



## Remote Training Requirements

Remote training is a very powerful tool, we can deliver training to many counties in an extremely effective manner. To make a remote training session as effective as possible we have made some suggestions below.

### Video Conference

We use Cisco Webex video conferencing. This will allow us to invite multiple connections to join a video training session.

An invite will be sent prior to the training with a link to the training session. The video and audio will be transmitted via the internet (no need to dial in for the audio feed)

This session will involve a small application to installed to your pc to allow the connection. If you can allow time prior to the start of the meeting to get the pc configured and connected.

Please see below how to connect to a meeting video. (Don't use the audio option shown here, see audio below)

<http://www.webex.co.uk/how-to/index.html?video2=3781329011001>

### Internet Connection

A high speed internet connection will make these sessions a success. In some countries internet speed can cause issues with transmitting video and audio. If this is likely to be the case we would suggest;

Limiting the pc connections to one pc, then use a large screen.

Don't use video from your side.

Don't use the Wi-Fi, connect a hard wired connection the incoming internet router.

Close any back ground programs using resources

### Audio & Video

To make the sessions as interactive as possible audio is essential and video if possible, of course if the internet speeds allow. Please make sure you have a good quality set of pc speakers connected to you pc. Webcam if possible.

To connect the audio, we use the VOIP option, click the option use this PC for audio (not the dial in service) please see below the audio connection video

<https://www.webex.co.uk/how-to/index.html#how-to-tab-1#3840067563001>



## Location

If you have a meeting room or a quiet area of your offices, this will benefit. If your location is in a busy office with lots of back ground noise, this can make the session not as effective as we would like.

## Compatibility & System Requirements

Please see the below link.

[https://support.webex.com/webex/v1.1/support/en\\_US/rn/system\\_rn.htm](https://support.webex.com/webex/v1.1/support/en_US/rn/system_rn.htm)

## Test Your Connection

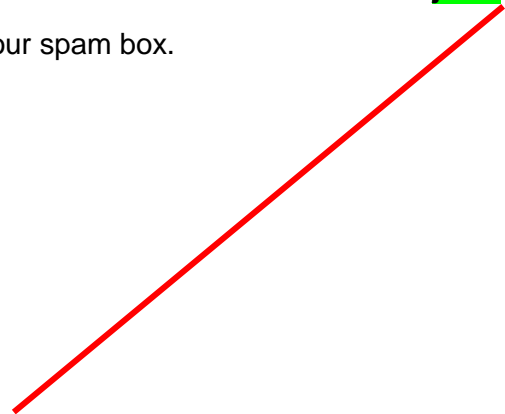
To be prepared and ready for your training session, and save rushing around on the day, check your connection. Please click the link below

<http://www.webex.co.uk/test-meeting.html>

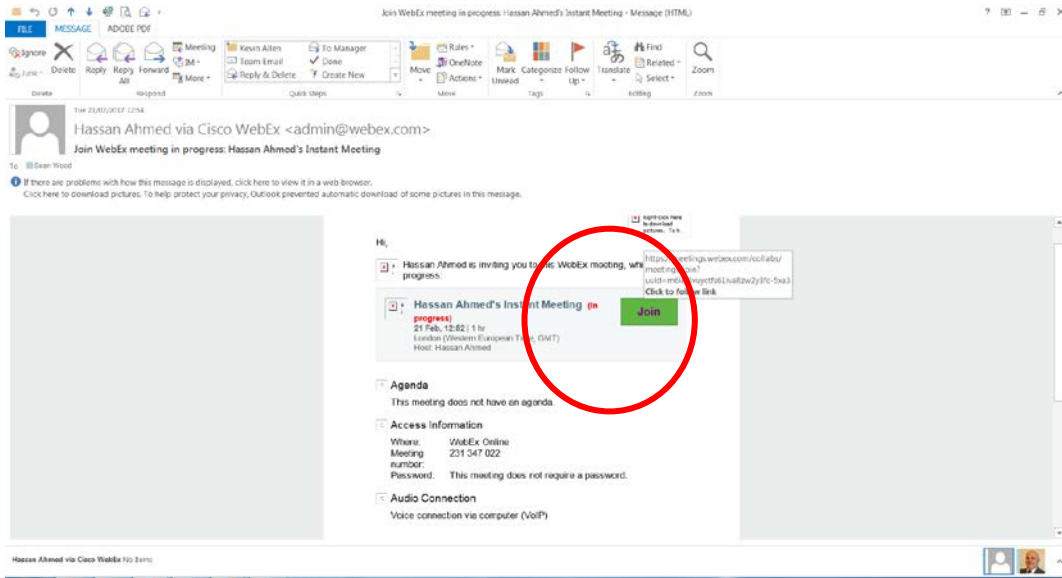
## Screen Shots of process below

Email request will be received and just before the nominated conference time select **join..**

