IMPORTANT!

TIPS for REMOTE INSTRUCTION

<table>
<thead>
<tr>
<th>Classroom Features Available</th>
<th>Lectern Computer</th>
<th>Personal Laptop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Connectivity</td>
<td>Yes - ethernet</td>
<td>Yes - WiFi &amp; ethernet</td>
</tr>
<tr>
<td>YuJa - Screen Recordings</td>
<td>Yes - with audio</td>
<td>Yes - use laptop mic</td>
</tr>
<tr>
<td>YuJa - Scheduled Recordings</td>
<td>Yes - by request</td>
<td>No</td>
</tr>
<tr>
<td>Zoom - Live Conferencing</td>
<td>Yes - with audio</td>
<td>Yes - use laptop mic</td>
</tr>
<tr>
<td>Zoom - Recordings</td>
<td>Yes - Cloud / Local*</td>
<td>Yes - Cloud / Local</td>
</tr>
<tr>
<td>Microphone</td>
<td>Yes – USB mic</td>
<td>No - use laptop mic</td>
</tr>
<tr>
<td>Webcam</td>
<td>Yes</td>
<td>No - use laptop cam</td>
</tr>
<tr>
<td>Document Camera</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Wacom Tablet</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

* Local Zoom recordings must be copied to USB before leaving

For accounting purposes, all instructors must login to the lectern PC - even if you plan to use a laptop for instruction.

When using the Lectern Computer:
1. Turn on the lectern control panel.
2. Select the center projector.
3. Select PC as your source.
4. Turn on the gooseneck microphone for audio recording purposes.

When your class is complete, remember to copy any locally saved Zoom recordings to USB. Then remove any USB drives or other devices you brought with you, log out of the PC, shutdown the lectern control panel, and go wash your hands.
Using Lectern Computer Tools:

1. **Zoom**
   - Open the **Apps** folder on the desktop, click on **Zoom**, and sign in.
   - Join with Computer Audio, and test the speaker and microphone.
     a. Audio > Speaker – set to “**Same as System**” or “**Extron HDMI.**”
     b. Audio > Mic – set to “**Same as System**” or “**USB PnP Sound Device.**”
     c. Make sure you’ve turned on the **gooseneck microphone!**
   - Video > Camera – if desired, select the installed webcam and fine tune the position.
   - Share Screen – share your computer screen or whiteboard (you can use the touch display or **Wacom tablet** for annotation).

2. **YuJa**
   - Open **YuJa** on the desktop, select **Single Sign On**, and **UC Irvine**.
   - By default, the computer screen and audio will be captured.
   - For audio, toggle on if needed – set to “**C-Media USB Audio Device.**”
   - For video, toggle on the webcam if desired.
   - Make a short test recording to verify everything works as expected.
   - If you wish to use YuJa Scheduled recordings, submit your request 2 business days prior to teaching [https://yuja.replay.uci.edu/schedule/](https://yuja.replay.uci.edu/schedule/)

3. **Document camera connection to PC**
   - Open the **Utilities** folder on the desktop and click on **ImageMate**.
   - Take a few minutes to explore the Elmo Software before starting (see next page for ImageMate user guide).
   - In **Zoom** use **Share Screen** to share the desktop image, then resize your **ImageMate** window as appropriate.
   - In **YuJa**, simply resize your **ImageMate** window on the desktop as appropriate.