



UNIVERSITY
of HAWAII®
MĀNOA

Video Conferencing Tips

These video conferencing tips are to help everyone in achieving successful video conferences. Video conferences are no longer confined to large video conference systems that require special preparation, reservation and use. Whatever the reason, many users would prefer to participate in video conferences from their home or office using a standard computer equipped with a web camera/microphone.

Current technology has improved how we video conference today. At the State Telehealth Access Network (also known as “STAN”), we are able to bridge the traditional legacy room systems with desktop conferencing systems. Recently, the technology has expanded to include mobile devices such as smartphones and tablets.

If we can be of any help or support, please contact us at;

State Telehealth Access Network (STAN)

UH/TASI

University of Hawaii

Sanders Hall

2424 Maile Way, 713

Honolulu, Hawaii 96822

Phone: (808)956-6668

Email: stan@uhtasi.org

Video Conferencing Tips

ATTIRE: Aloha and Business attire are usually more than acceptable and transmits very well. Avoid clothes with bright colors and complex patterns.

Do NOT make unnecessary movements or motions. Try to speak without using hand gestures. A still image usually transmits best to participating sites.

Use the MUTE key when you are not speaking or if you need to have a sidebar discussion. The microphones are very sensitive and will pick up whispers remarkably well.

In a conference, speak in a normal voice, the microphones should be able to transmit your normal voice very well.

Do NOT make comments that you do not intend others to hear, no matter how softly you think you are speaking.

Do NOT make unnecessary noises (e.g. crumpling paper, tapping of pen or pencils, etc.).

Arrive or connect to the conference early. It will allow you time to check your equipment and resolve any issues that may arise.

Desktop Systems – Video conferencing from a computer adds convenience.

Video conferencing from a desktop/laptop computer is good for a single person, maybe two at the most. More than that, an external wide view camera and a movable speakerphone connected to the computer may be advisable. If the computer monitor is too small for everyone to see clearly, then the computer may be connected to a large screen television monitor or a projector for better viewing.

When video conferencing over a wireless connection, be aware of bandwidth usage and your system limitations. For example, four people using their laptops in the same room and same wireless system at the same time may not yield an optimum experience for any of the participants.

Studio Systems

Try to arrive a bit early and make sure that the camera pre-sets are set to where your participants will be seated. This will allow you to quickly zoom in on individuals who are speaking and pan out for wider room shots.

Learn if there are any other equipment (e.g. document cameras, projectors, etc.) available in a particular studio and how to use them to your best advantage.

If you cannot hear audio please check the television monitor volume and then the volume control on the VTC unit (they are separate).

If the far site cannot hear your audio, make sure the microphone is not muted (red light is off).