

Getting Started with Blue Jeans 2.16

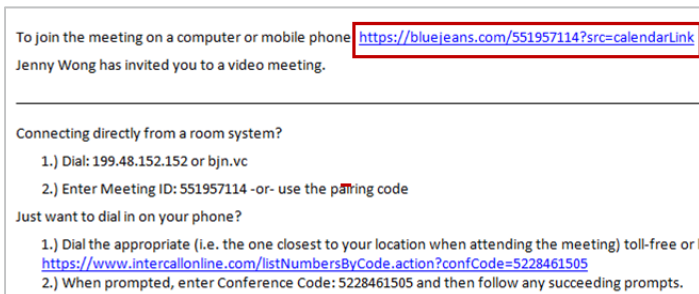
Blue Jeans Quick Reference Guide

What is Blue Jeans?

Blue Jeans is a secure, cloud-based video conferencing service that makes it easy to host and attend multi-party meetings via video with clients, colleagues, etc. A wide range of device types can be used to connect to the Blue Jeans service including desktop/laptop computers, iPads/iPhones. Android phones/tablets and in-room systems (e.g. Polycom & Cisco Tandberg).

Participants' meeting invite

1. To join a Blue Jeans meeting as a participant, click the **Meeting link** in the invite from the Outlook calendar.



To join the meeting on a computer or mobile phone <https://bluejeans.com/551957114?src=calendarLink>

Jenny Wong has invited you to a video meeting.

Connecting directly from a room system?

- 1.) Dial: 199.48.152.152 or bjn.vc
- 2.) Enter Meeting ID: 551957114 -or- use the **passing** code

Just want to dial in on your phone?

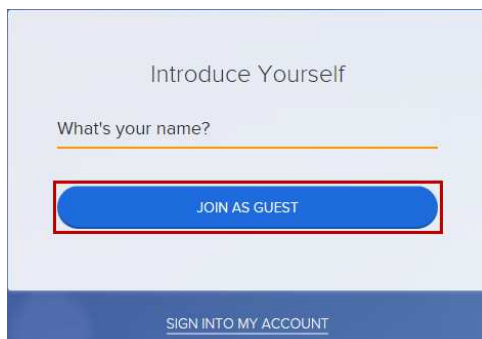
- 1.) Dial the appropriate (i.e. the one closest to your location when attending the meeting) toll-free or local number from the following list: <https://www.intercallonline.com/listNumbersByCode.action?confCode=5228461505>
- 2.) When prompted, enter Conference Code: 5228461505 and then follow any succeeding prompts.



NOTE

In case you have a Blue Jeans account, we recommend that you log in before initiating the meeting, so you will be automatically identified when joining the meeting.

2. If you don't have BlueJeans account, enter your **Name** and click **Join as guest**.



Introduce Yourself

What's your name?

JOIN AS GUEST

[SIGN INTO MY ACCOUNT](#)



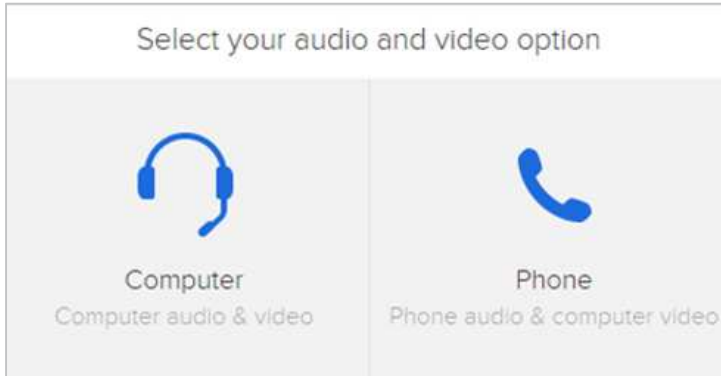
IMPORTANT

It's very important to enter your name or log in when connecting to BlueJeans meetings for tracking the attendance and easily identifying the participants during the meeting.

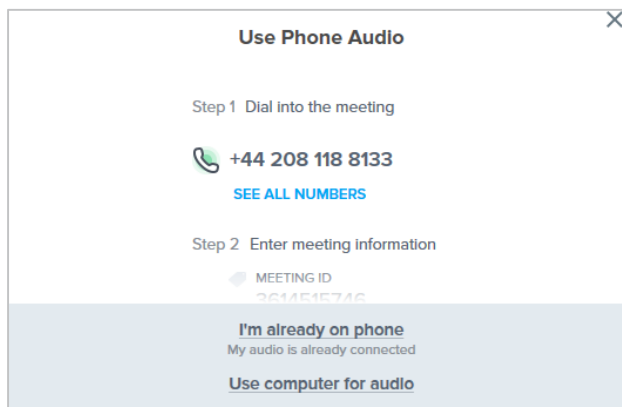
3. You will be prompted to select the Audio and Video Options.

