Jitsi Videoconference Instructions

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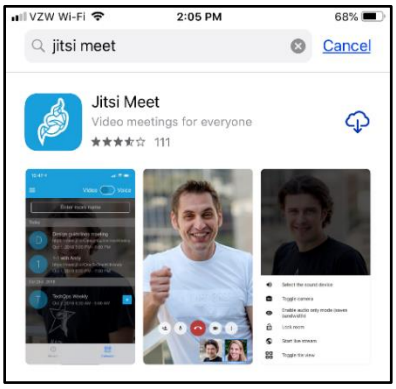
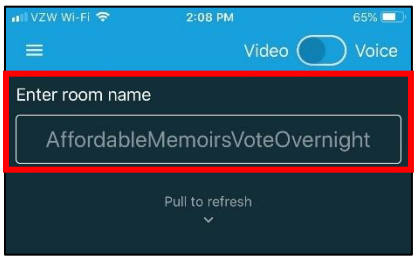
Jitsi Quick Start Guide

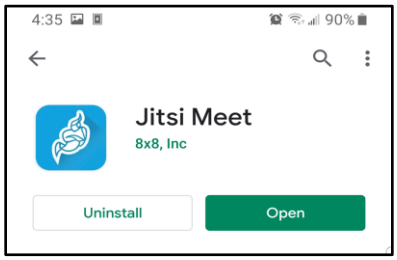
Jitsi room names should be UNIQUE, and as SHORT as possible and it CANNOT contain SPACES or the following special characters: **? & : ‘ “ %**

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

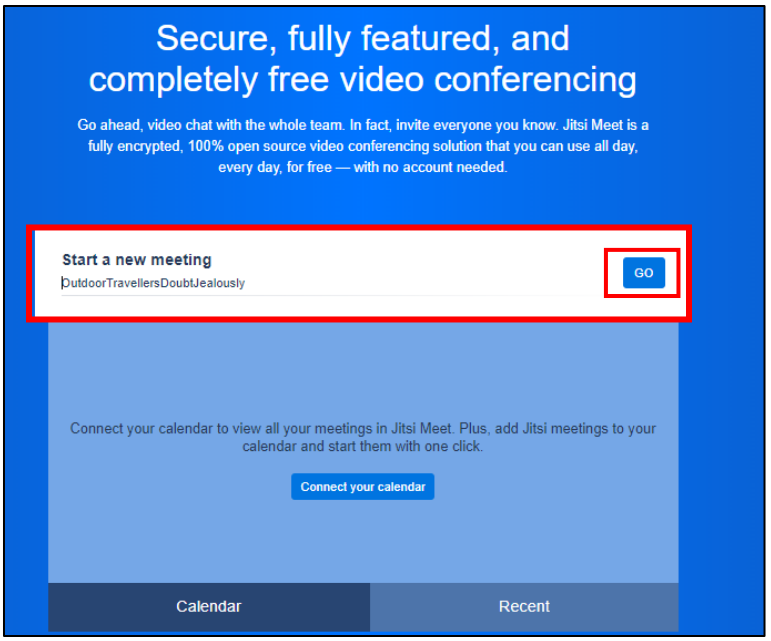




On an **Android Phone**, Install / Open the Jitsi Meet App, Enter a room name & click Create/Join.



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**.



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.

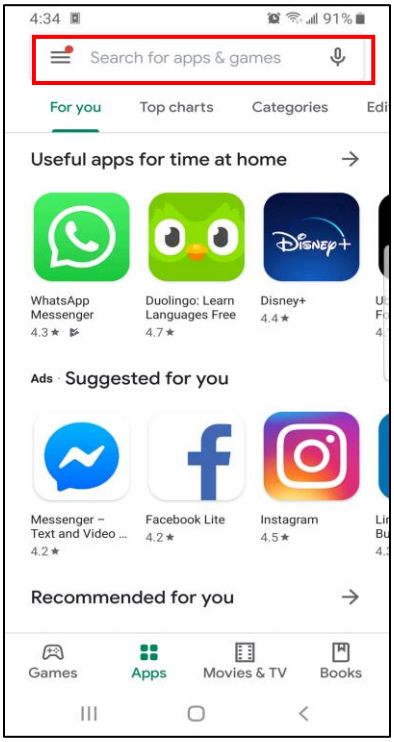
What else can you do with Jitsi Meet?

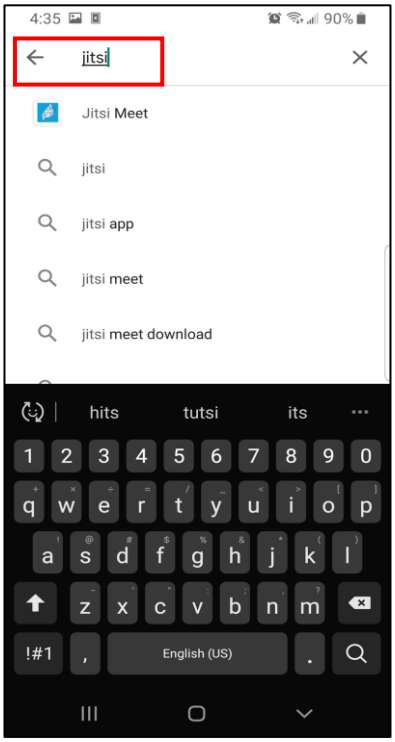
- Share your desktop
- Deliver presentations
- Display YouTube videos
- Invite users to a conference
- Chat with others attending the conference
- Raise your hand to ask a question or to comment
- Record your conference

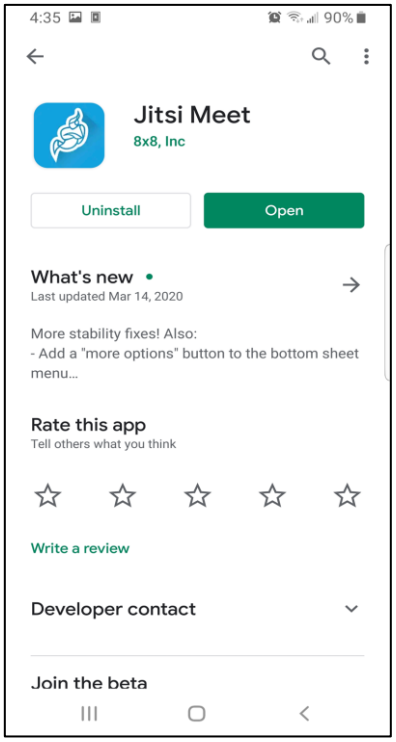
Downloading the Jitsi Meet App—Android & iPhone

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.

