

# BlueJeans

## Getting Started Guide



# Understanding Your Account

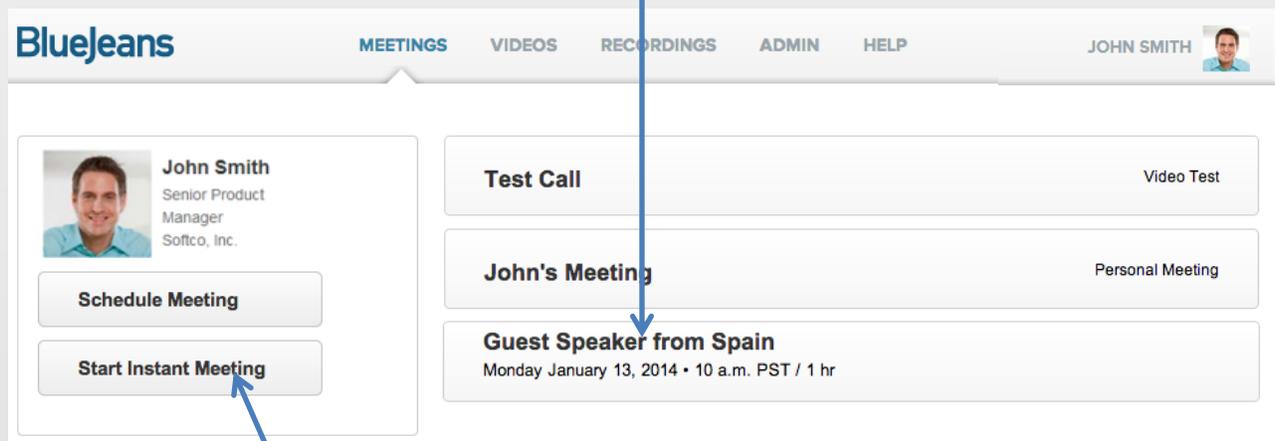
With Blue Jeans, all parties can easily connect to the same video/ voice/ web collaboration meeting using their platform of choice. So whether you use Cisco, Polycom, LifeSize, Microsoft Lync, Jabber, etc., you can easily collaborate with researchers, faculty, students... anyone. You can even connect through your browser or mobile device.

## Sign Up

Visit [upenn.bluejeans.com](http://upenn.bluejeans.com) and sign in using your PennKey Credentials

## Scheduled vs. Personal Meeting

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



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

### TIP!

Shortcut to any meeting: [bluejeans.com/meetingID#](http://bluejeans.com/meetingID#)  
Bookmark your personal meeting URL!

# Scheduling Meetings

1. Click the **Schedule Meeting** button
2. Enter meeting details and click **Schedule** to save. To watch our training video on how to schedule meetings, [click here](#).

### Schedule Meeting

Meeting Title:  **A**

Meeting Timezone:

Start:    **B**

End:    **C**

Repeat Meeting **C** → 

Repeats:

Weekdays  every  days

Ends:  Never

After  occurrences

On

Add participant passcode (Optional) **D**

Invite Attendees (Optional):  **E**

Show participant names in email invitation

**F** Message (Optional):

**G** Advanced Meeting Options



**John Smith**  
Senior Product  
Manager  
Softco, Inc.

**Schedule Meeting**

[Click Here](#) for instructions on scheduling with Outlook

- A. Meeting Title** (included in email invitation and displayed in the waiting-for-the-meeting-to-begin welcome panel)
- B. Date/Time**
- C. Repeat Meeting \*** (Meeting ID will remain static for each meeting and will not expire until series is complete)
- 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 for details)

\*optional

# Advanced Meeting Options

Enabling/disabling options here affect this **one scheduled meeting only**.

- To change options for **all Scheduled** meetings (going forward), also check the “**Make Default Settings**” box (or, make your selection from My Settings / Room Settings).
- To change options for your **Personal** meeting, click your Personal meeting bar, then click **Edit Personal Meeting** and choose click “Advanced Meeting Options.”

