

Ventrilo and Families Anonymous Meetings Without Walls (MWW) instructions for computer attendees, October, 2019

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To participate in Meeting Without Walls, you will need the Ventrilo software on your computer.

Step 1: Downloading The Ventrilo Software (Version 3.0)

Go to <http://www.ventrilo.com/download.php> and scroll down to the **Version 3** header.

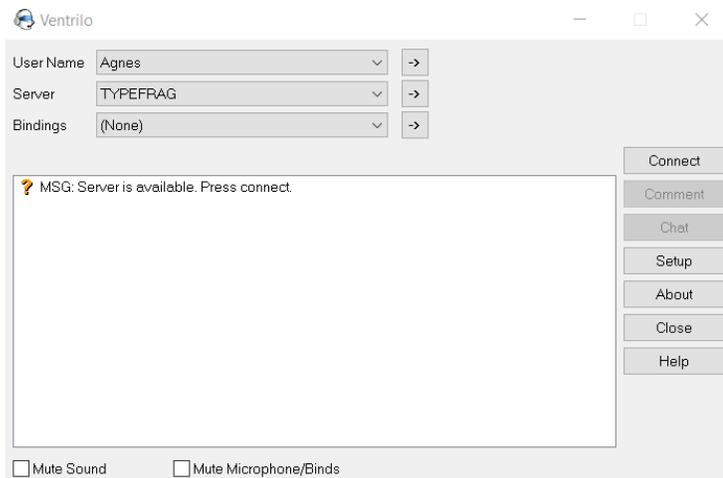
If you have a Windows computer, you can select **Windows 32 Bit**. It will work on any Windows computer. (If you know for sure your computer is 64 Bit, you can select that.)

If you have a Mac, select **Apple OSX 32 Bit**.

You will be taken to a page where you will accept the license agreement and download the software onto your computer.

Step 2: Creating Your User Name

Open Ventrilo and you will see this window. It is the main screen.

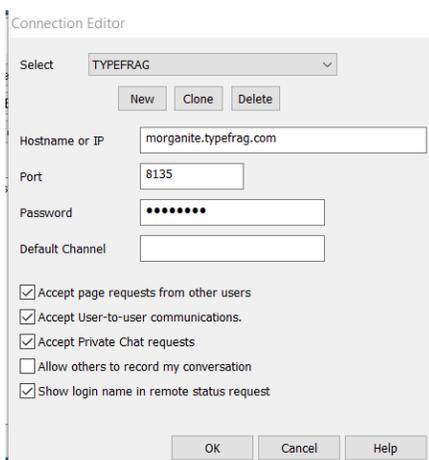


Click the arrow -> to the right of the User Name box. In the Setup User box, select 'New' and put your user name there. This is the name that will appear to the group when you participate in meetings. You can leave everything else blank.

Step 3: Selecting our Server, where you will participate in meetings

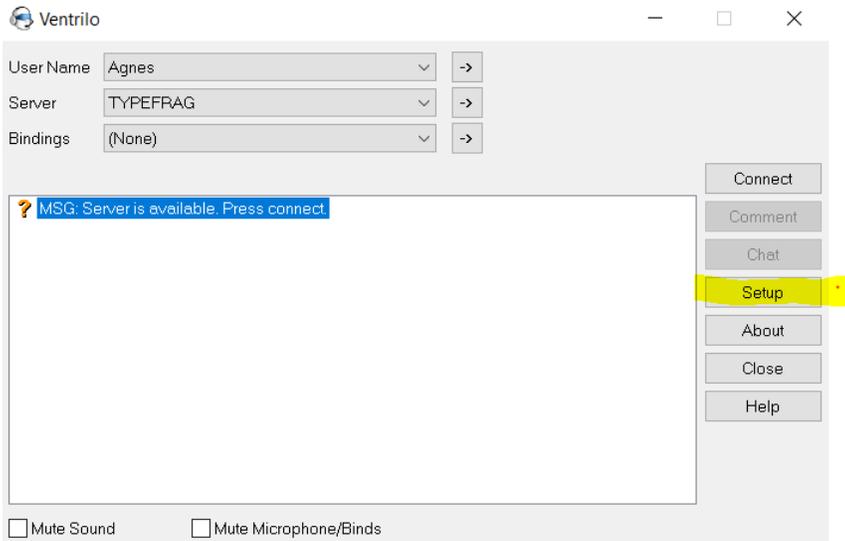
Click the arrow -> to the right of the Server box.

Fill in the fields as shown below. At the top, fill in TYPEFRAG. Hostname or IP is morganite.typefrag.com. Port is 8135. Our password is detach.



