

simplicity personified



CreativeGlance™

Managing a Glance Web Conference

Creative's Glance Web Conference is a powerful yet simple data tool that allows you to show your computer screen and any application that you are currently running, in real time, to anyone you choose over the web. Additionally you can pass control of your PC to another party using the Remote Control feature. This functionality can enhance your meeting experience by bringing a visual element to your participants.

Your Creative Glance Web Conference account will be set-up automatically when you register for an Audio Conferencing account and you will be given a personal Glance address.

Just like your Creative audio conferencing account Creative Glance is completely reservationless. There are 3 ways to pay for an account, as a monthly charge, a pence per minute basis or a combination of both, depending on your needs. Most importantly though, it is reliable, simple and very user friendly.

System Requirements

To start a Creative Glance session and show your desktop, you will need:

- Glance desktop software (available at www.creativeconferencing.com/web)

Please Note: If you are installing the software on a Windows NT/XP Machine where you do not have administrator privileges see our FAQ section for further details.

- Microsoft Windows 95/98/ME/NT4.0 SP6/2000/XP
- Pentium 100 MHz or higher
- 32MB RAM or more
- Internet Explorer 5.0 or higher, or Netscape 4.0 or higher (Broadband Internet connection is best)

To join a Glance session and view a desktop you will need:

- Internet Explorer 5.0+, Netscape 4.08+, or other Java-capable browser



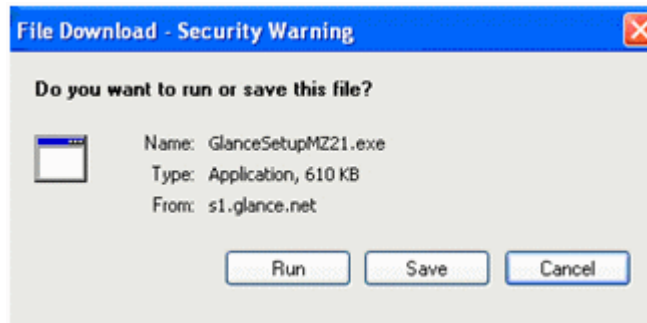
Preparing for a Creative Glance Web Conference as a Host

In order to initiate your first Creative Glance session you will need to install a small piece of software. Once this is done, Creative Glance is installed on your PC and available to use whenever you need it.

Software Download

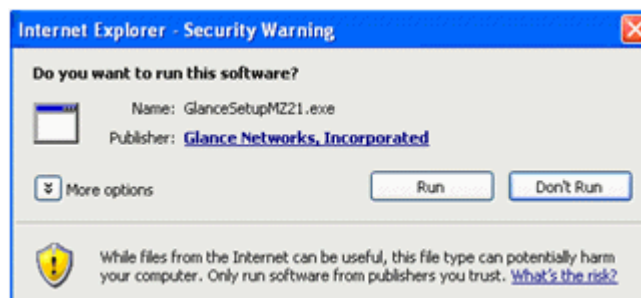
The Creative Glance software download is available in the Web Conferencing section at www.creativeconferencing.com/web

When you click on the Download Glance icon the following dialogue box will appear:



You should click on 'Run'.

The file download box will now appear and the download status bar will show the progress of the download. Once the download is complete click the Run button.



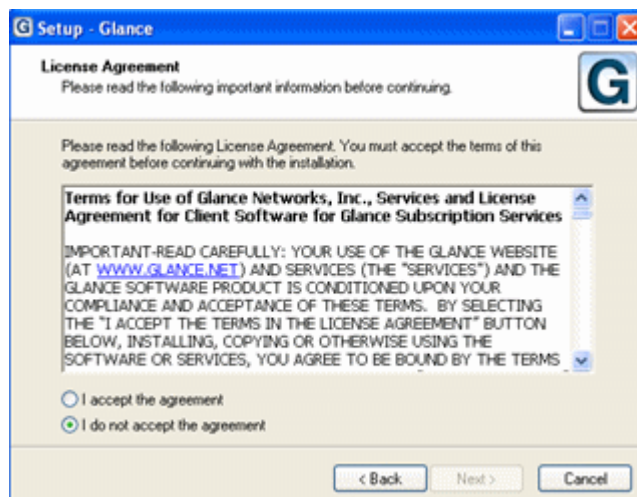


The following box will appear:



Click on 'Next'

You will now be asked to accept the terms and conditions. Select 'I accept' and click on 'Next':



Once the install is complete the Creative Glance G icon will appear in your system tray.



