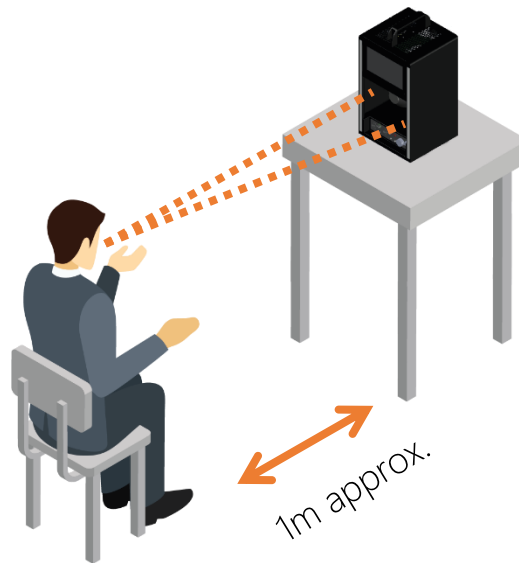


Skype-in-a-box

Quick User Guide

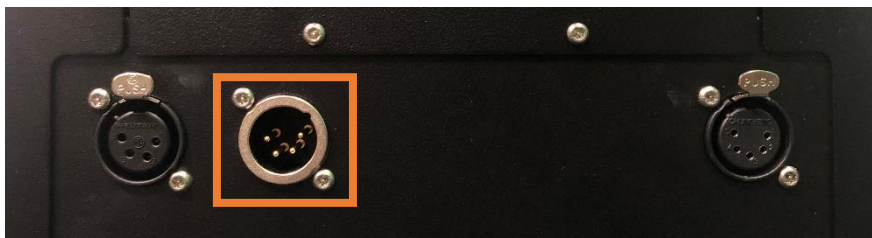
1

Place the unit on a flat surface with your chair roughly 1m away. Take a seat and ensure the camera of the ST500 is at eyelevel.



2

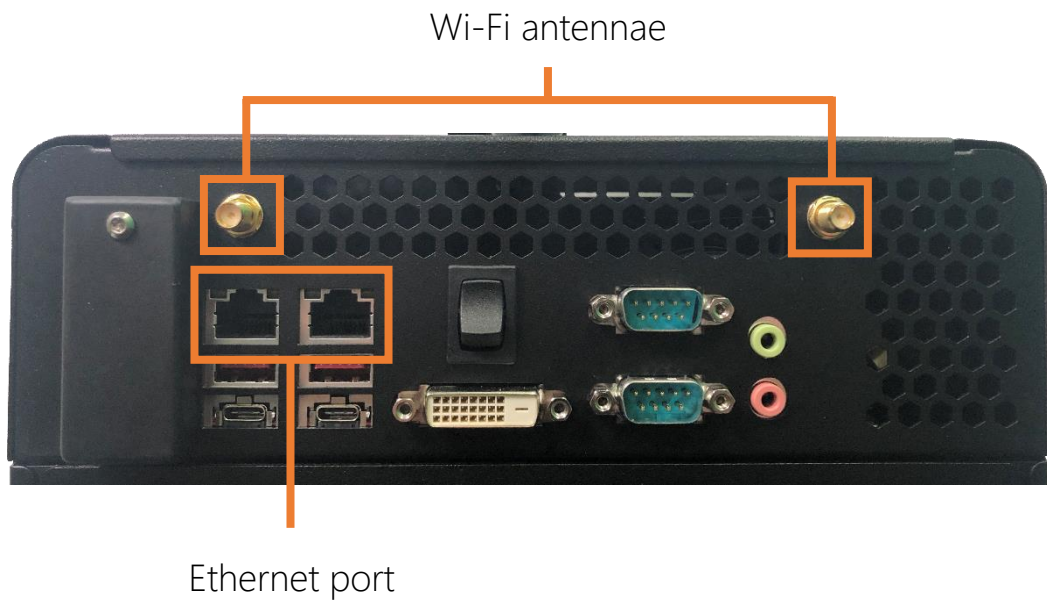
On the rear of the ST500, plug the power cable into the power port as shown below.



3

Connect an Ethernet cable into Ethernet port as shown below.

Please note: if you plan to use Wi-Fi, connect the two antennae supplied then configure using the menu. This is detailed in the full user manual.



4

Now turn the unit on by pushing the power switch.



5

Moving to the front of the ST500 unit, plug the microphone supplied into Mic 1 port as shown below.



Ensure that the red button is turned on, if not, please press to turn on.



Talk into the microphone, ensuring there is a green light flashing when you speak. If this is not flashing, please increase the microphone level until the light flashes green. If the light is flashing red, please decrease the microphone level until the light flashes green.



6

Plug in the earpiece supplied into the headphone port as shown below.

