

Audio User Manual

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Setting up your audio device

Before using Lync to make a call or join a conference, you should set up your audio device and check the quality. You can use your computer's microphone and speakers, or plug in a headset.

1. Click **Select Primary Device** on the lower-left corner of Lync.
 2. Click **Audio Device Settings**.
 3. Pick your device from the **Audio Device** menu, and adjust the **Speakers** and **Microphone** volume.
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Making a Lync call (computer audio)

1. Pause on a contact's picture.
 2. Click the **Phone** button to call the contact using Lync, or click the arrow next to the **Phone** button and select a number.
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Call using the dial pad

1. Click the **Phone** icon in Lync.
 2. Click the numbers on the dial pad or type the number in the search box, then click **Call**. Lync calls the number just like a regular phone.
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Use audio call controls

To access the Audio Call Controls, hover over the phone and mic button.

- To put the call on hold, click **Hold Call**.

- Click **Mute** to mute your audio.
- To send the call to another number, click the **Transfer Call** tab, and choose one of the numbers.
- To hang up, click the phone button in the conversation window.

Invite more people to a call

1. In the conversation window, pause on the **People** icon and click **Invite More People**.
2. Select the invitees from **Invite by Name or Phone Number** window, and click **OK**.
3. Your new invitees receive a request to join your call.

Add audio to an IM conversation

1. Hover over the **Phone** icon in the IM window and select one of the numbers.
 - You have options such as work, mobile, or home (if published) for your contact.

- You can also click **New Number**, and type a number to call.
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Start a conference call

1. Select multiple contacts by holding the Ctrl key, and clicking the names.
 2. Right-click the selection, then click **Start a Conference Call**.
 3. Choose how you want to start the conference call by selecting **Lync Call** or one of the numbers.
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Answer a call

1. When someone calls you, an alert pops up on your screen.
2. To answer the call, click anywhere on the picture area.
3. Click **Ignore** to reject the call and send to voice mail.

4. Click **Options** to take other actions:

- Send the call to **Voice Mail**.
- **Reply by IM instead of audio.**
- Set to **Do not Disturb** to reject the call and avoid other calls.
- To redirect the call to a different number, click the number.