

# MaX Meeting For Desktop Quick Reference Guide



If you have set up MaX UC Desktop with MaX Meeting, you can invite any of your contacts to join you in a meeting, even if they do not have MaX UC Desktop.

MaX Meeting provides audio and video conferencing over the internet, including web collaboration features such as screen sharing, whiteboard annotations, and presentation capabilities.

**ITS Fiber CommPortal Access Number :** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **Password :** \_\_\_\_\_

## Download & Install the Software

1. Go online to <https://myfeatures.itstelecom.net>
2. Log in to your **CommPortal** account with your **10-digit phone number and password**.
3. Click on the **Downloads** link. Then click on **View Apps**.
4. Select **MaX Meeting** from **Left Menu**. Download App for either **Windows** or **Apple/Mac**.
5. When prompted, save the file. Find the file in your downloads folder, open it, and follow the on-screen instructions to install the software.

**Requirements:** MaX UC Meeting Desktop works on PCs running Windows 8 or Windows 10.. It also runs on Macs running OS X 10.12 or later versions.

## Set Up a MaX Meeting

### First-Time Login

1. Open **MaX UC Meeting Desktop App** on your Computer
2. Choose **Log in Manually**
3. Choose your **Service Provider (ITS Fiber)**
4. Enter your office **phone number** (direct line) and **default password**
5. Go to **File Menu** and select **Change Password** to create new password

### Create An instant Meeting

You can choose to start an instant meeting from MaX UC Meeting Desktop, from the CommPortal Dashboard or directly from the Outlook calendar. Within MaX UC Desktop App, you can send a meeting invitation:

- Select Meetings or File Menu in MaX UC Meeting Desktop App (then, Create Meeting)
- From your Contact list while viewing a contact's details
- When you are in a call
- While chatting to a contact using instant messaging

### Schedule A Meeting

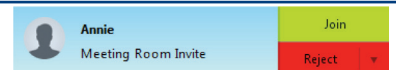
You can use Meeting to schedule a one-off or recurring meeting on a date in the future.

Select the **Schedule A Meeting** option from MaX UC Desktop, from the CommPortal dashboard, or directly from your Outlook calendar 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 Accession Meeting is added to the participant's calendar.

### Join a Meeting

You can join a Meeting by clicking on the on-screen invitation or by opening the Meeting URL in a browser.



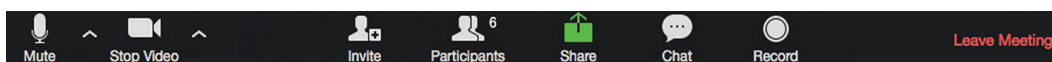
### Explore the Meeting Window

While a meeting is in progress, you will either see the **participant toolbar** or the **host toolbar** at the bottom of the Meeting window.

**Participant toolbar:**





**Host toolbar:**





## Basic MaX Meeting Functions (Cont.)

### Set Up Your Audio

Use the **Microphone** icon to toggle your microphone on  and  off .

Select **Join Audio** to allow MaX UC to use either your phone or your computer's microphone and speaker.

Select **Leave Audio** to prevent MaX Meeting from using your speaker and audio device.

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

### Access The Settings Menu

Click on **Settings** to access the **Settings** menu, where you can set up and test your microphone, speakers, and video.

You can also use the **Settings** menu to specify where to save recorded meetings and to access additional application settings.

### Invite Contacts To Join You In The Meeting

Click on **Invite** and select the contacts you want to invite to join you in the meeting. The contacts you select are then sent a meeting invitation.

### View Meeting Participants



Click on **Participants** to see who has joined the meeting. You can access the following options from the Participant window.

- Mouse over your name to mute/unmute yourself or change your display name at the foot of the screen.
- **Mute Me** - put yourself on mute
- **Raise Hand** - let the meeting host know you have something say.
- **Reclaim Host** - if you are the host, allows you to take back the role of meeting host.

If you are the **meeting host**, click on **Manage Participants** to access the **Participants** window. Meeting hosts can use the **Mute All** or **Unmute All** options at the foot of the screen to mute or unmute participants. Select **More** to access additional options, including:

- **Mute Participants on Entry** - mute all attendees as they join the meeting.
- **Lock/Unlock Meeting** - no new attendees can join if the meeting is locked.
- **Play Enter/Exit Chime** - when a participant joins or leaves the meeting.
- **Lock Screen Share** - only the meeting host can share their screen.

The following icons provide the host additional 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.

### Share Your Screen

Click on **Share Screen** and choose the desktop or individual application window that you want to share. *Note: The **Share Screen** option may not be visible if the meeting host has selected to **Lock Screen Share**.* Once you are sharing your screen with meeting participants, you will see the Screen Share toolbar.

The Screen Share toolbar provides the following options:



- **Mute** - toggle your microphone on and off.
- **Stop/Start Video** - toggle your video sharing on and off.
- **New Share** - select a new window to share.
- **Pause/Resume** - screen sharing.
- **Annotate** - your shared screen using a variety of shapes and highlight tools,

including: a Mouse; Draw options (lines, shapes, and arrows); a Spotlight tool; an Eraser to remove selected annotations; and Undo, Redo and Clear annotation options. *Note: The **Annotate** option may not be visible if the meeting host has selected to **Disable Attendee Annotation**.*

- **Remote Control** - as meeting host, take control of a participant's screen
- **More** - access Chat, Record, Settings, and Audio Conference options.

Click **Stop Share** below the toolbar to exit screen sharing.

### Send A Message To Meeting Attendees

Click on **Chat** to open a Chat window and send a message to another meeting attendee. Click on **Save Chat** to save the conversation to your local computer.

### Record Your Meeting

Click on **Record** to start recording the meeting.

Click **Stop Recording** to end recording.

When the meeting ends, you will see a pop-up saying that the meeting recording is being saved and converted to mp4 format.

The directory containing the saved recording then automatically opens showing

the recorded file, and the meeting will also appear in your list of recorded meetings within the Meeting application.

You can specify the directory to save recorded meetings to using the **Settings** menu.

Note: The **Record** option may not be visible if the meeting host has disabled recording for the meeting.

### Leave The Meeting

Click on **Leave Meeting** to leave the meeting.

If you are the meeting host, click on **End Meeting** - this will end the meeting for all participants.

### Additional Meeting Window Options

- **Enter Full Screen** extends the meeting display to a full-screen display.
- **Exit Full Screen** exits the full-screen display.
- **Gallery View** displays the video for all meeting participants.
- **Speaker View** displays the video for the current speaker.

**If you have any additional questions not addressed on this guide, call us at 772.597.3423, or visit: [www.itsfiber.com](http://www.itsfiber.com)**