

# Getting Started Guide

August 17, 2014

**BlueJeans**

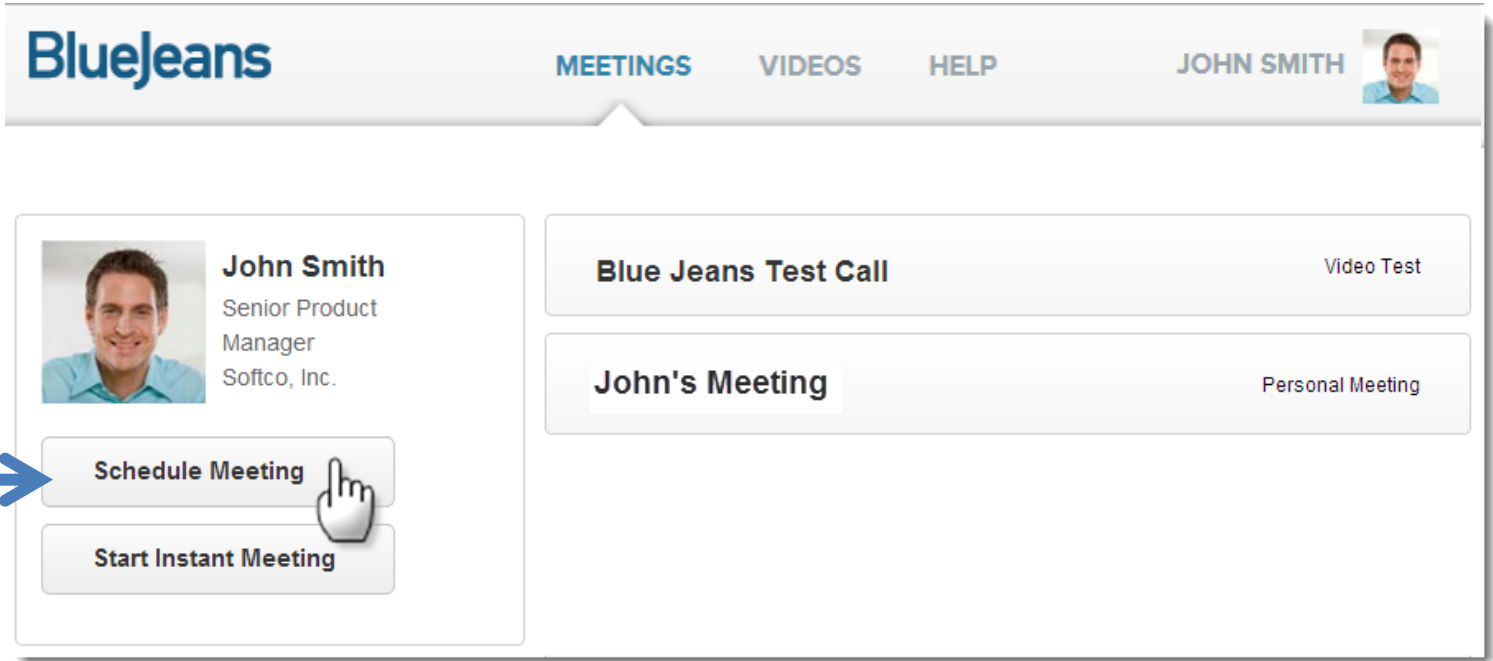
# User Guide Chapters

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  - Invitation Email, sent to the Moderator (scheduler)
  - Outlook Add-in
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  - Moderator's Web Controls
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  - Changing Layouts (video and screen share modes)
  - Video Pinning
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- 4. Personal Meetings**
  - Starting a Personal Meeting

# 1. Scheduling Meetings

# Scheduling Meetings – takes just seconds!

1. First, log into your account, at [bluejeans.com/login](https://bluejeans.com/login).
2. Landing in your Meetings room, click the **Schedule Meeting** button.



The screenshot displays the BlueJeans user interface. At the top, the BlueJeans logo is on the left, and navigation links for MEETINGS, VIDEOS, and HELP are in the center. On the right, the user's name 'JOHN SMITH' is shown next to a profile picture. Below the navigation bar, there is a user profile card for John Smith, Senior Product Manager at Softco, Inc. To the right of the profile card are two meeting cards: 'Blue Jeans Test Call' (Video Test) and 'John's Meeting' (Personal Meeting). A blue arrow points to the 'Schedule Meeting' button in the user profile card, which is also being hovered over by a hand cursor. Below it is a 'Start Instant Meeting' button.

# Scheduling – Enter Details

3. Enter meeting details and click to save.



- A. Meeting Title (displayed in the waiting-for-meeting-to-begin welcome panel)
- B. Date/Time
- C. Repeat Meeting? \* (daily, weekly or monthly)
- D. Participant passcode \*
- E. Email invitations \* (addresses entered in the past will “auto-complete”)
- F. Message included in invite email \*
- G. Advanced Meeting Options \* (see next two pages)

\*optional

### Schedule Meeting

Meeting Title:  **A**

---

Meeting Timezone:

Start:    **B**

End:    **C**

Repeat Meeting **C** →

Add participant passcode (Optional) **D**

Invite Attendees (Optional): **E**

Show participant names in email invitation

Message (Optional): **F**

**G** ▶ Advanced Meeting Options

Repeats:

Weekdays  every  days

Ends:  Never

After  occurrences

On

# Scheduling – Advanced Meeting Options

## Advanced Meeting Options

- Publish Meeting  
List your meeting on the public My Blue Jeans web page
- Encrypt Meeting  
Allow only encrypted end points to join. Video Conferencing Systems are required to have AES encryption turned on
- Allow Telephone Participants
- Crop Video  
Crop video to best fit the room layout
- Moderator-less Meeting  
Allow this meeting to be conducted without a moderator
- Enable Auto-Recording  
Start recording the meeting automatically
- Disable Chat Messaging  
Disable Chat Messaging
- Mute Participants On Entry  
Mute participants automatically when they join your meeting
- Silent Participant Entry Mode  
Disable audible participant entry and exit tones  
Disable participant entry and exit banners
- Make Default Settings  
Always use these settings for my meetings (View Configura

Enabling/disabling options here affect this **one scheduled meeting only**.

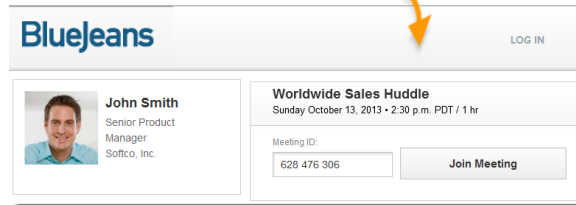
- To change options for **all Scheduled** meetings (going forward), also check “**Make Default Settings**” box (or, make your selection from My Settings / Room Settings).
- To change options for your **Personal** meeting, click your Personal meeting bar, then click Edit Personal Meeting, then click “Advanced Meeting Options.”

**Publish Meeting** – check if you want meeting to appear in your “public” Blue Jeans web page:

**Encrypt Meeting** – requires each participant that connects to your meeting has encryption turned on. If they do not have it turned on, they will see a message telling them “encryption is required.” Check “Allow Telephone Participants” box if you want phone dial-in callers to be able to attend this encrypted meeting.

**Crop Video** – a Stretch feature to help promote a 4:3 video to a 16:9 full screen video (Not recommended for most meetings).

bluejeans.com/johnsmith



BlueJeans

LOG IN

**John Smith**  
Senior Product Manager  
Softco, Inc.

**Worldwide Sales Huddle**  
Sunday October 13, 2013 - 2:30 p.m. PDT / 1 hr

Meeting ID:  
628 476 306

Join Meeting

# Scheduling – Advanced Meeting Options

## Advanced Meeting Options

- Publish Meeting  
List your meeting on the public My Blue Jeans web page
- Encrypt Meeting  
Allow only encrypted end points to join. Video Conferencing Systems are required to have AES encryption turned on
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Crop video to best fit the room layout
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- Make Default Settings  
Always use these settings for my meetings (View Configura

**Moderator-less Meeting** – enable if you want participants to meet without the moderator having to start the meeting:

- Meeting begins after first 2 participants arrive.
- The person scheduling the meeting has the moderator controls (mute all, drop, etc.) available for use, when they decide to join.

**Enable Auto-Recording** – If the [Recording](#) feature is enabled for your account, checking this box will start the recording session automatically when the first participant joins the meeting.

**Disable Chat Messaging** – checking this box will disable Chat from this one scheduled meeting. [Click here](#) for instructions on how to disable Chat from all Scheduled meetings, going forward (or from your Personal meeting).

# Scheduling – Advanced Meeting Options

## Advanced Meeting Options

- Publish Meeting**  
List your meeting on the public My Blue Jeans web page
- Encrypt Meeting**  
Allow only encrypted end points to join. Video Conferencing Systems are required to have AES encryption turned on
  - Allow Telephone Participants**
- Crop Video**  
Crop video to best fit the room layout
- Moderator-less Meeting**  
Allow this meeting to be conducted without a moderator
- Enable Auto-Recording**  
Start recording the meeting automatically
- Disable Chat Messaging**  
Disable Chat Messaging
- Mute Participants On Entry**  
Mute participants automatically when they join your meeting
- Silent Participant Entry Mode**  
Disable audible participant entry and exit tones  
Disable participant entry and exit banners
- Make Default Settings**  
Always use these settings for my meetings (View Configura

**Mute Participants On Entry** – when selected, this automatically mutes each participant as they join the meeting, regardless of how they have connected (audio, room system, mobile device, etc.). While this can be set as a default setting for all meetings, we recommend it be used for larger meetings. In a small meeting, with 1-2 participants, there is less reason to automatically mute attendees.

**Silent Participants Entry Mode** – check this box if you want to disable the audible “beep” when participants enter or exit the meeting. This will also disable the “Bob Smith has joined (or left)” banner from appearing.

**Make Default Settings** – check this box if you want these settings to be the default for all scheduled meetings you make, going forward.

# Scheduling – Default Settings

4. Finally, you may wish to change four other default settings, for all of your meetings (found in My Settings / Room Settings):

- A. **Welcome Message** (displayed in the waiting-for-meeting-to-begin welcome panel)
- B. **Disable Audible Alerts** turns off the beep when participants enter & leave.
- C. **Default Video Layout** for you and all participants
- D. **Default Connection option** will be the endpoint type participants will land in when they click “Join Meeting”

**BlueJeans** MEETINGS VIDEOS HELP JOHN SMITH

**MY SETTINGS**

Personal Settings

Room Settings

Password Settings

Meeting History

Applications/Plug-ins

Username/Personal URL:  
<https://bluejeans.com/>

Personal Meeting ID:  
214555123

Moderator PIN/passcode:  
4567

Welcome message:  
Welcome to John's meeting room **A**

Meeting Settings:  
 **B** Disable Audible Alerts  
Disable sounds when participants enter and leave the meeting

Default Video Layout:  
 **C** Active Speakers  Active Presence  Constant Presence

Default Connection option:  
**D** Browser

# Scheduling Meetings – Ready to Use!

That's it! Your scheduled meeting is now ready to use, at the scheduled time or anytime earlier.

Click the Meeting Bar to expand and show meeting details and edit/cancel options at the bottom:

- A. **Edit meeting:** change meeting options or invite additional participants
- B. **Cancel Meeting:** terminate the meeting reservation entirely. Invited participants will be sent a “meeting canceled” email.
- C. **Share Meeting info:** copy and paste to send via email or IM.

