

Getting Started Guide

July 2013

BlueJeans

Chapters

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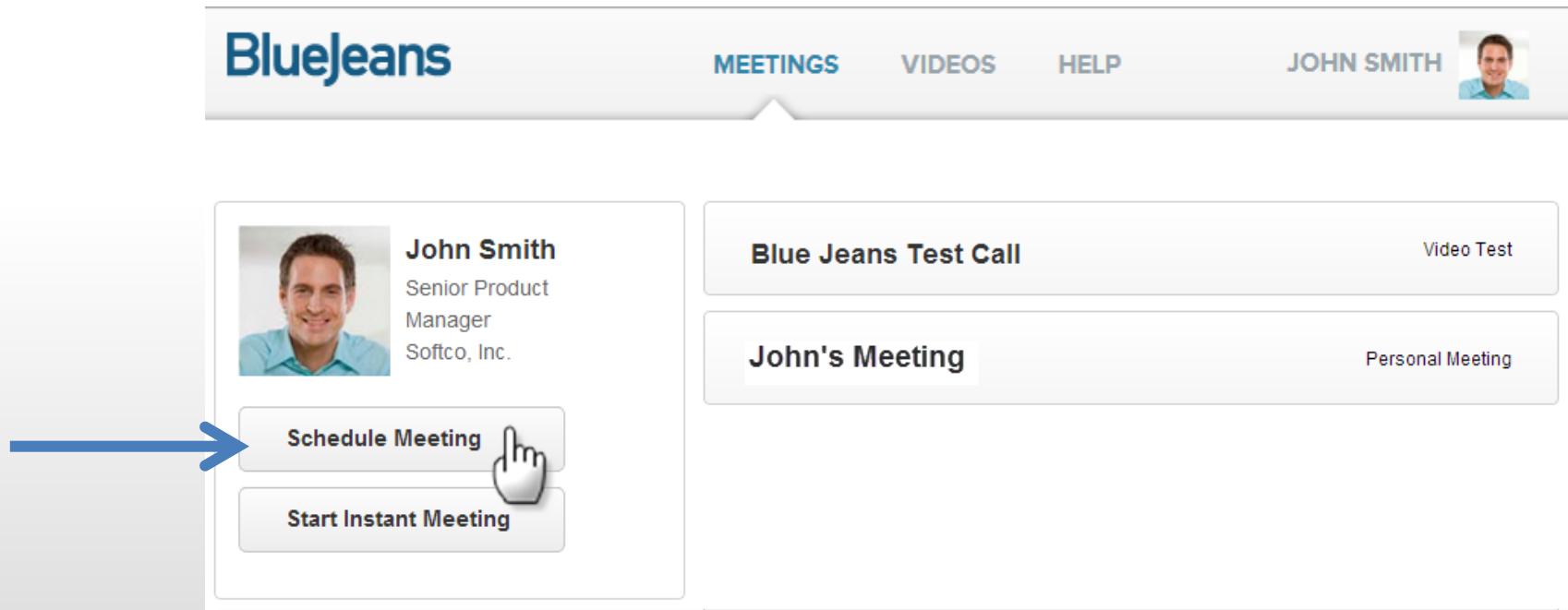
4. Personal Meetings

- 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.



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 “auto-complete”)
- 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 **D** → **E**

☒ Add participant passcode (Optional)

Invite Attendees (Optional):

☐ 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

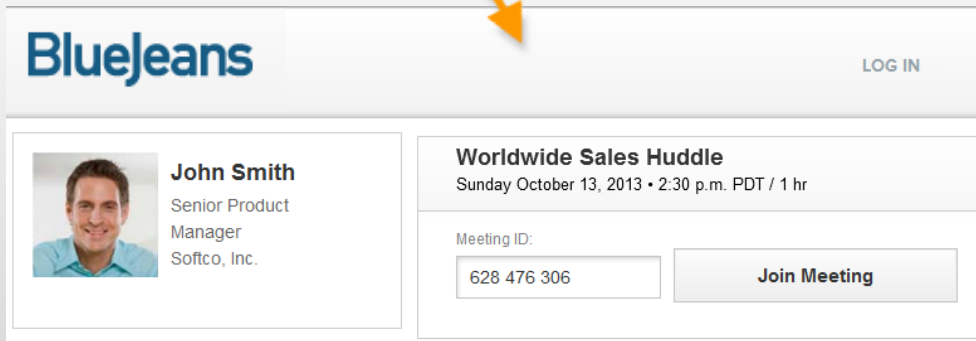
☐ Moderator-less Meeting

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:
628 476 306 Join Meeting

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

☐ Make Default Settings

Always use these settings for my meetings ([View Configuration](#))

☒ 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

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.

Meeting Settings:

☒ Disable Audible Alerts

Disable sounds when participants enter and leave the meeting

☒ Disable Video Animations

Disable active speaker's animated video thumbnail

Default Scheduling Options:

☐ Always Publish Meeting

List your meeting on the public My Blue Jeans web page

☐ Always Encrypt Meeting

Allow only encrypted end points to join. Video

Scheduling – Default Settings

4. Finally, you may wish to change four 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, there's a navigation bar with 'BlueJeans', 'MEETINGS', 'VIDEOS', and 'HELP'. On the right, the user's name 'JOHN SMITH' and a profile picture are displayed. Below this, a dropdown menu is open, showing 'MY SETTINGS' (highlighted with a red 'A') and 'LOGOUT'. The main content area is titled 'MY SETTINGS' and has a sidebar with 'Personal Settings', 'Room Settings' (selected), 'Password Settings', 'Meeting History', and 'Applications/Plug-ins'. The 'Room Settings' section contains several fields: 'Username/Personal URL:' with the value 'https://bluejeans.com/', 'Personal Meeting ID:' with the value '214555123', and 'Moderator PIN/passcode:' with the value '4567'. Below these is a 'Welcome message:' field with the text 'Welcome to John's meeting room' (highlighted with a red 'A') and an edit icon. The 'Meeting Settings:' section has a checkbox for 'Disable Audible Alerts' (checked, highlighted with a red 'B') and a description 'Disable sounds when participants enter and leave the meeting'. The 'Default Video Layout:' section shows three options: 'Active Speakers' (radio button selected, highlighted with a red 'C'), 'Active Presence', and 'Constant Presence'. The 'Default Connection option:' section has a dropdown menu set to 'Browser' (highlighted with a red '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.

BlueJeans MEETINGS VIDEOS HELP JOHN SMITH

John Smith
Senior Product Manager
Softco, Inc.

SCHEDULE MEETING
START INSTANT MEETING

Attend Meeting by ID
ATTEND MEETING

Blue Jeans Test Call Video Test

John's Meeting Personal Meeting

Worldwide Sales Huddle
Saturday October 6, 2012 • 2:30 p.m. PDT / 1 hr

Meeting ID: 757 338 715

Participants:
ralph@softcoinc.com
betty@softcoinc.com
bob@softcoinc.com

Share Meeting Info:
[Add to Outlook](#) | [Copy to Clipboard](#)

To join the Meeting:
<https://bluejeans.com/inmeeting/757338715/8090/>

To join with Skype:
<https://bluejeans.com/inmeeting/757338715/8090/skype>

To join via room system:
bjn.vc -or- 199.48.152.152

To join via phone:
+1 866 226 4650 (US or Canada only)
+1 408 317 9253

A [Edit Meeting](#) | [Cancel Meeting](#) **B** **START MEETING**

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.