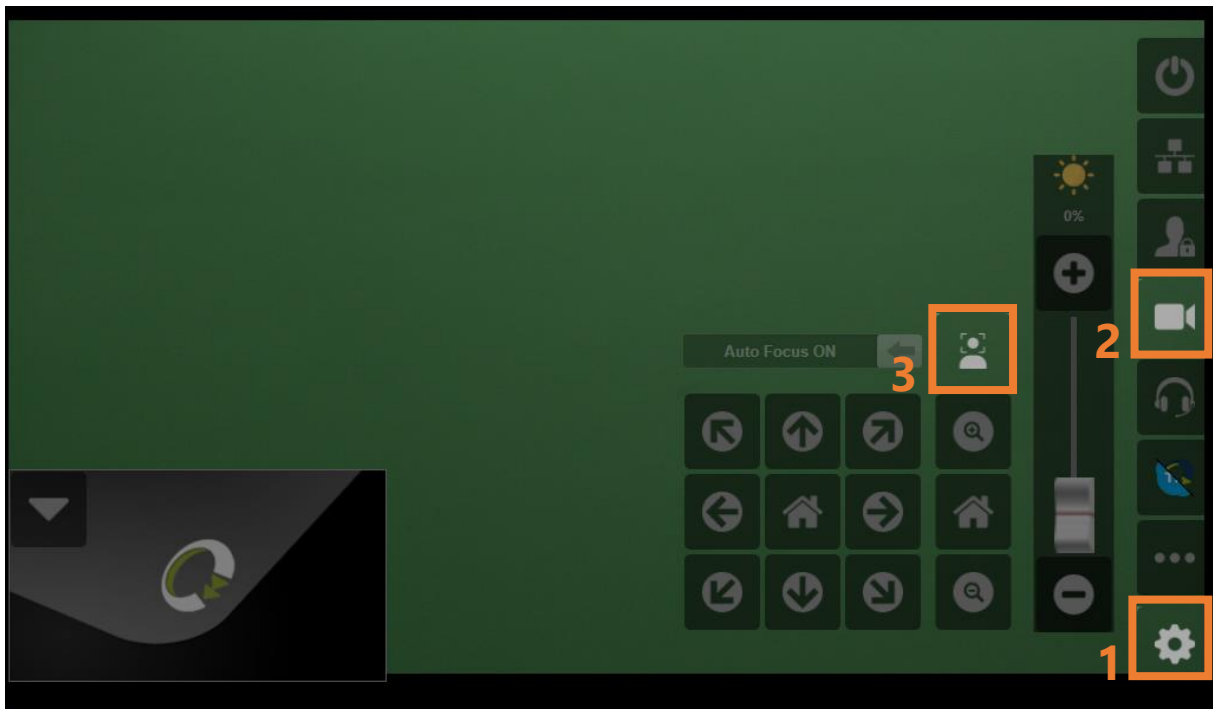


Ensure the headphone volume level is set to roughly 50%. This can be adjusted when in call if needed.