The screenshot shows the BlueJeans interface. At the top, there is a navigation bar with the BlueJeans logo, 'MEETINGS', 'VIDEOS', and 'HELP' tabs, and a user profile for 'JOHN SMITH'. Below the navigation bar, there is a profile card for John Smith, Senior Product Manager at Softco, Inc., with buttons for 'SCHEDULE MEETING' and 'START INSTANT MEETING'. Below that is an 'Attend Meeting by ID' section with an 'ATTEND MEETING' button. The main content area shows a list of meetings: 'Blue Jeans Test Call' (Video Test), 'John's Meeting' (Personal Meeting), and 'Worldwide Sales Huddle' (Sunday October 13, 2013 • 2:30 p.m. PDT / 1 hr). The 'Worldwide Sales Huddle' meeting card is expanded, showing 'Meeting ID: 757 338 715', 'Participants: ralph@softcoinc.com, betty@softcoinc.com, bob@softcoinc.com', and 'Share Meeting Info: Add to Outlook | Copy to Clipboard'. A hand cursor is pointing to the 'Share Meeting Info' link, with a red letter 'C' next to it. At the bottom of the meeting card, there are links for 'To join the Meeting:', 'To join via room system:', and 'To join via phone:'. A red letter 'A' is next to the 'Edit Meeting | Cancel Meeting' link, and a red letter 'B' is next to the 'START MEETING' button.

# Email sent to Participants

Want to add your logo and custom text to email invitations? [Click here](#) to learn how.

Participants receive an invitation to attend your meeting, which will be added to their calendar.

Clicking Join Meeting Link sends them to your Meeting Room, where they then choose to join via your listed endpoint options

Meeting information for Room System (IP, ID and optional participant passcode)

Phone (audio only) dial-in instructions

Optional Meeting Message

The screenshot shows an email invitation from BlueJeans. At the top is the BlueJeans logo. Below it, the text reads: "John Smith has invited you to a video meeting on Blue Jeans." The meeting details are: "Meeting Title: Worldwide Sales Huddle" and "Meeting Time: Sunday October 13, 2013 • 2:30 p.m. PDT / 1 hr". There are two buttons: "Join Meeting" and "Add to calendar". Below the buttons, there are instructions for connecting directly from a room system, including dial numbers and meeting ID. There are also instructions for dialing in directly, including a tip for iPhone users. At the bottom, there is a description of the meeting: "Hi Guys, We'll discuss sales strategy for the new product launch. Please have your presentations ready for screen sharing. Thanks." Annotations with arrows point from the text on the left to specific parts of the email: "Join Meeting" button, "Connecting directly from a room system?", "Direct-dial with my iPhone or", and the meeting description.

**BlueJeans**

**John Smith** has invited you to a video meeting on Blue Jeans.

Meeting Title: Worldwide Sales Huddle

Meeting Time: Sunday October 13, 2013 • 2:30 p.m. PDT / 1 hr

**Join Meeting** **Add to calendar**

Connecting directly from a room system?  
1) Dial: 199.48.152.152 or [bjn.vc](#)  
2) Enter Meeting ID: 757338715 -or- use the pairing code

Just want to dial in?  
1) [Direct-dial with my iPhone or](#) **Tip: Click Direct-dial with my iPhone**  
Dial in: [+1 408 740 7256](#) or [+1 888 240 2560](#) (all numbers)  
2) Enter Meeting ID: 757338715

**Click to see 35+ International numbers.**

Description:  
Hi Guys,  
We'll discuss sales strategy for the new product launch.  
Please have your presentations ready for screen sharing. Thanks.

# Email sent to Moderator

**Moderator** (or host ... the person who scheduled the meeting) receives a similar email. The one difference is the **Moderator's passcode** will be shown. This code is used exclusively by the moderator:

- If Host enters the meeting from a **Room System** or **Telephone** this Moderator passcode must be used to start the meeting. The exception is:
  - If the meeting was scheduled to be [moderator-less](#), or
  - If moderator enters the meeting by logging into his account, then “starting” the meeting from the web interface (see page 15),
- Moderator's passcode can also be found in the Account > Room Settings section of their account.

## BlueJeans

You have scheduled a video meeting on Blue Jeans.

Meeting Title: Worldwide Sales Huddle

Meeting Time: Sunday October 13, 2013 • 2:30 p.m. PDT / 1 hr

[Join Meeting](#) [Add to calendar](#)

Connecting directly from a room system?

- 1) Dial: 199.48.152.152 or [bjn.vc](#)
- 2) Enter Meeting ID: 757338715 -or- use the pairing code
- 3) Enter Moderator passcode: 4567 (DO NOT SHARE)

Just want to dial in?

- 1) [Direct-dial with my iPhone](#) or  
Dial in: [+1 408 740 7256](#) or [+1 888 240 2560](#) (all numbers)
- 2) Enter Meeting ID: 757338715
- 3) Enter Leader PIN: 4567 (DO NOT SHARE)

---

Description:  
Hi Guys,  
We'll discuss sales strategy for the new product launch.  
Please have your presentations

# Schedule Meetings from Outlook



For Outlook training video, [click here](#)

You can also schedule meetings direct from **Gmail**. [Click here](#) to learn how.

[Click here](#) to download the Add-in file

1. Click the Blue Jeans Add-in button at top to open a new event.
2. Fill in event details:
  - Change Subject (from “Blue Jeans Meeting Invite”) if you wish
  - Enter date & time
  - Mark as Recurrence (if needed)
  - Insert the e-mail addresses of your meeting participants to invite.
  - Compose message (if needed)
3. Click Send.
4. Blue Jeans meeting details will appear in your message.
5. Click OK to send the invitation.
6. New Meeting ID will be added in your Blue Jeans account.

The screenshot illustrates the Outlook interface during the scheduling process. The ribbon includes 'File', 'Meeting', 'Insert', 'Format Text', and 'Review'. The 'Meeting' tab is active, showing options like 'Delete', 'Forward', 'OneNote', 'Remove Meeting', 'Appointment', 'Scheduling Assistant', 'Online Meeting', 'Cancel Invitation', 'Address Book', 'Check Names', and 'Response Options'. The 'Appointment' button is highlighted with a red '3'. The 'Send' button is also highlighted with a red '3'. The meeting details window shows the following information:

- From: john@softcoinc.com
- To: ralph@softcoinc.com; betty@softcoinc.com
- Subject: Discuss new product pricing
- Location: Blue Jeans Video Conferencing Bridge
- Start time: Mon 3/4/2013
- End time: Mon 3/4/2013

A success message dialog is displayed: "Your Blue Jeans meeting has been scheduled successfully." with an 'OK' button highlighted by a red '5'. The meeting details are shown in the email body:

Hi Ralph and Betty,  
Let's meet on Monday to review

John Smith ([john@softcoinc.com](mailto:john@softcoinc.com)) has invited you to a Blue Jeans video meeting.  
\*\*\*\*\*  
To join or start the meeting, go to:  
<https://bluejeans.com/873015817>  
Or join directly with the following options:

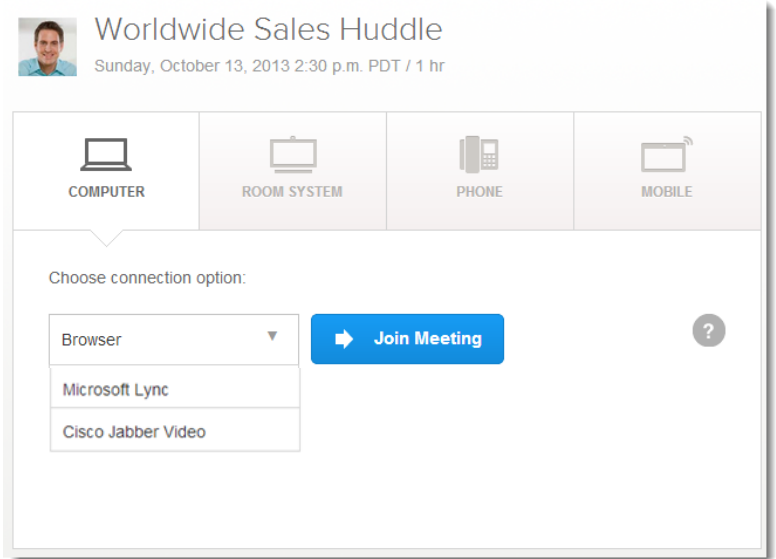
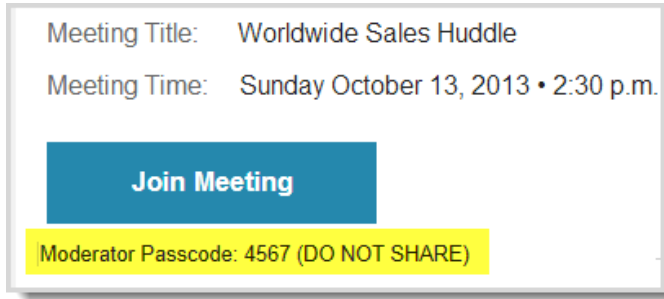
The meeting card at the bottom right shows:

- John Smith**  
Senior Product Manager  
Softco, Inc.
- Discuss new product pricing**  
Monday March 4, 2013 • 9:30 p.m. PST / 30 minutes
- Meeting ID:** 977 175 865
- Participants:** ralph@softcoinc.com, betty@softcoinc.com
- To join the Meeting:

## 2. Entering the Scheduled Meeting Room and Joining the Conference

# Moderator enters the Meeting Room - two easiest ways:

1. When it's time for the meeting to begin, the moderator clicks on the link in the email invitation that was sent to the Moderator (contains Moderator's unique passcode):



2. Or, the moderator logs into their account and clicks the scheduled meeting bar, then Start Meeting:




# Participants enter the room:

1. Clicks link in their Participant email invitation:

Meeting Title: Worldwide Sales Huddle  
Meeting Time: Sunday October 13, 2013 • 2:30 p.m.

**Join Meeting**



2. Or, logs into the meeting room from the Blue Jeans web site (bluejeans.com), clicking Join A Meeting and entering the Meeting ID (and passcode):

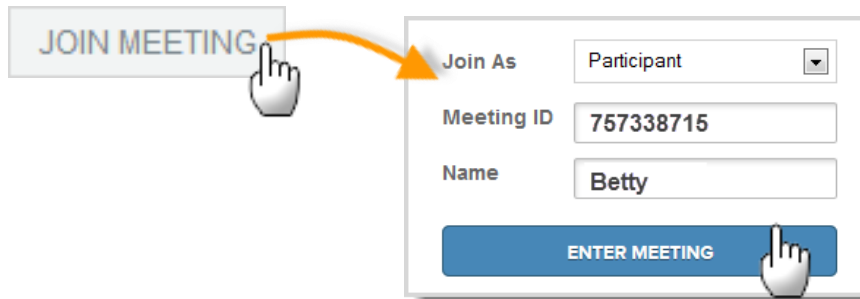
**JOIN MEETING**

Join As: Participant

Meeting ID: 757338715

Name: Betty

**ENTER MEETING**



**Note:** If Moderator publishes the meeting (via Advanced Options), participant can also join from the Moderator's URL:

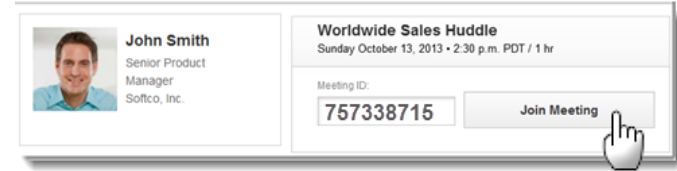
bluejeans.com/johnsmith

**John Smith**  
Senior Product Manager  
Softco, Inc.

**Worldwide Sales Huddle**  
Sunday October 13, 2013 • 2:30 p.m. PDT / 1 hr

Meeting ID:  
**757338715**

**Join Meeting**



**Worldwide Sales Huddle**  
Sunday, October 13, 2013 2:30 p.m. PDT / 1 hr

COMPUTER ROOM SYSTEM PHONE MOBILE

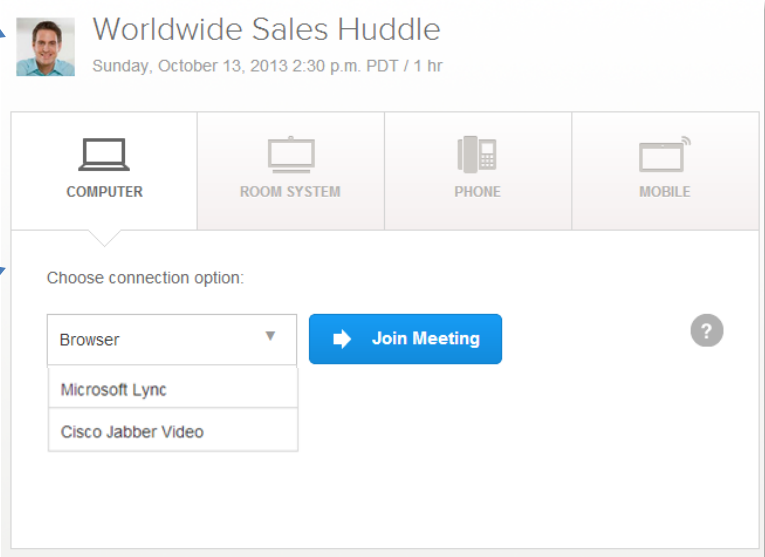
Choose connection option:

Browser

Microsoft Lync

Cisco Jabber Video

**Join Meeting**



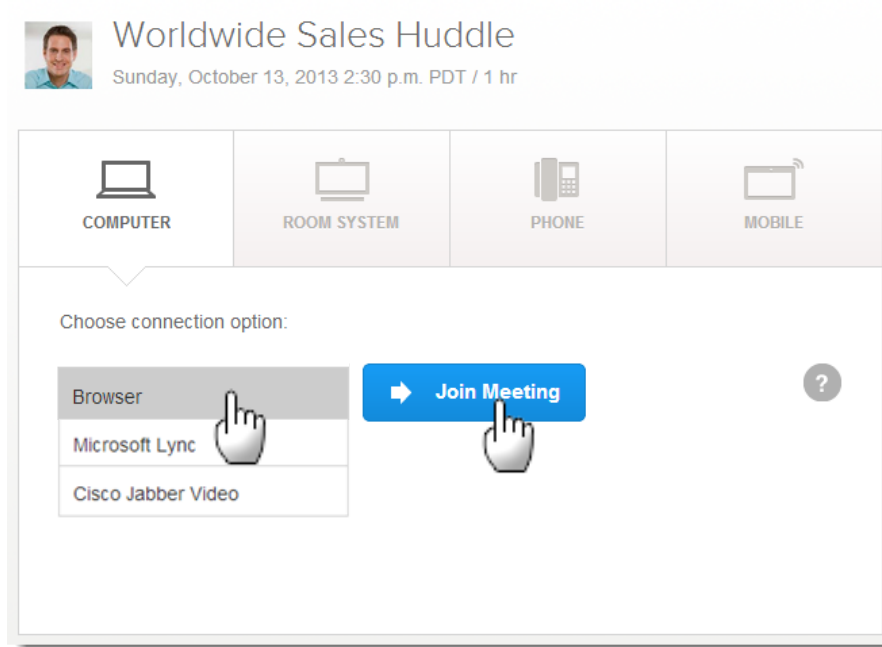
Joining the Meeting using  
**Browser Access,**  
from your PC or Mac computer



For Browser training  
video, [click here](#)

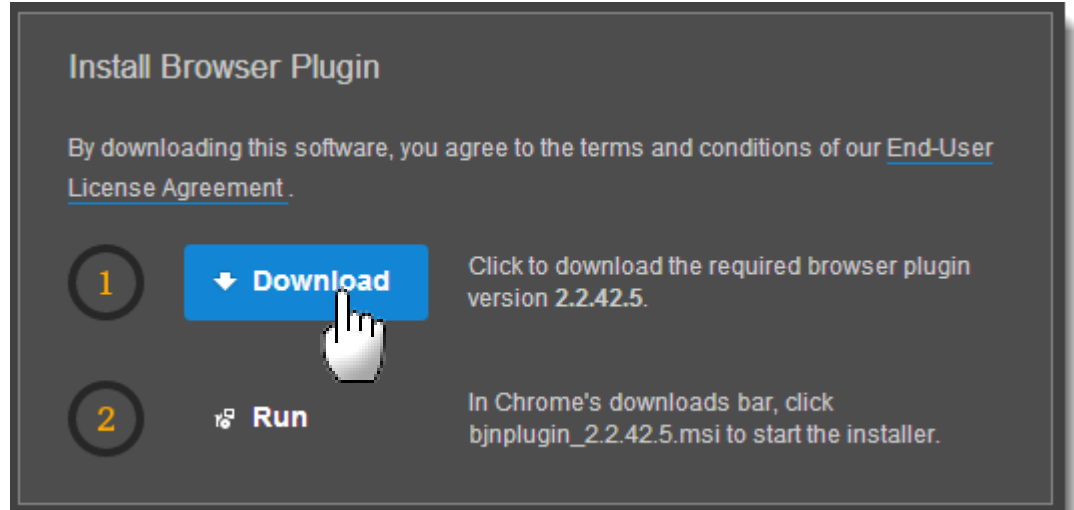
# Browser Instructions

1. In the meeting room, under the **Computer** tab, select **Browser** , then click **Join Meeting**.



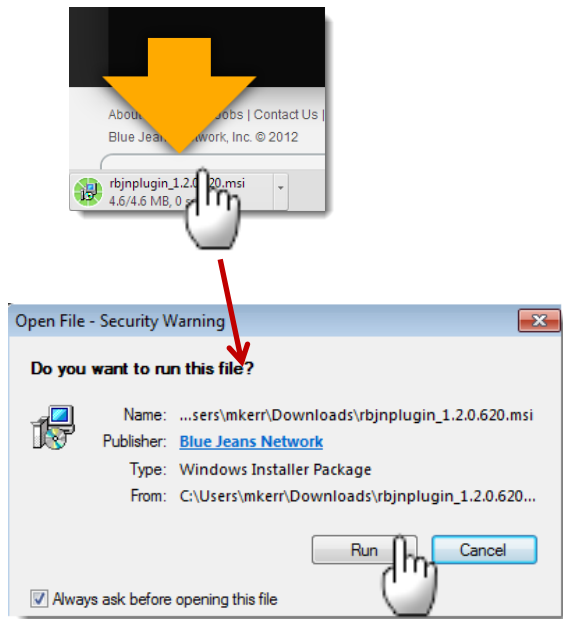
# Browser Instructions

2. A new window will launch.  
Click the Download button to install the Plugin.
  - You'll only need to perform the download steps one time. It takes less than one minute.
  - The message may appear different, depending on which browser you are using.

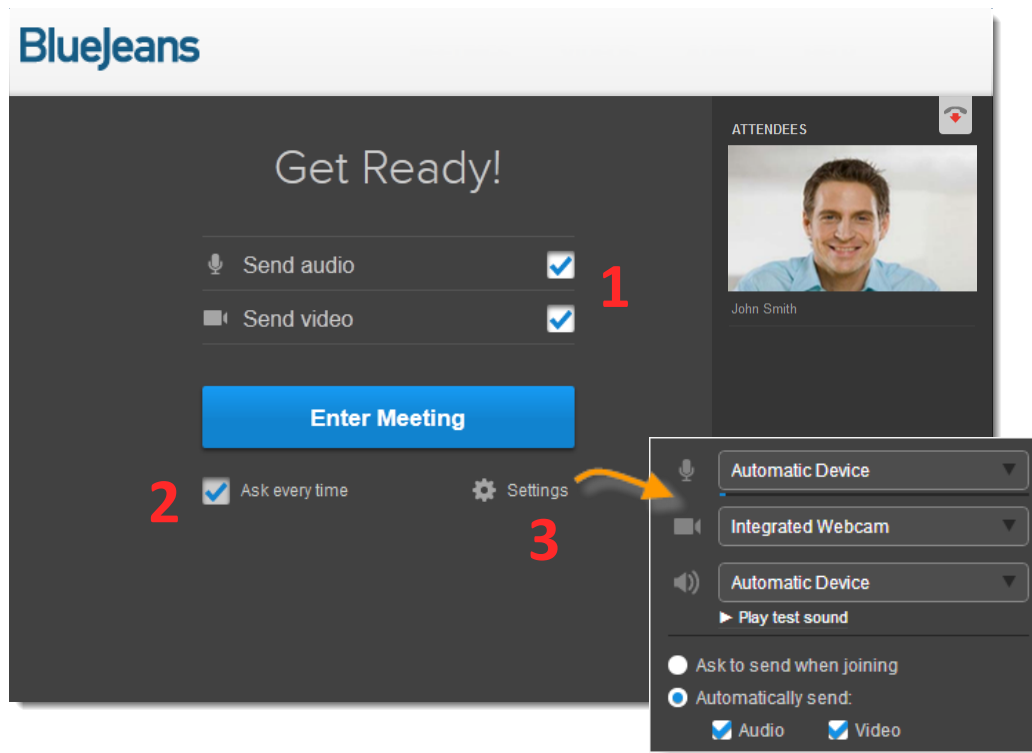


# Browser Instructions

3. Follow the installation steps:
  - Save the file
  - Download installer, if required.
  - Click Run to start installation

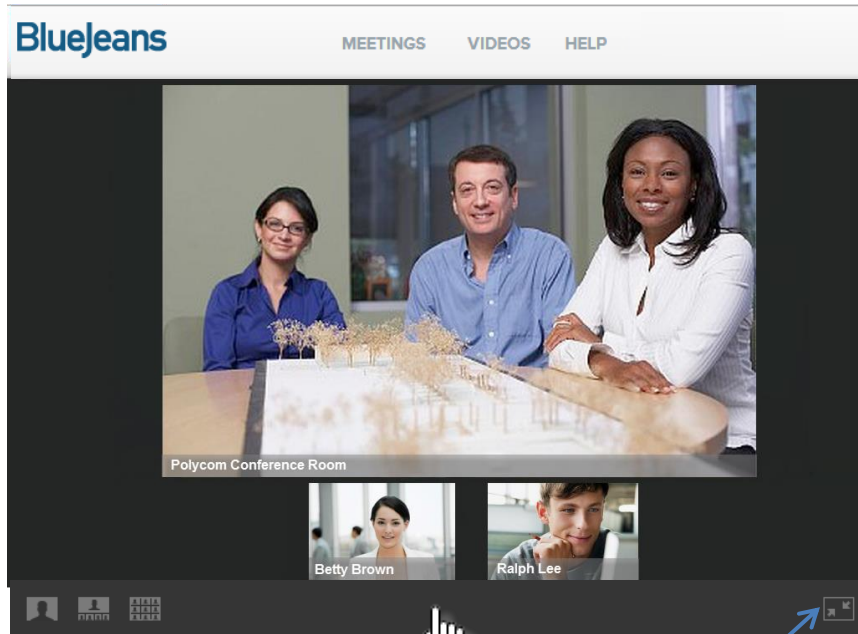


4. Browser window opens! Get ready to join!
  1. Click to unmute your audio or video
  2. Uncheck to skip “Get Ready” page next time
  3. Change your mic, camera or speaker setting, if needed, then click Enter Meeting to join.



