Download and Install Skype

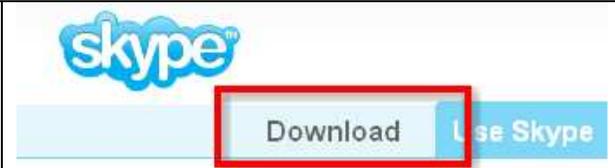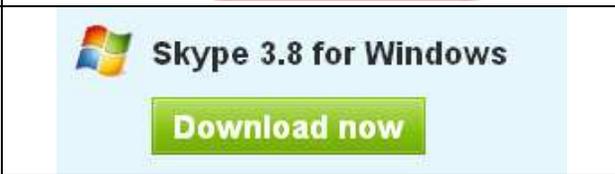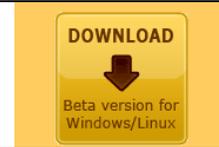|	
1. Go to **www.skype.com** Click the **Download** tab. (If you already have Skype on your computer, you will start with the log-in step).	
2. Click **Download Now**. (If you need a **different operating system**, there's a list on the right side of the page).	Skype 3.8 for Windows Download now
3. Follow the on-screen instructions to install Skype. **1** Run the Skype Setup application A window will open asking what you want to do with a file called **SkypeSetup.exe**. You might see a confirmation message, asking if you're sure you want to run this software. Click 'Run' again. **2** Follow the Setup Wizard When the download has finished, the **Skype Setup Wizard** will appear and guide you through the rest of the installation. **3** Launch Skype After the installation has finished, you can **open Skype** at any time by clicking the icon on your desktop or in your system tray.	
4. If prompted to create a new Skype account, click Cancel. (If you already have a Skype account with $$ in it, you are welcome to use it).	Skype™ – Create Account Create a new Skype Account Full Name * Choose Skype Name Between 6 and 150 characters
5. On the **Skype sign-in** screen, sign in using either **freedsclass/freed1** or **freedsclass/freed2** (please do not share this log-in with anyone else). As many students will be sharing the same accounts, it is vitally important that you **always log out** after using these accounts.	Skype Name freedsclass Don't have a Skype Name? Password ****** Forgot your password? ☑ Sign me in when Skype starts ☑ Start Skype when the computer starts Sign in

Download and Install Call Graph (for Windows Only)

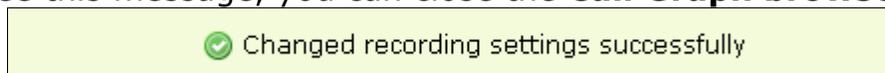|	
1. Go to http://callgraph.in/ Click **Download**. (You never need to register or sign-in).	DOWNLOAD Beta version for Windows/Linux
If you see a security bar at the top of the screen, click it and select **Download file**. To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...	
2. When prompted, **Save** the file to your desktop. Do you want to run or save this file? Name: CallGraphSetup.exe Type: Application, 5.89MB From: callgraph.in Run Save	3. Click **Run** (or Double-click CallGraphSetup on your Desktop.) CallGraphSetup.exe from callgraph.in Downloaded: 164KB in 1 sec Download to: C:\Documents...\CallGraphSetup.exe Transfer rate: 164KB/Sec ☐ Close this dialog box when download completes Run Open Folder Close
4. Follow the prompts to install **Call Graph**. You must accept the license agreement. On the final installation step, leave **Run Call Graph** checked, then click **Finish**.	☑ Run Call Graph ☐ Show Readme
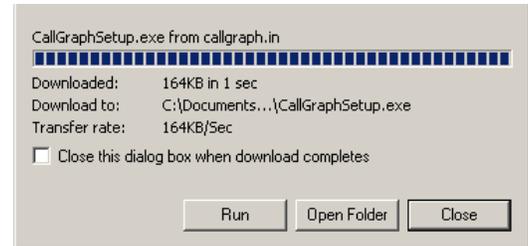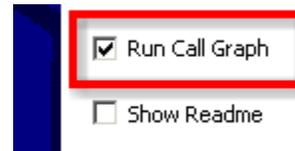
5. When the **Call Graph browser** launches, click the **Configuration** tab, then the **Recording** tab and select **Record as wav**. Be sure to click **Update**.

Record, Share, Track, Search, Transcribe Skype calls

Recordings	Stats & Notes	Configuration	Login

⊘ Settings changed to default values

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Compare Medical Transcription Price Quotes And Save!
Continue

| General | Update | Recording | Association | Advanced |

⦿ Record as wav (16 KHz sampling rate, 16 Bits per sample)
○ Record as mp3

Number of channels 2 - Stereo ▾
Sampling rate 16000 ▾ Hz
Bit Rate 128 ▾ Kbps

Update

CLIENT STATUS

ACCOUNT STATUS

Not registered yet?
Get 1 GB of storage space
and 1 sample transcript
FREE! Register now.

PRESETS

Default Settings Set

Recommended
Transcription Settings

6. When you see this message, you can close the **Call Graph browser**.

⊘ Changed recording settings successfully

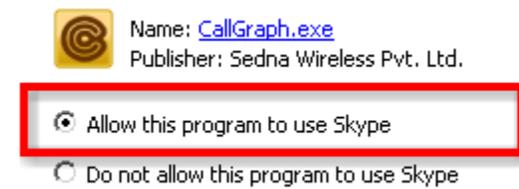|	
7. When you next sign-in to Skype, after several seconds, you should a "**New Event**" flag. Click the flag to view the event. Click **CallGraph.exe** to authorize.	
8. In the pop-up window, click **Allow this program to use Skype**. Then click **OK**. **Call Graph** will run automatically when you make a **Skype** call. 9. Exit **Skype** (**File > Sign Out**).	

