Meeting Manager

User Guide

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Table of Contents

Description

Meeting Manager is a program designed to help play songs and record talks during the meetings for Jehovah's Witnesses.

Minimum Requirements

- Windows 8 or 10
- Stable internet connection
- At least 40 to 50Gb Hard Drive Space per congregation
    - Each meeting recording WAV file should fit on a normal CD
    - As the file is converted to MP3, additional space is required for that file
    - Also, the program stores meeting recordings for three months, so it is expected that the total amount of space required is: 700Mb * 2 (WAV and MP3), * 2 (two weekly meetings), * 4 (weeks in a month), * 3 (months of archived meetings) = 33,600 Mb. However, as some meetings take extra time, as well as temporary disk space for the conversion, it would be best to have about 40 to 50 Gb space.
    - This does not include the 634Mb for the original songs or the space required for the new and upcoming songs.
- Allow at least 1 hour to install the program to provide you or the software time to download all of the songs.

Pre Installation Requirements

Before installing the program, some required fonts will need to be installed on the computer. These fonts are not able to be installed by the program at this time, but it is something to be organised in the future.

1. Log into your computer as the administrator
2. Download the fonts from the Meeting Manager webpage
   a. Meeting Manager – http://www.matthewdally.com/MeetingManager
   b. Fonts - http://www.matthewdally.com/MeetingManager/mmfonts.zip
3. Unzip the downloaded fonts into their own directory
4. Right-click on each of the fonts in the directory and click on Install
5. If required, enter the Administrator password

Manual Song Download

If you want to have the music files available for the program before installing the program, you can download the songs from the JW.org website. Go to JW.org > Publications > Music. Next to Sing to Jehovah – Piano Accompaniment, click on the MP3 link and then click on Download All Files (ZIP). This will download all the songs (Song No 1 to 135) in a zip file to your computer. When the songs have downloaded, unzip the songs into their own directory and then copy and/or move the songs (MP3) to the following directory: C:\KingdomMelodies\Songs.

This is the default directory that the program looks for to play the songs for the meetings.

Next, from the same webpage location (JW.org > Publications > Music), next to Sing to Jehovah – New Songs, click on the MP3 link and then click on Download All Files (ZIP). Again, this will download all the songs from Song No 136 onwards in a zip file to your computer. When downloaded, unzip the songs into their own directory and then copy and/or move the songs (MP3) to the C:\KingdomMelodies\Songs directory.

Automatic Song Download

Each time the program starts it will download a file containing all the current songs. If any songs are not located in the Song directory specified during installation, the program will start downloading them in the background. This way, when a new song is released and the song list has been updated, the program will download that song in the background so it is available at the first opportunity.

Song Download Notes

Regardless of the method chosen when first installing the program, it may take some time to download the songs depending on your internet connection. We recommend allowing at least one hour to download and setup the songs regardless of the chosen method.

Installation

The program uses a directory on your hard drive to store the songs and recordings of the meetings. The default location of the program files is C:\KingdomMelodies. During the installation of the program, specify the parent folder for all the program files, then the individual folders for each section of the program. This helps to separate the files for the songs, files for recording and files for additional functions to come soon.

1. Log into your computer as the administrator
2. Download the program from the Meeting Manager webpage
   a. Meeting Manager – http://www.matthewdally.com/MeetingManager
   b. Program – http://www.matthewdally.com/MeetingManager/setup.exe
   c. It would be better to Save As and then Run if given the option. This reduces any complications that might occur if you try to run the setup.exe from the website.
3. When the setup file has downloaded, run setup.exe
   a. Double click on setup.exe or select with a single click and press the Enter key.
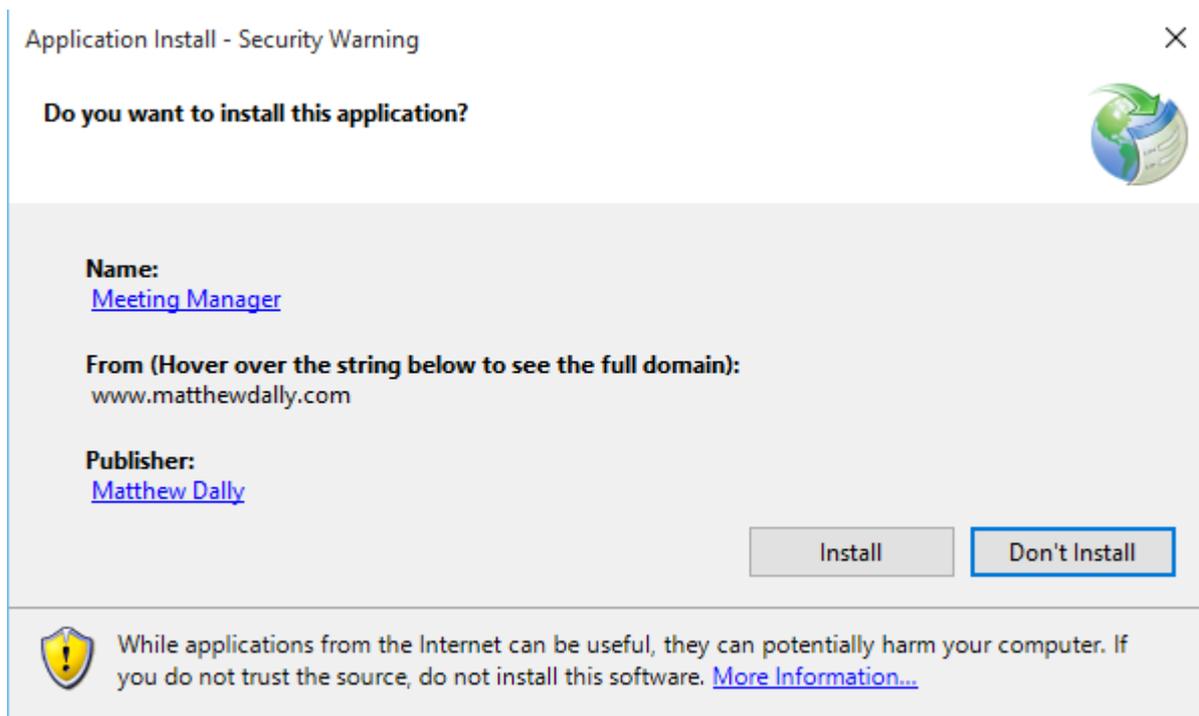
4. During installation, an "Application Install - Security Warning" message may appear. Click on Install to start the installation
5. During installation, a "Windows Protected Your PC" message may appear. If so, click on More info, then Run Anyway
6. When finished the program will be installed and will start automatically. On the first run, it will go through the setup information for the program

