UNIVERSITY OF TORONTO

Teaching Station Jr. Handbook
2013
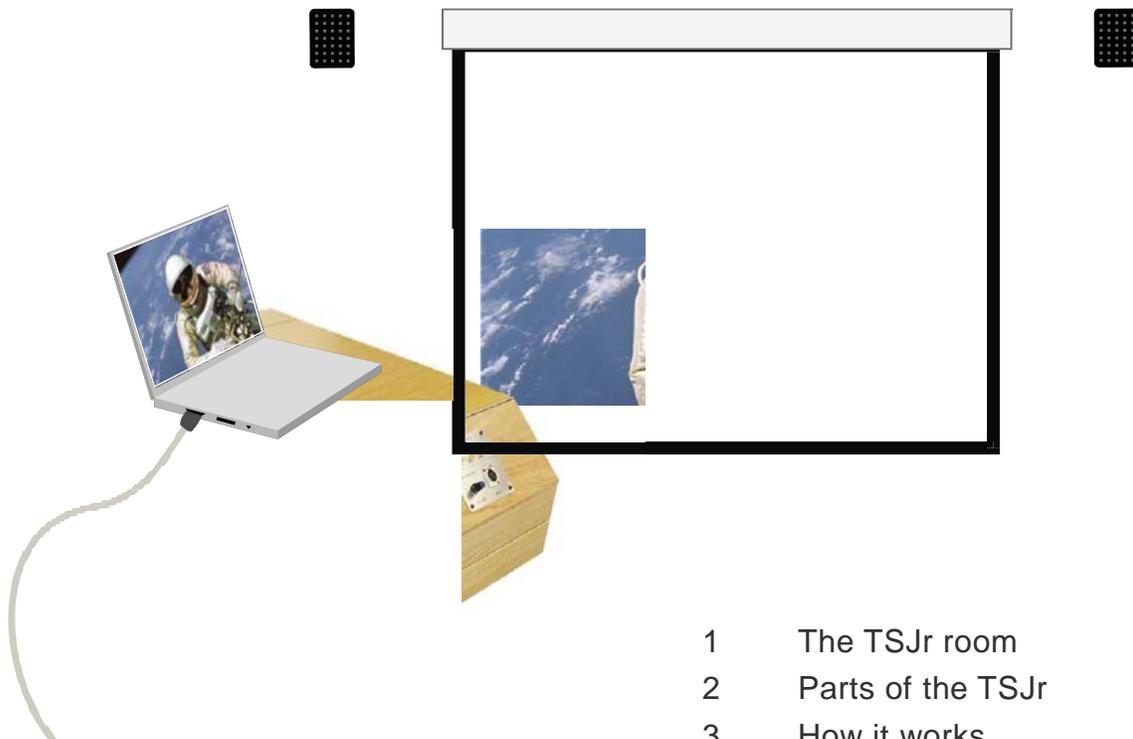
www.utoronto.ca/teachingstation

www.osm.utoronto.ca

Jan 25 2013

What is a Teaching Station Jr?

A simple A/V control platform for medium-sized classrooms
(roughly 36-100 persons)

All TSJr rooms have:

Teaching Station Jr.   - has wired internet and power outlets
Digital Projector   - ceiling mounted
Screen
Speakers - Wall or Ceiling

What it has

2'x2' deck for laptop
(or other device - you supply)

Live Intercom for
Tech Support

Audio / Video
(RCA) input

Microphone
input

Power
(both
sides)

Steel
frame has
hole for
laptop
security
cable

Pull-out
extension shelf

Control Panel -
Select Source &
Volume

Laptop connect cable

Plug in your laptop and
send your presentation to
the projector & speakers
(network, HDMI, VGA,
headphone)

POWER VGA HDMI AUX AUTO IMAGE

VOLUME

DISPLAY MUTE VOL ▼ VOL ▲ MIC ▼ MIC ▲

How it works

1 **Bring your laptop**!
If you use a Mac, bring a VGA or HDMI video adapter. If your PC laptop uses any port other than VGA or HDMI - bring an adapter!

