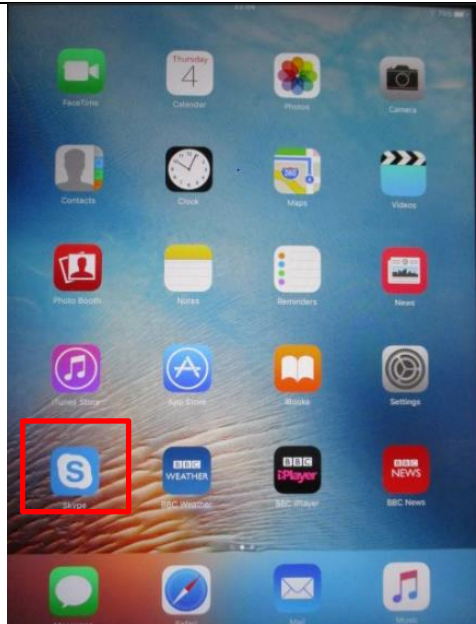


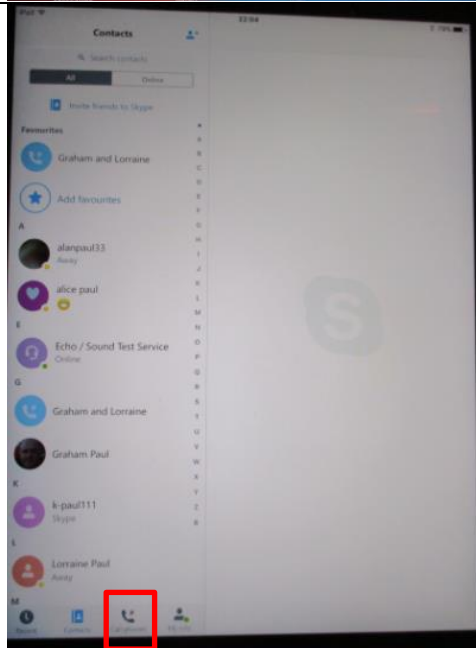
Using SKYPE to make a "first time" phone call to a house phone.

Touch the **Skype** icon on the main apps page.

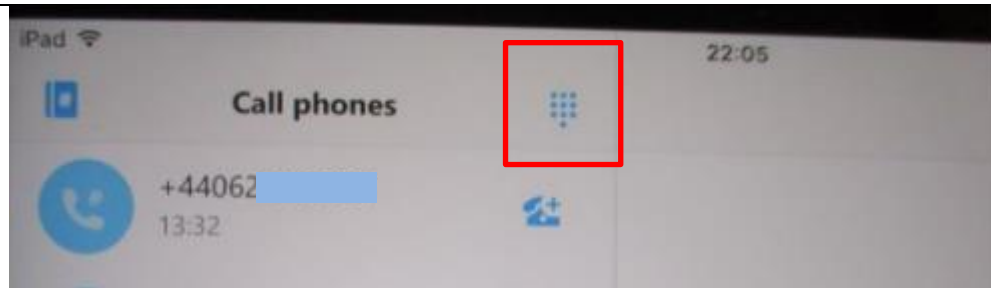


New screen appears. On the left of the screen is a list of names of contacts that are currently stored.

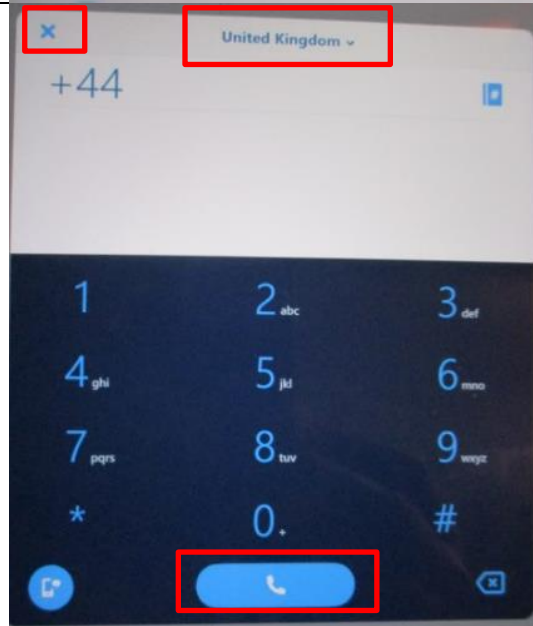
To make a call to a new contact, touch the phone icon at the bottom of the column



