Standalone
UC MaX Meeting
for Desktop

Installation Guide

Updated Version 05.13.20

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 Standalone UC MaX Meetings, simply follow the steps outlined below:

INSTALLATION STEPS

1. Download setup files based on your operating system:

    Download Desktop Client for :

    Windows OS :   **Download Here**

    Mac OS : **Download Here**

    Download Outlook Plugin for :

    Windows OS : **Download Here**

2. Download Windows Desktop Client, unzip the folder and double click on (.exe) executable installation file as shown below.

3. A new welcome to MaX UC setup windows pops up. Please click 'Next' to continue with the setup as shown below. Click 'Next' until you see "Install" button
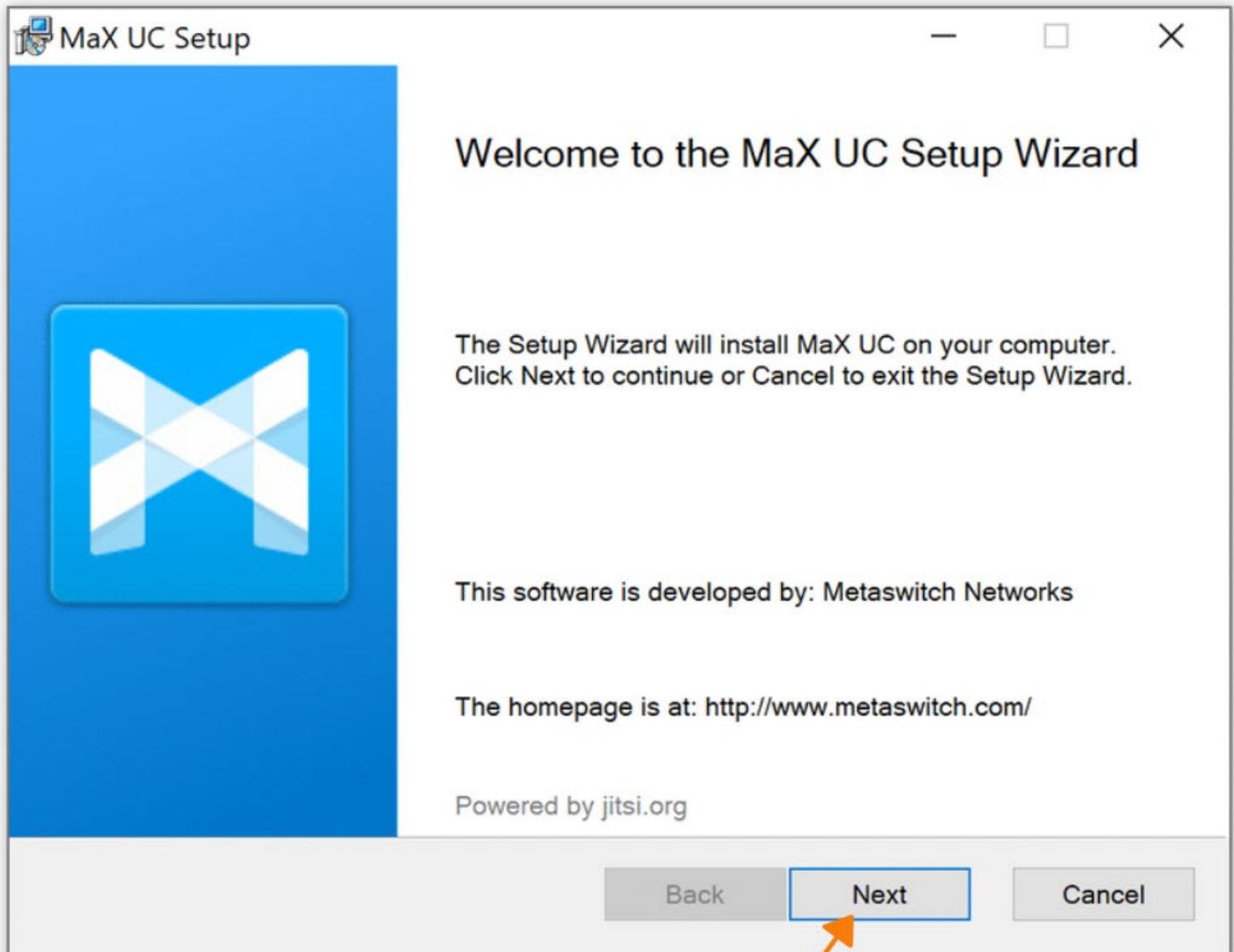
4. Click 'Install'.

