



USER GUIDE

Your place in the conversation.

Welcome to the private trial

The Wright Web Call and The Wright Call standalone app. Free testing with invited friends, organised by Peter Wright. Prepared on 17th of October 2026 for the walkthrough on 18th of October 2026. You do not need an administrator invitation to join as a guest.

Join in five steps

1. Open the complete private guest invitation you received.
2. Allow camera and microphone access when your device asks.
3. Use **Test camera, microphone & speakers** if needed.
4. Enter your name or nickname and email, then choose **Ask to join**.
5. Wait for Peter, Ginge or Linda to admit you. You cannot hear or see the call before admission.

A few good habits

Use headphones, a quiet room and ordinary test material. Share the guest invitation only with the person it is intended for. Keep administrator links private. Ask before recording, taking screenshots or sharing someone else's work.

Help and privacy

Open **Guides** or **Privacy notice** on the meeting page. You can also use Support. Privacy contact: accounts@thewrightsupport.com. This is a private trial, not a promise that every device or calendar has been independently verified.

LOOK & SOUND

Feel comfortable on the call.

Check your devices

Use the setup/test controls to choose your camera and microphone, view the preview and play a speaker tone. The microphone level should move when you speak. If access is blocked, allow the site/app in both browser and system privacy settings. Other apps may already be using your device.

Microphone and camera

Use the meeting toolbar to mute/unmute your microphone or turn your camera off/on. Ask the other person to confirm sound and picture. Use **Reconnect picture & sound** if the media connection needs recovery.

Choose a background

Open **Backgrounds & blur**. Choose no effect, soft/strong blur, a supplied scene or your own picture. Review the preview, then choose **Apply to my camera**. Processing stays on your device. Edges around hair/movement may soften; a background effect is not a guarantee that private things can never appear.

Choose your view

Try **Large shared screen** when viewing someone's work, **Screen & people alongside** for both together, or **People side by side**. Adjust the shared-screen space or enlarge it. The standalone app's **Float call** makes a small movable call window. Browser support varies and may float only one picture.

In the waiting room

Your request is acknowledged once. Admins receive reminders until they decide. If you are declined, ask the organiser rather than repeatedly trying a different identity. After two rejections, the third attempt for that meeting/email is blocked. A personal replacement invitation from an admin can allow a fresh request; it still requires admission.

SHOW & SHARE

Bring the project into the room.

Share a screen or window

Choose **Share screen** and pick the intended window/display. Check the preview and choose **Start sharing**. Until then, it is a local preview. Hide confidential information before sharing. Ask the other person whether they can see the right content. Choose **Stop sharing** when you are finished.

Send a file

Choose **Send a file** or **Attach files...** in Chat, then pick the file. The recipient must accept. Compare the encryption verification codes through another trusted channel before approving the send. All extensions are allowed; receiving a file does not establish that it is safe to open.

Receive and save

Accept only files you expect. For large files, choose a save location when asked. The standalone app and compatible browser save-file pickers stream to disk. Other browsers use a 256 MiB memory fallback and a download link. The per-file ceiling is 8 GiB; an actual transfer just over 1 GiB has been verified. Available disk space and the connection still matter.

Stay connected until completion

Both people must remain in the call until the transfer finishes and the recipient confirms receipt. Do not close the page or app halfway through. An interrupted transfer is offered again from the beginning; there is no resume-from-offset feature.

Chat and meeting pack

Use Chat for messages and save important chat before leaving. The meeting pack contains the current chat, notes/transcript and attachment list. It does not contain attachment files or recordings; save those separately. Keep downloaded copies private.

APPOINTMENTS & CLARA

A time that works for you.

Read the invitation

Check the meeting title, date and UK time in the Resend email. Your calendar may display the same appointment in your device's own time zone. Keep your invitation link private. If the email is missing, check junk/spam or ask the organiser to confirm the address.

Accept, then choose your calendar

Open the appointment reply link and choose **Accept invitation**. A popup confirms acceptance and asks where to add the appointment. Choose **Microsoft Outlook**, **Google Calendar** or **Another calendar**. An email-domain suggestion is only a suggestion; you can use a different calendar.

Finish adding the appointment

Outlook and Google open a prefilled appointment for you to review. Sign in if needed and confirm **Save** or **Add**. Another calendar downloads an .ics calendar file for apps such as Apple Calendar; open it and confirm the import. You can also use the calendar invitation attached to the email if your mail app recognises it. Acceptance on our website alone is not proof that your calendar saved the event.

Ask Clara for another time

Choose **Find another time**. Pick a suggestion or enter up to three preferred times. The manually entered times use your device's local time zone. Clara sends your preferences to Peter, Ginge and Linda. Your original appointment stays in place until an admin confirms a new time. The service does not read your private calendar availability.

Check the revised invitation

When an admin confirms a change, a revised invitation is sent through Resend. Check its date/time in your calendar. Standard calendar invitations retain the event identity for updates; manually created calendar copies may need you to edit or remove an earlier entry. Ask the organiser if you see duplicates.

PRIVACY & HELP

Keep the good parts. Leave safely.

Recordings and automatic notes

Ask everyone before recording or enabling transcription. The call shows recording notifications and participants can choose **Ask to stop recording**. These notices cannot prevent external recording tools. Automatic notes/captions may contain mistakes; review them before using or sharing them. Save a recording or notes explicitly if you want to keep them.

Your information

Admins use your name/email for invitations and admission and may retain appointment responses, join attempts and support requests. Read the published privacy notice for retention and providers. Ask Peter at accounts@thewrightsupport.com about access, correction or deletion. The hosted-record controls cannot delete emails, calendar entries, recordings or files already saved elsewhere.

When you leave

Stop sharing, finish file transfers, stop and save any recording, and save useful chat/notes. Then choose **Leave meeting**. Closing the page can lose unsaved local material. If every admin leaves, guests are removed and must request entry again when an admin returns.

Quick fixes

No sound? Check mute, speaker volume and the selected microphone.

Echo? Use headphones and keep one audio connection per room.

No picture? Check permissions, camera choice and Reconnect picture & sound.

Small screen? Change the view or enlarge shared screen.

File stalled? Tell the sender and try a fresh offer.

Calendar empty? Confirm Save/Add in the chosen calendar.

Tell us what happened

Use the Support tool, giving a short description, device/browser, what you clicked and what you expected. Avoid sending passwords, private admin links or sensitive screenshots. This first trial is for ordinary test conversations and files.