# Using the Osgoode Teaching Lab
## Room 2011

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| ? | • **Immediate Help** – Call the York Services Centre (USC) for any assistance<br>• **Classroom Phone:** Press **IT HELP** then press **1**<br>• **Mobile Phone:** Call **(416) 736-5212** then press **1** |
| 🔊 | • Adjust the volume on the physical speakers and the Windows volume controls |
| 🖥 | • The computer, keyboard and mouse are installed on the desk in front of the room |

## Booking the Room

The room must be booked through the Osgoode Room Booking form

## Powering on the Equipment

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

## Powering off the Equipment

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| 1. Sign Out of the computer. Click **Start** -> **User Button** -> **Sign Out**<br><br>2. Power off the projector by pressing **POWER** twice on the remote<br><br>3. Press the **UP** button on the wall controls to raise the screen | |

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