



SETUP GUIDE

gloCOM Meeting GO - iOS

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gloCOM Meeting GO allows users to participate in meetings on the go. User can carry their own office in a pocket and take part in audio and video conferences, in which they can send messages to the meeting participants and view the shared screen.

This application serves as a viewer app for meetings hosted on the PBXware network. The user only needs the meeting number from the organizer to join.

Installation

- Open the [gloCOM Meeting GO app](#) on the iOS mobile device to download the application. (Alternatively, Go to the App Store & Search for the gloCOM Meeting GO app.)
- Install app.
- Then Open the app.

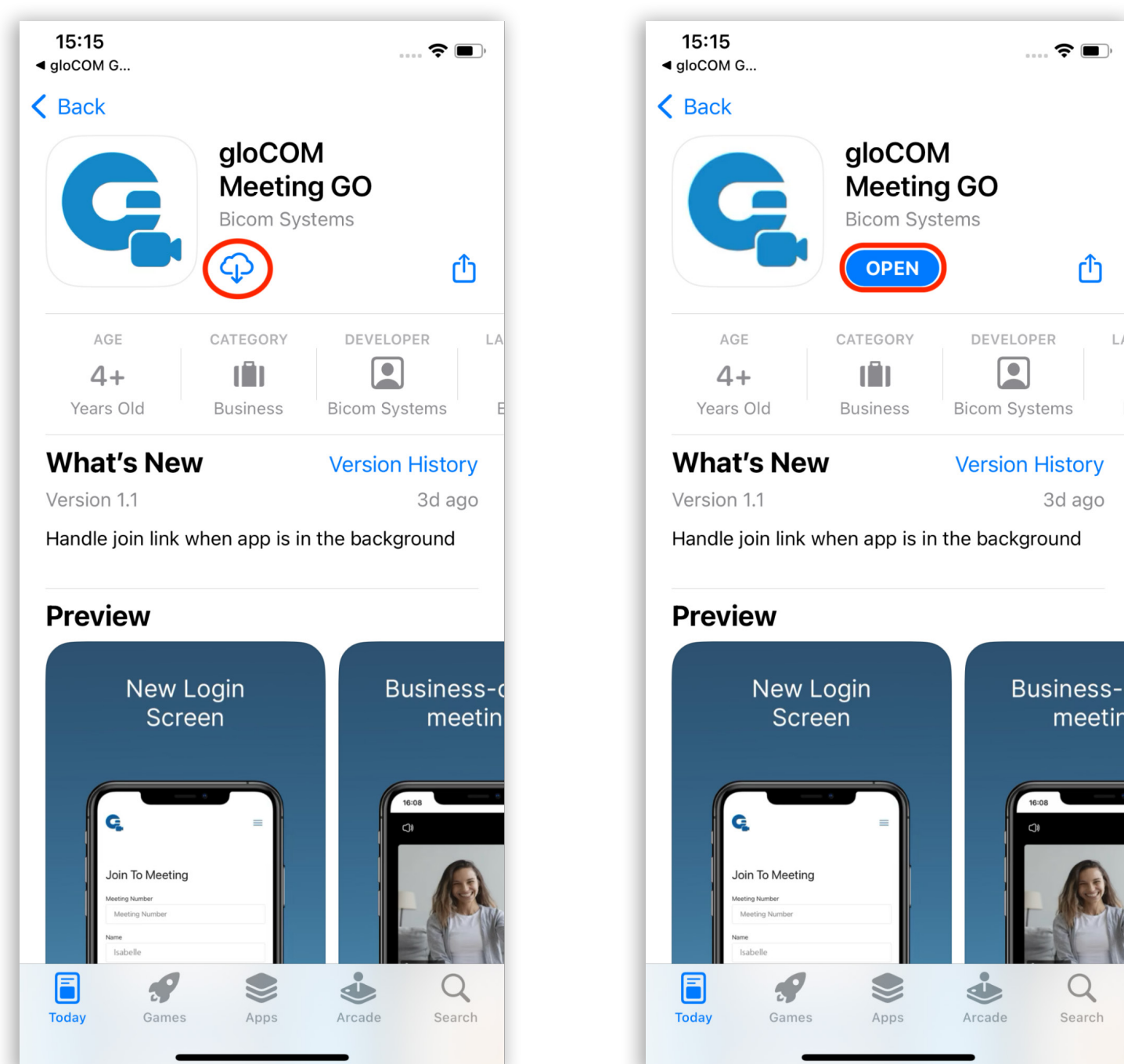


Figure 1. Installing (on the left picture) and starting (on the right picture) the app

Joining To Meeting

On the App start, there are three text inputs on the first (join) screen:

- **Meeting number** - the number of the meeting provided to the user by the meeting organizer
- **Name** - represents the name that will be used for a user in the meeting
- **Email** - user's email address

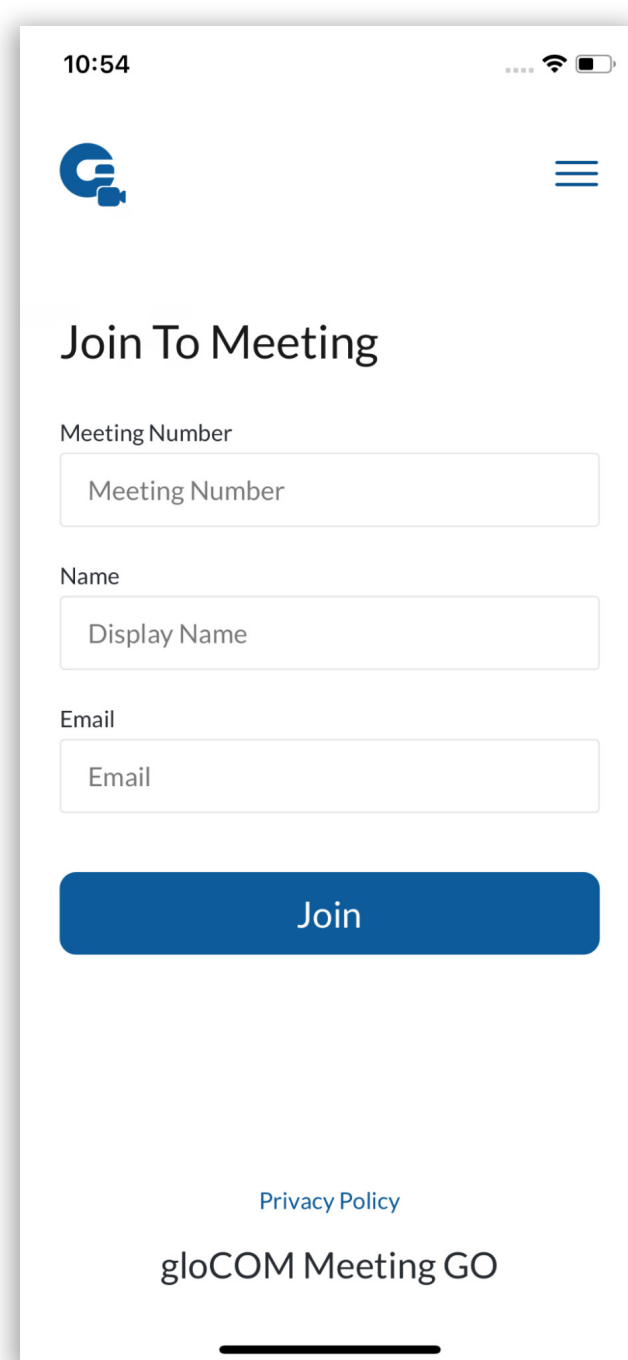


Figure 2. Join screen without any data

The Meeting Number and **Email** are used for authorization purposes.

Meetings can be private or public. For private meetings, the user needs to be invited by email to be eligible to join the meeting. The user doesn't need to be invited to public meetings, which means that email can be arbitrary.

NOTE: The Meeting Number field accepts only numbers if the meeting is private. Public meeting numbers start with 0800, then the field can also accept other characters.

For testing purposes, a public meeting will be used. Reserved Meeting Number for review is “080083780”. Display Name is arbitrary, for example, “Apple”. Email is also arbitrary, for example, “apple@apple.com”.

