



Local School Accounting

Webcam and Headset Installation

User Guide for Cobb County Employees

2/18/2015

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Revision Chart

The following chart lists the revisions made to this document. Use this to describe the changes or additions made to the document each time it is re-published (draft or final). The description should summarize the changes as possible.

Date	Author	Description of Changes
2/18/15	John McKearney	Initial Document
3/18/15	John McKearney	Troubleshooting additions

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Installation

Microsoft Lync is a video conferencing software program that is installed on your computer. It allows users to make video and voice calls through their computer to other Lync users throughout the Cobb County School District.

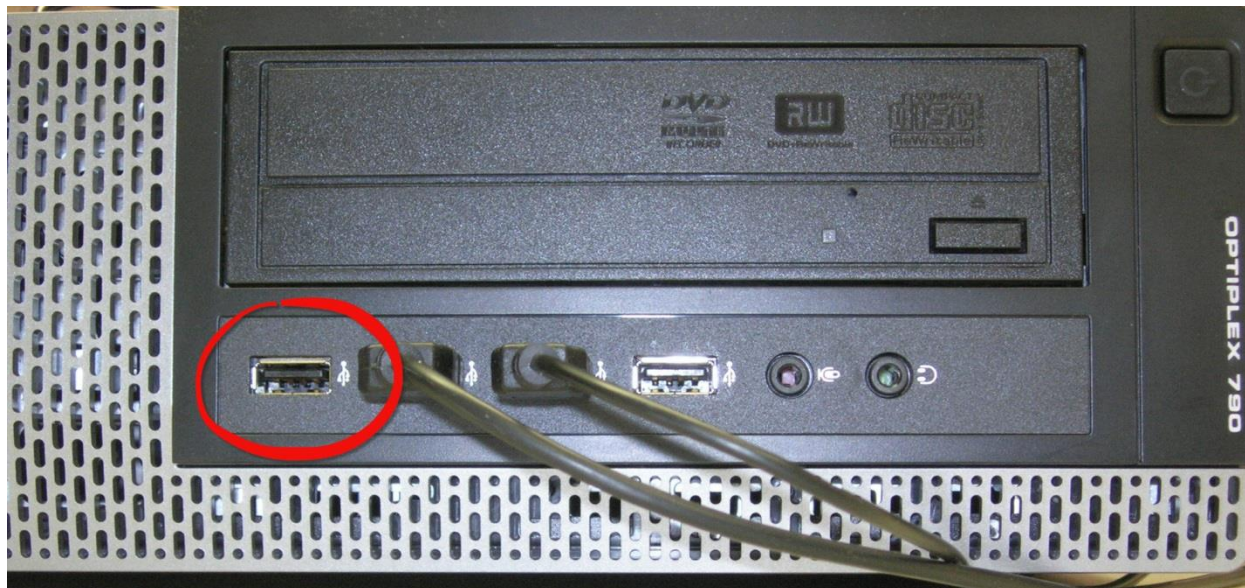
In order to have successful conversations it is essential to set-up and install your webcam and Cyber Acoustics Headset. Follow these simple steps and you will be up and running within minutes.

Equipment

You should have received a Logitech webcam and a Cyber Acoustics headset.



