

Thank you for your interest in the FA Meeting Without Walls. The following are a more detailed explanation with screen shots to assist you with setup issues or questions. If, after trying these steps you experience problems with logging on, or setting up your Ventrilo account, please email me with a phone number and best time to call.

STEP 1 – Download and Install the Ventrilo “Client” Software for your Computer

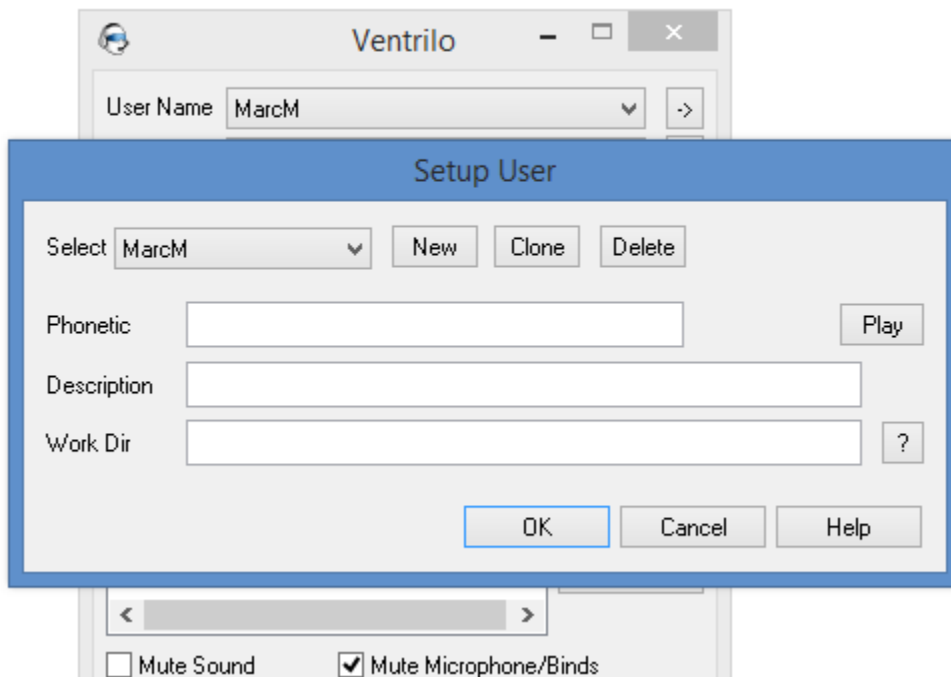
To do this go to the website: <http://ventrilo.com>

STEP 2- Launch the Ventrilo Software

To launch the software click on the Ventrilo Icon on your computer’s desktop. The icon looks like this:

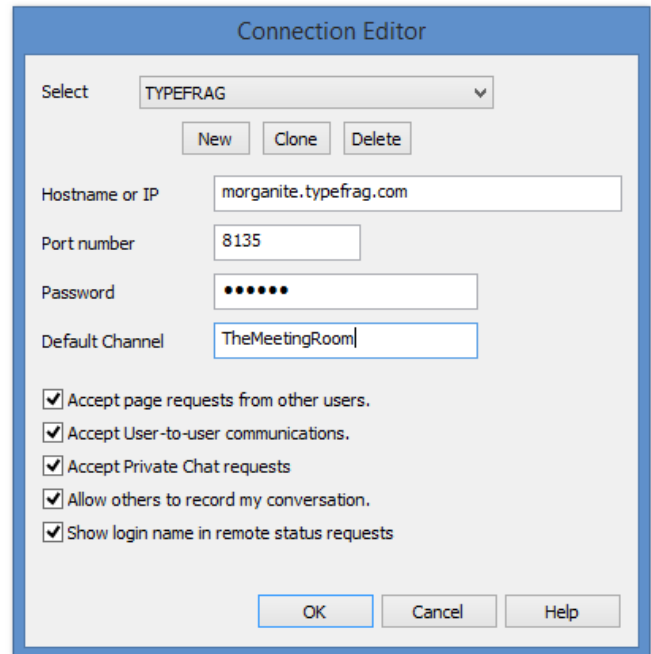
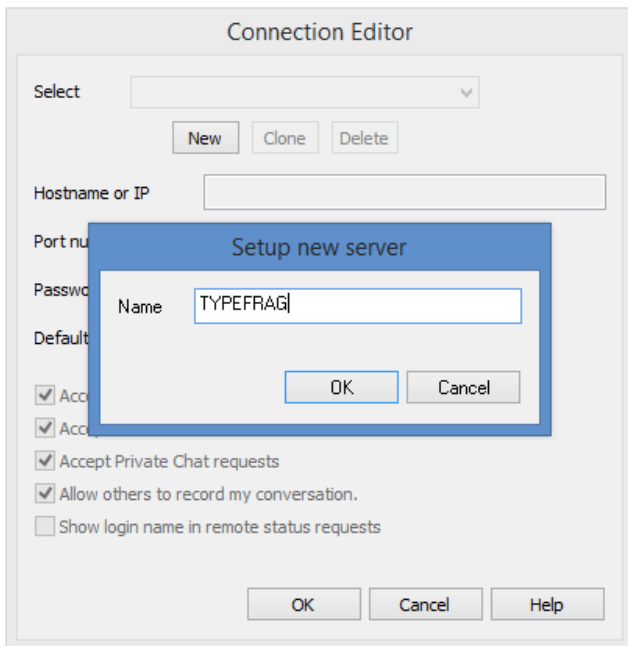


STEP 3- Set Up A Ventrilo User - In this window you will be able to create YOUR User Name for Ventrilo. Let's begin by setting up a User. Begin by clicking on the right facing arrow (->) next to the “USER NAME” button. A small window will open requesting you to enter your User Name. Enter it and click "OK" to continue or "Cancel" to try again. Type your User Name in exactly as you wish it to appear on the Ventrilo server.