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 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." This is followed by the meeting details: "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 centered. Below the button, there is a section titled "No Computer or Internet Connection?" which includes a link "Direct-dial with my iPhone" and dial-in information: "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 with arrows point from the text on the left to specific elements in the email: from "One Join Meeting Link" to the "Join Meeting" button, from "Phone (audio only) dial-in instructions" to the "Direct-dial with my iPhone" link, from "Meeting information for Room System" to the dial-in details, and from "Meeting Message" to the description text. 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

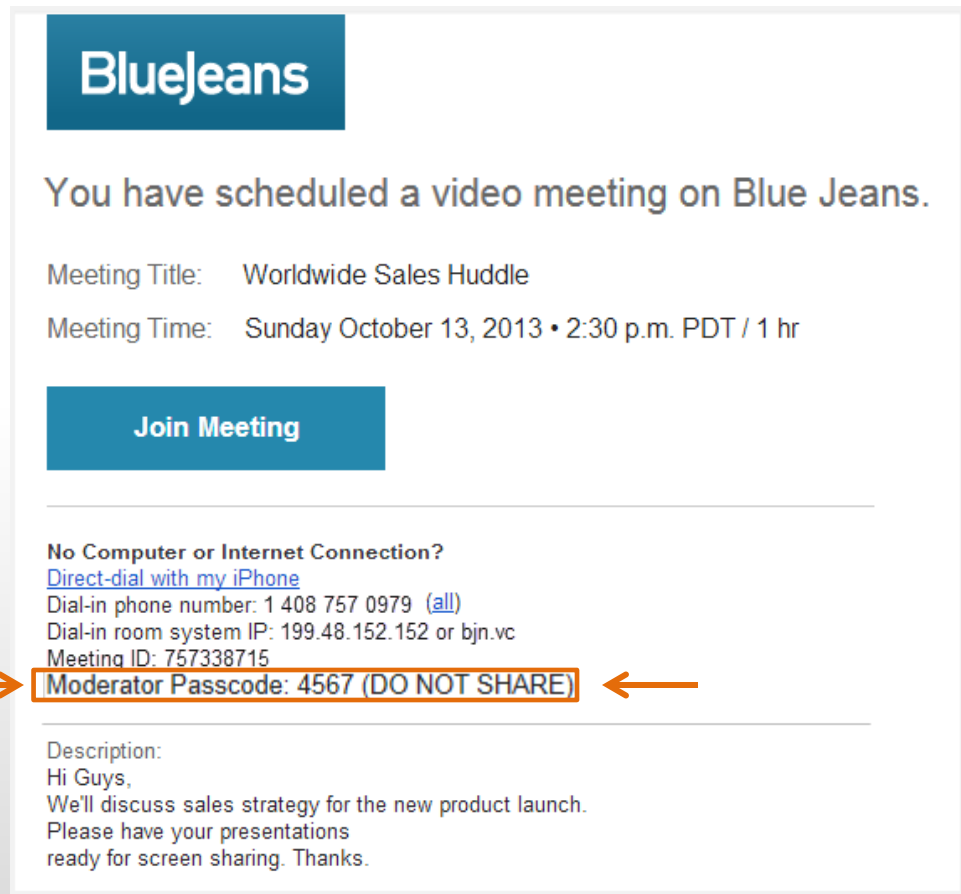
Description:
Hi Guys,
We'll discuss sales strategy for the new product launch.
Please have your presentations ready for screen sharing. Thanks.

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.



The image is a screenshot of an email notification from BlueJeans. At the top, there is a blue header with the 'BlueJeans' logo. Below the header, the text reads 'You have scheduled a video meeting on Blue Jeans.' followed by the meeting details: 'Meeting Title: Worldwide Sales Huddle' and 'Meeting Time: Sunday October 13, 2013 • 2:30 p.m. PDT / 1 hr'. A blue button labeled 'Join Meeting' is positioned below the meeting time. A horizontal line separates this section from the next. The next section is titled 'No Computer or Internet Connection?' and contains several lines of text: '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', and 'Meeting ID: 757338715'. The line 'Moderator Passcode: 4567 (DO NOT SHARE)' is highlighted with a red rectangular box, and two red arrows point towards it from the left and right. Below this, another horizontal line separates the section from the final part of the email, which is titled 'Description:' and contains the text: 'Hi Guys, We'll discuss sales strategy for the new product launch. Please have your presentations ready for screen sharing. Thanks.'

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)

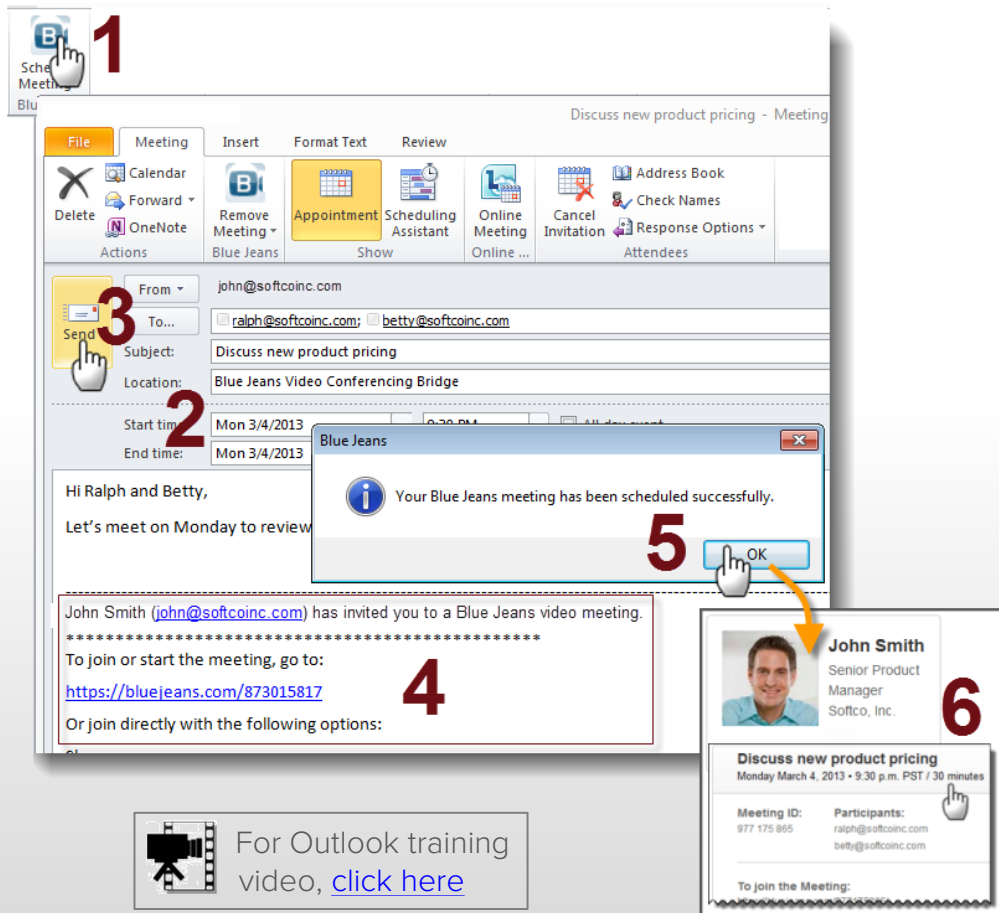
Description:
Hi Guys,
We'll discuss sales strategy for the new product launch.
Please have your presentations
ready for screen sharing. Thanks.

Schedule Meetings from Outlook

You can also schedule meetings direct from **Gmail**. [Click here](#) to learn how.

[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.



