Town of Bassano Council Meeting
Monday, September 21, 2020 starting at 6:00 p.m.

Virtual Meeting Access Information

Click to join from a computer or mobile device – https://call.lifesizecloud.com/5254680.

PASSWORD: A password is not required to access the meeting.

Using Lifesize:
Follow these helpful tips to make your Lifesize meeting experience a pleasant one.

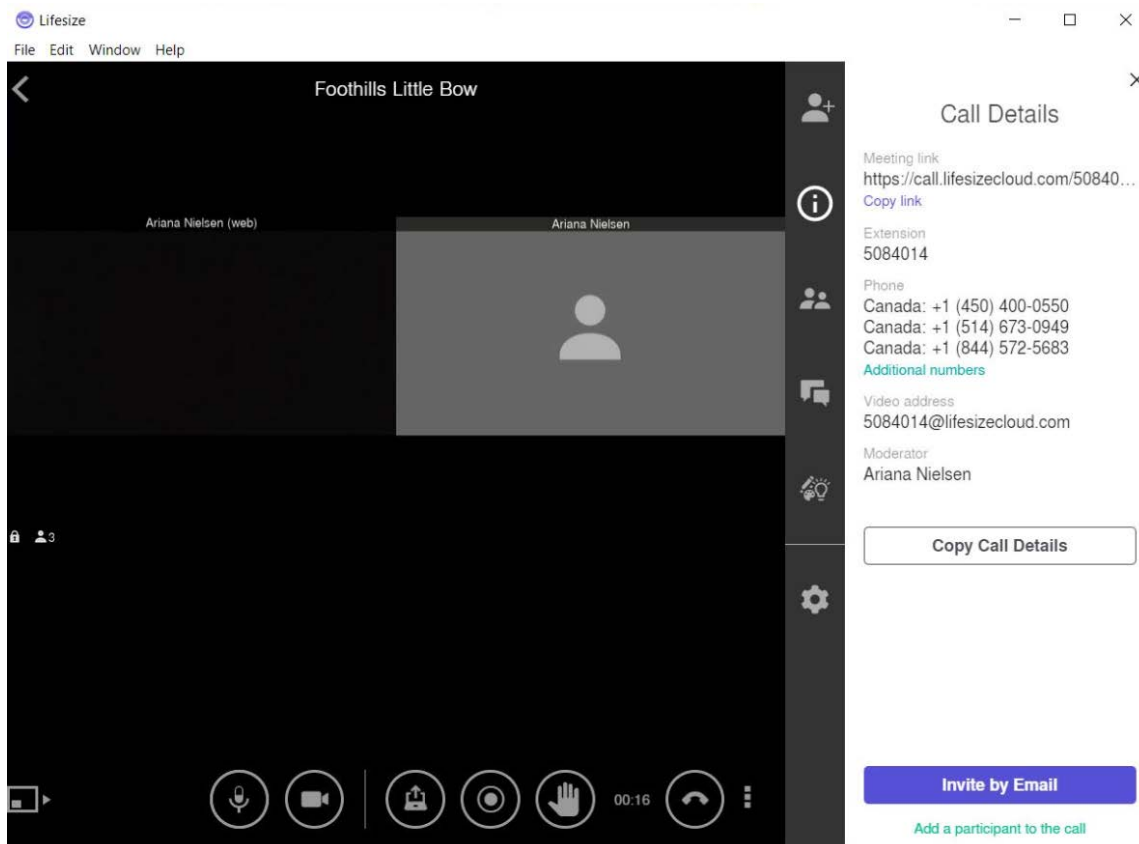|	
	Keep your microphone muted unless you are speaking. This reduces background noise which can cause other people's sound to cut out. If you leave your microphone unmuted, the moderator may mute it for you.
	Use the "Raise Your Hand" feature to indicate that you would like to speak. It is likely that there will be more participants in this meeting than will be visible on the screen at one time. Using the "Raise Your Hand" feature will ensure the moderator gives everyone a chance to speak (rather than watching the individual video squares for waving hands). Your hand remains raised until either you lower it or the moderator lowers it for you.
	Use a headset with a microphone or headphones/earbuds Sometimes the audio coming out of your devices speakers interferes with the sound of you speaking into your microphone, creating a feedback loop. To avoid this, we recommend that you listen to the meeting audio with headphones or earbuds.
	Connect to the internet via an ethernet cable rather than wifi, if possible A hardwired internet connection is more likely to be stronger than wifi
	If you are having issues with the Lifesize app, try connecting through a web browser Lifesize support has told us that meeting participants that are having repeated issues with the desktop client or mobile app may have better success connecting through a web browser (preferably Chrome).
	Make sure you can connect prior to the meeting The meeting is active and you are welcome to connect at any time to make sure your equipment is set up and working properly. We also recommend that you connect 10-15 minutes prior to the start of the meeting to ensure everything is working properly.

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Joining a meeting from the desktop client or app
Meeting link: https://call.lifesizecloud.com/5254680.

Clicking the link will launch the desktop client or app. If you do not have the desktop client or app installed, you will be prompted to install it.
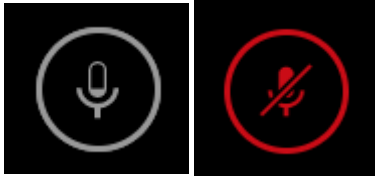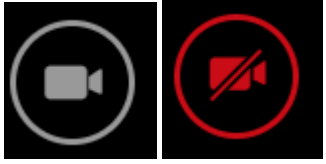
Check your audio/video settings and join the meeting. If you are successful, you will see a screen similar to this one.

Lifesize Controls
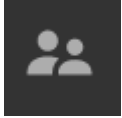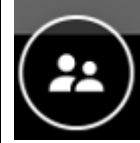There are a set of buttons across the bottom that you can use during the meeting. Here are descriptions of the ones that you will most likely be using.

	Microphone Controls Click this button to toggle your microphone off and on. Please keep your microphone off unless you are speaking. A moderator can also mute your microphones.
	Camera Controls Click this button to toggle your camera off and on.
	Share Screen Click this button to start sharing your screen. Click it again to turn screen sharing off.
	Raise Your Hand Click this button to indicate to the meeting moderator that you would like to speak. If your hand is raised, the button will turn green. Other meeting participants will get a notification and an icon will appear by your name in the list of participants. Click the button again to lower your hand. A moderator can also lower all hands.
	Leave Click this button when you are ready to leave the meeting.

		Participant List Clicking this button will allow you to view the list of meeting participants.
Appears in the vertical menu bar in the client	Appears in the horizontal menu at the bottom of the web client window	