



Speaker Technical Check-list

This document outlines the hardware and software requirements for participating speakers in a Remote Live Conference produced by EPEAK Studio.

Note that some requirements might not be available due to IT policies. It is recommended to address these as soon as possible to ensure speaker participation.

Overview of requirements

The participating speaker must be able to join a Microsoft Teams conference call initiated by an external user.

Hardware requirements

To participate as a speaker in a live conference, the minimum hardware requirements are as follows:

- A working computer
 - Supporting video-conferencing outlined in Software section
 - Supporting video conferencing with 4 other participants (all with camera)
- A working microphone
 - Recommended : good-quality external microphone
 - Acceptable : Wired or Wireless Headset
- A working listening device
 - Recommend: Earbuds / headset
 - Not acceptable: Laptop speaker/Sound system (unless approved professional setup)
- A working webcam
 - Minimum : Internal webcam on laptop
 - Recommended : External HD webcam
- An internet connection
 - Minimum speed: 3Mbps Upload - 10Mbps Download
 - Recommended :10+Mbps Upload - 10Mbps Download

Specifications are expressed for this usage only. Higher are required if it is a shared connection within your household (ie. kids doing remote school, playing games, watching youtube or connected TVs)



Software requirements

To participate as a speaker in a live conference, the minimum software requirements are as follows:

- Join and participate in a video conferencing-call using the [Microsoft Teams](#) application¹
 - With Microsoft Teams Application²
 - As a Guest (no account required)
 - If you organisation or you have a microsoft account associated with your email, you will be prompted to use it.
- Capability to use the device outlined in “Hardware Specifications”
 - Webcam
 - With control of webcam settings (if available³)
 - Microphone
 - With control of audio settings
 - Headset/Earbud
 - With control of audio settings
- Capability to share content in the video-conferencing call
 - Minimum: allow for presentation screen sharing (PowerPoint)
 - Recommended: allow screen sharing (help adjust camera settings pre-live)

Other requirements

This alternative solution is possible ONLY when speakers have to join for a discussion without sharing any content from their computer.

Speaker must be able to :

- Join and participate in a video conferencing call initiated by an external guest with Microsoft Teams for Web⁴
- Capability to use the device outlined in “Hardware Specifications” (as outlined in the Software Requirements section)

¹ The use of the Microsoft Teams application is recommended for performances and quality purposes. See Section “Other requirements” for alternativ (not-recommended) solution.

² Official systems requirements for Microsoft Teams are available at : <https://docs.microsoft.com/en-us/microsoftteams/hardware-requirements-for-the-teams-app>

³ Integrated webcams usually do not provide such settings control. This is accessible in Microsoft Teams’ “Devices” settings tab, under the camera preview.

⁴ Microsoft Teams for Web is available at : teams.microsoft.com



Make a test call

We highly recommended making a test call before joining a Microsoft Teams call. It'll allow you to make sure your audio and video are working properly on the devices you will be using on the day of the event.

This is a “one-click” step to complete - if you do experience any problems during the test call, we can help you address them before the event.

Warning: the “Make a test call” feature works only on the desktop versions of Microsoft Teams (PC and Mac). It does not work if using Teams within a browser.

How to:

1. Open Microsoft Teams
2. Click on your Profile icon in the top right
3. Click on Settings
4. In Settings, click on Devices
5. Under “Audio devices”, click the button “Make a test call”

At the end of the test, you will see your results. If everything is marked “Connected”, you are ready to go.

If any item says “Not connected”, make sure to bring that information up to the technician during your onboarding.

