

Getting Started Guide

New Meeting Experience – April 13, 2013

BlueJeans

How to Enable the New Experience

To test drive the new Meeting Experience, click the Enable button in your Account section. You can “disable” from the same page, if needed. Contact support@bluejeans.com if you don't see the Enable option.

The image shows a two-part screenshot of the BlueJeans account settings page. The top part shows the 'Account' section with a yellow highlight around the 'New meeting experience' card, which includes an 'ENABLE' button. An orange arrow points from this button to the bottom part of the screenshot, which shows the same page after the button is clicked. In the bottom part, the 'ENABLE' button has been replaced by a 'Disable' button, and the 'Account' link in the top navigation bar is highlighted with a mouse cursor.

Welcome, John Smith | Sofco Inc

Meetings | **Account** | Help | Logout

BlueJeans

MY SETTINGS

- Personal Settings
- Room Settings
- Password Settings
- Meeting History
- Applications/Plug-ins
- My Referral Rewards

New meeting experience (Learn More) BETA **ENABLE**

Profile picture (2.5 MB, 1280x720 max):

BlueJeans JOHN SMITH MEETINGS ADMIN HELP BETA

MY SETTINGS

- Personal Settings
- Room Settings
- Password Settings
- Meeting History

New meeting experience (Learn More) BETA **Disable**

Profile picture (2.5 MB, 1280x720 max):

Chapters

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 - Invitation Email, received by the Participants
 - Invitation Email, sent to the Moderator (scheduler)
 - Outlook Add-in

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 - Two ways Moderator enters the meeting room
 - Two ways Participants enters the meeting room
 - Joining the conference:
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 - Skype from your laptop
 - Using an H.323 Room System
 - Using a Telephone only
 - Using the Blue Jeans App on an iPhone or iPad

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 - Active Meeting View, and Moderator's Web Controls
 - Moderator's Web Controls
 - Changing Layouts (fin both video and screen share modes)
 - * (star) key brings up Menu Commands

4. **Personal Meetings**
 - Starting a Personal Meeting

1. Scheduling Meetings

Scheduling Meetings – takes just seconds!

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

The screenshot displays the BlueJeans web interface. At the top left is the BlueJeans logo. To its right is a user profile for John Smith, Senior Product Manager at Softco, Inc., with a dropdown arrow. Further right are navigation links for MEETINGS, ADMIN, and HELP, and a BETA badge. Below the navigation bar, the user's profile information is shown on the left, including a photo and name. To the right of the profile are two meeting cards: 'Blue Jeans Test Call' (Video Test) and 'John's Meeting' (Personal Meeting). Below the profile information, there are two buttons: 'Schedule Meeting' and 'Start Instant Meeting'. A blue arrow points to the 'Schedule Meeting' button, which is also being hovered over by a mouse cursor.

Scheduling – Enter Details

3. Enter meeting details and click to save.



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

*optional

Schedule Meeting

Meeting Title: **A**

Meeting Timezone:

Start: **B**

End: **C**

Repeat Meeting **C** →

Add participant passcode (Optional) **D**

Invite Attendees (Optional): **E**

Show participant names in email invitation

Message (Optional): **F**

G ▶ Advanced Meeting Options

Repeats:

Weekdays every days

Ends: Never

After occurrences

On

Scheduling – Advanced Options

Advanced Meeting Options

Publish Meeting

List your meeting on the public My Blue Jeans web page

Crop Video

Crop video to best fit the room layout

Encrypt Meeting

Allow only encrypted end points to join. Video Conferencing Systems are required to have AES encryption turned on

Moderator-less Meeting


Allow this meeting to be conducted without a moderator

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

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

bluejeans.com/johnsmith

BlueJeans LOG IN

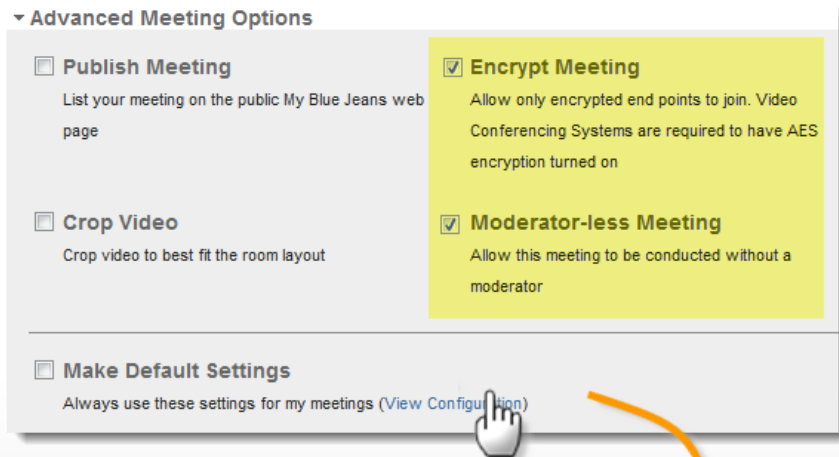


John Smith
Senior Product Manager
Softco, Inc.

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

Meeting ID:

Scheduling – Advanced Options



Click View Configuration to jump to two other options, located in Room Settings:

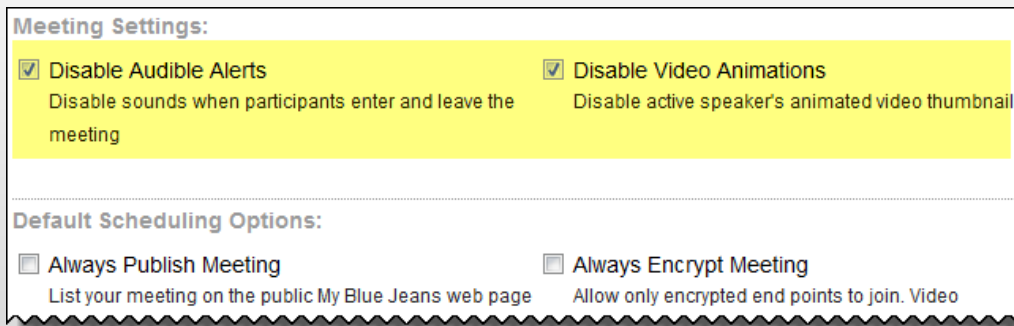
Disable Audible Alerts – turns off the alert tone when participants arrive or leave the meeting. Note: you can disable alerts in the middle of the meeting.

Disable Video Animations – disables the active speaker’s animated video thumbnail (not recommended).

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. (Skype is encrypted by default)

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, should they decide to join.



Scheduling – Default Settings

4. Finally, you may wish to change 3 other default settings, for all of your meetings (found in My Settings / Room Settings):

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

The screenshot shows the BlueJeans user interface. At the top, the user is identified as JOHN SMITH from Softco Inc. The left sidebar contains navigation options: MY SETTINGS, Personal Settings, Room Settings (highlighted), Password Settings, Meeting History, Applications/Plug-ins, and My Referral Rewards. The main content area displays the 'Room Settings' for 'John's Meeting Room'. The settings are as follows:

- Welcome message:** 'Welcome to John's Meeting Room' (labeled A)
- Meeting Settings:** 'Disable Audible Alerts' is checked (labeled B). Description: 'Disable sounds when participants enter and leave the meeting'.
- Default Video Layout:** Three options are shown: 'Active Speakers' (labeled C), 'Active Presence' (selected), and 'Constant Presence'.
- Default Connection option:** 'Browser' is selected in the dropdown menu (labeled D).

Scheduling Meetings – Ready to Use!

