

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: Lineberger Directors Conference Room

Phone Number in Room: 919 962 8625

Room Features: Laptop display and video conferencing

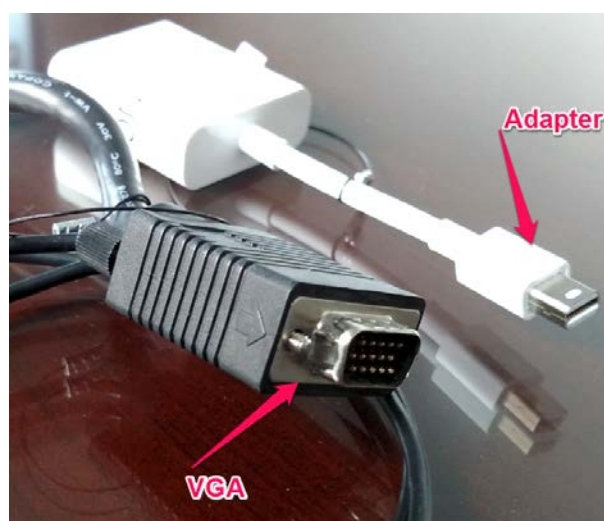
Laptop Display: In order to display your laptop, please follow the steps below:

1. To wake the system use the remote control and press the Home key. (Figure 1)
2. To display a laptop on the monitor plug in the VGA cable to your laptop, there is also an adapter for Mac. (Figure 2)
3. Your screen should automatically display on the monitor. If it does not make sure your laptop is sending an output and lastly press the Presentation button on the remote (it looks like a laptop). (Figure 3)
4. Press the Layout button to change the picture viewed. (Figure 4)
5. To stop displaying to the monitor you can simply remove the cable from your laptop. (Figure 2)
6. The system will go to sleep on its own, there is no power button to turn off.

F.1



F.2



F.3



F.4



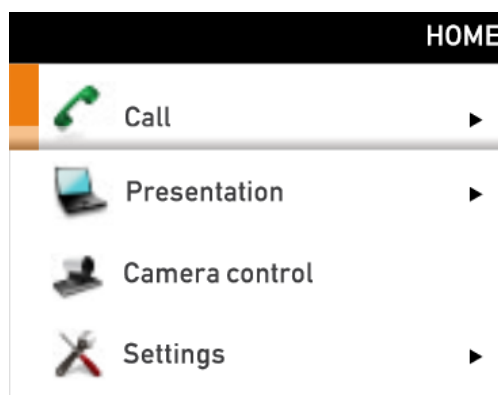
Videoconferencing:

1. Press the Home button on the remote control. (Figure 1)
2. Select the option for Call and press the middle button on the remote. (Figure 2)
3. Dial the address with the remote and the select the call option. (Figure 3)
4. Press the red button that looks like a phone on the remote to hang up. (Figure 4)
5. The system will go to sleep on its own, there is no power button to turn off.

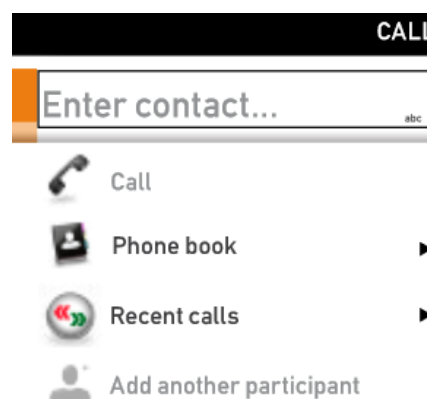
F.1



F.2



F.3



F.4



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.