POLYCOM®

TIPS AND TRICKS

- Make sure you know the name or number of the site you want to call.

- Connect and test any additional equipment before the meeting.

- Avoid wearing bright colors, all-light or all-dark clothing, or "busy" patterns.

- Light pastels and muted colors look the best on the screen.

- Adjust your camera so the far site can see you. Fill the screen with people rather than with the table, chairs, walls, lights, or floor.

- Adjust your microphone so the far site can hear you. Mute the microphone before moving it.

- Make sure you can see and hear the far-site participants.

- Introduce participants when the meeting starts. Speak in your normal voice without shouting. Use natural gestures when you speak.

- Don't tap on the microphone or rustle papers near the microphone. In a multipoint call, mute your microphone when you are not speaking;