MEETING

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 from your MaX UC Mobile client.

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

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 Mobile with Meeting. If you don't have this information, call us at **888-832-4976**. You will be prompted to change the password as part of completing the login process.

DOWNLOAD AND INSTALL THE APP

Search for *MaX UC Mobile* in Google Play or iTunes and touch **Install** to download the app to your device. Check the Terms & Conditions and touch **Accept & Continue**.

Tap **Open** on the app and select **FirstLight** as your Carrier. (There are 2 FirstLight options, make sure to select the state where you live.) Enter your MaX Meeting *Phone Number* (or email address if you have set this up) and *Password* and tap **Log in**.

If you want to have the ability to switch calls to your own cellular network (for example, if you move to an area with poor Wi-Fi connection during a call made on MaX UC Mobile) enter your own mobile phone number and tap **Continue**.

SEND A MEETING INVITE
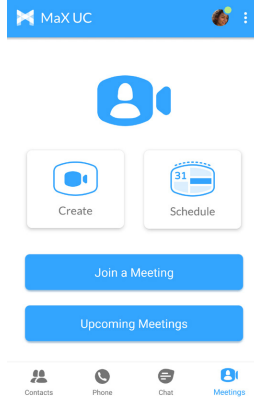
In MaX UC Mobile, you can send a meeting invitation:

- 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 on 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.

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.

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**.
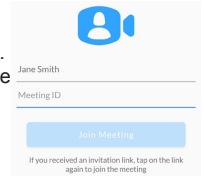
MEETING OPTIONS

While a meeting is in progress, you can see the following toolbar 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. (Not available on iOS)
- **Web URL** - enter a URL to share.
- **Bookmark** - select a bookmark to share.
- **Screen** - share your screen. (Not available on iOS)
- **Share Whiteboard** - opens the whiteboard, where you can select one of the following tools from the toolbar to start annotating. (Not available on iPhone)
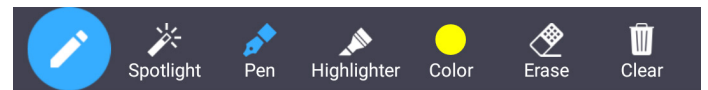
Spotlight - swipe or tap on the screen to move the pointer.

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.

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

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	Invite	Mute All	Unmute All

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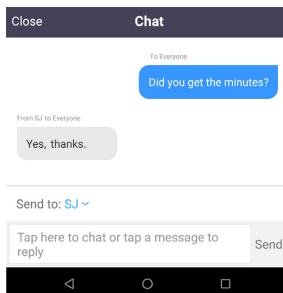
- **Invite** - select contacts to invite to join the meeting. Start typing the name of a contact to select an existing MaX UC Mobile contact, then tap **Invite to Meeting** to send a meeting invitation. To invite non-MaX UC contacts, tap **Invite Others** and select one of the available options to send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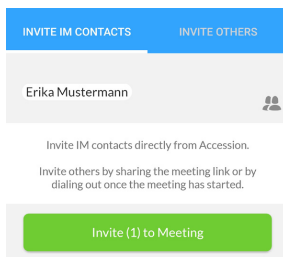
- **Mute All** - (for meeting hosts only) mute all meeting participants.

- **Unmute all** - (for meeting hosts only) unmute all meeting participants.
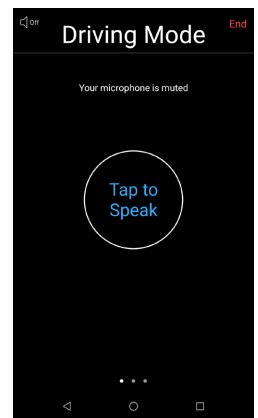
MORE

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 to Chat** - 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.

MORE QUESTIONS?

Customer Service: 888-832-4976

Technical Support: 833-484-0404

CustomerService@FirstLight.net