

MaX Meeting

COMPANY LOGO

QUICK START GUIDE

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 also appears 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 **Leave Meeting** to leave the meeting.

If you are the meeting host, click **End Meeting** to end the meeting for all participants.

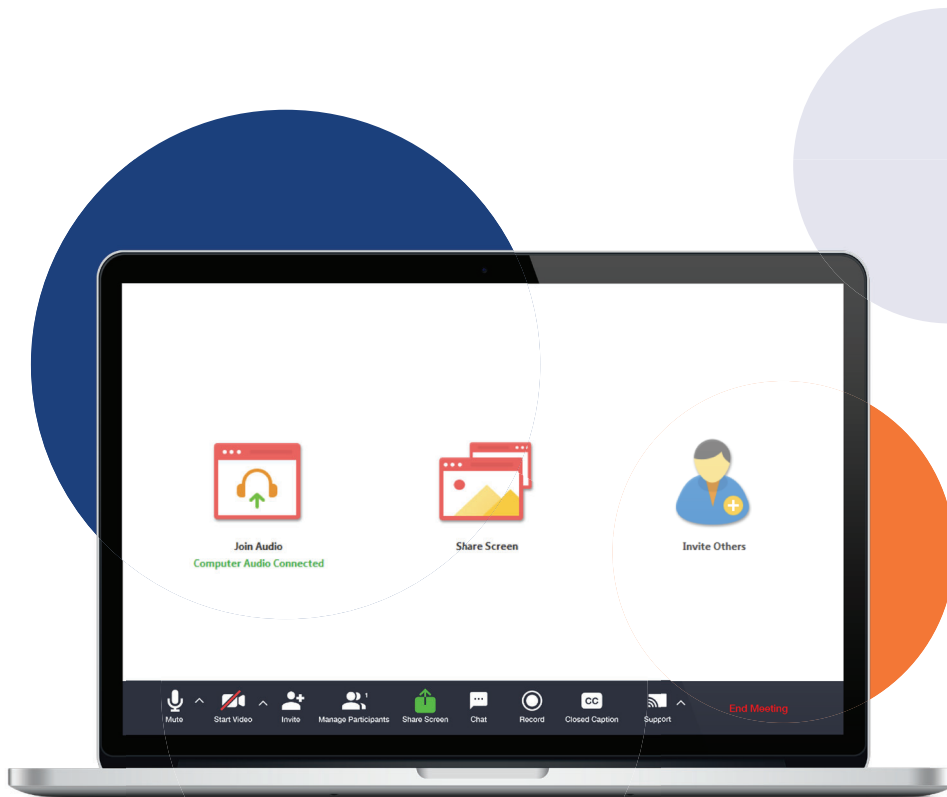
ADDITIONAL MEETING WINDOW OPTIONS

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

 **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 1 (877) CALL-GTB or email custservice@gtb.net.