# Attendee Controls

Moderator-only controls noted in red



Hover to bring up:  
Layout options or Enter Full Screen

Collapse side panel

Meeting count

Video sharing  
(if enabled)

Chat ([click](#) for instructions)

Click to:

Mute your Mic

Mute your Camera

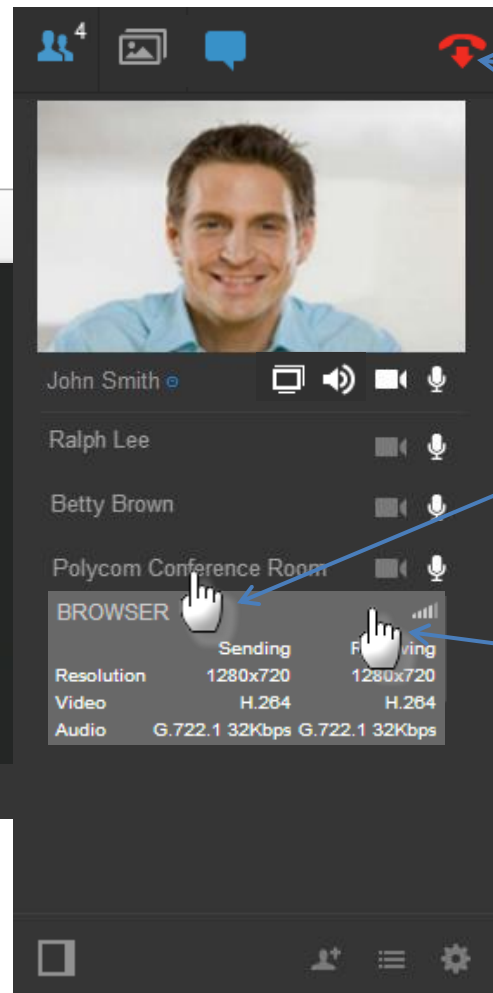
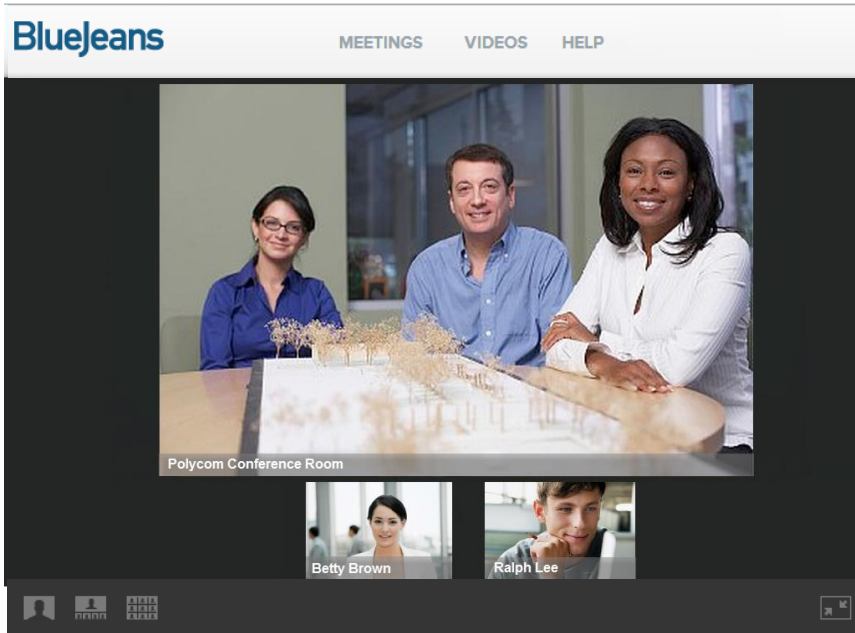
Mute your Speaker

Share your Screen

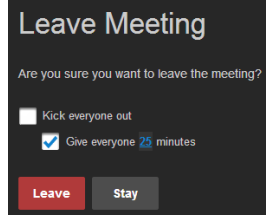
The Moderator has control to mute the mic or camera for each participant. When moderator then unmutes a mic, that participant does not need to unmute himself.

Note: Participant can override Moderator's mute action, but, Moderator cannot over-ride the mute made by the participant.

# Attendee Controls



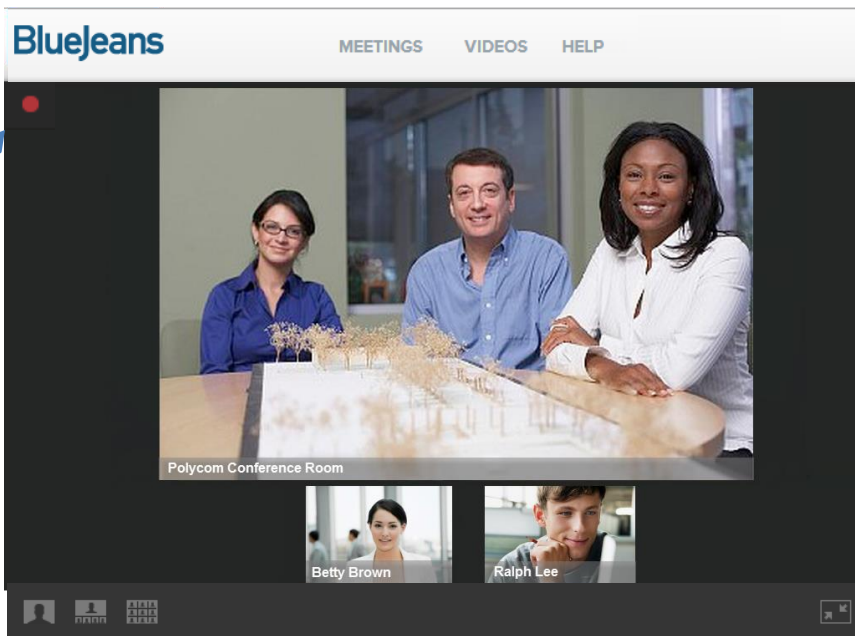
Click to leave Meeting.  
Moderators see option to let meeting continue:



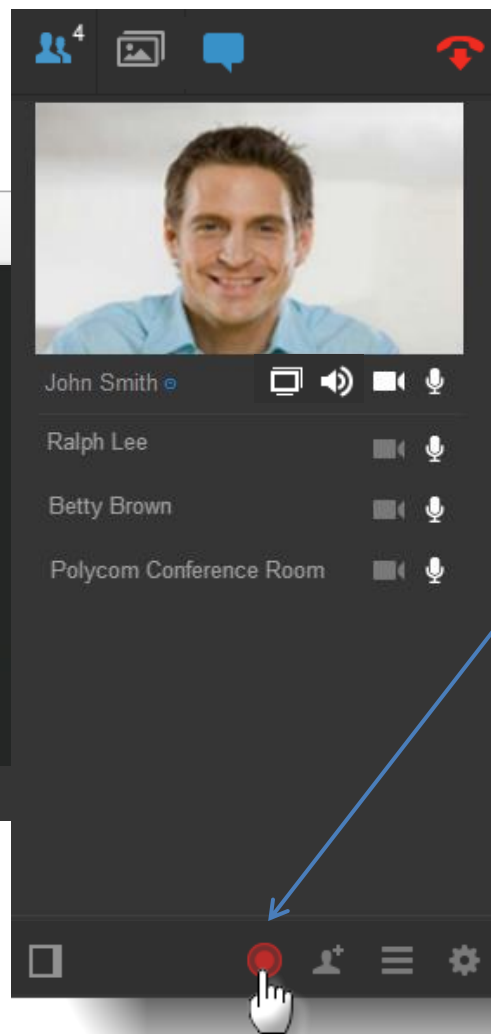
Click name to expand Device type and Quality indicator (bar).  
Moderator can Drop participant.

Click Quality indicator bar to expand for endpoint measurements

# Recording



Browser endpoints will see a flashing red light when recording is on.

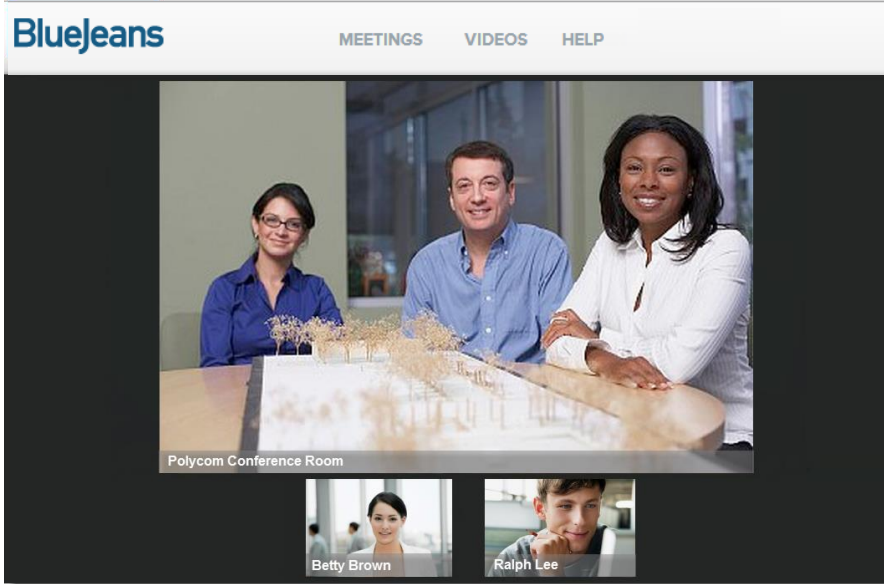


To start Recording, press the red button. Participants will hear an audible alert *"the meeting is being recorded."*

- Recording can only be enabled by the Moderator.
- If the Moderator does not have a Recording button, [click here](#) for setup instructions.
- For detailed instructions on how to manage the Recording and Playback feature, [click here](#)



# Controls



Controls

VIDEO LAYOUT

- Active Speaker
- Active Presence
- Constant Presence

Also set layout for other participants

Mute All Unmute All

Lock meeting

Video Layout:  
Choose one of three layouts in video mode.

