

AT-HOME ZOOM COORDINATORS INSTRUCTIONS FOR SUNDAY MORNING

BEFORE PRACTICE – AROUND 10:30 AM

Open the “Opening Screen Share” slideshow (there’s only one slide in the show).

Open the “Dedication” pdf. If it opens in Adobe Reader, you can choose “Full Screen Mode” from the “View” menu.

If either of these two files completely covers your screen, you can use Alt-Tab (Windows) or Command-Tab (Mac) to advance to a different window.

Use a web browser to visit and login to zoom.us

Username: boisesangha@gmail.com

Password: Karmayoga1109

Copy the following video instructions onto your computer’s clip board:

Please feel free to turn your video on during today’s practice. To help minimize distraction, please consider turning your video off if you need to get up and move about.

Please note that you are now logged in as “HOD Umzed”. After practice, please log out of Zoom and log back in using a personal account.

Open a new browser tab and navigate to <https://heartofdharma.org/live-streaming>.

Click on the link for “Sunday Live Stream Meditation & Teaching” and follow Zoom’s instructions to join the meeting.

Our In-Person Umzed (IPU) will admit you to the Sunday meeting and make you host. Please note that they are logged in as “Dana Marsh”.

Click on participants, right-click on Dana Marsh, and make her the co-host.

After becoming the host, start the recording and pause it. Be sure to choose “Record to the Cloud”. If recording is already in progress after you join, stop it, start it again, and pause it.

Click on “Dana Marsh” **video thumbnail** and request camera control.**

After you have camera control, check to make sure you can switch back and forth between the IPU and Dana.

From the Participants window, click on Dana and stop the video.

Click on “More” in the lower right corner of the Participants window.

Uncheck “Allow participants to unmute themselves”.

Uncheck “Enable waiting room”.

Screen share the window containing the “Opening Screen Share” slide show.

Re-open the Participant window.

Open the Chat window.

Admit anyone that may be in the waiting room.

Paste the video instructions that you already copied onto your clipboard (see above) into the Chat window, but don't send / post these instructions until the start of practice.

Move your mouse off slide show.

From this point until the start of practice, periodically check the video thumbnails of participants and the chat window just in case someone has a question, or a mischievous visitor does something inappropriate.

AT 11:00 AM

Send / post the video instructions that you already pasted into the chat window (see above).

In the participants window, Click on More or the ellipsis (...) next to Dana Marsh and click Ask to Start video.

From the Participants window, click on Dana Marsh and choose Spotlight for everyone.

Stop the screen share.

When Dana is ready to begin, the IPU will ring the singing bowl 3 times and deliver a welcome greeting.

After the IPU says words to the effect of, “We will go ahead and get started now with 20 minutes of meditation...”,

Switch the video to Dana, start the recording that has been on pause since the start of the meeting.

Close the “Opening Screen Share” slide show.

Open the “Break Slide” slide show.

Copy the following conversation instructions onto your computer's clip board:

If you'd like to speak with Dana about your practice after today's talk, you can schedule a 10-minute conversation with her by writing to boisesangha@gmail.com between now and the end of today's practice. Please include your phone number in your email so that Dana can give you a call. A volunteer will answer your email right after practice to set up a time.

AFTER MEDITATION – APPROXIMATELY 11:20 AM

After Dana ends the meditation and says “Thank you, everyone!”...

Pause the recording.

Switch the camera to the IPU. The IPU will read an announcement regarding break.

Send / post the conversation instructions that you already pasted into the chat window (see above).

After the IPU has finished the break announcement...

Click on Remove Spotlight.

Screen share “Break Slide” slide show.

Click on Dana Marsh’s video thumbnail and stop Video.

Create 1 breakout room in Zoom; choose Assign Automatically and Open All Rooms.

AFTER BREAK – APPROXIMATELY 11:33 AM

After approximately 10 minutes, the IPU will send a message to you via the Zoom Chat window indicating that it’s time to end the breakout rooms.

Click on Close All Rooms. If breakout rooms are in progress, will take 60 seconds for them to close. If they are not in progress, they will close immediately.

A few seconds before the breakout rooms close, open the participants window and click on Dana. Ask to Start video. After the IPU has started their video, stop the screen share.

Switch the video to Dana.

From the Participants window, click on Dana Marsh and choose Spotlight for everyone.

After Dana’s finishes her prayers, start the recording.

During the talk, monitor the video thumbnails of participants and the chat window just in case someone has a question or a mischievous visitor does something inappropriate.

Close the break slide, right click on the Dedication and click open with Adobe Acrobat. Click on Full Screen Mode in the bottom right hand corner.

Click on screen share and be ready to share the Dedication.

AFTER THE DHARMA TALK – APPROXIMATELY 11:55 AM

Dana will end her Dharma talk by saying, “Let’s dedicate the merit”.

Screen share the window containing the Dedication pdf.

Dana will lead the dedication. After the dedication, stop the screen share.

Wait for Dana to bow and say, “Thank you.” She may or may not say, “We have a few announcements.” We usually play it by ear here.

Stop the recording.

Switch the video to the IPU.

After the IPU has finished announcements, Dana may have additional information to share. Switch the camera back and forth between Dana and the IPU as needed until everything that needs to be shared has been shared.

From the Participants window click on Dana and Stop Video.

In the Participants window make Dana the host. You can now leave the meeting without ending it.

Return to <https://zoom.us/> and sign out of the Umzed’s account.

****If the request camera control option is not available, ask the IPU to click on the up arrow next to the Video icon on the task bar at the bottom of their Zoom screen and check to see if both the UVC Camera and the FaceTime Camera are listed. If they are both listed, ask the IPU to switch to the UVC Camera, and then request camera control. If the UVC Camera is not listed, it may be because the UVC Camera at the Center isn’t communicating with Zoom. Ask the IPU to locate the surge protector behind the fireplace, switch it off, switch it back on, and wait a few minutes for the UVC Camera to connect with Zoom.**

Please note that the camera controls do not appear when Gallery View is selected. In order for camera controls to appear, Speaker View must be selected.

We encourage you not to join a breakout room during break. Joining a breakout room can cause you to lose camera control, and sometimes it can be a challenge to regain camera control. If you do happen to lose camera control at any time, go to Dana's video thumbnail, click on the ellipsis "...", and request control from the IPU.