



Jitsi Videoconference Instructions

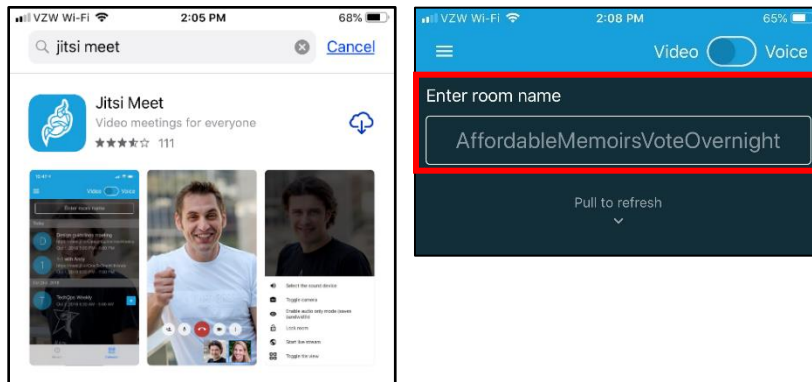
Table of Contents

	Page #
A. Jitsi Quick Start Guide (Please continue reading to learn more about this powerful tool. 😊)	2
B. Jitsi Application Overview	3
C. Downloading the Jitsi Meet App—Android & iPhone	4
D. Start a New Meeting	
a) Choosing a Room Name & Suggested Naming Conventions	5
b) Starting a Room with a Computer	6
c) Starting a Room with a Smart Phone	7
E. Rejoining a Room	8
F. Inviting Others to the Room—Android, iPhone, & Computer	9
G. Adding a Room Password—Android, iPhone, & Computer	10
H. Basic Settings – iPhone (audio, video, chat, raise hand, tile view, sound, livestream)	11
I. Basic Settings -- Android (audio, video, chat, raise hand, tile view, sound, livestream)	12
J. Basic Settings – Computer	
a) Share screen, Raise hand, Chat, Audio, Video, Tile view	13
b) More actions—Video quality, Live stream, Recording, YouTube, Mute Everyone, Stats & Shortcuts	14
c) More actions—Settings (Devices, Profile, Camera, More)	15
d) Participant Connection Stats, Mute, Kick out, Private Message	16
K. Etiquette for All Users: Please review this section prior to using Jitsi	17
L. Frequently Asked Questions	19

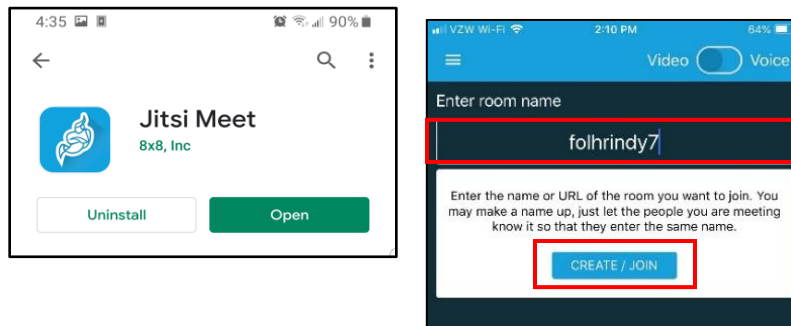
Jitsi Quick Start Guide

Jitsi room names should be UNIQUE, as SHORT as possible, and CANNOT contain SPACES or the following special characters: **? & : ‘ “ %**

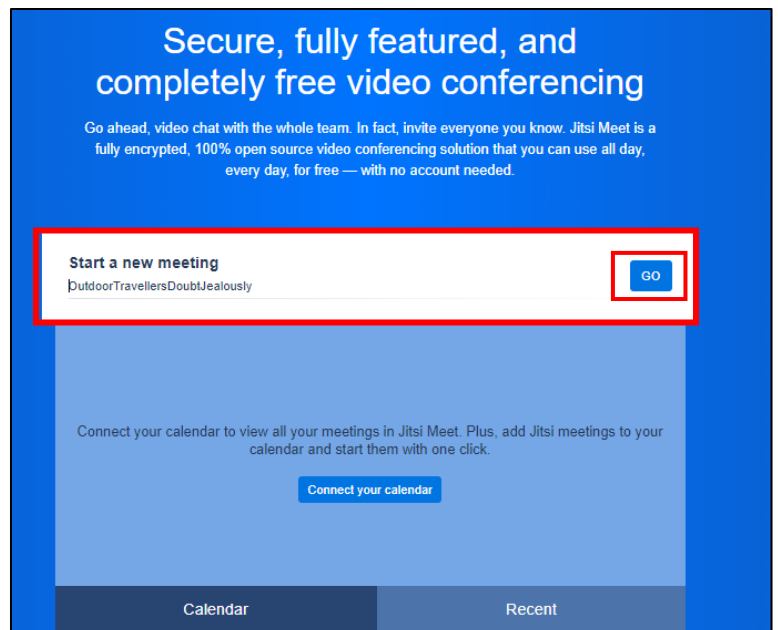
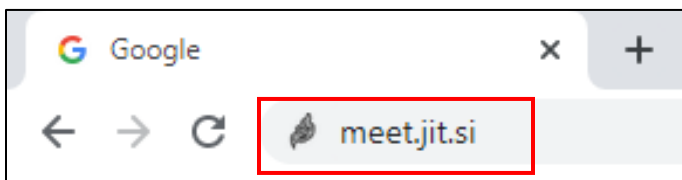
On an **iPhone**, Install / Open the Jitsi Meet App and Enter a room name.



On an **Android Phone**, Install / Open the Jitsi Meet App, Enter a room name & click Create/Join.



On a **Computer**, type **meet.jit.si** in the address bar. In the “**Start a new meeting**” box, Jitsi randomly generates names as examples. Place your cursor in this field, type the name of your room & click **GO**.



That's it! You're in your room! Please continue reading to learn more about this powerful tool. 😊

Jitsi Application Overview

Jitsi is a free open source live video conference web application. It doesn't require an account and also has mobile apps for Apple and Android. Jitsi is a great way to quickly setup a teleconference.

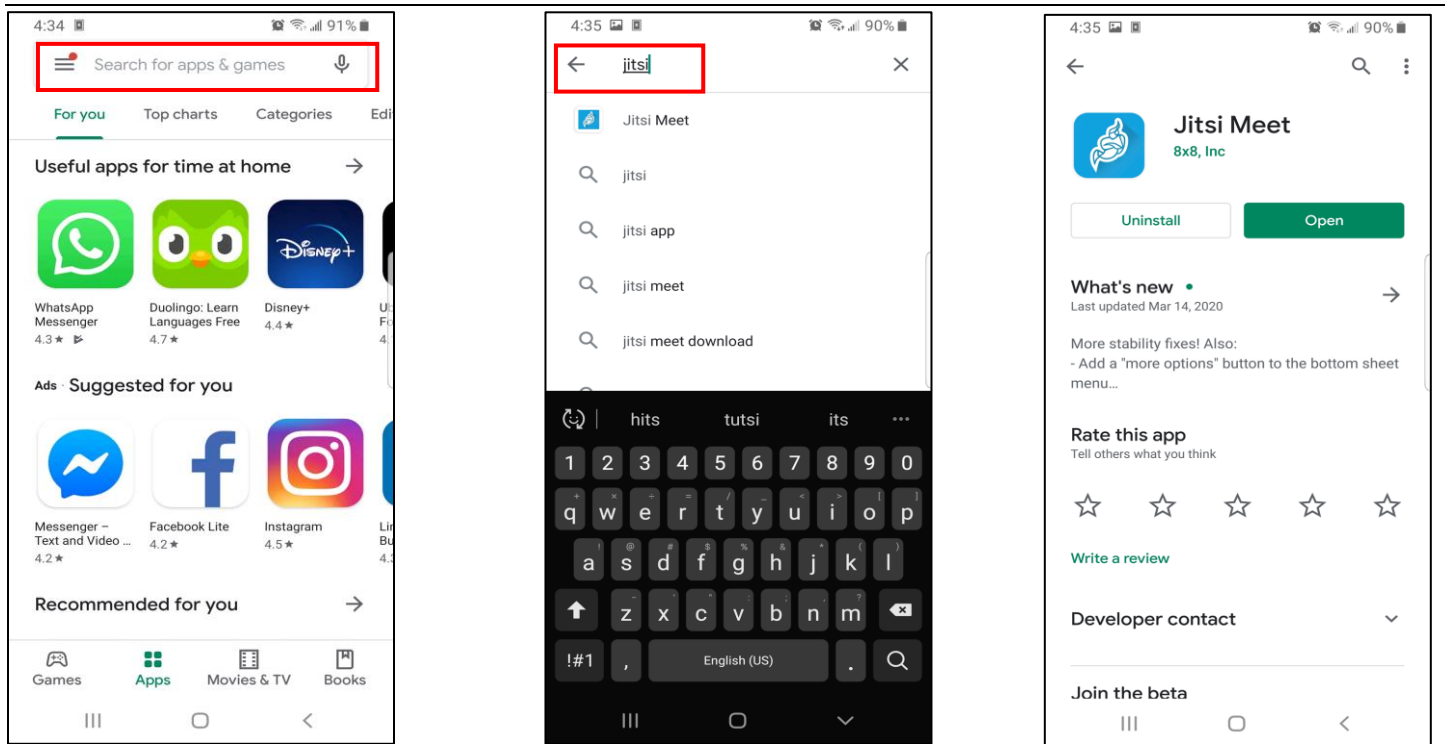
What else can you do with Jitsi Meet?

