

Town of Brookfield

Procedure for Hosting Remote Meetings at the Brookfield Town Hall Banquet Hall

PURPOSE AND SCOPE

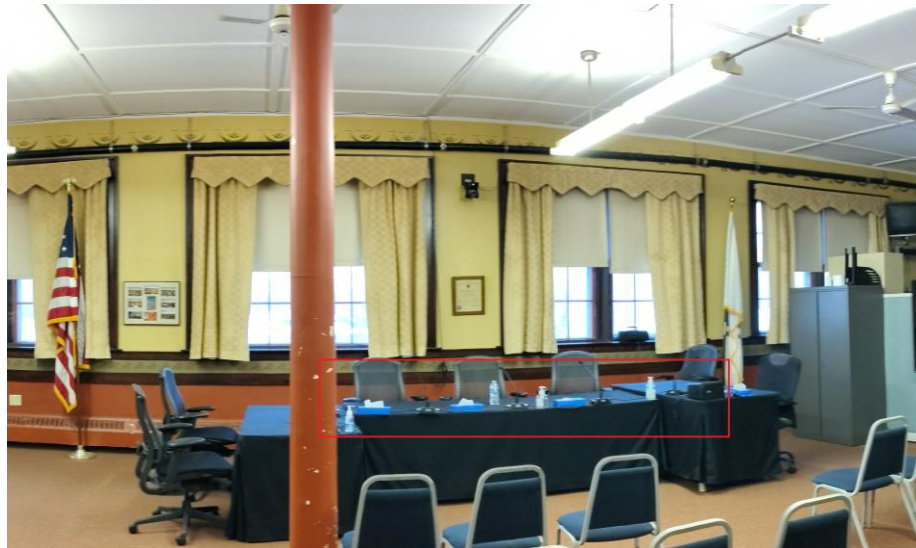
The purpose of this document is to describe the procedure for hosting a virtual meeting for remote participants in the Brookfield Town Hall Banquet Hall. This procedure will allow individuals designated as remote meeting hosts to fulfill The Americans with Disabilities Act (ADA) accommodation requests for remote meeting attendance. If the meeting is held in another location, please seek technical assistance.

PROCEDURE

SECTION 1: TURN ON AUDIO EQUIPMENT

OPTION 1: BANQUET HALL TABLE MICROPHONES

- A. Locate the table microphones at the Banquet Hall Meeting Table. These microphones are usually left on the meeting table. If microphones are not present on the meeting table, please proceed to **OPTION 2: YEALINK AUDIO PUCK**



B. Locate the speaker box on the table.



C. Flip the power switch on the back of the speaker from OFF to ON. Red lights will be visible from the back of the speaker when ON.



- D. Turn on all microphones on the table by pushing the button located below the volume knob. When a microphone is on, the button will turn green.



- E. Confirm the volume knob is not set to the minimum setting. This knob can be adjusted during the meeting as needed.



OPTION 2: YEALINK AUDIO PUCK

- A. Locate the laptop station within the Banquet Hall. The station is typically located next to the entrance of the room.



- B. Unplug the bluetooth Yealink audio puck from the laptop station.



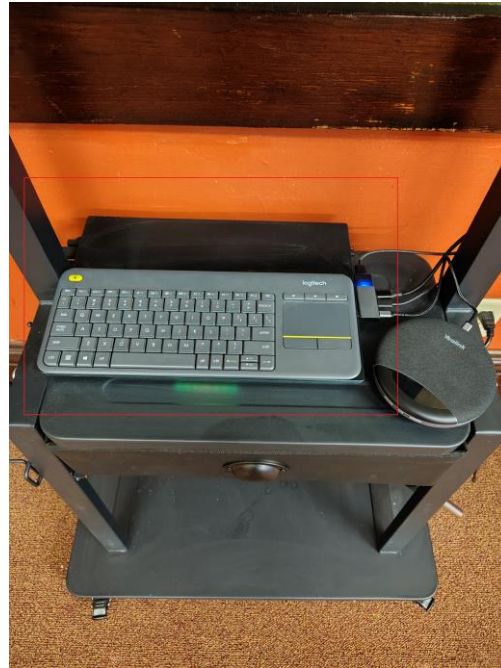
- C. Place the bluetooth Yealink audio puck at the front center of the meeting table. Please note, the Yealink audio puck has a limited range. Individuals who are on-site during the meeting should be within 2 meters of the puck to allow remote attendees to hear the speaker.
- D. Power on the Yealink audio puck by pressing and holding the power button. The puck will turn green, the screen will light up, and the speaker will state “PC Connected” when successfully turned on. The speaker will also become a microphone option in the Teams meeting (see section 2.G.).



- E. Please note, the Yealink audio puck has a mute button located in between the volume buttons on the top of the puck. When this option is selected, the puck and the mute icon will turn red. Please ensure the puck is not muted during the meeting.

SECTION 2: TURN ON THE LAPTOP AND JOIN THE TEAMS MEETING

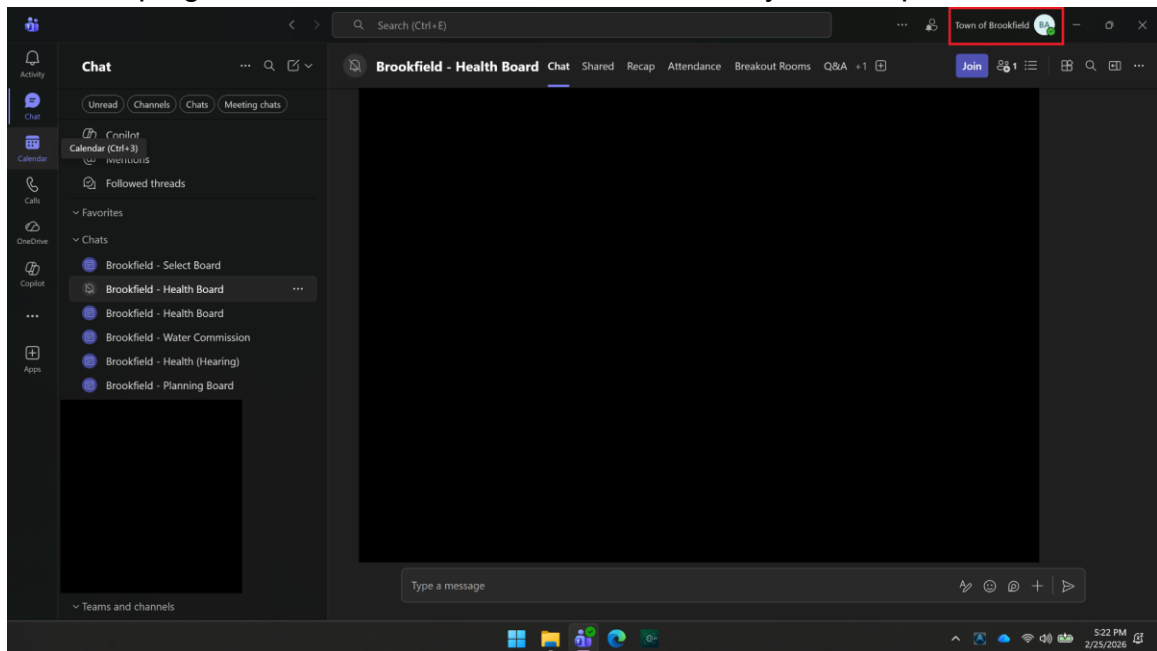
- A. Open the laptop in the laptop station. In the example image, the laptop is located under the keyboard.



