

## Zoom Meetings - Basics and Reminders

- *Always* have your microphone on mute, unless you are actively speaking.
- Make sure you have a stable internet connection - It may be necessary to move to a different room of your house closer to your router to do so.
- Avoid having distractions in the background that will take away other people's attention
- Pick a comfortable spot for your meeting, as it may take a while (but not lying in bed!)
- Placing the iPad vertical will keep the camera centered so it does not appear that you are looking off to the side.
- Prop the iPad up so the camera is level and is not looking up at your face.
- If possible, avoid having the main light source in a room behind you, as that makes you harder to see on screen.
- For best audio results do not be too far away from the iPad and speak up... the internal microphones are not the most sensitive.
- Do not have political signs or material in the background
- Remember to follow the camera usage guidelines for enumerators. (These should already been given to you by RFO staff):
  - Read and sign the updated NASDA device usage document (on iSolved).
  - No photos, screen shots, or videos should be saved permanently on the device.
  - No photos, screen shots, or videos should reveal any PII (Personally Identifiable Information) or sensitive information.
  - Open the camera roll once a week and delete all saved screenshots, photos, or videos.
  - Do not log into iTunes on any CAPI device. This has always been the rule from the beginning or with Apple devices used for CAPI. Photos or other media taken can potentially be shared and/or stored on other Apple devices or sent to the Cloud.
  - Immediately report any lost or stolen devices to the proper officials.