

# CHECKLIST

## For VidyoConference™ Meeting Organisers

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See set up guides for more information.

### Important things to check BEFORE every video meeting:

- Has the **meeting been set up** in Attend Anywhere correctly?
- For **multiple locations** where possible check and test each room has the correct configuration.
  - Audio setup (microphone and speakers)
  - Video setup (camera)
  - PC setup
  - Connection speed
  - Room setup (lighting etc)
- Has everyone been **invited**?
- Have you ensured everyone has the 'Make Video Call Now' Checklist?
- Has everyone completed a test call well **BEFORE** the scheduled meeting?
  - Note: This is strongly recommended, especially for the first time, and should be completed well before the meeting date to allow time for any issues to be resolved.
- Do people know the meeting organiser's number to call in case of issues?

### Common ongoing issues that will adversely affect the meeting

- Important. Not having either earphones or a headphone or echo cancelling speakers. This will cause echo and other audio problems for everyone in the meeting.
- Not having the right headphones and speakers selected correctly in Vidyo™ software
- Not having a suitable camera

### Common first time issues to avoid include

- Not having enough bandwidth
- Not having a suitable PC that is powerful enough, has the latest version of Java etc.
- Not having permissions on the PC to download software
- Corporate data network issues such as the need to make setting changes to the firewall