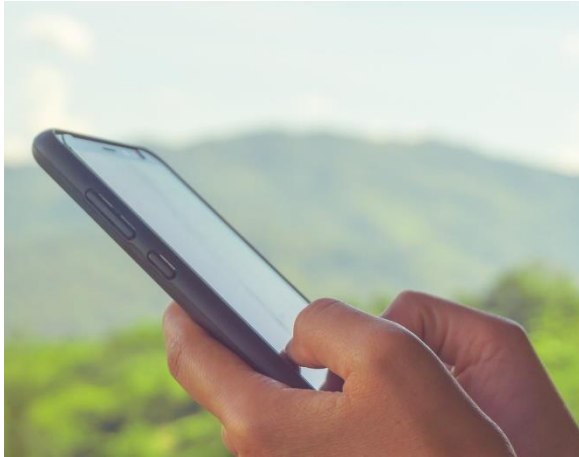


# INSTRUCTIONS

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You can participate in the online tape group by computer or by telephone. You can also participate using an Apple or Android mobile device, once you install the free Cisco WebEx Meetings app. Apple mobile devices must be **Apple IOS version 15.5 or higher**, and Android mobile devices must be **Android version Oreo 8.0 or higher**.

The “frequently asked questions” below provide the basic information about participating in the online tape group.

For those joining the meetings **by computer**, we have prepared instructions with more detail, including pictures of what you see on your computer screen as you join and participate in the meeting. These detailed instructions also provide information about how to get the best audio quality and how to get technical help if you need it. This document will be especially helpful to anyone who has never participated in an online meeting. To read, download, or print the detailed instructions, [click here](#).

For detailed instructions for joining the meetings **by mobile device**, [click here](#).

*If at any time you experience technical difficulty joining an online tape group meeting, please do not hesitate to call the WebEx help service. For the U.S. and Canada, the toll-free number is **1-866-229-3239 (then menu choice 2; then next menu choice 1)**. You can find international toll-free numbers [here](#).*

This WebEx help service is free to all participants, and we have found the WebEx staff to be very capable and courteous. If the WebEx representative

asks you for the WebEx site name, it is: parkerbiz-events.webex.com. The host name is Marty Parker.

## What are the technology requirements for participating?

To join **by computer**, you will need a personal computer that has an Internet connection, an up-to-date browser, and has speakers or can accommodate an audio headset. A **Windows computer must be running Windows 10 or 11** and an **Apple Mac computer must be on OSX 10.13 or later**.

To join **by telephone**, you simply need a telephone. See the instructions below under the question “**How do I join a meeting by telephone?**”

To join **by a mobile device**, you need the appropriate version of the device software – **Apple IOS version 15.5 or higher for Apple devices, and Android version Oreo 8.0 or higher for Android devices**, the Cisco WebEx Meetings app, and an Internet connection. If the device has a built-in speakerphone, you can use that for the audio, or for better quality audio, you can use a headset. For **full instructions** about how to get the Cisco WebEx Meetings app and join a meeting from a mobile device, [click here](#).

For the best audio quality on a computer, we recommend that you use either amplified speakers or a headset. Audio quality on either a computer or a mobile device will also depend on your Internet connection. Most high speed or broadband connections will provide satisfactory and consistent audio quality. Wireless (Wi-Fi) connections may provide variable audio quality levels depending on the signal strength of your connection.

Audio quality on dial-up connections are not likely to be satisfactory. If at dial up connection is all that is available, we recommend joining the meeting by telephone (see below).

## What online service is used?

We use the secure Cisco WebEx worldwide webinar service for the tape group meetings. Cisco is the world leader in Internet technology, and they have an intense focus on security and privacy of users.

The first time that you join a meeting on the WebEx site **by computer**, WebEx will automatically download the software that enables you to participate in the meeting. If you have a broadband Internet connection, the download will take approximately 2 minutes or less. You can download the WebEx webinar software in advance of the scheduled meeting, if you wish. See the [detailed instructions](#) for more information.

Once the Webex webinar software is installed, you do not have to re-install it every time you join a meeting. However, from time to time, WebEx may download updates to the software. Typically, an update will install automatically when you join a meeting. It usually takes just a minute or less to download and install.

To join from a **mobile device**, you will need the Cisco WebEx Meetings app. For Apple devices, the app is available from the Apple iTunes App Store. For Android devices, the app is available from the Google Play App Store. For more information, see the [detailed instructions for mobile devices](#).

## Do I have to supply personal information to participate?

The WebEx service requires that you provide a name and email address to join the meeting, but if you do not wish to use your name, you can simply enter “Guest” or “Student” as your name. If you do not wish to use your email address, you can enter “guest@goldsmithglobal.org.” The host can see this sign-in information as part of the meeting, but it is not stored for any future use.

No personal information other than the optional name and email address is collected from the participants, and during the session, there is no display of the names of others attending the meeting.

Once you have joined a meeting and are connected, if you click on the tab labeled “Participants,” you will see the name of the host and the name you used when you signed in. The list appears in this way to protect the privacy of the participants. It does not mean that you are the only person in the meeting.

The only requirement for participation is that you agree to the standard terms of use. By joining a meeting, you automatically agree to these terms, so nothing else is required. This agreement is required by our license to broadcast these recordings over the Internet and protects these copy-protected works. To learn more about the terms of use, [click here](#) or click “About Joel’s Recordings” in the “About” dropdown menu at the top of the page.

### **Do I need a username and password?**

No, you do not need a username and password. The online tape group is open to anyone who wishes to attend and agrees to the terms of use.