2 **Connect** the TSJr Video (HDMI or VGA), Audio and Ethernet cables to your laptop

3 **Log-in**. The log-in system requires you to configure your laptop ahead of time. Download the instructions for your operating system from the TSJr website:

http://www.utoronto.ca/teachingstation/tsj/handbook.html

Laptop port | TSJr cable

NETWORK

HDMI

VGA

AUDIO

4 **Select Video Source**
Select VGA or HDMI - whichever cable you have plugged into your laptop

The power light will blink as the projector warms up.

POWER   VGA   HDMI   A

Mac adapters:
Mini DisplayPort
to VGA or HDMI
(you supply)

3
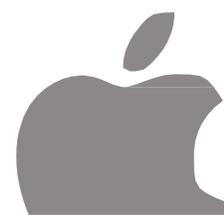
The Hand - Off

The login system leaves a **10-minute window** between you and the next instructor. When you unhook, the system stays logged in for 10 minutes. The next instructor can plug in and begin right away.

*** Make sure your laptop is pre-configured for log-in (Appendix 1)
    so you are authenticated automatically during the hand-off.
*** Your UTOR login is closed and replaced with that of the
    new laptop.

No wasted time swapping log-ins
No waiting for projectors
No delay in starting your classroom AV

If the projector is still on (for that 10-minute window)
and you want it off, you can press:

POWER   turns off the projector and cools it down
or
DISPLAY MUTE   turns off projector image
                            & keeps projector on stand-by

Pre-flight checklist

3 Things to check / prepare beforehand

Video Output

You need VGA or HDMI output from your laptop.
See next page

Pre - Configure

You have to pre-configure your laptop to recognize the TSJr network.
See 2 pages following
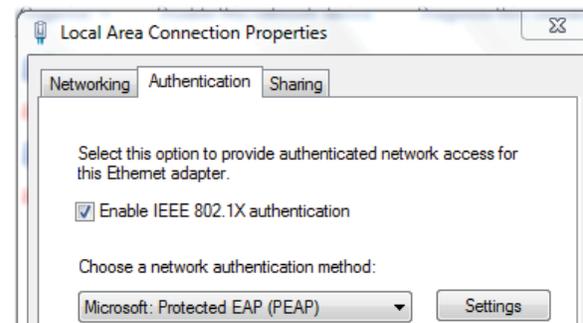
Duplicate - Screen

Familiarize yourself with setting your laptop for dual 'mirror' screen. It should do this automatically when you plug in the TSJr, but in case it doesn't, know ahead of time how to set it manually
See 3rd page following

Laptop Ports
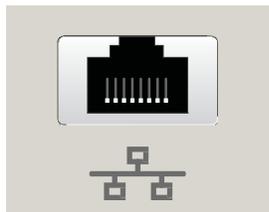
NETWORK ——— **NEED TO PLUG IN**
authenticates with your UtorID
(needed to activate TSJr)
and provides wired internet

HDMI

VIDEO - HDMI

NEED TO PLUG IN
plug in either the HDMI or the
VGA if you want video
projection from your device
(or use RCA jacks on TSJr)

VIDEO - VGA
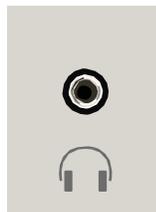
AUDIO
(Headphone) ———
OPTIONAL
you only need to plug in the
mini-jack if you want audio feed
to the room speakers

Sample **PC** laptop with
both VGA and HDMI
inputs. Most have one or
ther other.

VGA   HDMI   USB

Apple laptop with
Mini DisplayPort
- **requires adapter**
which you supply

Mini DisplayPort   Thunderbolt

VGA   HDMI

Check 2 - Pre-Configure

You need to pre-configure your laptop for it to be recognized by the TSJr.
Pre-configuring eliminates the need to log-in when you use a TSJr.

Go to the TSJr website and **download the appendix** for your operating
system (the same page where you download this handbook)

www.utoronto.ca/teachingstation/tsj/handbook.html

Pre-configuration requires administrator access. If you are not an administrator
for the laptop, contact your IT department for configuration.

