



Video Conference Checklist

- Lume Cube light charged
- Bluetooth or microphone charged
- Table and chair in place
- Lamp positioned for side light
- Lume Cube light attached to laptop
- Bluetooth or mic on table
- Laptop, chair height, and distance adjusted for camera at eye level
- Paper and pen for notes
- Phone on silent and on nearby on table
- Shades down on bright day
- Video conference sign up
- Shirt
- Hair brushed
- Bio break
- Computer Charged or charger on
- Glasses
- Company sign (or other) in background