



UC MaX Meeting for Desktop & Mobile

User Guide

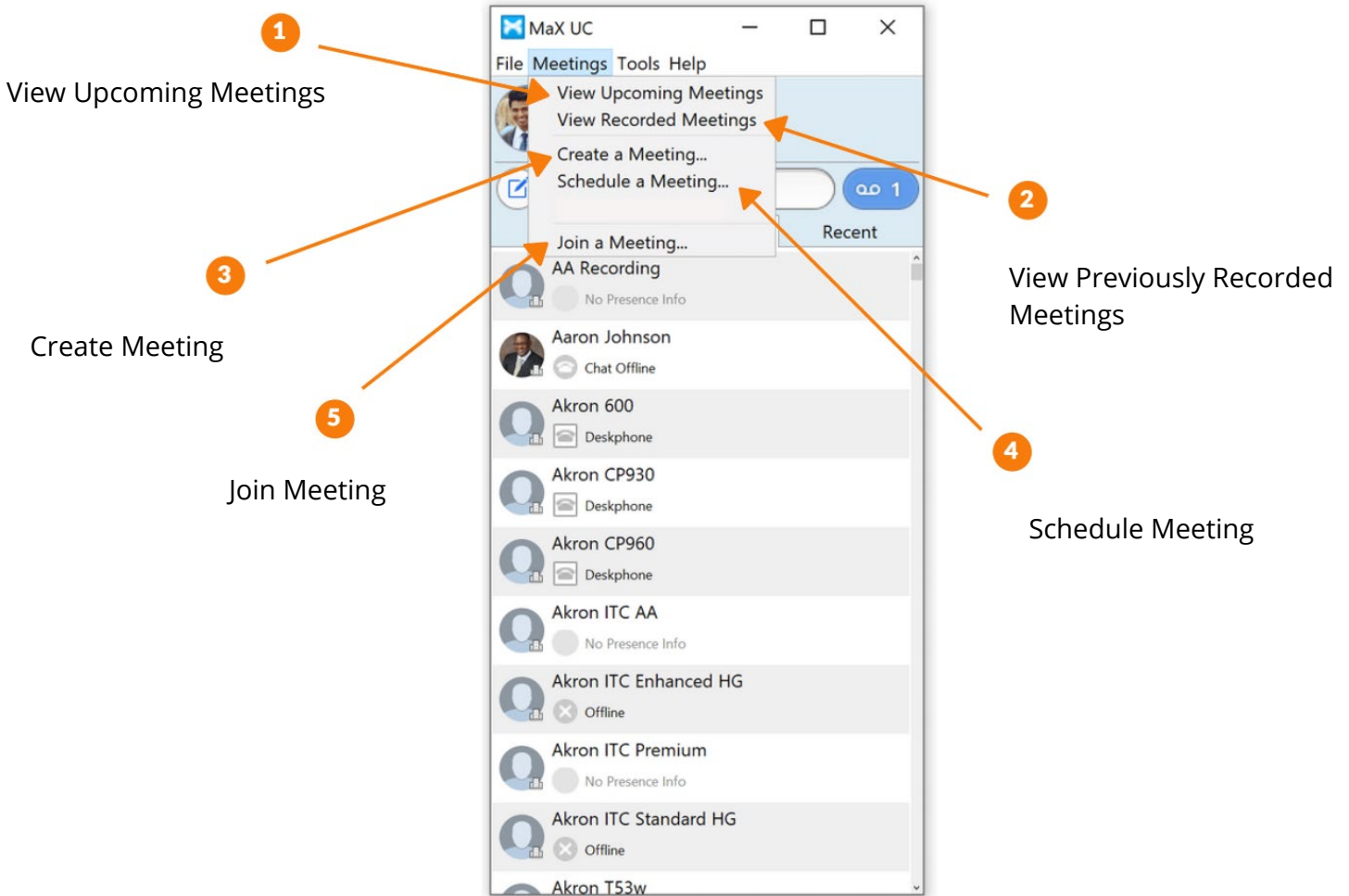
Updated Version 05.09.20

