

Getting Started Guide

February 1, 2017

BlueJeans

Chapters

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 only
 - Using the Mobile App on iOS or Android

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

In your account Application menu, Settings

Enter a moderator passcode, only you will remember.

Moderator Passcode
123456

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

DISABLE AUDIBLE ALERTS
Disable sounds when participants enter and leave the meeting

For “My Meeting”:

Change your **personal meeting URL**, if needed

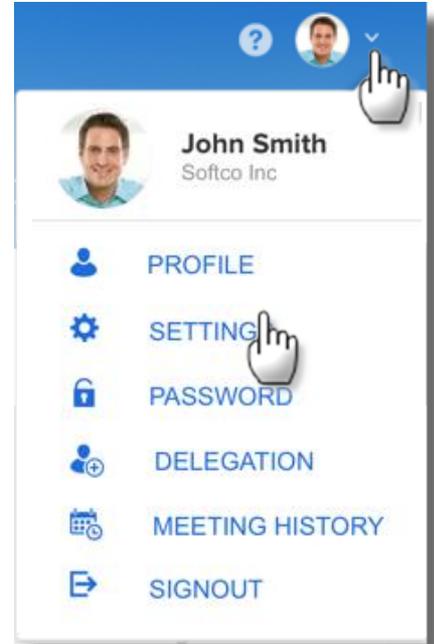
Username/My Meeting URL
<https://bluejeans.com/johnsmith>

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

My Meeting ID
4155551234

Change your Meeting Title

Meeting Title
John's Meeting



In the Application menu, Settings

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

MEETINGS EVENTS ADMIN COMMAND CENTER

Default Scheduling Options

MY MEETING SCHEDULED MEETING

- ADD PARTICIPANT PASSCODE**
Participants will need to input a passcode before they are allowed to join your meeting.
- START MEETING WITHOUT MODERATOR**
Meeting will start as soon as any two participants arrive
- MUTE PARTICIPANTS ON ENTRY**
Mute participants automatically when they join your meeting

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](#)

? [Profile Picture] [Dropdown Arrow]

John Smith
Softco Inc

- PROFILE
- SETTING**
- PASSWORD
- DELEGATION
- MEETING HISTORY
- SIGNOUT

... and set Delegation scheduling, if needed

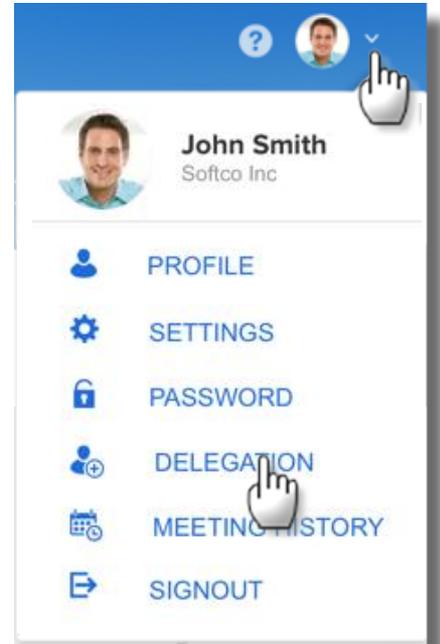
Delegate scheduling provides the ability for a "delegate" to schedule BlueJeans meetings on behalf of another BlueJeans users (the "delegator") in the Enterprise Group. For full instructions, [click here](#)

Delegate Users

An account delegate can manage your Blue Jeans meetings on your behalf.

Enter delegates' email

[ADD DELEGATE](#)



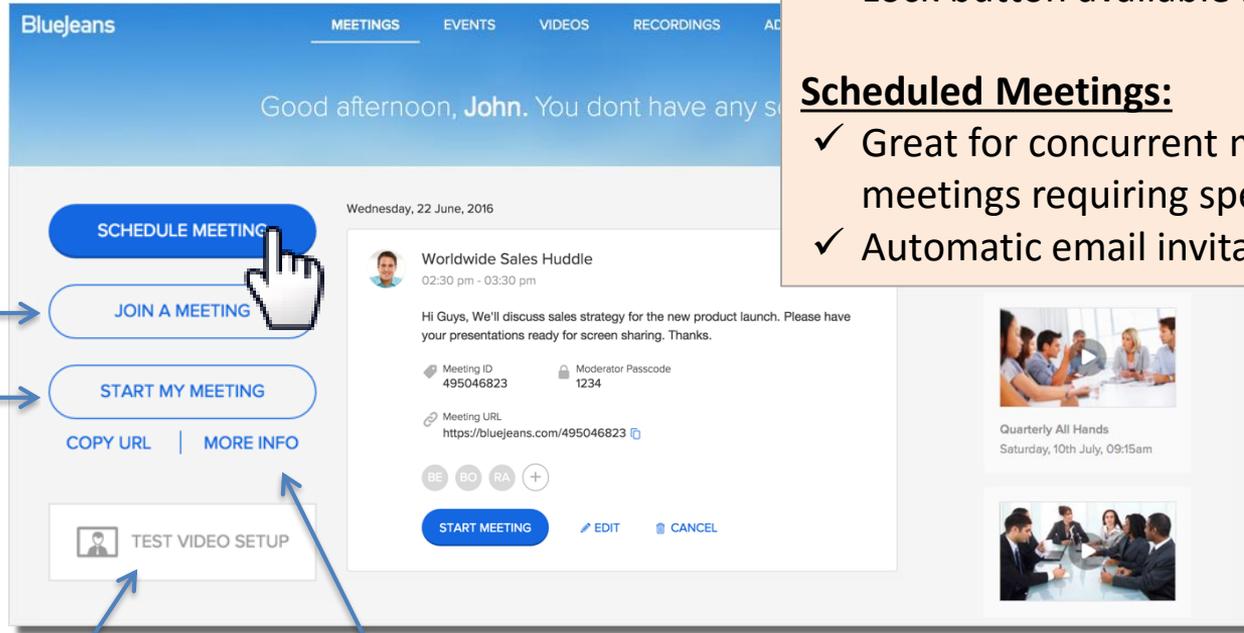
You can schedule a meeting from the [BlueJeans web app](#), [Outlook](#), the [/Chrome /Safari extension](#), or the [Mac scheduler](#).

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.



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

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

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

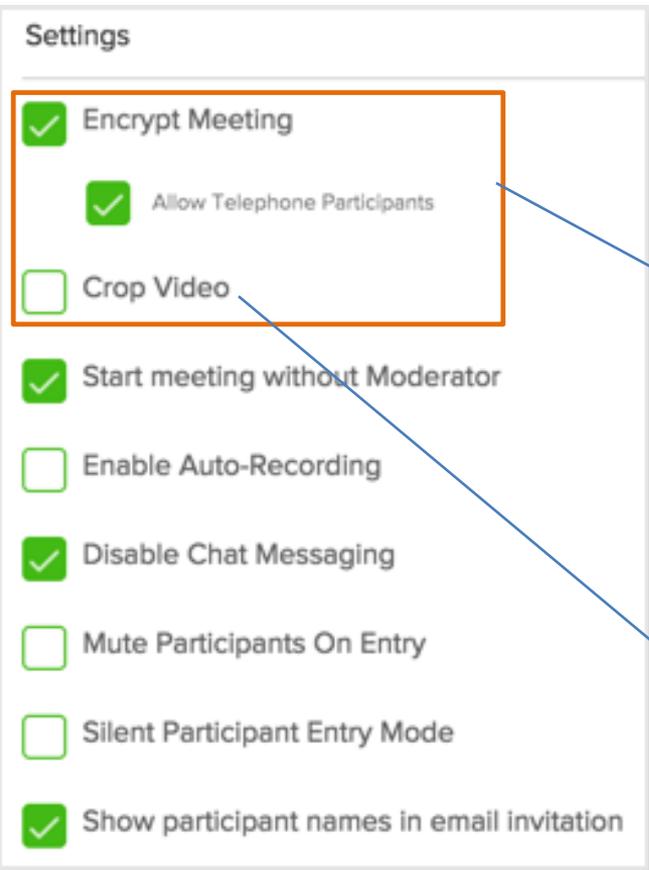
The image shows a meeting scheduling form with the following elements and annotations:

- A:** Meeting Title field containing "Worldwide Sales Huddle".
- B:** "Add meeting description" link.
- C:** From/To date and time fields. From: 22 Jun 2016, 02:30 PM. To: 22 Jun 2016, 03:30 PM.
- D:** "Repeat Meeting" checkbox.
- E:** "Invite Participants" field containing "bob@softcoinc.com", "ralph@softcoinc.com", and "betty@softcoinc.com".
- F:** "Advanced Options" link.
- J:** "SCHEDULE MEETING" button.

The "Meeting ID" settings panel on the right includes:

- G:** "Use My Meeting ID" checkbox (unchecked).
- H:** "Add participant passcode" checkbox (unchecked).
- I:** "Settings" section with:
 - "Enable Auto-Recording" checkbox (unchecked).
 - "Start meeting without Moderator" checkbox (checked).
 - "Encrypt Meeting" checkbox (unchecked).
 - "Crop Video" checkbox (unchecked).
 - "Disable Chat Messaging" checkbox (unchecked).
 - "Mute Participants On Entry" checkbox (unchecked).
 - "Silent Participant Entry Mode" checkbox (checked).
 - "Show participant names in email invitation" checkbox (checked).

