



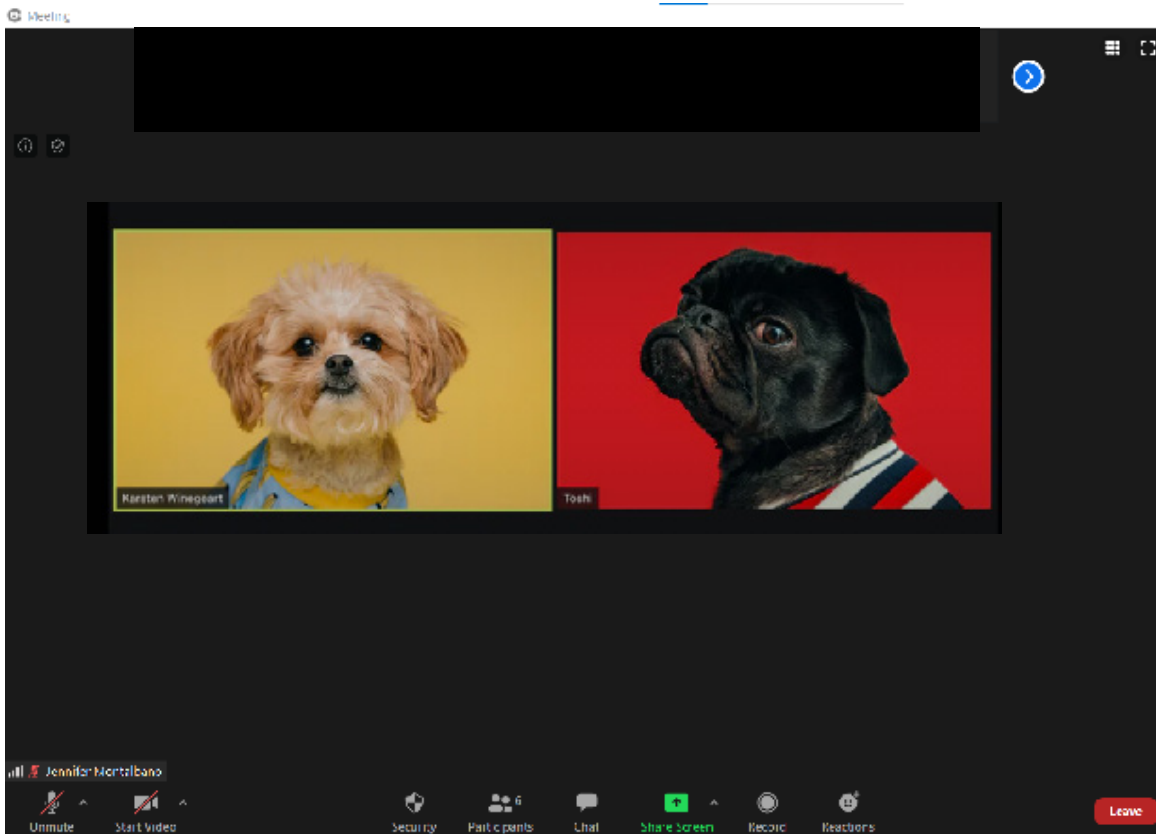
MaX Meeting Participant

Download + Tools

QUICK REFERENCE GUIDE



JANUARY 2023



GETTING STARTED - WHAT YOU NEED TO KNOW

WHAT IS MaX MEETING?

MaX Meeting is a web conferencing and collaboration tool that enables audio and video conferencing from PC'S, MAC'S and smart devices including tablets, iPhones, iPads, and Android devices.

Download MaX UC to your smart device:

The first time you join a MaX Meeting, you will need to download the MaX UC Application. This process takes approximately 2-4 minutes.

The steps to download the MaX UC app are the same regardless of the device, but the screens may vary based on the platform and version.

Once you receive the invitation, with your device, go the appropriate page listed below and follow the download instructions.

