

This room is supported by the UNC Cancer Network for meetings and events which are **oncology-related**. For immediate assistance, please call 919-445-1000. You may also email unccn@unc.edu or visit our site at <http://www.unccn.org/>.

Building Name and Room Number: Carr Mill – Annex Room 203 office 3

Phone Number in Room: 919-428-2828

Room Features: Polycom Video conferencing system with laptop display and monitor

Laptop Display: In order to display your laptop, please follow the steps below:

1. If the monitor is turned off hit the power button under the panel on the bottom right of the monitor (it can always be left on and it will go into sleep mode, this will make it easier to use). Figure 1
2. Then connect your computer to either the HDMI cable or the VGA cable located at the end of the table. Figure 2
3. Using the Polycom remote hit the “Content” button to display your laptop. F.3
4. To get back to video conferencing mode hit the “Content” button again on the Polycom remote. Figure 3
5. When you are done with the system simply unplug your laptop. The monitor will go into sleep mode.

F.1



F.2



F.3



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- *Also keep in mind that UNCCN can pre schedule conferences for you with 5 business day notice.*
 - *Pre scheduled calls require no input on your end except for making sure the equipment is on.*
 - *Please call 919-445-1000 with any questions.*
 - *If you reach voicemail, press “0” to be transferred to the Telehealth Director.*
 - *The UNC Cancer Network Telehealth Team wants to ensure that every event is a success. For any questions that do not require an immediate response, please email: unccn@unc.edu.*
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