1. Plug the webcam into the **USB** port on the computer.



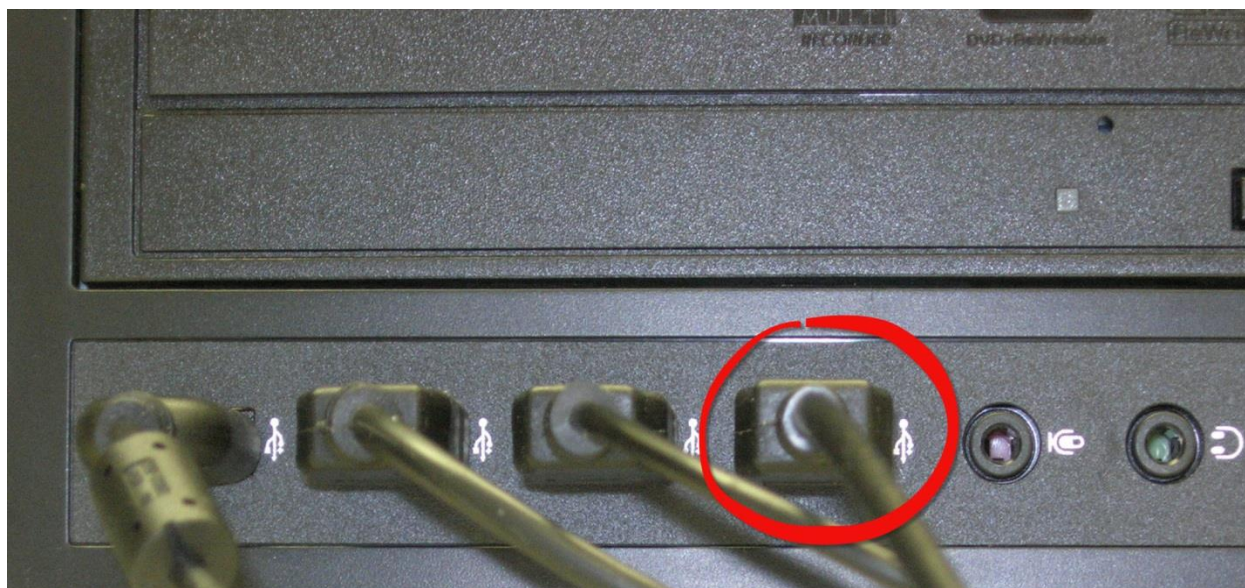
2. It should look like the picture below when you are done. You can also plug it in to the USB port on your monitor if you have one (not everyone does).



3. Plug your **Cyber Acoustics Headset** into another **USB** port.



4. It should look similar to the picture below when you are done.



5. Place the webcam on top of your computer monitor

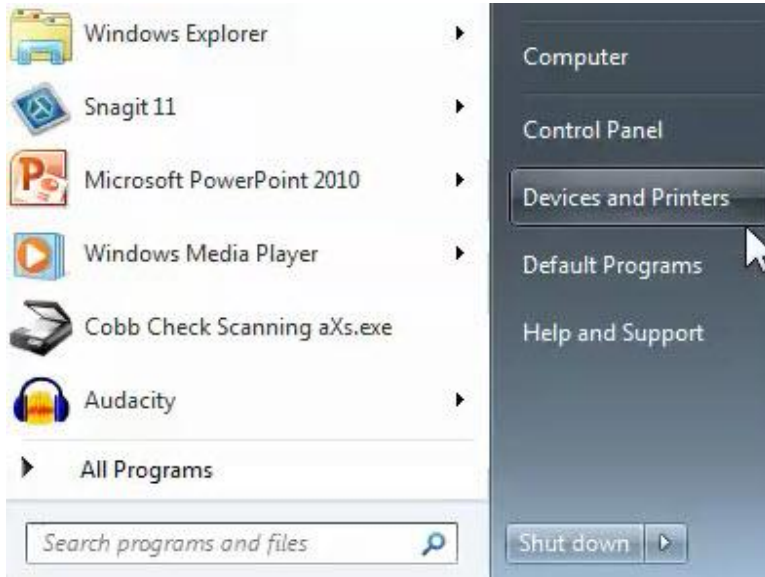


6. Installation of the webcam and Cyber Acoustics Headset happens automatically.
7. Close any installation windows that may be open. You are now ready to use Microsoft Lync.

