Using the Osgoode Meeting Rooms
Room 2028 | 4034

❓	• **Immediate Help** – Call the York Services Centre (USC) for any assistance • **Mobile Phone:** Call **(416) 736-5212** then press **1**
🔊	• Adjust the speaker and microphone volume through the Windows volume controls • The speakerphone volume is located on the Konftel Telephone
🖥️	• The computer is installed behind the television screen, on the right side • The keyboard and mouse are stored on the credenza

Powering on the Equipment

1. Press **POWER** on the remote 2. Press **INPUT** on the remote to select *Input 1* 3. Turn on the computer located beside the television 4. Sign into the computer using your Passport York credentials 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	

Powering off the Equipment

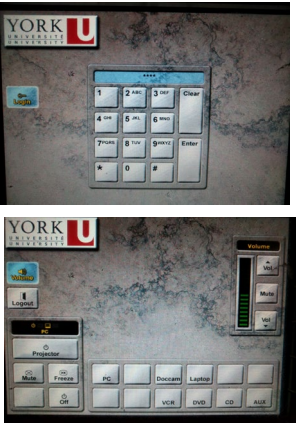|	
1. Return all equipment to the credenza 2. Sign Out of the computer. Click **Start** -> **User Button** -> **Sign Out** 3. Press **POWER** on the remote	

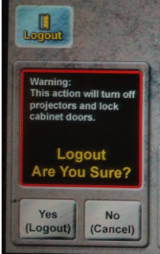|	
 yorku.ca/safety	**Community Safety** For Emergency Assistance Call **911** Then call Security Services at **416-736-5333**

Using the Osgoode Meeting Rooms
Room 2027

❓	• **Immediate Help** – Call the York Services Centre (USC) for any assistance • **Mobile Phone:** Call **(416) 736-5212** then press **1**
🔊	• Tap **Volume** on the control screen to adjust the microphone or speaker volume
🖥	• The computer is installed in the cabinet in the credenza • The microphone and spare batteries are stored in the cabinet drawer

Powering on the Equipment

1. Unlock the screen and cabinet using **5065**

2. Tap **Screen** then tap **Left/Right Screen** to bring down the projector screen

3. Tap the icon for the equipment you want to use:

   a. **Podium PC** – The classroom computer

   b. **Laptop** – Your laptop, connected to the port on the credenza

4. Tap **Projector**

5. Turn on the computer located in the cabinet

6. Sign into the computer using your Passport York credentials

Powering off the Equipment

1. Return all equipment to the cabinet

2. Sign Out of the computer. Click **Start** -> **User Button** -> **Sign Out**

3. On the control screen, tap **Power Off** then **Yes (Logout)**

Community Safety
For Emergency Assistance Call **911**
Then call Security Services at **416-736-5333**