

BlueJeans Dolby Voice Room

Admin Guide

Install • Setup • Configure • Manage



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1 Introduction to BlueJeans with Dolby Voice Room

Prior to setting up and installing your BlueJeans with Dolby Voice Room, it is recommended that the following items are reviewed beforehand as they will come up before, during, and after the installation.

1.1 Hardware

Select the conference room that will be upgraded to a BlueJeans Room! Your BlueJeans Dolby Voice Room kit will contain everything you need for the initial installation.

- Follow the included Quick Start Guide for installation and mounting instructions, as well as cable requirements.
- A 1080p or higher resolution display is recommended for a BlueJeans Room.
- Cable clips, ties, and grommets are recommended for cable management in the room.

1.2 Network

Review the information below to ensure that the BlueJeans Dolby Voice Room can access the requisite ports and domains.

- The Dolby Voice Hub requires one 100/1000 Mbps Ethernet port in the room.
- The BlueJeans (*.bluejeans.com, *.bjn.vc, *.bjn.sh) domain must be accessible from the network.
- In restricted environments, it is recommended to whitelist the following domains:
 - *.dolbyvoice.com, *.pubnub.com and *.pndsn.com (Necessary for Device Signaling)
- Connections made to BlueJeans cloud server use the following TCP and UDP ports.
 - Outbound TCP Ports: 80, 443, 5061 or 5000 - Call Setup Signaling and Media
 - Outbound UDP Ports: 5000-5999 - RTP Media
- For companies with managed firewalls, make sure to open these Firewall ports against BlueJeans' entire IP range:

- 199.48.152.0/22	- 34.245.240.192/26 (2018)
- 31.171.208.0/21	- 13.251.83.128/26 (2018)
- 103.20.59.0/24	- 104.238.240.0/21 (Nov. 2018)
- 103.255.54.0/24	- 34.223.12.128/26 (Nov. 2018)
- 8.10.12.0/24	- 35.175.114.0/26 (Nov. 2018)
- 165.254.117.0/24	- 52.215.218.0/26 (Nov. 2018)
- 13.210.3.128/26	- 13.233.177.128/26 (May 2019) NEW

1.3 Credentials

Review the information before to confirm that your Enterprise has been provisioned with the requisite access.

[Contact BlueJeans Support](#) for additional assistance.

- A BlueJeans Admin account with Command Center access is required to add the BlueJeans Room to your Enterprise Group. This will be covered in more detail on [Connecting to Command Center](#).
- [Integrating your calendar service with your Rooms](#) requires that the Room has been added to your Enterprise through Command Center and access to BlueJeans Relay. This will be covered in more detail on [Office 365 Calendar Integration](#), [Google Calendar Integration](#), and [Exchange Calendar Integration](#).
- For reference, the default Username and Password for the Dolby System is 'Admin' and '1739' respectively.

2 Installation

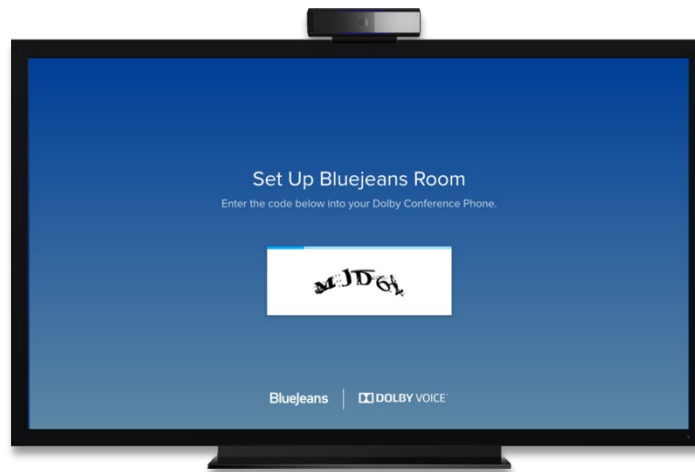
Note: Before you start, please refer to the **Quick Start Guide** included in the kit.

Follow the guide for installation instructions, mounting options and cable setup.

