



## **YOU ARE INVITED TO ATTEND THE CRES MEETING WEBCAST**

**If you are viewing the CRES webcast from a room, you can either**

- **view it on a large computer with speakers (for a small group)... or**
- **view it via a video projector and sound system for a larger group**

**You should test your entire system in the ROOM that you will use with the EXACT equipment you will use at least 1-2 weeks before the webcast.**

**To view the webcast from a room with a larger group, you will need the following:**

- A PC (not a Mac) laptop with the following
  - A square screen... not a wide screen (If possible)
  - Microsoft Internet Explorer as the browser
  - A sound system that can be connected to the sound system in the room - Your sound system should be tested ahead of time
  - A port in which to connect the video projector in the room
  - The computer should be situated so that someone can sit at the computer and type at the computer during the webcast
  - **Do a computer test at [http://www.instantlyglobal.com/system\\_test](http://www.instantlyglobal.com/system_test)**
  
- A video projector that connects to the computer and projects the webcast onto a screen

- A room with
  - a high speed Internet connection
    - Preferably a Land Line
    - A stable wireless connection may work, but you will have to re-log on if the connection breaks during the meeting
  - A sound system ... and someone who knows how to connect the computer to the sound system in the room
  
- Communications Liaison
  - This person sits at the computer during the entire webcast and does the following
    - Sends a chat message to the host group if there are any problems
    - Logs into the webcast and re-logs in if the Internet connection in the room fails
    - Manages the Q&A
      - Compiles the questions from their remote group...
      - Types them into a word document
      - Cuts and pastes the questions one at a time into the chat box once they get the signal from the host group that the Q&A is open.

**Test your sound system in the viewing room before the webcast:**

Go to [www.instantlyglobal.com/system\\_test](http://www.instantlyglobal.com/system_test) for the system test.

- If you can't hear then do the following
  - Go to the computer's START menu
  - Select All programs
  - Select Accessories
  - Select Sound
  - Select volume control
    - Make sure the volume is turned up on all options
    - Make sure the lower left box is unmuted
  
- Go back to your program
  - Select the presentation tab in the upper left corner of the screen
  - Select microphone
  - Go through the diagnostic & set volume at about 85% - Or whatever works for your room.

**If you have any problems, contact Instantly Global's Technical Support at 714-890-3008 or e-mail [support@instantlyglobal.com](mailto:support@instantlyglobal.com)**

**IMPORTANT:** There are only 15 available connections so

- CRES Regional (e.g., NCRES in Fort Collins, SE-CRES in Colorado-Springs/Pueblo, etc.) receive first priority and should log on 30 minutes before the presentation begins;
- Groups of three (3) or more should log-on 20 minutes before the presentation begins;
- Individuals should log on 10 minutes before the presentation begins and will be able to view the presentation only if there are available connections.

*After you log on, please use the **CHAT** box at the very bottom of the page to indicate the number of people in your room.*

**PRINT AND KEEP THIS PAGE, AND FOLLOW INSTRUCTIONS 1 - 5**

1. Before the webcast, TEST YOUR SYSTEM by going to this URL  
[http://www.instantlyglobal.com/system\\_test](http://www.instantlyglobal.com/system_test)
2. At the appropriate time, LOG-ON to this URL:  
<http://www.instantlyglobal.com/cresmeeting1>
3. Enter your name and e-mail address.
4. Select ALLOW if the Macromedia box appears
5. PLEASE FOLLOW THESE INSTRUCTIONS
  - You should be on a high-speed connection
  - Set your computer to medium security with cookies enabled
  - You can use most browsers and types of computers, but not Netscape
  - If you are listening online, make sure the speakers on your computer are working correctly
  - Shut down all other programs on your computer... especially any instant messaging programs (e.g., AOL)

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*Thanks very much for joining us online, and enjoy the webcast!*  
*CRES Webcast Committee*