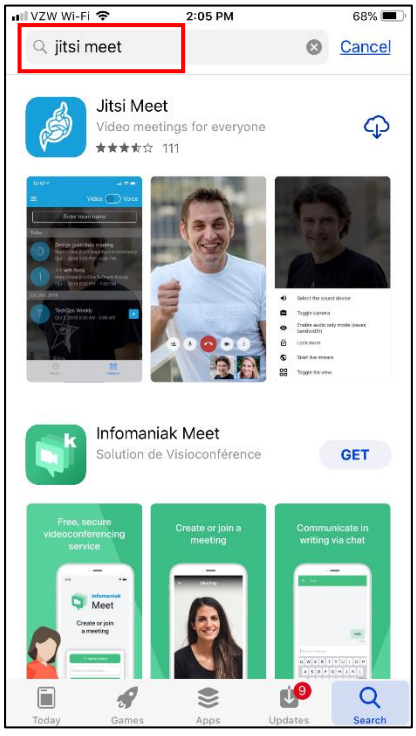
Android Phone Screenshots

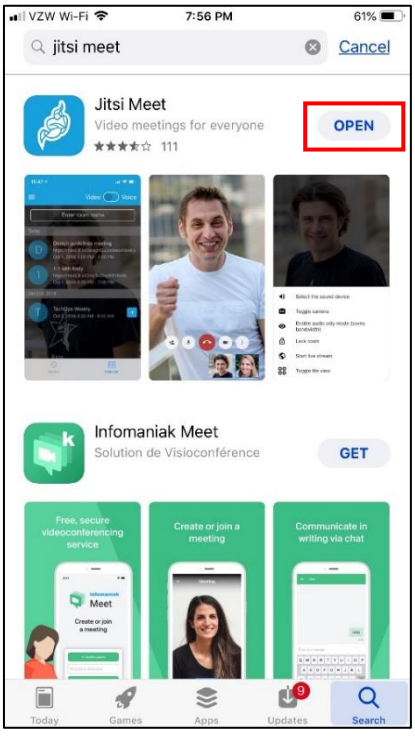






iPhone Screenshots





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:

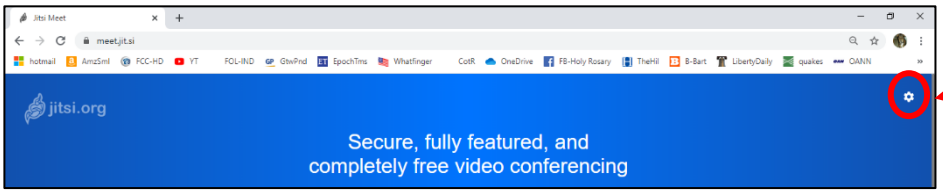
1. Use “fol” to identify the room as a Flame of Love room.
2. Use an abbreviation for the state or region, e.g., wc (West Coast), ec (East Coast), az, in.
3. Add “us” for United States. Remember that we must be globally unique so folin for Indiana may conflict with folin for India.
4. Adding the number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

   Examples: folinus7, folwcus7

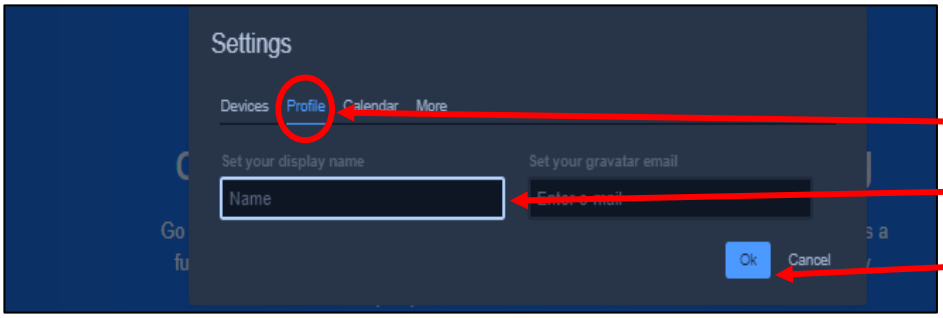
Starting a Room with a Computer

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:**



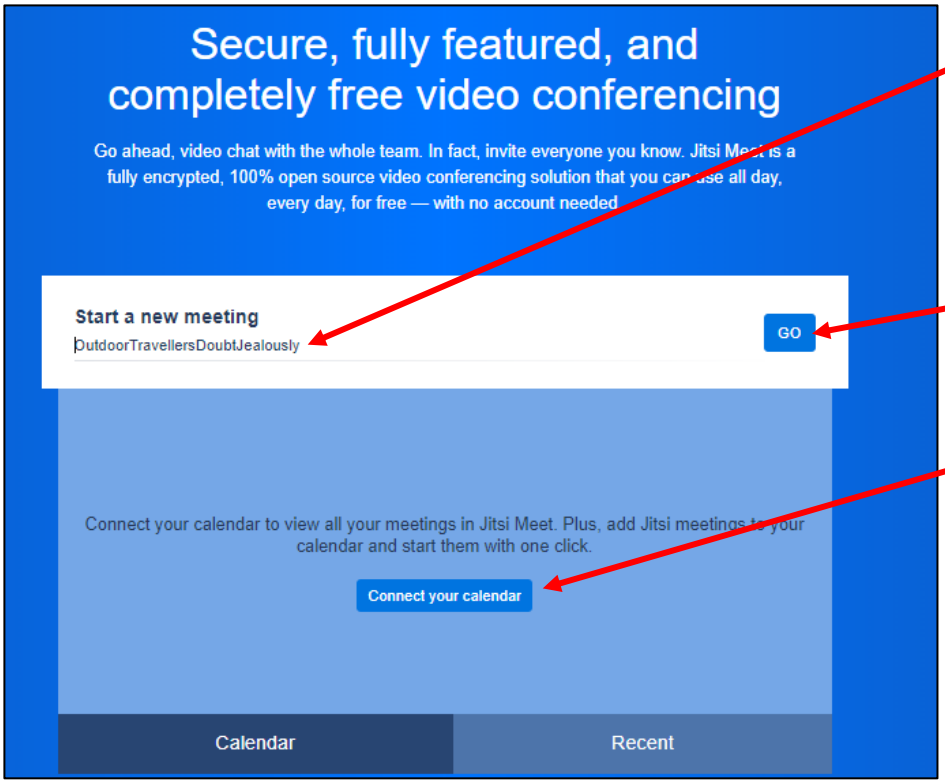
From the opening screen (before entering a meeting), click on the gear "Setting" icon in the top right.



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.

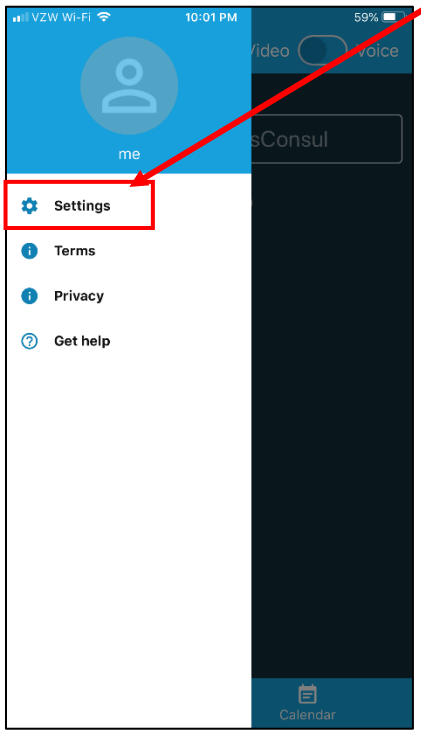
Click GO.

