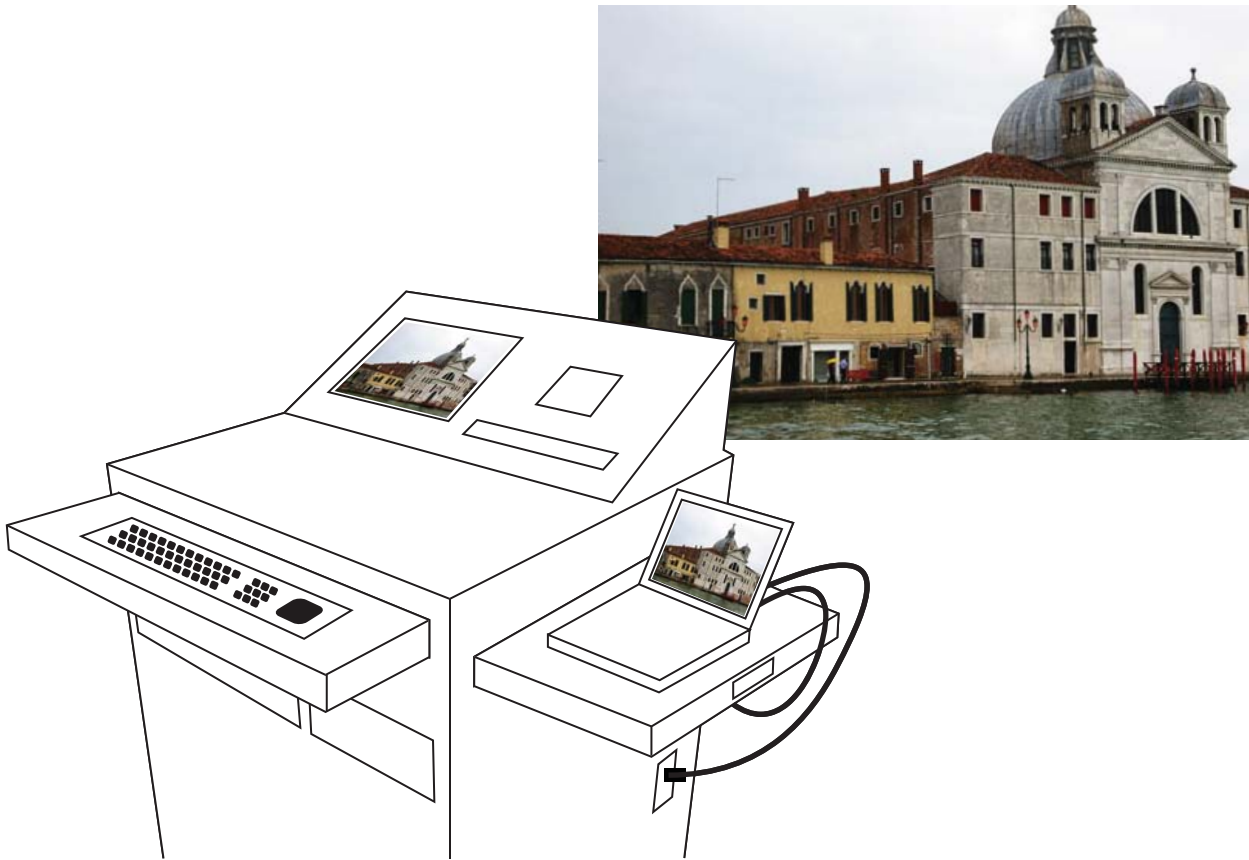




UNIVERSITY OF
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Classroom Teaching Station Handbook



www.utoronto.ca/teachingstation

www.osm.utoronto.ca

Welcome to the University of Toronto Teaching Station

This handbook describes the features of the Teaching Station and provides a walkthrough of the control screens.

