

## Zoom Room – Checklist

NB - Not all items will apply to your set up, use as needed.

### Software:

- Zoom app downloaded and tested
- Zoom in browser version tested

### Room:

- Quiet Dedicated Room
- Good lighting in front of me
- Other family members occupied
- Other family members not using heavy internet applications

### Screen:

- 2 Screen set up tested
- Single screen resolution maximised

### Speakers:

- Speakers or headphones switched on and tested
- Headset or earbuds charged and tested

### Microphone:

- Built in microphone checked and tested
- External microphone positioned, checked and tested
- Headset microphone checked and tested

### Video:

- Built in webcam checked and tested
- Good front lighting checked and tested
- Headset microphone checked and tested
- Backdrop OK or image set or room behind is tidy