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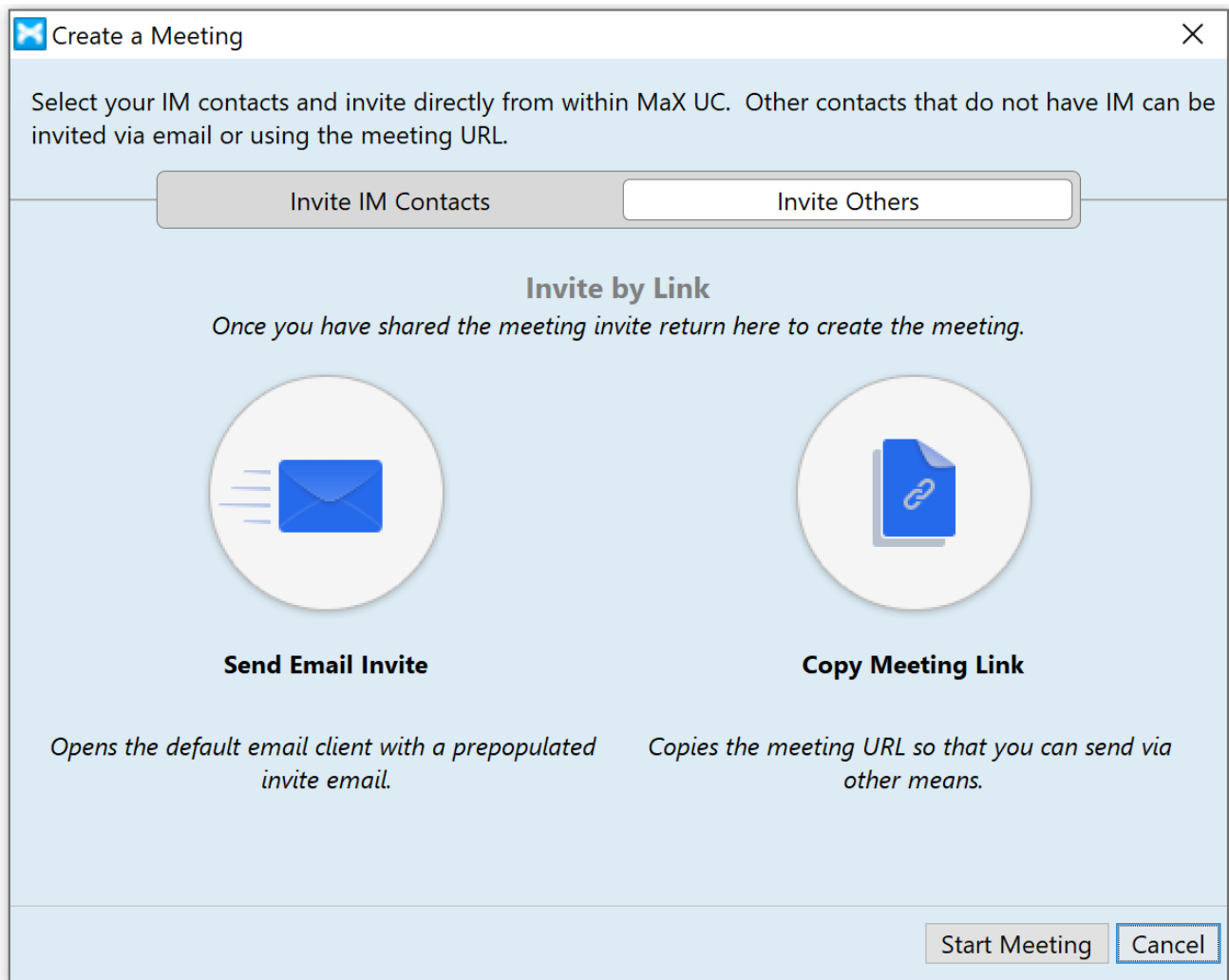
UC MaX MEETING FOR DESKTOP

