

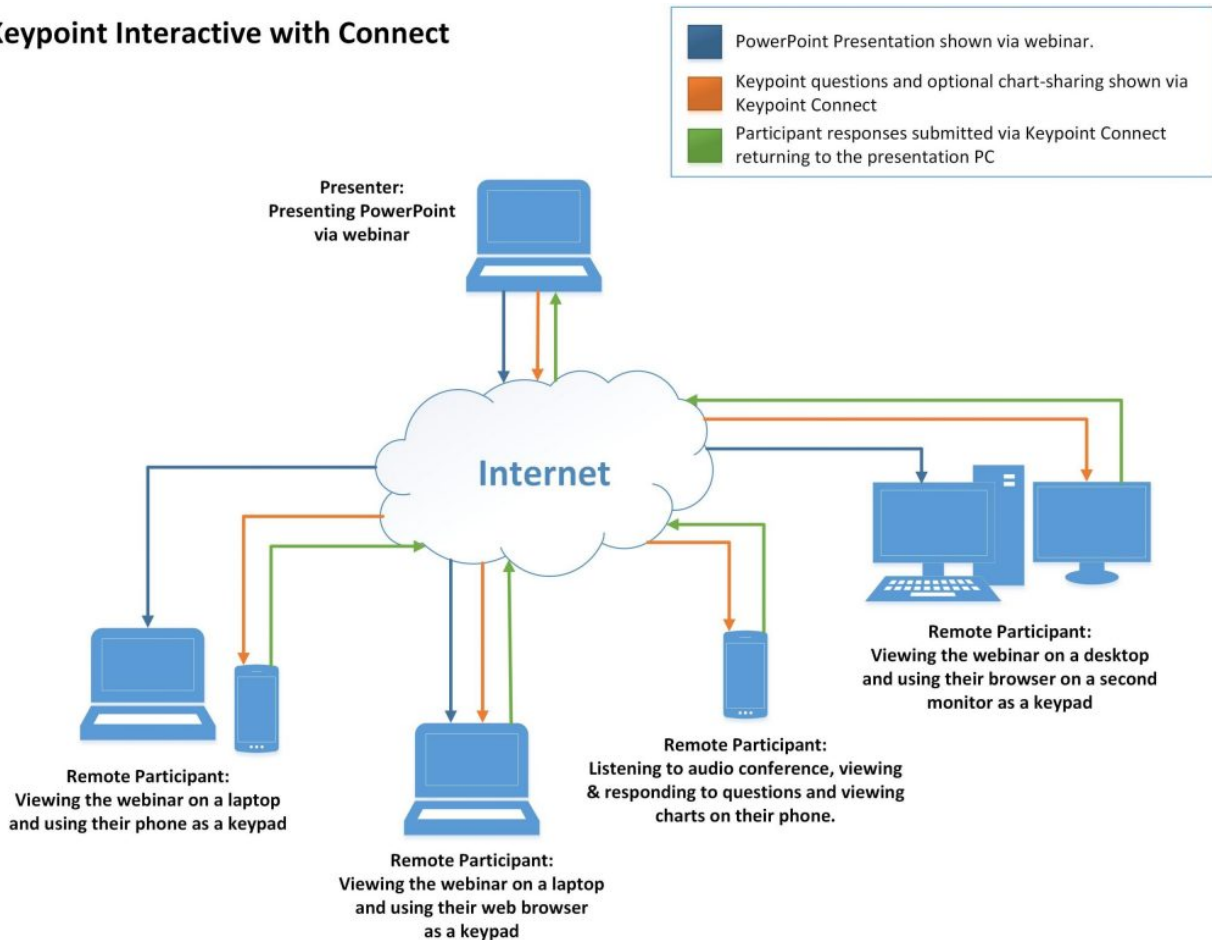
## Virtual Town Meeting Member Voting Process

***Please note that remote voting is for the use of registered Town Meeting Members only. Pursuant to Town Meeting rules – non-members may not speak unless recognized and authorized by vote***

To attend virtually, Town Meeting members will connect to the Town Meeting Zoom webinar. They will also connect to a virtual keypad for voting. The webinar and voting keypad can be opened in 1 of 4 ways as illustrated below. If you feel you have a slow internet connection, you can also opt to call into the Zoom Webinar using the credentials that were sent to you when you registered for virtual attendance. Each registration is unique to you and cannot be shared.

***Each Town Meeting Member who wishes to attend and vote remotely is required to have their own unique email address. If two household Town Meeting members share an email address, only one may vote from that email.***

### Keypoint Interactive with Connect



***\*\* Please note that Milford Town Hall will not be able to provide remote support to Town Meeting Members or attendees who plan to participate remotely. Remote participation requires the use of your home/office internet connection(s). If you have connections issues, you will need to contact your Internet Service Provider for support. If you are experiencing computer problems, please contact your local computer repair service. Milford Town Hall will not be able to loan laptops or devices for remote participation. If you have questions on the voting procedure, please contact Milford's Information Technology Director, Christopher George at [cgeorge@milfordma.gov](mailto:cgeorge@milfordma.gov).***

***\*\*By virtue of registering for remote participation, you waive any and all claims against the Town of Milford for technical failures or for system and connectivity failures, or otherwise having your vote not reported or recorded.***

When you open the virtual keypad on your browser or mobile device it will look similar to the illustration below. As each Article is presented, the virtual voting keypad will display the article with a brief description. Each participant will then see the option of voting Yes or No. When asked by the Town Moderator for a vote, you will be able to click Yes or No. **Once you vote, you may NOT change your vote. Be sure you are voting accurately.**



## Virtual Keypoint Voting Terminal Requirements

**Internet Explorer is NOT SUPPORTED for Virtual Voting Terminal**

Supported Web Browsers:

Windows: Edge 12+, Firefox 27+, Chrome 30+

macOS: Safari 7+, Firefox 27+, Chrome 30+

Linux: Firefox 27+, Chrome 30+

### **Supported Mobile Devices:**

*Note: Tablets running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.*

iOS and Android devices supported.

