

Telephone / Cell Phones Connections:

All external lines will be muted upon entry.

When called upon for comments by the Board,



1. A user must have his or her own device unmuted.
2. The user may then unmute his or her conference line by keying * 6

To...	Enter...
Mute your microphone	*6
Unmute your microphone	*6


Computer / Application Connections:

If connected via web application or computer, the user should look for the microphone symbol and click to mark it as clear, not red.

You can mute yourself so that everyone can concentrate on what's being discussed.

While you're on a call or in a meeting, select  at the bottom of the meeting window. You'll know it's working when the button turns red, .

If you want to unmute yourself, select . Others can hear you when the button turns gray.

When you're muted and move away from the call controls, the mute button moves to the c of your screen and fades in color  to indicate that you're still muted.