The UofT Teaching Station is an accessible electronic podium with simple, standardized connections and controls. The Station contains a basic suite of commonly used teaching software, and allows teachers to project alternative applications from a laptop or similar device. It has been designed to provide a core set of tools that every teacher can expect in every equipped room, while staying flexible enough to accommodate exceptional and future teaching technologies. Its features include:

- access to the podium and network via personal UTORid
- built-in computer equipped with PowerPoint, Excel, Word, Adobe Acrobat, Windows Media Player, and Internet Explorer with Flash player
- teachers can connect their laptop to the Station (Note: your network connection on your laptop must be set to DHCP), or project files in the supported software from their memory stick using the Station's keyboard
- plug-and-go Internet connection that automatically assigns an IP address
- intercom connection to live technical support
- hearing assistance technology
- DVD/VCR player
- external inputs for auxiliary audio and video (e.g. document camera)

In order to access the Teaching Station, you must have a valid UTORid. Faculty, staff and graduate student UTORids are authorized to access the Station.

You can use the following web link to check to determine if your UTORid is valid for the teaching station in advance of your class:

<http://www.utoronto.ca/teachingstation>

You can also find other useful resources related to the Teaching Station there.

The Station's controls have been designed to be intuitive. The following handbook walks you through the screens you will encounter. If you would like a demonstration of the system out of class time, please send an email to osm@utoronto.ca.

Send any comments about this handbook to osm@utoronto.ca



Introductory Screen (in this example, for Sidney Smith 2102)

- If the screen is initially blank, touch it to launch this introductory screen.
- Touching this introductory screen will advance you to the login screen.



Please enter your UTORid and password to start.

