

## Setting up the Room for Optimal Use of Teleport

### For Movement

1. Clear obstructions from pathways. Securely tape down any cables that cross pathways.
2. Allow space between desks and walkways to allow Teleport to pass, at least 0.7m.
3. Avoid thick unsecured rugs or carpets. If carpet edges cannot be avoided, tape them securely to the ground where Teleport would be passing.
4. If multiple rooms are being used, ensure doors are propped open where possible.
5. If Teleport needs to be positioned at a table, or move from table to table, ensure there is a space/s available without a chair.

### For Vision

1. If visual materials are being used that need to be viewed by the Teleport user, for example signage and Powerpoint presentations, use large lettering. Ensure that there is a clear colour contrast between background material and content.
2. The Teleport camera can zoom in to view detail, however Teleport should be positioned within 1m to 5m (depending on the size of the screen and text) of a presentation screen (e.g. projector) where the user needs to read text. Ensure there is a clear space for the Teleport to stand without blocking other people's views.

### For Sound

1. Limit background noise if the Teleport user is listening to a presentation or meeting discussion.
2. If speaking one-on-one with the Teleport, stand in front, or close to the side, of the Teleport and speak clearly.
3. The Teleport user can adjust their volume output and input to suit conditions.