

# Joining A Virtual Cenacle

Version 1.0

Welcome and thank you for your interest in joining a virtual Flame of Love cenacle. This Flame of Love cenacle meets using Jitsi Meet, a freely available conferencing service.

Jitsi Meet can be used:

- From a computer via a web browser
- From a smart phone or tablet via the Jitsi Meet app or a web browser
- From any phone by dialing into the conference phone number and entering the room code

Jitsi Meet provides sound just like calling into a conference call. One can choose to mute (turn off) one's sound so others cannot hear you. It provides video so cenacle participants can see each other. One can choose to mute (turn off) one's video so others cannot see you. It provides the ability to share screens, live streams (e.g., Mass), and videos. For example, one could display a perpetual adoration chapel while adoring, a video on a pertinent topic, or an email from a Flame of Love leader. It also provides the ability to type messages like a chat room so information and perceptions can be shared silently, e.g., while watching a video. It offers us a lot!

Your best experience will be by using a computer, smart phone, or tablet. These will enable you to see (and be seen if you have a camera as almost all smart phones do) as well as hear, will generally provide clearer sound and less sound delay, and enables more features.

If you do not use a computer, smart phone, or tablet, don't worry. Dialing in with a regular phone works just fine!

You can even use a combination. For example, if you want to see everything on your computer but don't have a headset to listen (more about that later), you can connect with your computer, mute your computer (turn off the sound), and then dial in with your phone to listen and speak.

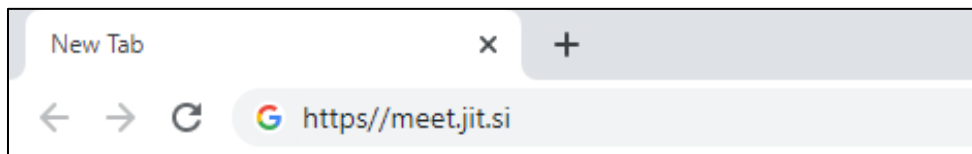
This documentation may seem overwhelming at first because of its length and many pictures but is quite simple. The length is because of all the screenshots and because we demonstrate how to do everything on a computer, mobile device (smartphone or tablet), and phone. If you walk through it one step at a time, you will find it easier than trying to grasp it all at once.

No matter which form of access you use, **PLEASE** read the "**Etiquette for All Users**" at the end of this document.

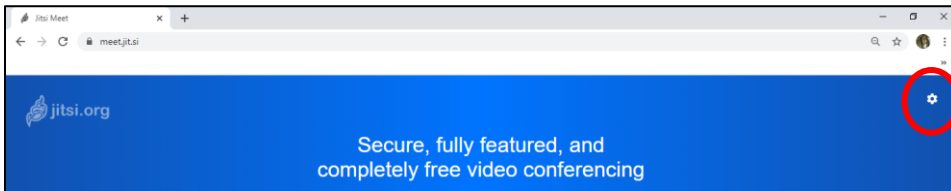
## Joining with a Computer

To join using a computer, open your web browser (the program you use to browse the Internet). For obscure, technical reasons, the Google Chrome web browser is, by far and away, the best web browser to use for Jitsi. Other browsers (Firefox, Safari, Edge, Internet Explorer) will work but we sometimes have sound problems with them.

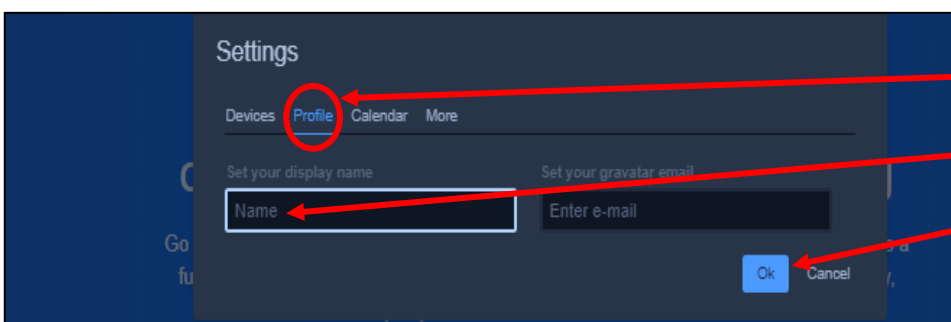
Point your web browser to <https://meet.jit.si/> That's not a typo. It is not .com or .org. It is .si.



