

Getting Started “Quick” Guide

Six pages, showing how to:

1. Schedule Meetings
2. Account Default Settings
3. Join the Meeting from a Computer
4. Meeting Controls
5. Join the Meeting from other devices (e.g., Room Systems, Mobile)
6. Optimize your Meeting Experience

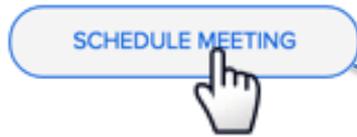
Version 3.0
October 18, 2015

The BlueJeans logo is displayed in a bold, blue, sans-serif font. The word "Blue" is in a lighter blue shade, and "Jeans" is in a darker blue shade. The letters are closely spaced and have a clean, modern appearance.

1. Scheduling

In Meetings tab, click Schedule Meeting and complete the form:

- A. Meeting Title (displayed in the waiting-for-meeting-to-begin welcome panel)
- B. Add optional meeting description
- C. Date/Time
- D. Repeat? (daily, weekly or monthly)
- E. Click to see **Advanced Options**
- F. Choose to use your **Personal ID**, or, a unique, one-time 9 digit **Scheduled ID**.
- G. Add **participant passcode** (more secure)
- H. Set **Advanced Options**, such as:
 - [Moderator-less Meeting](#)
 - [Mute Participants On Entry](#)
- I. Email invitations
- J. Click to **schedule** this new meeting



2. Account Default Settings

4. In Settings, you can change default settings for future meetings:

- A. Default [Video Layout](#)
- B. Default Connection option will be the endpoint type participants land in when they click “Join Meeting”
- C. **Welcome Message** (displayed in the waiting room welcome panel, for Personal meetings only)
- D. Set the default Advanced Options you want enabled, for Personal or One Time (scheduled) meetings.

The screenshot shows the BlueJeans account settings interface. The user is John Smith from Softco Inc. The 'SETTINGS' menu item is selected. The 'Meeting Settings' section is displayed, showing the following options:

- Default Video Layout:** ACTIVE SPEAKERS, ACTIVE PRESENCE (selected), CONSTANT PRESENCE
- Default Connection option:** COMPUTER (selected), ROOM SYSTEM, LYNC
- Welcome message:** Hello, and welcome to Joh ...
- Advanced Options:** PERSONAL MEETING (checked), ONE TIME MEETING (checked), MODERATOR-LESS MEETING (checked), MUTE PARTICIPANTS ON ENTRY (checked)

You can also schedule from:

- ✓ [Outlook](#)
- ✓ [Google Calendar](#)

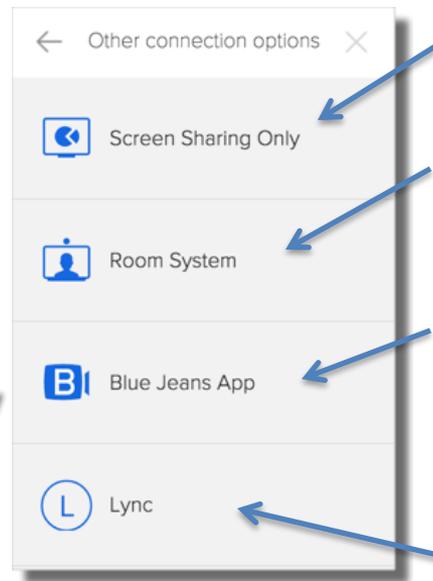
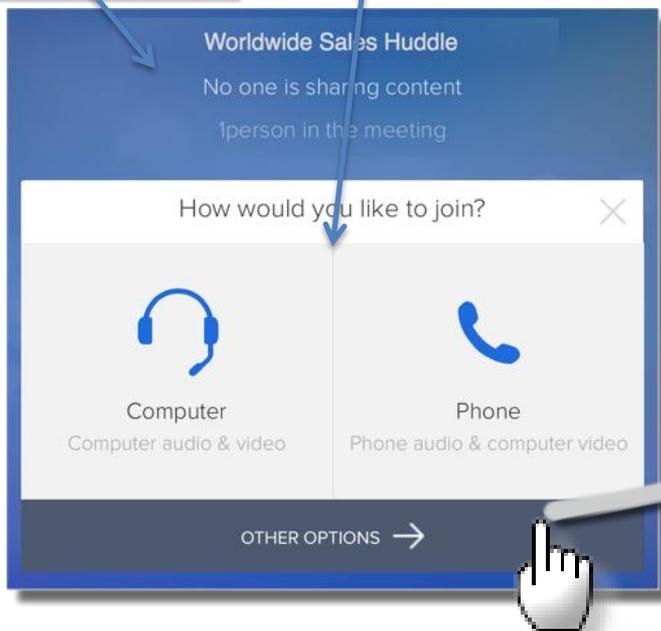
3. Join the meeting from a Computer

Click Join Meeting link from email invitation:



... then choose your connection:

1. Select **Computer** if you want to use your computer for audio (mic and speaker)
2. Select **Phone** if you'll dial-in from a telephone, using the computer for video only.



Other Options:

View screen share presentation only. You will not be seen or heard.