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

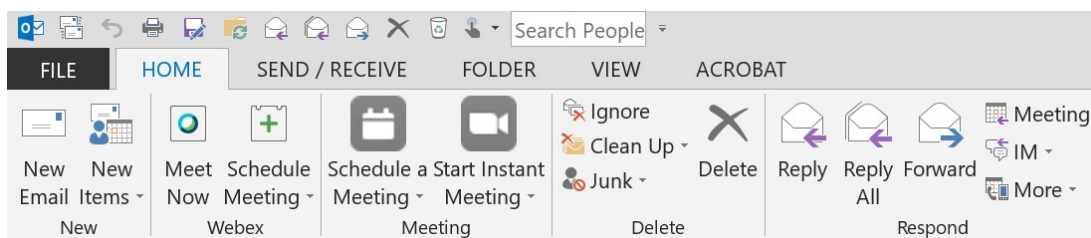


Create a Meeting

When you start desktop client, you'll be offered a few different options. Click "Create Meeting" icon to create a new meeting. You can either send meeting information directly as an email or copy meeting information.



Once you download and install UC MaX Meeting Outlook Plugin successfully, you can open up Outlook and start an instant meeting or schedule a meeting.



Schedule a Meeting

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

Click on 'Schedule' option from UC MaX Desktop client, or directly from your Outlook – Schedule a Meeting to launch the schedule a new 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.

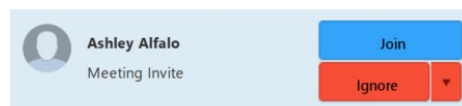
Then click 'Schedule' to open the meeting invitation in email client (e.g. Outlook) and select the participants you want to invite to the meeting before sending the invite.

Join a Meeting

You can join a meeting if you have the meeting id of already hosted/scheduled meeting.

Click 'Join meeting' option on the desktop client and enter meeting id to join.

You can also join an UC MaX Meeting by clicking on the on-screen invitation as shown below or by opening the Meeting URL in a browser.



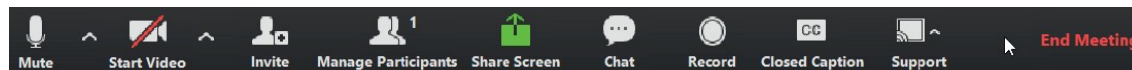
Explore the Meeting Window

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 .

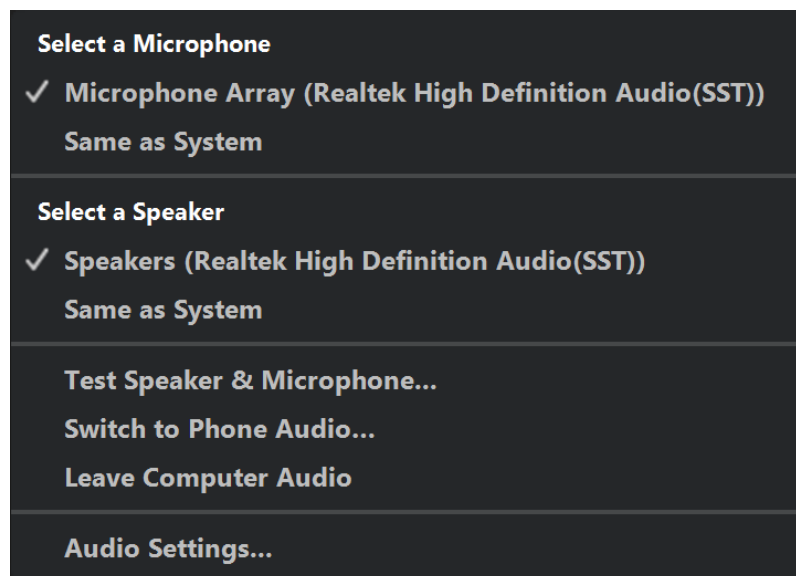
Select Join Audio to allow UC MaX to use either your phone or your computer's microphone and speaker.

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


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

Access the Audio Settings Menu


Click on  arrow icon next to mute icon, to access the audio settings menu, where you can set up and test your microphone and speakers as shown below.



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 - 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.

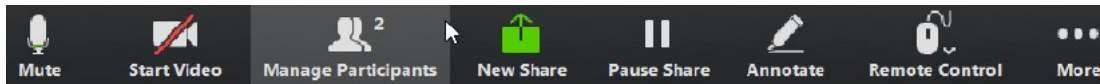
-  The participant is currently speaking.
-  The participant's microphone is on.
-  The participant's microphone is muted.
-  The participant's video camera is on.
-  The participant's video camera is off.
-  The participant has raised their hand.