Touch the keypad icon at the top of screen



New screen showing a large key pad appears. Touch screen at top of keypad to select the country to which you are making the call.



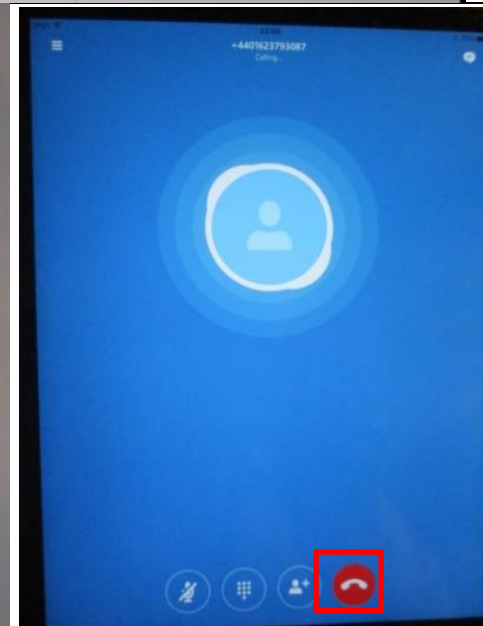
If the UK is already showing leave it unchanged. If you are calling abroad touch the triangle at the right side of the country name. This will display a world-wide list of countries. Select the required country.

Otherwise, touch the key pad to enter the phone number. If calling outside UK there is no need to add the international code number. That will be added by the software, so long as you have chosen a country.

Touch pad at bottom of key pad to make your call.

Touch the X icon if you need to delete this screen.

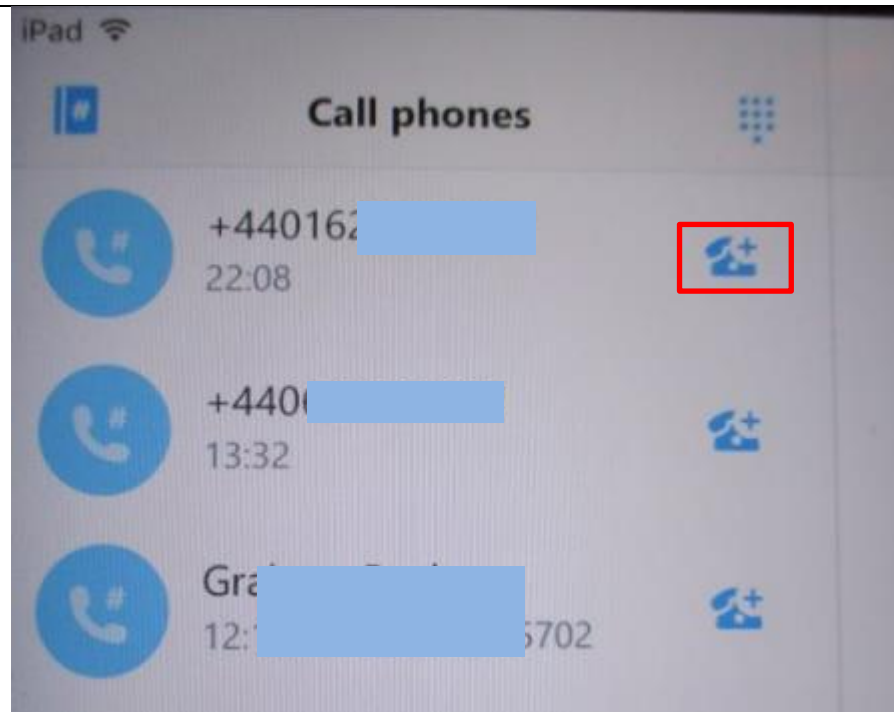
On the right hand image;
Touch the phone icon to finish your call.