Note - Your company firewall may block the installation and ask for admin login/password. If asked for admin password please contact your local network administrator
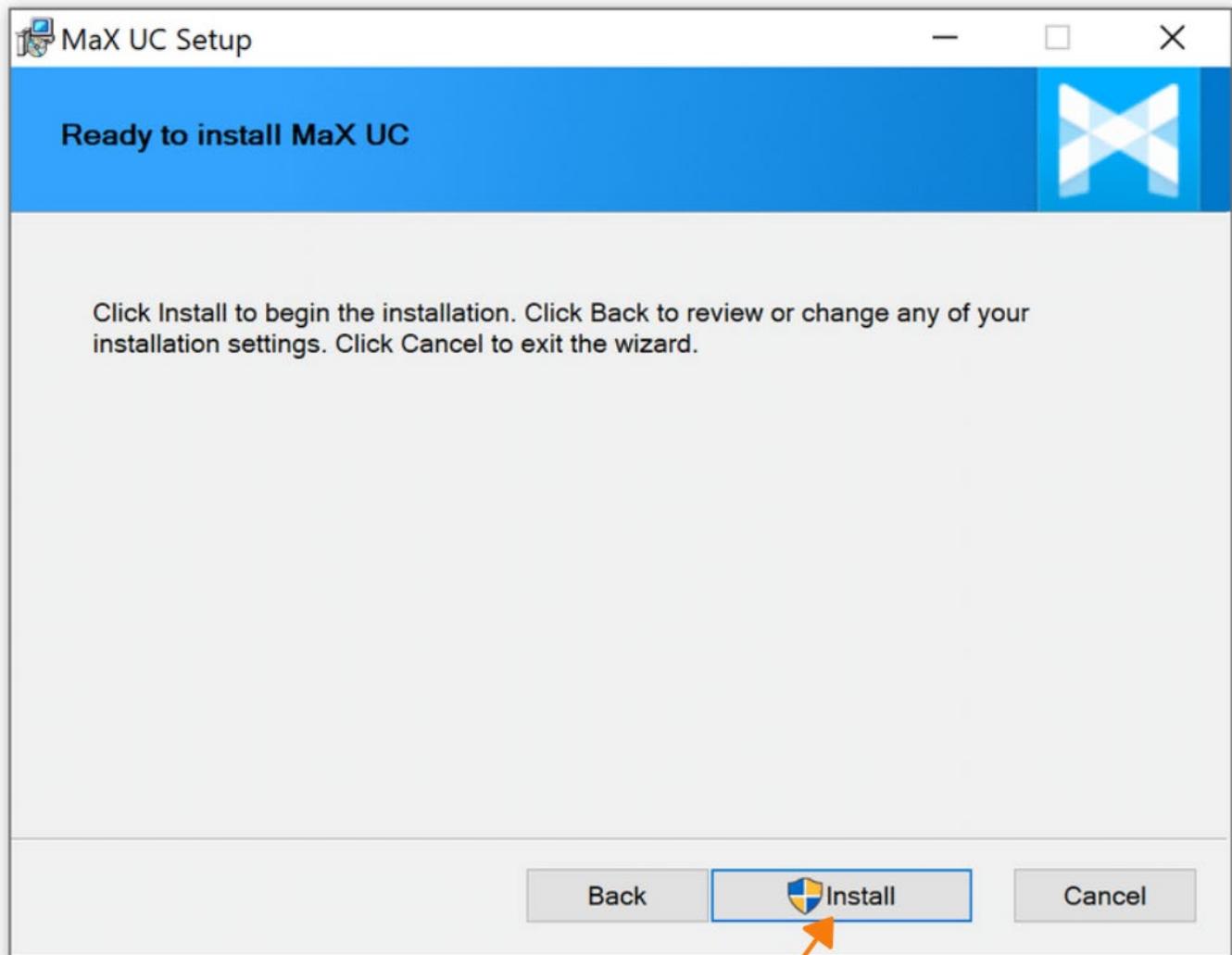
5. Next a new window pops up, click 'Log in Manually' to proceed
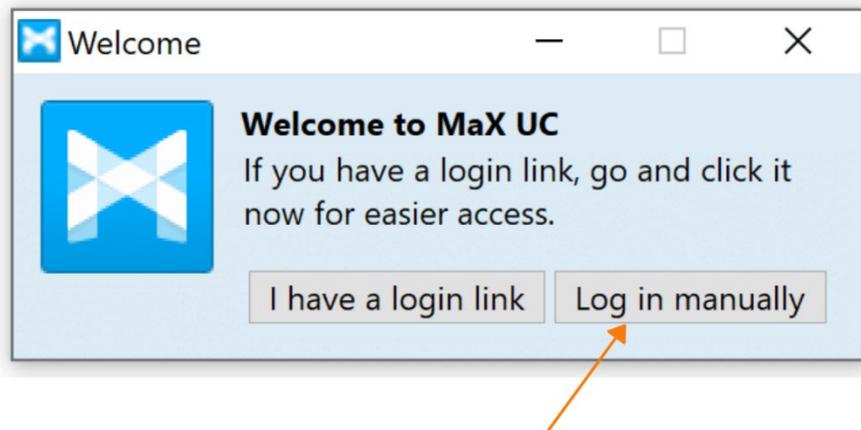
