1. First, adjust your BlueJeans account to fit your preferences

2. Scheduling Meetings
   - Configuring Meeting Details
   - Advanced Options
   - Invitation Email, received by the Participants
   - Invitation Email, sent to the Moderator (scheduler)
   - Outlook Add-in (and links to other scheduling tools)

3. Joining and Managing your Meeting
   - How Moderator enters the meeting room
   - How Participants enter the meeting room
   - Joining the conference:
     - Using a Computer (BlueJeans App)
     - Using an H.323 Room System
     - Using a Desk Telephone
     - Using the BlueJeans iOS App or BlueJeans Android App
1. First, adjust your BlueJeans account to fit your preferences
In your Account menu, click Settings

Enter a moderator passcode, only you will remember.

Uncheck if you want to hear tones when people enter and leave your meeting.

For “My Meeting”:
If you want to change your personal meeting ID URL, contact BlueJeans support.

Enter a personal meeting ID that’s easy to remember (e.g., office or mobile number).

Change Meeting Title, if needed.
In your Account menu, click Settings

Set your default Scheduling Options for “My Meeting” (and Scheduled Meetings)

If extra security needed to enter a meeting, check to add a participant passcode

We strongly recommend starting your meeting without a moderator. Participants don’t have to wait for you, and you still have “controls” when you arrive. For details, click here.

Check if you want to automatically mute each participant as they join the meeting, regardless of how they have connected. For details, click here.
... and set Delegation scheduling, if needed

Delegate scheduling provides the ability for a "delegate" to schedule BlueJeans meetings on behalf of another BlueJeans users (the "delegator") in the Enterprise Group. For full instructions, click here.

You can schedule a meeting from your BlueJeans Account, Outlook, the Chrome /Safari extension, or the Scheduler for Mac.

The next section of this guide show how to schedule from your BlueJeans account and Outlook.
2. Scheduling Meetings

You can schedule from your BlueJeans account (instructions on following pages), or use:

✓ Outlook
✓ Google Chrome Browser extension
✓ Scheduler for Mac
Scheduling Meetings

1. First, log into your account, at `bluejeans.com/login`.
2. Landing in your Meetings page, click Schedule Meeting.

**Personal Meeting ID (My Meeting):**
- Easy to remember!
- Uses your customized Personal ID
- Great for instant meetings

**One-Time (Scheduled) Meeting ID:**
- Great for concurrent meetings or meetings requiring special settings
- Automatic email invitation sent

---

Click to attend another meeting

Click to start your Personal meeting (or copy URL, info)

Test your computer’s mic, camera and speaker connection

Click “More Info” to view and edit your Personal meeting configuration
3. Enter meeting details:
   A. **Meeting Title** (displayed in the waiting-for-meeting-to-begin welcome panel)
   B. Add optional meeting **description**
   C. **Date/Time**
   D. **Repeat?** (daily, weekly or monthly)
   E. **Email invitations** (addresses entered in the past will “auto-complete”)
   F. Click to see **Advanced Options**
   G. Choose to use your **Personal (My Meeting) ID**. If unchecked, a unique, nine digit **One-Time ID** is used.
   H. Add **participant passcode** (secure)
   I. **Advanced Option Settings** (see next three pages for details)
   J. Click to **schedule** this new meeting
Scheduling – Advanced Meeting Options

Enabling/disabling options here affect this **one scheduled meeting only**. To change options for all **Personal** and/or **One-Time** meetings (going forward), make your selection from your Settings 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).
Scheduling – Advanced Meeting Options

**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 one-time meetings, going forward (or from your Personal meeting).
Scheduling – Advanced Meeting Options

- **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 participants.

- **Silent Participant Entry Mode** – check this box if you want to disable the audible “alert” tone everyone would hear when a participant enters or leaves the meeting.

- **Show participants names in email invitation** – check this box if you want to show all invited names in every invite email.
4. In your Account Menu / Settings, you can change default settings for **future meetings**:

A. Default **Video Layout**
B. **Telephone Number Preferences**: if enabled by your Admin, choose country dial in numbers you want published for **your** meetings.
C. **Disable Audible Alerts**
D. Set the **default Advanced Options** you want enabled, for Personal (My Meeting) or One Time (Scheduled) meetings.
Scheduling complete, meeting is ready to use!

That’s it! Your scheduled meeting is now ready to use, at the scheduled time or anytime earlier (it will not end until the schedule ending date/time).

Click the Meeting Bar to expand and show the details, along with further options:

A. **View participants.** Hover to see full name. Click + to add.
B. Another way to view invited participants, copy meeting details, or add to Outlook
C. **Edit** any aspect of the meeting
D. **Cancel** the meeting
E. **Start** the meeting
Meeting Calendar in the BlueJeans App

Integrate your BlueJeans App with your Gmail or Outlook Calendar. This will allow you to see your upcoming meetings and join them directly from the App!