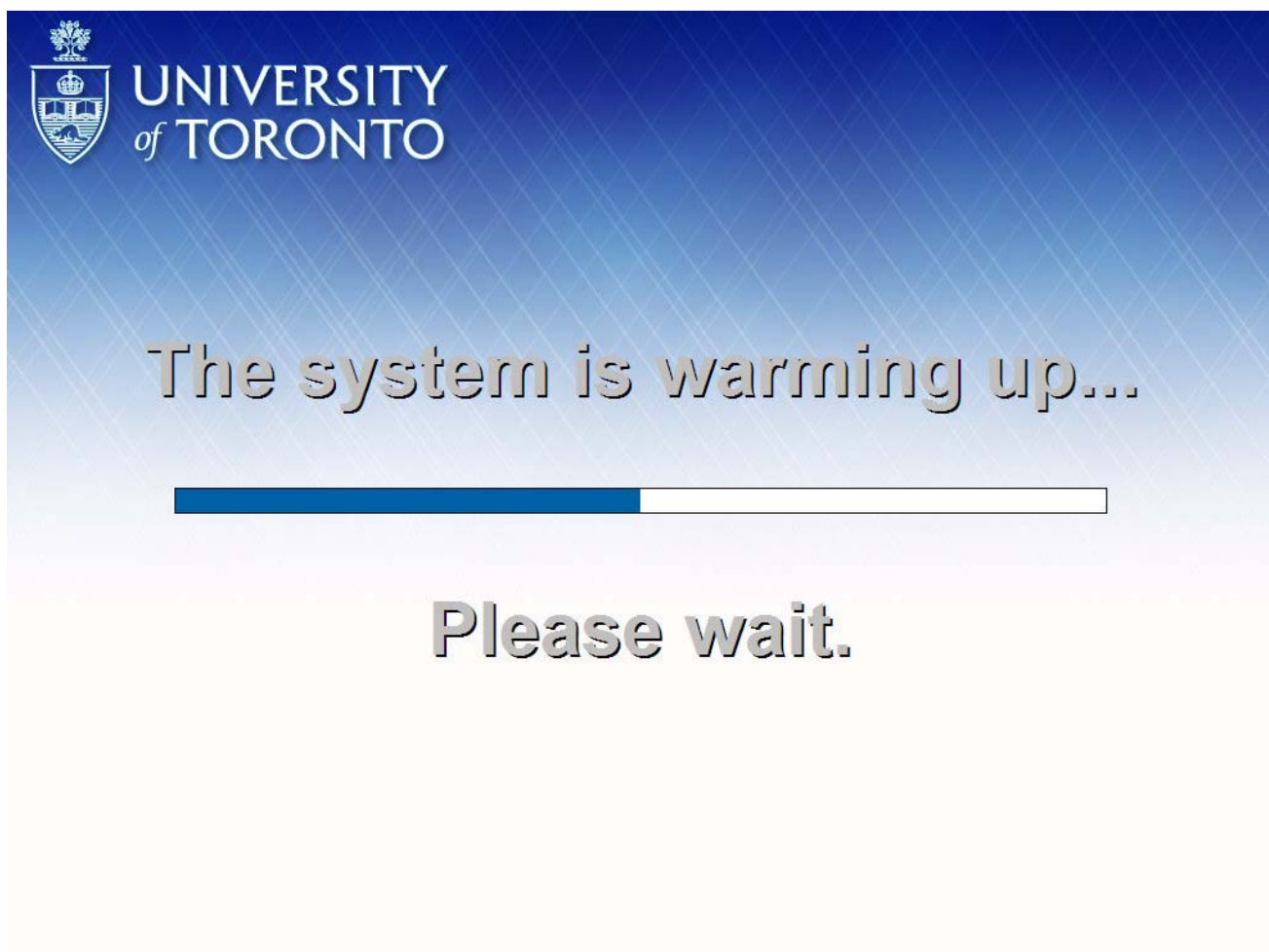
System Status Line

The login interface features three main input areas: a button labeled "Enter UTORid" next to a text box, a button labeled "Enter Password" next to another text box, and a "Submit" button centered below the password field. Below these is a virtual keyboard with keys for tilde (~), numbers 1-0, hyphen/underscore, equals/asterisk, backspace, tab, letters q-w, e-r, t-y, u-i, o-p, brackets, caps lock, letters a-l, semicolon/apostrophe, shift, letters z-m, and less-than/greater-than, comma/question mark.

Please remember to log off when your session is finished.

Login Screen

- The system status message line (in red) indicates any current problems with the network connection.
- Enter your UTORid by touching the *Enter UTORid* button and typing in your id. Uppercase letters may be entered by using either the *Shift* or *Caps Lock* button.
- Once your id is correct, touch *Enter Password* to begin entering your password. Please note your password will not be displayed.
- The *Submit* button directly below your encrypted password will be activated once the required eight characters have been entered. Once you have entered your UTORid and password, pressing *Submit* will establish your connection to the network and activate the Station.



Warmup Screen

- This screen indicates that the projector is getting ready for use.



Main Screen

- This is the main screen of the Teaching Station's controls.
- The welcome in the upper center (here, "Welcome Tielaye9") confirms your login with a reminder to log off when finished.
- Room environmental controls are in the upper right corner.
- The available presentation sources are indicated in the centre window. Additional sources and/or functions will be indicated in the blue column on the right.
- The bottom right has the *Logoff* button and the button to unlock the cabinet in the front of the podium (beside the DVD/VCR) that houses the wireless microphone. If you use the wireless microphone, **please remember** to shut it off, return it to the cabinet, and shut the door when you're finished (the door will lock on logoff).

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Welcome Telaye9
Remember to log off when finished.

12:59

Volume
Projector
Lighting
Presentation Sources
Unlock Microphone Cabinet
Logoff

your images / text

1
Send to Projector

Laptop Desktop PC
DVD Player VCR Player
Aux Video Doc Camera

Presentation Sources

1. Connect the **VGA** cable and (if desired) the Internet and audio cables on the side of the Teaching Station to your laptop or notebook computer.
2. Set your laptop or notebook to display on a second monitor, i.e. the classroom screen.
3. Cue your presentation in the preview window above.
4. Touch *Send to Projector* when ready to display.

Presentation Source: *Laptop*

- Upon selecting the *Laptop* source, instructions for connecting your laptop to the Station will appear in the instruction window below the preview window.
Note: Your laptop's network connection must be set to DHCP to access the network. Contact your network administrator for help if required
- Touch the preview window for a full screen preview. Touching the full screen will return to the normal preview size.
- Once your presentation is cued, touch *Send to Projector* to display it on the room screen. The green transport light (directly above the *Send to Projector* button) will show the current source being displayed through the projector.

1. Plug your flash disk or other USB storage device into one of the USB ports.

2. Using the Station's keyboard and mouse, open and cue your presentation in the preview window. (Touch the preview window for full screen preview.)

