DATASHEET

gloCOM Meeting 7.0

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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	●	○	○	○
MacOS	●	○	○	○
Linux	●	○	○	○
Chrome	○	●	○	○
Safari	○	●	○	○
Edge	○	●	○	○
Firefox	○	●	○	○
Android	○	○	●	○
iOS	○	○	●	○

Meeting

	desktop	web	mobile	PBXware admin
Change video layout The ability to switch between speaker and grid layout.	●	●	●	○
Hide/Show Carousel Allows you to hide the top participants to enlarge the presenter's screen.	●	●	○	○
Settings and test before joining the meeting 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.	●	●	○	○
Copy invite link Copy the invite link so others could join through a browser. This invite link refelects the options set in the PBXware tenant settings for 'Join Link'.	●	●	○	○

Feature	desktop	web	mobile	PBXware admin
Copy meeting number A faster method of copying the meeting number.	●	●	○	○
Schedule a meeting Schedule a future meeting and customize every aspect of it: the subject, time, date, duration, description, participant list, recurrence, and privacy options.	●	○	○	●
Integrate Google and Outlook contacts Import contacts from your Google or Outlook account for easier e-mail participant invitation.	●	○	○	○
Meeting Outlook plugin Outlook desktop plugin options: • Schedule a meeting • Starting an instant meeting • Starting a meeting with multiple contacts • Cancel a meeting • Convert existing event to gloCOM Meeting • Schedule a meeting directly from the calendar	●	○	○	○
Start an instant meeting Drag and drop participants from gloCOM, or start an empty meeting.	●	○	○	○
Meeting list View ongoing and scheduled meetings that you have been invited to.	●	○	○	●

Participants list

Feature	desktop	web	mobile	PBXware admin
See all meeting participants Access the list of all meeting participants.	●	●	●	○

	desktop	web	mobile	PBXware admin
Search participants Search the participant list by name.	●	●	○	○
Invite via phone number (must be dialed in to work) Call the participants to join audio via phone.	●	○	○	○
Invite participants via join link 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.	●	○	●	○
Invite participants via email Send an invitation email with join details.	●	○	○	○

Audio Conferencing

	desktop	web	mobile	PBXware admin
Mute/Unmute Disable/Enable the audio coming from your device.	●	●	●	○
Select audio input and output 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.	●	●	●	○
Who is speaking Focuses on the video of the current speaker and identifies all current speakers in the participants list.	●	●	●	○
Call in using phone (PIN based) 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.	●	●	○	○

	desktop	web	mobile	PBXware admin
Leave audio The ability to leave the audio channel for a video-only view of the meeting.	●	●	○	○
Switch phone during meeting The ability to switch the audio device that you are using, e.g. from a softphone to a desk phone, or a mobile softphone.	●	○	○	○
"You are muted" notification Shows a notification that you are muted if you try to talk into a muted microphone.	●	○	○	○

Video Conferencing

	desktop	web	mobile	PBXware admin
Video sharing Share the video with other participants.	●	●	●	○
Disable/Enable camera Turn your camera video feed off/on.	●	●	●	○
Pin Video Focus on one participant only, putting them in the main video spot in your app. Works only in speaker mode.	●	●	●	○
Select video input Select which device is used to display your video feed. Mobile users can toggle between front and rear cameras.	●	●	●	○
Turn off incoming video Turn incoming video off to reduce data usage.	●	●	●	○
Background replacement Replace the background behind you with one of the default images.	○	●	○	○
Upload custom background Upload your own image to serve as your background.	○	●	○	○

Screen Sharing

Broadcast your screen to the meeting participants.	desktop	web	mobile	PBXware admin
Share whole screen Share everything on your screen.	●	●	○	○
Share window Share only one application you have open, e.g. Google Chrome.	●	●	○	○
Pause/resume screen sharing Momentarily stop screen sharing and resume it.	●	●	○	○
Hide videos when sharing a screen Remove the participant carousel to increase window space while screen sharing.	●	●	●	○
Video window 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.	●	○	○	○
Share browser tab Share a specific browser tab to the meeting participants.	○	●	○	○

Remote Control

	desktop	web	mobile	PBXware admin
Mouse and keyboard control Give one or more participants remote access to your mouse and keyboard.	●	●	○	○
Request remote control Send a request for remote control to the presenter.	●	●	○	○

	desktop	web	mobile	PBXware admin
Grant or remove remote control Grant or remove remote control from a participant.	●	●	○	○

Raise hand & Reactions

	desktop	web	mobile	PBXware admin
Raise hand Raise / Lower hand. Toggle the option to play a sound notification when a hand is raised on/off. Raised hands are visible to the presenter in screen-sharing mode. The organizer can remove raised hands.	●	●	●	○
Reactions Send reactions during the meeting. Option to show / hide reactions.	●	●	●	○

