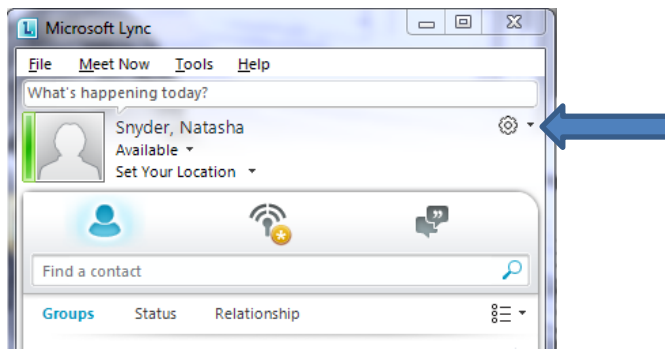


Testing Lync Sounds Settings Prior to Joining a Meeting

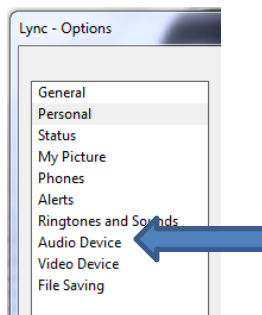
It is a great idea to test your sound settings prior to joining a Lync meeting. This will help ensure all goes smoothly.

Testing Audio (Sound)

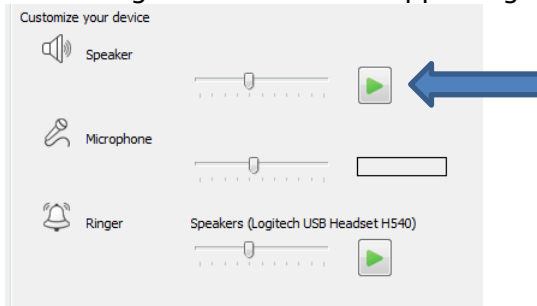
1. Double-click the Lync icon to open the Lync window.
2. Click the Options down arrow.



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

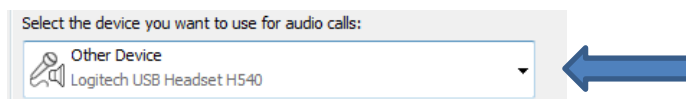


5. Press the green arrow button appearing beside Speaker.



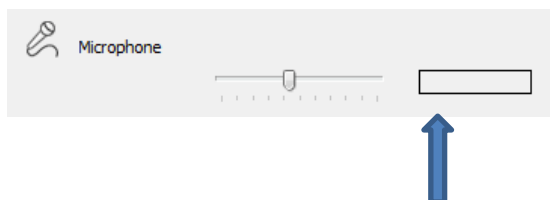
If speakers are working correctly, you should hear a ringing sound. If you do not hear a ringing sound, this means your speakers are set for the wrong device.

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



- b. Choose another option from the drop down list. Click the green arrow again to test. Continue, until you hear the ringing sound.

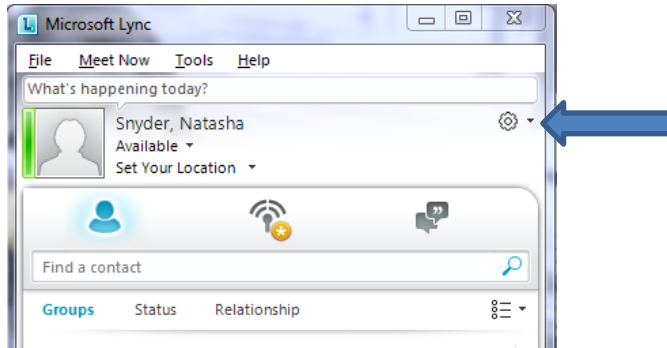
6. Now speak or tap on your desk area to test the Microphone. As you make noise you should see a sound indicator appear beside the microphone option.



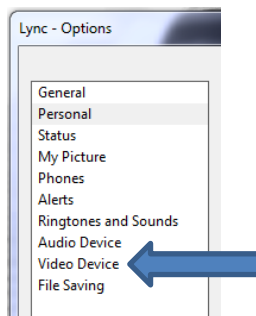
7. Choose **OK** to save the settings.

Testing Video

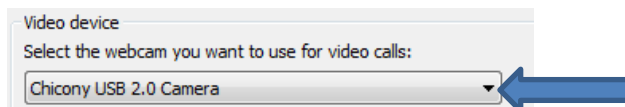
1. Again, while in Lync, click the **Options** down arrow.



2. Choose **Video Device** from the left menu.



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.