

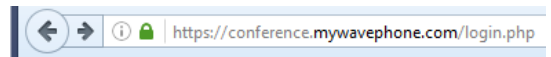
On a daily basis, businesses are conducting small to large conference calls. Most are still using a service with basic conference calling features that are enabled through the keypad of the conference phone.

At Wave, our Audio Conferencing Bridge comes with an easy, user-friendly web portal to manage your conference calls.

This guide will navigate you through the web portal.

How to get to the conference portal

Step 1. In a web browser enter the URL address:
<https://conference.mywavephone.com/login.php>



Step 2. Enter the six digit Participant Code and the six digit Moderator Code

Step 3. Select Log On

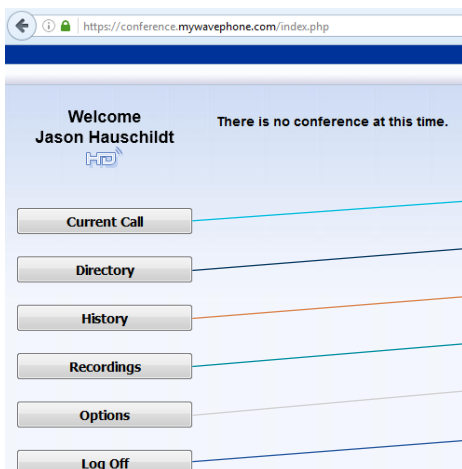
Conference Log-On

Participant Code:

Moderator Code:

Conference call portal layout

Example A. Inactive conference call



- ▶ Takes you back to the landing page
- ▶ View and add contacts to the directory
- ▶ See time stamped conference calls and participants
- ▶ View/download or delete recorded conference calls
- ▶ Conference bridge inbound/exiting and password settings
- ▶ Log out of the conference portal

Example B. An active conference call with just the moderator

During an active conference call:

- View time stamp
- See participants that have joined
- View conference call timer
- Lock the conference bridge from uninvited participants
- Record the conference call

Example C. An active conference call with moderator and participants

Manage your conference call

A moderator can manage many features of their audio conferencing during an active conference call.

Record the conference call Lock the conference bridge from uninvited participants

The screenshot shows the Wave Business Audio Conferencing Bridge interface. On the left is a navigation menu with buttons for 'Current Call', 'Directory', 'History', 'Recordings', 'Options', and 'Log Off'. The main area is titled 'Welcome' and contains 'Moderator Controls' with 'Record' and 'Lock' buttons. A status box displays 'Current date and time: 11/04/16 20:04:31 PM', 'Number of participants: 4', and 'Conference time (HH:MM): 00:04'. Below this are four participant cards, each with a 'Mute' button, a 'Drop' button, and a volume bar. A 'v1.02' version indicator is present in the bottom right of the main area.

Mute a participant

Drop a participant from a conference call

View which participant is talking

Raise or lower the volume of a participant

Moderator and participant conference call features without the use of a web portal

Participant features:

- ▶ *2 - Mute or unmute the phone
- ▶ *9 - Alert the moderator while muted
- ▶ Hang up - Leave the conference

Moderator features:

- ▶ *1 - To dial out
 - Dial the participant number then # key
 - Select 1 to bring the participant into the conference
 - Select * to abandon the call
- ▶ *3 - Lock or unlock the conference bridge
- ▶ *2 - Mute or unmute the phone
- ▶ *4 - To get a roll call of participants
- ▶ *5 - Count of participants
- ▶ *6 - Joining announcements on /off
- ▶ *7 - Name of the Last participant
- ▶ *8 - Recording on/off
- ▶ *9 - Mute/ unmute participants
- ▶ *01 - Record secondary greeting
 - Select 1 to hear current greeting
 - Select 2 to record new greeting
 - Select 3 to save current greeting
- ▶ ** - Soft exit