

Using the Osgoode Meeting Rooms

2028 | 4034



Contact York UIT for help with batteries and equipment

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

Mobile: **(416) 736-5212** then press **1**



The computer is located behind the television, on the right side



The speaker volume and built-in microphone volume is controlled through the Windows volume controls

The speakerphone volume is located on the Konftel device

Using the Computer

1. Press the **POWER** button on the remote
2. Press the **INPUT** button on the remote to select *Input 1*
3. Sign into the computer using your Passport York credentials



Using the Camera and Microphone

The room has a built-in camera and microphone. Use Zoom or Teams to start a video conference, and control the volume using the Windows volume controls.

Using the Konftel Telephone

1. Dial the number beginning with a 9, and press the green telephone button to place the call
2. Press the red telephone button to end the call



Stopping the Equipment (Mandatory)

1. Replace the keyboard, mouse and Konftel speakerphone on top of the credenza
2. Power off the television



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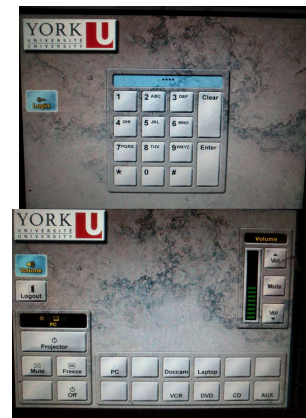
The Microphone, Batteries, Audio Cable and VGA Cable, Keyboard and Mouse are located inside the drawer in the cabinet



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

Starting the Equipment

4. Unlock the control screen and cabinet using **5065**
5. Tap the icon for the equipment you want to use:
 - **PC** – The computer in the cabinet
 - **Laptop** – Your own laptop
 - **DocCam** – The document camera
6. Tap **Projector**
7. 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**