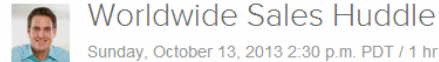
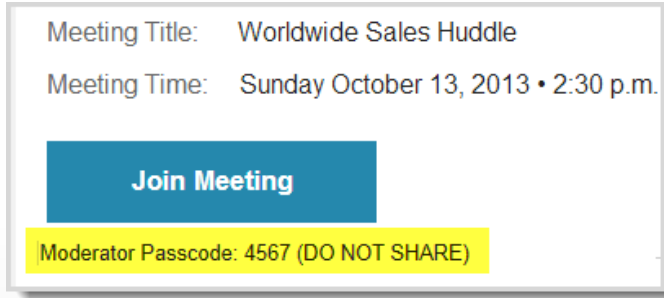
The screenshot illustrates the process of scheduling a meeting from Outlook. It shows the Outlook ribbon with the Blue Jeans Add-in button (1). The meeting details form (2) is filled out with the subject "Discuss new product pricing", location "Blue Jeans Video Conferencing Bridge", and start/end times "Mon 3/4/2013". The Send button (3) is clicked. The meeting details (4) are displayed in the message body, including the URL <https://bluejeans.com/873015817>. The OK button (5) is clicked to send the invitation. The meeting details (6) are shown in the Blue Jeans account, including the Meeting ID 977 175 865 and the participants list.

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

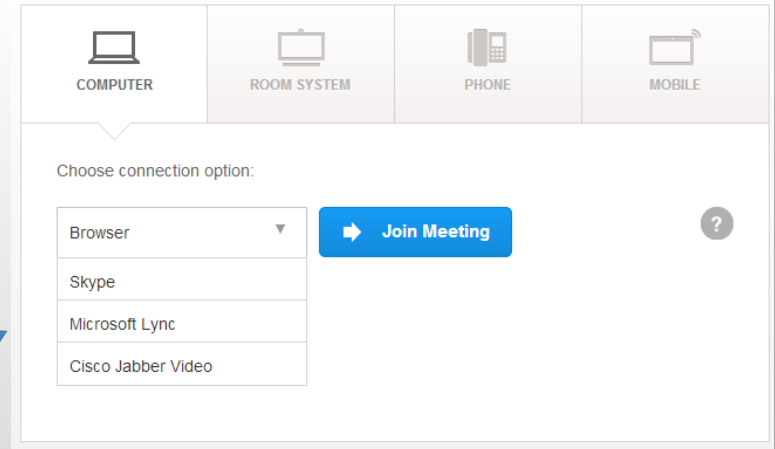
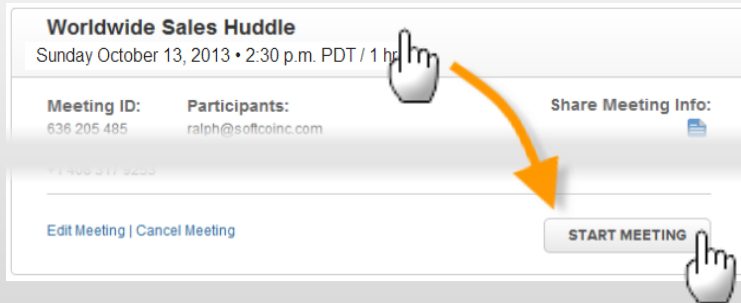
2. Entering the Scheduled Meeting Room and Joining the Conference

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:

Join Meeting

?

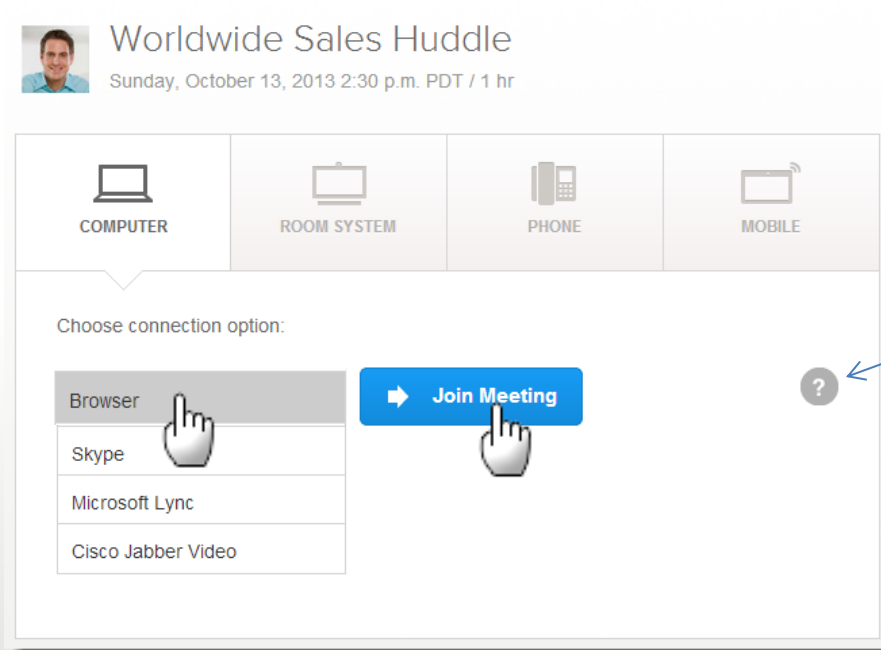
Joining the Meeting using **Browser Access,** from your PC or Mac computer



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

Browser Instructions

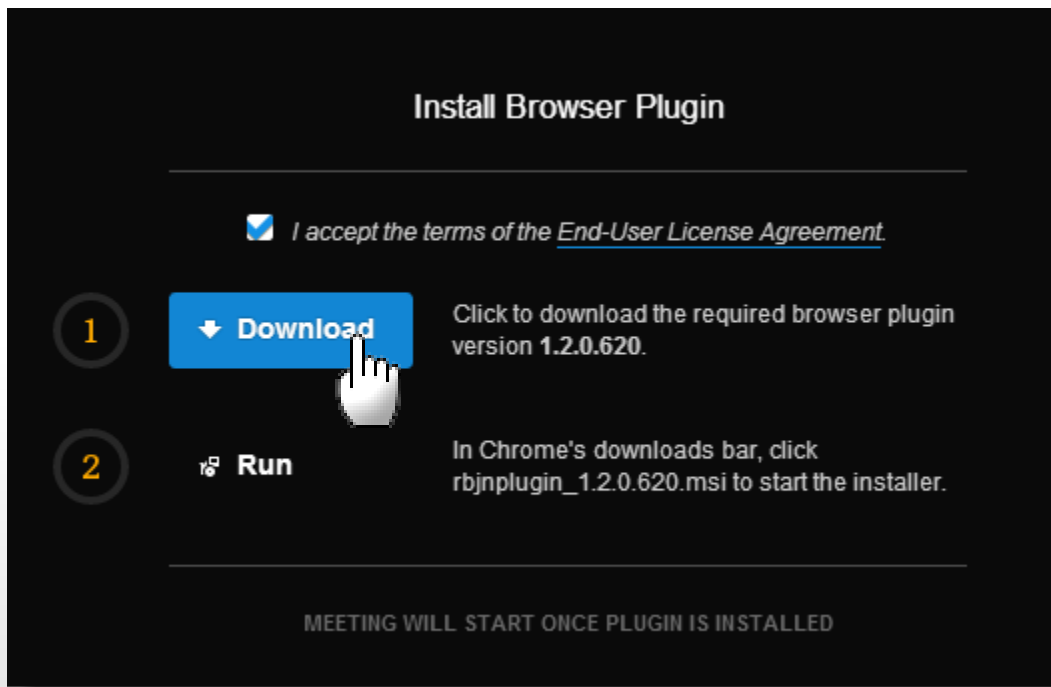
1. In the meeting room, under the **Computer** tab, select **Browser** , then click **Join Meeting**.



