

### Cisco UC Integration for Microsoft Lync (CuciLync) Settings

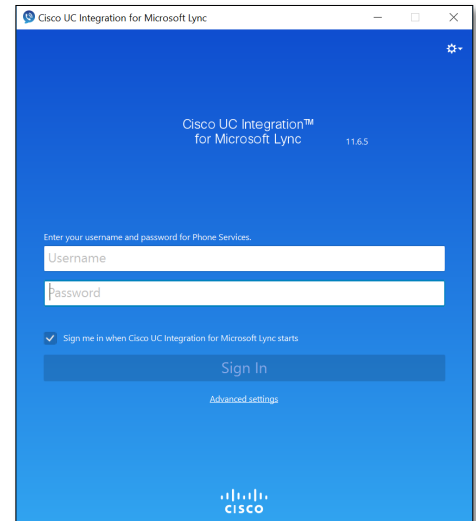
#### Launch CuciLync (First Time)

**Note:** You are not automatically signed into CuciLync on first use of the CuciLync application. You must sign-in and manually launch the application. On subsequent uses, it will automatically launch.

Step 1: If you are not already signed in, sign into CuciLync.

- Type your [Username].
- Type your [Password].
- Click the [Sign In] button.

**Note:** The checkmark located next to the option “Sign me in when CuciLync for Microsoft starts” will automatically launch CuciLync if you are logged into PTOnet.

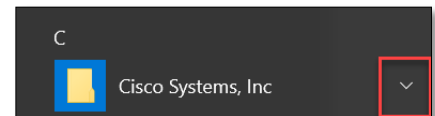


#### Manually Launch CuciLync, if necessary

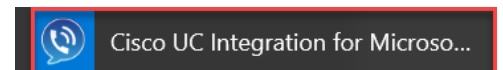
Step 2: • Click the Windows [Start] button.



- Click the [drop down arrow] located next to the menu option, Cisco Systems, Inc.



- Click the [Cisco UC Integration for Microsoft Lync] option.



- The CuciLync icon appears on the Taskbar when the application has been successfully launched.



- The CuciLync Toolbar appears at the top of your screen.



- Click on the [Hub window] icon. The CuciLync Main screen interface appears.



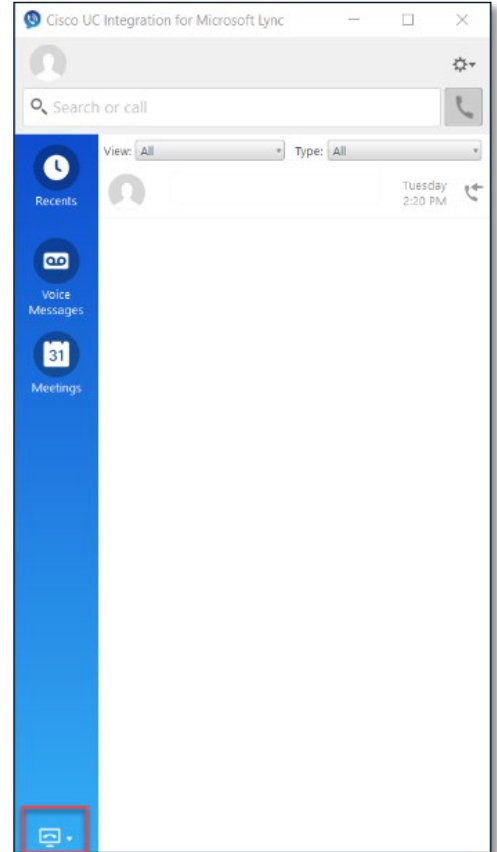
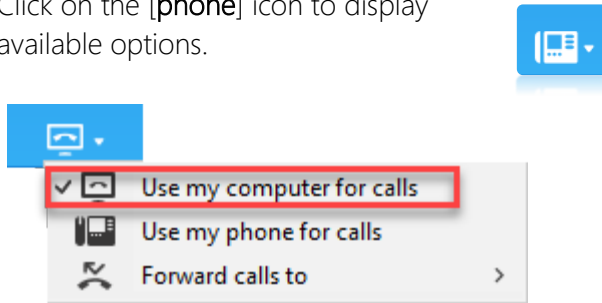
- Click on the [Hub window] icon. The CuciLync Main screen interface appears.