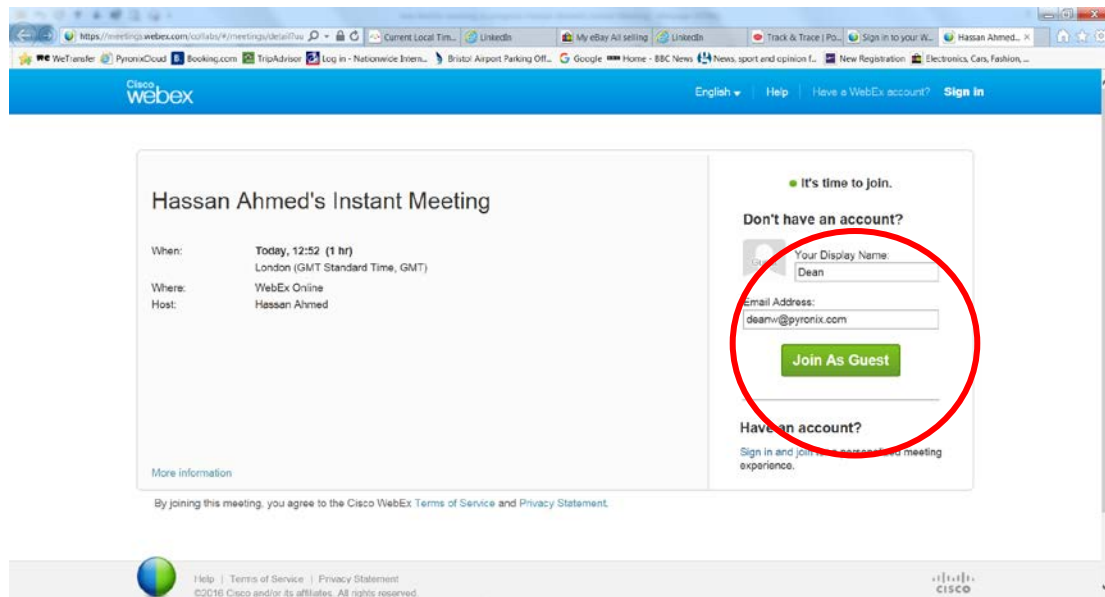
If no emails are in your in-box then please check your spam box.



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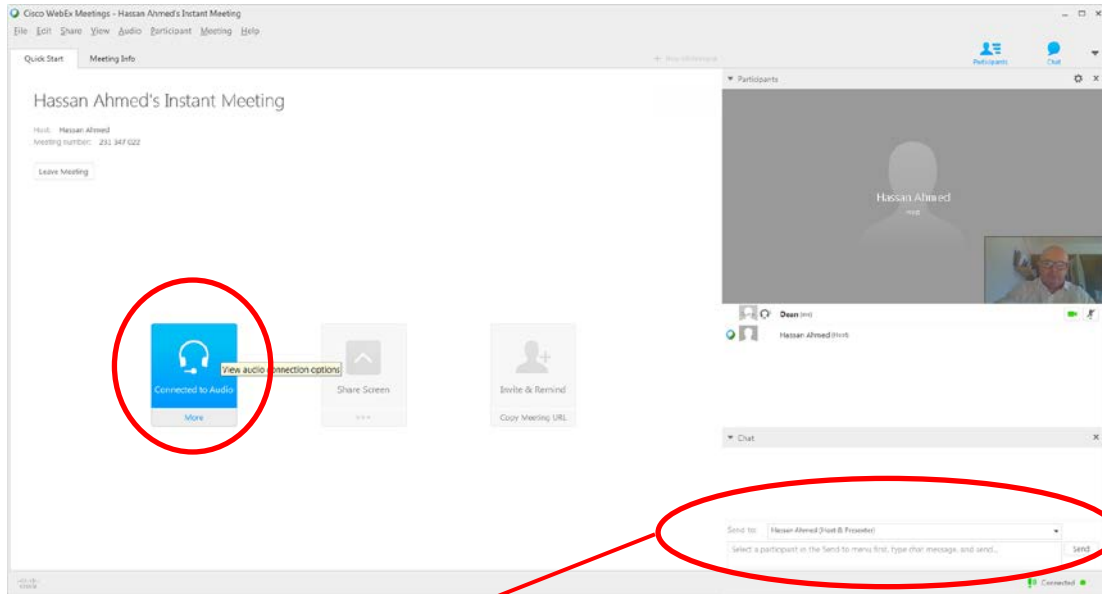
Add your name and email and select **Join as Guest**



Select audio option.



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Sound with PC view will be shared for Power Point Presentation's and Video's. All questions at the end via chat mode.