- Share your desktop
- Deliver presentations
- Display YouTube videos
- Invite users to a conference
- Chat with others attending the conference
- Raise your hand to ask a question or to comment
- Record your conference

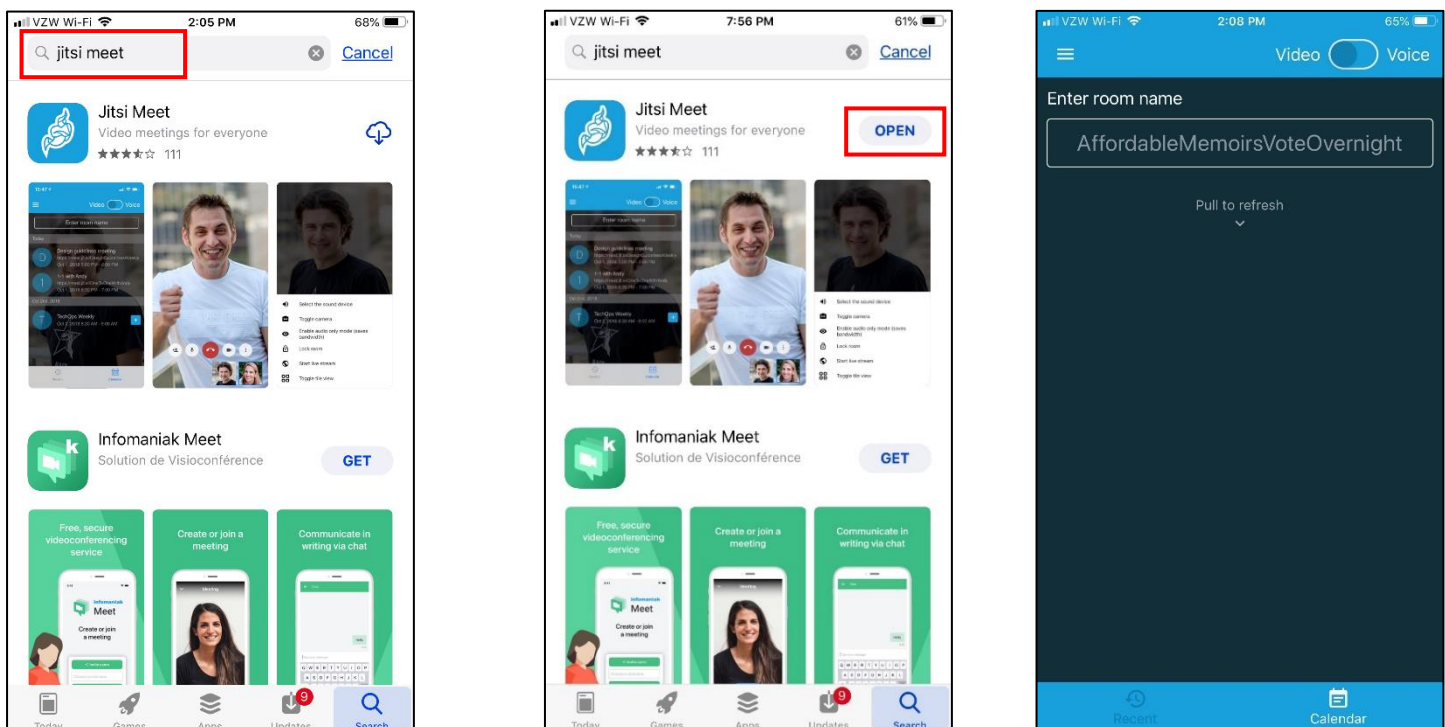
Downloading the Jitsi Meet App—Android & iPhone

To install the Jitsi Meet app, go to your app store, **search** for **Jitsi Meet**, and select install. The screenshot below shows the view after installation since it was already installed.

Android Phone Screenshots



iPhone Screenshots



Choosing a Room Name & Suggested Naming Conventions

Choose a Room Name

The most important step is to carefully choose a room name.

1. Jitsi Meet is used by corporations, nonprofits, and individuals around the world.
2. The room name should be unique. If someone creates a room with the same name as yours, they will be joined into your room unless you have added a password to your current session.
3. The room name should be as short as possible to minimize typos and to make it easier to type on a cell phone keyboard.
4. Meeting names cannot contain spaces or the following special characters: ? & : ' " % # .

Suggested Naming Conventions

For Local Cenacles, the name would consist of 3 parts

1. Use "fol" to identify the room as a Flame of Love room
2. Use an abbreviation for your parish, e.g., scs for Saint Catherine of Siena, svdp for Saint Vincent de Paul, hs for Holy Spirit
3. Use an abbreviation for your town, e.g., fs for Franklin Square, el for Elmont, nyc for New York City
4. Adding the number "7" at the end makes your room more unique

Examples: folscsfs7, folsvdpel7, folsjnyc7

For Regional or State Rooms

The name should consist of three parts:

1. Use "fol" to identify the room as a Flame of Love room.
2. Use an abbreviation for the state or region, e.g., wc (West Coast), ec (East Coast), az, in.
3. Add "us" for United States. Remember that we must be globally unique so folin for Indiana may conflict with folin for India.
4. Adding the number "7" at the end makes your room more unique.

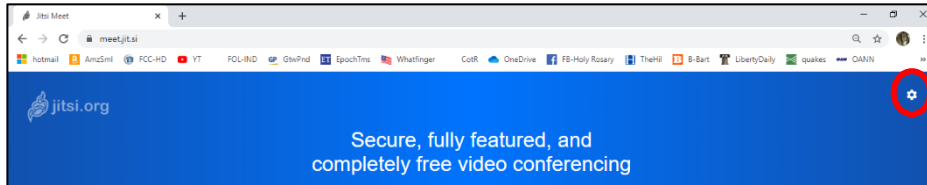
Examples: folinus7, folwcus7

Starting a Room with a Computer

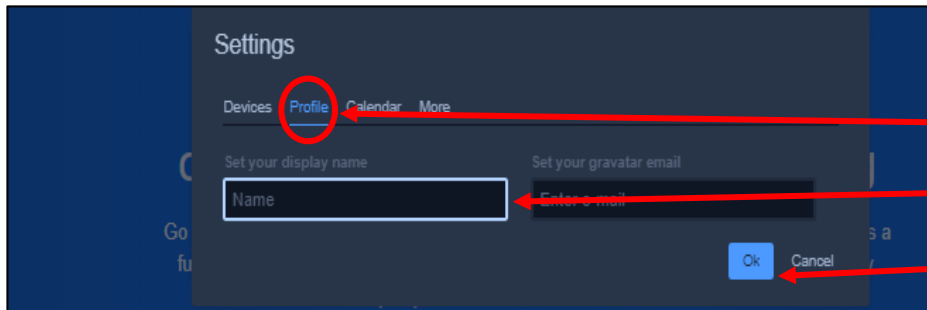
1. To join using a computer, open your web browser (the program you use to browse the Internet). The Google Chrome web browser is the best web browser to use for Jitsi. Other browsers (Firefox, Safari, Edge, Internet Explorer) will work but sometimes have sound problems. Type in the address bar: <https://meet.jit.si>



2. Jitsi is designed to be anonymous. Your name is NOT automatically displayed to other participants. **It is strongly recommended that you enter your name to be displayed in the meeting:**



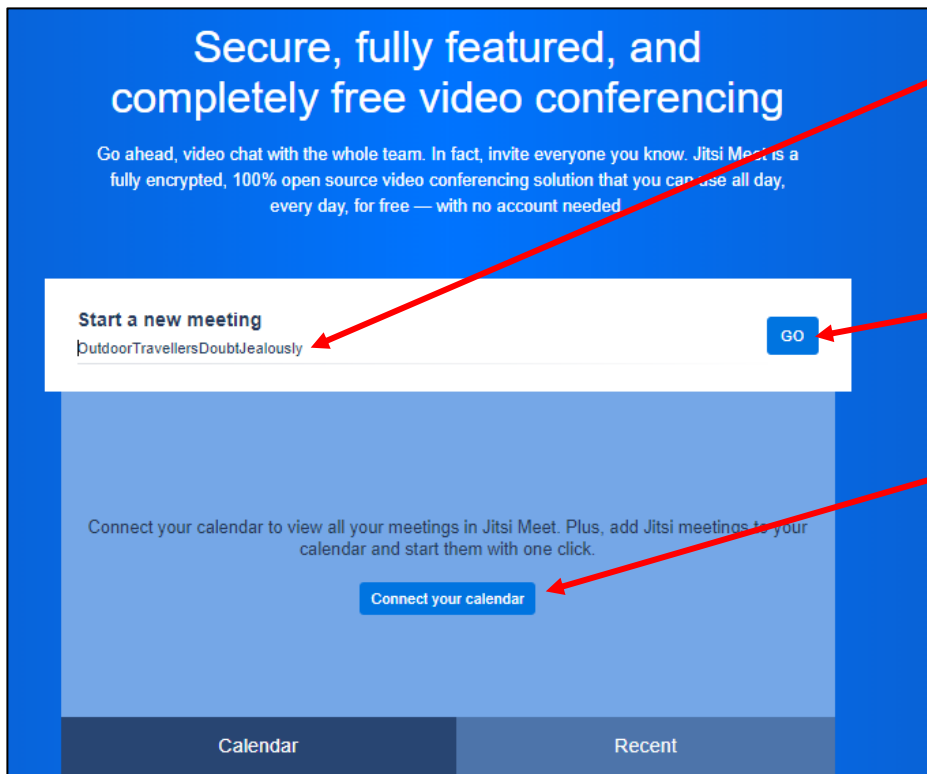
From the opening screen (before entering a meeting), click on the gear “Setting” icon in the top right.