3. Touch *Send to Projector* when ready to display.

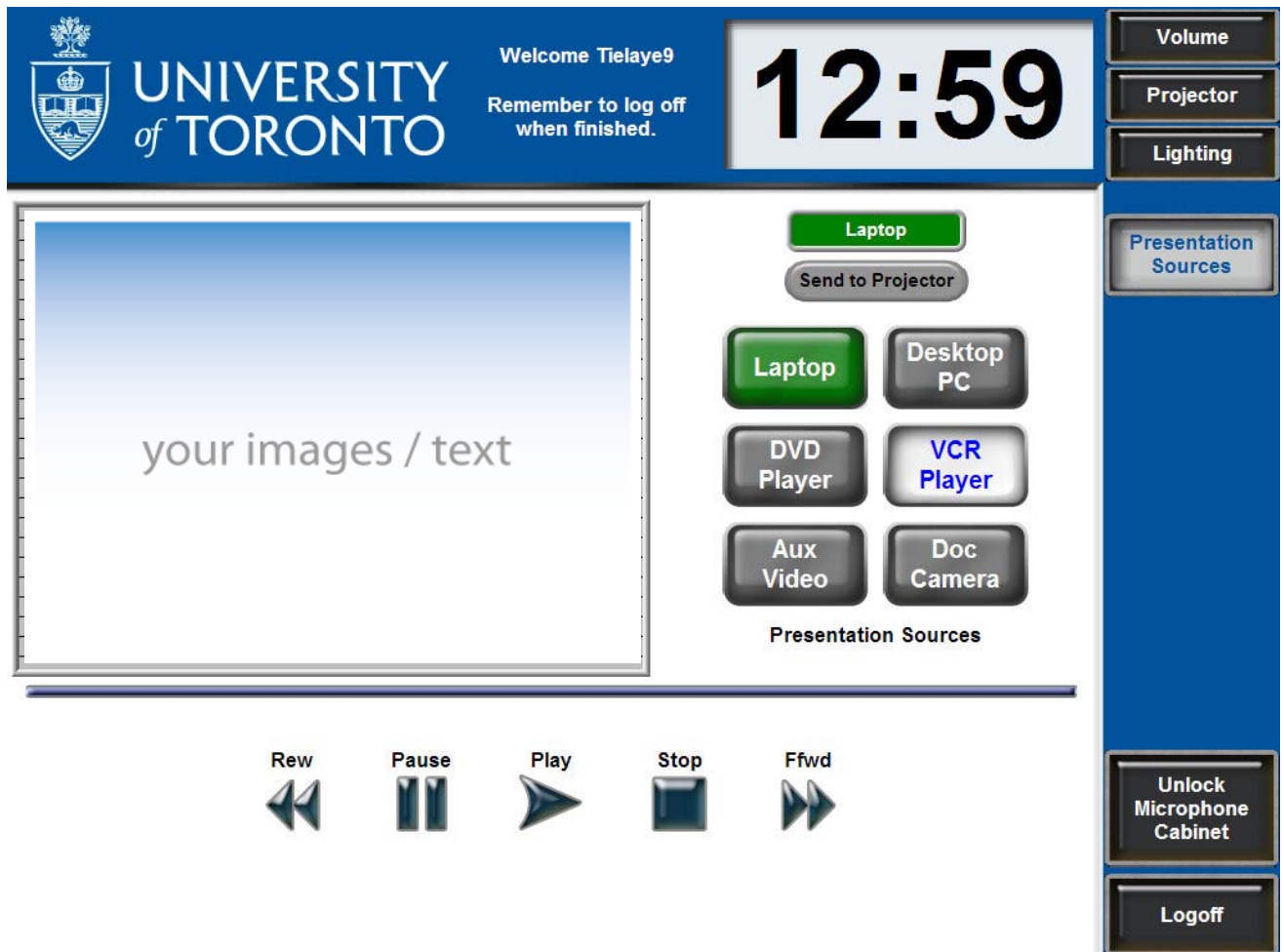
Presentation Source: *Desktop PC*

- Upon selecting *Desktop PC*, insert your flash disk or other USB data storage device into one of the USB ports on the top of the Teaching Station.
- Use the keyboard in the front of the Station to find and open your presentation file(s) using the Station's computer, for example by using Windows Explorer and/or PowerPoint.
- Once your presentation is cued, touch *Send to Projector* to display it on the room screen. The green transport light (directly above the *Send to Projector* button) will show the current source being displayed through the projector.
- Remember to retrieve your flash disk from the USB port when you're finished.



