Open Waveview Point Software

User is Security Mobile 1

Graphical user interface, application

Description automatically generated

Password is **1103**

Selection **Options** at the bottom of the password box

Graphical user interface, application, Word

Description automatically generated

You will see the above box when you select options. In the server box put this number with periods.

172.16.186.65

This is only needed for the first time someone logs into the computer and opens Verticalwave Point.

Click OK

The program might open to messages or some other tab. So change the tab to be configuration.

A picture containing application

Description automatically generated

Select Routing List on Left Side

Graphical user interface, text, application

Description automatically generated

(Then Double Click their Name)

Select or click on Call my Primary Device and then select edit action (Highlighted in Yellow)Graphical user interface, text, application

Description automatically generated

You need to change the Call Primary Device (It has a Drop Down Box for you to Select Call Another Location)

Graphical user interface, text, application, email

Description automatically generated

Call Another Location and add their phone number in the box highlighted in yellow

Graphical user interface, text, application

Description automatically generated

(Click OK twice)

Next Step Select Personal Status on Left side then Select New

Graphical user interface, text, application

Description automatically generated

Graphical user interface, text, application

Description automatically generated

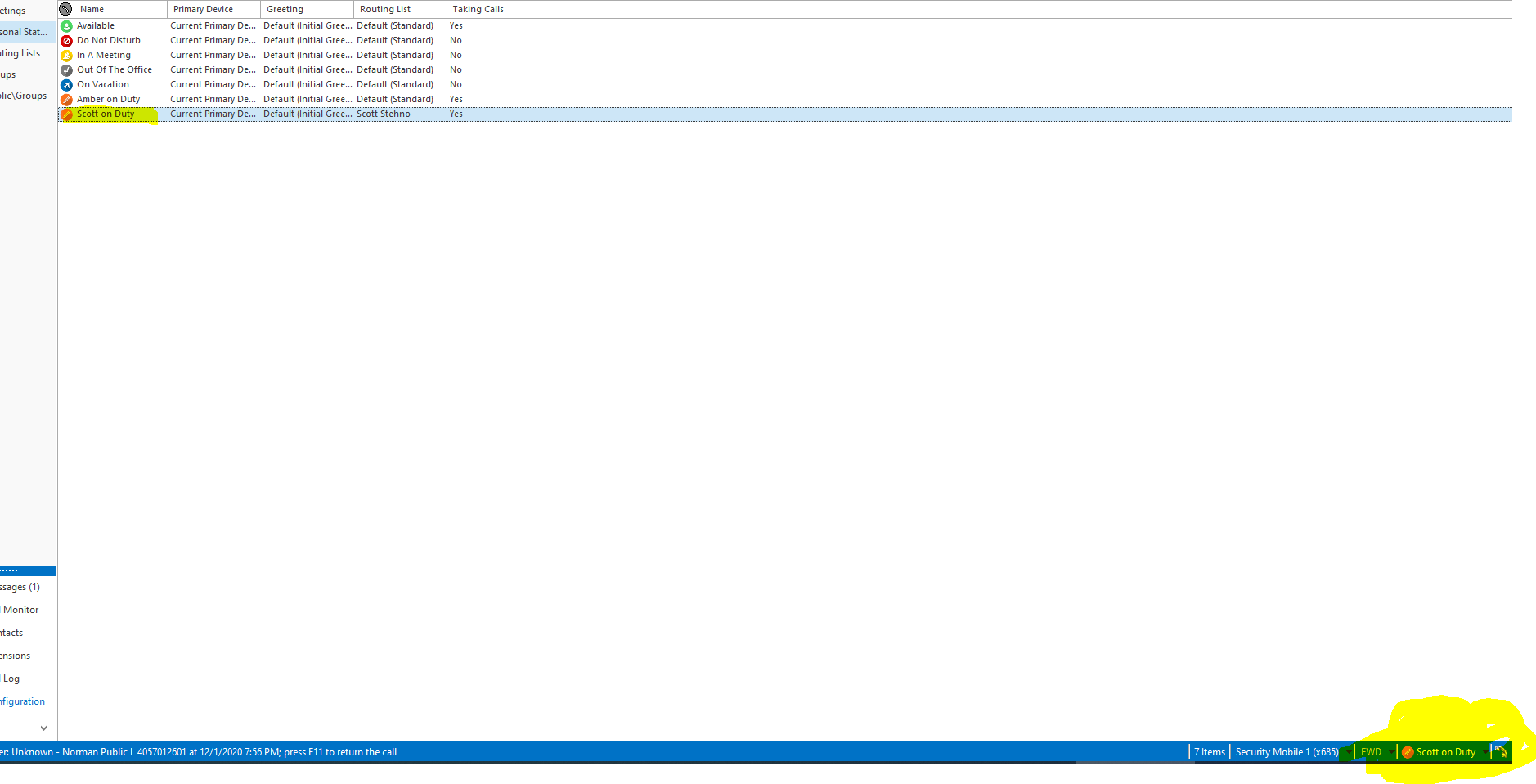
Type in Their **First Name on Duty** In highlighted box (Check that Taking Calls is set to Yes) Then change the Routing **List to use Their Name** Click (OK)

This is an example

Graphical user interface, text, application, chat or text message

Description automatically generated

To start a shift, they need to set their status as activate. This is done by (Right Click Their Name in the Personal Status) Then selecting (Set As Activate) It can be checked by looking at bottom right corner of the screen.



When staff call 685 it will ring the activate person’s cell phone number.