# Before the session

**WIFI** is **preferred** to be used on **mobile devices**. In order to **avoid** fees and charges because of excessing of using mobile broadband by Skype for Business on iOS devices, it can be **disabled** by going into apps settings. (Settings – Lync 2013 – Turn off “Use Mobile Data”)

Photos or any **appropriate** pictures can be uploaded as **online** avatars to the Skype for Business on PCs. (tools – options – my pictures)

**Final version** of the lecture slides can be **pre-uploaded** to the online session before the session begins.

Please advise students to test **mics** and **speaker volume** on their devices. Any technical issues they are experiencing need to be resolved **before** the lecture starts. eSolutions IT Service Desk’s contact# is **+61 03 5227 8888**

# During the session

The lecturer needs to **be aware of** that the presenter’s camera view are **not** switched automatically. This needs to be switched manually from **AMX** panel. (Left display – Camera – Presenter Camera – Desk / Autotrack)

During the discussion session, students need to press **‘push-to-talk’** button in order for online students to hear.

Online students’ mics can be muted (individually or altogether) by the lecturer if distortion sound is coming from their ends.

It is important for lecturer to interactive with online students by acknowledging their existence. (e.g. repeat the questions from on-campus students if there’s a need. Or ask online students’ feedback at the end of each slides)

Headsets are recommended to be used by online students for the best input/output sound quality.

# After the session

Echo system will send the notification once the recording is available (usually a couple hours after the lecture)

Dual capture mode is **only** available by accessing the video via echo system. Downloaded videos only contain what have been set as the primary input.

**Expiry date:**

**One-time meeting -**Meeting expires 14 days after the scheduled meeting end time.

**Recurring meeting with end date -**Meeting expires 14 days after the scheduled end time of the last meeting occurrence.