

Borrowing and returning of equipment – Checklist

- **Microphone**

You need a microphone to transmit your audio. Each course room has its own microphone, which is configured for this very room. Therefore, when borrowing at the IT Service desk, inform about the number of the room in which your lecture will take place.

- **Webcam**

Webcams are only available in limited numbers. If you have already received a webcam (Logitech C920) from IT Services for your WU workstation, please bring it with you. If you do not have a webcam, you can borrow one from the IT Service Desk.

For borrowing and returning, please note the following:

- Know your course number and the room number.
- Wear a mouth and nose protection.
- Disinfect your hands.
- Pay attention to the floor markings and information signs at the IT Service Desk.
- Pay attention to the waiting queue appropriate for you. For borrowing and returning separate queues are provided.
- Never disinfect the equipment with disinfectant you have brought yourself. You receive the equipment already disinfected.
- Directly after your course session, return the equipment to the IT Service Desk. A direct handover to the next teacher is not permitted. Borrowing for several days is not possible, either.
- After 9 p.m., use the return flap behind the IT Service Desk.

NOTE!

Make sure that you know your account (username and password) for Microsoft Teams or Zoom.

