

Virtual Meeting Access Instructions

The City of Trenton Planning Division, Planning Board, Zoning Board, Landmarks Commission are going to be holding virtual meetings in compliance with the New Jersey Open Public Meetings Act to ensure the safety of the public and continuity of government services.

Join Our Meeting

You can participate in the meeting in Desktops or through a Telephone conference call in.

PC Login Steps

1. Go onto the city of Trenton website at <https://trentonnj.org>
2. Select the board meeting you are looking to join and click the hyperlink.
3. From there, you will join the City of Trenton Microsoft Teams public meeting.
 - a. *We would like to recommend that you **turn off** your video feed and **mute** until it is your turn to speak to ensure video feeds of presenters and other participants stream smoothly. Make sure the slides for Camera and Microphone are slid to **off**.*

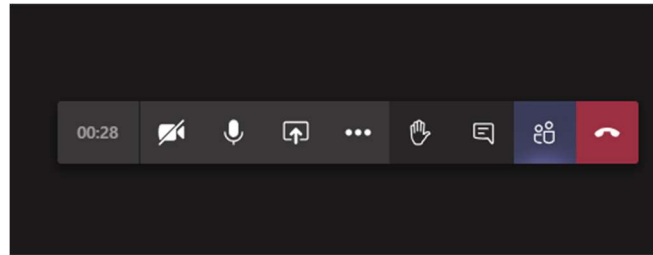


i.

PC/Desktop Computer Participation How-To

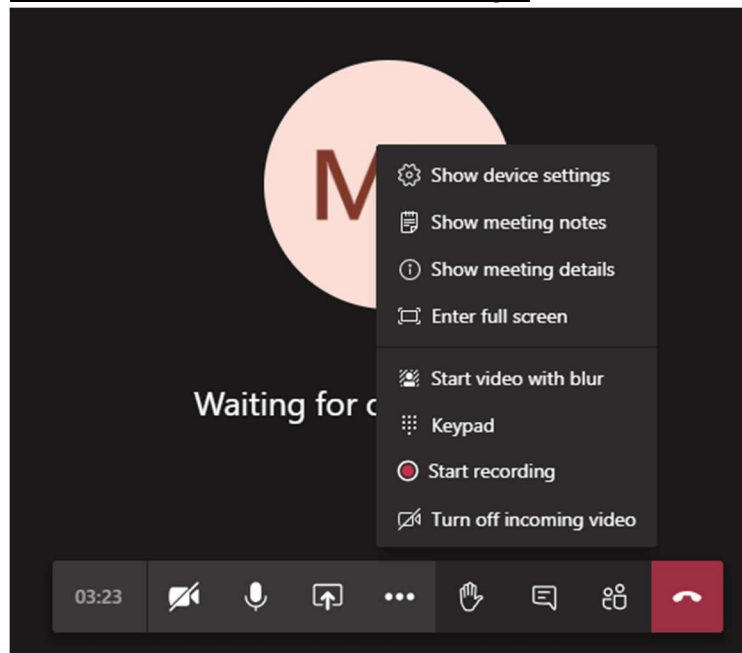
1. To ask a question or make a public comment:
 - a. First, post your question or request to speak by
 - i. Live Events: click the **Q&A** icon.
 - ii. Meetings: Click the **Conversation Icon** on your video toolbar after you join the meeting.
 - b. After that, a moderator will let you know they received your request and let you know when you can speak.
 - c. When its your turn, the moderator will give you presenting privileges to speak during the meeting. Make sure your **Microphone** is turned on!

d. Video Toolbar (from left to right)



- i. **Conference Timer**
- ii. **Camera Setting (On/Off)**
- iii. **Microphone Setting (On/Off)**
- iv. **Share Screen**
- v. **(...) More Features Button** (see below)
- vi. **Raise Hand**
- vii. **Conversation Icon**
- viii. **Hide Participants**
- ix. **Leave Call**

e. More Features Button(...) from Left to Right



f.

- i. **Show Device Settings:** helps you select your microphone, speakers, and camera.
- ii. **Show Meeting Notes:** A digital notepad where document files, such as a digitalized agenda, are stored for the public to access.
- iii. **Show Meeting Details:** Shows location/call in number for public meeting if someone you know is trying to call in.
- iv. **Enter Full Screen:** Enables the meeting to take up your whole screen.
- v. **Start Video with Blur:** for presenters – helps you block out your background without losing the image of you on camera.

- vi. **Keypad**
 - vii. **Start Recording:** If enabled, allows attendee to record the meeting and download recording to their browser.
 - viii. **Turn off incoming Video:** Turns off the video feed but keeps the audio feed on. This feature is good for participants who might want to listen in on the meeting but don't necessarily need to watch.
2. How to follow along on a digital agenda (when available)
 - a. Go to the "Meeting Notes" tab
 - b. Select the agenda's meeting notes file.
 - c. From there, you can open the agenda and take notes throughout the meeting!

Virtual Meeting Etiquette

Virtual Meetings, in order to proceed smoothly and in compliance with law and custom of public participation, will require participants' efforts on maintaining proper etiquette during an online meeting.

1. When members of the public log in, please mute your microphone until it is your turn to speak.
2. During the public comment phase of the meeting, please **raise your hand** by clicking the hand icon.
 - a. **Note:** If doing a Live Event, use the Q&A button. Type your question or request for public comment in the compose box, and then select **Send**. A moderator monitoring the chatlog will get back to you.
3. Please consider turning off your camera feed if you are not presenting anything, as it helps alleviate the stress load on the virtual meeting platform.

To listen in on the Telephone

1. Call the listed phone number and enter the conference ID number.
2. After that, you will be put into a lobby where the public meeting moderator will get you into the meeting.
 - a. *If you can, please mute your phone so that way the meeting does not pick up any ambient noise.*
 - b. ***If you are calling into a public and would like to speak during a public comment, during the public comment section give your name and last four digits of your phone number. The moderator will take down your information and let you know when it is your turn to speak.***

Contact Help

Any questions or help logging into a Virtual Public Meeting can be directed to Mike Valiant at

- mvaliant@trentonnj.org (please title your subject "Virtual Meeting Login Help")
- Phone (during business hours): 609-989-3565