MaX UC
Desktop Installation
Quick Reference Guide
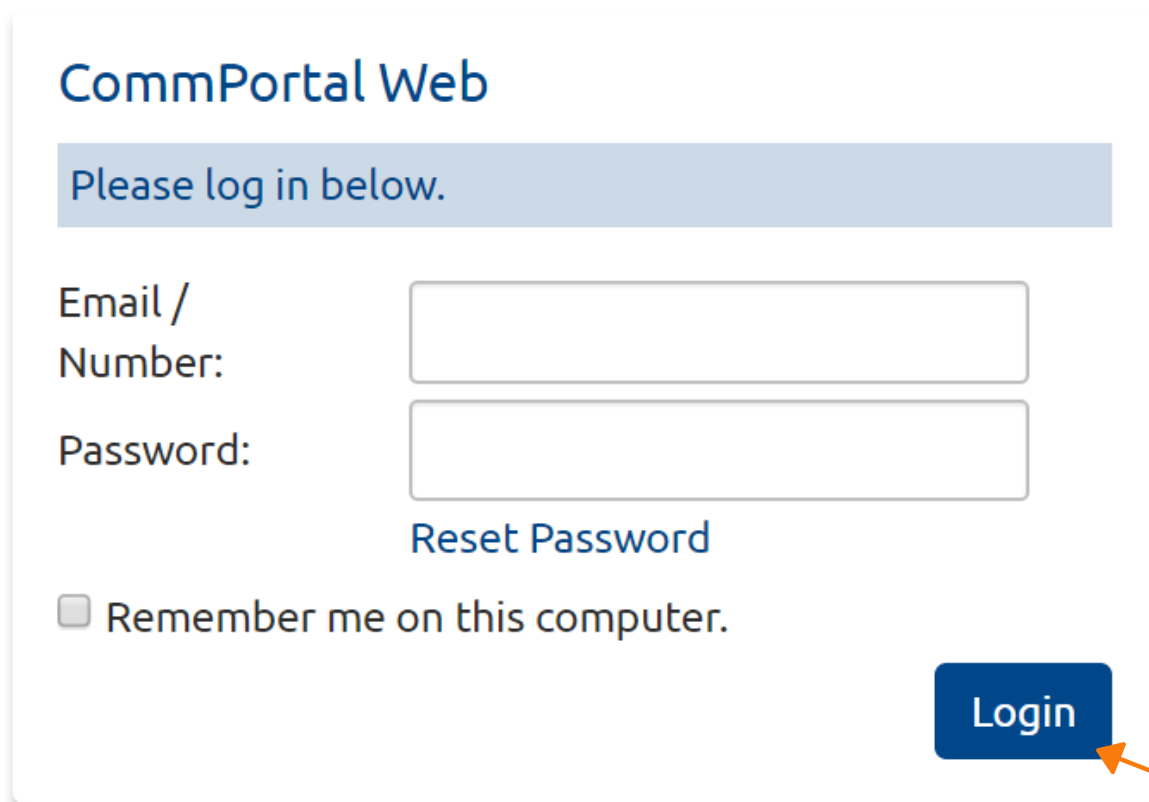
MOMENTUM
T E L E C O M

Powered by: **metaswitch**

Please Note: The screen shots presented in this document are native to Windows operating systems. The Mac OS process is similar but may look slightly different and action buttons may not appear in the same locations.

To download MaX UC Desktop App, simply follow the steps outlined below:

INSTALLATION STEPS

1. Open CommPortal from any web browser.

2. Login using your 10-digit phone number and CommPortal password. Please contact your administrator or call us at 855.216.4334 if you have issues logging in.
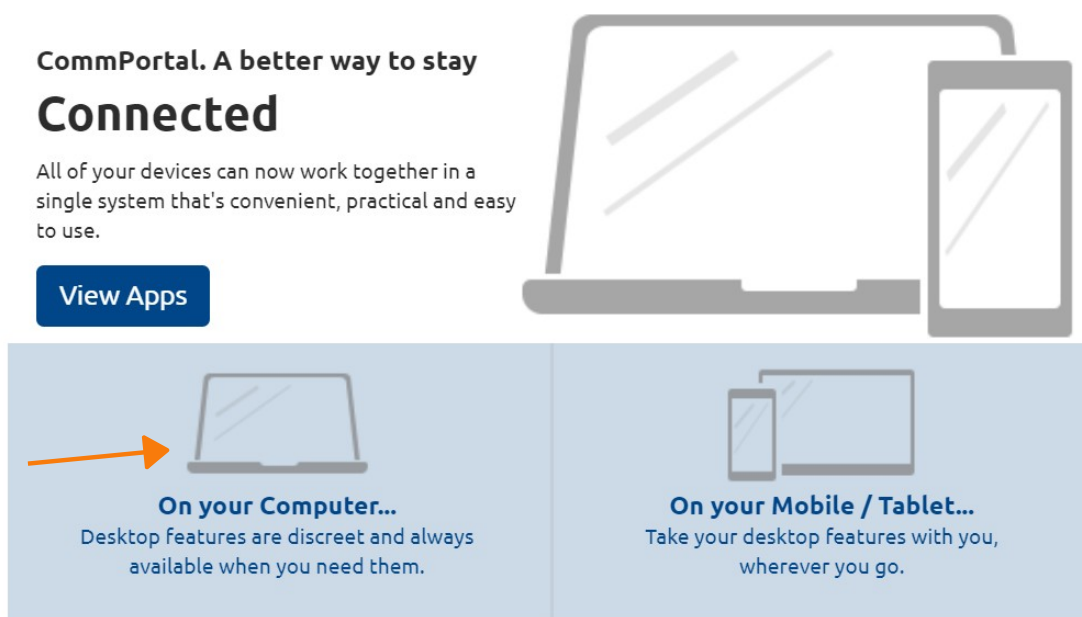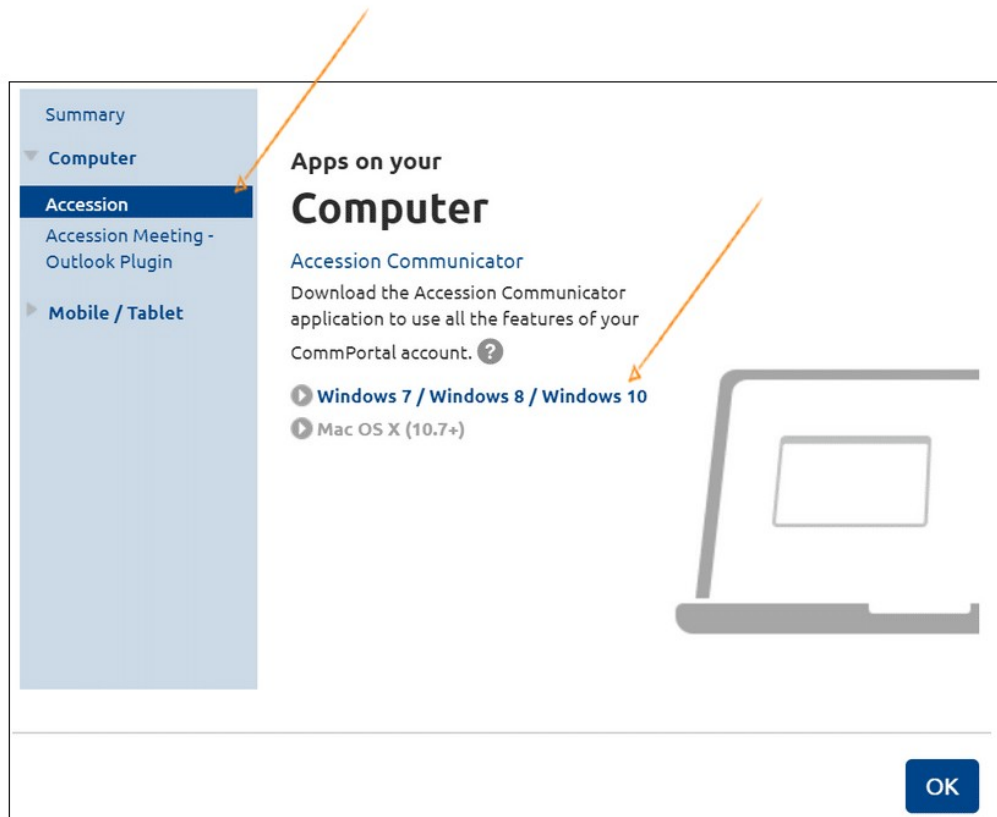
3. Once logged in, click 'Downloads' on the bottom right hand corner.
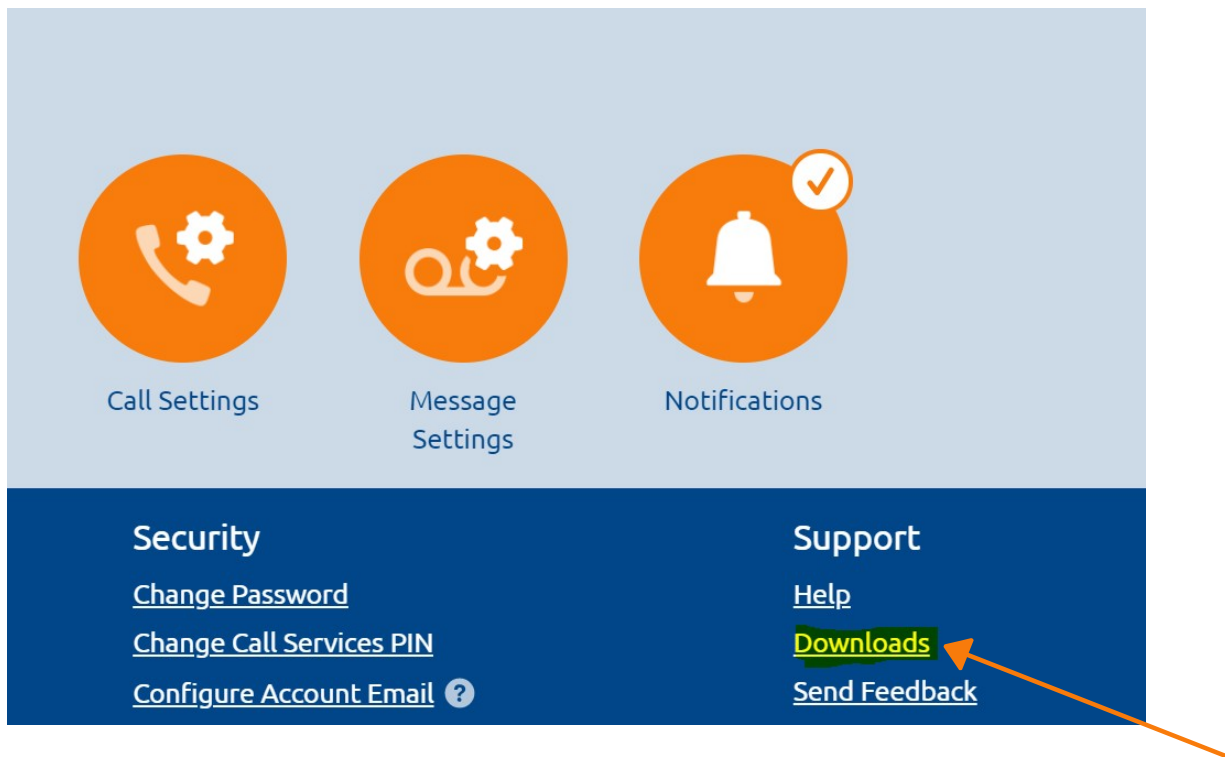
4. A new window pops up as shown below. Please click 'On your Computer'.

