

# Using the Osgoode Teaching Lab

2011

	<ul style="list-style-type: none"><li>• <b>Immediate Help</b> – Call the York University Services Centre (USC) for help</li><li>• <b>Using the Classroom Phone:</b> Press <b>IT HELP</b> then press <b>1</b></li><li>• <b>Using your Mobile Phone:</b> Call <b>(416) 736-5212</b> then press <b>1</b></li></ul>
	<ul style="list-style-type: none"><li>• The computer, keyboard and mouse are installed on the desk in front of the room</li></ul>
	<ul style="list-style-type: none"><li>• Adjust the volume on the physical speakers and the Windows volume controls</li></ul>

## Booking the Room

The room must be booked through the [Osgoode Room Booking](#) form

## Powering on the Equipment

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

## Powering off the Equipment

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



[yorku.ca/safety](http://yorku.ca/safety)

## Community Safety

For Emergency Assistance Call **911**, then Security Services at **416-736-5333**