

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. Mute when you are not speaking

Mute your device when you are not speaking to significantly reduce the chance of echoing and audio distortion.

3. Use a headset

Headsets virtually eliminate distracting echoes and help other participants hear you more clearly.

4. 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.

5. Eliminate distractions

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

6. Frame yourself on a camera

Make sure the self-view shows you in a manner you're comfortable showing the world.

7. On video calls, keep mobile devices stationary

Moving your device causes video quality to suffer and can be hard for others to watch.

8. The network quality affects the call quality

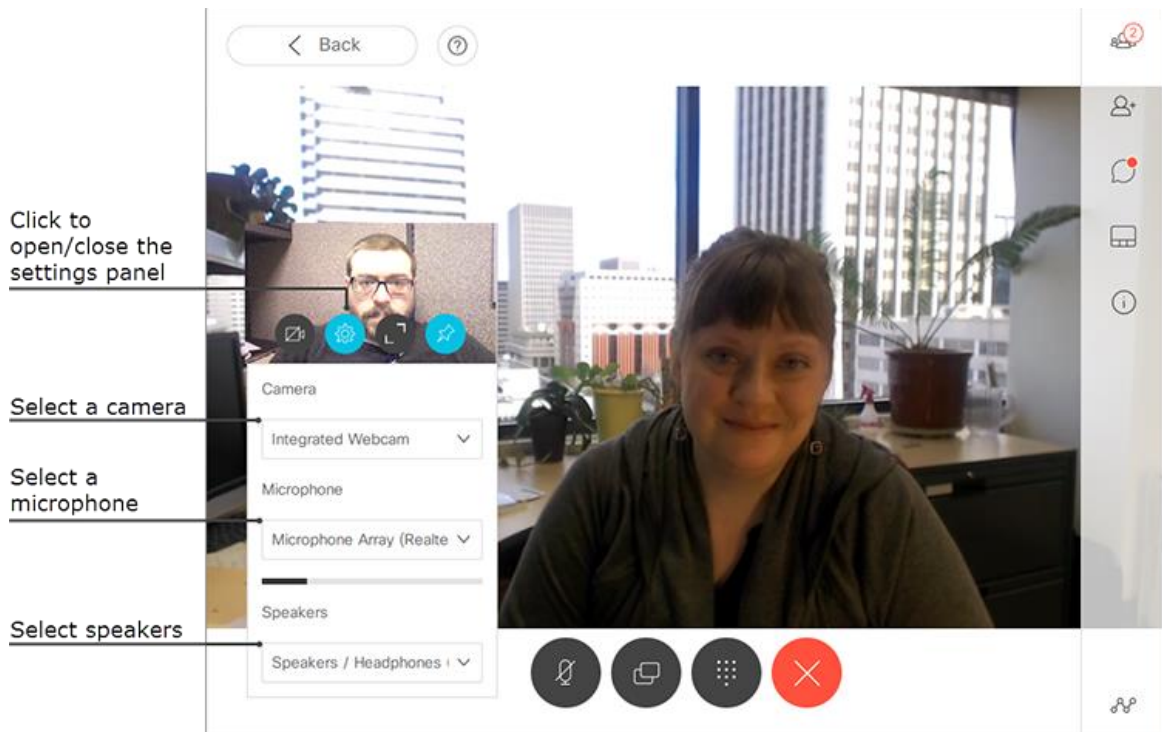
For personal computers, a wired connection is better than a wireless one. On mobile devices, connect to your meeting from a place with a strong LTE signal.



For help, call Pinnacle Cisco Support at **1-866-897-2505** and tell the representative you are connecting to an OHSU virtual meeting.

9. Check your camera and microphone settings.

Verify that the correct camera and audio settings are active by moving your mouse within the meeting window and clicking the "gear" icon that appears in the self-view at the lower left.



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