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

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

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

The screenshot shows the BlueJeans web interface. At the top, there is a navigation bar with the BlueJeans logo, a user profile for John Smith, and links for MEETINGS, ADMIN, and HELP. A BETA badge is in the top right. Below the navigation bar, there are three meeting cards. The first card is for 'John's Meeting' (Personal Meeting). The second card is for 'Worldwide Sales Huddle' (Video Test), which is expanded to show details. The third card is for 'Blue Jeans Test Call' (Video Test). The expanded card for 'Worldwide Sales Huddle' shows the meeting ID (757 338 715), participants (ralph@softcoinc.com, betty@softcoinc.com, bob@softcoinc.com), and a 'Share Meeting Info' section with links to 'Add to Outlook' and 'Copy to Clipboard'. A hand cursor icon with an orange arrow points to the 'Share Meeting Info' section, labeled with a red 'C'. At the bottom of the expanded card, there are three sections: 'To join the Meeting:' with a URL, 'To join with Skype:' with a URL, and 'To join via room system:' with a room number. Below these are 'To join via phone:' with two phone numbers. At the bottom of the interface, there are three buttons: 'Edit Meeting | Cancel Meeting' (labeled with a red 'A'), 'START MEETING' (labeled with a red 'B'), and another 'START MEETING' button.

Email sent to Participants

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

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

Phone (audio only) dial-in instructions

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

Meeting Message

The screenshot shows an email from BlueJeans. At the top is the BlueJeans logo. Below it, the text reads: "John Smith has invited you to a video meeting on Blue Jeans." The meeting details are: "Meeting Title: Worldwide Sales Huddle" and "Meeting Time: Sunday October 13, 2013 • 2:30 p.m. PDT / 1 hr". A prominent blue button labeled "Join Meeting" is present. Below this, there is a section titled "No Computer or Internet Connection?" with a link "Direct-dial with my iPhone". Further down, dial-in information is provided: "Dial-in phone number: 1 408 757 0979 (all)", "Dial-in room system IP: 199.48.152.152 or bjn.vc", "Meeting ID: 757338715", and "Passcode: 8090". At the bottom, a "Description:" section contains the message: "Hi Guys, We'll discuss sales strategy for the new product launch. Please have your presentations ready for screen sharing. Thanks." Annotations include arrows pointing from the text on the left to the "Join Meeting" button, the "Direct-dial with my iPhone" link, and the "Description:" section. A tip box on the right points to the "Direct-dial with my iPhone" link.

BlueJeans

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

Meeting Title: Worldwide Sales Huddle

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

Join Meeting

No Computer or Internet Connection?
[Direct-dial with my iPhone](#)

Dial-in phone number: 1 408 757 0979 (all)
Dial-in room system IP: 199.48.152.152 or bjn.vc
Meeting ID: 757338715
Passcode: 8090

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

Tip: Click [Direct-dial with my iPhone](#) to enter conference from iPhone.

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 14),
- Moderator's passcode can also be found in the Account > Room Settings section of their account.

BlueJeans

You have scheduled a video meeting on Blue Jeans.

Meeting Title: Worldwide Sales Huddle

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

Join Meeting

No Computer or Internet Connection?
[Direct-dial with my iPhone](#)
Dial-in phone number: 1 408 757 0979 (all)
Dial-in room system IP: 199.48.152.152 or bjn.vc
Meeting ID: 757338715

Moderator Passcode: 4567 (DO NOT SHARE)

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

You can also Schedule Meetings from Outlook!

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

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

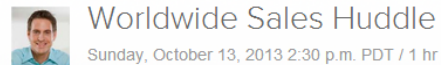
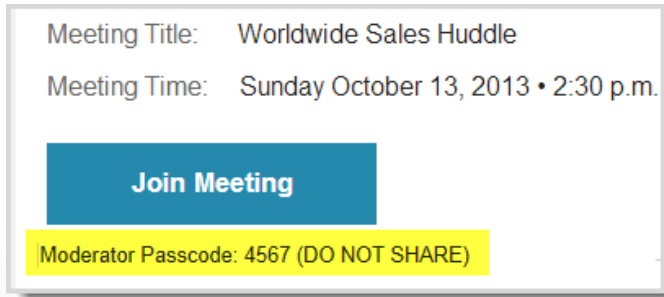
The screenshot illustrates the process of scheduling a meeting from Outlook. It shows the Outlook ribbon with the Blue Jeans add-in button highlighted. The 'Meeting' tab is active, and the 'Appointment' button is visible. The 'Send' button is also highlighted. A confirmation dialog box is shown with the message 'Your Blue Jeans meeting has been scheduled successfully.' The email body contains the meeting details, including the subject 'Discuss new product pricing', location 'Blue Jeans Video Conferencing Bridge', and a link to join the meeting. The meeting ID is also displayed.

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

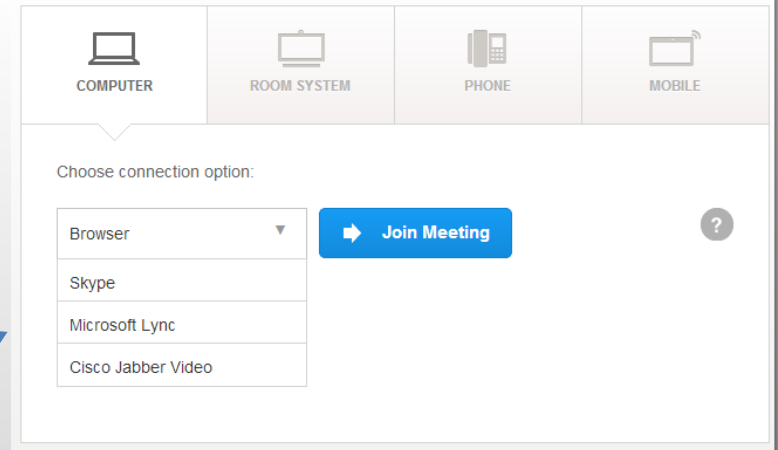
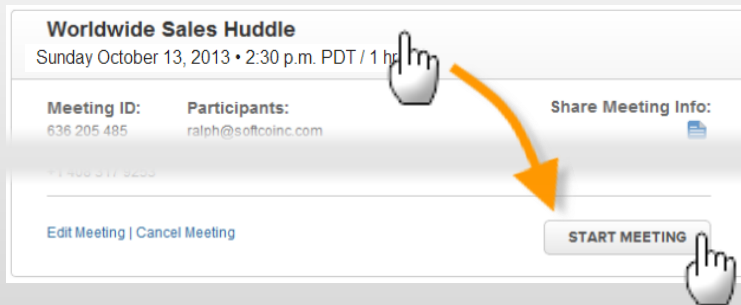
2. Entering the Scheduled Meeting Room and Joining the Conference

Moderator can enter the Meeting Room two 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 also can enter two ways:

1. Clicks link in their Participant email invitation:

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


Join Meeting

To capture names for the meeting, Participants enter their name and email (optional), or, click Log in if they have a Blue Jeans account.

Please tell us who you are.