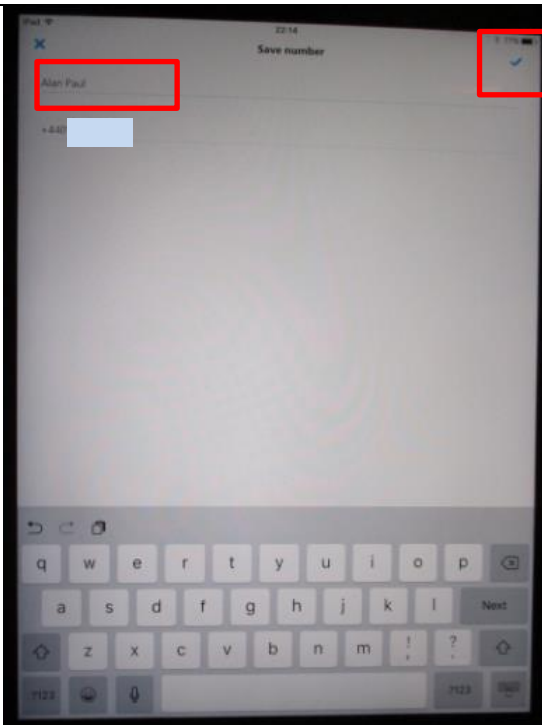
Adding a name to a phone number listed in contacts

After you have made your call, return to the contacts page. The left column will now display the number you have called.

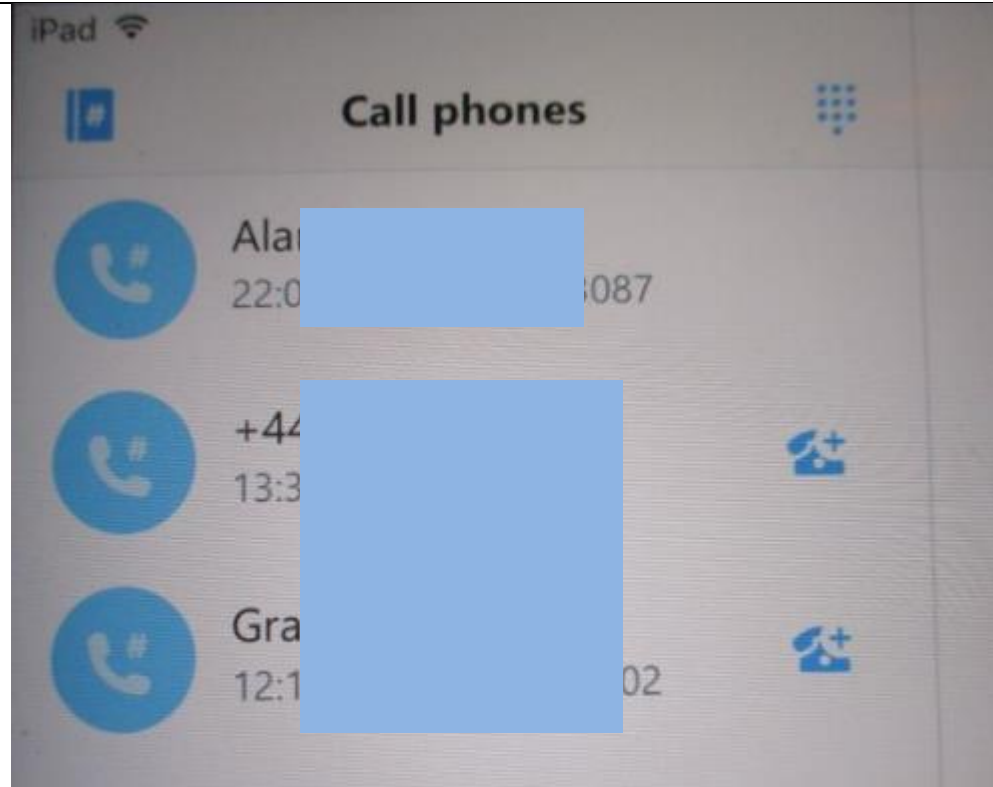
To have this number displayed with the name of the contact, touch the phone icon shown alongside and add the name in the new panel displayed. See next panel.



