



Resource Requirements

Bandwidth (up/down) Scenarios			
30 kbps	Peer-to-peer audio calling		
130 kbps	Peer-to-peer audio calling and screen sharing		
500 kbps	Peer-to-peer quality video calling 360p at 30fps		
1.2 Mbps	Peer-to-peer HD quality video calling with resolution of HD 720p at 30fps		
1.5 Mbps	Peer-to-peer HD quality video calling with resolution of HD 1080p at 30fps		
500 kbps/1 Mbps	Group Video calling		
1 Mbps/2 Mbps	HD Group video calling (540p videos on 1080p screen)		

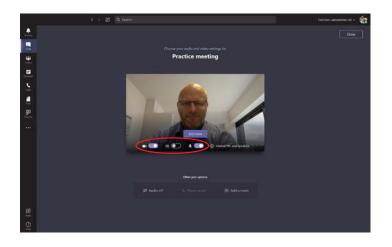
- 1. A strong and stable connection is required, please check with your IT department.
- 2. A device with a front-facing camera.
- 3. A microphone and speakers, a conference speaker with a microphone in the centre of the group works well, relying on the laptop microphone for a group will mean people at the back of the room are difficult to hear.
- 4. Access to Microsoft Teams
- 5. Sufficient battery for the duration of the course if not using a power cable.
- 6. It is strongly recommended that you use a laptop or computer for this course as that will allow for the best possible experience. If using a mobile device, a stand would be advisable. If using one device for a group, connect to a large screen to ensure all can see the presentations.
- 7. If several devices are connecting in the same room, headphone with a microphone is advisable.
- 8. A quiet location so as not to be disturbed during the course.
- 9. Prior to the event, conduct a practice session to ensure everything is working correctly.
- 10. Any training materials required for the course will be sent out prior to the day of the course.

To Join the Meeting

- From the calendar within the Teams App, click on the meeting and ensure you have accepted.
- At the top right-hand side of the screen, click the "Join" button to connect to the training course.

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Ensure that when you join, your Microphone and Video are switched on.



- If you are placed into the "lobby" when joining the course, the tutors will be notified and admit you to the course.
- During the course we would ask you to use the raised hand to highlight to the tutor that you have a point to raise. We may ask you to mute your microphone at points during the course.



Training Manager: David Childs Contact No: 07841 920890 Award Winner 2015/2016/2019 Training Company of the year

