## SEND A MESSAGE TO MEETING ATTENDEES

Click on **Chat** to open a Chat window and send a message to another meeting attendee.

Click on **Save Chat** 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 MaX 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 **Leave Meeting** to leave the meeting.

If you are the meeting host, click on **End Meeting** - this will end the meeting for all participants.

ADDITIONAL MEETING WINDOW OPTIONS

Enter Full Screen extends the meeting display to a full-screen display.

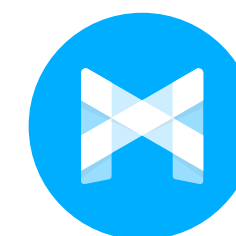**Exit Full Screen** exits the full-screen display.

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 MaX Meeting, call us at 888-389-2899 or email customerservice@airespring.com.

airespring®
Cloud, Fully Managed and Connected

MaX Meeting for Desktop Quick Start Guide

MaX Meeting for Desktop

Phone: 888-389-2899
Website: www.airespring.com

600 Cleveland Street, Suite 226
Clearwater, FL 33755

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.

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

FIND YOUR PASSWORD

You will need your AireSpring CommPortal phone number and password to start using MaX Communicator for Desktop and MaX Meeting. If you don't have this information, call Customer Service at 888-389-2899, Option1.

DOWNLOAD AND INSTALL THE SOFTWARE

- First, download MaX Communicator for Desktop here: https://commportal.airespring.com

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

SET UP A MAX MEETING

You can choose to start an instant meeting from MaX Desktop, from the CommPortal dashboard, or directly from your Outlook calendar.

Within MaX Desktop, you can send a meeting invitation:

- using the MaX Desktop File menu
- 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 simply click on the invitation to join 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 MaX Desktop, from the CommPortal dashboard, 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 MaX Meeting is added to the participant's calendar.
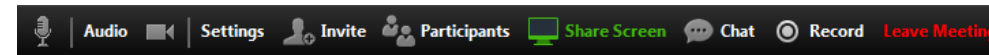
JOIN A MEETING

You can join a MaX Meeting by clicking on the on-screen invitation or by opening the Meeting URL in a browser.
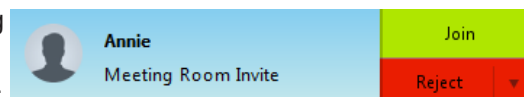
EXPLORE THE MEETING WINDOW

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 .

Click on **Audio** to change your audio options.

- Select **Join Audio** to allow MaX to use either your phone or your computer's microphone and speaker.
- Select **Leave Audio** to prevent MaX 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.

Raise Hand - let the meeting host know you have something say

Rename - change your display name.

If you are the meeting host, click on **Manage Participants** to access the **Participants** window.

Meeting hosts can use the following additional options to manage participants:

Mute All or **Unmute All** , or **Mute** to mute a specific individual.

Lock Screen Share to prevent meeting attendees from sharing their screen.

More > to access additional options, including:

- **Mute 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.

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.
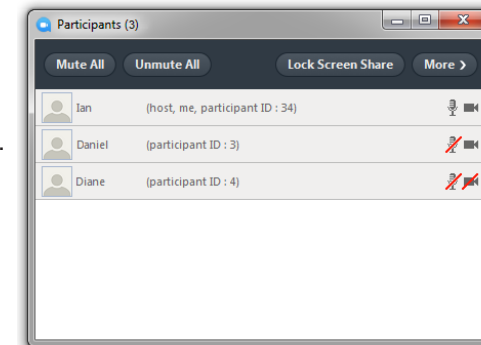
SHARE YOUR SCREEN

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:

- **Pause/Resume** screen sharing.
- **Share a New Window** - select a new window to share.
- **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.*
- **Mute** - toggle your microphone on and off.
- **Stop/Start Video** - toggle your video sharing on and off.
- **More** - access Chat, Record, Settings, and Audio Conference options.

Click **Stop Share** to exit screen sharing.