NCH Swift Sound
Office Intercom: Audio Communication Software

This manual is intended for use with OfficeIntercom Version 4.01. More information on other versions of OfficeIntercom can be found at www.nch.com.au/oi/index.html.

OfficeIntercom
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www.nch.com.au/oi

OfficeIntercom

Contents

After you have evaluated OfficeIntercom, please license each user of OfficeIntercom. You can do this online at *www.nch.com.au/oi/register*.

If you have difficulties using OfficeIntercom, please read the applicable topic before requesting support. If your problem is not covered in this manual (including the **Troubleshooting Problems** page) we provide support by online. To request technical support follow the instructions online at *www.nch.com.au/oi/support.html*.

If you have any suggestions for improvements to OfficeIntercom or suggestions for other audio software that you might need, please write to us at nch@nch.com.au. Many of our software projects have been undertaken after suggestions from users like you.

OfficeIntercom
(c) NCH Swift Sound
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OfficeIntercom Overview

OfficeIntercom lets you use your computer to speak to others over the Internet or your local office computer network.

It works as a virtual intercom and feels a little like using a CB radio. To talk to anyone else who has installed OfficeIntercom anywhere in the world, just hold down a key on the keyboard. Speak into your computer's microphone and you will be heard through the other computer's speakers.

You can assign system-wide 'hot' keys, or use hardwired buttons or a SpeechMike handset to connect directly without opening OfficeIntercom. For security or privacy, OfficeIntercom can also encrypt the voice with private key strong encryption.

OfficeIntercom is designed to be fast and easy to use. For quick questions within a workplace, OfficeIntercom is a much more efficient communication system than dialing telephone calls or typing and sending email. It saves your phone bills and, in an office environment, no further cabling will be required to run OfficeIntercom because it uses the existing network.

System Requirements

~ Windows 95/NT4/98/2000/Me/XP.
~ Pentium 233MHz or above with at least 16MB RAM.
~ Sound Card (minimum duplex 8000Hz or above).
~ Microphone and Speakers (or a headset or SpeechMike).
~ [For network connections] Local Area Network (TCP/IP)
~ [For Internet connections] Internet Connection

Purchase and Registration Requirements

After you have evaluated OfficeIntercom, please license each user of OfficeIntercom. You can do this online at *www.nch.com.au/oi/register*. For more information about registration requirements, please see: ***Purchasing and Registering OfficeIntercom***.

Related Business Audio Software

If this is not exactly what you are looking for, you should consider some of the other business audio software developed by NCH Swift Sound at *www.nch.com.au/action*. If we do not already make the business audio application you need, please send your audio software suggestion to us at nch@nch.com.au. NCH Swift Sound also offers corporate software development and customization services.

Install Wizard Guide

When you run OfficeIntercom for the first time (or when you run OfficeIntercom logged on as a particular user for the first time), the Install Wizard will run automatically.

Step 1. Enter your email address

Your Email. This is the email address that others use to call you. This would usually be your most commonly used email address (you can setup other aliases from Settings). You must use a valid email address otherwise OfficeIntercom will now work.

Licence ID and Key. In order to use OfficeIntercom after the 14 day trial period, you must purchase a licence / register at *www.nch.com.au/oi/register*. If you have already purchased a key, please enter the ID and key exactly as they appear.

Step 2. Sound Card - Output Settings

If you have more than 1 sound out device installed in your PC (some modems are also considered sound devices), you must select the sound card that is connected to your speakers. Usually (but not always) this is the sound card at the top of the list.

Once you have selected the correct sound out device you should hear the 'unable to connect' tone through your computer speakers. You can adjust the preferred volume using the volume control.

Step 3. Sound Card - Input Settings

If you have more than 1 sound device installed, you might also need to select the sound card that your microphone is connected to.

There are 2 ways to control the microphone volume (and select the microphone channel). If you select the Windows Record Mixer, the volume settings are controlled by Windows. After you have selected the channel 'Windows Record Mixer', you can open the Windows Record Control box by clicking on the button to select and fade up the microphone channel. Alternatively you can select the Microphone channel directly and adjust the volume using Office Intercom.

