Nexus Online Meeting Best Practices

These best practices will ensure effectiveness and ample security for your virtual OHSU meeting.

1. Be mindful of Protected Health Information
Cisco Meeting has been approved for use with PHI (Protected Health Information), but unauthorized disclosure could happen if patient data displayed on camera or in the chat window is seen by passersby.

2. Check your camera and microphone settings.
Verify that the correct camera and audio settings are active by clicking the “gear” icon in the upper right-hand corner of the app.

For help, call Pinnaca Cisco Support at 1-866-897-2505 and tell the representative you are connecting to an OHSU virtual meeting.
3. **Mute when you are not speaking**
Mute your device when you are not speaking to significantly reduce the chance of echoing and audio distortion.

4. **Use a headset**
Headsets virtually eliminate distracting echoes and help other participants hear you more clearly.

5. **Avoid windows**
Windows can impact the quality of light by either washing you out (too bright) or providing too much backlight (too dark). Whenever possible, make sure you are sitting with your back to a wall rather than a window.

6. **Eliminate distractions**
Microphones can magnify distracting background noises during a call. Use the same consideration you would for a phone call.

7. **Frame yourself on a camera**
Make sure the self-view shows you in a manner you’re comfortable showing the world.

8. **On video calls, keep mobile devices stationary**
Moving your device causes video quality to suffer and can be hard for others to watch.

9. **The network quality affects the call quality**
For personal computers, a wired connection is better than a wireless one. On mobile devices, connect to your meeting from a place with a strong LTE signal.

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