Click for Help
with this page

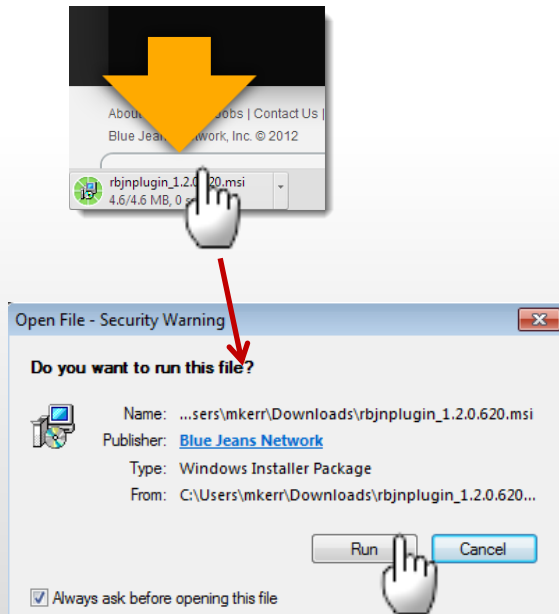
Browser Instructions

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.

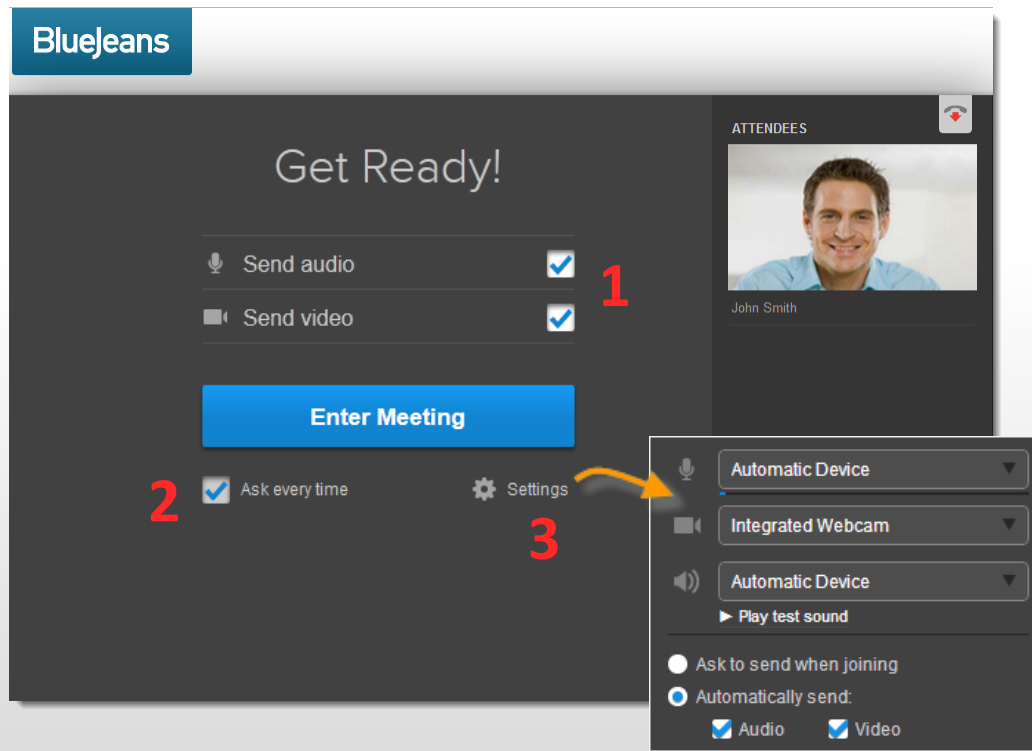


Browser Instructions

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

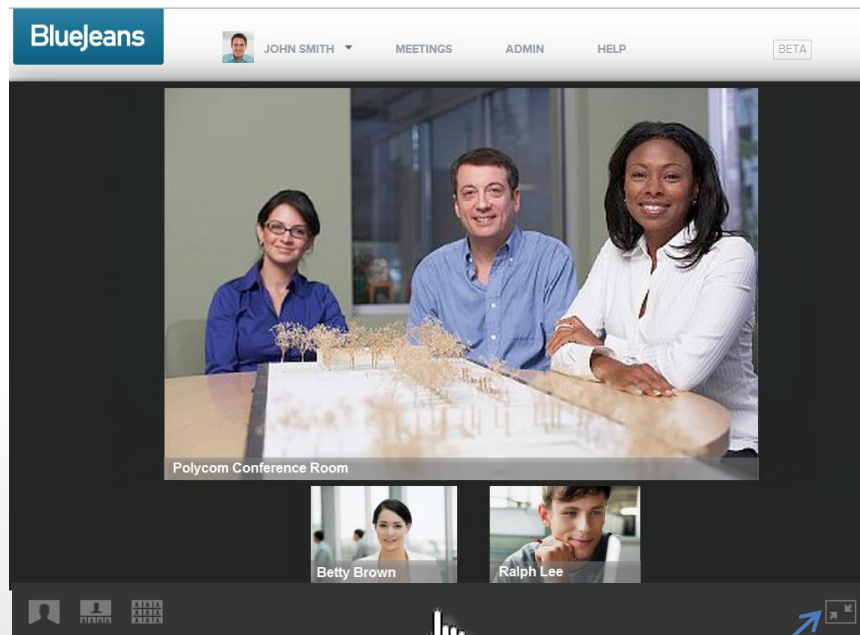


4. Browser window opens! Get ready to join!
1. Click to unmute your audio or video
 2. Uncheck to skip “Get Ready” page next time
 3. Change your mic, camera or speaker setting, if needed, then click Enter Meeting to join.



Attendee Controls

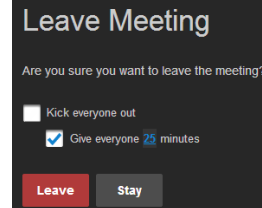
Moderator-only controls in red



Click for meeting head count

Video sharing (if enabled)

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. When moderator then unmutes a mic, that participant does not need to unmute himself.

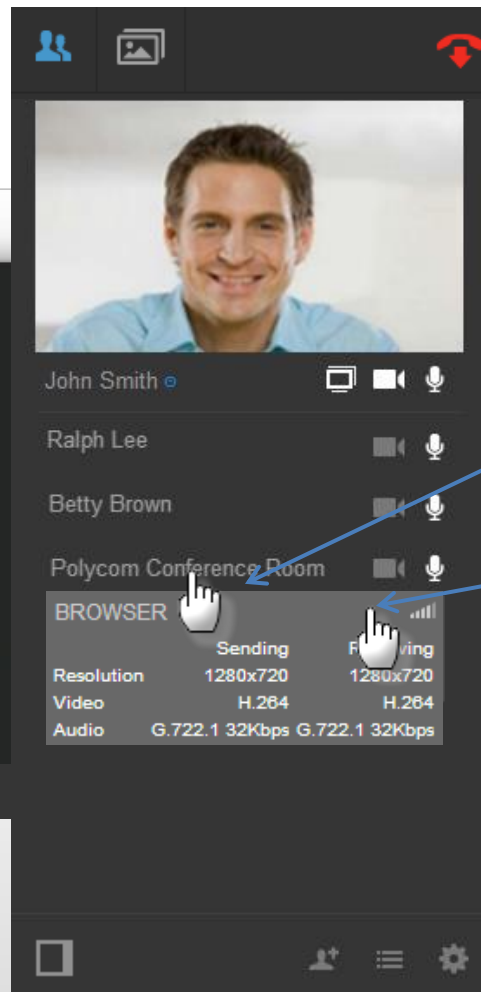
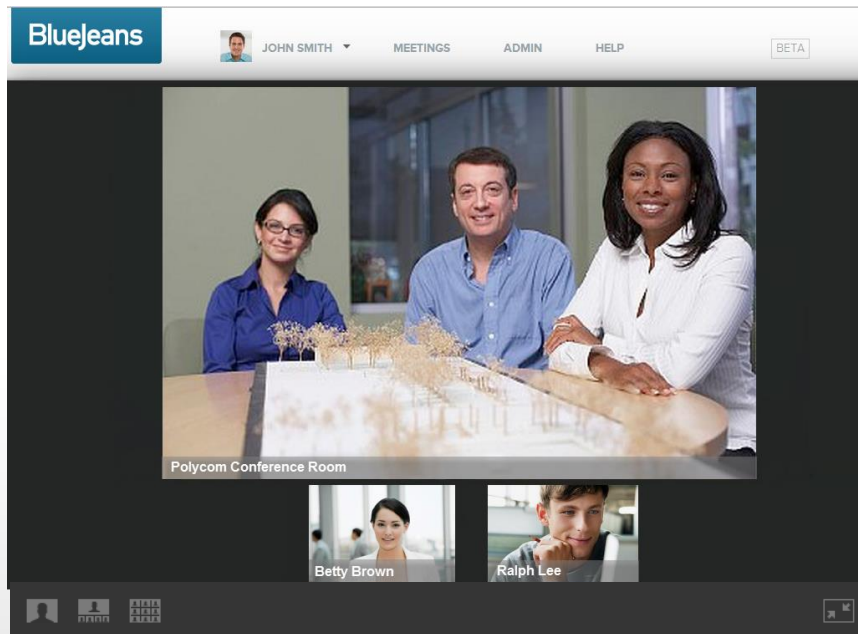
Note: Participant can override Moderator's mute action, but, Moderator cannot over-ride the mute made by the participant.

