




Using the Osgoode Classrooms

Room 1014 D | E | F | G | H | J | K

	<ul style="list-style-type: none">• Immediate Help – Call York University Services Centre (USC) for any help needed in the classroom• Mobile Phone: Call (416) 736-5212 then press 1
	<ul style="list-style-type: none">• Adjust the volume using the Windows sound adjustment
	<ul style="list-style-type: none">• The keyboard and mouse combo is located on top of the credenza• The computer is located on the side of the television

Booking the Room


1. Book the room using the Osgoode Room Request Form
(<https://machform.osgoode.yorku.ca/machform/view.php?id=28706>)
2. The Office of the Executive Officer will sign out a key to the room

Powering on the Equipment

1. Power on the computer
2. Press **Power** on the television screen
3. Sign into the computer using your Passport York credentials

Powering Off the Equipment

1. Power off the computer and television screen
2. Replace the keyboard and mouse combo on top of the credenza

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