## Using Zoom Webinar as a Panelist

Registered Town Meeting members will receive a Zoom Webinar Panelist link. Panelists, as opposed to attendees who are view-only participants, are full participants in a webinar. Panelists may mute or unmute themselves. Panelists have full view of the attendee lists. Panelists may chat with the zoom host. (Zoom Host will be Information Technology Director and he will be seated next to the Town Moderator). To be recognized to speak, Panelists may click “Raise Hand” as illustrated below.

#### Zoom Desktop Client

1. Click **Raise Hand** in the Webinar Controls.



2. The host will be notified that you've raised your hand. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.
3. Click **Lower Hand** to lower it if needed. This will not mute yourself if you are unmuted.

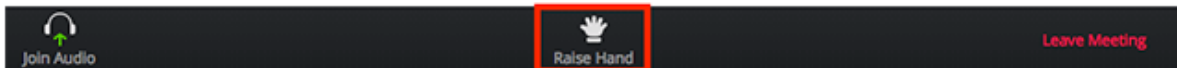


#### Note:

- **Windows:** You can also use the **Alt+Y** keyboard shortcut to raise or lower your hand.
- **Mac:** You can also use the **Option+Y** keyboard shortcut to raise or lower your hand.

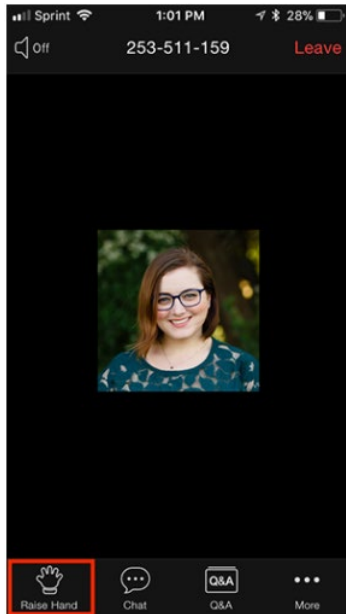
#### Zoom Web Client:

1. Click **Raise Hand** in the webinar controls.



2. The host will be notified that you've raised your hand. If the host allows you to talk, you may be prompted to unmute yourself. While unmuted, your profile picture and name is displayed to the host and panelists. Only your name is displayed to other attendees.
3. Click **Lower Hand** to lower it if needed.

#### IOS/Android Device



Once raised, the Zoom Host will, at the Town Moderators acknowledgement, allow the remote participant to speak on the article or issue raised within the Town Meeting. Panelists speaking must still state their name and precinct before addressing the meeting and moderator. A special phone device is being integrated with this meeting so the in-person Town Meeting members, Committee Chairs, Selectmen and Town Moderator will be able to speak normally and their voice will be transmitted into the Zoom Webinar. Video from the meeting will be a feed from the camera operators on location so virtual participants will be able to see all members in both rooms. Panelists will be able to ask questions on zoom and respond accordingly. Zoom Q&A is only viewable to the Zoom Host.

If you have connection, performance or technical issues during the meeting using zoom, you can always call into the meeting using the telephone number in the registration. To raise your hand by phone, follow the illustration below.

If you join the webinar by phone, dial \*9 to raise your hand.

**Note:** You can't use a phone to lower your hand.

## Zoom Webinar System Requirements

An internet connection – broadband wired or wireless (3G or 4G/LTE) – Connection must have adequate speed

Speakers and a microphone – built-in, USB plug-in, or wireless Bluetooth

A webcam or HD webcam - built-in, USB plug-in, or:

An HD cam or HD camcorder with a video-capture card

Note: See the list of <https://support.zoom.us/hc/en-us/articles/360026690212>

Virtual camera software for use with broadcasting software like OBS or IP cameras

Note: For macOS, Zoom client 5.1.1 or higher is required.

---

Supported Operating Systems:

macOS X with macOS 10.9 or later

Windows 10\*

**Note: Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. *S Mode is not supported.***

Windows 8 or 8.1

Windows 7

Ubuntu 12.04 or higher

Mint 17.1 or higher

Red Hat Enterprise Linux 6.4 or higher

Oracle Linux 6.4 or higher

CentOS 6.4 or higher

Fedora 21 or higher

OpenSUSE 13.2 or higher

ArchLinux (64-bit only)

Supported tablet and mobile devices

Surface PRO 2 or higher and running Win 8.1 or higher

**Note: Tablets running Windows 10 must run Windows 10 Home, Pro, or Enterprise. *S Mode is not supported.***

iOS and Android devices

Blackberry devices

Supported Web Browsers:

Windows: Internet Explorer 11+, Edge 12+, Firefox 27+, Chrome 30+

macOS: Safari 7+, Firefox 27+, Chrome 30+

Linux: Firefox 27+, Chrome 30+

**Note: Some features in the web client are not supported on Internet Explorer.**