



WELCOME TO THE FAIR HAVEN SHADE TREE COMMISSION'S REMOTE ACCESS MEETING

REMOTE ACCESS **BY PHONE ONLY**

- a) You will hear the Commission members and hear Attendees' Questions
 - b) You will not be able to 'Raise Your Hand' and ask a question
 - c) 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 the Historic Preservation Commission Meeting link on the 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

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

- a) You will hear and see the Commission 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 the Shade Tree Commission 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, Your Name and Email, press Enter
 - 4) You are now in the Meeting – you will see & hear the Shade Tree Commission 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 Chairman or a co-host can 'unmute/mute' during Public comments
 - c) You press 'Raise Your Hand' icon if you have a question, the Chairman will see your request
When 'unmuted', do not forget to activate your microphone when asking the question
After your time for a question, you will put on 'mute' again
 - d) 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.

The meeting is recorded and available to Public