▼ **Advanced Meeting Options**

- Publish Meeting**  
List your meeting on the public My Blue Jeans web page
- Encrypt Meeting**  
Allow only encrypted end points to join. Video Conferencing Systems are required to have AES encryption turned on
- Crop Video**  
Crop video to best fit the room layout
- Moderator-less Meeting**  
Allow this meeting to be conducted without a moderator
- Enable Auto-Recording**  
Start recording the meeting automatically
- Disable Chat Messaging**  
Disable Chat Messaging
- Mute Participants On Entry**  
Mute participants automatically when they join your meeting

**Make Default Settings**  
Always use these settings for my meetings (View Configuration)

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

[bluejeans.com/johnsmith](http://bluejeans.com/johnsmith)



**Encrypt Meeting** – requires each participant that connects to your meeting has encryption turned on. If they do not have it turned on, they will see a message telling them “encryption is required” to join the meeting.

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

**Moderator-less Meeting** – enable if you want participants to meet without the moderator having to start the meeting:

- Meeting begins after first 2 participants arrive.
- The person scheduling the meeting has the moderator controls (mute all, drop, etc.) available for use, when they decide to join.

**Mute Participants On Entry** – when selected, this automatically mutes each participant as they join the meeting, regardless of how they have connected (audio, room system, mobile device, etc.).

While this can be set as a default setting for all meetings, we recommend it be used for larger meetings.

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

# Account Settings

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

The screenshot shows the BlueJeans account settings interface. At the top, there's a navigation bar with 'MEETINGS', 'VIDEOS', 'RECORDINGS', 'ADMIN', and 'HELP'. The user's name 'JOHN SMITH' is in the top right corner. Below the navigation bar, there's a sidebar with 'MY SETTINGS' and several sub-tabs: 'Personal Settings', 'Room Settings' (which is highlighted), 'Password Settings', 'Meeting History', and 'Applications/Plug-ins'. The main content area is divided into sections: 'Username/Personal URL' (A) with the value 'https://bluejeans.com/jsmith'; 'Personal Meeting ID' (B) with the value '5854751212'; 'Moderator PIN/passcode' (C) with the value '2413'; 'Welcome message' (D) with the value 'Welcome to John's Meeting Room'; 'Meeting Settings' with a checked box for 'Disable Audible Alerts'; and 'Default Video Layout' (E) with three options: 'Active Speakers', 'Active Presence', and 'Constant Presence' (which is selected). A dropdown menu is open for 'JOHN SMITH', showing 'MY SETTINGS' and 'LOGOUT' options. A blue arrow points from the user's name in the top right to the 'MY SETTINGS' option in the dropdown menu.