1. Click an upcoming meeting bar to see the details. Click the Join button to join the meeting,
2. Hover over an upcoming meeting and click the Join button to go directly into the meeting,
3. Click to join your Personal Meeting ID,
4. Click to Schedule a new meeting (from web app),
5. Join a different meeting (different host), entering their meeting ID.
Email sent to Participants

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

Clicking Join Meeting Link sends them to 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

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

Meeting Title: Worldwide Sales Huddle
Meeting Time: Monday June 22, 2015 • 2:30 p.m. PDT / 1 hr

Join Meeting

Connecting directly from a room system?
1) Dial: 199.48.152.152 or byn.vo
2) Enter Meeting ID: 757338715 - or - use the pairing code

Just want to dial in?
1) Direct-dial with my iPhone or
   Dial in: +1 408 740 7256 or +1 688 240 2550 (all numbers)
2) Enter Meeting ID: 757338715

Tip: Click Direct-dial with my iPhone

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.

---

**You have scheduled a video meeting on Blue Jeans.**

**Meeting Title:** Worldwide Sales Huddle  
**Meeting Time:** Monday June 22, 2015 • 2:30 p.m. PDT / 1 hr

**Join Meeting**

Connecting directly from a room system?
1) Dial: 199.48.152.152 or bijn.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 from Outlook

1. Click BlueJeans “Schedule” icon at top to open a new appointment form.
2. BlueJeans meeting details appear.
3. Fill in event details:
   • Change Subject (if needed)
   • Enter date & time
   • Mark as Recurrence (if needed)
   • Add participant’s e-mail addresses
   • Add attachment (if needed)
4. Compose your message. Scroll down though meeting details and add/edit text!
5. Click SEND to send the invitation.

This new scheduled Meeting will be added in the Meetings page of your BlueJeans account.

You can also schedule meetings direct from:
• Gmail/Chrome, or
• Scheduler for Mac
3. Joining and Managing your Meetings
Moderator enters the Meeting - two easy 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 – two easy ways

1. Clicks link in their Participant email invitation:

   Meeting Title: Worldwide Sales Huddle
   Meeting Time: Monday June 22, 2015 • 2:30 p.m. PDT / 1 hr

   ![Join Meeting](image)

   Click here if you have a BlueJeans account, and sign in.

2. Or, logs into the meeting room from the BlueJeans website (bluejeans.com), clicking Join Meeting and entering the Meeting ID (and passcode):

   ![Join Meeting](image)

   ![Enter Meeting](image)

   Participants enter the room – two easy ways
Choose your connection option

Click the green Join Meeting button if you want to use your Computer for audio (mic and speaker):

- Select **Computer Audio** if using computer for audio & video. This is the default entry method ... same as clicking the green Join Meeting bar.

- Select **Phone Audio** if you’ll dial-in from a telephone, using the computer for video only.

- Computer mic and speaker will be muted.

- **Share your screen only** (by default, you won’t be seen or heard).

- Pair to an h.323 **Room system**.
Joining the Meeting from your Computer (PC, Mac or Linux)
Audio and Video from your computer

Coming into the meeting, select your mute preferences, then press Join Meeting:

1. Toggle left to Mute your Camera or Mic. (they are ON when blue button is on the right)
2. Change the camera of mic device, if needed
3. Click to Join Meeting!

If prompted, enter your name, which will appear in the participant roster:
Audio from your Telephone / Video from your computer

Select **Phone Audio** to talk/hear from a phone, using the computer for video only:

a) BlueJeans can call you:

Finally, click join to connect your video ...

OR, b) dial into a BlueJeans number to connect:

... and you’ll enter the meeting!
Meeting Controls

Your video
Leave meeting
Chat with participants

- View attendee roster. Click name for call details.
- Moderator also can:
  - Mute individuals or all
  - Invite others to meeting
  - Change/push layouts
  - Lock Meeting

- Share your screen
- Adjust mic, camera, or speaker settings
- Switch meeting connection to phone
- Mute your microphone
- Mute your camera
- Start recording
- Expand to full screen

Drag cursor ...