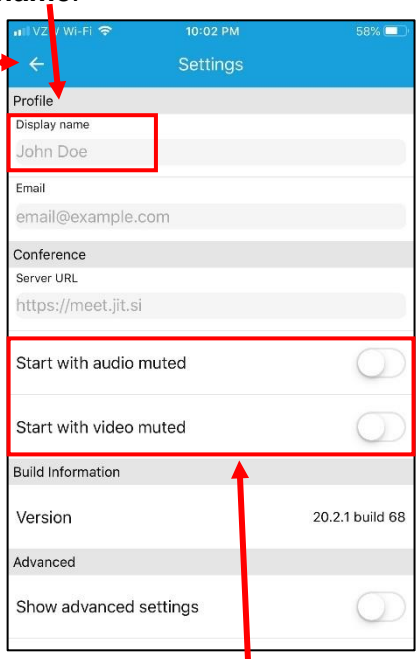
You **DO NOT** need to "Connect your calendar" to use Jitsi. Only click the button if you wish to connect your Jitsi meetings to your on-line calendar.

That's it! You're in. ☺

Starting a Room with a Smart Phone

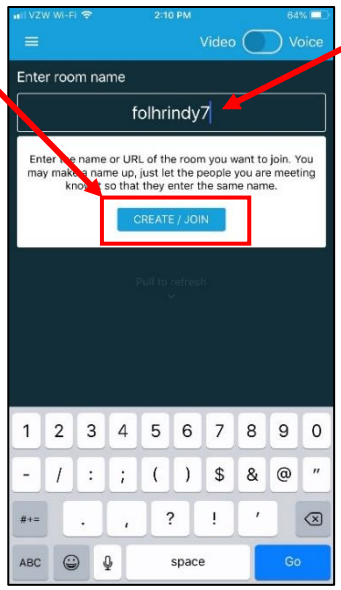
1. Open the Jitsi Meet app, tap on the “Hamburger” **menu** on the top left, choose **Settings**.
2. Your name is NOT automatically displayed to other participants. **<u>It is strongly recommended that you enter your name to be displayed in the meeting</u>** and enter your **display name**:

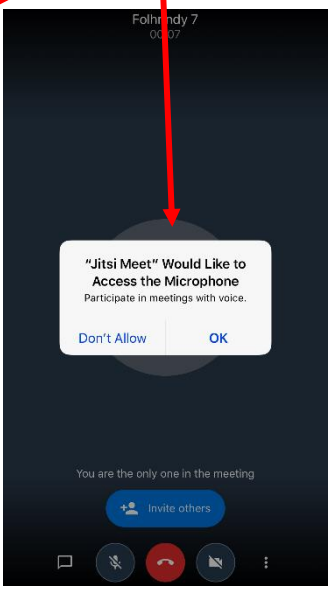




Sessions may begin with audio and video turned ON or turned OFF

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**:

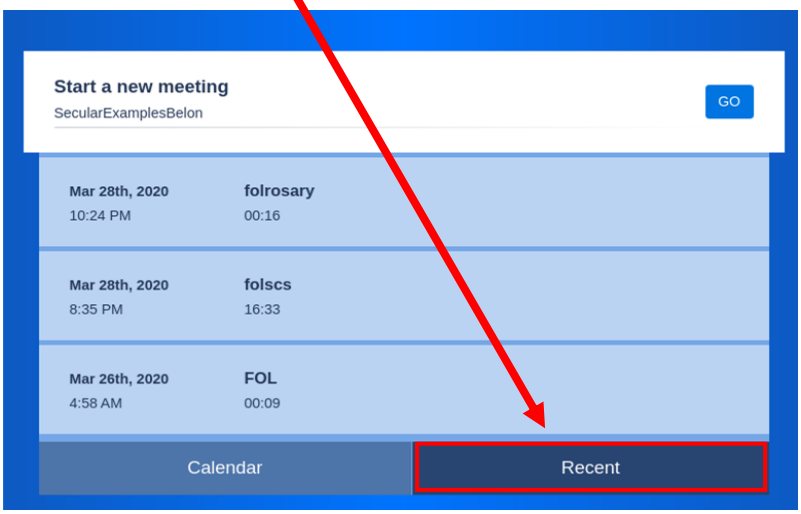




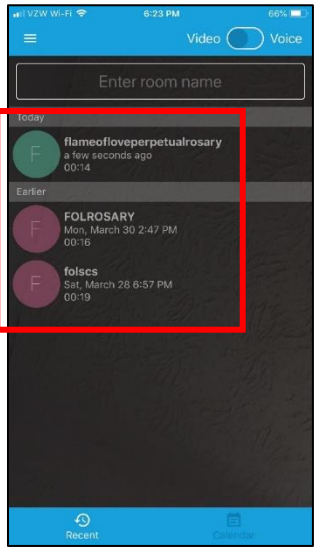
Rejoining a Room

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.



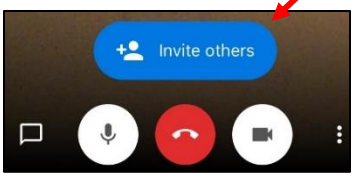
2. On a Smart Phone, open the app and you will see the rooms you have previously joined. Simply tap on the room you wish to enter:

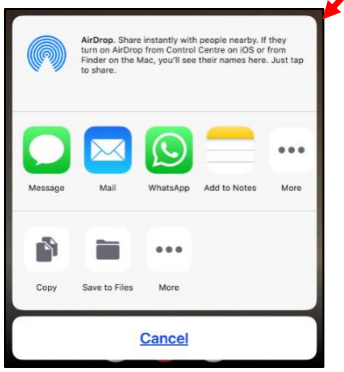


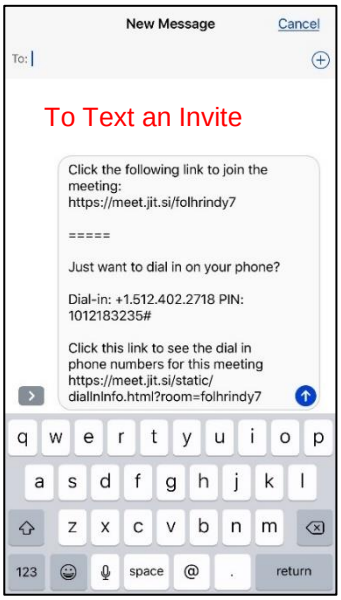
Inviting Others to a Room

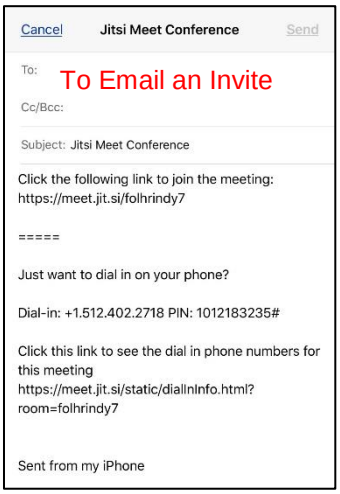
1. On an iPhone, click the **'Invite others'** button to open the **Sharing** Window. Click the desired icon to text, email, etc. the send the Jitsi Room Invite to others.

