



DATASHEET

# gloCOM Meeting

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# gloCOM Meeting

gloCOM meeting is a gloCOM Module that allows any user to set up meetings without the hassle of switching applications. With access to all of your gloCOM contacts you can start collaborating with a single click.

gloCOM meeting allows you to meet with multiple users simultaneously, while offering: Video Conferencing – in grid and speaker view, Audio Conferencing, Screen Sharing – specific application or whole screen sharing, Remote Control when screen sharing, and Group chat. You can also schedule meetings in advance and even set up recurring meetings that suit your team's needs.

## Supported platforms

Desktop OS platforms that the client is supported by.	desktop	web	mobile	PBXware admin
Windows	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MacOS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Linux	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chrome	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safari	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Edge	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Firefox	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Android	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
iOS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## Meeting

	desktop	web	mobile	PBXware admin
<p><b>Change video layout</b></p> <p>The ability to switch between speaker and grid layout.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Hide/Show Carousel</b></p> <p>Allows you to hide the top participants to enlarge the presenter's screen.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Settings and test before joining the meeting</b></p> <p>On the desktop version, these can be found in Preferences → Audio/Video respectively. On the browser version, this option is available on the "Join" page.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Copy invite link</b></p> <p>Copy the invite link so others could join through a browser. This invite link reflects the options set in the PBXware tenant settings for 'Join Link'.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

<p><b>Copy meeting number</b></p> <p>A faster method of copying the meeting number.</p>	●	●	○	○
<p><b>Schedule a meeting</b></p> <p>Schedule a future meeting and customize every aspect of it: the subject, time, date, duration, description, participant list, recurrence, and privacy options.</p>	●	○	○	●
<p><b>Integrate Google and Outlook contacts</b></p> <p>Import contacts from your Google or Outlook account for easier e-mail participant invitation.</p>	●	○	○	○
<p><b>Meeting Outlook plugin</b></p> <p>Outlook desktop plugin options:</p> <ul style="list-style-type: none"> <li>• Schedule a meeting</li> <li>• Starting an instant meeting</li> <li>• Starting a meeting with multiple contacts</li> <li>• Cancel a meeting</li> <li>• Convert existing event to gloCOM Meeting</li> <li>• Schedule a meeting directly from the calendar</li> </ul>	●	○	○	○
<p><b>Start an instant meeting</b></p> <p>Drag and drop participants from gloCOM, or start an empty meeting.</p>	●	○	○	○
<p><b>Meeting list</b></p> <p>View ongoing and scheduled meetings that you have been invited to.</p>	●	○	○	●
<p><b>Start or schedule a meeting from the chat</b></p> <p>By clicking Meeting icon in the individual or group chat there is an option to start or schedule a meeting.</p>	●	●	●	○
<p><b>Store &amp; show chat records (history) in the Previous Meetings List</b></p> <p>In the Previous Meetings List there is a Chat Records tab displaying chat history for every meeting that contains at least one message in the meeting chat, regardless of whether the meeting itself is being recorded or not.</p>	●	●	●	○

<p><b>Meeting attendance report</b></p> <p>In the Previous Meeting list, there is a tab Attendance report that shows participant attendance and engagement.</p>	●	○	○	○
<p><b>Scheduled meeting notification</b></p> <p>Scheduled meeting notifications and a quick start shortcut with customizable timing for the notification.</p>	●	●	●	○
<b>Participants list</b>				
	desktop	web	mobile	PBXware admin
<p><b>See all meeting participants</b></p> <p>Access the list of all meeting participants.</p>	●	●	●	○
<p><b>Search participants</b></p> <p>Search the participant list by name.</p>	●	●	○	○
<p><b>Invite via phone number (must be dialed in to work)</b></p> <p>Call the participants to join audio via phone.</p>	●	○	○	○
<p><b>Invite participants via join link</b></p> <p>By clicking the join link, the mobile app launches and prefills the data for the user. If the app isn't installed, the user is redirected to the Play Store or App Store to download it.</p>	●	○	●	○
<p><b>Invite participants via email</b></p> <p>Send an invitation email with join details.</p>	●	○	○	○
<b>Audio Conferencing</b>				
	desktop	web	mobile	PBXware admin
<p><b>Mute/Unmute</b></p> <p>Disable/Enable the audio coming from your device.</p>	●	●	●	○