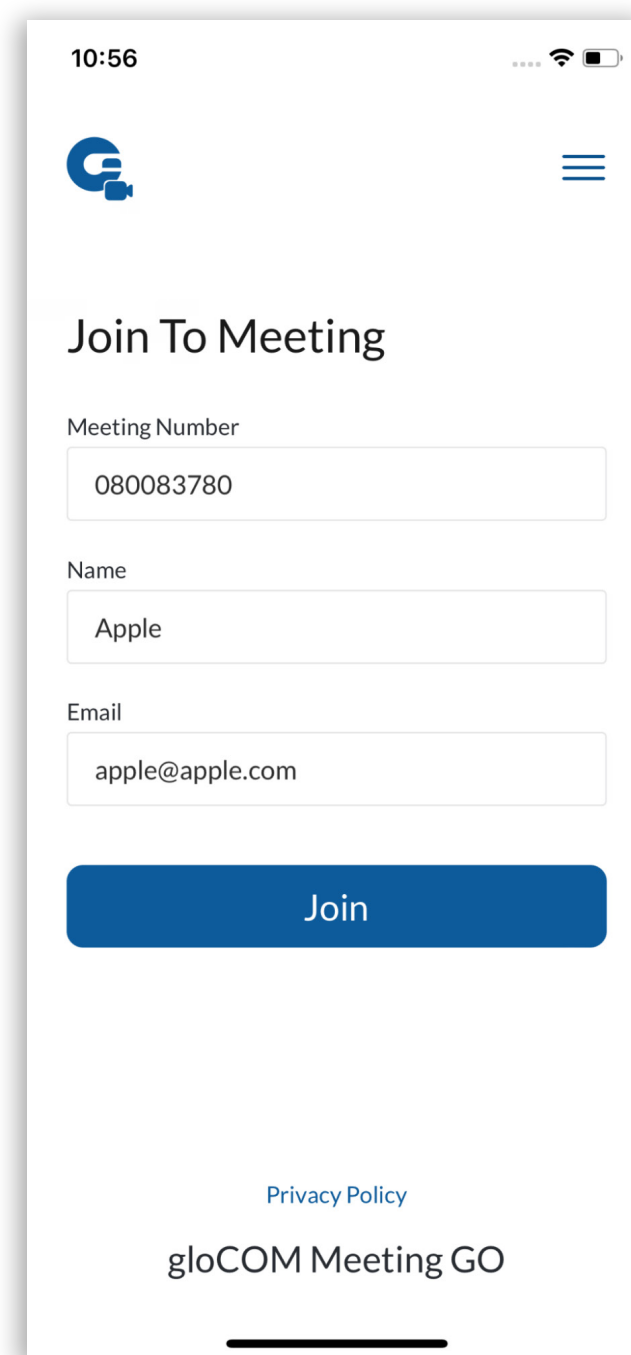


Figure 3. Shows the join screen with all data filled

After filling in fields with mentioned data, the join button must be pressed to join the meeting. Meeting data authorization will follow. If a public meeting exists or a user is invited to a private meeting, authorization will be successful. If it's unsuccessful, the user will be redirected back to the join screen. On successful join, the user will be redirected to the main screen. All services will be joined automatically.

Services that will be joined are:

- Audio
- Video
- Screen sharing
- Chat

On meeting leave, connections to all the services will be closed. Due to the microservice architecture of the product, joining the services will be an asynchronous task, which means that the order of joining is not constant.

In the upper right corner, there is a hamburger icon for meeting settings. A user can set preferred settings before joining a meeting. Chosen preferred settings will be applied on meeting join and saved in local storage for subsequent meetings.

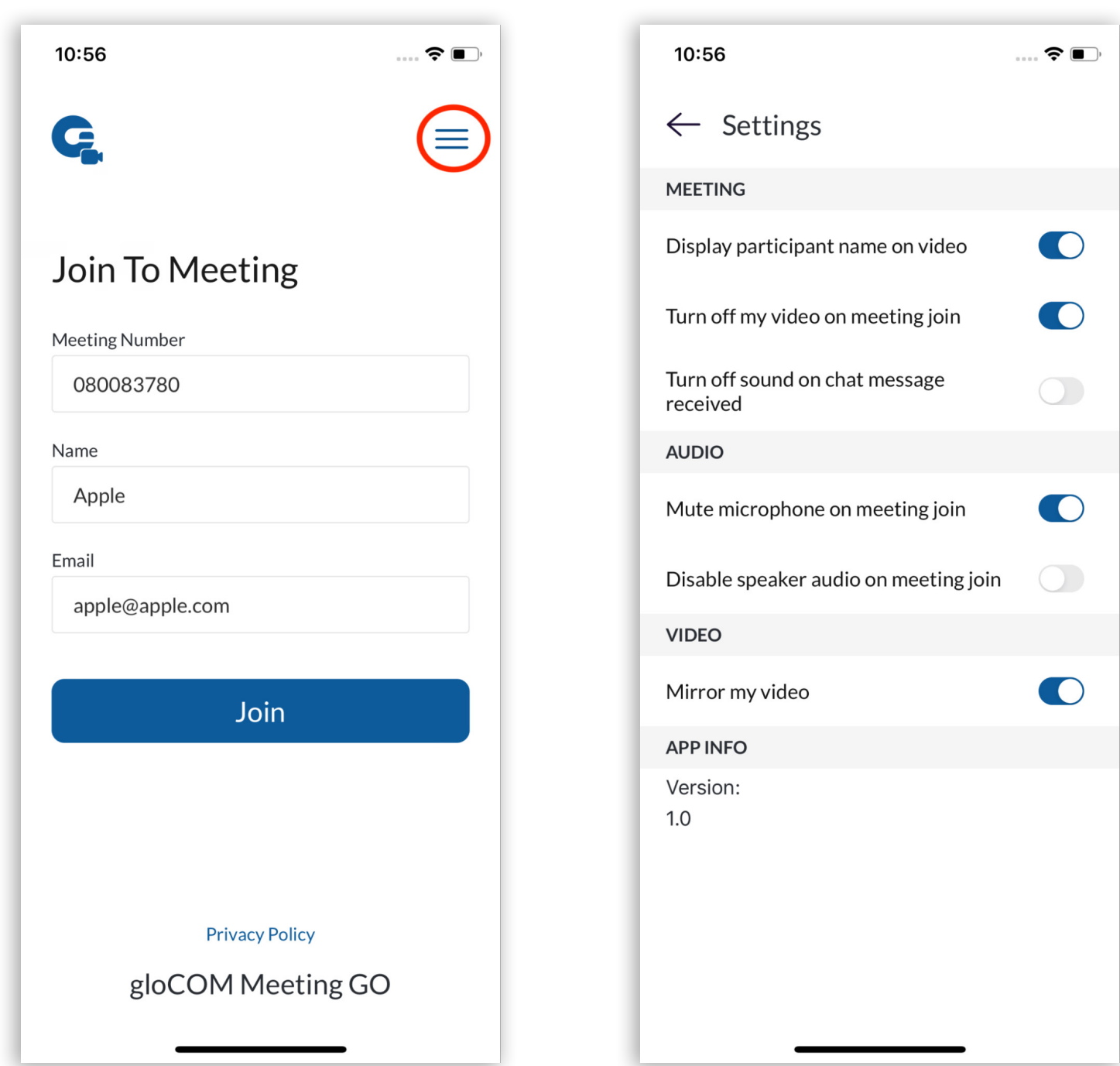


Figure 4. Join screen with the settings icon highlighted (left) and settings screen (right)

For the navigation in the app, the bottom carousel is used.

Settings

Will predefine meeting, audio, and video options that will be default for each meeting the user joins.

Meeting settings:

- **Display participants' names on video** - toggle on to see participants' names on the video.
- **Turn off my video on meeting join** - toggle on to join the meeting without the video on.
- **Turn off the sound of the chat message** - toggle on to mute the chat message sound.

Audio settings:

- **Mute microphone on meeting join** - enable to join a meeting without the microphone on.
- **Disable speaker audio on meeting join** - toggle on to disable speaker when joining a meeting.

Video settings:

- **Mirror my video** - toggle on to enable mirroring video.

App info:

- **Version** - info about the version of the installed gloCOM Meeting GO app.

Meeting Interface

In the meeting screen, there are five main buttons:

- Mute/unmute
- Video on/off
- Participants screen
- Chat screen
- Leave meeting

The chat tab is used for exchanging messages, files, and images between the users.

The participants tab contains a list of all the users in the meeting, with audio and video statuses.

Also, there are two more buttons in the top left corner. The first one is the speaker, which is used for controlling the specific speaker the user wants to use. By clicking the button, a new window appears, allowing the user to choose between all connected audio devices. The second button is for camera rotation. When the video is enabled, by clicking the button, the camera will rotate.

