



TOWN OF RAYMOND

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Participating in Raymond Board & Committee Meetings Using Zoom Webinar

Due to the Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, Raymond Boards are authorized to meet electronically.

Residents who have questions under the Public Input or Citizens questions portion of the agenda are encouraged to submit them via email to the email address on the posted agenda prior to the meeting. **For problems connecting, please call 603-895-6405 or email: torboards1@raymondnh.gov**

The public can speak or chat only when permitted by the Chair. They cannot share their video or screen.

The web site & phone numbers, along with a Meeting ID and password (if required), will be on the meeting agenda posted at the town office and at <https://www.raymondnh.gov/meeting-minutes-agendas1>. You do **not** need to install the Zoom Application. You can join from a Web Browser.

To use a computer using the Zoom Application:

1. Go to: https://zoom.us/download#client_4meeting
2. Follow the prompts to download, install the program and sign up for a free account
3. A microphone is required to speak to the board or
4. You can also connect via the telephone phone at this point if your computer does not have a speaker or microphone.

To use a smartphone:

1. Go to the Google Play (Android) or App Store (I-phone) on your smartphone.
2. Search for and download the "Zoom Cloud Meetings" app. Follow the prompts to set up an account.

To use a telephone:

1. Call the telephone number provided in the meeting agenda for the specific meeting
2. Enter the Meeting ID: XXX-XXX-XXXX provided followed by #.
3. If prompted for a Password enter it.

When joining a meeting you will automatically be muted. The public can only speak or chat during Public Input or when allowed by the Chair. Use the "Raise Hand" icon or *9 to let them know you wish to speak.

On a computer or the smartphone app, the mute button will look like a microphone. On a telephone, press *6 to unmute or mute your audio. If watching on RCTV be sure to turn your volume down.

To leave a meeting on a PC or smartphone, click "Leave meeting" in the bottom right. On a phone, simply hang up. Most meetings air on RCTV Ch 22 or 13 if you wish to watch while using the phone to participate.

Frequently Asked Questions

Is the Meeting ID the same as "Webinar ID"?

YES

There is no password on the agenda. How would I sign up to get a password?

You do not need one if there is not one on the agenda.

Which one of the three telephone numbers do I use?

Any of them.

Does this mean that only three people can "attend" the meeting via phone at one time?"

No these are pool numbers.

I get that I press *9 to ask to speak. What comes next, just wait till the chair calls on me? How do I know they calling on me?

They would have to acknowledge you. You would hear something like "the person with the number 896-xxxx you are able to speak.

The RCTV host sets your ability to speak and you hear a prompt that tells you to unmute your microphone. You then use *6.

Typically if you do not hear it the RCTV host will prompt you verbally.

I understand how to mute and unmute. When/why would I want to mute?

If there was a problem with loud background noises in your room or you forget to turn down your television.

Is there a way to test this before a meeting?

No, there is not.