Stats

	desktop	web	mobile	PBXware admin
Show statistics Show audio, video and screen sharing statistics, as well as call quality.	●	●	○	○

Chat

	desktop	web	mobile	PBXware admin
Group chat The ability to chat between other participants during the meeting.	●	●	●	○
File sharing Share a file with the participants through the group chat.	●	●	●	○

Local recording

	desktop	web	mobile	PBXware admin
Recording indicator See which participants are recording the meeting.	●	●	●	○
Record audio-only Record only the audio of the meeting in the MP3 format.	●	○	○	○
Pause/resume recording Pause the recording and resume to avoid creating multiple recording files.	●	○	○	○
Recordings list Go through all recordings that are in your recording folder alongside the corresponding meeting info.	●	○	○	○
Convert recording 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.	●	○	○	○

Host Controls

	desktop	web	mobile	PBXware admin
Mute all participants Mute all meeting participants with a single click.	●	○	○	○
Mute individual participants Mute individual meeting participants as the host.	●	○	○	○
Toggle meeting privacy between regular and public Change meeting privacy while the meeting is in progress.	●	○	○	○

	desktop	web	mobile	PBXware admin
Kick individual participants from the audio conference Remove a participant from the audio conference.	●	○	○	○
Remove individual participants from the meeting Removes a participant from the meeting.	●	○	○	○
Ask to share screen Prompts the participant to share their screen for the meeting to see.	●	●	○	○

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
Create meeting Create a meeting, setting its: subject, date, time, recursion, privacy, and participants.	○	○	○	●
Edit meetings Edit or delete a meeting.	○	○	○	●
See recent meetings Displays all the recent finish meetings found on the selected tenant.	○	○	○	●
Search meetings by date range The list shows all meetings on the Tenant for the manually selected time period.	○	○	○	●
Customize daily digest days and time The daily digest is used for setting a reminder about receiving any daily e-mails for meetings on a specific Tenant.	○	○	○	●

Audio

	desktop	web	mobile	PBXware admin
Mute microphone when joining a meeting Join the meeting muted by default.	●	○	●	○

	desktop	web	mobile	PBXware admin
Join audio by computer when joining a meeting Join the meeting with computer audio on by default	●	○	○	○
Disable the "You are muted" notification Remove the "you are muted" notification pop-up when trying to speak into a muted microphone.	●	○	○	○
Disable speaker audio on meeting join Disables the speakers as the default audio output option when joining a meeting, allowing for alternate output options.	○	○	●	○
Noise suppression Check this option to minimise noise around you during the meeting.	●	●	○	○

Video

	desktop	web	mobile	PBXware admin
Always display the participant's name on their video Shows/hides the names on video streams.	●	○	●	○
Mirror my video Flip your video horizontally.	●	○	●	○
Enable HD Use HD quality if your webcam supports it.	●	○	●	○
Turn my video on when joining a meeting Join with video turned on by default.	●	○	●	○
Turn incoming video off Turn off incoming video to save on data usage and improve call quality.	●	○	○	○
Turn off my video on meeting join Turn your video off by default when joining a meeting.	○	○	●	○

Hide non-video participants Hide participants that don't have video available.	○	○	●	○

Recording

	desktop	web	mobile	PBXware admin
Change recording folder Change the designated recording storage folder. Existing recordings retain their location.	●	○	○	○
Display duration timestamp on video Display meeting time in the bottom right corner. Good for knowing when the recording has been paused.	●	○	○	○
Delete temporary files after converting them to video 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.	●	○	○	○
Automatically convert recordings after the meeting has ended Starts the recording conversion process as soon as the meeting ends.	●	○	○	○

Alerts

	desktop	web	mobile	PBXware admin
Block chat notifications when screen sharing Don't show chat notifications from gloCOM when sharing your screen.	●	○	○	○

General

	desktop	web	mobile	PBXware admin
Maximize meeting window when a participant shares their screen When the screen sharing starts, the meeting window will take up the whole screen.	●	○	●	○

Setting				
Scale shared screen to fit the window Choose between showing the shared screen in its original size, or scaling it down to fit the application window.	●	○	○	○
Show meeting join link message in chat if the meeting was started from the chat window If the meeting is started from the chat window, the meeting link will automatically be posted in it.	●	○	○	○
Show reactions Show/hide meeting reactions.	●	●	●	○
Play a sound notification on a raised hand The option to play a sound notification when a participant raises their hand.	●	●	●	○
Mute new message notifications Enable/disable sounds for new messages.	○	○	●	○
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.	●	●	●	○

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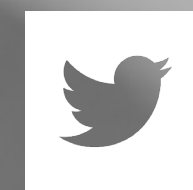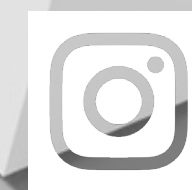Email: sales@bicomsystems.it

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