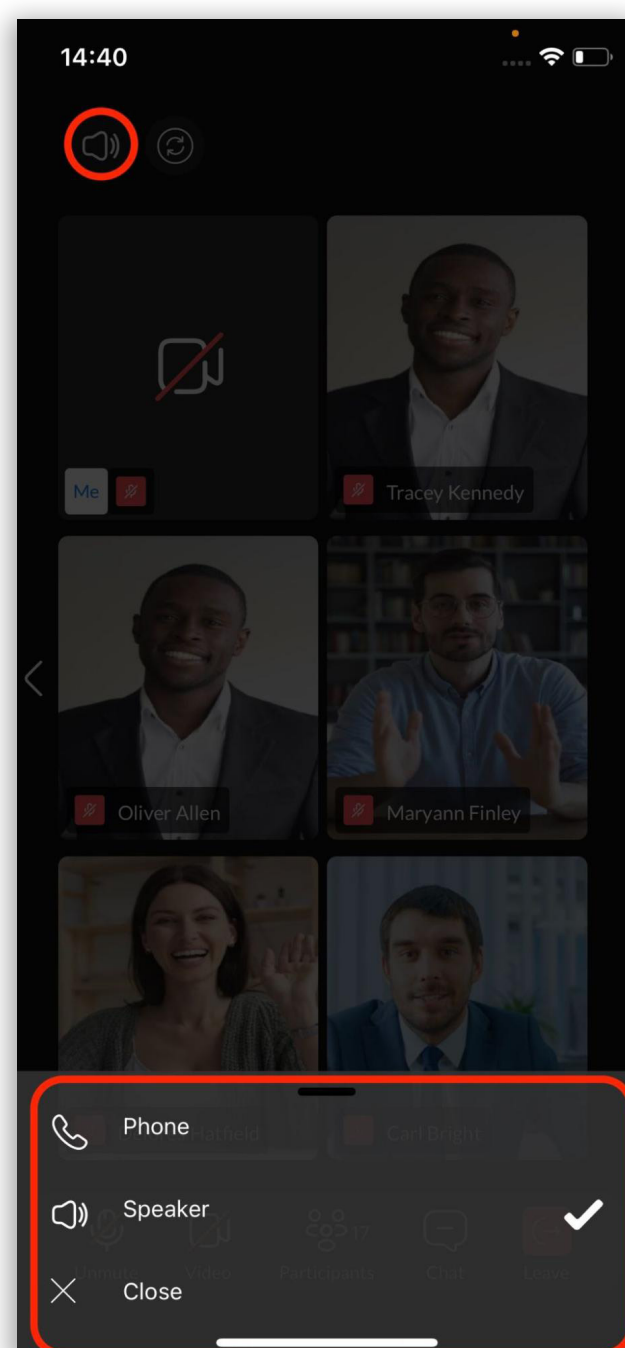


Figure 5. The audio button and related audio devices are listed

The join buttons will be disabled until services are joined, which means that the user is unavailable to change the state of the button until the service is joined.



Figure 6. Meeting screen with audio and video indicators showing that the user didn't join audio and video yet

When some button is active it will light up and change the icon, which is shown in the following picture.

When the user presses the video on/off button, the user's video stream will appear on the screen, and the video state (on or off) will be sent to the video server. Users' video stream will be focused if there is no other video stream in the meeting, or it will be in the list of video streams if there are other video streams.

When the user presses the mute/unmute button, the microphone will be muted/unmuted locally, and the audio state will be sent to the audio server.

When the user presses the speaker on/off button, the speaker will be turned on/off locally.

When the button to leave the meeting is pressed, the user will again be asked if there is an intention to leave the meeting (alert pops up). When you click "Yes", the connection to all services will be closed and the user will be redirected to the join screen.

Portrait and landscape orientations are allowed on the meeting screen.

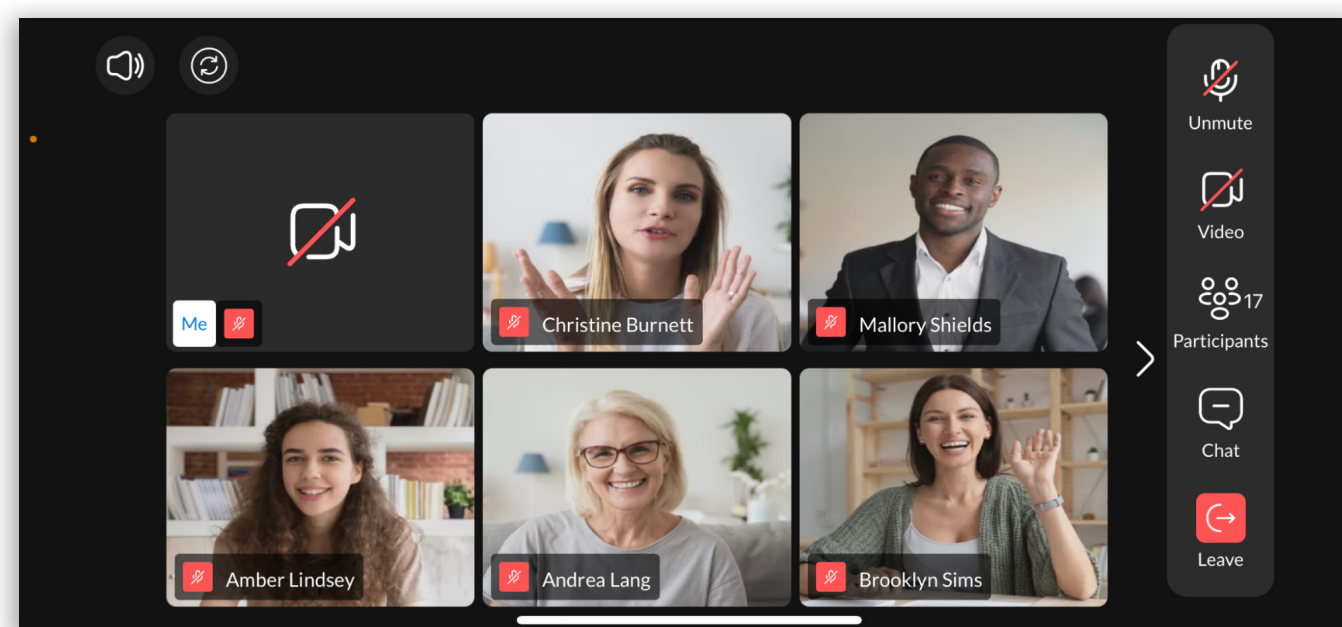
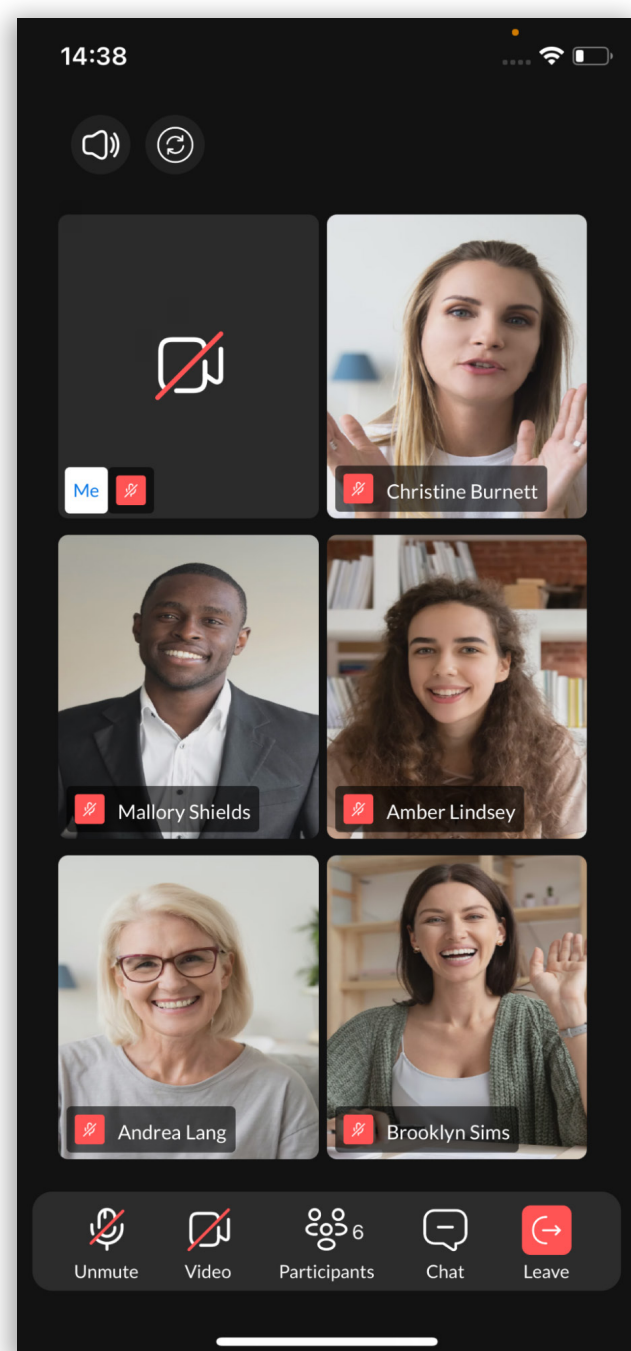