Choose “Profile”

Enter your Name

Click OK.



In the “**Start a new meeting**” box, Jitsi randomly generates names as examples. Place your cursor in this field and type the name of your room or the name given to you by your cenacle leader.

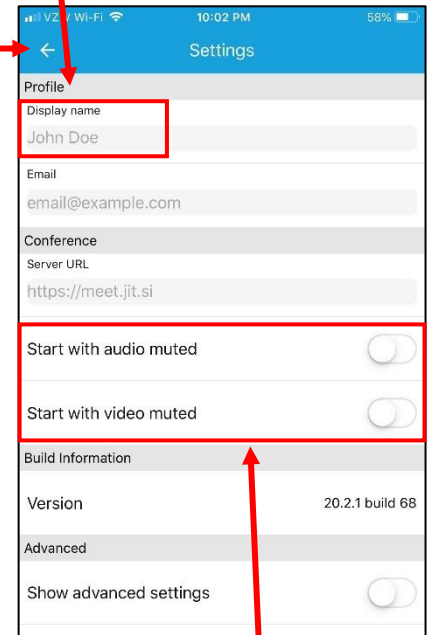
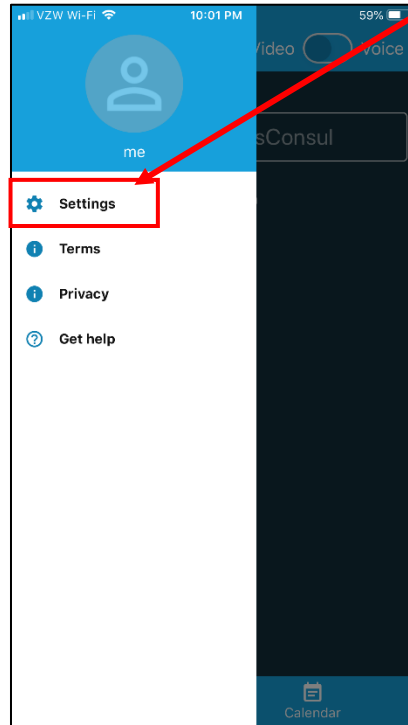
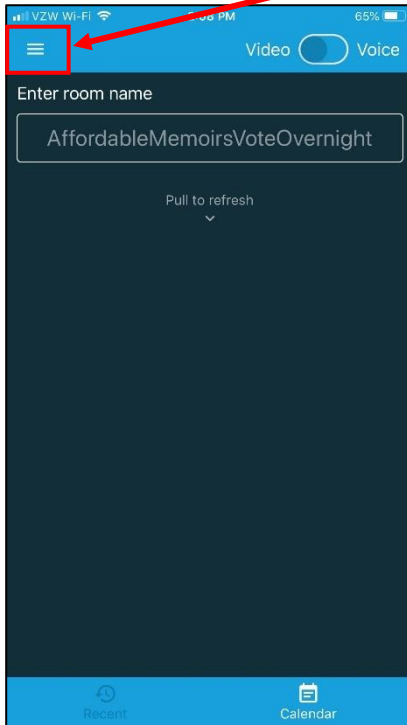
Click GO.

You **DO NOT** need to “Connect your calendar” to use Jitsi. Only click the button if you wish to connect your Jitsi meetings to your on-line calendar.

That’s it! You’re in. 😊

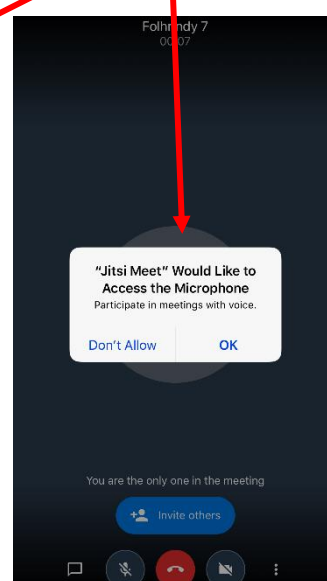
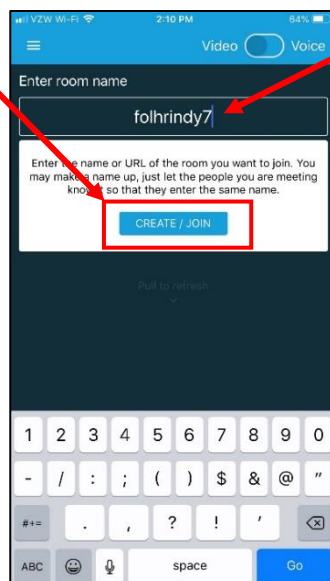
Starting a Room with a Smart Phone

1. Open the Jitsi Meet app, tap on the “Hamburger” menu on the top left, choose **Settings**.
2. Your name is NOT automatically displayed to other participants. **It is strongly recommended that you enter your name to be displayed in the meeting** and enter your display name:



Sessions may begin with audio and video turned ON or turned OFF

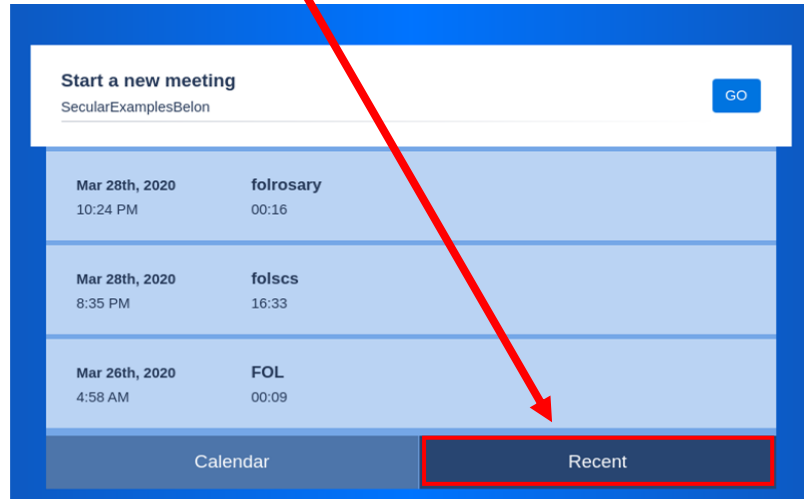
3. Click the **left arrow** at the top to return to the main screen
4. Click inside the “Enter Room Name” box to open up the keyboard. Type in the **name** of your room or the name given to you by your cenacle leader.
5. Tap **Create / Join**.
6. You may or may not be prompted to allow Jitsi to use your camera and/or microphone:



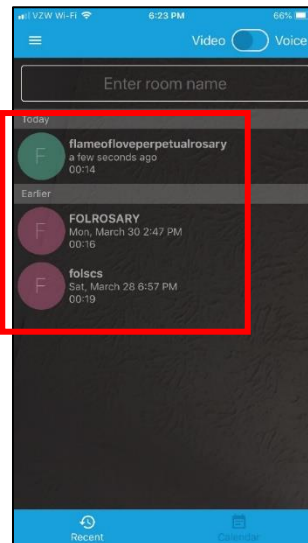
Rejoining a Room

Once you've been in a room, it is much easier to rejoin it.

1. On a Computer, go to <https://meet.jit.si> and click on the **"Recent"** tab. It will show all your recent meetings. Click on the one you wish to join.



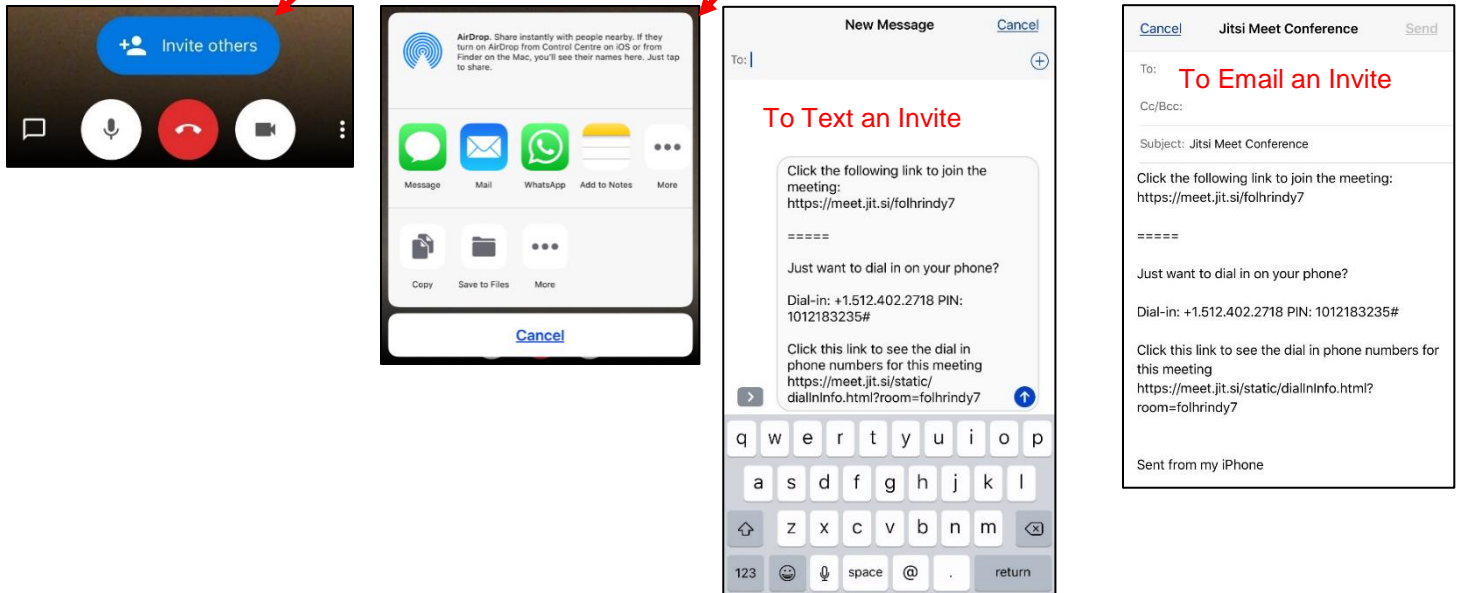
2. On a Smart Phone, open the app and you will see the rooms you have previously joined. Simply tap on the room you wish to enter:



Inviting Others to a Room

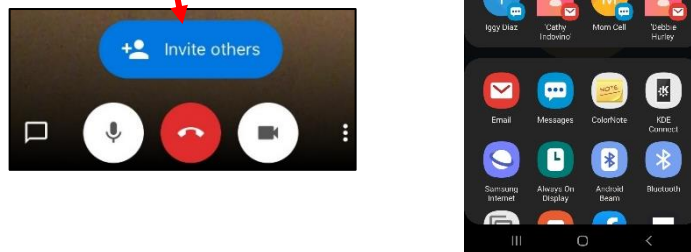
1. On an iPhone, click the **'Invite others'** button to open the **Sharing** Window. Click the desired icon to text, email, etc. to send the Jitsi Room Invite to others.

iPhone Screenshots



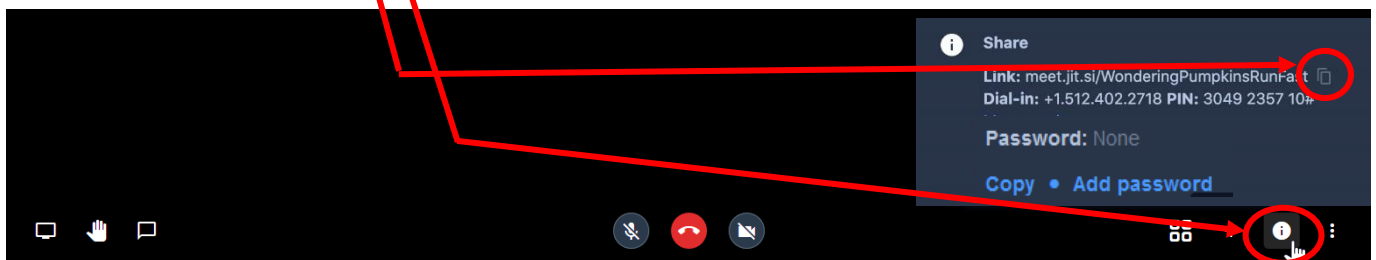
Android Screenshot

2. On an Android phone, click the **'Invite others'** button to open the **Conference** Window. Click the desired icon to text, email, etc. to send a Jitsi Room Invite to others.



Computer Screenshot

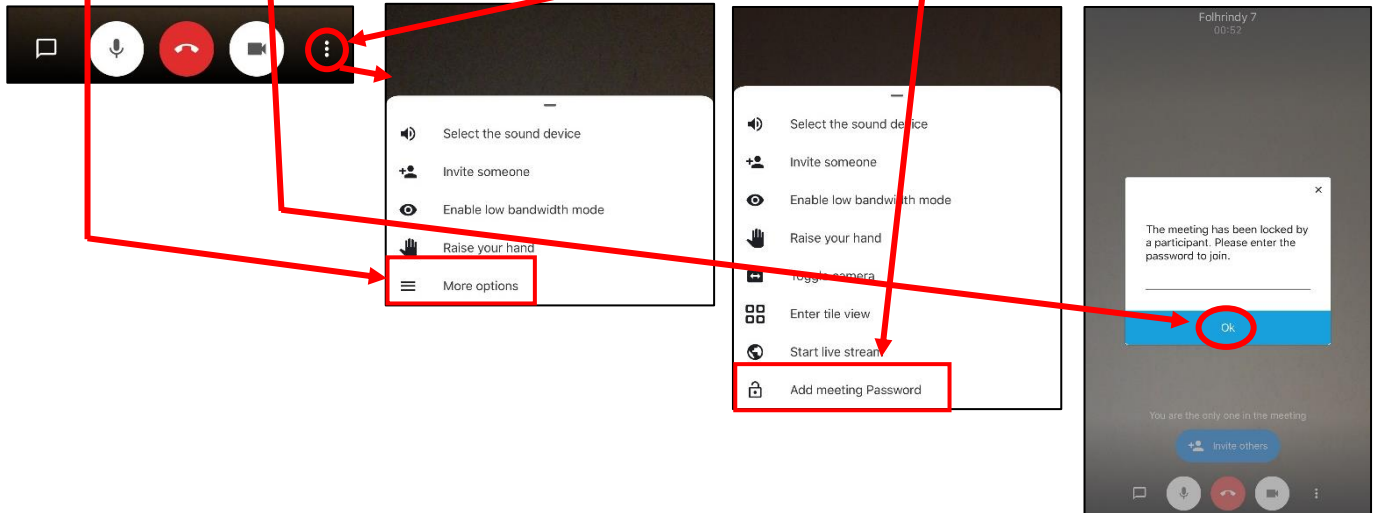
3. On a Computer, click the **'i'** to open up the Share window and then click the **'Copy'** link at the bottom of the Share window to copy all the details to your phone's clipboard to email or text to participants. Or, click the copy icon beside the link to copy just the meeting URL (web page address).



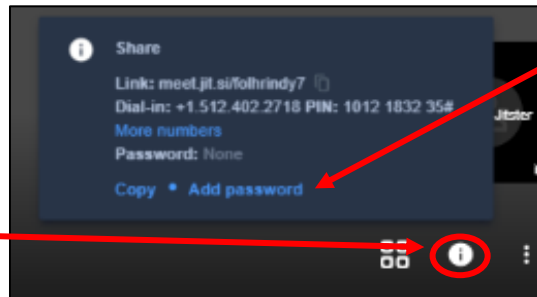
Adding a Room Password

Whenever setting a password, keep in mind that users dialing in by phone do not have the option of entering a password and **WILL NOT** be allowed to join the meeting. In addition, the password is not saved when everyone leaves the room and must be reset every time you start the room.

1. On both **Android** phones and **iPhones**, click the “More actions” menu icon (⋮) to open the menu. Select “**More options**” at the bottom to expand the list and click on “**Add meeting Password**”. Type a password on the line & click “**Ok**”.

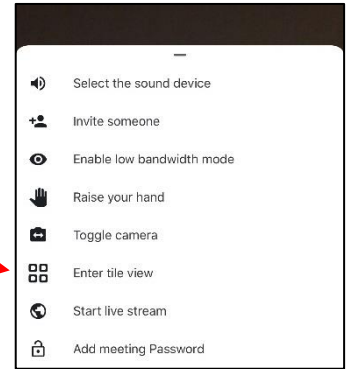
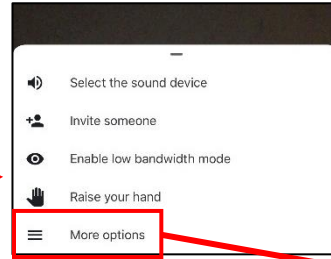
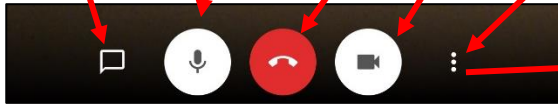


2. On a **Computer**, click the “i” at the bottom to open up the **Share** window and click “**Add password**”. The field next to the word “Password” will open up for you to type a password.

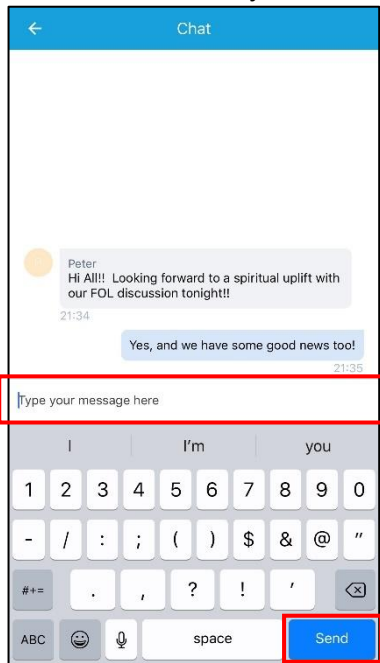


Basic Settings – iPhone

Open Chat Window Microphone On/Off End Call Video On/Off More Options

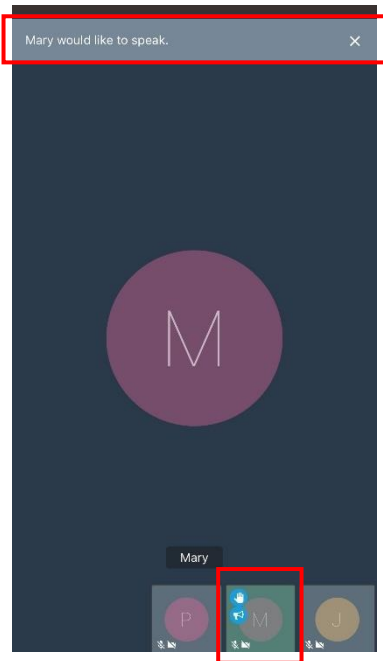


Chat: Type your message & hit the Send key to send it to everyone.