- Change Speaker layout
- Drag to change size of video and presentation
- Share your screen
Participants

Moderators have blue bar

Click pencil to change your name

Active speakers

Sound wave (plus name in bold black) indicates this endpoint is speaking

Invite others to join this meeting

Moderator only can mute anyone’s camera or microphone:
- **Red** mute indicates Moderator muted Ralph’s microphone
- **Black** mute indicates Ralph has muted camera from his end

Click attendee’s bar, to:
- **Moderator only** can drop Ralph from the meeting
- Reveal Call Details: device type, quality signal bars, and network stats

Participants

Moderator only can mute anyone’s camera or microphone:
- **Red** mute indicates Moderator muted Ralph’s microphone
- **Black** mute indicates Ralph has muted camera from his end

Click attendee’s bar, to:
- **Moderator only** can drop Ralph from the meeting
- Reveal Call Details: device type, quality signal bars, and network stats

Moderator only can mute the mics of all participants

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Invite Participants

Email meeting credentials to others you want to join

Send meeting URL, ID or dial in number, or

Copy to clipboard

Moderator Controls

For Moderators only

Push Video layout to all participants

Disable entry tone when participants join meeting

Mute participant's microphone when they join meeting

Lock to prevent new participants from joining

Email addresses

INVITE

Meeting URL
https://bluejeans.com/757338715

Meeting ID
757338715

Phone Number
+1 408-740-7256

COPY MEETING INFO

Silent participant entry mode

Mute participants on entry

Lock meeting
Share Screen

1. Choose to share your Desktop or video.

2. We recommend sharing your entire screen...

3. ... If multiple monitors are engaged, click Start Sharing from the one you wish to share from.

4. ... or share an open application only (not available using Chrome or Firefox)

5. To end sharing, click “Stop Sharing” banner (slide banner if it covers up window menu)

6. Use the floating widget to manage while sharing

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

- Drag window to best location.
- Stretch the window to a larger size, from lower right corner.
- Mute camera / mic.
- Click bottom right drop down to hide (collapse) widget.
- Click \( \square \) to end screen sharing.

Note: Some enterprise security tools (e.g. app blocker) prevent windows users from sharing directly from the app.
Use pinning when you have a lecturer delivering a presentation!

Moderator only can designate a specific participant as the "main speaker," making their camera fixed as the main video at all times, regardless of who is speaking.

To pin:
- Hover over a Participant's name in the Roster and click on the "Pin" icon. (Participant must be sending video).
- To unpin the Participant, simply click on the "Pin" icon a second time, and it will disappear.
Viewing a Screen being Shared by Another Participant

When others are sharing their screen, hover your cursor at bottom.

- **Content Slider** appears
- Position slider to expand or shrink the video and screen panel

Want to **take control** of another computer sharing their screen? [Click here](#) for instructions.

Choose participant’s Video layout
View participant’s video only
Content Slider: Adjust video / content size
Shared content only
Show content in actual size
Take over, and share your screen

Participant panel will indicate who is sharing

[Betty Brown]
Switch to Phone

1. **BlueJeans calls you:**
   - Click the “call me” bar,
   - Enter your phone number (only U.S. numbers accepted),
   - Press “Call Me Now” and you’ll be in your meeting.

2. **Dial into the meeting:**
   - Select a number from the list,
   - When connected, enter the displayed audio code, and you’ll be in your meeting.
Adjust **Settings** to optimize your meeting:

1. Choose your mic, camera or speaker, if options available

2. Change connection to another device

3. Set “My Preferred Connection” type for future meetings (see next page for details)

4. Scale video to fit view (when menu expands)

5. Browser notification

6. Enable Hints and tips for helpful popup boxes in the web app
Settings – My Preferred Connection

Select your audio and video option

- Computer
  - Computer audio & video
- Phone
  - Phone audio & computer video

Always Ask – always gives you choice to use Computer or Phone for audio

Computer Audio – land straight in the “hair-check” screen, letting you mute camera or mic before joining meeting

Phone Audio – land in dial-into-meeting steps

Room System – land in the pairing code panel

Screen Share – land straight in the meeting, allowing you to screen share when needed
To start Recording, press the red button. Participants will hear an audible alert "recording has started."

• 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
Chat

Chat with all participants in your meeting.

Tip: accept the request to receive Notifications from BlueJeans and you’ll be alerted when a new chat arrives.

To chat privately, (1 on 1) mouse over the name and click the chat icon.

By default, chat is enabled for all accounts. Click here for instructions to disable chat from your meetings.
Enlarge Self View

Click on the self view thumbnail to make it more visible.

This is an architectural enhancement that will also reduce CPU and reduces fan speed. This translates to less fan noise, lag and freezing for our end users (self view thumbnail must be popped out of the participant panel for CPU and fan improvements).
When the Moderator leaves, meeting will continue for remaining participants, unless ...

... “Drop Everyone” box is checked, with minute timer set. Participants will see/hear alert that meeting will end.
Optimize your Meeting Experience!