Step 4: Selecting your preferred settings to participate in meetings

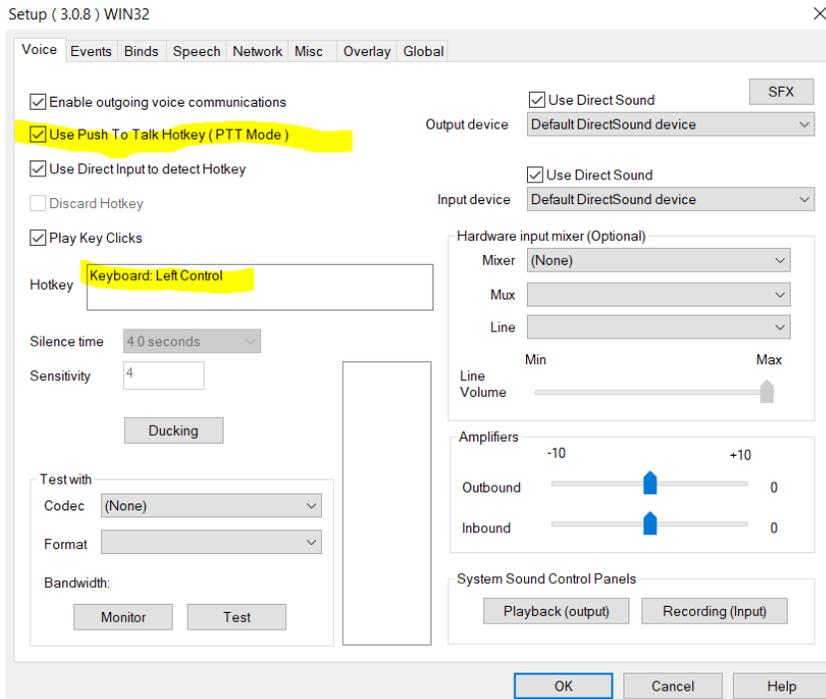
Click the Setup box.



The important setting is how you want to turn on your microphone. I like 'push to talk' PTT. See below.

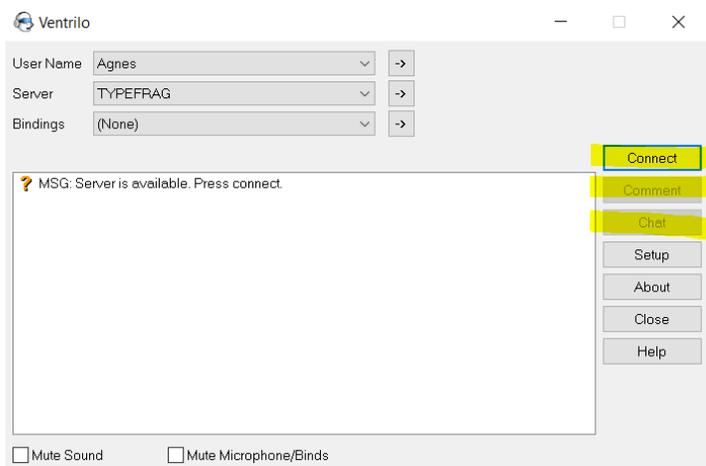
This works like a walkie talkie, you press and hold the Ctrl key at the left side of your keyboard to turn on your microphone. Letting go turns it off.

Alternatively, you can click and unclick the Mute Microphone/Bindings checkbox shown above.

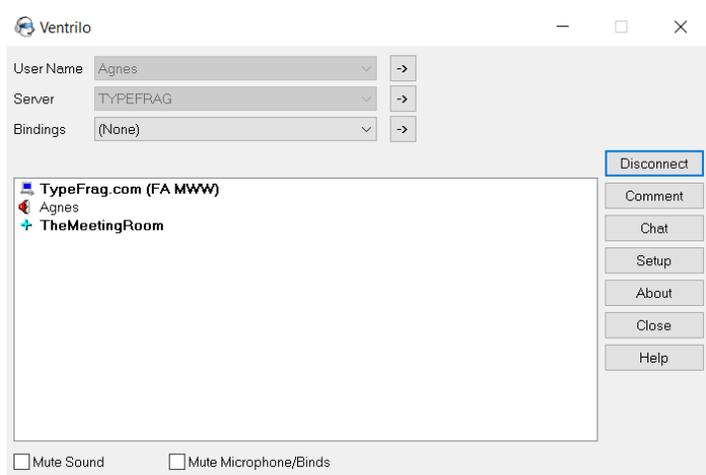


Step 5: Participating in meetings

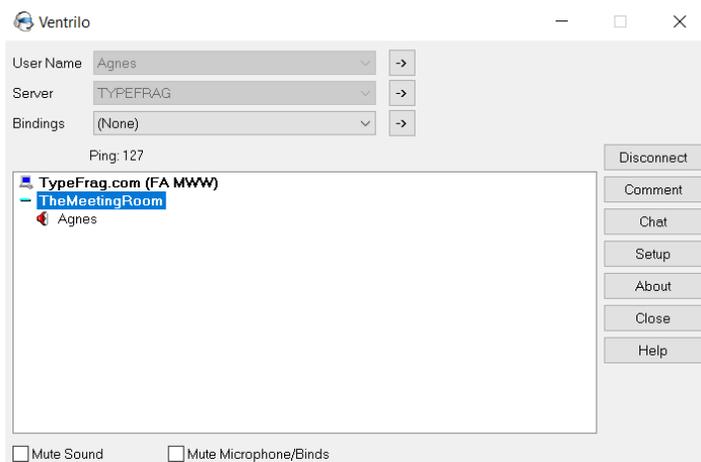
Everything you need is on the right side of the main screen.



Click Connect and you will be connected to the server.



Double click on The MeetingRoom to join the meeting. You will see your name move down below the header.



Click chat to open the chat box. We use it to share information during the meeting.

We use the Comment button to raise a hand. We usually enter ! to raise a hand. You will see whatever you typed is in parentheses next to your name. Click comment again and delete whatever you typed to clear your comment.

You will see your microphone is red. When you turn it on to talk, the microphone icon will be green. That's it! You're ready.