BlueJeans

Getting Started Guide
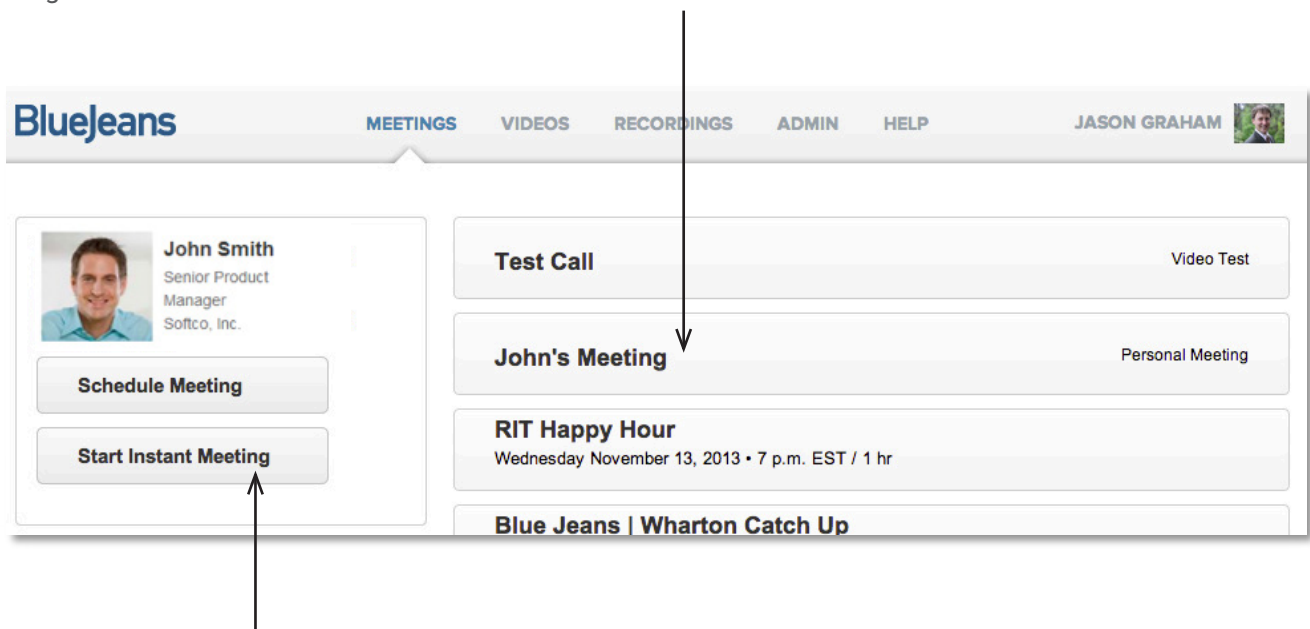
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Understanding Your Account

With Blue Jeans, all parties can easily connect to the same video/ voice/ web collaboration meeting using their platform of choice. So whether you use Cisco, Polycom, LifeSize, Microsoft Lync, or Google Video Chat—to name a few—you can easily collaborate with coworkers, customers, partners... anyone. You can even connect through your browser or mobile device.

Scheduled vs. Personal Meeting

Scheduled meetings are used when you're planning a one-time meeting in advance, or for scheduling recurring meetings. Scheduled meetings are assigned a random meeting ID and expire roughly 24 hours after the meeting occurs.

Personal meetings are your virtual office space that can be used anytime for ad-hoc, on-the-fly video conferences. Personal Meeting ID's are customizable and never expire.

TIP!
Shortcut to any meeting: bluejeans.com/meetingID#
Bookmark your personal meeting URL!

Scheduling Meetings

- Click the Schedule Meeting button
- Enter meeting details and click Schedule to save. To watch our training video on how to schedule meetings, click here.

John Smith
Senior Product Manager
Softco, Inc.

Schedule Meeting

Start Instant Meeting

Schedule Meeting

Meeting Title: Worldwide Sales Huddle

Meeting Timezone: GMT-0700 US/Pacific

Start: Sat, Oct 6, 2012   2 : 30   PM

End: Sat, Oct 6, 2012   3 : 30   PM

☐ Repeat Meeting

Repeats: Daily
○ Weekdays ● every 1 days
Ends: ● Never
○ After 2 occurrences
○ On Sun, Aug 12, 2012

☐ Add participant passcode (Optional)

Invite Attendees (Optional):
bob@softcoinc.com, betty@softcoinc.com, ralph@softcoin