If you are unable to pre-configure before your class, press the Help! button on
the TSJr and our tech group can remotely activate the projector (but not the
hard-wired internet) to work with your laptop

download configuration instructions

Windows 8
Windows 7
Windows XP & Vista
MAC 10.6   Snow Leopard

MAC 10.7 +   no pre-configuration needed.
Lion   Lion figures it out by itself

iPAD, tablet or   see 'What About my...'
other non-laptop   on page 11

                     www.utoronto.ca/teachingstation/tsj/tablets.html

Check 3 - Duplicate Screen

Check ahead of time how to set your laptop to 'dual / clone / mirror / duplicate' display

Usually the laptop will detect the projector and automatically send the image out to the TSJr. In case it doesn't - check how to manually set to "duplicate display" (win 7), "mirror display" (Mac), "clone" (XP) or dual display
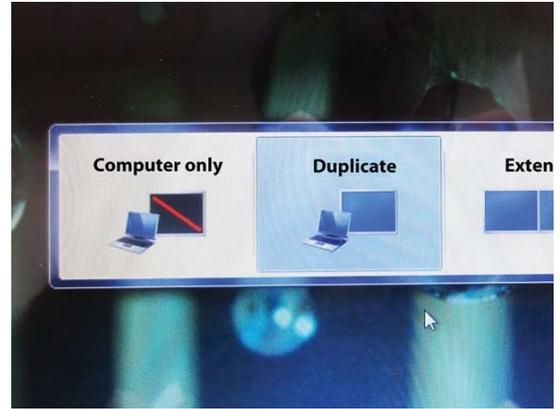
In most PC laptops this is done by pressing FN key (bottom left) in combination with F4, F7 or F8. Look for these symbols:

With Windows 7 you can press the **windows key + P**

Or right-click on the desktop and select 'screen resolution', and set for duplicate display (Windows 7)

Mirror Display Fails on TSJr?
Or does your projected image looked squished or stretched?
Try setting your screen resolution to
1280 x 800 (projector HDMI resolution) or
1024 x 768   (projector VGA resolution)

YELLOW RCA

WHITE

RED RCA

POWER VGA HDMI AUX AUTO IMAGE

POWER VGA HDMI AUX AUTO IMAGE

VOLUME

DISPLAY MUTE VOL ▼ VOL ▲ MIC ▼ MIC ▲

Tech ○ Help

Press & ○ Release

AUXILIARY INPUT

VIDEO AUDIO LEFT RIGHT

MICROPHONE

INPUT

DISPLAY MUTE MAIN VOLUME MIC VOLUME
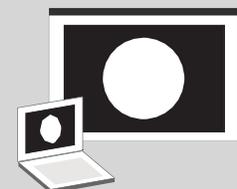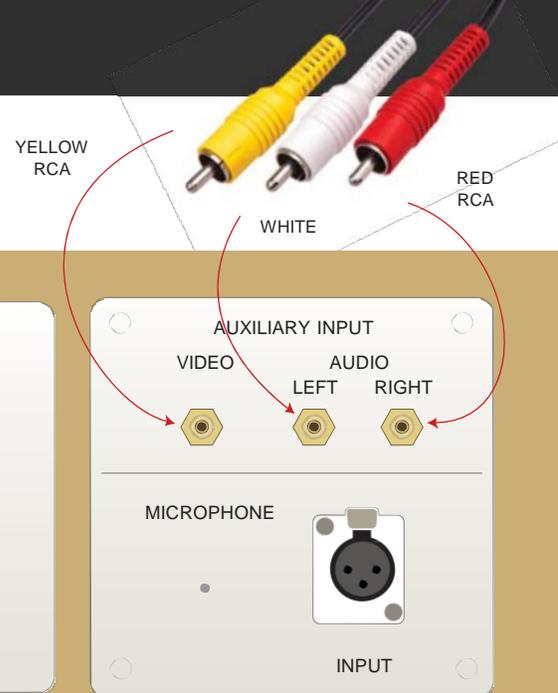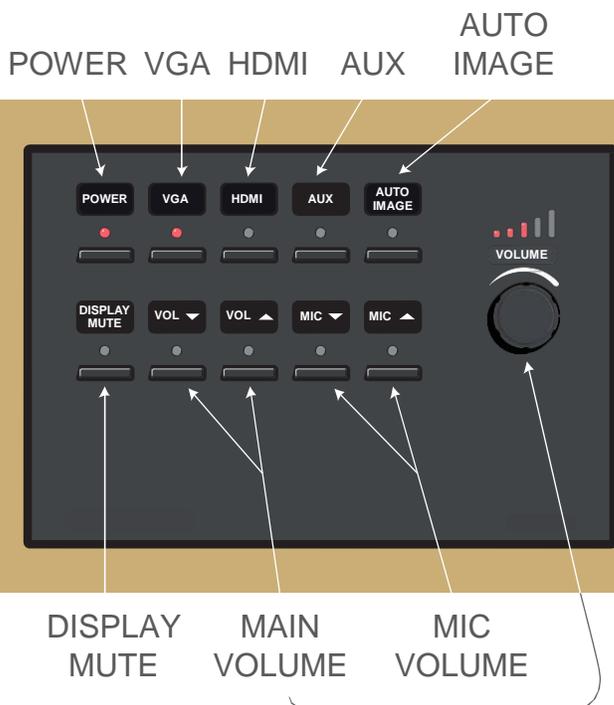
CONTROL PANEL

