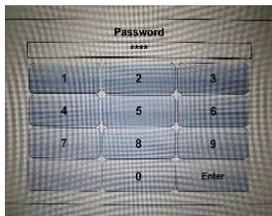


Using the Osgoode Classrooms

1001 | 1003 | 2002

	<ul style="list-style-type: none">• Immediate Help – Call the York University Services Centre (USC) for help• Using the Classroom Phone: Press IT HELP then press 1• Using your Mobile Phone: Call (416) 736-5212 then press 1
	<ul style="list-style-type: none">• The computer is installed in the cabinet in the credenza or the wall• The microphone and spare batteries are stored in the cabinet drawer• Connect your laptop using the HDMI or USB-C cables on the credenza
	<ul style="list-style-type: none">• Use the volume buttons on the control screen to adjust the microphone or speaker levels

Powering on the Equipment

<ol style="list-style-type: none">1. Unlock the screen and cabinet using 50652. Power on the computer in the cabinet3. Tap the icon for the equipment you want to use:<ul style="list-style-type: none">○ PC 1 or PC 2 – The classroom computer○ Laptop USB-C or Laptop HDMI – Your laptop, connected with a cable○ Wireless Presentation – Follow the on-screen instructions to connect your laptop○ Doc Cam – The document camera4. Sign into the computer using your Passport York credentials5. Tap Camera Control to adjust the camera	 
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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 Shutdown then Yes (Logout)	
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 yorku.ca/safety	<h3>Community Safety</h3> <p>For Emergency Assistance Call 911, then Security Services at 416-736-5333</p>
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Using the Osgoode Classrooms

1002 | 2003 | 2010

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

Powering on the Equipment

<ol style="list-style-type: none">1. Unlock the screen and cabinet using 50652. Turn on the computer in the cabinet3. Tap Screen then tap Left/Right Screen to bring down the projector screen4. Tap the icon for the equipment you want to use:<ul style="list-style-type: none">○ Podium PC – The classroom computer○ HDMI – Your laptop, connected to the credenza○ DocCam – The document camera○ Wireless Presenter – Follow the on-screen instructions to connect your laptop5. Tap Projector6. 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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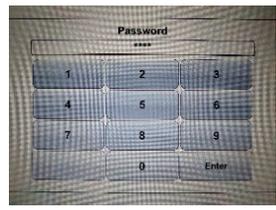
 yorku.ca/safety	<h2 style="text-align: center;">Community Safety</h2> <p style="text-align: center;">For Emergency Assistance Call 911, then Security Services at 416-736-5333</p>
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Using the Osgoode Classrooms

0002 | 2001

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

Powering on the Equipment

<ol style="list-style-type: none">1. Unlock the screen and cabinet using 50652. Turn on the computer located in the cabinet3. Tap Screen then tap Left/Right Screen to bring down the projector screen4. Press the Ceiling Mic button to use the built-in ceiling microphones5. Drag the relevant equipment icon to the square of the display you want to use:<ul style="list-style-type: none">○ PC MainScreen and PC ExtendedScreen – The classroom computer○ HDMI Input – Your laptop, connected to the credenza○ DocCam – The document camera○ Wireless Presenter – Follow the on-screen instructions to connect to the display6. Sign into the computer using your Passport York credentials7. Tap Camera Control to adjust the camera	 
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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	<h2>Community Safety</h2> <p>For Emergency Assistance Call 911, then Security Services at 416-736-5333</p>
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Using the Osgoode Classrooms

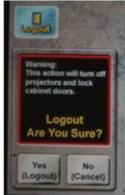
1004 | 1008 | 2004 | 2008 | 2009 | 4022

	<ul style="list-style-type: none"> • Immediate Help – Call the York University Services Centre (USC) for help • Using the Classroom Phone: Press IT HELP then press 1 • Using your Mobile Phone: Call (416) 736-5212 then press 1
	<ul style="list-style-type: none"> • The computer is installed in the cabinet in the credenza
	<ul style="list-style-type: none"> • Use the volume buttons on the control screen to adjust the microphone or speaker levels

Powering on the Equipment

<ol style="list-style-type: none"> 1. Unlock the screen and cabinet using 5065 2. Turn on the computer in the cabinet 3. Tap Screen then tap Left/Right Screen to bring down the projector screen 4. Tap the icon for the equipment you want to use: <ul style="list-style-type: none"> o PC PC L or PC R – The classroom computer o Laptop – Your laptop, connected to the credenza o DocCam – The document camera 5. Tap Projector Left Projector or Right Projector to project the equipment 6. Turn on the computer in the cabinet 7. 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 Logout then Yes (Logout) 	
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 <p>yorku.ca/safety</p>	<h2 style="color: red;">Community Safety</h2> <p>For Emergency Assistance Call 911, then Security Services at 416-736-5333</p>
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