6. Please select First Communications from the dropdown Menu and hit 'OK'
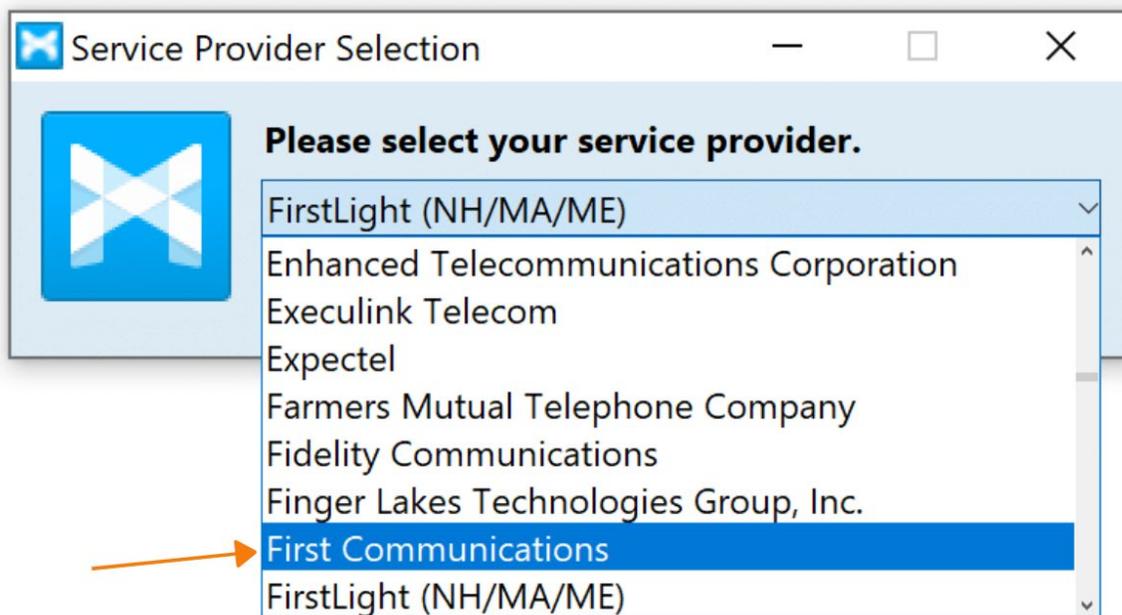
7. Please enter your email address and password to continue. Please contact business care (**800.860.2934** or email businesscare@firstcomm.com) to know your login credentials.
