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## About Skype for Business Integration

Skype for Business Integration with MegaPath Hosted Voice provides an award-winning, carrier-grade Voice over IP telephone system integrated with your Skype for Business client. It supports HD Voice and Video calling outside your Skype for Business network, so you can call telephone numbers outside your organization as well as your Skype for Business internal contacts.

It offers complete integration with Microsoft Office 365 or server-deployed Skype for Business so you can use Microsoft Outlook to receive voice and fax messages, and click-to-call numbers from your Outlook contacts and email signatures. You can also click-to-call numbers on web pages and in documents. MegaPath's Skype for Business Integration gives you the convenience of using a MegaPath desk phone and the Skype for Business client interchangeably.

More than 50 advanced features are included to foster individual and team productivity and mobility. These features include:

- › Voicemail delivered as email (audio file, transcription of voice message, or both), if enabled by your voice administrator
- › Self-service call forwarding
- › Mobility tools that let you use your business number on any device or phone
- › Powerful, self-service portal for managing users, services, phone equipment, and support requests, as well as online bill pay

Optional business features provide a superior, enterprise-class calling experience for both users and callers. Examples include:

- › Automated attendant / receptionist
- › Hunt groups
- › Toll-free numbers
- › Call recording
- › Call center

## About this Guide

This guide covers the Voice and Video telephony components of MegaPath Skype for Business Integration. It does not cover how to use other features of Skype for Business.

## Getting Started

This section contains the essential information for getting started with Skype for Business Integration.

### Install on a Desktop

1. The Desktop client is available at: [megapath.com/support/voice/software/](http://megapath.com/support/voice/software/).
2. Run the .exe file and then follow the installation prompts.
3. Start the MegaPath One Client.
4. The client asks for a user name and password. For this, use your ["phonenumber"@megapathvoice.com](mailto:phonenumber@megapathvoice.com) and your MegaPath password supplied to you during provisioning. Note: this is the same password you use for MegaPath Voice Manager.

