

Madera County Water Market Webinar

Understanding Concerns (Meeting #2)
Thursday, April 30, 2020, 3:00 – 5:00 pm

Audio & Webinar Guide

PARTICIPATE IN ENGLISH	PARTICIPATE IN SPANISH
<p data-bbox="428 583 623 615"><u>Via Telephone:</u></p> <ul data-bbox="321 625 716 737" style="list-style-type: none"><li data-bbox="321 625 688 657">• Call-in: +1-913-227-1201<li data-bbox="321 663 716 695">• Toll free: +1-866-705-2554<li data-bbox="321 701 711 737">• Participant code: 783939# <p data-bbox="440 785 612 816"><u>Via Webinar:</u></p> <p data-bbox="207 821 846 852">http://kearnswest.adobeconnect.com/madera/</p>	<p data-bbox="1101 583 1295 615"><u>Via Telephone:</u></p> <ul data-bbox="997 625 1403 737" style="list-style-type: none"><li data-bbox="997 625 1370 657">• Call-in: +1-669-990-9128<li data-bbox="997 663 1403 695">• Meeting ID: 559 853 7671#<li data-bbox="997 701 1305 737">• Password: 689918# <p data-bbox="1112 785 1284 816"><u>Via Webinar:</u></p> <p data-bbox="883 821 1516 894">https://us02web.zoom.us/j/5598537671?pwd=WHgwTUwwYWdHRk1uRTcvRDNWR010UT09</p>

*Due to the unusual volume of remote/phone meetings around the country during this time, you might experience issues dialing in. You may need to retry dialing in multiple times before you are connected.

Technical Assistance

1. Before the webinar begins, we will open the webinar/phone lines at 2 p.m. to provide participants with technical assistance. You may use the chat function or call in for this assistance.
2. During the webinar, please contact the following for assistance
 - a. **English:** For technical assistance with telephone access in English, contact Kim Witten at (559) 598-0301 or Kim.Witten@MaderaCounty.com
 - b. **Spanish:** For technical assistance with telephone or webinar access in Spanish, contact Reyna Castellanos at (559) 853-7671 or reyna@consultant.com
 - c. **Webinar:** For webinar technical assistance in English, chat with Jorge Kalil using the webinar chat function (described on page 8) or email him at jkalil@kearnswest.com

Zoom (Spanish) Set Up

1. **Ingrese a Zoom:** Mediante el enlace o la invitación que recibió; si no ha recibido o tiene a la mano, ver detalles después del punto 6 de “*Funciones Dentro de Zoom*”.
2. **¿Primera vez?** Descargue a su computadora el programa yendo a <https://zoom.us/> o descargando la aplicación Zoom en su Teléfono yendo a su tienda de aplicaciones. Cuando finalice la descarga seleccione el botón “Ejecutar”, seguir al siguiente punto.
 - a. **¿Ya ha usado Zoom?** Se le pedirá confirmación para abrir el programa de videoconferencia. Seleccione el botón “Abrir Zoom Meetings”
3. **Cuando finalice de abrir Zoom Meetings**, seleccione en el botón “Entrar al audio por computadora”, o recibir llamada de la Reunión para conectarse con el audio en su Teléfono. Si está utilizando su Teléfono, automáticamente se conectará a su audio del Teléfono. Con este último paso habrá ingresado a reunión.
 - a. **Ahora, poner su computadora o Teléfono en silencio para que se escuche la traducción. Enseguida explicamos como hacer preguntas y/o comentarios.**

Funciones dentro de Zoom:

1. **Para silenciar su micrófono**, seleccione “Silenciar”
2. **Para activar su micrófono**, seleccione “Re-Iniciar Audio”
3. **Para apagar su cámara**, seleccione “Detener video”
4. **Para iniciar su video**, haga clic en “Iniciar Video”
5. **Para levantar la mano**, y de esta manera solicitar la palabra, seleccione “Participantes” y luego en el botón “Levantar la mano” El moderador puede bajarle la mano, pero en caso de que usted quiera bajarla, en la lista de participantes seleccione el botón “Bajar la mano”.
6. **Para chatear** con los moderadores u otros participantes seleccione el icono “Chatear”

Videoconferencia por medio de la Plataforma Zoom:

Tema: Condado de Madera, Videoconferencia

Fecha y Horario: 30 de abril del 2020 a las 03:00 PM Tiempo Pacifico

Enlace para unirse a la Videoconferencia de Zoom:

[Presione Aquí Para Ver La Videoconferencia](#)

ID de la Videoconferencia: 559 853 7671

Contraseña: 689918

Llamada Directa Usando Teléfono/Teléfono de Un Solo Paso

+16699009128,,5598537671#,,#689918#

Teléfono: 669-990-9128

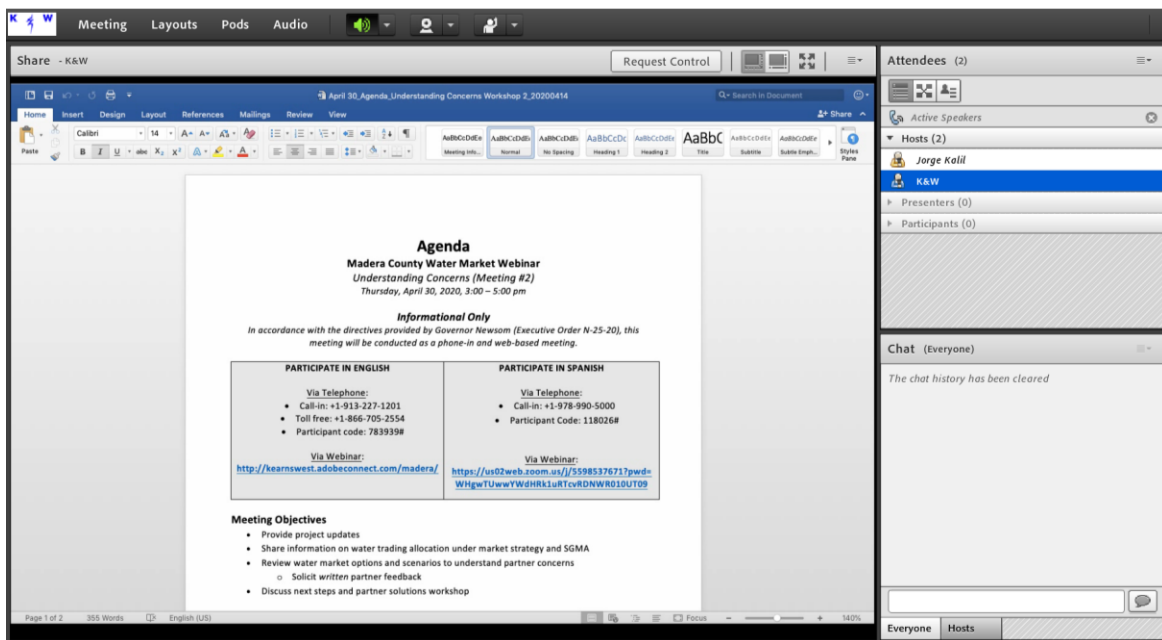
ID del Videoconferencia: 559 853 7671#

Contraseña: 689918#

Adobe Connect (English) Set Up

Download the Adobe Connect Application the day before the meeting for seamless webinar access.

1. Click on the webinar link: <http://kearnswest.adobeconnect.com/madera/>
2. Select “Open in Application” (vs. “Open in Browser”)
All participants have the choice to Open in Application or Open in Web Browser. For better sound quality and connection, opening in the Application is recommended for all participants, if possible.
3. The meeting login screen will appear. If you do not have a username or password for the Adobe account, choose **Enter as a Guest**, *type in your first and last name and affiliation*, and click **Enter Room**.
4. You will enter the webinar as shown below. If the meeting host has not yet arrived at the meeting, you will be placed in the waiting room with music until the host arrives.



Connecting to Webinar Audio

Due to the unusual volume of remote meetings around the country, you might experience issues with any of the below three methods. Please attempt a different method should you run into connectivity/audio quality issues.

RECOMMENDED SETUP: If possible, to ensure stable webinar and audio quality and reliability, we recommend that you:

- Use a hardline internet connection to your computer. This means an ethernet cord directly connected to your computer rather than a WiFi connection.
- Use a corded headset or landline. Avoid using bluetooth headphones.