Application Directory

Select the parent directory where the application data will reside

C:\KingdomMelodies

Next

7. By default, the program location will be C:\KingdomMelodies
8. You can either change the Application Directory to one of your own or accept the default directory of C:\KingdomMelodies and then click Next

Music Directory

Select the directory where the piano songs are located

C:\KingdomMelodies\Music

Next

Orchestra Directory

Select the directory where the orchestra songs are located

C:\KingdomMelodies\Orchestra

Next

Recording Directory

Select the directory where the recordings are to be located

C:\KingdomMelodies\Recording

Next

9. The same is true for the Music Directory, the Orchestra Directory and the Recording Directory. Either set your own directory or accept the default directory and then click Next

Phone Hookup

Would you like to connect to the phone hookup from the program?

| Enable | Disable |

10. The Meeting Manager program is able to dial out your phone if your congregation uses the phone call hook up system.
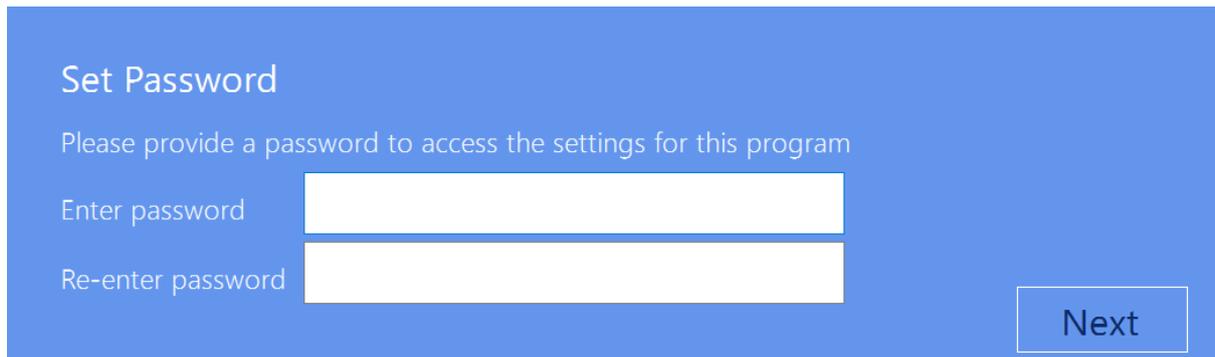
**Phone Hookup**

Enter the settings for the phone hookup

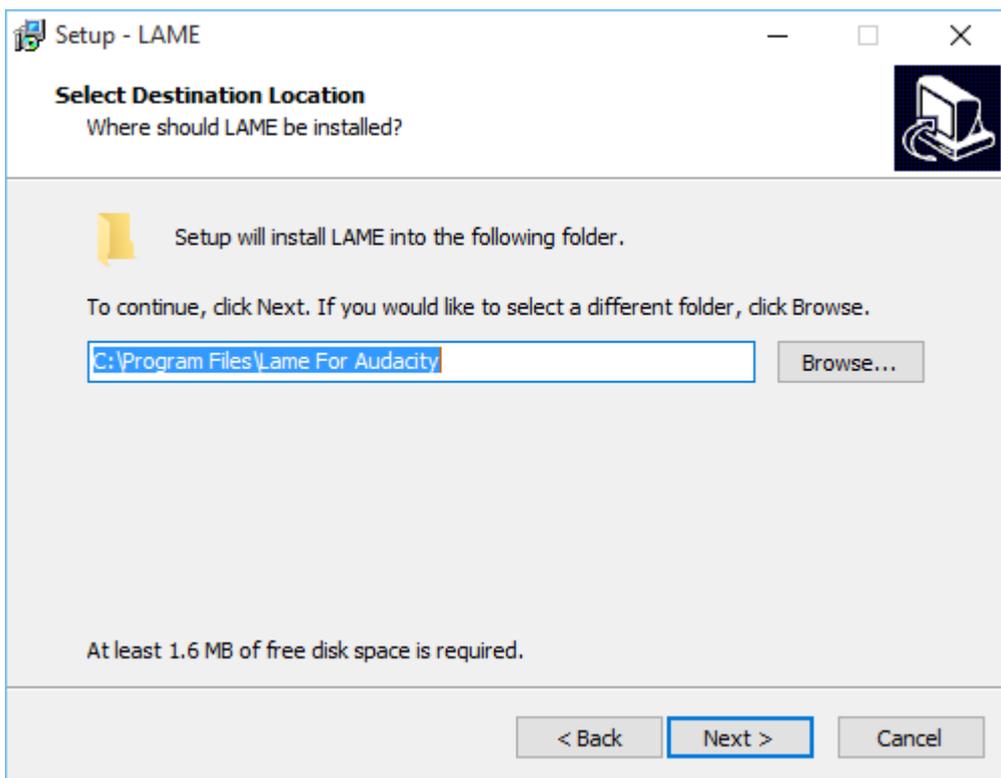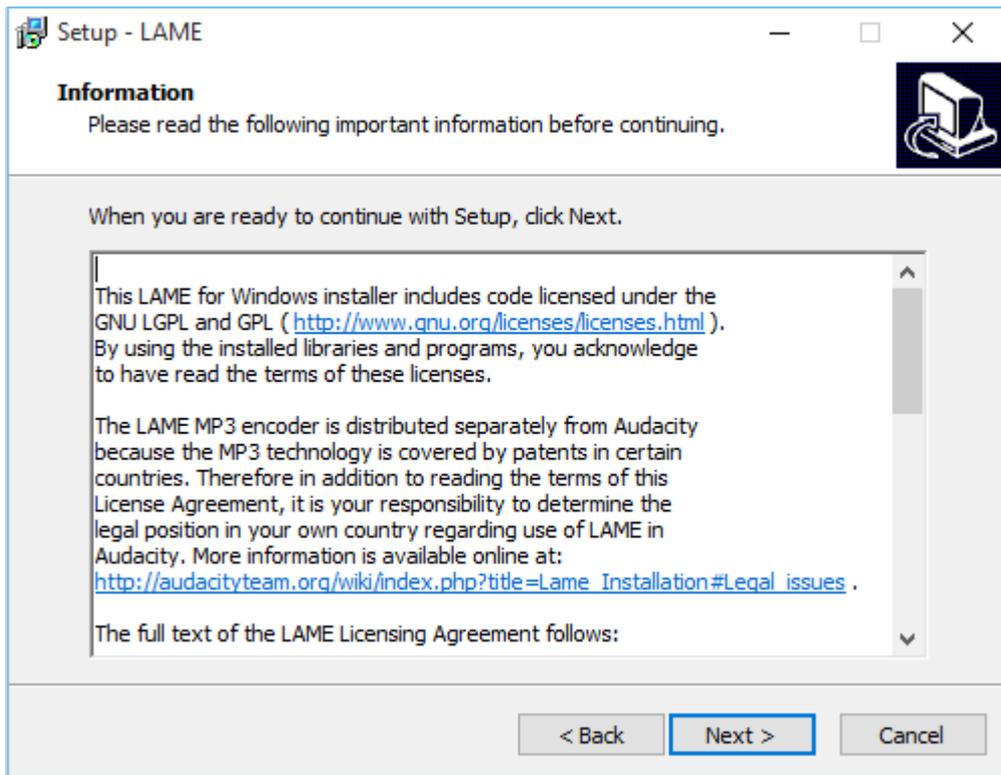| Port Name | | Phone Number | |
Baud Rate		Message Time	
Parity	None	Conference Number	
Data Bits			
Stop Bits	One		
Handshake	None		
DTR Enable	☐		
RTS Enable	☐		Next

