

2022 Passaic County Open Space, Farmland, & Historic Preservation Trust Fund

WEBEX CONFERENCE ACCESS INSTRUCTIONS

To join using your computer:

Logon to the Cisco WebEx Meeting Application at the following link:

<https://passaiccounty.webex.com/passaiccounty/j.php?MTID=m2848b83e0fb79d7acfb8ce77cb54783e>

Password: PCOpenSpace

If your computer has a built-in microphone and speakers, you will be able to participate in the meeting at this point. If your computer does not, or you are unsure, please see the next section on using a phone to dial into the conference call.

To join using your phone: Call (408) 418-9388 and enter the meeting number when prompted to join the conference call (Meeting Access Code: 233 888 85444). When prompted for the attendee number, just hit the # key to enter the meeting.

SAMPLE WEBEX SCREEN

The screenshot shows the Cisco WebEx Meetings interface. At the top, there is a menu bar with 'File', 'Edit', 'Share', 'View', 'Audio', 'Participant', 'Meeting', and 'Help'. Below the menu bar, the host's name 'Sal Presti (Host)' is visible. The main area displays a large green 'SP' logo. At the bottom, there is a toolbar with icons for microphone, webcam, screen sharing, chat, and other functions. Red arrows point from text boxes to these icons. The text boxes explain the microphone and webcam status (gray for active, red for muted) and the chat function (bubble icon, text box, and 'To:' bar). The chat text box contains the instruction: 'Type your questions here during PUBLIC COMMENT or during TESTIMONY on any specific application'. The system tray at the bottom shows the time as 4:03 PM on 3/31/2020.

Microphone - When the microphone icon is GRAY you can be heard by all participants. When it is RED you are muted. Members of the public will be muted when entering so make sure to unmute before speaking during the public comment period or during testimony on a specific application.

Webcam - When the camera icon is GRAY you will be seen by all participants if you are using a webcam on your computer. When it is RED only an icon or initials will be seen by all. Please make sure to check this setting once entering the session.

Chat - The chat function is controlled by the bubble icon and the text box on the right hand side. If you would like to submit a comment in writing or notify the moderator that you would like to discuss an item during any comment period click on the chat bubble until it turns blue and enter a question in the text box to the right. The To: bar above the text box controls who receives the message. Please keep that set to everyone as it is a public meeting.