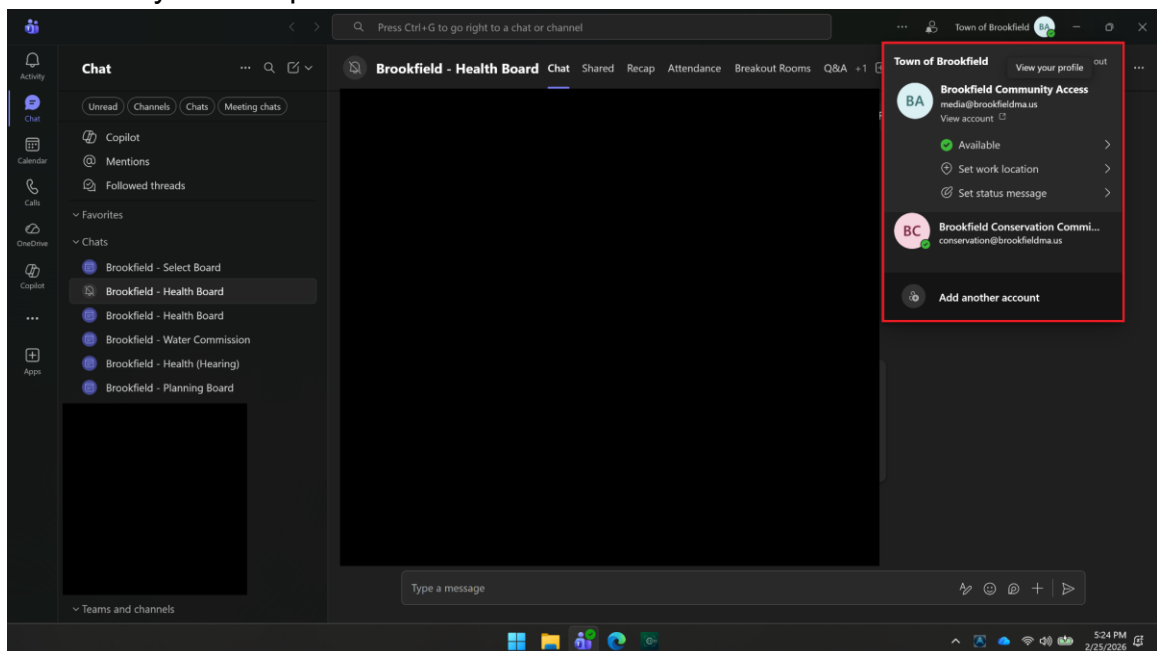
- B. Open the Teams application located in the middle of the taskbar (bottom of screen).



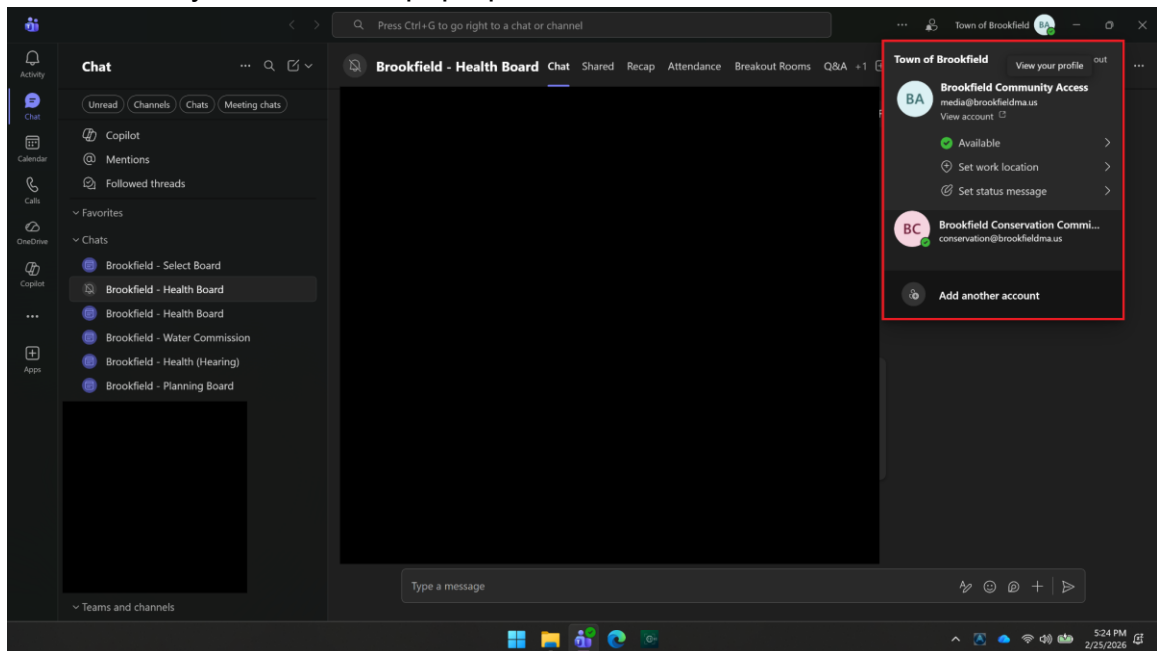
C. On the top right bar, confirm the Brookfield Community Access profile is selected



