

How to Dial Out a Phone

Chi - 2023-07-10 - VSee Messenger (Providers and Patients)

Dial Out a Phone

VSee lets you dial out to a mobile or landline number to add participants to an ongoing call at no additional cost.

How to Dial Out:

Make sure you are an assigned [host](#) (this is the person who started the call and anyone they assign).

1. Click **More**.
2. Select **Dial a Phone** from the menu options.

Note: The Dial-out PIN keypad is grayed out at this point. A Dial-out call must first be made before it gets activated.



3. Enter a 10-digit US phone number on the pop-up window.
4. Click **Call Now** or hit Enter on your keyboard. It will be enabled after a valid US phone number is entered.



5. Click again on **More (...)** on the menu tray.
6. Select **Dial keypad** as it is now clickable.



7. The dial keypad window will pop up and you can now select the number following the recorded instructions.

After the dial-out call has been initiated, the phone participant will join as a blank call window identified by the phone number dialed.

8. Click on **Close** to exit the dial keypad window and go back to the video call view. Or you can also drag the dial keypad window aside to uncover the video windows of the participants.



Scope and Limitations:

- Dial-out calls may only be initiated by a call [host](#).
- Only available on Basic VSee Clinic and Enterprise Accounts.

If you have any questions, please contact us at help@vsee.com.

Tags

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