Figure 7. Portrait and landscape mode

Screen sharing is also available in both portrait and landscape orientation:

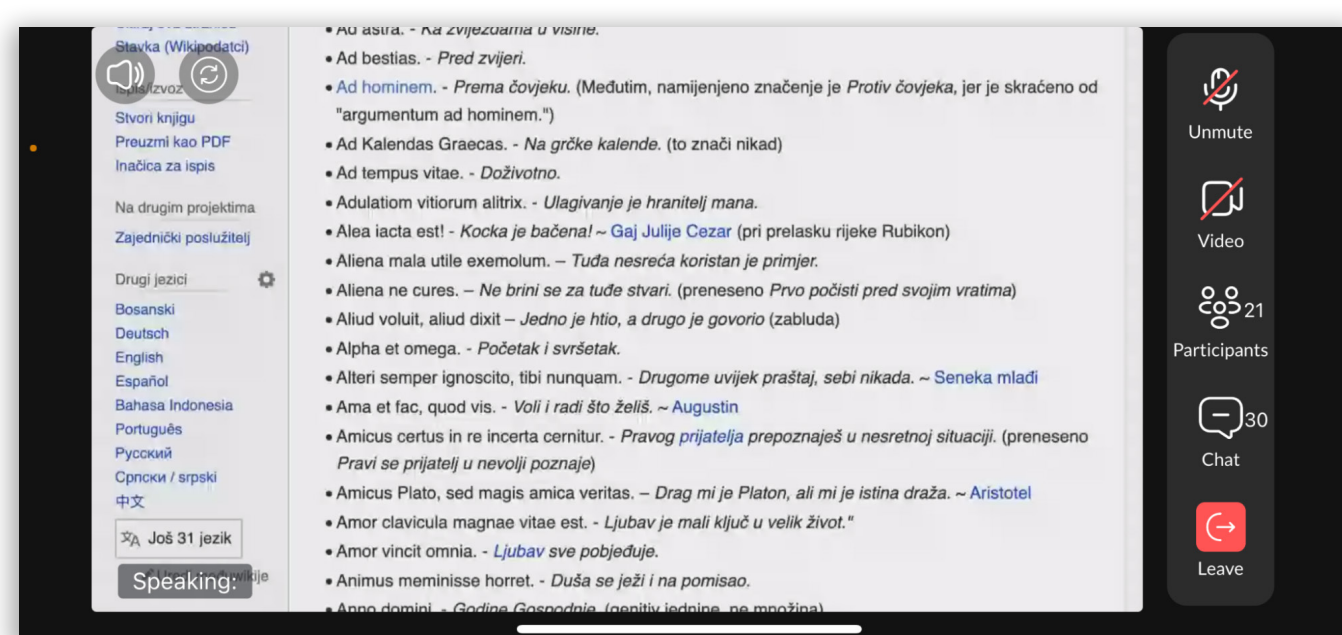
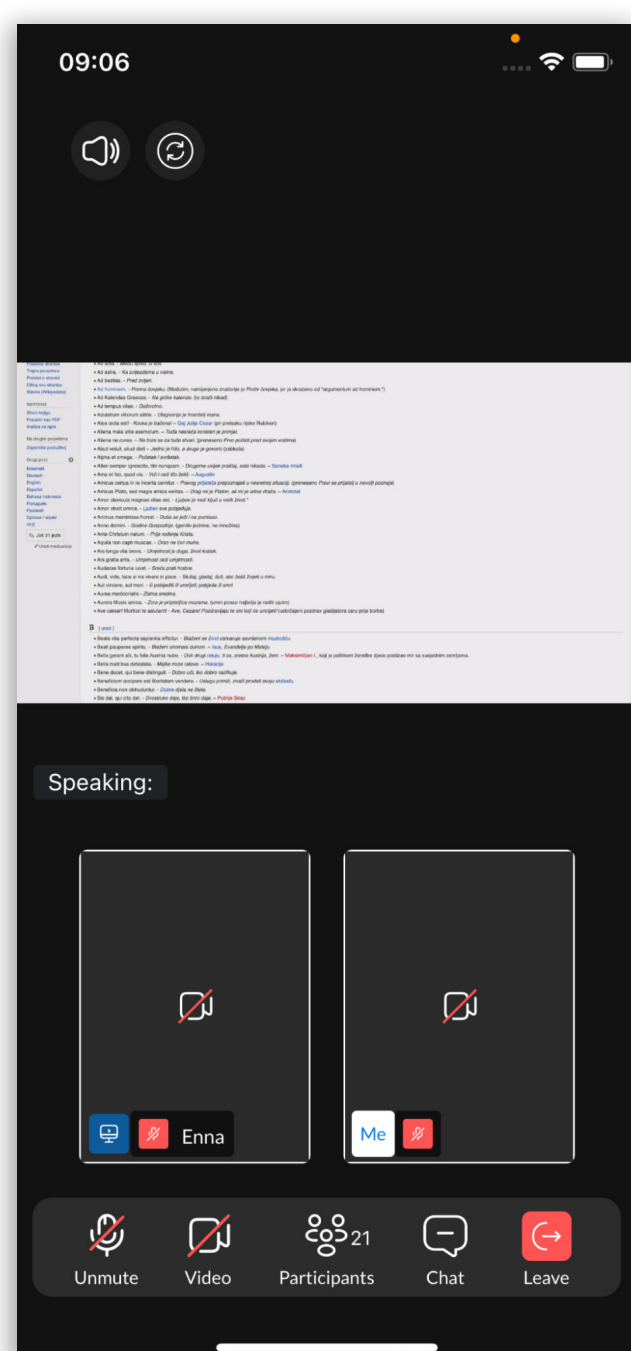


Figure 8. Screen sharing in portrait and landscape mode

The list is sorted by the number of participants in the meeting. Regarding how many there are, the list is optimized for a better viewing and experience. Grid is sorted for 1, 2, 3, 4, 5, and 6 participants, and if there are over six participants, arrows appear at the edge of the screen for listing screen left and right in order to see all participants:

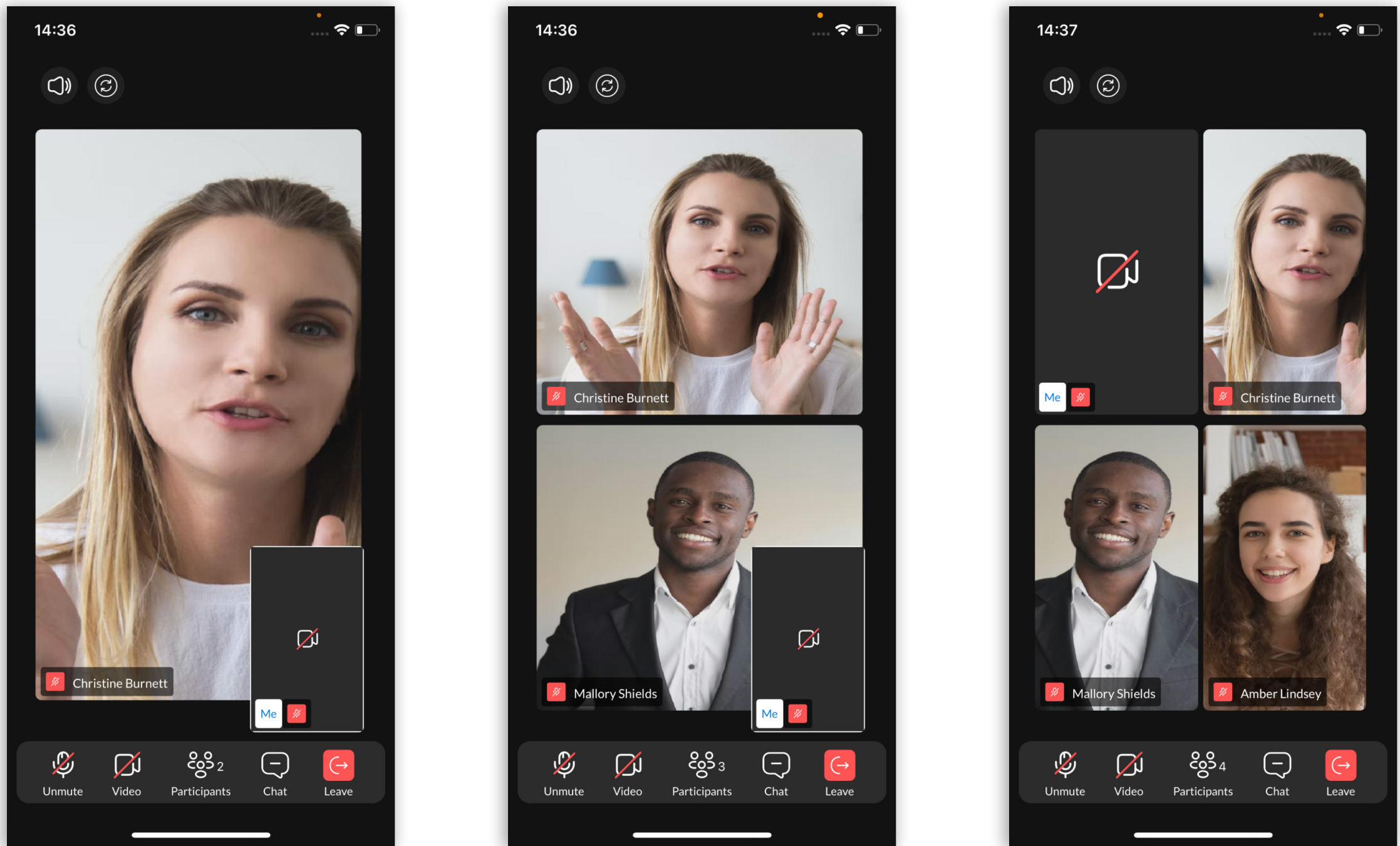


Figure 9. Different grid views for different numbers of participants

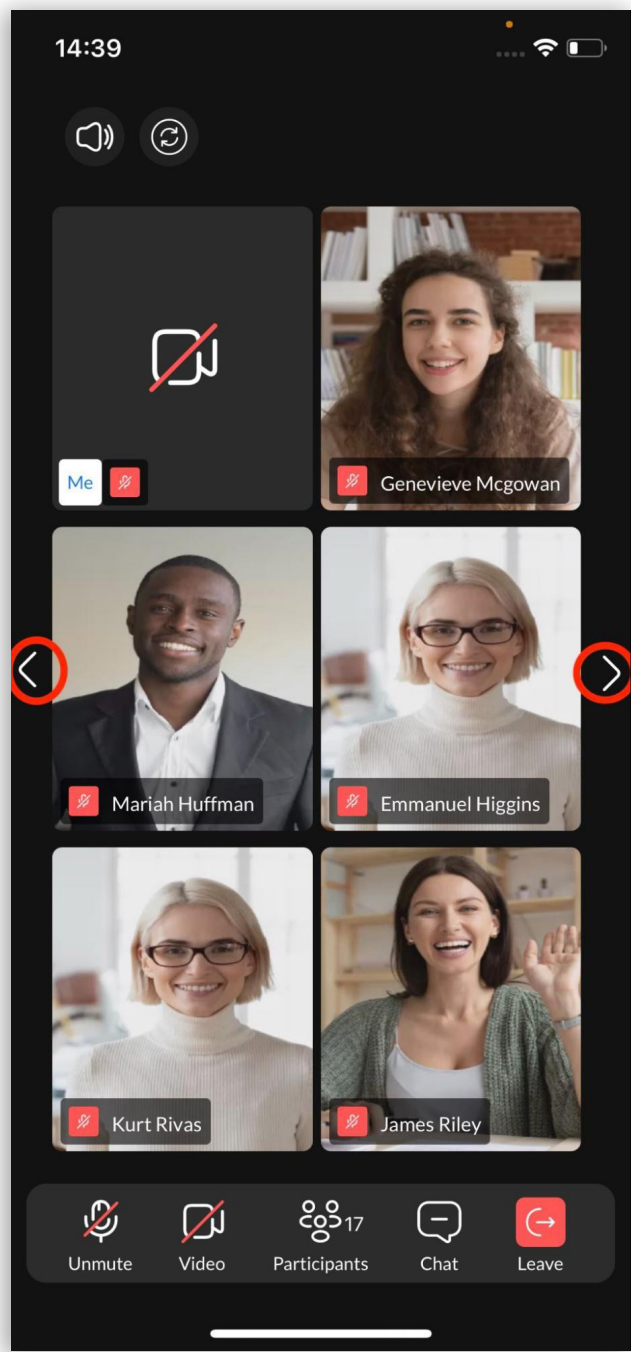


Figure 10. Grid view with arrows for more than six participants

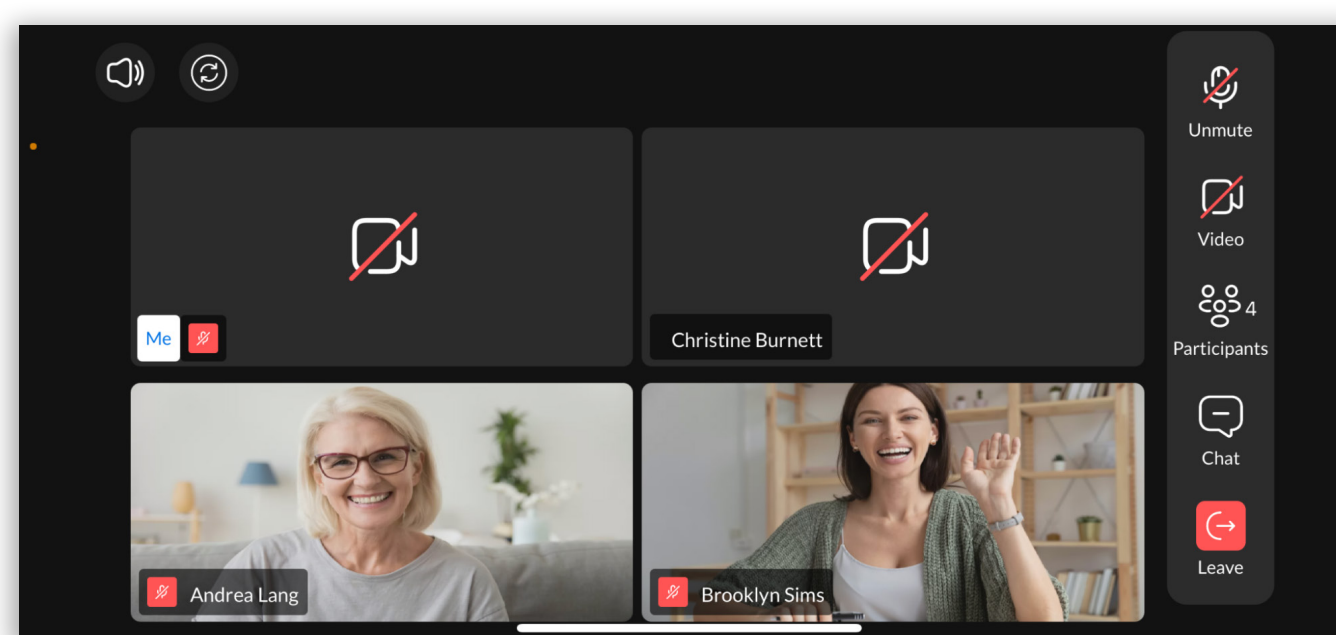
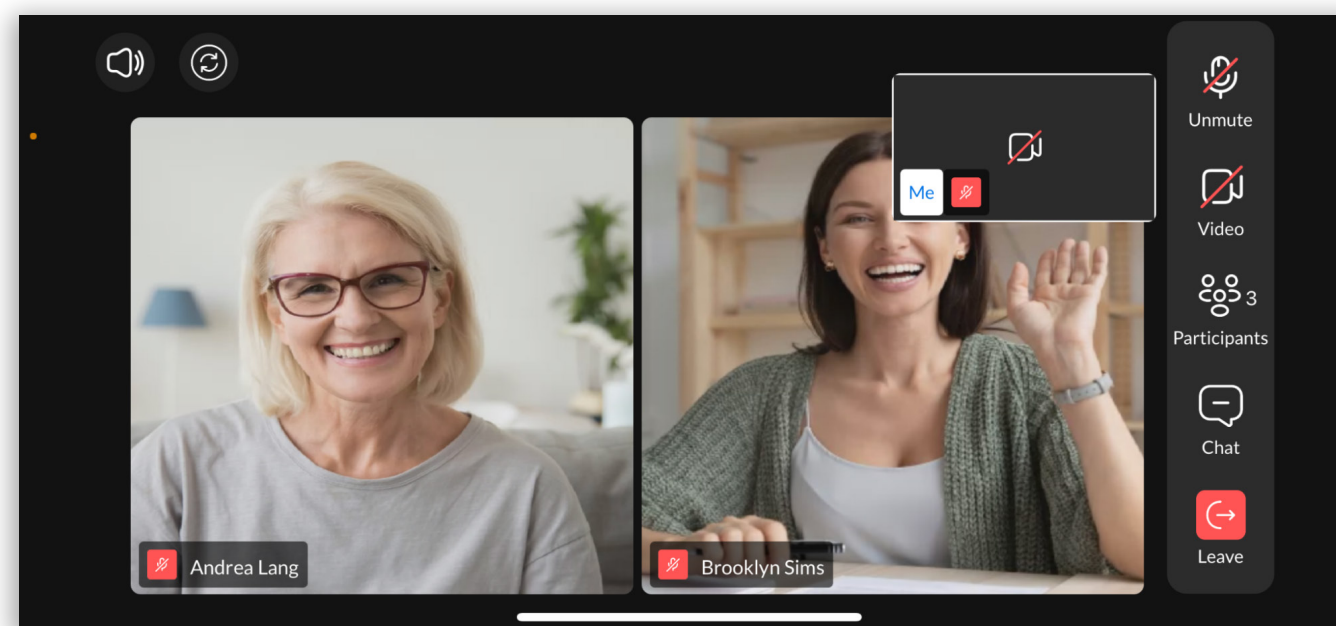
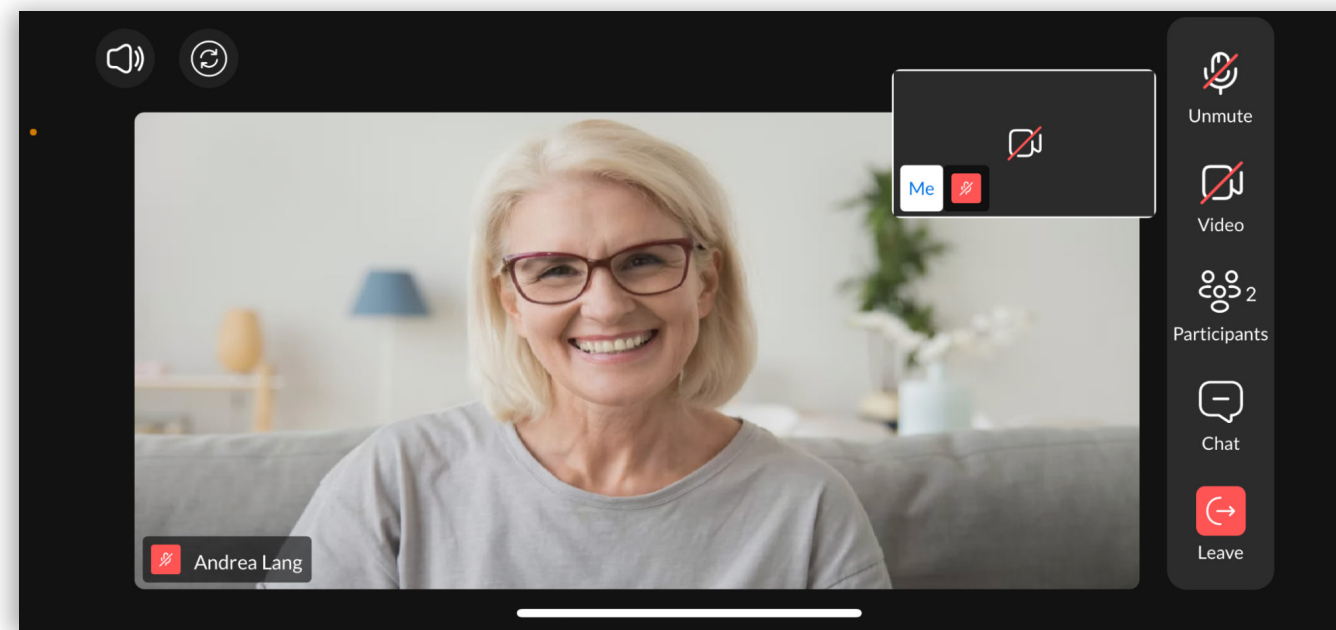


Figure 11. The same solution is implemented in landscape mode

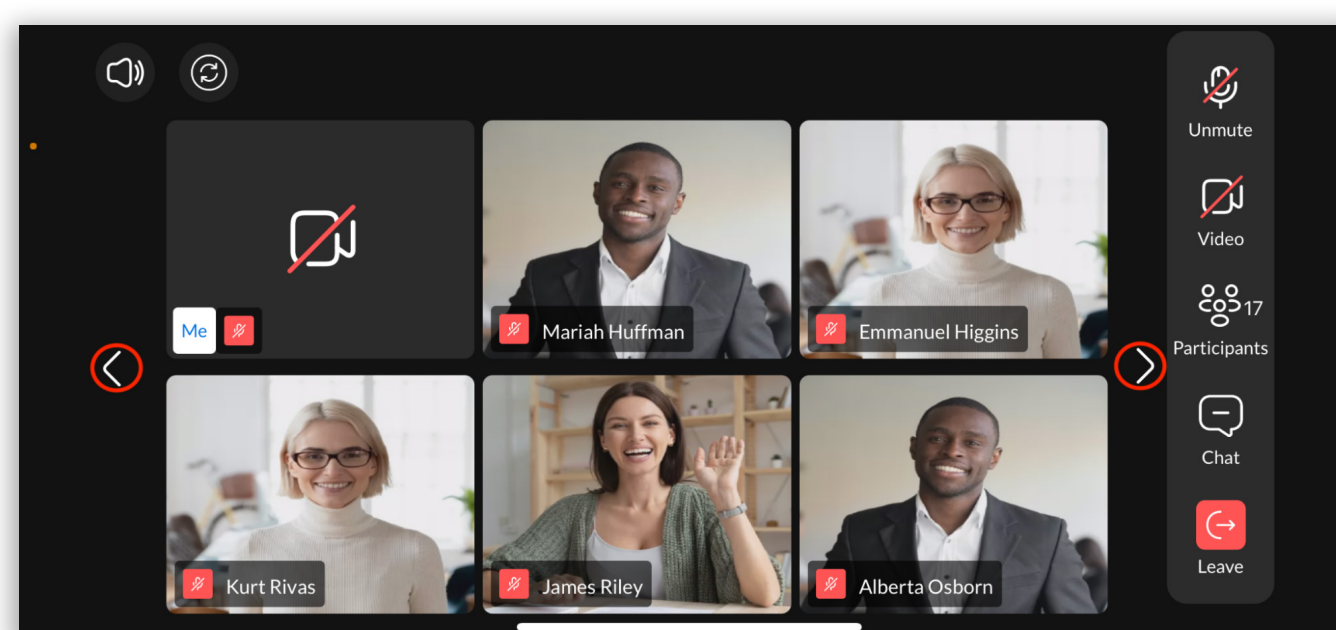


Figure 12. Grid view with arrows for more than six participants in landscape mode

Me stream is used for displaying users' camera. With a small number of participants, it is displayed in the lower right corner, and by increasing the number of participants, the user stream is placed at the beginning of the list, so that the user can always see theirs stream.

With gloCOM Meeting GO, mobile user can only participate in screen sharing sessions as a client (viewer). The user can't share the screen from gloCOM Meeting GO.

There will be no video streams list when screen sharing is active. Only a video stream of the presenter and users' own video stream is available. The video stream of the presenter (meeting participant who is sharing the screen) is in the top right corner (1 in Figure 13). The video stream of a user is in the bottom right corner (2 in Figure 13).

