

Testing Lync Sounds Settings Prior to Joining a Meeting

It is a great idea to test your sound settings prior to joining a Lync meeting. This will help ensure all goes smoothly.

Testing Audio (Sound)

- 1. Double-click the Lync icon to open the Lync window.
- 2. Click the Options down arrow.



- 3. Choose **Tools**, **Options**.
- 4. Choose **Audio Device** from the left menu.





5. Press the green arrow button appearing beside Speaker.

Customize	your device		
	Speaker		_ 4
		· · · · · · · · · · · · ·	
R	Microphone		
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Þ	Ringer	Speakers (Logitech USB Hea	adset H540)
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If speakers are working correctly, you should hear a ringing sound. If you do not hear a ringing sound, this means your speakers are set for the wrong device.

a. Click the arrow beside the option titled "Select the device you want to use for audio calls"".

Select the device you want to use for audio calls:		
Other Device Logitech USB Headset H540	•	

- b. Choose another option from the drop down list. Click the green arrow again to test. Continue, until you hear the ringing sound.
- 6. Now speak or tap on your desk area to test the Microphone. As you make noise you should see a sound indicator appear beside the microphone option.



7. Choose **OK** to save the settings.

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Testing Video

1. Again, while in Lync, click the **Options down arrow**.

L Microsoft Lync	
<u>File Meet Now Tools H</u> elp	
What's happening today?	
Snyder, Natasha Available * Set Your Location *	© -
2 6	Ę.
Find a contact	2
Groups Status Relationship	8≡ -

2. Choose Video Device from the left menu.

Ly	nc - Options	
,		
	General	
	Personal	
	Status	
	My Picture	
	Phones	
	Alerts	
	Ringtones and Sounds	
	Audio Device	
	Video Device	
	File Saving	

3. A video area will appear and you should now see what your camera is pointing at. If you do not see an image, click the arrow beside the option titled "Select the webcam you want to use for video calls:". Choose an option which displays and image.



4. Choose **OK** to save video setting.

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