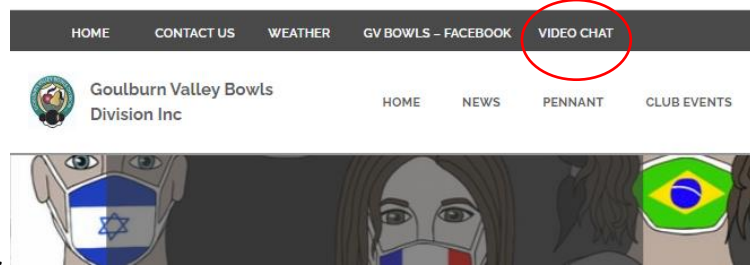
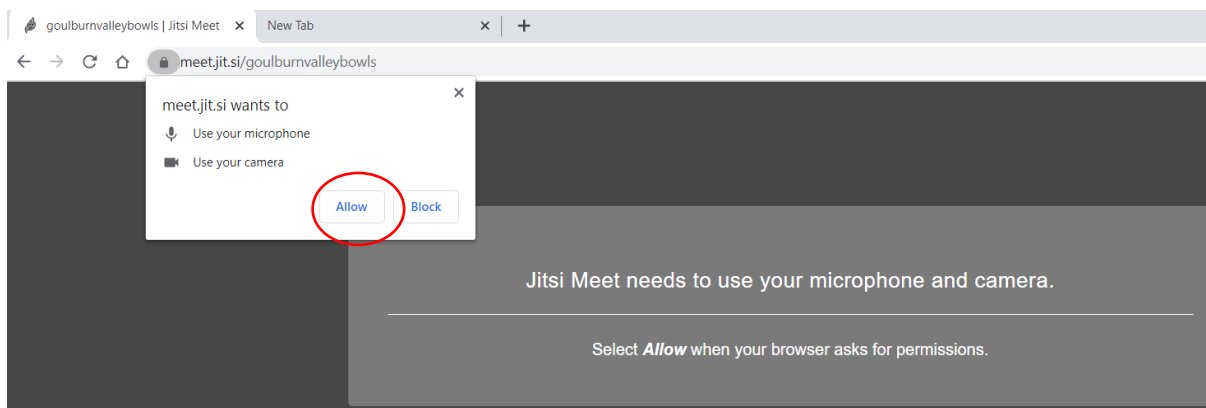


How to use Jitsi video conferencing from GVBD Website.

- 1 Open the GVBD Website using Google Chrome or Firefox browser.



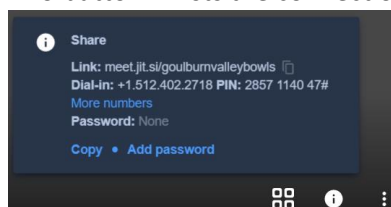
- 2 Click on 'VIDEO CHAT'.
- 3 The first time you use the program, Jitsi will ask to use your microphone and camera. Click on Allow.
- 4 This setting is normally remembered for future logins. If it shows again select Allow.



- 5 There are 9 buttons along the bottom of the screen.

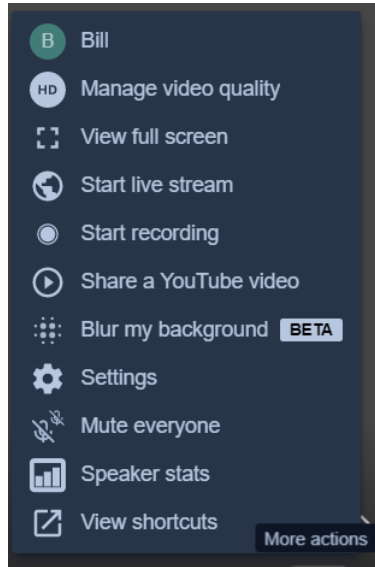


- 1 Share Screen - This allows you to share a screen image with the group. Such as a spreadsheet, picture etc.
- 2 Hand – Click this if you wish to alert the group that you have something to say.
- 3 Chat – You can type a message for everyone to see.
- 4 Microphone – clicking on this will mute or open the microphone. A diagonal line through the symbol will indicate no one can hear you. Others will see that you are muted.
- 5 Disconnect button
- 6 Camera – Similar to Microphone, affects video.
- 7 Tile – switch between tile view of all participants, or single participant. The single view will switch automatically to the person speaking.
- 8 Info button – Lists the connection details, and also a telephone contact to join in.