You are now ready to use Creative Glance.

Using Creative Glance

Session Startup

The Creative Glance Menu

You control Glance by single-clicking the "G" icon, in your system tray, located next to your PC's clock.

Tip: A single right-click is faster than a single left-click.

Single-click the "G" icon to see Glance's menu.

Start Session makes it possible for guests to see your live PC screen. If you are starting your first session, you will be prompted to enter your Glance Address and password. Your Glance address is *your Creative Audio Conferencing participant code.meetingzone.net* (e.g. *1234567.meetingzone.net*)

Your password is your Creative audio conference Host Access Code.

End Session allows you to end the session for all guests. You will be prompted to confirm this selection.

Join Session lets you view a Glance session using Glance's built-in viewer.

Hide/Show Screen is active after you start a session. Choose Hide Screen when you do not want your guests to see your screen. This does not end your session. Choose Show Screen to resume showing your screen.

The border around your screen vanishes and the Glance icon in your system tray flashes when your screen is hidden. Each guest's viewer sees the message "Screen not being shown" on a white background. Everyone stays connected.

Allow Remote Control allows you to pass control of your PC and all your applications to another party. The band around your screen will change to red when Remote Control is activated. To stop Remote Control, click on the "G" icon and select Stop Remote Control.

Settings lets you control how Glance behaves:

- The Account tab shows your Glance Address. "Clear" blanks the Glance Address and Password. "Manage" takes you to the login page for your account online.
- The Advanced tab lets you select how Glance generates session keys. Select "Prompt me..." if you like telling guests beforehand what four-digit key you will use for a future session. Uncheck Hide desktop background if you think guests enjoy your taste in wallpaper. You may want to Show "layered" windows if guests cannot see some of your tooltips, menus or pop-up windows. In rare instances, Creative Glance Customer Care may ask you to Always tunnel to alter the way you connect to the Glance service. Exit Glance exits the program and removes the "G" icon from your system tray.
- You can check which software version you're running under the About tab.



Starting a Session

Single-click the Glance "G" icon in your system tray and choose Start Session. Glance will display the session key for this session to give to your participants. Your first guest must join within ten minutes or the Session Key expires. Additional guests can join at any time.

Joining a Session

Most people join your session with their web browser. Phone your guests and ask them to:

1. Go to your Glance Address with their web browser (e.g. <http://1234567.meetingzone.net>).
2. Enter your Session Key when prompted and click Join Session.

Alternatively, you can send guests a link to your session in an e-mail or instant message. Click the e-mail button on the Session Info box uses your default e-mail application to create a message with the link. Clicking the copy button on the Session Info box copies a session link to your clipboard. Paste the link into an instant message or any other application.

Most Java-enabled browsers can view a Glance session, including those running on Microsoft, Apple, Sun and Linux operating systems.

During a Session

Once you start a session, several indicators appear:

1. A red square appears around the Glance "G" icon.
2. A yellow and black band appears around the edge of your screen, to remind you it can be seen by your guests.
3. Your desktop wallpaper changes to a solid colour.
4. A Session Info dialog box appears, reminding you to tell your guests to go to the web page at your Glance Address and enter the Session Key. The Session Status shows how many guests have connected.

Clicking OK hides the Session Info box. The session remains connected. To show the Session Info dialog box again, double-click the "G" icon or click it once and choose Session Info from the Glance menu.

Tip: To recall your Session Key, hover your mouse pointer over the "G" icon or double-click.

Ending or Leaving a Session

Glance is like your audio conference call. Guests can come and go, but when the last guest leaves, the session ends and the Session Key expires.

As session host, you can End Session at any time, disconnecting everyone.

Join Session lets you join someone else's session without opening a web browser. You can leave the session at any time by closing your viewer window.



Scheduling Future Glance Sessions

Glance is designed for ad hoc use, like your telephone. If you like to schedule upcoming events that use Creative Glance, we recommend the following:

1. **Configure Glance to prompt you for session keys:**
 - Single-click the "G" icon near your PC clock and choose Settings
 - Under the Advanced tab, select Prompt me to provide a key when starting each session and click OK
2. **When sending out an invitation, remove the default settings and make up a 4-digit session key for the event. E-mail your guests with your Glance Address and with the key you made up.**