

TELEPRESENCE CHECKLIST



Eyes

Set your device or camera so its lens is at your eye level.

Look at the *camera* when you are speaking; Look at the *screen* when listening.

Light

Ample light on you, not too much behind you.

A nearby fill light can help a lot.

Avoid being in silhouette.

Sound

Try each of your mics until you know you sound good.

Get closer to any mic to improve vocal warmth and reduce "room"

Composition

Fill the cam with you, not the room.

Avoid fake backgrounds; Use a "professionally personal" real room instead.

Share apps, not entire screens.

Connection

Wired almost always beats Wi-Fi.

Your phone *may* be your highest performance device.

If using a phone, do so horizontally.

MASTER YOUR MUTE (ZOOM)

Your space bar is a PTT when you're muted | Toggle Mute on or off with Alt-A (win) or CMD-Shift-A (Mac)

ZOOM PRO TIPS

Chat allows Group and Direct. You don't have to Chat with the entire group. Look in the Chat window to select a single participant to Chat with.

Don't forget the waiting room. Commonly used to prevent Zoom bombing, but can be easy to forget and leave people hanging.

Use a spotter. Have someone else on your team monitor the waiting room, mute errant open mics, and aggregate questions. Make them a co-host to allow this.

Recording can be cloud or local. If you're recording an Zoom for re-use, have all key parties use "Record on this Computer".

Wired, not Wi-Fi. Nothing compares to the stability of a wired connection, and Zoom rewards that.

Check your name on your image. You can easily change it during a Zoom via **the blue ellipsis** when you hover over your own image.

Hide non-video participants. It's under Settings > Video. You'll still hear them and see them in Participants, just not in the Gallery.

Don't start meetings at :00 or :30. Try oddball times to avoid the network pileups that happen at top and bottom of the hour.