



West Plainfield Fire Protection District

24901 County Road 95 Davis, CA 95616 (530) 756 - 0212

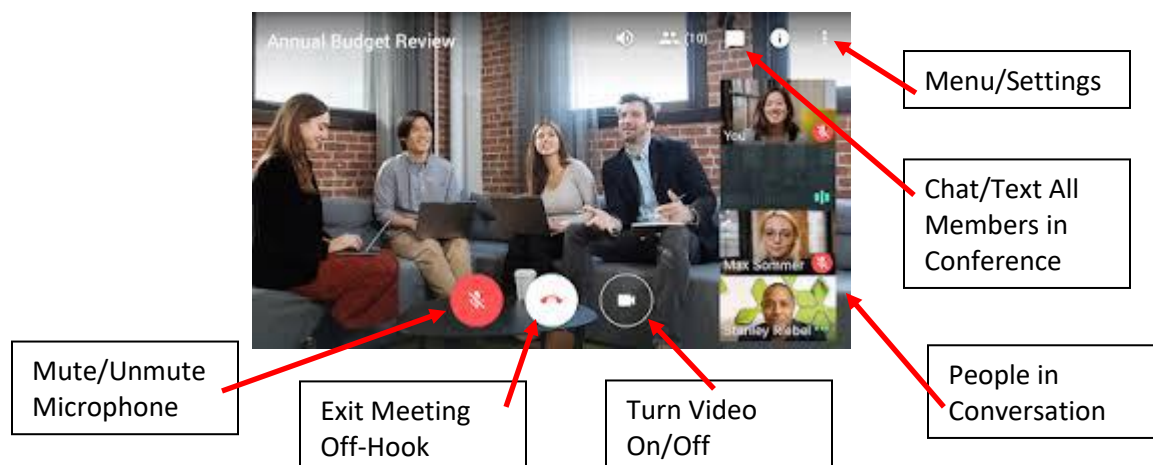
The West Plainfield Fire Protection District has chosen to utilize Google Meets as the telephone and video meeting platform used to conduct remote meetings. The instructions for joining a remote meeting will be displayed on the District Website (www.wpfd.net), on the agenda and posted on the Public Notice Board outside Fire Station 30 (24901 County Road 95). If you have any questions, please contact us at wpl30@wpfd.net or 530-756-0212.

Meeting Rules and Instructions for Video or Telephone Attendance

Video:

No App is necessary from a personal computer (PC - Laptop or desktop). If accessing from a tablet or smart phone (mobile device), please download Google Meet from the iOS store or Google play.

- PC - Click the link to the meeting, copy and paste the meeting URL into your browser's address bar or type the URL into your browser's address bar. Follow the directions to join the meeting.
 - Allow access to computer audio and video setting requests
- Mobile Device –
 - Click the link or
 - Open the App, choose **Meeting Code/Join Meeting** and enter the meeting information
 - Follow the directions to join the meeting
- Allow access to camera and microphone
- Mute your microphone upon entering the meeting
- To ask a question either
 - Raise your hand so that it is visible in your video, or
 - Type QUESTION in the Chat area
 - When you have been recognized unmute your microphone and ask your question. When finished, please mute your microphone again.
- To Exit the meeting click the Off-Hook Icon (Red Phone Handset)





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Phone:

If you try to dial-in to a meeting created by a Calendar event before the event has started, or before a user has started the meeting, you get an error that the PIN is not recognized. Please wait until closer to the meeting start time and try again.

- You can dial-in during the scheduled meeting time using one of the following methods:
 - Enter the phone number that's posted on the District's web page, in the Google Calendar event or meeting invitation.
 - Then, enter the PIN and #.
- From the Meet or Calendar app, tap the phone number.
 - The PIN is automatically entered.
- Upon entering the meeting, please mute your microphone
 - **If you are the 6th or later participant your microphone is automatically muted**
 - **To Mute or Unmute your microphone**
 - **Press *6 to mute or unmute**
- To ask a question
 - Unmute your microphone and wait for a pause in the conversation
 - Introduce yourself and state – "I have a Question"
 - When recognized, ask your question
- To leave the meeting
 - Hang up/end your call as you normally would