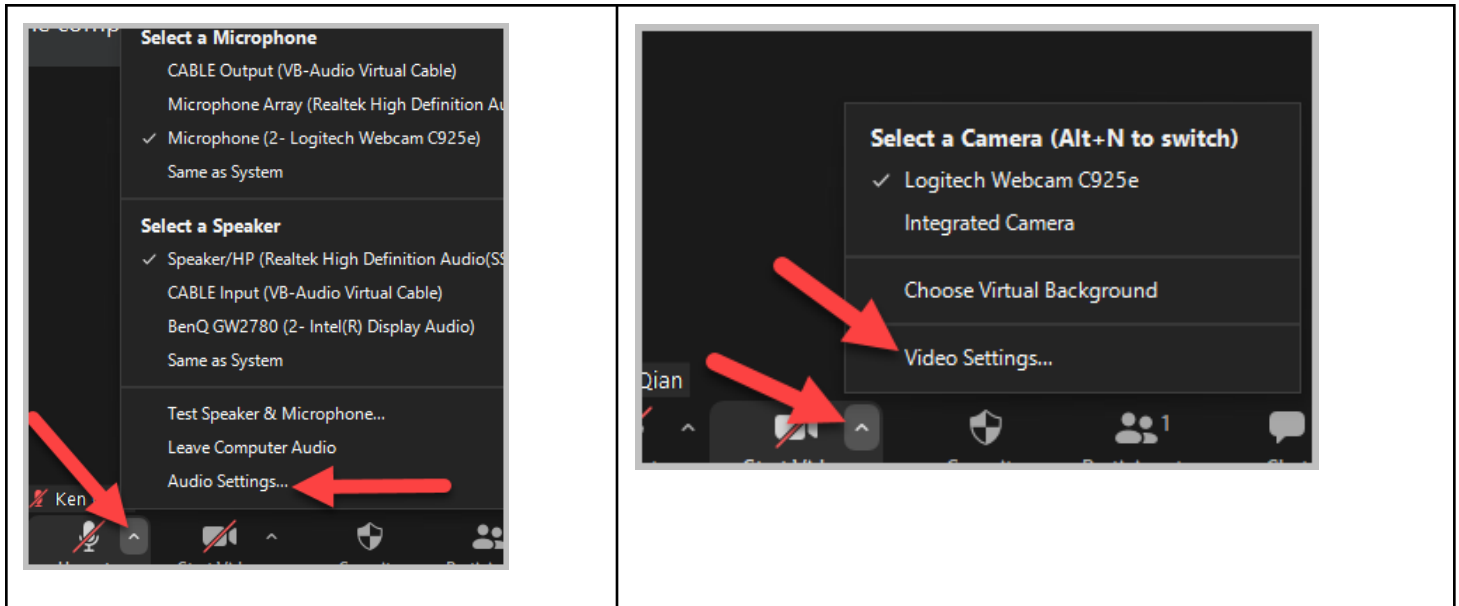


## Zoom Speaker Self-Test Tips

1. Zoom in 15 min ahead to do self-test of audio & video.

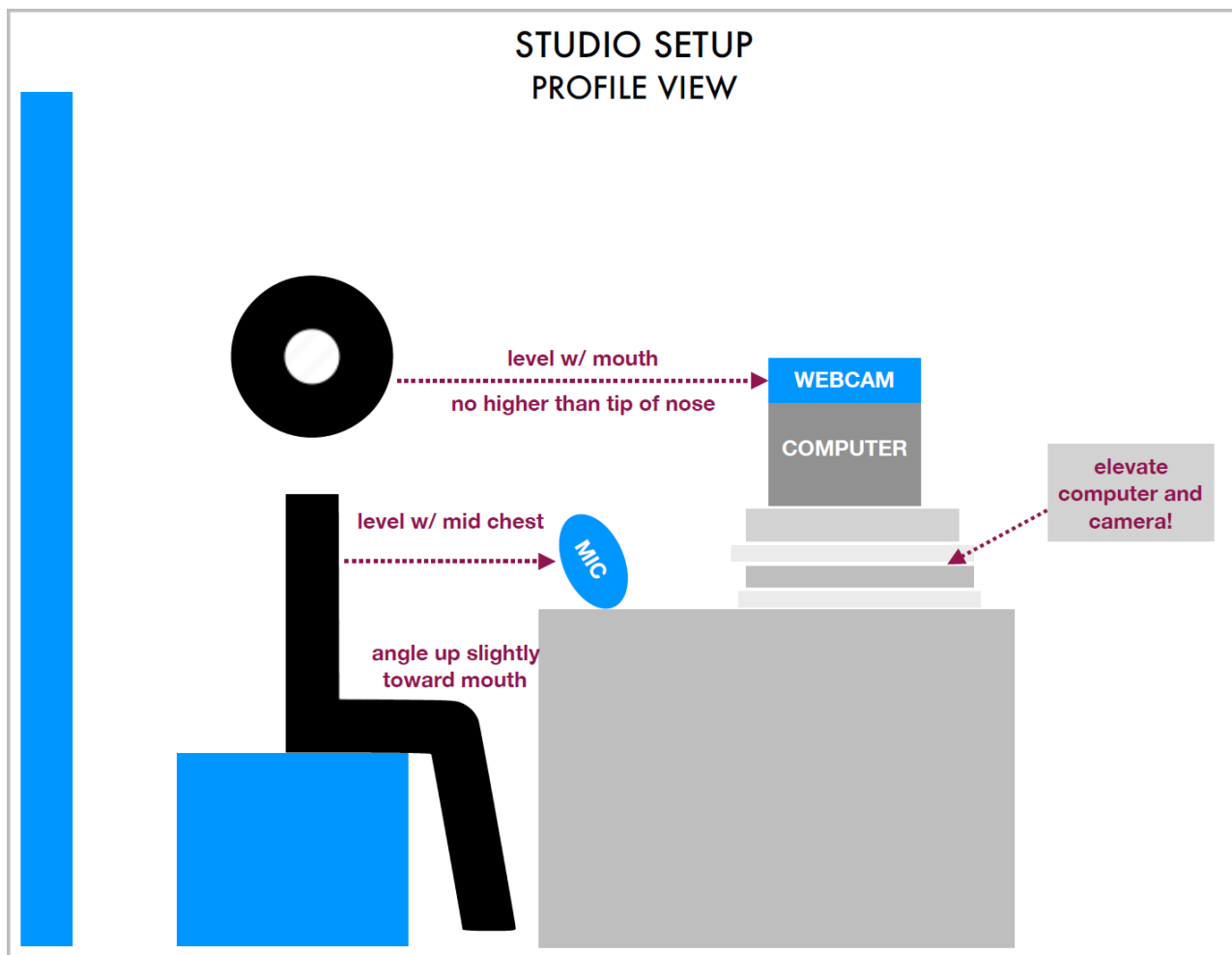
**Self-Test:** Click 'Audio Settings' and 'Video Settings. You do **NOT** need to turn on mic or webcam to test (otherwise, attendees will see you)



Once tested, you do **NOT** need to ask 'can you hear me' when it is your turn to speak.

For screen sharing, **attendees can always see your screen as long as you can share** (for those who use an external monitor, please share the right screen 'Screen 1' or 'Screen 2'). **you do NOT need to ask 'can you see my screen' when it is your turn to speak.**

2. **Dress code:** Business formal.
3. **Video background:** Simple background or virtual background
4. **Lighting:** avoid big open windows with strong lighting behind you. The color temperature of front lighting is best to be [5000K color temperature](#)
5. **Position :** in the middle of the video, taking  $\frac{1}{3}$  up to  $\frac{1}{2}$  of the overall video. There shall be space above the head. (**What if my face is too big:** either sit further or [get a wide-angle webcam](#)).

