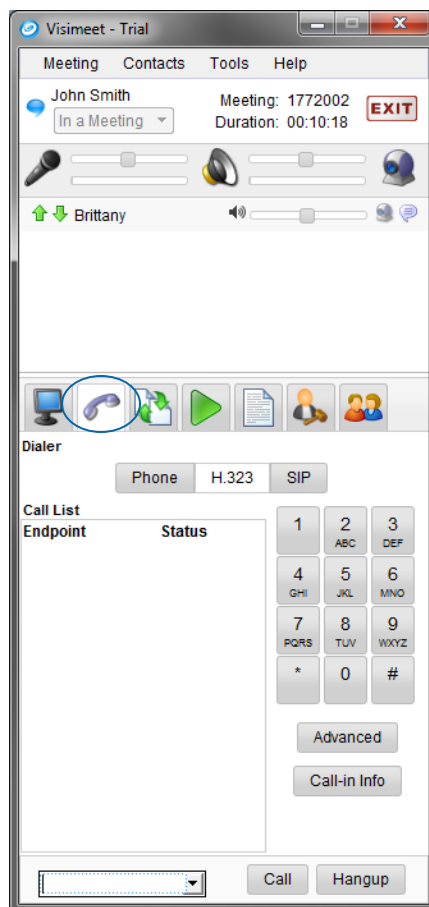


How to Call a Phone, H.323, or SIP in a Meeting

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.

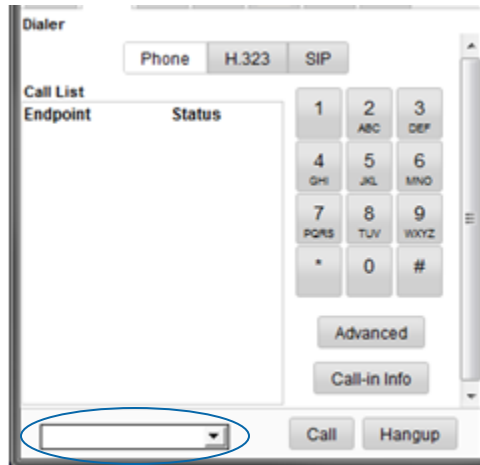


Dialing a Phone polycom2.insors.net

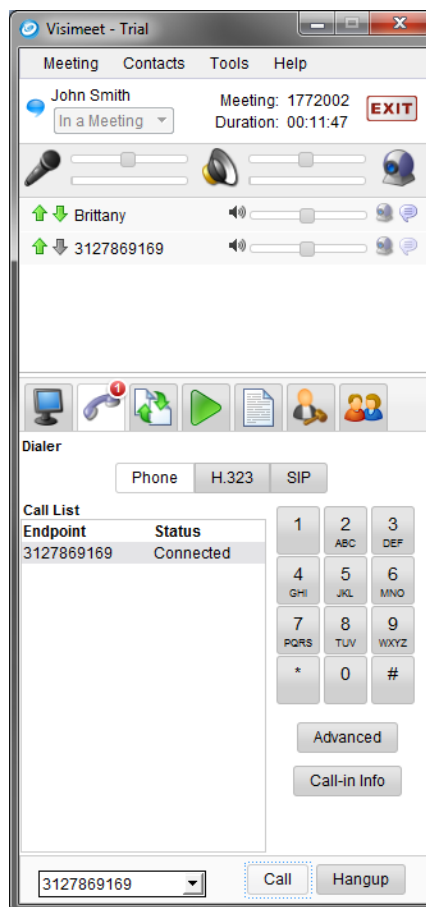
To make **phone calls** using the dialer enter the phone number on the number pad on the right or use your keyboard to enter the phone number. Calls can be made from anywhere in the world to the US and Canada only. Cell phones and landlines in the US and Canada can be dialed.

To use the Dialer to call a phone:

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

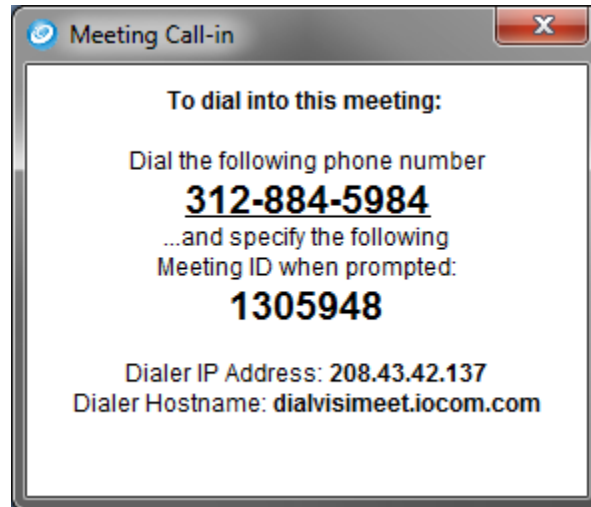


2. Click “Call” when the number is entered
3. The recipient’s audio will be added to the meeting. This audio will also be recorded if the meeting is recorded.



4. To hangup, highlight the endpoint and click “Hangup”

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

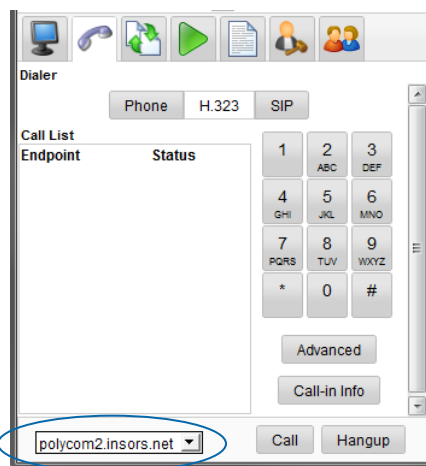


Note: the Meeting ID is unique to the meeting and will change with each new meeting.

Dialing an H.323 or SIP Site

To Dial **H.323** or **SIP**:

1. Enter the host name or IP address in the field on the bottom left of the application.

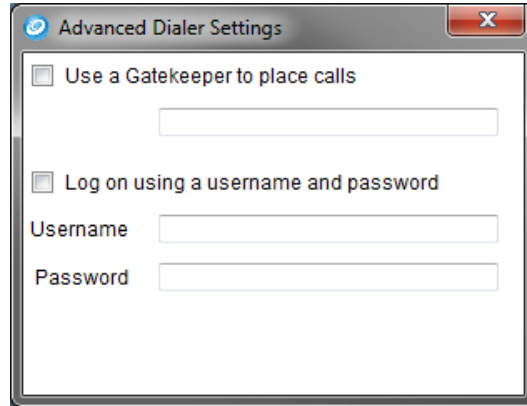


2. Click “Call” and you will be connected to the desired location. All audio and video from this location will be recorded if the meeting is recorded.
3. To remove the location from the meeting, select it from the Call List and click “Hangup.”

Some sites require H.323 devices to connect to external sites via a VOIP gatekeeper.

To connect via gatekeeper in Visimeet Dialer:

1. Click “**Advanced**”



2. Check “Use a Gatekeeper...” and specify a valid Gatekeeper IP or hostname
3. If required, check the “Log on using...” and specify valid Gatekeeper user credentials
4. Click the “X” to exit and your settings will be saved and applied