iPhone Screenshots



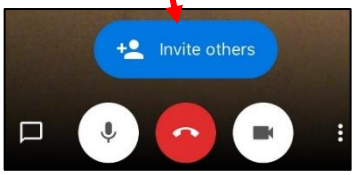


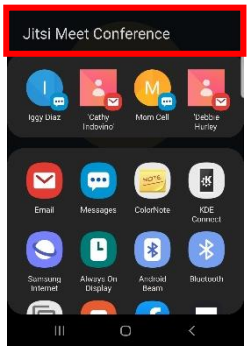




Android Screenshot

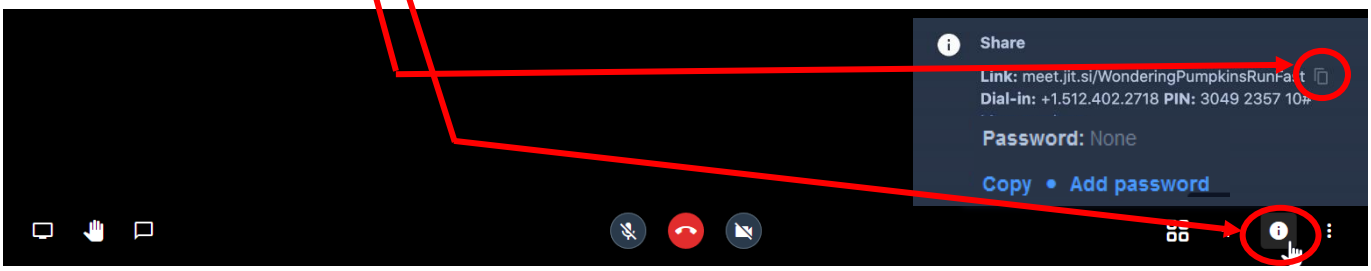
2. On an Android phone, click the **'Invite others'** button to open the **Conference** Window. Click the desired icon to text, email, etc. to send a Jitsi Room Invite to others.





Computer Screenshot

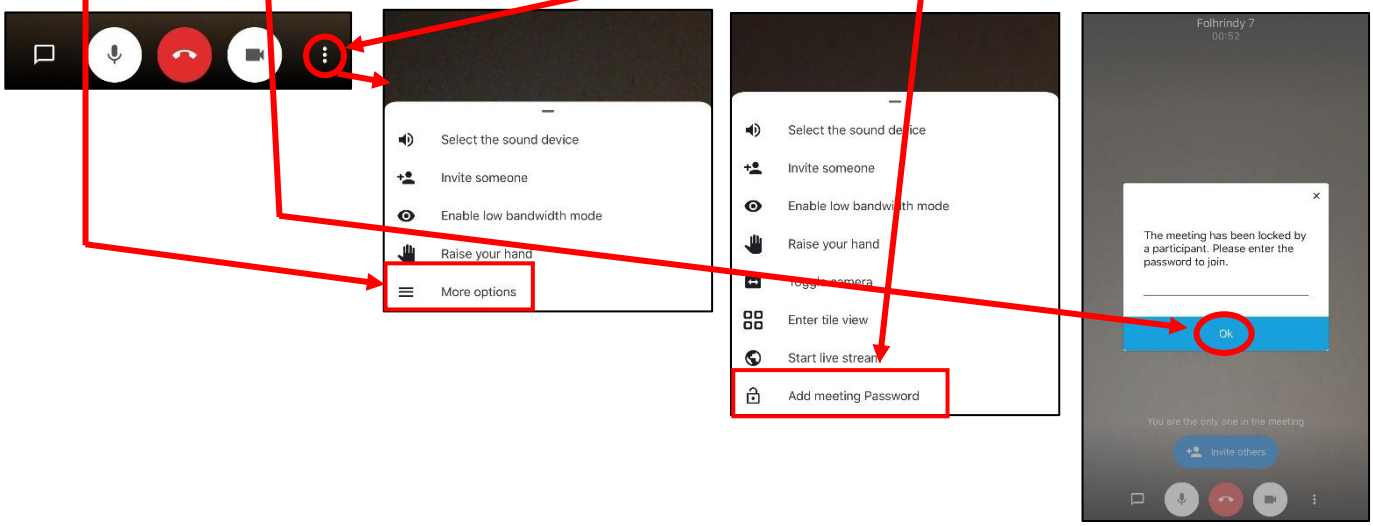
3. On a Computer, click the **"i"** to open up the Share window and then click the "Copy" link at the bottom of the Share window to copy all the details to your phone's clipboard to email or text to participants. Or, click the copy icon beside the link to copy just the meeting URL (web page address).



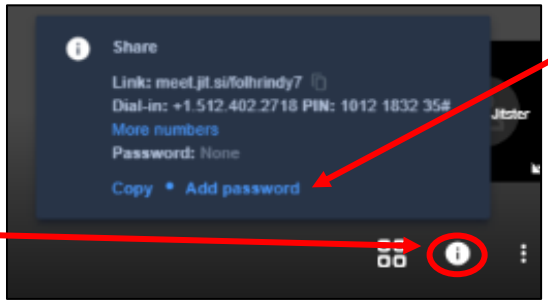
Adding a Room Password

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.

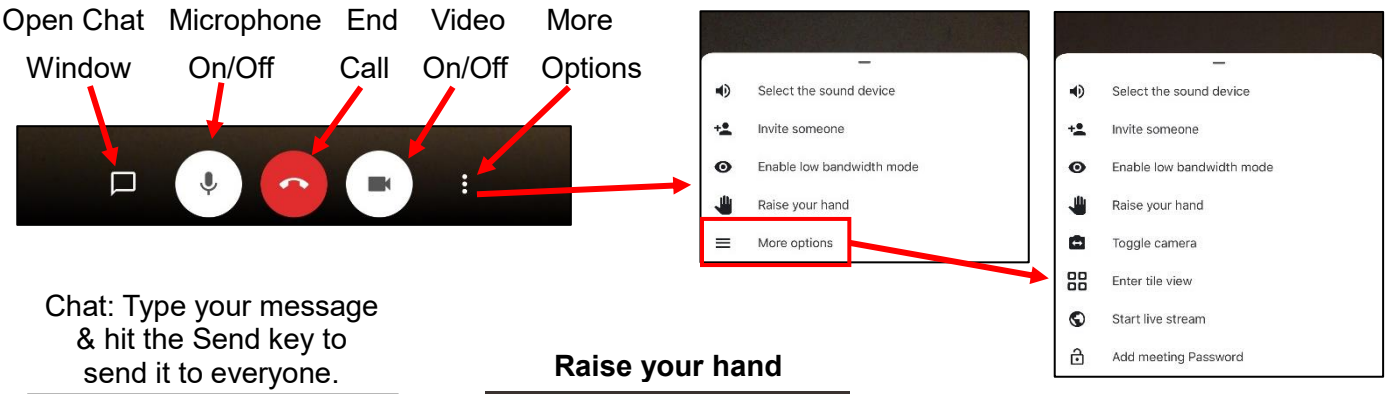
1. On both **Android** phones and **iPhones**, click the "More actions" menu icon (⋮) to open the menu. Select "**More options**" at the bottom to expand the list and click on "**Add meeting Password**". Type a password on the line & click "**Ok**".