Hover to bring up:
Layout options or Enter Full Screen

Collapse side panel

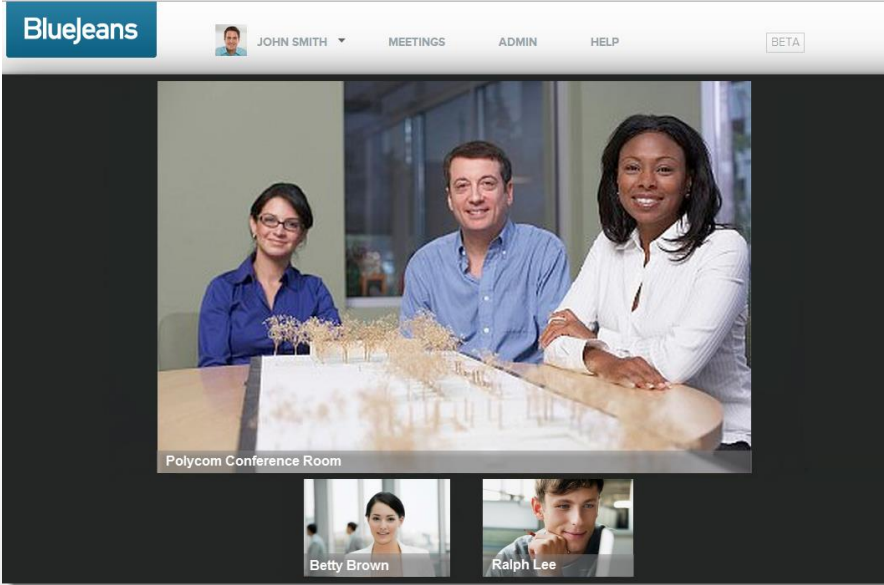
Attendee Controls

Moderator-only controls noted in red



Layout Controls

Moderator-only controls noted in red



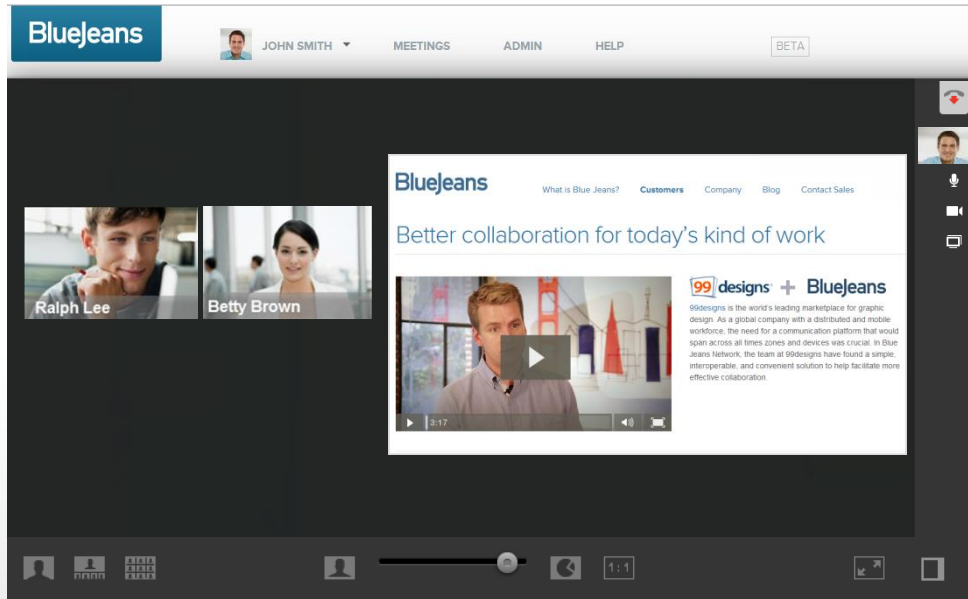
Video Layout:
Choose one of three
layouts in video mode.

Moderator has option
to push layouts to all
participants

Moderator has ability to:

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

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:

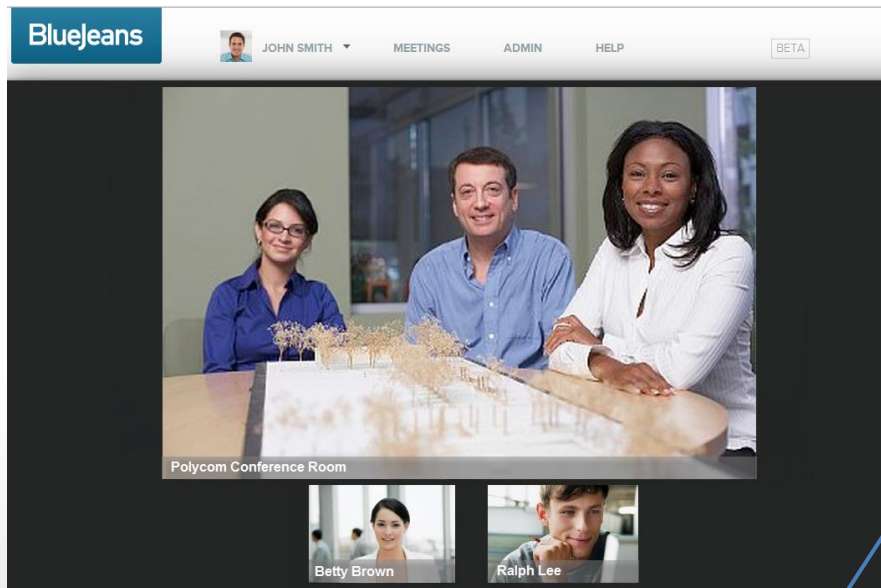
1080p screen sharing – high resolution content sharing on supported devices/systems.