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- Select **Computer** option to listen and talk through your computer. A headset with microphone is the recommended option for most environments.
- Select **Phone** option if you prefer to use your phone for audio. Instructions are shown to the Use Phone Audio.

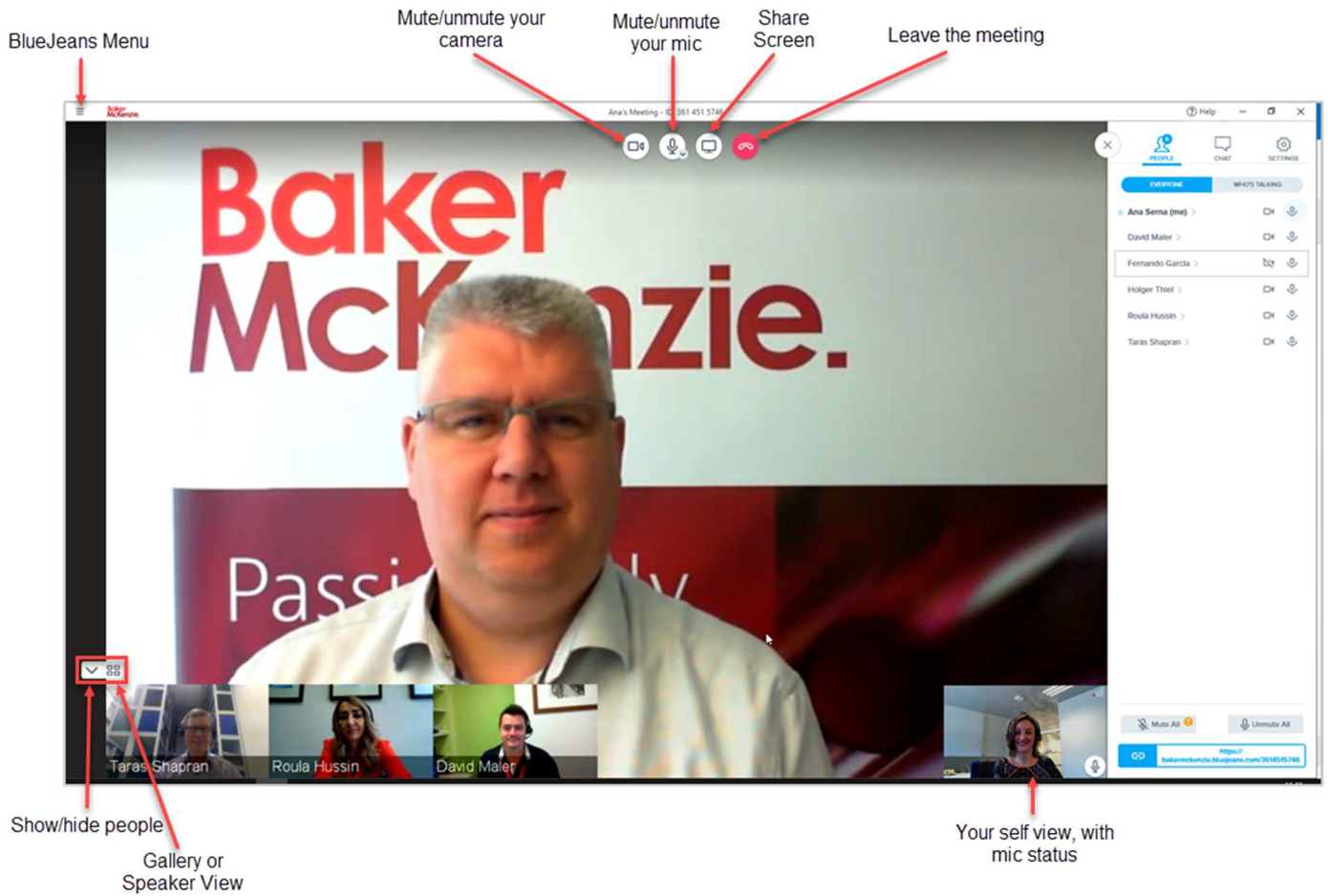


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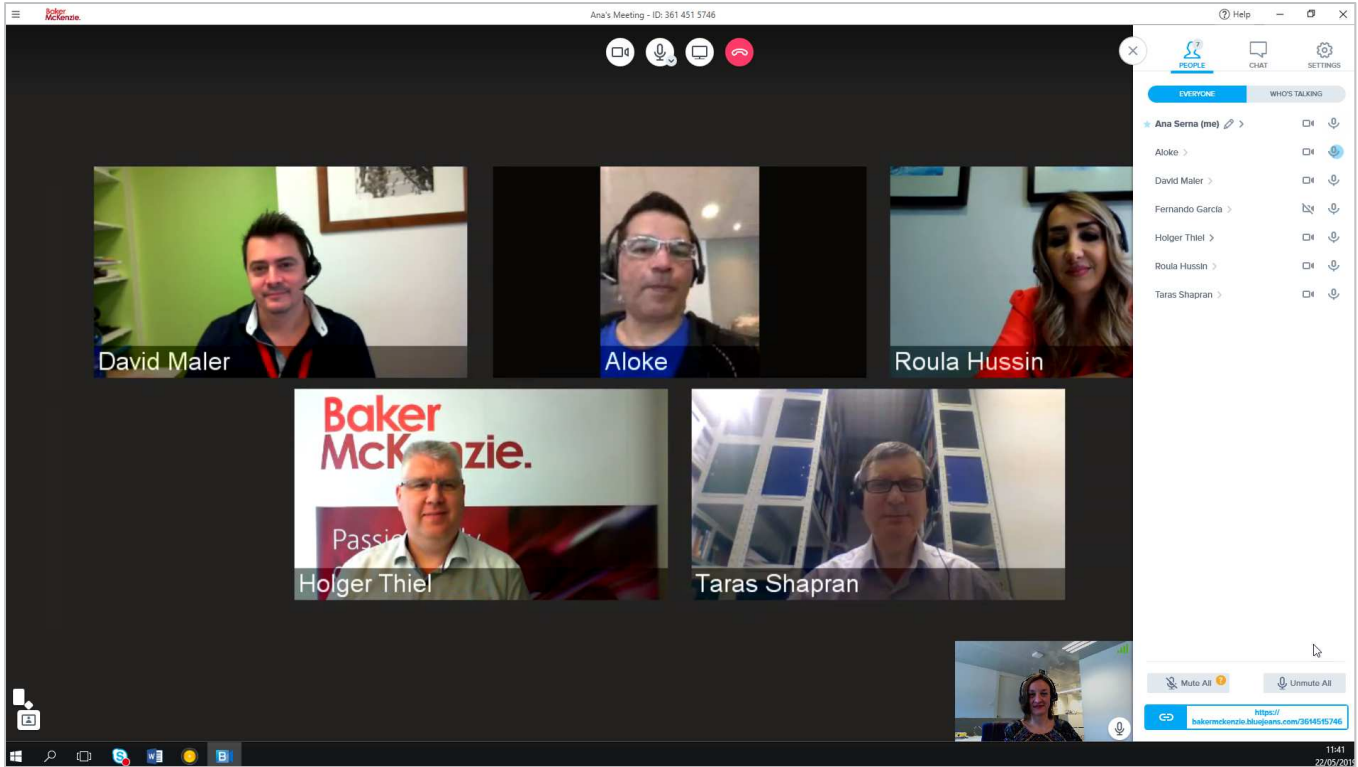
