

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: Physician Office Building – 3111

Phone Number in Room: 919-966-7226

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

Computer Display:

1. Press the button on the back right 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 simply leave this system as is. The monitor will go to sleep.

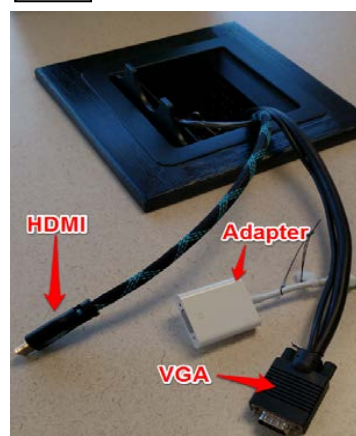
Laptop Display: In order to display your laptop, please follow the steps below:

1. Press the button on the back right side of the monitor to turn it on. (Figure 1)
2. Then connect your computer to either the HDMI cable or the VGA cable located above or in the pocket on the table (adapter is available). (Figure 2)
3. After a brief delay you will see your laptop being displayed on the monitor (anything connected to either HDMI or VGA will display over the cabinet computer).
4. When you are finished simply leave this system as is. The monitor will go to sleep.

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.