Good day Faculty and Staff,

I have included in this document steps to use the BlueJeans Video conferencing platform. If you would like to use BlueJeans as a video conferencing tool in your class, please contact Daniel Smith in the Center for eLearning at 229-219-1350. You can also contact by sending an email to dsmith@valdosta.edu or elearning@valdosta.edu.
Participants receive an invitation to attend your meeting, which will be added to their calendar.

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

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

Phone (audio only) dial-in instructions

Optional Meeting Message

**John Smith** has invited you to a video meeting on BlueJeans.

Meeting Title: **Worldwide Sales Huddle**  
Meeting Time: **Monday June 22, 2015 • 2:30 p.m. PDT / 1 hr**

- **Join Meeting**
- **Add to calendar**

Connecting directly from a room system?
1) Dial 199.48.152.152 or **hn.vc**
2) Enter Meeting ID: 757338715 - or- use the pairing code

Just want to dial in?
1) **Direct dial with my iPhone**
Dial in: +1 408 740 7256 or +1 888 240 2560 (all numbers)
2) Enter Meeting ID: 757338715

**Tip:** Click **Direct dial with my iPhone**

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

**Click to see 35+ International numbers**
Email sent to Moderator

Moderator (or host ... the person who scheduled the meeting) receives a similar email. The one difference is the Moderator’s passcode will be shown. This code is used exclusively by the moderator:

- If Host enters the meeting from a Room System or Telephone this Moderator passcode must be used to start the meeting. The exception is:
  - If the meeting was scheduled to be moderator-less, or
  - If moderator enters the meeting by logging into his account, then “starting” the meeting from the web interface (see page 15),
- Moderator’s passcode can also be found in the Account > Room Settings section of their account.
3. Joining and Managing your Meetings
Moderator enters the Meeting - two easy ways

1. When it’s time for the meeting to begin, the moderator clicks on the link in the email invitation that was sent to the Moderator (contains Moderator’s unique passcode):

   *Meeting Title:* **Worldwide Sales Huddle**
   *Meeting Time:* **Monday June 22, 2015 • 2:30 p.m. PDT / 1 hr**

   ![Meeting Invitation](image1)

   ![Moderator Passcode](image2)

2. Or, the moderator logs into their account and clicks the scheduled meeting bar, then Start Meeting:

   ![Meeting Options](image3)

   ![Start Meeting](image4)
Participants enter the room – two easy ways

1. Clicks link in their Participant email invitation:

   Meeting Title: Worldwide Sales Huddle
   Meeting Time: Monday June 22, 2015 • 2:30 p.m. PDT / 1 hr

   Join Meeting

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

   Ready to join John’s Meeting?
   Join As: Participant
   Meeting ID: 757338715
   Name: Betty

   Enter Meeting

Click here if you have a BlueJeans account, and sign in.
Choose your connection option

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

- **Computer Audio**: Use computer audio & video
- **Phone Audio**: Use phone audio & computer video
- **Room System**: Pair with your room system
- **Blue Jeans App**: Enjoy the best meeting experience
- **Screen Sharing Only**: Share screen with no audio or video

**Select Computer Audio** if you’ll use your computer for audio & video.

**Select Phone Audio** if you’ll dial-in from a telephone, using the computer for video only.

**Pair to an h.323 Room system**

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

**Share your screen only** (by default, you won’t be seen or heard)
Joining the Meeting from your Computer (PC, Mac or Linux)
Audio and Video from your computer

Coming into the meeting, select your mute preferences, then press Join Meeting:

1. Toggle left to Mute your Camera or Mic. (they are ON when blue button is on the right)
2. Change the camera of mic device, if needed
3. Click to Join Meeting!

If prompted, enter your name, which will appear in the participant roster:
Audio from your Telephone/Video from your computer

Select **Phone Audio** to talk/hear from a phone, using the computer for video only:

**a)** BlueJeans can call you:

1. **DIAL IN**
   - **+1 Enter phone member**
   - **CALL ME NOW**

2. **Confirm your video**

**b)** dial into a BlueJeans number to connect:

1. **CALL ME**
   - **+1 United States 408.757.0979**
   - **Enter audio code on your phone 852943#**

Finally, click **join** to connect your video ...