Note: To dial into the meeting, click on the 'More numbers' to get the Australian Ph#. There is also a PIN code to complete the connection.

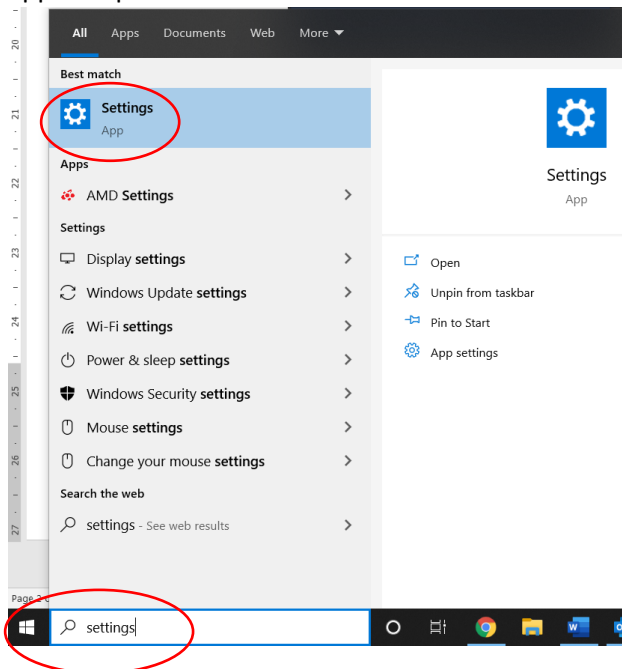
9 More Actions – As listed below, view and use as desired.



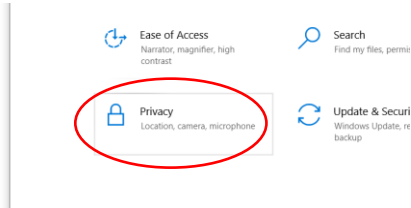
What if it still does not work?

A number of things can prevent the program from accessing your camera and microphone.

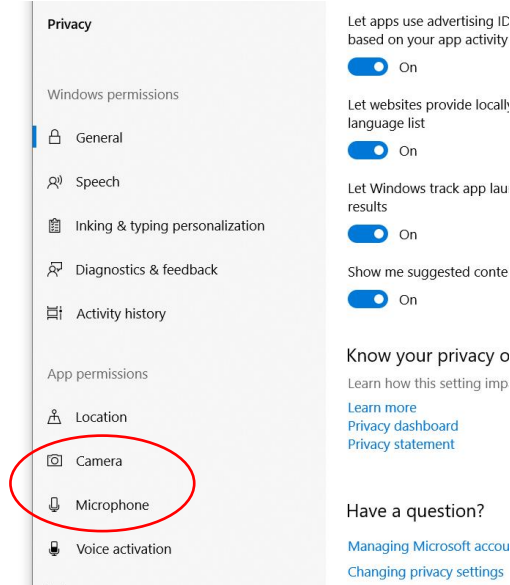
1. Type Settings in the search bar at bottom left of your Windows screen, then select Settings app at top of list.



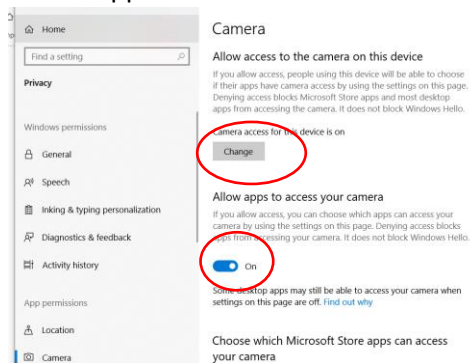
2. Select the Privacy option on the next screen.