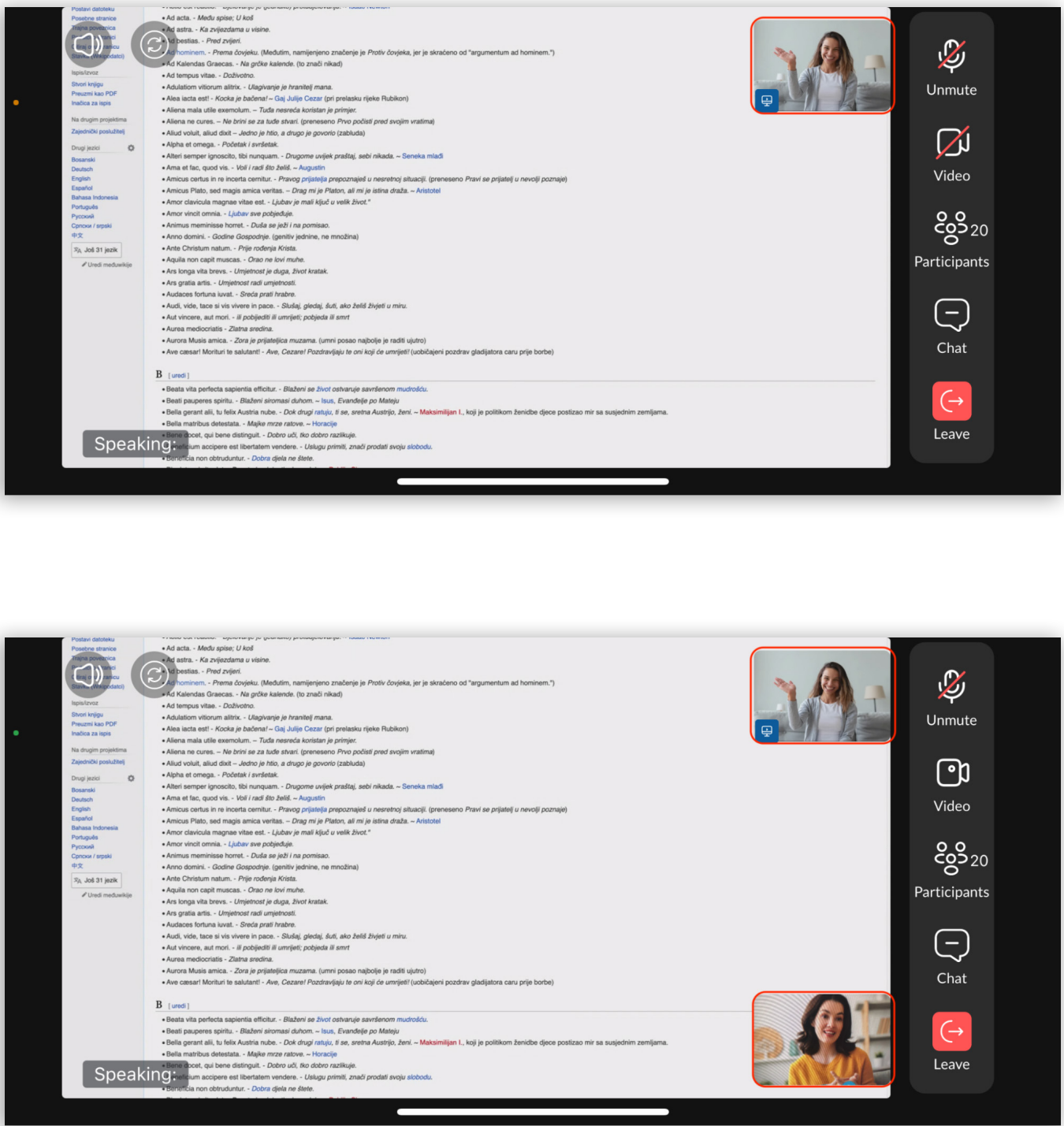


Figure 13. This image shows how the screen looks when only the presenter video stream is shown (first image) and how it looks when both the presenter's and user's video stream are turned on (bottom image) during screen sharing

When the user presses the chat tab, the user will be redirected to the chat screen. While in the chat user can send and receive messages, including image and file messages.

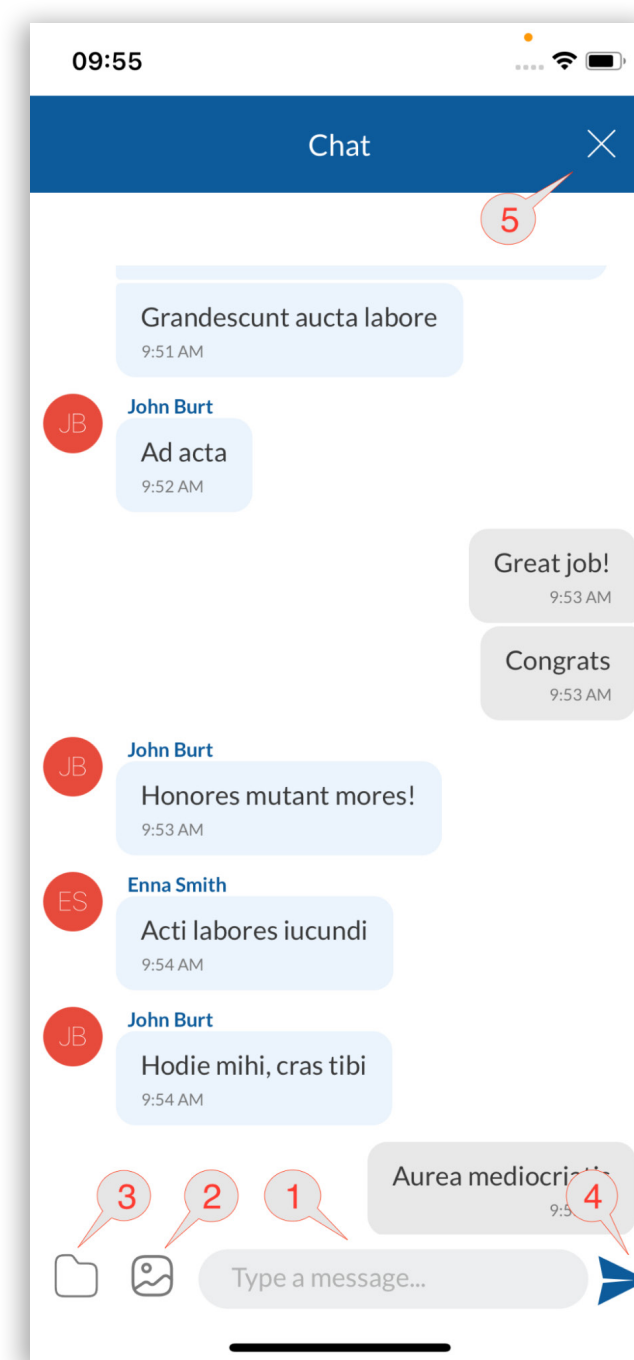


Figure 14. Chat with messages between participants and user

To write a message, the user needs to press on text input (1 in Figure 14). After writing a message to send it, the user needs to press the send button (4 in Figure 14).

To send a file, the user needs to press the clip button (3 in Figure 14). After pressing the clip button, file explorer will be opened. Then the user needs to choose a file to send.

To send an image, the user needs to press the image button (2 in Figure 14). After pressing the image button, the image explorer will be opened. Then the user needs to choose an image to send.

To exit the chat screen and go back to the meeting screen, the user must click the exit button (5 in Figure 14).

When the user presses the participants, the user will be redirected to the participants screen. In the participants screen, the user can see the status (audio, video) of every participant. If there is no audio or video state for the participant, it means that the participant is not joined in the meeting.