<p><b>Select audio input and output</b></p> <p>Select which device you want to pick your audio up. Select which device you want the audio to play through. On mobile, you can toggle between the speaker or the headset as the output.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Who is speaking</b></p> <p>Focuses on the video of the current speaker and identifies all current speakers in the participants list.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Call in using phone (PIN based)</b></p> <p>Display a notification to participants to call a certain phone number to join the audio conference Toll free for certain countries and international numbers. Participants would dial the number and would enter the meeting number and PIN into the IVR which would connect them to the audio meeting conference.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Leave audio</b></p> <p>The ability to leave the audio channel for a video-only view of the meeting.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Switch phone during meeting</b></p> <p>The ability to switch the audio device that you are using, e.g. from a softphone to a desk phone, or a mobile softphone.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>“You are muted” notification</b></p> <p>Shows a notification that you are muted if you try to talk into a muted microphone.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Video Conferencing

	desktop	web	mobile	PBXware admin
<p><b>Video sharing</b></p> <p>Share the video with other participants.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Disable/Enable camera</b></p> <p>Turn your camera video feed off/on.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

<p><b>Pin Video</b></p> <p>Focus on one participant only, putting them in the main video spot in your app. Works only in speaker mode.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Select video input</b></p> <p>Select which device is used to display your video feed. Mobile users can toggle between front and rear cameras.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Turn off incoming video</b></p> <p>Turn incoming video off to reduce data usage.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Background replacement</b></p> <p>Replace the background behind you with one of the default images.</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Upload custom background</b></p> <p>Upload your own image to serve as your background.</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Avatars</b></p> <p>Avatars for video participants' background when the video is disabled.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Screen Sharing</b>				
Broadcast your screen to the meeting participants.	desktop	web	mobile	PBXware admin
<p><b>Share whole screen</b></p> <p>Share everything on your screen.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Share window</b></p> <p>Share only one application you have open, e.g. Google Chrome.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Pause/resume screen sharing</b></p> <p>Momentarily stop screen sharing and resume it.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Hide videos when sharing a screen</b></p> <p>Remove the participant carousel to increase window space while screen sharing.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

<p><b>Video window</b></p> <p>See video streams of participants in a small window. Choose between seeing the speaker alone, or the default video carousel. The screen share preview option is toggled here as well. This window can be closed and reopened.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Share browser tab</b></p> <p>Share a specific browser tab to the meeting participants.</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Screen sharing notifications</b></p> <p>Screen sharing starting message - Notification on the viewer's side</p> <p>Participants can now see the shared screen - Notification on the presenter's side.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Screen sharing pause notification</b></p> <p>When the presenter pauses screen sharing during a meeting, a notification is displayed to the viewers.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Remote Control</b>				
	desktop	web	mobile	PBXware admin
<p><b>Mouse and keyboard control</b></p> <p>Give one or more participants remote access to your mouse and keyboard.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Request remote control</b></p> <p>Send a request for remote control to the presenter.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Grant or remove remote control</b></p> <p>Grant or remove remote control from a participant.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Clipboard Sharing</b></p> <p>Allows users to copy current clipboard text, while using the remote control in a gloCOM meeting, and paste the text on the remote-controlled desktop.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



## Raise hand & Reactions

	desktop	web	mobile	PBXware admin
<p><b>Raise hand</b></p> <p>Raise / Lower hand.</p> <p>Toggle the option to play a sound notification when a hand is raised on/off.</p> <p>Raised hands are visible to the presenter in screen-sharing mode.</p> <p>The organizer can remove raised hands.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Reactions</b></p> <p>Send reactions during the meeting.</p> <p>Option to show / hide reactions.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## Options

	desktop	web	mobile	PBXware admin
<p><b>Show statistics</b></p> <p>Show audio, video and screen sharing statistics for send and receive connection.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Translations</b></p> <p>Choose your preferred application language.</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## Chat

	desktop	web	mobile	PBXware admin
<p><b>Group chat</b></p> <p>The ability to chat between other participants during the meeting.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>File sharing</b></p> <p>Share a file with the participants through the group chat.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## Local recording

	desktop	web	mobile	PBXware admin
<p><b>Configurable 'Recording reminder' option</b></p> <p>Reminds the user to record an important meeting when enabled.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Recording indicator</b></p> <p>See which participants are recording the meeting.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Record audio-only</b></p> <p>Record only the audio of the meeting in the MP3 format.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Pause/resume recording</b></p> <p>Pause the recording and resume to avoid creating multiple recording files.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Recordings list</b></p> <p>Go through all recordings that are in your recording folder alongside the corresponding meeting info.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Convert recording</b></p> <p>While in the "Recordings List", you can start the conversion process for a recording if the temporary files are still present. If the "Automatically convert recordings after the meeting has ended" option is disabled, you will have to convert the recordings manually.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Host Controls

	desktop	web	mobile	PBXware admin
<p><b>Mute all participants</b></p> <p>Mute all meeting participants with a single click.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Mute individual participants</b></p> <p>Mute individual meeting participants as the host.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<p><b>Toggle meeting privacy between regular and public</b></p> <p>Change meeting privacy while the meeting is in progress.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<p><b>Kick individual participants from the audio conference</b></p> <p>Remove a participant from the audio conference.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Remove individual participants from the meeting</b></p> <p>Removes a participant from the meeting.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Ask to share screen</b></p> <p>Prompts the participant to share their screen for the meeting to see.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## PBXware Admin Interface

