

# Glance on PFA Central.com

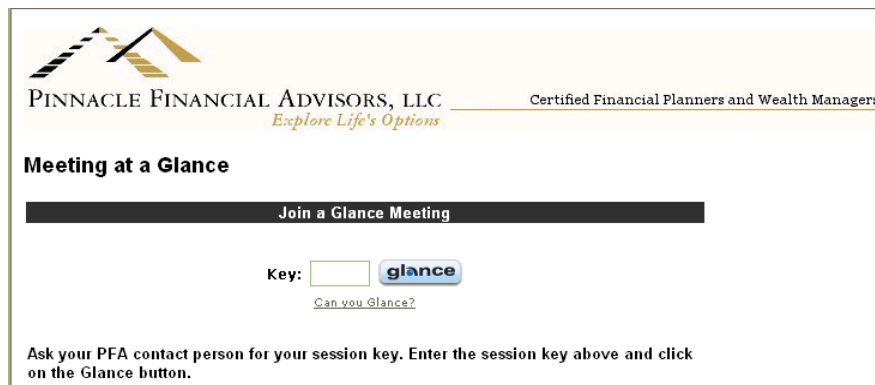
## Users Guide

Glance is an easy way for you to attend an online meeting with PFA. What is an online meeting? In an online meeting, you sit at your own computer, and connected to our computer via the internet. The Glance software allows you to see whatever is on PFA's screen. During the meeting we will also be talking with you on the telephone, so you will be able to hear us as well. Attending a Glance meeting is almost like attending a meeting in person at our office.

When using Glance you will have total security. You will be able to see our computer but we will *not* be able to see your computer or to obtain any information about your computer.

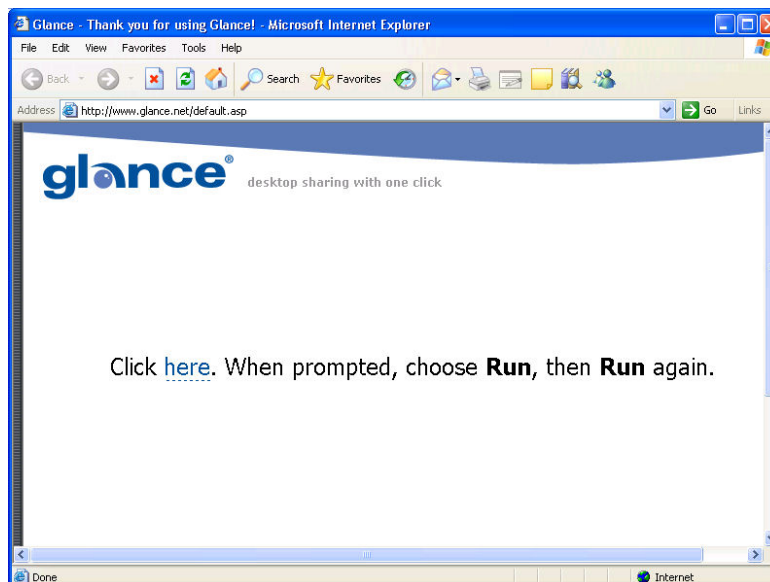
### How to prepare for your Glance session:

1. Go to [www.pfacentral.com](http://www.pfacentral.com).
2. Click on the **Meeting at a Glance** link on navigation menu on the left side.
3. Ask your PFA contact person for the four digit session key.
4. Enter the four digit session key and click the Glance button.

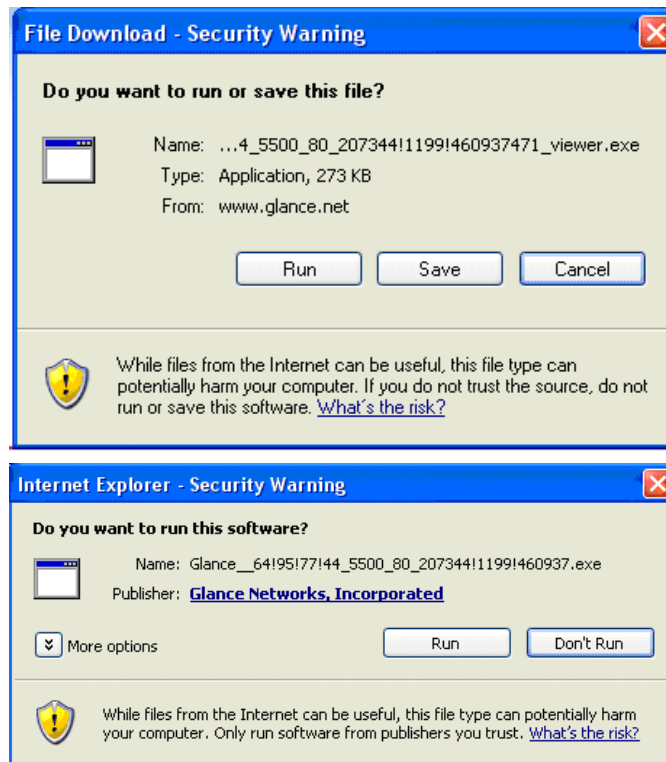


Ask your PFA contact person for your session key. Enter the session key above and click on the Glance button.

