MaX Meeting
(mobile)

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

If you have set up MaX UC Mobile with Meeting, you can invite any of your contacts to join you in a Meeting, even if they do not have MaX UC Mobile!

FIND YOUR PASSWORD

You will need your Phoneware phone number (or email address) and password to use MaX UC Mobile with MaX Meeting. If you don't have this information, please contact support (see the bottom of this document).

Search for MaX UC in the Apple App Store or Google Play Store and select Install to download the app to your device. Check the Terms & Conditions and select Accept & Continue.

Select OPEN on the app and select Phoneware as your carrier.

Enter your Phoneware phone number or email address and password and then select log in.

If you want to have the ability to switch calls to your own cellular network (for example, if you move to an area with poor mobile data connection during a call made on MaX UC Mobile) enter your own mobile number and select CONTINUE.

START A MEETING

In MaX UC Mobile, you can send a Meeting invitation:

– By selecting the **Create** option on the MaX UC Mobile **Meetings** tab.

– From your **Contacts** list or while viewing a contact's details.

– While chatting to a contact using Instant Messaging.

– When you are in a call.

When you start a Meeting, you are prompted to select the contacts you want to invite to join you in the Meeting. You can then start the Meeting and contacts can select the invitation to join your Meeting.
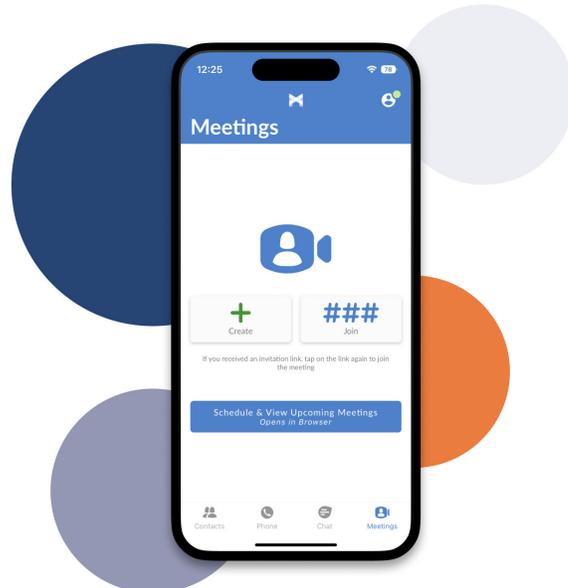
SCHEDULE A MEETING

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

On the **Meetings** tab, select **Schedule & View Upcoming Meetings (Opens in Browser)** to launch your **Meetings** web page.

Sign in to your **CommPortal** account.

Select **Schedule a Meeting**. On the Schedule a Meeting page, you can configure the Meeting Topic and **Description**, the date, time, and length of the Meeting, set up audio and video options, and configure a password for Meeting participants.

Select **Save** to schedule the Meeting. After scheduling the Meeting, select one of the **Calendar** options to add the Meeting to your calendar.

JOIN A MEETING

You can join a Meeting by selecting the on-screen invitation. Alternatively, you can join a Meeting using the MaX UC Mobile **Meetings** tab. Select **Join**, enter the Meeting ID, and then select **Join Meeting**.
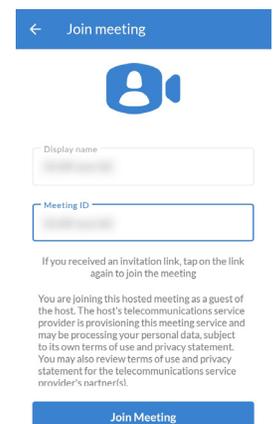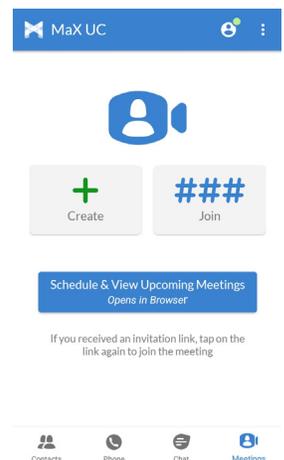
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MEETING OPTIONS

While a Meeting is in progress, you can see the following toolbar at the bottom of the Meeting window.

| Mute | Stop Video | Share | Participants 1 | More |

- Select **Mute/Unmute** to toggle your microphone on/off.
- Select **Start Video/Stop Video** to toggle your video on/off.

SHARE

You can share several items during a Meeting. Select **Share** and select one of the following options.

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

- **Photo**. Select **File, Drive, Photos, OneDrive, or Gallery** to navigate to the image you want to share.
- **Document**. Select a file to share (not available on iOS).
- **Web URL.** Enter a URL to share.
- **Bookmark.** Select a bookmark to share.
- **Screen**. Share your screen (not available on iOS).
- **Camera. Share your camera.**
- **Share Whiteboard**. Opens the whiteboard (not available on iOS). Select the Pen icon to access the following annotation tools.

    - **Pen**. Write or draw on the screen.
    - **Eraser**. Swipe over a section of the screen to delete the content.
    - **Color**. Change the color of your writing tool.
    - **Line**. Change the line thickness of your writing tool.
    - **Spotlight**. Swipe or select the screen to move the pointer.
    - **Delete**. Select Clear My Drawing, Clear All Drawings, Clear Others' Drawings.
    - More. Turn on Smart Recognition, Save to Album, New Whiteboard, View All Whiteboards (select Edit and tap on the Whiteboards you want to delete).

The following icons provide additional information about Meeting participants.