When joining from a Computer:
• Plugin with a wired internet instead of wireless. If wireless is only option, ensure you are in a good wifi signal area. Click here for more information.
• Simply plugin your headset (or ear buds) for the audio. There is no dial in by phone. Multiple audio sources can create feedback. If using an external speaker, don’t turn the volume up too loud, and, mute yourself when not speaking. Click here for more echo elimination tips.
• Consider your impression. Ensure a good camera angle and adequate lighting. Click here for more tips.

Popular BlueJeans Features to enhance your meeting:
• Share your screen
• Setup your meeting to be moderator-less
• Conducting a lecture? Click here for setup tips
• Change video layouts
• Use the Command Center to review the quality of meeting endpoints

Visit support.bluejeans.com for videos, guides and solutions
Joining the Meeting using a Room System
Joining a Meeting Paired with a Room System

1. Joining the meeting from your laptop, click “Phone and More Connection Options”
2. Click Room System
3. The BlueJeans IP address will be shown
4. Enter the IP address in your Room System panel or remote control.
Joining a Meeting Paired with a Room System (continued)

5. BlueJeans delivers, into your room system monitor, an input field for Meeting ID and Passcode, and displays a five digit “pairing” code at the bottom:

6. Enter the displayed “pairing” code in the web field and click the pair button. You’ll land in your meeting!

Tip: use this “Pairing Code” process to enable meeting Moderator controls on your laptop.
If you don’t have a laptop available (thus unable to pair) enter the meeting ID and passcode (if applicable) from your room system panel or remote control, pressing the pound sign (#) after each entry.

Note: the Moderator will not have meeting controls when dialing in this way.

Want to dial into the meeting directly from a URI string? Click here for instructions
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. BlueJeans will automatically relay the content sharing across to remote participants.
* (star) key Menu Commands from a Room System

Need to mute your audio or video, or change layouts, and don’t have access to the BlueJeans Meeting Room web interface (because you didn’t pair)? Access the BlueJeans 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/French/Spanish (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 BJN meeting panel
8. Mute all

*6 Example:
Dialing into the Meeting from a Desk Telephone
Dialing in from a Desk Telephone – with Video

1. Click the Join Meeting button found in your invite
2. After downloading the app you’ll land in our “hair check” page. Click "More Connection Options"
3. Click Phone Audio
4. Dial the number shown (drop down for list of countries)
5. Enter the Audio Code presented. Press # to confirm
6. You’ll see a green "pairing" checkbox. Your telephone is now in the meeting!
7. The panel will then ask you to confirm your video (i.e., leave your camera on or off), then click "Join Meeting."
8. You’ll enter the meeting and be able to see participants (and they can see you, if your camera is on).
Dialing in from a Desk Telephone – without Video

1. Dial a phone number shown on your email invitation.
2. At the greeter’s prompt:
   • Enter the provided Meeting ID followed by the # sign. If there is no participant passcode (as shown in the screenshot below), press the # sign again and you'll be in the meeting.
   • If a participant passcode is required, enter that code followed by the # sign.
3. Click bluejeans.com/numbers for a list of 40+ international dial-in numbers.

Want to customize the dial in numbers for your meetings? Click here for instructions
Joining the Meeting from a **Mobile** (iOS or Android)
Joining a Meeting from your Mobile

1. Click to join from your email or calendar event:
   - **Email Invitation**
     - Weekly meeting
     - Today at 10:16 AM
     - BlueJeans
     - Alert 10 minutes before
     - Second Alert 10 minutes before
   - **Notes**
     - Join the meeting
     - Calendar Link:
       - https://bluejeans.com/675846352/calendarLink

2. If using BJN App for first time, click “Join with the App (Audio Only)” and download the App:
   - **Alert**
     - Low Bandwidth mode enabled.
     - Low bandwidth mode won’t eat up so much data.

3. Your Camera will be muted: You will be able to see others (and content):
   - **Meeting**
     - 2 Participants

4. Slide panel up if you see “low bandwidth” alert, this will improve your meeting quality:
   - **Low Bandwidth mode**
     - Swipe up to enable

For instructions for speed-dialing in from your phone, click here
Meeting from iOS (iPhone or iPad)

1. 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 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
Meeting from iOS (iPhone or iPad)

2. 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.

3. Click/Swipe icon at top right to:
   • View participant roster
   • Chat with all meeting participants
   • Invite others to the meeting (for moderator only)
Meeting from Android

1. You'll land in the meeting:
   • Mute your mic or camera, change Video Layouts (3 options), change your camera to front or back, or end call
   • Tilt your mobile to landscape to expand
   • When others share their screen, you'll see the shared content and the participant videos

2. Click/Swipe top left icon to access Layouts, Screen Sharing and Invitation options.

3. Click/Swipe icon at top right to view participant roster, or chat with meeting participants