Share Your Screen

Click on  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  below the toolbar to exit screen sharing.

Send a Message to Meeting Attendees

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

Click on  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 UC MaX 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.

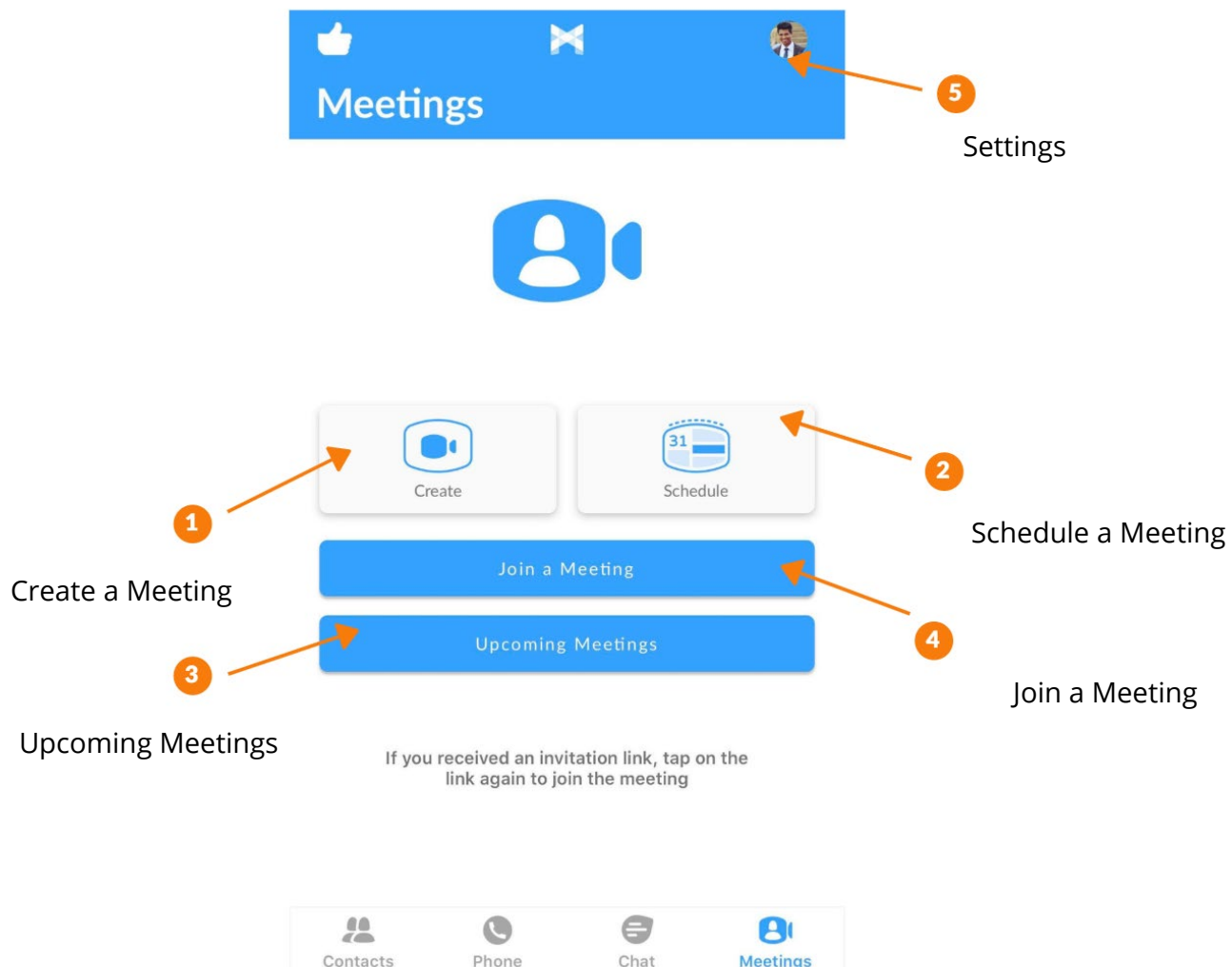
 **Gallery View** displays the video for all meeting participants.