Moderator has option to push layouts to all participants

Moderator has ability to:

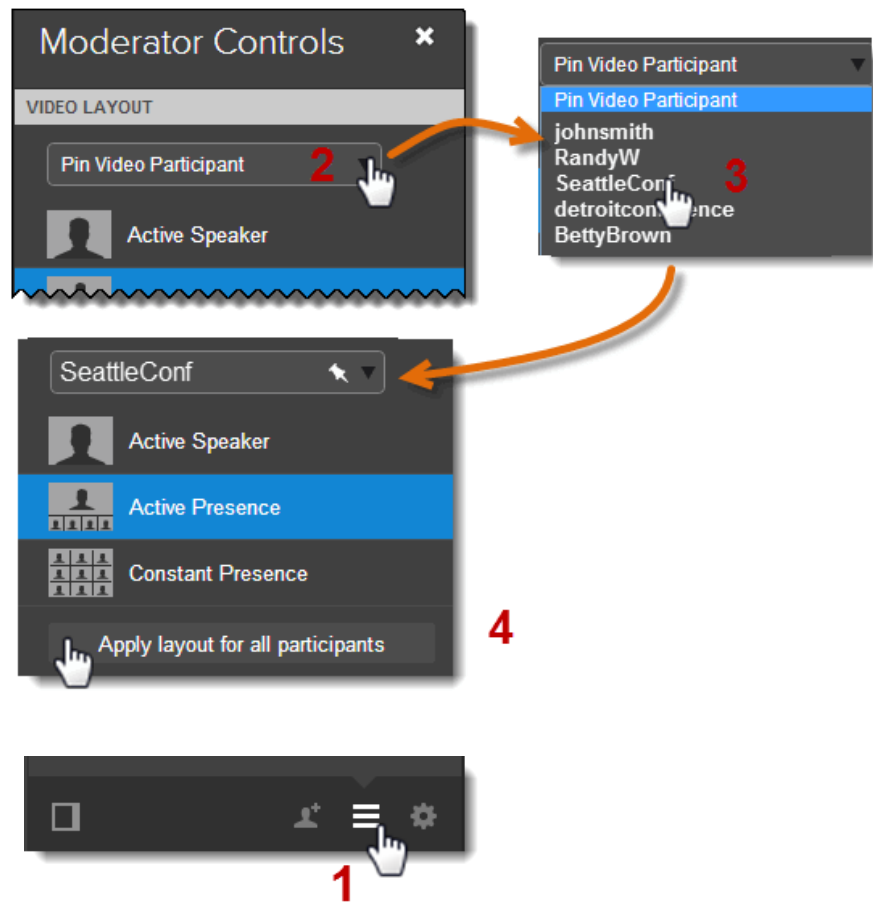
- Mute everyone, or
- Lock the meeting (preventing late arrivals from joining)

## Controls : Video Pinning

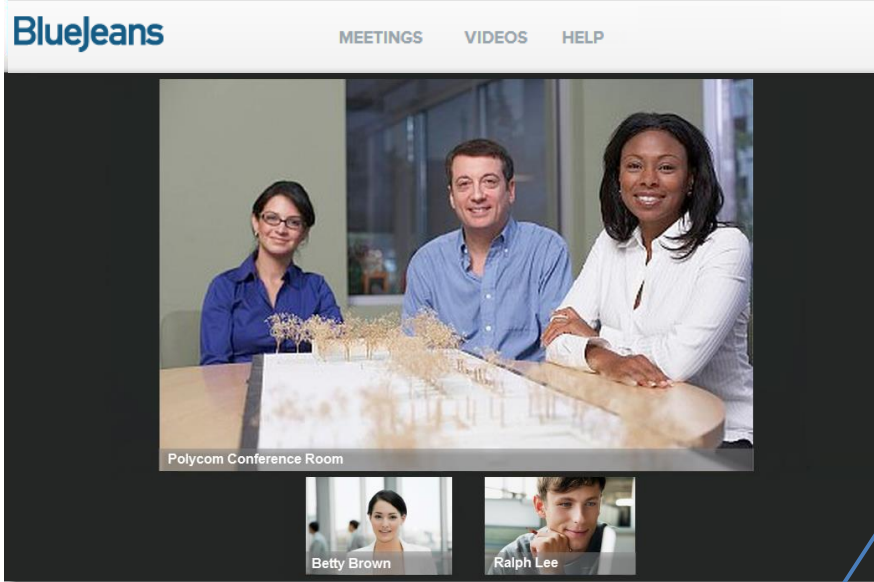
For lectures, you may want one participant (the "presenter") to be prominent: *a/ways* be shown as the "main speaker" in your meeting, regardless of who's talking. Using "video pinning," you can **lock** a specific presenter as the "active" speaker.

**Moderators only** can enable video pinning:

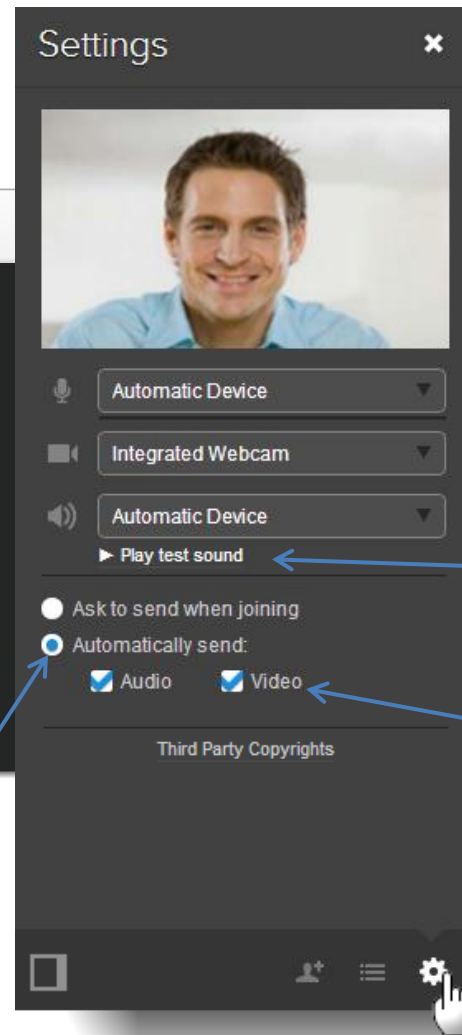
1. Select Moderator Controls from the lower right hand corner
2. Select the Pin Video Participant drop down to see a list of all meeting participants.
3. Select the presenter.
4. Confirm you have chosen the right name, then click "Apply layout for all participants" to enable



# Settings



Tip: check to auto-send audio & video automatically when joining

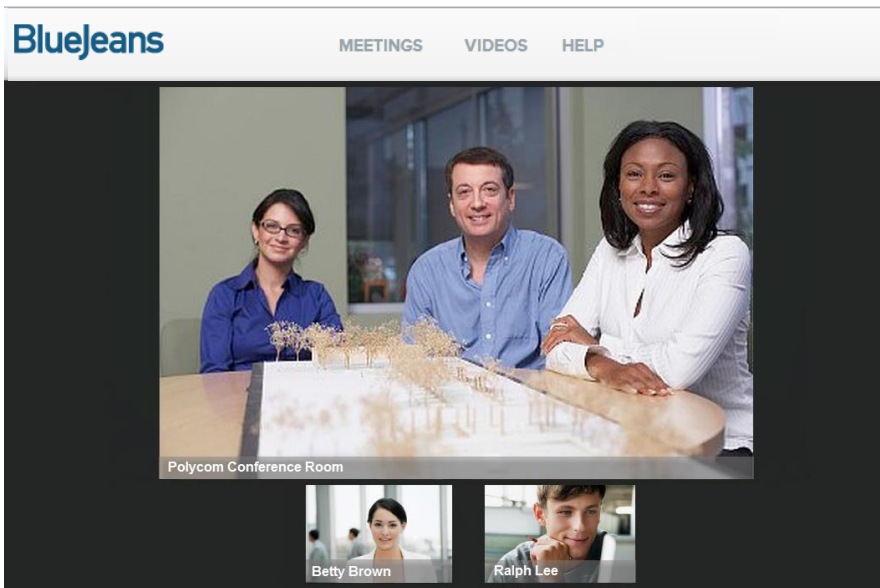


If you have multiple mic, camera or speaker devices on your computer, choose the right one from the drop down list.

Click to make sure your speakers are working

Uncheck if you **don't** want your audio or video to be connected automatically when arriving into the meeting

# Meeting Info (Invite Moderator-only)



### Invite / Meeting Info ✕

Email addresses

**Invite** **Cancel**


#### Worldwide Sales Huddle





Meeting URL  
<https://bluejeans.com/757338715>

Meeting ID  
**757338715**

Room Systems Dial-In  
**bjn.vc or 199.48.152.152**

Phone Dial-In  
**+ 1 888 240 2560**  
**+ 1 408 740 7256**

 **Copy Meeting Info**

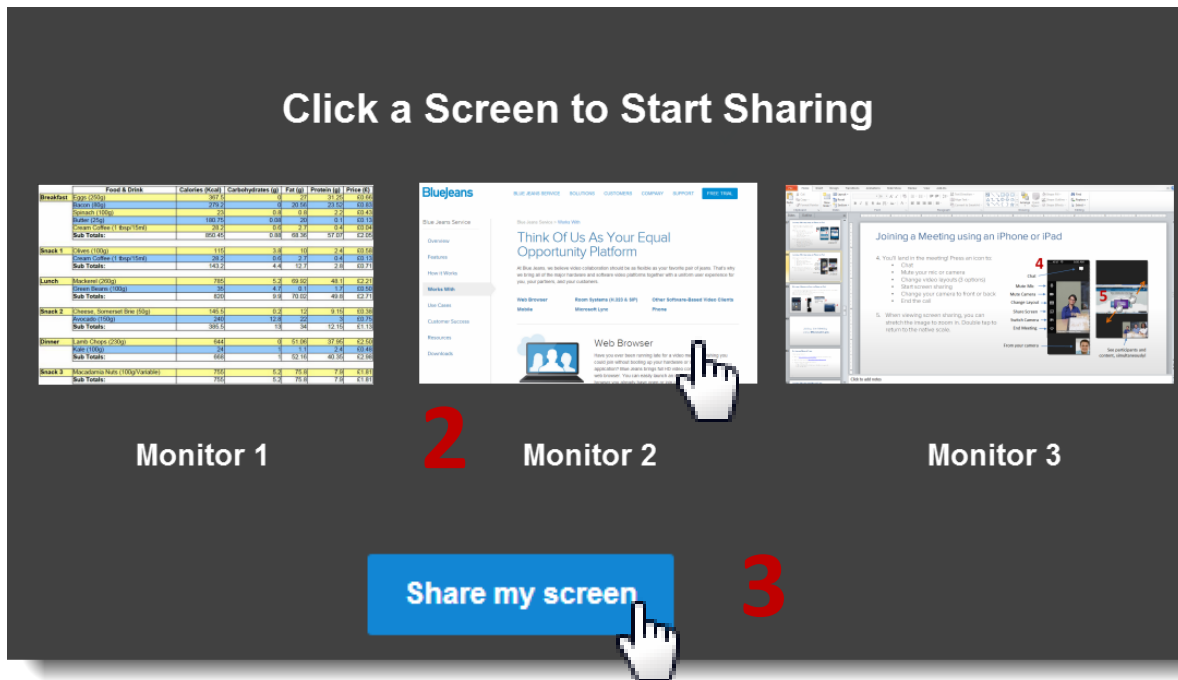
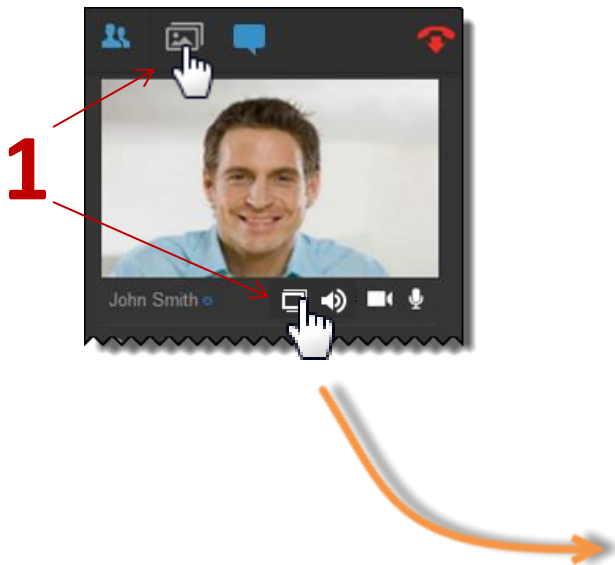
**Invite:**  
Moderator can send emails, inviting participants to join the meeting in progress

- Meeting Info:**
- Title
  - URL
  - Meeting ID
  - Room System Dial in URLs
  - Dial in Telephone numbers
  - Click to copy and paste meeting instructions.

# Sharing your Screen

Meeting participants will see whatever screen you move to on your computer:


1. Click either Screen Sharing icon to share your Desktop, then:
2. If multiple external monitors are connected, select the monitor you wish to share content from, or ...
3. ... if one monitor is present, click “Share my screen” to start sharing.

