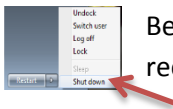




Desktop Videoconferencing (with Microsoft Lync 2010): Equipment Installation

September 2015

Step 1: Shut Down Your Computing Device



Begin by shutting down your computing device. This will ensure that it properly recognizes the new equipment you will be installing in the next steps.

Step 2: Plug in Your Webcam



Connect your USB webcam to a vacant USB port on your computing device. If you are using a laptop, ensure the camera is plugged into the docking station. (Note that cameras and headsets are permitted USB connections on the ESDC network.) You may need to remove its lens cap. On most models a light indicates when the webcam is in use.

Step 3: Audio Device



Follow the appropriate illustration in the Appendix to connect your headset (wireless or wired). If you have a laptop, ensure your headset is plugged into the docking station.

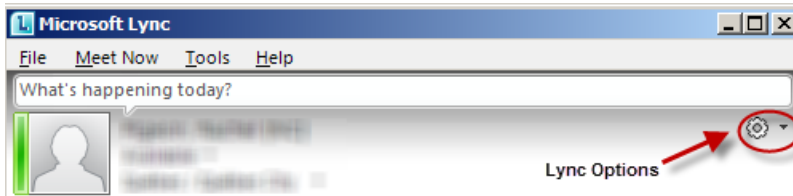
Step 4: Confirm Enabling

To confirm your Lync video conferencing capabilities has been enabled, when you start an Instant Message (IM) window (e.g. with a colleague) the **Video** menu should now be available.



