the left soft button to continue.

- Use the navigation button to select **Skype Credit**, **SkypeIn**, or **Skype Voicemail**.

12. Settings

- Press the left soft button to enter the Menu.

- Use the navigation button to select **Settings**.

- Press the left soft button to continue.

- You can configure the general settings, set call divert, change the date and time, etc.

General Settings

In the General settings menu, you can change your Skype password, set automatic sign in, change language of user interface, update software, or reset the phone.

Change Password

General settings
Change password
Auto sign in
Language
Software updates
Reset

Select   Back

- Use the navigation button to select **Change password**.

- Press the left soft button to continue.

Password
Enter your old password

ABC

Ok   Back

- Enter the old password using the alphanumeric keypad. (refer to alphanumeric keypad)

- Press the left soft button to continue.

Password
Enter a password 4 to 20 characters

ABC

Ok   Back

- Enter a new password of 4 to 20 characters.

- Press the left soft button to continue.

- Enter the password again, using the alphanumeric keypad. (refer to alphanumeric keypad)

- Press the left soft button to confirm.

Auto Sign in

You can select to have your Skype phone automatically sign in or let the phone prompt you for your username and password every time it is powered on.

- Use the navigation button to select **Auto sign in**.

- Press the left soft button to continue.

- Select automatic sign in or prompt for password.

- Press the left soft button to confirm.

Language

General settings	• Use the navigation button to select **Language**.
Change password	
Auto sign in	• Press the left soft button to continue.
Language	
Software updates	
Reset	
Select Back	

Language	• Use the navigation button to select the language that you would like to use.
Select the language	
⊙ **English**	• Press the left soft button to confirm.
○ **Brazilian Portug**	
○ **Chinese Simpli**	
○ **Chinese Traditi**	
○ **Danish**	
○ **Dutch**	
Select Cancel	

Software Updates

General settings
Change password
Auto sign in
Language
Software updates
Reset
Select   Back

- Use the navigation button to select **Software updates**.

- Press the left soft button to continue.

General settings
Change password
Auto sign in
Language
Software updates
Reset
Select   Back

- Use this option to update the software automatically. To use this option, make sure that you have checked for the automatic software updates via **Settings> Advanced> Software updates.**

Reset

General settings

Change password
Auto sign in
Language
Software updates
Reset

Select   Back

- Use the navigation button to select **Reset**.

- Press the left soft button to continue.

Reset

What do you want
to reset?
⊙ Reset all
○ Keep network s

Select   Cancel

- Select **Reset all** to reset all phone settings, or select to reserve the network configurations and reset other settings.

12. Settings

Call Divert

In the Call Divert menu, to choose where to divert your calls when they go unanswered.

Call Forwarding

Use the navigation button to select Call Forwarding.

Press the left soft button to continue.
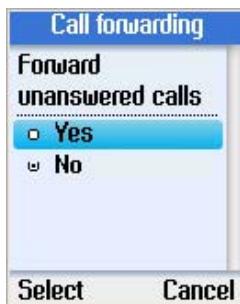
Select **Yes** to forward unanswered calls to a Skype name.

Press the left soft button to continue.

Note: *Skype voice mail may not be free.*
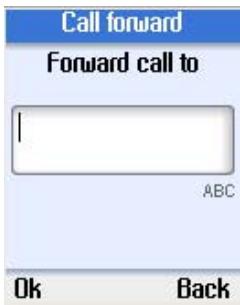
- Enter the Skype name using the alphanumeric keypad. (refer to alphanumeric keypad)

- Press the left soft button to confirm.

Forward to Voice Mail

- Use the navigation button to select **Voice mail**.

- Press the left soft button to continue.
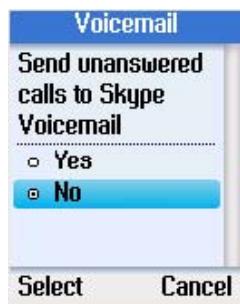
- Select **Yes** to forward unanswered calls to Skype voice mail.

- Press the left soft button to continue.

Set Welcome Message

- In Call divert menu, use the navigation button to select **Welcome message**.

- Press the left soft button to continue.

- Record your voice message.

Privacy

In the Privacy menu, you can configure privacy settings for Skype or SkypeIn ™ calls, and block and/or remove users.

Set Allowed Calls

- Use the navigation button to select **Calls**.

- Press the left soft button to continue.

- Select allow calls from anyone, only contacts on your list, or specified contacts.

- Press the left soft button to confirm.

SkypeIn Calls

<table>
<tr>
<td>
Privacy

Calls
Skypeln calls
Blocked users

Select   Back
</td>
<td>

- Use the navigation button to select **SkypeIn Calls**.

- Press the left soft button to continue and set the allowed SkypeIn calls.

</td>
</tr>
</table>

Blocked Users

<table>
<tr>
<td>
Privacy

Calls
Skypeln calls
Blocked users

Select   Back
</td>
<td>

- Use the navigation button to select **Blocked Users**.