☐ Show participant names in email invitation

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

▸ Advanced Meeting Options

Cancel   Schedule

Click Here for instructions on scheduling with Outlook

- **Meeting Title** (included in email invitation and displayed in the waiting-for-the-meeting-to-begin welcome panel)
- **Date/Time**
- **Repeat Meeting** * (Meeting ID will remain static for each meeting and will not expire until series is complete)
- **Participant passcode** *
- **Email invitations** * (addresses entered in the past will "auto-complete")
- **Message** * included in invite email
- **Advanced Meeting Options** * (see next page for details)

    *Optional

Advanced Meeting Options

Enabling/disabling options here affect this one scheduled meeting only.
- To change options for all Scheduled meetings (going forward), also check the "Make Default Settings" box (or, make your selection from My Settings / Room Settings).
- To change options for your Personal meeting, click your Personal meeting bar, then click Edit Personal Meeting and choose click "Advanced Meeting Options."

Publish Meeting – check if you want meeting to appear in your "public" Blue Jeans web page: bluejeans.com/johnsmith
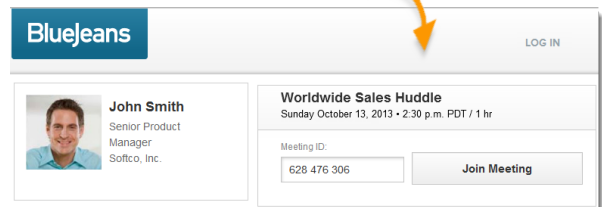
Encrypt Meeting – requires each participant that connects to your meeting has encryption turned on. If they do not have it turned on, they will see a message telling them "encryption is required" to join the meeting.

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

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.

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.

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

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Account Settings

Click your name in the upper right and My Settings to access account settings

Under the Room Settings tab:

- **Personal URL** identifies your "public" Blue Jeans webpage. Published meetings will appear here.
- **Personal Meeting ID**. Static meeting ID for personal meetings. Customize this by using your phone number.
- **Moderator Code** can be customized to any 4 digits.
- **Welcome Message** (displayed in the waiting-for-meeting-to begin welcome panel of your Personal Meeting.
- **Default Video Layout** for you and all participants.

Click the Meeting History tab for a detailed summary of your meetings including Date/Starting Time, Participants, Endpoints, etc and to download to excel

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How to Connect

Click Join Meeting from an email invitation, a calendar meeting request or a published meeting link.