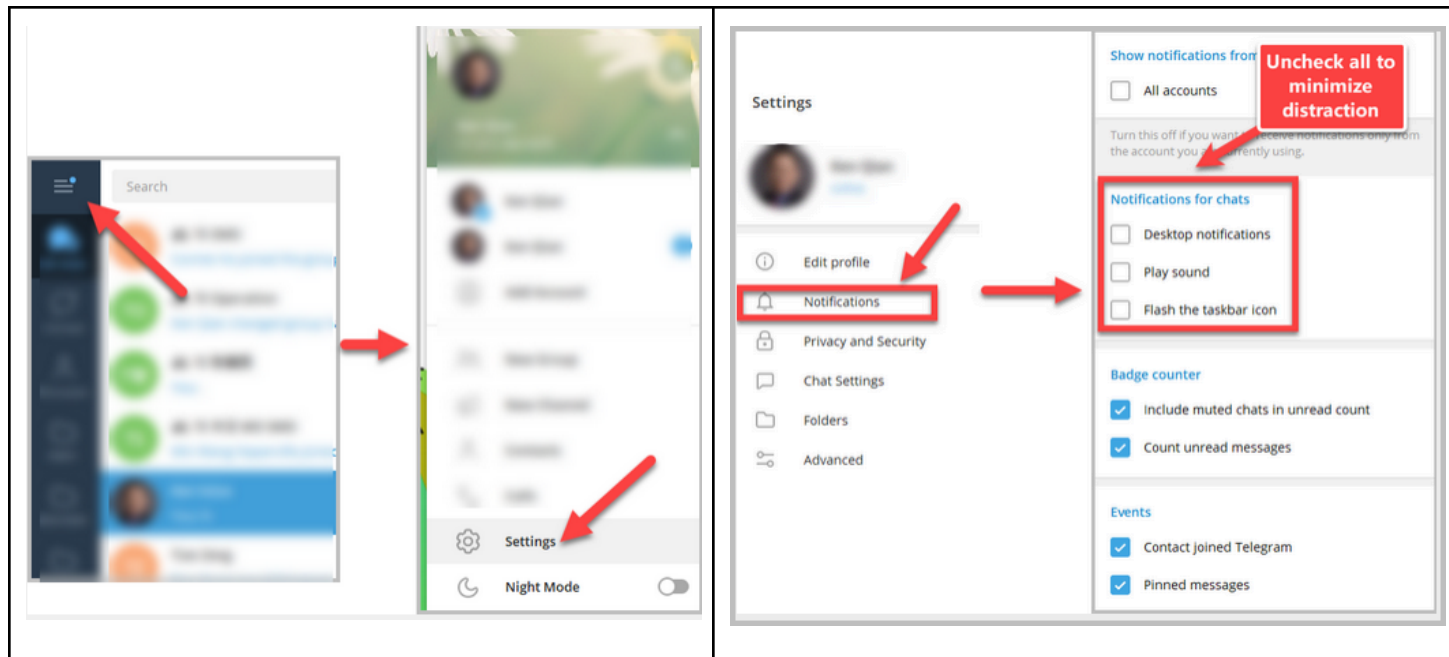


A good example:

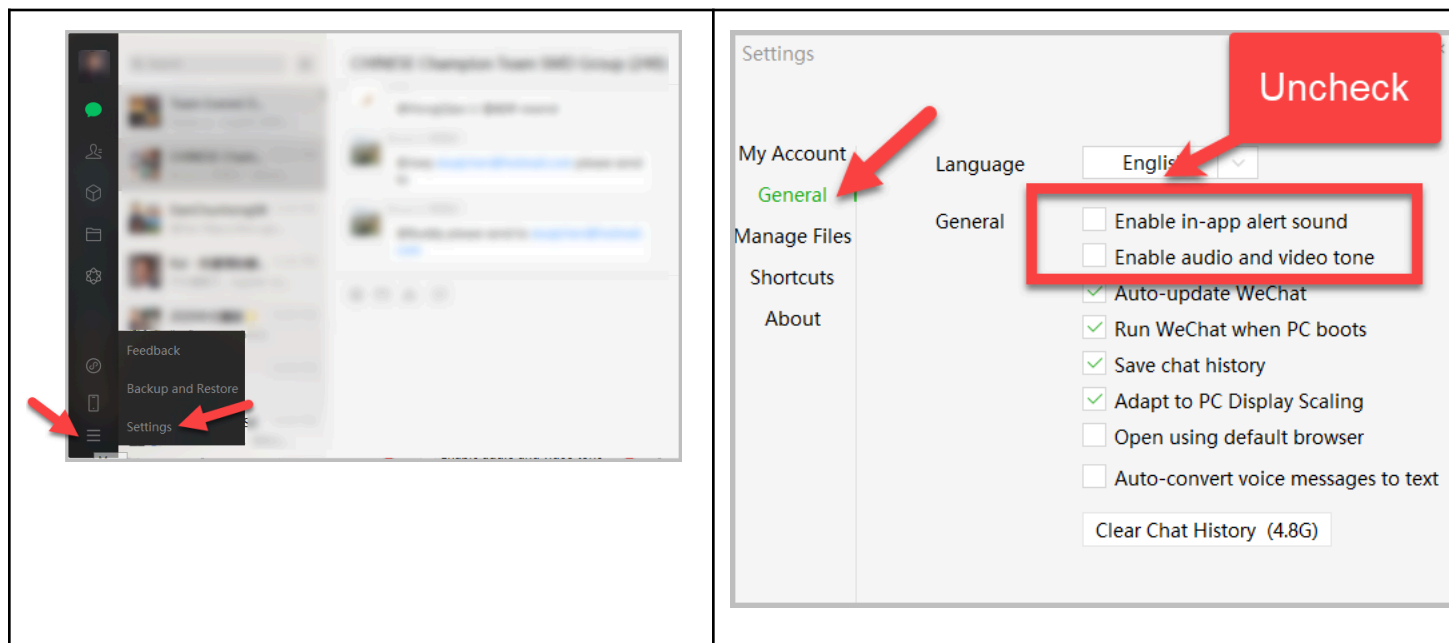


6. **Disable audio notification of other applications:**

**Telegram Desktop Version**



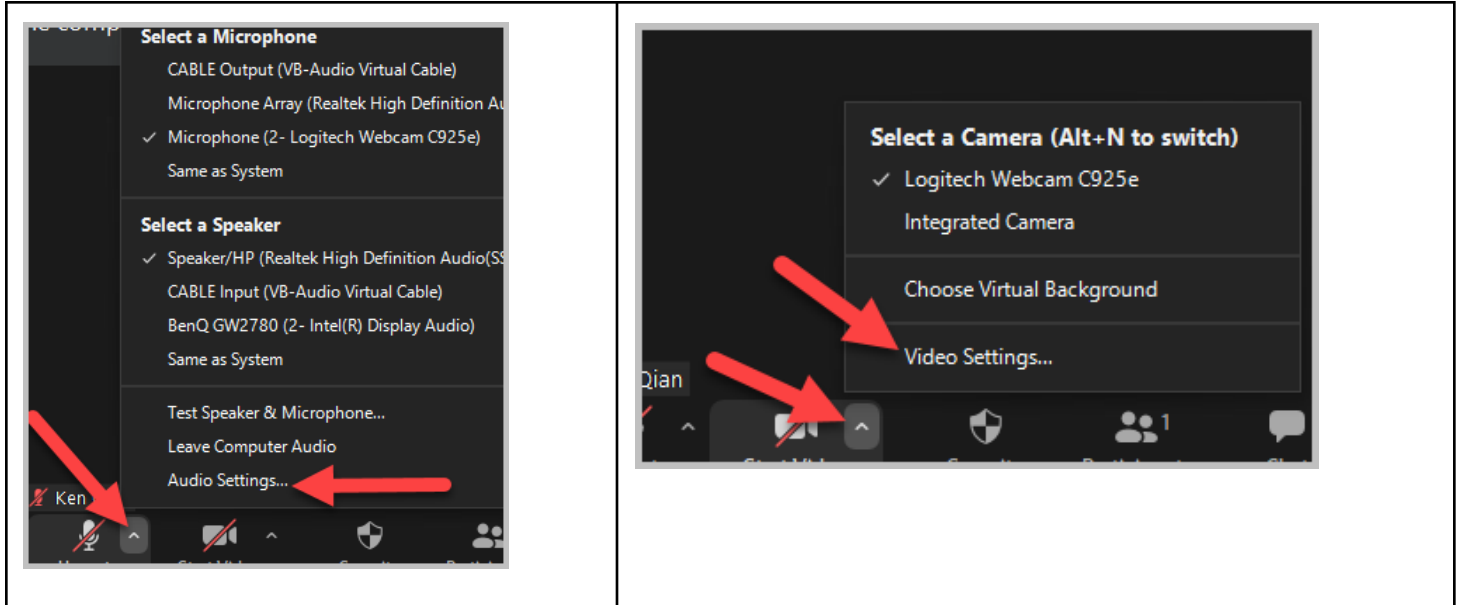
## Wechat Desktop Version



## Zoom 讲员自测指南

1. 请大家提前 15 分钟 上线，自我测试一下声音和视频。

自测方法:进入到会议后，在左下角的麦克风和视频图标里，点上箭头，然后选择 settings, 就可以自我测试。注意测试麦克风，声音输出 (speaker) 和摄像头。**请勿，请勿，请勿**打开麦克风和摄像头测试。