Presentation Source: *DVD Player*

- For a DVD presentation, insert your DVD into the DVD/VHS player in the front of the Teaching Station.
- Use the controls and preview window on the Station to cue your presentation.
- Once your presentation is cued, touch *Send to Projector* to display it on the room screen. The green transport light (directly above the *Send to Projector* button) will show the current source being displayed through the projector.
- Remember to retrieve your DVD from the player when you're finished.



Presentation Source: *VCR Player*

- For a VHS presentation, insert your VHS tape into the DVD/VHS player in the front of the Teaching Station.
- Use the controls and preview window on the Station to cue your presentation.
- Once your presentation is cued, touch *Send to Projector* to display it on the room screen. The green transport light (directly above the *Send to Projector* button) will show the current source being displayed through the projector.
- Remember to retrieve your VHS tape from the player when you're finished.

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Welcome Telaye9
Remember to log off when finished.

12:59

your images / text

Laptop

Send to Projector

Laptop Desktop PC

DVD Player VCR Player

Aux Video Doc Camera

Presentation Sources

Volume

Projector

Lighting

Presentation Sources

Unlock Microphone Cabinet

Logoff

1. Connect your video device to the Teaching Station.
2. Using your device controls cue your presentation in the preview window.
3. Touch *Send to Projector* when ready to display.

Presentation Source: *Aux Video*

- For an auxiliary video device such as a camcorder, follow the instructions on the screen to cue your presentation.
- Once your presentation is cued, touch *Send to Projector* to display it on the room screen. The green transport light (directly above the *Send to Projector* button) will show the current source being displayed through the projector.
- Remember to retrieve your video device when you're finished.

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Welcome Telaye9
Remember to log off when finished.

12:59

your images / text

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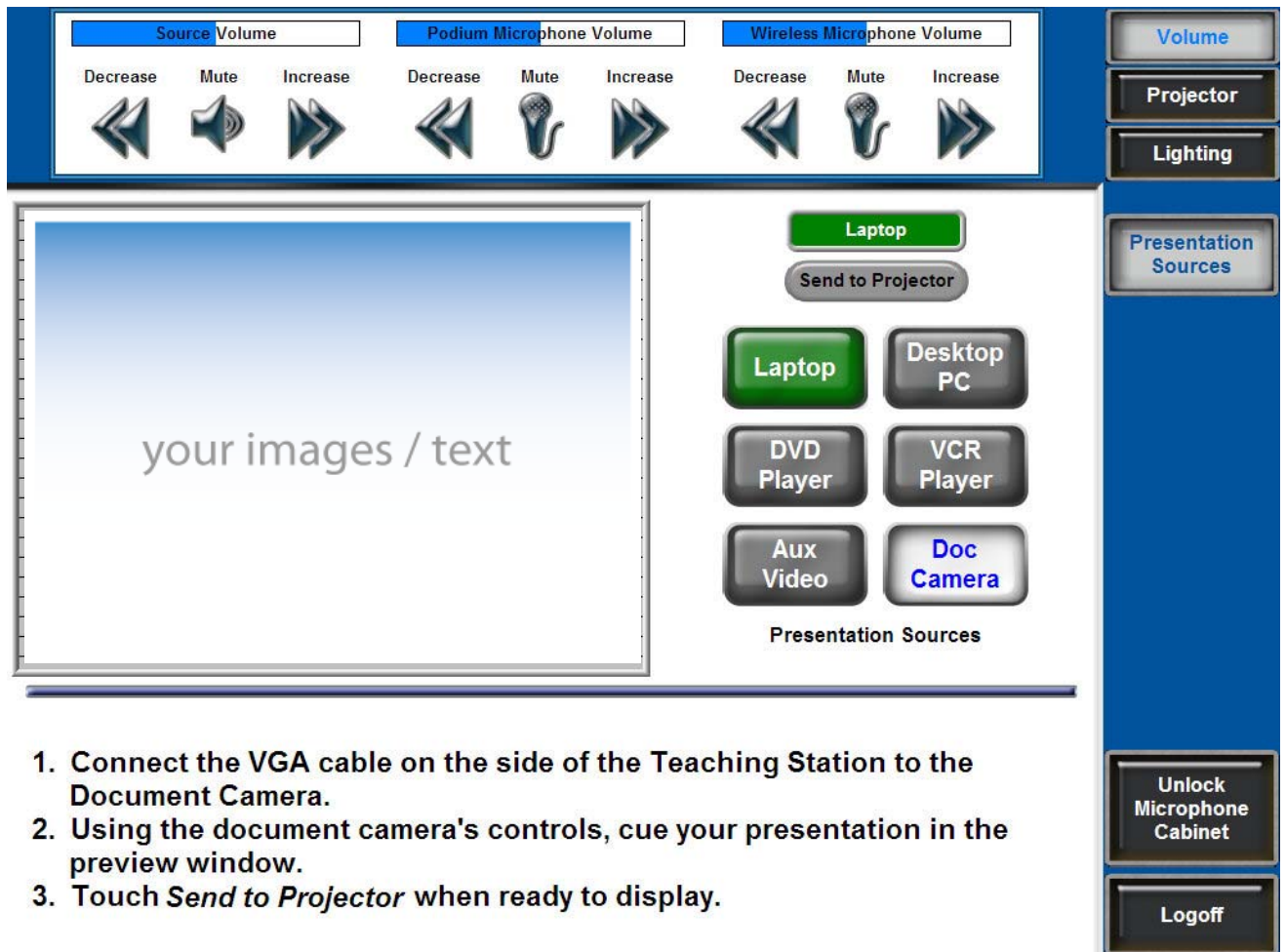
Unlock Microphone Cabinet