Device	How to Download	In Meeting Tools
iPhone, iPad	Page 2	Page 3
MAC	Page 2	Page 4
Android	Page 5	Page 6
PC	Page 5	Page 7

As a meeting participant, you will have access to some of the meeting tools. The most common meeting tools are:

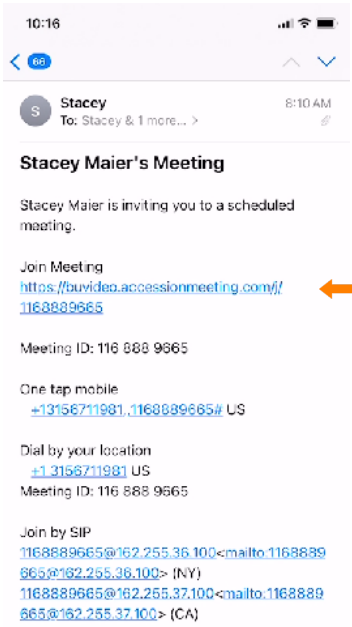
- + **Mute/Unmute** when permitted by the host, you can mute and unmute yourself.
- + **Raise hand** allows you to put a raised hand in the window to alert the host you have a question.
- + **Non-verbal commands** alerts the host with emoji's to avoid interrupting the presenter.
- + **Chat** allows you to send a written chat to an individual or all meeting participants.

NEED HELP?

A Help Desk number is available if you need assistance. Dial 315-671-6262 from any telephone.

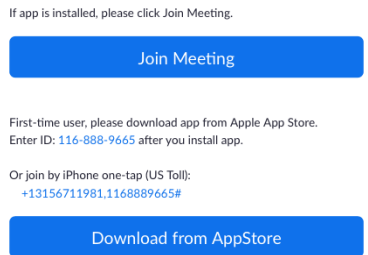
DOWNLOAD + JOIN THE MEETING FROM IPHONE, IPAD or MAC

- 1. Open the meeting invitation you received in your email.
- 2. Click on the blue meeting link in the email.

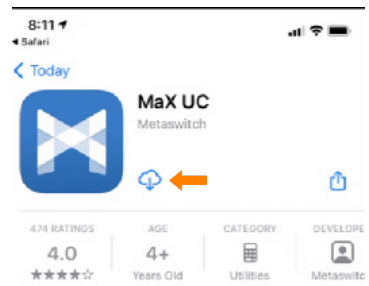


- 3. The next screen will vary slightly between the iPhone and the iPad. Select **Download from AppStore**. The AppStore will open to the download screen for MaX UC. If you are not automatically redirected to the AppStore, go to AppStore on your device and search for MaXUC.

- 4. Copy or write down the meeting ID. You will need this to join the meeting for the first time. The next time you click on the meeting link, it will open the App and connect you to the meeting.



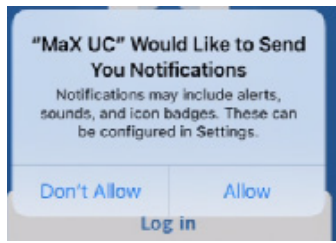
- 5. Click on the Cloud symbol to begin the download.



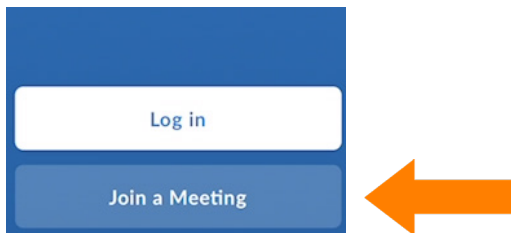
- 6. When the download is complete, Click **Open**.



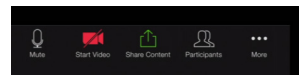
- 7. If prompted, allow MaX UC to send notifications.



- 8. On the next screen, select **Join Meeting**.



You are now in the meeting and your screen should look similar to the one below. See [page 3](#) for In Meeting tools on an iPhone or iPad. See [page 4](#) for In Meeting tools on a MAC.



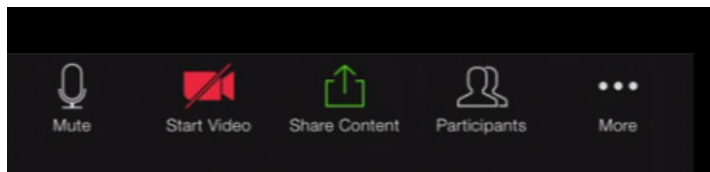
IMPORTANT

You can also download the app by going directly to the AppStore and searching for MaX UC

