# How to place a call between two ViaVideos at Sandia (CA/NM)

Point-to-Point
- Click the call or directory button on the right side of the ViaVideo screen.
- Scroll down thru the directory list and within the conference room list you will see the name of customers who have their ViaVideo's turned on and are ready to accept calls.
- Click the name of the participant you wish to call, this will bring up their IP address.
- Click on the green call button.
- You will hear a ringing sound while the equipment makes the call to the participant. The person should pop up in the ViaVideo screen.

No restrictions on how many Viavideo – Viavideo connections you have at the sametime. All calls can be ad-hoc.

Multipoint

You can setup a multipoint call at your desk or you can call Lanette Radliff 294-2672 or Diane Gomes 294-1479 to set the call up for you.

There are two ways to have multipoint calls:
- Voice Activated – The person talking will be viewed on the screen
- Continuous Presence – You can see all the participants at the same time like the Hollywood squares.  Up to 4 people at a time
- One person will take ownership to set up the call.  You decide what type of call you want.

> **Enter 10 - voice activated OR**
> **Enter 11 for continuous presence**

- AND any 4 – 8 digit number you choose. This is the password to gain access to the conference.
- *Example*:  I want a voice activated call so I choose this number 10 1234.
- Click on the directory button and on the top line of directory you type in 101234
- Click on the green call button
- The other participants will use the same number 101234 to join the conference.

Ad-hoc multipoint videoconferencing is available (3 or more parties) – this is limited to **15 simultaneous users**.  It will be on a first come, first served basis.

# How to place a call between a ViaVideo and a standard videoconference system in a conference room at Sandia

<u>Point-to-Point</u>
- Click the call or directory button on the right side of the ViaVideo screen
- You will see a list of CA & NM conference rooms.
- Click the room you wish to call and bring up their dialup ISDN number.
- You can now click on the green call button.
- You will hear a ringing sound while it makes the call to the conference room.  You must have someone in the room to answer the call.  It will take at least **45 seconds** to connect to the room.

Capacity is very limited for this service, it is an ad-hoc, first come, first served capability.  At this time we can only support **3 simultaneous videoconferences to a conference room** at a time.

<u>Multipoint</u>
- You need at least 2 hours notice to setup a multipoint call from a Viavideo to Conference room.
- Call Lanette Radliff 294-2672 or Diane Gomes 294-1479 with the conference rooms or Viavideos involved.  The length of time for the meeting and if you want voice activated or continuous presence type of meeting.

Multipoint videoconferencing is available (3 or more parties) – this is limited to **15 simultaneous users**.  It will be on a first come, first served basis.

## How to place a call between a ViaVideo and a standard videoconference system outside of Sandia, but within the DOE Complex

<u>Point-to-Point</u>
- Click the call or directory button on the right side of the ViaVideo screen
- You will need to have the 10 digit ISDN number (5058441234)  for the conference room
- On the top line insert 861 and the 10 digit number (8615058441234) for the conference room
- Click on the green call button.
- You will hear a ringing sound while it makes the call to the participant.  It will take at least **45 seconds** to connect to the room.

Capacity is very limited for this service, it is an ad-hoc, first come, first served capability.  At this time we can only support **3 simultaneous videoconferences to a conference room** at a time.