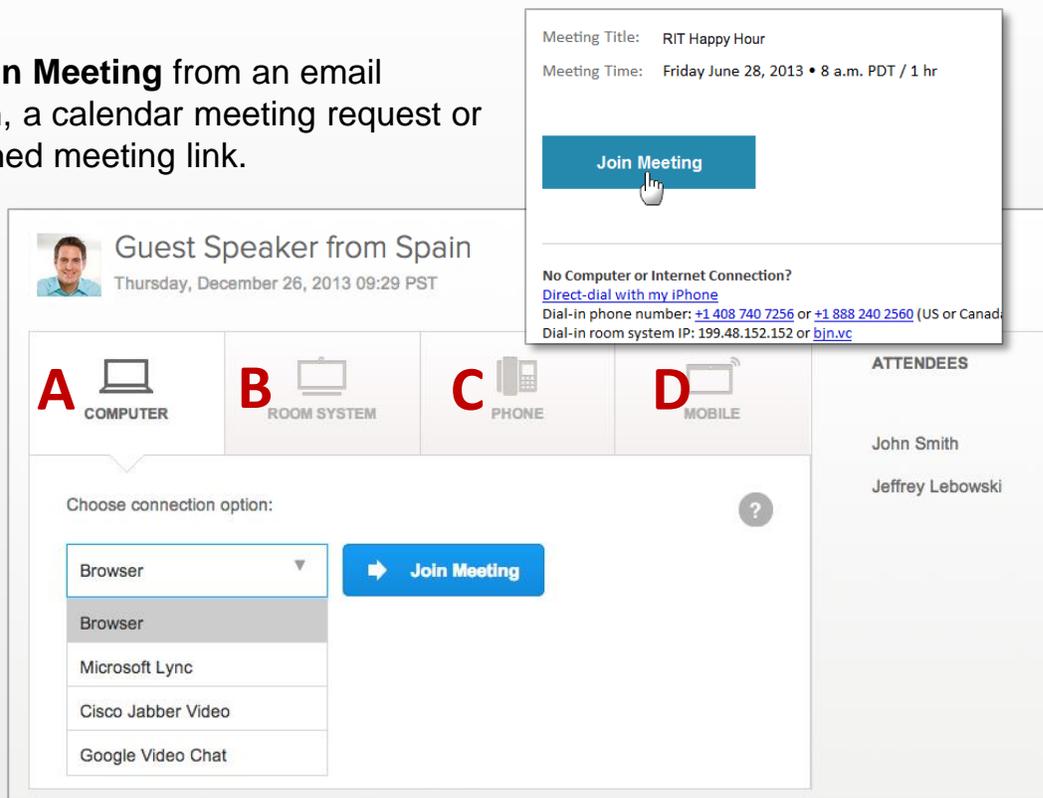
Under the Room Settings tab:

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

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

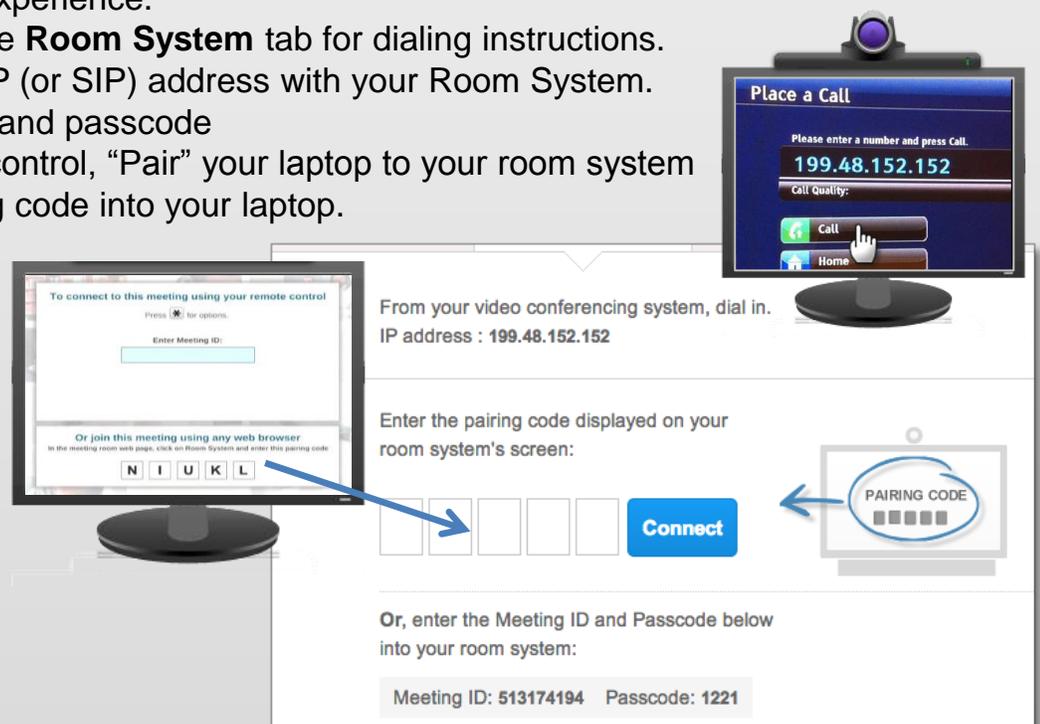
# How to Connect

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



The landing page displays the attendees already in the meeting.

