

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:** Physician Office Building – 3101

**Phone Number in Room:** 919-962-8452

**Room Features:** Computer in cabinet and Laptop display that also includes a webcam and conference phone for meetings

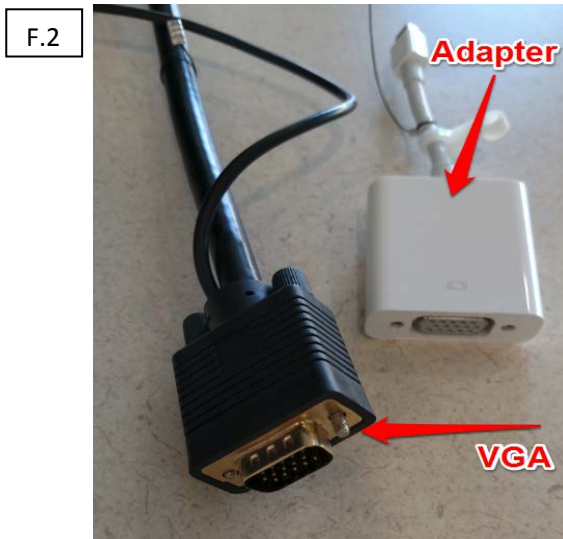
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#### Computer Display:

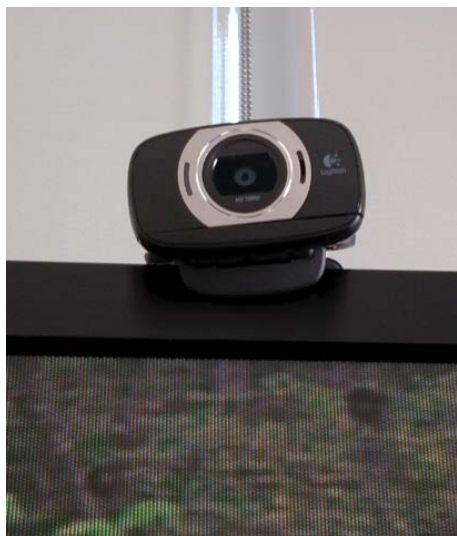
1. Press the Power button on the left side of the monitor to turn it on. (Figure 1)
2. If the computer does not display right away press a key on the wireless keyboard or move the mouse to wake it up.
3. A webcam and speakerphone can be used to make video conference calls. (Figure 3/4)
4. When you are finished please turn off the monitor. (Figure 1)

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

1. Press the Power button on the left side of the monitor to turn it on. (Figure 1)
2. Connect your laptop to the VGA cable that is hanging near the monitor. (Figure 2)
3. After a brief delay you will see your laptop being displayed on the monitor (anything connected to the VGA cable will display over the cabinet computer).
5. When you are finished please turn off the monitor. (Figure 1)



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](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).*