

# Virtual Listening Session

Oregon Public Library  
Tuesday, November 9, 2021  
6:30-7:30 PM



## Join the Listening Session:

This session is being held via Zoom. It is being recorded by OCA Media. You can attend the listening session using a device with an internet connection or by telephone using the directions below:

### Join by Internet:

- Click on this link to join the listening session:
  - <https://us02web.zoom.us/j/82678965077?pwd=bnBxUGJlOEtlUWmdiSHlvSUJXeMtyUT09>
  - Meeting ID: 826 7896 5077
  - Passcode: 257775
- Using this method requires: a device with an internet connection, speakers, and microphone. A webcam is optional.

### Join by Telephone:

- Call 1-312-626-6799 US (Chicago)
- Follow the menu prompts to enter the meeting:
  - Meeting ID: 826 7896 5077
  - Passcode: 257775
- Dial \*6 to mute or unmute your microphone.

### Questions about Zoom?

- [Download the Zoom Quickstart Guide](#) (PDF) created by library staff at <https://bit.ly/3k29Am2> for more information on using Zoom or contact the library for assistance.

## How to Participate:

- Please mute your microphone, except when it is your turn to speak.
- Each person who wants to speak will have one 3-minute turn.
  - If you have additional comments to share, complete our online comment form at [www.oregonpubliclibrary.org/feedback](http://www.oregonpubliclibrary.org/feedback)
- Raise your hand if you want a turn to speak (see below).
- Your name will be called when it is your turn to speak.

- When your turn is done:
  - Please mute your microphone.
  - You can choose to stay and listen to others or you may choose to leave the listening session at any time.

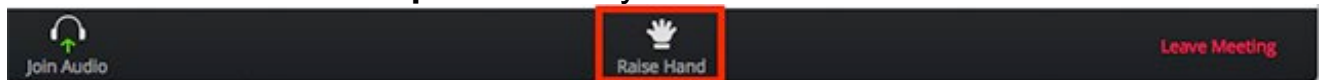
## Raising Your Hand:

Use the “Raise Your Hand” feature to request a turn to speak.

For telephone attendees, dial **\*9** to raise your hand and request a turn to speak.

For internet attendees, choose the **Raise Hand**  icon to raise your hand or use one of the keyboard shortcuts.

- On a Windows pc: **Alt + Y** keyboard shortcut
- On a Mac: **Option + Y** keyboard shortcut

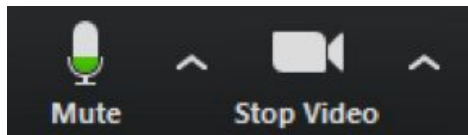


If you have trouble, you can raise your actual hand (if using a webcam) or wait for a chance between other speakers to tell us you’d like a turn.

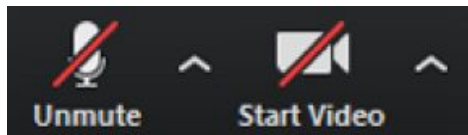
Visit Zoom’s [Raising Your Hand](#) page for more information.

## Enable/Disable Mic and Video

Use the Zoom menu to mute or unmute your mic or share or stop sharing your video.



You are unmuted and sharing your video. Click the icons to mute or stop sharing your video.



You are muted and not sharing your video. Click the icons to unmute or share your video.

For telephone attendees, dial **\*6** to mute or unmute.