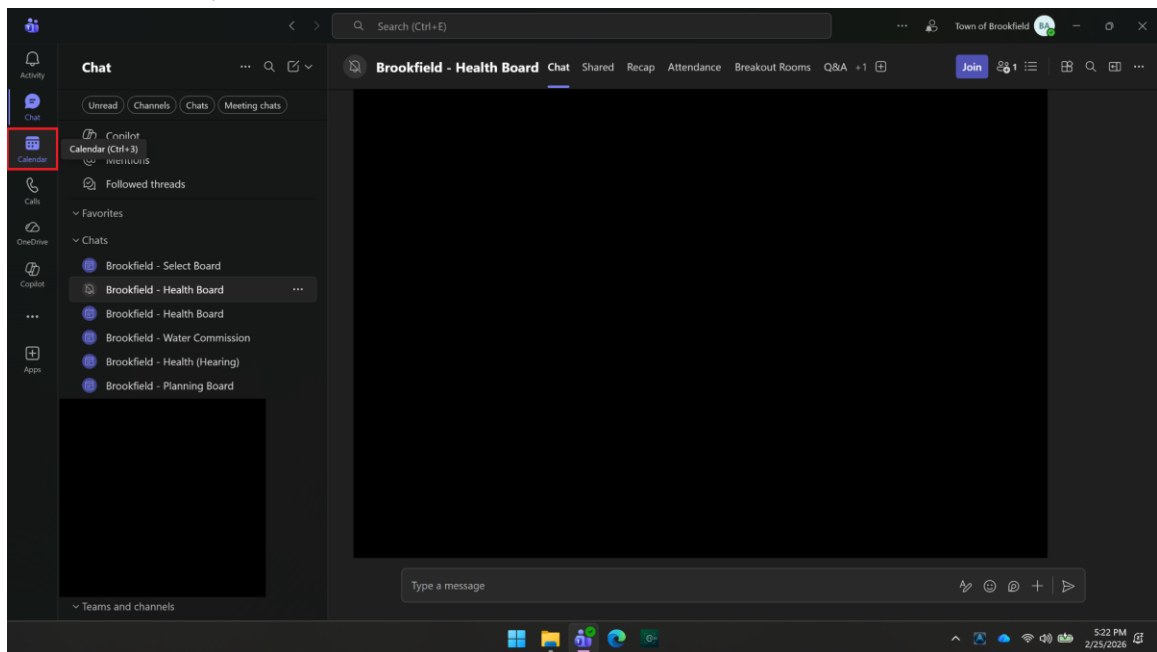
D. When selected, the profile button will open a small window containing all available profiles. The selected profile will populate the top of the list and include additional information about the selected profile. Click on the Brookfield Community Access profile to select it.



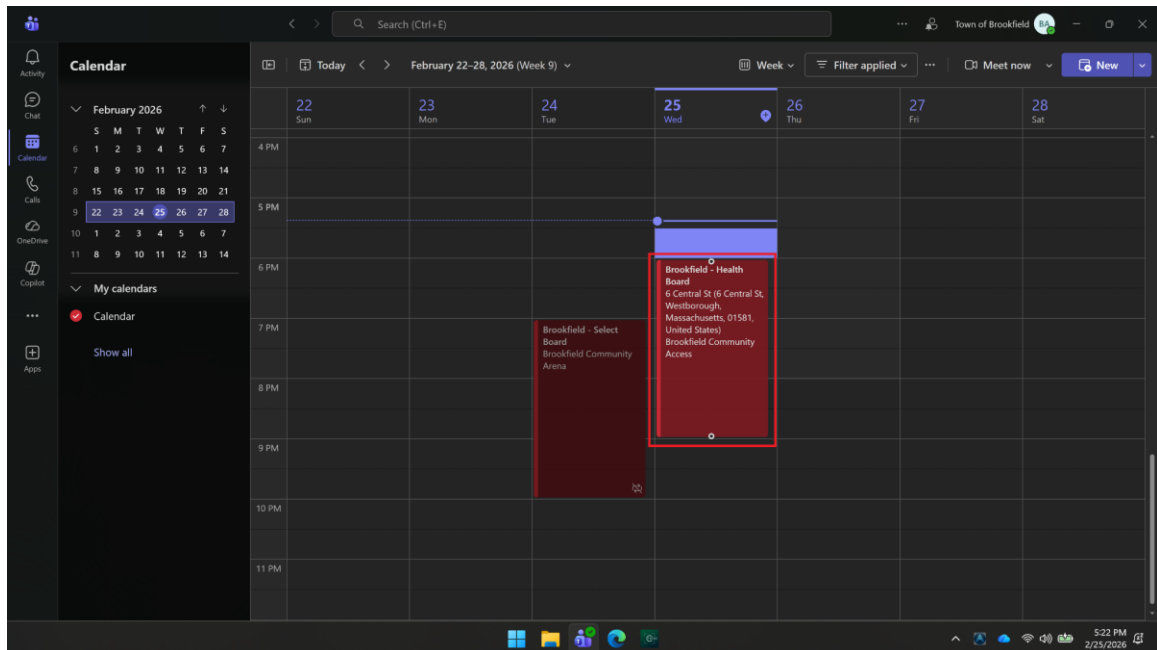
E. If successfully selected, the pop-up window should look like this