Logoff

1. Connect the *VGA* cable on the side of the Teaching Station to the Document Camera.
2. Using the document camera's controls, cue your presentation in the preview window.
3. Touch *Send to Projector* when ready to display.

Presentation Source: *Doc Camera*

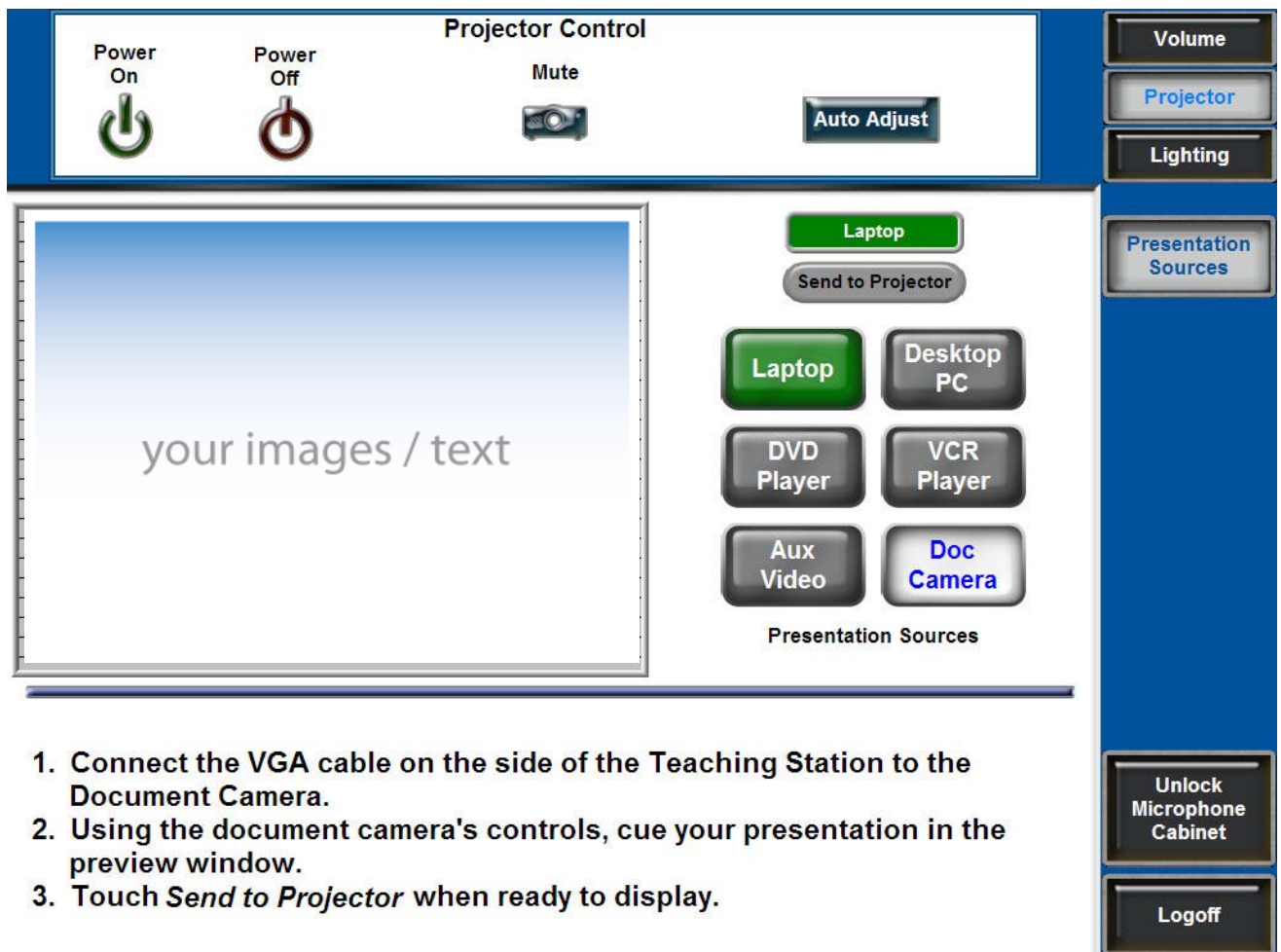
- Document cameras will be supplied on a demand basis. Please contact our office well before the class to arrange. Brian Usher can be contacted at brian.usher@utoronto.ca.
- Follow the instructions on the screen to cue your presentation.
- Once your presentation is cued, touch *Send to Projector* to display it on the room screen. The green transport light (directly above the *Send to Projector* button) will show the current source being displayed through the projector.



