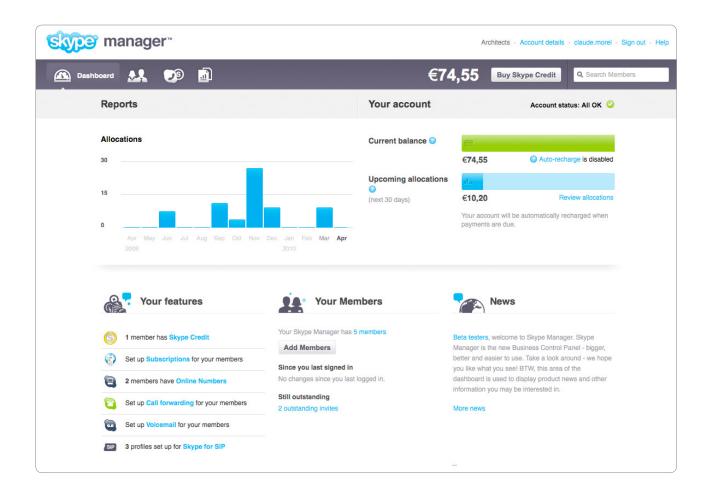# Skype Manager™
Product data sheet

What is Skype Manager?

Skype Manager is the single web-based tool to control and manage all aspects of Skype in your company.

Create, manage and control your company's Skype accounts.

Allocate credit and assign features to employees.

Centrally manage the use of Skype Credit within your business.

Keep calling costs under control with detailed reporting.

What are the benefits?

Creating Skype Accounts

New accounts are easily created using the Skype Manager. These accounts are owned and controlled by your company – not the individual employee. You can allocate credit and control access to features. And if an employee leaves your business you retain control of any remaining credit and features. Also, with the company directory employees can easily add each other to their contact lists.

Allocating Credit and Assigning Features

Skype Credit can be bought centrally by the administrator of your company's Skype Manager and then allocated to each employee or SIP-enabled PBX system as required. Credit within your Skype Manager can also be used to purchase and allocate features like calling subscriptions and Online Numbers to employees.

Real-Time Monitoring and Reporting

Skype Manager keeps all your calling costs under control. Get reports on expenditure and usage at company, department or employee level.

How Skype Manager can help

Ownership
The company creates and manages each Skype account.

Automation
Ability to auto-recharge accounts with credit and renew features.

Control
Administrators manage Skype Credit purchases and features.

Reporting
See at a glance company expenditure and Skype usage.

Setting up Skype Manager is easy

1. Visit skype.com/go/skypemanager

2. Sign in with your Skype Name and password.

3. Create Skype accounts for your employees.

4. Purchase Skype Credit.

5. Allocate credit to employees.

6. Assign features like Online Numbers, subscriptions and voicemail.

7. Closely monitor Skype usage and expenditure.

What features can I use?

Quick Member Account Creation

- Create accounts individually using an email address or import a list via a CSV file.

- Skype Names are automatically generated.

- All accounts can have a similar naming pattern, for example, a name that identifies your company name or brand.

- Administrators can create a password for the Skype account or let member do it.

Simple Skype Credit Purchasing

- VAT exemptions for EU companies.

- Purchase with credit cards, PayPal, bank transfer and online.

- Verify your company to lift purchasing limits and have

- a wider choice of payment methods.

- Turn on automatic credit purchases (dependent on payment method).

- Set up low credit alerts to auto-recharge accounts.

- Easily change the currency of your Skype Manager.

- Automatically allocate credit in the right currency for your employees.

Easy Member Account Management

- Quickly allocate Skype Credit to employees.

- Activate automatic credit allocations if required.

- Enable spending limits on accounts.

- Allocate subscriptions and Online Numbers.

- Set up voicemail and caller identification.

- Reassign Online Numbers as required.

- Allocate calling subscriptions.

- Configure call forwarding.

Flexible Reporting & Monitoring

- Month by month spending reports.

- Access a dashboard to show features, credit usage, member statuses, news and even a credit requirement forecast.

- Optimise your company spend with clear reporting.

- Print out company invoices.