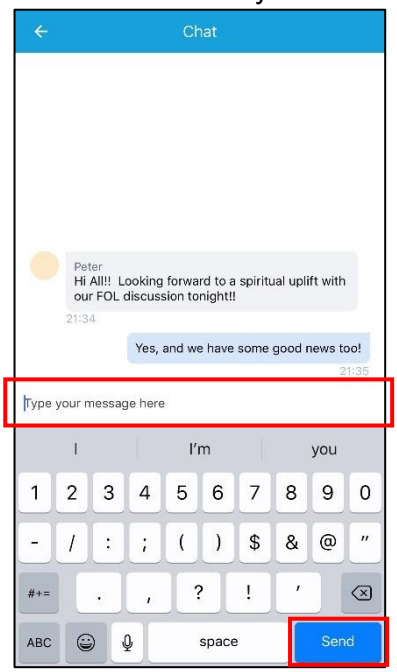
2. On a **Computer**, click the **" i "** at the bottom to open up the **Share** window and click "**Add password**". The field next to the word "Password" will open up for you to type a password.



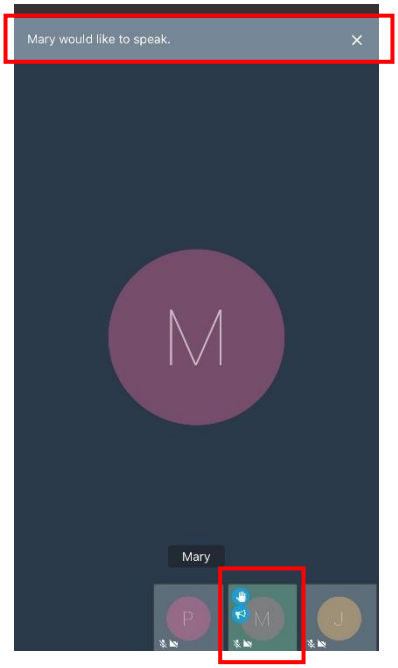
Basic Settings – iPhone



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

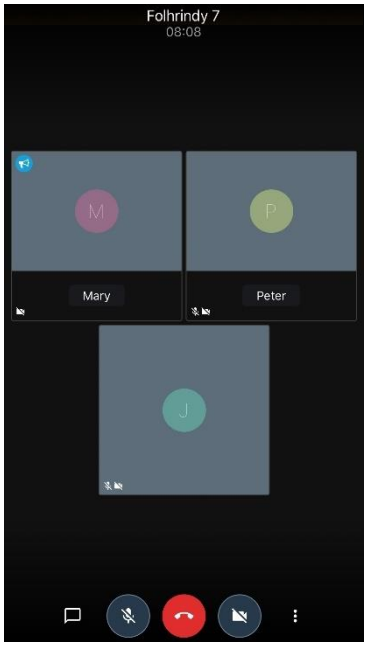


Raise your hand

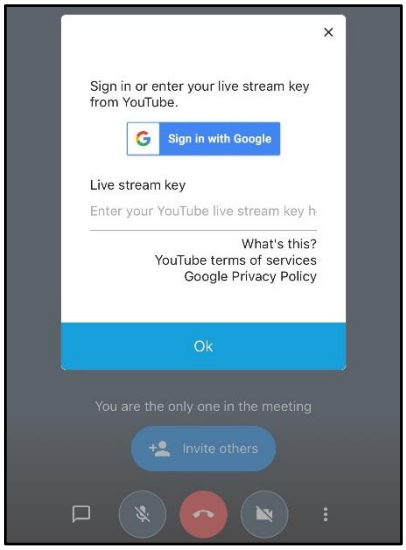


Select the sound device

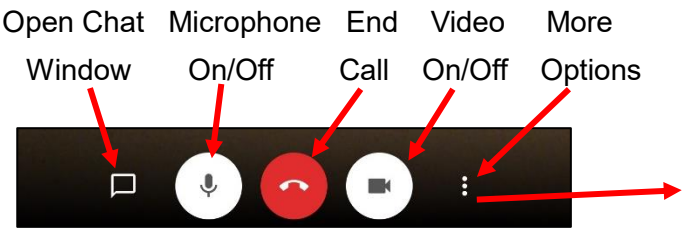
Enter tile view

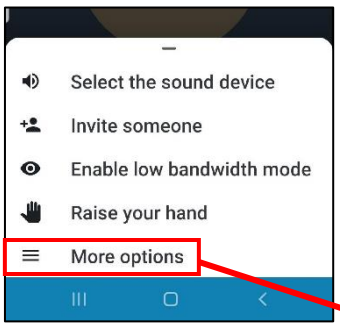


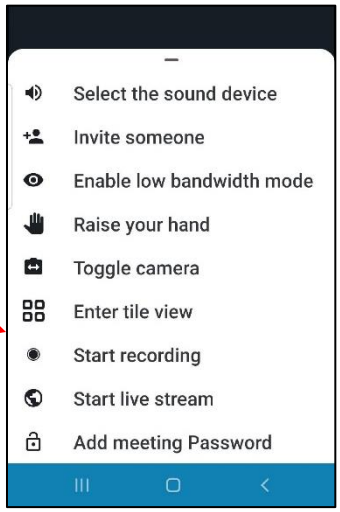
Start live stream



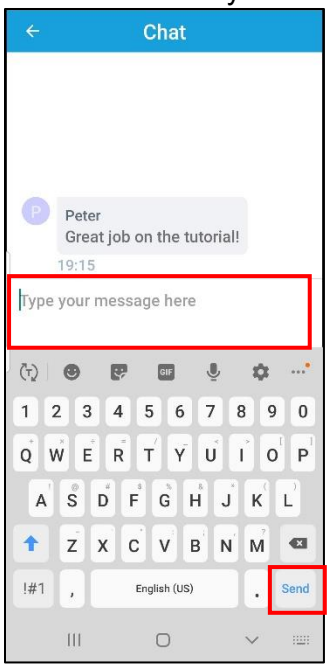
Basic Settings – Android







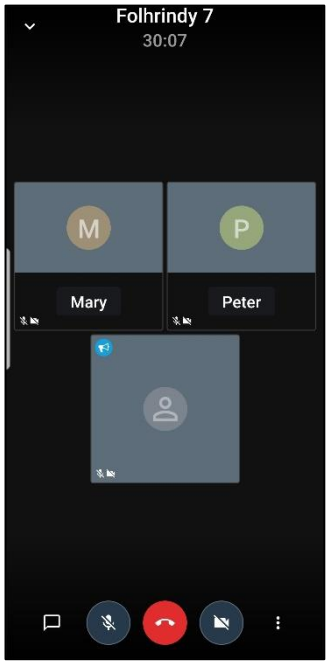
Chat: Type your message & hit the Send key to send it to everyone.



