

MEETN

 **Gnodi Powered**

Quick Reference Guide

USER CATEGORIES: See Menu/Invite People

Owner	Owners have full access to the Meetn account.
Admin	Admins have access to everything except billing and subscription options.
Host	Hosts can start and stop recordings and live streams; access webinar settings; and mute, block and kick out attendees. Hosts cannot access past events and cannot schedule future events
Presenter	Presenters are like guests, but they can always unmute themselves. Presenters are also grouped separately in the attendees list so meeting hosts can find them easily.
Guest with Extra Powers	Guests with Extra Powers can mute/unmute participants, admit from the Waiting Room, remove attendees, and start/stop cloud recordings.
Guest	Guests may mute or unmute themselves unless given Extra Powers and can only interact with widgets that have been shared by a Host, Admin, or Owner.



ROOM SETTINGS (Under Menu)

Primary Language	Set the default language for the meeting, ensuring consistency in live captions and translations for all participants.
Show People's Names on Bottom of Videos	Display attendees' names at the bottom of their video feeds for easy identification during the meeting.
Show Active Speaker in a Small Window During Presentations	Display a small video window of the current speaker while keeping the main presentation in focus.
Room Welcome Message	Customize and display a welcome message to greet attendees before they enter the meeting room.
Welcome Page Image	Upload a picture of your choice to welcome your guests
Webpage on Exit URL	Direct attendees to a specific webpage upon exiting the meeting, useful for follow-up content, shopping sites, or surveys.
Room Background Image	Upload a custom image to set as the background for the meeting room, personalizing the virtual environment.
Custom Toolbar Button	Replace specific links in the meeting room with custom URLs to direct attendees to trackable registration forms or shopping pages.
4-Digit Passcode	Require attendees to enter a 4-digit passcode to join the meeting, adding an extra layer of security.
Ring Someone When Guest Enters Empty Room	Send an email or SMS message to a designated person (such as a host or admin) when a guest enters a meeting room that currently has no participants.



MEETN WIDGETS AND TOOLS (Under Widgets)

Button Bar	Display up to five pre-programmed buttons to showcase your most popular products and pages at the top or bottom of your Meetn room.
Call To Action	Customize banners with your brand colors, text, image, and link to create call-to-action pop-ups during online meetings.
Webpage Popper	Share a live, interactive web page or secure online form with attendees during the meeting.
Timer	Ensure smooth presentations with a timer that can be shown to attendees or kept visible only to hosts.
Upload Media/File	Upload HD-quality media files or PDFs to share documents and slide presentations without ads or interruptions.
Presenter Note	Create text-only prompts visible only to Admins, Hosts and Presenters.
Hide Popups	Close all pop-ups and widgets to return to the default Meetn view.
Teleprompter	Create a floating, custom teleprompter and display a prepared script to your speakers during live events and recording sessions.



WEBINAR SETTINGS (Under Menu)

Hide Muted Attendees (Webinar Mode)	Hides muted attendees from the main presentation space. In Active Speaker view, only one speaker at a time is visible; in Gallery view, all unmuted attendees are shown.
Hide Guest Counts and Names from Other Guests	Hides the “Attendee” tab from guests to prevent guests from seeing attendee counts and names, though speaker names are visible when unmuted.
Everyone Joins Muted in Meetings With <15 Attendees	Attendees always join muted in meetings with 15 or more people. Enabling this feature forces all attendees to join muted.
Make “Active Speaker View” the Default View	Forces all guests to join using Active Speaker view, which only displays the current speaker.
Hide Chat from Guests	Disables the chat sidebar for attendees, while hosts, admins, and presenters retain access to live chat and transcripts.
Prevent Chat from Auto-Appearing	Prevents the chat sidebar from automatically opening upon receiving new messages.
Meetings Require a Host+ Present	When Waiting Room is off, guests will not join the Meetn until a host or admin arrives.
Guests Have Extra Permissions	Grants guests the ability to mute/unmute participants, admit from the Waiting Room, remove attendees, and start/stop cloud recordings.
Guests Can Unmute Themselves	Prevents muted guests from unmuting themselves or requesting to be unmuted by the Host or Admin.
Large Event Mode (Guests Invisible for Events < 50)	Guests always join in view-only mode in meetings with 50 or more people. Enabling this feature forces all guests to join in view-only mode.
Guests Can Share Their Screens	Enables guests to share their desktop or mobile screen during the meeting.
Enable the “Raise Hand” Feature	Adds a "Raise Hand" icon to the toolbar for guests to indicate they have a question or comment.



MEETN

 **Gnodi Powered**