

Room Setup Tips

Room Setup

- Seating and tables:
 - All participants should be facing forward towards the camera and have a clear view of the monitor
 - The presenter should be able to see all participants (local and remote)
 - Use a long narrow table whenever possible for small groups and utilize a “down the table approach”
- Camera:
 - Zoom in on participants as much as possible; fill the screen with people rather than a room
 - Adjust lighting or window blinds to prevent glare

For more information on room setups, check out this primer from Cisco -

http://www.cisco.com/en/US/docs/telepresence/endpoint/misc/user_guide/video Conferencing_room_primer_ver02.pdf

Using onscreen documents

- As the presenter if they will need a laptop. If so, determine who will be providing the laptop. Ensure that you have the appropriate adaptors (if necessary) to connect the laptop to the VC unit.
- Set up and test the presentation function before the session begins.