1. Connect the *VGA* cable on the side of the Teaching Station to the Document Camera.
2. Using the document camera's controls, cue your presentation in the preview window.
3. Touch *Send to Projector* when ready to display.

Environmental Controls: *Volume*

- Selecting the *Volume* button in the top right corner displays the volume controls along the top of the screen, allowing you to mute or modify volumes as desired.
- After 10 seconds, if no buttons are pressed, the controls will automatically hide.



1. Connect the VGA cable on the side of the Teaching Station to the Document Camera.
2. Using the document camera's controls, cue your presentation in the preview window.
3. Touch *Send to Projector* when ready to display.

Environmental Controls: *Projector*

- Selecting the *Projector* button displays the projector controls along the top of the screen. A video mute function is available as well as power controls for the projector. The projector power buttons should be used with caution as a cool-down and warm-up period will be required.
- The *Auto Adjust* button should be used if you encounter problems syncing the video output of your laptop with the projector.
- After 10 seconds, if no buttons are pressed, the controls will automatically hide.

Lighting Control

Off 25% 50% 75% 100%

your images / text

Laptop

Send to Projector

Laptop Desktop PC

DVD Player VCR Player

Aux Video Doc Camera

Presentation Sources

Volume

Projector

Lighting

Presentation Sources

Unlock Microphone Cabinet

Logoff

1. Connect the *VGA* cable on the side of the Teaching Station to the Document Camera.
2. Using the document camera's controls, cue your presentation in the preview window.
3. Touch *Send to Projector* when ready to display.