3 Plug-and-Play Setup

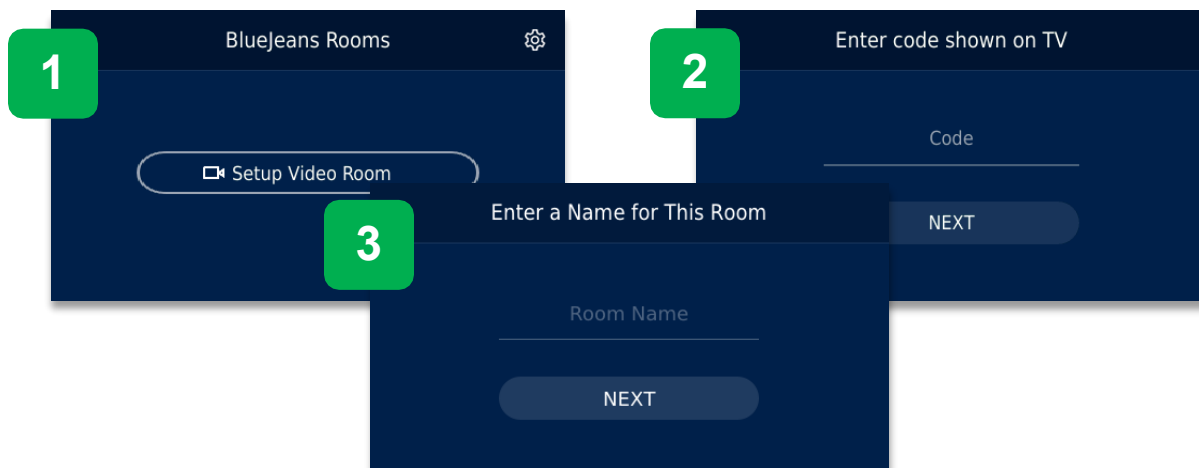
3.1 Initial Configuration

After the installation is complete, the system will power on and check if the network conditions conform to the requirements reviewed in the previous section. If successful, then the system will automatically present a Captcha Code to initiate the Plug-and-Play Setup process.



Follow the instructions below to complete the Plug-and-Play pairing process:

1. Tap the Setup Video Room button on the Dolby Conference Phone (DCP).
2. Input the Captcha Code presented on the display and wait for validation.
 - If the code is not validated, then confirm that the code was entered incorrectly.
 - Repeat validation errors are an indication that the BlueJeans Room cannot reach out to the service for validation. Please review all of the network requirements to ensure access.
3. Once the code has been validated, you'll be prompted to enter a name for your BlueJeans Room.



4. Once the name has been submitted, confirm if the Dolby can collect diagnostic information from the room to improve the product.
 - It is recommended to **ALLOW**, but skipping will not impact your BlueJeans Room experience.
5. The system will now restart to complete the pairing process.

After the system finishes rebooting, your BlueJeans Dolby Voice Room will be on standby and ready for use!

Please follow the steps in the next section to Connect your device to Command Center within 30 days. We recommend performing this step just after the hardware installation.

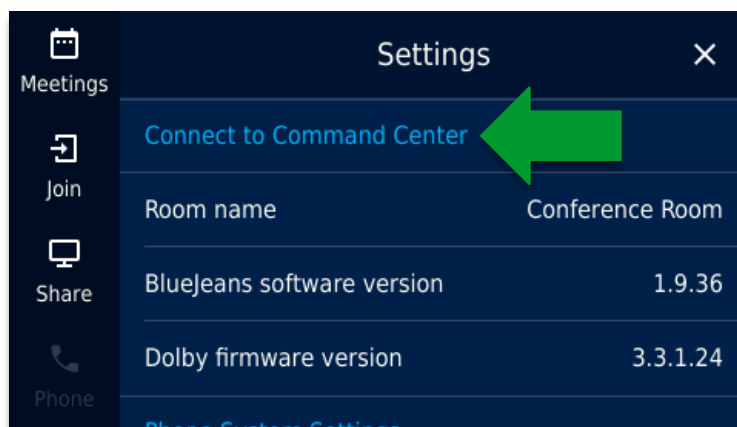


3.2 Connecting the BlueJeans Dolby Voice Room to Command Center

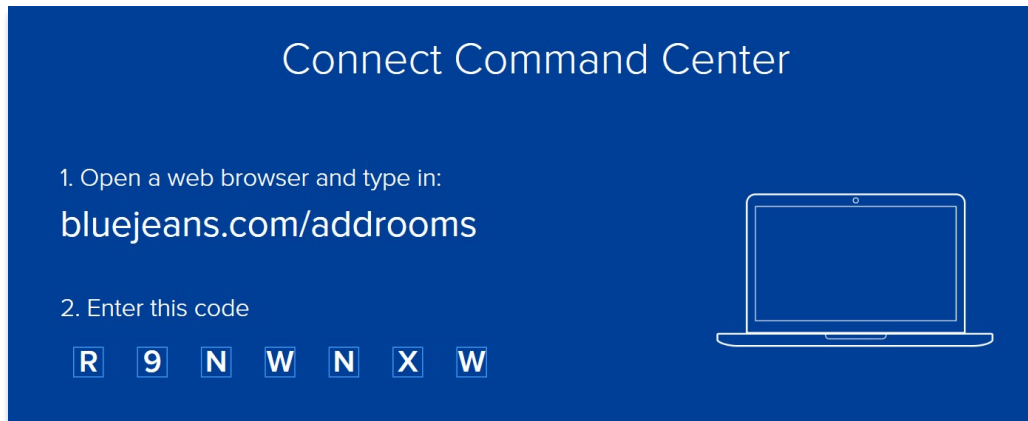
After the initial pairing process, the BlueJeans Dolby Voice Room will be operational, but not associated with your Enterprise. By connecting the Room to Command Center, you can take advantage of new features such as **usage analytics**, remote management, calendar integration and more.

