

## Rent Board Commission Remote Meeting Access Information

View the February 14, 2023 meeting: <https://bit.ly/3Y5KYut>

**Public Comment Call-In: (415) 655-0001**

**Access Code: 2493 197 3738**

**Webinar Password: RENT (7368 from phones)**

- 1) Dial the Toll-Free Number listed for the meeting: **(415) 655-0001**.
- 2) Enter **Access Code: 2493 197 3738** then press '#
- 3) Enter the **Webinar Numeric Password 7368** then press '#
- 4) You will be muted. **Stop** and **LISTEN**. You will hear the meeting through the line.
- 5) When Public Comment is announced and opened, dial **\*\*** then **'3'** to be added to the speaker line.
- 6) You will hear *"You have raised your hand to ask a question, please wait to speak until the host calls on you."*
- 7) Ensure you are in a quiet location. Mute the sound of any televisions, radios, and computers around you. **Mute your computer** if you are watching via the web link so there is no echo sound when you speak.
- 8) When the system says:  
*"You are being asked to unmute yourself. To unmute, press \* 6"* – **Dial \*\* then '6'**.
- 9) **This is your time to speak**. Please state your name clearly. You will have 3 minutes to provide your comments (6 minutes if you are on the line with an interpreter). Once your 3 minutes have ended, your line will be muted.
- 10) To withdraw your question, dial **\*\*** then **'3'**. – you will hear: *"You have lowered your hand."*
- 11) If you wish to speak during other public comment periods, you may stay on the line and listen for the next public comment opportunity, or hang up to disconnect.