Scheduling – Advanced Meeting Options



Settings

- Encrypt Meeting
 - Allow Telephone Participants
 - Crop Video
- Start meeting without Moderator
- Enable Auto-Recording
- Disable Chat Messaging
- Mute Participants On Entry
- Silent Participant Entry Mode
- Show participant names in email invitation

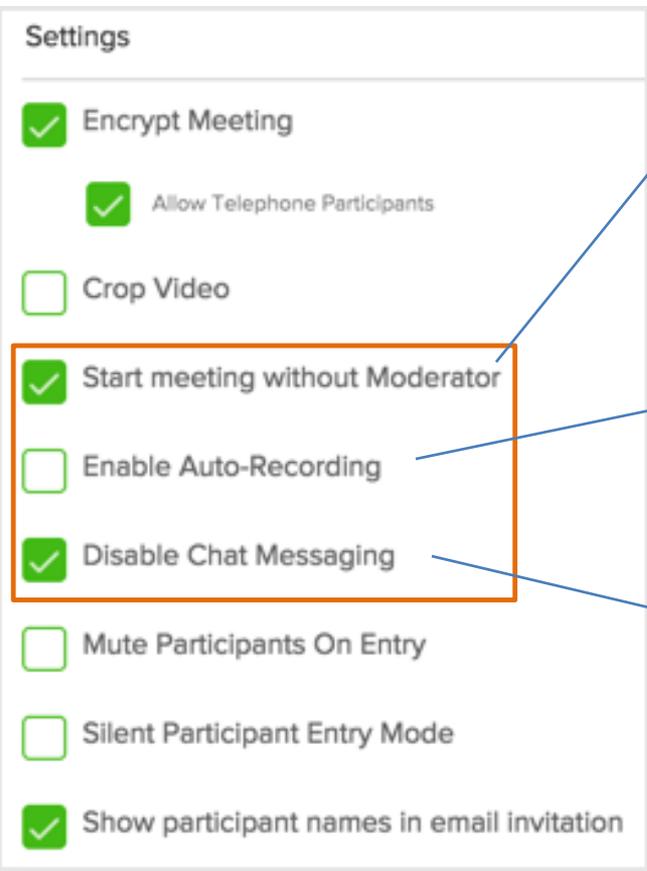
Enabling/disabling options here affect this **one scheduled meeting only**. To change options for all **Personal** and/or **Scheduled** meetings (going forward), make your selection from your Settings page.

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



Settings

- Encrypt Meeting
 - Allow Telephone Participants
- Crop Video
- Start meeting without Moderator
- Enable Auto-Recording
- Disable Chat Messaging
- Mute Participants On Entry
- Silent Participant Entry Mode
- Show participant names in email invitation

[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

Settings

- Encrypt Meeting
 - Allow Telephone Participants
- Crop Video
- Start meeting without Moderator
- Enable Auto-Recording
- Disable Chat Messaging
- Mute Participants On Entry
- Silent Participant Entry Mode
- Show participant names in email invitation

[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](#)
- C. [Disable Audible Alerts](#)
- D. Set the **default Advanced Options** you want enabled, for Personal (My Meeting) or One Time (scheduled) meetings.

The screenshot displays the BlueJeans user interface. At the top, there are navigation tabs for MEETINGS, EVENTS, VIDEOS, and RECORDING. A user profile dropdown is visible in the top right corner, showing the user's name (John Smith) and company (Softco Inc.), along with menu items: PROFILE, SETTINGS, PASSWORD, MEETING HISTORY, and LOGOUT. The main content area is titled "Meeting Settings". On the left, a sidebar menu contains PROFILE, SETTINGS, PASSWORD, and MEETING HISTORY. The "Meeting Settings" page includes a "Default Video Layout" section with three options: ACTIVE SPEAKERS, ACTIVE PRESENCE, and CONSTANT PRESENCE. Below this, a section titled "Your enterprise has following default PSTN numbers configured" lists the Country as United States and the Phone number as +1.408.757.0979. A checkbox labeled "DISABLE AUDIBLE ALERTS" is checked, with a subtext: "Disable sounds when participants enter and leave the meeting". At the bottom, a navigation bar shows "MY MEETING" and "SCHEDULED MEETING" options, with a checked checkbox for "START MEETING WITHOUT MODERATOR".

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:

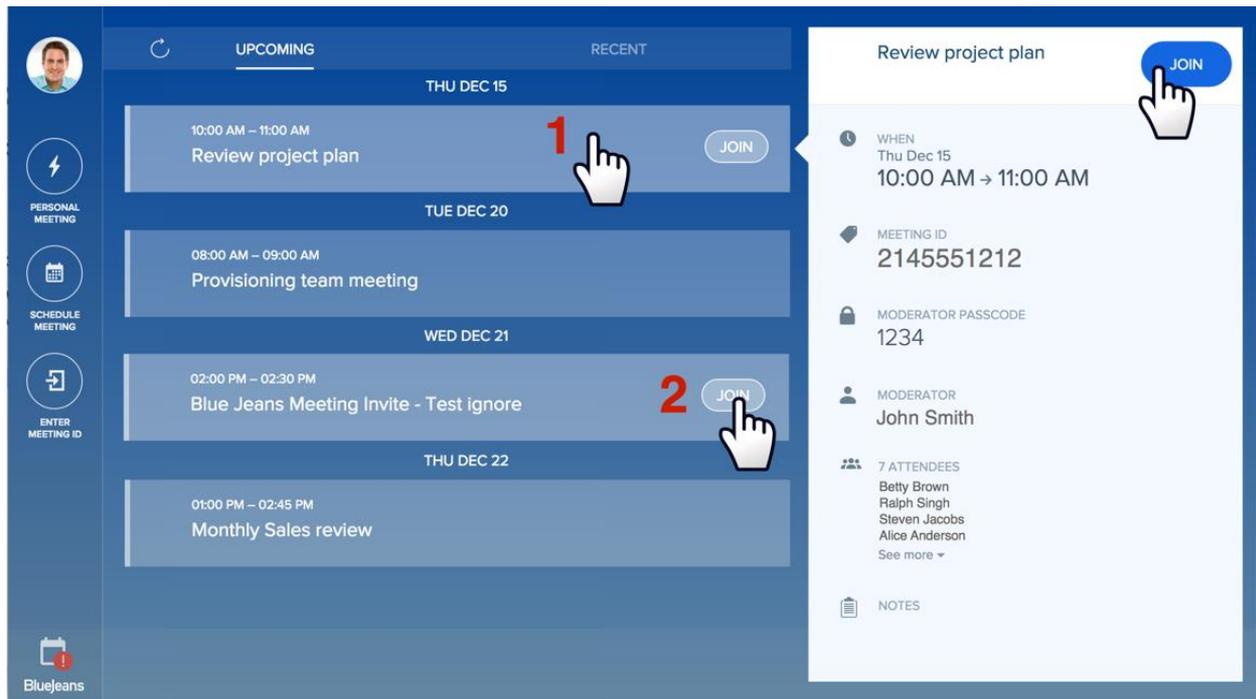
- A. **View participants.** Hover to see full name. Click + to add.
- B. Another way to view invited participants, copy meeting details, or add to Outlook
- C. **Edit** any aspect of the meeting
- D. **Cancel** the meeting
- E. **Start** the meeting

The screenshot shows a meeting invitation for "Worldwide Sales Huddle" on Monday, 22 June, 2015, from 02:30 pm to 03:30 pm. The meeting details include a Meeting ID of 757338715, a Moderator Passcode of 4567, and a Meeting URL: <https://bluejeans.com/757338715>. At the bottom, there is a "START MEETING" button (labeled E), an "EDIT" button (labeled C), and a "CANCEL" button (labeled D). A floating menu (labeled B) is visible in the top right corner with options: "PARTICIPANT LIST", "COPY JOIN DETAILS", and "ADD TO OUTLOOK". A hand cursor is shown hovering over the "START MEETING" button. A red letter 'A' is placed next to the participant icons (BT, BB, +) at the bottom of the meeting details.

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

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 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: Monday June 22, 2015 • 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 from a room system: "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". There are also instructions for dialing in: "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". A tip box points to the iPhone link: "Tip: Click [Direct-dial with my iPhone](#)". Another tip box points to the dial-in numbers: "Click to see 35+ [International numbers](#)". At the bottom, there is a description: "Description: Hi Guys, We'll discuss sales strategy for the new product launch. Please have your presentations ready for screen sharing. Thanks." Arrows from the text on the left point to these various elements in the email.

