

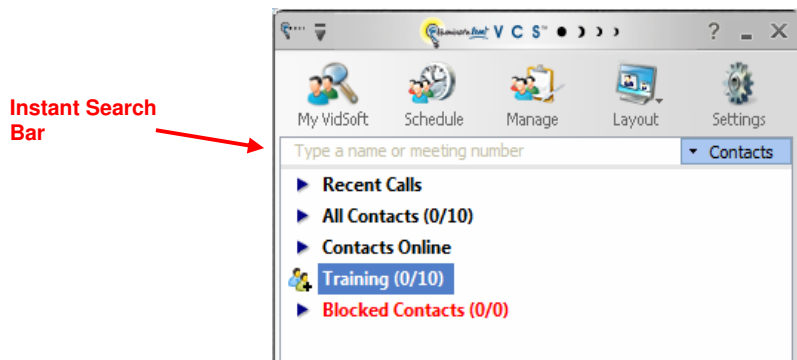


## Making a Point-to-Point Call

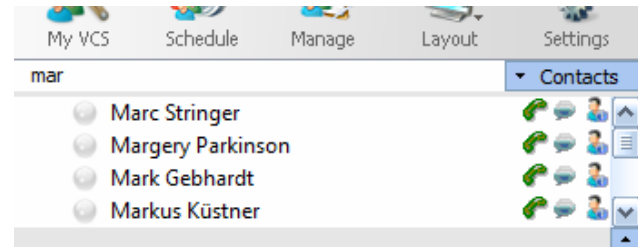
Elluminate VCS provides the flexibility of connecting to others by either scheduling a call or launching a call from directly within the VCS client interface. Starting a call from the VCS interface allows users to easily identify contacts and to make a call. You can launch an adhoc Elluminate VCS call between online or idle users by using the Instant Search, the Contact List or by dialing with the New Call dialog box.

### Make a call using Instant Search

- From within the client, enter into the **Instant Search** field the name or ID that you want to call. The Elluminate VCS client auto-completes the names as they are entered. The more letters you type, the better the matches.

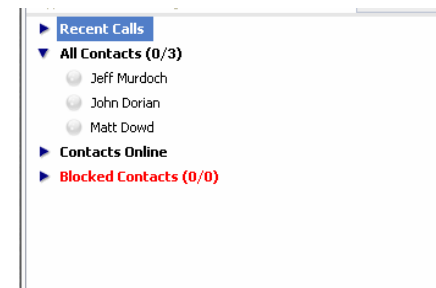


- To start the call, double click on the desired **name** or **meeting number** or click the **green phone** symbol next to the desired name or meeting number.



### Launch a call from your Contacts

- From within the client, click the **expand** button to view the desired contact list.




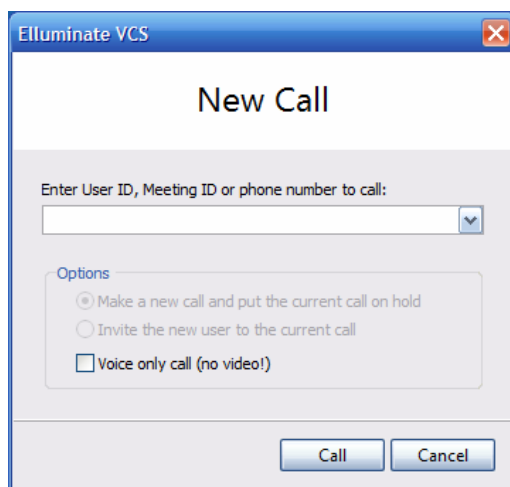
- To start the call, double click on the **name** in the contact list to be called or click the **green phone** symbol that appears when you pass your mouse cursor over the name.
- Right-click on a contact and select **Contact Details...** to view the contact Name, Userid, Email, Phone, Fax, Address and Visibility of online state.

### Note:

- Make sure that the status of the user you are attempting to call is online (green) or idle (yellow).
- If a user is not online or idle, you will receive a **Not Available** message in the **New Call** dialog box.

## Launch from the New Call dialog box

1. From within the client, click the  button to open the **New Call** dialog box.
2. Enter the complete User ID, Meeting ID or phone number. For example, enter **johndoe@illuminate.com** not **johndoe**.




3. Click the **Call** button

## Dialing a H.323 Endpoint

The server you are logged on to might also provide connectivity to legacy IP-based videoconferencing systems (based on the H.323 standard). In this case, an address you use when making calls is different from an Elluminate VCS user ID.

Your Elluminate VCS administrator can tell you if H.323 services are available and how to access H.323 endpoints with your organization's dialing scheme.