### CuciLync Window (Interface)

Step 3:

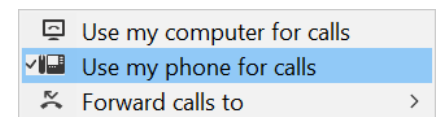
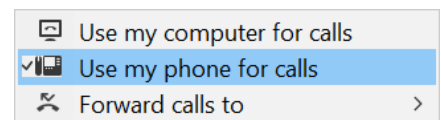
- Click on the [phone] icon to display available options.



### Phone Settings/Options

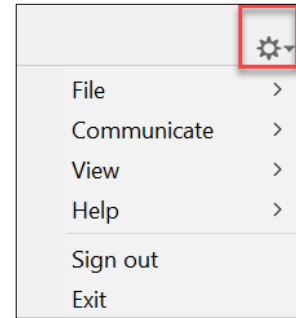
Step 4:

Option	When to use this Option
Use My Phone for calls ("Converged" Mode)	When your laptop is connected to a desktop phone via the docking station.
Use My Computer for calls ("Unconverged" Mode)	When using a headset as your primary audio recording device.
<b>Note:</b> After you have logged in, you will be unable to change settings while on an active call.	

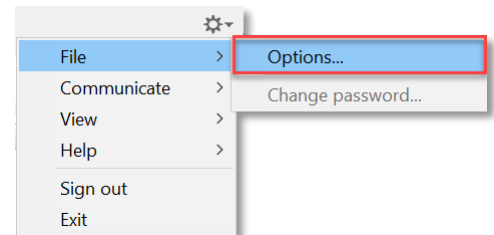


## Setting Cucilync Options

Step 1: • From the Cucilync Main screen, click on the [Settings] icon, which resembles a gear.

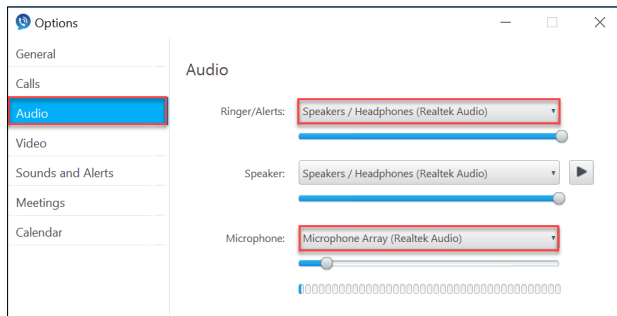


Step 2: • Select File ▶ Options... from the menu that appears.



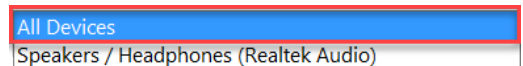
## Audio Options: Settings

Step 3: • Click on the [Audio] options.



Step 4: • Click on the Ringer/Alerts option and select [All Devices].

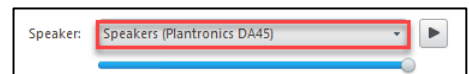
**Note:** This selection should cause incoming calls to ring on both the computer and the headset (if attached).



## Audio Options: Speaker

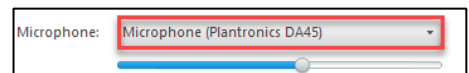
Step 5: • Click on the Speakers option and select [Plantronics DA45 or DA80].

**Note:** Plantronics headset model will vary.



## Audio Options: Microphone

Step 6: • Click on the Microphone option and select [Plantronics DA45 or DA80].



### Test Headset Options

Step 1: • Click on the [Play] button to test your headset.



### Test Microphone Options

Step 2: • The microphone can be tested in the same way as the headset. When you speak into the microphone, the sound levels indicator will reflect it.



### Save Options Settings

Step 3: • Click the [Apply] button to save your settings.