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:**



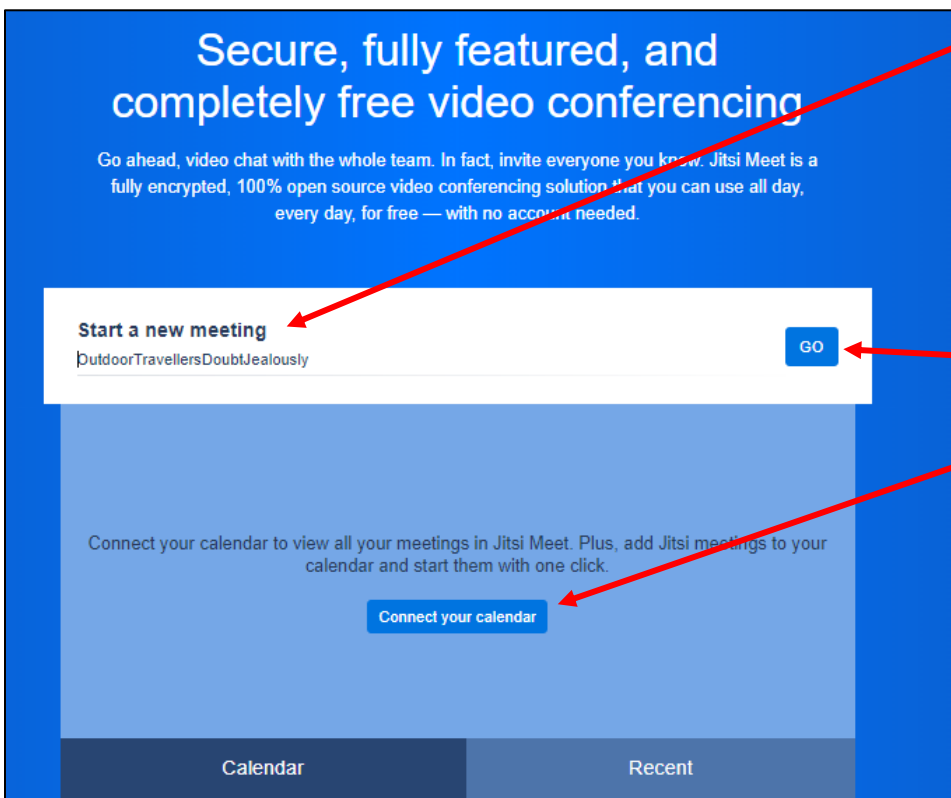
From the opening screen (before entering a meeting), click on the gear "Setting" icon in the top right.



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 virtual cenacle room—your cenacle leader will tell you what it is (no spaces allowed)

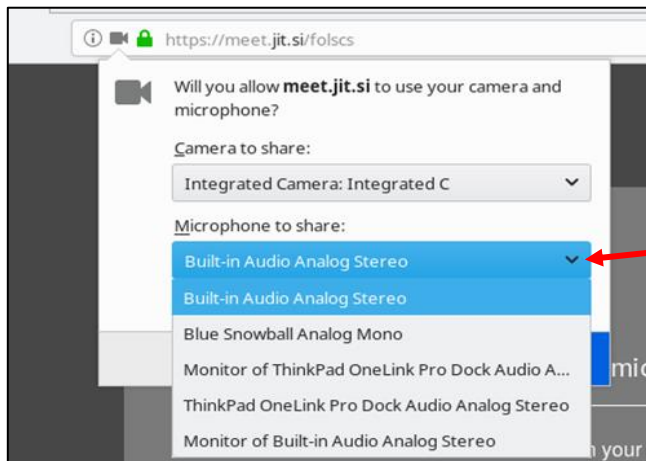
Click GO.

