



ADMIN GUIDE

A welcoming meeting, with you in control.

For Peter, Ginge and Linda

The Wright Web Call and The Wright Call standalone app. Free private trial with friends. Prepared on 17th of October 2026 for the walkthrough on Sunday, 18th of October 2026. Desktop release 0.6.2; the web version uses the shared live meeting service.

Start a call in five steps

1. Open your own private administrator invitation or the installed Mac app. The plain website address does not sign you in as an admin.
2. Check camera, microphone and headphones using **Test camera & microphone**.
3. Choose **Start a meeting now**.
4. Use **Email invitation...** or copy the **guest** invitation. Keep admin links private.
5. Check the waiting guest's name and email, choose **Admit**, then **Confirm**.

Keep access separate

Peter, Ginge and Linda each use their own private admin invitation. A guest must receive a guest invitation. Do not put an admin link into screenshots, public messages or a shared guide. Bookmark your own admin page with Command + D on Mac or Ctrl + D on Windows.

Where to find help

Open **Guides** on the meeting page for both PDF guides. Open **Privacy notice** for trial data handling and contact details. Privacy contact: accounts@thewrightsupport.com.

INVITATIONS & CLARA

Arrange it once. Keep everyone informed.

Schedule the meeting

In **Your meetings**, enter the title, UK start time and duration, then schedule it. The date/time form uses Europe/London. Check the displayed appointment before sending. The room supports up to 10 people in total: three admin places and seven guest places.

Send through Resend

Choose **Email invitation...** on the meeting card. Enter the recipient's name and email, prepare the preview, review it, then choose **Send with Resend**. A successful status means Resend accepted delivery; it does not prove the person read it or saved the calendar appointment. Keep the same preview open to retry a failed send.

Accepting and calendar choice

The scheduled email includes a standard calendar invitation and a reply link. Accepting on the appointment page records the response and opens a chooser: **Microsoft Outlook**, **Google Calendar** or **Another calendar**. Gmail and Microsoft email domains receive a suggestion; any option can be chosen. Google/Outlook open a prefilled appointment. Another calendar downloads a calendar file. The guest confirms Save/Add in their calendar.

Find another time with Clara

The guest can request one to three alternative times. Clara suggests times that avoid other Wright Call meetings, not private Google, Outlook or Apple appointments. Requests appear on the meeting card. An admin chooses **Confirm** beside an offered time. Only then does the meeting time change and Resend sends revised invitations. Check with everyone before moving a shared meeting.

Other admin access

Choose the intended admin in the administrator selector, then **Email admin invitation...** or **Copy admin invitation**. Verify the recipient carefully. These are privileged private links, not ordinary meeting invitations.

WAITING ROOM

A clear welcome. A deliberate decision.

Hear and see requests

Admins hear a new waiting request once, then a reminder about once a minute while it remains undecided. Admitted guests hear that arrival once. The requester hears a confirmation once. **Mute waiting-room announcements** silences your admin speech; visual requests remain. Local English voice availability affects spoken playback.

Admit, decline or decide later

Read the supplied name, email and meeting. Select **Admit** or **Do not admit**, then **Confirm**. Any of the three admins can decide. **Decide later** leaves the request waiting. A guest cannot hear or see the call before admission. Self-entered names and emails are not verified identity.

Two rejections and a quiet third attempt

Each rejection tells the guest: “You have asked to leave, goodbye”. After two rejections for the same meeting/email, a third request is blocked. Admins receive quiet text explaining the attempts; there is no new admission popup or spoken announcement. This is meeting/email tracking, not a person-wide identity ban.

If a rejection was a mistake

In **Your meetings**, review **Repeated join attempts** and choose **Email a fresh invitation**. Review the apology and recipient, then send with Resend. The personal one-off link permits a fresh request to join the waiting room; it does not make the guest an admin or bypass admission. Any admin can send a replacement, invalidating the earlier one-off link. The guest must enter the invited email address.

Managing an active room

Use **Lock meeting** when appropriate, and unlock it before expecting new requests. Use the guest removal controls for unwanted participants. If every admin leaves, guests are removed from the meeting and must request entry again when an admin returns.

THE MEETING

Give the work room to breathe.

Layouts and floating view

Choose **Large shared screen**, **Screen & people alongside** or **People side by side**. Adjust the screen-space slider for the alongside layout. **Enlarge shared screen** fills the display. In the standalone app, **Float call** opens a movable compact window; **Restore** returns to the large view. Minimising an active native call enters compact mode. Browser floating behaviour depends on support.