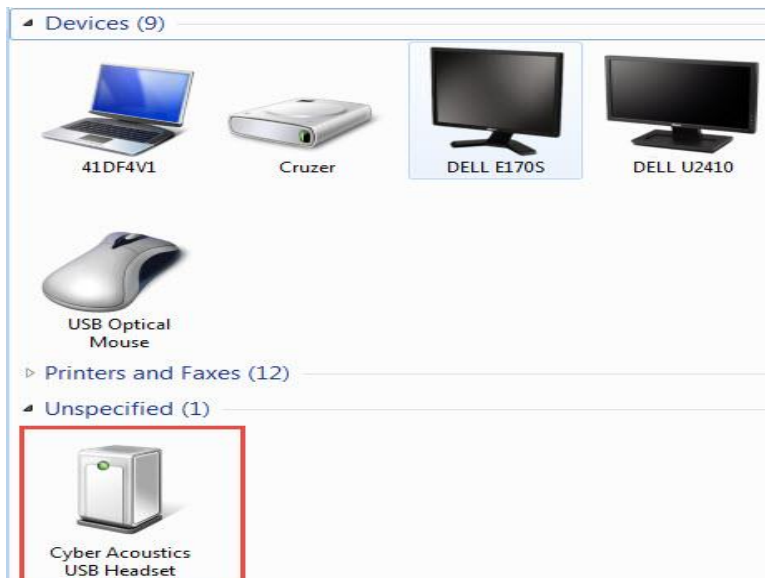
Headset Default Set-up

Make your Cyber Acoustics Headset a default device.

1. Press Start  on your Task Bar.
2. Click Devices and Printers.



3. Right Click on the **Cyber Acoustics USB Headset** icon .



4. Click Sound Settings.



If you do not see **Sound Settings**, unplug the headphone and plug it into a different USB port. If **Sound Settings** still does not appear, skip this section and go to the **Audio Test**.

5. From the Sound Properties window, Right Click on **Speakers Cyber Acoustics USB Headset**.
6. Choose **Set as Default Device** from the drop down menu.
7. Press OK.




If you do not see **Set as Default Device** as a choice, the computer probably already recognizes the **Cyber Acoustics USB Headset** as a default device. Skip this step and go to the **Audio Test**.

Audio Test

Let's make sure you can see and hear yourself before you start contacting other Cobb County School District employees.

1. Turn **ON** your Cyber Acoustics Headset.
2. Turn up the volume control dial.





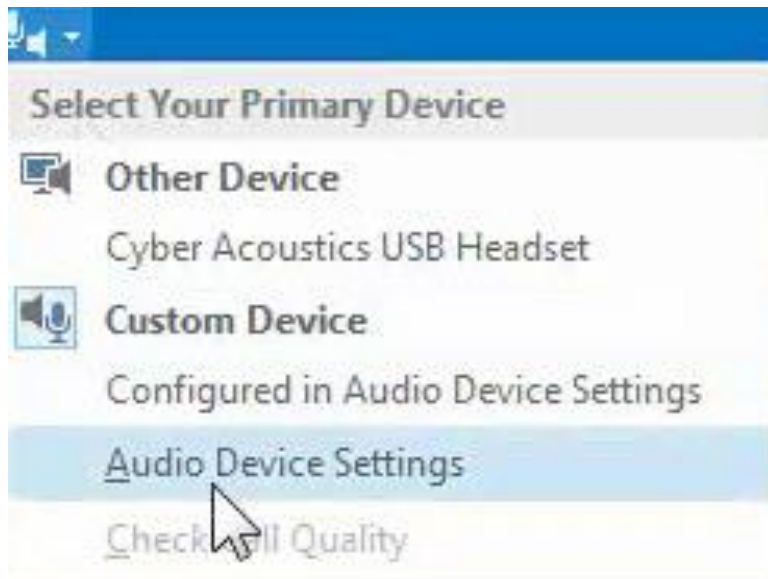
3. Put on your Cyber Acoustics Headset.
4. Click on the Speaker icon  on your task bar to see if the volume is turned on. This will be located in the bottom right-hand corner of your desktop.