Talk into the microphone to adjust the volume. The volume meter should just peak into the red during the loud periods.

If you do not see any movement on the meter when you talk into the microphone, check your microphone is connected and you have selected and faded up the microphone channel on the Windows Record Mixer.

Step 4. Other Settings

If you:

~ Want to assign system-wide 'hot' keys so you can call people without needing to open OfficeIntercom; or
~ Have buttons connected to the serial or game port for direct connections, or want

to use SpeechMike buttons.

~ Want to setup encrypted connections.
~ Need to setup the advanced Network or Internet options.

Then you should open Settings. You can do this later by selecting the Settings item from the Intercom menu. For more information, please see the help under **_Settings_**.

Step 5. Firewall Settings

If your computer has a firewall or you are using a shared Internet connection (NAT) you or your network administrator might need to setup the firewall and NAT. If done properly this can be done securely. See the topic **_Firewall, NAT and Routing Issues_** for more information.

Quick Start Guide

Before you make your first call make sure the person who you want to receive your calls has correctly installed OfficeIntercom.

To make your first call enter the email address of the person to call in the 'call box' (the edit box to the left of the Call button). Then, press <u>and hold down</u> the Call button with your mouse while speaking. With all call functions on OfficeIntercom it is essential to keep pressing the call button down while speaking.

If you call does not go through to the other side, it is most likely that the problem is on the other side. Ask the other person to call you. If it does not work and if you cannot receive incoming calls from the Internet it most probably means you have not setup your firewall or NAT correctly. See **Firewall, NAT and Routing Issues** for instructions on doing this properly and securely.

At any time from the main window of OfficeIntercom you can read the manual pressing F1. If you have problems getting OfficeIntercom to work, please see the **Troubleshooting Problems** page of this manual. If your problem is not covered in the manual we provide support online. To request technical support follow the instructions at *www.nch.com.au/oi/support.html*.

If you have any suggestions for improvements to OfficeIntercom or suggestions for other audio software that you might need, please write to us at nch@nch.com.au. Many of our software projects have been undertaken after suggestions from users like you.

User Operation Guide

Opening and Closing OfficeIntercom

If OfficeIntercom is already running you can open it by clicking on the OfficeIntercom icon on the tray of the task bar. To close OfficeIntercom but leave it running in the background, select the Exit (On) item of the Intercom menu.

If OfficeIntercom is not running, run it by double clicking on the OfficeIntercom icon on the desktop.

You can also assign system-wide hot keys to open and close OfficeIntercom. This is recommended if you use OfficeIntercom often. For more information about this, please see *Using System-Wide Keys*.

Turning OfficeIntercom On and Off

OfficeIntercom will only accept calls when it is on. If you do not wish to be interrupted, turn OfficeIntercom off. When it is turned off, you will see that the icon on the tray of the task bar will be grayed.

When OfficeIntercom is open, it can be turned on or off using the Intercom menu. When OfficeIntercom is not open, right-click on the red and black OfficeIntercom icon on the tray of the task bar to turn it on or off.

You can also assign system-wide hot keys to turn OfficeIntercom on or off. For more information about this, please see *Using System-Wide Keys*.

Calling others

Important: All call functions require you to **hold-down the key or mouse while speaking**.

You call a person by doing one of the following:
~   Typing the email address of the person in the box on the left of the Call button and holding down the F5 key while speaking;
~   Holding-down the F5 key to reply to the last person who called; or,
~   Clicking the mouse (and keeping it clicked) on an email in the Favorites list.

Regardless of whether OfficeIntercom is open, you can call a person by pressing and holding-down the system-wide key that is assigned to them. For more information about assigning keys, please see: *Using System-Wide Keys*.

You can also call a person using buttons hardwired to the game or serial port or use the buttons on a handset like the Philips SpeechMike to connect calls. For more information, please see *Using SpeechMike to Make Calls* or *Connecting Other Hardware to Make Calls*.