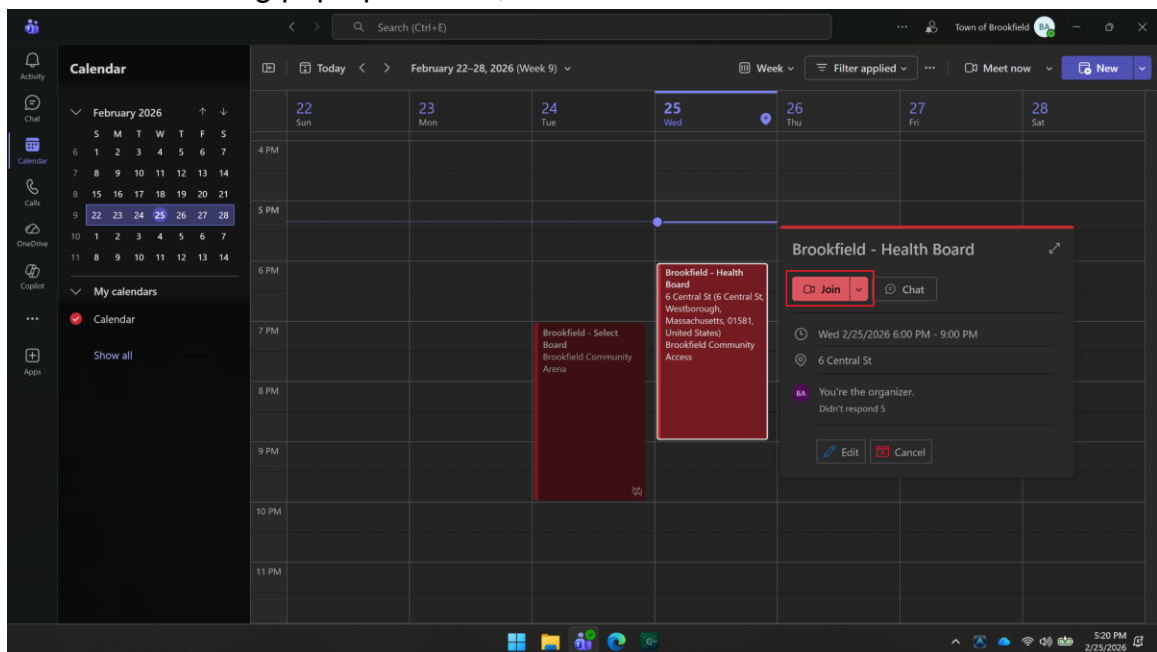
F. On the left bar, click the Calendar button



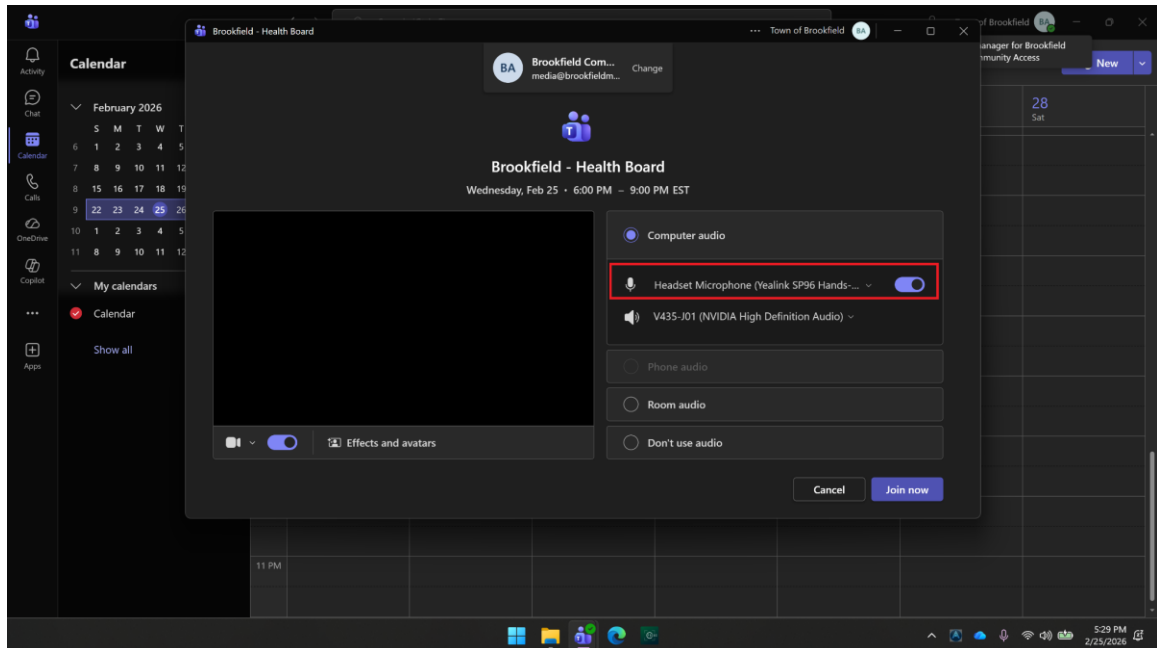
G. Locate your meeting on the calendar and click on it to open a meeting pop-up window.



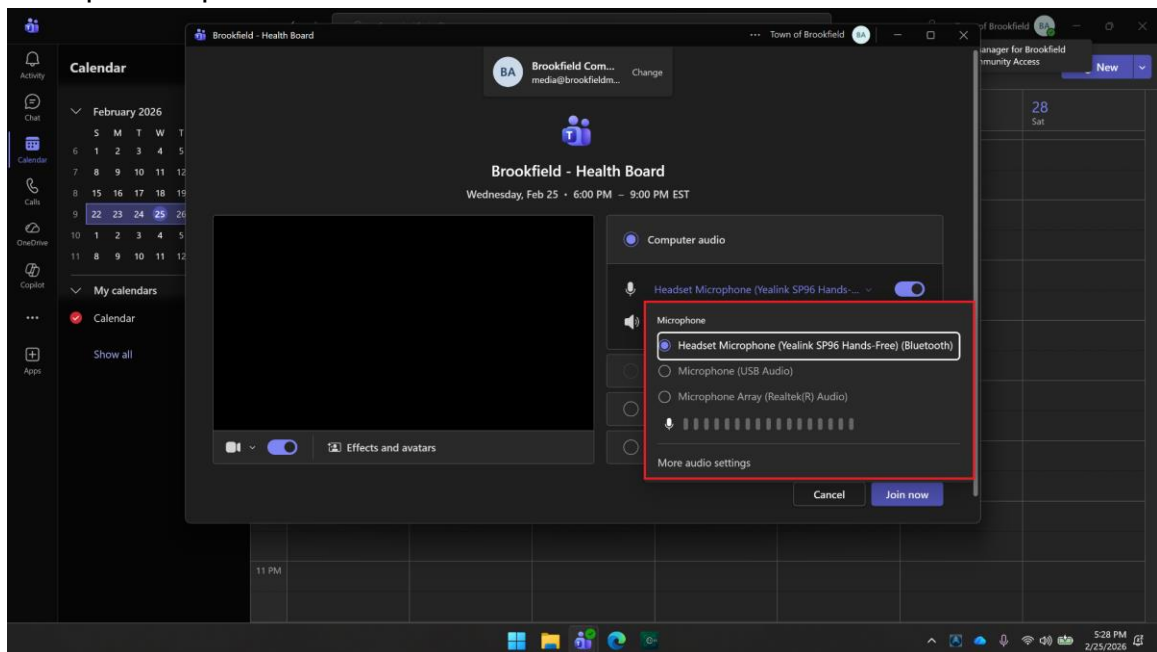
H. Within the meeting pop-up window, click the Join button.



