



TOWN OF DEERING
Board of Selectmen
762 Deering Center Road
Deering, NH 03244

Town of Deering

Remote Participation in Public Meetings Using Teleconferencing

The Town of Deering is using teleconferencing vendor Zoom to provide access to public meetings via landline; cell phone; smartphone; or tablet, desktop, laptop equipped with audio.

Please submit public meeting agenda concerns, issues, comments for consideration to the Town Administrator by mail, email administrator@deering.nh.us or phone call 603-464-3248 at least 48 business hours in advance of the meeting.

Conference quality varies with equipment. A laptop or desktop equipped with audio provide the best experience, followed by a smart phone or tablet using the Zoom app.

YOU DO NOT NEED TO HAVE A ZOOM ACCOUNT TO PARTICIPATE.

1. You may listen to a meeting using a landline, cell phone or tablet, desktop/laptop computer equipped with audio speakers.
 - a. If using a landline or cell phone, call the number on the **public notice or invitation** (for most public meetings **1-645-558-8656**) and follow the prompts. Use the **password** on the public notice or invitation (for most public meetings **432269**)
 - b. If using a desktop, laptop or tablet computer use your web browser to go to www.zoom.us in the top right corner of the screen click on join a meeting.



c. If using a smart phone or tablet, **download the Zoom App** from either the Apple App Store or the Google Play Store. For these devices search "ZOOM Cloud Meetings".

2. When using the device App or Webpage, once you have Zoom up on your screen, click "**Join a Meeting.**"
3. When prompted for a Meeting ID, enter the meeting id # from the **public notice or invitation without the dashes**. Most public meetings will have **Meeting ID: 369 272 7208 Password: 432269**
4. After joining, you will enter a waiting room until the meeting starts. You may need to click "Join Audio / Video" to be heard / seen. **Please try to log in a few minutes before the start of the meeting in case you run into any issues.**
5. If you have problems joining the meeting via Zoom please call 603-464-3248 and someone will try to assist you.

***IMPORTANT** – all microphones will be muted unless the chair or meeting moderator is accepting public comment. If you need to make a comment press *9 on your phone to "raise your hand"

For questions please contact us during regular business hours Monday-Thursday 8am-4pm, Executive Assistant Diane Kendall assistant@deering.nh.us or call 603-464-3248.