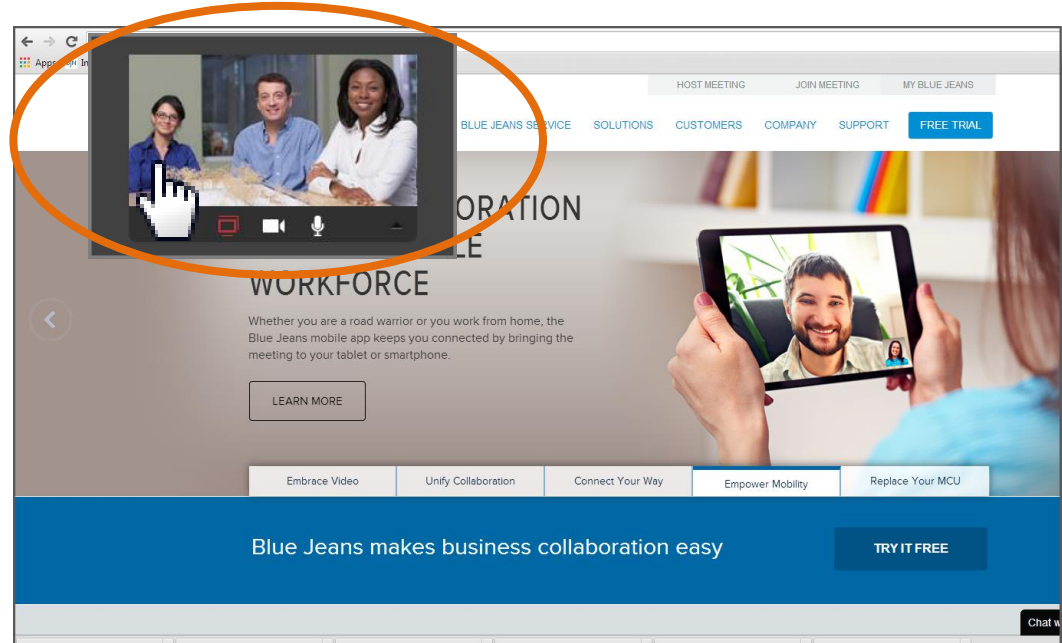


# Sharing your Screen

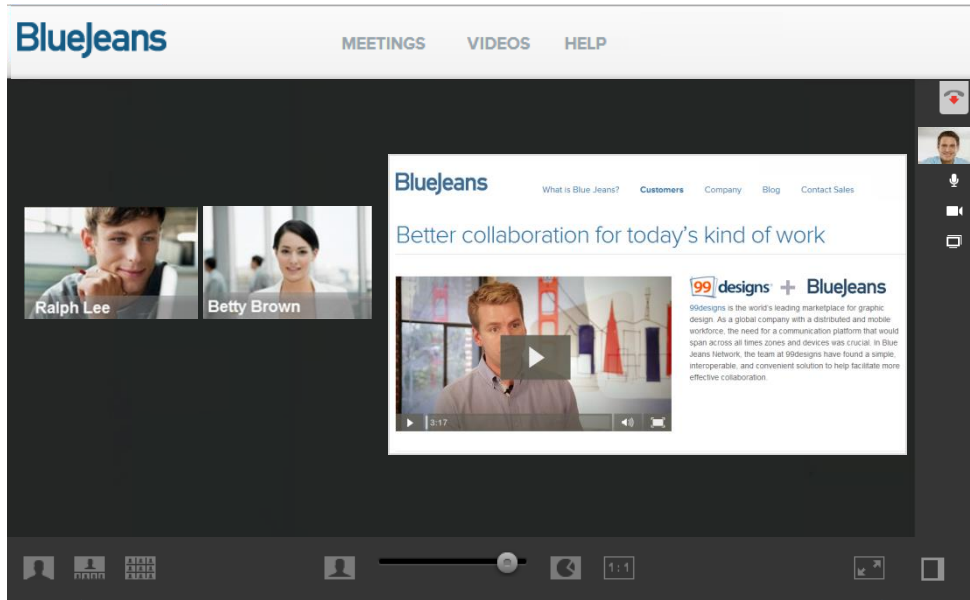
Sharing Widget: The “active speaker” remains visible as you show your screen!



- Drag window to your preferred location.
- Stretch the window to a larger size, from any corner.
- Mute camera or mic.
- Click bottom right drop down to hide widget.
- Click  to end screen sharing.



# Viewing a Screen being Shared by Another Participant



**Video Layout controls** allow you to switch between continuous presence, active speaker and constant presence modes.

**Scale** - slider to scale the video and content windows to suit your viewing needs.

**Zoom** button that allows you to zoom in on the content being shared.

Viewing another participants screen share on the Browser provides:

**1080p screen sharing** – high resolution content sharing on supported devices/systems.

**Dual stream** – the content being shared, far-end video and your picture-in-picture (PIP) are all viewable on screen.

# Joining the Meeting using an H.323 Room System



For Room System training  
video, [click here](#)



# Joining a Meeting using an H.323 Room System

3. Blue Jeans delivers, into your room system monitor, an input field for Meeting ID and Passcode, and “pairing” code at the bottom:



4. In the final step, you connect into the meeting one of **two different ways**:

1. Enter Meeting ID and Passcode (if required). Press # to submit:

Enter Meeting ID:

Enter Moderator or Participant Passcode:

\* Backspace # Submit

- OR -

2. Enter the displayed “Pairing Code” in the Meeting Room Web field (using your laptop):

A B C D E

**Worldwide Sales Huddle**

<http://bluejeans.com/> ID: 757338715

+1 866 226 4650

+1 408 317 9253

199.48.152.152

**John Smith** On call: 1 0  
Senior Product Manager

**Note: you must use “Pairing Code” if you want access to webapp Moderator controls**

# Sharing Content & Presentations from H.323 Room System

Room systems can share by connecting laptops to the system, and enabling screen sharing from the room system remote control.

Connect your laptop to the room system via VGA/DVI/HDMI interface and enable sharing on that end. Blue Jeans will automatically relay the content sharing across to remote participants.



Joining the Meeting using  
a Telephone only 

# Joining a Meeting using a Telephone only

Need to join the meeting, but, you're not at a video endpoint? Click the Phone tab, and dial the listed number. When connected, enter the meeting ID (and passcode, if required).

Worldwide Sales Huddle  
Sunday, October 13, 2013 2:30 p.m. PDT / 1 hr

COMPUTER ROOM SYSTEM PHONE

Dial into the meeting ([see all numbers](#))

**+1 408 740 7256**  
**+1 888 240 2560 (US or Canada only)**

Meeting ID: **757338715**  
Passcode: **8090**

When talking, the Phone participant will be shown as a thumbnail.



[bluejeans.com/numbers](http://bluejeans.com/numbers)

Argentina : +54 11 5917 6256	Japan : +81 3 4579 8425
Australia : +61 2 8103 4256	Mexico : +52 55 4741 1411
Austria : +43 7 208 83250	Netherlands : +31 20 808 2256
Belgium : +32 3 808 4256	New Zealand : +64 9 801 1256
Brazil : +55 11 3058 7770	Norway : +47 2 160 1825

# Joining the Meeting using an iOS mobile (iPhone or iPad)



For iOS training  
video, [click here](#)

# Joining a Meeting using an iPhone or iPad

1. Download the Blue Jeans app from the App Store on your iPhone or iPad. Click the app to start.
2. Two ways to join a meeting:
  - If you have a Blue Jeans account, log in (must enter your username, not email address), or
  - If you don't have a Blue Jeans account, click Join
3. You'll land in the app, where you can:
  - Click to start your instant meeting, or
  - Join another user's Personal or Scheduled meeting, by entering the meeting ID (and passcode, if needed).
  - Open calendar to find and join scheduled meetings.



Send BJN meetings from your iOS calendar to here!

# Joining a Meeting using an iPhone or iPad

4. You'll land in the meeting! Press an icon to:

- Press icon at bottom to:
  - Mute your Microphone
  - Mute your Camera, or
  - End the meeting.
- Your camera image is shown at the bottom right
- Note ear-bud/speaker behavior, found at the bottom of this solution
- When another participant is sharing their screen:
  - You'll see the shared content and the participant videos, simultaneously!
  - Stretch the content to zoom in. Double tap to return to the native scale

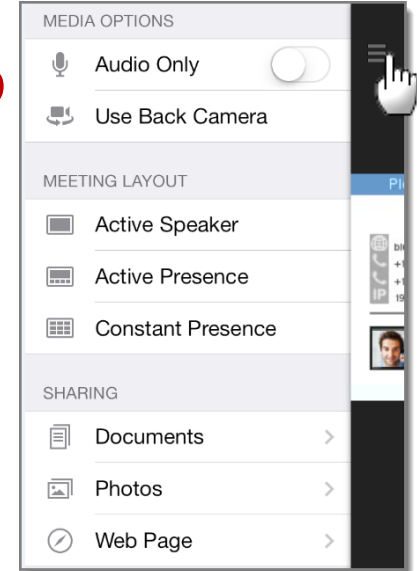


# Joining a Meeting using an iPhone or iPad

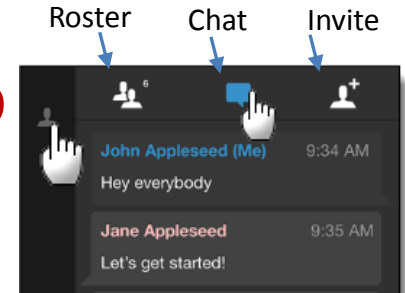
5. Click/Swipe icon at top left for more options:
  - Switch to Audio Only (this will mute your camera)
  - Switch to back camera
  - Change the Layout, to either:
    - Active Speaker (just the speaker shown)
    - Active Presence (speaker talking at top, with thumbnails of most recent speakers at the bottom)
    - Constant Presence (up to four speakers shown equally)
  - Share Documents, photos or web pages.
6. Click/Swipe icon at top right to:
  - View participant roster
  - Chat with all meeting participants
  - Invite others to the meeting (for moderator only)

## Media options, Layouts & Sharing

5



6



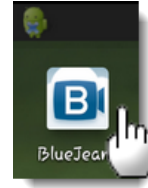
# Joining the Meeting from Android



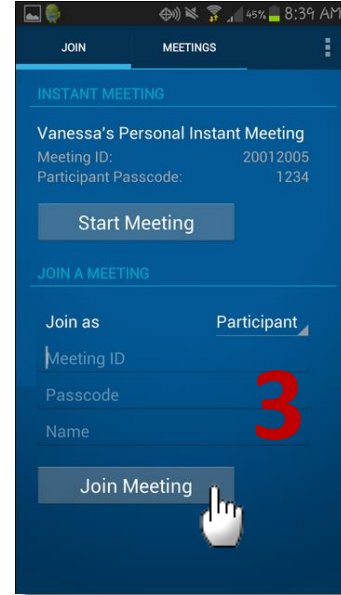
For Android training  
video, [click here](#)

# Joining a Meeting from Android

1. Download the Blue Jeans app from the Google Play store
2. To join a meeting:
  - If you have a Blue Jeans account, log in at the bottom (enter username, not email address), or
  - Participants without a Blue Jeans account, click Join Meeting at the top
3. You'll land in the app:
  - In the "Join A Meeting" section, enter the meeting ID (and passcode, if necessary) and your name, then click Join Meeting.
  - (Blue Jeans account owners only can click to start their Instant Meeting, or also Join a Meeting, by entering the meeting ID (and passcode, if necessary)



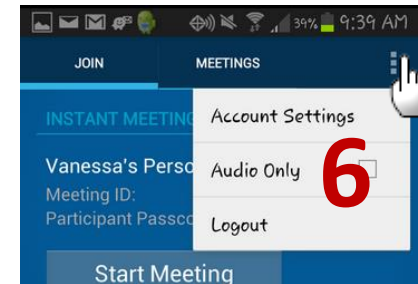
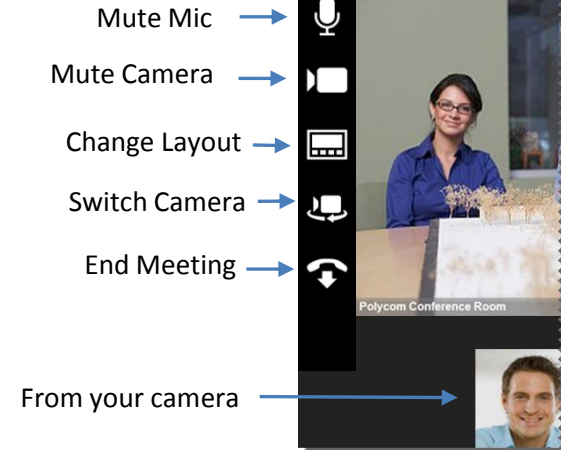
1



# Joining a Meeting from Android

- You'll land in the meeting:
  - Mute your mic or camera, change Video Layouts (3 on-screen options), change your camera to front or back, or end the call
  - Your camera image is shown at the bottom right
  - Tilt your mobile to landscape to expand the viewing area
  - When others share their screen, you'll see the shared content and the participant videos
- Blue Jeans account owners click Meetings at the top to see your scheduled BJN meetings. Simply click the calendar event to start or join the meeting!
- Click top right to access Account Settings, attend a meeting with Audio only, or log out of the app.