... and you'll enter the meeting!
Meeting Controls

- Leave meeting
- Chat with participants

Moderator also can:
- Mute individuals or all
- Invite others to meeting
- Change/push layouts
- Lock Meeting

- Share your screen
- Adjust mic, camera, or speaker settings
- Switch meeting connection to phone
- Mute your microphone
- Mute your camera
- Start recording
- Expand to full screen

Drag cursor ...
Change Speaker layout
Drag to change size of video and presentation
Share your screen

Your video
View attendee roster. Click name for call details.

Start recording

Full Screen
Click pencil to change your name

Active speakers

Moderator only can mute anyone’s camera or microphone:
- Red mute indicates Moderator muted Ralph’s microphone
- Black mute indicates Ralph has muted camera from his end

Click attendee’s bar, to:
- Moderator only can drop Ralph from the meeting
- Reveal Call Details: device type, quality, signal bars, and network stats

Moderator only can mute the mics of all participants

Invite others to join this meeting

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

Moderators have blue bar

Participants
Invite Participants

- Email meeting credentials to others you want to join
- Send meeting URL, ID or dial in number, or copy to clipboard

Moderator Controls
For Moderators only

- Push Video layout to all participants
- Disable entry tone when participants join meeting
- Mute participant's microphone when they join meeting
- Lock to prevent new participants from joining
Share Screen

The “active speaker” remains visible as you show your screen!

- Drag window to best location.
- Stretch the window to a larger size, from lower right corner.
- Mute camera / mic.
- Click bottom right drop down to hide (collapse) widget.
- Click to end screen sharing.

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

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

Use pinning when you have a lecturer delivering a presentation!

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

To pin:
- Hover over a Participant's name in the Roster and click on the "Pin" icon. (Participant must be sending video).
- To unpin the Participant, simply click on the "Pin" icon a second time, and it will disappear.
Viewing a Screen being Shared by Another Participant

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

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

Participant panel will indicate who is sharing

Choose participant’s Video layout

View participant’s video only

Content Slider: Adjust video/content size

View shared content only

Show content in actual size

Take over, and share your screen
Click **Switch to Phone** to change your audio source to your phone:

1. **BlueJeans calls you:**
   - Click the "call me" bar,
   - Enter your phone number (only U.S. numbers accepted),
   - Press "Call Me Now" and you'll be in your meeting.

OR

2. **Dial into the meeting:**
   - Select a number from the list,
   - When connected, enter the displayed audio code, and you'll be in your meeting.
Adjust **Settings** to optimize your meeting:

1. Choose your mic, camera or speaker, if options available
2. Change connection to another device
3. Set "My Preferred Connection" type for future meetings (see next page for details)
4. Scale video to fit view (when menu expands)
5. Browser notification
6. Enable Hints and tips for helpful popup boxes in the web app
Always Ask – always gives you choice to use Computer or Phone for audio

Computer Audio – land straight in the “hair-check” screen, letting you mute camera or mic before joining meeting

Phone Audio – land in dial-into-meeting steps

Room System – land in the pairing code panel

Screen Share – land straight in the meeting, allowing you to screen share when needed
Recording

Banner pops up briefly when recording starts or stops

Flashing red light while recording is on

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

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

Bob do you have those sales figures we can show?

BS Sure. let me dig them up

OK, we'll present them in about 20 minutes

Chat with all participants in your meeting.

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

To chat privately, (1 on 1) mouse over the name and click the chat icon.

By default, chat is enabled for all accounts. Click here for instructions to disable chat from your meetings.
Click on the self view thumbnail to make it more visible.