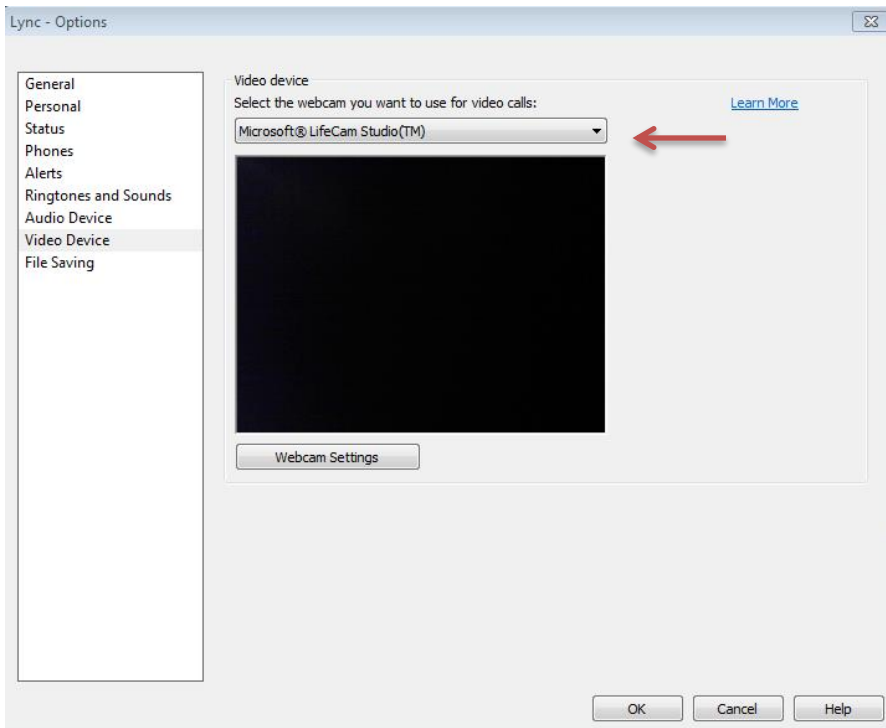
Adjusting Your Webcam Settings

1. To change your webcam settings, in Microsoft Lync select the down-arrow next to the **Options** button.

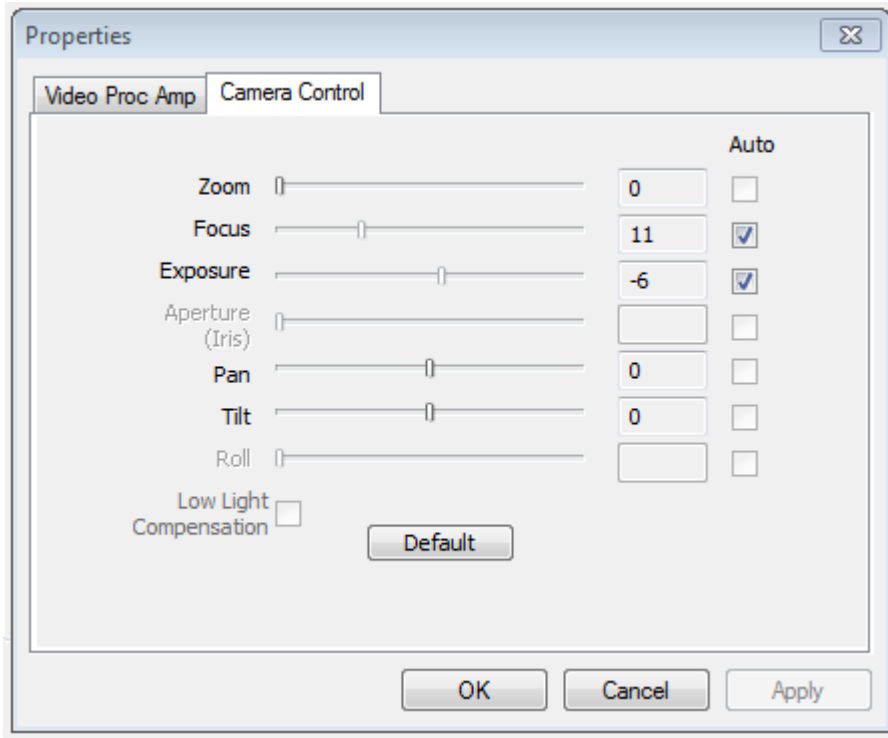


2. Choose *Tools*, then *Options* to open the **Options** window, then select *Video Device*.

You should see the name of your webcam listed here. If you see nothing, try reinstalling your webcam using a different USB slot on your computing device. If another camera is listed, you may be using a laptop with a built-in camera. In that case, select the down-arrow next to the camera name to select your webcam (e.g. Microsoft LifeCam Studio).



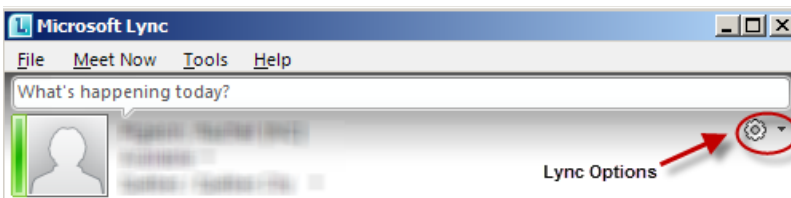
3. Next, select the **Webcam Settings** button. Although the default settings are normally adequate, some settings can be adjusted. On the *Camera Control* tab you can adjust the zoom and exposure levels to optimise the image.



4. Use the **OK** button to save your changes, and exit the **Options** window.

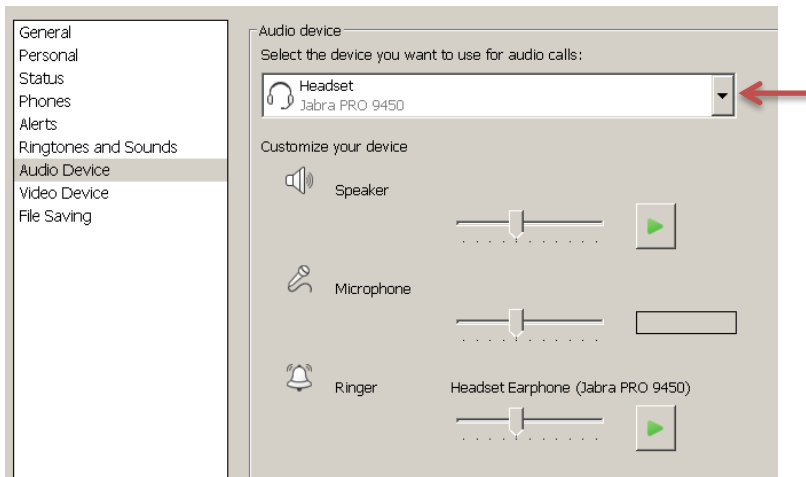
Adjusting Your Audio Device Settings (Headphones)

1. To change your audio device settings, in Microsoft Lync select the down-arrow next to the **Options** button.



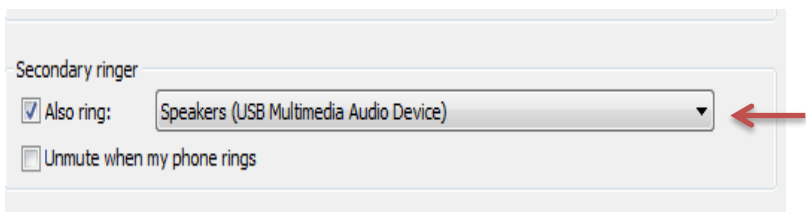
2. Select *Tools*, then *Options* to open the **Options** window, then choose *Audio Device*.

