

## QUICK START GUIDE

MaX Meeting provides audio and video conferencing over the Internet, including web collaboration features such as screen sharing, whiteboard annotations, and presentation capabilities, all accessed through your MaX UC Desktop client.

You can invite any of your contacts to join you in a meeting, even if they do not have MaX UC Desktop!



## FIND YOUR PASSWORD

You need your **FirstLight Fiber** CommPortal phone number (or email address if you have set this up) and password to start using MaX UC for Desktop and Meeting. If you don't have this information, call us at **888-832-4976**. You are prompted to change the password as part of completing the login process.

## DOWNLOAD AND INSTALL THE SOFTWARE

First, download MaX UC for Desktop here:

<http://commpapps.metaswitch.com/accession.exe> (Windows)

<http://commpapps.metaswitch.com/accession.dmg> (Mac)

When prompted, save the file, then find the file in your downloads folder and open it to begin the installation process.

## SET UP A MEETING

You can choose to start an instant meeting from MaX UC Desktop, from the CommPortal dashboard, or directly from your Outlook calendar.

Within MaX UC Desktop, you can send a meeting invitation:

- using the MaX UC Desktop File menu
- 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 simply click on the invitation to join your meeting.

## SCHEDULE A MEETING

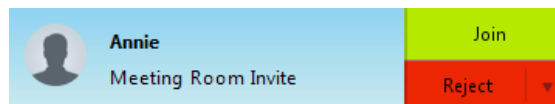
You can use Meeting to schedule a one-off or recurring meeting.

Select **Schedule A Meeting** 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.

Click **Schedule** to open the meeting invitation and select the participants to invite before sending the invite. The 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:



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### SET UP YOUR AUDIO

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

Use the Video icon to toggle your video 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 UC from using your speaker and audio device.

### 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 A 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 to say.
- Reclaim 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.
- Play Enter/Exit Chime when a participant joins or leaves the meeting.
- Lock/Unlock Meeting - no new attendees can join if the meeting is locked.
- Lock Screen Share - only the meeting host can share their screen.

The following icons provide additional information about each attendee.

-  The participant is speaking.
-  The participant's microphone is on.
-  The participant's microphone is muted.
-  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 Lock Screen Share.*

Once you are sharing your screen with meeting participants, you can see the Screen Share toolbar.




The Screen Share toolbar provides the following options:

- Pause/Resume screen sharing.
- Share a New Window - select a new window to share.
- 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 host selects Disable Attendee Annotation.*
- Mute - toggle your microphone on and off.
- Stop/Start Video - toggle your video sharing on and off.
- 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.

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### 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 in which to save recorded meetings by 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 **End Meeting** to end the meeting for all participants.

### ADDITIONAL MEETING WINDOW OPTIONS



extends the meeting display to full-screen.



exits the full-screen display.



displays the video for all meeting participants.



displays the video for the current speaker.