 **Speaker View** highlights the video for the current speaker.

UC MAX MEETING FOR MOBILE

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

Download and install UC MaX Meeting Mobile on iOS (App Store) or Android (Play Store).

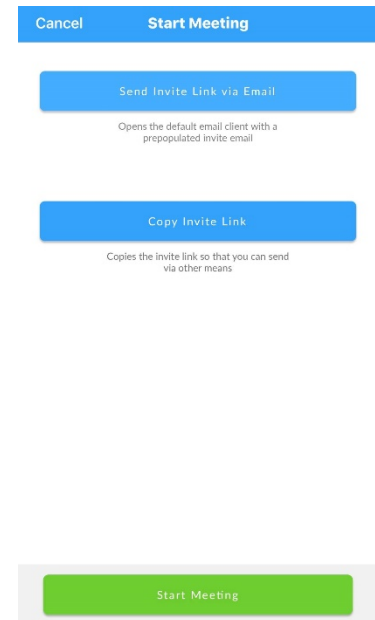


Create a Meeting

In UC MaX Mobile, you can create a meeting by Tapping the 'Create' option, you can send the Invite in two ways:

1. Send Invite link via Email client OR
2. Copy the invite link, paste and send it

Start the meeting by clicking on 'Start Meeting' option



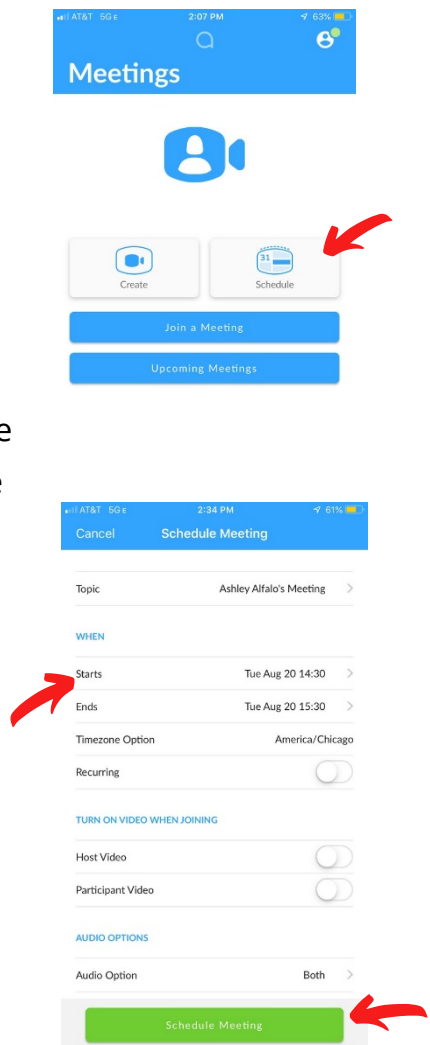
Schedule a Meeting

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

On the Meetings tab, select Schedule to launch the Schedule A Meeting window.

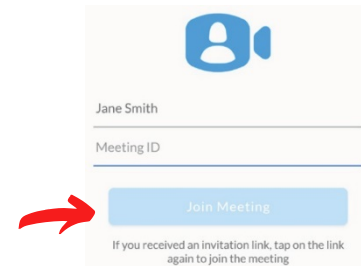
Once you hit Schedule, you can set the date, time, and length of the meeting, and specify various other audio and video settings for the meeting.

Then click Schedule to open the meeting invitation and select the participants you want to invite to the meeting before sending the invite. The UC MaX Meeting is added to the participant's calendar.