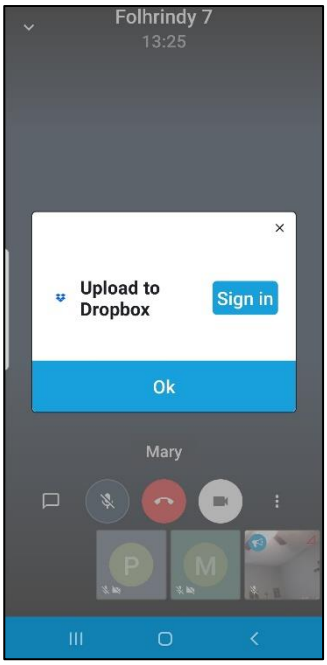
Select the sound device

Raise your hand

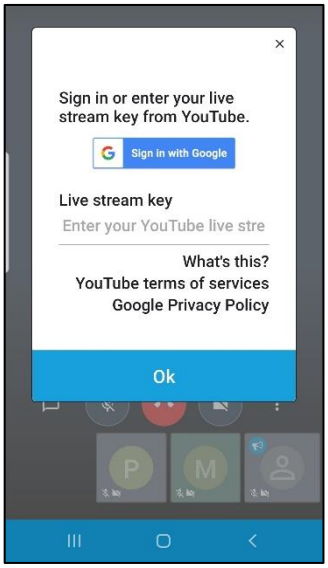
Enter tile view



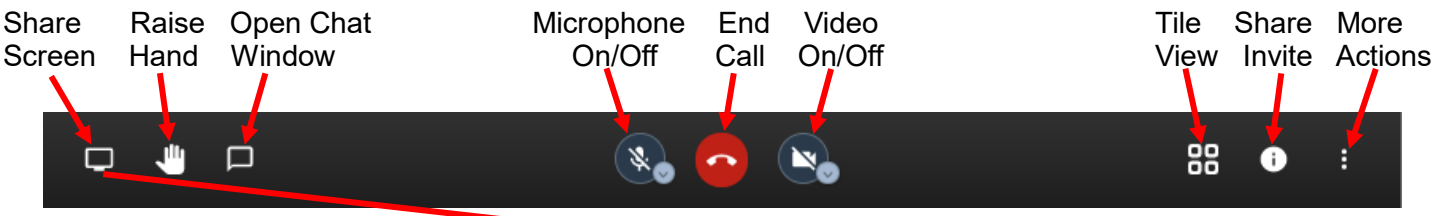
Start recording



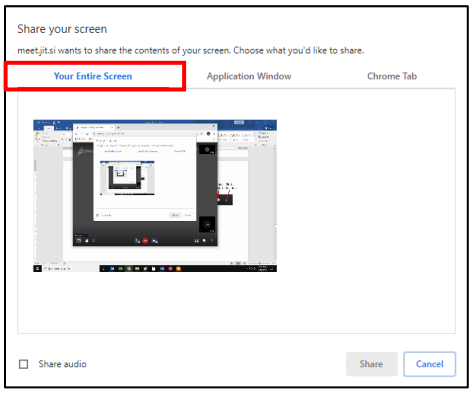
Start live stream



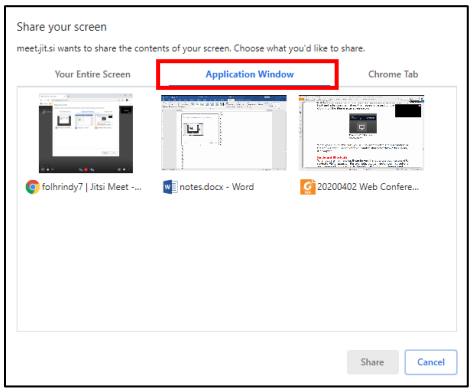
Basic Settings – Computer (a)



