






Using the Osgoode Classrooms


Room 1005 (Moot Court)


	<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 Wireless Microphone on the control screen to adjust the microphone or speaker volume • Tap PRESENTATION Volume to adjust the volume for other devices
	<ul style="list-style-type: none"> • The computer is installed in the cabinet behind the stage wall • The microphone and spare batteries are stored in the cabinet drawer behind the stage wall • The room divider doors must be fully open for the equipment to function. The control buttons to open and close the divider are on the wall beside the cabinet • You can connect your own laptop to the HDMI port in the credenza

Powering on the Equipment

<ol style="list-style-type: none"> 1. Unlock the screen and cabinet using 5065 2. Drag the icon for the equipment you want to use into the Projector square 3. Tap the icon for the equipment you want to use: <ol style="list-style-type: none"> a. PC – The classroom computer b. Laptop – Your laptop, connected to the credenza c. DocCam – The document camera d. Wireless Presenter – Your laptop, connect to AirYork Plus and follow the instructions to connect 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 	 
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Powering off the Equipment

<ol style="list-style-type: none"> 1. Return all equipment to the cabinet drawer 2. Sign Out of the computer. Click Start -> User Button -> Sign Out 3. On the control screen, tap Power Off then Yes (Logout) 	
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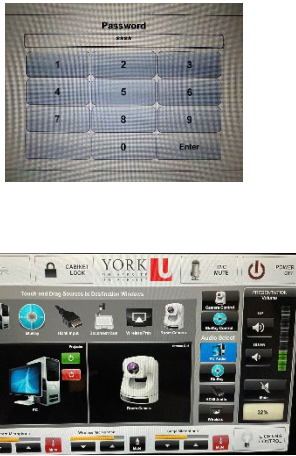
 <p>yorku.ca/safety</p>	<p align="center"> Community Safety For Emergency Assistance Call 911 Then call Security Services at 416-736-5333 </p>
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Using the Osgoode Classrooms


Room 1006 (Back of Moot Court)


	<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"> • The lapel microphone (if available) and spare batteries are located in the cabinet drawer • Tap Volume on the control screen to adjust the microphone or speaker volume
	<ul style="list-style-type: none"> • The computer is installed in the credenza cabinet • The microphone and spare batteries are stored in the cabinet drawer • The room divider doors must be fully open for the equipment to function. The control buttons to open and close the divider are on the wall beside the cabinet in 1005 • You can connect your own laptop to the HDMI port in the credenza

Powering on the Equipment

<ol style="list-style-type: none"> 1. Unlock the screen and cabinet using 5065 2. Drag the icon for the equipment you want to use into the Projector square 3. Tap the icon for the equipment you want to use: <ol style="list-style-type: none"> a. PC – The classroom computer b. Laptop – Your laptop, connected to the credenza c. DocCam – The document camera d. Wireless Presenter – Your laptop, connect to AirYork Plus and follow the instructions to connect 4. 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 cabinet 2. Sign Out of the computer. Click Start -> User Button -> Sign Out 3. On the control screen, tap Power Off then Yes (Logout) 	
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 <p>yorku.ca/safety</p>	<p>Community Safety For Emergency Assistance Call 911 Then call Security Services at 416-736-5333</p>
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