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

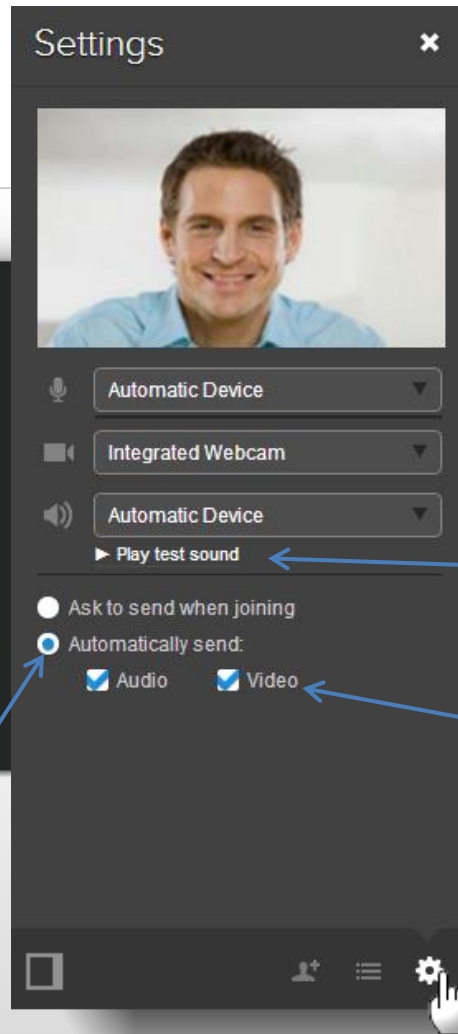


Settings Controls

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.

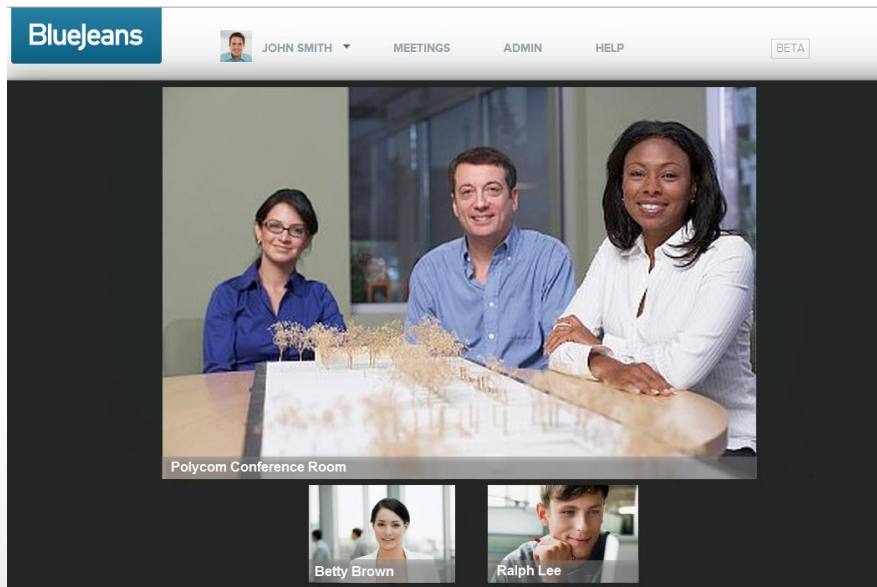
Click to make sure your speakers are working

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 / Meeting Info

InviteCancel


Worldwide Sales Huddle


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


Meeting ID
757338715


Room Systems Dial-In
bjn.vc or 199.48.152.152


Phone Dial-In
+ 1 888 240 2560
+ 1 408 740 7256


 **Copy Meeting Info**











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.

Participants

Moderators

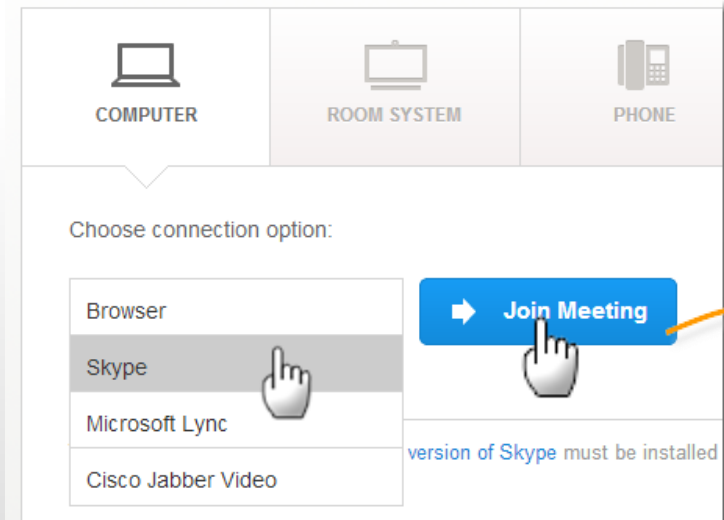
Joining the Meeting using **Skype** from your PC or Mac computer



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

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.



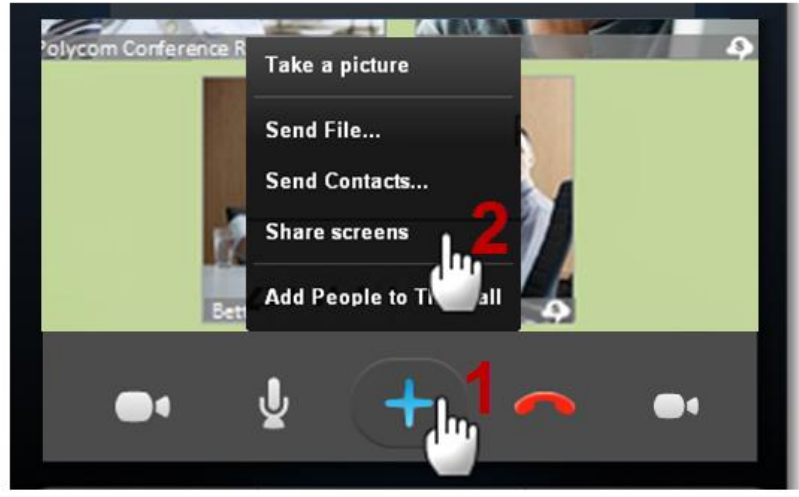
Un-mute
Skype camera icon to show
your video in the meeting.

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




For Room System training
video, [click here](#)

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



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 “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):

A B C D E **Connect**

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).



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

COMPUTER ROOM SYSTEM **PHONE**

Dial into the meeting ([see all numbers](#))

+1 408 740 7256
+1 888 240 2560 (US or Canada only)

Meeting ID: **757338715**
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 3958 7770	Norway : +47 2 160 1825

Joining the Meeting using an iPhone or iPad



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

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).

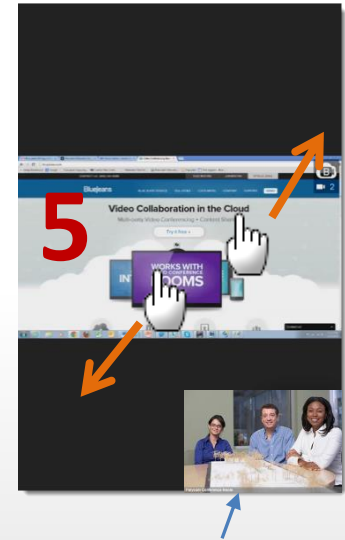
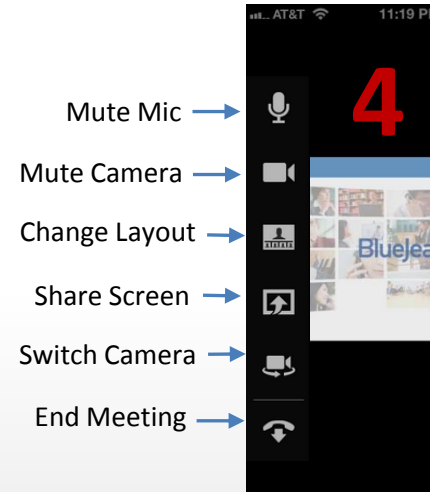


Joining a Meeting using an iPhone or iPad

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.



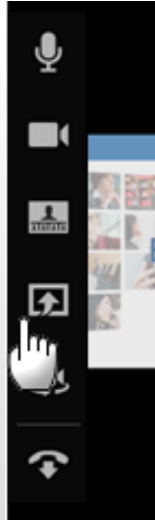
See participants and content, simultaneously!

