

## How to configure Speakers/Microphone

- 1. Open the Microsoft Teams Application
- 2. Go to settings, press your initials in the top right corner of Teams and go to settings as below:



3. Go to Devices in settings as below: The below audio device is configured to use the built in PC Mic and Speaker

| Se | ttings        |  |  |
|----|---------------|--|--|
|    | General       | Audio devices  |  |
|    | Privacy       | PC Mic and Speakers                                      |  |
| Û  | Notifications | Speaker  |  |
| Ç  | Devices       | Speakers / Headphones (2- Realtek High Definition Audio) |  |
| B  | Permissions   | speakers / readprones (c= nearek riigh beninton rudio)   |  |
| Ç  | Calls         | Microphone   |  |
|    |               | Microphone (2- Realtek High Definition Audio)            |  |
|    |               | (1) Make a test call                                     |  |
|    |               | Secondary ringer   |  |
|    |               | None   |  |
|    |               |  |  |
|    |               | Camera   |  |
|    |               | Integrated Webcam  |  |



- 4. Configuring other devices: (EXAMPLE You will see different devices based on your device)
  - a. If you are using a headset for Teams, when the device is attached to the PC, you will be presented with alernative devices to select from in the audio device section. For example a Jabra headset has been connected to this PC.

| Audio devices               |        |  |  |  |  |  |  |
|-----------------------------|--------|--|--|--|--|--|--|
| PC Mic and Speakers         | $\sim$ |  |  |  |  |  |  |
| Jabra UC VOICE 150a MS mono |        |  |  |  |  |  |  |
| PC Mic and Speakers         |        |  |  |  |  |  |  |
| Custom Setup                |        |  |  |  |  |  |  |

b. When the Jabra device has been selected via the dropdown menu in "Audio Devices" it will change the speaker and mic to use the device attached as below:

| Audio devices                                    |        |
|--|--------|
| Jabra UC VOICE 150a MS mono                      | $\sim$ |
| ipeaker  |        |
| Headset Earphone (Jabra UC VOICE 150a MS mono)   | ~      |
| Microphone                                       |        |
| Headset Microphone (Jabra UC VOICE 150a MS mono) | $\sim$ |

- c. The Jabra device is now set as the default device for Microsoft Teams to use.
- 5. Testing the device: After you have selected the device you would like to use, you can test your configuration by pressing the "Make a test call" button. This will ask you to say a message through your device and it will play it back to you to confirm its working. After the test has finished, it should display the screen as per below:

|    | Your test call results<br>Here's what we detected from your devices:            |   |
|----|---|---|
| Ŷ  | Microphone - Microphone (2- Realtek High Definition Audio)<br>Connected         | • |
| Ð) | Speaker - Speakers / Headphones (2- Realtek High Definition Audio)<br>Connected | ø |
| □4 | Camera - Integrated Webcam<br>Connected   | 0 |
|    | Network<br>Connected  | ø |

Congratulations! You have sucessfully configured Microsoft Teams with your device.