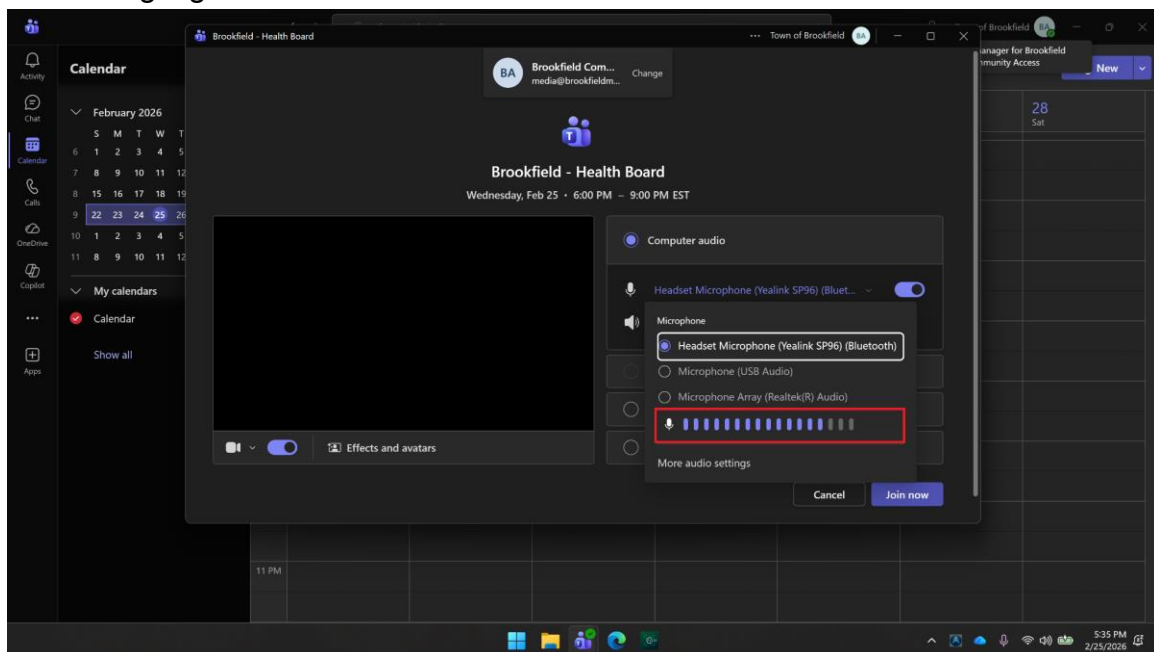
- I. Confirm the microphone setting is correct.
- a. Yealink Audio Puck: Headset Microphone (Yealink SP96 Hands-Free) (Bluetooth)
 - b. Banquet Hall Table Microphones: Microphone (USB Audio)
- If incorrect, click on the speaker section of the pop-up window



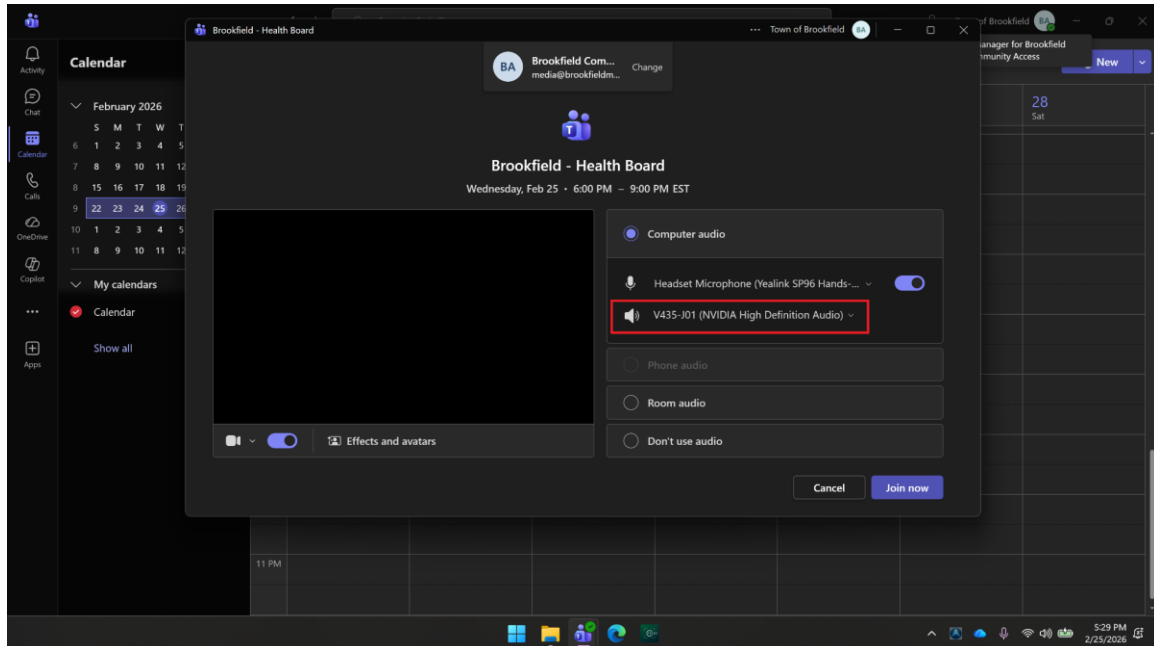
- J. Selecting the microphone section will bring up a pop-up window containing all microphone options as well as a sound test bar.