Type in the name of the contact and touch the tick icon.

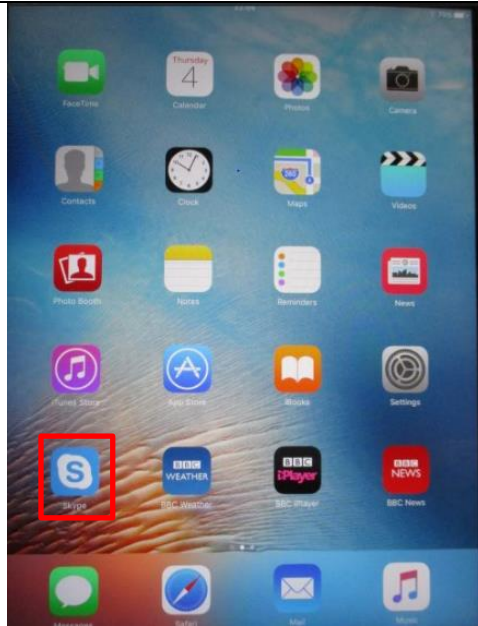


Once the name contact is installed, future phone contacts will be displayed showing their names alongside the phone number. Touching the required contact, will enable you to make a call.

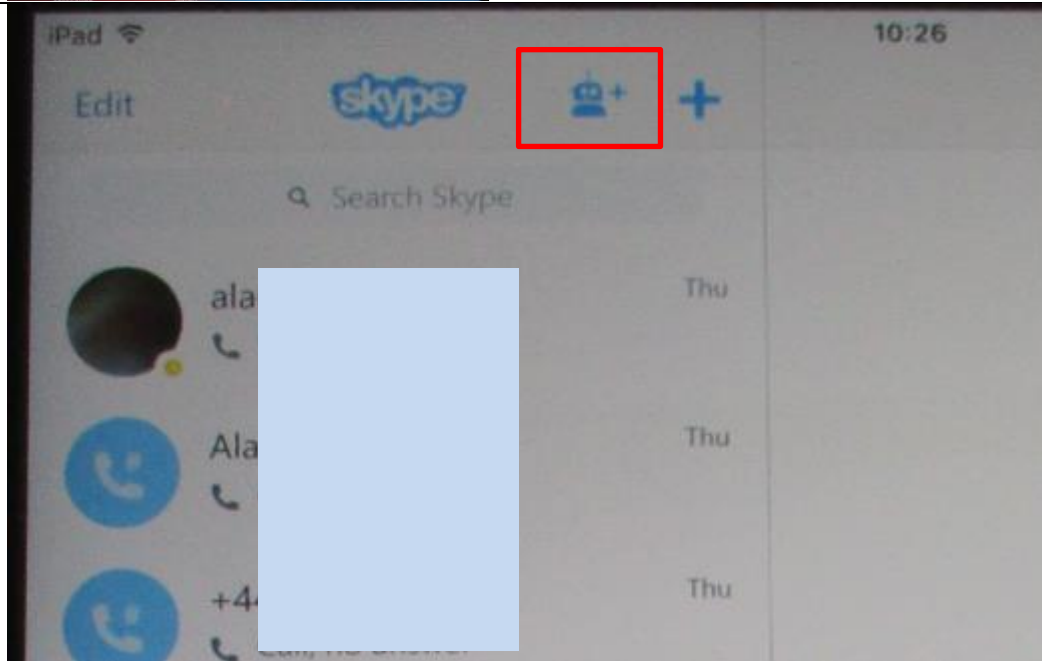


Finding contacts that have a SKYPE account

Touch SKYPE icon on the apps screen.

