Circle of Friends and *Meeting for Worship* at the Meetinghouse

Updated September 8, 2021

Note: These instructions also apply to any session using the standard MFM link for Zoom for in-person and Zoom participation.

1. Use the remote on the *TV Table* located in the *Worship Room* to turn the TV on. Click on the '*worship room*' icon on the TV (it looks like a laptop computer).

2. For the computer you will use, access the laptop computer that is already located ***inside*** the *Clerk's Table* (that is in front of the fireplace) by doing the following:
   a. Open the *Clerk's Table* sliding drawer to access the laptop computer; sliding the drawer towards you while keeping the laptop computer in the sliding drawer; then, pull the laptop computer out ***slightly*** so the laptop lid will be able to be open while the laptop still remains in the sliding drawer.
   b. Open the laptop computer lid. If the laptop computer is off, turn it on by pushing the button above the right side of the keyboard. The laptop screen should also show on the TV.
   c. Upon opening the laptop lid and/or turning the laptop on, if the laptop desktop is not showing the screen with icons, click the center of the laptop computer screen, which will allow you to enter the PIN (the PIN is located on a laminated *Tips* document that is kept in the sliding drawer under the laptop).
   d. If you have documents and pictures you will be Sharing, follow instructions 4 - 6 **on the reverse side** of these instructions (you should have done instructions 1 – 3 on the reverse before arriving at the meetinghouse).
   e. Click the *Google Chrome icon* on the taskbar at the bottom of the laptop desktop screen to go to the Zoom link for *Circle of Friends* and *Meeting for Worship*. *Note: upon activation of Zoom, that should also activate* ***Meeting Owl Pro*** *automatically.*
   f. Click the Zoom dialog box as is usually done when accessing Zoom; and proceed with Zoom as usual.
   g. For *Circle of Friends* keep the laptop computer lid open so document(s) can be shared as usually happens by the facilitator/clerk. Do this also for *Meeting for Discernment*, and any other session that will need to permit sharing of documents by the clerk/leader/facilitator/coordinator. *Note: See the information on the reverse side if you need to learn how to make documents for Sharing available to you from the meetinghouse.*
   h. After *Circle of Friends*, if *Meeting for Worship is* ***not*** *to follow*, skip to step 4. Also skip to step 4 if any other type of session was just finished. If *Meeting for Worship* is to follow, proceed to step 3.

3. After *Circle of Friends* is finished and before *Meeting for Worship* begins:
   a. Leave the Zoom session open on the laptop computer 'as is'.
   b. Close the laptop computer lid (the laptop computer is set to not shut down when the lid is closed).
   c. Slide the drawer with the laptop computer in it securely into the *Clerk's Table*, closing the front of the drawer. This will ensure that the laptop computer is ***not*** visible during worship (which has proven to be disruptive to some worshipers).

4. After *Meeting for Worship* (or after any type of session) exit the session, but **do not turn off the laptop computer**. Close the laptop computer lid and ensure the laptop computer is securely tucked inside the drawer of the *Clerk's Table*; close the drawer . Do not unplug any cords or cables, so that everything is ready for start-up at the next scheduled session during the week or on Sunday. Leave the *Meeting Owl Pro* on (it updates at night automatically).

Note: if absolutely necessary to shut down or restart the laptop computer (this need should rarely happen), hover the computer pointer (using the laptop touchpad) over the start icon on the bottom left of the laptop computer taskbar . While hovering, click on the lowest right portion of the laptop touchpad. Click 'Shut down' or 'Restart' in the dialog box that has appeared on the laptop computer.

How to Share documents, pictures, charts, etc. when using the standard MFM link for Zoom from the meetinghouse laptop computer:

1. **Before arriving at the meetinghouse**, compose an email to *Quaker_Town_Crier@msn.com* with "**Save For** *your-name*" in the email subject.
2. Insert (attach) in the email you are composing all documents and pictures (files) you will need to Share during the Zoom session.
3. Send the email.
4. **Once you are at the meetinghouse** and have come to this instruction after reading step 2.d on the reverse side, click the mail icon (looks like an envelope) on the bottom taskbar of the laptop computer to access the *Quaker_Town_Crier@msn.com* mailbox. Look in the inbox for the email with the subject "**Save For** *your-name*" and open it to access the documents and pictures you will be sharing.
5. Open each document and picture one at a time, minimizing it by clicking the '-' in the top right of the document or picture.
6. Continue on the reverse side with instruction 2.e.