





Using the Osgoode Meeting Rooms


Room 2028 | 4034

	<ul style="list-style-type: none">• Immediate Help – Call the York University Services Centre (USC) for any assistance• Mobile Phone: Call (416) 736-5212 then press 1
	<ul style="list-style-type: none">• Adjust the speaker and microphone volume through the Windows volume controls• The speakerphone volume is located on the Konftel Telephone
	<ul style="list-style-type: none">• The computer is installed behind the television screen, on the right side• The keyboard and mouse are stored on the credenza


Powering on the Equipment


<ol style="list-style-type: none">1. Press POWER on the remote2. Press INPUT on the remote to select Input 13. Turn on the computer located beside the television4. Sign into the computer using your Passport York credentials <p>The room has a built-in camera and microphone. Use Zoom or Teams to start a video conference and control the volume using the Windows volume controls.</p>	
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Using the Konftel Telephone

<ol style="list-style-type: none">1. Dial the number beginning with a 9, and press the green telephone button to place the call2. Press the red telephone button to end the call	
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Powering off the Equipment

<ol style="list-style-type: none">1. Return all equipment to the credenza2. Sign out of the computer. Click Start -> User Button -> Sign Out3. Press POWER on the remote	
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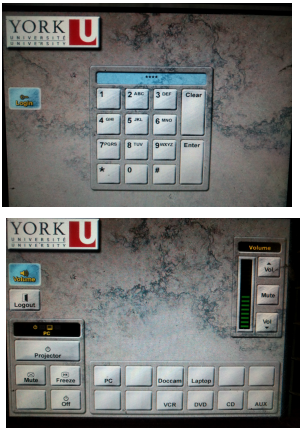
 yorku.ca/safety	<p style="text-align: center;">Community Safety For Emergency Assistance Call 911 Then call Security Services at 416-736-5333</p>
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Using the Osgoode Meeting Rooms


Room 2027


	<ul style="list-style-type: none"> • Immediate Help – Call the York Services Centre (USC) for any assistance • Mobile Phone: Call (416) 736-5212 then press 1
	<ul style="list-style-type: none"> • Tap Volume on the control screen to adjust the microphone or speaker volume
	<ul style="list-style-type: none"> • The computer is installed in the cabinet in the credenza • The microphone and spare batteries are stored in the cabinet drawer

Powering on the Equipment

<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Podium PC – The classroom computer b. Laptop – Your laptop, connected to the port on the credenza 4. Tap Projector 5. Turn on the computer located in the cabinet 6. 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 Power Off then Yes (Logout) 	
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 <p>yorku.ca/safety</p>	<h3>Community Safety</h3> <p>For Emergency Assistance Call 911 Then call Security Services at 416-736-5333</p>
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