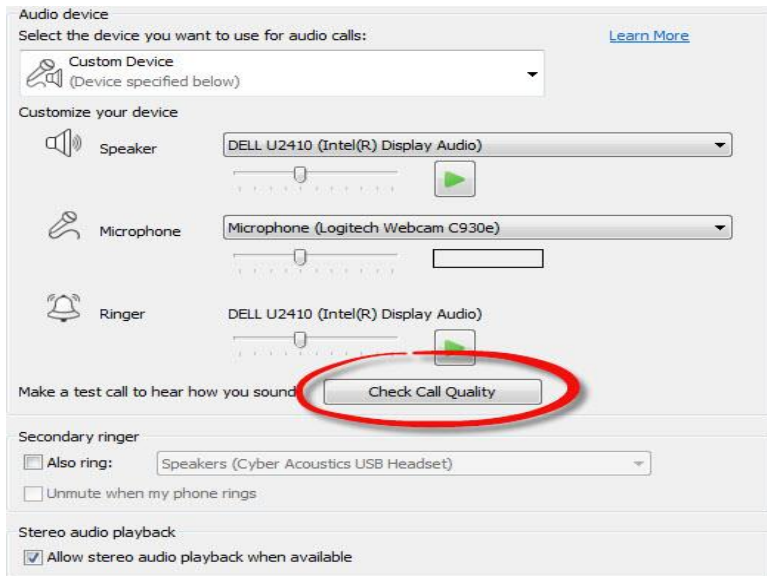
- Adjust the volume using the slider if necessary.



- Click on the **Microsoft Lync** icon  on your task bar. The program will sign you in automatically.
- Click on the **Microphone/Speaker** icon  in the bottom left hand corner of the program.
- Choose **Audio Device Settings** from the drop down menu.

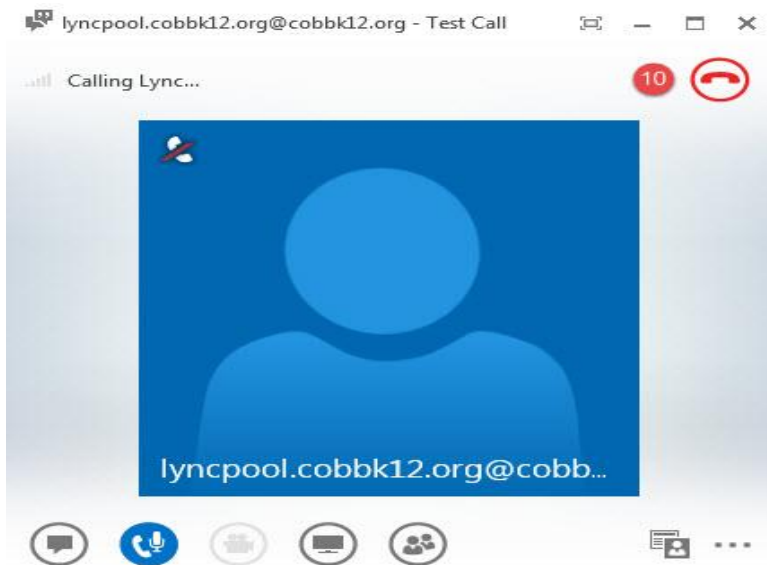


9. Click on the **Check Call Quality** button.



10. Test your call quality by listening and following the automated directions.

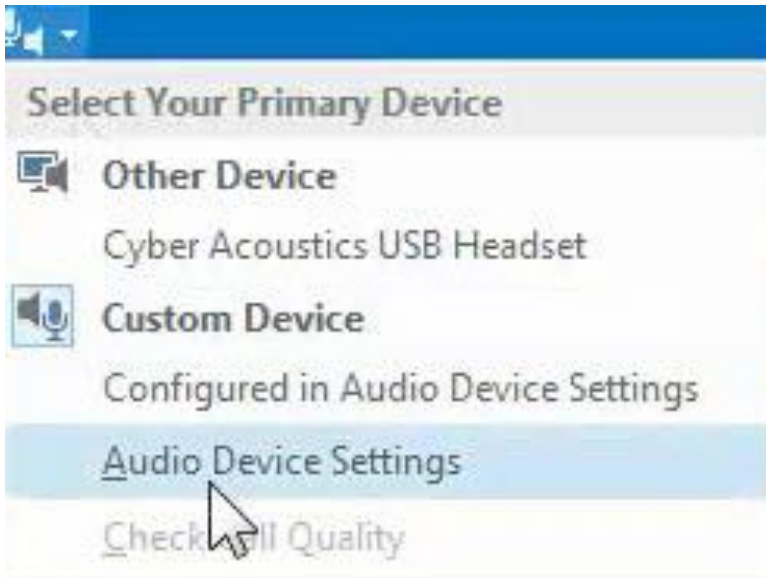
11. Click  to end the call.