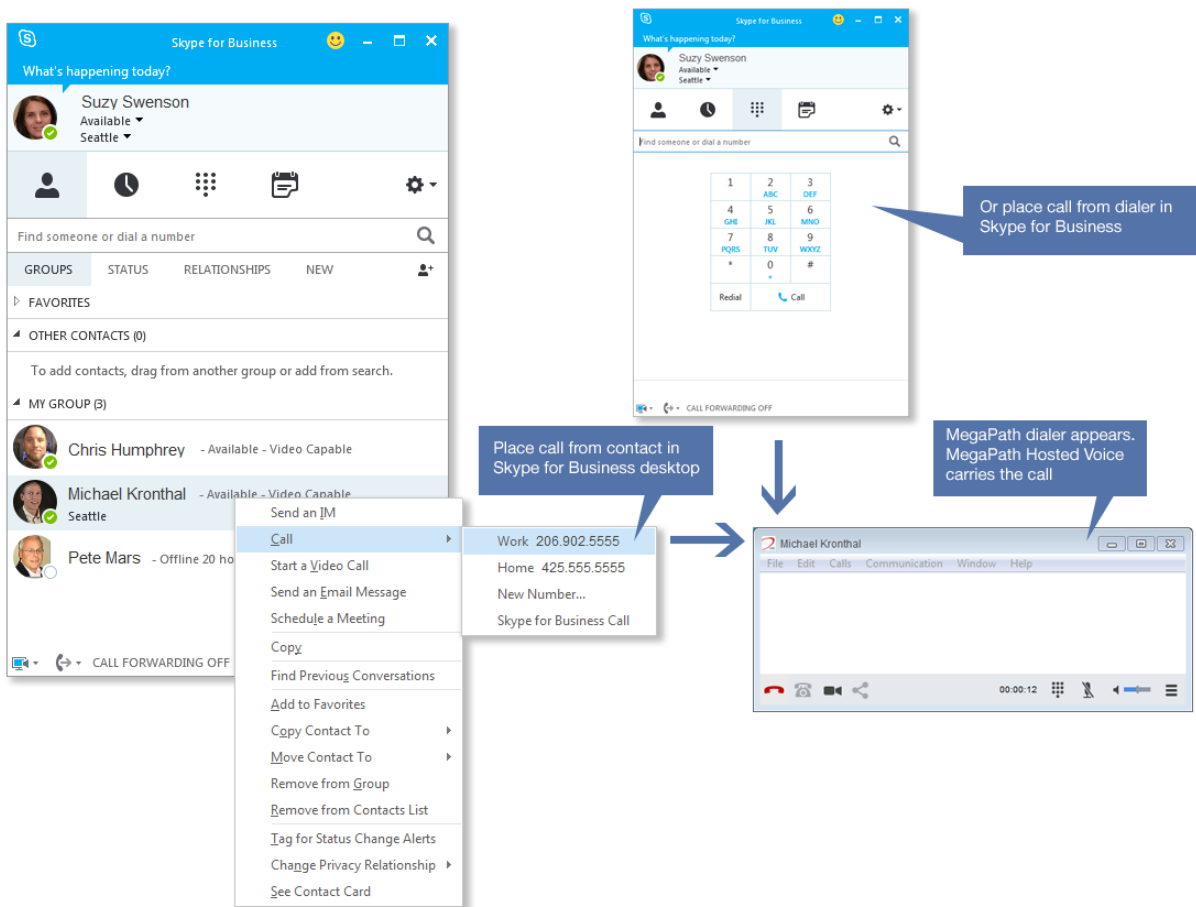
## Place a Call







### From a Contact

1. Right click on the contact.
2. Select Call.
3. Select the number you wish to dial.
4. The MegaPath dialer opens and places the call.
5. Click the red phone icon to hang up.

### From the Dial Pad

1. Open the Dial Pad.
2. Dial the number you wish to call.
3. The MegaPath dialer opens and places the call.
4. Click the red phone icon to hang up.



MegaPath Dialer	
Icon	Meaning
	Call control (hang up)
	Make a video call
	Open the Dial Pad
	Mute your microphone
	Adjust volume
	More options

## Place a Video Call

### From a Contact

1. Right click on the contact.
2. Select Start a Video Call.
3. The MegaPath dialer opens and initiates the video call.
4. Click the red phone icon to end the video session.



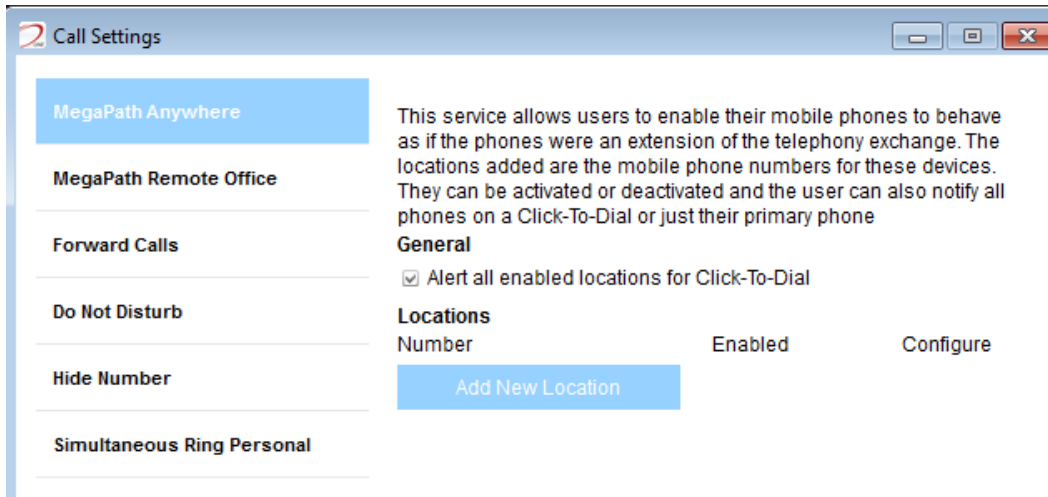
Video Call

## Call Settings

You can manage certain features of your MegaPath Hosted Voice service from within the Skype for Business desktop client:

- › MegaPath Anywhere
- › MegaPath Remote Office
- › Call Forwarding
- › Do Not Disturb
- › Hide Number (Calling Line Identification Presentation [CLIP]/Calling Line Identification Restriction [CLIR])
- › Simultaneous Ring Personal

These features are described below.



## MegaPath Anywhere

MegaPath Anywhere simplifies communications for on-the-go users and remote users by extending the features of a desk phone to any other fixed or mobile device, regardless of the network or handset manufacturer. Callers dial one number and can reach you on any phone the user chooses. A desk phone, cell phone, and/or a soft phone may ring simultaneously.

Enjoy voice call continuity with the ability to move live calls from one device to another without hanging up.

Add locations (numbers) that can be used in the service via the **Add New Location** button. Use the *Alert all locations simultaneously* check box to activate parallel ringing.

The *Diversion inhibitor* check box prevents a call ending up as a voice mail, which can be problematic in, for example, conference call situations.

Select *Answer Confirmation* to receive a separate audio prompt when answering a call from that number (location). It may be useful in cases where, for example, mobile numbers are being used to prevent incoming calls going to mobile voice mail since the call will be ended without going to voice mail if the answer confirmation is not provided.

Select the *Call Control* check box to enable the server platform to provide mid-call services such as Call Transfer and Conferencing for that number (location).

## MegaPath Remote Office

This service allows the use of any phone as the office phone from a charging and numbering perspective. For instance, a hotel room phone can be used as the office phone.

Enable Remote Office by clicking the Edit icon and specify a phone number to be used as the Remote Office number.

## Forward Calls

Enter a number to which your calls should be forwarded. Different variants of call forwarding are supported, such as forwarding always, forwarding when busy, and forwarding when you cannot answer or when you are unreachable.