POWER to turn the projector on and off - blinks during warm-up

VGA or **HDMI** (whichever you are using) send your laptop video signal to the projector

AUX if you are inputting through the RCA jacks in the Auxiliary plate (on right)

AUTO ADJUST to auto-calibrate your laptop / projector image (if it looks wrong)

DISPLAY MUTE to mute the image (i.e. no projection)

VOLUME

VOL ▲ & ▼ are for the volume of the room speakers. * both buttons & dial work

MIC ▲ ▼ is for microphone volume, if you are using a plug-in mic (mic available on request)

AUXILIARY INPUT

RCA jacks (video, L&R audio) are for inputting some other device into the projector and speakers (DVD player, digital camera, etc)

MICROPHONE input - use microphone volume control on the black buttons

*** Microphone is not supplied: Call OSM ahead if you need one provided for your class.

HELP INTERCOM

Press and release the white button to get **live voice help** from our tech support

Can't login? Can't figure it out? Press the button, release and talk. The tech group has a live feed of what is happening on your TSJr

9

LOG OFF

Unplug the network cable & you will be logged off automatically.
*** **For switching between instructors** you have a 10-minute overlap window. See the page 4, the 'Hand-Off'

AM I LOGGED IN?

When you are logged in the 'Power' light will show red & the projector turns on

SHUT DOWN

There is a manual power button to shut off the projector (does NOT log you out)

MUTE

'Display Mute' will stop the projector from sending an image, but keep the projector on stand-by (warmed up)

HOOK

Out of courtesy for the next instructor, please coil the cable around one of the side hooks before you leave

