

# Using the Teaching Lab

2011



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 on the desk in the front of the room



Use the volume control on the physical speakers and within Windows to adjust the speaker levels

## Booking the Room

1. The room must be booked through the Osgoode Room Booking form (<https://machform.osgoode.yorku.ca/machform/view.php?id=28706>)

## Starting the Equipment

1. Push the **DOWN** button on the wall to bring down the screen
2. Use the remote control to power on the projector
3. Sign into the computer using your Passport York credentials

## Stopping the Equipment (Mandatory)

1. Power off the projector by pressing **POWER** twice on the remote
2. Press the **UP** button on the wall to put away the screen
3. Shut Down the computer