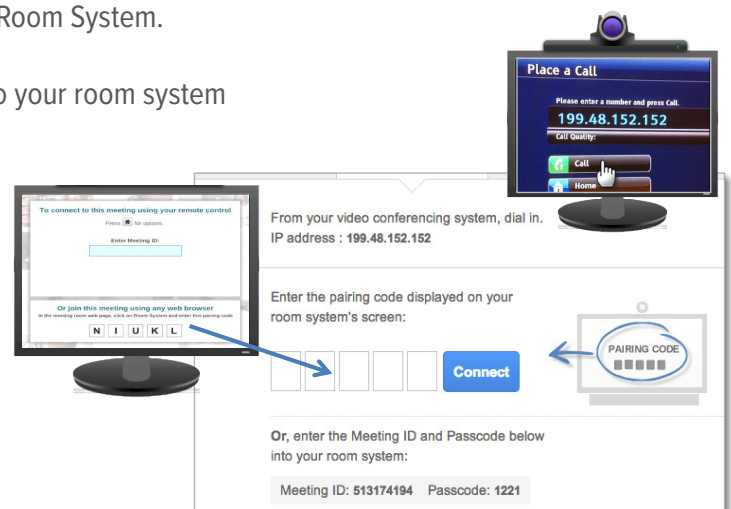**Meeting Title:** RIT Happy Hour

Meeting Time: Friday June 28, 2013 • 8 a.m. PDT / 1 hr

Join Meeting

No Computer or Internet Connection?
Direct-dial with my iPhone
Dial-in phone number: +1 408 740 7256 or +1 888 240 2560 (US or Canada)
Dial-in room system IP: 199.48.152.152 or bjn.vc
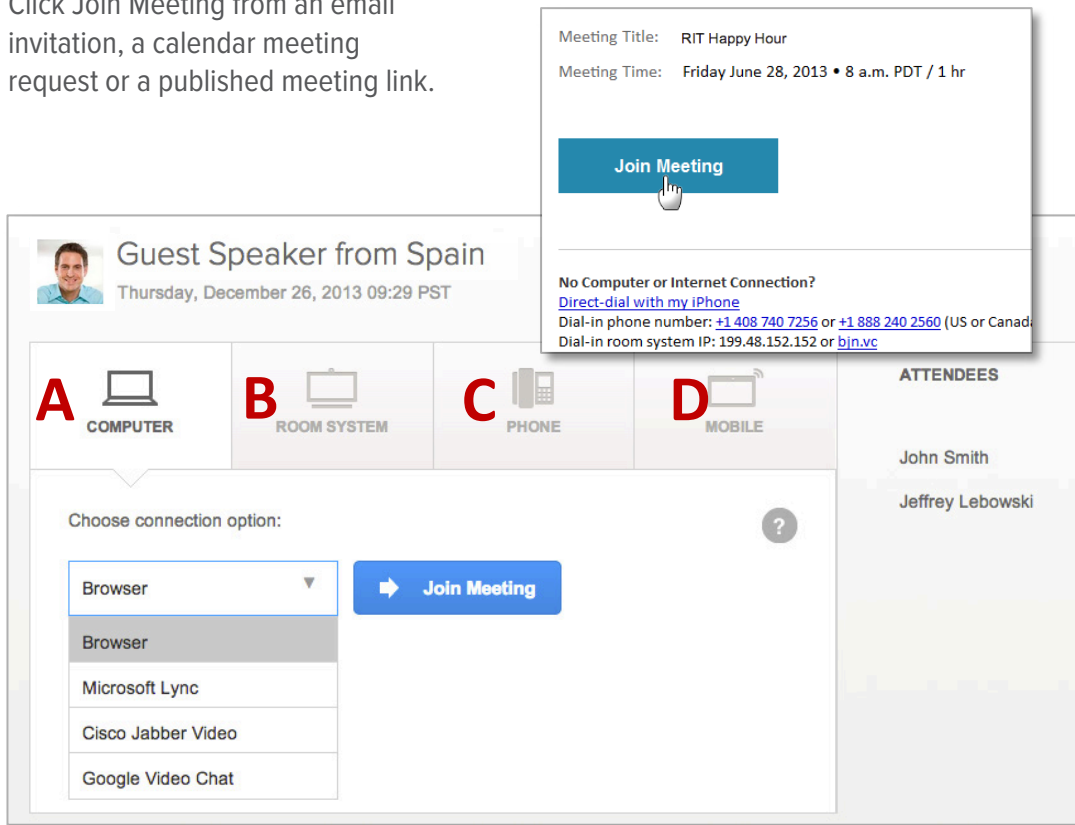
The landing page displays the attendees already in the meeting.

Guest Speaker from Spain
Thursday, December 26, 2013 09:29 PST

A COMPUTER   **B** ROOM SYSTEM   **C** PHONE   **D** MOBILE

ATTENDEES
John Smith
Jeffrey Lebowski

Choose connection option:

Browser ▼   ➡ Join Meeting

Browser
Microsoft Lync
Cisco Jabber Video
Google Video Chat

- **Computer:** From any laptop or desktop, click the Computer tab and choose the connection option from the dropdown menu. Note: choose the "Browser" option for the most feature enriched experience.
- **Room System:** Click the Room System tab for dialing instructions.
    - Call the Blue Jeans IP (or SIP) address with your Room System.
    - Enter the Meeting ID and passcode
    - For greater meeting control, "Pair" your laptop to your room system
    - by entering the paring code into your laptop.

- **Phone:** Click this tab for a dial-in number if joining without video
- **Mobile:** The Mobile tab provides information about the Blue Jeans app for iPhone or Android devices.
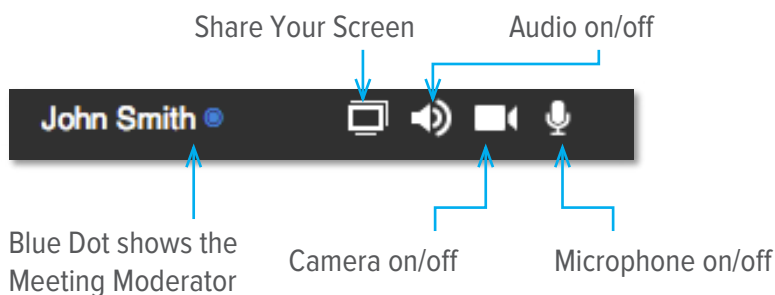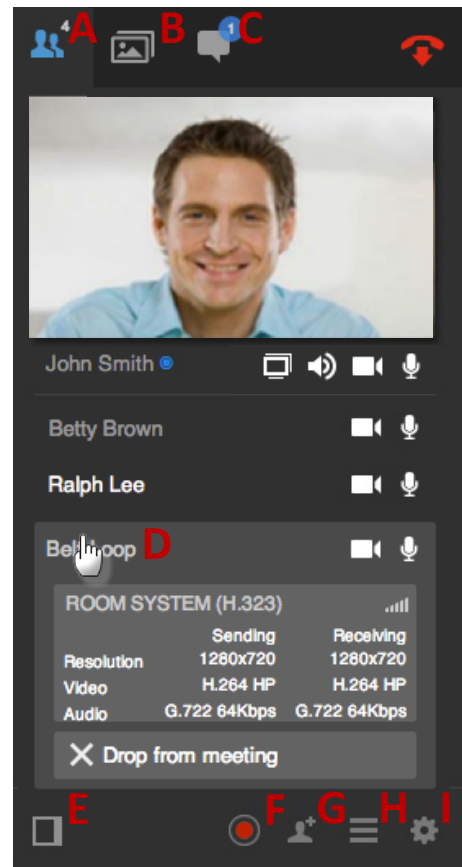
Place a Call
Please enter a number and press Call.
199.48.152.152
Call Quality:
Call   Home