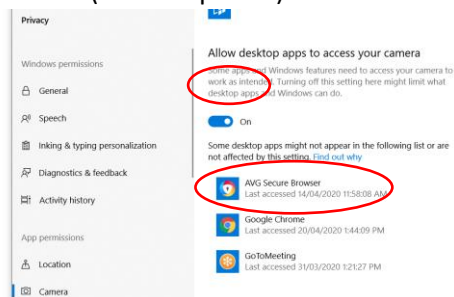
3. Select Camera (or microphone) from the list on the left



4. Ensure apps are allowed to access the camera (and microphone), change if required.



5. From the same column, scroll down to check that Google Chrome is permitted to access the camera (or microphone).



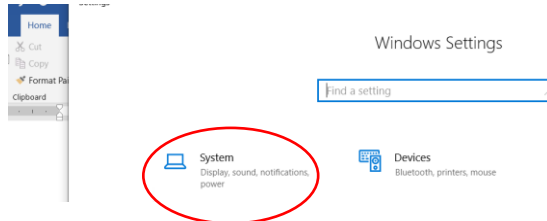
6. Repeat these steps for the microphone if required.



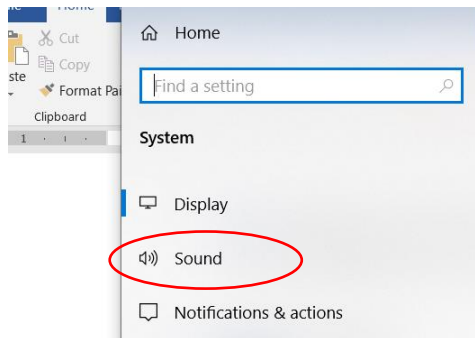
It still is not working correctly!

1. Lets open up settings again, Type settings in the search bar at bottom left of screen, and select Settings App.

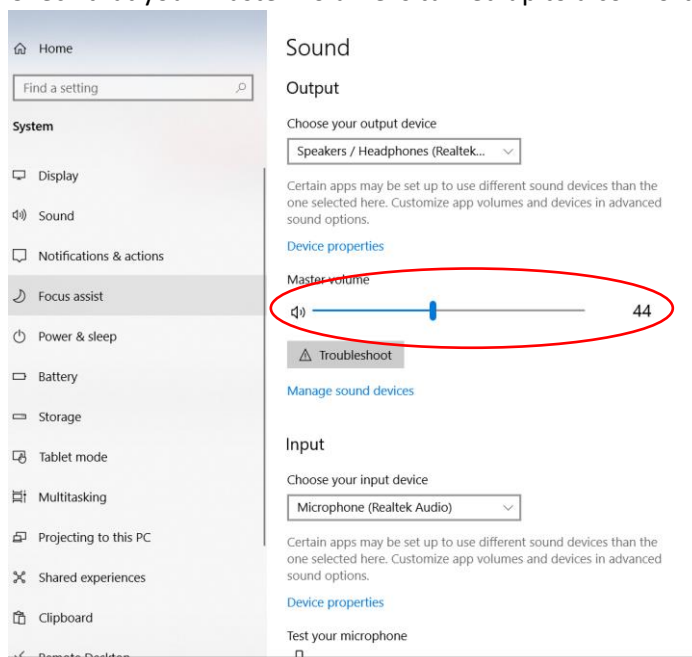
2. Select System.



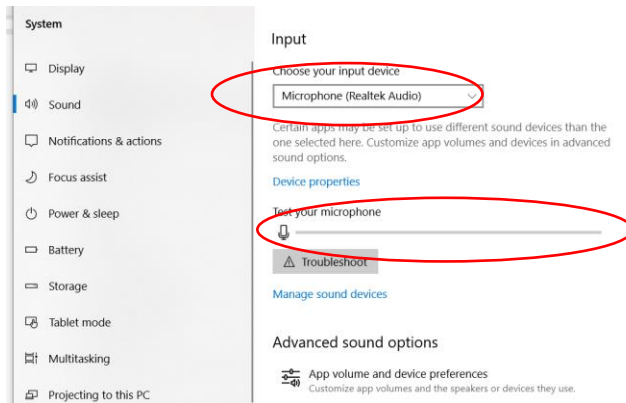
3. Select Sound.