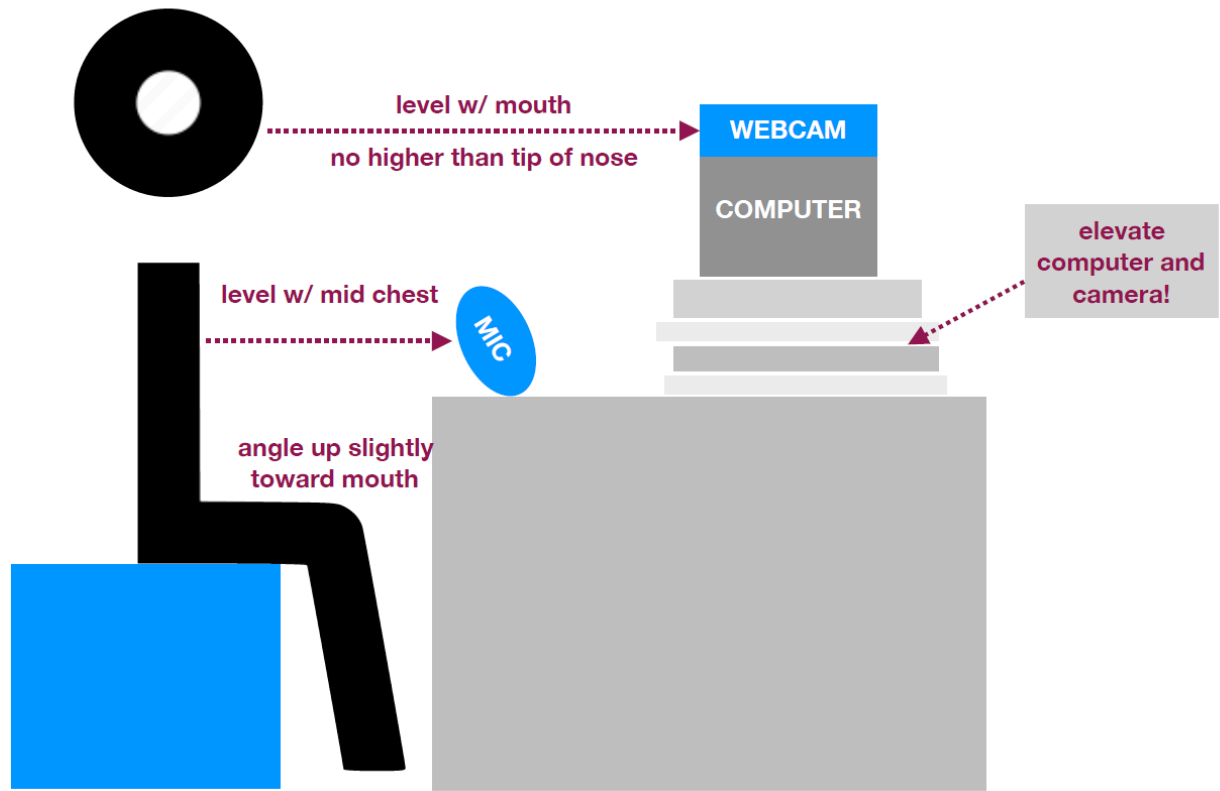


测试成功后，到说话的时候，只要不是 **mute** 的，就直接说话，**无需问大家“能听到我么？”**

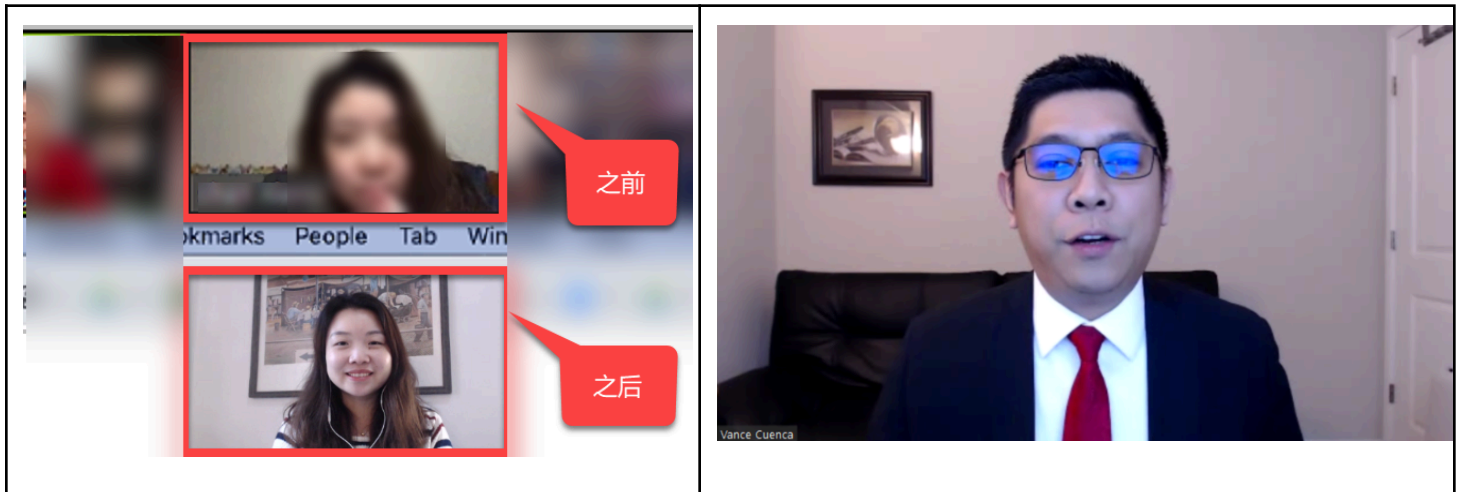
共享屏幕的时候，只要你能共享，别人就能看到 (用外接显示器加笔记本电脑双屏显示的，一定要注意分享正确的屏幕)，**无需问大家“能看到我的屏幕么？”**。

