MaX Meeting

QUICK START GUIDE

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

FIND YOUR PASSWORD

You need your **Armstrong Unified Voice (AUV)** phone number (or email address if you have set this up) and password to start using MaX Meeting. If you don't have this information, call us on **866-483-9127**. You are prompted to change the password as part of completing the login process.

DOWNLOAD AND INSTALL THE SOFTWARE

Download MaX Meeting here: ArmstrongOneWire.com/Business. When prompted, save the file, then find the file in your downloads folder and open it to begin the installation process.

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, select **Create**.
- From Outlook Calendar, select the **Start Instant Meeting** button in the Outlook Toolbar.

On the **Create a Meeting** window that appears, invite contacts to your Meeting using the **Send Email Invite** or **Copy Meeting Link** options. Then select **Start Meeting**.

The Meeting starts and contacts can select their invitation to join your Meeting.

SCHEDULE A MEETING

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

Select **Schedule** from the MaX Meeting client or **Schedule a Meeting** from your Outlook calendar to launch the **Schedule Meeting** window. Here, you can set the date, time, and length of the Meeting, set up Audio and Video options, and optionally set a password for participants.

Select **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 selecting 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 can either see the participant toolbar or the host toolbar at the bottom of the Meeting window.

Participant toolbar:

Host toolbar:

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SET UP YOUR AUDIO AND VIDEO

Select **Join Audio** to allow Meeting to use either your phone or your computer's microphone/speaker or a connected headset. Select **Leave Audio** to prevent Meeting from using your speaker and audio device.

During a Meeting, use the **Mute/Unmute** icon to toggle your microphone on and off. Select the drop-down menu next to the **Mute** icon and select **Audio Settings** to set up and test your microphone and speakers.
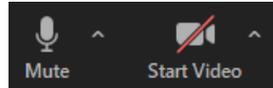
Use the **Start Video/Stop Video** icon to toggle your video on and off. Select the drop-down menu next to the **Video** icon and select **Video Settings** to set up your video. You can also set up a virtual background to disguise the surroundings in your video display. To do this, expand the menu next to the **Start Video** icon and select **Choose Virtual Background**.

Note: Your Service Provider must enable Virtual Backgrounds and this feature is only visible to Meeting participants if it is set up by the Meeting host in Advanced Settings.

SECURITY

Select the **Security** icon to access the following Meeting setup options.

− **Lock Meeting**. Lock/unlock the Meeting to new participants.

− **Enable Waiting Room**. Enable/disable the waiting room.

Toggle whether participants can **Share Screen**, **Chat**, and **Rename Themselves**.

INVITE CONTACTS AND VIEW PARTICIPANTS

Select the **Participants icon** 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. Select **More** to change your display name or edit your profile picture.

− Mouse over a participant and select **More** to access **Chat**. Meeting hosts can also see: **Ask to Start Video**, **Make Host**, **Allow Record**, **Rename**, **Put in Waiting Room**, and **Remove**.

At the bottom of the **Participants** window:

− **Invite**. Send a Meeting invitation to users via email or invite a SIP or H.323 room system to your Meeting.

− **Mute Me**. Put yourself on mute. Meeting hosts can **Mute All** or **Unmute All** participants.

The following icons provide additional information about each participant.

🎤 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.

− Select the **More** icon ⋯ to access the following options.

   − **Raise Hand/Unraise Hand**. Let the host know you have something say.

   − **Reclaim host**. Take back the role of Meeting host.

Meeting hosts can see the following options.

− **Mute Participants on Entry**. Mute all attendees as they join the Meeting.

− **Allow Participants to Unmute themselves**.

− **Allow Participants to Rename themselves**.

− **Play Enter/Exit Chime** when a participant joins or leaves the Meeting.

− **Enable Waiting Room**. New participants are put in a waiting room when they enter the Meeting. The host must manually admit participants.

− **Lock/Unlock Meeting**. No new attendees can join if the Meeting is locked.

SEND A MESSAGE TO MEETING ATTENDEES

Select **Chat** to open a Chat window and send a message to another Meeting attendee.
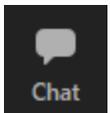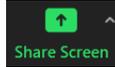
Select the **More** icon ⋯ to access the **Save Chat** option and (for Meeting hosts) select whether participants can chat with **No One**, **Host Only**, **Everyone Publicly**, or **Everyone Publicly and Privately**.

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SHARE YOUR SCREEN

Select **Share Screen** and choose the desktop or individual application window that you want to share.

Once you are screen sharing, you can see the following toolbar.

The Screen Share toolbar provides the following options:

- **New Share.** Select a new window or application to share.
- **Pause Share/Resume Share.** Pause or restart screen sharing.
- **Annotate.** Opens the **Annotation Toolbar** to annotate your shared screen using a variety of shapes and highlight tools.
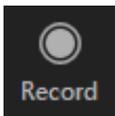

*Note: The* Annotate *option may not be visible if the host selects Disable Participants Annotation.*

- **More.** Access **Chat, Record, Disable participants annotation, Show Names of Annotators, Hide Floating Meeting Controls, Share computer sound,** and **Optimize Share for Full-screen Video Clip.**

Select Stop Share below the toolbar to exit screen sharing.

RECORD YOUR MEETING

 Select the **Record** icon to start recording the Meeting.
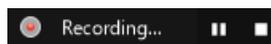
Select **Pause/Resume** on the toolbar or at the top-left of the screen to pause or resume the recording.

Select **Stop** to end the recording.

When the Meeting ends, you see a pop-up saying that the Meeting recording is being saved and converted to mp4 format.

The directory containing the saved recording 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 **General** tab in the Meeting **Options** window.

Note: The Record *option may not be visible if the Meeting host has disabled recording for the Meeting.*

ADDITIONAL MEETING WINDOW OPTIONS

 The **Full Screen** icon extends the Meeting display to full screen.

 Exit Full Screen exits the full-screen display.

 Gallery View shows the video for all participants.

 Speaker View shows the video for the person currently speaking.
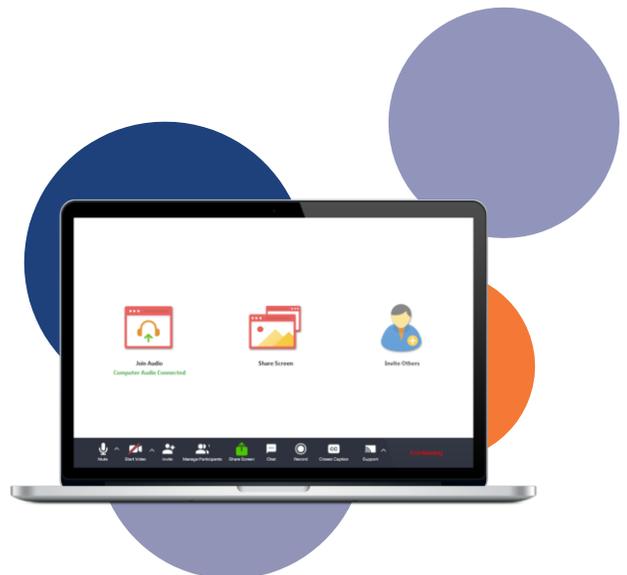
Select the **Information** icon to display the Meeting ID, Host, Invitation URL, and Participant ID.

The **Shield** icon shows that the Meeting is encrypted.

LEAVE THE MEETING

Select **Leave** to leave the Meeting.

If you are the Meeting host, select **End** and select **Leave** to leave the Meeting or **End Meeting for All** to end the Meeting for all participants.