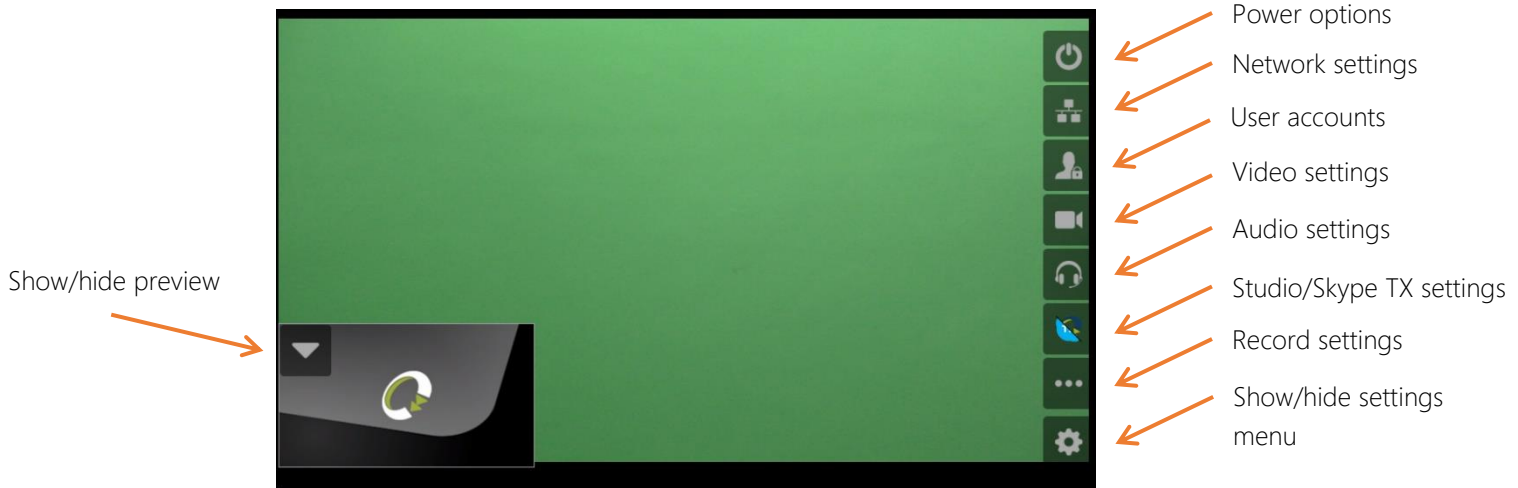


7

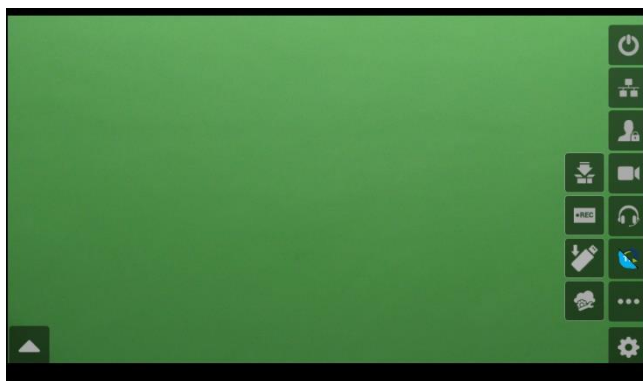
On the ST500, turn on the Facial Tracking (AI) feature and take a seat. This will automatically frame the camera shot for you. When this is completed, a notification will appear on the screen.





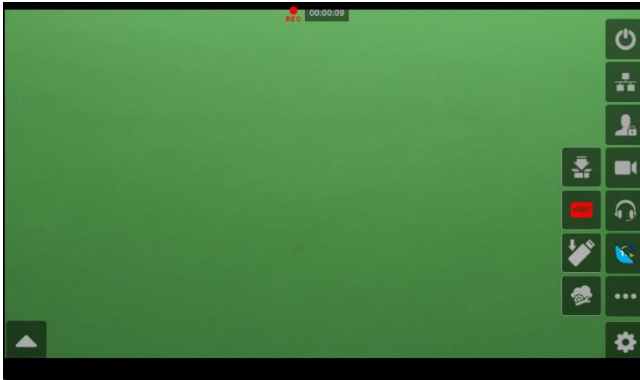
Skype-in-a-box Interface



Recording

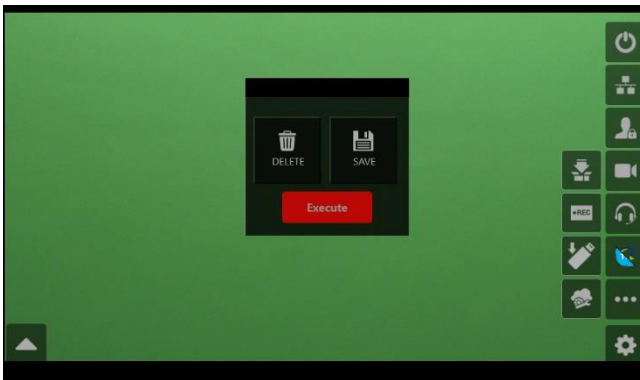


To access the recording feature, open the settings by tapping the  icon, then tap the  icon to open additional settings.



To begin recording, tap the **REC** icon. Once your recording has started, a recording icon and time indicator will appear at the top of the screen.

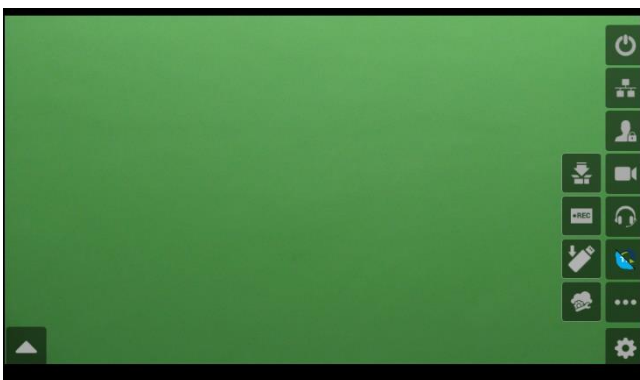
To stop the recording, tap the **REC** icon.



You will receive a prompt to delete or save the recorded clip. Select **'Save'**, then tap **'Execute'**.



Your clip is now ready to transfer to a USB. Plug a USB drive/external storage device into one of the USB ports in the rear of the ST500 (Studio-in-a-box).

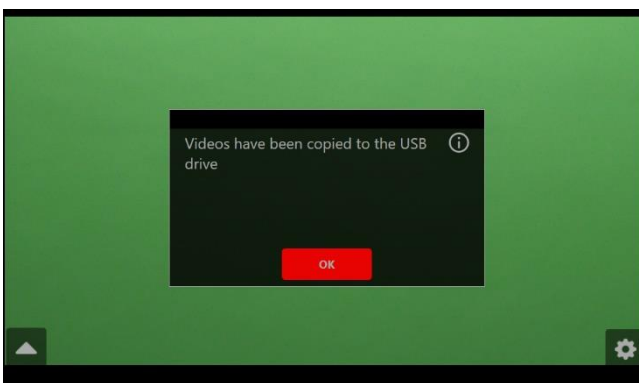


Ensuring the settings menu is open, tap the **USB** icon to begin the transfer of the recorded clip to your USB drive/external storage device.



You will now receive a prompt that the recorded file is moving to the USB drive. Please wait.

The time to complete the movement of the file will depend on the length of the recorded clip.



When the recorded clip has transferred you will receive a prompt to confirm. Tap **'OK'**.

Your recorded clip will now be available on your USB drive for use.