11. If your local congregation uses the phone call hook up system and you would like to control the dial out and hang up from the program, click Enable. Otherwise, click Disable
   a. If you selected Enable, enter the Port Details for communication over either USB or COM port.
   b. Enter the phone number to call for the phone hookup.
   c. Enter the time for the message between the phone number and the conference number (usually 6 or 7 seconds)
   d. Enter the conference number including the # symbol
   e. Alternatively, leave all the fields blank and click Next to use the default values
   f. Please note: this may be confusing to some program users. If you need more information about this setup, please contact me using the email address in the Troubleshooting section at the end of this document.

Set Password

Please provide a password to access the settings for this program
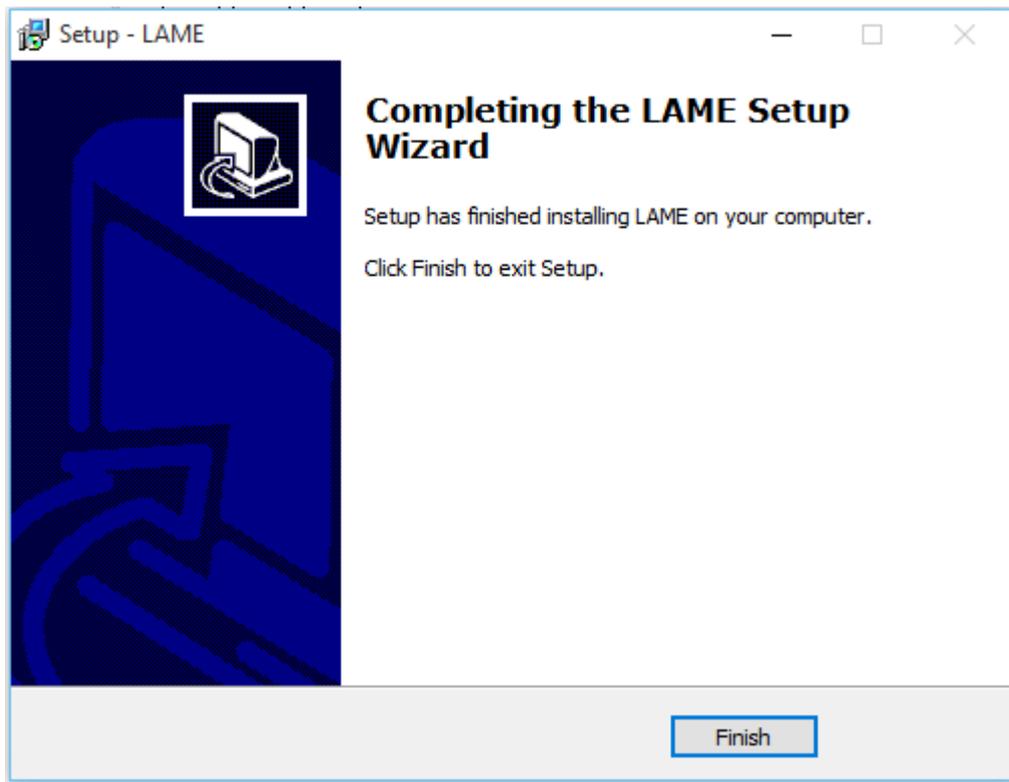
Enter password