5. Select the "Accession" application, then click the highlighted link for the appropriate PC
   o perating system software to start the download.

6. Your computer may perform a security check prior to downloading and present a Window with a
   security warning. The appearance of these boxes will depend upon the browser and PC
   operating system (OS) you are using. Click 'Save' if asked.
   Note - the steps may vary based on the web browser used.

7. An executable installation file will be downloaded for you to run. Click on the file to install.

8. Next, you will see a setup window as shown below. Click 'Next' until you see "Install" button.
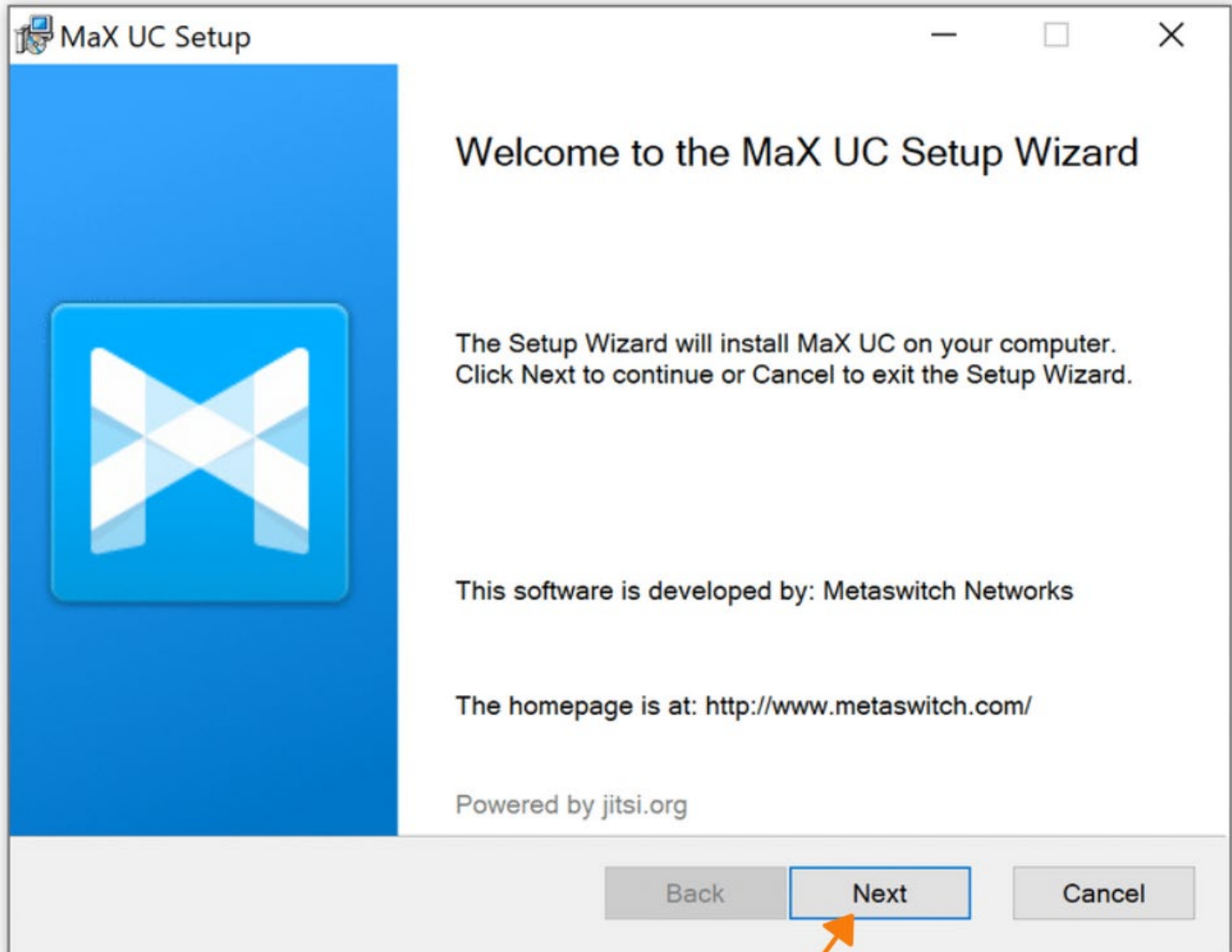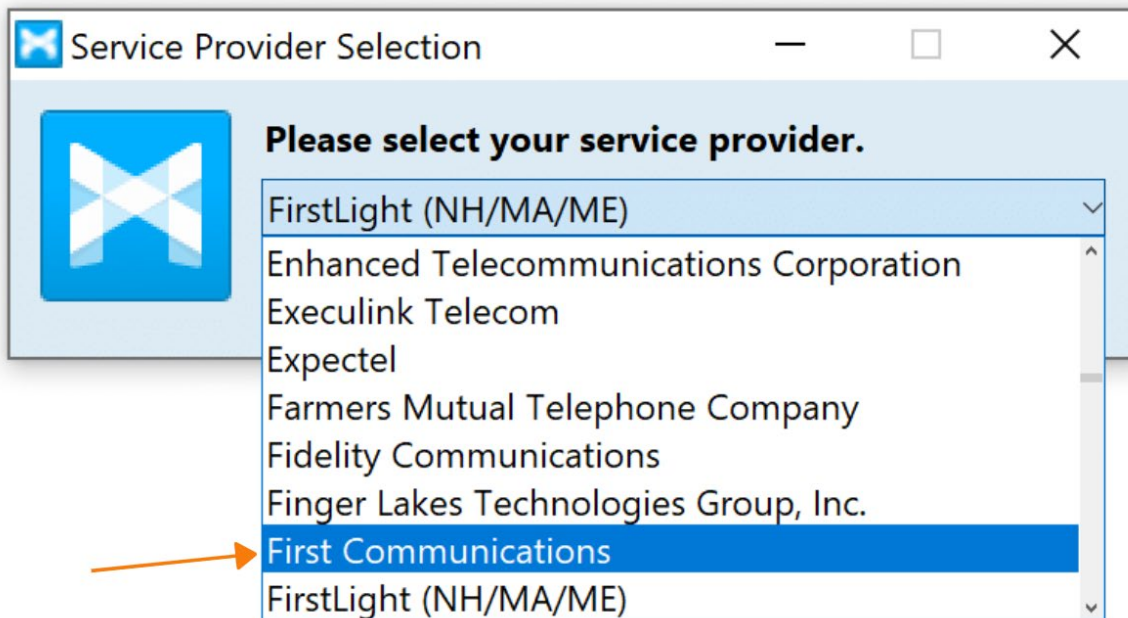
9. Click 'Install'. Your company firewall may block the installation and ask for admin login/password. If asked for admin password, please contact your local network admin.
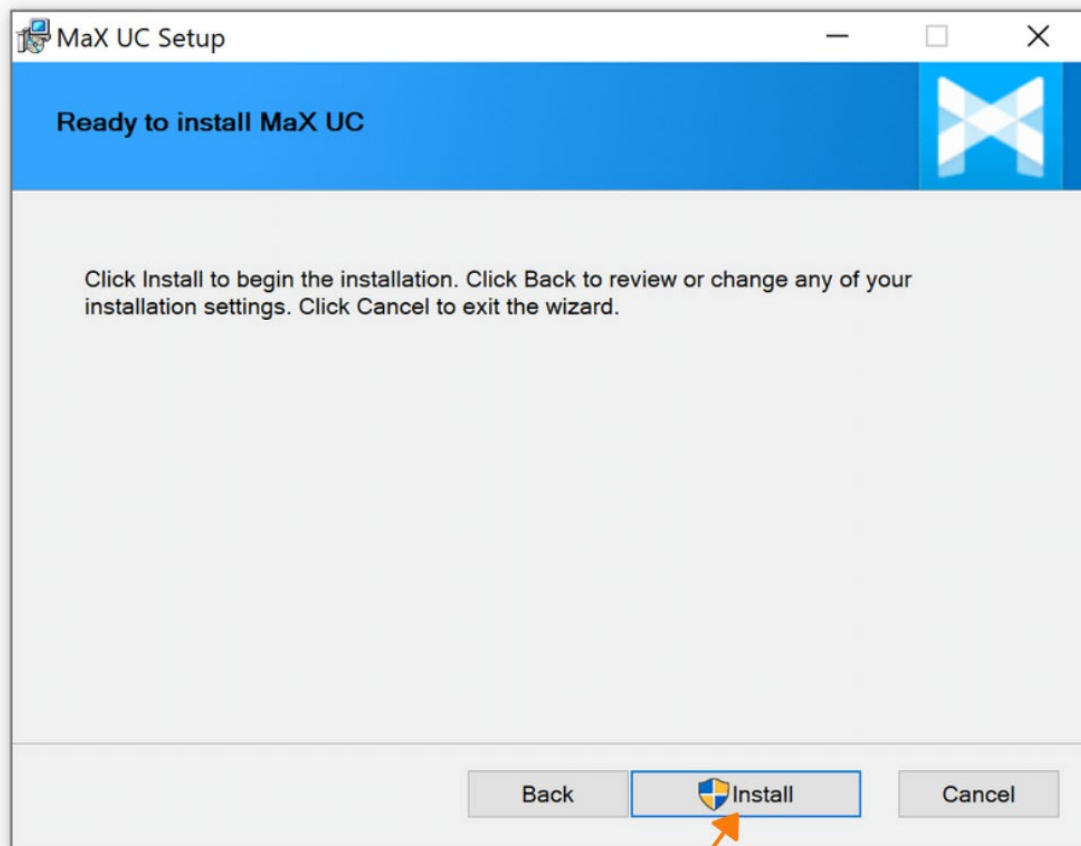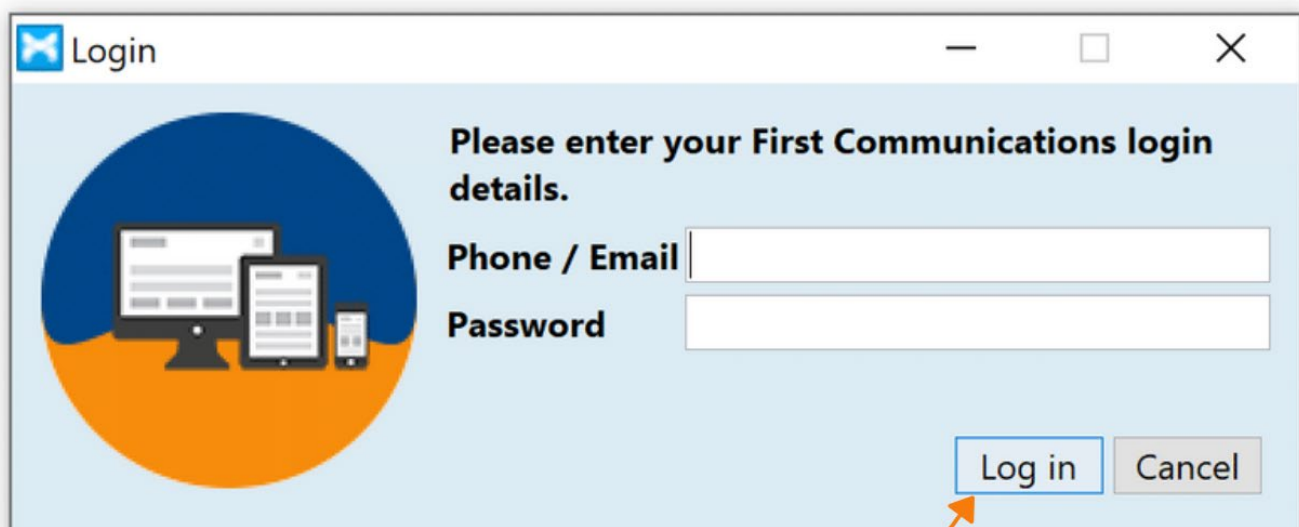