BlueJeans

[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 [bjn.vc](#)
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 2560 \(all numbers\)](#)
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](#) [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 from Outlook

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

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 through 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:

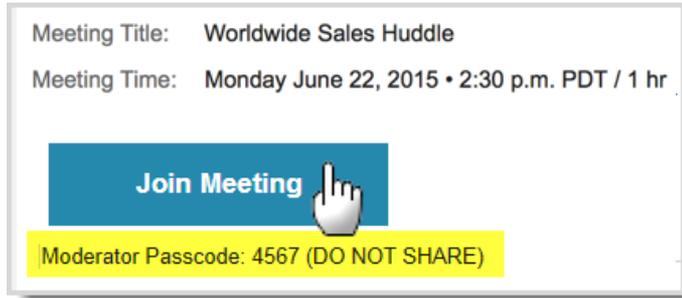
- [Gmail/Chrome](#),
- [Safari extension](#), or
- [Mac Scheduler](#)

The screenshot shows the Outlook interface with the BlueJeans add-in. The top ribbon has a 'Schedule' icon (1). The meeting details form is filled out with 'Blue Jeans Meeting Invite' as the subject and location, and 'Thu 12/17/2015 3:00 PM' as the start and end times (2). The 'Send' button is highlighted (3). The message body contains the invitation text (4). The 'Send' button in the message composition area is highlighted (5).

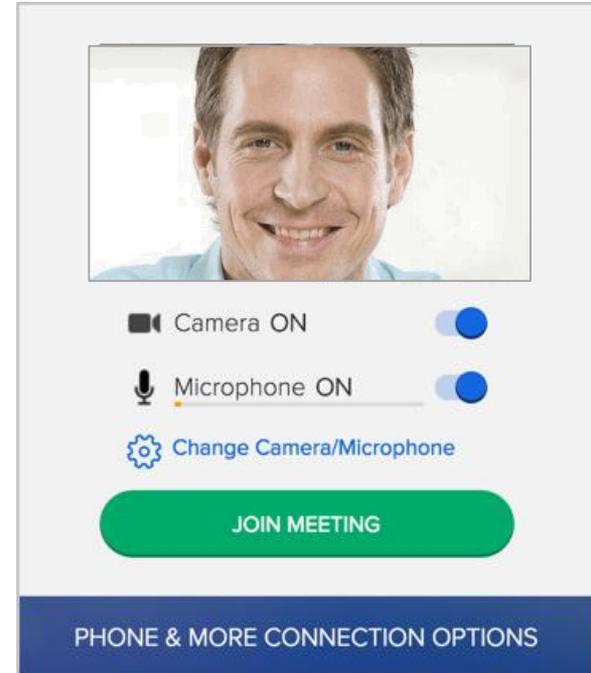
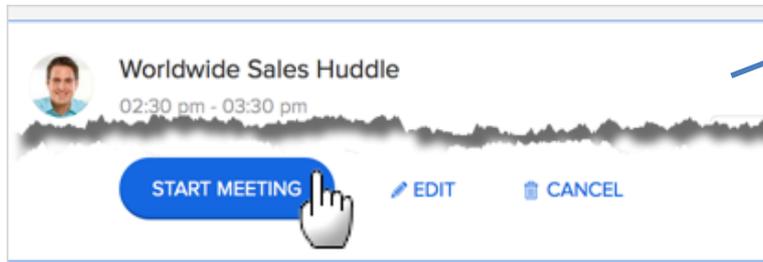
3. Joining and Managing your Meetings

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:

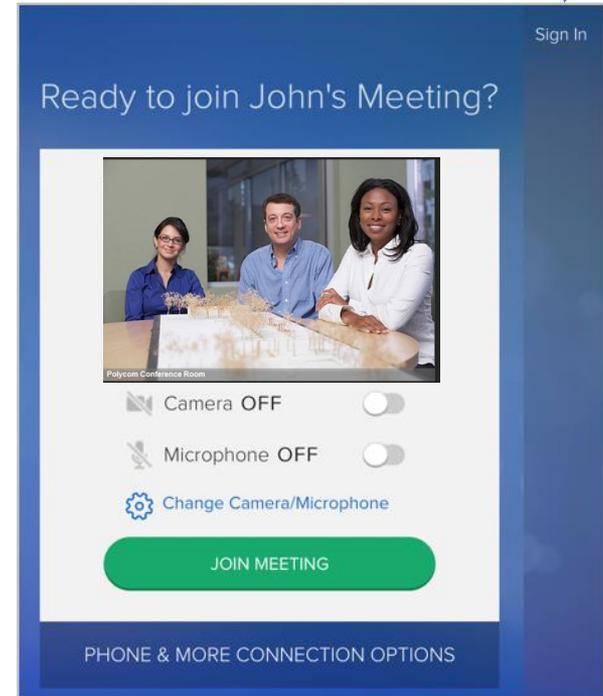


Participants enter the room – two easy ways

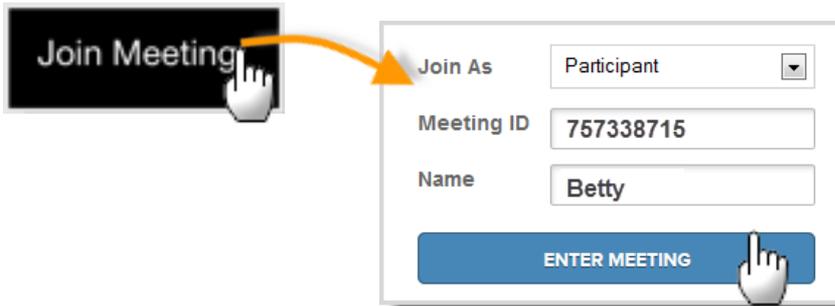
1. Clicks link in their Participant email invitation:



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

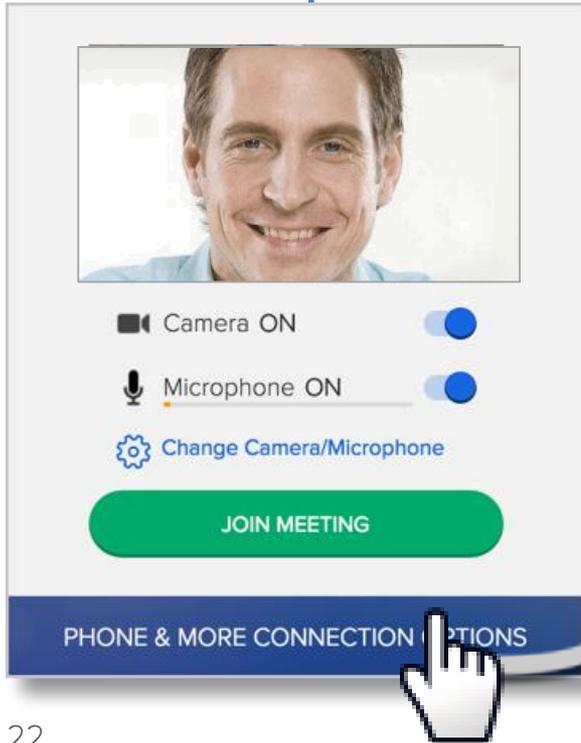


2. Or, logs into the meeting room from the BlueJeans web site (bluejeans.com), clicking Join Meeting and entering the Meeting ID (and passcode):

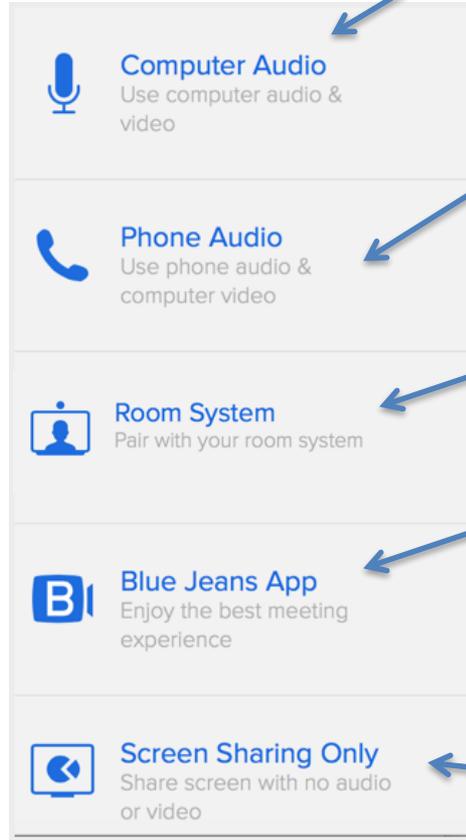


Choose your connection option

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



Select **Computer Audio** if 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](#)

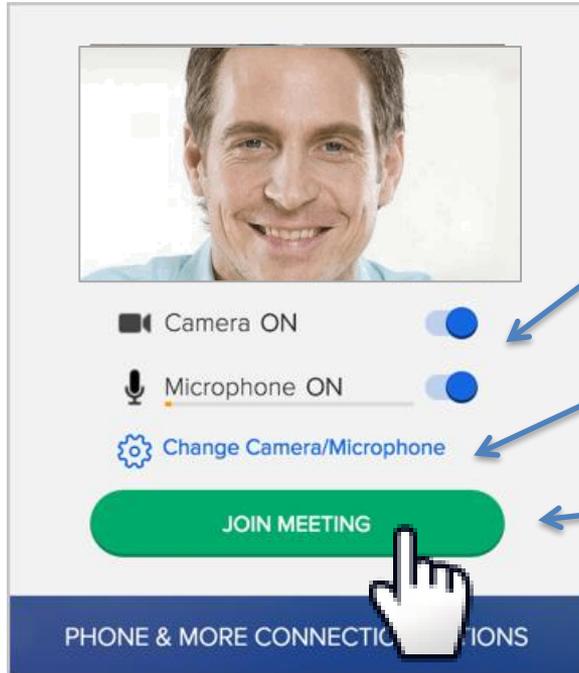
Use the BlueJeans App. **Tip: download the app if you will be using BlueJeans more than once.**