IN MEETING TOOLS ON IPHONE OR IPAD

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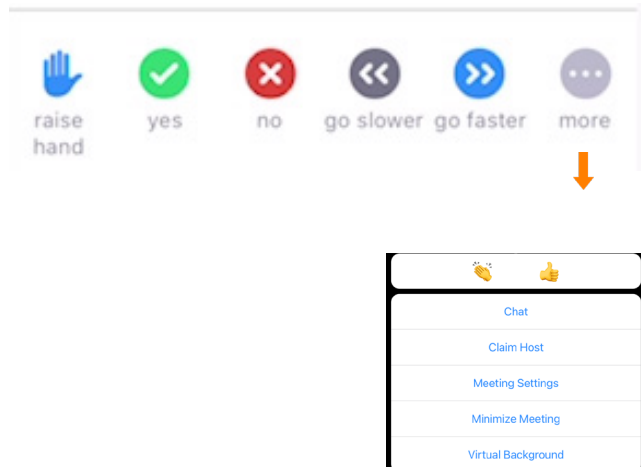
Once you have joined the meeting, tap anywhere in the meeting window to view the taskbar. The task bar will be either at the top or the bottom of the meeting window depending on the device you are using.



- + **Leave/End** will remove you from the meeting. You will receive a confirmation screen before being disconnected.
NOTE: On an iPhone you will see **End** at the top of the meeting window. On an iPad, **Leave** is in the taskbar with the other commands.
- + **Mute** will mute your microphone and eliminate background noises. The host will be may mute all participants and you should remain on mute throughout the meeting unless otherwise instructed.
- + **Start/Stop Video** turns your video on and off.
- + **Share Content** opens up the screen share option.
- + **Participants** brings up the list of meeting attendees as well as participant commands. (See below).
- + **More** brings up additional options, including the **Chat** feature.

PARTICIPANT COMMANDS

To view the participant list and participant commands, click on the participant icon in the task bar. The top of the participant window shows the other meeting attendees. The bottom portion gives non-verbal commands and reactions. Click each command once to activate it.



- + **Raise hand** will put a hand next to your name in the participant window to alert the host that you have a question.
- + **Yes/no** allows you to answer questions presented by the host.
- + **Go slower/faster** tells the moderator to change the speed in which they are presenting/speaking.
- + **More** shows additional participant options.
- + **Applause/thumbs up** will display in the window when clicked.
- + **Chat** opens the chat window. Chat with the host or all attendees.
- + **Meeting settings** opens a settings menu.
- + **Minimize meeting** minimizes the meeting.
- + **Virtual background** allows you to set a background of your choosing.

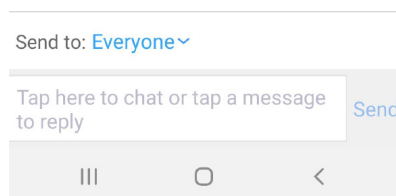
To open the Chat window, click on **Chat**. The chat window opens. To send the chat to all participants, enter your chat in the box and click **Send**.

To send a private chat, click the dropdown next to **Everyone** and choose the attendee or host.

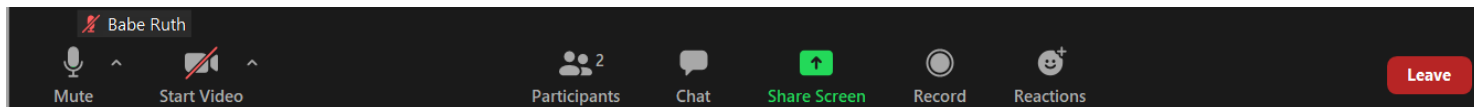
NOTE: The host can disable the ability for attendees to chat with each other.

The chats will appear in the window above the chat box.

NOTE: To toggle between speaker view and gallery view on the iPad, tap the screen to see the command in the upper left hand corner. to toggle between speaker view and gallery view on the iPhone, slide your screen left or right.



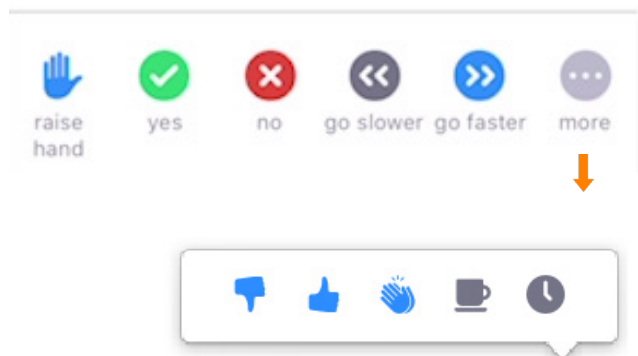
Once you have joined the meeting, hover near the bottom of the meeting window to view the taskbar.