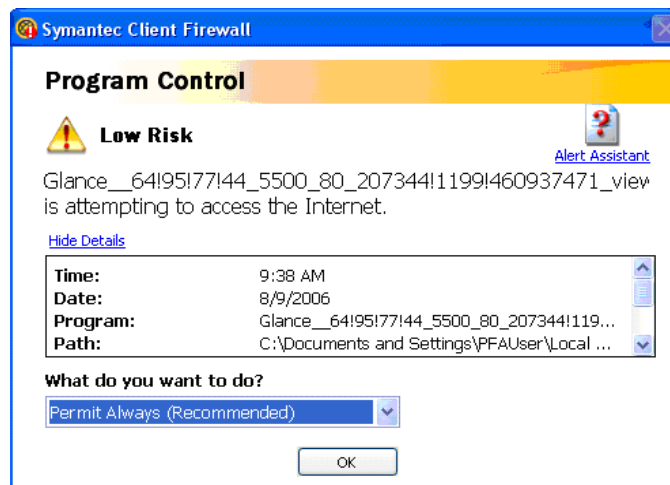
5. You will see the join session screen. If you have used Glance before, you should automatically connect to our computer. If this is your first session you may need to click on **click here** if you do not automatically join your session.



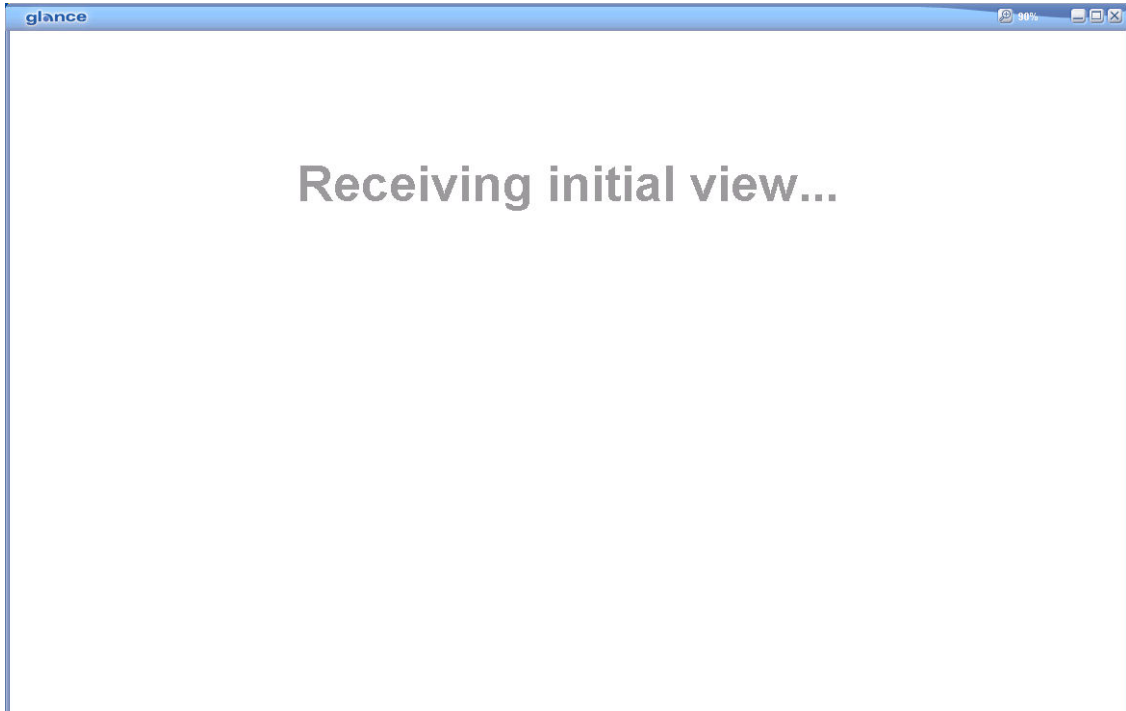
6. You will be asked to run a program that will install the Glance viewer. This is a Java based program that will allow you to view our computers. This program will not allow us to obtain any information about you or your computer. You may see the following two screens. Click **Run** on each screen.



7. Your firewall may ask if you want to run the program. The notice our firewall presented is shown below. Mark permit always to allow your computer to see our computer.



8. A screen will open that tells you your computer is receiving information from PFA's computer.



9. A new screen will open showing our computer. You are now connected to the meeting!