Re-enter password

Next

12. Enter a password for the settings screen. Enter it again for confirmation and then click Next
13. To convert the recordings from WAV to MP3, the program uses Lame for Windows (v3.99.3). This program is included in the distribution of this application
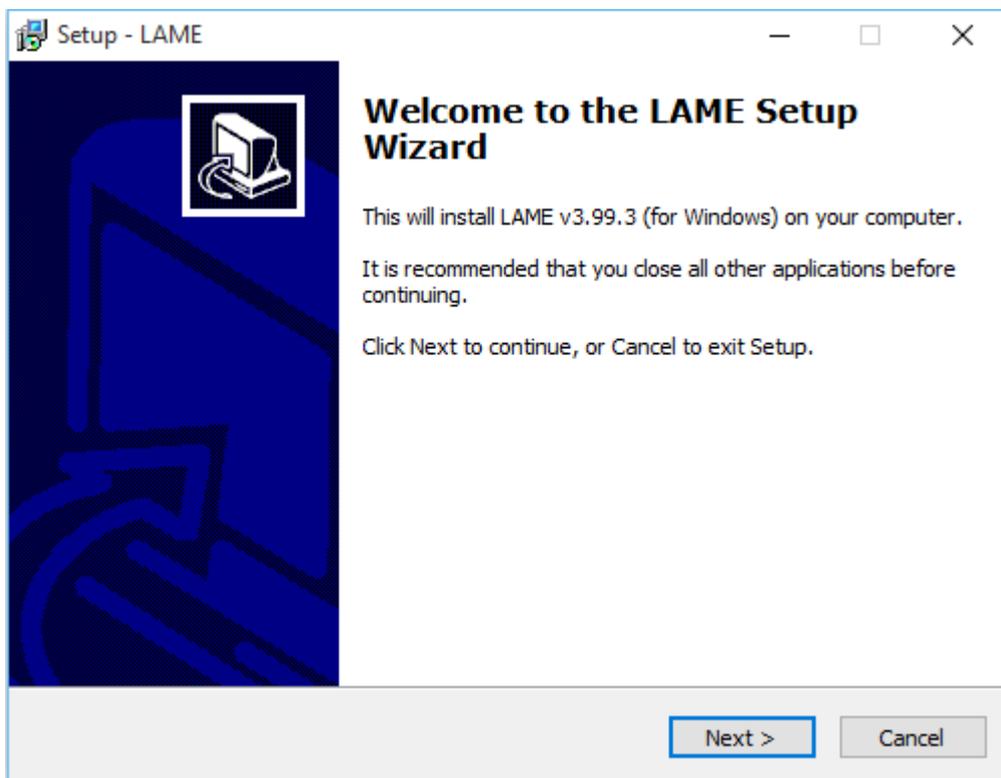

14. If the intallation of Lame_v3.99.3_for_Windows.exe appears, click Yes. Then step through the installation of LAME for Windows. Take note of the installation folder as this is required for the next step

Setup - LAME — □ ✕

Information
Please read the following important information before continuing.

When you are ready to continue with Setup, click Next.

> This LAME for Windows installer includes code licensed under the
> GNU LGPL and GPL (http://www.gnu.org/licenses/licenses.html).
> By using the installed libraries and programs, you acknowledge
> to have read the terms of these licenses.
>
> The LAME MP3 encoder is distributed separately from Audacity
> because the MP3 technology is covered by patents in certain
> countries. Therefore in addition to reading the terms of this
> License Agreement, it is your responsibility to determine the
> legal position in your own country regarding use of LAME in
> Audacity. More information is available online at:
> http://audacityteam.org/wiki/index.php?title=Lame_Installation#Legal_issues .
>
> The full text of the LAME Licensing Agreement follows:

[< Back] [Next >]   [Cancel]

Setup - LAME — □ ✕

Select Destination Location
Where should LAME be installed?

Setup will install LAME into the following folder.

To continue, click Next. If you would like to select a different folder, click Browse.

C:\Program Files\Lame For Audacity   [Browse...]

At least 1.6 MB of free disk space is required.
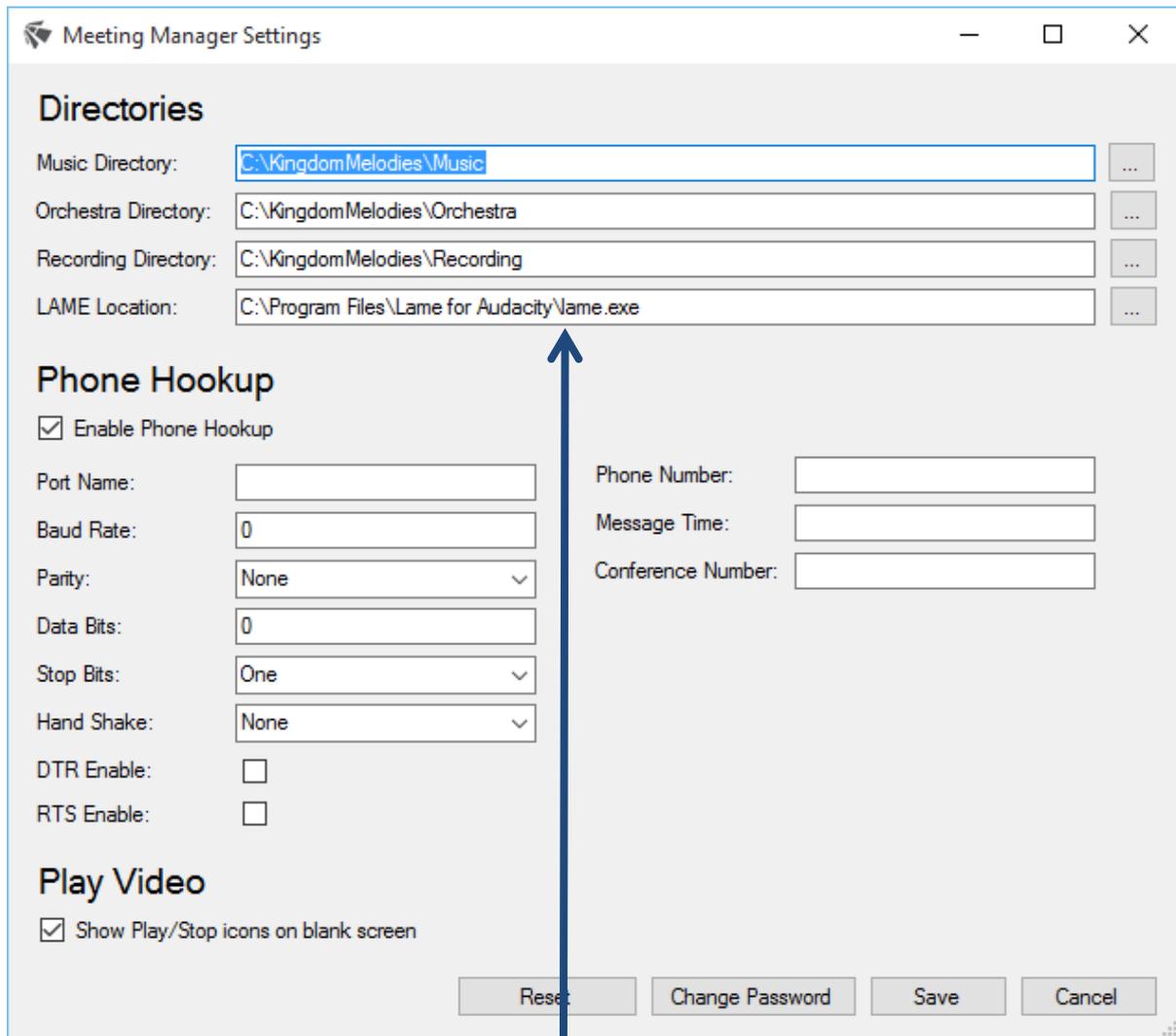
[< Back] [Next >]   [Cancel]