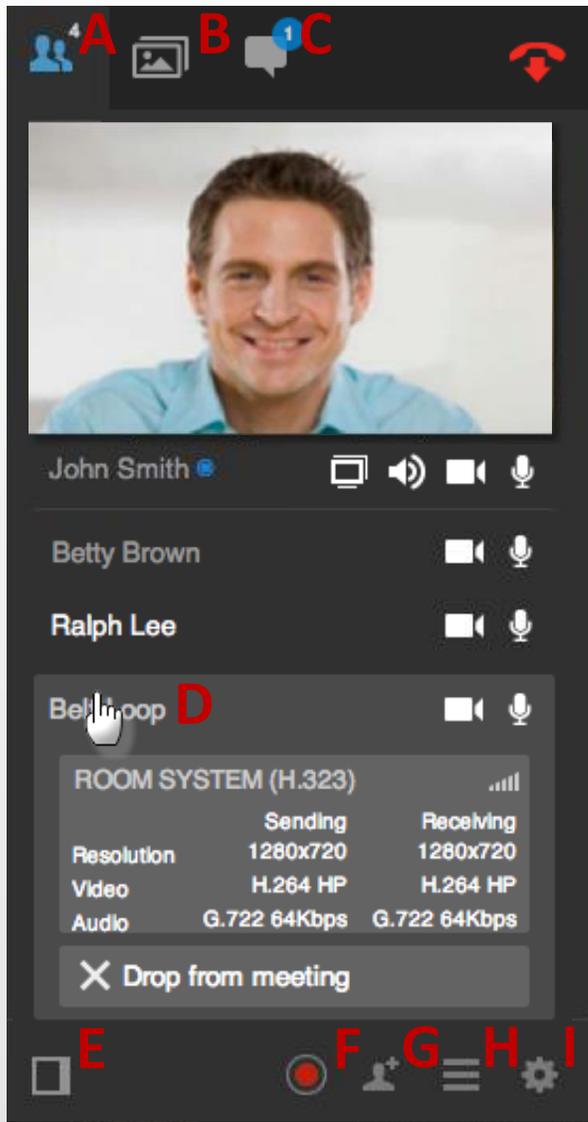
- A. Computer:** From any laptop or desktop, click the **Computer** tab and choose the connection option from the dropdown menu. Note: choose the “Browser” option for the most feature enriched experience.
- B. Room System:** Click the **Room System** tab for dialing instructions.
  - Call the Blue Jeans IP (or SIP) address with your Room System.
  - Enter the Meeting ID and passcode
  - For greater meeting control, “Pair” your laptop to your room system by entering the pairing code into your laptop.
- C. Phone:** Click this tab for a dial-in number if joining without video
- C. Mobile:** The Mobile tab provides information about the Blue Jeans app for iPhone or Android devices.



## TIP!

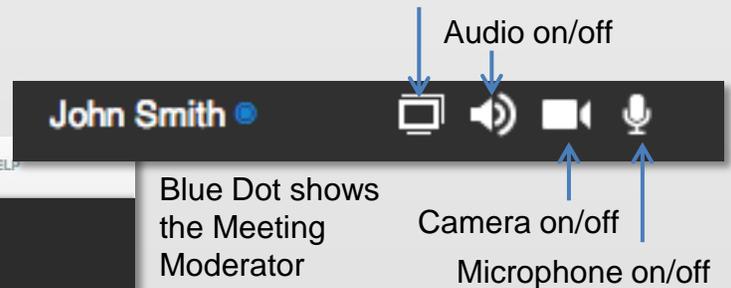
For Room Systems, set 199.48.152.152 (or [meet@sip.bjn.vc](mailto:meet@sip.bjn.vc) for SIP) as speed dials in your directory.