PBXware admins have some control over the meeting options and meeting management. All options are available per tenant.	desktop	web	mobile	PBXware admin
<p><b>Create meeting</b></p> <p>Create a meeting, setting its: subject, date, time, recursion, privacy, and participants.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<p><b>Edit meetings</b></p> <p>Edit or delete a meeting.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<p><b>See recent meetings</b></p> <p>Displays all the recent finish meetings found on the selected tenant.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<p><b>Search meetings by date range</b></p> <p>The list shows all meetings on the Tenant for the manually selected time period.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<p><b>Customize daily digest days and time</b></p> <p>The daily digest is used for setting a reminder about receiving any daily e-mails for meetings on a specific Tenant.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## Audio

	desktop	web	mobile	PBXware admin
<b>Mute microphone when joining a meeting</b> Join the meeting muted by default.	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Join audio by computer when joining a meeting</b> Join the meeting with computer audio on by default	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Disable the “You are muted” notification</b> Remove the “you are muted” notification pop-up when trying to speak into a muted microphone.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Disable speaker audio on meeting join</b> Disables the speakers as the default audio output option when joining a meeting, allowing for alternate output options.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Noise suppression</b> Check this option to minimise noise around you during the meeting.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Video

	desktop	web	mobile	PBXware admin
<b>Always display the participant’s name on their video</b> Shows/hides the names on video streams.	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Mirror my video</b> Flip your video horizontally.	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Enable HD</b> Use HD quality if your webcam supports it.	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

<p><b>Turn my video on when joining a meeting</b></p> <p>Join with video turned on by default.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Turn incoming video off</b></p> <p>Turn off incoming video to save on data usage and improve call quality.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Turn off my video on meeting join</b></p> <p>Turn your video off by default when joining a meeting.</p>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Hide non-video participants</b></p> <p>Hide participants that don't have video available.</p>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## Recording

	desktop	web	mobile	PBXware admin
<p><b>Change recording folder</b></p> <p>Change the designated recording storage folder. Existing recordings retain their location.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Display duration timestamp on video</b></p> <p>Display meeting time in the bottom right corner. Good for knowing when the recording has been paused.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Delete temporary files after converting them to video</b></p> <p>Recording creates temporary files that are then converted into the final .mov file. By default these files are deleted because they take up disk space.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Automatically convert recordings after the meeting has ended</b></p> <p>Starts the recording conversion process as soon as the meeting ends.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Alerts

	desktop	web	mobile	PBXware admin
<p><b>Block chat notifications when screen sharing</b></p> <p>Don't show chat notifications from gloCOM when sharing your screen.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Pre-expiry Meeting notification</b></p> <p>Automatically send a notification to all meeting participants ten minutes before the end of the maximum meeting duration based on the license/package type.</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## General

	desktop	web	mobile	PBXware admin
<p><b>Maximize meeting window when a participant shares their screen</b></p> <p>When the screen sharing starts, the meeting window will take up the whole screen.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Scale shared screen to fit the window</b></p> <p>Choose between showing the shared screen in its original size, or scaling it down to fit the application window.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Show meeting join link message in chat if the meeting was started from the chat window</b></p> <p>If the meeting is started from the chat window, the meeting link will automatically be posted in it.</p>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>Show reactions</b></p> <p>Show/hide meeting reactions.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Play a sound notification on a raised hand</b></p> <p>The option to play a sound notification when a participant raises their hand.</p>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<p><b>Mute new message notifications</b></p> <p>Enable/disable sounds for new messages.</p>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**Automatically adjust the number of video streams in the grid**

The meeting will automatically change the number of video streams present in the grid layout depending on the number of participants, to optimize performance.



**Sort video streams to show participants who spoke last**

The option to show participants in the carousel and grid based on the last speaker.



# CONTACT BICOM SYSTEMS TODAY

to find out more about our services



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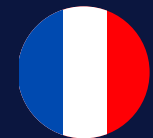
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