

## Timer Screen-Share Instructions – Any Lengths Group

On your device (Zoom already on and connected)...

1. Clear your PC or iPad so nothing is open but Zoom
2. Open an Internet browser (Firefox, Chrome, Safari, Explorer, etc.)
3. Go to our meeting web page at <http://any-lengths.org> (good to bookmark it)
4. Scroll down to the **Service Materials** section, locate and click on **“Time’s Up” Image**
5. Now you should have a browser pre-loaded with the timer image and Zoom ready.
6. Back on Zoom now, click or touch the “Share Screen” icon:
  - **For PC users,**
    - a. When you click the “Share Screen” icon, a window opens up and you simply select the browser from among the options displayed in that window. It should be easily identifiable if your active browser window has the timer image properly displayed – just look for that image among the options
    - b. Click “share” in the lower-right of that window
    - c. You are presently screen-sharing the timer image – everyone else is seeing what you are seeing on your device
    - d. Hold it there for about 5 seconds – generally the person sharing will acknowledge your timer, say thank you and wrap up; or they will just wrap up.
    - e. Tap the “Stop Sharing” button
    - f. Sharing is now over.
  - **For iPad users:**
    - a. Tap the **Start Broadcast** icon
    - b. Dbl-tap the Home button so you can see and touch/select your browser (you will see a message on your browser that *you are sharing your screen*)
    - c. By selecting it, you are presently screen-sharing the timer image – everyone else is seeing what you are seeing on your device
    - d. Hold it there for about 5 seconds – generally the person sharing will acknowledge your timer, say thank you and wrap up; or they will just wrap up.
    - e. Tap the “Stop Share” red icon
    - f. Sharing is now over; dbl-tap the Home button again so you can see, select and return to Zoom
    - g. There will be an overlay window covering your normal Zoom screen - touch the screen outside of that overlay, somewhere on the actual Zoom screen, and the overlay closes and you're now back to normal Zoom.
    - h. Repeat the above steps each for each person sharing who runs out the clock

A couple things to remember:

- If someone doesn't end their share within a reasonable amount of time after you've displayed the “time's up” image - 30 seconds max - go ahead and repeat the process

above to screen-share the image again. If they are not or have not been watching the screen, you will need to unmute and play a tone or tactfully say their time is up.

- There are rare occasions when you may intuitively feel it prudent to let a person go a bit longer without cutting them off. Maybe midway into their share they're having a bit of an emotional meltdown, perhaps they have a recently deceased family member, or they are sharing something we all relate to on a deep spiritual level, or that clearly benefits the group in some way. Generally, when this happens trust your instincts, or chat message one of the other co-hosts for a second opinion.