



Allegan County 911 Policy & Procedure Board

Meeting

\ ' 2 , 2020 @ 10:00a

Connecting via Zoom Webinar



Allegan County
3283 122nd Ave
Allegan, MI 49010

STEP 1: Connect to the Zoom Site

- OPTION 1: Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 892 5873 3953, then #, then # again
- Type in Meeting Password: 102020, then #

- To raise your hand to speak, press *9
- To Mute and Unmute, press *6

<STOP here>

You do not have to continue reading the rest of the instructions.

- OR -

- OPTION 2: Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://us02web.zoom.us/j/89258733953?pwd=MUpnNjY4M3J0aEFFeFZOV0RwTONWUT09>

<Continue with the rest of the instructions>

STEP 2: Enter registration information

The screenshot shows a web browser window with the URL `zoom.us/webinar/register/WN_YneHxuk_SjqfnMwchbtUEg`. The page title is "Webinar Registration".

Registration details:

- Topic: BOC Meeting - 4/9/2020
- Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)

Registration form fields (marked as required with an asterisk):

- First Name *
- Last Name *
- Email Address *
- Confirm Email Address *

Below the form is a reCAPTCHA box with the text "I'm not a robot" and a "Join Webinar in Progress" button.

At the bottom of the page is a navigation menu with categories: About, Download, Sales, and Support.

Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name fields)
2. Click this box (points to the reCAPTCHA box)
3. Answer challenge question (points to the reCAPTCHA challenge images)
4. Click when done. (points to the "Join Webinar in Progress" button)

STEP 3: This Window will appear when connected.



STEP 4: Adjust audio settings (if needed)

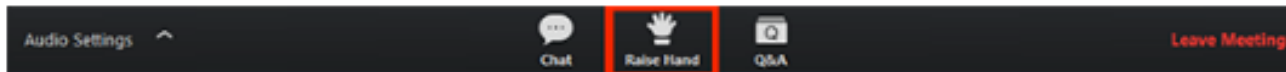
The screenshot shows the Zoom application interface. On the left, a vertical menu lists various settings: General, Video, Audio, Share Screen, Virtual Background, Recording, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The 'Audio' option is highlighted in blue. A blue arrow labeled '1' points to this menu. A second blue arrow labeled '2' points to the 'Remote Audio' option in a dropdown menu that is open below the 'Audio' menu item. The main window displays the 'Settings' panel for 'Audio'. Under the 'Speaker' section, 'Remote Audio' is selected in a dropdown menu. Below this, there are sliders for 'Output Level' and 'Volume'. Under the 'Microphone' section, 'Test Mic' is selected in a dropdown menu. Below this, there are sliders for 'Input Level' and 'Volume', and a checked checkbox for 'Automatically adjust volume'. At the bottom of the settings panel, there are several unchecked checkboxes: 'Use separate audio device to play ringtone simultaneously', 'Automatically join audio by computer when joining a meeting', and 'Mute my microphone when joining a meeting'. There are also two checked checkboxes: 'Press and hold SPACE key to temporarily unmute yourself' and 'Sync buttons on headset'. An 'Advanced' button is located at the bottom right of the settings panel. In the background, a document titled 'Economic Development - Greg King, Director ADMINISTRATIVE REPORTS:' is visible, with a section for 'CONSENT ITEMS:' containing a list item: '1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. At the bottom of the screen, a meeting control bar shows icons for 'Chat', 'Raise Hand', and 'Q&A'.

STEP 5: Raise hand to be recognized to speak.

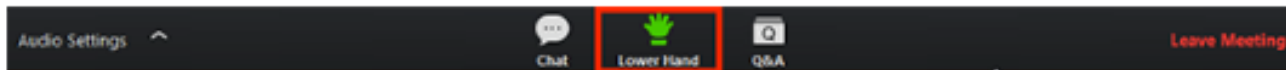
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

1. Click **Raise Hand** in the Webinar Controls.



2. The host will be notified that you've raised your hand.
3. Click **Lower Hand** to lower it if needed.



STEP 6: To leave the meeting

The screenshot shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there is a "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building, including address, phone, fax, and website. Below the header, the document title is "BOARD OF COMMISSIONERS MEETING – AGENDA". The agenda items are listed by district: DISTRICT 1 (Virtual Meeting – Connectivity Instructions Attached), DISTRICT 2 (Jim Storey), DISTRICT 3 (Max R. Thiele), and DISTRICT 4 (Mark DeYoung). The central part of the agenda lists: 1PM CALL TO ORDER; ROLL CALL; OPENING PRAYER; PLEDGE OF ALLEGIANCE; COMMUNICATIONS: Attached; APPROVAL OF MINUTES: Attached; PUBLIC PARTICIPATION; ADDITIONAL AGENDA ITEMS; APPROVAL OF AGENDA; PRESENTATIONS; PROCLAMATIONS; INFORMATIONAL SESSION: Attached; ADMINISTRATIVE REPORTS; and CONSENT ITEMS. The document footer shows "PAGE 1 OF 2" and "251 WORDS". At the bottom of the Zoom window, the meeting control bar includes "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.