Access Meeting

Have a Blue Jeans account? [Log in](#)

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

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

JOIN A MEETING

ENTER MEETING

COMPUTER ROOM SYSTEM PHONE MOBILE

Choose connection option:

Browser

Skype

Microsoft Lync

Cisco Jabber Video

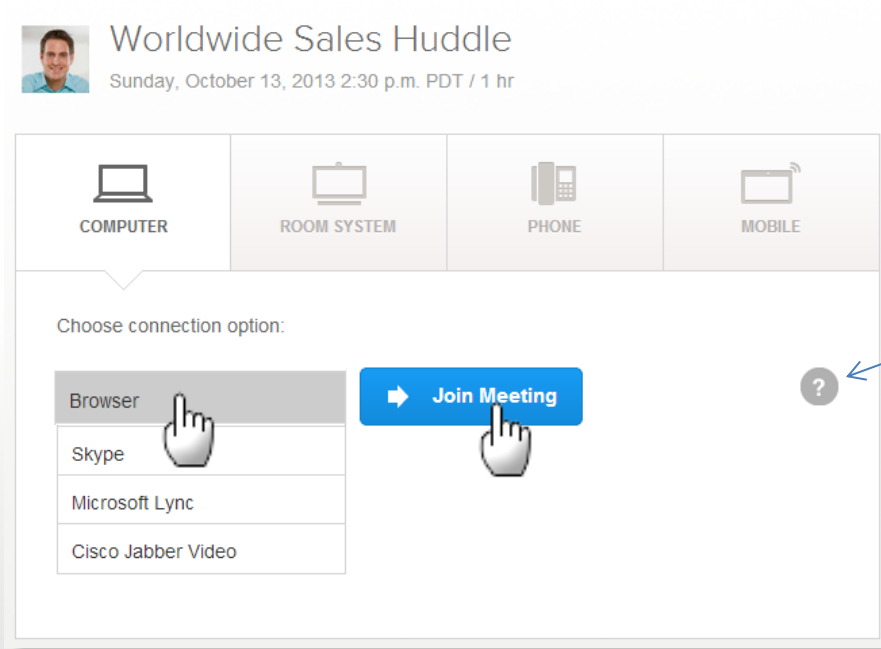
Join Meeting

?

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

Browser Instructions

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



Click for Help
with this page

Browser Instructions

2. A new window will launch. Click to accept the terms, then click the Download button to install the Plugin.

- You'll only need to perform these download steps one time.
- The message may appear different, depending on which browser you are using.

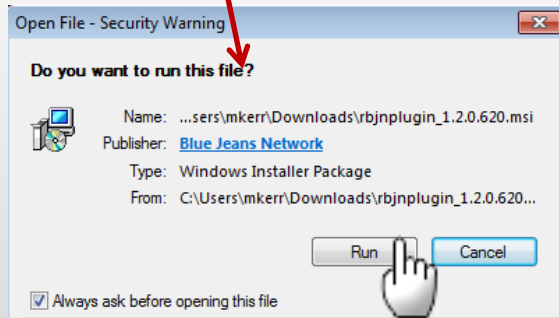
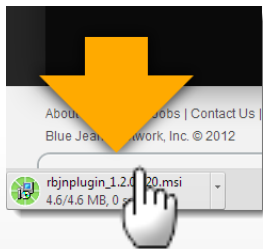
The screenshot shows a dark-themed dialog box titled "Install Browser Plugin". At the top, there is a checked checkbox with the text "I accept the terms of the End-User License Agreement". Below this, there are two numbered steps:

- 1** **Download**: A blue button with a white download icon and the word "Download". A hand cursor is pointing at the button. To the right, the text reads: "Click to download the required browser plugin version **1.2.0.620**."
- 2** **Run**: A button with a white run icon and the word "Run". To the right, the text reads: "In Chrome's downloads bar, click `rbjnplugin_1.2.0.620.msi` to start the installer."

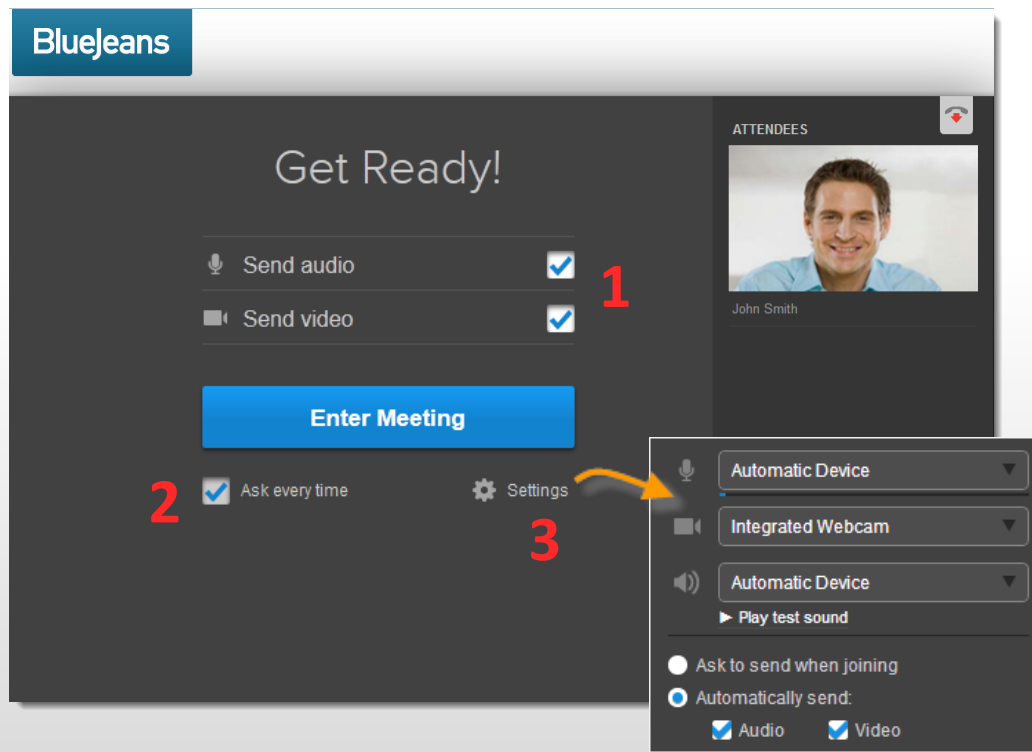
At the bottom of the dialog, there is a line of text: "MEETING WILL START ONCE PLUGIN IS INSTALLED".

Browser Instructions

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

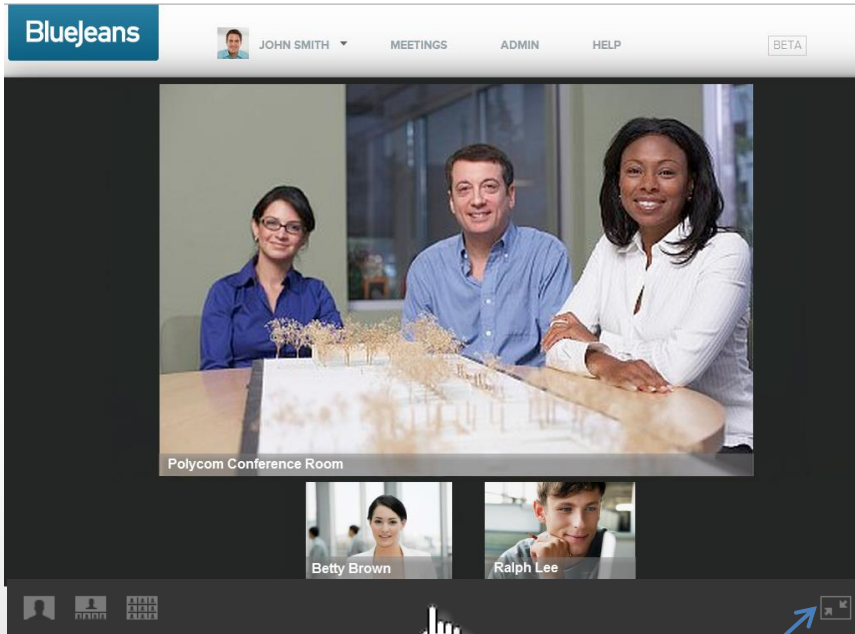


4. Browser window opens! Get ready to join!
 1. Click to unmute your audio or video
 2. Uncheck to skip “Get Ready” page next time
 3. Change your mic, camera or speaker setting, if needed, then click Enter Meeting to join.



