

Audio Settings

Separate Output for Ringtone

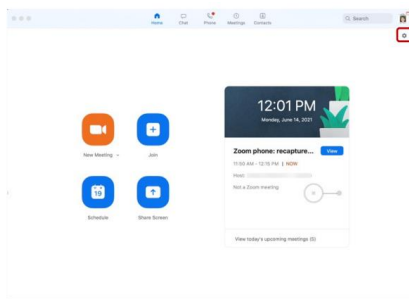
When using headphones with your computer, you may have all audio played through the headphones. And you may miss the notification ringtone for Zoom calls or meetings when you walk away from your computer or do not have your headphones on.

You can choose to configure a second audio output device to be used specifically to play ringtone notifications that you will hear even if you don't have your headphones on (The second device would be your computer speakers).

Note: This secondary device will only be used to play the ringtone.

To configure these audio settings, make sure you are logged into your Zoom desktop application.

1. Click on the Settings icon in the top right-hand corner.



2. In the Settings pop-up window click on the Audio tab in the left side navigation. In the Speaker section, your standard setup displays the speaker you use to hear sound when using Zoom phone or while in a Zoom meeting.

3. Check the Use separate audio device to play ringtone simultaneously checkbox.



4. Select a new output device from the Speaker drop-down menu and adjust the Output Volume as needed.

