Light, sound, action points

Quick tips for great web conferences

Smarter technology for all

Lenovo

intel CORE i7 8th Gen

Intel® Core™ i7 processor

For any web conference, the basics of communication can make the difference between great outcomes and time wasted. Simply, you have to be clearly audible and, if it's a video call, easily visible.

HERE'S HOW IT'S DONE

VIDEO

AUDIO

HEARING

Avoid echo and feedback

- Wear headsets
- Always mute yourself when not speaking
- If using speakers, reduce the volume
- Reduce background and ambient noise with noise-canceling headsets
- Achieve extra clarity from speakers with Dolby Audio™
- Prevent echo from PC speakers with Acoustic Echo Cancellation*

Lenovo ThinkPad X1 ANC headphones

- Can connect to phone and PC simultaneously
- Hear voice call notifications from PC speakers even when not wearing the headphones

*Included with Lenovo Vantage

BEING HEARD

Speak clearly and stay within range of your mic

- Use dual-array mics to automatically maintain your voice level even if you turn away
- Wear noise-canceling (ANC/ENC) headphones to reduce background noise so you can be heard clearly
- Choose a room without too much echo or reverberation

SEEING

Make sure your screen is optimized for high-quality video

- Use an anti-glare screen that minimizes the effect of bright ambient light
- Choose a device with Full High Definition (FHD) and Dolby Vision™ to ensure great clarity

BEING SEEN

Make sure you sit where the light is good

- Choose a high-resolution, high-definition (HD) camera
- Make sure it's at eye level – check your thumbnail picture during the call to make sure you're still in shot
- Sit in front of a plain background, or blur your background if your app allows*
- Face the window or other light source – a blank document on screen can help to provide white light

Lenovo ThinkPad 13s

- 720p HD camera ensures you can be seen, even in poor lighting conditions
- Anti-glare screen with Dolby Vision™ makes conferencing easy on the eyes
- High quality audio

*Microsoft Teams, the Windows conferencing and collaboration app, enables this function

THE ETIQUETTE OF WEB CONFERENCING

The technology can help to ensure a successful call, but it's important that everyone follows some basic rules of behavior.

1 Connect early and make sure everything is working before the call

2 Tidy up – don't let your washing be your background

3 Keep noise around you to a minimum

4 Ideally, wear a headset and mic

5 Always mute your mic when not speaking

6 Speak clearly, but not too loudly

Don't be shy about asking others to follow these guidelines. If there is noise and echo on the call, your team will struggle to get the outcome you want from the meeting.

See how Lenovo technology can help you make the most of web conferencing, visit

www.lenovo.com/remoteworking

or contact your Lenovo Account Representative.

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