You can call up to 12 people at the same time by typing their emails separated with commas. This requires a larger bandwidth and will not work well on slow connections. Because of the amount of typing required, if you want to do this frequently, you should add the 'group' as a favorite so you only need to select the favorite and hold down F7 to call all (see below).

Favorites List

The Favorites list makes it easy to call addresses you use frequently. To add a favorite, type the email address of the person to call in the call box (on the left of the call button) and select Intercom -> Favorites -> Add to Favorites. Then, to call that person, click and hold down F7 after selecting their item in the Favorites list.

Using System-Wide Keys

System-wide hot keys can be used to call others directly, open or close OfficeIntercom or turn it on or off. These keys are system-wide and can be used when OfficeIntercom is on the tray of the taskbar and when you are working in other applications.

For example, if you assign the F10 key to call another person, at any time even if you are working in other applications, you only need to press and hold down the F10 key to speak to that person.

To assign keys, use the Control tab of Settings. Settings can be opened by selecting "Settings" on the Intercom menu.

Click on the Add button, press the key (or the key combination with Alt, Shift or Control), and then select the command. If you use the "Call..." command, type the email address of the person to call in the box.

Firewall, NAT and Routing Issues

To receive calls from the Internet outside your network external TCP/IP connections must be allowed to connect to OfficeIntercom. To receive calls you need to make sure connections are not blocked and can be correctly routed to your PC. If you follow these instructions you can do this safely and securely.

If you are not the person who setup and maintains your network, you may need to forward this information to your network administrator so they can assist you as required.

uPNP Devices

OfficeIntercom supports the uPNP system. This means if your firewall or Internet sharing gateway is uPNP compliant OfficeIntercom will automatically set it up to allow incoming audio connections. You should not need to do anything further.

If you are using Windows XP Internet Connection Sharing as your Internet gateway, you must enable uPNP. To do this, on the computer running Internet Connection Sharing select Start -> Connect To then right click on the Internet connection then select Properties -> Advanced then tick the option "Allow other Internet Users to control the shared connection".

Firewall or Internet Sharing Gateway (NAT) Devices Setup

By default, most firewalls are set to block everything except allowed content. If your firewall is not uPNP compliant you will need to manually set the port for incoming audio.

If you are running OfficeIntercom on the same computer as the firewall set the firewall to allow incoming TCP connections on port 263 (the default OfficeIntercom port). The steps to do this depend on your firewall software. Refer to the firewall software manual.

If you are using the Internet Connection Firewall (ICF) under Windows XP click Start -> Connect To then right click on the Internet connection then select Properties -> Advanced -> Settings. On the Services tab click "Add" type OfficeIntercom as the name, the network name of your computer and 263 and both the internal and external IP addresses.

To allow multiple connections to the users over your network it is a little more complex. You need to assign a unique port for each user's computer (use numbers 3100 or above). On the gateway add a service for each computer to redirect that port to port 263 on the network computer. Then on each local computer on the Internet Tab select "Incoming calls are manually routed" and enter [Static External IP]:[Port].

If you cannot setup your firewall - passive connections

If you do not have access to setup your firewall to allow incoming connections you can still have a conversation with someone outside your network using Passive Connections. See ***Passive Internet Connections***.

Using OfficeIntercom on a Network

When OfficeIntercom runs it will always search for other OfficeIntercom users on your network and add their computer names to the list on the Known Computers tab on Settings. If for some reason a local computer is not listed, you should add it. By being listed it means OfficeIntercom searches those computers first when attempting to find an address.

If you know a particular person or email address will always be on the some computer (or IP or domain name) then you should add them to the Fixed Address Emails list. This makes connections must faster.

Passive Internet Connections

It is always preferable to setup your firewall, gateway or routers to allow directly incoming connections (see **Firewall, NAT and Routing Issues** for more information). But if **one** of the computers is hidden behind a firewall then a passive connection should be considered.

When using a passive connection the computer that is hidden (and cannot work around the firewall) must call the other computer first. This opens a direct channel of communication between the two computers. This channel is kept open until the first computer calls someone else or until the connection (Internet) is broken.

