



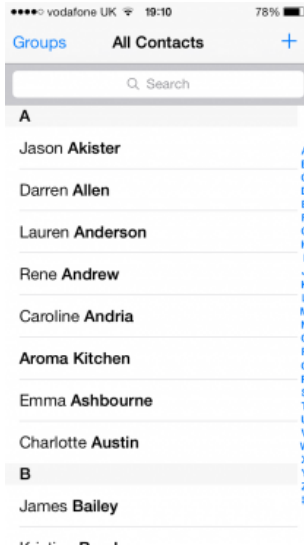
Making and Receiving FaceTime Calls

Now that we know what FaceTime is, we can learn how to make video calls with other users of iPhones and Macs.

1. There are a few “pre-requisites” you must have to use FaceTime:
 - I. You Must Have an iPhone or Mac: You cannot use FaceTime if you do not have an iPhone or Mac. Call over an instructor if you are not sure if you have one of these two devices.
2. First, open up the FaceTime app on either your iPhone or Mac. Each device has a slightly different logo:



3. Once you open up the app, you will be taken to a list of your previously existing contacts on your phone. If you wish to add more contacts, call over an instructor to assist you.
4. Click on any one of the contacts on the list to begin the FaceTime conversation.
Once you click on a name, you will automatically begin the call (this is where *you* begin the call). See the picture on the next page to get a sense of what your list of contacts will look like (note: the list may be in black on some versions of iPhones and Macs):

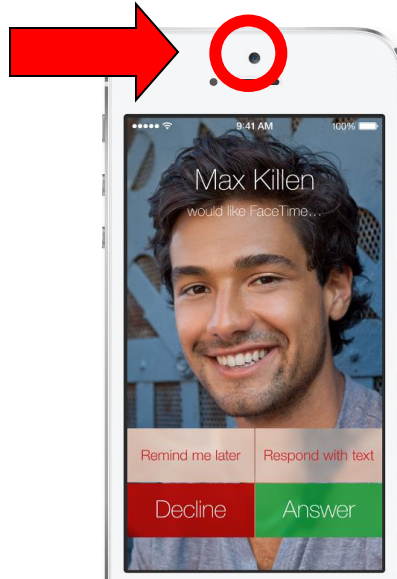


5. On every iPhone and Mac, there is a video camera, so there is no need to check if you have on your device. Therefore, once you call someone, your device will “ring” until the person accepts the call (or will stop after a while if there is no answer).
6. You can also *receive* calls from other people. Other people can go through the same process above to call you. When someone calls you, your screen will look like this:

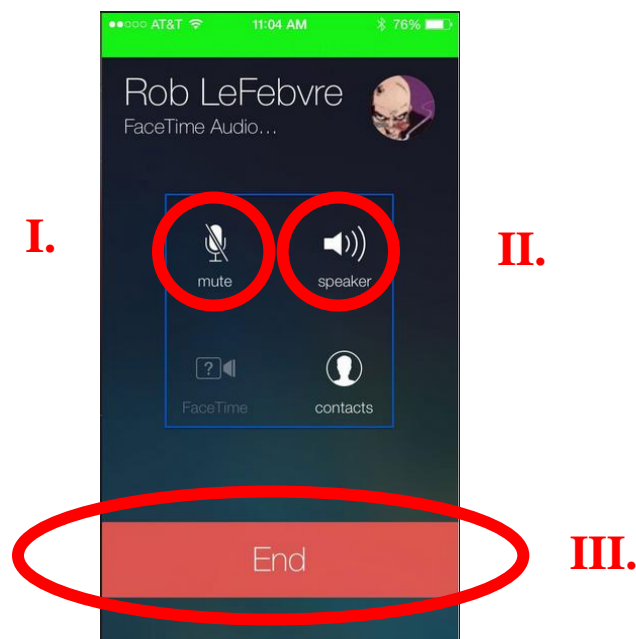


Click the green “Answer” box to accept the call and begin the conversation.

7. Once you are connected with the other person, you will be able to see and talk to him or her in a face-to-face conversation for as long as you like.
8. The way the other person sees your face is through the video camera on the top part of your iPhone or Mac. Look for the little circle in the top middle of the device and look into it so the other person will be able to see your face:



9. There are a few buttons you should be aware of during the call:



- I. Mute: This button turns off the sound so when you talk, the other person cannot hear you. Use this when you want to talk to someone physically next to you without the person you are talking to on the phone hearing it.
 - II. Speaker: This dramatically increases the sound you hear from talking to the other person. It is recommended that **you use this in all FaceTime calls** because you do not have to hold the phone to your ear when talking.
 - III. End: This stops the call. Use this when you are finished talking to the other person.
10. The buttons and process for calling is very similar on the Mac. There are no real differences in the buttons used during the call than there are in iPhone calls.
11. This is the basis for sending and receiving FaceTime calls. If you have any questions or concerns, please feel free to ask the instructor or (if you are by yourself) to send an email to technoacademy@gmail.com regarding any questions you may have.

Phone: (470) 222-5194

Email: technoacademy@gmail.com

Website: www.technoacademy.org