

Attachment B: Tech Tips for conducting a VI permit inspection

Do NOT record anyone without their consent.

1. Remind Owner/PIC that this is new to everyone and that we will have to troubleshoot with their technology.
2. They may need two devices: one to talk on and one with teams on it. It's hard to hear with a phone on speakerphone. Headphones with a microphone may help depending on the devices.
3. Communicate about what you can see on the screen. What they see may not be what you see.
4. Remind them to go slow and to hold the camera as steady as possible so the camera has time to focus.
5. Don't be shy about asking them to readjust the camera for you.
6. When you go to send the initial invite, you'll get a warning error until the entire email address is entered. This is because teams is attempting to pull from Active Directory.
7. You can't add people to a meeting in progress. You'd have to start over.
8. Be aware of your camera. You don't have to present yourself during the meeting, but you can. If you do, be smart about what is going on around you.
9. Be aware of background noise in your workspace. They can hear what you can hear.
10. Background noise -- such as eating chips or crunching ice--is REALLY annoying during audio conferencing and the devices often pick up the background noise over voices. Consider muting your line when not in use.