

Connect with a Phone, H.323, or SIP in a Meeting

The Dialer is used to call landlines or cell phones as well as connect with traditional video conferencing services such as H.323 or SIP.

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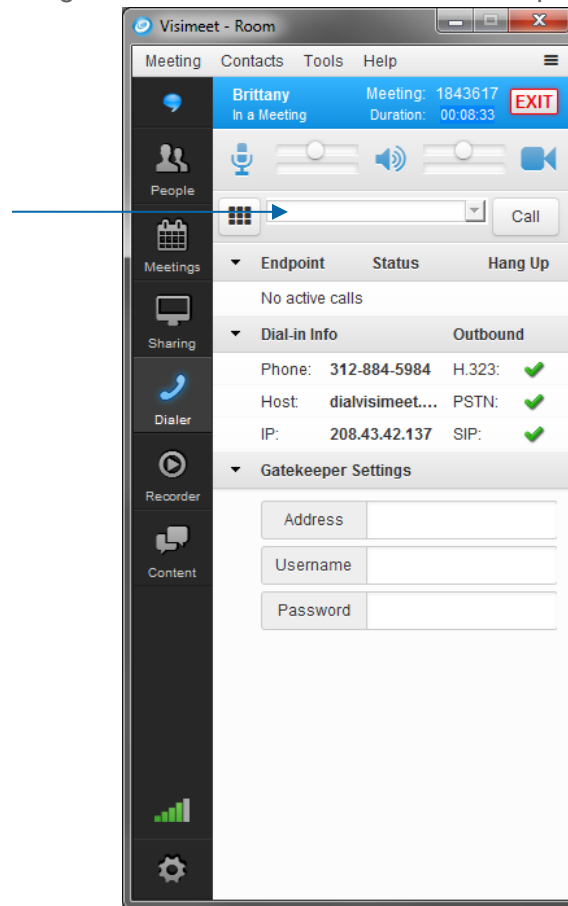
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Dialing a Phone/Phone Dialing in

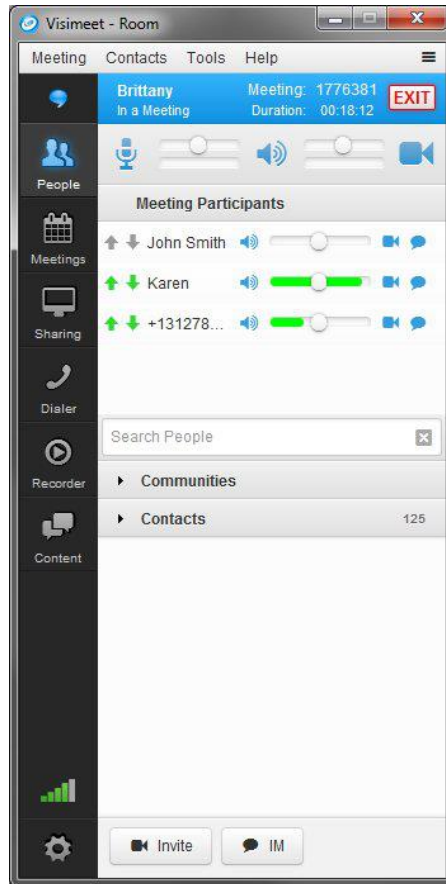
To make **phone calls** using the dialer enter the phone number on the number pad on the right or use your keyboard to enter the phone number. Calls can be made from anywhere in the world to the US only.

Call a phone

1. Dial the phone number including area code in the blank field either by typing it on a keyboard or clicking the numbers on the Dialer number pad.



2. Click "Call" when the number is entered
3. The recipient's audio will be added to the meeting. This audio will also be recorded if the meeting is recorded.



- To hang-up, highlight the endpoint and click the “x”



- Right click the endpoint under the attendee list to save the endpoint to your **speed dial list**.

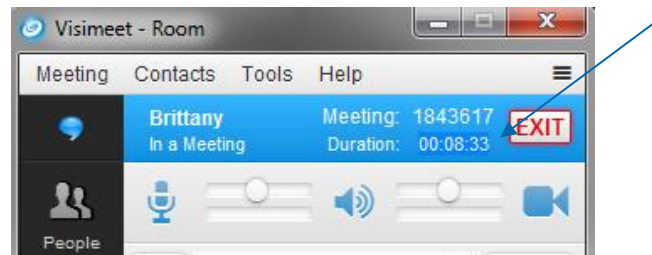
Learn more about Speed Dial on page 9

Phone Dial-In

If an attendee would like to **call in** but does not have the information, click “**Dial-in info**” and you will see all the details the caller needs.

