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

ANC headphones Can connect to phone and

Lenovo ThinkPad X1

- 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

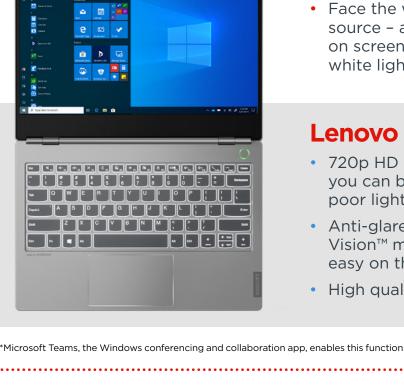
is optimized for

high-quality video Use an anti-glare screen that minimizes the effect of bright ambient light

Vision[™] to ensure great clarity

Definition (FHD) and Dolby

Choose a device with Full High





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 if your app allows* Face the window or other light source - a blank document

background, or blur your

on screen can help to provide white light **Lenovo ThinkBook 13s**

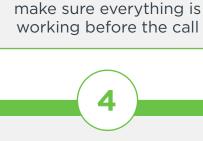
720p HD camera ensures you can be seen, even in poor lighting conditions

- 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

Ideally, wear a headset

Tidy up - don't let your washing be your background

Keep noise around you to a minimum

Speak clearly, but not

and mic when not speaking 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

Always mute your mic

from the meeting.

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

or contact your Lenovo Account Representative.

www.lenovo.com/remoteworking

Smarter technology for all

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