



## WELCOME TO FAIR HAVEN'S REMOTE ACCESS FOR PLANNING AND ZONING BOARD MEETINGS

### REMOTE ACCESS **BY PHONE ONLY**

- a) You will hear Board Members and hear Attendees' Questions.
  - b) You will start the log-in process again if you entered wrong # or connection is not good.
- **Smart Phone** (2 steps)
    - 1) Press 'One Tap Mobile' – click Borough's Meeting link on their website from your Smart Phone.  
You will automatically access to: Meeting Phone # and Meeting ID.
    - 2) If prompted, press #
    - 3) You will be able to 'Raise Your Hand' and ask a question.
  - **Non-Smart Phone** (3 steps)
    - 1) Enter Meeting Phone #
    - 2) When prompted, Enter Meeting ID
    - 3) Press #, If prompted, press # again
    - 4) From a land line or cordless telephone, you can press \*9 to raise your hand, if you would like to be heard/speak during public comment.

### REMOTE ACCESS **WITH PC, LAPTOP or TABLET** \*\*\* Preferred Option \*\*\*

- a) You will hear and see Board Members and hear Attendees' questions.
  - b) You will have 'Raise Your Hand' option and be able to ask a question. You will have to hover over or touch your screen to see the 'Raise Your Hand' Icon. It is at bottom of the screen (on some devices, it may be at the top of your screen).
- **Your Device – Using its Speaker and Microphone** (3 steps)
    - 1) Click on Borough's Planning or Zoning Board Meeting's.  
Remote Access URL or copy URL link into your browser.
    - 2) Download/run Zoom app (few seconds) on your device.
    - 3) When prompted, enter your Name and Email, press Enter.
    - 4) You are now in the Meeting – you will see & hear Board Member Panelists.
  - **Your Device – Has No Speaker and Microphone** (4 steps)
    - 1) Same steps as above...and in addition:
    - 2) Dial-in provided Meeting Number with Your Phone (to hear & speak).  
On your Device, you will see and be able to 'Raise Your Hand' for a question.
  - **Meeting Governance**
    - a) If you come early, you will be placed in a "waiting room" until meeting starts.
    - b) You will join 'muted' – only the Host can 'unmute/mute' during Public comments.
    - c) You press 'Raise Your Hand' icon if you have a question, the Host will see your request. **When 'unmuted', do not forget to activate your microphone when asking the question.** After your time for a question, the Host will 'mute' you again.  
If you want to be 'seen' while asking your question, then activate your webcam.

PLEASE MAKE SURE YOUR MICROPHONE IS WORKING ON YOUR DEVICE (PHONE OR PC) SO YOU CAN BE HEARD, WHEN CALLED UPON.

NOTE: IF AT THE TIME OF THE MEETING YOU ARE HAVING DIFFICULTY ACCESSING THE PROCEEDINGS OR NEED ASSISTANCE DOING SO, CONTACT JOE MULE AT 732-245-5591 OR [JMULE@FHBORO.NET](mailto:JMULE@FHBORO.NET) OR JENNIFER JOHNSON AT 732-245-6111 OR [JJOHNSON@FHBORO.NET](mailto:JJOHNSON@FHBORO.NET).

The meeting is recorded and available to Public.