**Windows Sound Devices**

Windows has two types of sound devices:

* Output (Speakers)
* Input (Microphones)

These can be setup as:

* **Default Device**
General Windows Sounds and Microphone
* **Default Communications Device**
For Communication Programs like OpenScape UC or Microsoft Teams
* If the **Default Communication** device is not available, Windows will fallback to the **Default** device

**Windows 10 or 11**

1. Open Windows Control Panel
2. Double Click **Sounds**
This will open the **Playback** tab

*In this case, I have previously selected the Jabra PRO Headset (so it’s greyed)*
3. Select the **Recording** tab

*In this case, I have previously selected the Jabra PRO Headset (so it’s greyed)*
4. Select the **Communications** tab
Here you can select what happens to other sounds while you are using your **communications** device. **

**OpenScape UC Settings**

1. In **OpenScape UC Web** or **Desktop App**, top right, Click ***Your Name***
2. Click **Settings**
3. Select the **Audio/Video** Tab

*Here I have selected* ***Communication*** *for* ***Audio output*** *and* ***Microphone****.
The* ***Ringing output*** *is my* ***Default*** *device, the Speakers in my LG 4K screen.
This is selected so I can hear incoming call alerts (ringing) without having to wear my headset.*