

Quick Start: Use voice and video

If you have a microphone and speakers, you're ready to use Microsoft® Lync™ 2010 communications software for voice calls. You can also plug in any device recommended by your organization, such as a USB headset, USB phone, or handset; Lync 2010 automatically configures your settings.

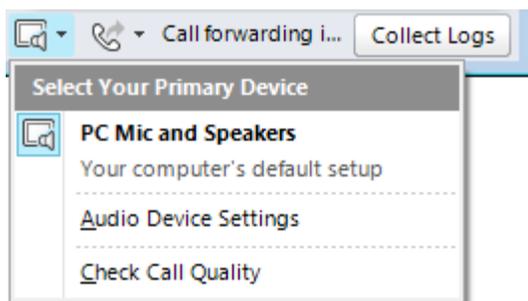
What do you want to do?

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Select your audio devices

To select your audio devices:

1. Open Lync, and, in the lower-left corner of the Lync main window, click the audio device menu .
2. Either select the audio devices that you want to use, or click **Audio Device Settings** to set up a new audio device.

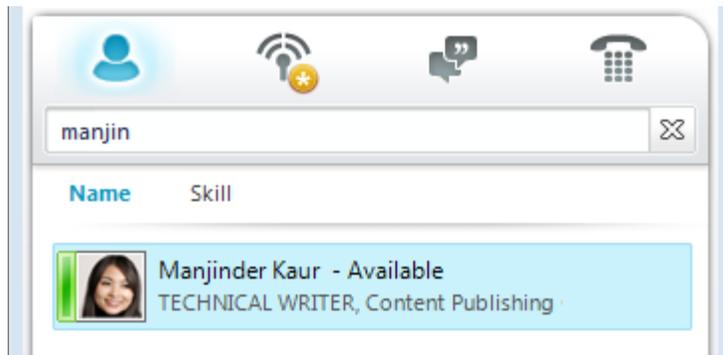


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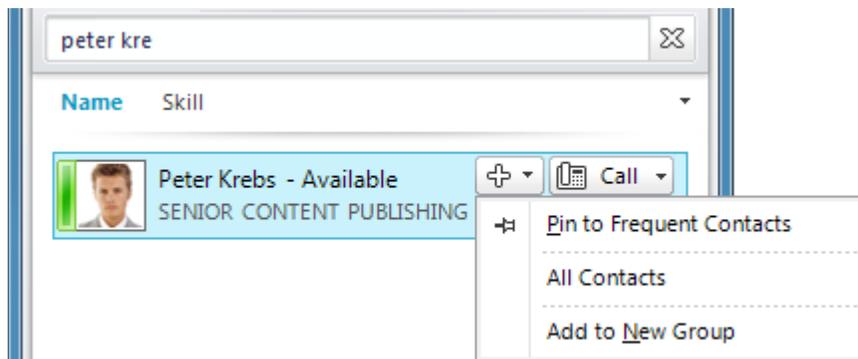
Find the right person

The search box is the first place to go to find the people you need to contact.

1. In the Lync main window, in your Contacts list, start typing a person's name in the search box. Results will appear below the search bar.



2. (Optional) Do any of the following:
 - If you see who you're looking for, double-click the contact to send an instant message.
 - To add the contact to your Contacts list, point to the contact, click the **Add to Contacts** button, then select the appropriate contact group.



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Place a voice call

You can start a phone call with one simple click.

1. In your Contacts list or search results, point to the contact, and then click the **Call** button.



A new conversation window opens.

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Start a conference call

To call multiple contacts:

1. In your Contacts list, press and hold Ctrl, and then click the contacts you want to call.
2. Right-click any one of the selected contacts, and then click **Start a Conference Call**.

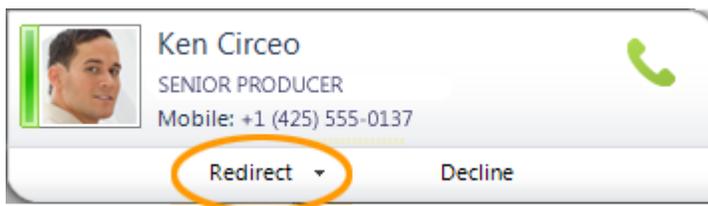


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Answer a call

When you get a call, an incoming call notification is displayed in the lower-right corner of your computer screen. Do any of the following:

1. To answer the call, click anywhere in the incoming call notification.
2. To redirect it to a different number, click **Redirect**, and then select a number.



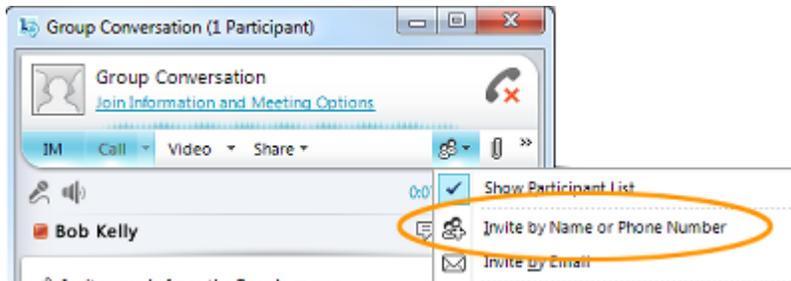
3. To send the call to voice mail, click **Decline**.

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Invite other people to the conversation

To invite other people to a conversation already in progress, do the following:

1. In the conversation window, click the **People Options** menu.
2. Click **Invite by Name or Phone Number**, click the contact you want or search for, and then click **OK**. (If someone is available by phone only, type the phone number.)

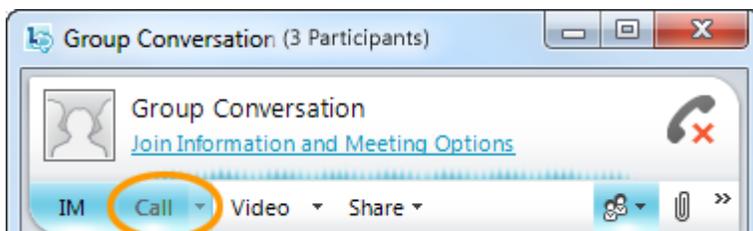


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Add voice to an IM conversation

To add voice to an instant-messaging (IM) conversation:

1. In the conversation window, click the **Call** button.



Lync adds voice and audio to your conversation. You can continue typing while you talk.

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Use the call controls

In a conversation window, during a Lync call, use the call controls to do any of the following:

1. To put a call on hold, click the **Hold** button .

- To send your call to another phone or merge the call with another conversation, click the **Transfer** menu .
- To end a call, click the **Leave Call**  button.

Other controls enable you to mute your microphone or speakers, display a dial pad, and switch devices.



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Plug in a webcam

For the closest thing to a face-to-face conversation, connect a webcam to your computer. Lync automatically detects the webcam and uses it for your next video call.

To see your webcam settings:

- In the upper-right corner of the Lync main window, click the **Options** button .
- In the **Lync - Options** dialog box, click **Video Device**.

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Add video to a conversation

If you have a webcam set up, you can choose to allow your contact to see you as you speak. To set up a webcam, see the previous section, "Plug in a webcam."

- In the conversation window, click the **Video** button.



The video call starts. You can continue to send instant messages to the call recipient and also other contacts.

NOTE If you accept someone's incoming video call, they won't see you unless you add video from your side of the conversation.

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