

Videoconferencing User Etiquette

1. The Microphone Pod is sensitive to sound, therefore, speak in your normal voice without shouting or leaning into the microphone.
2. Avoid side conversation or shuffling of papers on/near the microphone which can interfere with audio.
3. When participating in a multipoint videoconference, always mute your system unless you are the site that is presenting.
4. When asking a question during a multipoint videoconference, first unmute your system, identify who you are and what site you are calling from, and then proceed with your question.
5. When recording a videoconference, ensure that your far end participants are aware prior to the conference that they will be recorded for legal and courtesy considerations.
6. Do not try to override your Far End's camera with the Far End controls. Use your camera controls when you're calling partner is not familiar with their equipment or if they do not realize that you are unable to see an individual or a particular camera source.
7. To avoid disruption and confusion, select one individual per site to operate the remote control functions for each videoconference.
8. Avoid wearing small, busy patterns while on video because it is harder for the camera to focus. Solid, vibrant or pastel colors send a clearer picture to the far end.
9. Be aware of ornate or flashy jewelry that may reflect light.
10. Please call your Technical Support team for additional assistance.