

Using the Helliwell Centre

1014 – D | E | F | G | H | J | K



Contact York UIT for help with batteries and equipment.

Classroom Phone: Press **IT HELP** then press **1**

Mobile: **(416) 736-5800** then press **1**



The keyboard and mouse combo is located on top of the credenza

The computer is located on the side of the television



Tap **Volume** on the control screen to adjust the volume of the microphone or speakers

Booking the Room

1. Book the room using the Osgoode Room Request Form
(<https://machform.osgoode.yorku.ca/machform/view.php?id=28706>)
2. The Office of the Executive Officer will sign out a key to the room

Starting the Equipment

1. Power on the computer
2. Press **Power** on the television screen
3. Sign into the computer using your Passport York credentials

Stopping the Equipment (Mandatory)

1. Power off the computer and television screen
2. Replace the keyboard and mouse combo on top of the credenza