

Setting Up a WebEx Telepresence Room

Make your meetings feel natural

You can use telepresence in many settings – boardroom, manufacturing floor, cubicle, or home office. But a few simple adjustments (and a few things to keep in mind) can ensure that your meetings have the best possible image and audio quality.

Background

- Remember that the camera shows what is behind you. Choose a calming background with a neutral color, medium contrast, and soft texture. Avoid patterns on the walls.
- Avoid moving backgrounds such as curtains in a draft or people walking behind you. This may reduce image quality and distract the attention of those on the far end.
- Do not place the camera facing a doorway.
- Choose a table that is light but not reflective. A light natural wood is a good choice.
- Avoid unnecessary furniture or clutter in the room.

Helpful Hint

Avoid moving backgrounds such as curtains in a draft or people walking behind you. This may reduce image quality and distract the attention of those on the far end.

Lighting

- Avoid direct light on people, presentation materials, or the camera lens. Direct light will create harsh contrasts and shadows.
- If you have poor lighting in the room, you may need to use indirect, artificial light.
- Indirect light from shaded sources or reflected light from pale walls often produces excellent results.
- “Daylight” type lamps are most effective. Avoid colored lighting that might tint your image.
- Don’t place reflective whiteboards directly behind people or where lighting may reflect and cause glare. If they are not required, remove them altogether.

Placement

- Place your system about 2–3 feet (60–100 cm) away from the person who is speaking, taking into consideration screen size and what feels natural.
- Setup:
 - Set the unit to Automatic Answer, but mute the microphone.
 - Position the camera in the top center of your unit.

Desktop conferencing

- Your video device should be located close to your computer, along with your other everyday tools. This way you can easily share presentations without having to move. You may even be able to use your device as a computer monitor.
- Use a headset for privacy in an open office environment.

Meeting rooms

- Place the microphone at the front of the table to ensure that all speech is detected. The best position is at least 6.5 feet (approx. 2 meters) in front of the system, on a flat surface with at least 1 foot (0.3 meters) of table in front.
- Keep the document camera close to the leader of the meeting or the designated controller. Remember to arrange all the peripherals so that one participant can reach each of them to point, change the display, record, or perform other functions during the conference.
- To help ensure the most natural meeting environment, position the camera on the top center of the receiving monitor. Point the camera directly at the meeting participants to guarantee eye contact with those at the far end.
- A room with carpeted floors helps absorb sound and prevents echo problems.

Speaker volume:

- The audio system uses either external speakers or the speakers built into the monitor.
- You can set the default volume level by adjusting the volume on the monitor with the monitor remote.

Brightness control:

- To adjust brightness, colors, or other monitor settings, use the monitor's own remote control.
- Adjust the monitor to suit the conditions of the conference room. For more information on configuring the monitor, refer to your user guide.

Helpful Hint

To help ensure the most natural meeting environment, position the camera on the top center of the receiving monitor. Point the camera directly at the meeting participants to guarantee eye contact with those at the far end.