


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.

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 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  to leave the meeting.


If you are the meeting host, click on  - 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** displays the video for the current speaker.

MORE QUESTIONS?

If you have any additional questions about Meeting, call us at **602.445.7777** or email [service@phoneware.us](mailto:service@phoneware.us).



602.445.7777    [www.phoneware.us](http://www.phoneware.us)



MaX Meeting  
Quick Start Guide



MaX MEETING

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 will need **the Phoneware** CommPortal 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 **602.445.7777**. You will be prompted to change the password as part of completing the login process.

DOWNLOAD AND INSTALL THE SOFTWARE

First, download the MaX Meeting application here:

<https://azphoneware.com/max-meeting-desk-sw>

When prompted, save the file, then find the file in your downloads folder and open it to begin the installation process.

If you are using Outlook, also download the Outlook Calendar plugin for Windows:

<https://azphoneware.com/max-meeting-desk-sw>

SET UP A MEETING

- In the MaX Meeting client, click the **Start Without Video** or **Start With Video** button. You can choose to start an instant meeting from the MaX Meeting client or directly from your Outlook calendar.
- 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 the **Schedule A Meeting** option 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.

Then click **Schedule** to open the meeting invitation and select the participants you want to invite to the meeting 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.

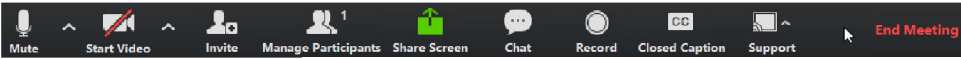
EXPLORE THE MEETING WINDOW

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 .

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.

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

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 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.

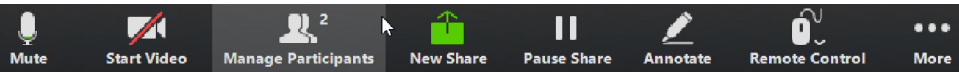
- The participant is currently speaking.
- The participant's microphone is on.
- The participant's microphone is muted.
- The participant's video camera is on.
- The participant's video camera is off.
- The participant has raised their hand.

SHARE YOUR SCREEN

Click on **Share Screen** 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 **Stop Share** below the toolbar to exit screen sharing.