4. Check that your Master Volume is turned up to a comfortable volume.

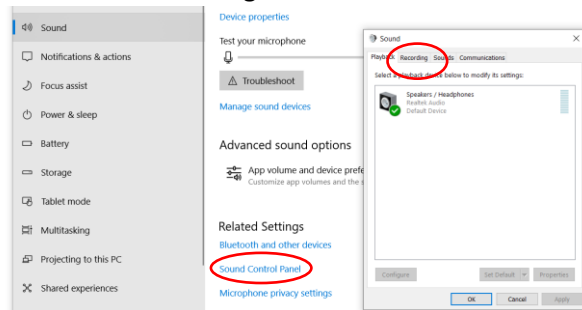


5. For the Input, ensure that a microphone is selected (listed)
Test the microphone by speaking loudly, the bar should move about 25%, but any movement indicates the microphone works.

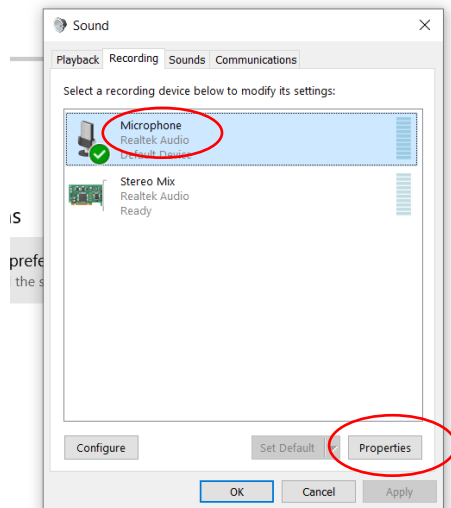


Note: on my computer the microphone hardly reaches 10% when speaking, but is perfectly loud enough for the recipients to hear. A tap of the top of the screen will show a 100% swing of the microphone bar.

6. Scroll down some more, for Advanced Sound Options. Select Sound Control Panel. Then select Recording.

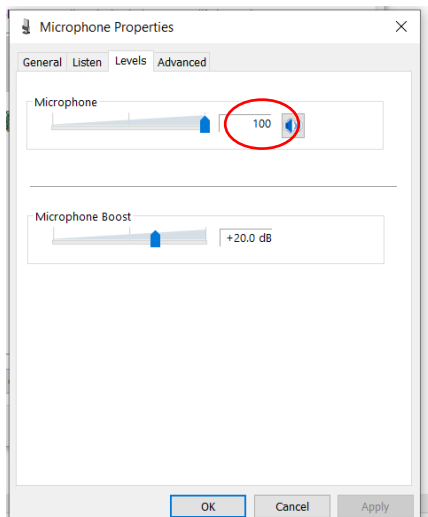


7. Select Microphone, then Properties.



8. Select Levels, ensure you have the microphone level at least 50, or higher, Select OK when done.

Note: Your screen may look a little different as not all systems have a microphone boost. Some may show 2 microphones for left and right channel.



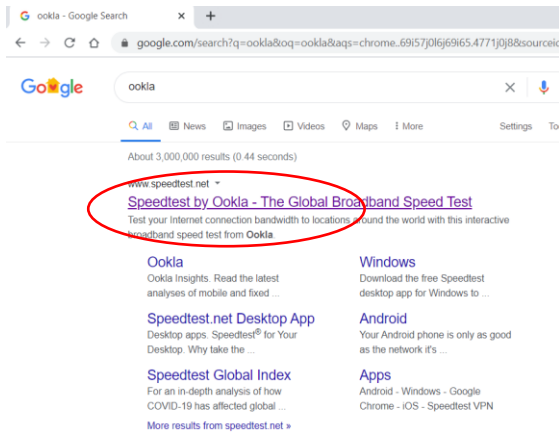
9. If all the above is working OK, you should at least be able to see yourself when connecting to Video Chat. Whilst in Video Chat, even with no one else on you can test your microphone.
 - a. Logon onto Video Chat – you should see yourself full screen.
 - b. Look at the top right corner, and there will be a small window indicating your miniature connection. On the left hand side of that small window, a vertical line of blue dots will light up as you speak into the microphone.