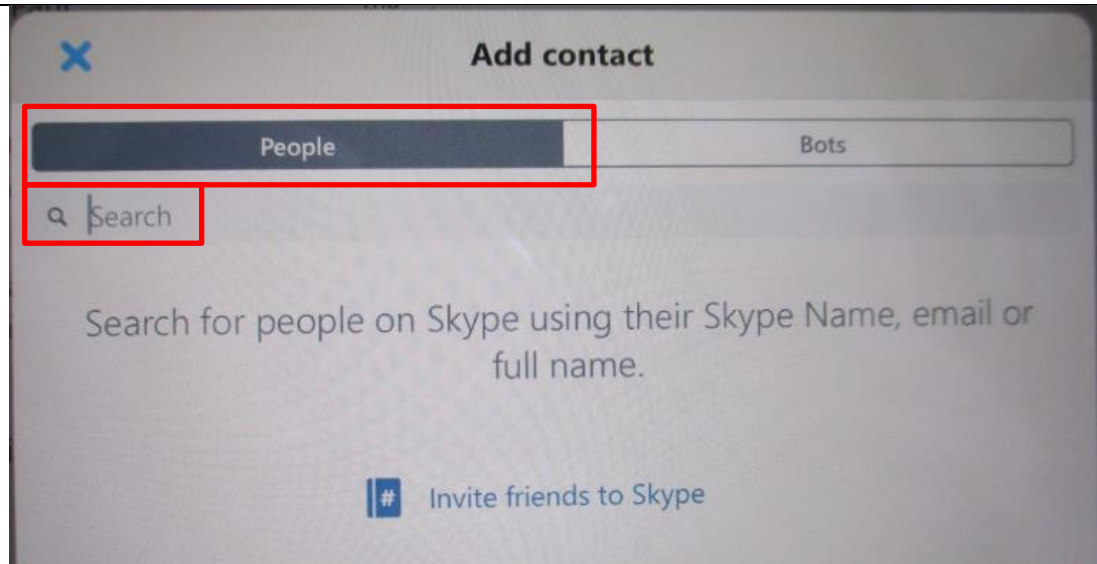


Touch the icon at the top of the column on the left hand side of the screen.



New menu appears. Make sure the People option is selected by touching it.