Make a Test Call with Skype and Call Graph

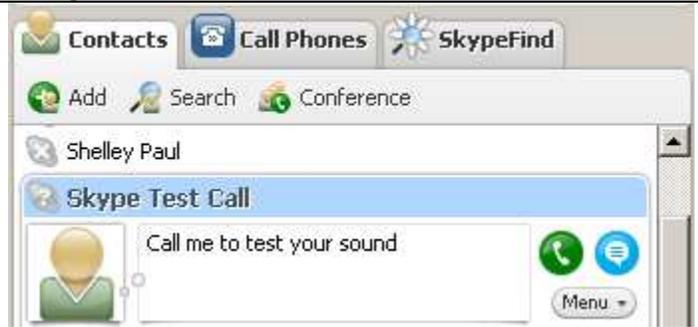|	
1. Put on your headset (plug it in!) then re-launch Skype and log in. Click **Skype Test Call** in the contacts list. Click the green phone icon to start the call. Follow the prompts to test your sound.	
2. The **Call Graph toolbar** should launch automatically. You will see green lights that indicate recording.	

3. When you have finished testing your sound, the test call will hang up, or you can click the red phone icon.

3A. If there's a problem with your sound, go to **Tools > Options > Audio Settings** and make sure your headset is selected for both **Microphone** and **Speakers**. Then start over at **Step 1**.
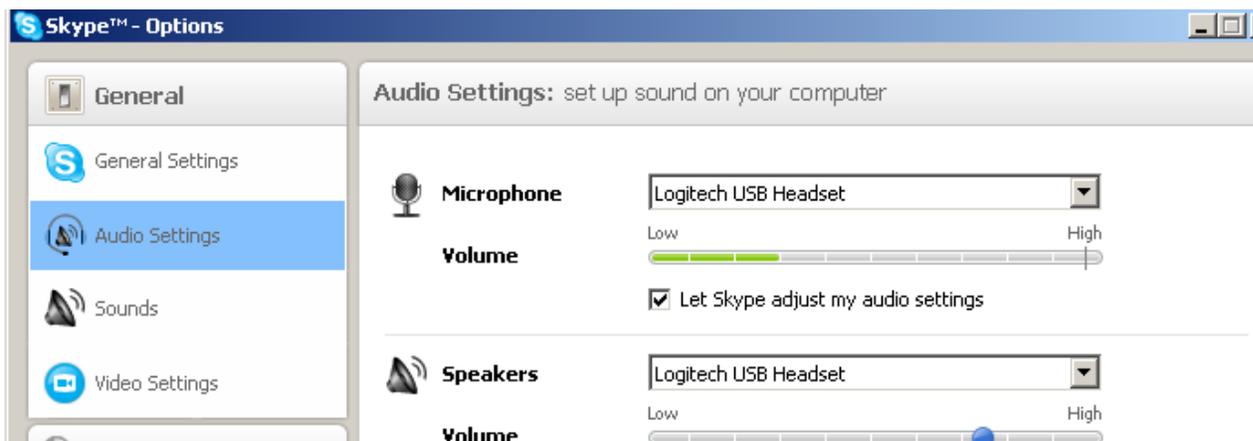
4. If all is well, you will see a pop-up that tells you the call recording has finished. Click the link to launch the Call Graph browser and listen to your call.	Recording finished. echo123, 08 24 AM, Friday, 30 January 2009.
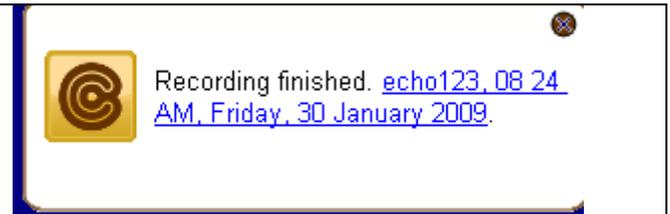
(If you miss the pop-up, simply launch **Call Graph** from your **Desktop** and click the purple **Configuration** button on the **Call Graph toolbar**. When the **Call Graph browser** opens, click **Recordings**).

5. Under recordings, you should see your test call. Click **Play** to hear it. It will launch Windows Media Player or iTunes (or whatever your default media player is).

Recordings   Stats & Notes

Playing file 'echo123, 08 24 AM, Friday, 30 Janu...

Select
All None

echo123, 08 24 AM, Friday, 30 January 2009
Tags: echo123
Play   **Duration**: 51 seconds

Make Your Interview Call

To make your "real" Skype call, launch Skype and sign-in.

Click **Call phones** and **enter the phone number**.

Click the **green phone icon**.

Call Graph should start automatically.

Your recordings will be stored in **My Documents > My Call Graphs.**

You need to **bring your interview recording** to Mr. Freed on a thumbdrive.

Always be sure to **Exit Skype**:
(**File > Sign Out**).

Skype™ - freedsclass
File Account Call Chats View Tools Help

Freed's Class 1

Call cheaply to mobile phones and landlines

SkypeFind   History
Contacts   Call Phones

Send SMS Message Add SkypeOut Contact

Select the country/region you are dialing
United States   +1
Calling rates

Enter the phone number in United States (with area code)
404-123-4567
For example: 212-555-XXXX

404-123-4567

Online   14,529,283 people online