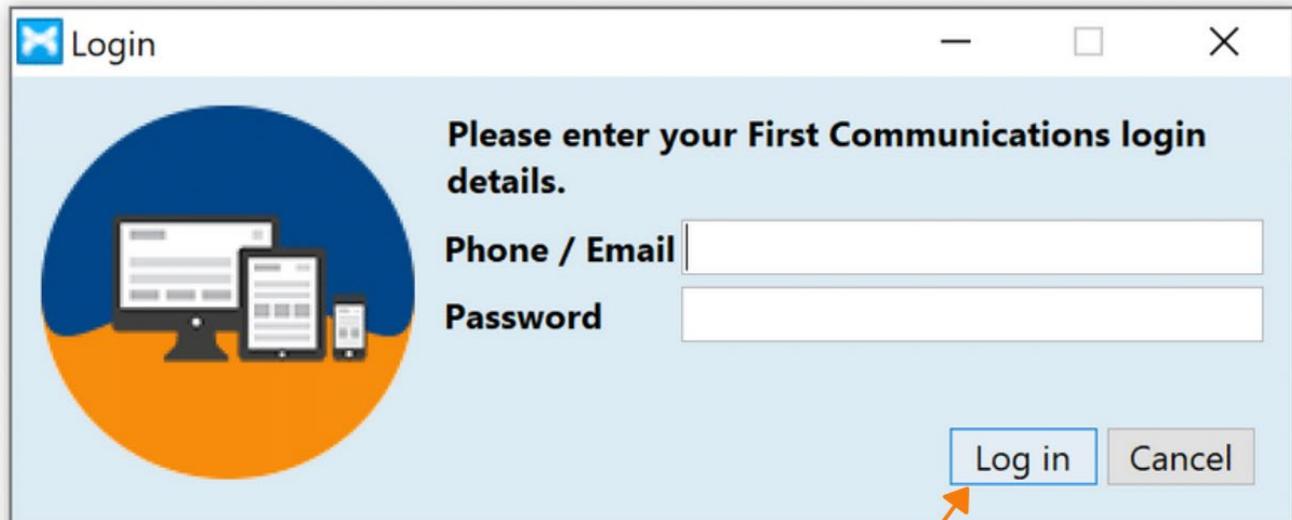
8. First time you login, you have to accept terms and conditions. Tick the checkbox below and hit 'Accept'
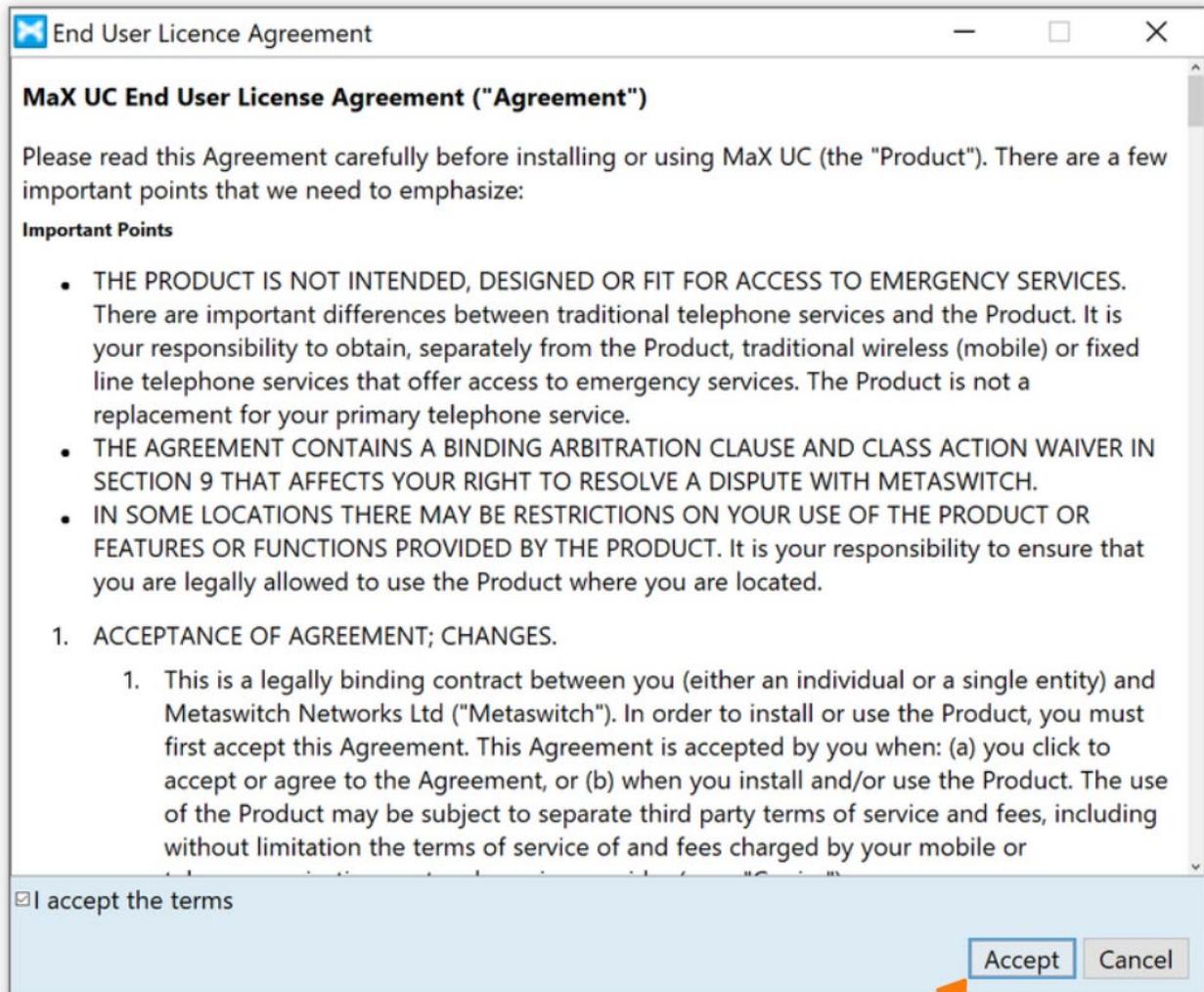
You can find Standalone UC MaX Meeting User Guide Here:

https://www.firstcomm.com/products/cloud-ip-pbx/user-guides/