- + **Mute** will mute your microphone and eliminate background noises. The host may mute all participants and you should remain on mute throughout the meeting unless otherwise instructed. Click on the arrow for additional audio options.
- + **Start/Stop Video** turns your video on and off. Click on the arrow for additional video options.
- + **Participants** brings up the list of meeting attendees as well as participant controls. (See below).
- + **Chat** opens the chat window. Chat with the host or all attendees.
- + **Share Screen** opens up the screen share option.
- + **Record** starts recording the meeting to the local PC. The host must allow permission.
- + **Reactions** displays applause and thumbs up emojis. When clicked, they will appear in the participant window.
- + **Leave** will remove you from the meeting. You will receive a confirmation screen before being disconnected.

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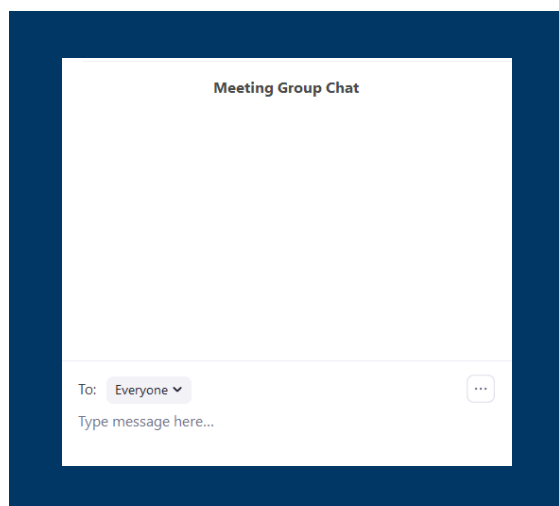
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- + **Go slower/faster** tells the moderator to change the speed in which they are presenting/speaking.
- + **More** shows additional non-verbal feedback emojis.
 - + **Thumbs up/thumbs down.**
 - + **Applause.**
 - + **Need a break.**
 - + **Away.**

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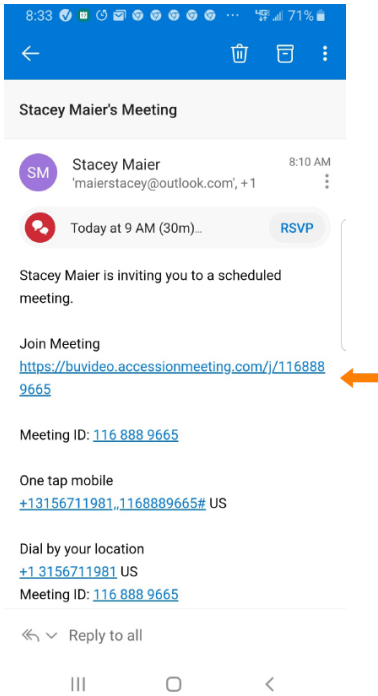
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DOWNLOAD + JOIN THE MEETING FROM AN ANDROID DEVICE or PC (FIRST TIME)

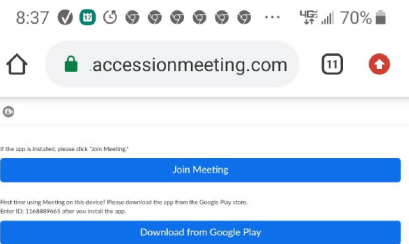
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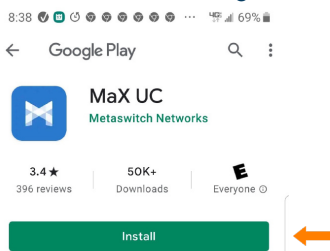
3. On the next screen select **Download from Google Play**. The Play Store will open to the download screen for MaX UC.

If you are not automatically redirected to the Play Store, go to the Play Store on your device and search for MaX UC.