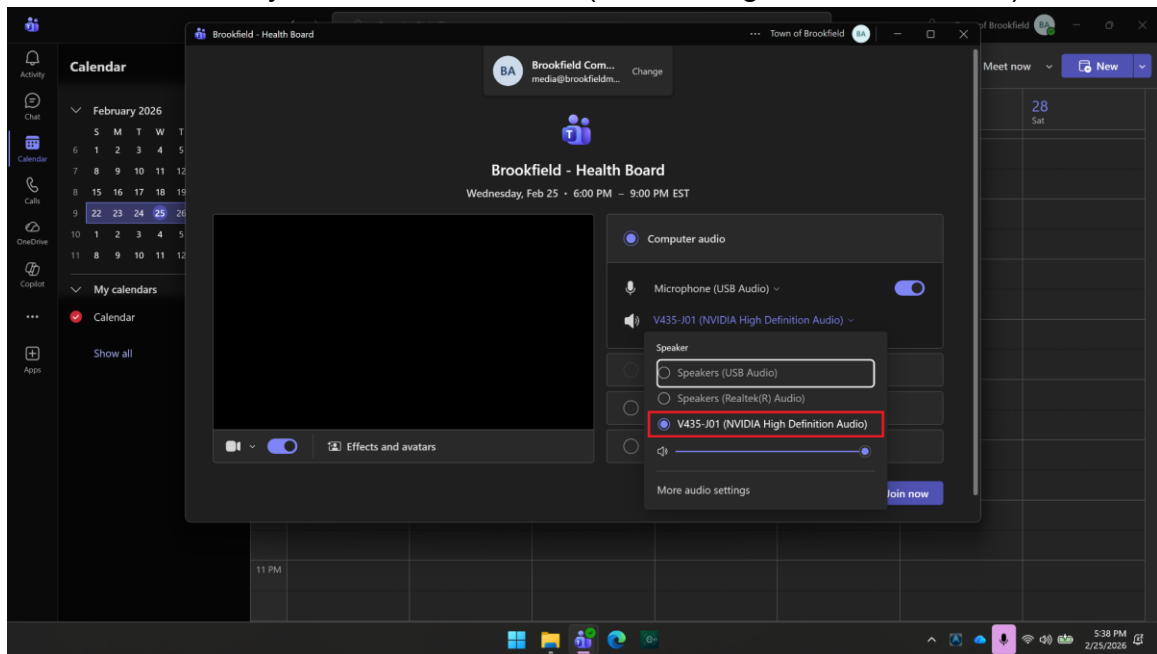
- K. You can check the sound test bar to confirm whether audio is being picked up by the selected microphone by speaking into the microphone and looking for the bars to highlight as shown.



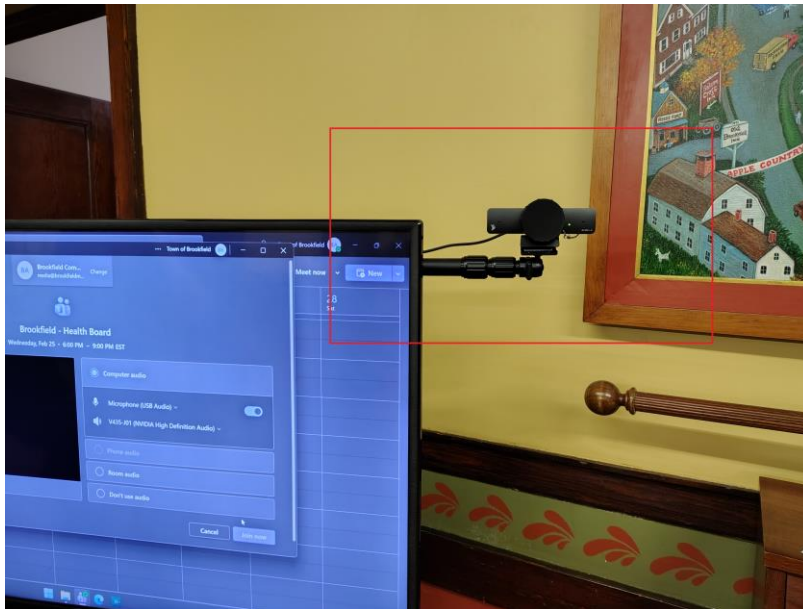
- L. A similar action can be performed with sound by selecting the Sound section of the pop-up window



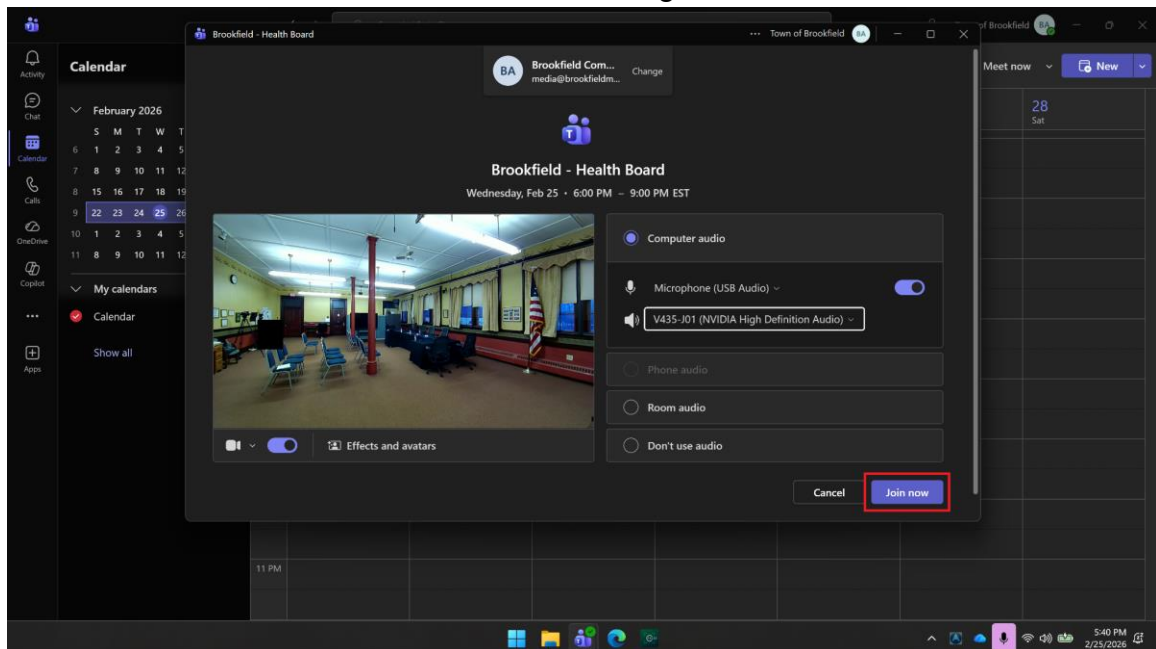
M. Audio should always be set to V435-J01 (NVIDIA High Definition Audio)