Or, provide them with the phone number (312.884.5984 or +44 (0)2030266284 for UK users) and the meeting code.

Also, provide the caller with the unique meeting ID:



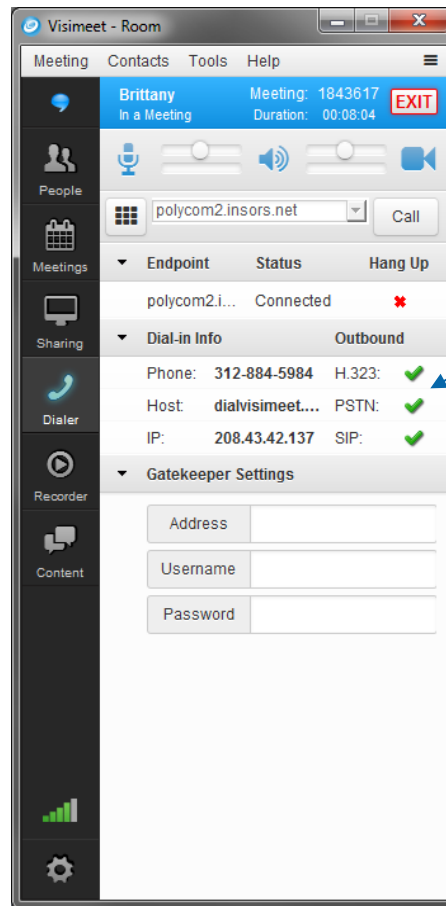
The phone number will always remain the same but the meeting code will change unless it is a recurring meeting.

Connecting to H.323 or SIP Endpoint

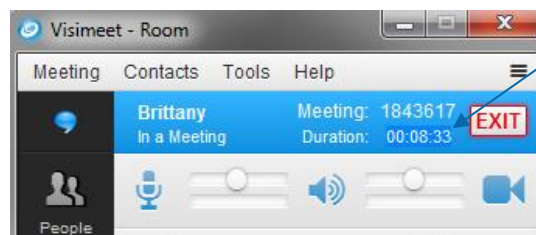
Traditional conferencing hardware such as Polycom & LifeSize

Device Dialing into the Meeting

1. Join an Instant meeting or create a Scheduled Meeting
2. Provide the H.323/SIP participant the meeting code and UCS IP or Domain Name, this can be found under the Dialer by clicking Dial-in Info



Also, provide the caller with the unique meeting ID:



Note: the Meeting ID is unique to the meeting and will change with each new meeting.

Note: IOCOM VisiMeeting is made up of a number of servers around the world that are linked to create one system. The H.323 endpoint should connect to the server, network wise, closest to their location regardless of the VisiMeeting user's location. VisiMeeting will route the traffic over the most efficient paths.

The IP Address and Hostnames are as follows:

US – 208.43.42.137 or – dialVisiMeeting.iocom.com

Europe– 159.253.132.234 or VisiMeeting-nl.iocom.com

Singapore – 174.37.68.163 or VisiMeeting-sg.iocom.com

A VC user can also dial the full number as a string. This varies from device to device but the two methods are –

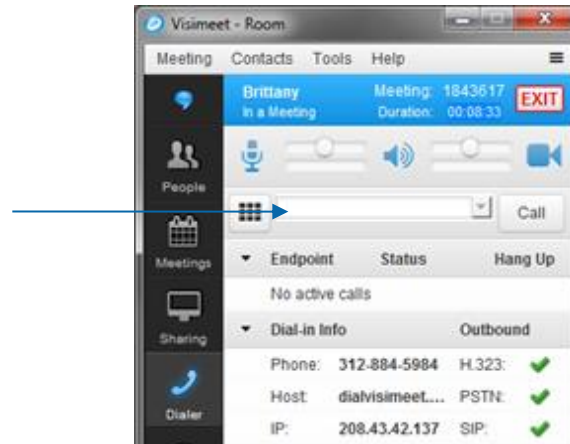
AddressOfUCS##MeetingCode

MeetingCode@AddressOfUCS

3. The H.323 Participant dials the UCS IP or Domain name
4. The H.323 Participant will enter the meeting code when auto-attendant answers
5. To switch the image sent to h.323 participant select the new video and hit number **1** on the keyboard – The transmitted window will have **#1** in the upper left corner
Note: VisiMeeting does not limit the number of videos the H.323 or SIP site can send or receive, their system sets the limitations.
6. Received video and audio will be the same as a standard IOCOM participant and will be included in any recordings