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

Joining the Meeting from your Computer (PC, Mac or Linux)

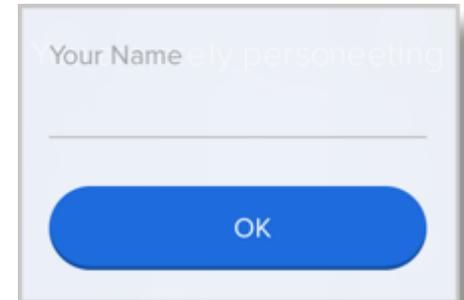
Audio and Video from your computer

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:



Camera ON
Microphone ON

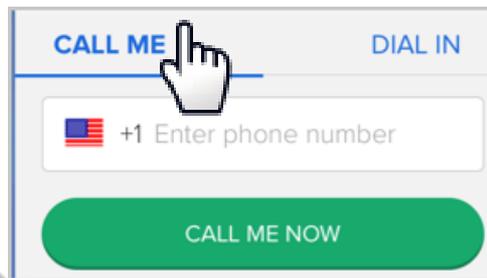
Change Camera/Microphone

JOIN MEETING

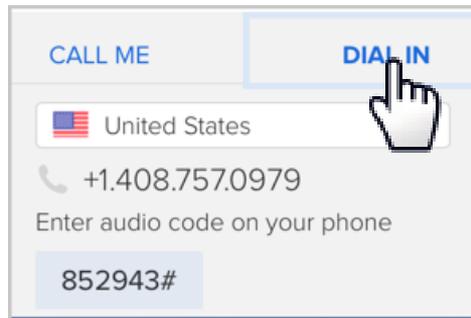
PHONE & VIDEO CONNECT



a) BlueJeans can call you:



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

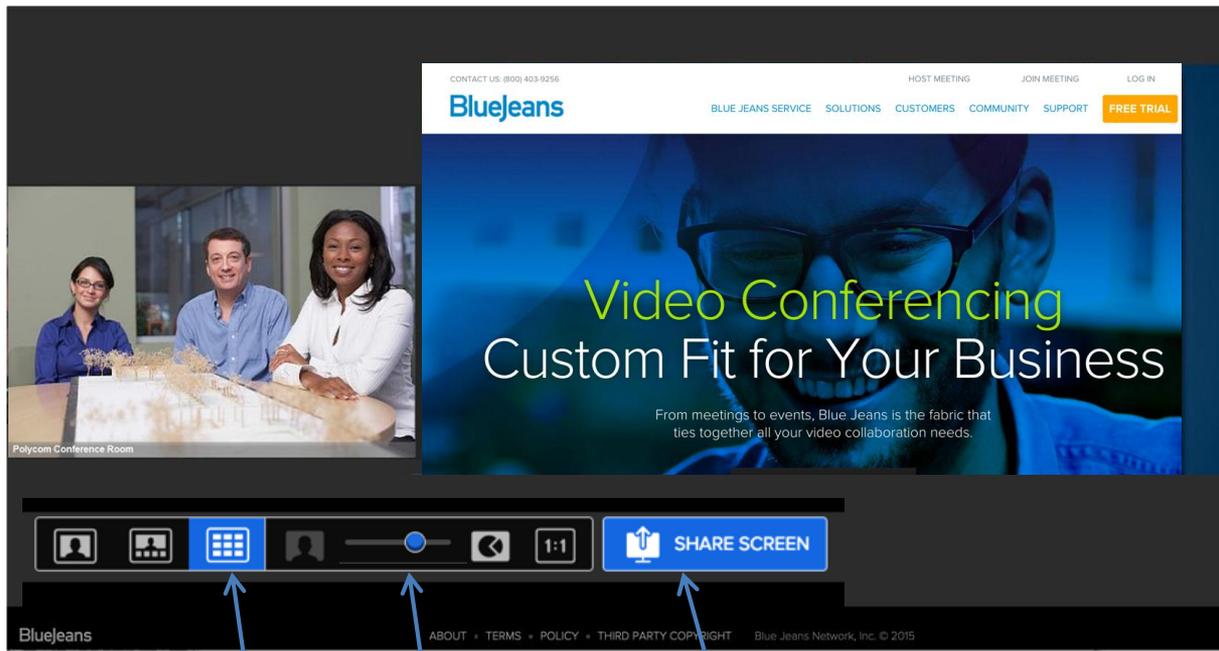


Finally, click join to connect your video ...



... and you'll enter the meeting!

Meeting Controls



[Chat](#) with participants

Leave meeting

Your video



Leave



Chat



Participants



Share Screen



Settings



Switch to Phone



Audio ON



Video ON



Rec OFF



Full Screen

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

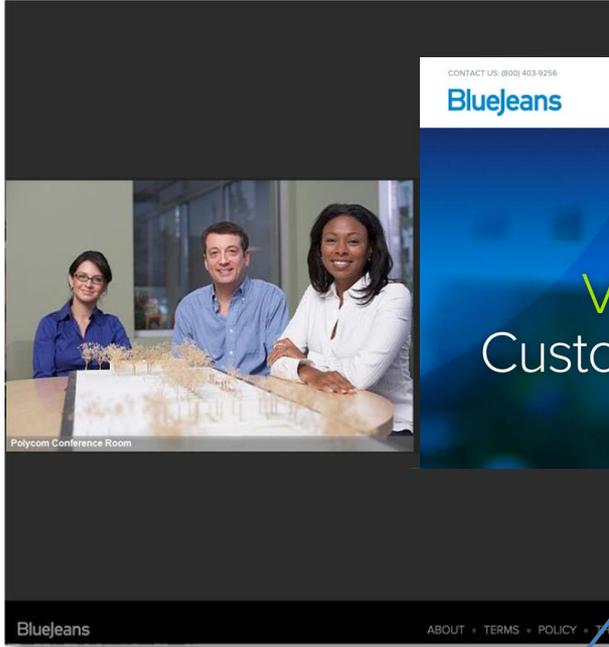
[Share](#) your screen

Participants

Click pencil to [change your name](#)

Active speakers

Moderators have blue bar



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

Leave

Chat

Participants 4

Share Screen

Settings

Switch to Phone

Audio ON

Video ON

Rec OFF

Full Screen

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

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

Invite Participants

Email meeting credentials to others you want to join

Send meeting URL, ID or dial in number, or

Copy to clipboard

Email addresses

INVITE

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

Meeting ID
757338715

Phone Number
+1 408-740-7256

COPY MEETING INFO

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

Moderator Controls

Change layout for all participants

Silent participant entry mode

Mute participants on entry

Lock meeting



Share Screen



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.

You are sharing Entire Screen  5

1 desktop Videos

Share entire screen: 2

Screen 1 3 START SHARING

Screen 2

Share application:

Safari

Microsoft Excel

Google Chrome 4 START SHARING

?


Leave
Chat
Participants 4
Share Screen
Settings
Switch to Phone
Audio ON
Video ON
Rec OFF