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.

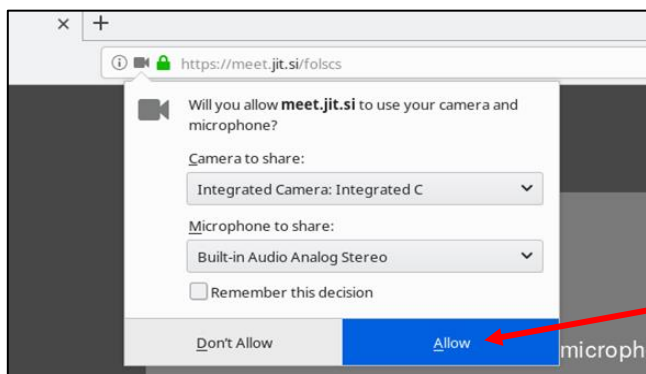
**That's it! You're in.** 😊

## Once You Have Joined

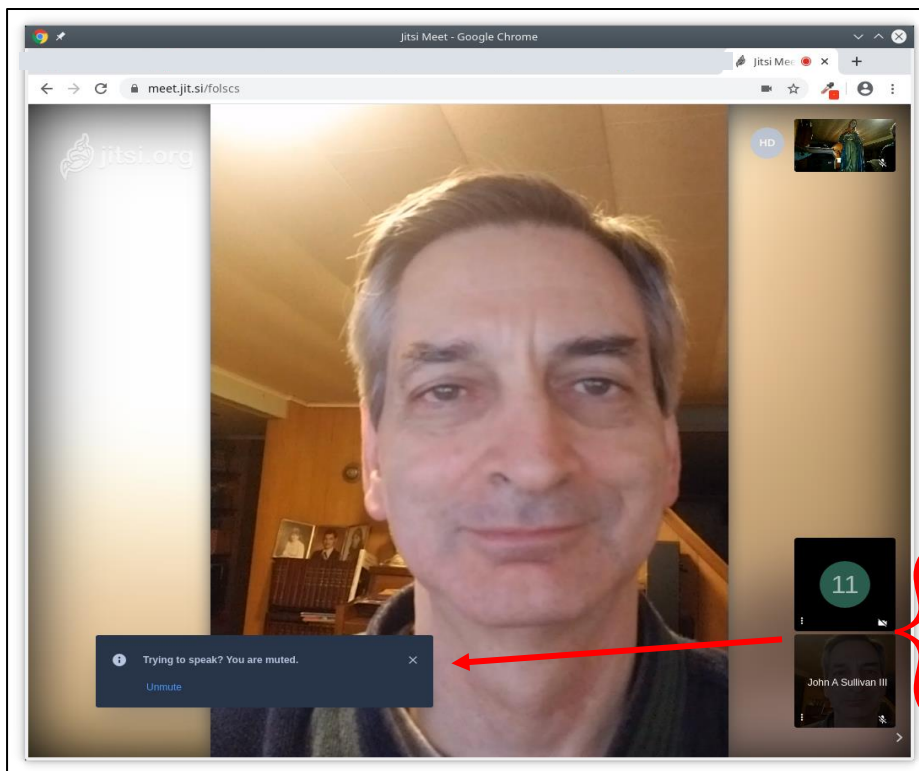
You may or may not be prompted to allow Jitsi to use your camera and microphone:



If you have more than one microphone, for example you are using a headset (as we recommend), you may wish to click on the down arrow and choose the correct microphone.



Once chosen, click Allow.

