

# Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

AF:FMA March 24, 2015

TO ALL BODIES OF ELDERS

Re: Technical Preparations for the 2015 Visit of Headquarters Representatives

Dear Brothers:

In preparation for the programme broadcast to all congregations during the visit of the headquarters representatives in April, we are pleased to provide you with updated recommendations to make sure that your Kingdom Hall will have the necessary set-up to receive the video via the [stream.jw.org](http://stream.jw.org) website. For this visit, it is essential that technical matters relating to the presentation of the programme are adequately cared for well in advance.

## **Internet connection**

Following the test done in February we have analysed the reports posted on FormStack and pursued tests with some Kingdom Halls. We can now recommend the following:

1. The ADSL modem needs to be permanently powered 24/7. Some congregations have connected the modem to the sound system supply and the modem is powered off out of hours. To get the best performance and a stable Internet connection it is essential for the modem to be left powered on.
2. The laptop receiving the programme will need to have a hard-wired connection to the Internet modem (Cat5 or Cat6 cable).
3. The Wi-Fi will need to be disabled or disconnected, if possible, during the broadcast event. This will allow the use of the full bandwidth during the programme transmission.
4. In some Kingdom Halls the telephone installation (master and slave sockets) is not done properly. The automatic dial-up for the intrusion alarm is often directly connected to the telephone line and it is not possible to add the necessary ADSL filters as on all the other telephone sockets. We recommend seeking the help of a technician to confirm that the telephone distribution is done properly and contacting the Internet supplier if the bandwidth is lower than what it should be in your area.

## **Further tests**

To allow you to fully test your Internet connection and the audio and video equipment in your Kingdom Hall we will provide you with a login and password via the [jw.org](http://jw.org) congregation Inbox. This login will give you the ability to access a live test-video like the one used in February. This broadcast will run seven days a week so you can test your Kingdom Hall set-up at the best time for you.

The login and password details will need to be passed on to the Event Coordinator who will liaise with his Technical Contacts. In addition we will plan a new broadcast test with all congregations connected at the same time on April 6<sup>th</sup>, 2015 starting at 7:30 p.m.

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**User manuals**

With this letter you will find a user manual in pdf format as well as a QuickStart Guide to allow you to get the best out of the stream.jw.org website and the video player.

We appreciate your cooperation and diligent efforts to make this programme transmission a success. We send you our warm Christian love and greetings.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*

Attachments (2)