Tick the Settings -> Internet option "Automatically establish passive connection when calling" to enable this.

When using passive connections, other people will only be able to speak to you after you have first called them (and established the connection).

You can also add a series of other addresses to the passive list. When added you will still need to call them first but it will hold the connection open even if you speak to others in-between.

Note: You cannot make a passive connection with another person if that other person is also hidden behind another firewall.

Fixed IP Connections

Whenever you attempt to make a call to an email address OfficeIntercom searches for the IP address of the remote computer using the email->IP database (on the NCH server). This process can slow down calls and requires you be connected to the public Internet.

If you know that the IP address or computer name of the called computer for a particular person or email address will always be fixed, you should add an item to the fixed IP list (on the Network tab of Settings). Once added whenever you call that address, OfficeIntercom will connect directly and quickly.

Encrypted Calls

If security or privacy is a concern, OfficeIntercom can use strong private-key encryption on calls between you and another person. The communication will then not be able to be intercepted without having the encryption key.

Setup Encryption using the Encryption tab of settings. For each email address you want to use encryption with add a private key. That other person must enter a corresponding key that exactly matches your key. Then, whenever you call that person or they call you, it will encrypt the audio with that key. The audio cannot be intercepted or listened to without the key.

For example: If John enters the email "jane.doe@someemail.com" and key "kql1wmx7passerd5sqhre" and Jane enters the email "john.doe@anotheremail.com" with the same key their calls to each other will be fully encrypted. Their connections cannot be intercepted to by anyone without the key.

If you hear distorted sound when you receive a call, it might mean that you do not have the same key.

Note: Encryption increases the delay. We do not recommend that you use it unless you need it.

Remote Listen

OfficeIntercom can be used to 'listen' to the audio source on a remote computer with a remote listen connection.

In order to use this, the remote computer must have the "Allow others to Remote Listen to this computer" turned on (from the General tab of Settings). (The opposite is true to - if you are concerned to prevent others listening to you, simply uncheck this option).

To listen to another computer, type the email address of the remote computer in the call box (to the left of the call button) and then select the Remote Listen option from the Intercom menu. After connection is established, you will then receive an automatic inward call from the remote computer. To close the connection and end the call, click on the Close button.

Using SpeechMike

SpeechMike is a handset made by Philips that has a microphone, speaker and a number of buttons. If you have SpeechMike you can assign four of the buttons to directly call particular email addresses while you press them.

After you have installed SpeechMike, open Settings (menu Intercom -> Settings), select the Control tab then select Philips SpeechMike in the pull down list under Hardware Control.

Then assign up to 4 email addresses to each of the buttons as follows:
Email Assignment 1 - EOL
Email Assignment 2 - RECORD
Email Assignment 3 - INS/OVWR
Email Assignment 4 - Play

The << and >> buttons can also be used to call or reply to the current email address.

Then, to make a call to the assigned email address, simply press and hold down the SpeechMike button and talk into the SpeechMike.

Other Hardware Connections

You can connect other hardware to directly make calls to assigned email addresses. For example, wired buttons or foot pedals can be used to automatically initiate calls (to purchase foot pedals, please see *www.nch.com.au/scribe/pedals_order.html*). The hardware connects to a Game or Serial Port.

Connect the hardware to the computer game or serial port and select the appropriate port using the Control tab of Settings (menu Intercom -> Settings).

[GAME PORT DEVICE ONLY] Install the drivers for the port. If you were supplied drivers with the hardware, follow the instructions provided with the drivers. If you do not have specific drivers for your pedals, you will need to install the Windows generic "2 axis, 4 button joystick" device using the Game Controllers item on the Windows Control Panel.

Then enter the email addresses for each of the 4 connections. Because each hardware device can be wired differently, it is a matter of trial and error to see which button / pedal corresponds to which email address.
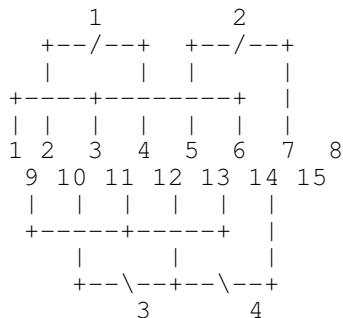
To make calls to the assigned address, simply press and hold down the corresponding button or pedal.

