

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/>.

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**Building Name and Room Number:** Cancer Hospital - PFRC

**Phone Number in Room:** 984-974-8100

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

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

1. First wake the system using the power button on the top right of the remote.
  - a. If nothing happens then the system needs to be powered on using the power button on the bottom right of the monitor. You may need to pop off the cover to get access to the power button. To do so press in the top left side of the cover. Figure 1
2. Connect your laptop using the grey VGA cable. If needed there is a mini display port adapter connected to the cable. Figure 2
3. Now hit the content button on the remote control. You should now see your laptop being displayed on the monitor. Figure 3
4. When you are done with the system simply unplug your laptop. The monitor and video conferencing unit will go into sleep mode.

F.1



F.2



F.3



### To use the DVD player:

1. You will first need to change the source on the monitor. Using the input button on the monitor switch it to HDMI 2. Figure 1
2. You will now see the DVD player being displayed on the monitor.
3. When you are done please switch the monitor back to input Component. Figure 1

### Troubleshooting:

1. If your laptop does not display
  - a. If it is a Windows laptop hold the windows key and press the P key. Next select the Duplicate option.
  - b. If it is a Mac laptop click the apple icon in the top left corner. Select Preferences, then Control Panel, then Displays. Under the Arrangement tab, choose mirror as your option.

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