4



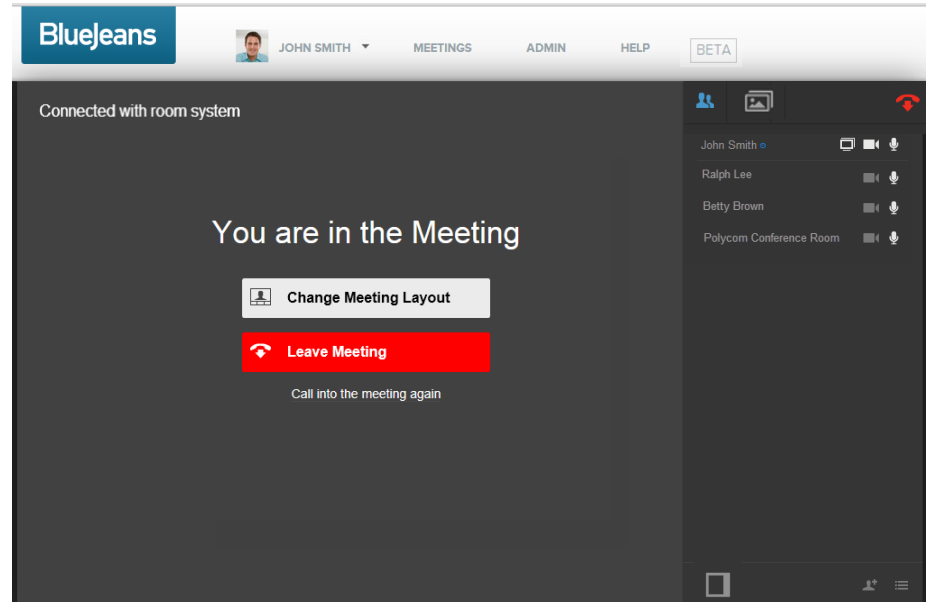
## 3. Managing the Meeting

# Active Meeting View, and Meeting Web Controls

Participants meet in the Blue Jeans “Active Meeting View” window:



From the web interface, Participants and the Moderator can manage the meeting from this view, when using Room System, Jabber, Lync or Google (with the Browser, controls are included in the Browser window).



# Meeting Attendee Controls

Moderator-only controls noted in red

Meeting count 4

Chat (click for instructions)

Click to leave Meeting. Moderators see option to let meeting continue:

Click to: Mute your Mic, Mute your Camera, Mute your Speaker, Share your Screen

The Moderator has control to mute (and un-mute) participant's mic or camera.

Click Endpoint name to expand and view:

- Device type and Quality indicator
- Click Quality bar to see call statistics

Moderator can Drop participant

Collapse side panel

Invite Participants (for Moderator only)

Switch to "Controls" (for Video Layouts and Meeting Info)

Connected with room system

4

You are in the Meeting

Change Meeting Layout

Leave Meeting

Call into the meeting again

John Smith

Ralph Lee

Betty Brown

Polycom Conference Room

	Sending	Receiving
Resolution	512x288	848x480
Video	H.264	H.264
Audio	G.722.1 32Kbps	G.722.1 32Kbps

Drop from meeting

### Leave Meeting

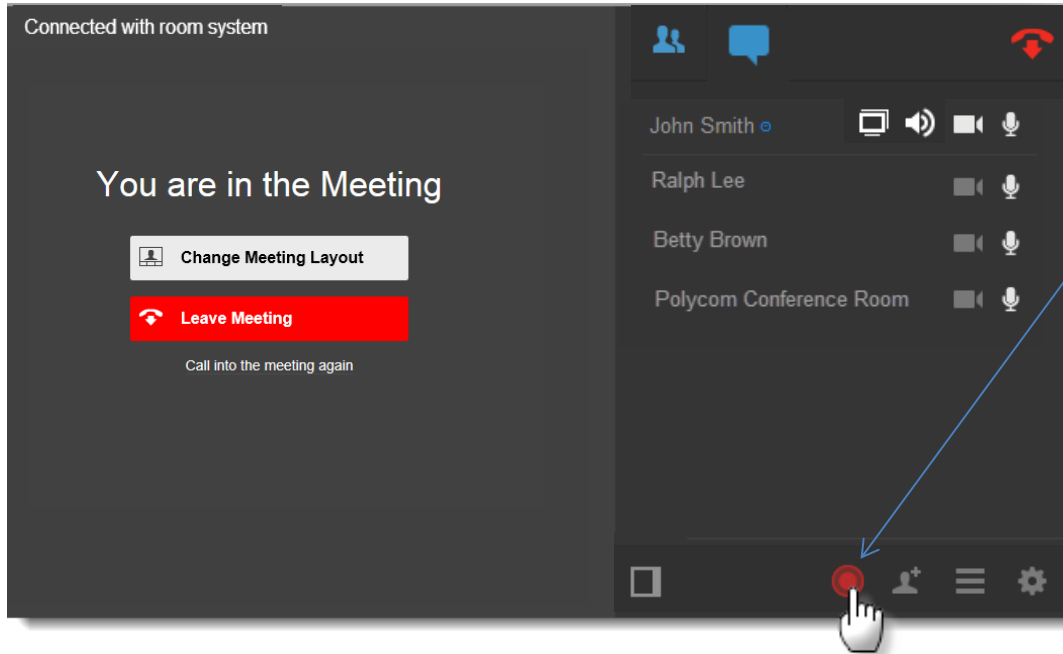
Are you sure you want to leave the meeting?

Kick everyone out

Give everyone 25 minutes

Leave Stay

# Recording and Playback



To start Recording, press the red button. Participants will hear an audible alert "*the meeting is being recorded.*"

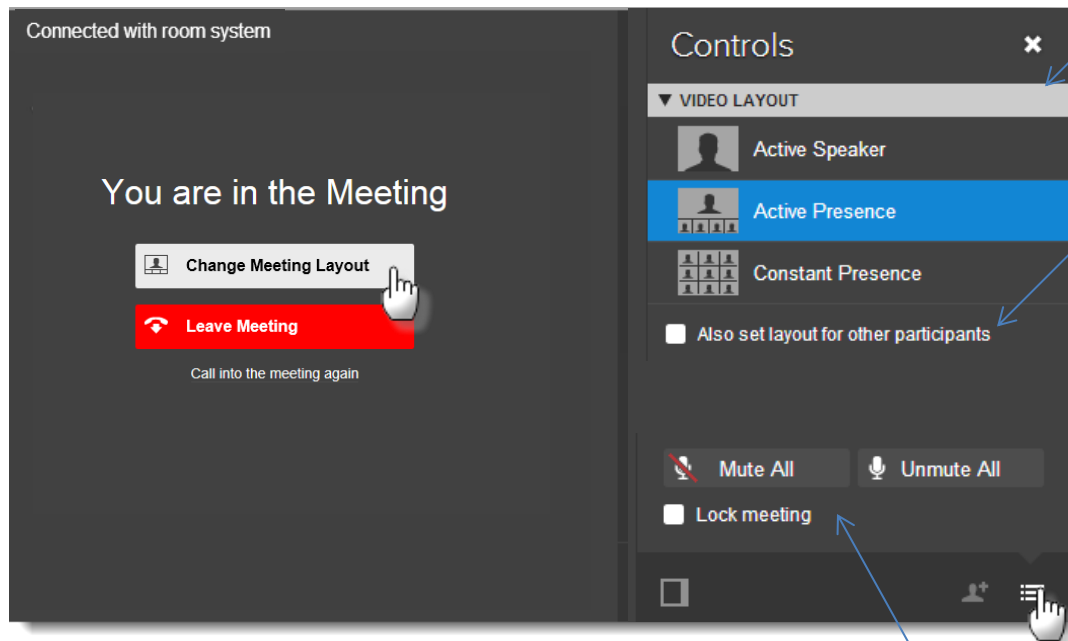
- Recording can only be enabled by the Moderator.
- If the Moderator does not have a Recording button, [click here](#) for setup instructions.
- For detailed instructions on how to manage the Recording and Playback feature, [click here](#)

# Controls: Screen Layouts, Mute All & Lock

Choose one of three Video layouts to view the participants.

Moderator has control to **push their chosen Video layout** to all participants.

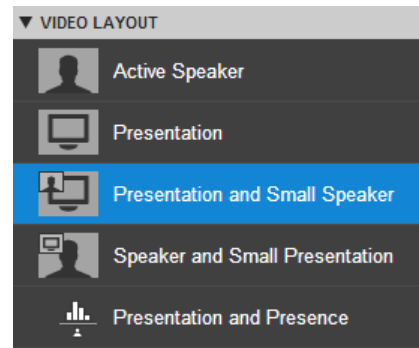
When **content** is shared, 5 layouts are available (except when using Browser, which provides sliding scale)  
**Note, moderator will not be able to push screen share layouts to others:**



**Tip:** Moderator can change meeting default layout (for both host and attendees), in Account / Room Settings. Participants will be able to change their layout after they have joined the meeting:



Moderator can **Mute** all participants (as needed), or, **Lock** the meeting (preventing anyone new from joining)