Technical Specifications of Wiring

This information is supplied only, as-is, for the information of qualified electronics people to wire their own devices and for manufacturers of handsets for OfficeIntercom.

Game Ports

Important: The cable will also need to notify Windows that it is correctly connected. This can only be done by connect the x and y axis of all ports to the +5V pin (see the diagram below). Before you will be able to use the port, you must have a 4 button Game Device enabled from the Control Panel (under Game Controllers). A useful test is to connect a normal joystick and see if calls when you press the buttons.

```
        1            2
     +--/--+   +--/--+
     |     |   |     |
  +----+-------+   |
  | |  |   |   |   |
  1 2  3   4   5   6   7   8
   9  10  11  12  13  14  15
   |   |   |   |   |   |
   +-----+-----+   |
       |     |     |
      +--\--+--\--+
          3         4
```

Serial Ports

Wire the 9 pin D type plug as follows: Common Ground - Pin 4, Button A - Pin 1, Button B - Pin 6, Button C - Pin 8.

Troubleshooting Problems

P. I can make calls but cannot receive incoming calls

If whenever someone attempts to call you, they receive an 'Unable to Connect' message, it may means you are running behind a firewall or NAT gateway that is blocking TCP/IP connections to the OfficeIntercom port (port 263) or failing to route the connection to your computer. See **Firewall, NAT and Routing Issues**. You can also try to establish a **Passive Internet Connection** by calling the person first.

We have no other reported problems.

If none of the above solves your problem, please follow the instructions online at *www.nch.com.au/oi/support.html* to request technical support.

Main Window Reference

Menu Reference

Intercom->On - Turn OfficeIntercom on so it can receive calls.
Intercom->Off - Turn OfficeIntercom off. Callers will hear a busy tone.
Intercom->Call* - Call the email address.
Intercom->Favorites->Call - Call the selected favorite.
Intercom->Favorites->Add* - Add the email address to the favorite list.
Intercom->Favorites->Remove - Remove the selected favorite from the favorite list.
Intercom->Settings - Open *Settings*.
Intercom->Register User - See **Register Software User**.
Intercom->Remote Listen* - See **Making Remote Listen Connections**.
Intercom->Exit (Off) - Exit OfficeIntercom. No calls can be received.
Intercom->Exit (On) - Close OfficeIntercom to the tray on the task bar. Calls will be received.

* All the menu items marked with * require a valid address (either an email address or IP address) to have been typed in the call box (left of the Call button).

Screen Reference

Logged On As

This is the name of the current user. It depends on who logged on to Windows. To change this either log on to Windows as a different user or use the User tab of Settings to change it.

On/Off button

This button must be pressed (on) to receive calls. If OfficeIntercom is off, others will receive the busy tone if they try to call you. If you are off and you attempt to make a call, OfficeIntercom turns on automatically.

Call Box

The call box is the edit box to the left of the Call button.

Type the email address of the person to call here then hold down the Call button to call them.

As an advanced option you can also type the direct computer name (eg. MyComputer) or an IP address (eg. 212.131.92.1 or myserver.com).

All menu items marked with a * above need a valid address to be entered in the Call Box.

Call Button (keyboard F5)

After you have typed a valid address in the call box, click (and hold down) the Call Button to make a call to that person.

Reply Pull Down List

This should display the most recent incoming callers. To reply to a previous caller, select the caller's email address using this pull down list.

Favorites

This is the list of favorites. To add an email to this list, type the email address in the call box then use the menu Intercom->Favorites->Add.

To call a favorite simply click (and hold down) on the favorite's email address.

You can also assign system-wide hot keys to favorites. See *System-Wide 'Hot' Keys*.

