

# Using the Osgoode Moot Court

1005



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 Microphone, Batteries, Audio and HDMI Cables are in the cabinet, behind the stage wall

The control buttons to open and close the divider are located beside the cabinet

The doors on the sides of the divider must fully open to operate the divide

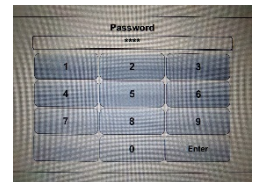


Adjust the **Wireless Microphone** volume to control the mic volume; Adjust the

**PRESENTATION Volume** to adjust the volume for other devices

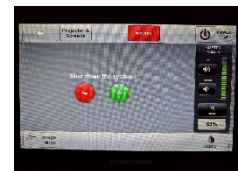
## Starting the Equipment

1. Unlock the control screen and cabinet using **5065**
2. Drag the icon for the equipment you want to use into the **Projector** square
3. **PC** – The computer in the cabinet
  - **Laptop** – Your own laptop
  - **DocCam** – The document camera
4. To use the camera, drag the camera icon to the **Stream Out** square
5. To select a sound source, select the devices under **Audio Select**
6. Sign into the computer using your Passport York credentials



## Stopping the Equipment (Mandatory)

1. Return all equipment to the cabinet
2. Sign Out of the computer – Click **Start**, then **Power**, then **Sign Out**
3. On the control screen, tap **Power Off** then tap **Yes**



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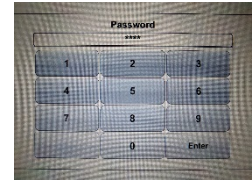
The control buttons to open and close the divider are located beside the cabinet

The doors on the sides of the divider must fully open to operate the divider

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

## Starting the Equipment

7. Unlock the control screen and cabinet using **5065**
8. Touch the icon for the equipment you want to use
  - **PC** – The computer in the cabinet
  - **Laptop** – Your own laptop
  - **DocCam** – The document camera
9. Tap **Projector**
10. Sign into the computer using your Passport York credentials



## Stopping the Equipment (Mandatory)

4. Return all equipment to the cabinet
5. Sign Out of the computer – Click **Start**, then **Power**, then **Sign Out**
6. On the control screen, tap **Power Off** then tap **Yes**