You are also able to mute and unmute your iPhone by pressing *6.

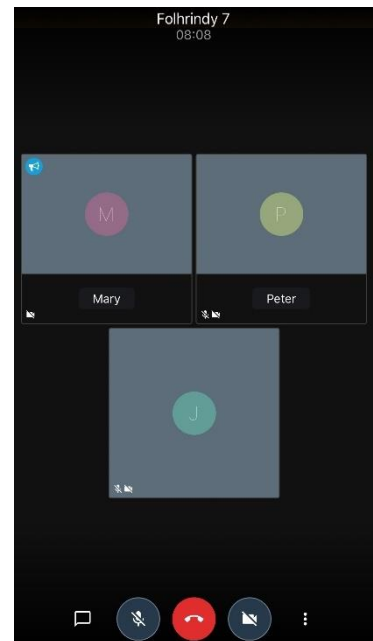
Raise your hand



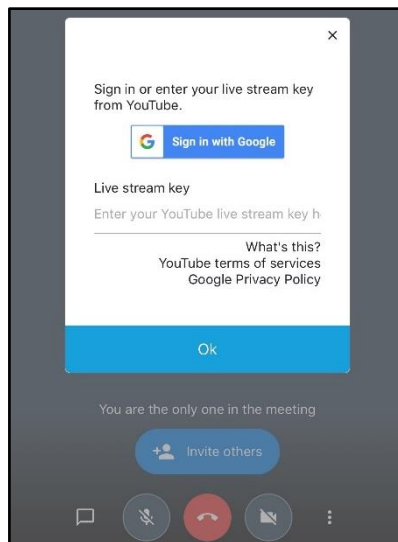
Select the sound device



Enter tile view

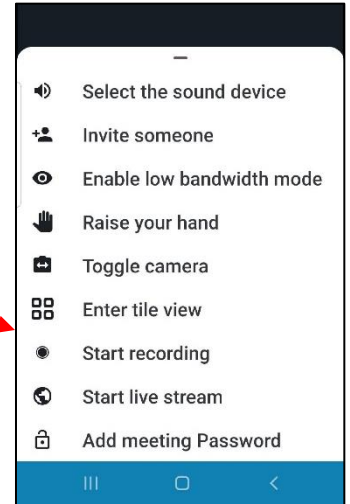
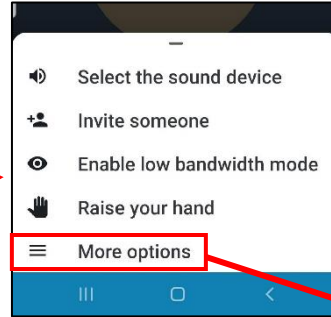
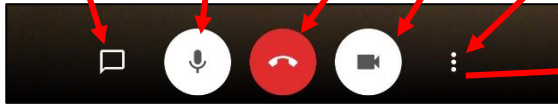


Start live stream

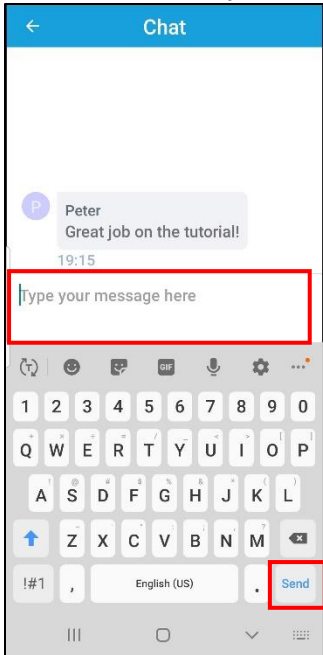


Basic Settings – Android

Open Chat Window Microphone On/Off End Call Video On/Off More Options



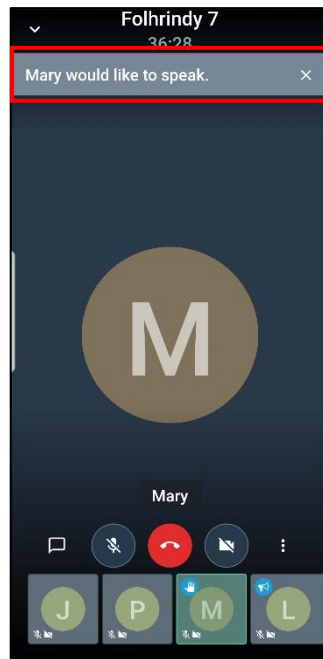
Chat: Type your message & hit the Send key to send it to everyone.



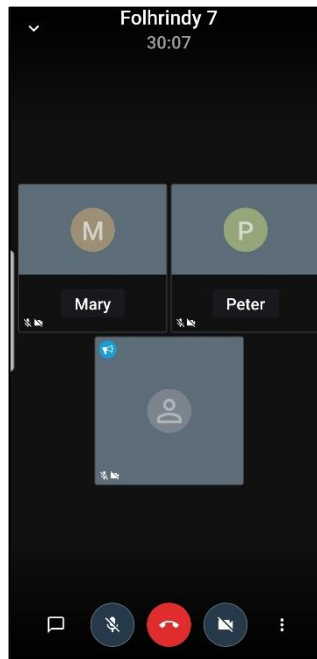
Select the sound device



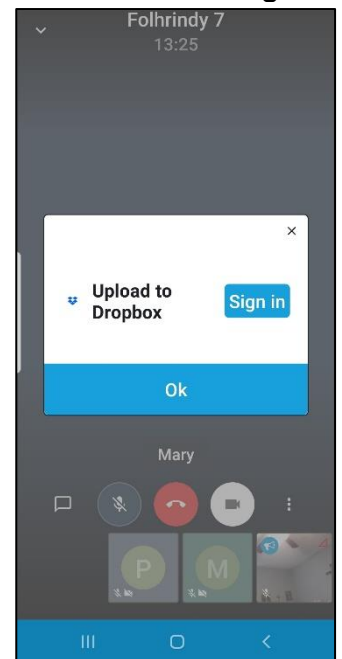
Raise your hand



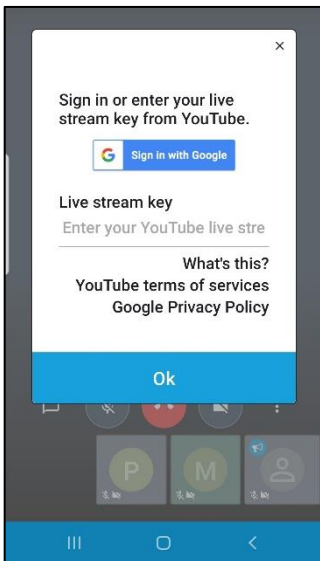
Enter tile view



Start recording

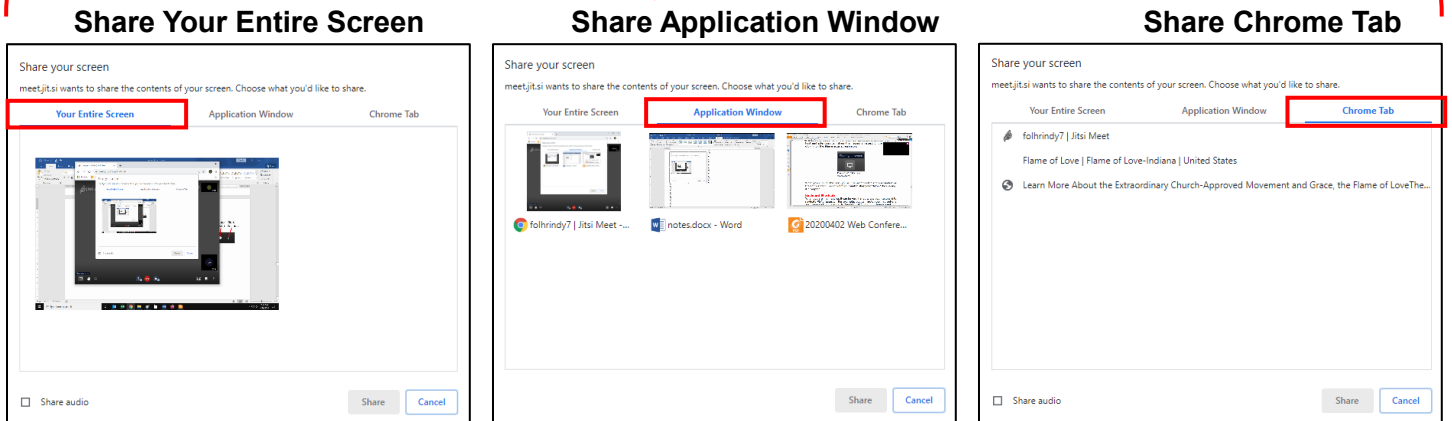
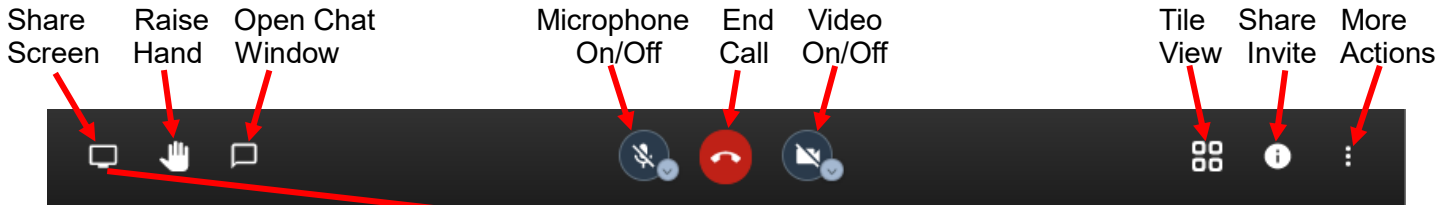