15. The program should now be installed on your computer and you will soon be able to start using it.
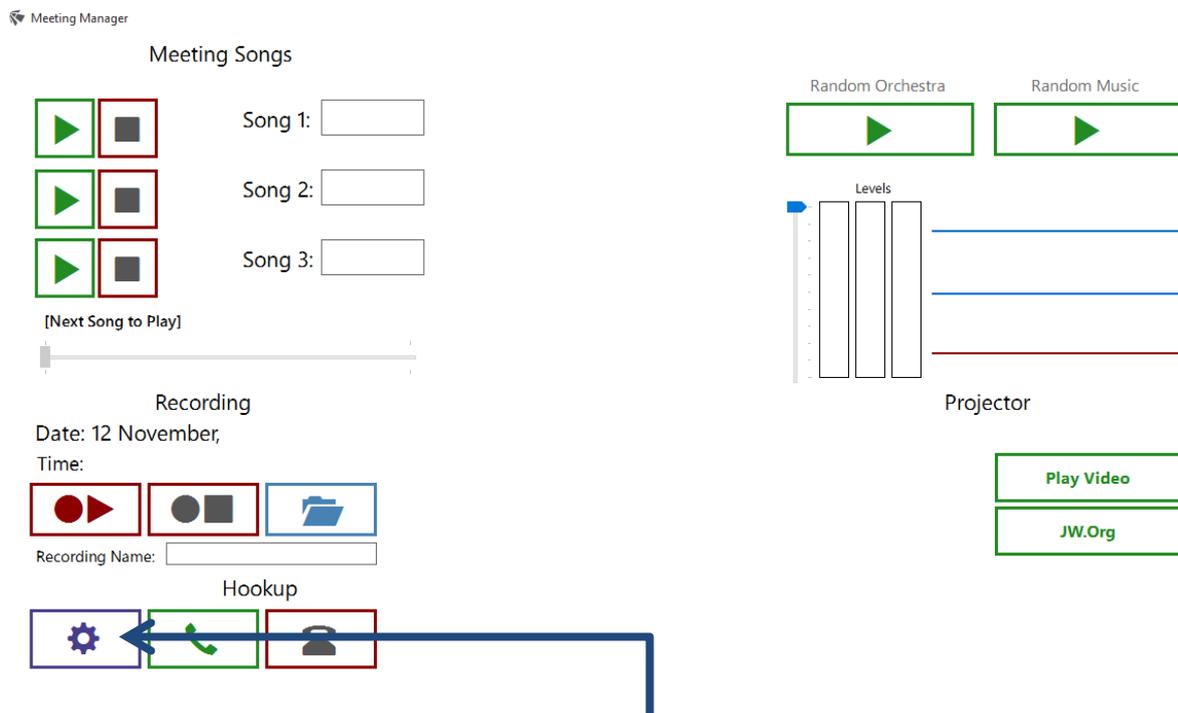
16. When the program appears, click on the Settings icon. (This is the purple gear icon in the bottom right corner)
17. Enter your password and click on Ok

18. Under the Directories section is the LAME Location. If the location listed (by default, C:\Program Files\Lame for Audacity) is not where LAME for Windows was installed, please change the location by clicking on the button to the right of the field, navigating to the folder where LAME was installed to, selecting lame.exe in the folder and clicking OK. When done, click Save.

That's it. It should all be done. You can now start playing songs and videos, recording meetings and go to the JW.Org website from within the program.

Post Installation

Orchestra music

Like the music for the songs, it is also possible to include orchestra music that can be played before and after the meetings. The music we suggest is similar to that played at conventions before and after the meetings.

The orchestra music is not automatically downloaded or provided with the program at this time, so you will need to supply it yourself. We suggest you download the songs in the Kingdom Melodies groups from the JW.org site under Publications > Music. After downloading the MP3 files, extract the music files into their own directory and copy them to the Orchestra folder (by default, C:\KingdomMelodies\Orchestra).

Basic Functionality

Play Songs


The majority of the meetings held by Jehovah's Witnesses have three songs: an introduction song (song 1), a middle song (song 2) and a final song (song 3). In the text boxes next to the song number label, enter the song number. As you enter the song number, you will see the song title display under the field. To move to the next song number, either click inside the text box for that song number or press the enter key.

When you are ready to play the song, click the Play icon next to the Song number. When the song is finished it will automatically stop playing. However, if you need to stop it earlier, click on the Stop icon.

Song Already Played

You have already played song 123. Do you want to play it again?

