

MaX Meeting For Mobile Quick Reference Guide

MaX Meeting provides audio and video conferencing over the internet, including web collaboration features such as screen sharing, white-board annotations and presentation capabilities, all accessed from your mobile device.

ITS Fiber CommPortal Access Number : (_____) _____ - _____ Password : _____

Download & Install The MaX UC Mobile App



If using Apple device:

1. Search for “MaX UC Mobile” in App Store and touch **Install** to download the app to your device.
2. Look over the Terms & Conditions and touch **Accept & Continue**.
3. Tap **Open** on the app and select **ITS Fiber** as your **Carrier**. Enter your **ITS Fiber CommPortal 10-digit Phone Number** and **Password**, then tap **Log In**.

Note: This App requires iOS devices running version 11.0 or later.



If using Android device:

1. Search for “MaX UC Mobile” in Google Play and touch **Install** to download the app to your device.
2. Look over the Terms & Conditions and touch **Accept & Continue**.
3. Tap **Open** on the app and select **ITS Fiber** as your **Carrier**. Enter your **ITS Fiber CommPortal 10-digit Phone Number** and **Password**, then tap **Log In**.

Note: This App requires Android devices running version 6.0 or later.

Basic MaX Meeting Functions using Mobile App

Send An Instant Meeting


Using the MaX UC Mobile App, you can instantly send a meeting invitation:

- by selecting the MaX UC Mobile **Meetings** tab, then tap the **Create** option
- from your **Contacts** list or while viewing a contact's details
- while chatting to a contact using **Instant Messaging**
- when you are in a call.

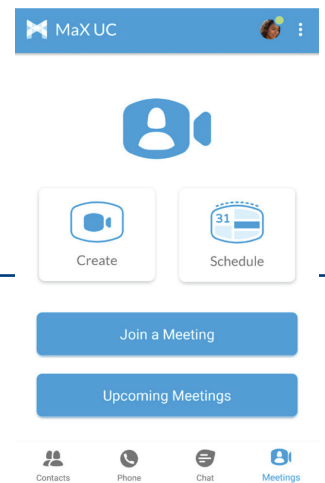
When you start a meeting, you are prompted to select the contacts you want to invite to join you in the meeting. You can then start the meeting and contacts can click on the invitation to join your meeting.

Schedule A Meeting

You can use Meeting to schedule a one-off or recurring meeting in the future.

 On the **Meetings** tab, select **Schedule** to launch the **Schedule A Meeting** window. Here, you can set the date, time, and length of the meeting, and specify various other audio and video settings for the meeting.

Then click **Schedule** to open the meeting invitation and select the participants you want to invite to the meeting before sending the invite. The Meeting is added to the participant's calendar.



Basic MaX Meeting Functions (Cont.)



Jane Smith

Meeting ID

Join Meeting

If you received an invitation link, tap on the link again to join the meeting.

Join A Meeting

You can join a Meeting by clicking on the on-screen invitation. Alternatively, you can join a meeting using the MaX UC Mobile **Meetings** tab. Tap **Join a Meeting**, enter the Meeting ID and then tap **Join Meeting**.

Meeting Options

While a meeting is in progress, you can see the tool bar (shown on the right) at the bottom of the Meeting window.



Audio

Use the **Audio** icon to toggle your microphone on and off

Video

Use the **Video** icon to toggle your video on and off

Share

You can share several items using **Meeting**. Click on the **Share** icon and select one of the following options.

- **Photo** - Select **File**, **Drive** or **Photo** to navigate to the image you want to share.
- **Document** - select a document to share.
- **Web URL** - enter a URL to share.
- **Bookmark** - select a bookmark to share.
- **Screen** - share your screen.
- **Share Whiteboard** - opens the whiteboard, where you can select one of the following tools from the toolbar to start annotating. **(Not available on iPhone)**

Note: The **Share** option may not be visible if the meeting host has enabled **Lock Share**.

Whiteboard Tools



- Spotlight** - swipe or tap on the screen to move the pointer.
- Pen** - write or draw on the screen.
- Highlighter** - swipe over the screen to highlight a section.

- Color** - change the color of your writing tool.
- Erase** - swipe over a section of the screen to delete the content.
- Clear** - delete all the whiteboard content.

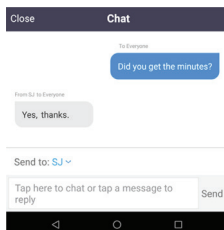
Participants

Click on **Participants** to see who has joined the meeting. The following icons provide information about each attendee.

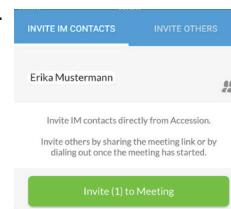
- The participant is currently speaking.
- The participant's microphone is on.
- The participant's microphone is off.
- The participant's video camera is on.
- The participant's video camera is off.
- The participant has raised their hand.

At the bottom of the **Participants** window, you can access the following options.

- **Chats** - opens the chat window. Tap on an existing chat to continue a conversation or enter a new comment in the text box and select to send the chat to all meeting attendees or specific attendees.
- **Mute All** - (for meeting hosts only) mute all meeting participants.
- **Unmute All** - (for meeting hosts only) unmute all meeting participants.



- **Invite** - select contacts to invite to join the meeting. Start typing the name of a contact to select an existing MaX UC Mobile contact, then tap **Invite to Meeting** to send a meeting invitation. To invite non-MaX UC contacts, tap **Invite Others** and select one of the available options to send an invite via email, copy the Meeting Link to send via other means, or invite a contact by phone.



More (for Meeting Hosts Only)

Tap on **More** to access the following settings.

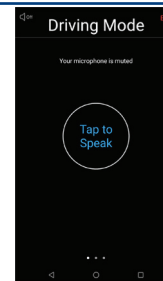
- Lock Meeting** - no new attendees can join if the meeting is locked.
- Lock Share** - when enabled, only the meeting host can share content.
- Mute Upon Entry** - mute participants joining the meeting.

- Play Enter/Exit Chime** - when a participant joins or leaves the meeting.
- Allow Attendees Chat To** - specify whether meeting participants can chat with the Host Only or Everyone.

Meeting Window Options

The central meeting window shows the **Speaker View**. Swipe right on the main screen to enter **Driving Mode** or swipe left to see the **Gallery View**.

- In **Driving Mode**, your microphone is automatically muted. Use the **Tap to Speak** icon to unmute your microphone and speak, then tap **Done Speaking** to mute your microphone again. Swipe left to leave Driving Mode and return to Speaker View.
- **Gallery Mode** displays a video for each of the meeting attendees. Swipe right to leave Gallery Mode and return to Speaker View.



Leave the Meeting

If you are a meeting participant, tap **Leave** to leave the meeting. If you are the meeting host, tap **End** to end the meeting for all participants.

If you have any additional questions not addressed on this guide, call us at 772.597.3423, or visit: www.itsfiber.com