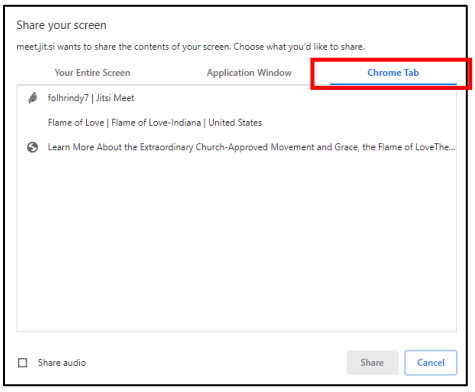
Share Your Entire Screen



Share Application Window

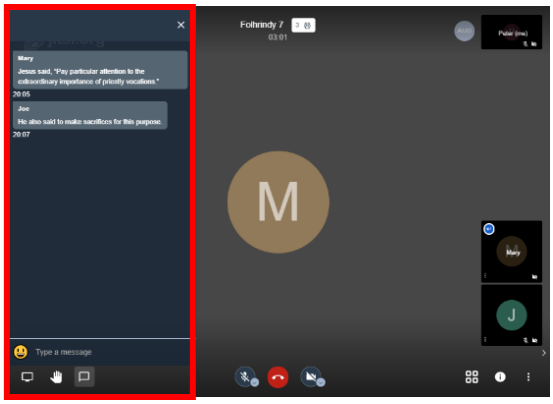


Share Chrome Tab

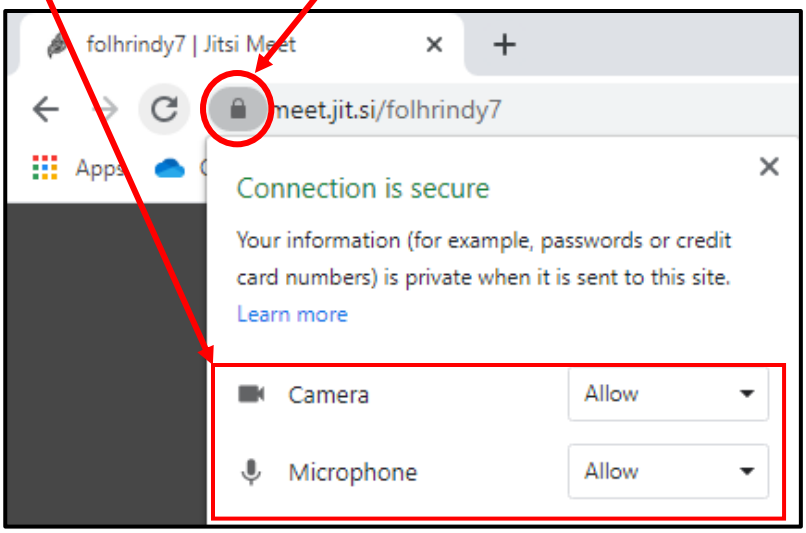


Raise Hand

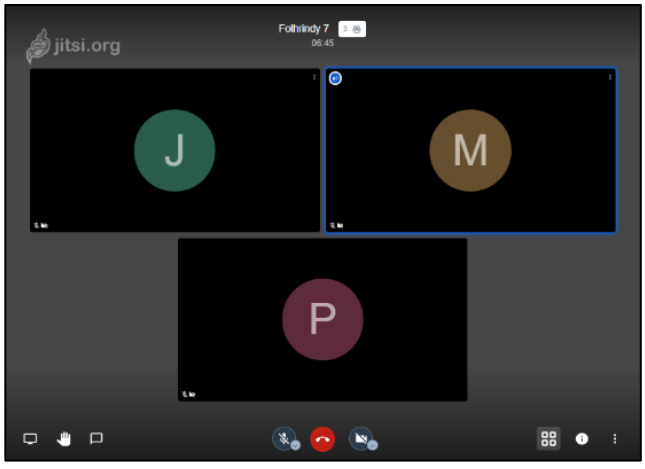
Chat Window



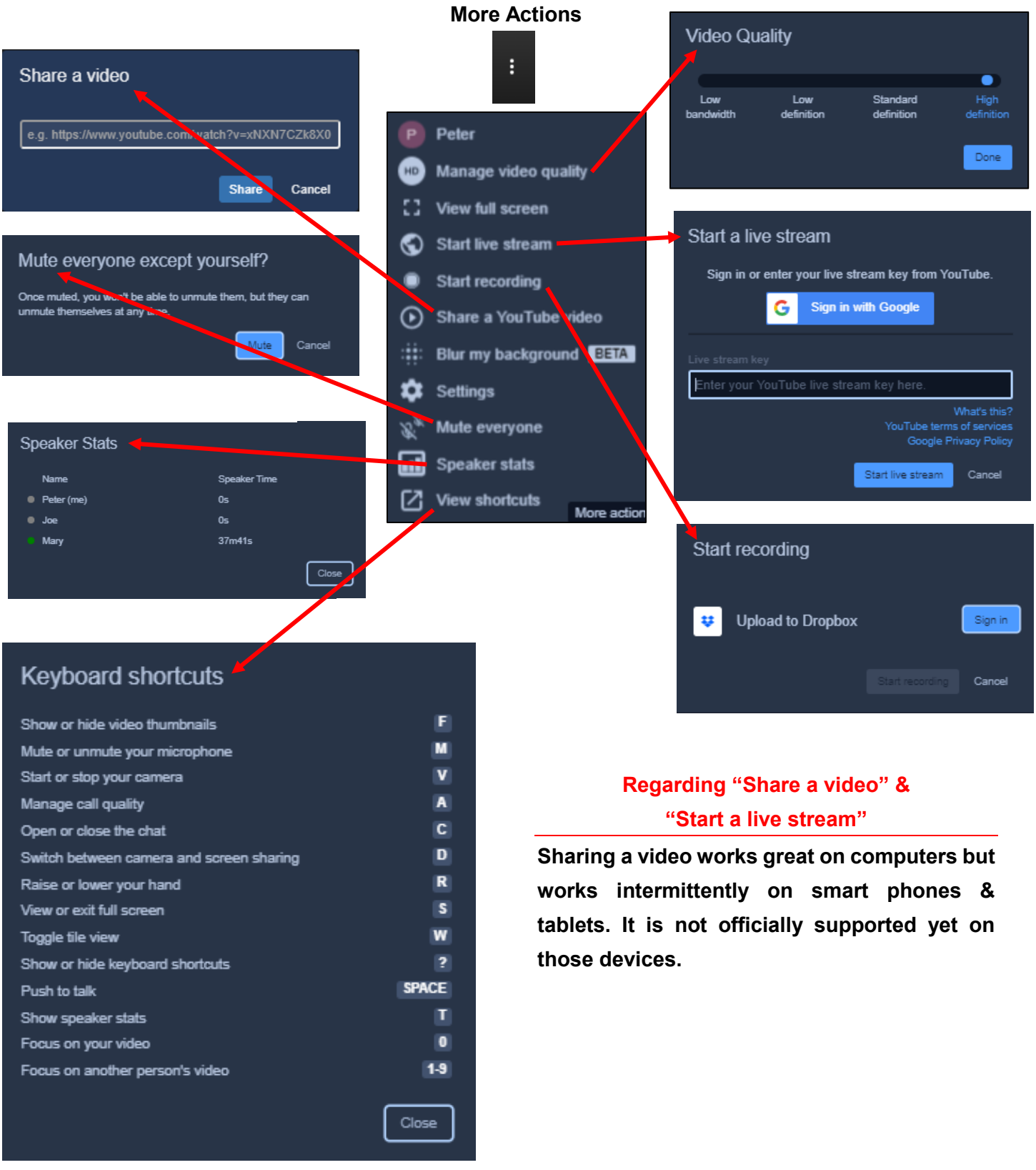
If your computer fails to detect the camera, microphone, or speakers, click on the **lock icon** next to the URL bar and select **Allow** for the camera, microphone, and sound permissions.



Tile View



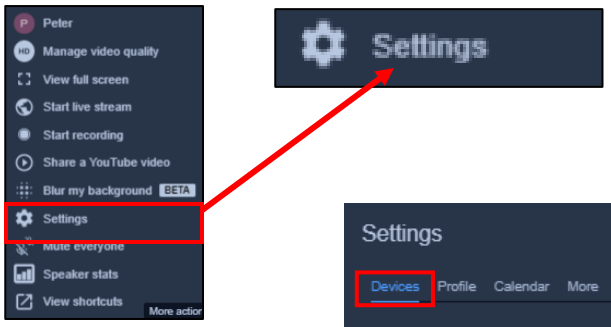
Basic Settings – Computer (b)



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

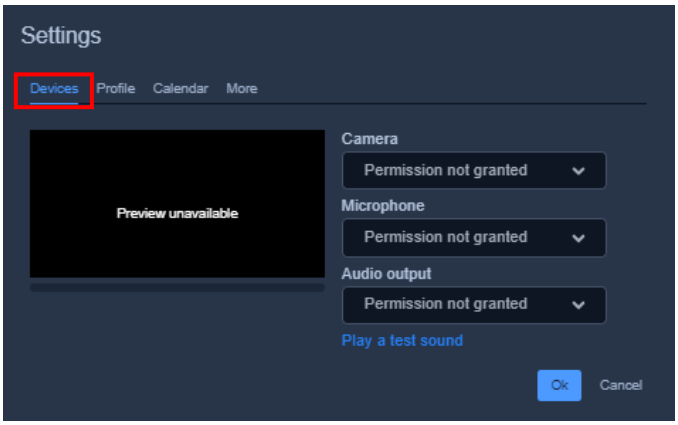
Sharing a video works great on computers but works intermittently on smart phones & tablets. It is not officially supported yet on those devices.