In the Meeting Room

Speaker View

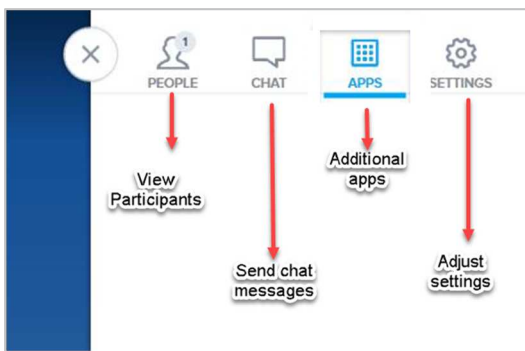


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Gallery View

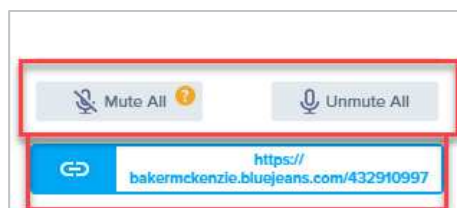
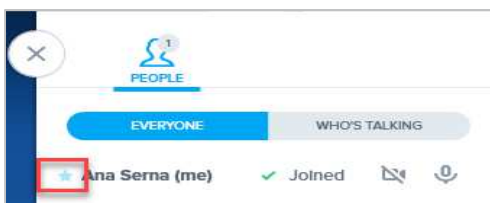


Overview of Meeting Controls



People Menu

You are able to see the lineup of all participants, even see just those that are talking.



- The star indicates the Moderator.

