Teaching Station Jr. Handbook
2013

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www.ace.utoronto.ca/techsupport
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
Pull-out extension shelf
Control Panel - Select Source & Volume

Power (both sides)
Steel frame has hole for laptop security cable
Laptop connect cable
Plug in your laptop and send your presentation to the projector & speakers (network, HDMI, VGA, headphone)
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

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.

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

**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**
- 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 the other.

**Apple** laptop with Mini DisplayPort - requires adapter which you supply
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](http://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

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 other non-laptop  see ‘What About my...’ on page 11
[www.utoronto.ca/teachingstation/tsj/tablets.html](http://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:

\[ \text{fn} + \text{101} \]

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)
**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)

**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
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
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
### Large Classroom Teaching Station

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Size (persons)</td>
<td>100+</td>
</tr>
<tr>
<td>Location</td>
<td>5'+ from wall</td>
</tr>
<tr>
<td>Fixed or Movable</td>
<td>fixed</td>
</tr>
<tr>
<td>Size W x D x H</td>
<td>32 x 30 x 45&quot;</td>
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<tr>
<td>Slide-out shelf</td>
<td>sides</td>
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<tr>
<td>Ceiling Data Projector</td>
<td>x</td>
</tr>
<tr>
<td>Speakers in room</td>
<td>x</td>
</tr>
<tr>
<td>Live Intercom Support</td>
<td>x</td>
</tr>
<tr>
<td>VGA / Audio hookup cable</td>
<td>x</td>
</tr>
<tr>
<td>HDMI cable</td>
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<tr>
<td>Hard wired Internet / Network</td>
<td>x</td>
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<tr>
<td>Power Outlets</td>
<td>x</td>
</tr>
<tr>
<td>Audio / Video input jacks</td>
<td>x</td>
</tr>
<tr>
<td>Touchscreen</td>
<td>x</td>
</tr>
<tr>
<td>On-board Computer</td>
<td>x</td>
</tr>
<tr>
<td>USB inputs</td>
<td>x</td>
</tr>
<tr>
<td>DVD / VHS Player</td>
<td>x</td>
</tr>
<tr>
<td>Microphone</td>
<td>x</td>
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### Medium Classroom Teaching Station Jr.

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<td>Size W x D x H</td>
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<tr>
<td>Slide-out shelf</td>
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<td>Ceiling Data Projector</td>
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<td>Speakers in room</td>
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<td>Live Intercom Support</td>
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<td>Microphone</td>
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<td>input jack</td>
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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 department 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

If all else fails press the help button on the intercom.