

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](mailto:unccn@unc.edu) or visit our site at <http://www.unccn.org/>.

**Building Name and Room Number:** Carr Mill – Annex Room 234

**Phone Number in Room:** No Phone

**Room Features:** Laptop display with Monitor that also includes a webcam and speakerphone for software conferencing

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

1. Turn on the monitor with the Samsung remote (Source should already be on HDMI). (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. After a brief delay you will see your laptop being displayed on the monitor.
4. There is a USB cable bundled with the VGA and HDMI cable. Plug this in to use the Camera and Jabra Microphone/Speaker (for example to be used for video conferencing with WebEx). (Figure 2)
5. Note when first plugging in the USB cable it will take a couple of minutes for the drivers to install before you can use the devices.
6. When you are finished remove the display cable and USB cable. (Figure 2)
7. Turn off the monitor by hitting “Power Off” on the Samsung remote control. (Figure 3)

F.1



F.2



F.3



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***For AV Support, Zoom and/or for Immediate Assistance:***

- *For immediate assistance, please call **919-445-1000**. If you reach voicemail, press “0” to be transferred to the Telehealth Director.*
- *To submit a help request, simply email: [unccn@unc.edu](mailto:unccn@unc.edu)*
- *UNCCN support hours are **7:30 AM – 4:30 PM, M-F**.*
- *You may also visit our website at: <https://www.unccn.org>*
- *All UNC faculty, staff, and students have free access to Zoom accounts with their ONYENs at: <https://unc.zoom.us>*
- *UNCCN can assist with per-scheduling Zoom conferences for you.*
- *UNCCN can also Zoom training if needed. Please allow at least five business days advance notice for scheduling training.*

***For Room Computer Support or Non-Oncology Meeting Support:***

- *Please call **SOM IT Academic Technology Services** at **919-843-9086** or email [chmed@med.unc.edu](mailto:chmed@med.unc.edu)*
- *ATS support hours are **7:00 AM – 5:00 PM, M-F**.*
- *You may also visit their website at [help.med.unc.edu/ats](http://help.med.unc.edu/ats) and click “Report Issue.”*

*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](mailto:unccn@unc.edu).*

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