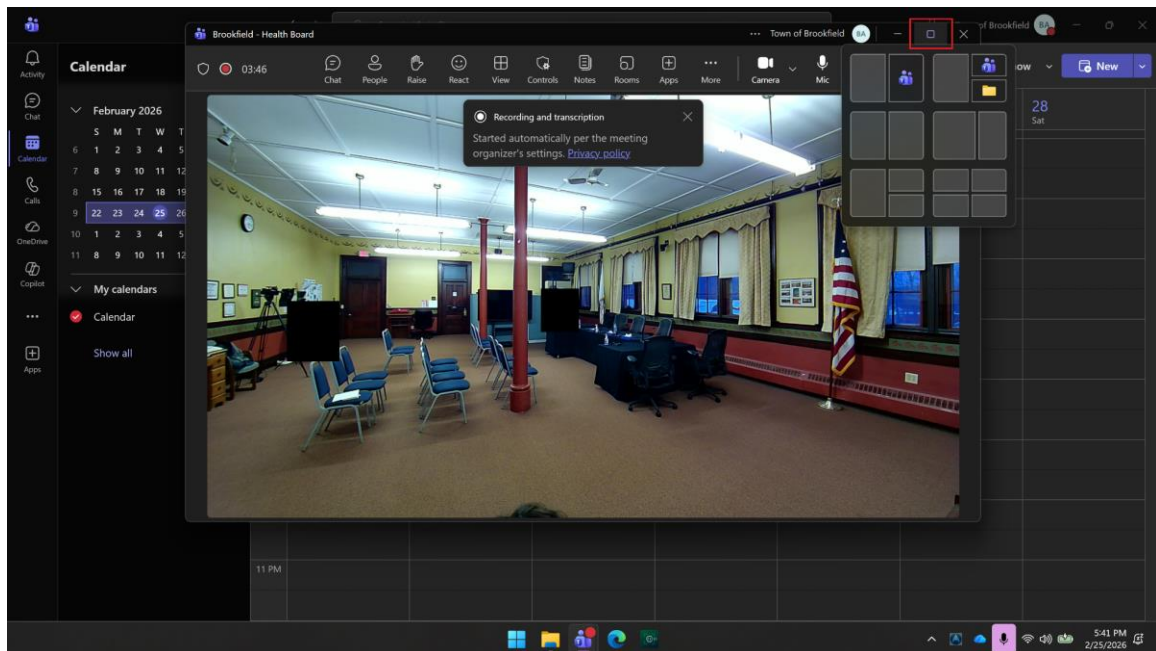
- N. If video feed is black, confirm the lens cover is removed from the video camera located at the top right side of the screen when facing the laptop station.



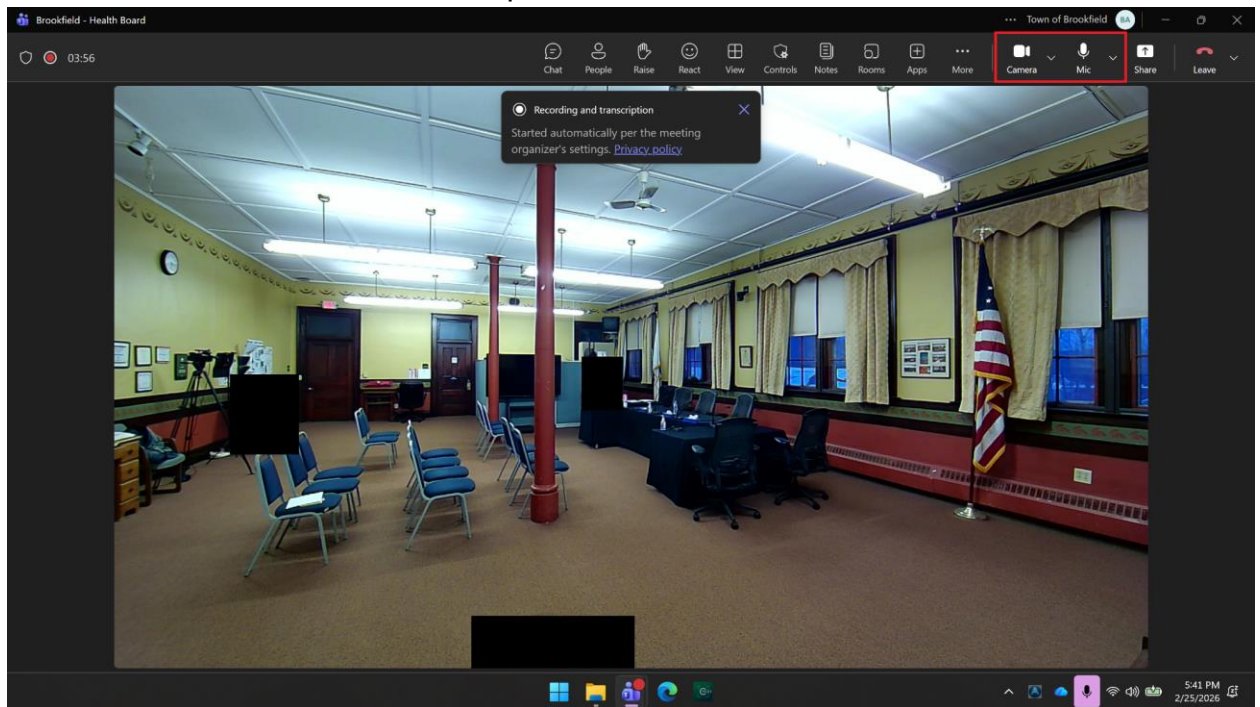
O. Select the Join now button to enter the meeting



