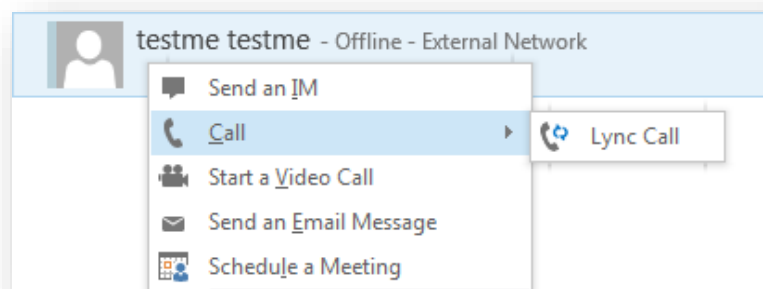


Lync 2013 – Voice and Video Calls

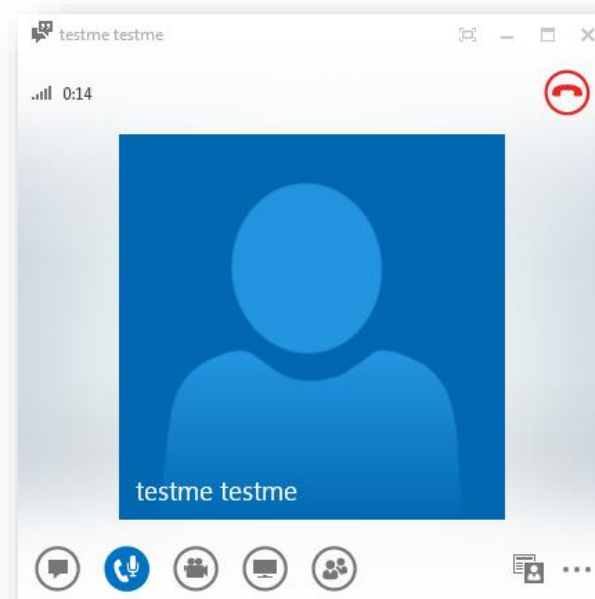
In full-feature Lync 2013, you have the ability to call your contacts via voice or through video. This document will illustrate what you will encounter in voice and video calls, and what features are provided.

Voice Calls

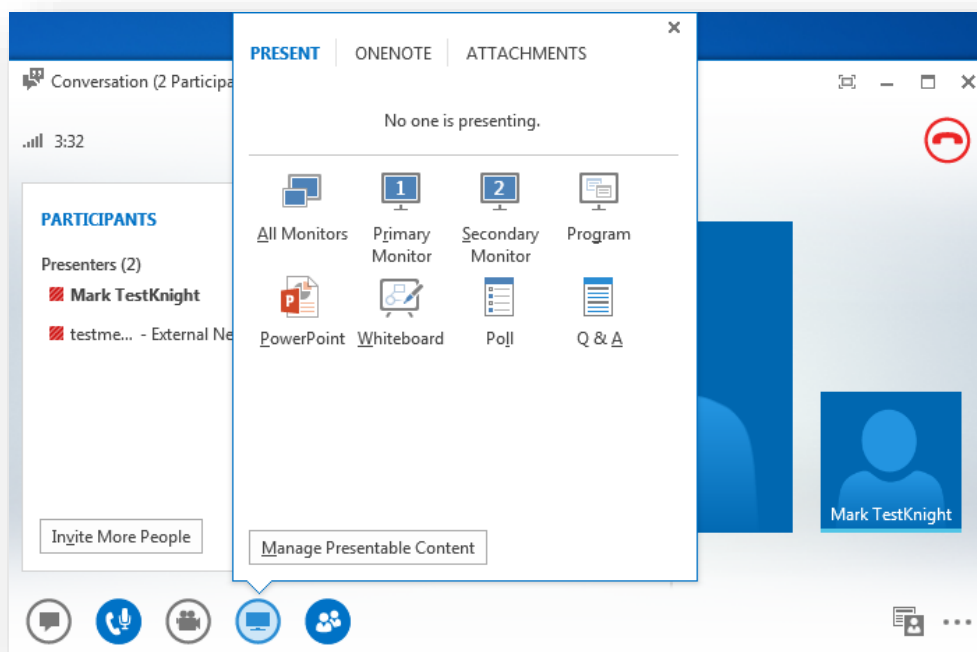
To start a voice call with another contact, simply right click on the contact, select **Call** and then **Lync Call**.