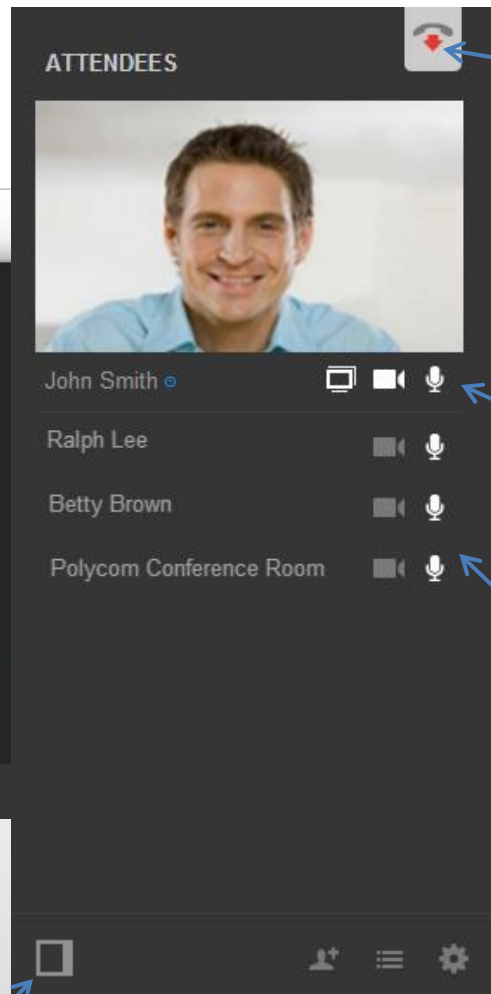
Attendee Controls

Moderator-only controls noted in red



Hover to bring up:
Layout options or Enter Full Screen

Collapse Panel



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

Leave Meeting

Are you sure you want to leave the meeting?

Kick everyone out

Give everyone 25 minutes

Leave

Stay

Click to:

Mute your Mic

Mute your Camera

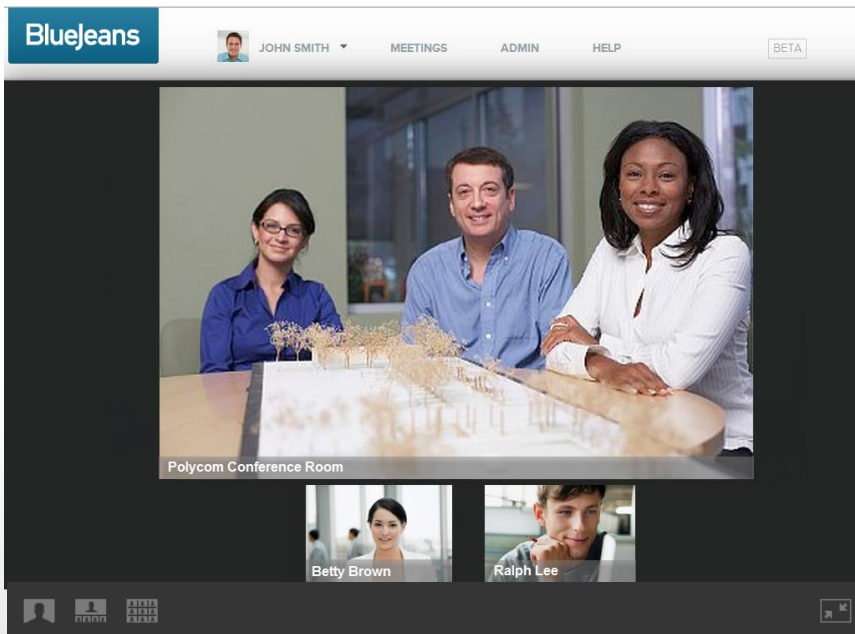
Share your Screen

The Moderator has control to mute the mic or camera for each participant.

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

Attendee Controls

Moderator-only controls noted in red



The screenshot shows the 'ATTENDEES' list in the BlueJeans interface. The list includes John Smith, Ralph Lee, Betty Brown, and Polycom Conference Room. A detailed view for 'BROWSER' is expanded, showing technical details. A hand icon indicates a click on the name 'BROWSER', and another hand icon indicates a click on the Quality indicator bar.

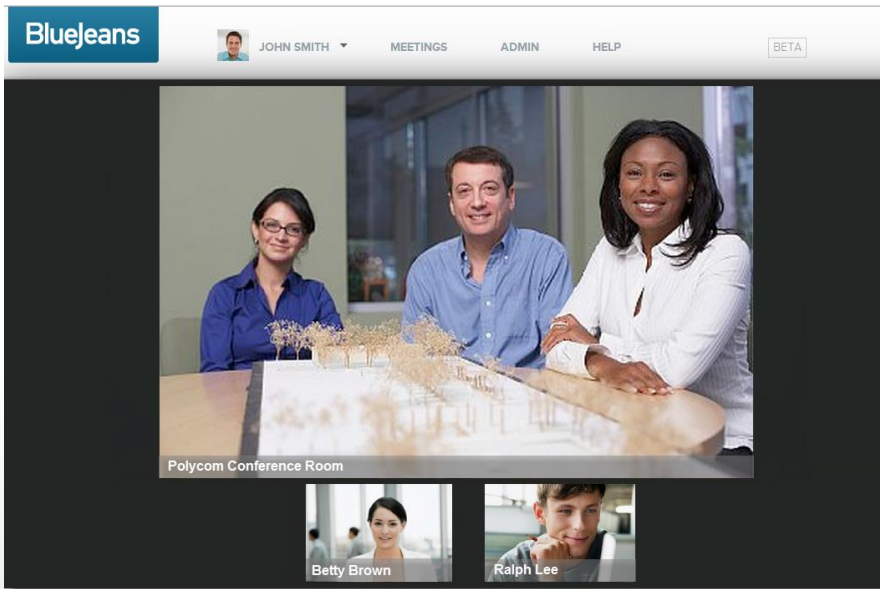
	Sending	Receiving
Resolution	1280x720	1280x720
Video	H.264	H.264
Audio	G.722.1 32Kbps	G.722.1 32Kbps

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

Click Quality indicator bar to expand for endpoint measurements

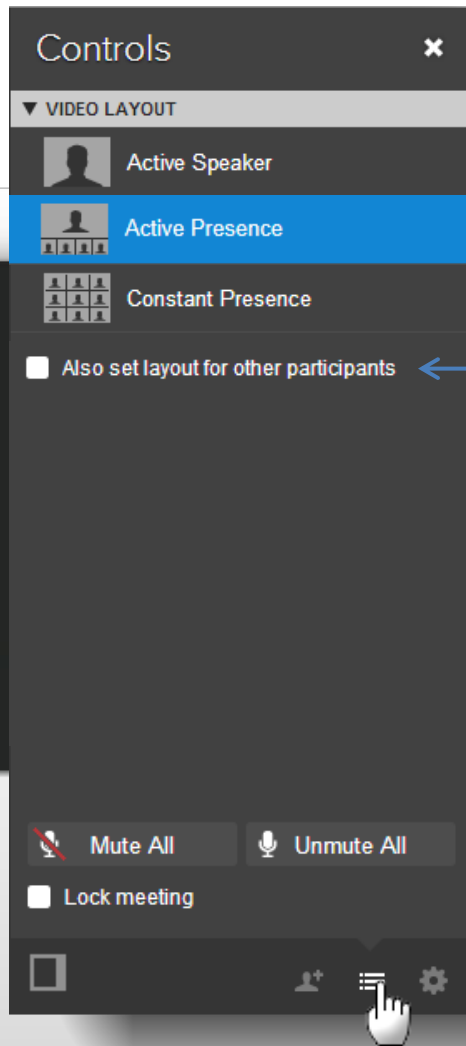
Layout Controls

Moderator-only controls noted in red



Moderator has ability to:

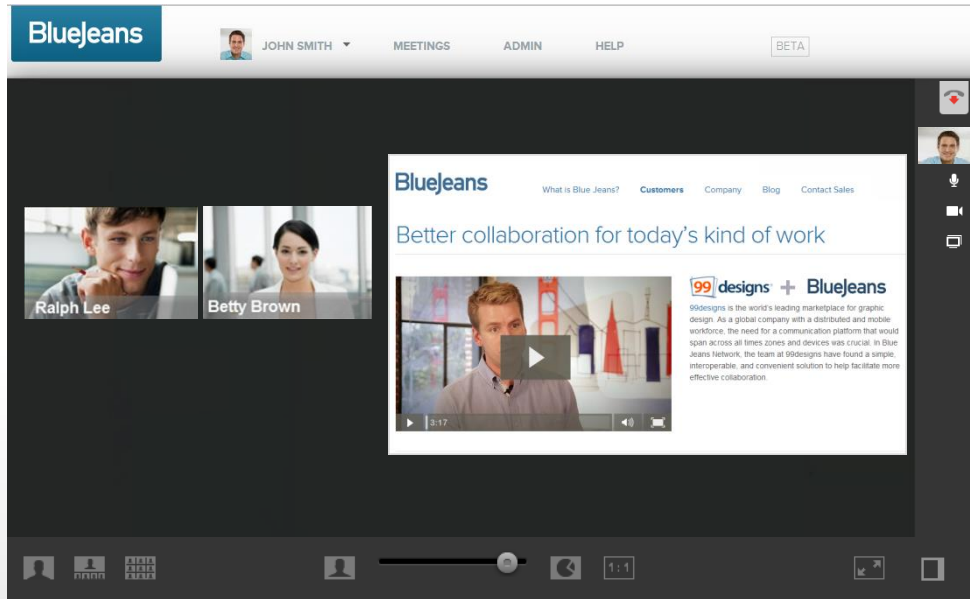
- **Mute** everyone, or
- **Lock** the meeting (preventing late arrivals from joining)



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

Moderator has option to push layouts to all participants

Viewing a Screen being Shared



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

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

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

Viewing another participants screen share on the Browser provides:

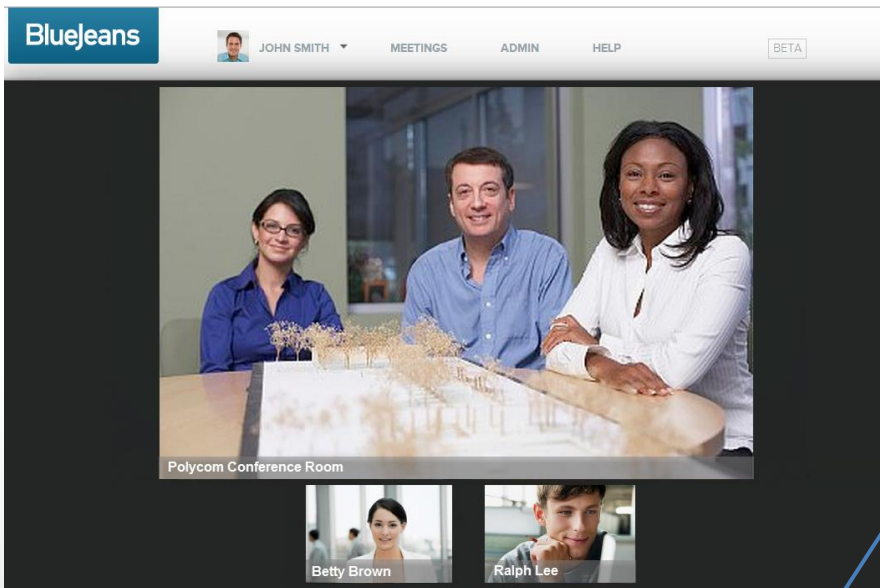
1080p screen sharing – high resolution content sharing on supported devices/systems.

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

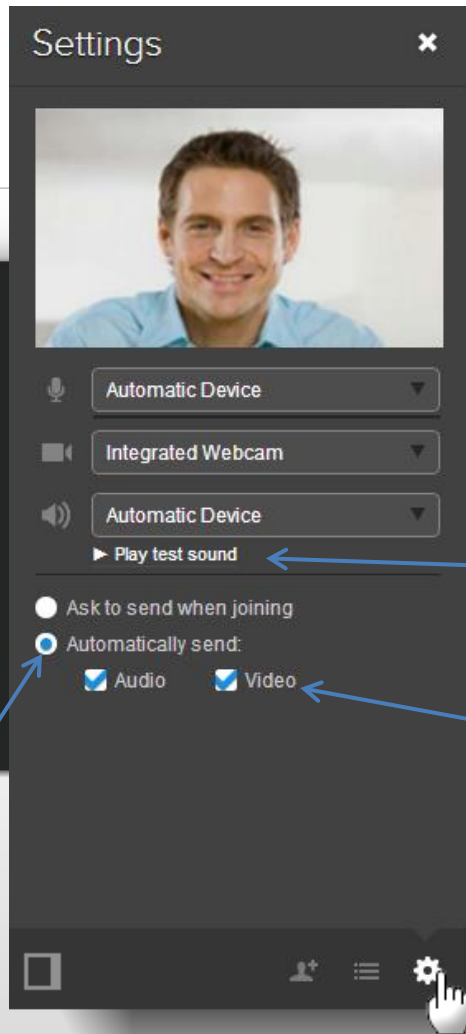


Settings Controls

Moderator-only controls noted in red



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



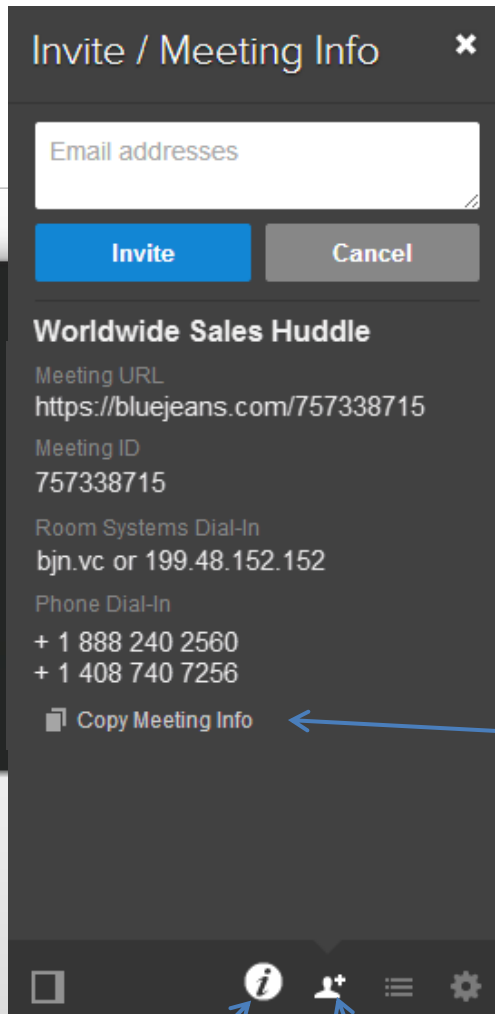
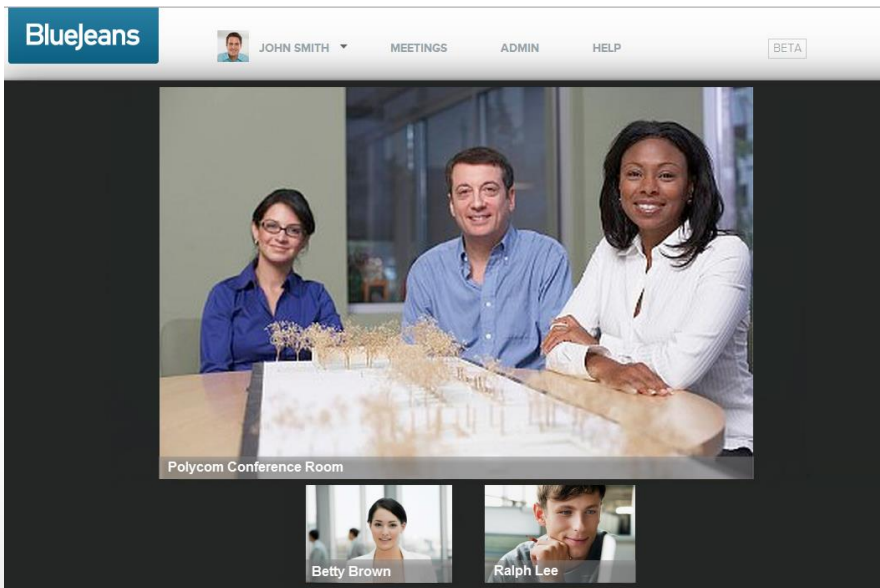
If you have multiple mic, camera or speaker devices on your computer, choose the right one from the drop down list.