Dialing Out to a H.323 or SIP Site

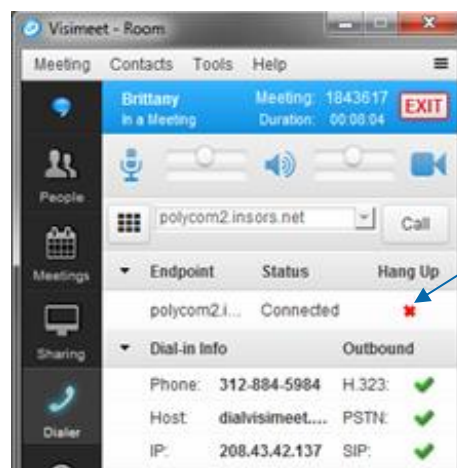
1. Join a VisiMeeting and open the VisiMeeting Dialer
2. Enter the host name or IP address in the blank field in the application.



3. Click “Call” and you will be connected to the desired location. All audio and video from this location will be recorded if the meeting is recorded.
 - To switch image being sent to h.323 endpoint select the new video and hit number **1** on the keyboard – The transmitted window will have **#1** in the upper left corner
 - Received video and audio will be the same as a standard IOCOM participant
 - VisiMeeting does not limit the number of videos the H.323 or SIP site can send or receive, their system sets the limitations.

Note: E.164 dial string may optionally be used if a private UCS has been incorporated into a private h.323/SIP dial plan. Please check with local UCS admin if using private UCS. This does not apply to VisiMeeting or IGMeeting IOCOM UCS.

4. To remove the location from the meeting, click the “x” in-line with the endpoint on the Call List.

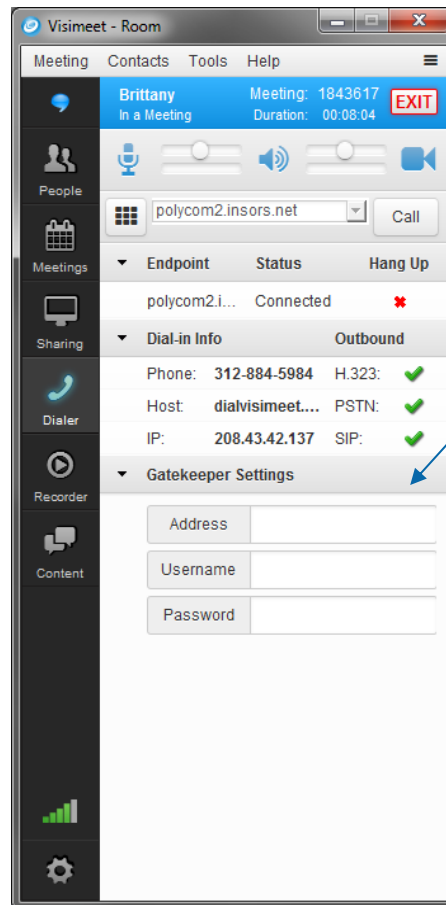


5. Right click the endpoint under the attendee list to save the endpoint to your call list.

Learn more about Speed Dial on page 9

To connect via gatekeeper in VisiMeeting Dialer:

1. Click the “**Gatekeeper Settings**” drop-down



2. Specify valid Gatekeeper user credentials, the SIP or H.323 endpoint should provide this information

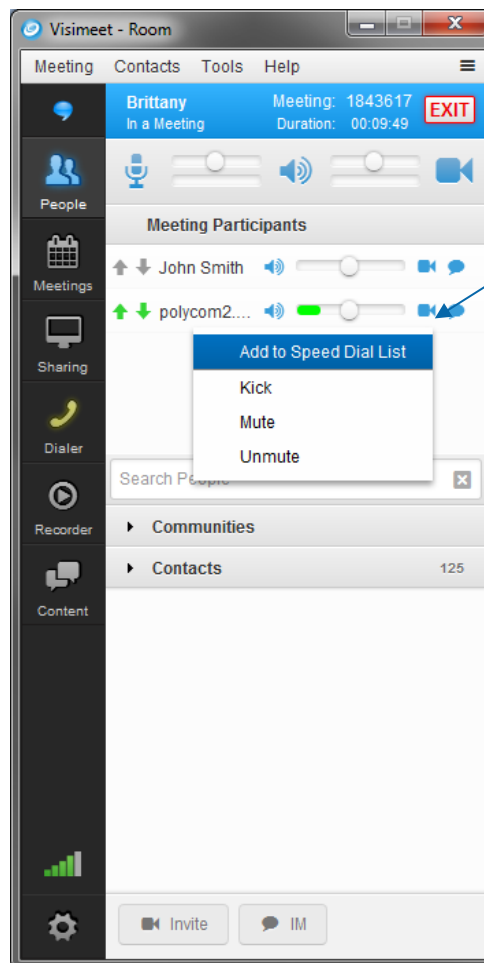
Speed Dial

Phone numbers and h.323/SIP sites can be saved to speed dial to make it easier to connect. speed dial contacts will be listed on the contacts list under the Speed Dial tab, click the contact to instantly invite to a new meeting or join a meeting in progress.

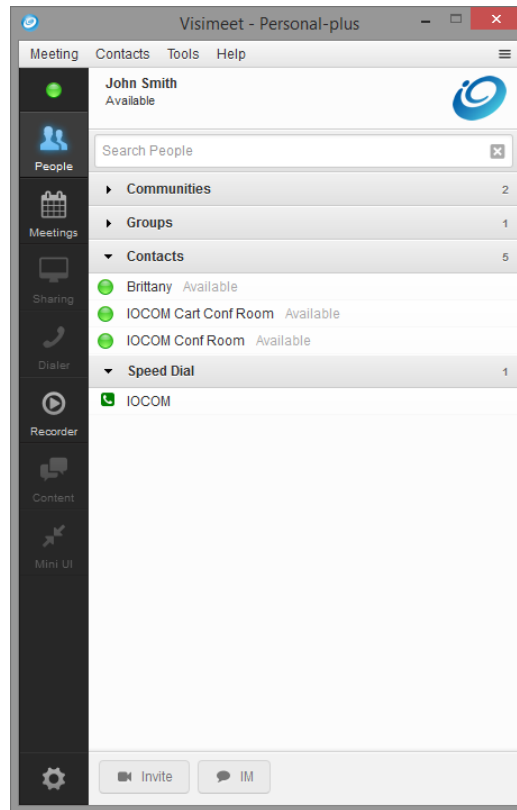
Option One (During a Meeting)

During a meeting you can add a SIP/H.323/Phone participant to your speed dial

1. Right click the endpoint under the attendee list to save the endpoint to your **speed dial list**.



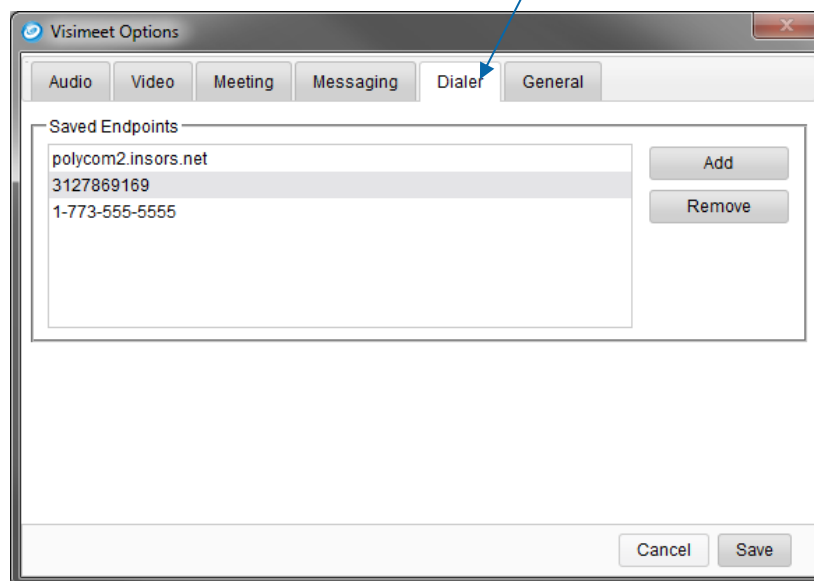
2. Select "Add to Speed Dial List"
3. The saved address can be found on your contacts list under the Speed Dial tab.