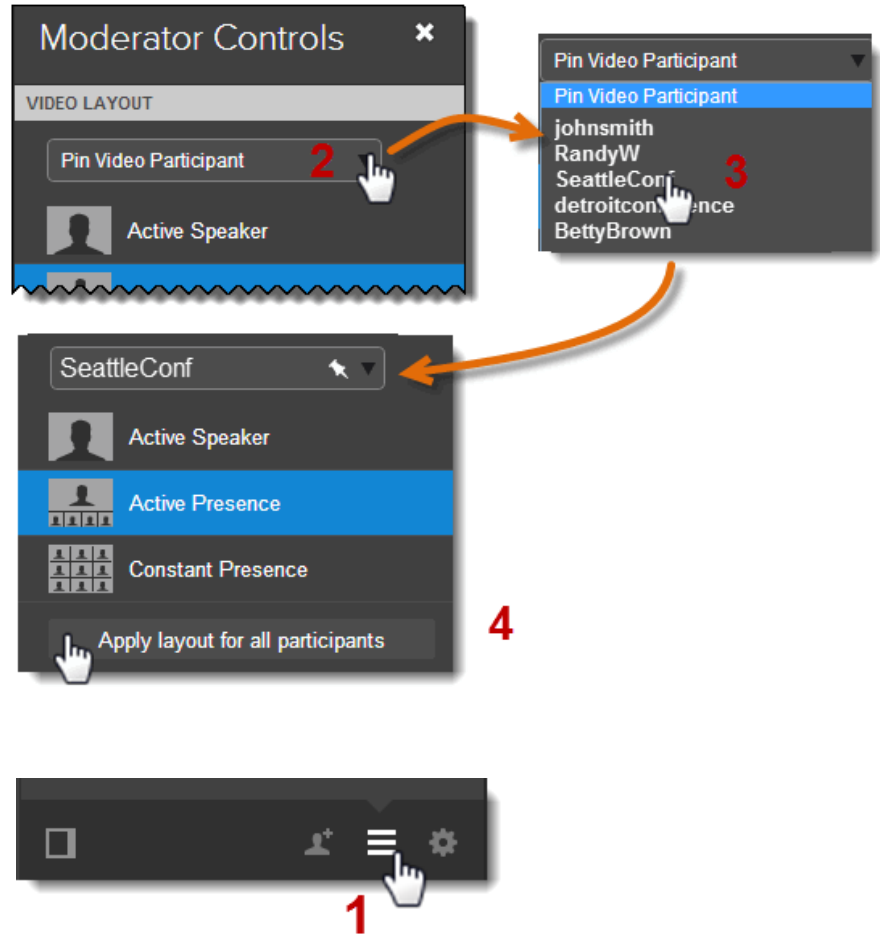


# Controls: Video Pinning

For lectures, you may want one participant (the "presenter") to be prominent: *always* be shown as the "main speaker" in your meeting, regardless of who's talking. Using "video pinning," you can **lock** a specific presenter as the "active" speaker.

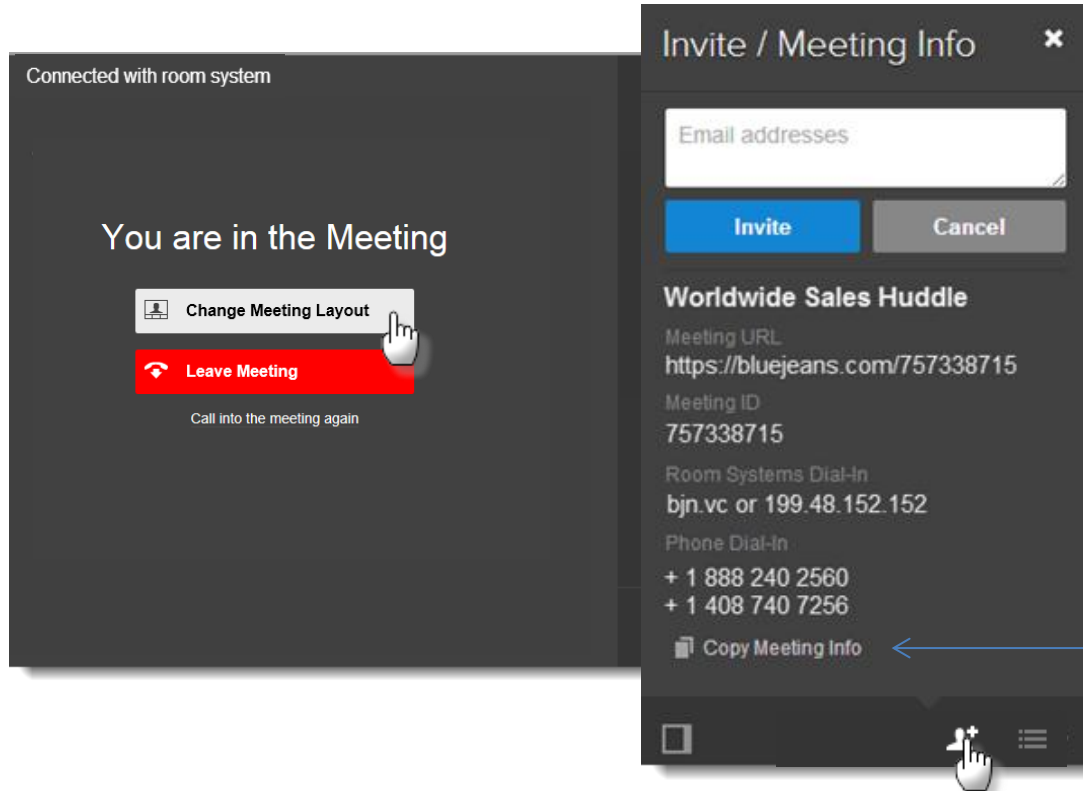
Moderators only can enable video pinning:

1. Select Moderator Controls from the lower right hand corner
2. Select the Pin Video Participant drop down to see a list of all meeting participants.
3. Select the presenter.
4. Confirm you have chosen the right name, then click "Apply layout for all participants" to enable



# Invite Participants

## Moderator-only controls



### Invite:

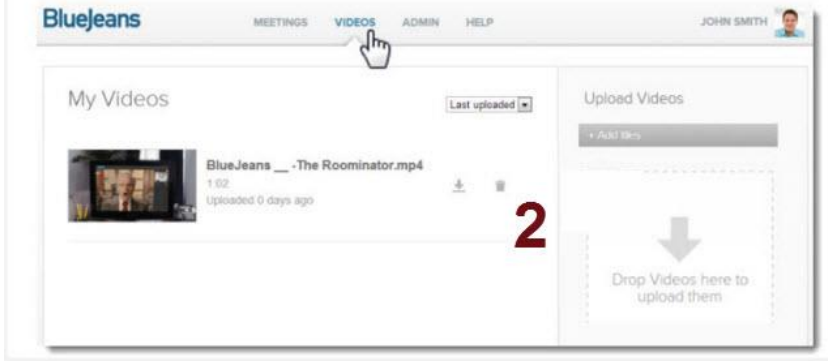
Moderator can send emails, inviting participants to join the meeting in progress

### Meeting Info:

- Title
- URL
- Meeting ID
- Room System Dial in URLs
- Dial in Telephone numbers
- Click to copy and paste meeting instructions.

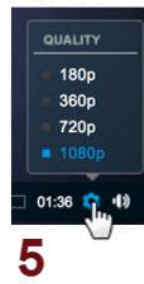
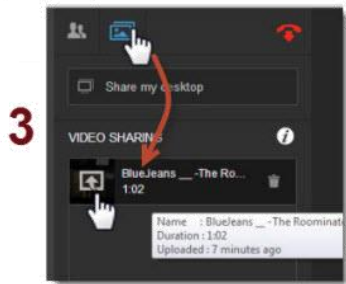
# Video Sharing

- 1** Admin enables service: Meeting Preferences:  
 Enable Video Sharing for my group



Blue Jeans video sharing lets you upload video clips to your personal Blue Jeans account and share them in real-time with meeting participants.

1. Administrator enables the service from the Admin portal. All users will have this feature. It cannot be enabled/disabled for specific users.
2. Upload the video files you wish to share before the meeting.
3. In the meeting, click the sharing options icon in top right, then select the previously uploaded video.
4. Click play to start the video.
  - All participants are automatically muted, including the presenter. When the video is paused, stopped or ends, participants are automatically unmuted.
  - To speak during the video, users may push the space bar on their keyboard to temporarily “unmute” themselves and speak. When they release the space bar, they will return to the muted state.



5. Users can modify bit-rate settings at any time while a video is being played from the settings icon in the lower tool bar.

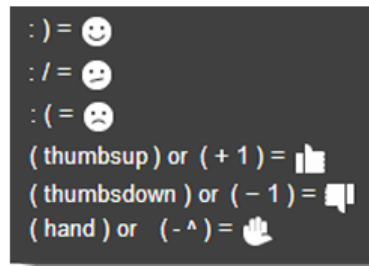
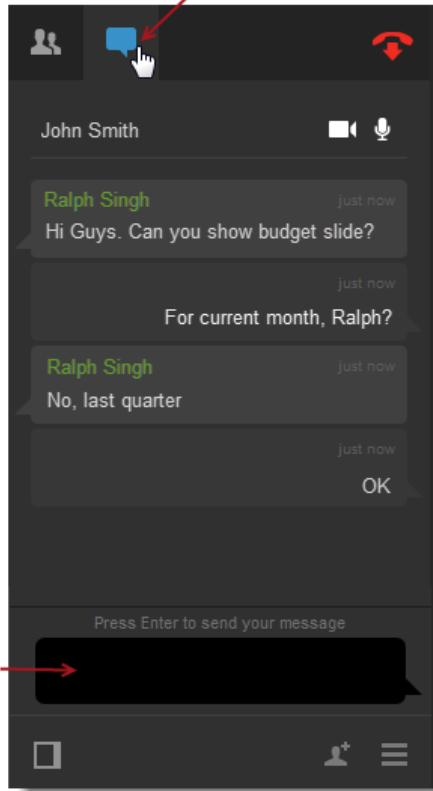
# Chat

To start a chat session:

1. Click the chat icon at the top of your meeting page,
2. Enter your text,
3. Your message will appear (in example below, Ralph started the discussion and John replied, both times)

Please note:

- Message can be read by all participants. The ability to privately chat (with specific person) will be added at a later date.
- Chat archives will be introduced in a future release.
- Chat can be disabled at the user level (My Settings/Room Settings). If the entire Enterprise Group wishes to have chat disabled for all users, contact [support@bluejeans.com](mailto:support@bluejeans.com).



By default, chat is enabled for all accounts. [Click here](#) for instructions to disable chat from your meetings.

# \* (star) key brings up Menu Commands

Need to mute your audio or video, or change layouts, and don't have access to the Blue Jeans Meeting Room web interface? Access the Blue Jeans meeting control menu by pressing the star/asterisk (\*) key from your room system remote. The blue menu panel will appear, letting you:

1. Switch layouts
2. Change menu to German language (or back to English)
3. Bring up meeting information
4. Mute (unmute) the Audio at your endpoint
5. Mute (unmute) the Video at your endpoint
6. Hide the Overlay graphics (the BJN logo, and the name/icon bottom of each participant - see example below)
7. Add your own endpoint video to be seen by you, in the the BJN meeting panel
8. Mute all



## \*6 Example:



## 4. Personal Meetings

Instead of scheduling a meeting, you can also use a Personal Meeting for quick, one-time, on-the-fly video conferences.

# Starting a Personal Meeting

1. Click the Personal Meeting bar to view ID, passcode and joining instructions.
2. Then, click the Start Meeting button.

The screenshot displays the Blue Jeans meeting interface. At the top, there is a profile card for John Smith, Senior Product Manager at Softco, Inc. Below this, two meeting bars are visible: 'Blue Jeans Test Call' (Video Test) and 'John's Meeting' (Personal Meeting). The 'John's Meeting' bar is selected, showing a detailed card with the following information:

<b>Meeting ID:</b>	<b>Participant Passcode:</b>
2145551234	4573

Below the meeting details, there are several joining instructions:

- To join the Meeting:** <https://bluejeans.com/2145551234/4573/>
- To join with Lync:** <https://bluejeans.com/2145551234/4573/lync>
- To join via Browser:** <https://bluejeans.com/2145551234/4573/browser>
- To join via Room System:** Video Conferencing System: meet@bjn.vc -or- 199.48.152.152
- To join via Phone:** +1 408 757 0979 (US or Canada only)  
+1 408 757 0979

At the bottom of the card, there is an 'Edit Personal Meeting' link and a 'START MEETING' button. A 'Share Meeting Info:' section includes 'Copy to Clipboard' and 'Send Email' options. A callout box explains that these details can be shared with others to give them access to the meeting room.