

HERE'S HOW IT'S DONE

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.



VIDEO

AUDIO



HEARING

Avoid echo and feedback

- Wear headsets
- Always mute yourself when not speaking
- the volume Reduce background

and ambient noise with

If using speakers, reduce

- 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



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





Make sure your screen

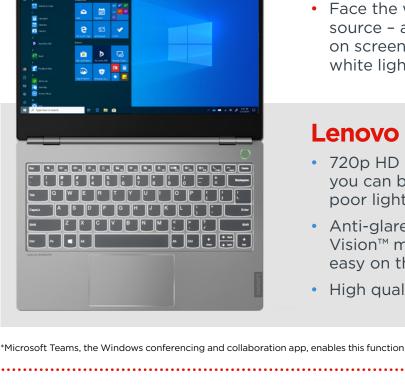
is optimized for

high-quality video

Use an anti-glare screen that minimizes the effect of bright ambient light Choose a device with Full High

Vision[™] to ensure great clarity

Definition (FHD) and Dolby





Make sure you sit where

the light is good

high-definition (HD) camera Make sure it's at eye level -

Choose a high-resolution,

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

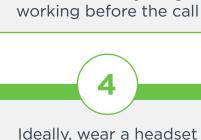
- background if your app allows* Face the window or other light source - a blank document
- on screen can help to provide white light **Lenovo ThinkPad 13s**

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

THE ETIQUETTE OF WEB CONFERENCING The technology can help to ensure a successful call, but it's





Connect early and

make sure everything is



Tidy up - don't let

your washing be your

background



Keep noise around

you to a minimum

Ideally, wear a headset Always mute your mic and mic when not speaking Don't be shy about asking others to follow these guidelines. If there is noise

Speak clearly, but not

too loudly

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.

Smarter technology for all

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