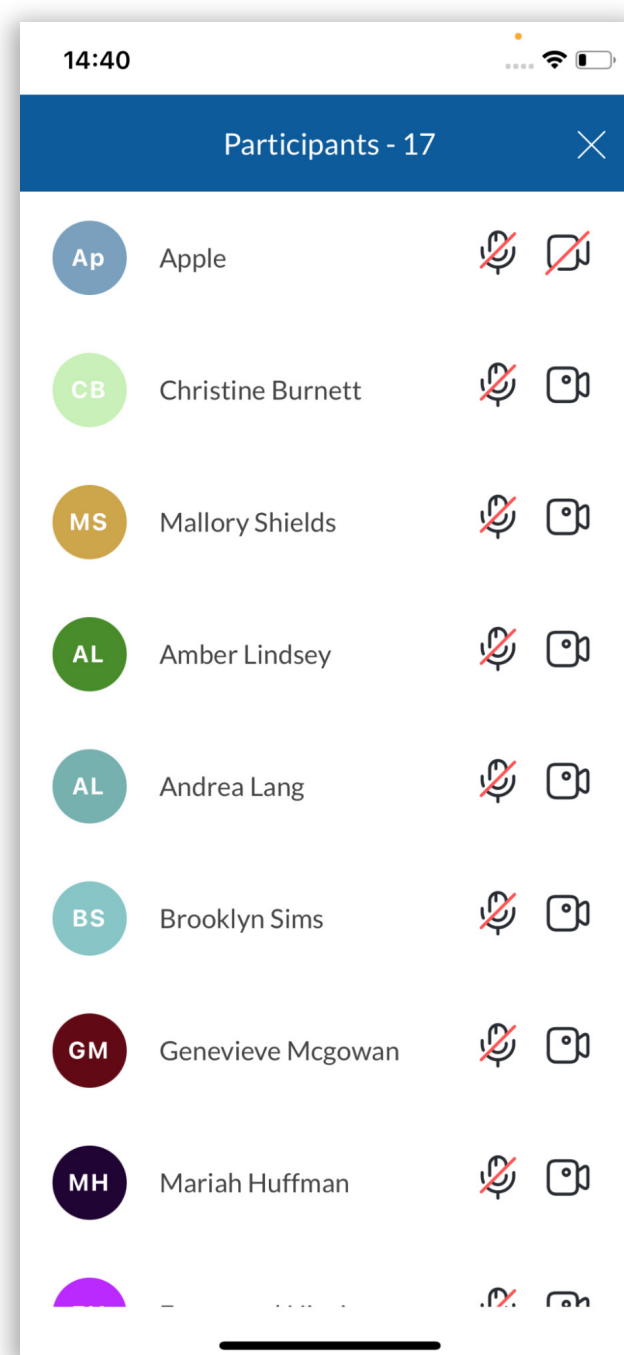


Figure 15. Participants screen

The user needs to press the Leave meeting button to leave a meeting. An alert will pop up, asking the user to confirm again.

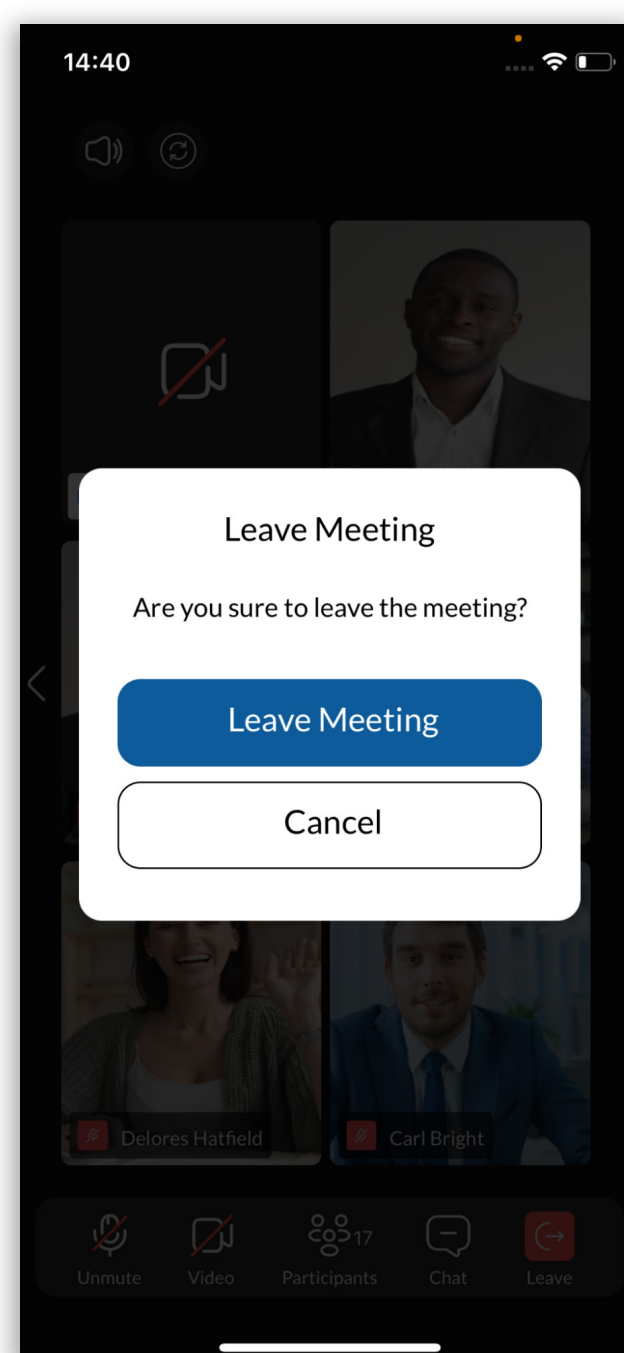


Figure 16. Confirm to leave the meeting

On confirmation, the user will be redirected to the meeting left, and a message will be shown informing the user that the meeting is successfully left.

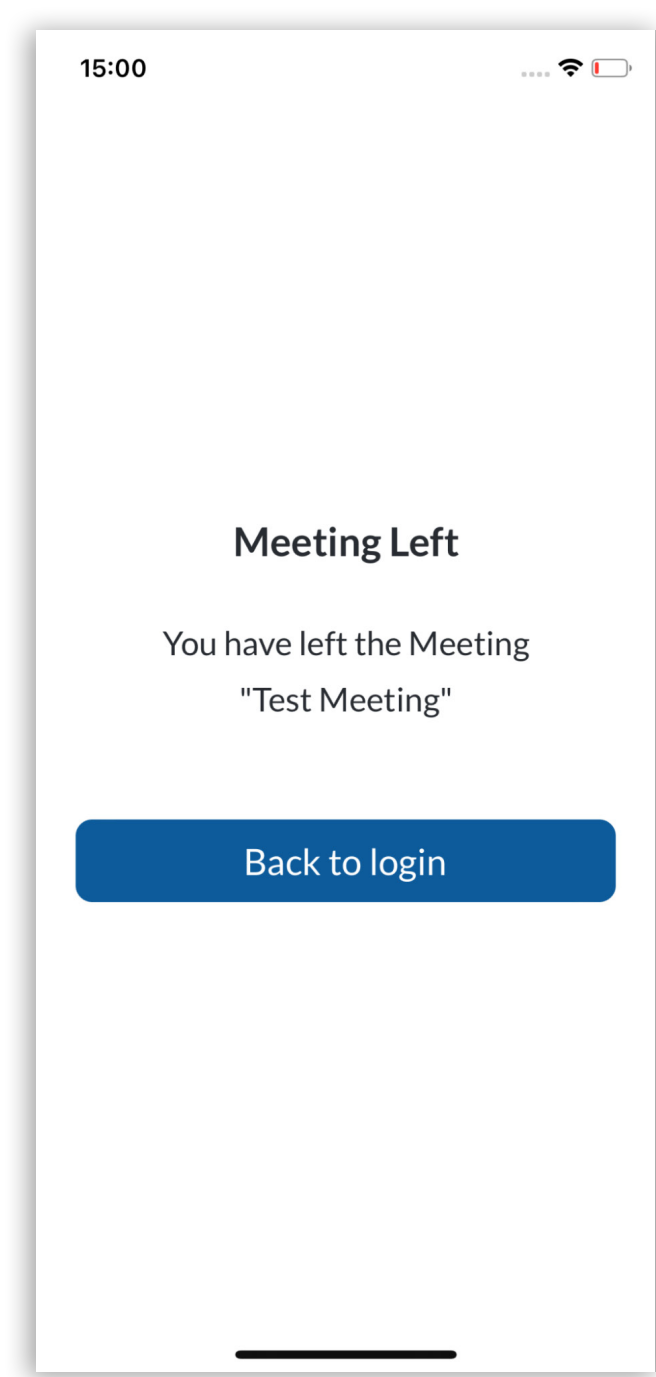


Figure 17. Meeting left screen

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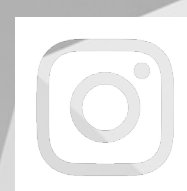
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