

Multimedia podium

In order to make your teaching experience a success, a knowledge of the technologies available in the classroom is essential. This guide outlines the **basic features**¹ needed to run a successful class on campus.



Important information

The multimedia podiums are usually secured and must be unlocked in order to have access to all the equipment necessary for teaching (microphone, remote control, etc.). To unlock the podium, you must swipe your card in front of an access panel located on the unit. You can obtain a card at the TLSS service counter located in Morisset Hall (room 06). You can also send an email to cite@uOttawa.ca or call **613-562-5000** 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)).



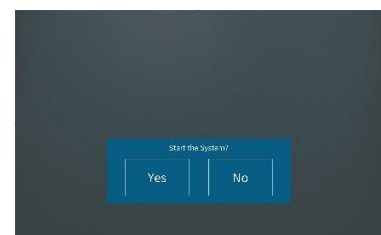
Steps to follow when using a podium

1. **Unlock** the podium with your access card
 - Retrieve the microphone and the remote control.
2. **Start** the classroom equipment
 - The first steps are completed from the touch screen of the multimedia podium.
 - To begin, select your preferred language and confirm the start-up of the system.
 - A visual indicator allows you to follow the warm-up time.

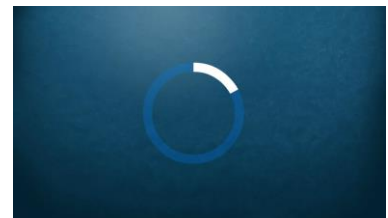
Home screen
(choose your preferred language)

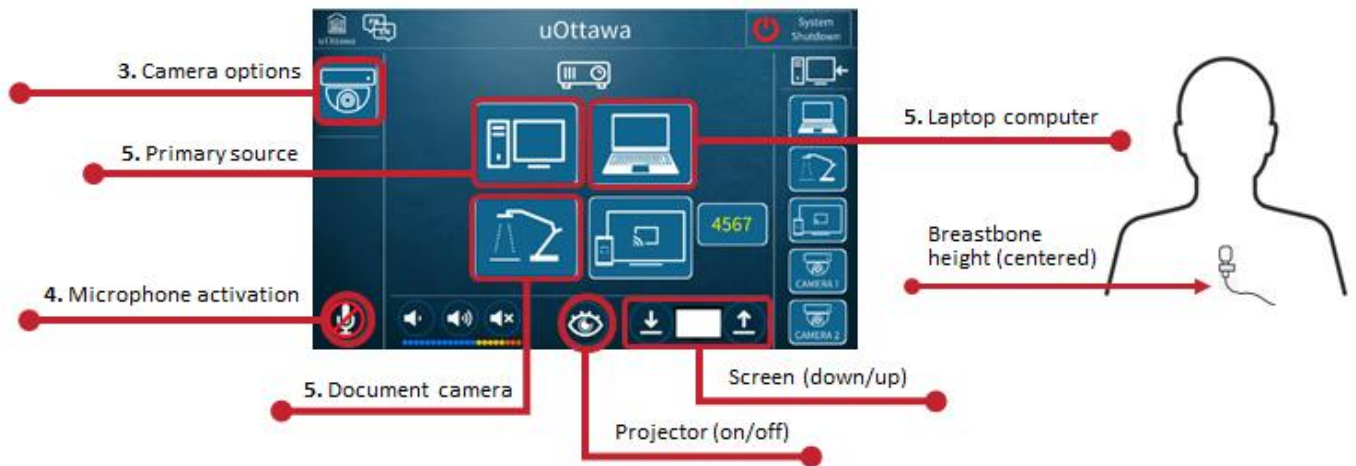


Confirmation screen for
system start-up



System warm-up





3. Adjust the camera

- Use the preview screen (if you want to record your lecture) or the view of your application – YuJa, Zoom, or MS Teams.

4. Install your microphone

- Place 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 a source

- Use the primary source (the podium computer) or alternative sources (your personal computer, a tablet or a smartphone)ⁱⁱ.
- Use the document camera (many classrooms are equipped with a document camera). If this is the case in your classroom, the touchscreen will clearly indicate it with a specific button.

6. Access teaching applications

- Use the shortcuts on the desktop of the podium computer for the most frequently used applications (Brightspace, Zoom, MS Teams, etc.).
- You will need to authenticate yourself using your **uoAccess credentials**. It is essential to have this information with you in class to be able to access the chosen application.
- Do not forget your **compatible device** (cell phone or token) for multi-factor authentication, as it will be needed to verify your authentication process.



Before leaving the classroom

- Disconnect all used applications by clicking the **golden padlock icon** (on the computer desktop) to logoff and re-initialize the workstation for added security or use the logout options under the  menu. This disconnection step is essential to **preserve the confidentiality of data** stored in applications that require the use of your **uoAccess credentials**.



- Turn off the classroom equipment by touching the “**System Shutdown**” button.
- Return the equipment to the secure area (remote control and microphone).
- Return the **microphone to the changing dock** (a green or red light will indicate that the microphone is properly inserted in the charging dock).



If you have a technical problem...

- For problems with the use of technology in the classroom, use the phone installed at the podium and dial extension **5000** or dial the full number **613-562-5000**.
- For lost passwords, password resets or authentication problems (SSO), dial extension **5000** or dial the full number **613-562-5000**, for IT Services.
- For heating/air conditioning, leaks, non-functional lighting, etc., dial extension **5000** or dial the full number **613-562-5000**, for Facilities Services.
- For emergencies, dial extension **5411** or the full number **613-562-5411** for Protection Services.

ⁱ Attention

Your classroom may have different features than the model used in this document. Do not hesitate to **contact the technology support team** (extension 5000) for personalized support.

ⁱⁱ Use of a personal laptop, a tablet or a smartphone

If you plan to use your personal equipment, do not forget your **HDMI cable** so that you can establish a connection with the classroom podium.