[Yes]   [No]
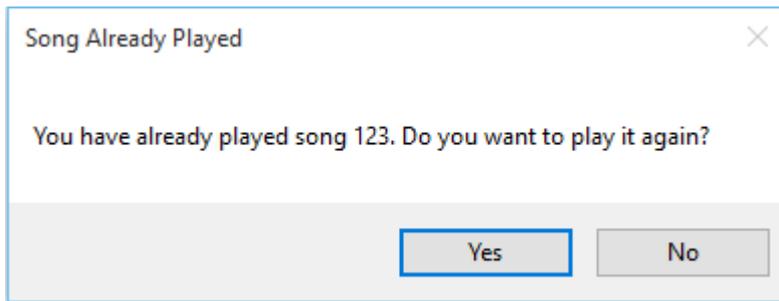
If you have played a song once and click Play for that song again, you will receive a warning message that you have already played the song. Click Yes to play the song again, or No to ignore.
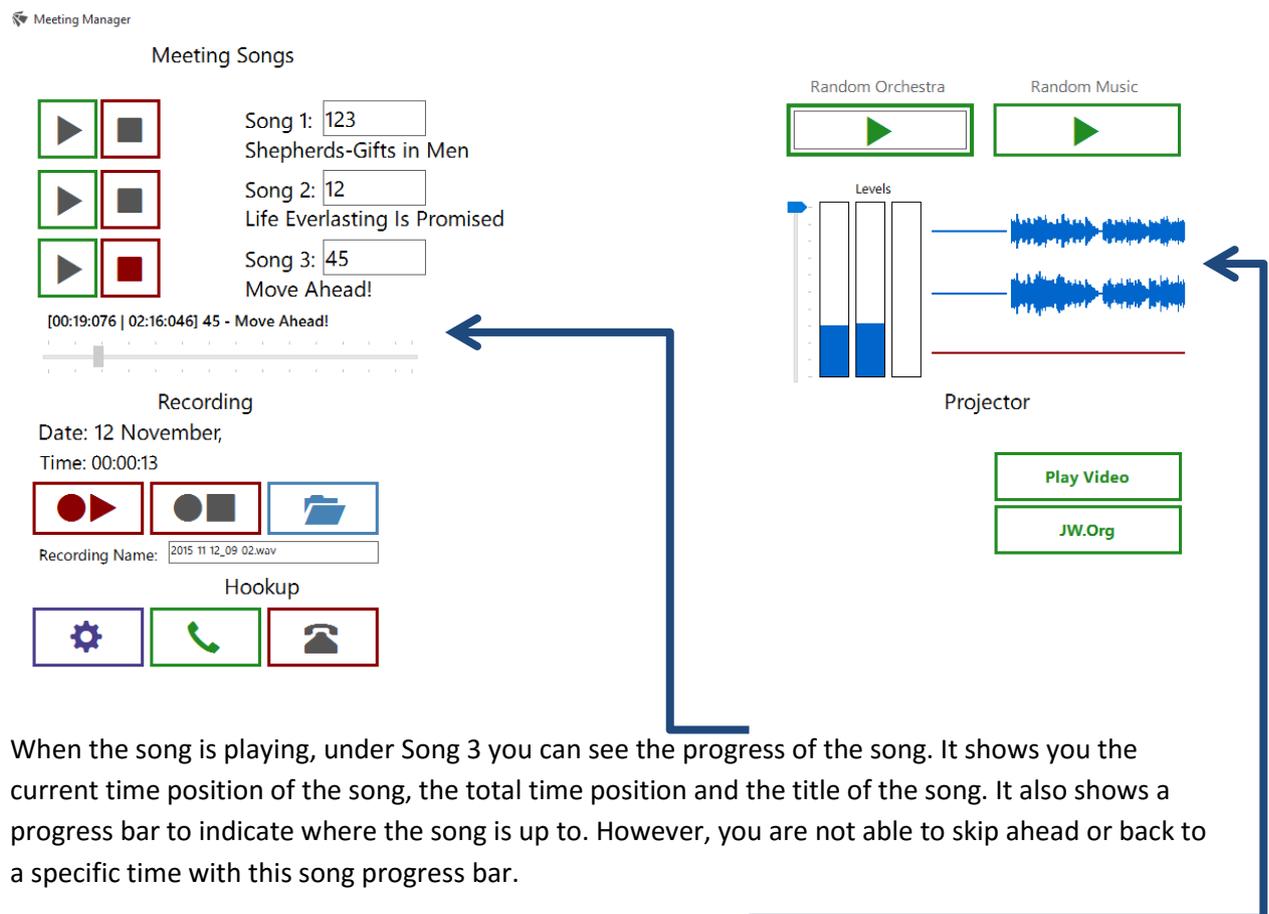
When the song is playing, under Song 3 you can see the progress of the song. It shows you the current time position of the song, the total time position and the title of the song. It also shows a progress bar to indicate where the song is up to. However, you are not able to skip ahead or back to a specific time with this song progress bar.

On the right hand side of the screen you will see two vertical blue bars and two horizontal blue bars. These are just visual indicators of the data being played through the system. So when a song is being played, you will see a visual representation of the waveform information.

Record Meetings

The program allows for the recording of the meetings in digital format. Using the systems default microphone input, the program will record the meeting to a WAV file in the recording directory. Then, when the recording has finished, it will convert it to an MP3 file using the LAME for Windows application.

It has been estimated that a prayer will go for about three minutes. After Song number 1 is played, the program will wait three minutes and then automatically start recording. After Song number 3 is played, the program will stop the recording before the final prayer starts. This is in line with the requirements to not record the prayers at the meetings.

It is possible to stop the recording at any time by clicking the record stop button. When the recording is stopped manually, the WAV file will then also be converted to an MP3 file.
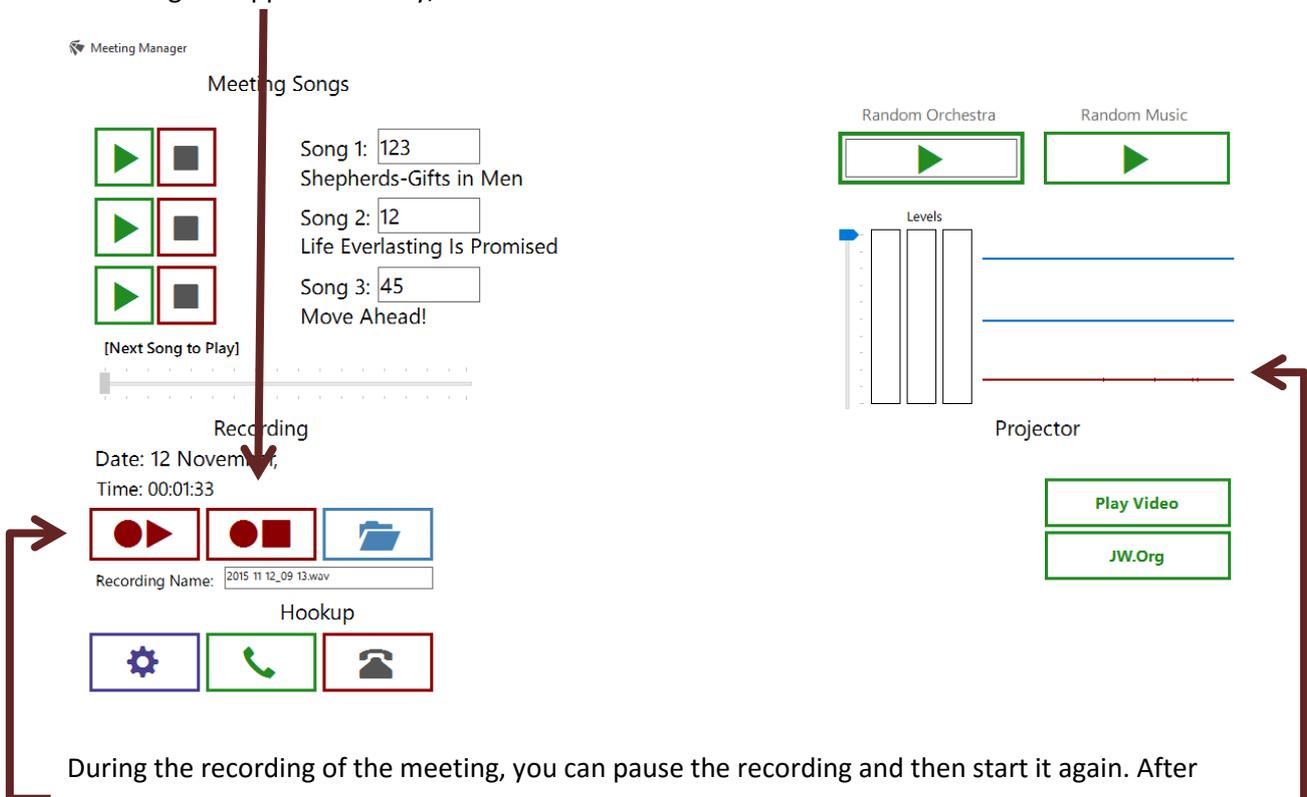
During the recording of the meeting, you can pause the recording and then start it again. After recording has started, click on the record button to pause the meeting, then when ready, click it again to start recording. This is useful in the event that a part or the meeting does not need to be recorded.