Click to make sure your speakers are working

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

Meeting Info

Invite Moderator-only



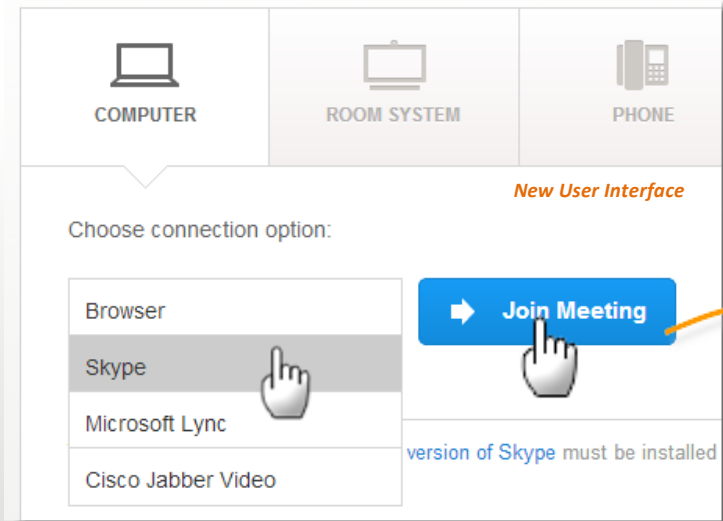
Invite:
Moderator can send emails, inviting participants to join the meeting in progress

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

Joining the Meeting using **Skype**
from your PC or Mac computer

Joining a Meeting using Skype from your laptop

1. Sign into Skype on your computer.
2. In the **Computer** section of the Meeting page, select **Skype** from the drop down list then press **Join Meeting**:
3. Skype will start ringing, with call coming from Blue Jeans. Click green Accept button to connect into the Blue Jeans meeting. **Note: if Skype doesn't ring, look for "accept call" pop up which may be hidden behind a browser panel.**
4. You are now in the audio portion of the meeting, via Skype! If you are first to arrive, the BJN Active Meeting View Welcome page is displayed.



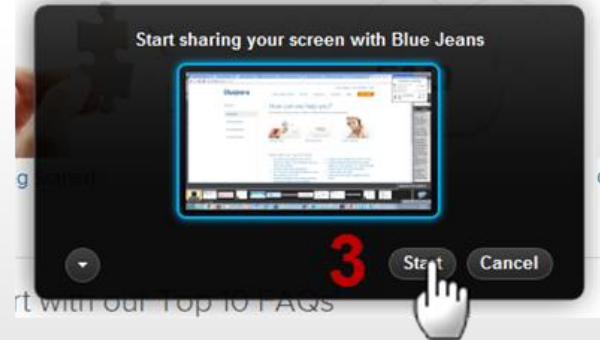
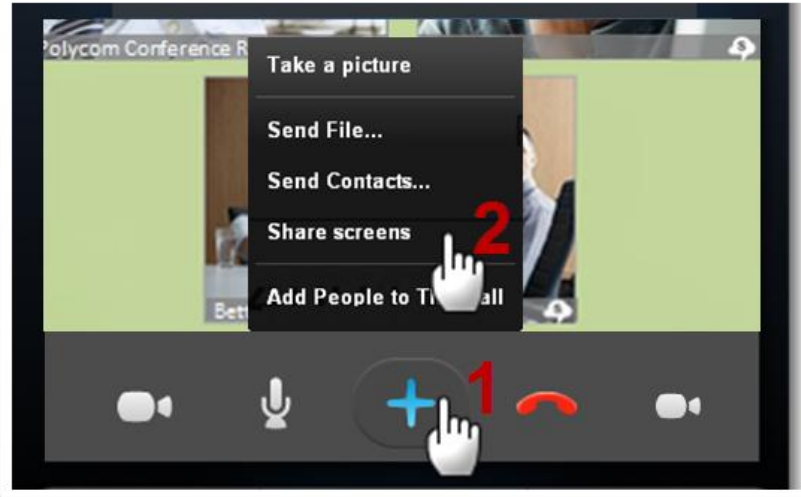
Un-mute
Skype camera icon to show
your video in the meeting.

Sharing Content and Presentations from Skype on laptop

1. Click the Skype menu icon,
2. Click "Share Screens," and
3. Click the Start button when you're ready to share. The screen layout will automatically change to a presentation-friendly mode.
4. Message appears, announcing who is sharing

[Click here](#) to visit more information from our Knowledgebase.

Note: You will not be able to share Screens when using Skype from a Mobile device (iPhone, iPad, Android)



4 John Smith has started screen sharing

Joining the Meeting using an H.323 Room System



Joining a Meeting using an H.323 Room System

1. Click the Room System tab at the top panel to see the dialing instructions.
2. Per the instructions, from your Room System monitor dial the IP address:



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

COMPUTER ROOM SYSTEM PHONE MOBILE

1 From your video conferencing system, dial into Blue Jeans. Blue Jeans IP address: **199.48.152.152** Cisco TelePresence System: +1 408 740 7256

2 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: 757338715 Passcode: 8090

Joining a Meeting using an H.323 Room System

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



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

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

Enter Meeting ID:

Enter Moderator or Participant Passcode:

* Backspace # Submit

- OR -

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

A B C D E

Worldwide Sales Huddle

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

+1 866 226 4650

+1 408 317 9253

199.48.152.152

 **John Smith** On call:  1  0

Senior Product Manager

Sharing Content and Presentations from H.323 Room System

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

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



Joining the Meeting using
a Telephone only 

Joining a Meeting using a Telephone only

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

The screenshot shows the meeting join interface for "Worldwide Sales Huddle" on Sunday, October 13, 2013, at 2:30 p.m. PDT / 1 hr. There are three tabs: "COMPUTER", "ROOM SYSTEM", and "PHONE". The "PHONE" tab is selected, indicated by a hand cursor. Below the tabs, it says "Dial into the meeting (see all numbers)". Two phone numbers are listed: "+1 408 740 7256" and "+1 888 240 2560 (US or Canada only)". A red arrow points to the second number. Below the numbers, a box contains the "Meeting ID: 757338715" and "Passcode: 8090".

