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1. First, adjust your BlueJeans account to fit your preferences.
In your account Application menu, 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”:

Change your personal meeting URL, if needed

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

Change your Meeting Title
In the Application menu, Settings

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

For extra security 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.

Automatically mutes 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 the BlueJeans web app, Outlook, the /Chrome /Safari extension, or the Mac scheduler.

The next section of this guide show how to schedule from the BlueJeans web app and Outlook
2. Scheduling Meetings
Scheduling Meetings

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

Personal “My Meeting”:
- Easy to remember!
- Uses your customized Personal ID
- Great for instant meetings
- Lock button available for security

Scheduled Meetings:
- 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
Scheduling form

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, one-time, 9 digit **Scheduled 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 Scheduled 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 Scheduled 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.
Scheduling – Default Settings

4. In 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
Add to calendar

Connecting directly from a room system?
1) Dial: 199.48.152.152 or urn:vs
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 +1 888 240 2550 (all numbers)
2) Enter Meeting ID: 757338715

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: Monday June 22, 2015 • 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 bjm.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
You can also schedule meetings direct from:

- Gmail/Chrome
- Safari extension, or
- Mac Scheduler

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.

Click here to download the Add-in file
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):

   ![Meeting Invitation Screenshot]

   - Meeting Title: Worldwide Sales Huddle
   - Meeting Time: Monday June 22, 2015 • 2:30 p.m. PDT / 1 hr
   - Join Meeting
   - Moderator Passcode: 4567 (DO NOT SHARE)

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

   ![Meeting Interface Screenshot]

   - Camera ON
   - Microphone ON
   - Change Camera/Microphone
   - JOIN MEETING
   - PHONE & MORE CONNECTION OPTIONS

   ![Meeting Start Button]

   START MEETING

   EDIT

   CANCEL
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

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

   - Join As: Participant
   - Meeting ID: 757338715
   - Name: Betty

   Click here if you have a BlueJeans account, and sign in.
Choose your connection option

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

- **Computer Audio**
  - Use computer audio & video

- **Phone Audio**
  - Use phone audio & computer video

- **Room System**
  - Pair with your room system

Use the BlueJeans App. **Tip:** download the app if you will be using BlueJeans more than once.

- **Blue Jeans App**
  - Enjoy the best meeting experience

- **Screen Sharing Only**
  - Share screen with no audio or video

Select **Computer Audio** if you’ll use your computer for audio & video

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

Pair to an h.323 **Room system**

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

Drag cursor ...

- **Drag to change size of video and presentation**
- **Share** your screen

**Change Speaker layout**
Participants

Moderators have blue bar

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

Click pencil to change your name

Active speakers

EVERYONE (4) NOW TALKING (1)

John Smith

Ralph Lee

DROP FROM MEETING
HIDE CALL DETAILS

MOBILE

Resolution Sending 120x160 Receiving 848x480
Video VP8 VP8
Audio Opus 16Khz Opus 16Khz

Betty Brown

Polycom Conference Room

INVITE PARTICIPANTS

UNMUTE ALL

MUTE ALL

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

Invite others to join this meeting

Moderator only can mute the mics of all participants
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
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 with Chrome)

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

1. 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 to end screen sharing.

Note: Some enterprise security tools (e.g. app blocker) prevent windows users from sharing directly from the app.
Video Pinning

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

Participant panel will indicate who is sharing

- **Take over, and share your screen**
Switch to Phone

Click Switch to Phone to change your audio source to your 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

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
Recording

Banner pops up briefly when recording starts or stops

Flashing red light while recording is on

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 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.

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.

Leave Meeting

Are you sure you want to leave the meeting?

☐ DROP EVERYONE Now

LEAVE

NO, I’M STAYING
Joining the Meeting using an H.323 Room System
Joining a Meeting Paired with a Room System

1. Joining the meeting from your laptop, click “PhoneE 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.
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.
Joining a Meeting from a Room System, without a 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.

Want to dial into the meeting directly from a URL string? Click here for instructions

Note: the Moderator will not have meeting controls when dialing in this way.
Sharing Content & Presentations from a 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. 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:
Joining the Meeting using a Desk Telephone
Joining a Meeting from a Desk Telephone

1. Dial the phone number shown in your email invite, then enter the meeting ID and passcode (if used):

OR

2. If you also want to see the meeting’s video, from the meeting’s web interface, click “Phone and More Connection Options”

Want to customize the dial in numbers for your meetings? Click here for instructions

Click here if you want us to call you, instead of you dialing in

1. Dial an access number (use drop down to see list of 40+ international numbers)

2. Enter the “pairing” code generated for you, and #

3. Click join to connect your video
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
   - Calendar Event

2. If using BJN App for first time, click “Join with the App (Audio Only)”, and download the App:
   - If BJN App already installed, slide “Video On” to left (Off) & click Join Meeting:

3. Your Camera will be muted: You will be able to see others (and content):
   - Also, Mute your mic when not talking:

4. Slide panel up if you see “low bandwidth” alert, this will improve your meeting quality:
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

Media options, Layouts & Sharing

Roster & Chat

Mute Camera
Mute Microphone
End Call
From your camera
Meeting from iOS (iPhone or iPad)

2. Click/Swipe icon at top left for more options:
   2. Switch to Audio Only (this will mute your camera)
   3. Switch to back camera
   4. Change the Layout, to either:
      2. Active Speaker (just the speaker shown)
      3. Active Presence (speaker talking at top, with thumbnails of most recent speakers at the bottom)
      4. Constant Presence (up to four speakers shown equally)
   5. Share Documents, photos or web pages.

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

1. You'll land in the meeting:
   1. Mute your mic or camera, change Video Layouts (3 options), change your camera to front or back, or end call
   2. Tilt your mobile to landscape to expand
   3. 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