Other things that will affect quality of connection.

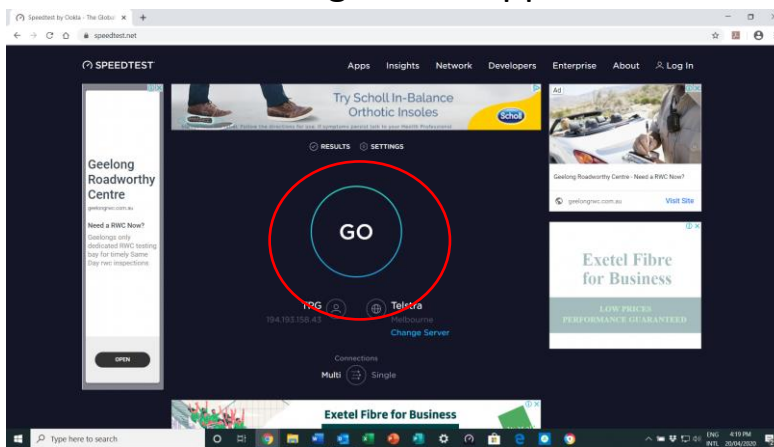
The main problem we could have from here on is the Internet connection. To have a satisfactory connection you need a speed of around 1-2Mb/s. I know the number means nothing to most of us but don't let it concern you.

To test your internet speed, follow these steps

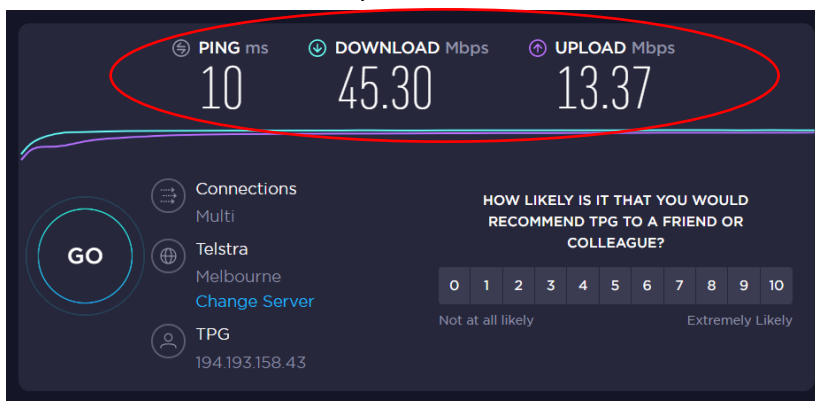
1. Open Chrome to the Home page and Type OOKLA into the search bar. Select 'Speedtest by Ookla'



2. When the following screen appears, click on GO



3. After a moment or 2, the results of the test will be displayed, eg



The 3 numbers at the top are the important ones.

- a. Ping – this is the time it takes to send a small amount of data from your PC to the internet server, and back again. 10ms is good, most people should see less than 25ms. The lower the number the better the response.
- b. Download – this is the speed of data being received by you, and the higher the number the better, dependant on your plan. In this case I have a 50Mbps plan, and am

receiving data at better than 90% of the rate. This is fairly typical and more than adequate for multiple connections. A 12Mbps plan should yield about 10Mbps, also more than adequate for our purposes.

- c. Upload – This is the speed of data being sent from your computer to the internet. As you are only sending one lot of data and receiving (in our case) 7 lots (the other participants), a lower data rate is more than acceptable. Less than 1Mbps here would still provide an adequate upload picture. When the rate drops below 0.25Mbps, then we may have problems with dropouts and quality.

Still having problems connecting

Do you have an Apple or Android tablet or phone?

If so go to the Apple Play Store or Google Play and download the Jitsi Meet app. Just go to the store, and search for 'jitsi meet'. Select it and download.

Once downloaded, open it and you will be prompted for the room name. In this case our room name is *'goulburnvalleybowls'*.

Note: no quote marks required.

For future sessions on your tablet or phone, locate your Jitsi logo and open the app, select the room once again.

