



**Smarter
technology
for all**

Lenovo

The art of availability

You will be involved in a lot of web calls and conferences when you're working remotely. Here are some tips on staying in touch and maintaining privacy wherever you are.

Always be available

We all need to have some basic skills in front of a camera and microphone these days. As web calls and conferences become standard practice, it pays to get comfortable with being on screen. Also, it's good practice and simply polite to be clearly visible and easily heard.

When you and your team are working remotely, you have to make sure you're available all the time. If you're not easily contactable, key decisions could be delayed, causing deadlines to be missed and reducing productivity.

Protect your privacy

At the same time, privacy is a key benefit of working remotely. You can block unwanted distractions when you need to focus, like shutting yourself in an office meeting room when you don't want to be disturbed.

One of the big advantages of collaboration tools like Microsoft Teams, the Windows messaging and conferencing app within Office 365, is that you can manage how focused you need to be. You can block all contact, or allow key people in your project to reach you without being distracted by the rest of the world.



Microsoft Teams

The best devices in the world run
Windows 10 Pro.

Gain the productivity dividend

A groundbreaking study from Stanford University demonstrated just how much organizations can gain when employees have the option to work from home:

- Employees work the equivalent of a full extra day or more
- They take fewer sick days and less time off
- In the study, the sample organization saved \$2,000 per employee on office rental

Source: Inc.com, "2-Year Stanford Study Shows Astonishing Productivity Boost of Working From Home".

Stay present and visible

Visibility and presence are vital capabilities for collaboration and communication apps. For example, in Teams you can choose from a series of standard settings to show people at a glance whether or not you are available.

You can also add detail through your status message, such as "at lunch", or "back at 2.30". This kind of clarity prevents you being disturbed unnecessarily and helps others plan their own time around your availability if they need to.

It's also good practice to install the mobile version of your preferred app on your phone, so you can receive messages and notifications even if you're not in front of your PC.

Get prepared for online calls

The technology you use makes all the difference to a successful web conference. However, it's just as important to make sure you and your environment are all set for a successful call. Some basic etiquette includes:

- **Look presentable** – dress as you would for work even if you're at home
- **Sit in good light** – facing a window, or in a well-lit space
- **Ensure the space behind you is not a distraction** – apps like Teams allow you to blur your background
- **Speak clearly and keep quiet** – make sure you can be heard when you're talking and stay on mute at all other times

Since the 2017 study, the technology for remote and home working has advanced still further. Web conferencing in particular has become standard practice through apps like Teams.

Choose the right technology

The technology comes into play once you've done all you can to prevent disturbance and distraction. Modern web conferencing solutions can help to ensure clarity and privacy even in noisy environments. The right technology can still reduce background noise and movement and make sure you can be seen and heard.

Here are some key features to look for if you need a state-of-the art solution for your web conferencing:

- Use an app such as Teams, that is optimized for audio and video quality.
- Look for features like screen sharing and in-call private messaging that make calls more productive.
- Choose a PC that is optimized for wireless connection and web conferencing.
- Directional microphones built-in to your PC help to eliminate background noise and improve clarity even if you're not using a headset.
- For maximum privacy and quality choose a headset with noise-canceling capabilities and multiple directional mics.
- Use a headset such as **Lenovo ThinkPad X1 ANC Headphones**, which have Acoustic Noise Canceling to reduce echo and block background noise.



ThinkSmart View

ThinkPad X1 ANC Headphones

Technology built for privacy and clarity

Software solutions like Lenovo Vantage can add additional useful functions such as Keyboard Noise Suppression, allowing you type notes discreetly during the call. It can also help to reduce echo and feedback, with Acoustic Echo Cancellation.

Vantage is incorporated as standard with **Lenovo ThinkPad X1 Carbon Gen 8** and **Lenovo ThinkPad X1 Yoga Gen 4 laptops**. They also have noise-canceling mics and hi-resolution cameras and are designed and built for integration with Microsoft Teams.

Create your own effective space

Peace and quiet are precious commodities these days. With the right technology, you can create your own haven of privacy and calm and conduct civilized, effective and productive web conferences wherever you need to work.



Learn more

Find out more about web conferencing solutions from Lenovo at

www.lenovo.com/remoteworking

Or get in touch with your Lenovo Account Representative.