Start live stream

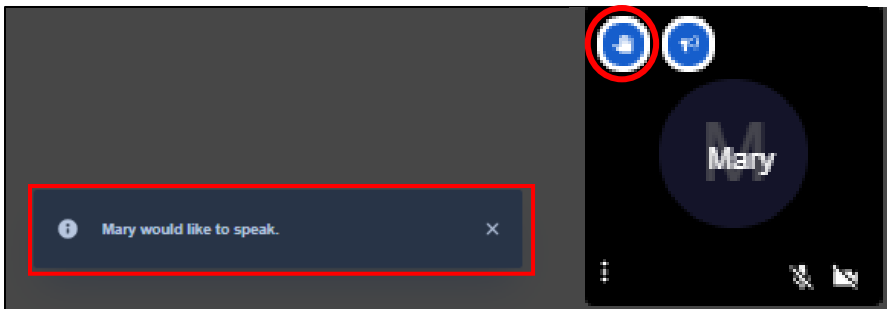


You are also able to mute and unmute your Android phone by pressing *6.

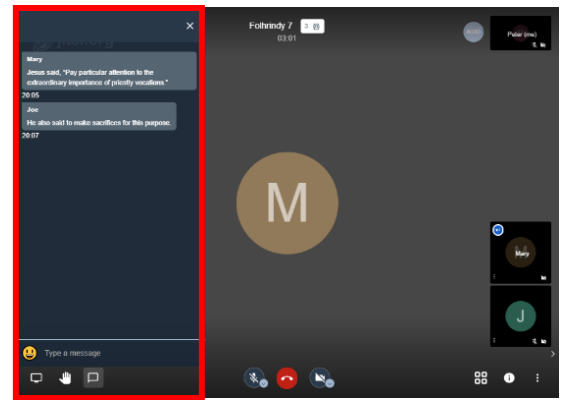
Basic Settings – Computer (a)



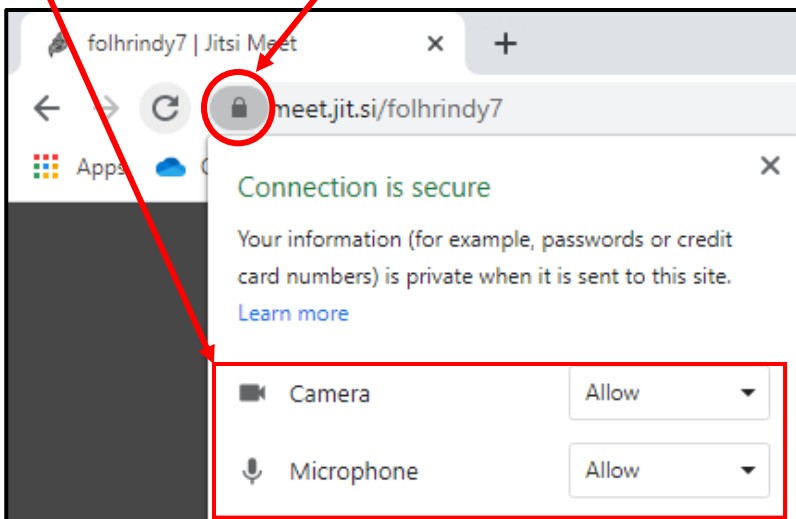
Raise Hand



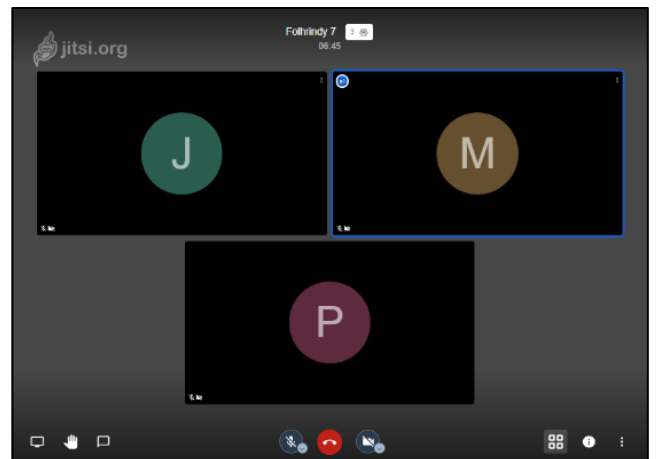
Chat Window



If your computer fails to detect the camera, microphone, or speakers, click on the **lock icon** next to the URL bar and select **Allow** for the camera, microphone, and sound permissions.



Tile View



Basic Settings – Computer (b)

More Actions

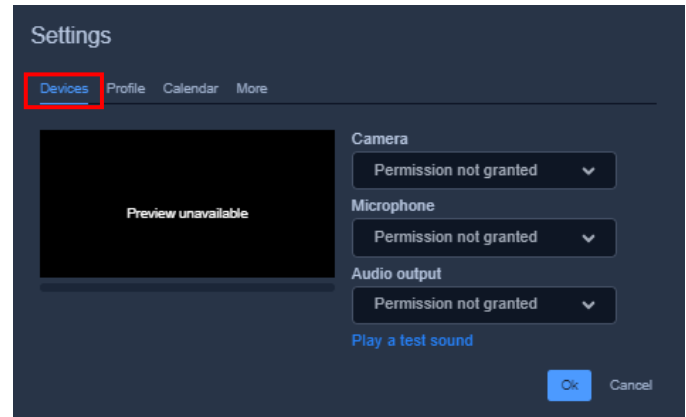
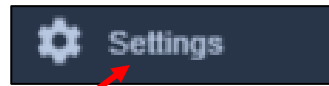
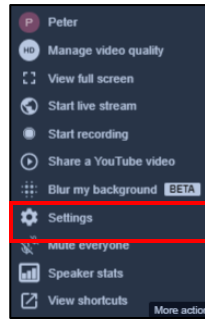
The diagram illustrates the 'More Actions' menu and its various options, each linked to a detailed sub-menu:

- Share a video**: A dialog box for sharing a video, showing a URL input field (e.g., `https://www.youtube.com/watch?v=xNXN7CZk8X0`) and 'Share' and 'Cancel' buttons.
- Mute everyone except yourself?**: A dialog box asking for confirmation to mute everyone except yourself. It includes a warning: 'Once muted, you won't be able to unmute them, but they can unmute themselves at any time.' and 'Mute' and 'Cancel' buttons.
- Speaker Stats**: A table showing speaker statistics for participants in a call.
- Keyboard shortcuts**: A list of keyboard shortcuts for various functions, such as 'Show or hide video thumbnails' (F), 'Mute or unmute your microphone' (M), 'Start or stop your camera' (V), 'Manage call quality' (A), 'Open or close the chat' (C), 'Switch between camera and screen sharing' (D), 'Raise or lower your hand' (R), 'View or exit full screen' (S), 'Toggle file view' (W), 'Show or hide keyboard shortcuts' (?), 'Push to talk' (SPACE), 'Show speaker stats' (T), 'Focus on your video' (0), and 'Focus on another person's video' (1-9).
- Video Quality**: A dialog box for managing video quality, showing a slider and options for 'Low bandwidth', 'Low definition', 'Standard definition', and 'High definition'. It includes a 'Done' button.
- Start a live stream**: A dialog box for starting a live stream, requiring a sign-in or a live stream key. It includes a 'Sign in with Google' button, a text input for the live stream key, and 'Start live stream' and 'Cancel' buttons.
- Start recording**: A dialog box for starting recording, showing an 'Upload to Dropbox' button and a 'Sign in' button. It includes 'Start recording' and 'Cancel' buttons.

Regarding "Share a video" & "Start a live stream"

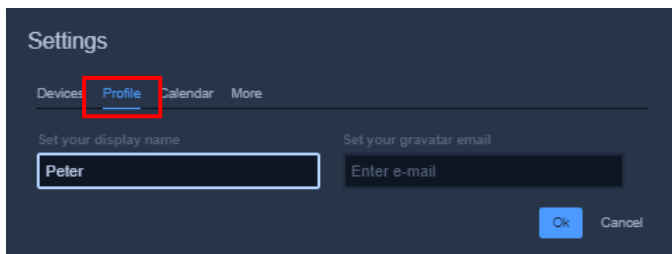
Sharing a video works great on computers but works intermittently on smart phones & tablets. It is not officially supported yet on those devices.

