

Answer a call

When someone calls you, an alert pops up on your screen.

- To answer the call, click anywhere on the photo area.
- To reject the call, click **Ignore**.
- To start an instant messaging (IM) conversation with the caller instead of an audio call, click **Options**, and then **Reply by IM**.
- To reject the call and other calls, until you change your status click **Options**, and then **Set to Do not Disturb**.

Use audio call controls

During a call, point to the phone/mic button to access the controls.

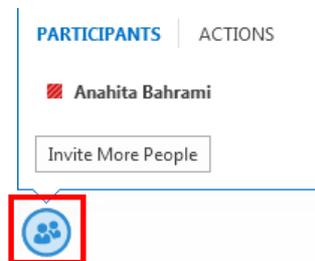
- To put the call on hold, click the **Hold Call** button.
- To mute your audio, click the **Mute** button or click the **Call** button itself.
- If call transferring is available for your account, click the **Transfer Call** tab, and select the number you want.
- To hang up, click the phone button in the conversation window.



Invite more people to a call

1. In the conversation window, point to the people button, and then click the **Invite More People** button.
2. Type the name(s) of or select the person or people you want to invite, and then click **OK**.

Your new invitees receive a request to join your call.



Microsoft Lync 2013 Audio For Windows

Lync allows you to easily add voice to chat conversations, make voice calls to other Lync users on campus, or add voice to a virtual conference.

All you need is a microphone and speakers, however using a Lync-certified headset or a conference “puck” can greatly improve the quality of the audio. Contact your department’s technical support staff to learn more about the Lync-certified hardware options.

TIP: Often, the best way to start a voice call is to actually start with a chat message and ask if the person is free to talk.

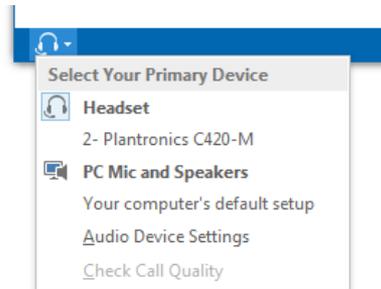
This is one of a series of Quick Start Gid. We encourage you to view more guides, step-by-step instructions and instructional videos at technology.ku.edu/lync.



Set up your audio device

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

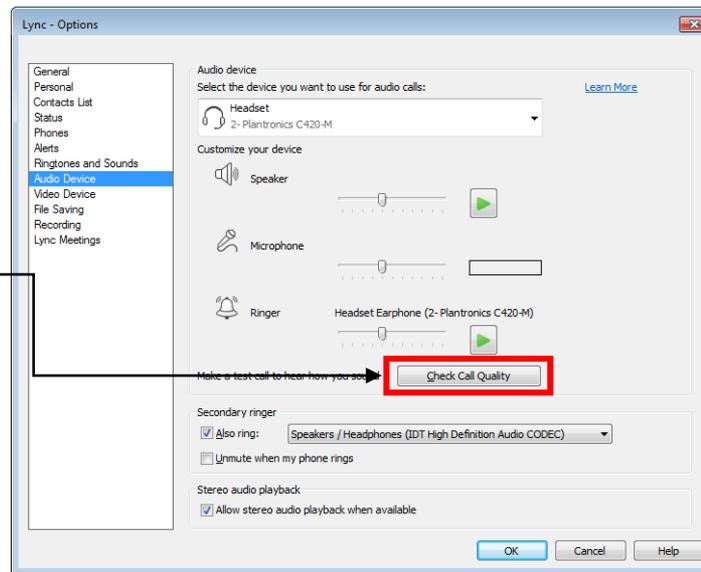
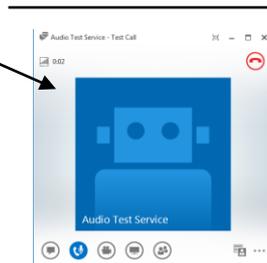
1. Plug in your headset (optional).
2. Click **Select Primary Device** in the lower-left corner of Lync, then click **Audio Device Settings**.
3. Pick your device from the **Audio Device** menu, and adjust the speaker and microphone volume, as needed.



Check your call quality

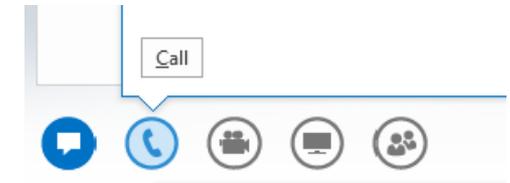
Before you join or start a Lync voice call or conference, you may want to check the quality of your microphone and speakers.

1. Navigate to "Audio Device Settings" by either clicking the headset or speaker icon in the lower left corner of the client or clicking the **Options**  icon.
2. Select **Check Call Quality**.
3. A dialog box with a robot will appear and instruct you to speak into the microphone and pause.
4. Once you have paused, Lync will play your message back for you.
5. Make any adjustments to your device settings and click **OK**.



Add audio to an IM conversation

In the conversation window, point to the phone icon, and then select **Lync Call**.



Start a call

- Pause on a contact's picture anywhere it appears, and click the phone icon.

Start a conference call

1. In your Contacts list, select multiple contacts by holding the Ctrl key, and clicking the names.
2. Right-click a selected name, then click **Start a Conference Call**.
3. Click **Lync Call**.

Set up an optional secondary ringer

1. Navigate to "Audio Device Settings" by either clicking the headset or speaker icon in the lower left corner of the client or clicking the **Options**  icon.
2. Under **Secondary Ringer**, select **Also rings** and select a device, such as your desktop speakers.

TIP: Setting up a secondary ringer is a great idea if you plan to use a headset for voice calls but do not want to wear the headset while not on a voice call.