## To dial an H.323 endpoint:

1. From within the client, click the  button to open the **New Call** dialog box.
2. Enter the H.323 number in the following format:

H323:<IP Address> in the format **###.###.###.###**, where the pound sign is the digit of the four part IP address separated by periods.

- or -

Enter an E.164 video phone address (or "alias") provided to you by your administrator that matches the person or device you want to call.

For example:

**h323:petermiller** with "petermiller" as the alias of the H.323 client

- or -

**h323:4583456** with 4583456 as the E.164 number of the H.323 client

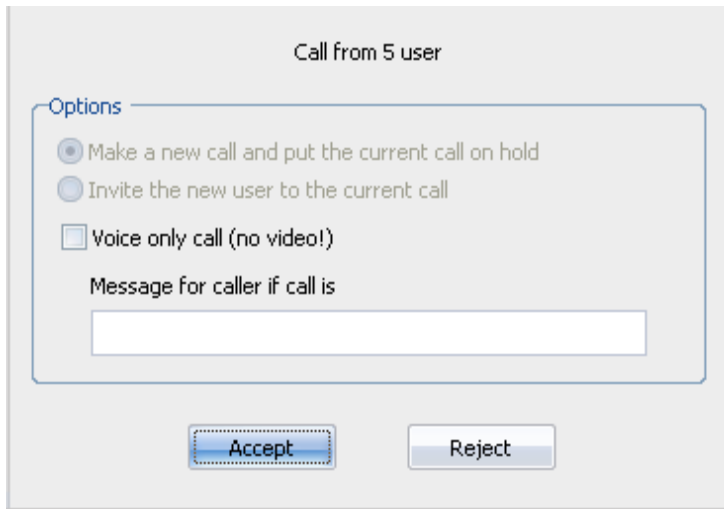
## Note:

- A user of a H.323 client can call you by entering your user ID or the E.164 number assigned to you. This requires the H.323 client to be registered with a gatekeeper connected to the server.
- If a user is not online or idle, you will receive a **Not Available** message in the New Call dialog box.

## Accept a call

When you receive a call, a dialog box appears and indicates that you have an incoming call with the name of the caller.

1. Click **Accept** to answer the call or **Reject** to ignore the call.




2. If you are in a conference, you can add the calling person to the ongoing conference (up to 10 parties per conference).
3. If you are participating in a call and accept the call without adding the caller to the ongoing call, the call is automatically put on hold. Upon closing the new call you are prompted whether you want to activate the call that you put on hold.

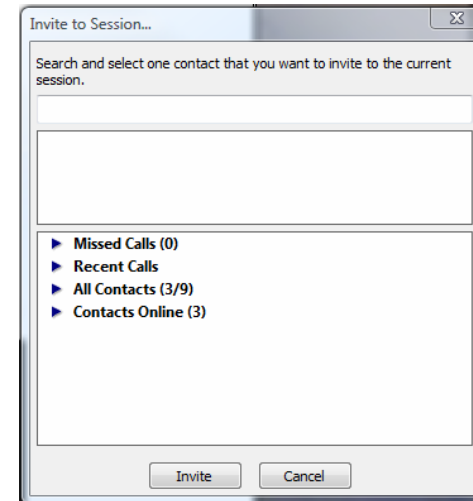
### End a Call



1. Click **Hangup** to end the call.
2. If you have calls on hold, you are prompted with a list of these calls. Select the call you want to resume.

### To making a multi-party call:

1. Click  button during an active point-to-point or multi party call, the following dialog appears:









2. Type the person you want to invite in the **Search** box. The new invitee must be listed in one of your contact list or in the directory.
3. Double click on the chosen participants name to place the call.

**Note:** If the session is a point-to-point call, all Present features, chat and file transfers will be removed from the session and new multi-party call will be established.

## The General Tab

Once an active call begins, the **General Tab** appears. The General tab has the following buttons which can be used during the call:



	<b>End Session</b> – Ends the current Elluminate VCS session
	<b>Hold</b> – Places the session on hold. Both the microphone and video are muted.
	<b>Invite</b> - Opens the Invite to Session...dialog box which allows participants to invite someone to the session
	<b>Present</b> – Allows participants to present a whiteboard or share an application or desktop
	<b>Chat</b> – Opens the Chat window which allows participants to send chat messages to one another
	<b>File Transfer</b> – Opens the File Transfer window which allows participants to transfer files during the session

**Note:** There are several video layouts available under the **Video & Layout** tab. Try them to determine which one works better for with viewing preferences.