

Quick Tips for Productive Video Meetings

Drawing upon our many years in the industry, we've compiled a few quick tips to help you optimize your video conferencing experience.

Tips for great meetings

- + Familiarize yourself with the equipment so you feel comfortable using it. It doesn't mean you need to be an expert, just knowing the basics can go a long way.
- + Make sure you have the video number(s) or IP address of the site you want to call or that the site is listed in a directory.
- + Set your camera presets before you start your call so that you can quickly use them during the call. (You can set up to 100 near-site presets. Depending on the system you call, you may also be able to use the presets stored on the far-site system.)
- + Add peripherals to your system to expand its use. For example, you can add a DVD player if you want to show a DVD. Connect and test your peripheral before any meeting.
- + Check that your computer has the application you need to show your documents, such as Microsoft PowerPoint, Project, or Word
- + Make sure someone is in the room 15 minutes prior to meeting start time to test audio and video connectivity with the InterCall technician.

Tips for great video

- + Avoid wearing bright colors, all-light or all-dark clothing, or very "busy" patterns (such as small checks or narrow stripes). Light pastels and muted colors look the best on the screen.
- + If there are windows in the room, close any drapes or blinds. Daylight is a variable light source and can conflict with interior room lighting.
- + Verify that overhead lights and/or reflections are not in the camera's view.
- + Do not use rapid gestures when you speak.
- + When adjusting your camera, try to fill the camera's screen as much as possible with people rather than with the table, chairs, walls, lights, or the floor.

Tips for great audio

- + Speak in your normal voice without shouting.
- + Ask the people at the other site if they can hear you. Have them introduce themselves so you can be sure you can hear them.
- + Mute the microphone before moving it during a meeting.
- + Keep your system on mute if you are not speaking. Just remember to take your system off of mute before you talk.
- + Since the audio has a very slight delay, you may want to pause briefly for others to answer you or to make comments.
- + As with any meeting, try to limit side conversations.

Microsoft, MS-DOS, Windows, Windows Mobile, Windows Server, Windows Vista, Excel, PowerPoint, and RoundTable are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks are property of their respective owners.



For more information:
800.603.9402
www.intercall.com

 InterCall is a subsidiary
of West Corporation

AAP/EDE



- + Place the microphone on the table in front of the people in the meeting. If your room is very large, consider adding another microphone.
- + If your video conferencing room is configured to use stereo sound, the microphones are positioned and configured during system setup. It is important that you do not move them as this may detract from the stereo audio experience.
- + Don't place papers or other objects on or in the way of the microphone, and don't rustle papers, click your pen, or tap on the microphone or table.