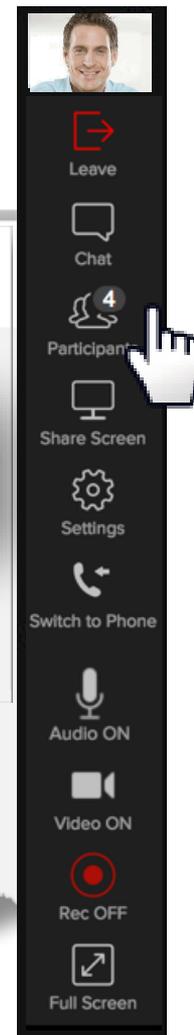
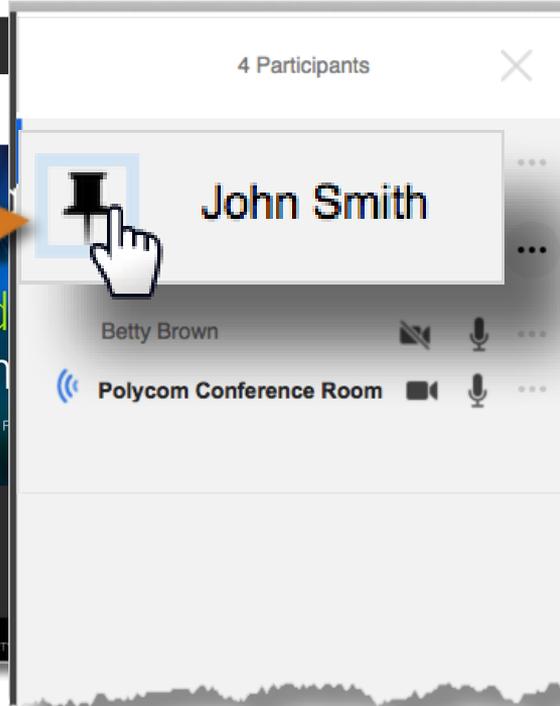
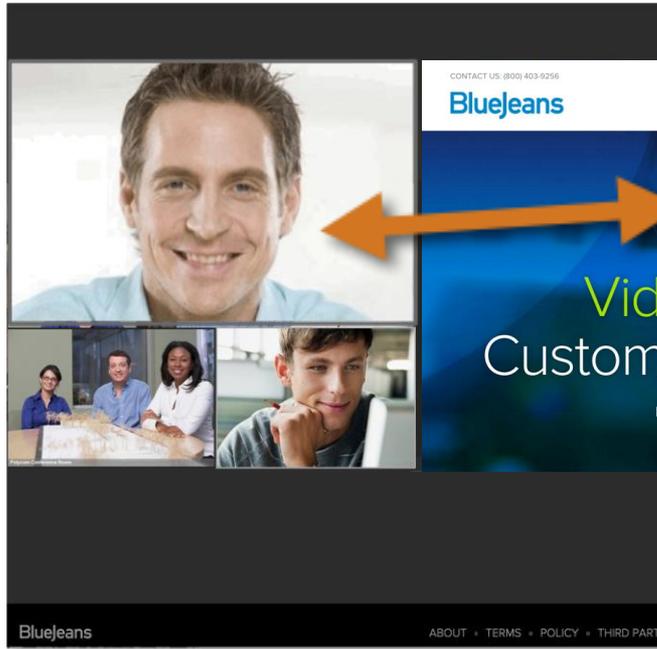
1. Choose to share your Desktop or [video](#).
2. We recommend sharing your entire screen...
3. ... If multiple monitors are engaged, click Start Sharing from the one you wish to share from.
4. ... or share an open application only (not available with Chrome)
5. To end sharing, click “Stop Sharing” banner (*slide banner if it covers up window menu option*)

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

1. Use the floating widget to manage while sharing

Video Pinning

Use pinning when you have a lecturer delivering a presentation!

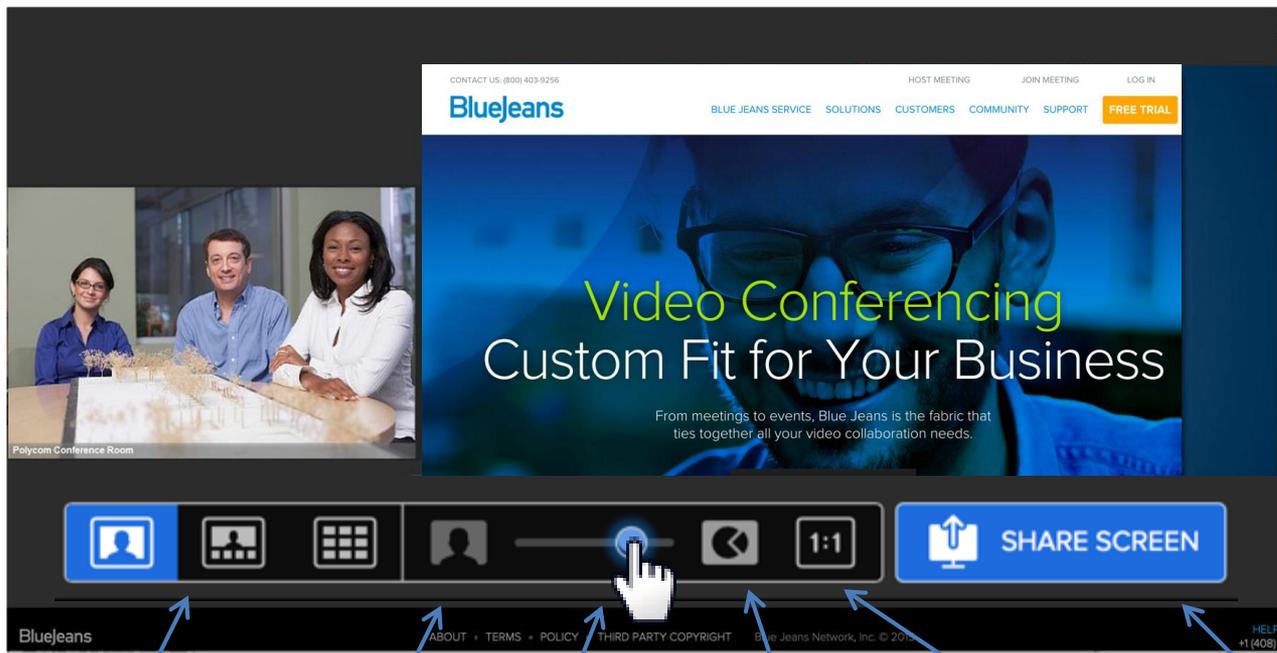


Moderator only can designate a specific participant as the "main speaker," making their camera **fixed** as the main video at all times, regardless of who is speaking.

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.

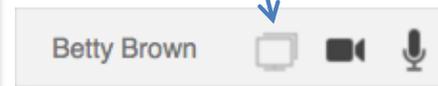
Viewing a Screen being Shared by Another Participant



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

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

Participant panel will indicate who is sharing



Choose participant's Video layout

View participant's video only

Content Slider: Adjust video/content size

View shared content only

Show content in actual size

Take over, and share your screen

Switch to Phone

CALL ME **1** DIAL IN

What number should we call?

+1 Enter phone number

Available in the US and Canada.

Your computer audio will be disconnected while we switch to your phone.

CALL ME NOW

CALL ME **2** DIAL IN

Dial into the meeting

United States

+1.408.757.0979

Enter audio code on your phone

536035#

Leave

Chat

Participants 4

Share Screen

Settings

Switch to Phone

Audio ON

Video ON

Rec OFF

Full Screen

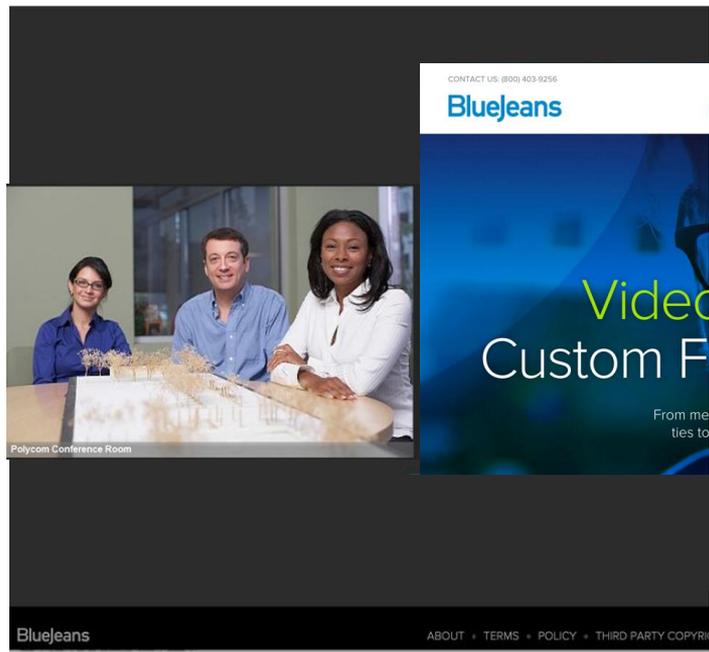
Click **Switch to Phone** to change your audio source to your phone:

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.

OR

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.

Settings



Application Settings

1

2

3

4

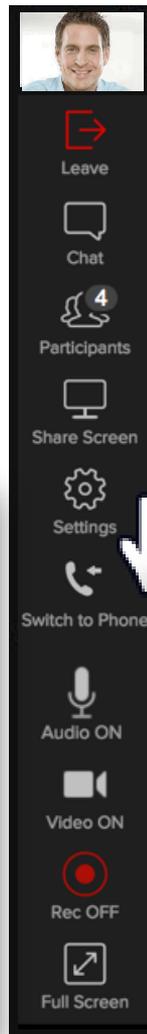
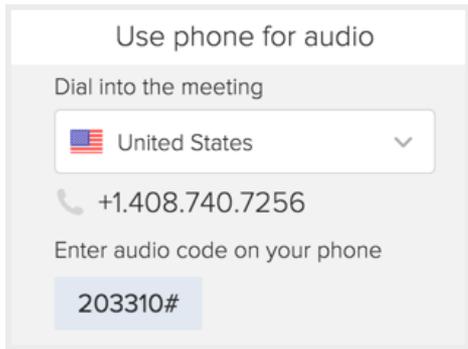
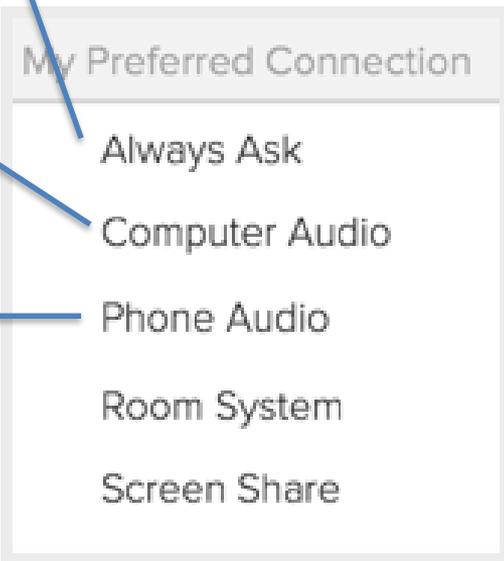
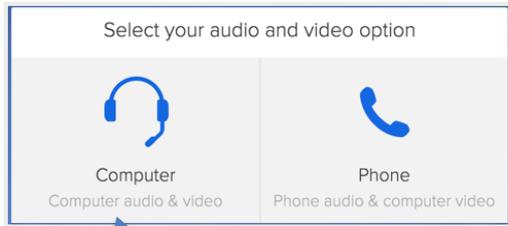
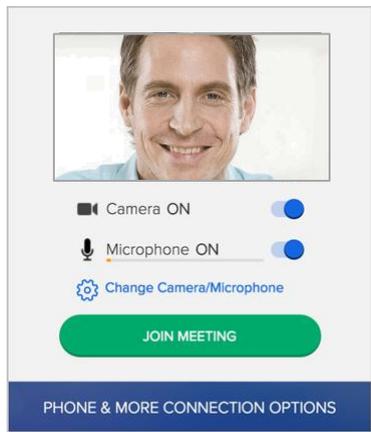
5

