



Virtual Rulemaking Hearing Guide

Please note that, pursuant to section 24-4-103(8.1), C.R.S., the hearing will be recorded, and the recording will be part of the public record.

Testing a Zoom Meeting

Prior to the hearing, we encourage you to test a Zoom meeting at zoom.us/test. This will launch a meeting where you are the only participant (you can then invite others if you'd like). This option lets you [test your audio](#) and [video](#) even if you do not have the Zoom desktop client installed. We particularly encourage you to test Zoom if you plan to participate in the hearing through Google Chrome. If you do have the desktop client installed, zoom.us/test will open the test meeting in the client, just like it does for a normal meeting or webinar.

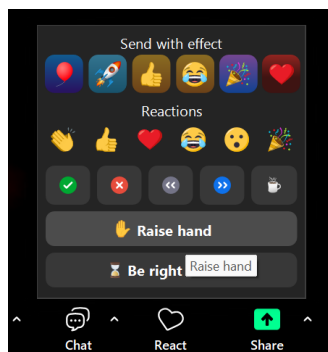
Controls for participants

Video Mute/Unmute:



You will be muted upon entry and cannot unmute yourself without being prompted to do so. Participants will be required to raise their hand so we can authorize you to unmute your line. Once called on, a notification will appear that the host is allowing you to unmute your line. Once you have finished with your comments, please re-mute yourself.

To mute and unmute yourself, hover over the screen and a toolbar will appear at the bottom of the screen. On the bottom-left part of your screen you will see an icon of a microphone labeled 'Audio.' Click the microphone to unmute and mute yourself once the host has authorized you to do so. When the microphone icon displays a red dash through it, that means you are muted. When the microphone does not have a red dash, that means you are unmuted and others can hear you.



Video Raise Hand:

Participants who wish to make a comment during the hearing will need to provide the comment orally. To keep the hearing organized, we ask that you wait for the hearing to

progress to the rule on which you would like to speak, and then use the “Raise hand” function to let us know you would like to speak.

As you hover over the screen, a toolbar will appear at the bottom of the screen. In the bottom-center part of the screen you will see an icon of a heart labeled “React”. Click “React” and you should see the “Raise hand” button, which you may click when you are ready to speak. This will let us know you would like to speak so we can authorize you to unmute your line.

Phone Controls:

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

- *6 - Toggle mute/unmute

- *9 - Raise hand

You will be muted upon entry. To keep the hearing organized, we ask that you wait for the hearing to progress to the rule on which you would like to speak, and then use the “Raise hand” function by pressing *9 to let us know you would like to speak. Once called on, a notification will appear that the host is allowing you to unmute your line. Please unmute your line by pressing *6. Once you have finished with your comments, please re-mute yourself by pressing *6.