## Do Not Disturb

When you activate this service, all calls are typically blocked by the server and sent to voice mail. Enable this service by clicking the *Enable* check box.


## Hide Number

You can hide or display your number when calling or communicating with other parties or contacts. Hide your number by clicking the *Enable* check box. To show your number, set this to *Disable*.

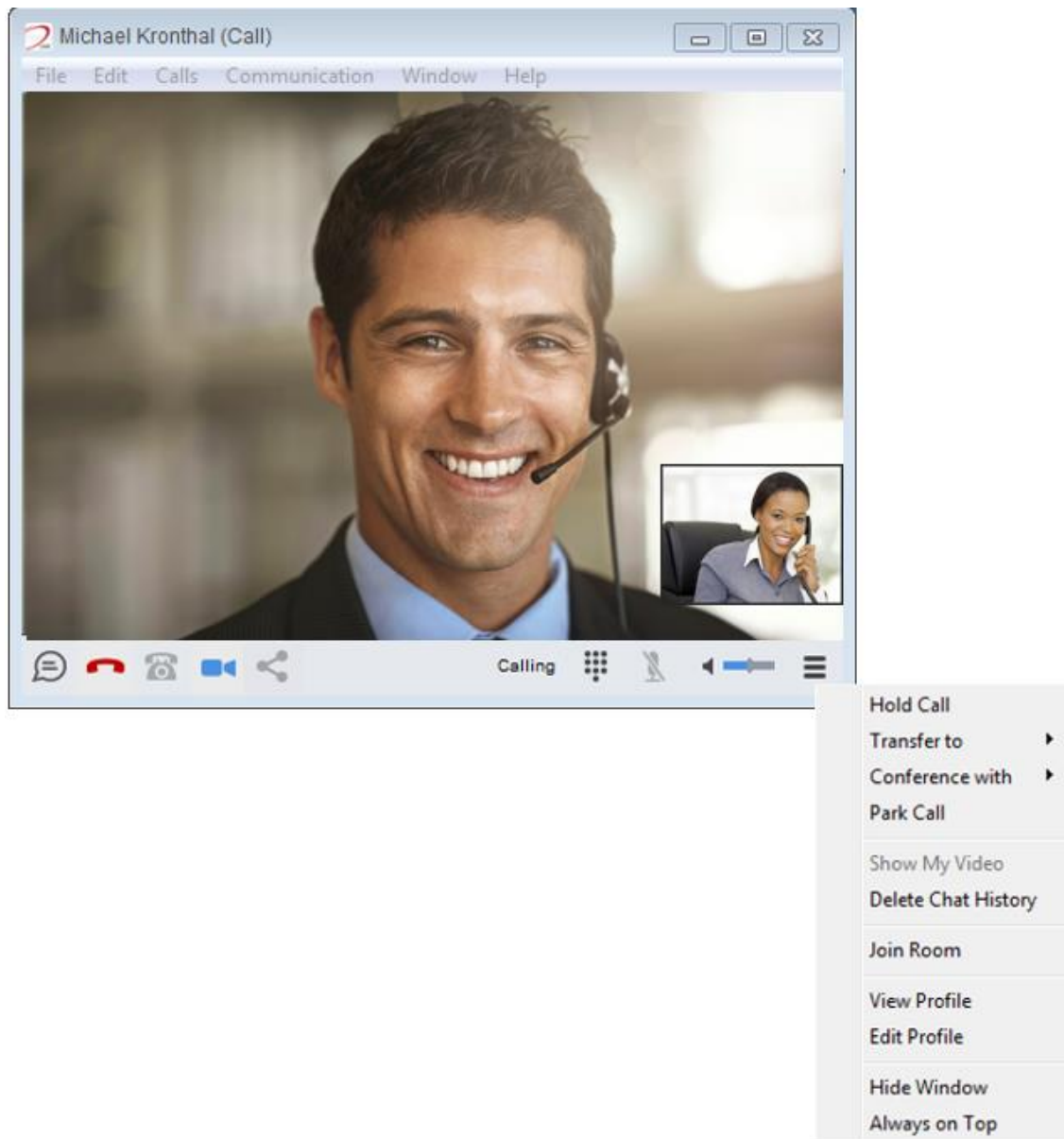
## Simultaneous Ring Personal

Add up to ten additional numbers that you would like to ring in addition to your primary number when you receive a call. In addition, specify whether you want answer confirmations. This service is an older variant of MegaPath Anywhere.

## In-Call Management

During an audio or video call, in the *Options* menu  there are the following options:

- › Put the call on hold.
- › Transfer a call to a third party.
- › Add participants to the call.
- › Park call.
- › Hide your own video.





## Adjust Desktop Client Microphone and Loudspeaker Settings

In the desktop client, to choose an audio device, click File (under the MegaPath One logo). Select Preferences, then select the Audio tab.

You can also select a different default audio device in Windows using the Control Panel.

