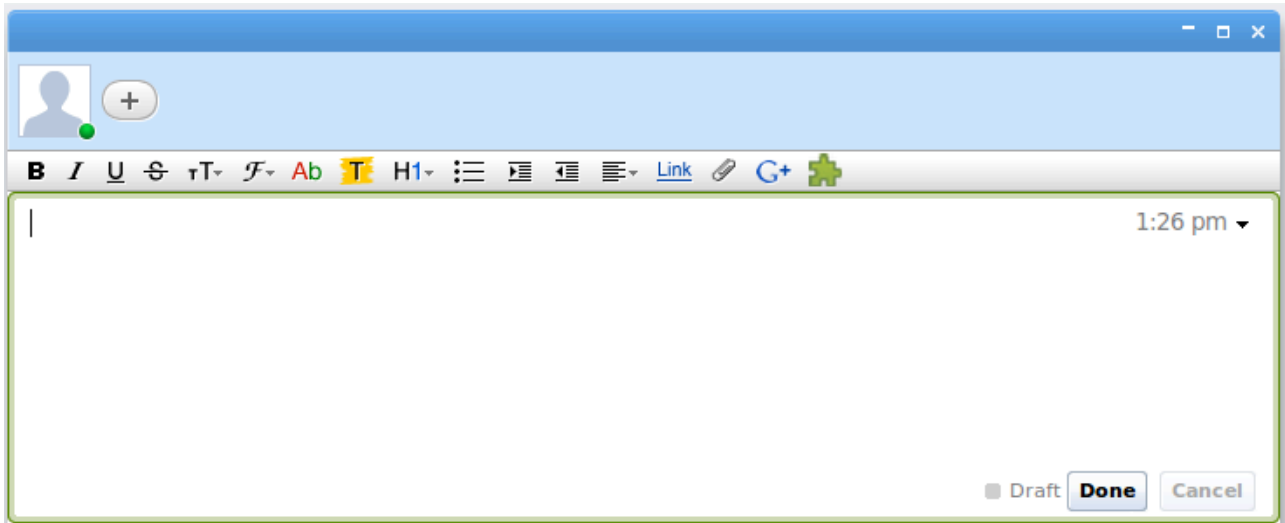
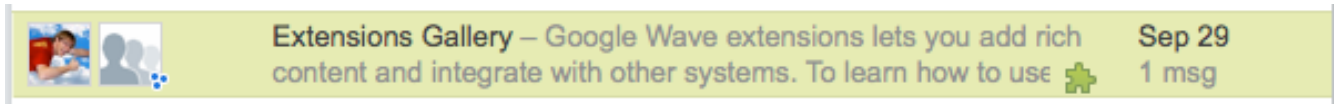


Part 1: Installing the Conference Gadget

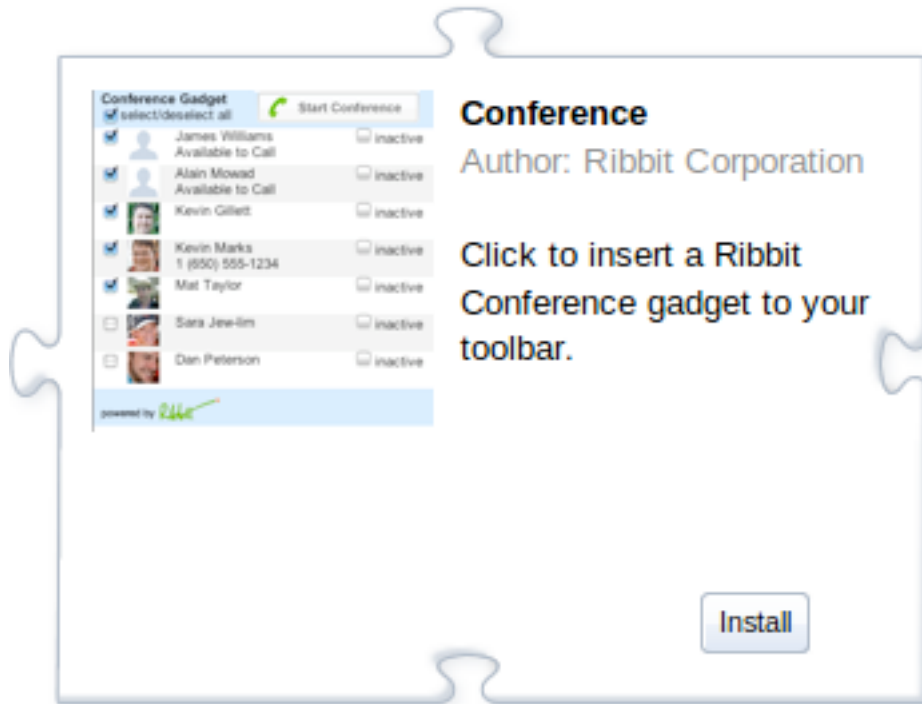
1. Create a new wave with no other participants.