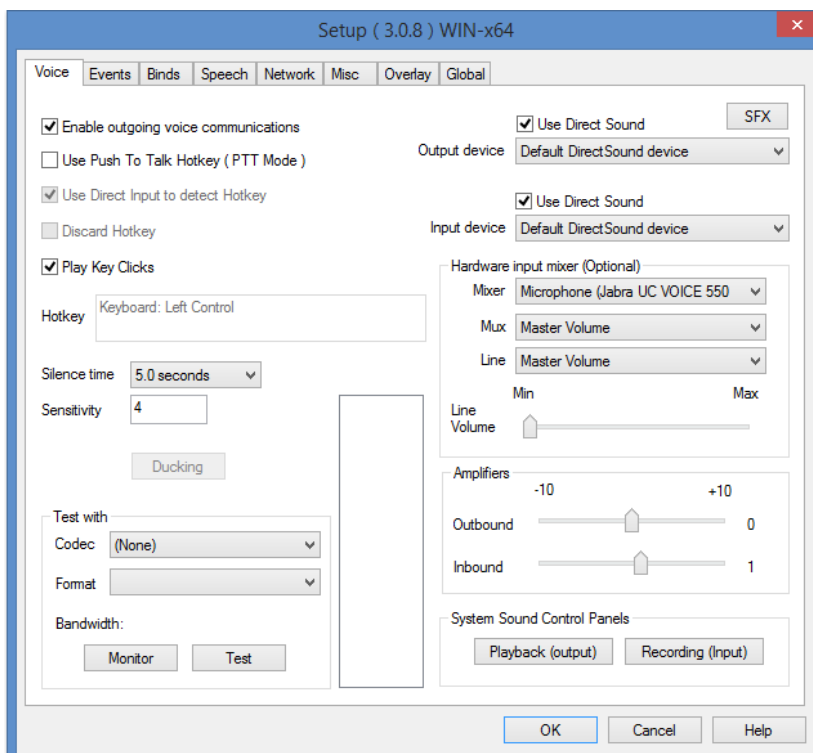


STEP 4 - Connecting To A Server

Now that you've added your User Name to your Ventrilo client, you can connect to a Ventrilo server. This time you will need to click the arrow button (->) to the right of "Server". The "Connection Editor" window will pop up and you will then need to enter your details, but first click on "New". You will be prompted to enter a "Name" for your Ventrilo server. Enter **TYPEFRAG** and then select "OK". Now you will be presented with fields to enter your Hostname or IP, so enter **morganite.typefrag.com** here (**Note this is a different number than appears in the picture!**). Then you will need to put the port to your Ventrilo server in the field labeled "Port Number". The default port is **8135**. The server requires a password, you will also need to enter the word **detach** here before proceeding. Make sure to hit "OK" to save your details. Your screen should look like this one.



STEP 5 – Your Settings – On the main Ventrilo screen you will see a "Setup" Tab - Click this tab to enter the setup screen.



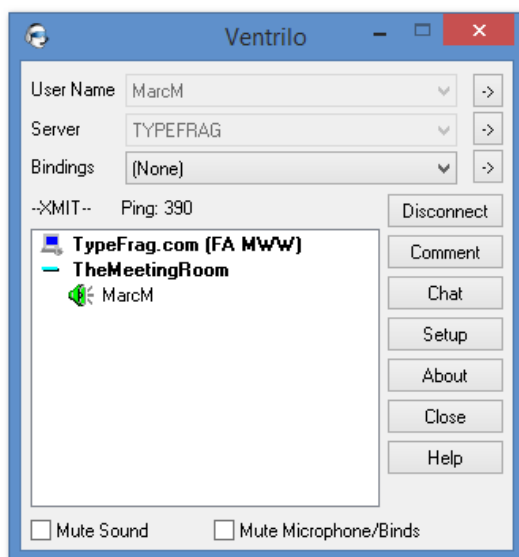
A check should appear in “ENABLE OUTGOING VOICE COMMUNICATION”

NO CHECK in the box “USE PUSH TO TALK HOTKEY”

Next, adjust your “SILENCE TIME” to 4 seconds by clicking on the drop down arrow (almost done) In the sensitivity section enter the number “4”

When you have done this, click on the “OK” tab

You are now ready to test your connection. Click on the “Connect” Tab this will connect you to the MWW server. To test your mic be sure there are no checks in either box at the bottom of the ventrilo screen. When you first enter the room, your mic should be muted (a check in the “Mute Microphones/Binds” box at the bottom). The speaker next to your user name will be RED. Now, uncheck the “Mute Microphones/Binds” box and begin speaking into your mic. The speaker next to your name should turn green as in this screen shot.



I hope this answers any questions you have in setting up the software. Feel free to email me with any questions you may have.

Yours in service,
Marc M.