The round hole in the frame is a handy spot to snake your laptop security cable

POWER   VGA

DISPLAY
MUTE   VOL
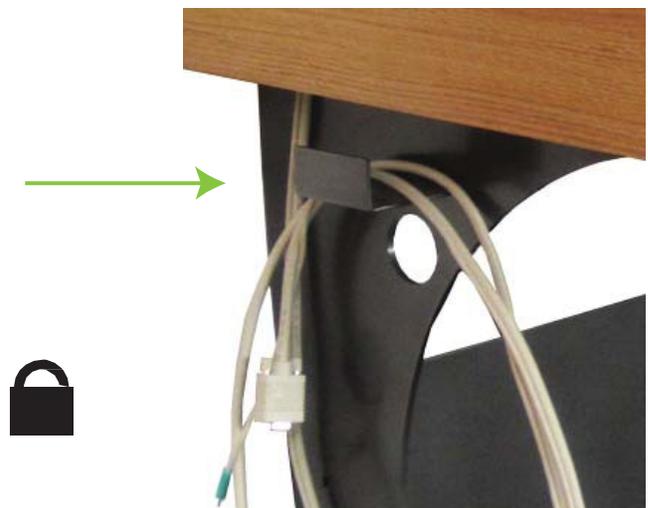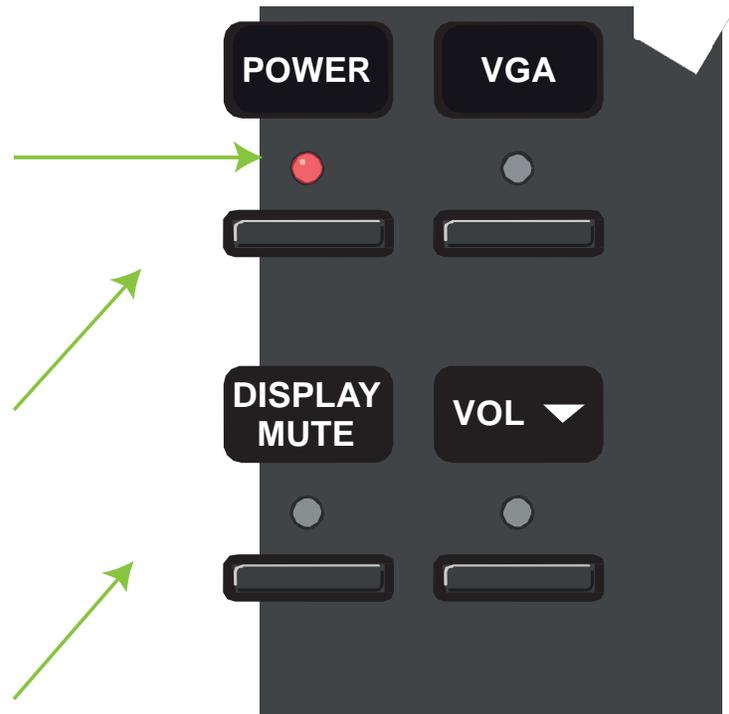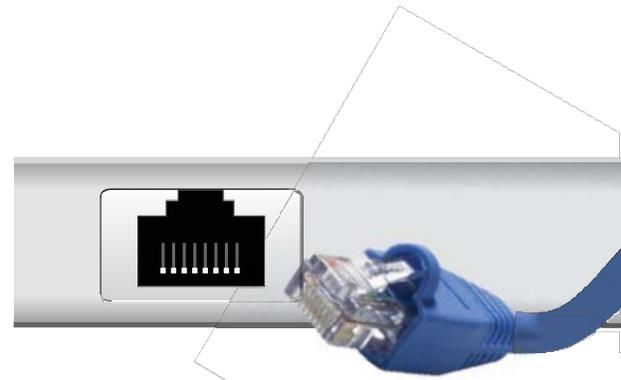
WHERE?

TSJr OSM rooms capacity 36 - 100

Teaching Station OSM rooms capacity 100+

some rooms below capacity 36 may have a TSJr
some rooms below 100 have a Teaching Station

OSM website room descriptions show TS or TSJr:

www.osm.utoronto.ca/class_spec

WHAT ABOUT MY...

iPAD iPHONE MacBook Air*

Playbook Android tablet

**These devices output video & audio, but have
no network port & so cannot log-in (or activate) a TSJ**

* There is a USB to Ethernet adapter for the MacBook Air
  Bring it and you can run the AIR like a regular Macbook

Single-session activation of a TSJr can be done on verbal request using the
Help! button on the front console (you would need to do this each session).
Otherwise, a laptop is required to activate the TSJr.
For more information on using these devices see the TSJr website:

http://www.utoronto.ca/teachingstation/tsj/tablets.html

TEACHING STATION & TSJr

LARGE CLASSROOM
TEACHING STATION

MEDIUM CLASSROOM
TEACHING STATION Jr.
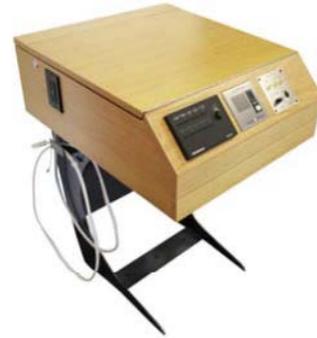
	LARGE CLASSROOM TEACHING STATION	MEDIUM CLASSROOM TEACHING STATION Jr.
Room Size (persons)	100+	36 - 100
Location	5'+ from wall	against wall
Fixed or Movable	fixed	fixed
Size W x D x H	32 x 30 x 45"	24 x 28 x 37"
Slide-out shelf	sides	front
Ceiling Data **Projector**	x	x
Speakers in room	x	x
Live Intercom Support	x	x
VGA / Audio hookup cable	x	x
HDMI cable	x	x
Hard wired **Internet** / Network	x	x
Power Outlets	x	x
Audio / Video input jacks	x	x
Touchscreen	x	
On-board **Computer**	x	
USB inputs	x	
DVD / VHS Player	x	
Microphone	x	input jack

Help! with set-up or login

For Any Problem

Unplug and re-plug in all cables.
Loose cables are the source of many problems.