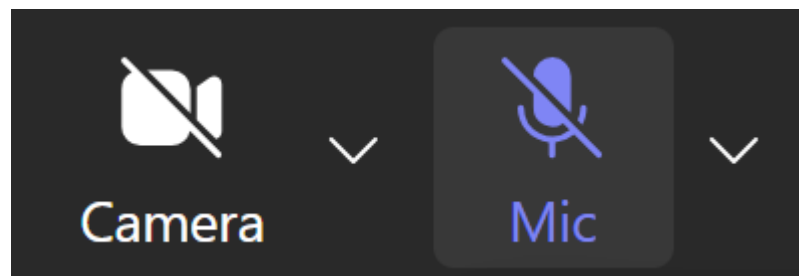
P. Maximize the Teams window



Q. Confirm that the Camera and Microphone are on



R. If they are off, the icons will appear with a strikethrough

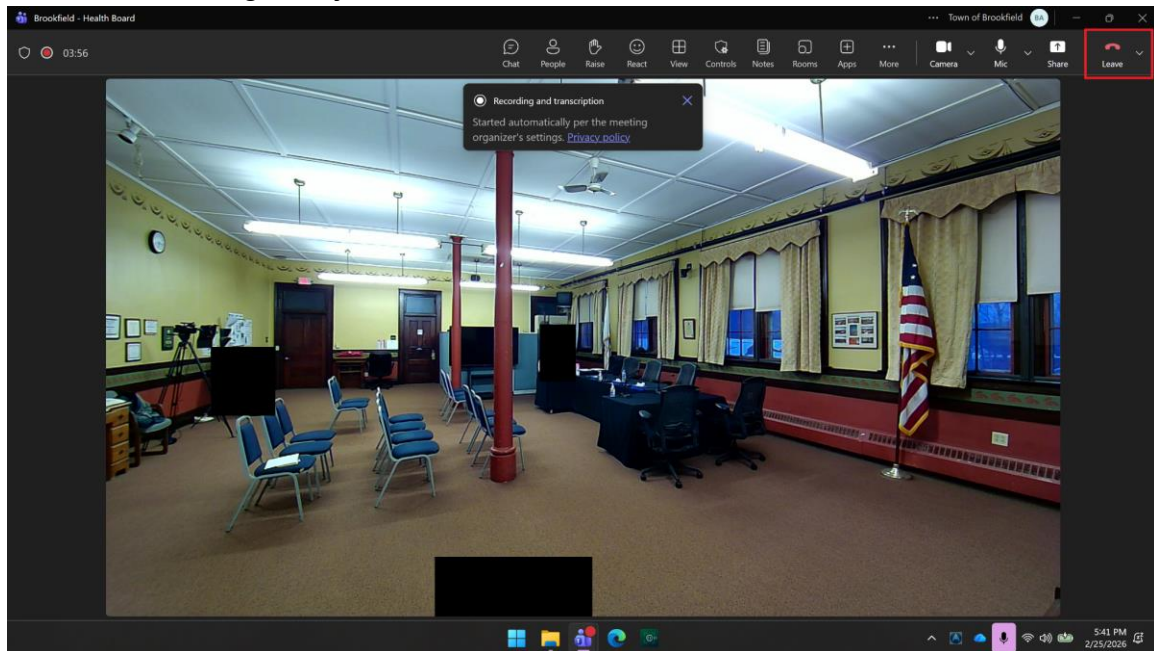


SECTION 3: REMOTE MEETING HOSTING DUTIES

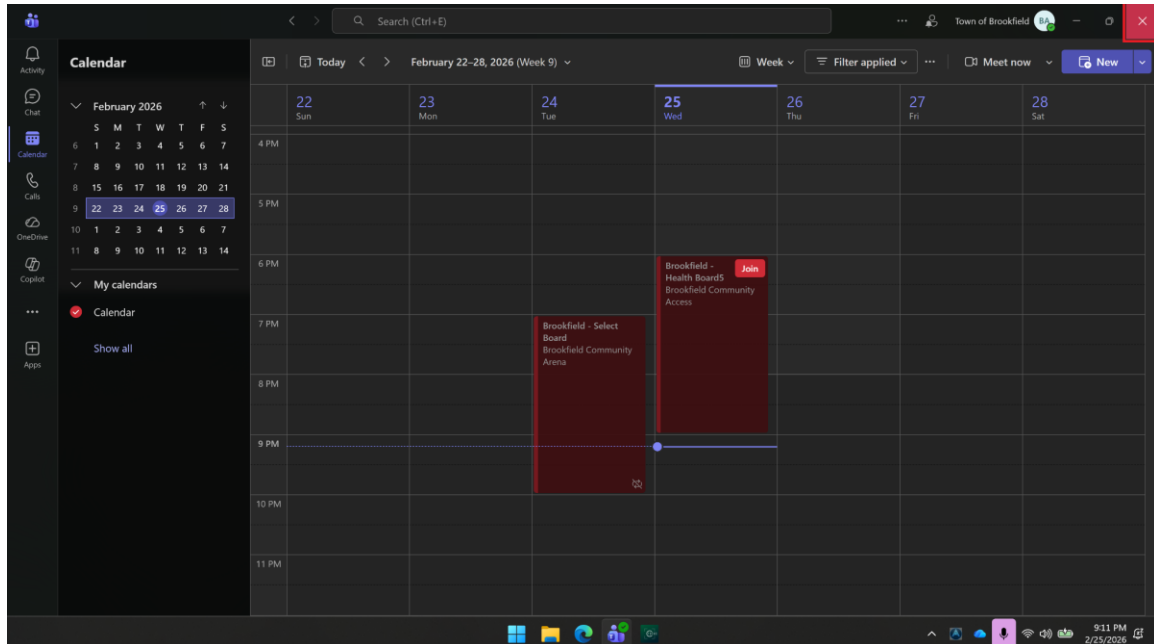
- A. Confirm that the video stream and audio stream is working for the remote participants by having a remote participant confirm they can hear and see you, and that you can hear and see the remote participant.
- B. Observe the Microsoft Teams chat for messages and raised hands from remote participants.
- C. When using the Yealink audio puck, please have in-person attendees approach the Yealink audio puck, so they can be heard clearly by the remote attendees.
- D. If the Teams meeting is interrupted due to a technical issue on the public body's end, suspend the meeting and correct the issue.
- E. Resume the meeting once the technical issue has been resolved.
- F. If the issue cannot be resolved within a reasonable amount of time, adjourn the meeting.

SECTION 4: ADJOURN THE MEETING

A. Once the meeting is adjourned, select Leave on the Teams window.



B. Close the Teams application, and close the laptop



C. For Yealink audio puck:

- a. Turn off the puck by holding the power button. Plug it back in at the laptop station.



D. For Banquet Hall Table Microphones:

- a. Turn off microphones by tapping the green button



- b. Turn off the speaker by moving the switch in back to the OFF position.
The red lights will turn off when the speaker is set to OFF.



- E. If the cart was unplugged or moved at any point, please return it to its original position and plug it into the wall to charge.
- F. Congratulations! You have successfully hosted a remote meeting in the Brookfield Town Hall Banquet Hall 🎉👏

🍏 Thank you for your service to our community 🍏