- Press the left soft button to continue and browse the information of the blocked users.

</td>
</tr>
</table>

Tones Setting

In the Tones Setting menu, you can set the incoming call alert, ring tone, volume, notification tones, and keypad tones.

Incoming Call Alert

- Select **Tones** in Settings.

- Press the left soft button to continue.

- Use the navigation button to select Incoming call alert.

- Press the left soft button to continue.

Call alert

Select Alert type

- ⊙ Ringing
- ○ Ring once
- ○ Beep once
- ○ Off

Select | Cancel

- Select ringing (continuously), ring once, beep one, or turn off the ringing tone.

Ring Tone

Tones

Incoming call alert
Ringing
Ring tone
Bubbly
Ring volume
3

Select | Back

- Use the navigation button to select **Ring tone**.

- Press the left soft button to continue.

Ring tone

Bubbly
Sing-a-long
Medley

Select | Back

- There are three preset ring tones. Use the navigation button to select your desired ring tone.

Ring Volume

Tones **Incoming call alert** Ringing **Ring tone** Bubbly **Ring volume** 3 Select Back	• Use the navigation button to select **Ring volume**. • Press the left soft button to continue.

Ring volume Ring volume level OK Back	• Use the navigation button to adjust the volume level. • Press the left soft button to confirm.

Notification Tones

- Use the navigation button to select **Notifications tones**.

- Press the left soft button to continue.

- Use the navigation button to select on or off.

Set Keypad Tones

- Use the navigation button to select **Keypad tones**.

- Press the left soft button to continue.

- Use the navigation button to select on or off.

Time and Date

In the Time and Date menu, you can configure time, date, and time zone.

- Select Time and Date in the Settings menu.

- Use the navigation button to select time, time zone, daylight savings, time format, time separator, date, date format, and date separator.

- Press the left soft button to configure each setting.

Manage Blocked Users

- Select **Manage blocked users** in the Settings menu.

- Press the left soft button to continue. You can browse the information of the blocked Skype contacts.

Network

In the Network menu, you can configure the network connection type, IP address, subnet mask, default gateway, and DNS information of the phone.

Set Network Type

- Select **Network** in Settings.

- Press the left soft button to continue.

- Select DHCP, Static IP, PPPoE, or PPPoE Static IP for the network connection method used by the phone.
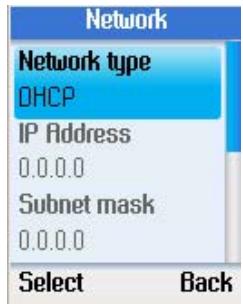
- Unless you are using DHCP, you must enter your IP address, subnet mask, gateway, primary and secondary DNS addresses.

Phone Settings

In the Phone settings menu, you can adjust the brightness setting of the phone display and the screen timeout. Time out is the length of time that the telephone must be idle before the display shuts off.

Brightness

- Use the navigation button to select the desired **Brightness**.

- Press the left soft button to continue.
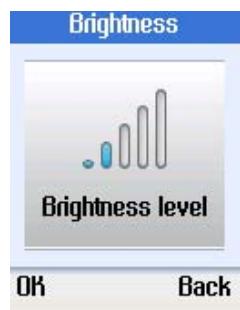
- Use the navigation button to adjust the brightness level.

Timeout

Phone settings Brightness **Time out** Select Back	• Use the navigation button to select **Timeout**. • Press the left soft button to continue.

Time out Select screen time out ⊙ 1 min ○ 2 min ○ 3 min ○ 5 min Select Cancel	• Use the navigation button to select the desired time **1**, **2**, **3**, or **5** minutes, before the screen times out and the display shuts off.

Information

- Select **Information** in Settings.

- Press the left soft button to continue.

Press the navigation button up and down to view the information including serial number of the phone, product ID, software version, hardware version, MAC address, and copyright.

Advanced

In the Advanced settings menu, you can update software, and configure network proxy and Skype ports.

Software Updates

- Use the navigation button to select **Software updates**.

- Press the left soft button to continue.

- Use this option to automatically check for software updates.

Network Proxy

Advanced

Software updates
Network proxy
Skype ports

Select   Back

- Use the navigation button to select Network Proxy.

- Press the left soft button to continue.

Network Proxy

Proxy type
Host
Port
Authentication
User name
Password

Select   Back

- Configure the proxy type for your phone. You can select No proxy, HTTPS, or SOCKS5. When HTTPS or SOCKS5 is selected, you can enter the host name and port number, and select to enable or disable the proxy authentication.

Skype Ports

Advanced

Software updates
Network proxy
Skype ports

Select   Back

- Use the navigation button to select **Skype ports**.

- Press the left soft button to continue.

- Configure the port number for incoming connections and the alternative port numbers.

Notes:

www.xbluenetworks.com

Part Number: SP2014-D