To connect to this meeting using your remote control
Press ⬤ for options.

Enter Meeting ID:

Or join this meeting using any web browser
In the meeting room web page, on Room System enter this paring code
N I U K L

From your video conferencing system, dial in.
IP address : 199.48.152.152

Enter the pairing code displayed on your room system's screen:

[   ] [   ] [   ] [   ]   **Connect**

PAIRING CODE

Or, enter the Meeting ID and Passcode below into your room system:

Meeting ID: 513174194   Passcode: 1221

TIP!
For Room Systems, set 199.48.152.152 (or meet@sip.bjn.vc for SIP) as speed dials in your directory.
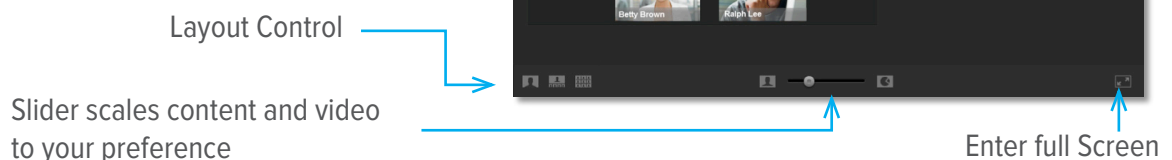
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Blue Jeans from a Browser

A. **Participant Count**

B. **HD Video Sharing** (if enabled). Upload and share HD Video content.

C. **Chat:** quick instant messaging. All participants will see chat messages

D. **Device Type & Quality Indicator:** click on name to expand endpoint and quality information. Moderator can drop participants from meeting.

E. **Collapse Side Panel**

F. **Recording (beta)**

G. **Meeting Information:** Displays meeting ID, Title and call-in information. Moderator can invite additional participants on the fly.

H. **Moderator Controls:** Participants can change their own layouts. Moderators can:
- Change layouts for everyone
- Mute everyone
- Lock the Meeting (prevent late arrivals from joining)
- "Pin" a single speaker to the active window

I. **Settings:** Click to adjust mic, camera and speaker settings.

Share Your Screen   Audio on/off

Blue Dot shows the Meeting Moderator   Camera on/off   Microphone on/off

Keyboard Shortcuts:

M – Mute/ Unmute microphone

V – Enable/ Disable video feed

Space Bar – Push-to-Talk when muted

Layout Control

Slider scales content and video to your preference

Enter full Screen

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Blue Jeans Best Practices

### Connecting from a Computer or Mobile Device

- For best results, plugin with a **wired internet** instead of wireless.
- **Use a headset** or earbuds to eliminate echo or ambient noise. Surround Sound Speakers confuse our echo cancellation.
- **Mute yourself when not speaking.**

- **No need to dial in by phone when connected via a computer or mobile device.** Simply plugin your headset and you're good to go. Multiple audio sources can create feedback.
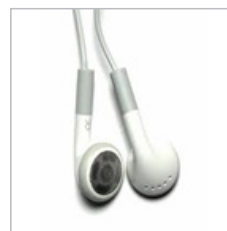
Good   Best
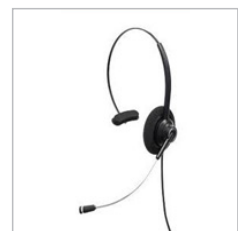
Consider your impression. Ensure a good camera angle and adequate lighting.

From a Video Conference Room, pair your laptop for full moderation controls thru Blue Jeans

ECHO!! Help!

If you hear your own voice echoing, the sound is coming from one of the other attendees.
Look for the name that is highlighted in participant list when you hear the echo. Ask that person to mute his/ her mic. As the moderator, you can mute that person on his/ her behalf.

Unsure?

Test your connection in a meeting with our Parrot at bluejeans.com/111

Getting Help

Visit http://bluejeans.com/support for a Training Videos, FAQ's and Guides
Contact Blue Jeans Tech Support at support@bluejeans.com or (408)791-2830