On the right hand side of the screen you will see a vertical red bar and a horizontal red bar. Like the blur bars, this is a visual representation of the waveform information being recorded by the system.

Meeting Manager

Meeting Songs

Song 1: 123
Shepherds-Gifts in Men

Song 2: 12
Life Everlasting Is Promised

Song 3: 45
Move Ahead!

[Next Song to Play]

Random Orchestra   Random Music

Levels

Recording

Date: 12 November,
Time: 00:01:33

Recording Name: 2015_11 12_09 13.wav

Projector

Play Video

JW.Org

Hookup

After recording has been completed, you can play back the recording. To do this:

- Click on the folder icon to the right of the recording start and stop icons
- You will be taken to the current months recording files
- Each recording file is by default named: [Year]-[Month]-[Day]_[Hour]-[Minute] with a .WAV and a .MP3 extension if the conversion was successful.
- Right-click on either one (WAV or MP3) and left click on Open to open the recording in your systems default music player to hear the recording.

Currently, it is not possible to play back the recording from within the program. When done, close the Windows Folder.

Pre-and-Post Meeting Music

Most congregations like to play music before and after the meeting as directed by the organisation. To do so, click on either the Play icon for Random Orchestra or Random Music. The system will then start playing random music files from either the Orchestra directory or the Music directory.


When the random music is playing, the button will flash. It is not possible to play any of the meeting songs when the random music is playing. To stop the random music from playing, click the flashing button.

Additional Functions

Settings

The settings section of the program will allow you to change the directory locations for the Music, Orchestra, Recording and LAME for Windows settings used by the program.

You can also set the Phone Hookup settings to dial out the phone number for meeting conferences from the program as well as turn the play/stop icons on or off for when you play a video or go to the JW.org site.
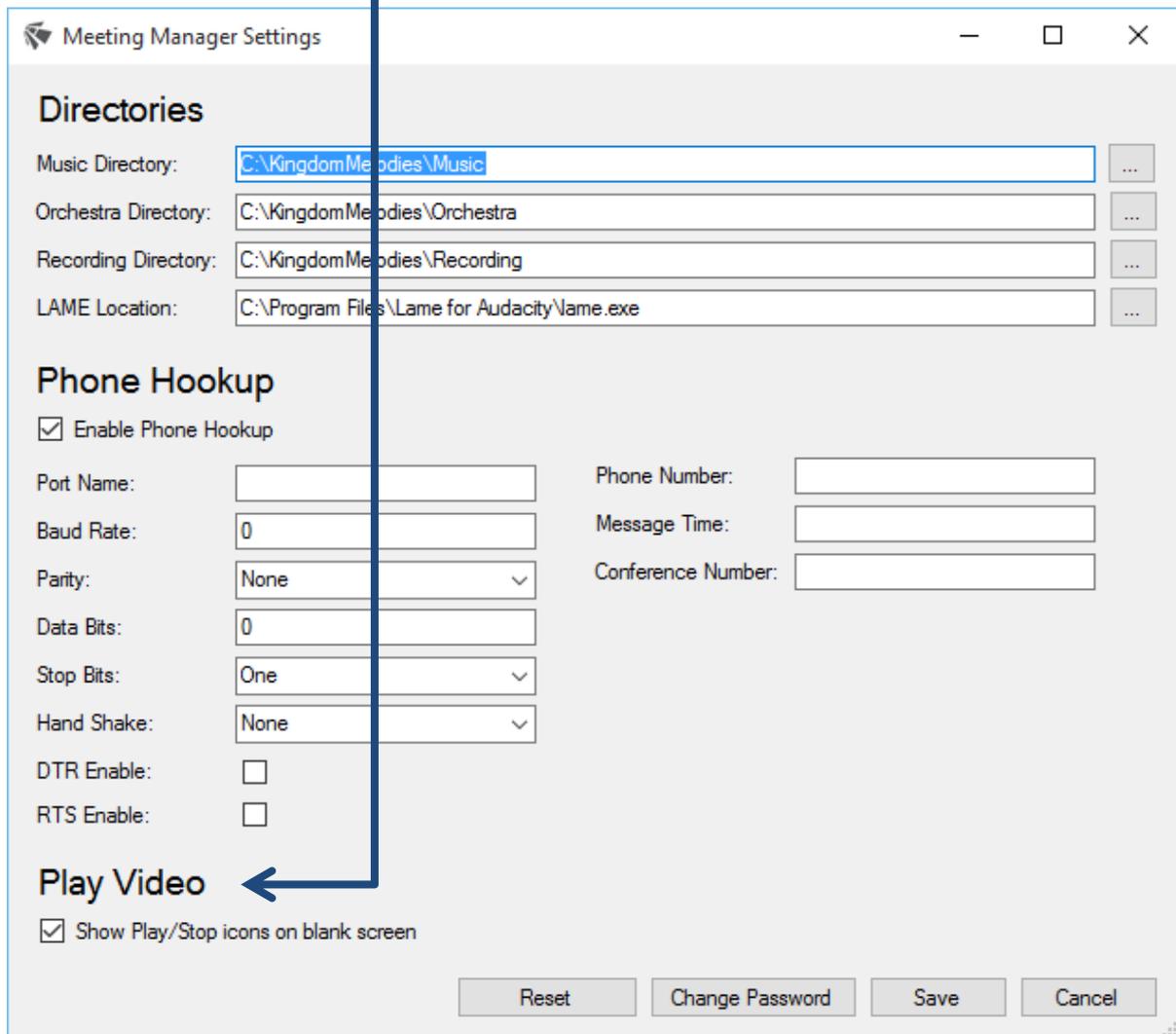

