



MaX UC / MaX Meeting / Plugin Installation Guide



Green Platform

This guide explains how to install MaX UC Mobile, MaX UC Desktop, and MaX Meeting Outlook Plugin.

Credentials

To use and log into the application, you will need your **direct dial phone number** and CommPortal (application) **password**. If you don't have this information, please see your system administrator or contact Telesystem.

You may be prompted to update your password the first time you login or if the password has been reset. Passwords must be between 12-20 characters long and contain an upper case letter, lower case letter, character, and number. Passwords may not have a numeric sequence (ex: 12345) or match part of your direct dial phone number.

MaX UC Mobile Installation

Call, chat, or meet with the application on your cell phone or tablet.

Installation

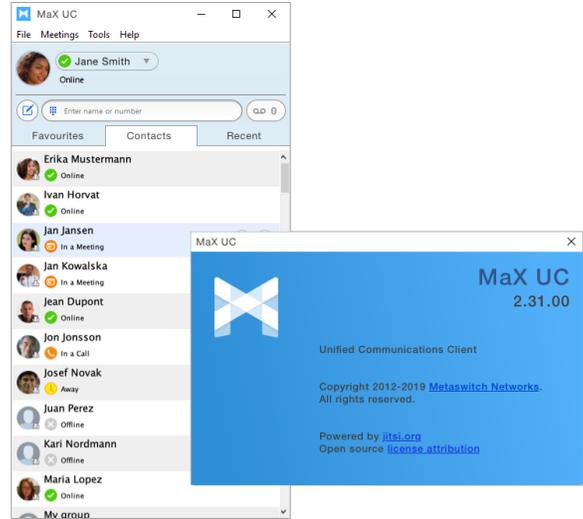
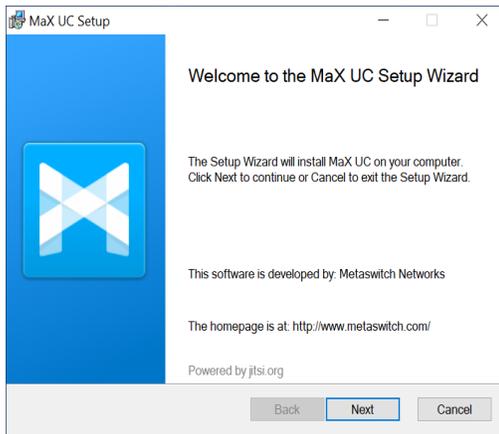
1. **Search** for *MaX UC* in the App Store or Google Play
2. **Download** the app to your device
3. After the download completes, tap the  icon to launch the application.
IMPORTANT: The first time you open the application, be sure to allow all access to your contacts, notifications, and microphone to get full use of the application.
4. Tap **Log in**.
5. Choose **Telesystem** from the drop down list.
6. In the Terms of use screen, read the Terms & Conditions, allow incoming and outgoing calls, then touch **Accept** to continue.
7. In the Login screen, enter the credentials of your ten digit phone number and CommPortal password then tap **Log in**.



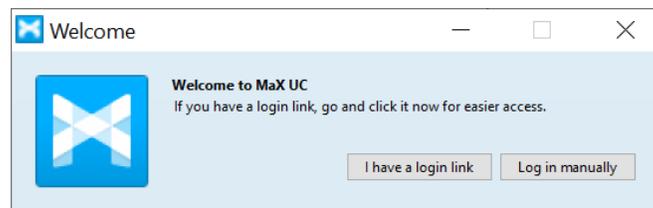
Desktop MaX UC Installation

Call, chat, or meet with the application on your PC or MAC computer. Please note that the installed application will look different based on the services (meeting only/voice only/etc) you have on your account.

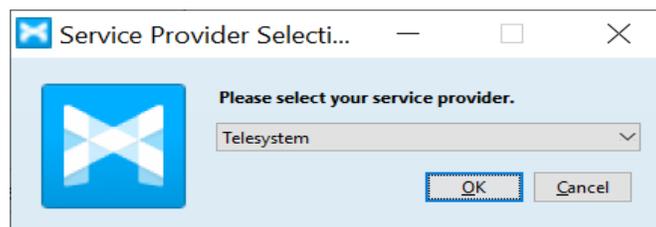
1. Download the software by going to <https://www.telesystem.us/UC-Green/>.
2. When the download of the exe file completes, Choose to *Run* the file to launch the Setup Wizard.



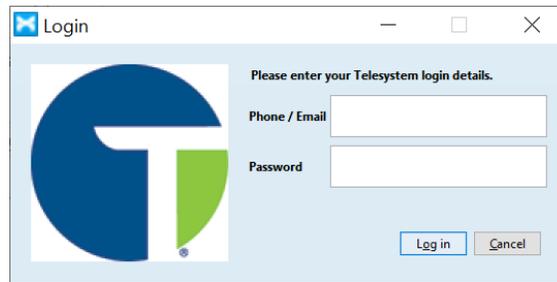
3. Allow the Setup Wizard to complete by clicking on the *Next* and *Install and Finish* options on the following screens to complete the installation.
4. If the application does not launch automatically, you may do so by choosing the *MaX UC*  icon on the start menu or desktop.
5. Click *Log in manually*



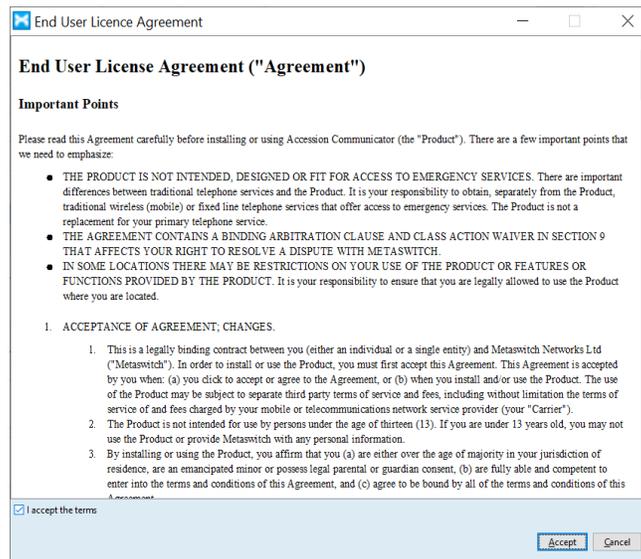
6. Choose **Telesystem** from the drop down then click OK.



7. In the next screen, enter your direct phone number and current CommPortal password as your credentials. Then, click the Log in button.



8. The first time you install Max UC, you must read the End User License Agreement, place a checkmark by "I accept the terms", then click Accept.



9. If credentials were entered properly, MaX UC will launch for the first time.

MaX Meeting Outlook Plugin Installation

Manage and create your MaX Meetings easily with an outlook plugin.

Installation

1. Download the software by going to <https://www.telesystem.us/UC-Green/>.
2. When the download of the exe file completes, choose to *Run/launch* it to install. If prompted, keep choosing the *Next* and *Install and Finish* options on the following screens until installation is complete.
3. Restart Outlook. The *Schedule a Meeting* option will appear when sending calendar invitations from Outlook to integrate the outlook calendar with your *Meeting* application.

