LSM Learning Space Management

For immediate assistance in the classroom:
Use the **live intercom** on a Teaching Station, Teaching Dock, TSJr or call the A/V emergency hotline: **416 - 978 – 0423**

Technology

- HDMI input (All Teaching Stations)
- Ethernet cable (DHCP enabled, All Teaching Stations; login required. Authentication required for TSjr and Teaching Docks)
- Room PC (Full Teaching Stations only)
- Podium Microphones (Full Teaching Stations only)
- Wireless Microphones have been removed but we offer a solution to bring your own: https://uoft.me/LSM-TeachingStation-BringYourOwnMic

Sanitization

- Wipes are available directly outside of classrooms
- Users should wipe high touch surfaces at the teaching stations themselves between classes.
- Twice daily cleaning of high touch surfaces in the classroom will be performed by caretaking. Podium, touch screen, gooseneck mic, Littlite, intercom buttons, keyboard and/or mouse, monitor arm, document camera (if installed), any cables and control switches will be sanitized.
- Kindly follow this guidance when using wipes on technology and Crestron touch screens:
  - A **bleach-based or chlorine** solution of any kind **must not** be used on Crestron products.
  - Use any commercially available **non-ammonia** glass or disinfectant cleaner.
  - No higher than 70% isopropyl alcohol
  - Do not apply cleaner directly to any interface (most Crestron systems are not waterproof). And do not wipe the plastic surrounding the glass.
  - Apply a small amount of cleaner directly to a microfiber or a similar disposable towel or cloth - be sure the cloth is damp and not wet.
  - Wipe the glass touch screen clean.

Technology Support

- Technicians will troubleshoot teaching stations issues remotely as best as possible; minimizing the need for in-person interaction.
- Technicians equipped with mask & gloves will always warn instructors before entering the room and will ask instructors to step away from podium area to triage issues, deliver batteries or adapters in order to maintaining a safe distance of 2M from instructors.
- Once any issues have been resolved, the technician will sanitize area and allow the user to return to the Teaching Station.

Social Distancing

Social distancing room layouts have been provided on the Ace website. This is to help inform you in advance of your first visit to the classroom. These pdf layouts can be found at: https://ace.utoronto.ca/webapp/f?p=210:1::::::

- Open the ACE webpage, navigate to the Room Info tab, then Room Description.

  Choose your Building and then Room from the corresponding dropdown menus.

  You should then see the web page as shown below. Click to View Room Layout PDF.

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Winter 2021 – Classroom Technology - Covid Response   contact: lsm.ctsg@utoronto.ca
Here is an example of a Room Layout PDF using SS 1069:
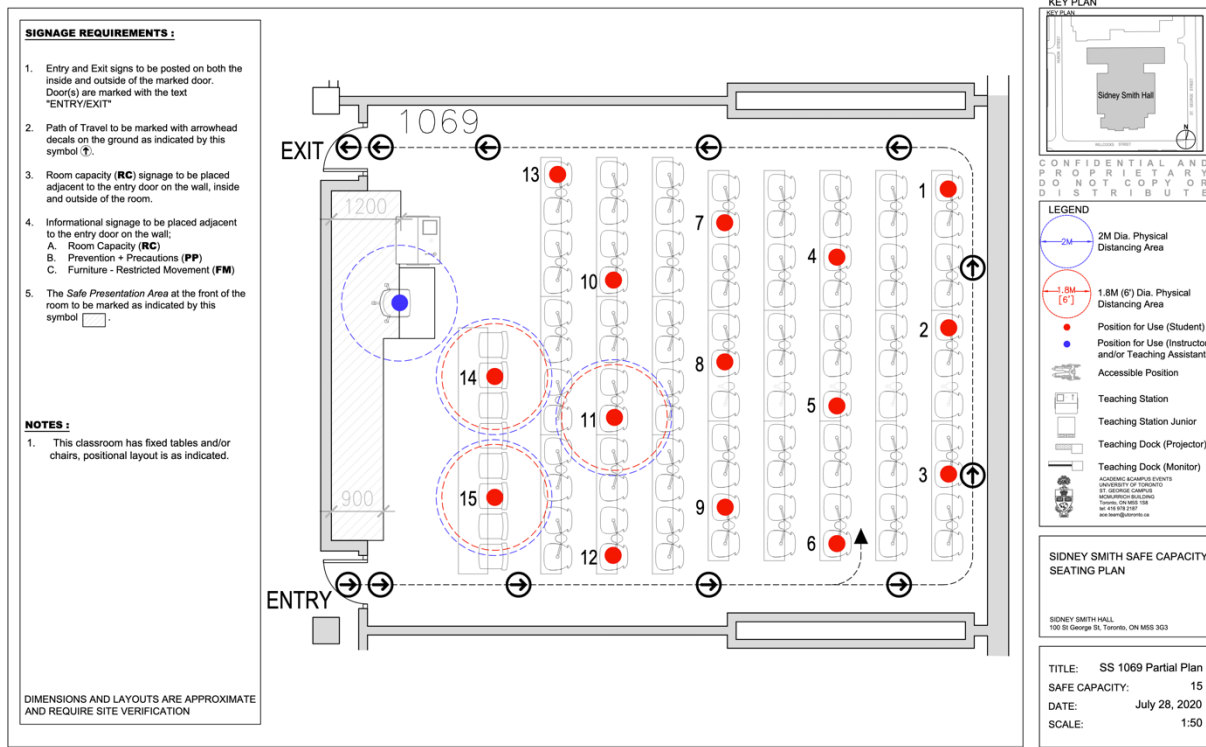
For additional information regarding ACE's Classroom Technology visit:

https://ace.utoronto.ca/tech_support.html