Share deliberately

Choose **Share screen**, select the correct window/display in the system picker and check the preview. Choose **Start sharing** to publish it. Close private messages and hide sensitive tabs first. Choose **Stop sharing** when finished. The other participant should confirm they can see the intended content.

Large files

Choose **Send a file** or attach a file in Chat. Any extension is accepted; recipients must accept the offer. Compare the displayed verification codes through a trusted separate channel, then approve sending. The per-file ceiling is **8 GiB**; an actual file just over **1 GiB** was verified end to end. Both people must stay connected. Restart an interrupted transfer by offering the file again.

Saving large receives

The standalone app streams to disk after a save location is chosen. Compatible browsers offer a save-file picker. Browsers without that picker use a 256 MiB memory fallback. Keep adequate free disk space. Received files are not automatically opened or guaranteed safe.

Recordings, notes and saved copies

Ask everyone before using **Record meeting** or automatic notes. Recording readiness acknowledgements are not legal consent. Participants see recording indicators and can ask to stop. Stop and save the recording before leaving. Save chat, notes and the meeting pack separately; the meeting pack lists attachments but does not embed their contents. These local copies need their own privacy and deletion handling.

PRIVACY & SUPPORT

Handle people's details with care.

Trial privacy

The organiser is Peter Wright. Use the published privacy notice and accounts@thewrightsupport.com for privacy questions. The software is a free invited trial; do not claim independent GDPR certification, guaranteed security or unrestricted commercial readiness. Avoid sensitive personal material during tests.

Export a person's hosted records

Below **Your meetings**, open the admin-only **Privacy requests** panel. You can use it before joining a call. Verify who is asking, enter their email, then choose **Export this person's records**. The JSON download contains relevant hosted metadata and support content, excluding private invitation tokens. Review it and share it securely. Do not send a personal-data export to an unverified address.

Delete hosted records

First finish calls and decide on waiting guests. Resolve the person's open support requests. Enter the email and type it again in the deletion section. Read the scope and confirm **Delete hosted records**. The operation updates matching guest records and removes matching invitation/resolved support records. It cannot be undone within the app. It invalidates the affected personal appointment-response links.

Know what deletion does not do

This control does not erase downloaded files, recordings, exported data, people's calendar entries, delivered emails or provider logs. Google Cloud currently keeps deleted storage objects recoverable for seven days. Deal with those separate copies and providers as appropriate. Consider any lawful need to retain information before erasing it.

Retention and support

Meeting records and associated invitation metadata use a 30-day policy after the relevant meeting end. Standalone admin-invitation metadata uses 30 days; resolved support uses 90 days after resolution. Expired records are removed on the next service access/list. Earlier records without an expiry need review. For support, use the Support tool; admins can refresh tickets and mark them Open, In progress or Resolved.

TEST NIGHT

A calm run-through with a friend.

Linda: web test this evening

Use two devices or browser profiles and headphones. Open your separate private admin invitations. Start and join the same meeting; confirm both pictures and two-way sound. Try a background, share a harmless test window, stop sharing, and exchange a small test file. Check privacy/help links and save anything you want to keep.

Ginge: walkthrough on 18th of October

Start with the same basic call. Then test a guest invitation from a separate guest browser/profile so that waiting-room admission is exercised. Try the alongside layout and a larger non-sensitive test file. Schedule a short future appointment, send an invitation only to an agreed recipient, accept it and check the saved calendar date/time. Test Clara with an agreed alternative; explain that moving it notifies invited people.

Use test identities for rejection and deletion

Demonstrate two rejections and the quiet third attempt with a disposable test guest email. Send a fresh apology invitation only to an agreed test recipient. For privacy export/deletion, use synthetic records and close the test call before deletion. Do not erase real participant records just to demonstrate a feature.

If something fails

Allow camera/microphone access in the browser and operating system; check the chosen device. Use headphones for echo. Try **Reconnect picture & sound** for missing media. If a file stalls, keep both people in the call and re-offer it. Check junk/spam for an invitation. Calendar selection still needs Save/Add. Save work before a reload.

Practical boundaries

Ten people maximum. Cloud signalling connections have a one-hour timeout, so use shorter sessions for these first tests and save work regularly. Real Outlook/Google/Apple calendar acceptance and Windows hardware/network use need confirmation during the walkthrough. A successful simulator email is not that real-client test. Keep a short list of what worked and what needs attention.