Basic Settings – Computer (c)



Device Settings

- Grant Camera Permission
- Grant Microphone Permission
- Grant Audio Output Permission

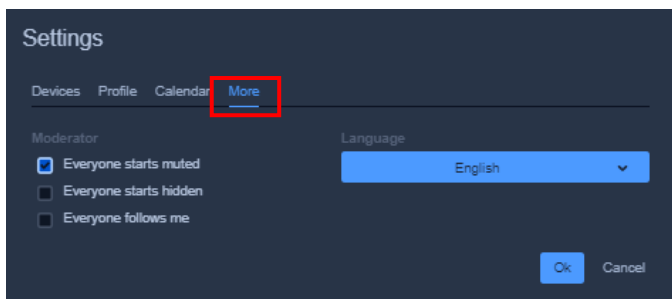
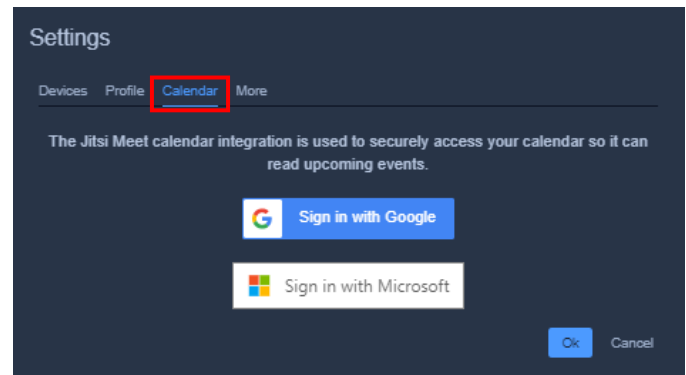


Profile Settings

- Set your display name
- Set your gravatar email (Globally Recognized Avatar)

Calendar Settings

Integrate Jitsi with Google calendar account or Microsoft calendar account



More Settings

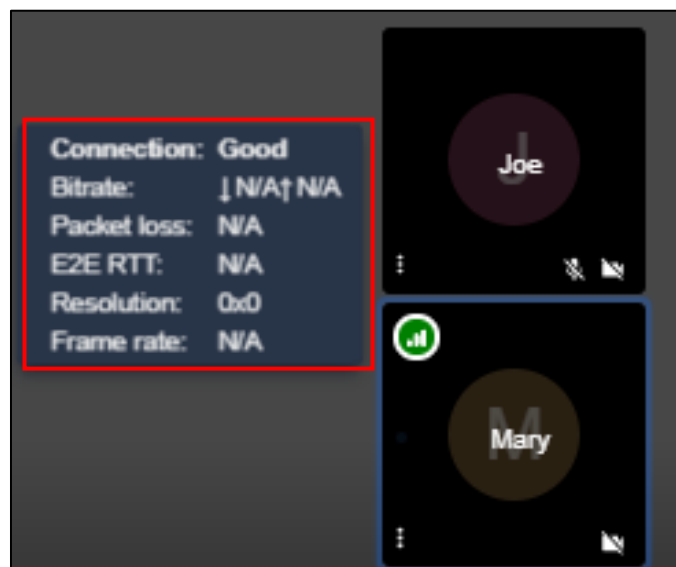
- Check the box so Everyone starts session “Muted”
- Check the box so Everyone starts session “Hidden”
- Check the box so Everyone follows me: (participants focus on what the host is watching)

Basic Settings – Computer (d)

Checking a user's connection quality could be helpful to advise someone to turn off their video to improve their audio.

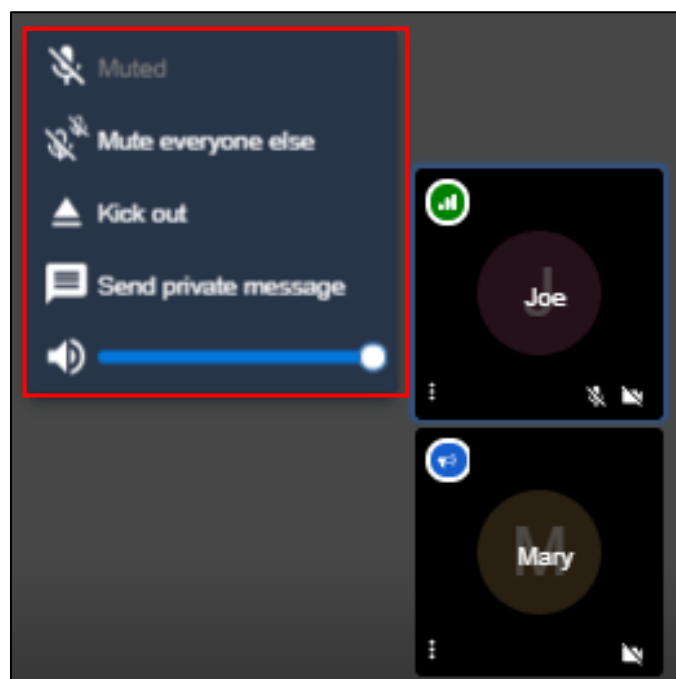
When the mouse hovers over a participant's thumbnail image a green connection icon will display in the upper left corner.

Clicking the green icon will open up a window displaying their connection statistics.



In the bottom left corner of a participant's thumbnail image is a 3-dot icon ⋮. Hovering over the icon will display a window that allows

- Muting of the participant
- Muting of everyone other than the participant
- Kicking out the participant
- Sending a private message to the participant
- Audio modification



Mute everyone except Joe?

Once muted, you won't be able to unmute them, but they can unmute themselves at any time.

Mute Cancel

Kicking out a participant is for someone who is behaving badly in the room, e.g. someone displaying inappropriate graphics, using inappropriate language, someone who has crashed the room.

After kicking a participant out, if they keep returning, you may need to set a password on the room just for this session. This will not affect any of the users already in the room but it will have the unfortunate effect of preventing any NEW dial-in users from connecting. Computer and mobile app users CAN enter after entering the password."

Etiquette for All Users

Conferencing isn't quite like a regular one-on-one phone call. Below are some important rules of etiquette.

Mute Your Sound When Not Speaking

As a general rule, because there may be many callers on the line, each one adds their own background noise. All that background noise adds up and makes it hard for others to hear. They may also hear other sounds like your breathing, burping, conversations with others, unexpected sounds like someone shouting for you or a loud truck outside. Thus, for the sake of others on the call, please keep your microphone/sound muted when you are not speaking. To mute and unmute from a computer or mobile device, click the microphone icon on the bottom of your screen. To mute and unmute from a regular phone, press *6.

There are times when you will want to remain unmuted. For example, if there are only a few callers on the line or if you are engaged in an active conversation. If this is the case, feel free to leave your sound unmuted.

Remember to mute when walking away, receiving a phone call, or speaking to someone not on the call, e.g., speaking to someone who walks into your room.

NEVER Put the Call on Hold

This can be awful for everyone on the line. If your phone makes noise, beeps, plays hold music, everyone will hear it and it may be impossible for the conference to continue as long as you have the call on hold.

When using conference calling to bring in shut-ins and those who are intimidated by the technology, it is important that one call the other person **BEFORE** dialing in to the room lest they put the Perpetual Vigil room on hold.

Call from a Quiet Environment

Similar to the last two points of etiquette, for the sake of others, please try to call from a quiet location. Loud noise outside a window, such as landscaping or construction, may make it hard for others to hear on the call.

Use a Headset or Ear Buds, or Hold the Phone to Your Ear

Echo can be a big problem on conference calls. You may not hear it but others will. Echo happens when the sound of someone speaking comes out of your speakers and then goes back into your microphone. Now the other person hears themselves but delayed and so does everyone else. If the echo is bad enough, it can be a mirror in a mirror effect and echo continuously making it impossible to continue the call. To prevent this echo problem, please observe the following:

- Please do not use the speaker on your cell phone. Not only will it pick up more background noise but it will produce the echo problem. Hold the phone to your ear.
- If you are using a cell phone or tablet, please use your ear buds or blue tooth device like you were making a hands-free call.
- If you are using a computer, please use a headset unless your microphone and speakers are such that the sound from the speakers cannot enter back into your microphone. If you do not have a headset but still want to use your computer so you can see and be seen and take advantage of the other functions of Jitsi Meet, you can use a hybrid approach. Connect with your computer, mute your microphone and turn off your speakers. Then dial into the same conference with your phone (using ear buds or holding it to your ear) to hear the sound and speak.

Be Patient with Each Other

There are often many voices on the line causing them to speak over each other, and there can also be the problem of latency. Latency means there is a delay between the time you speak and the time other people hear you. The delay will be different for each person on the phone so they will all hear you at slightly different times. This also means that you will hear people start to speak after they have already started speaking and you will hear them finish after they have actually finished speaking.

Thus, you may find that we often “speak over” each other. Please don’t misunderstand this as being rude. What has happened is the other person hasn’t yet heard that you have started speaking even though you have. Thus, they thought the line was quiet and started speaking. Be patient when this happens and leave a little extra time before starting to speak.

When Praying Together in Jitsi Cenacle Rooms

This latency problem is bad enough when we are talking randomly such as when greeting each other, fellowshiping, or sharing and discussing the Diary during the cenacle. But, it can make praying together extremely difficult such as when we pray the Rosary. It is hard enough to stay together when we are in the same room! With the latency of a conference call, it is impossible.

Thus, we strongly recommend when praying the Rosary, or similar prayers, that everyone stays muted (or hold your hand over the microphone if you cannot mute your phone) except for having one leader **OR** a leader and a responder. The leader and responder should not speak at the same time, e.g., during the “Oh my Jesus” Fatima prayer, the responder should pray silently or mute their sound.