6

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

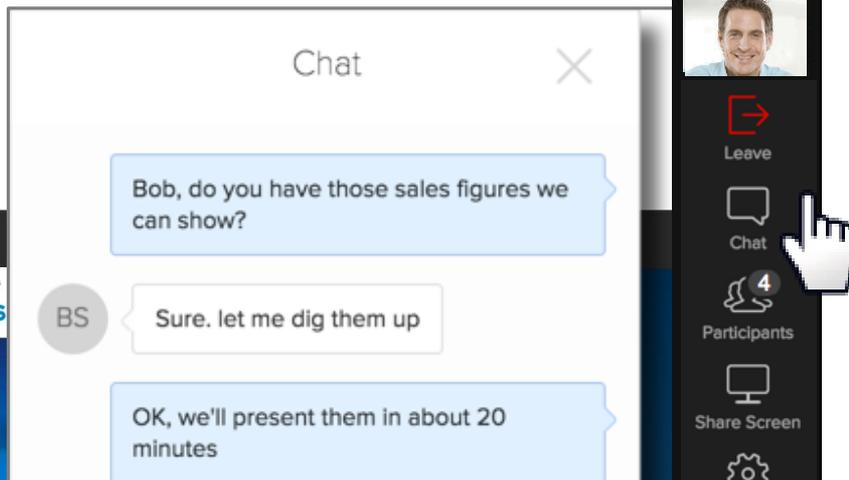
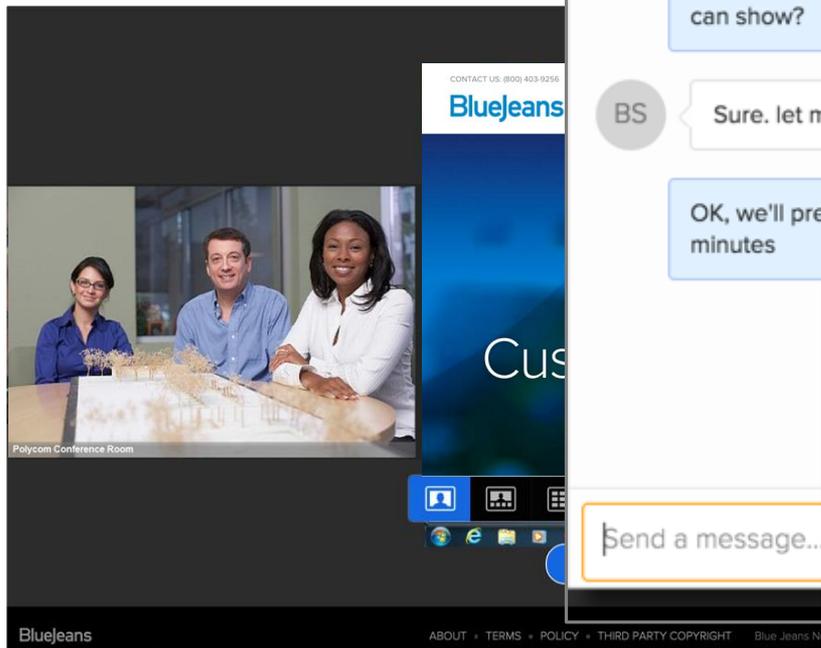
Flashing red light while recording is on

The screenshot shows a video conference interface. At the top, a dark banner with a white recording icon and the text "Recording is on" is displayed. Below this, the main content area shows a video feed of three people in a conference room and a large blue banner for "Video Conferencing Custom Fit for Your Business". On the right side, a vertical toolbar contains various controls: Leave, Chat, Participants (4), Share Screen, Settings, Switch to Phone, Audio ON, Video ON, Rec OFF (with a red circle around it and a hand cursor pointing to it), and Full Screen. A blue arrow points from the text "Banner pops up briefly when recording starts or stops" to the recording banner. Another blue arrow points from the text "Flashing red light while recording is on" to a small red light icon in the top right corner of the video feed area.

To start Recording, press the red button. Participants will hear an audible alert “*recording has started.*”

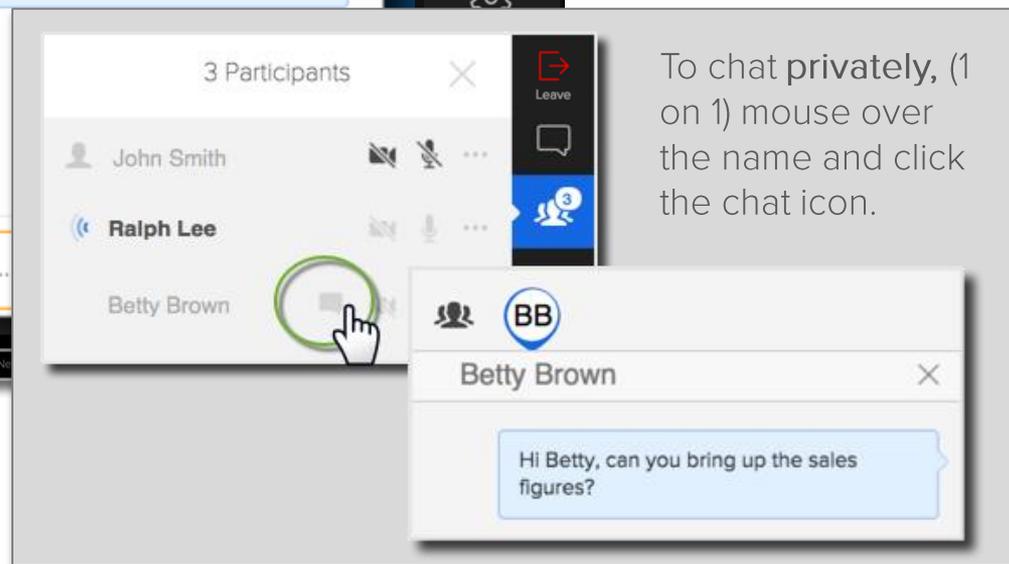
- Recording can only be enabled by the Moderator
- If the Moderator does not have a Recording button, [click here](#) for setup instructions
- For detailed instructions on how to manage the Recording and Playback feature, [click here](#)

Chat



[Chat](#) with **all** participants in your meeting.