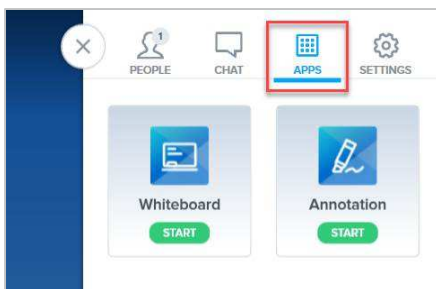
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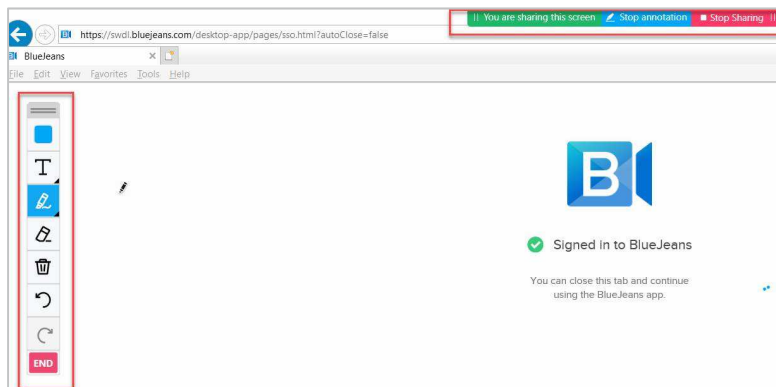
- Moderators only also have the ability to mute any participant's camera or microphone.
- Meeting URL is available to copy and share with others.

Apps Menu

You are able to use a Whiteboard and make Annotations while sharing your screen.



- The tools for annotations are available in the left pane (colour, insert text, erase, delete, undo, redo, End).

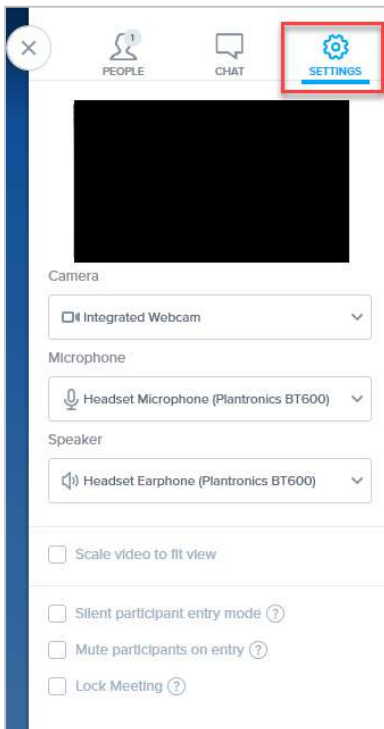


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Settings Menu

You can choose your preferred camera, mic or speaker. Also, the Moderator has controls to mute people on entry, disable entry/exit notifications or lock the meeting.



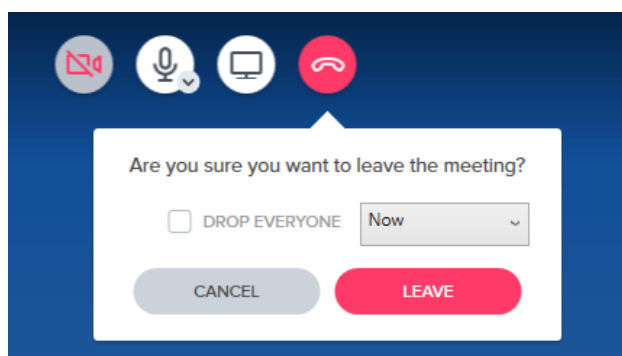
Leaving a Meeting



1. Click **Leave** to exit the meeting.



NOTE



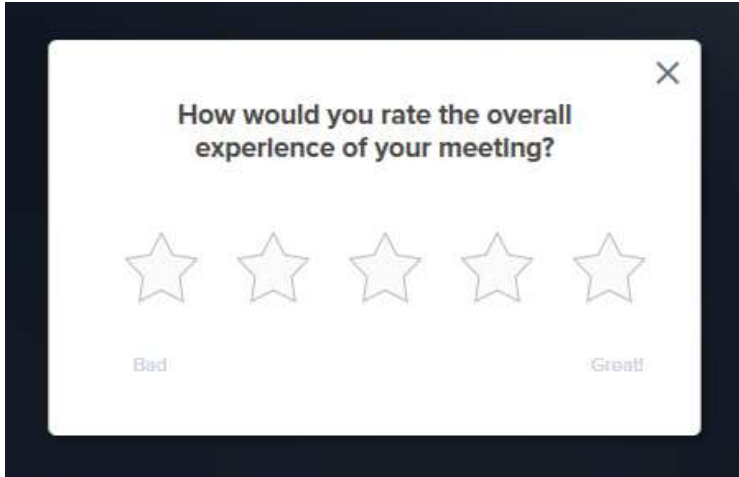
When the Moderator leaves, the meeting will continue with the remaining participants.

- The Moderator will be prompted with "**Are you sure you want to leave the meeting?**".
- Tick **Drop Everyone** box. The participants will see/hear alert that the meeting will end.
- Click **Leave**.

2. The moderator and participants will be prompted to complete a brief survey.

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NOTE

The survey is optional. The feedback is sent to Blue Jeans.

3. Close the Blue Jeans application.