Please note:

If there are no music files in the Music directory, the next time the program starts it will start downloading songs to the directory.

If the directory for LAME for Windows does not contain the lame.exe program, then the WAV files will not be converted into MP3 files.

Play Movies

The program will allow you to play a video onto the screen. This is useful as most halls now have a projector to play videos on. However, instead of seeing the desktop or the projector prior to the video being played, you will see a blank screen. If the "Show Play/Stop icons on blank screen" is selected in the settings, then you will see a Play icon when first playing the video and then a stop icon when done.
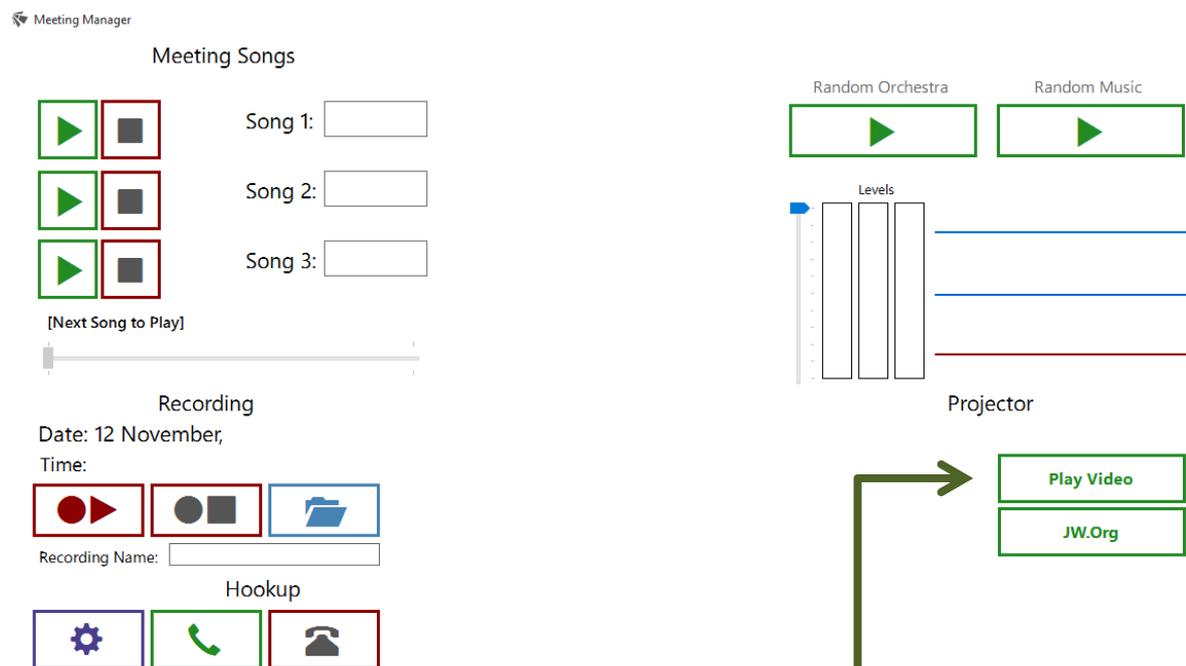
To play a video on the screen:

- Before turning the projector on, click on Play Video
- Navigate to the directory that the video is located in
- Select the video and click on Open
- The blank screen will appear (with the play icon if selected)
- Turn the projector on
- When instructed, click anywhere on the screen and the video will load in full screen mode and start playing.
- When the video has completed, the blank screen will appear (with the stop icon if selected)
- Turn the projector off
- Click anywhere to be taken back to the program

JW.org Website

Meeting Manager

Meeting Songs

Song 1:

Song 2:

Song 3:

[Next Song to Play]

Recording

Date: 12 November,

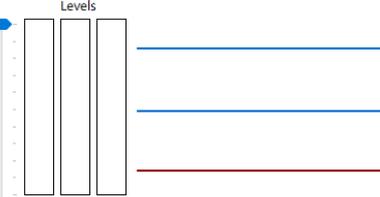Time:

Recording Name:

Hookup

Random Orchestra   Random Music

Levels

Projector

Play Video

JW.Org

This works exactly the same as the Play Movies section, except you only get the blank screen (with play icon if selected) at the start. When the blank screen is clicked on, then you will be taken to your default web browser with the JW.org site open. At any time you can go back to your program by clicking on the icon on the taskbar.

Phone Hookup

Some computer systems have a built in modem that would act as a dial-up modem. It is still possible to get systems with a dial-up modem, however, if your system does not have one, you can always get a USB dial up modem and attach it to your computer.

Some halls have a service that allows a congregation to stream it's meetings via a phone line. Those who are not able to make it due to sickness are able to dial a number on their phone and listen in. To set this up, the sound department has to make a phone call at the start of each meeting.

The program has been designed to make this easier by dialling the number, pausing for a specified time and then providing a conference number. This can either be done using a built in or USB modem.

As each system and modem is different, if you would like assistance setting this up, please contact me using the email address listed in the Troubleshooting section below.

Troubleshooting

As with most software, it is not possible to account for all bugs that may occur. If you experience any messages or problems with the software, please contact me using the below details.

Matthew Dally

E: matt.dally@matthewdally.com

M: 0416 231 740