	Speaking		Raise hand
	Microphone on		Microphone muted
	Video on		Video off
	Yes		No
	Go slower		Go faster
	Need a break		
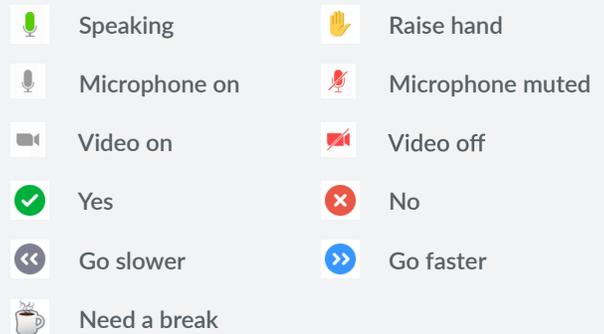
PARTICIPANTS

Select **Participants** to see who has joined the Meeting. You can access the following options on the **Participants** page.

- Select your name to see the options to **Raise Hand** or **Rename** yourself.
- **Select Invite** then **Add Participants to Meeting**. Start typing the name of a contact and select an existing MaX UC Mobile contact, then select Invite to Meeting to send a Meeting invitation. To invite non-MaX UC contacts, select Invite Others and select one of the available options to send an invite via email, copy the Meeting Link to send via other means, or invite a contact by phone.

Meeting hosts can also access the following options.

- Select a participant and select **Mute**, **Rename**, **Put in Waiting Room**, or **Remove**.
- **Mute All/Unmute All.**
- Select **More** then **Clear All Feedback** to dismiss all participant reactions.

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MORE

Select **More** to access the following Meeting settings.

- **Security:**
  - **Settings: Lock Meeting** (no new attendees can join), **Waiting Room** (Participants joining the Meeting are held in a Waiting Room until the host admits them), **Hide All Profile Pictures.**
  - **Allow Participants to: Share Screen, Chat with (No One, Host and co-hosts, Everyone, Everyone and anyone directly), Start Video, Rename** (allow participants to change their onscreen name), **Unmute.**

- **Polls.** Create a new poll or quiz.

- **Chat.** Opens the chat window. Select a chat to continue the conversation or enter a new comment in the text box.

- **Meeting Settings:**
  - **Host Controls: Meeting Topic, Mute upon Entry** (mute participants joining the Meeting), **Play Join and Leave Sound** (when a participant joins or leaves the Meeting).
  - **General: Always Show Meeting Controls, Show Name when Participants Join, Show Non-Video Participants, Play Sound for Chat and Raise Hand.**

- **Minimize Meeting.** Minimize the Meeting window.

- **Virtual Background.** Add a Virtual Background to your Meeting to disguise the background in your video.

- Disconnect Audio. Stop connecting to the Meeting audio.

MEETING REACTIONS

Select **More** then select an icon at the bottom of the window to send non-verbal feedback to the Meeting Host or display an emoji on your video for ten seconds. The icon displays on your video and opposite your name in the Participants window until dismissed.
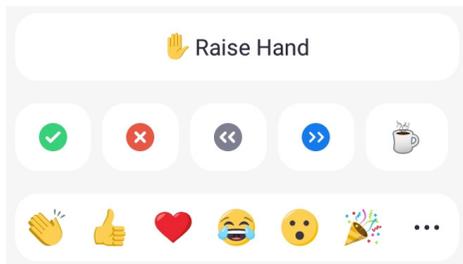
MEETING WINDOW OPTIONS

The central Meeting window shows the **Speaker View.** Swipe right on the main screen to enter **Safe Driving Mode** or swipe left to see the **Gallery View.**

In **Driving Mode**, your microphone is automatically muted. Select **Tap to Speak** to unmute your microphone and speak, then select **Done Speaking** to mute your microphone again. Swipe left to leave **Driving Mode** and return to **Speaker View.**
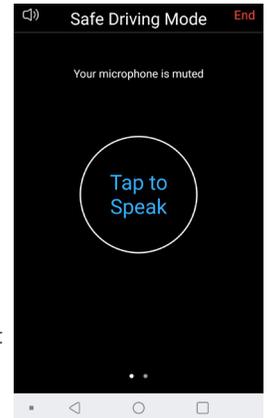
Gallery Mode displays a video for each of the Meeting attendees. Swipe right to leave **Gallery Mode** and return to **Speaker View.**

LEAVE THE MEETING

Leave Participants can select **Leave** to leave the Meeting.

End The Meeting host can select **End** then:

- **Assign and Leave** to assign a new host after leaving the Meeting.

- **End Meeting for All** to end the Meeting for all participants.
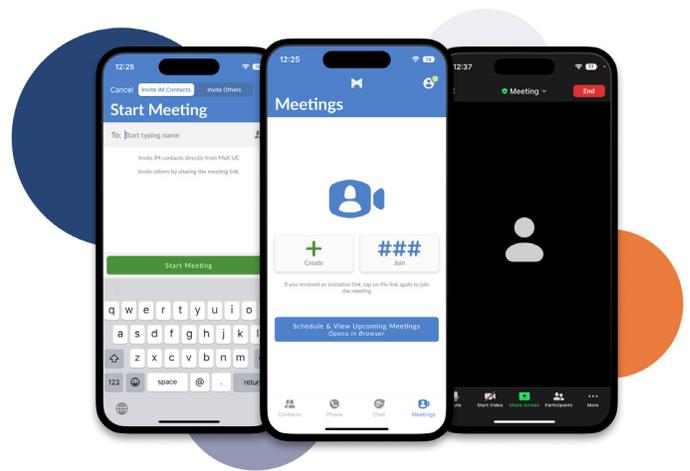
MORE QUESTIONS?

If you have any additional questions, please contact us:
- via email: support@phoneware.us
- via phone or text message: (602) 445-7777
- via web chat: https://phoneware.us