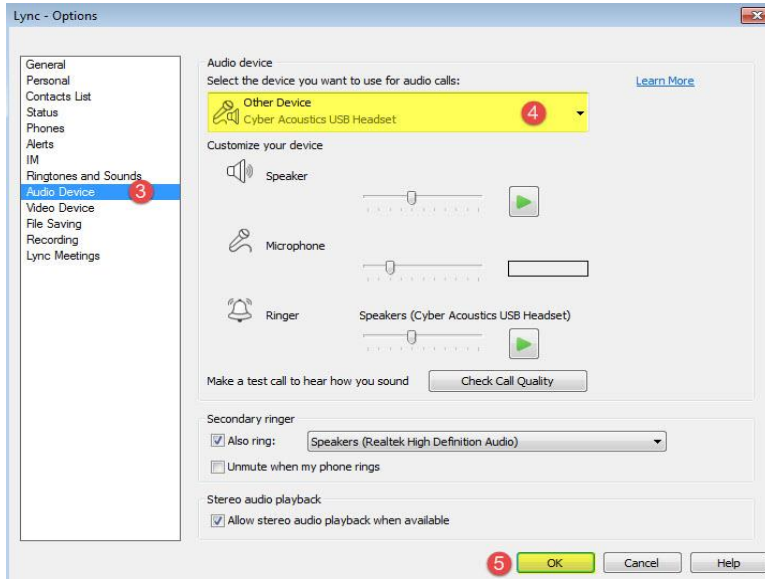


If you are unable to hear the automated directions, complete the following steps.

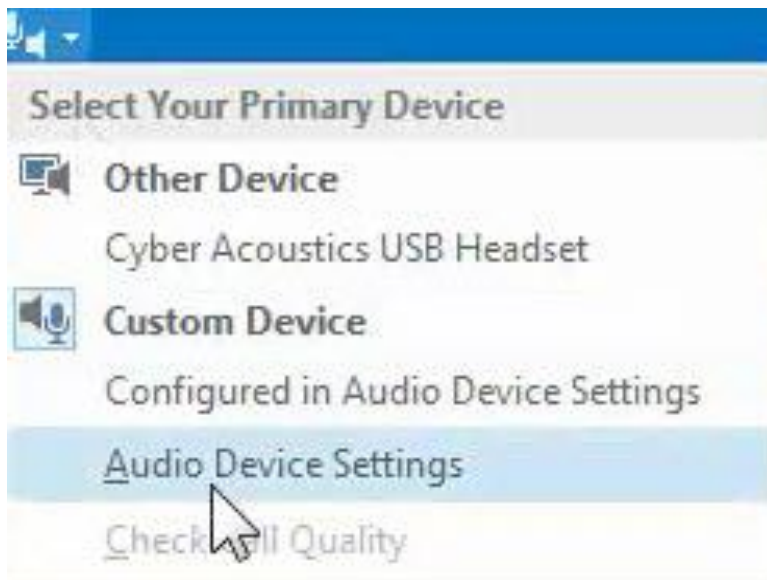
1. Click on the **Microphone/Speaker** icon  in the bottom left hand corner of the program.
2. Choose **Audio Device Settings** from the drop down menu.



