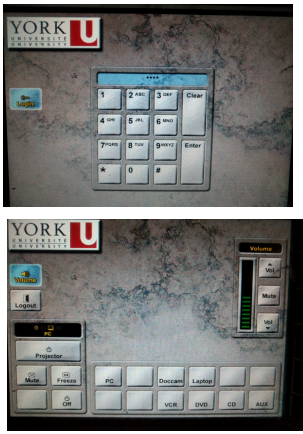# Using the Osgoode Classrooms
Room 1001 | 1003 | 1004 | 1008 | 2002 | 2008 | 2009 | 2004 | 4022

❓	• **Immediate Help** – Call the York University Services Centre (USC) for any assistance • **Classroom Phone:** Press **IT HELP** then press **1** • **Mobile Phone:** Call **(416) 736-5212** then press **1**
🔊	• Tap **Volume** on the control screen to adjust the microphone or speaker levels
🖥️	• The computer is installed in the cabinet in the credenza • The microphone (if available) and spare batteries are stored in the cabinet drawer

Powering on the Equipment

1. Unlock the screen and cabinet using **5065**
 	
2. Tap **Screen** then tap **Left/Right Screen** to bring down the projector screen (if required for the room)
 	
3. Tap the icon for the equipment you want to use:
   a. **PC** **PC L** or **PC R** – The classroom computer
   b. **Laptop** – Your laptop, connected to the credenza
   c. **DocCam** – The document camera
 	
4. Tap **Projector** **Left Projector** or **Right Projector** to display the equipment you selected in 3. a. above
 	
5. Turn on the computer in the cabinet
 	
6. Sign into the computer using your Passport York credentials	

Powering off the Equipment

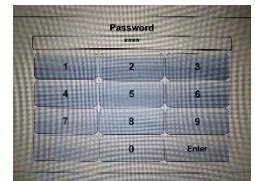|	
1. Return all equipment to the cabinet 2. Sign out of the computer. Click **Start** -> **User Button** -> **Sign Out** 3. On the control screen, tap **Logout** then **Yes (Logout)**	

Using the Osgoode Classrooms
Room 1002 | 2003 | 2010

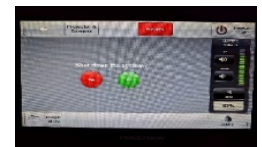|	
❓	• **Immediate Help** – Call the York University Services Centre (USC) for any assistance • **Classroom Phone:** Press **IT HELP** then press **1** • **Mobile Phone:** Call **(416) 736-5212** then press **1**
🔊	• Tap **Volume** on the control screen to adjust the microphone or speaker levels
🖥	• The computer is installed in the cabinet in the credenza • The microphone (if available) and spare batteries are stored in the cabinet drawer

Powering on the Equipment

1. Unlock the screen and cabinet using **5065**
 	
2. Tap **Screen** then tap **Left/Right Screen** to bring down the projector screen
 	
3. Tap the icon for the equipment you want to use:
 	
    a. **Podium PC** – The classroom computer
 	
    b. **HDMI** – Your laptop, connected to the credenza
 	
    c. **DocCam** – The document camera
 	
    d. **Wireless Presenter** – Your laptop, connect to AirYork Plus; follow on-screen instructions
 	
4. Tap **Projector**
 	
5. Turn on the computer in the cabinet
 	
6. Sign into the computer using your Passport York credentials

Powering off the Equipment

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)**	

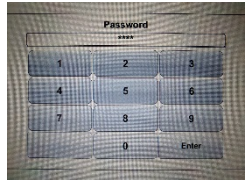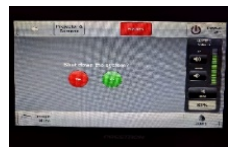|	
 yorku.ca/safety	**Community Safety** For Emergency Assistance Call **911** Then call Security Services at **416-736-5333**

Using the Osgoode Classrooms
Room 0002 | 2001

❓	• **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**
🔊	• Tap **Volume** on the control screen to adjust the microphone or speaker levels
🖥️	• The computer is installed in the cabinet in the credenza • The microphone (if available) and spare batteries are stored in the cabinet drawer • The built-in camera will turn on automatically when using Zoom

Powering on the Equipment

1. Unlock the screen and cabinet using **5065**

2. Tap **Screen** then tap **Left/Right Screen** to bring down the projector screen

3. Press the **Ceiling Mic** button to use the built-in ceiling microphones

4. Drag the relevant equipment icon to the square of the display you want to use:

   a. **PC MainScreen** and PC **ExtendedScreen** – The classroom computer

   b. **HDMI Input** – Your laptop, connected to the credenza

   c. **DocCam** – The document camera

   d. **Wireless Presenter** – Connect your laptop to AirYorkPlus and follow the instructions to connect to the display

5. Turn on the computer located in the cabinet

6. Sign into the computer using your Passport York credentials

7. Tap **Camera Control** to control the focus or zoom

Powering off the Equipment

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)**