This is an architectural enhancement that will also reduce CPU and reduces fan speed. This translates to less fan noise, lag and freezing for our end users (self view thumbnail must be popped out of the participant panel for CPU and fan improvements).
Leave Meeting

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

... "Drop Everyone" box is checked, with minute timer set. Participants will see/hear alert that meeting will end.
Joining the Meeting using an H.323 Room System
Joining a Meeting Paired with a Room System

1. Joining the meeting from your laptop, click “Phone & More Connection Options”
2. Click Room System
3. The BlueJeans IP address will be shown
4. Enter the IP address in your Room System panel or remote control.
Joining a Meeting Paired with a Room System (continued)

5. BlueJeans delivers, into your room system monitor, an input field for Meeting ID and Passcode, and displays a five digit “pairing” code at the bottom:

6. Enter the displayed “pairing” code in the web field and click the pair button. You’ll land in your meeting!

Tip: use this “Pairing Code” process to enable meeting Moderator controls on your laptop.
Joining a Meeting from a Room System, without a Laptop

If you don’t have a laptop available (thus unable to pair) enter the meeting ID and passcode (if applicable) from your room system panel or remote control, pressing the pound sign (#) after each entry.

Note: the Moderator will not have meeting controls when dialing in this way.

Want to dial into the meeting directly from a URL string? Click here for instructions.
Sharing Content & Presentations from a Room System

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

Connect your laptop to the room system via VGA/DVI/HDMI interface and enable sharing on that end. BlueJeans will automatically relay the content sharing across to remote participants.
* (star) key Menu Commands from a Room System

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

1. Switch layouts
2. Change menu to German/French/Spanish (or back to English)
3. Bring up meeting information
4. Mute (unmute) the Audio at your endpoint
5. Mute (unmute) the Video at your endpoint
6. Hide the Overlay graphics (the BJN logo, and the name/icon bottom of each participant - see example below)
7. Add your own endpoint video to be seen by you, in the BJN meeting panel
8. Mute all

*6 Example:
Joining the Meeting using a Desk Telephone
Joining a Meeting from a Desk Telephone

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

OR

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

Want to customize the dial in numbers for your meetings? Click here for instructions

1. Dial an access number (use drop down to see list of 40+ international numbers)

2. Enter the “pairing” code generated for you, and #

3. Click join to connect your video
Joining the Meeting from a Mobile (iOS or Android)
Joining a Meeting from your Mobile

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

   **Email Invitation**
   Weekly meeting

2. If using BGN App for first time, click "Join with the App (Audio Only)", and download the App:

   ![Join with the App](Image)

3. Your Camera will be muted:
   You will be able to see others (and content):

   ![Your Camera will be muted](Image)

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

   ![Slide panel up if low bandwidth](Image)

If BGN App already installed, slide "Video On" to **left (Off)** & click Join Meeting:

![If BGN App already installed](Image)

Also, Mute your mic when not talking:

![Also, Mute your mic](Image)
Meeting from iOS (iPhone or iPad)

1. You'll land in the meeting! Press an icon to:
   • Press icon at bottom to:
     • Mute your Microphone
     • Mute your Camera, or
     • End the meeting.
   • Your camera image is shown at bottom right
   • Note ear-bud/speaker behavior, found at the bottom of this solution
   • When another participant is sharing their screen:
     • You'll see the shared content and the participant videos, simultaneously!
     • Stretch the content to zoom in. Double tap to return to the native scale
Meeting from iOS (iPhone or iPad)

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

3. Click/Swipe icon at top right to:
   1. View participant roster
   2. Chat with all meeting participants
   3. Invite others to the meeting (for moderator only)
Meeting from Android

1. You'll land in the meeting:
   1. Mute your mic or camera, change Video Layouts (3 options), change your camera to front or back, or end call
   2. Tilt your mobile to landscape to expand
   3. When others share their screen, you'll see the shared content and the participant videos

2. Click/Swipe top left icon to access Layouts, Screen Sharing and Invitation options.

3. Click/Swipe icon at top right to view participant roster, or chat with meeting participants