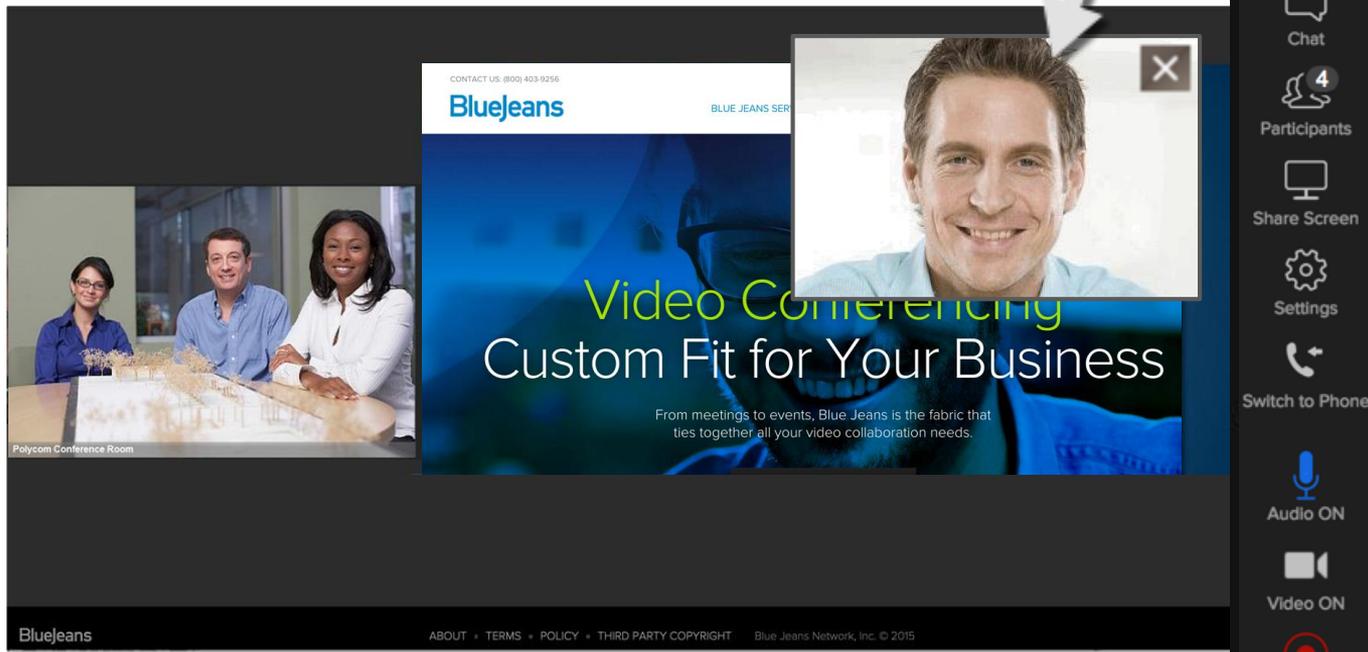
Tip: accept the request to receive Notifications from BlueJeans and you'll be alerted when a new chat arrives.



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).

Leave Meeting

The screenshot shows a BlueJeans meeting interface. At the top left, there is a video feed of three people in a conference room. To the right is a navigation sidebar with icons for 'Leave Meeting', 'Chat', and 'Participants' (showing 4 participants). A hand cursor is pointing at the 'Leave Meeting' icon. In the foreground, a 'Leave Meeting' dialog box is open, asking 'Are you sure you want to leave the meeting?'. The dialog has a checkbox for 'DROP EVERYONE' which is currently unchecked. Next to it is a dropdown menu set to 'Now'. At the bottom of the dialog are two buttons: a red 'LEAVE' button and a blue 'NO, I'M STAYING' button. A blue arrow points from the text on the right to the 'DROP EVERYONE' checkbox.

When the Moderator leaves, meeting will continue for remaining participants, unless ...

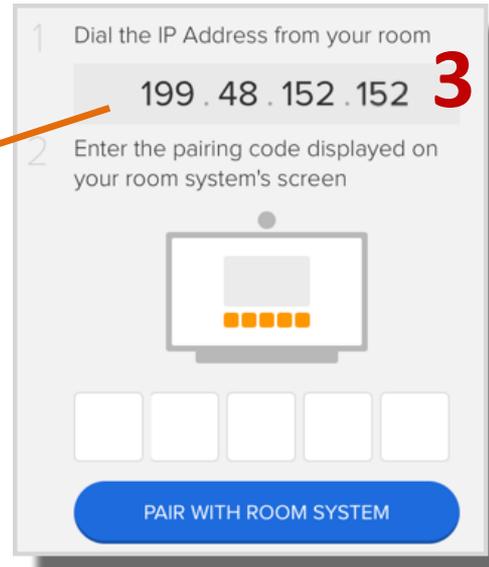
... “Drop Everyone” box is checked, with minute timer set. Participants will see/hear alert that meeting will end.

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 “Phone & 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.

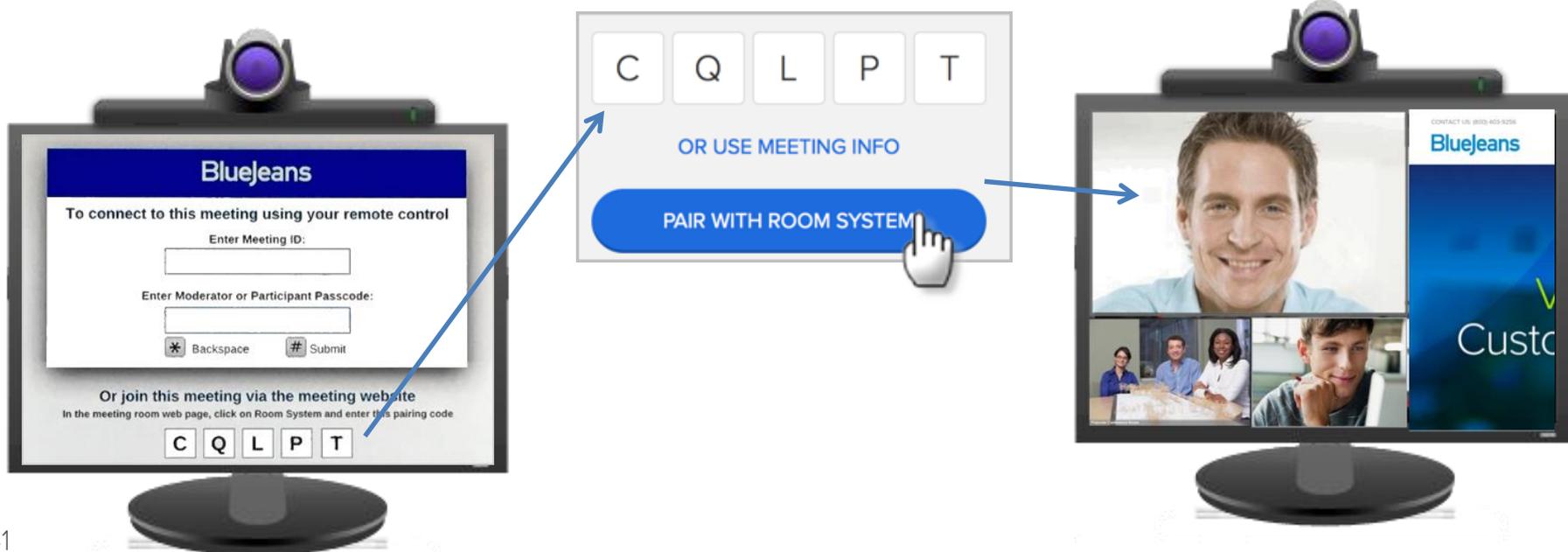


Joining a Meeting Paired with a Room System (continued)

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!

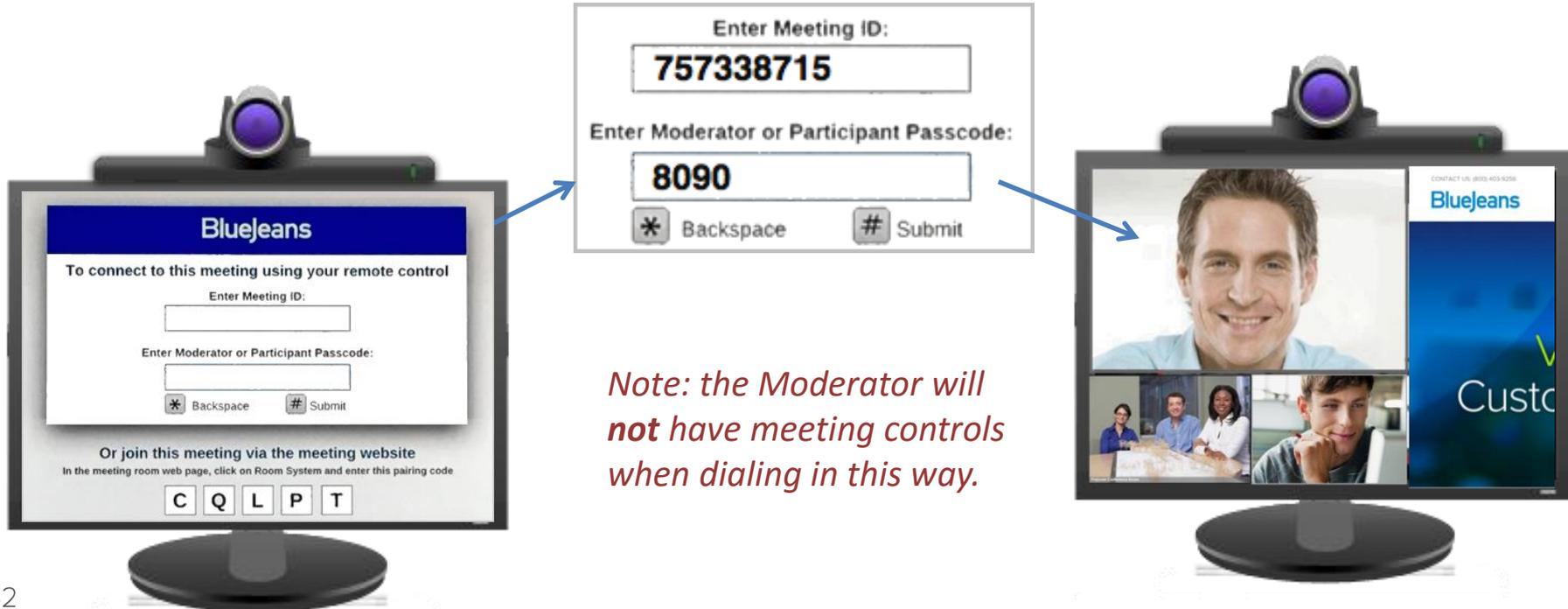
Tip: use this “Pairing Code” process to enable meeting Moderator controls on your laptop.