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



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

Joining the Meeting using
an **iPhone** or **iPad**

Joining a Meeting using an iPhone or iPad

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

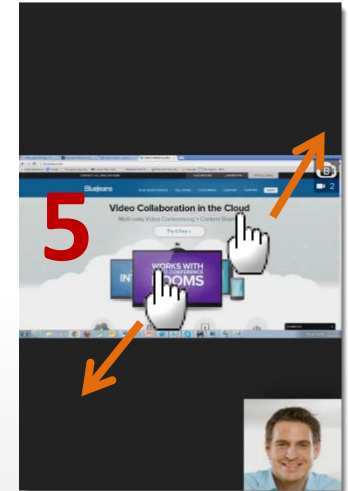
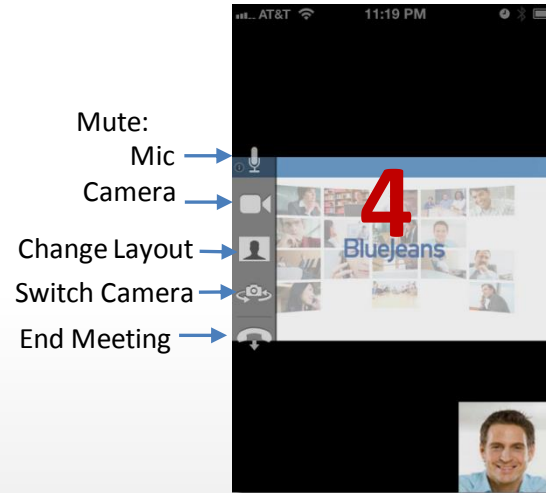


Joining a Meeting using an iPhone or iPad

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

- Mute your mic or camera
- Change video layouts (3 on-screen options)
- Change your camera to front or back
- End the call

5. When viewing screen sharing, you can stretch the image to zoom in. Double tap to return to the native scale.



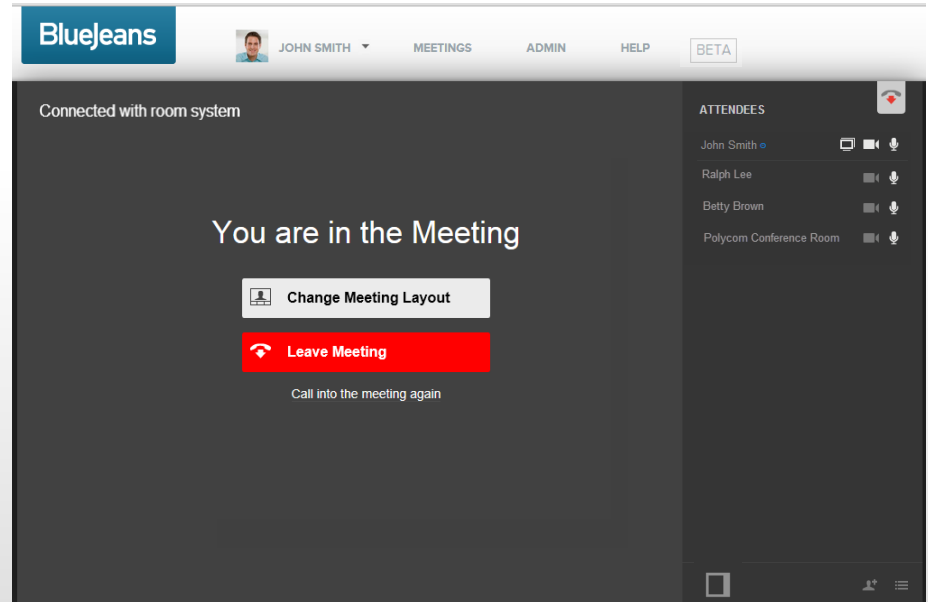
3. Managing the Meeting

Active Meeting View, and Meeting Web Controls

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

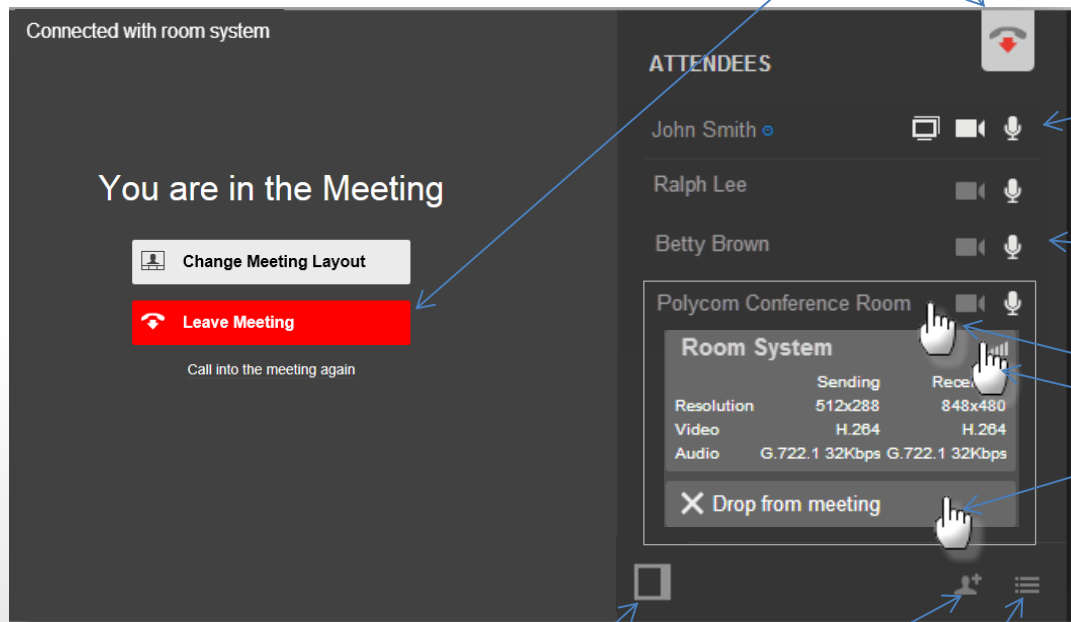


From the web interface, Participants and the Moderator can manage the meeting from this view (see next pages for details):



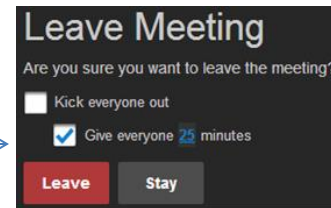
Meeting Attendee Controls

Moderator-only controls noted in red



Click to leave Meeting.

Moderators see option to let meeting continue:



Click to:

Mute your Mic
Mute your Camera
Share your Screen

The Moderator has control to mute the mic or camera for each participant

Click Endpoint name to expand and view:

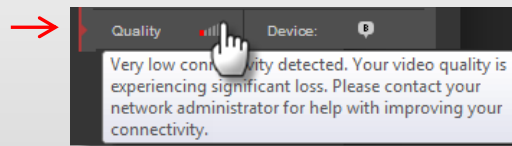
- Device type and Quality indicator
- Click Quality bar to see call statistics
- Moderator can Drop participant

Collapse side panel

Invite Participants
(for Moderator only)

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

Red bar on left indicates poor quality. Hover over low Quality bar to see a description of the issue we detect:



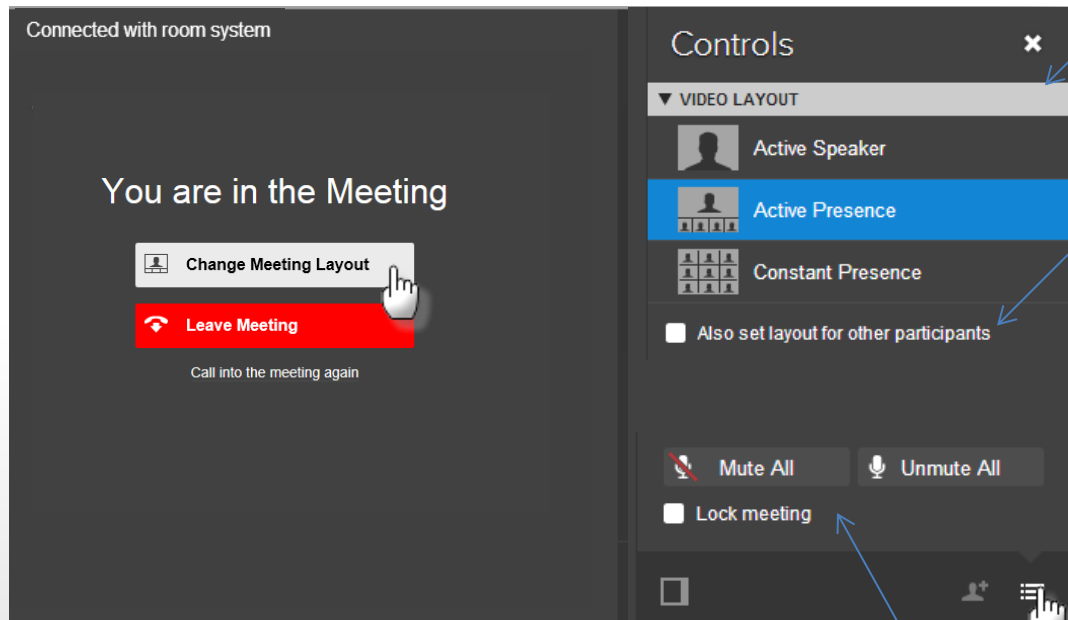
Controls: Screen Layouts, Mute All & Lock

Moderator-only controls noted in red

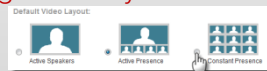
Choose one of three Video layouts to view the participants.

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

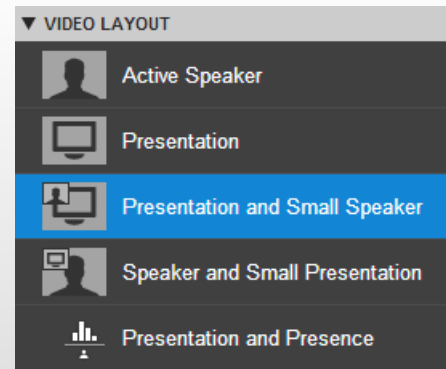
When **content** or **presentations** are being shared, 5 screen share layouts are available. Note, moderator will not be able to push screen share layouts to others:



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

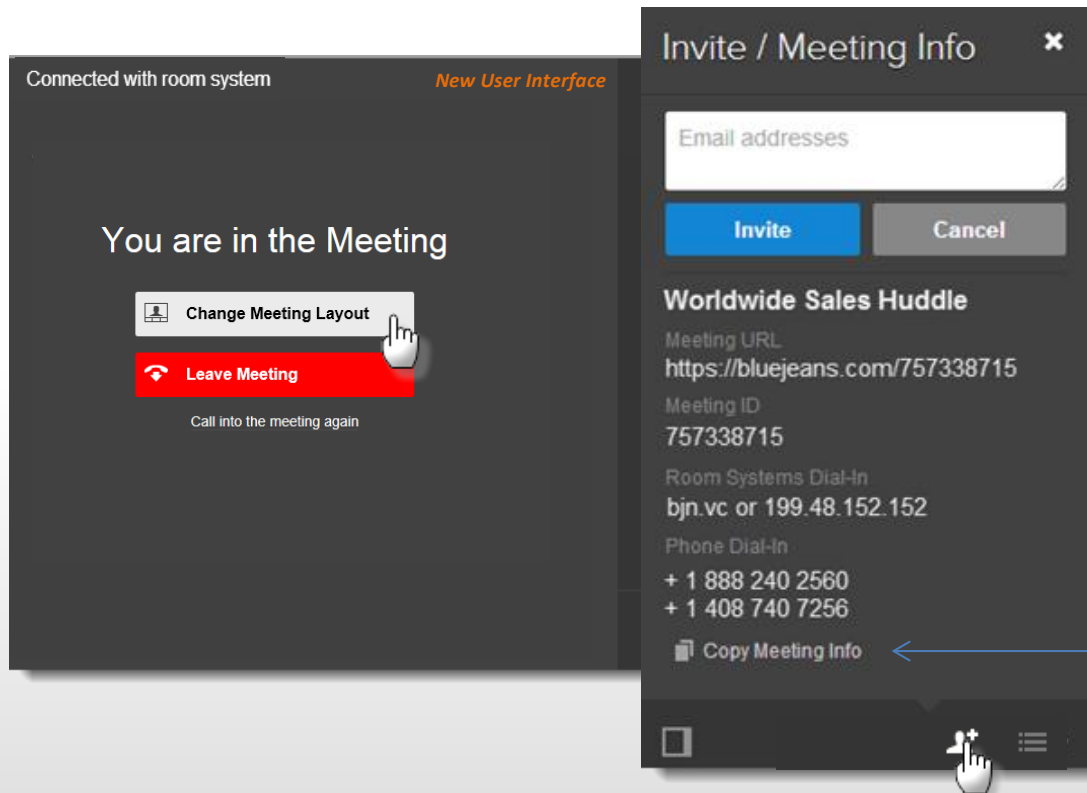


Moderator can **Mute** all participants (as needed), or, **Lock** the meeting (preventing anyone new from joining)



Invite Participants

Moderator-only controls



Invite:

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

Meeting Info:

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

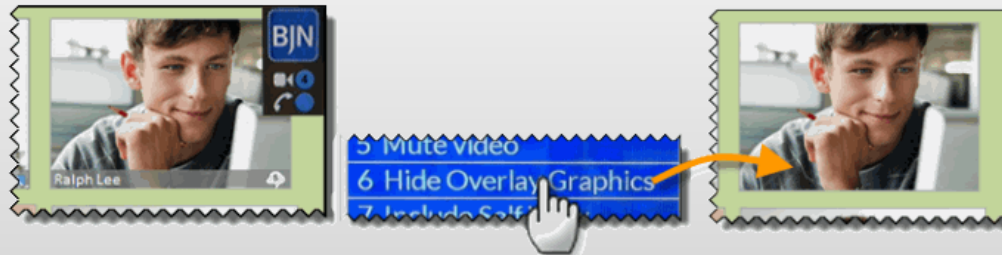
* (star) key brings up Menu Commands

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

1. Switch layouts
2. (not used)
3. Bring up meeting information
4. Mute the Audio at your endpoint
5. Mute the Video at your endpoint
6. Hide the Overlay graphics (the BJN logo, and the name/icon bar at bottom of each participant - see example below)
7. Add your own endpoint video to be seen by you, in the BJN m



*6 Example:



4. Personal Meetings

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

Starting a Personal Meeting

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

The screenshot displays the Blue Jeans meeting interface. At the top, there are two tabs: "Blue Jeans Test Call" (Video Test) and "John's Meeting" (Personal Meeting). A hand cursor is pointing at the "John's Meeting" tab. Below the tabs, a meeting card is shown with the following details:

- Meeting ID:** 2145551234
- Participant Passcode:** 4573
- Share Meeting Info:** Copy to Clipboard | Send Email
- To join the Meeting:** <https://bluejeans.com/2145551234/4573/>
- To join with Skype:** <https://bluejeans.com/2145551234/4573/skype>
- To join with Lync:** <https://bluejeans.com/2145551234/4573/lync>
- To join via Browser:** <https://bluejeans.com/2145551234/4573/browser>
- To join via Room System:** Video Conferencing System: meet@bjn.vc -or- 199.48.152.152
- To join via Phone:** +1 408 757 0979 (US or Canada only)
+1 408 757 0979

At the bottom of the card, there is a link "Edit Personal Meeting" and a "START MEETING" button. A hand cursor is pointing at the "START MEETING" button. A callout box on the right side of the card contains the following text:

Personal Meeting details can be shared with anyone to join your meeting from the Blue Jeans website. Your Meeting ID and Participant passcode are all you need to share with users to give them access to your meeting room. Click to copy meeting instructions to clipboard, then send onto participants via IM or email.

BlueJeans

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bluejeans.com/support