### 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>No</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 and select PC as your source.
2. Turn the volume up on the PC to a comfortable level.

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 > Mic – set to “Same as System” or “C-Media USB.” When you speak, you should see a green bar on the microphone icon.
     b. Audio > Speaker – set to “Speakers/Headphones” or “Extron” or “Same as System.”
   - Video > Camera – fine tune the position of the installed webcam.
   - Share Screen – share your computer screen or whiteboard (you can use the touch display 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 “USB PnP Sound Device.”
   - For video, toggle on the webcam and/or the document camera.
   - 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**
   - If recording with YuJa, skip the steps below.
   - If using Zoom, the following steps are required.
     - Open the Utilities folder (or look on the desktop) and click on Elmo Interactive Toolbox. Note that this software will initially take over the entire screen, and should start in document camera mode.
     - You will need to click the PC Operation button (mouse icon) to switch back to the PC.
     - Take a few minutes to explore the Elmo Software before starting (see next page for user guide for the EIT Software).
     - In Zoom use Share Screen, then toggle between the desktop and document camera using the EIT Software.