In our cenacles, we usually divide the decades between several people (e.g., A, B, C, & D). Our practice is to have “A” lead the 1st decade with “B” responding, then “B” would lead the 2nd decade and “A” would respond. In the 3rd decade, “C” would lead with “D” responding, then in the 4th decade, “D” would lead and “C” would respond. In the 5th decade, “B” would lead with “A” responding. During each decade, everyone would be muted except for the leader and responder of that decade.

Thank you for joining our Virtual Cenacles. By the grace of our God and the intercession of our Blessed Mother, may our prayers be blessed and a blessing to others!

Frequently Asked Questions

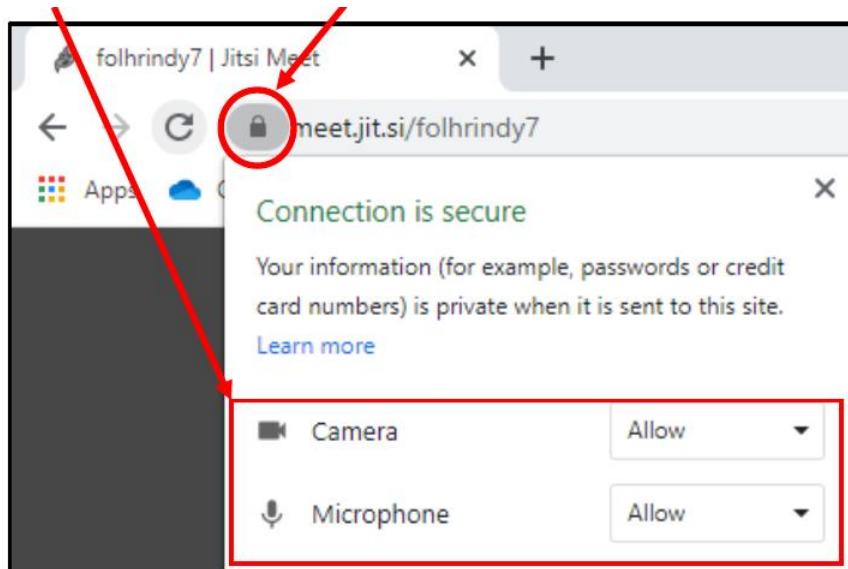
Q. My computer's sound or camera is not working

Q. I'm getting a Permission Denied error for my microphone or camera

Q. I'm getting an error about unable to access my camera or microphone

A. For security reasons, most web browsers will not allow an application to use your camera or microphone unless you grant permission for it to do so. For example, you would not want someone on a malicious web page being able to watch you on your camera without your knowing it. Sometimes, those permissions aren't set properly. To fix this, while on the Jitsi page in your web browser, click on the lock icon next to the web site address.

Set the permissions to allow. This will allow the Jitsi web site to access your camera and microphone. It will NOT grant permission for other sites to use them so no need to fear people spying on you because you have done this. Each site must ask for permission separately.



Q. My phone is getting hot

Q. My computer's fan keeps going on

A. Video is one of the most difficult things for a computer or smart phone to do. It makes the computer or phone work very hard. That extra load produces heat. In a computer, the extra heat causes the fan to either come on or speed up.

Q. I'm getting errors when trying to dial in

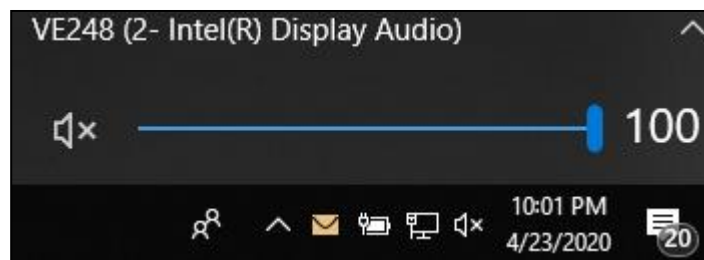
A. We have noticed this. Sometimes there is a failure to connect and sometimes one connects but then connecting to the conference room fails. We do not know why this is. It may be from the current overload due to the many people working remotely during this Corona virus pandemic. However, we have always been able to get in after a couple of tries.

Q. I want to use my computer to see the video on the big screen but I do not have speakers / a microphone / a headset.

A. You can use a computer and a phone together so you can see the video on the big screen and use the phone for voice BUT you must be very careful. VERY IMPORTANT: BEFORE dialing in with the phone, connect with your computer and BOTH mute the audio (click the microphone icon next to the hang up button so that it is grey and has a line through it)



AND mute the speakers on your computer. This varies from computer to computer but is usually done by clicking on an icon in your task bar that looks like a little speaker (you may need to click the arrow on your task bar to show hidden icons). Click it so that there is an x through it or next to it or some other symbol to show that it is muted



Now you can safely call with your phone. If you call with a phone and computer in the same room and do NOT mute your computer microphone and speakers you will create a feedback loop. This is that earsplitting sound that you sometimes hear in the speakers at church.

Q. How can I help shut-ins and people intimidated by technology to join our cenacles if they cannot use Jitsi-Meet?

A. First of all, I should state that many shut-ins are quite capable of using Jitsi-Meet so please do not take the question as an insult. But I'm sure many of us know people who just do not do well with technology even as simple as entering a room code into a dial-in phone. We can still reach out to them to bring them into our virtual cenacles if your cell phone or home phone has the ability to do a three-way conference call.

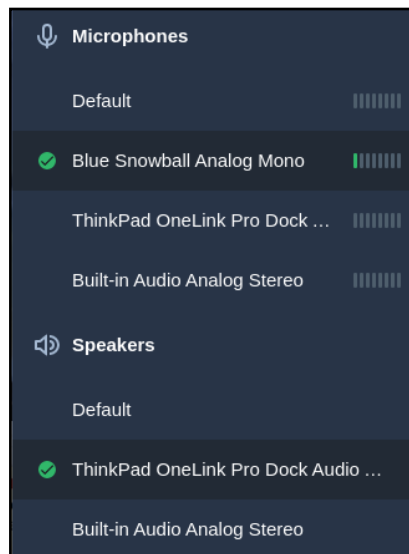
If you want to use your computer (so you can see) and your phone (so you can conference in the other person), please see the FAQ about using a computer without speakers / microphone / headset. If you are using a computer, connect with your computer first and follow those instructions to mute the computer. Then do the following in order:

- 1) FIRST, call the other person and ensure you have them on the line
- 2) SECOND, use your conference call capability to make a second call into the conference

Please do NOT call the conference first and then call the other person. That will put the conference on hold and can have very bad effects for the other people in the conference.

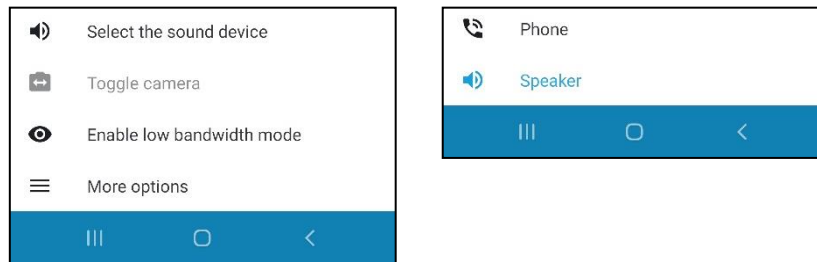
Q. I have multiple speakers / microphones / cameras on my computer. How do I select the one I want to use?

A. Mouse over the Jitsi-Meet screen so that the main controls appear. On the microphone icon and on the camera icon there is a little arrow. Click on that arrow and it will bring up the list of devices you can choose from to use.



Q. I want to switch my Jitsi-Meet mobile app to use my phone instead of my speaker or vice versa.

A. Click on the main “three button” menu and tap “Select the sound device “. The select the sound device you want.



Q. Someone’s phone or computer is creating a lot of background noise in the room. How do I determine who it is and how do I stop it?

A. You should see icons representing every user in the room along the left or bottom margins. If you look carefully at these icons, you will see that there are little lights that become active when someone is talking. The louder they are talking, the more active the lights. If you see someone’s icon with active lights and they are NOT an active speaker, they may be the ones adding the background noise.

The best approach is to then either private message them or even politely mention on the call that they seem to be adding background noise and ask them to mute themselves, e.g., “Judy, it sounds like there is a lot of background noise coming through your phone; may I trouble you to mute.” Worse comes to worst you can mute them yourself by clicking on the “three button” menu on their icon and choosing mute.

Q. Someone is behaving very badly in the room. How do I eject them?

A. If someone insists on behaving inappropriately in the room even after lovingly being asked or even admonished to behave better (and please do all things in love), you can forcibly eject them from the room. Find their user icon (side or bottom margin) and click on the “three button” menu on their icon. This will reveal an option to kick them out of the room.

If they keep coming back, you may need to set a password on the room for just this session. This will not affect any of the users already in the room but it will have the unfortunate effect of preventing any NEW dial-in users from connecting. Computer and mobile app users CAN enter after entering the password. Setting a password is different depending on whether you are using a computer or a mobile app. Please see the above documentation.

Q. My cenacle meets in a language other than English

A. Not a problem at all. Of course, people can speak in any language they want but even Jitsi itself can be configured for different languages. Click on the main “three button” menu, choose settings, click on More, click on the drop down box under Language and you will see an impressive number of languages you can choose. Choose the one you want and then click on Ok.

Finalized 4/24/20