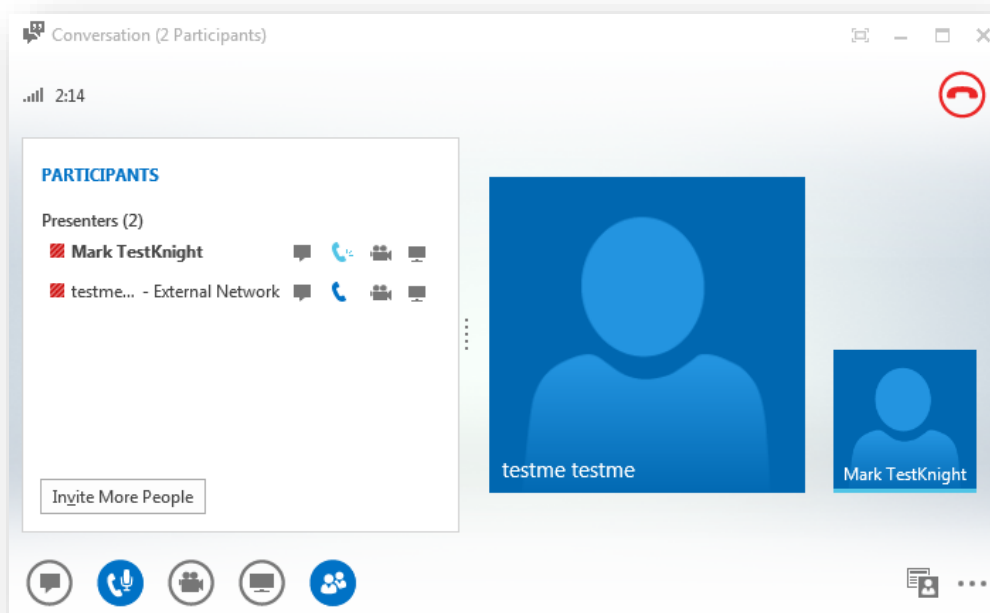
Once the recipient has accepted your call request, this box will appear on your screen. On the Quick Lync bar at the bottom of the call box, you are given several options.



You can choose to IM each other in your call, change to a video call, or begin a presentation.

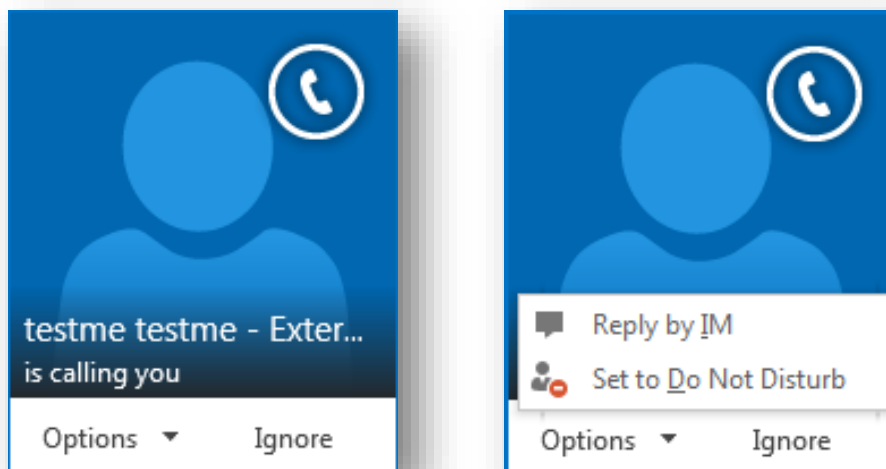


By clicking on the Participants button, you can choose to invite more people and create a conference call.



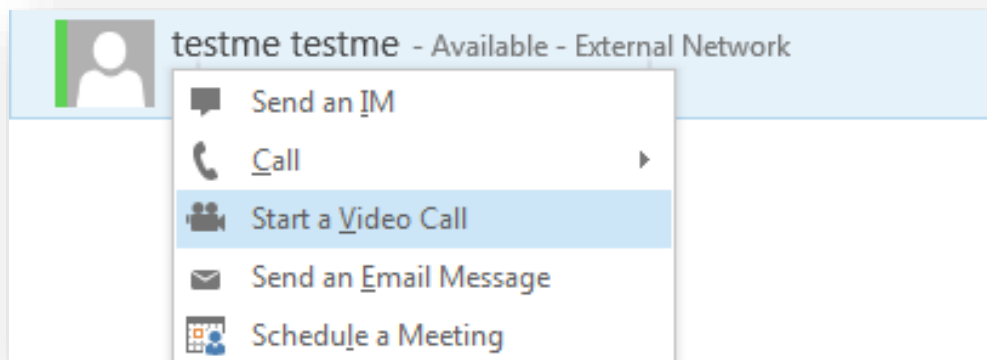
Receiving Calls

When someone calls your Lync account, the prompt box will appear in the right hand corner of your screen. You have the option to accept the call (click anywhere in the blue box or the white phone symbol), ignore it, reply by IM, or set your availability to **Do Not Disturb**.

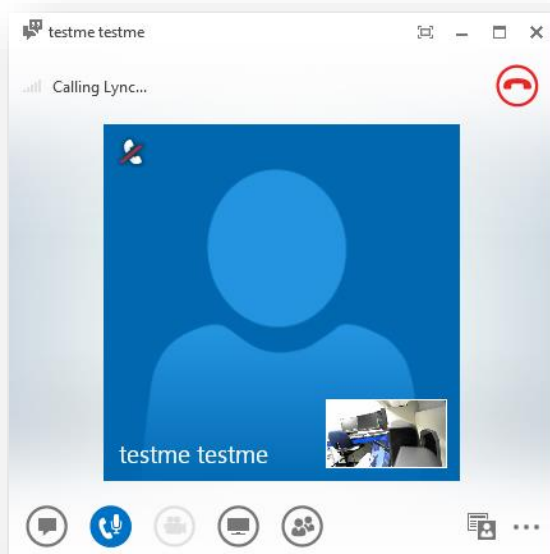


Video Calls

To start a video call, all you need a camera. The camera will sync automatically with Lync once installed. Right click on the contact and select **Start a Video Call**.



This dial box will appear, showing what your camera sees in the lower right hand corner. When the contact accepts the call, you will see the recipient.



Once the video call begins, you will also have the same options provided as a voice call. You can IM, present, create a conference call by inviting more people, or end the video session and make it a voice-only call.