a



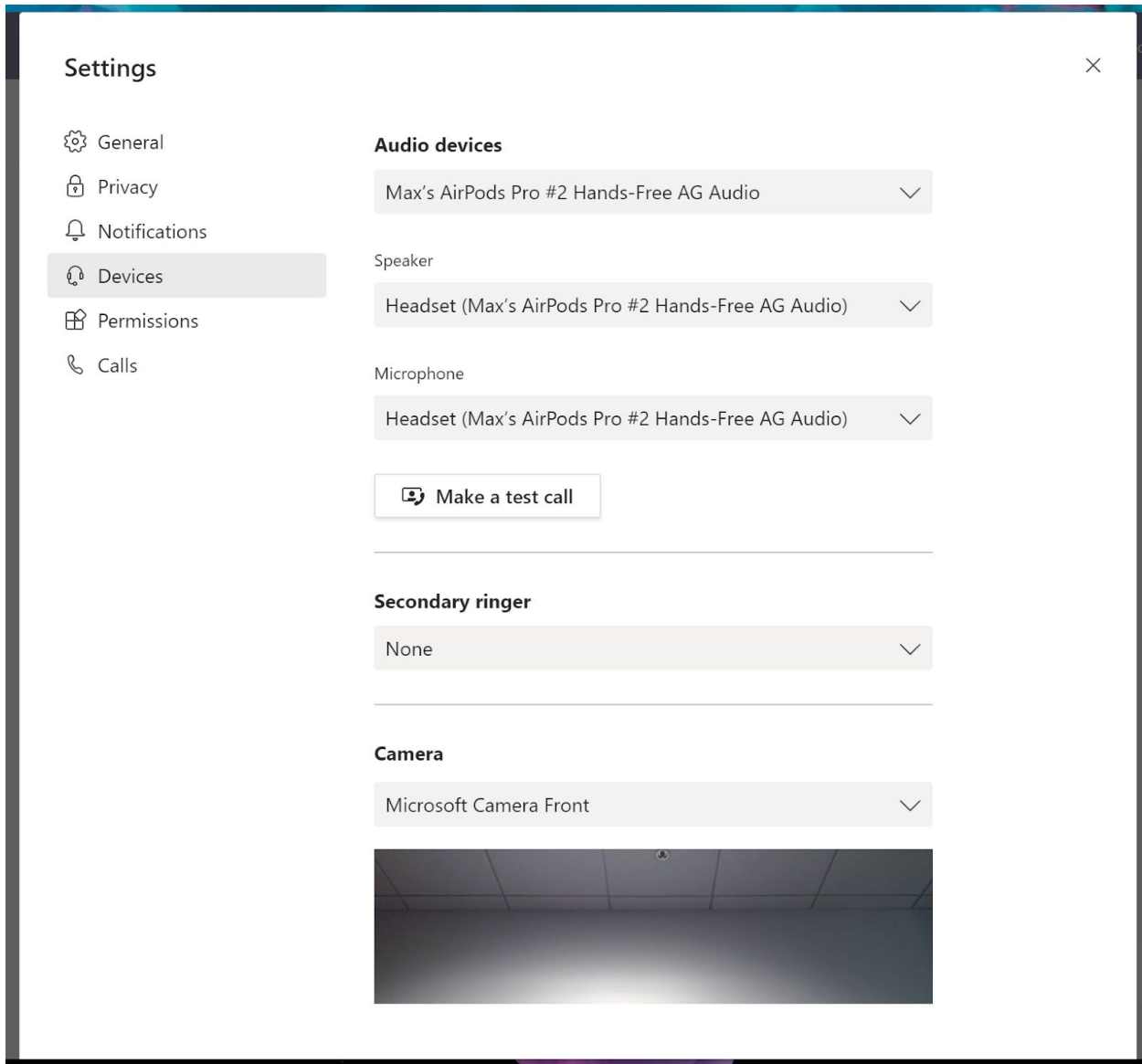
The screenshot shows a user profile menu for 'Maximilien De Leseleuc' in a dark-themed application window. The window title bar includes 'EPEAK Studio Ltd.' with a dropdown arrow, a notification badge with the number '1', a circular profile icon with 'ML' and a green checkmark, and standard window control icons (minimize, maximize, close). The profile menu is white and contains the following items:

- Profile: **ML** Maximilien De Leseleuc, with a 'Change picture' link.
- Status: Available (with a green checkmark icon and a right-pointing chevron).
- Set status message (with a speech bubble icon).
- Saved (with a bookmark icon).
- Settings (with a gear icon).
- Zoom: (100%) (with minus and plus icons and a full-screen icon).
- Keyboard shortcuts
- About (with a right-pointing chevron).
- Check for updates
- Download the mobile app
- Sign out



The screenshot shows the Microsoft Teams Settings application window. The title bar reads "Settings" with a close button (X) in the top right corner. On the left is a sidebar with the following menu items: General (selected), Privacy, Notifications, Devices, Permissions, and Calls. The main content area is divided into sections:



- Theme**: Three theme preview cards are shown: "Default" (light blue/white), "Dark" (black/dark blue), and "High contrast" (black/white with yellow accents).
- Application**: A sub-header followed by the instruction: "To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams." Below this are seven checkboxes:
 - Auto-start application
 - Open application in background
 - On close, keep the application running
 - Disable GPU hardware acceleration (requires restarting Teams)
 - Register Teams as the chat app for Office (requires restarting Office applications)
 - Turn on new meeting experience (New meetings and calls will open in separate windows. Requires restarting Teams.)
 - Enable logging for meeting diagnostics (requires restarting Teams)
- Language**: A sub-header followed by the instruction: "Restart to apply language settings." Below this is a dropdown menu for "App language" currently set to "English (United States)". A note below states: "Keyboard language overrides keyboard shortcuts."











Your test call results

Here's what we detected from your devices:

-  **Microphone - Headset (Max's AirPods Pro #2 Hands-Free AG Audio)** 
Connected

-  **Speaker - Headset (Max's AirPods Pro #2 Hands-Free AG Audio)** 
Connected

-  **Camera - Microsoft Camera Front** 
Connected

-  **Network** 
Connected