Sharing a Document from an iPhone or iPad

1. Locate a document on your device and click to open it. In the upper right hand corner, click the “Open in” icon, and choose “Open in Blue Jeans.”
2. To share the doc in your meeting, click the "share" icon in the meeting,
3. Select the document you wish to share, and,
4. Click the share button to start sharing!



2



4



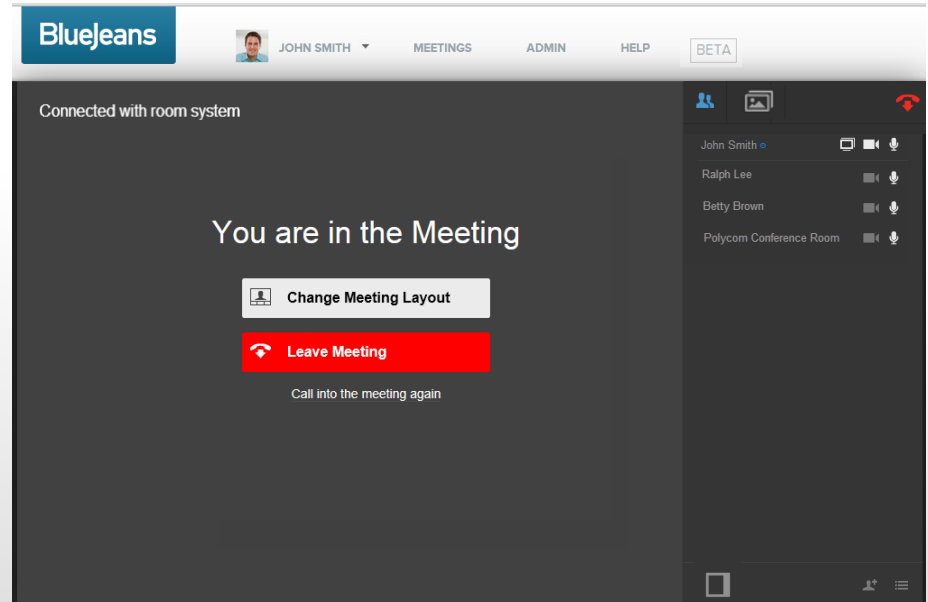
3. Managing the Meeting

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, when using Room System, Skype, Jabber, Lync or Google (with the Browser, controls are included in the Browser window).



Meeting Attendee Controls

Moderator-only controls noted in red

The screenshot shows a meeting interface with a main display area and a side panel. The main display area shows 'You are in the Meeting' with buttons for 'Change Meeting Layout' and 'Leave Meeting'. The side panel lists participants: John Smith, Ralph Lee, and Betty Brown. Below them is a 'Polycom Conference Room' section with a 'Room System' table and a 'Drop from meeting' button. A 'Leave Meeting' dialog box is shown in the top right corner.

Annotations and their corresponding controls:

- Click for meeting head count: Points to the head count icon in the top bar.
- Click to leave Meeting. Moderators see option to let meeting continue: Points to the 'Leave Meeting' button in the top bar.
- Click to: Mute your Mic, Mute your Camera, Share your Screen: Points to the respective icons in the participant list.
- The Moderator has control to mute (and un-mute) participant's mic or camera: Points to the mute/unmute icons in the participant list.
- Click Endpoint name to expand and view:
 - Device type and Quality indicator
 - Click Quality bar to see call statistics
- Moderator can Drop participant: Points to the 'Drop from meeting' button.
- Collapse side panel: Points to the collapse icon in the bottom left.
- Invite Participants (for Moderator only): Points to the 'Invite Participants' button in the bottom right.
- Switch to "Controls" (for Video Layouts and Meeting Info): Points to the 'Controls' button in the bottom right.

Leave Meeting Dialog:

Are you sure you want to leave the meeting?

☐ Kick everyone out

☒ Give everyone 25 minutes

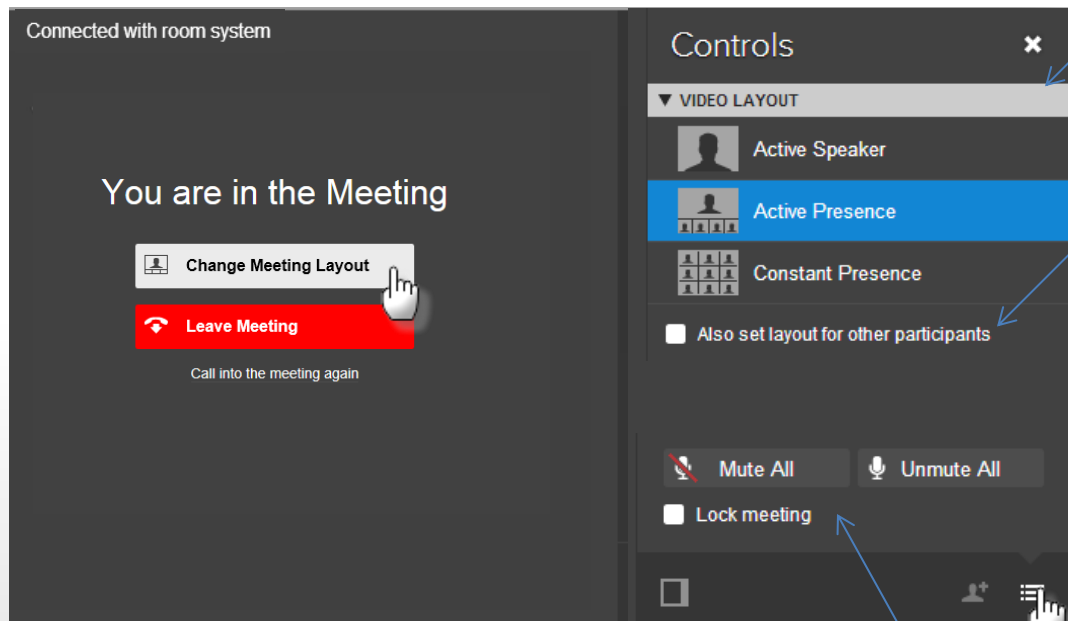
Leave **Stay**

Room System		
	Sending	Receiving
Resolution	512x288	848x480
Video	H.264	H.264
Audio	G.722.1 32Kbps	G.722.1 32Kbps

Controls: Screen Layouts, Mute All & Lock

Moderator-only controls noted in red

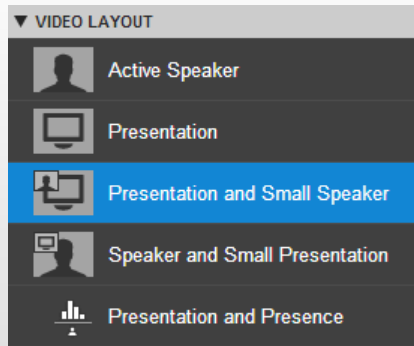
Choose one of three Video layouts to view the participants.



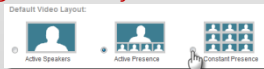
Moderator has control to **push their chosen Video layout** to all participants.