### **How do I join an online tape group meeting?**

1. About 5 minutes prior to the start time (to allow time for accessing the meeting site), go to [goldsmithglobal.org](http://goldsmithglobal.org).
2. In the navigation menu at the top of the page, in the dropdown menu under the “Meetings” tab, click “Join A Scheduled Meeting.”
3. At the top of the page, click on the green bar labeled “*Click here to accept the terms of use and join the meeting.*”
4. You will be connected automatically to the WebEx meeting. Please be patient as it may take a short time for WebEx to display the tape group page. Follow the instructions as they display on your screen.

5. Our detailed instructions provide pictures of what you will see as you join the meeting. To read, download, or print these detailed instructions, [click here](#).

The start times for the meetings are posted on the Schedule page of this site. You can access the Schedule page in the dropdown menu under the “Meetings” tab in the top menu bar. We encourage you to join the meeting a few minutes prior to the designated time so that you can fully participate in the meditation. Joel always said that the meditation was the most important part of the class. Typically, the host opens the meeting at least 20 minutes prior to the start time. For example, an 8:00 a.m. meeting is usually open by 7:40 a.m. Some participants like to join early to have a longer meditation time.

When you join a meeting, please be sure that the sound is not muted on your computer and that the volume is turned up to your preferred level. At the start time, the host will read a short quotation for contemplation, and then there is silence during the meditation, so you will not hear anything during that time. After the gentle gong sounds to signal the end of meditation, the host will greet the participants and announce the recording.

### **What will I see on my screen during the session?**

Once you join the meeting, you will see a peaceful background scene and some text about the status of the session. For example, during the opening meditation, the text might say, “We are in silent meditation until 8:15 a.m. A gentle gong will signal the end of meditation, and then the host will greet us.” There will also be a short quotation on the screen, which you can use for contemplation if you wish. While the recording is playing, you will see the same background, but the text will change to show the title of the recording.

## Will the host speak during the session?

The host will briefly welcome participants at the beginning and thank them at the end. There may also be some brief announcements at the end about the schedule or about other items relating to the tape group. Joel's message speaks for itself, so no additional remarks are necessary.

## Will anyone hear sounds from my location?

No. If you have a microphone on your computer, mobile device, or telephone, it will be muted automatically as long as you are connected to the tape group session. This protects your privacy and preserves the silence for the group.

## How do I join a meeting by telephone?

We use the **Webex** service for telephone access. This service allows you to access the tape group meeting by telephone through a US telephone number.

**To join a scheduled online tape group meeting by telephone, simply:**

- Call **1-415-655-0003**. You will hear a few tones and then "Welcome to Webex."
- Enter the access code: **2553 147 1414, followed by the pound (#) key**. The access code is the same for all tape group meetings and does not change.
- You will be prompted to enter an attendee code OR to press # if you do not have a code. **However, we do not use an attendee code, so simply press #.**
- You will then be connected to the meeting. At the start of the session, the host reads a short quotation for contemplation, but thereafter we are in silent meditation until 8:15 a.m. (or 6:15 p.m.), so you may hear silence when you join the meeting. At 8:15 a.m. (or 6:15 p.m.), you will hear the gentle gong signaling the end of meditation. Then the host

greet the participants. Your phone will be automatically muted so others will not hear any background noise.

Depending on your telephone calling plan, the call into an online tape group session may or may not incur a charge. If you have a question about your telephone calling plan, please contact your telephone company. If you do not have a nationwide calling plan, your service provider might offer one at a low cost.

Telephone access has been used mainly by participants who do not have a computer or mobile device available or who have a computer or mobile device that is not supported by the WebEx service. However, even those who usually participate online might use the telephone service from time to time if they are traveling or do not have immediate access to their computer, their mobile device, or an appropriate Internet connection.

If you would like to have a reference card with this information, please call Marty Parker at **1-408-420-5539** and provide your name and complete postal address. You will receive the reference card within about one week.

If you have any questions about telephone access, including questions about the calling costs, please call Marty Parker at **+1-408-420-5539** or email him at [marty@goldsmithglobal.org](mailto:marty@goldsmithglobal.org).

### How can I get the best audio quality on the telephone?

The audio quality of a telephone connection can vary depending on the public telephone network and the telephone device you use. To optimize your audio quality, consider these suggestions.

- ***Use a “land line.”***

A “land line,” or a telephone that is connected by a telephone cord to a jack in the wall, usually delivers more consistent, higher quality audio than a cell phone. The audio quality on a cell phone is subject to variations in the

wireless signal and in the signal strength, depending on the distance to the cellular transmission tower as well as the physical construction of the building where the phone is being used.

- ***Mute your speakerphone.***

Listening to the meeting on a speakerphone is certainly more comfortable than holding a telephone handset to your ear for more than an hour.

However, if you use a speakerphone that has a “mute” button, we suggest that you “mute” the phone. This will prevent any local noise from cars, trucks, airplanes, doors, fans, etc. at your location, from interfering with the incoming audio from the online recording.

- ***Adjust the volume.***

If the volume on a telephone is turned up too high, it can cause distortion in the audio signal. You may find that a volume setting that is about 10% or 20% below the maximum level has better sound quality than the maximum setting, regardless of whether you are using a speakerphone or a handset.

- ***Consider getting a headset.***

Usually a headset will give you audio quality that is equal to that on a handset and better than the audio quality on a speakerphone. Many headsets are available that can be attached to most telephones. Some headsets plug into the phone; others are wireless. Most headsets are quite comfortable to wear, and some have volume adjustments.