

COMPUTER

- ☐ Computer less than 4 years old, current OS, su!cient RAM and SSD
- ☐ Computer hardwired into router (WiFi turned off)
- ☐ Internet download AND upload speeds at least 20 Mbps
- ☐ Other people in the home NOT using the internet while interpreting
- ☐ Updated version of web conference app
- ☐ All other apps closed on computer
- ☐ Computer notifications silenced (DND)
- ☐ Use low-bandwidth apps (MS Word, Acrobat) for prep content
- ☐ Use secondary computer behind main computer for captions

CAMERA

- ☐ Use external webcam and select it as video source
- ☐ Webcam set at eye level
- ☐ All auto functions turned o" (auto focus and auto white balance)
- ☐ On secondary computer, position captions to be directly above webcam
- ☐ Push team hearing interpreter’s video up closer to the camera

OTHER

- ☐ Smooth and solid background, client’s preferred color (blue is the norm)
- ☐ Use backless or low-back support non-swivel chair
- ☐ Clothing opposite of skin color (pastel for BIPOC, black for Caucasians)
- ☐ Su!cient lighting with no shadows
- ☐ Check body in webcam frame (space above head and below elbows)