Open Audio Conference Options

1. Once you have logged into the Adobe Connect meeting, navigate to the top bar and **click on the phone icon.**



2. When prompted, select from the following audio conference options and click on the Join box at the bottom:



Select Audio Option

*Click on your preferred option

<p><u>Option A: Dial-out</u> <i>Receive a call from the meeting to your phone</i></p>	<p>Recommended if you have good phone coverage.</p>
<p><u>Option B: Using Microphone</u> <i>Computer / Device (Voice over internet)</i></p>	<p>Recommended if you have reliable internet connection and poor phone coverage.</p>
<p><u>Option C: Dial-in via Phone</u></p>	<p>Recommended if you have good phone coverage.</p>
<p><u>Option D: Phone Call-in Only</u> <i>No Webinar</i></p>	<p>Recommended if you have no internet access.</p>

A. DIAL-OUT (Receive a call from the meeting)

Recommended for those who have **good cell phone coverage.**

1. Select **DIAL-OUT** from the **Join Audio Conference** window and type your phone number (area code and 7-digit number) into the green box.



2. Shortly after selecting **Join**, you will receive a call from (719) 578-0700. On the line, you will be asked to dial 1 to connect to the meeting.



3. You can **Mute and Unmute** your line by clicking on the green phone.



B. Using Microphone (Computer/Device)

Recommended for those who have **stable and reliable internet**.

1. Select the **Using a Microphone** option from the Join Audio Conference pop up.
2. Select **Join**, the phone icon will turn into a green microphone. This indicates that both your microphone and speaker are connected, thus allowing you to listen to the meeting and provide audible comments.



3. To **Mute and Unmute** your microphone, click on the green microphone.



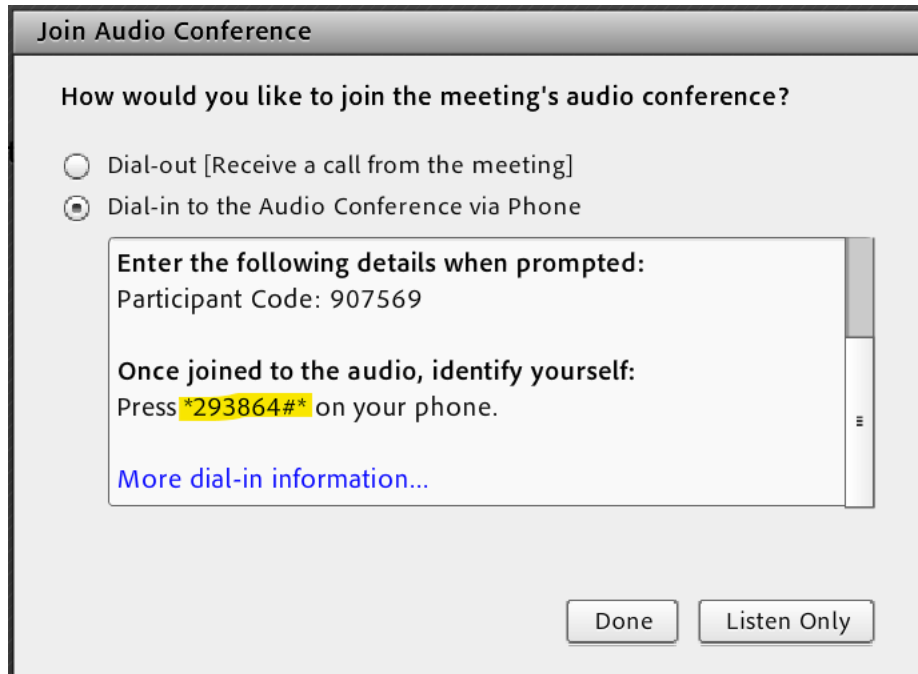
C. Dial-In to the Audio Conference via Phone

Recommended for those who have **good cell phone coverage**.

