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.
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1. Scheduling Meetings
Scheduling meetings takes just seconds

1. First, log into your account, at bluejeans.com/login.
2. After landing in your Meetings Room, click the **Schedule Meeting** button.
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
Scheduling – Advanced 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-endpoints 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** is a Stretch feature to help promote a 4:3 video to a 16:9 full screen video (not recommended for most meetings).

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

bluejeans.com/johnsmith
Encrypt Meeting requires each participant who connects to your meeting to have 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 is available if you want participants to meet without the moderator having to start the meeting.
- Meeting begins after first two participants arrive.
- The person scheduling the meeting has the moderator controls (mute all, drop, etc.) available for use, should they decide to join.

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

Disable Video Animations disables the active speaker’s animated video thumbnail (not recommended).
4. Finally, you may wish to change three other default settings found in My Settings / Room Settings:

A. **Welcome Message** displays in the waiting-for-meeting-to-begin welcome panel.

B. **Disable Audible Alerts** turns off the beep when participants enter and leave.

C. **Default Video Layout** is for you and all participants.

D. **Default Connection option** will be the endpoint type participants will land in when they click “join meeting.”
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.
Participants receive an invitation to attend your meeting, which will be added to their calendars.

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

Tips:
- Direct-dial with my iPhone to enter conference from iPhone.
- Meeting information for Room System (IP, ID and participant passcode)
- Meeting Message
The **Moderator** receives a similar email. The one difference is that the **Moderator Passcode** will be shown. This code is used exclusively by the moderator.

- If the moderator enters the meeting from a **Room System** or **Telephone**, this Moderator Passcode must be used to start the meeting. Exceptions are:
  - If the meeting was not scheduled to have a moderator, or
  - If moderator enters the meeting by logging into the 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 the account.

![Email Sent to Moderator](image)

**Moderator Passcode: 4567 (DO NOT SHARE)**
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 and time
   • Mark as Recurrence (if needed).
   • Insert the email addresses of your invited meeting participants.
   • 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.

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 the account and clicks the scheduled meeting bar, then Start Meeting.
Participants Can Enter Two Ways

1. Clicks Join Meeting in their participant email invitation:

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

   ![Join Meeting Button]

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):

   ![Meeting Room Entry]

   Meeting ID: 757338715
   8090

To capture names for the meeting, participants enter their names and emails, or click Log In if they have Blue Jeans accounts.
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**.
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 differently, depending on which browser you use.
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:
   • Click to unmute your audio or video.
   • Uncheck to skip “Get Ready” page next time. Change your mic, camera or speaker setting, if needed, then click.
   • **Enter Meeting** to join.
Attendee Controls
Moderator-only controls noted in orange

Hover to bring up:
Layout Options or Enter Full Screen

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. Note: Participant can override moderator’s mute action, but moderator cannot override the mute made by the participant.
Attendee Controls
Moderator-only controls noted in orange

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 orange

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

Viewing another participant's screen share on the browser provides:

**1080p screen sharing** is high-resolution content sharing on supported devices/systems.

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

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

**Scale** is a slider to scale the video and content windows to suit your viewing needs.

**Zoom button** allows you to zoom in on the content being shared.
Tip: check to auto-send audio and 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.
Invite/Meeting Info
Moderator-only controls noted in orange

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 the 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 to announce 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).
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:

   199.48.152.152

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

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

4. 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: 757338715
      Enter Moderator or Participant Passcode: 8090
      Backspace # Submit

   - OR -

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

      ABCDE Connect

Worldwide Sales Huddle
http://bluejeans.com/
+1 866 226 4650
+1 408 317 9253
199.48.152.152

John Smith
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 not at a video endpoint? Click the Phone tab and dial the listed number. When connected, enter the meeting ID (and passcode, if required).

When talking, the phone participant will be shown as a thumbnail.
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).
   • 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 (three 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 orange

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

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

Click to:
- Mute your Mic
- Mute your Camera
- Share your Screen

Collage side panel

Invite Participants

Switch to “Controls” (for Video Layouts and Meeting Info)

Click to leave Meeting. Moderators see option to let meeting continue
Controls: Screen Layouts, Mute All and Lock

Moderator-only controls noted in orange

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.

Choose one of three video layouts to view the participants.

Moderator has control to push the chosen video layout to all participants.

When content or presentations are being shared, five screen share layouts are available. Moderator cannot push screen share layouts to others.

Moderator can Mute all participants (as needed), or Lock the meeting (preventing anyone new from joining).
Invite Participants
Moderator-only controls noted in orange

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 you 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.

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 meeting panel.

*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.

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 the clipboard, then send onto participants via IM or email.