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 URI 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 BJT meeting panel
8. Mute all

1	Switch layouts
2	Zum deutschen Menü wechseln
3	Meeting information
4	Unmute audio
5	Mute video
6	Show Overlay Graphics
7	Include Self View
8	Mute All
*	Close menu

*6 Example:



Joining the Meeting using a Desk Telephone



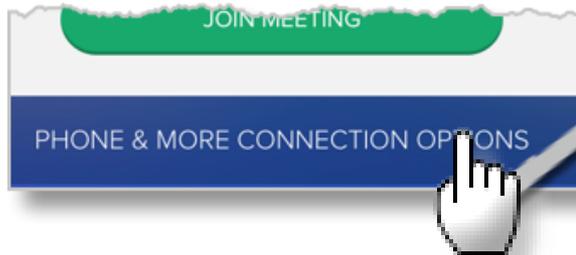
Joining a Meeting from a Desk Telephone

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

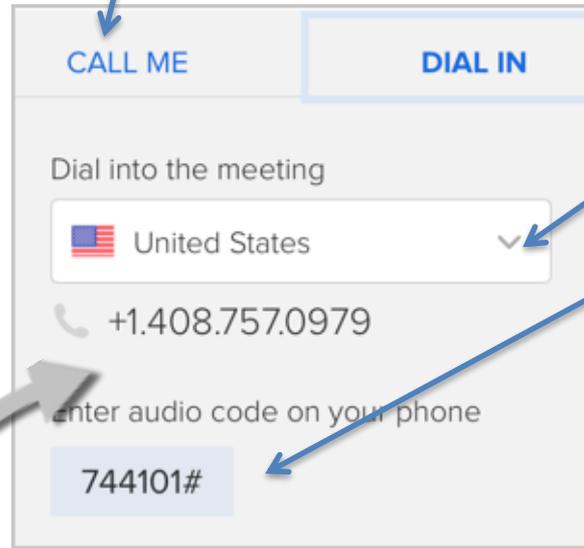
1) [Direct-dial with my iPhone](#) or
[+1.408.740.7256](#)
[+1.888.240.2560](#) (US Toll Free)
[+1.408.317.9253](#) (Alternate number)
(all numbers)
2) Enter Meeting ID: 973814619

OR

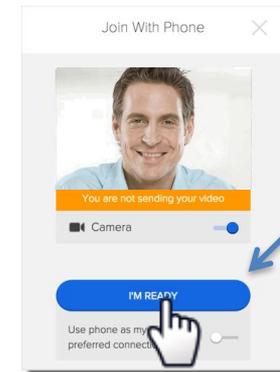
2. If you also want to see the meeting video, from the meeting's web interface, click "Phone and More Connection Options"



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

Want to customize the dial in numbers for your meetings? [Click here](#) for instructions

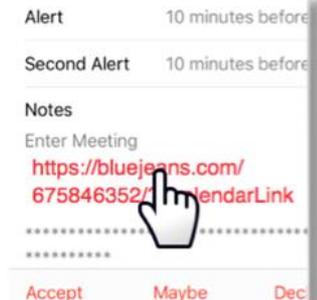
Joining the Meeting from a Mobile (iOS or Android)



Joining a Meeting from your Mobile

1. Click to join from your email or calendar event:

Email Invitation



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:



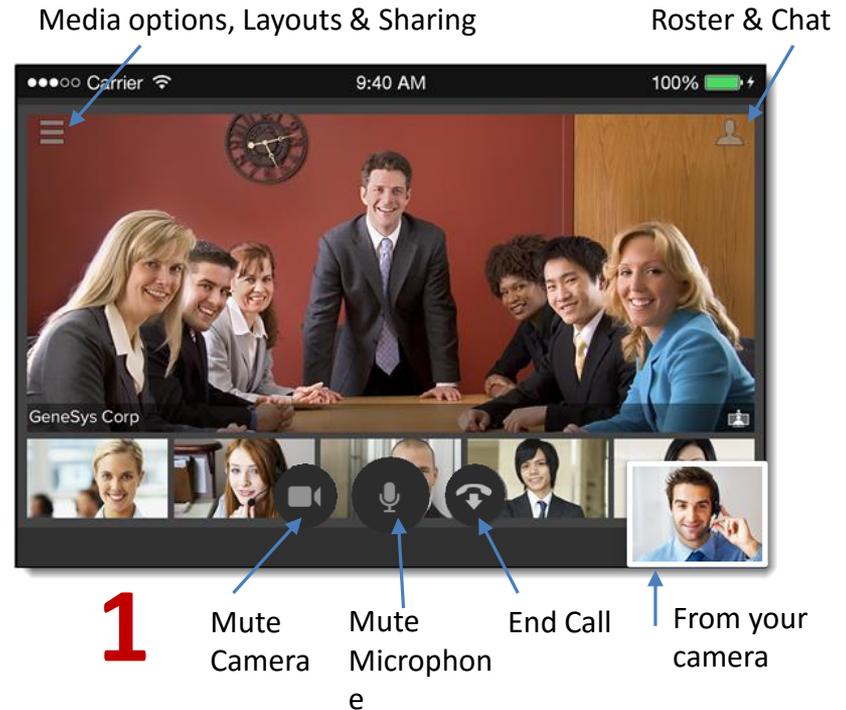
4. Slide panel up if you see "low bandwidth" alert, this will improve your meeting quality:



Meeting from iOS (iPhone or iPad)

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

- Press icon at bottom to 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

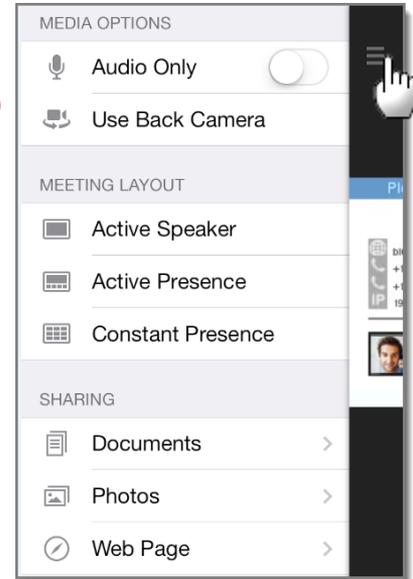


Meeting from iOS (iPhone or iPad)

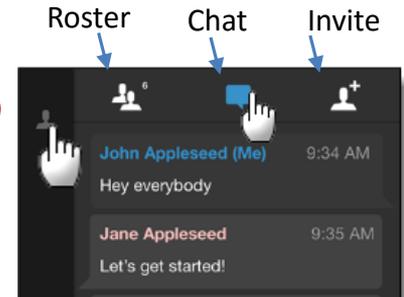
2. Click/Swipe icon at top left for more options:
 2. Switch to Audio Only (this will mute your camera)
 3. Switch to back camera
 4. Change the Layout, to either:
 2. Active Speaker (just the speaker shown)
 3. Active Presence (speaker talking at top, with thumbnails of most recent speakers at the bottom)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

Media options, Layouts & Sharing

2

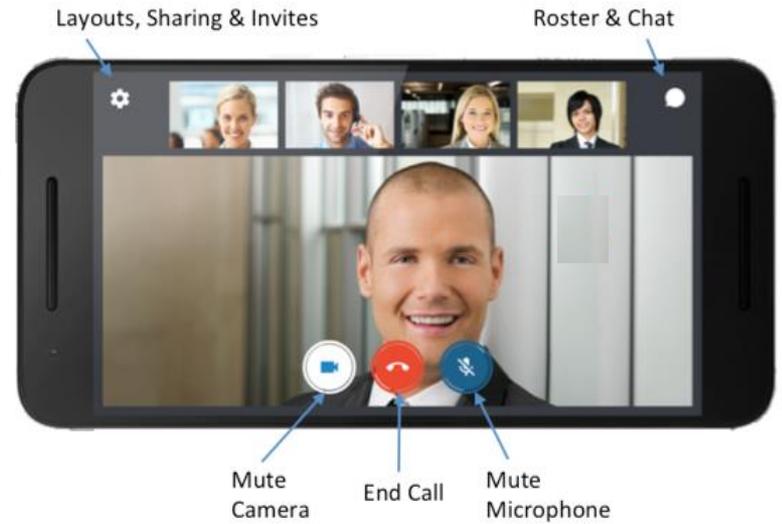


3



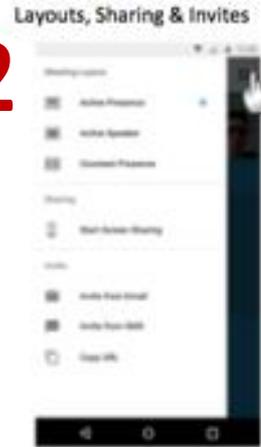
Meeting from Android

1



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

2



3

