

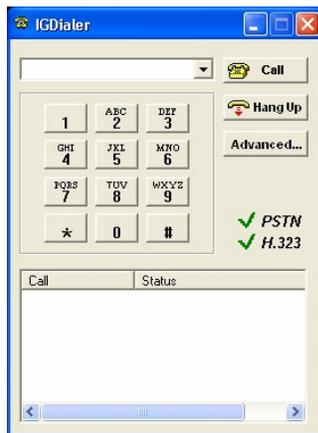
IGDialer

Dialing Out

- 1) To use IGDialer, while in a meeting click on the IGDialer icon in the lower left corner of the

IGMeeting window: 

- 2) Type the phone number or IP address for the phone or video conference endpoint you wish to call. You can type the number using the IGDialer number pad or using your keyboard



- 2a) If you need to use an H.323 gatekeeper to place calls, click the **Advanced** button for additional options. Enter the gatekeeper's address and your username and password for the gatekeeper, and click **OK**:



- 3) Click the **Call** button
- 4) The number will appear in the IGMeeting window, next to a slider for volume level
- 5) To hang up the call, select the number in the IGMeeting window and click the **Hang Up** button in IGDialer

Dialing In

The preferred method of establishing a PSTN or H.323 connection is to dial out using IGDialer. However, it is possible to dial in to a meeting from a telephone, by dialing the phone number for your UCS's bridge. If you do not know your UCS's number, please contact the support organization for your UCS. If your UCS is igmeeting.insors.net, please contact inSORS support (312 786-9169, x120).

After dialing the UCS number, you will hear a prompt to dial the meeting code for the meeting you wish to enter. If you wish to enter a permanent room rather than an instant meeting, you must contact your UCS's support organization to determine the room's number.

To dial in with an H.323 device, you may either dial the phone number for the bridge or use the UCS's IP address or DNS name (e.g. 64.74.96.243 or backup.igmeeting.net). Dial-in capabilities for H.323 devices are enabled at the UCS administrator's discretion.

Users of the igmeeting.insors.net UCS who wish to have an H.323 device to dial into their meeting should use the UCS located at backup.insors.net.