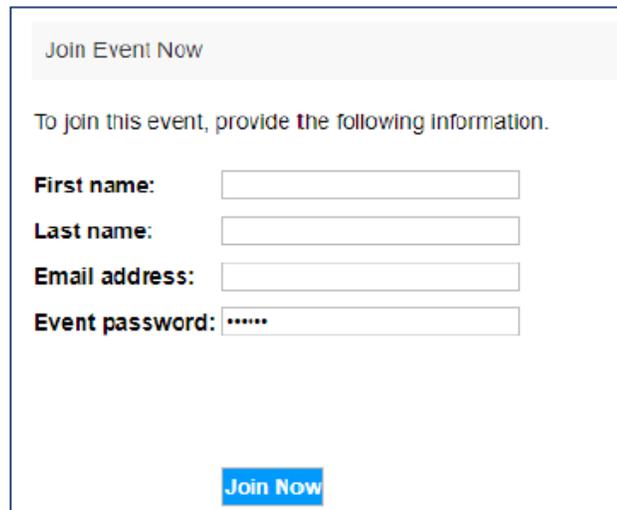


Remote Access to Liquor Commission Hearings

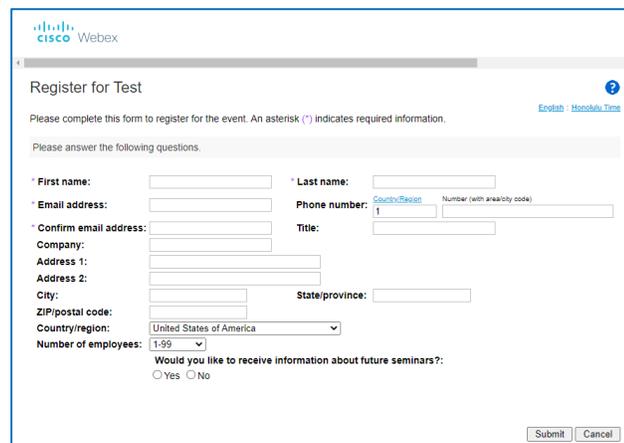
(Recommended equipment: Laptop or Tablet, consistent internet connection)

1. Go to the Honolulu Liquor Commission's Event Calendar and select the date of the Hearing you are scheduled for.
<http://www.honolulu.gov/liq/event-calendar/month.calendar/2020/>
2. After clicking on the hearing date, the event date will display, displaying the hearing date (in red) and the event details. Scroll down until you see the "Live broadcast..." section and click on the live streaming (Webex) link.
3. When the Webex website opens, complete the "Join Event Now" form. Enter First name, Last name, and Email address. (Use your legal name.) Then click "Join Now".



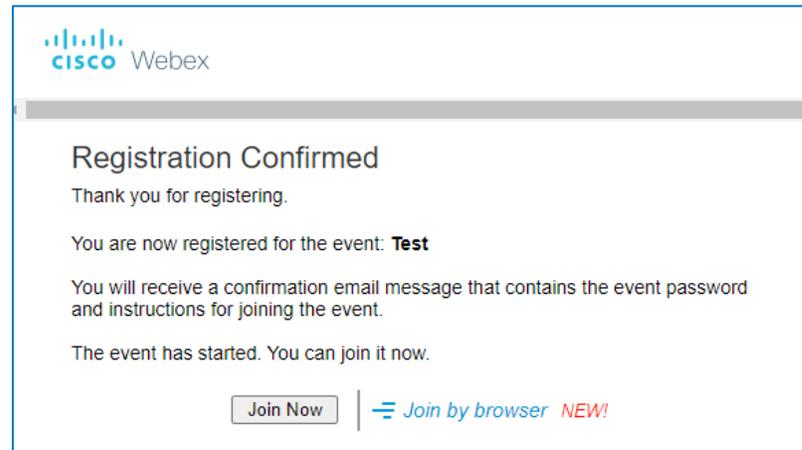
The screenshot shows a registration form titled "Join Event Now". Below the title, it says "To join this event, provide the following information." There are four input fields: "First name:", "Last name:", "Email address:", and "Event password:". The password field has six asterisks. At the bottom of the form is a blue "Join Now" button.

