Making a Skype Call with Skype TX

1. In the TV Gallery, switch to the Quicklink PC on the gallery KVM system by typing Ctrl Ctrl (Ctrl key twice in a row) then selecting Quicklink from the list; the KVM will take a few seconds to switch over to the Quicklink PC

2. Find and launch the Skype TX application if it's not already running:

3. The main interface looks like this:
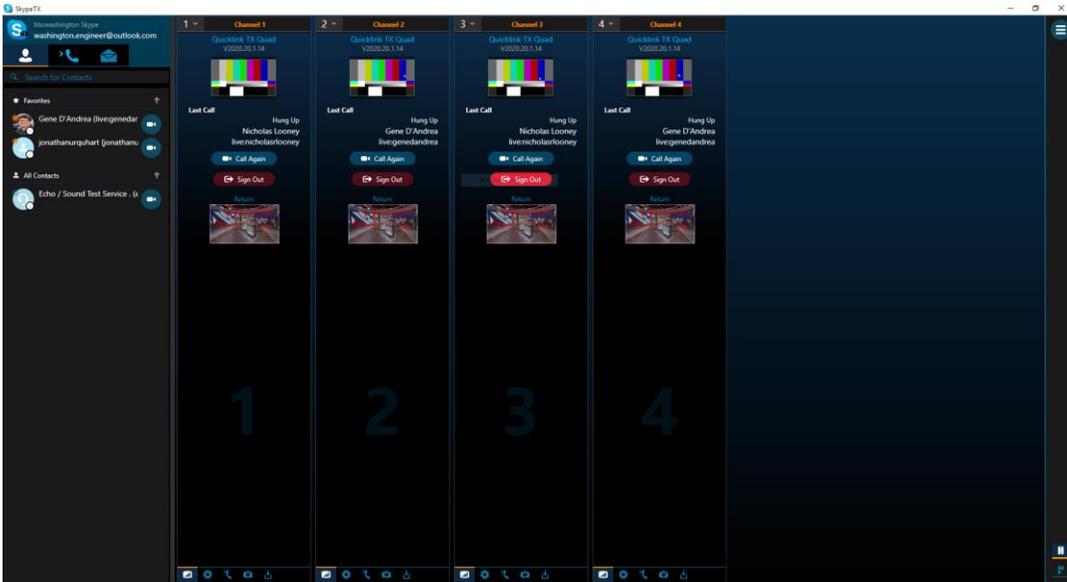
4. Add the guest as a contact by searching for their account name in the upper left box labeled "Search for Contacts". If their name doesn't come up as expected, try adding "live:" in front of the username. NB: Skype for Business contact do not work – guests need to use regular Skype!
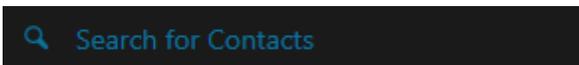
5. When you've found the right person, click the purple Add button and a message box will come up. Edit the message if desired and click "Send Request"

6. When the contact accepts the request, you'll see their online status and can click the blue camera icon next to their name to initiate a call:

7. Click on any available (green, says "Ready") Skype channel:

8. Skype should then connect the call and it will be available on BNCS to route to the desired destination

9. On a gallery BNCS panel, find the Skype incoming line under Incoming Lines 2 > Skype 1/2/3/4 and route it to the desired OS, either Gallery OS or Radio Cub OS 1-2/3-5

10. If the guest needs a return feed of the show or presenter, this can be routed on the gallery BNCS panels under the destination section Skype > Skype 1/2/3/4

11. Turn on the clean feed as the last thing; **this is important** otherwise the guest will get a bad audio feed back to them

12. If you are in the TV gallery or radio cubicles, you can talk to the guest via the OS xx button on the Clear-Com or DHD intercom panel

13. When you are done with the call, click the maroon hang-up button on the active Skype channel within the Skype TX window:

14. In BNCS, turn off the clean feed and clear any routes as per normal procedures