

## **Instructions for Participating in LLNJ Executive Board Meeting via AdobeConnect**

### **Online Meeting Room URL:**

<https://librarylinknj.adobeconnect.com/board>

### **Supporting Information:**

Meeting Agendas are on the [Executive Board page](#) on our website:

<http://librarylinknj.org/about-us/executive-board>

### **Technical difficulties:**

Consult the troubleshooting tips on page two of the [Adobe Connect Visual Quickstart Guide](#). In advance of joining the meeting, **please test your computer**. Please note, we cannot offer personal technical support during this meeting, so we have prepared the information below as guidance.

### **Important Points:**

- Your microphone will not be enabled
- Please make all your comments (either about online procedures or pertaining to the meeting) in the chat box during the Public Comment period at the end of the meeting
- *We will not be available to assist you with technical issues, either before or during the meeting, so we have prepared the information below as guidance*
- **If you have any technical questions or problems please refer to the troubleshooting tips on page 2 of the Adobe Connect Visual Quickstart Guide**

### **Public Comment Period:**

The agenda for each Board meeting includes a section where the meeting is opened to the public.

- You will be invited to **submit comments via the chat box** during that time in the Adobe Connect meeting room

### **Equipment:**

- We recommend that you use a desktop or laptop with a hard-wired Internet connection. *You can use a wireless connection, but it is less reliable*
- You will need good speakers, either via your monitor or attached component. You can also use a headset. You will not need a microphone
- You will not need a phone for Executive Board meetings

### **Testing Your Equipment and Connection Before the Meeting:**

**We strongly urge you do the following before any Board Meeting you attend virtually:**

- We are using a webinar software package called Adobe Connect
- You need to become familiar with the online room layout and its functionality

- **It is important that you test your computer before the meeting**
- Most computers will work just fine, but find out now if your computer has compatibility issues with Adobe Connect, and fix them
- Once you have tested your computer's connectivity and compatibility with Adobe Connect, then log into the room (instructions below). You may need to load some software. Adobe Connect usually notifies you when you login, so leave yourself enough time before the meeting to have them load. If needed, the software should load smoothly and quickly, but for some there may be issues that require you to reboot your computer. We want you to be able to participate

### **Logging Into the Online Meeting Room:**

- LLNJ Executive Board Meeting login URL is:  
<https://librarylinknj.adobeconnect.com/board/>
- On the day of the meeting webcast, **log in ½ hour before it is scheduled to begin.** The meeting will begin promptly at the appointed time
  - **Use the "Guest" option. Please use both your First and Last names to log in so that we can address your comments and questions accurately**
  - No special password is necessary
  - Run the Adobe Setup Wizard
    - Click on the "Meeting" tab in the menu bar at the upper left of the window
    - Click on the Adobe Setup Wizard and follow instructions
    - You may need to select your speakers from dropdown menus
    - No need to "test silence"
    - Click "Finish"
- Volume is controlled in a number of places:
  - On the top of the screen in the online meeting room you will see a speaker icon. Next to it is a dropdown menu to adjust volume
  - On the computer you are using. If you are not familiar with that control, seek it out and experiment with how it works
  - On your speakers (if separate from your computer) and also sometimes on your headset (depending on the style/make)
- **If you have any technical questions or problems please refer to the troubleshooting tips on page 2 of the [Adobe Connect Visual Quickstart Guide](#)**
- **LLNJ staff will be assisting Executive Board members and managing the meeting, and are not available to offer technical assistance**
- If you have any persistent problems with your audio/video during the meeting, we find that exiting and re-entering the meeting room fixes most issues. Occasionally you might experience some audio delay. This is usually caused by bandwidth issues and should correct itself in less than a minute