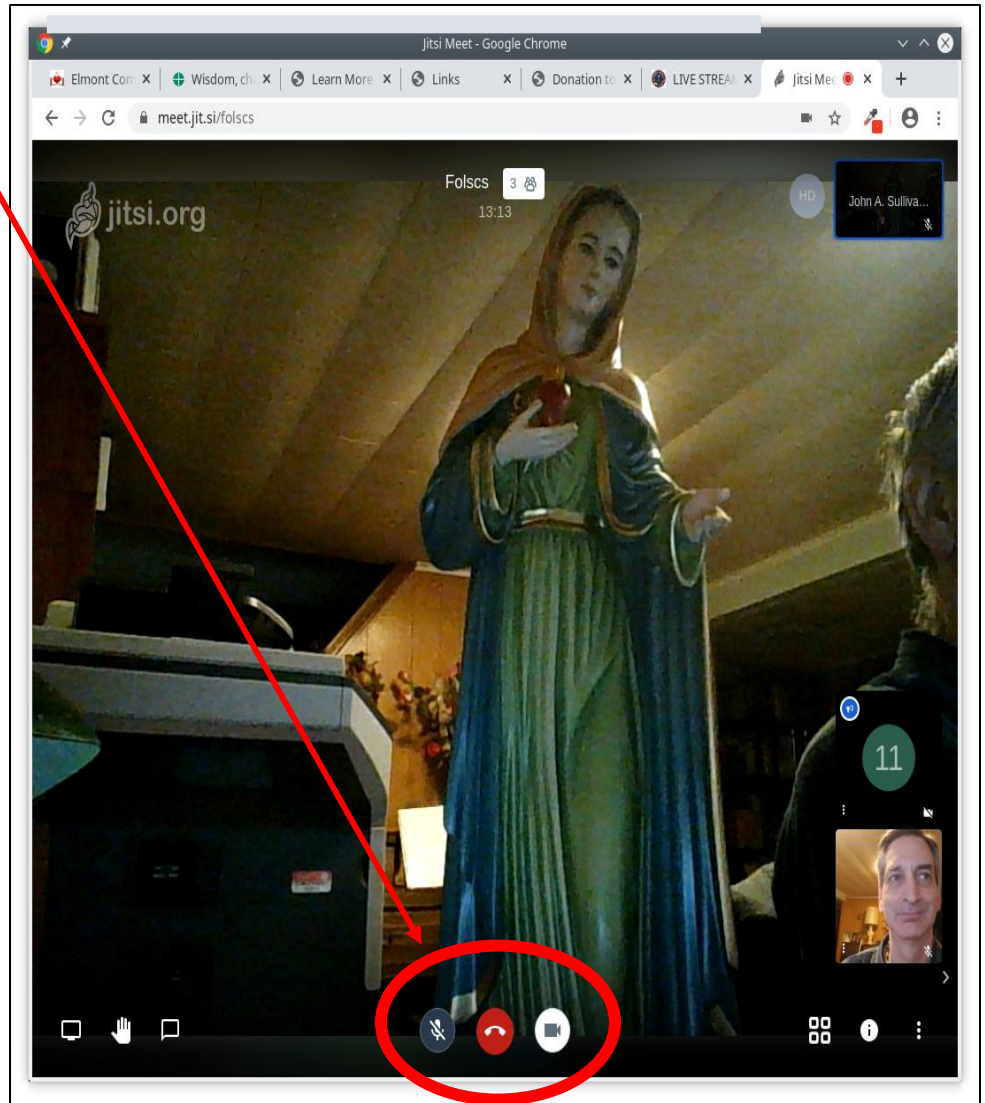


When you join a room in progress, you may see other users in the room.

In this screenshot, you see someone with a smart phone, someone dialed in, and someone signed in with a computer.

If you move your mouse over the Jitsi screen, you will see the most important controls in the middle.

