

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: Lineberger – Pagano – 00-002

Phone Number in Room: 919-966-9444

Room Features: Room PC, laptop display at podium, phone, videoconferencing, ability to record and stream events. (*Room upgraded on November 2018*)

Podium PC Display or Laptop Display: In order to display the podium PC, please follow the steps below:

1. Using the Extron Touch Panel on the wall, press “Touch This Screen to Continue”. (**Figure 1**)
2. Press “**Room Control**” on the bottom left (**Figure 2**), to power on monitor, projector or to pull up/down screen, windows shade and door shade (**Figure 3**).
3. Press “Lectern Presentation” on the touch panel. (**Figure 2**)
4. For **PC Display** place PC (**Figure 4**)
5. For **Laptop Display** place Laptop HDMI or Laptop VGA (**Figure 4**), depending on the source your Laptop connected with, either HDMI or VGA (**figure 5**)
6. Shut the system down by touching **Power Down** to the bottom right of the screen. (**Figure 2 or Figure 4**)

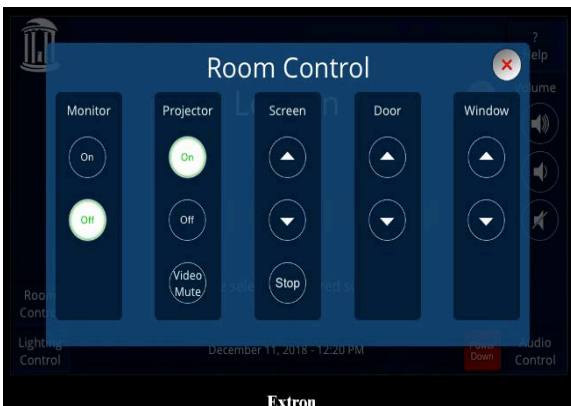
F.1



F.2



F.3

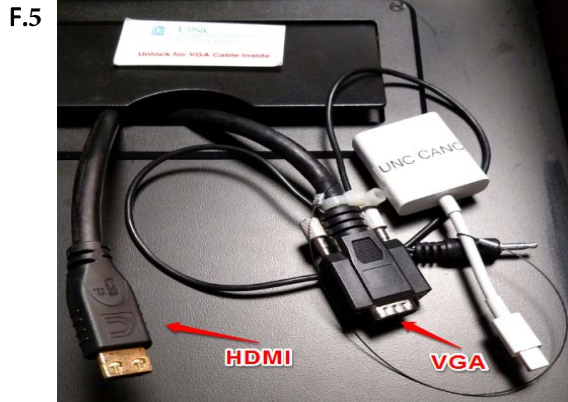


F.4



Wireless Display:

- Click "Wireless Presentation" (**Figure 2**). Then pop-up will open asking to follow the on screen direction (**Figure 6**).



- ❖ Press “**lighting control**” on the left column (**Figure 2**), to set room lights to different Preset mode per your preference (**Figure 7**).



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
- 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
- **ATS support hours** are **7:00 AM – 5:00 PM, M-F**.
- You may also visit their website at 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.

How To Use Touch Panel For Audio /Video Conferencing:

1. Using the Extron Touch Panel on the wall press select presentation mode **“Video Conference”** or **Audio Conference** .(Figure 2)
2. For Audio Conference, Dial in the number and place call (Figure 8)
3. **For Video:** Enter video conference number, if you need more keys touch **"keyboard"** and then press call. (Figure 9)
4. Place Content on the left column (Figure 10) and to choose the source PC, HDMI Laptop etc to share content to the remote participants.
5. Select Presenter Camera or Audience Camera to adjust camera settings as needed (Figure 11 and Figure 12)