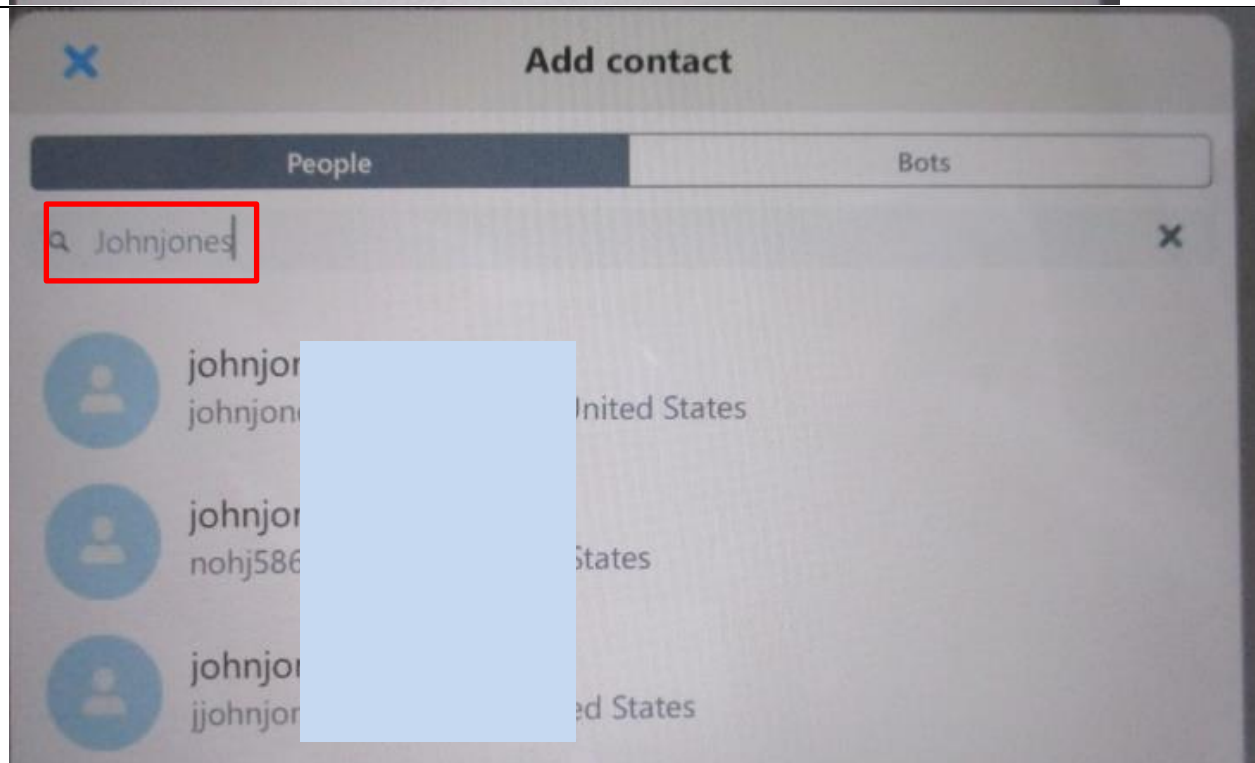
Touch Search



Type in the SKYPE name of the person with whom you wish to establish a Skype contact.

A person's name may have been registered on skype as a variation on their name, to help them get identified in a world-wide search. A name like john jones will bring up a long list. A good method for your own name might be to use your first and family name with some numbers added to it (ie johnjones1955) some people also include their home town name to help with being identified.

Touch the required contacts name from the search list.



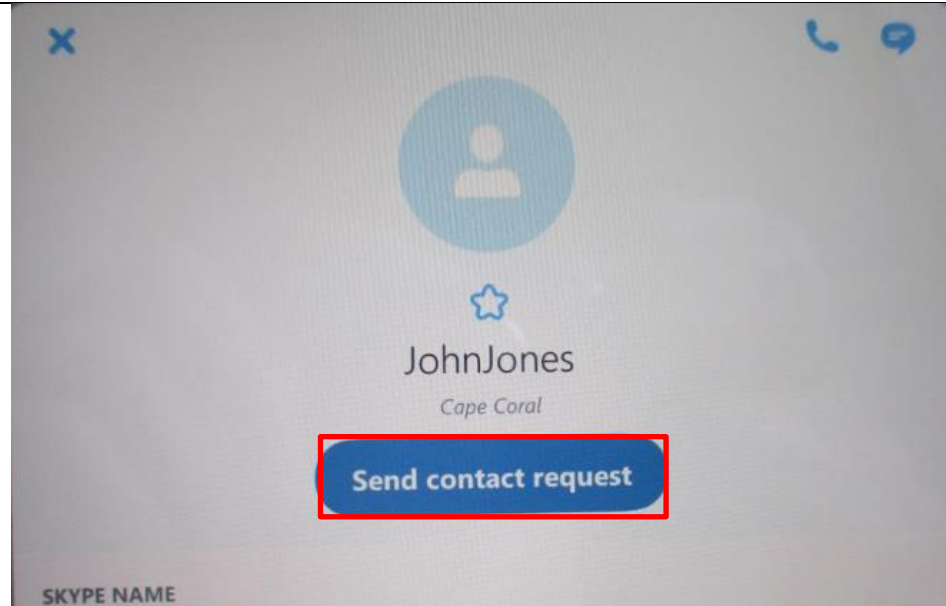
If you have not made contact with this person before, you must 'Send a contact request'.

Touch 'Send contact request'

The recipient will hopefully reply accepting your request.

The practicality of video contact via Skype requires that both people have their iPads switched on.