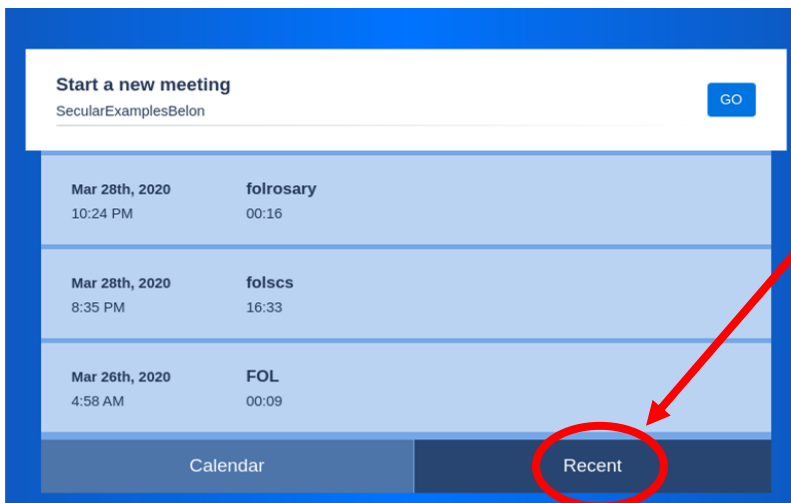
- The red button with the **telephone handset** is how you “hang up” or leave the meeting.
- The button to its left, toggles the **microphone** on and off. When it is greyed out with a line through it, you are “muted” and others are not able to hear you speak. To unmute yourself, click it so that the strikethrough line disappears and the icon turns white. If your headset has a separate mute button, you may be double muted and need to unmute your headset, as well.
- The **video** button is on the right, and toggles the camera. If it is white, others can see whatever your camera is pointing to. If it is greyed out with a line through it, others cannot see you



**That’s it!**

When it’s time to leave, hang up. **Please read the “Etiquette for All Users” at the end of this document.**

## Rejoining the Room



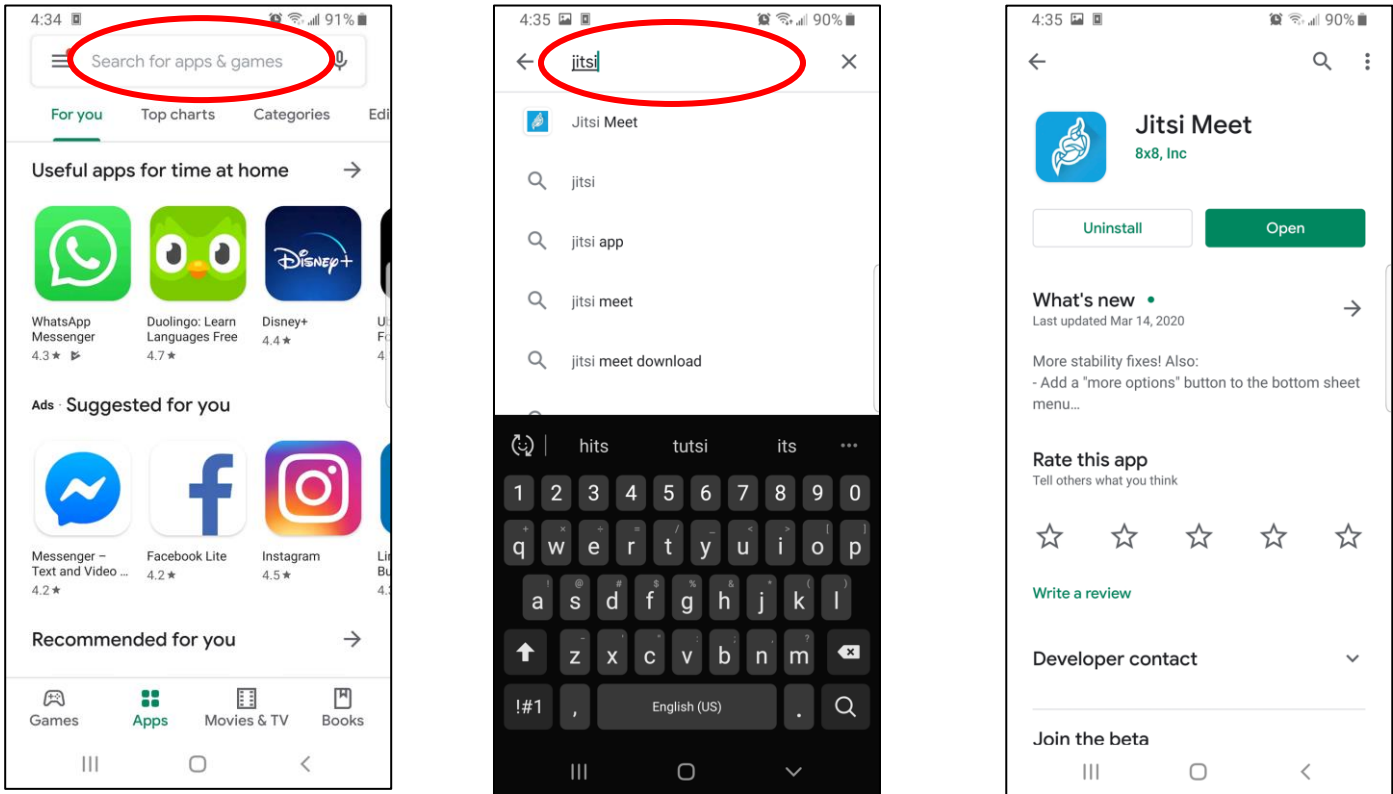
After you’ve been in the room once, it’s even easier to rejoin. There are two easy ways:

1. 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. Enter the full address to the room in your web browser (or save it as a bookmark) e.g., <https://meet.jit.si/folmyroom>

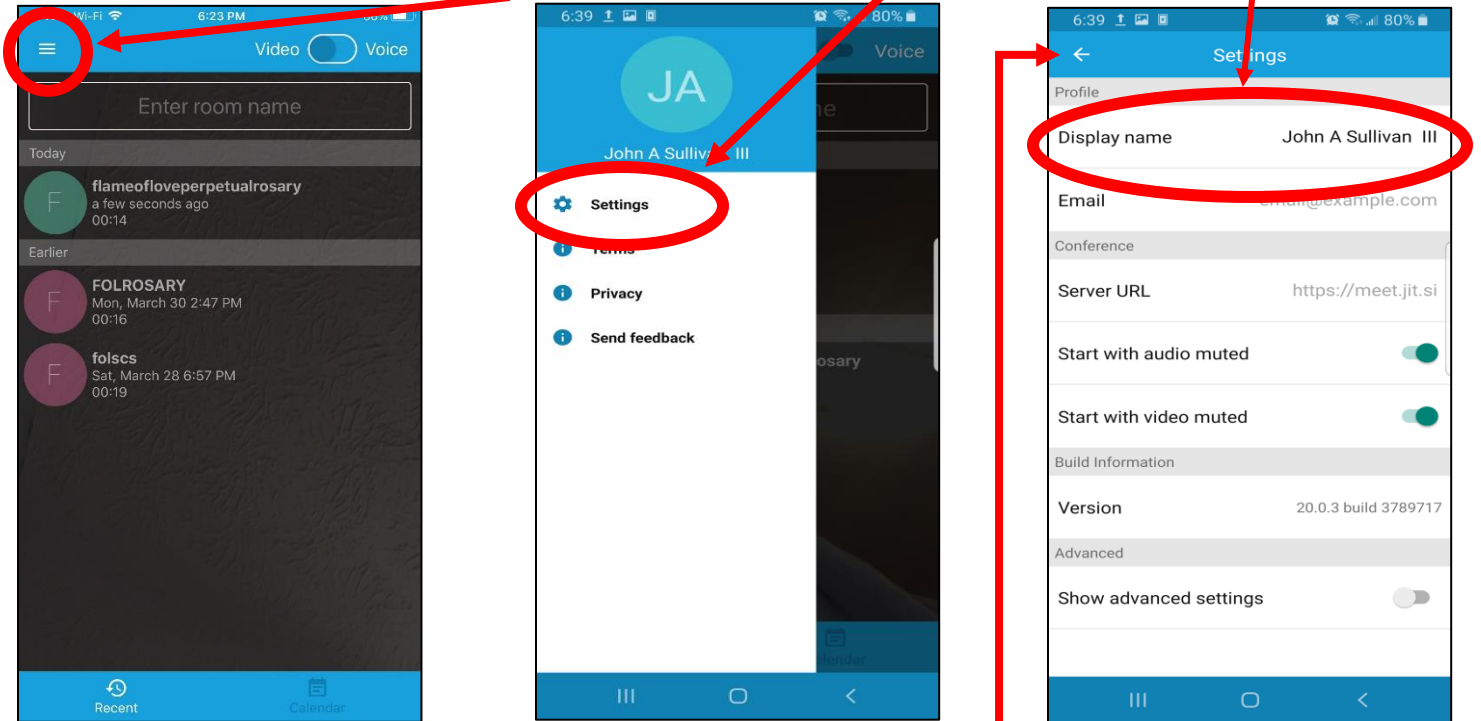
**That’s it! You’re back in. Please read the “Etiquette for All Users” at the end of this document.**

