Important steps to follow when using a podium

1. Unlock the podium with your access card.
   - Retrieve the microphone and the remote control.

2. Start the classroom equipment using the touch screen.

3. Adjust the camera via the preview screen (if you wish to record your lecture) or later via your application – YuJa, Zoom, or MS Teams.

4. Install your microphone at breastbone height (make sure it is activated on the unit and on the podium – by touching the red symbol on the touch screen).

5. Select the primary source (the podium computer) or an alternative source.

6. If you wish to access teaching applications (Virtual Campus, Wooclap, Zoom, etc.) you will need to authenticate using your uoAccess ID (including your personal password) and confirm your authentication with your mobile app or hardware token.
Before leaving

1. Disconnect all used applications.

2. Click the icon (on the computer desktop) to logoff and re-initialize the workstation for added security or use the logout options under the menu.

3. Turn off the classroom equipment by touching the “System Shutdown” button.

4. Return the equipment to the secure area (remote control and microphone).

5. Return the microphone to the change box (a green light will activate if the microphone is properly inserted in the change box).

If you have a technical problem
Use the phone installed at the podium and dial extension 5900.

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**Attention**
Your classroom may have different features than the model used in this document. Do not hesitate to contact our team for personalized support.

**To get an access card...**
Send an email to cite@uOttawa.ca or call 613-562-5800 extension 5900 to request one (you will need your employee number and information related to the course(s) you will be teaching (course code, course title, schedule and location).

**Use of a personal laptop**
If you plan to use your personal laptop, do not forget your HDMI cable so you can connect to the classroom podium.