4. Complete the registration form, enter the required fields: First name, Last name, Email address, and Confirm email address. (Use your legal name.) Then click on "Submit"



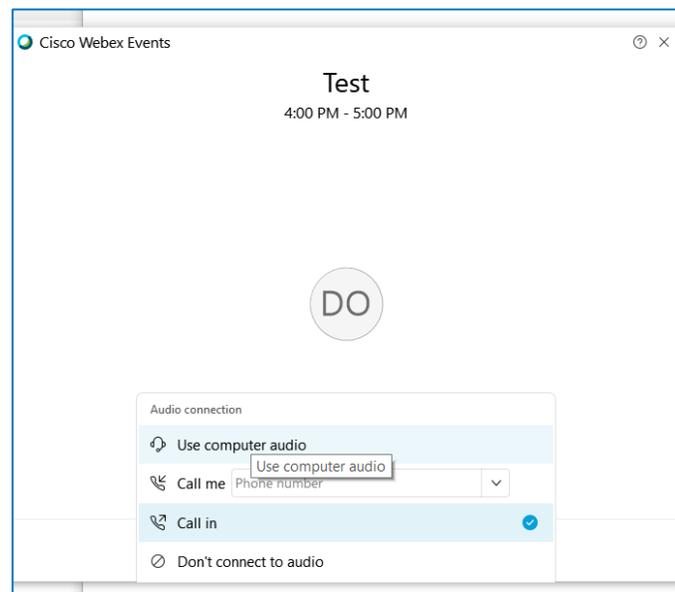
The screenshot shows a "Register for Test" form on the Cisco Webex website. The form includes the following fields: "First name:", "Last name:", "Email address:", "Phone number:", "Confirm email address:", "Title:", "Company:", "Address 1:", "Address 2:", "City:", "State/province:", "ZIP/postal code:", "Country/region:" (with a dropdown menu showing "United States of America"), and "Number of employees:" (with a dropdown menu showing "1-99"). There is also a checkbox for "Would you like to receive information about future seminars?" with "Yes" and "No" options. At the bottom right, there are "Submit" and "Cancel" buttons.

5. Once registration has been confirmed, click “Join Now”



6. Select the audio option:

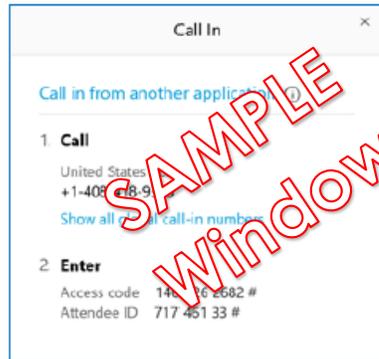
- Use computer audio (if you have a laptop, tablet or a microphone connected to your desktop computer)
- Call me – Webex will call you on the phone number you provide. *Enter phone number with Area Code. (Recommended)*
- Call in – A window will pop-up with the call in information with the Event Number (Access Code) and Event password.



7. Click on “Join Event”

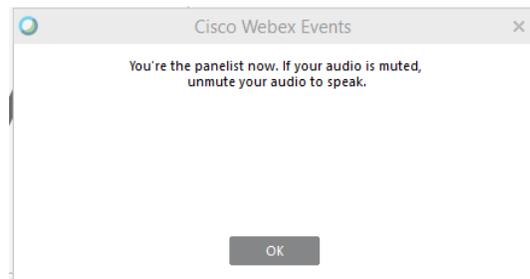
8. **IF you selected the “Call-me”** audio option, Webex will call you on the phone number you provided.

IF you selected the “Call-in” audio option, using a phone, follow the instructions on the “Call in” pop-up window, enter the Access Code and Attendee ID when prompted.



If using laptop or tablet microphone, skip #8. Recommend using a headset (with built-in microphone) to prevent audio feedback. Otherwise, lower speaker volume.

9. When your agenda item is called, your role will change from an “Attendee” to a “Panelist”. Click “Ok.”



10. Click on the microphone icon to “Unmute” your microphone and camera icon to show your video. (Red = OFF, Black = ON)



== Microphone and Camera OFF



== Microphone and Camera ON

11. At the conclusion of your agenda item, you will return to the “Attendee” role.