## Joining with a Smart Phone or Tablet

First, install the Jitsi Meet application. Go to your app store (example below is on Android), **search** for **Jitsi Meet**, and select install. The screenshot below shows the view after installation since I have already installed it.

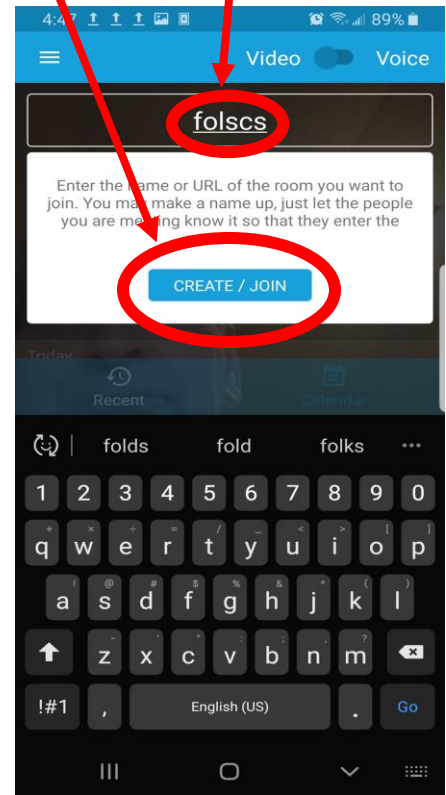
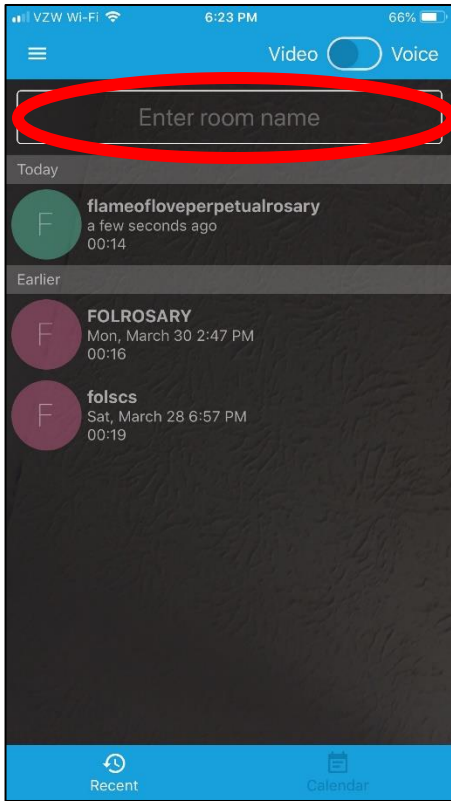


Open the app (this screenshot shows rooms I had already created and some very poor name choices I made while testing; the first time you use the app, there will be no rooms listed). From the main application (before entering a meeting), tap on the “Hamburger” **menu** on the top left, choose **Settings**, and enter your **display name**:



Click the **left arrow** at the top to return to the main screen.

Click inside the “Enter Room Name” box to open up the keyboard. Type in the **name** of your room—your cenacle leader will tell you what it is (no spaces allowed). Then tap **Create / Join**.