Pair to an h.323 [Room system](#)

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

Connect from your [Lync](#) endpoint

4. Meeting Controls

Your video →

Leave meeting →

[Chat](#) with all participants →



View roster of participants.
Click name for call details.
Moderator also can:

- [Mute](#) individuals or all
- [Invite](#) others to meeting
- Change/push [layouts](#)
- Lock Meeting

← [Share](#) your screen

← Switch meeting connection options

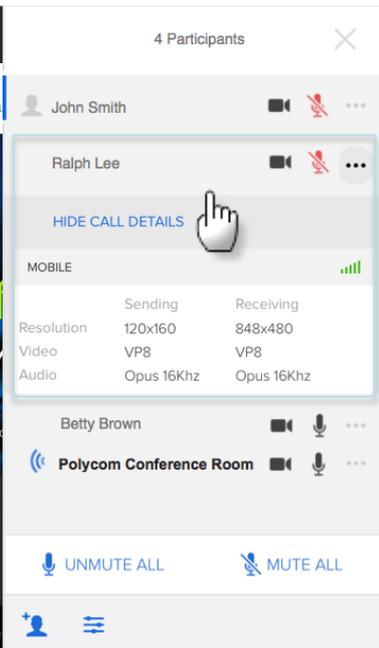
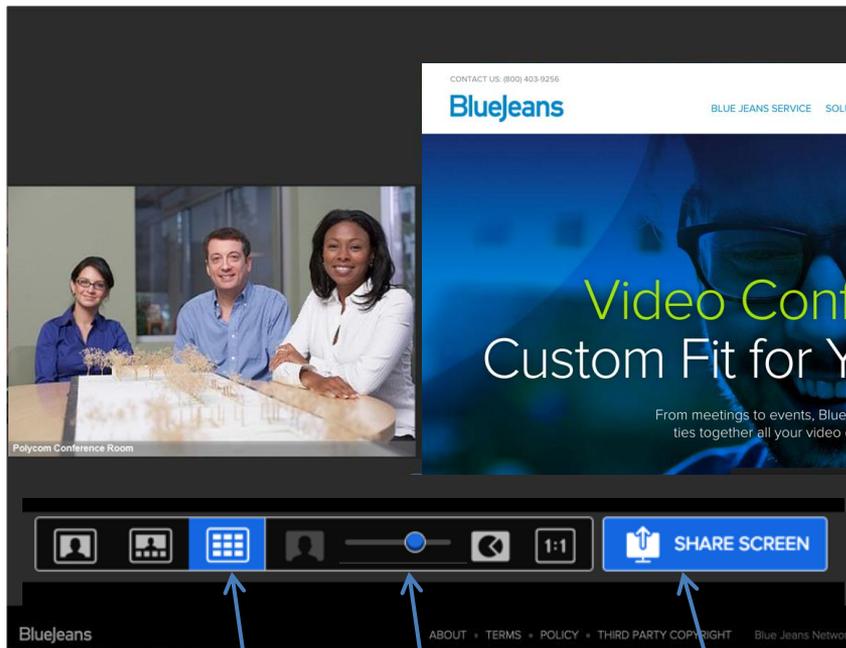
← Adjust mic, camera, or speaker [settings](#)

← Mute your microphone

← Mute your camera

← Start [recording](#)

← Enter full screen



Drag cursor...

Change Speaker [layout](#)

Drag to change size of video and presentation

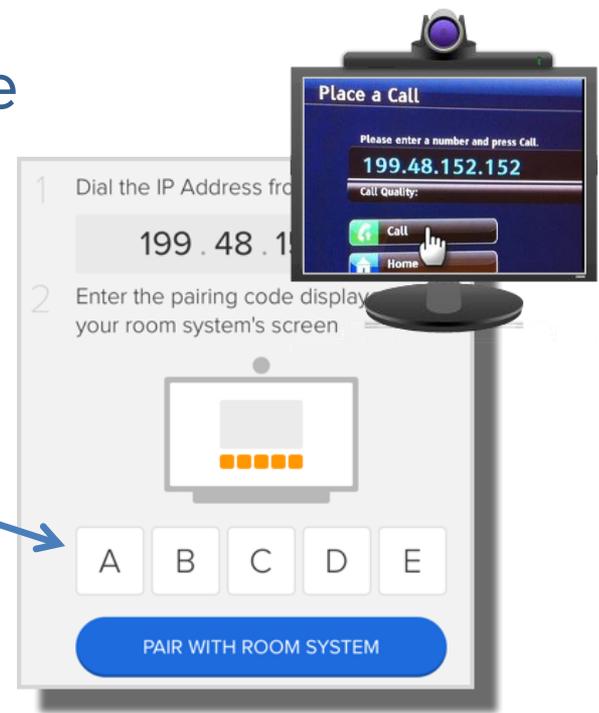
[Share](#) your screen

5. Join from Room System and iOS Mobile

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 control, “Pair” your laptop to your room system by entering the pairing code into your laptop.

For more instructions, click [Room System](#)



iOS Mobile: Download the Blue Jeans app from the App Store on your iPhone or iPad

- Full in-meeting capabilities: share your screen, chat, zoom in on screen shares, & more.
- For full instructions, [click here](#)



Also join from:

- ✓ [TelePhone](#)
- ✓ [Android](#)

6. Optimize your Meeting Experience

When joining from a **Computer**:

- Plug in with a wired internet instead of wireless. If wireless is only option, ensure you are in a good wifi signal area. [Click here](#) for more information.
- Simply plug in your headset (or ear buds) for the audio. There is no dial in by phone. Multiple audio sources can create feedback. If using an external speaker, don't turn the volume up too loud, and, mute yourself when not speaking. [Click here](#) for more echo elimination tips.
- Consider your impression. Ensure a good camera angle and adequate lighting.



Popular Blue Jeans **Features** to enhance your meeting:

- [Share your screen](#)
- Setup your meeting to be [moderator-less](#)
- Conducting a lecture? [Click here](#) for setup tips
- [Change video layouts](#)
- Use the [Command Center](#) to review the quality of meeting endpoints

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