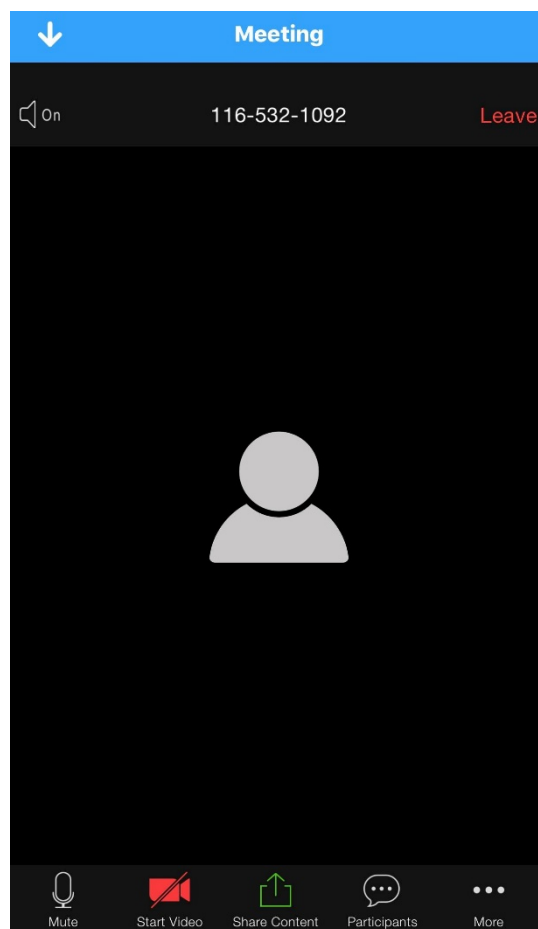


Join a Meeting

You can join an UC MaX Meeting by clicking on the on-screen invitation. Alternatively, you can join a meeting using the UC MaX 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

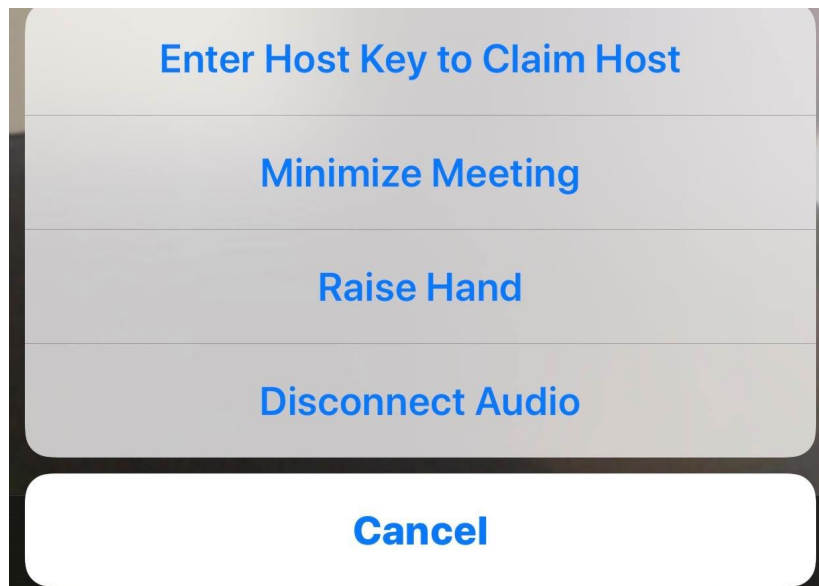
Use the Audio icon to toggle your microphone on  and off .

Video

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

More

Use the More icon for additional settings as shown below:



Share



You can share several items using UC MaX 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.
- Web URL - enter a URL to share.
- Bookmark - select a bookmark to share.

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

Participants



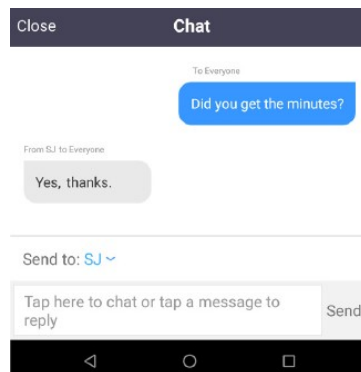
Click on Participants to see who has joined the meeting. The following icons provide information about each attendee.

-  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 - 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.



- Mute All - (for meeting hosts only) mute all meeting participants.
- Unmute all - (for meeting hosts only) unmute all meeting participants.

Leaving 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?

If you have any additional questions about UC MaX Meeting, call us at **800-860-2934** or email **businesscare@firstcomm.com**.