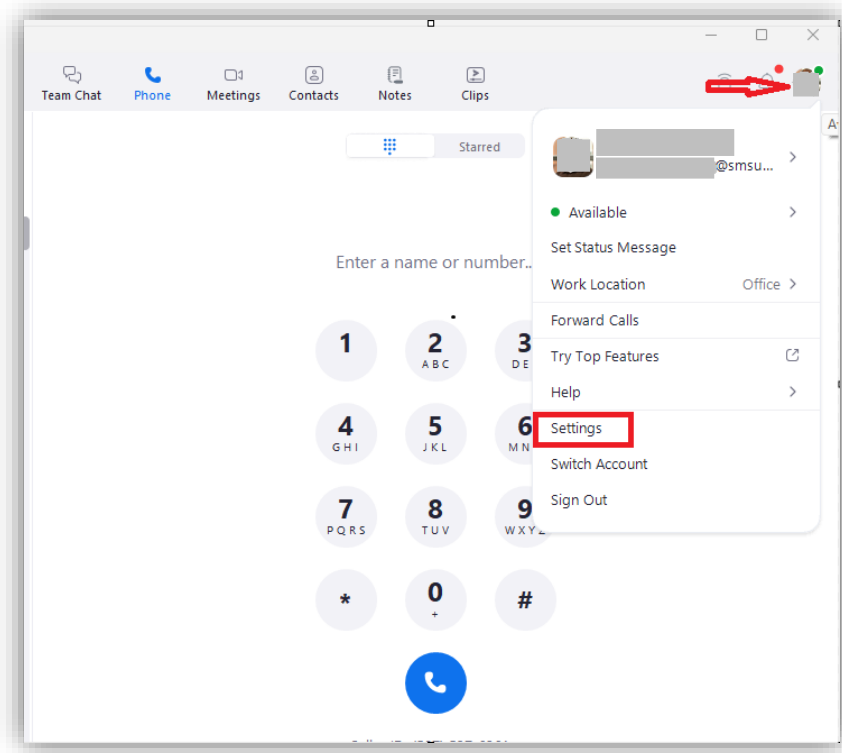


Settings to check when using your Zoom phone desktop app

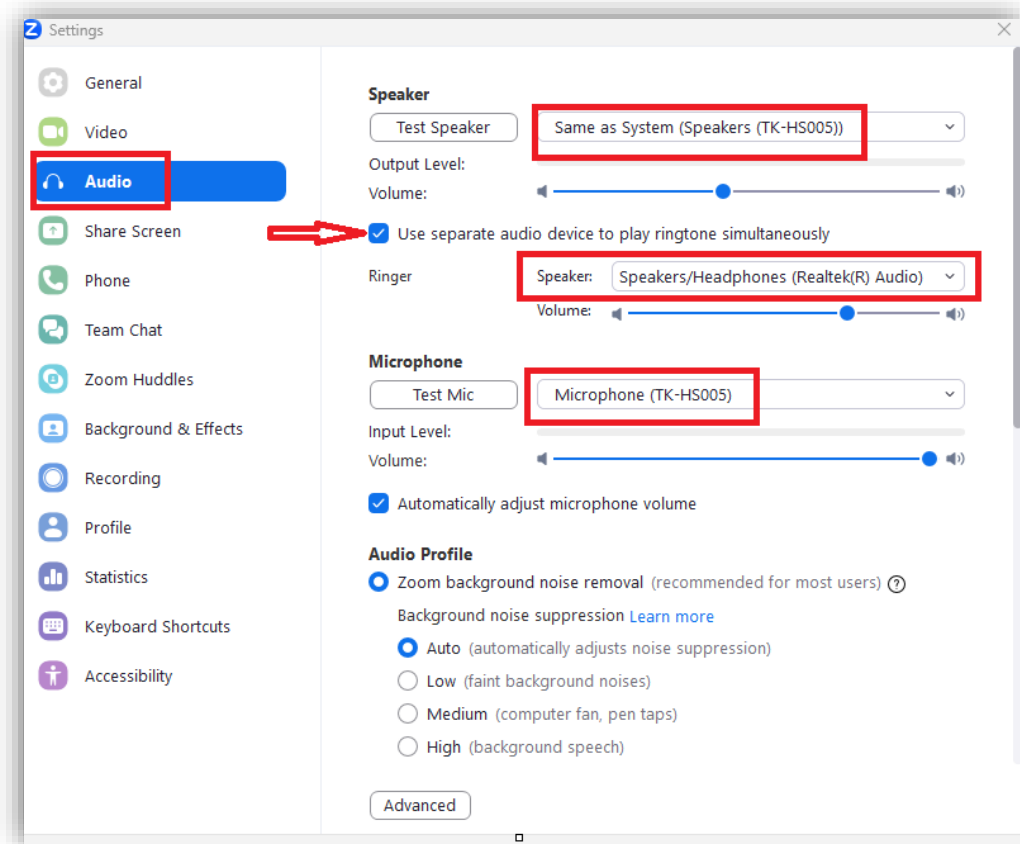
How to check your audio settings

If you are using a headset device with your computer, you want to make sure that your headset is selected as the device to use for both your speaker and microphone. Follow the below steps to check your audio setting.

- Click on your profile picture in the upper right-hand corner of your Zoom desktop app, then settings.



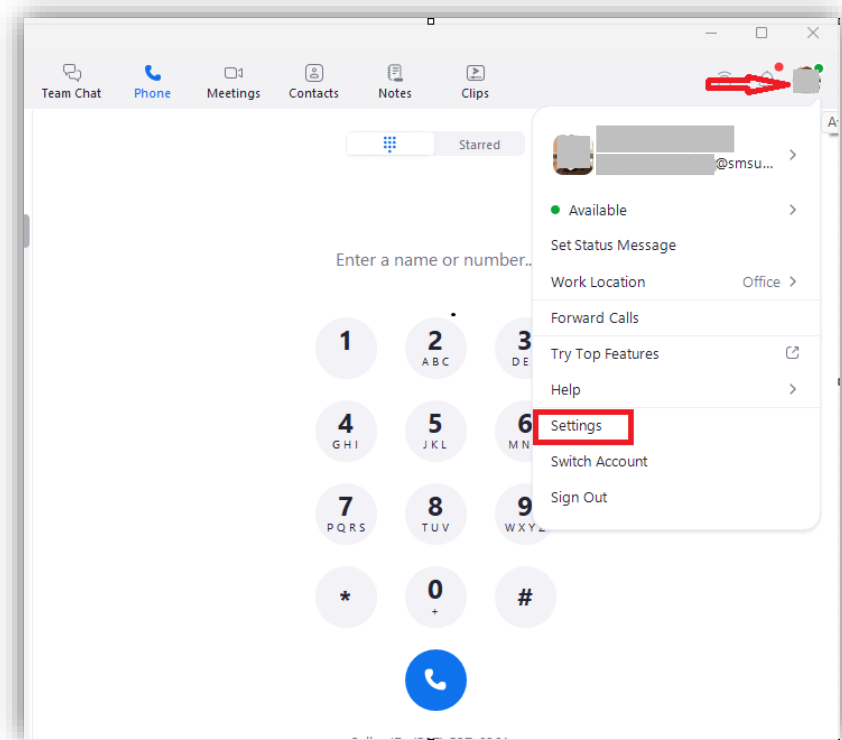
- Click on Audio and make sure that your headset is selected for both your speaker and microphone options. If you also want your phone to ring out of your computer speaker, you will have to check the box option to “**Use separate audio device to play ringtone simultaneously**” and make sure that your computer speaker is selected in the option below it.



How to hide incoming calls while in a Zoom meeting

Users can hide any incoming call while they are in a Zoom meeting to prevent any distractions. The below steps will guide you on how to enable those settings.

- Click on your profile picture in the upper right-hand corner of your Zoom desktop app, then settings.



- Click on the Phone and then click to check the box for the “**Hide incoming calls while in a Zoom meeting**” option