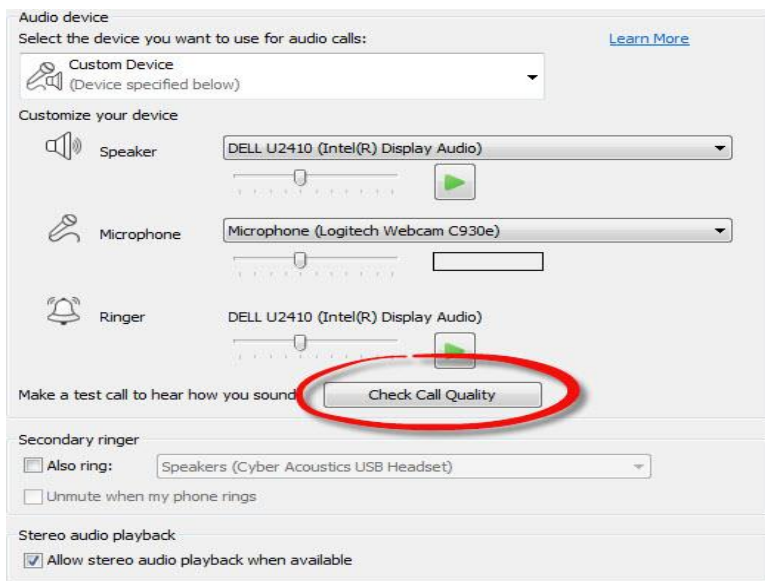
3. Click Audio Device.
4. Select Other Device Cyber Acoustics USB Headset from the drop down menu.
5. Press OK.



6. Choose Audio Device Settings from the drop down menu.



- 7. Click **Audio Device**.
- 8. Click on the **Check Call Quality** button.



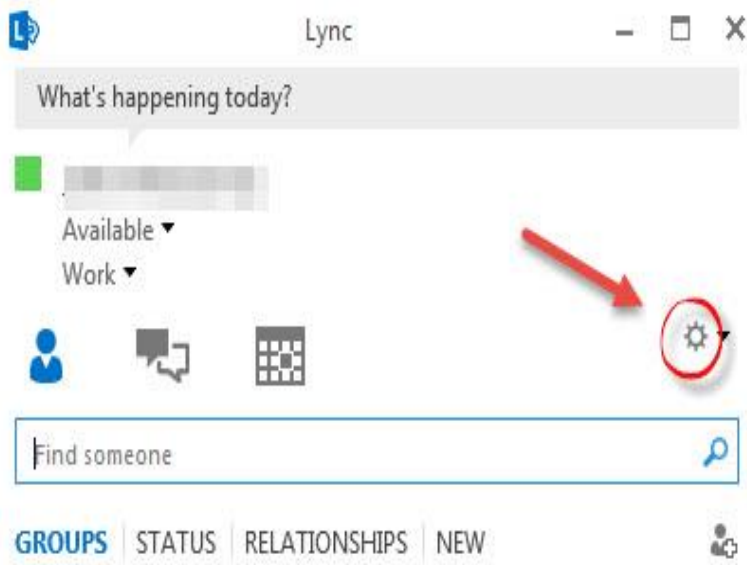
- 9. Test your call quality by listening and following the automated directions.

- 10. Click  to end the call.

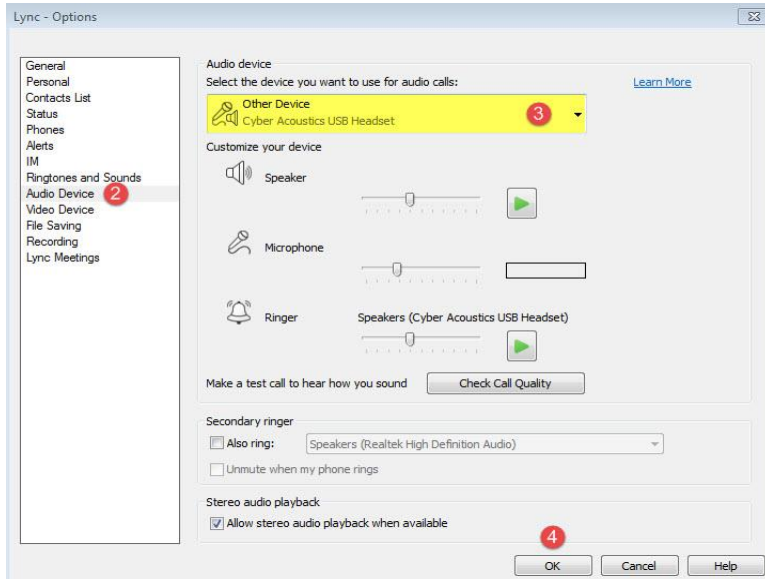


Try the alternative steps below if the **Audio Device** page does not open when you Click on **Audio Device Settings**.

