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>No</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.
2. Select PC as your source.
3. Make sure the USB triangle mic on the lectern has a blue light on it (that means it’s connected).

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 “Speakers/Headphones” or “Extron.”
     b. Audio > Mic – set to “C-Media USB” or “Same as System.” When you speak, you should see a green bar jump on the microphone icon.
   - Video > Camera – if you’ve brought in your own webcam you may select it here.
   - Share Screen – share your computer screen.

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 Audio Device**.” When you speak, you should see the mic volume bar jump.
   - For Video, you can toggle on the document camera, or if you’ve brought in your own webcam you may select it here.
   - 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**
   - The document camera has been disconnected from its normal HDMI connection to the projector in favor of a USB connection to the PC.
   - **If recording with YuJa, skip the steps below.**
     - Open the **Utilities** folder 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 on 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**