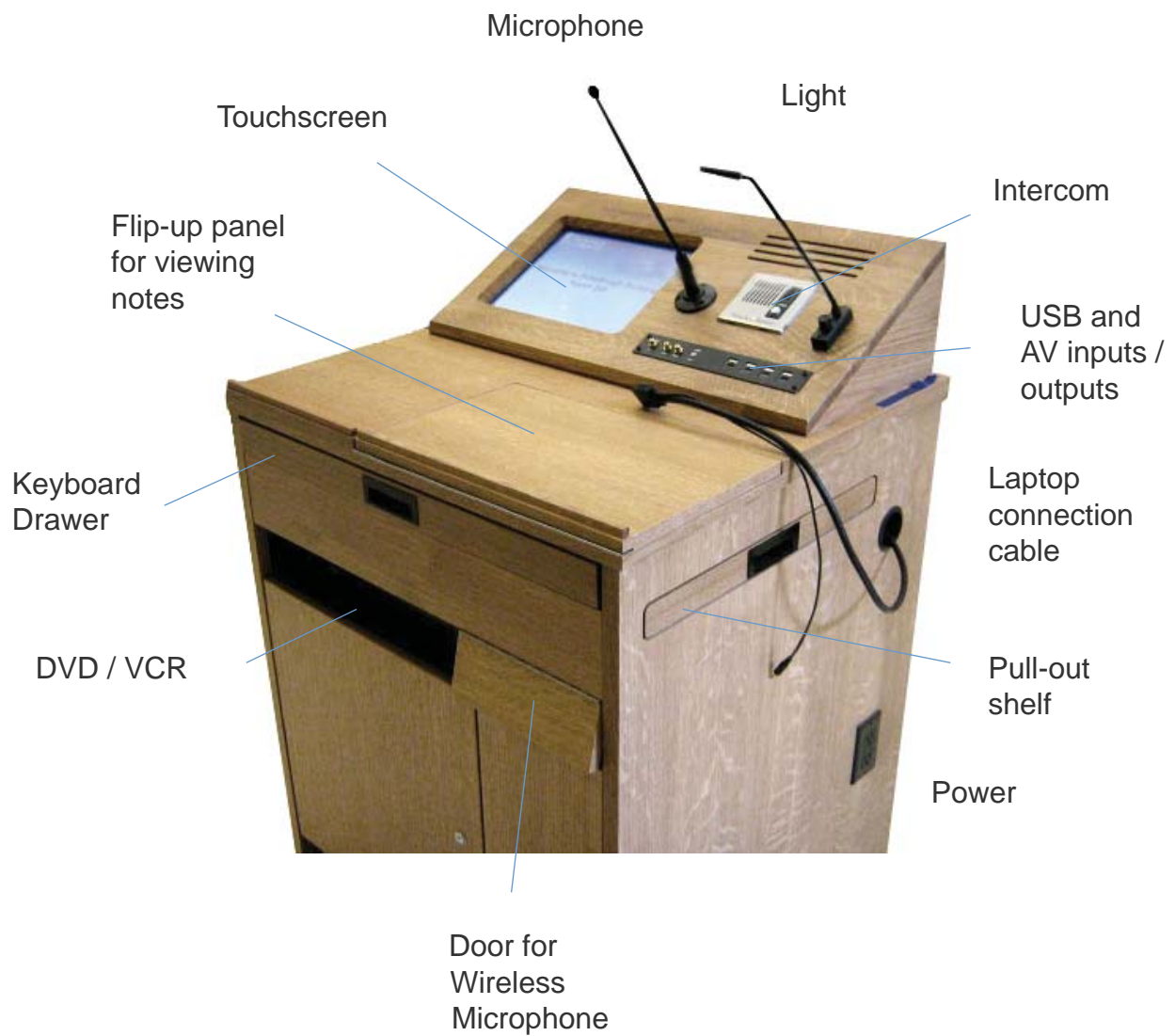
Environmental Controls: *Lighting*

- Selecting the *Lighting* button displays any available lighting controls along the top of the screen. Standard preset functions for the lighting system will be shown.
- After 10 seconds, if no buttons are pressed, the controls will automatically hide.



Logoff Screen

- The main screen's *Logoff* button advances you to this exit confirmation screen.
- Selecting *Log Off* shuts down the equipment and logs your UTORid off the network. This is required at the end of the lecture in order to prepare the room for the next instructor's use.
- Selecting *Cancel* returns you to the previous screen without any changes to the current system configuration.



Laptop Connection Cable

Standard audio mini-jack for audio feed from your laptop

Standard VGA connector for Video feed from your laptop

*** MAC users will have to provide own adaptor for VGA connector



Intercom

Press and release button for live AV support
(not available in all areas)



Input / Output Connections

4 USB inputs

Standard RCA red & white inputs (audio) and yellow input (video) - to feed information from outside device to the station

Standard mini-jack/headphone plug **output** for audio - for your recording device to record the microphone/presentation audio



Wireless Microphone

Use button on touchscreen
to open cabinet

** return after use!



DVD / VCR

Use controls (play, pause
etc) on the touchscreen
(not on the DVD unit)

** DVD is a player only;
it is not connected to the PC



Full Screen

To see your image in the full touchscreen, 'double-tap' your image. To shrink it back to the control window, 'double-tap' the full-screen image



Dual Screen

If your classroom has dual-screen projection, the touchscreen will have 2 green "send to projector" buttons

You can send the same image to both screens, or different images to each screen