1. Click on the **Options**  icon in Lync.




2. Click **Audio Device**.
3. Select **Other Device Cyber Acoustics USB Headset** from the drop down menu.
4. Press **OK**.

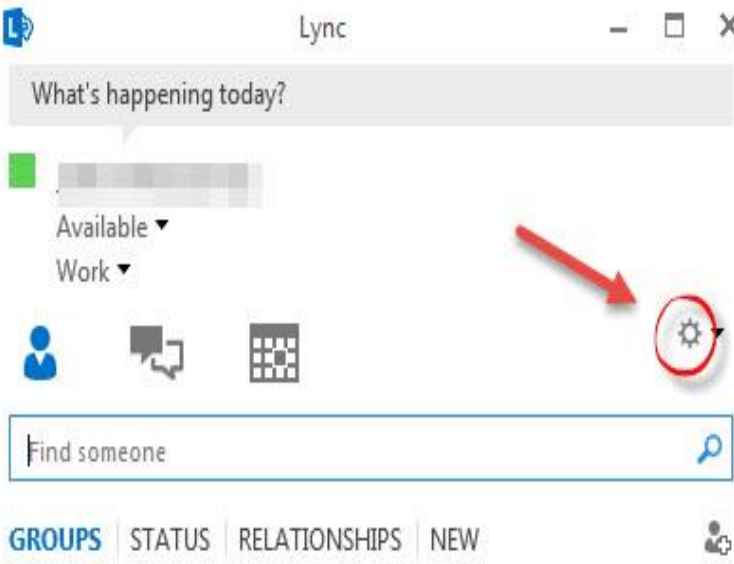


If you are unable to hear after going through all the audio steps, please contact Tech Support for assistance.

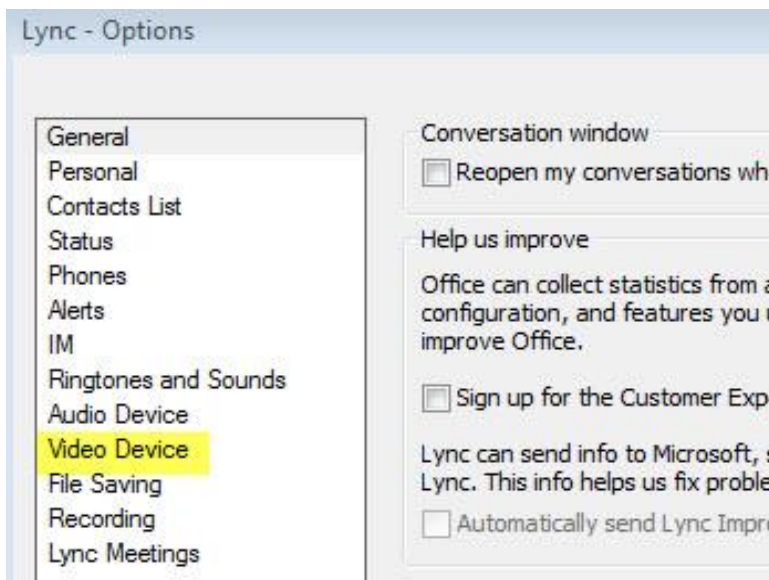
Video Test

Now that you can hear yourself and others, let's make sure you can be seen.

1. From the Lync Home screen, Click on the Options icon .



2. Select **Video Device** from the menu on the left.



3. You should now be able to see yourself.