Can't change laptop settings

You must be the **administrator** for your laptop to change the network settings (to pre-configure your laptop for the TSJr). If it's a personal laptop and you don't recall setting up an administrator password, leave the password field **blank** and submit.

If it's a work computer and you don't have administrator access, you can either
(a) have your IT depatment make the changes for you or
(b) use the help button on the TSJr to have our tech people bypass login
        (a short-term solution)

Did Pre-configuration, but TSJr does not work

1. Remove the Network cable and plug it in again. This might fix it.

2. Double check your settings. Try re-inputting your saved User Credentials (UTORid) in the pre-configuration, in case you made a typo.

3. Are you logged in? (Is the power light on?) If so, it's likely that your video (VGA / HDMI) cable is loose or your computer has not recognized the need to output video (check your display settings and set to 'Clone screen' or 'Mirror'). More detailed instructions in Checklist item #3 in the handbook.
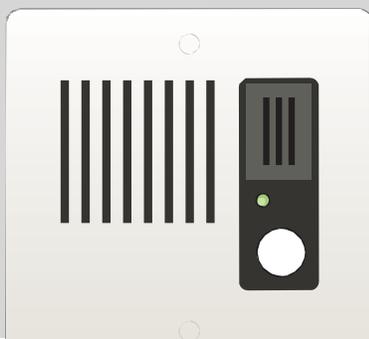
Help! with running the TSJr

TSJr / Projector / Internet does not work

Patience! It may take a moment for the network and laptop to recognize each other.

Make sure you pre-configured your laptop (see instructions in this handbook).
If your auto log-in worked, the power light will be on on the TSJr.

Re-plug in the network cable

No image on screen

- Wait a moment. It may be that the projector and laptop
  are taking a moment to communicate with each other.
- Make sure the VGA / HDMI plug is plugged all the way in
- Make sure the TSJr has the correct input button selected (VGA or HDMI)
- Wait for the projector to warm up - when the power light on the black panel
  is blinking the projector is warming up
- Check that 'Video Mute' is not selected on the TSJr
- Your laptop may have failed to detect the projector. Manually check/set your
   display to dual/clone screen. See the Checklist item #3 in this manual

Dim Image

Some Mac's don't recognize the projector 'profile' and send a dim image to the
projector. By making a new display profile you may be able to brighten your output:

Go to **display settings**, open the **color tab**, and '**calibrate**' to make a new profile
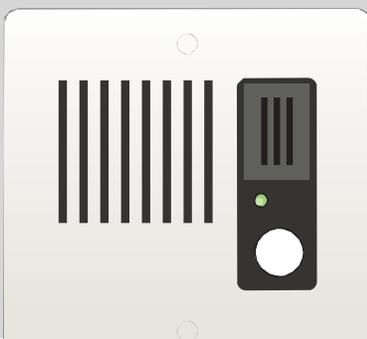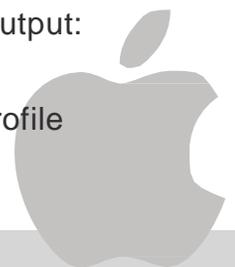
Contact

For help with the TSJr and configuration,
first check with your department A/V help group.
Central (OSM) tech support at the St. George campus is:

Email	avrequests.osm@utoronto.ca
Tel	416 - 978 - 6544
Emergencies	416 - 978 - 0423
Fax	416 - 978 - 4802
Equipment Maintenance	416 - 978 - 6543

http://www.osm.utoronto.ca/osm/class_tec_contact.html

The TSJr was developed by a comittee from all three campuses.
This handbook was made for OSM rooms at the St. George campus
www.osm.utoronto.ca

Updated information on the TSJr can be found on the TSJr website
www.utoronto.ca/teachingstation

The OSM website lists rooms that have the TSJR and
the full-size teaching station
www.osm.utoronto.ca/class_spec