10. Click ' Finish' setup and a new window pops up. Click 'Log in Manually' to proceed
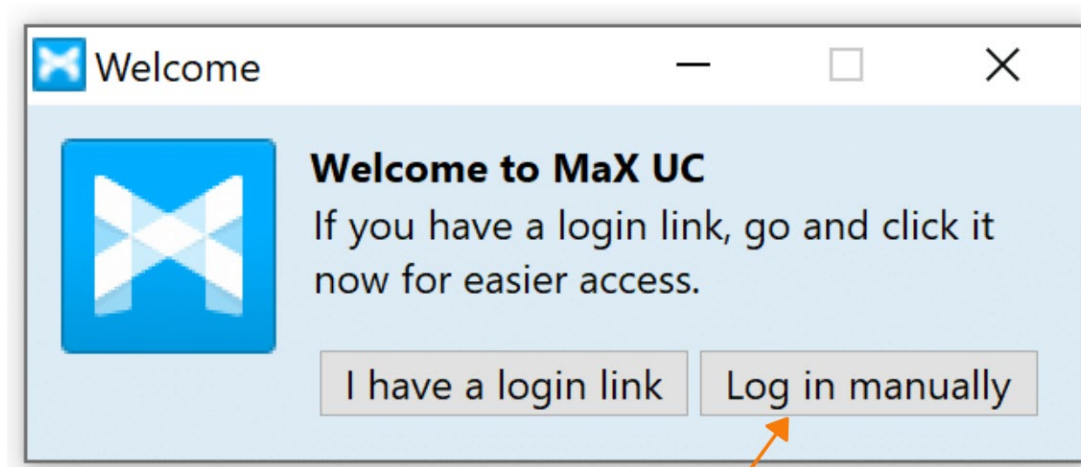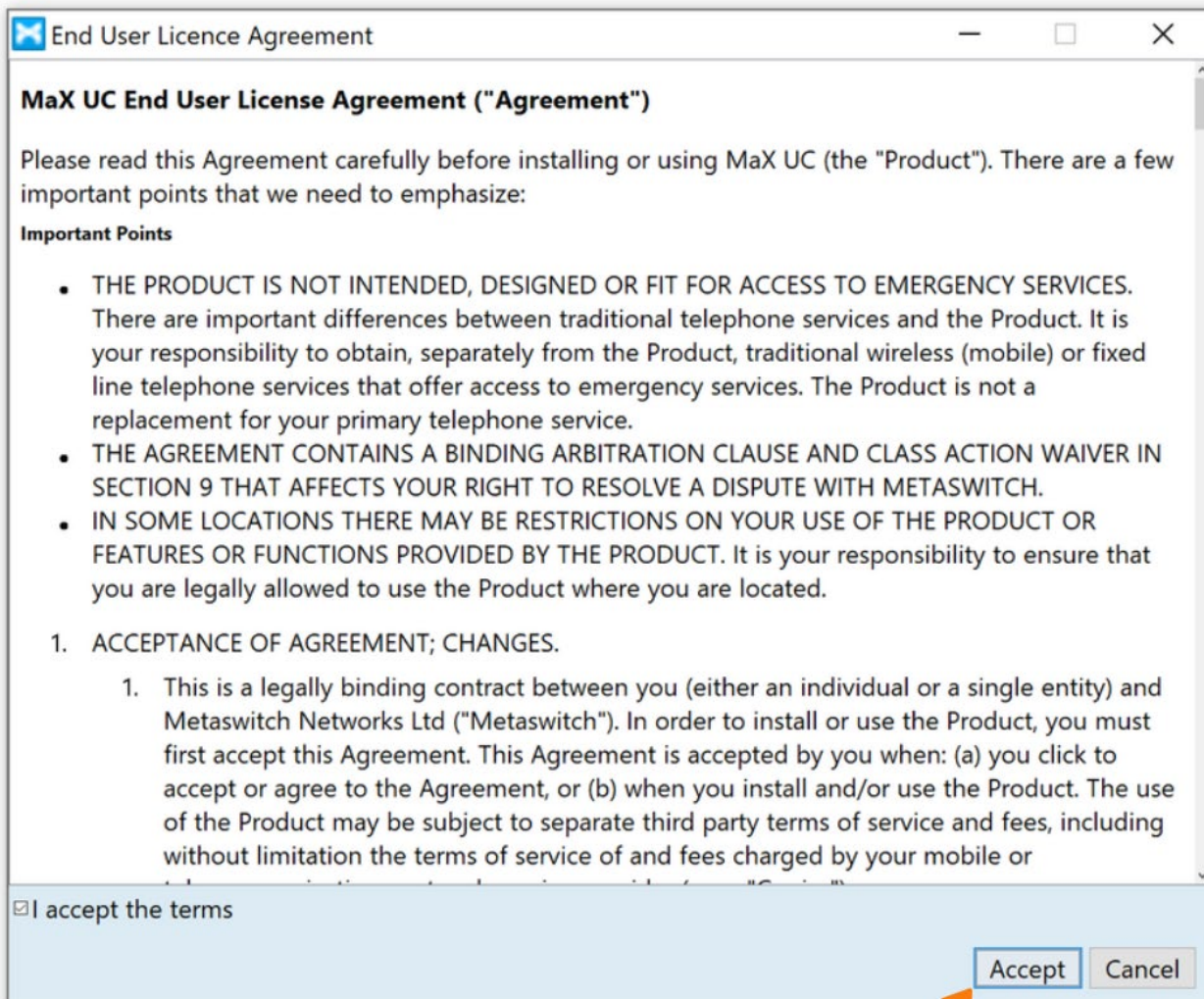
11. Please select First Communications from the dropdown Menu and hit 'OK'.

12. Please enter your 10-digit phone number, same password as CommPortal and hit 'Log in'.

13. First time you login, you have to accept terms and conditions. Tick the checkbox and click 'Accept'.

You can find more helpful MaX UC guides here:

https://www.momentumtelecom.com/MU