# Blue Jeans from a Browser



- A. **Participant Count**
- B. **HD Video Sharing** (if enabled). Upload and share HD Video content.
- C. **Chat**: quick instant messaging. All participants will see chat messages
- D. **Device Type & Quality Indicator**: click on name to expand endpoint and quality information. Moderator can drop participants from meeting.
- E. **Collapse Side Panel**
- F. **Recording**
- G. **Meeting Information**: Displays meeting ID, Title and call-in information. Moderator can invite additional participants on the fly.
- H. **Moderator Controls**: Participants can change their own layouts. Moderators can:
  - Change layouts for everyone
  - Mute everyone
  - Lock the Meeting (prevent late arrivals from joining)
  - "Pin" a single speaker to the active window
- I. **Settings**: Click to adjust mic, camera and speaker settings.

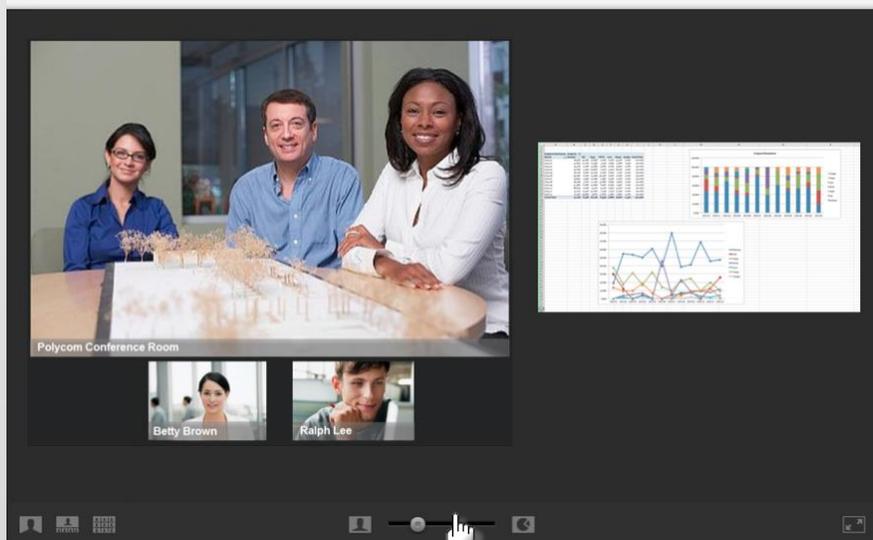
## Share Your Screen



Blue Dot shows the Meeting Moderator

## Keyboard Shortcuts:

**M** – Mute/ Unmute microphone  
**V** – Enable/ Disable video feed  
**Space Bar** – Push-to-Talk when muted



Layout Controls

Hover to bring up:

Enter Full Screen

Slider scales content and video to your preference

# BlueJeans

# Blue Jeans Best Practices

## Connecting from a Computer or Mobile Device

For best results, plugin with a **wired internet** instead of wireless.

**Use a headset** or earbuds to eliminate echo or ambient noise. Surround Sound Speakers confuse our echo cancellation.

**Mute yourself when not speaking.**

**No need to dial in by phone when connected via a computer or mobile device.** Simply plugin your headset and you're good to go. Multiple audio sources can create feedback.

Consider your impression. **Ensure a good camera angle and adequate lighting.**

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



Good



Best



## ECHO!! Help!

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

## Unsure?

Test your connection in a meeting with our Parrot at [bluejeans.com/111](http://bluejeans.com/111)

## Getting Help

Visit <http://bluejeans.com/support> for a Training Videos, FAQ's and Guides  
Contact Blue Jeans Tech Support at [support@bluejeans.com](mailto:support@bluejeans.com) or (408)791-2830.  
Join the Conversation in our customer community at [community.bluejeans.com](http://community.bluejeans.com)

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