


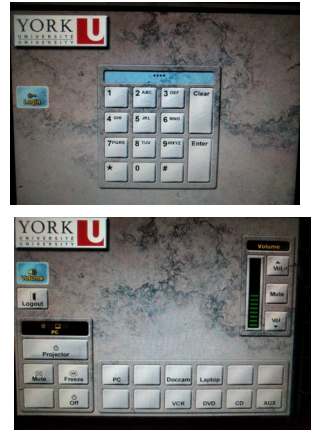


Using the Osgoode Classrooms


Room 1001 | 1003 | 1004 | 1008 | 2002 | 2008 | 2009 | 2004 | 4022


	<ul style="list-style-type: none">• Immediate Help – Call the York Services Centre (USC) for any assistance• Classroom Phone: Press IT HELP then press 1• Mobile Phone: Call (416) 736-5212 then press 1
	<ul style="list-style-type: none">• Tap Volume on the control screen to adjust the microphone or speaker levels
	<ul style="list-style-type: none">• The computer is installed in the cabinet in the credenza• The microphone (if available) and spare batteries are stored in the cabinet drawer

Powering on the Equipment

<ol style="list-style-type: none">1. Unlock the screen and cabinet using 50652. Tap Screen then tap Left/Right Screen to bring down the projector screen (if required for the room)3. Tap the icon for the equipment you want to use:<ol style="list-style-type: none">a. PC PC L or PC R – The classroom computerb. Laptop – Your laptop, connected to the credenzac. DocCam – The document camera4. Tap Projector Left Projector or Right Projector to display the equipment you selected in 3. a. above5. Turn on the computer in the cabinet6. Sign into the computer using your Passport York credentials	
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Powering off the Equipment

<ol style="list-style-type: none">1. Return all equipment to the cabinet2. Sign Out of the computer. Click Start -> User Button -> Sign Out3. On the control screen, tap Power Off then Yes (Logout)	
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 yorku.ca/safety	<p style="text-align: center;">Community Safety For Emergency Assistance Call 911 Then call Security Services at 416-736-5333</p>
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Using the Osgoode Classrooms


Room 1002 | 2003 | 2010


	<ul style="list-style-type: none">• Immediate Help – Call the York Services Centre (USC) for any assistance• Classroom Phone: Press IT HELP then press 1• Mobile Phone: Call (416) 736-5212 then press 1
	<ul style="list-style-type: none">• Tap Volume on the control screen to adjust the microphone or speaker levels
	<ul style="list-style-type: none">• The computer is installed in the cabinet in the credenza• The microphone (if available) and spare batteries are stored in the cabinet drawer

Powering on the Equipment

<ol style="list-style-type: none">1. Unlock the screen and cabinet using 50652. Tap Screen then tap Left/Right Screen to bring down the projector screen3. Tap the icon for the equipment you want to use:<ol style="list-style-type: none">a. Podium PC – The classroom computerb. HDMI – Your laptop, connected to the credenzac. DocCam – The document camerad. Wireless Presenter – Your laptop, connect to AirYork (follow on-screen instructions)4. Tap Projector5. Turn on the computer in the cabinet6. Sign into the computer using your Passport York credentials	 
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Powering off the Equipment

<ol style="list-style-type: none">1. Return all equipment to the cabinet2. Sign Out of the computer. Click Start -> User Button -> Sign Out3. On the control screen, tap Power Off then Yes (Logout)	
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 yorku.ca/safety	<p style="text-align: center;">Community Safety For Emergency Assistance Call 911 Then call Security Services at 416-736-5333</p>
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Using the Osgoode Classrooms

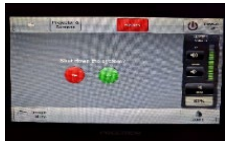
Room 0002 | 2001

	<ul style="list-style-type: none">• Immediate Help – Call the York Services Centre (USC) for any assistance• Classroom Phone: Press IT HELP then press 1• Mobile Phone: Call (416) 736-5212 then press 1
	<ul style="list-style-type: none">• Tap Volume on the control screen to adjust the microphone or speaker levels
	<ul style="list-style-type: none">• The computer is installed in the cabinet in the credenza• The microphone (if available) and spare batteries are stored in the cabinet drawer• The built-in camera will turn on automatically when using Zoom

Powering on the Equipment

<ol style="list-style-type: none">1. Unlock the screen and cabinet using 50652. Tap Screen then tap Left/Right Screen to bring down the projector screen3. Press the Ceiling Mic button to use the built-in ceiling microphones4. Drag the relevant equipment icon to the square of the display you want to use:<ol style="list-style-type: none">a. PC MainScreen and PC ExtendedScreen – The classroom computerb. HDMI Input – Your laptop, connected to the credenzac. DocCam – The document camerad. Wireless Presenter – Connect your laptop to AirYorkPlus and follow the instructions to connect to the display5. Turn on the computer located in the cabinet6. Sign into the computer using your Passport York credentials7. Tap Camera Control to control the focus or zoom	 
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Powering off the Equipment

<ol style="list-style-type: none">1. Return all equipment to the cabinet2. Sign Out of the computer. Click Start -> User Button -> Sign Out3. On the control screen, tap Power Off then Yes (Logout)	
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Community Safety

For Emergency Assistance Call **911**

Then call Security Services at **416-736-5333**