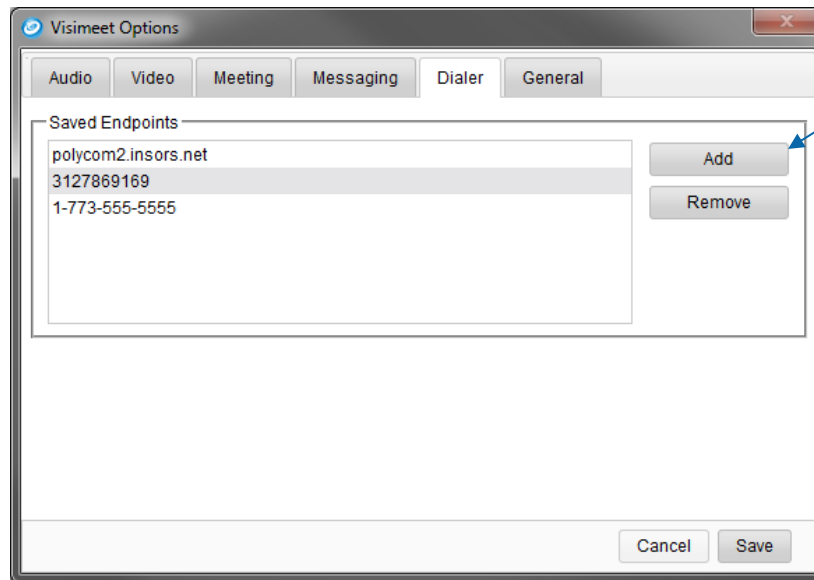
4. You can instantly invite the contact to a meeting by clicking the name and either right clicking and selecting call or clicking the phone icon that appears when you hover over the contact name.

Option Two (Options Panel)

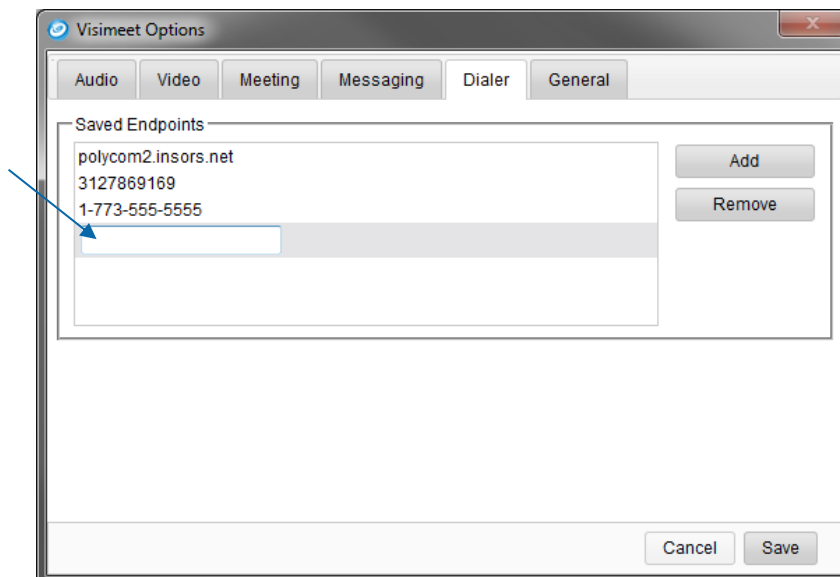
1. Endpoints can also be saved by going to Tools | Options | Dialer