You will see the name of the default audio device associated with Lync. You may need to select the down-arrow button next to the device name to choose the audio device you will use for videoconferencing. If you don't see your headset, try reinstalling your headset using a different USB slot on your computing device.



3. Adjust the volume sliders to increase/decrease volume levels, finding what's comfortable for you.

Note: the *Secondary Ringer* causes an additional device (e.g. your monitor or desktop speakers) to ring when you receive an incoming call (e.g. to a videoconference). This is useful when you aren't wearing your headset. Select the down-arrow button to identify the additional device you prefer.



4. Select the **OK** button to save any changes, and exit the **Options** window.

Appendix: Wiring Diagrams

Diagram 1: Typical Wireless Audio Setup

For both telephone and videoconferencing

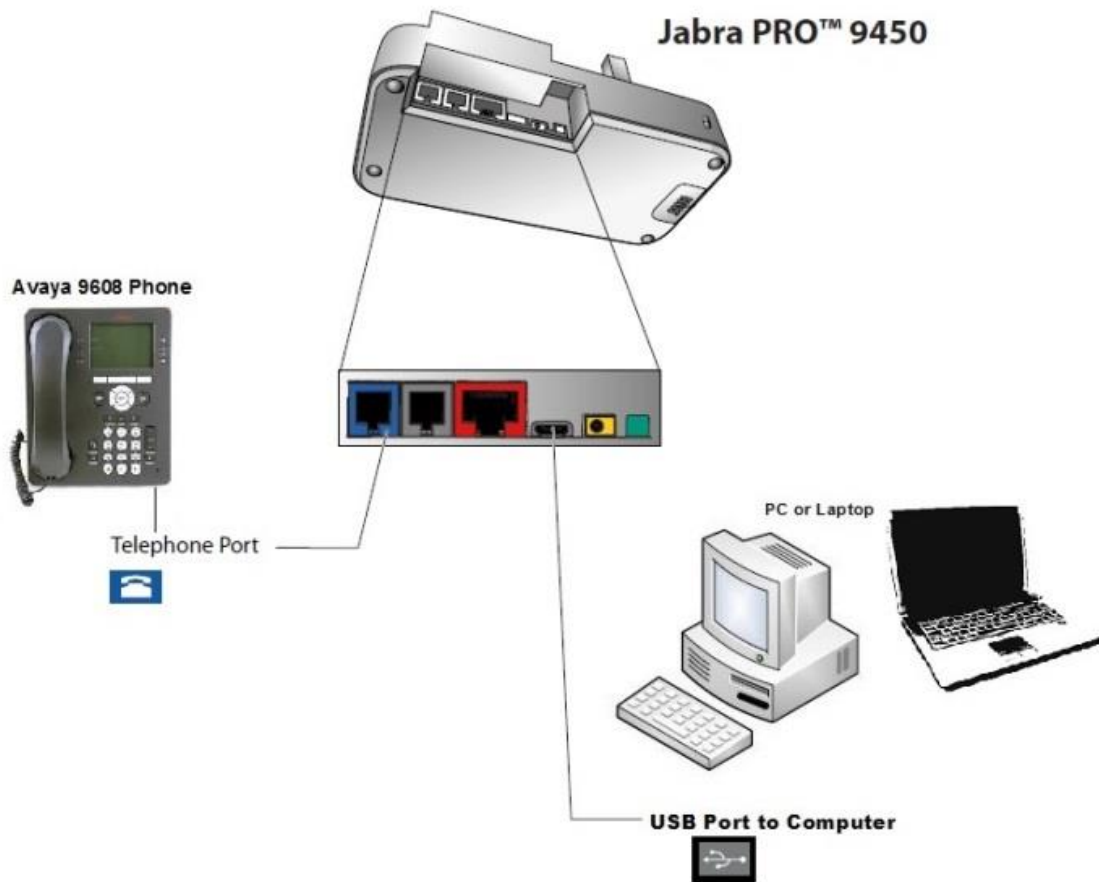


Diagram 2: Typical Wired Audio Setup
For both telephone and videoconferencing