1. Select the **Dial-in** option from the **Join Audio Conference** window.
2. Call the number provided on the screen and, once prompted, insert the participant code followed by the # key:



3. Scroll down to access your unique code highlighted in the figure below that will connect your phone number to your webinar identity:



4. Click **Done**. Your audio will now be connected to the meeting.
5. If you are having trouble calling into the US (Toll) number, you can call the US (Toll Free) number, which connects you to the meeting:
 - **Phone Line:** 1-866-705-2554
 - **Participant Code:** 907569

D. Phone Call-in Only (No Webinar)

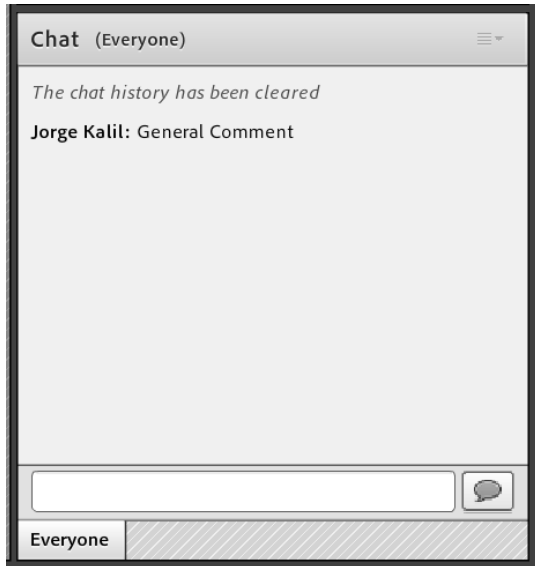
If you do not have internet or computer access, you can simply call into the meeting. To do so please use the following dial-in information:

- **US:** 1-913-227-1201
- **US (Toll Free):** 1-866-705-2554
- **Participant Code:** 907569

IMPORTANT REMINDER

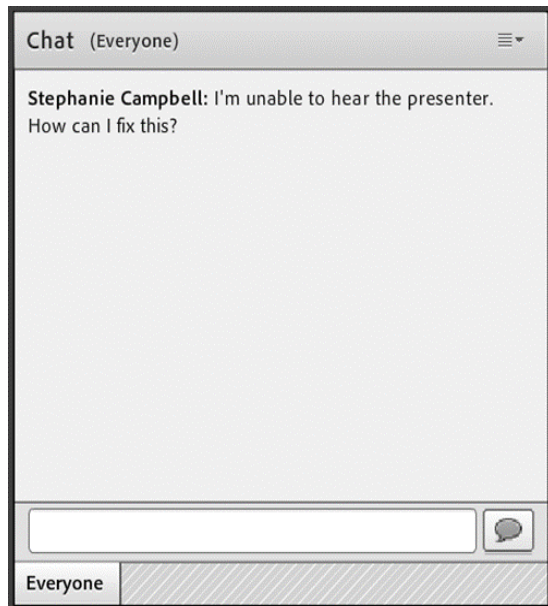
Please **MUTE** your audio when you are not speaking in order to minimize background noise. Thank you!

General Comment



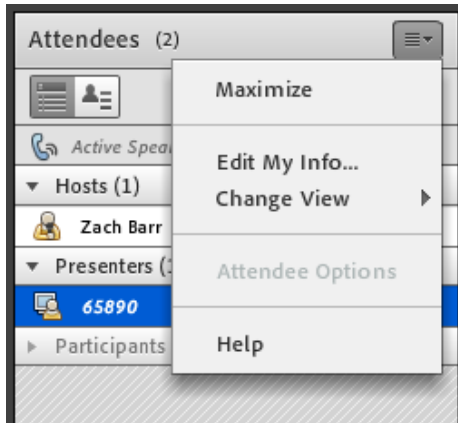
1. To provide public comment, navigate to the Chat pod in the bottom right corner.
2. In the empty field, type the text **Comment, your name and organization.**
3. Hit enter or click the send icon to send the message to the entire group and wait for cue from facilitator to speak.

Chat



1. If you have a technical issue or clarifying question, navigate to the Chat pod in the bottom right corner.
2. In the empty field, type your question.
3. Hit enter or click the send icon to send the message to the entire group.

Changing your name after registration



1. If you would like to change your name after entering the meeting, go to the **Attendee Pod**, located at the top right of the display.
2. On the Attendee Pod, select **Pod Options**, located at the top right.
3. Select **Edit My Info** from the menu, and a window should appear (see below).
4. Type in your preferred name in the **Edit Name** field, and select **Ok**.

A screenshot of a dialog box titled '65890's Information'. It has two main sections: 'Edit Name' and 'Phone Number'. The 'Edit Name' section has a text input field containing 'Stephanie Anagnoson'. The 'Phone Number' section has a dropdown menu set to '+1 (USA)' and a text input field containing '2153272884'. At the bottom right, there are 'OK' and 'Cancel' buttons.