When **content** is shared, 5 layouts are available (except when using Browser, which provides sliding scale)

Note, moderator will not be able to push screen share layouts to others:



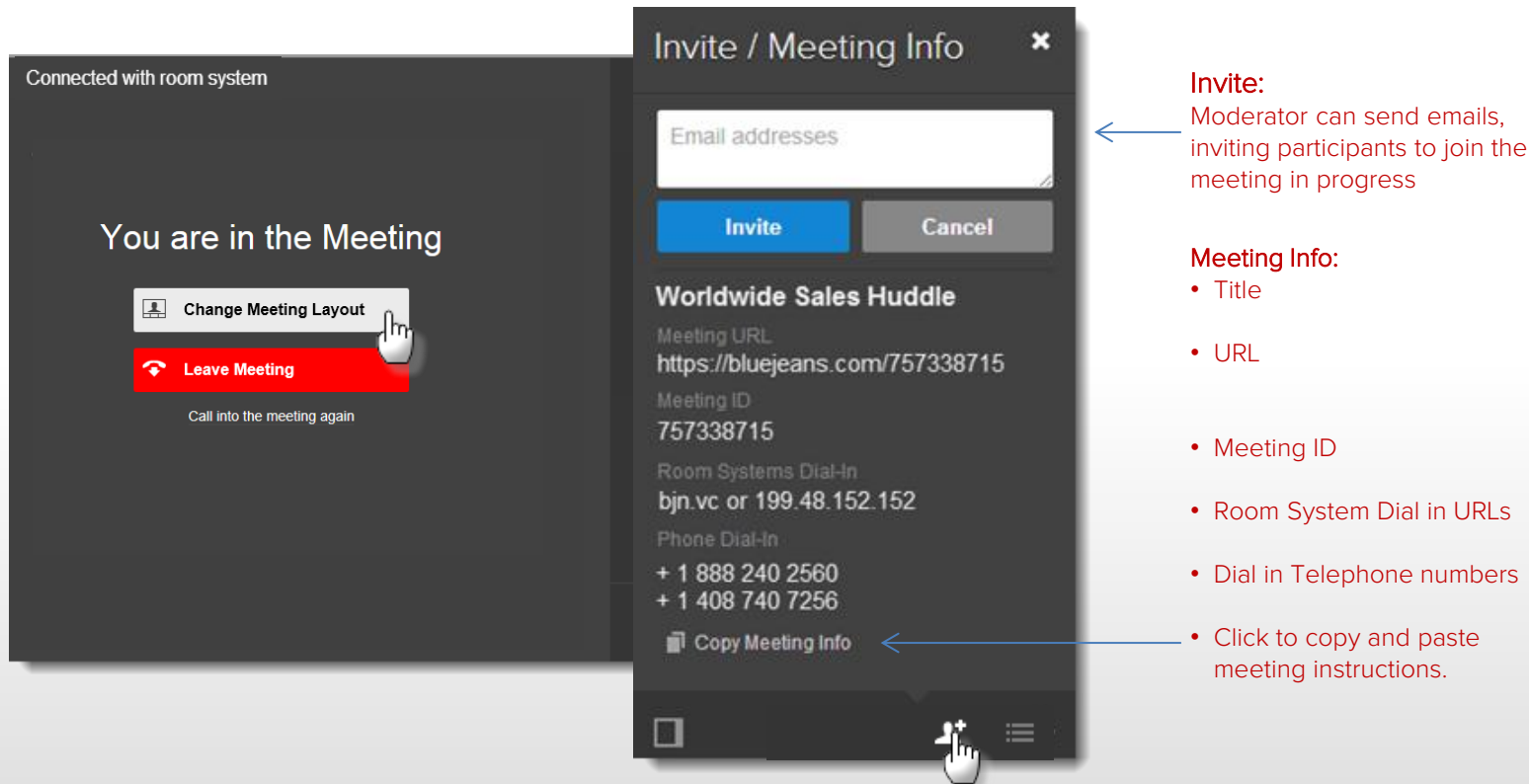
Tip: Moderator can change meeting default layout (for both host and attendees), in Account / Room Settings. Participants will be able to change their layout after they have joined the meeting:



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

Invite Participants

Moderator-only controls



The screenshot shows a meeting interface with a dark background. At the top, it says "Connected with room system". Below that, a large white text says "You are in the Meeting". There are two buttons: "Change Meeting Layout" (with a person icon) and "Leave Meeting" (with a red background and a white arrow icon). Below the "Leave Meeting" button, it says "Call into the meeting again". An overlay window titled "Invite / Meeting Info" is open on the right. It has a close button (X) in the top right corner. Inside the overlay, there is a text input field labeled "Email addresses". Below the input field are two buttons: "Invite" (blue) and "Cancel" (gray). Below the buttons, the title "Worldwide Sales Huddle" is displayed. Underneath the title, the "Meeting URL" is shown as "https://bluejeans.com/757338715". Below the URL, the "Meeting ID" is shown as "757338715". Underneath the ID, the "Room Systems Dial-In" information is shown as "bjn.vc or 199.48.152.152". Below that, the "Phone Dial-In" information is shown as "+ 1 888 240 2560" and "+ 1 408 740 7256". At the bottom of the overlay, there is a button labeled "Copy Meeting Info" with a document icon. A hand cursor is pointing at the "Copy Meeting Info" button. Another hand cursor is pointing at the "Email addresses" input field. A third hand cursor is pointing at the "Invite" button. A fourth hand cursor is pointing at the "Leave Meeting" button. A fifth hand cursor is pointing at the "Change Meeting Layout" button. A sixth hand cursor is pointing at the "Copy Meeting Info" button. A seventh hand cursor is pointing at the "Invite" button. A eighth hand cursor is pointing at the "Cancel" button. A ninth hand cursor is pointing at the "Meeting URL". A tenth hand cursor is pointing at the "Meeting ID". A eleventh hand cursor is pointing at the "Room Systems Dial-In". A twelfth hand cursor is pointing at the "Phone Dial-In". A thirteenth hand cursor is pointing at the "Copy Meeting Info" button. A fourteenth hand cursor is pointing at the "Copy Meeting Info" button. A fifteenth hand cursor is pointing at the "Copy Meeting Info" button. A sixteenth hand cursor is pointing at the "Copy Meeting Info" button. A seventeenth hand cursor is pointing at the "Copy Meeting Info" button. An eighteenth hand cursor is pointing at the "Copy Meeting Info" button. A nineteenth hand cursor is pointing at the "Copy Meeting Info" button. A twentieth hand cursor is pointing at the "Copy Meeting Info" button.

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.

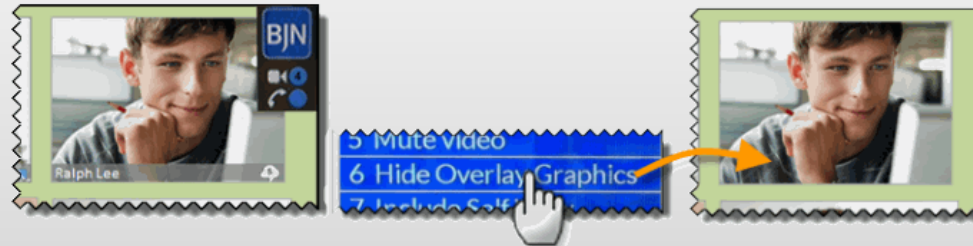
* (star) key brings up Menu Commands

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. Change menu to German language (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 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
8. Mute all



*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 Test Call interface. At the top, there's a header bar with "Blue Jeans Test Call" and "Video Test". Below this, a section titled "John's Meeting" with "Personal Meeting" indicates the current view. A user profile for John Smith, Senior Product Manager at Softco, Inc., is shown on the left. The main content area displays the Meeting ID (2145551234) and Participant Passcode (4573). Below these, there are links to join the meeting via various methods: direct URL, Skype, Lync, browser, room system, and phone. A "Share Meeting Info" section offers "Copy to Clipboard" and "Send Email" options. A callout box explains that these details can be shared with others. At the bottom, there's an "Edit Personal Meeting" link and a prominent "START MEETING" button.

John Smith
Senior Product Manager
Softco, Inc.

Blue Jeans Test Call Video Test

John's Meeting Personal Meeting

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

[Edit Personal Meeting](#)

START MEETING

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

www.bluejeans.com

To learn more about our service, please visit
bluejeans.com/support