

Placing a call using your Via Video

If the number you are attempting to access is recorded in your Directory . . .

Begin by clicking on the Directory icon.



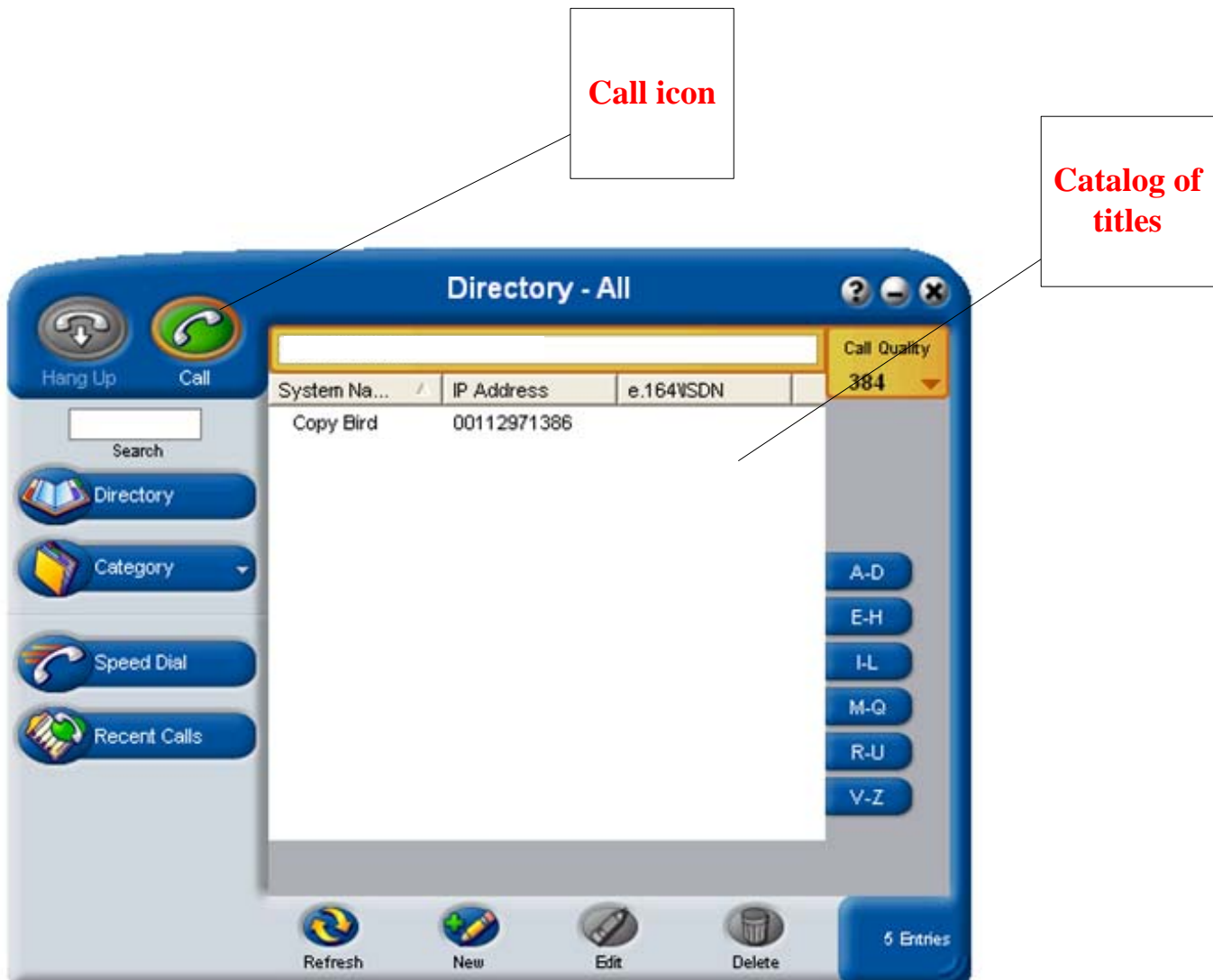
Directory icon

A Directory box will appear on your screen.

Click on the Category icon to change the Directory display and select one of the following:

- **Global to display entries in your Global Directory**
- **Local to display Local Directory entries**
- **All to display both Global and Local Directory entries**

Select a title from the listing, then click on the Call icon.



Via Video will proceed with the connection.

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If you are attempting to call a number NOT listed in your directory . . .

Begin by clicking on the Call icon.

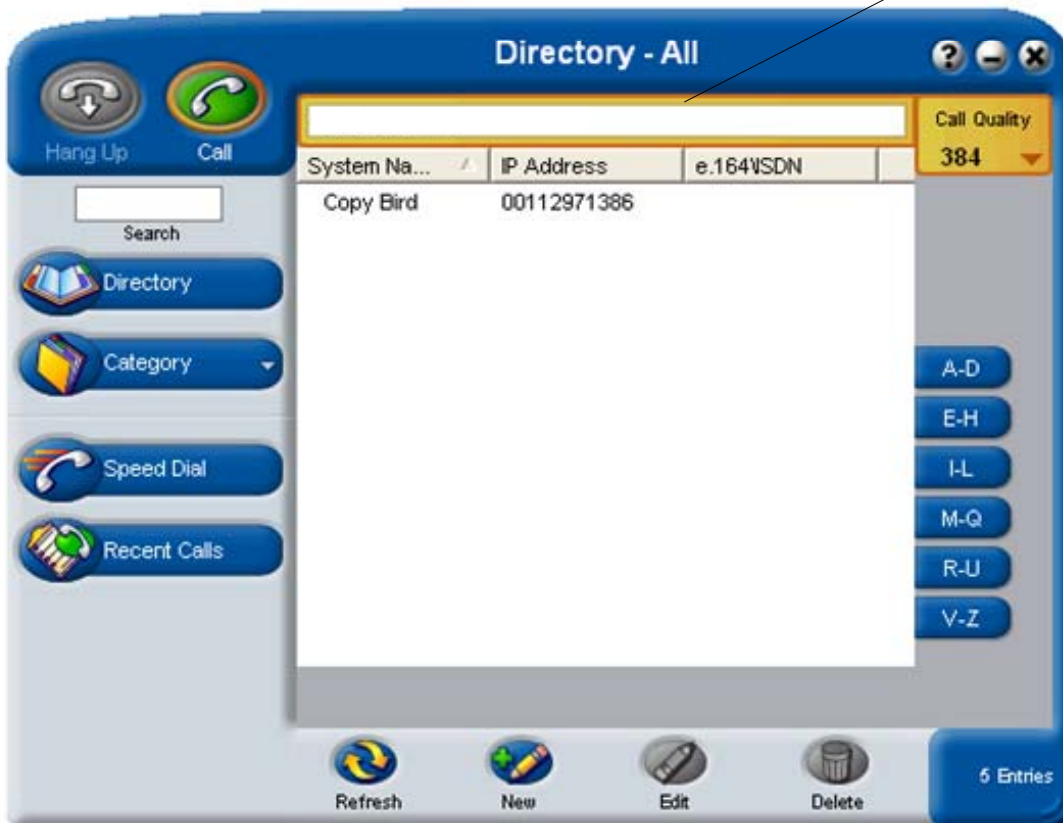


Call icon

A Directory box will appear on your screen.

Enter the site number in the dialing entry field: You can use IP addresses (i.e. 255.255.255.255), DNS names, and H.323 extensions.

Enter site number here



Click Call again.

Via Video will proceed with the connection.

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If you are attempting to call a number from the Speed Dial list . . .

Begin by clicking on the Speed Dial icon.



Speed Dial icon

Select an entry and Via Video will place the call.