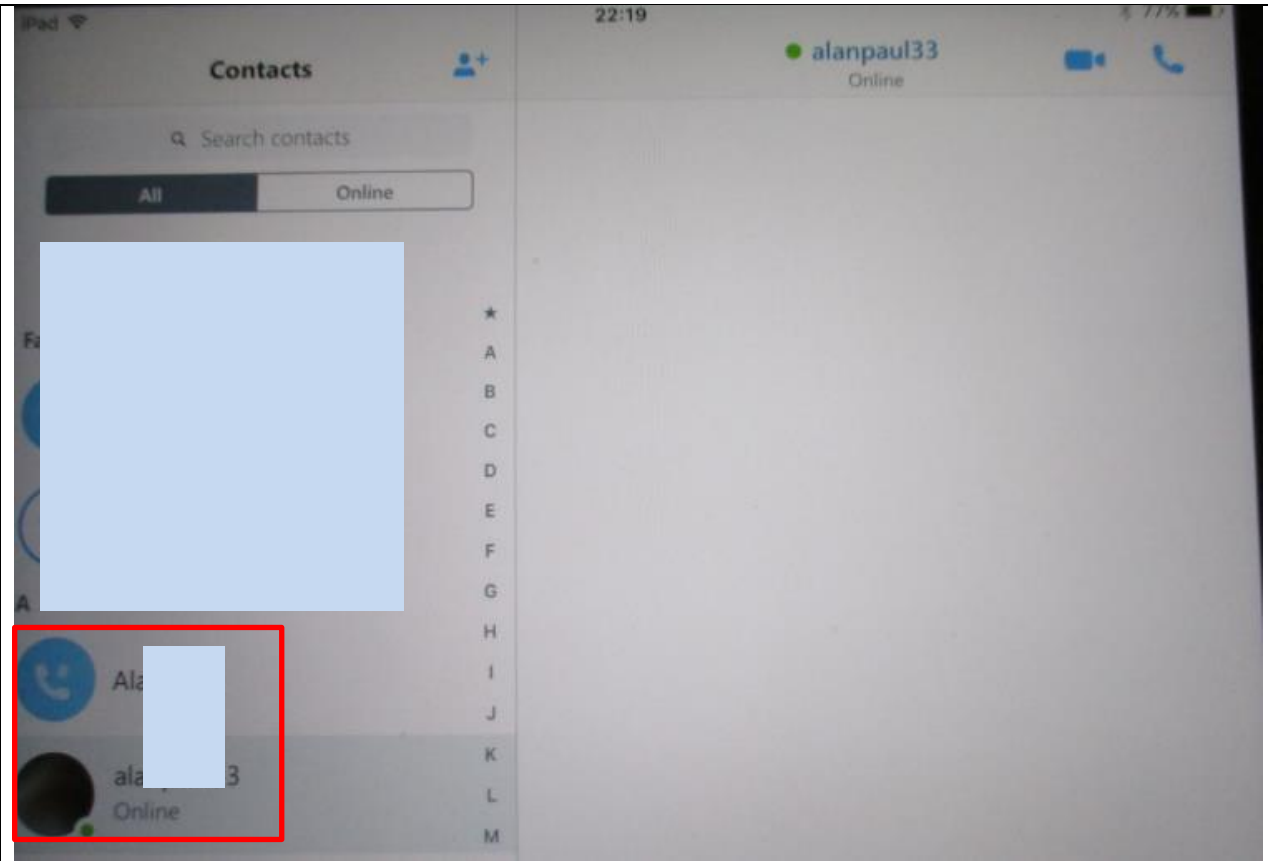
If you can't make contact. One method is to use skype to call their house number and ask if they want to have a Skye video link-up.



This panel shows a contacts list where both type of contacts are listed.

House phone number contact, and a skype video link.

Clicking on the video link will cause a video image of your contact to appear on your screen. See below.



You should now be able to
speak and hear your contact.

Alan Paul
5.8.2016