2. 着装: 请着正装。
3. 背景: 不要有锅碗瓢盆等等。建议简单背景或虚拟背景。
4. 光线: 背景不能有透光的窗户，不然脸会变暗。面部前方的灯光应避免发黄的光 (灯泡的色温，建议是 [5000K 的 LED 灯泡](#))。
5. 布局: 人像在图像的正中，占图像整体的  $\frac{1}{3}$  到  $\frac{1}{2}$  左右。注意头不能过高 (上方应有留空) 或过低 (下方应至少露出肩膀)。

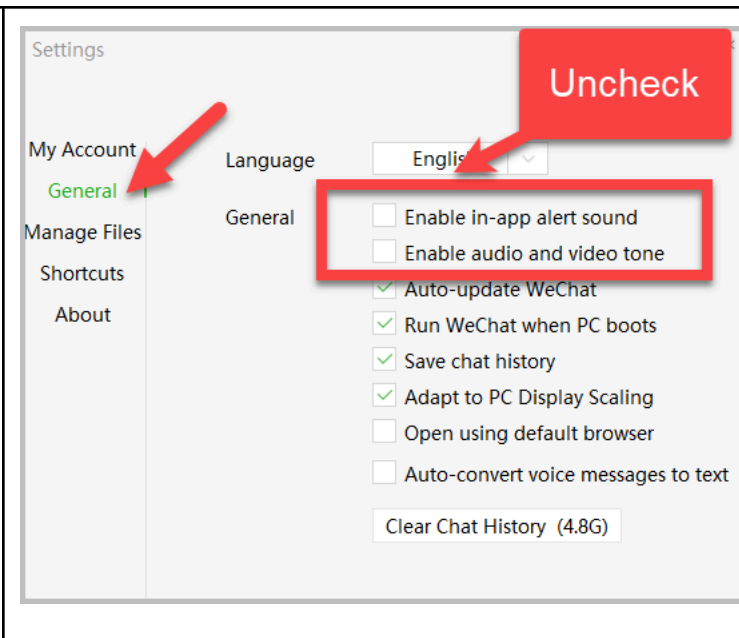
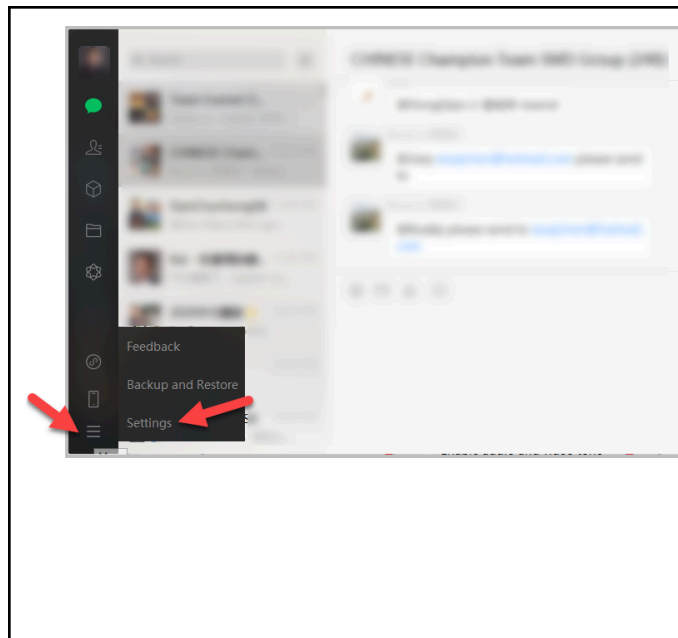
## STUDIO SETUP PROFILE VIEW



好的例子：



6. 关闭其他软件里的提示音：  
微信桌面版



## Telegram 桌面版