Keyboard Reference

F1   Display Help Contents
F5   Call email address (hold-down key)
F7   Call selected Favorite (hold-down key)
Esc   Stop
Ctrl+F   Off
Ctrl+O   On

Note. You can override these keys with system-wide hot key assignments. See
System-Wide 'Hot' Keys.

Settings

To open the Settings dialog box, select the Settings item from the Intercom menu.

Settings Tabs

> **General**
> **User**
> **Network**
> **Internet**
> **Control**
> **Encryption**

To close the Settings Box, click on the OK button.

Settings ~ General

Sound Out Device
(The sound card your headset or speakers are plugged into)

If you have more than one sound device installed in your computer, select the sound card that is connected to your speakers.

Volume Level: This is the volume of other callers through your speakers. This overrides the normal speaker volume adjustment to avoid the volume being turned off.

Sound In Device
(The sound card your headset or microphone is plugged into)

If you have more than one sound device installed in your computer, select the sound card that your microphone is connected to.

By default, the Windows Record Mixer is used to fade the microphone. If you want to stop users accidentally turning off channels, you can select Microphone in this pull down list to force OfficeIntercom to set the level directly each time it is used.

Start OfficeIntercom automatically when computer logs-on.

OfficeIntercom needs to be running in the background to receive incoming calls. Normally, OfficeIntercom is set to run in the background automatically when the system starts and appears as an icon on the task bar tray. This can be turned off by unticking this box.

Display OfficeIntercom icon on the tray of the task bar.

When OfficeIntercom is running in the background to receive calls, it will display a small icon on the tray on the task bar. If you untick this option, the next time you run OfficeIntercom, this icon will not be displayed (nor will the startup Splash Screen be displayed) and the only way to open the window will be to run OfficeIntercom again.

Allow others to Remote Listen to this computer.

When this option is ticked, others will be able to 'listen' to the audio using a Remote Listen call. See ***Making Remote Listen Connections*** for more information. To prevent remote listen calls, untick this option.

Play audio tones at start and end of incoming calls

When this option is ticked, OfficeIntercom plays a short tone at the start of each incoming call. This is useful to alert you to the new call and to prevent callers talking over one another.

Use automatic level control (AGC)

Sometimes volumes from a microphone source can have a wide dynamic range with very loud voice and very soft voice is the speaker moves away. To regulate the

volume of **outgoing** audio only, tick this option. This option does not affect the volume of incoming calls (ask the callers to tick this option).

You should also set the sound in and sound out volumes correctly (see above).

Settings ~ User

User Email

Make sure your email address is listed here otherwise others will not be able to call you.

Your email must be a true email address otherwise OfficeIntercom may not work.

In order to use OfficeIntercom for more than 14 days you must purchase a licence to use the software. When you have done so you will receive an ID and key which you must enter to use OfficeIntercom after the expiration of the trial period.

These details change when you log on to Windows as a different user.

Aliases

If you want to receive calls to multiple email addresses you can add more than one email to the list. Note: You get a 14 day trial for each new email address. After 14 days, you need to purchase a new licence for each email address you use.

Settings ~ Network

For an overview of how to use OfficeIntercom on a network, please see:
OfficeIntercom on a Network.

Known Computers

Make sure that every computer on your network with OfficeIntercom installed is listed in the Known Computers List. Computers can be identified by their names or their IP addresses.

When OfficeIntercoms run it scans all known computers to find other OfficeIntercom users. Then whenever you call a user it makes the connection directly (which is much faster than via the Internet).

Fixed Address Emails

Fixed addresses are similar to known computer but are even faster to connect. With fixed addressing you assign an email address to a fixed IP address or computer name (eg. MyComputer, 192.168.0.2 or oi.mydomain.com).

Settings ~ Internet

Incoming Connections from the External Internet

This computer has a direct Internet connection and external IP

Use this option if your computer connects to the Internet directly. You may still need to setup your firewall. See **Firewall, NAT and Routing Issues**.

This option can also be used if you are using a uPNP gateway because OfficeIntercom will automatically detect and configure it to receive connections.

