

BEFORE PRACTICE

Turn on the MacBook.

Login using the password Buddhadharma

Test Umzed lapel mic. It should be ready to go!

Open “Opening Screen Share” and press Esc.

Open “Break Slide” and press Esc.

On the task bar at the bottom of the desktop, click on the orange and white striped construction cone icon. This will open the VLC Media Player. This is where the Guided Meditation and the Recorded Talk are stored.

Start Sunday Practice meeting on Zoom.

Stop recording.

Unmute audio and keep it unmuted for the entire meeting.

Bring up the audio menu by clicking on the up-arrow on the Audio icon. Under “Select a Microphone”, make sure that the USB Codec is checked. Under “Select a Speaker”, make sure that the USB Code is checked.

Open Participants Window and click on More.

Uncheck Enable Waiting Room.

Uncheck Allow Participants to Unmute.

Test Umzed video.

Screen share “Opening Screen Share” and click on play button.

Open Chat Window.

Make sure the HDMI cable is plugged into the HDMI SIDE port on the side of the TV screen and is plugged into the HDMI dongle on the CalDigit hub by the laptop.

Use the remote control to turn on the TV. The remote control should be on the TV tray.

The contents of the computer screen should now appear on the TV screen as well.

AT 11 AM

Start Video.

Stop screen share. You may need to press “Esc” to minimize the slideshow.

Turn on umzed’s lapel mic.

Ring bell 3 times.

Read welcome greeting.

Good morning, everyone, and welcome to our Sunday practice here at Heart of the Dharma!

For those of you here at the Center, if you would, please check your cell phones to make sure they’re on silent.

This morning we’ll begin our practice with a 20-minute recorded meditation that Dana recorded for us, and then after meditation, we’ll take a short break, and then we’ll watch a recorded Dharma talk that Dana delivered to the sangha last year. It’s a very good talk, and we hope everyone finds it valuable!

So, we’ll go ahead and get started with meditation...

Click on the “Share Screen” icon. Make sure the “Share sound” option is checked.

Select the “VLC - VLC Media Player” window.

Click on Share.

If the “Guided Meditation” file isn’t already highlighted in blue, click on it to highlight it.

Click on the play button in the lower left corner of the VLC Media Player window.

No need to keep track of time or ring the bell. Within the recording, Dana ends the meditation after 20 minutes by saying “Thank you”.

Stop video (optional)

AFTER MEDIATION

Stop the Guided Meditation by clicking on the stop button (black square) in the lower left corner of the video window.

Start video.

Stop the screen share.

Turn on Umzed's lapel mic.

We will take a 10-minute break. For those of you at the Center, feel free to visit back in the kitchen area and have some tea if you'd like, or stay here in the main room to meditate. Also, I will start a few breakout rooms here in Zoom for anyone who would like to visit during break.

After break, we will listen to a dharma talk, and after the talk, we will be reciting the Dedication. If you would like to recite this with us, we will be sharing it via Zoom, and there are also copies available here at the Center on top of the fireplace.

Thank you. :)

Turn off Umzed's lapel mic.

Start break out rooms in Zoom. It's easier to create just a single room instead of multiple rooms.

Close "Opening Screen Share", open "Break Slide", press Esc.

Screen share "Break Slide" and click on play button.

Stop video (optional).

AFTER BREAK

After a 10-minute break, ring bell once to signal the end of break for those at the Center.

Start video. Close break out rooms in Zoom.

Stop screen share. You may need to press “Esc” to minimize the slide.

After everyone has returned to their seats at the Center and break out rooms are closed, ring bell 3 times.

Turn on umzed’s lapel mic.

For those of you who joined us during meditation or the break, Dana is not here today so we'll be watching a recorded talk in just a moment. It's one that Dana delivered to the Sangha last year, it's a very good talk, and we hope everyone will find it helpful for your practice!

Click on the “Share Screen” icon. Make sure the “Share sound” check box is checked.

Select the “VLC - VLC Media Player” window.

Click on Share.

If the “Recorded Talk” file isn’t already highlighted in blue, click on it to highlight it.

Click on the play button in the lower left corner of the VLC Media Player window.

Stop video (optional).

No need to screen share the Dedication, as it is embedded within the recorded talk.

Note how many people are in attendance, both in person and online, and let Charlie know via boisesangha@gmail.com

AFTER TALK

No need to screen share the Dedication, as it is embedded within the recorded talk.

Start video.

Stop screen share.

Turn on umzed's lapel mic.

ANNOUNCEMENTS

Thank you, everyone!

We're expecting Dana back on _____.

For those of you who are here at the Center and have a few minutes to stay after these announcements, there's a list of short clean-up tasks posted in the kitchen by the stove, and we would welcome your help with tidying up the Center before everyone leaves today.

Thank you to everyone for your continued support of the sangha, whether that be through sustaining membership, volunteering, donating online, or contributing to the bowls in the back of the room.

Also, thank you to everyone for being here to practice together today. We hope you have a very good rest of your Sunday, and we will look forward to seeing you again! Take care everyone! 😊