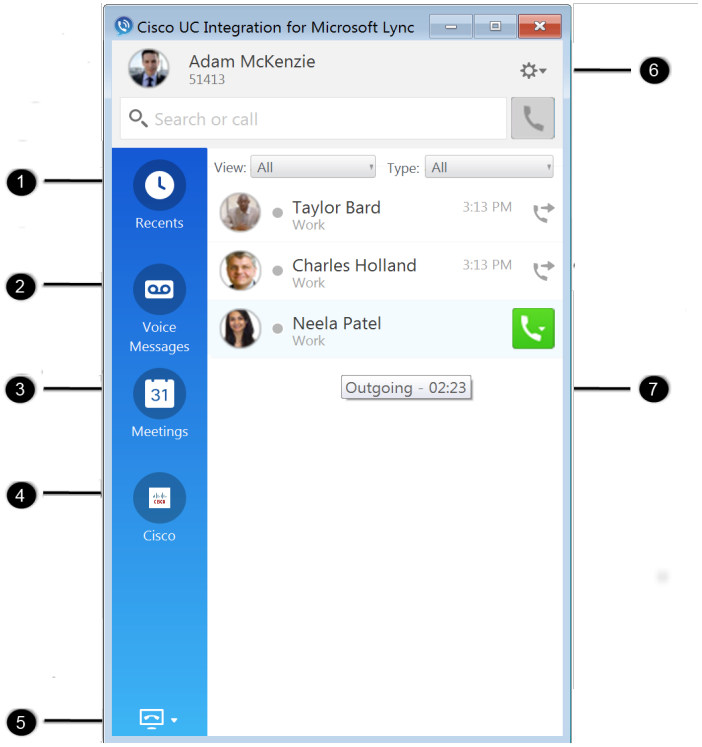
Cisco UC Integration for Microsoft Lync 11.6 Quick Start Guide

Hub Window



1. Recents	5. Phone Controls
2. Voice Messages	6. Menu
3. Meetings	7. Call Duration
4. Custom Tab	

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Select Phone to Use

You can choose which configured phone to use.

Procedure

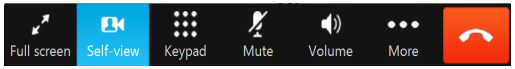
1. From your hub window, open the **Phone Controls** drop-down menu.
2. Select your preference.

Docked Window

You can use the docked window to quickly:

- Search for a contact
- Dial a number
- Check your voice messages
- Access the hub window
- Drag and drop a contact from:
  - Microsoft Lync or Skype for Business
  - Microsoft Outlook – Microsoft for Lync or Skype for Business must be started and signed in.

Call Controls



When you are on a call with a contact, you can use the call controls to:

- Switch to full screen
- Show or hide self-view
- Use the keypad
- Mute the audio
- Change the volumne
- More
  - Place the call on hold
  - Transfer the call
  - Merge the call
  - Create a conference
- End the call

Set Up My Phone Accessories

You can change which microphone and speakers are used by the client when you have at least one phone accessory for call control.

Procedure

1. Select **File > Options > Audio or Video**.
2. Select the audio and video options that you want the client to use to send and receive your audio. You can also test the sound to check that it is working.
3. Select **Apply**.

Customize My Client

You can access your options and preferences to customize how your client behaves.

Procedure

1. From the hub window select **Menu > File > Options**.
2. Make your selections.

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