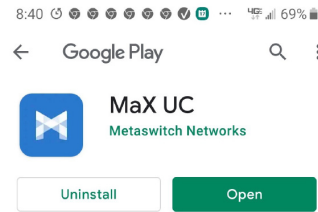
4. Copy or write down the meeting ID. You will need this to join the meeting for the first time. The next time you click on the meeting link, it will open the App and connect you to the meeting.



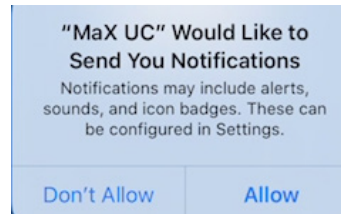
5. Click on **Install** to begin the download.



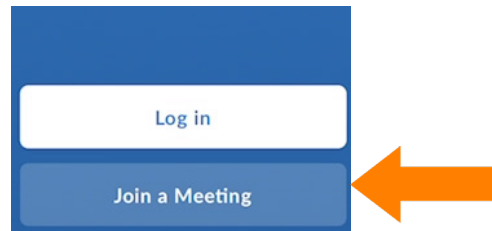
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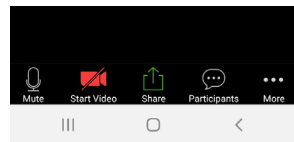
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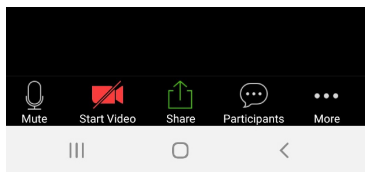


IMPORTANT

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IN MEETING TOOLS ON ANDROID DEVICES

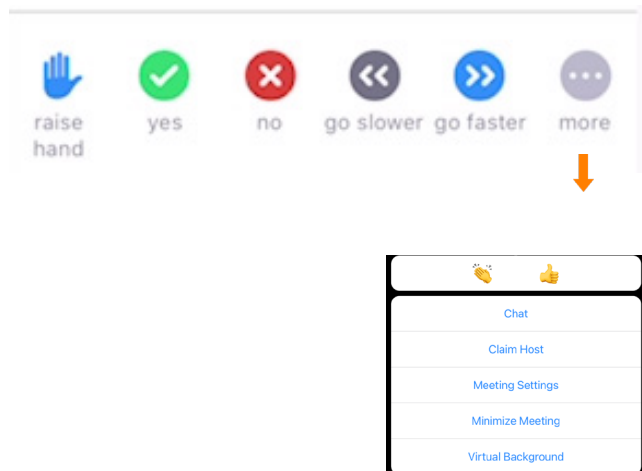
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- + **Leave** will appear at the top of the meeting window and will remove you from the meeting. You will receive a confirmation screen before being disconnected.
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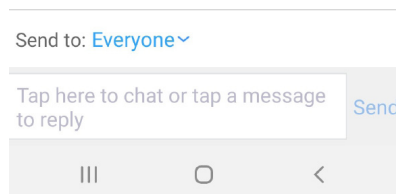
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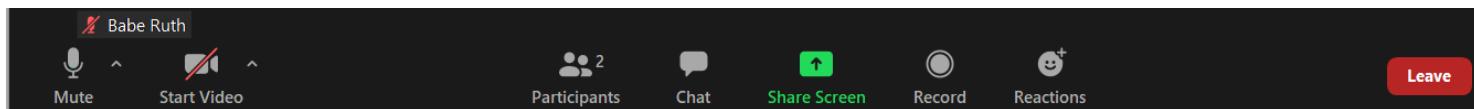
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IN MEETING TOOLS ON A PC

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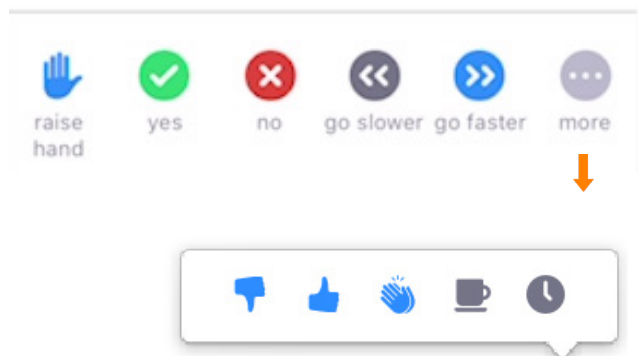
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