



Facetime

Video and Voice Calls



Where you can use Facetime

You and your recipient can make a Facetime video or voice call from any Apple device.

What you need

- An apple device with a microphone and speakers and a webcam (if making video calls)
- The recipient with Facetime on their device
- An internet connection

Setting up the Apps

Facetime is already loaded on your iPad and iPhone. You can use your apple id and password, an email address, and/or your phone number to make and receive calls – and have the same account open on multiple devices.

Making a Facetime Video Call

Option 1: with Facetime App – and a contact in your contact list

1. Open your **Facetime App**
2. Click on + at the top to access your contacts
3. Click on your Contacts name in the contact list (use the search box if required)
4. Click on the picture of the **Video Recorder** to start the video call
5. WAIT for the connection
6. To end your video call, tap the red end call icon or red receiver.

Option 2: with Facetime app – and a contact not in your contact list

1. Open your **Facetime App**
2. Click on + at the top to access your contacts
3. Type their name, phone number or email address in the contact list
4. Tap the Video or Audio at the bottom
5. WAIT for the connection
6. To end your video call, tap the red end call icon or red receiver.



Option 3: with Contact App

1. Open your **Contacts app**
2. Click on your Contacts name in the contact list (use the search box if required)
3. Click on the picture of the **Video Recorder** to start the video call
4. WAIT for the connection
5. To end your video call, tap the red end call icon or red receiver.

Viewing Recent Facetime Calls

1. Open the Facetime App
2. Tap on Video or Audio
3. View recent Video or Audio calls (red are those missed, white are those that have connected)
4. If you would like to return the call, just tap on the phone number or name