Incoming calls are manually routed

Use this option if you have a static external IP address and have setup your gateway to manually forward connections on the specified port to this computer. If you tick this option you will need to enter the external static IP address and the optional port (eg. 212.131.21.7:3010).

This computer cannot receive external Internet connections

Select this option if you only want to use your computer on the local network or with passive Internet connections.

Other network computers can relay external incoming calls

If this computer cannot be contacted directly but another computer can, calls can be relayed from one OfficeIntercom to another. Tick this option to allow this. Only untick this option if you want to prevent external connections this way.

Listen for calls on Port (advanced option)

You can set the TCP port used by OfficeIntercom to receive calls. The default is 263. You should only change this if you really know what you are doing.

Passive (Reverse) Connections

For an explanation of passive connections, see *Passive Internet Connections*.

Automatically establish passive connections when calling

If ticked, OfficeIntercom establishes a passive connection every time an outbound call is made. It disconnects the passive connection when you call another person.

If you add the email address to the list, OfficeIntercom will maintain the passive connection open even if you call someone else.

Settings ~ Control

System-Wide Hot Key Assignment

Please see ***Using System-Wide Keys*** for an explanation of System-Wide Keys.

Add

Click on the Add button to assign a new system-wide key. Then press the key (alone or with Ctrl/Alt/Shift) and select the action in the pull down list. If you select the "Call..." option, you must enter the email address of the person to call when the hot key is pressed.

Remove

Click on the Remove button to deactivate a system-wide key.

Change

Click on the Change button to change a system-wide key or the action associated with the key.

Hardware Control

You can connect other hardware to directly make calls to assigned email addresses. For example, a SpeechMike handset, wired buttons or foot pedals can be used to automatically initiate calls (to purchase foot pedals, please see *www.nch.com.au/scribe/pedals_order.html*). For an full explanation of this including wiring diagrams, please see ***Connecting Other Hardware to Make Calls*** and ***Using SpeechMike to Make Calls***.

Select the port your hardware is connected to (or select SpeechMike if you have installed Philips SpeechMike), and enter the email address that you want to call for each button or pedal. Because wiring is different for different hardware, it may need to use trial and error to find which button corresponds to which email assignment.

When using SpeechMike, this is how the assignment corresponds to the buttons on SpeechMike:
Email Assignment 1 - EOL
Email Assignment 2 - RECORD
Email Assignment 3 - INS/OVWR
Email Assignment 4 - Play

When using SpeechMike, the << and >> buttons can also be used to call or reply to the current email address.

Settings ~ Encryption

For an overview of Encryption, please see ***Encrypted Calls***.

Add keys for any email that you want to create encrypted connections to this list. The key must be exactly the same as the key entered by the other person for you. If the key is wrong you will hear only static.

Purchasing and Registering OfficeIntercom

OfficeIntercom requires the purchase and registration of a license for each user of the software. You can view current pricing information at *www.nch.com.au/oi/register/index.html*.

After you purchase a software licence from us, you will receive two emails. One email is the Invoice/Receipt, and the other Software Purchase email contains your full 11-digit licence serial number and instructions on how to use this serial number to activate your software licence. This is done by entering the licence serial number and your personal details at *www.nch.com.au/activate* on our website.

Once you have done this, the licence registration and activation code details (Name - Email - ID - Key) will be displayed on your browser window, and they will also be automatically emailed to you. Upon receipt of your registration and activation code, select *Intercom -> Register Software User* from the OfficeIntercom menu bar, click the <Add> button, check the "A user licence has been purchased for this user" option. Enter your registration and activation code details in the appropriate boxes exactly as provided, and then click the <OK> button.

NOTE: When you receive the email containing the licence registration and activation code you should heed the advice on that email and print out a copy of it immediately, and keep that hard copy in a safe place.

If you use OfficeIntercom to receive calls from the Internet you may also need to use the NCH Swift Sound email to IP address lookup database. A period of service is usually included in the registration but you must be aware that you might need to update your key in future to continue to use the service. See the purchase page for more information about what period of service is included.

Software Licence Terms

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