

## How To Attend VONR Meetings in Paltalk

### How to Get to Meetings

All meetings take place on [Paltalk](#). They last approximately one hour, and have a specific format. We are a “voice” meeting site, meaning that our meetings take place in a “voice enabled” room. We can literally talk to and hear each other share.

You will need speakers to be able to hear our voice shares. A microphone is necessary only if you would like to talk to share. You are welcome to type your shares too. Simply create a username and password for Paltalk and join us!

See the “Calendar & Meetings” page at <http://www.voicesofnicotinerecovery.com/calendar> for days and times of meetings.

**PC and Mac users** can go to <http://www.paltalk.com> to download free Paltalk software client, and install it on your computer. Then create a free account with a username and password on your own computer. When you click on the Paltalk icon on your desktop, it automatically connects you to Paltalk. Use your username and password to logon.

**iPhone, iPad, and Droid** apps are also available from their respective app stores, for free. Please do a search for Paltalk for your device’s apps. The features are a bit different with these apps, but you can hear the meetings and type share.

### How to attend meetings on Paltalk

1. Download [PaTalk](#) Messenger, or go to [your mobile Paltalk](#) app
2. 15 minutes before the meeting is scheduled to begin, log into Paltalk
3. Select **Chat Rooms > Health > Overcoming Addiction > Voices of Nicotine Recovery**. YOU ARE NOW IN THE MEETING!

Once in the room click “Favorites” or “Following” on top of the room page and add this room. Now when you open Paltalk, all you have to do is click “Following” on the Paltalk window and it takes you to directly to the room.

NOTE: The room is only visible when a chairperson opens it. If the room doesn’t appear in the room list, wait a couple minutes and try again. Sometimes the meetings begin a little late.

**Remember** that all meetings are posted in **U.S Eastern Time**. You may need to make adjustments to your time zone. Compare Eastern Standard Time\* or Eastern Daylight Time\*\* to your own time zone: <http://www.greenwichmeantime.com/time-zone/usa/eastern-time/>

\*U.S. Eastern Standard Time: November through March (winter)

\*\*U.S. Eastern Daylight Time: April through October (summer)

### **What to Do in the Room**

Once in the room, look on the right hand side and you will see the members with their “nics” (nicknames).

If you right click on a “nic” and it will show several options. The most common are:

- Send a private IM –right click that option and a private window opens up that you can IM (instant message) that person
- Send Whisper—Right click this and you can send a private message to that person. This message will appear in the chat window but only you and the person you whispered can see it.
- Add to my Pal list- Right click this and that person will be added to your Pal list. Without it you can’t whisper or IM.
- Ignore in room—sometimes you might run into a person you don’t want to listen to for one reason or the other. By right clicking this member’s name and choosing “Ignore” you can’t hear or see what they type share while in the room.
- Block Pal—Right clicking this option means you are blocking this pal from IM’ing you

NOTE: The Ignore or Block options are your protection against people that come into the rooms and sometimes act up. Just like we red dot or ban members as an Admin for inappropriate actions, this is what you can do as a member to those who act inappropriately to you.

### **Paltalk Protocols**

- If you wish to share, click on the “Raise Hand” button, your hand will appear next to your nic, and the Admin will call you in order of hands raised. Wait until you are called. You can recognize the Admin by the @symbol in front of their nic.

- To voice share, hold down the “Talk” button or CTRL button and speak into your mic. You may need to adjust your mic volume so others can hear you.
- If you are typing your share, the Admin will read your type share as it comes on the screen. It is important to not post not the screen when some is type sharing—very distracting.
- When finished sharing, say “Go Ahead” or type GA. That means you’re finished with your share.
- Please do not distract the person sharing on the microphone or type sharing. If a member persists in distracting behavior after a warning he or she will be red dotted or banned from the room by the Admin. If red dotted, a person can still hear and read the text but can’t type or share.
- Only dark or black fonts are used in our room. Bright neon colors cause some members significant problems with vision and seizures. Please keep that in mind.
- This is a G rated room and no swear words are allowed or sexual statements. You will be banned from the room. No nics with sexual implications are allowed either.
- After the meeting is over, we have an open chat session where you can type on the screen or someone can talk on the mic at the same time. You do not have to raise your hand to share. Just grab the mike when it’s available.

### **Other Paltalk Features**

- Global Hot Key - On a PC, when you’re talking on the mic using the control key and you copy and paste, it knocks you off the mic, then just go to the top of the Paltalk window, click File > Set up Preferences > Audio set up. Click that and at the bottom of the window, it says enable global hotkey for speaking. You will probably see “CTRL” in window. Change it to any “F” key (e.g., F10) and that will solve the problem. If you have the CTRL key selected, then you could hold down on the control key and speak. But if you’re speaking by using the “Talk” button and hit the CTRL key, it will knock you off the mic.
- Nudges - Sometimes thoughtless people like to hit the “Nudge” button and you hear a monkey squeal, car honking and a fog horn which are annoying sounds. Just go to the Paltalk window and click File > Set up Preferences > Alerts and Sounds. Look at the bottom and you will see where you can mute sounds. That solves the problem.
- Text Limitations - When using chat window to type and send, try not to go over 3-4 lines or it won’t send. If you do send a large amount of text and see a red error message, this means you have too many lines of text in

your type share to send all at once. Simply type less text, and click “Send” more often.

- Chat Window Features - On a PC, the second tan bar above the chat window are 4 symbols: “T”, smiley faces and blue figures and a gift box. Click the T and you can change your font size, color of font etc. Click the smiley symbol and you can find an emoticon you like, same with the blue symbol. The gift box is if you want to give someone an electronic gift.
- More Chat Window Features - On the same tan bar on the right side are some symbols. One is three figures which is to IM members to join the meeting. There is a letter symbol for inviting members on your Pal list to join the meeting.
- Advertising - There is advertising on the bottom of the screen and that’s what you get with the free black nic. To eliminate the ads, purchase an annual subscription, which will give you a colored nic.

### **Troubleshooting Paltalk Audio**

- Try leaving the room and re-entering. This solves the problem most times. Another trick is to completely close out Paltalk and re-open it, similar to rebooting a computer.
- You can also leave the room and in Paltalk Scene, click File > Setup > Preferences > Audio Setup to check your audio and mic to see if it is working.
- Make sure you haven’t muted the speakers. On the left hand bottom of the screen by the chat window, there is a symbol of a speaker with a slant sign. Click that and click it again. Make sure you haven’t muted your own speakers on the task bar of your computer.
- Try wiggling the speaker jack from your headset.
- You can also check that the volume for your speakers and microphone are turned up. There are two icons by the mute symbol. A speaker icon for speaker volume and a microphone icon for mic volume, both of which you can adjust.
- At times you can’t lock the mic to speak nor can anyone hear you when you speak. Wiggle your mic plug in the computer to make sure it’s making a good connection. Sometimes headsets have a volume and mic switch on the headset. Make sure they are turned on.
- Sometimes the problem is with Paltalk and is affecting everyone. If that happens, the room can be closed and we all sign back in. The last resort is that we have type share meeting.