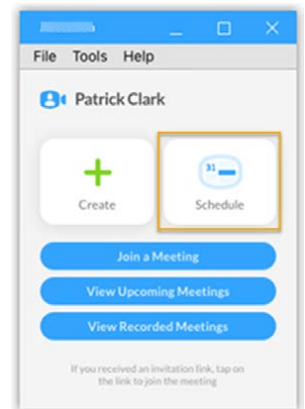


MaX Meeting provides powerful audio and video conferencing over the internet, including web collaboration features such as screen sharing, whiteboard annotations, chat, and presentation capabilities.

## PREPARATION

You need your **CommPortal** phone number (or email address if this is set up) and password to start using MaX Meeting. If you don't have this information, contact your Administrator for assistance or Customer Support at 855.216.4334. You will be prompted to change the password as part of completing the MaX Meeting login process.

- Your provider will also send you links to download **MaX Meeting** for Windows or MAC and the Outlook Plug-In (as needed).
- When prompted, save the file locally, then navigate to the file in your downloads folder, open it and click on the installer to begin the installation process.
- Once the application has been loaded, you are ready to begin. Enter your CommPilot login credentials when prompted.



## SET UP A MEETING

You can choose to start an instant meeting from the **MaX Meeting** client or directly from your Outlook calendar.

- In the **MaX Meeting** client, click the **Start Without Video** or **Start With Video** button.
- From Outlook Calendar, select the Start Instant Meeting button in the Outlook Toolbar.

Within **MaX Meeting**, you can click the **Invite** button at the bottom of the screen to send a meeting invitation after starting your meeting. You can then invite users via email or invite a SIP or H.323 room system to your meeting.

## SCHEDULE A MEETING

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

Select **Schedule A Meeting** from the **MaX Meeting** client 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 **Join** button and entering the Meeting ID 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:



## 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 **Meeting** to use either your phone or your computer's microphone and speaker.

Select **Leave Audio** to prevent **Meeting** 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 also access the following options in the **Participants** 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** - allows you to take back the role of meeting host.

## MANAGE MEETING PARTICIPANTS







If you are the meeting host, click on  to view 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.


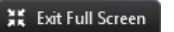


-  The participant is speaking.
-  The participant's microphone is on.
-  The participant's microphone is muted.
-  The participant's video camera is on.
-  The participant's video camera is off.
-  The participant has raised their hand.

## SEND A MESSAGE TO MEETING ATTENDEES

Click on **Chat**  to open a Chat window and send a message to another meeting attendee.


Click on  to save the conversation to your local computer

## MEETING WINDOW DISPLAY OPTIONS


-  **Enter Full Screen** Extends the meeting display to full-screen.
-  **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.

## LEAVE / END THE MEETING

Click on  to leave the meeting.

If you are the meeting host, click on  to end the meeting for all participants.

## SHARE YOUR SCREEN

Click on **Share Screen**  and choose the desktop or the 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** - pause or 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  below the toolbar to exit screen sharing.

## RECORD YOUR MEETING

Click on **Record**  to start recording the meeting. Click **Stop Recording**  to end the recording.

When the meeting ends, a pop-up informs you 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 also appears 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 to attendees if the meeting host has disabled recording for the meeting.