

Remote control: an essential checklist for the mobile professional

Being mobile gives you the freedom to get work done anywhere, anytime, but it comes with its own set of challenges. These five tips can help you deal with potential problems before they even have a chance to arise.



☐ Check connectivity

Losing your connection in the middle of a call or delaying a meeting because you can't get a signal is not only irritating—it also costs you in terms of lost time and reputation.

Check in advance to ensure that you're setting up somewhere with good mobile reception. If you can't get a signal while using your mobile phone, use apps to find hot spots or see if you can use Wi-Fi to call via apps such as Skype for Business or Google Voice. If you are calling in from a PC, make sure your Wi-Fi connection has sufficient upload and download speeds to support voice and video (if required).



☐ Connect through the cloud

Cloud-based tools can provide easy access to the files and information you need. Solutions such as Evernote, Dropbox, and Microsoft OneDrive let you share documents more easily, while communication tools like Skype for Business and WebEx enable you to collaborate in real time. Check with your IT department to see which applications are supported in your organization.

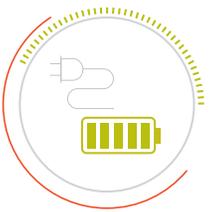
Many of these tools are accessible from both a PC and a mobile device. The nice thing about the cloud is that it is scalable across devices.



☐ Stay connected from anywhere

Route calls from your phone (desk phone or mobile) to all devices to ensure you don't miss any calls.

Check whether your phone system or UC application offers simultaneous ring, which allows you to set all your devices to ring when a call is received on any of your contact numbers.



☐ Stay powered up

The last thing you want is to lose power in the middle of an important call or email. Check the battery life on your laptop as well as the battery level on your accessories. To extend battery life on your mobile phone, lower the brightness level, close any apps you're not using, and turn off Vibrate.

Keep your device cable with you and set up near an outlet, whether it's an airport charging station or a USB car charger, in case your battery does start to fade. Better yet, consider investing in a portable backup battery or charging case so you always have a backup power source at hand.



☐ Ensure sound quality

Choose a place with good acoustics. Avoid large spaces that may introduce echo. Choose spots away from active talkers or environmental noise (like wind, etc.). When ambient sound is an issue, use a high-quality headset with a noise-cancelling microphone, such as the Plantronics Voyager 5200 UC, to compensate.

Before calling anyone else, call yourself and leave a voicemail so you can make sure your voice is coming through clearly.