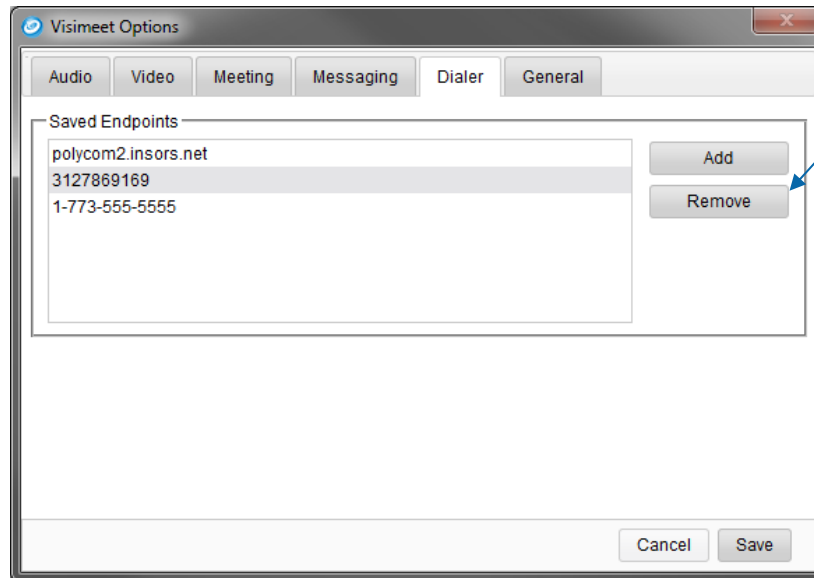
2. Click "Add"



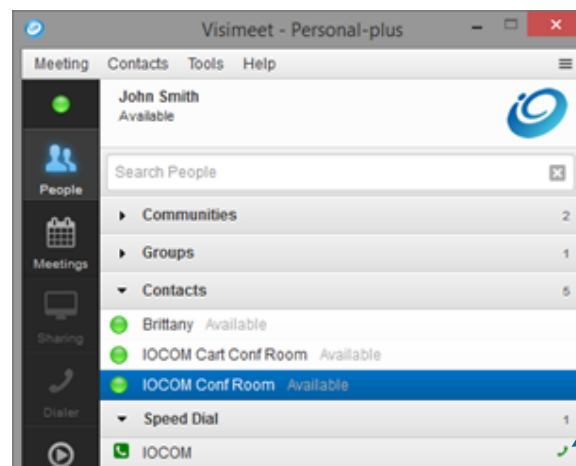
3. A blank field will appear. Enter the H.323 or SIP endpoint or phone number you would like saved here.



4. Click Save
5. Remove an endpoint by highlighting the endpoint and selecting "Remove"

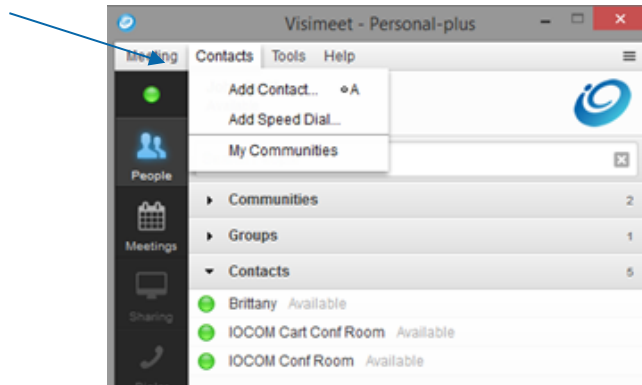


6. Click Save and the endpoint will no longer appear on your drop-down menu.
7. The saved address can be found on your contacts list under the Speed Dial tab.
8. You can instantly invite the contact to a meeting by clicking the name and either right clicking and selecting call or clicking the phone icon that appears when you hover over the contact name.

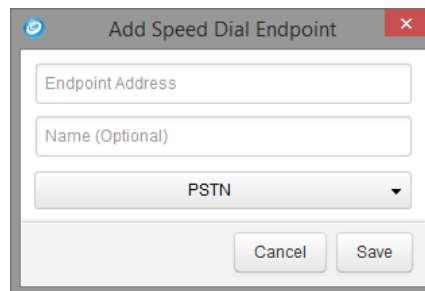


Option Three (Via Contacts Tab)

1. Under Contacts select “Add Speed Dial”



2. Window will appear, enter the H.323 or SIP address or a phone number and give it a name if you choose



3. From the drop down menu select if it is a PSTN (phone), H.323, or SIP
4. The saved address can be found on your contacts list under the Speed Dial tab.
5. You can instantly invite the contact to a meeting by clicking the name and either right clicking and selecting call or clicking the phone icon that appears when you hover over the contact name.