**That's it! You are in.**

### Once You Have Joined

When you join, you may see other users in the room. In this screenshot, you see someone with a smart phone, someone dialed in, and someone with a computer.



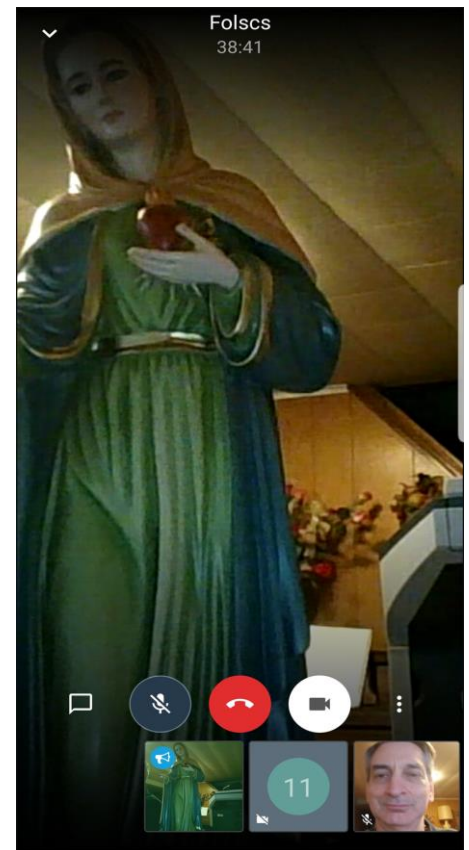
If you tap the screen, you will see some important controls:

The most important ones are in the middle:

- The red button with the **telephone handset** is how you will “hang up” or leave the meeting
- The button to its left, the **microphone**, toggles your microphone on and off. When it is greyed out and has a line through it, you are “muted” and others will not be able to hear you when you speak. To unmute yourself, click on it so that the strikethrough line disappears and the icon turns white
- The button to the right, the **video camera**, does the same thing for your video. If it is white, others can see whatever your camera is pointing to. If it is greyed out with a line through it, others cannot see you

**That’s it!** When it’s time to leave, hang up.

**Please read the “Etiquette for All Users” at the end of this document.**

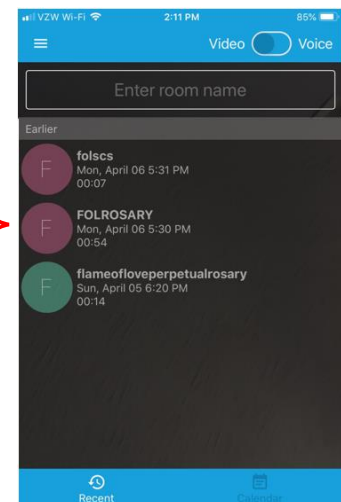


## Rejoining the Room

After you’ve been in the room once, it’s even easier to rejoin. Open the app on your smart phone or tablet. You will see the rooms you have previously joined. Simply tap on the room you wish to enter:



**Please read the “Etiquette for All Users” at the end of this document.**



## Joining by Phone

This may be with a regular phone or a cell phone without using the application. It is easy but it is also the least desirable way to connect as the sound is poorer and you will not have all the features. To join by phone, dial the phone number given to you by your cenacle leader. When you are prompted, enter the code (also provided by your cenacle leader) followed by the “#” key.

That’s it! You are in. If your phone has a mute button, you may wish to use it from time to time, or you can press **\*6 to mute & unmute** your phone. **Please do NOT use your phone in speakerphone mode.** You may hear better and be hands free but it will create big sound problems for everyone else on the call.

**Please read the “Etiquette for All Users” at the end of this document.**

# 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.

## **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.

## **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 1<sup>st</sup> decade with “B” responding, then “B” would lead the 2<sup>nd</sup> decade and “A” would respond. In the 3<sup>rd</sup> decade, “C” would lead with “D” responding, then in the 4<sup>th</sup> decade, “D” would lead and “C” would respond. In the 5<sup>th</sup> 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!**