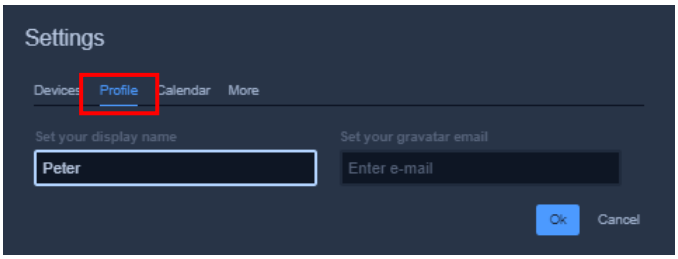
Basic Settings – Computer (c)



Device Settings

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



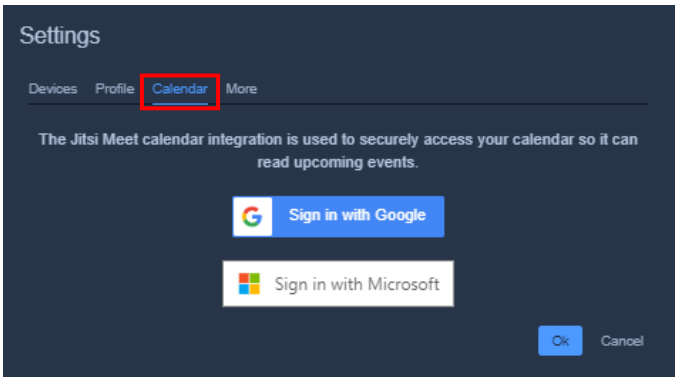


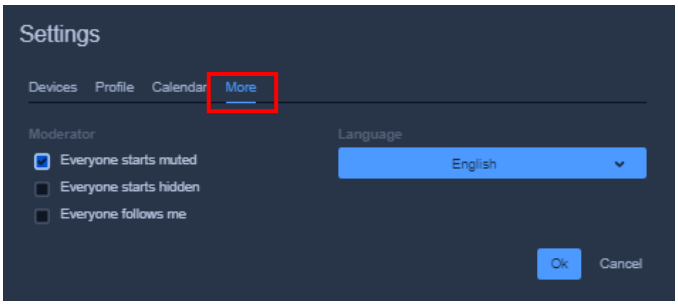
Profile Settings

- 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

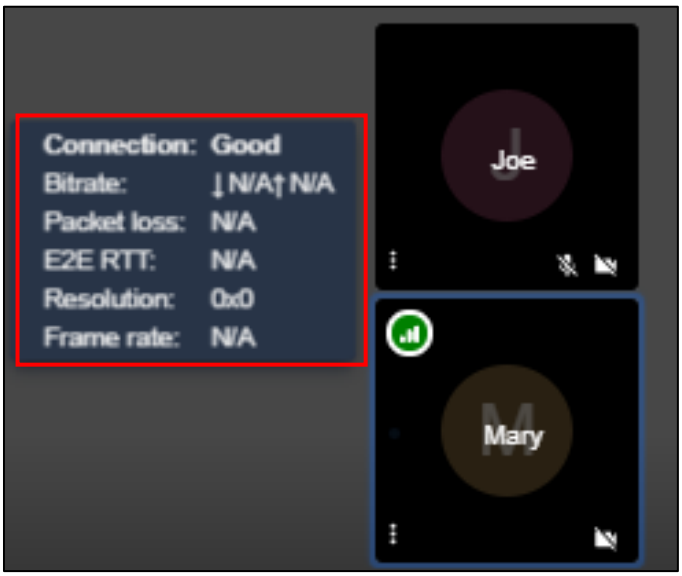
- Check the box so Everyone starts session “Muted”
- Check the box so Everyone starts session “Hidden”
- Check the box so Everyone follows me:
  (participants focus on what the host is watching)

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.

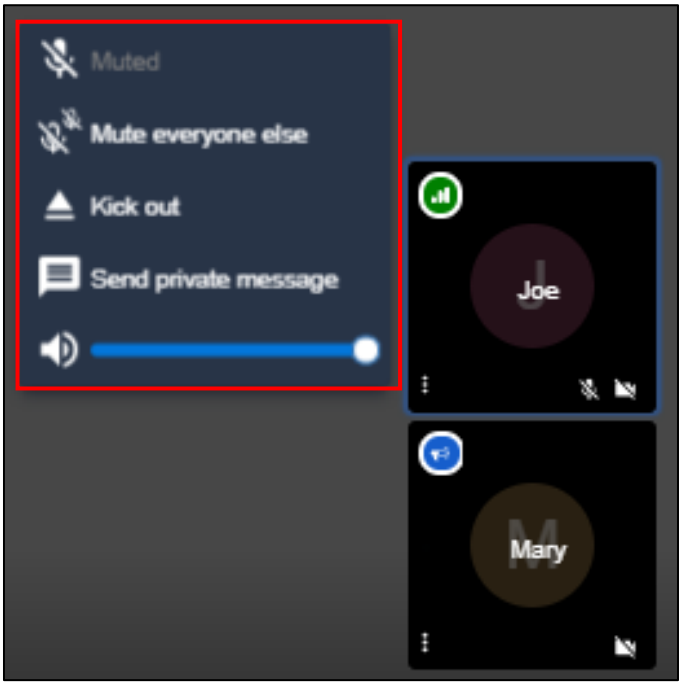
When the mouse hovers over a participant's thumbnail image a green connection icon will display in the upper left corner.

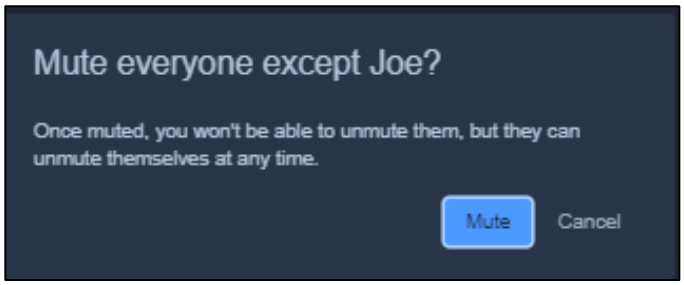
Clicking the green icon will open up a window displaying their connection statistics.



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





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, etc.

After kicking a participant out, if they keep returning, you can set a password on the room. Before setting a password, please review page 10 for important considerations.

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.

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.

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, fellowshipping, 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!

Finalized 4/23/20