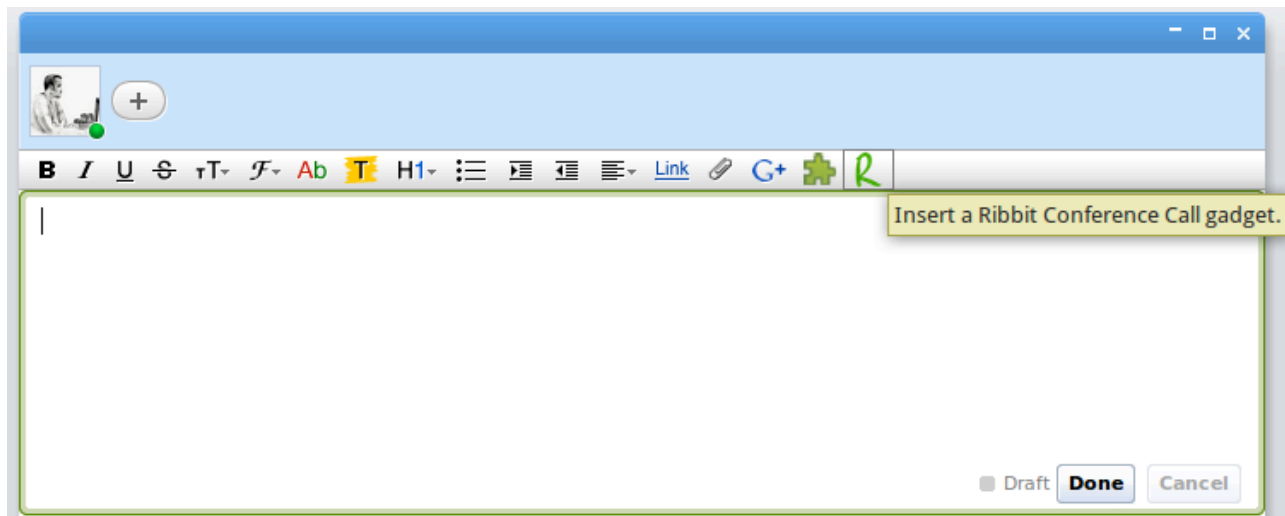
2. Select the *Extensions Gallery Wave*:



3. Scroll down to the Ribbit Conference Gadget Extension and select *Install*.



4. You are now able to insert a Conference gadget into a wave by clicking the Ribbit “R” in the toolbar.



Part 2: Using the Conference Gadget

Collapsed View

In the collapsed view, you are able to see the number of available participants to call (those who have entered a phone number) and one or more buttons. If a conference is not in progress, you will see *Start Conference*. Otherwise, you will see *Mute* and *End* buttons to mute yourself or drop from the call respectively. Lastly, there is a plus on the far left to show the expanded view/

Expanded View

The expanded view displays more detailed information including all the participants in the wave, their statuses, whether they are available to call, and several buttons that will be discussed later. This is the view shown when the gadget is first added to a wave.

Adding Your Number

Click the *Add My Number* button and enter 1 + area code + number and click *Add My Number*. [If your number is 1(212) 555-1212 enter 12125551212.]

Privacy

In this release, we decided to keep phone numbers private showing a blank space if no number has been entered or *Available to Call*. In the future, we consider letting participants opt-in to share their numbers. You will however always be able to see will phone number.

Starting a call

Select the participants you would like to participate in the conference call and click *Start Conference*. You can start a conference from either the collapsed or expanded views.

Ending a call

If you want to drop all participants from the call, open the expanded view and find the *End Conference* button at the bottom right corner of the gadget.

Dropping Replace from the Call

In either the expanded or collapsed views, click *End*. If only one other party is on the line, either hang up your phone or click *End Conference*.

Muting/Unmuting Replace

In either the expanded or collapsed views, click *Mute*. The button will change state when it is activated. Mute will only work if there are more than 2 parties on the call.

Status Changes

For each participant there is an LED and text display that updates when that person's state changes. The valid states are:

DIALING – yellow

ACTIVE – green

HUNG UP/ERROR – red

INACTIVE – white