A BlueJeans Admin with Command Center access can add their Room to their Enterprise with the following steps:

1. On the DCP touchscreen, tap the button to access **System Settings**.
2. Tap the **Connect to Command Center** button to start the process.



3. The Display will update and display a unique Enterprise Code, along with a URL to enter from your laptop.



4. Visit <https://bluejeans.com/addrooms> in your browser, log into your BlueJeans account to be taken to Command Center, input the Enterprise Code in the prompt, and click [CONTINUE](#).

Congratulations, your BlueJeans Room is now a part of your Enterprise! The room can be managed from Command Center and synced with a calendar. More information on these features in the [Command Center](#) section.

4 Testing your BlueJeans Dolby Voice Room

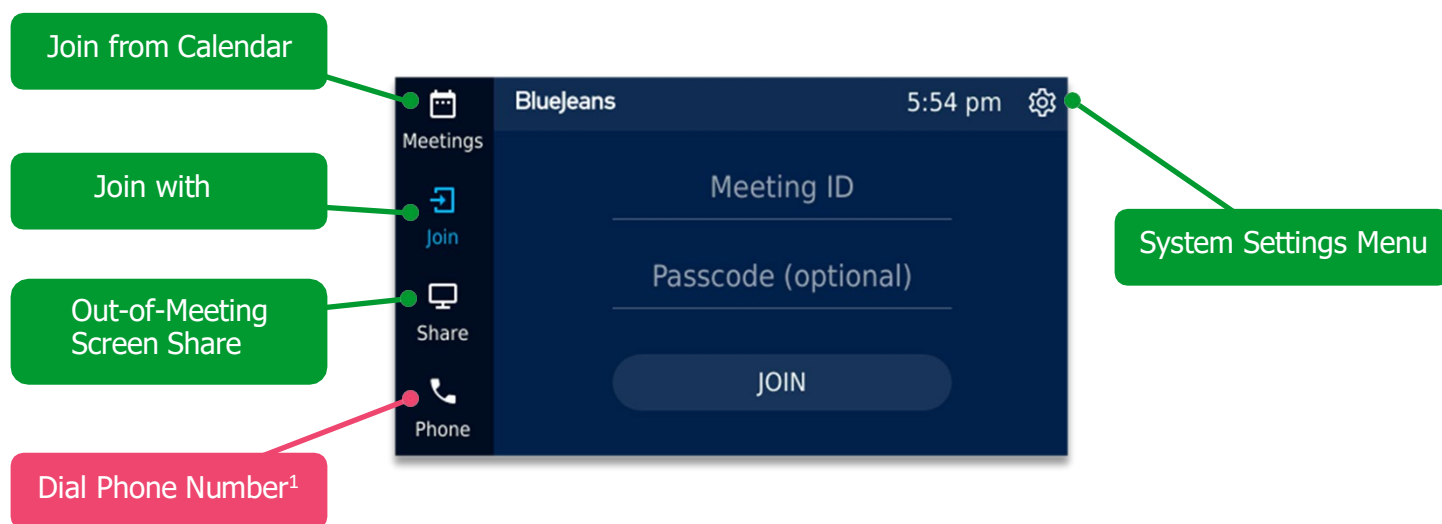
After you've completed the Plug-and-Play pairing process, it is highly recommended that you join a BlueJeans meeting to verify that the hardware and software are running smoothly. The test should cover the audio, video and screen sharing capabilities of the Room.

If during your testing that you need to unpair the system, for any reason, then please use the steps below:

1. Tap the [System Settings Menu](#) and select [Phone System Settings](#).
2. Tap the [\[. . .\]](#) button for more options and select [Administrative Settings](#).
3. Enter in the default Admin Password, [1739](#).
4. Select [Conferencing App Reset](#) to unpair and restart the process from the [Plug-and-Play Setup](#) section.

4.1 Home Screen Controls

To start your test, review the menu and control options available from the Home Screen. Then, use the Join option to manually input a Meeting ID and tap JOIN.

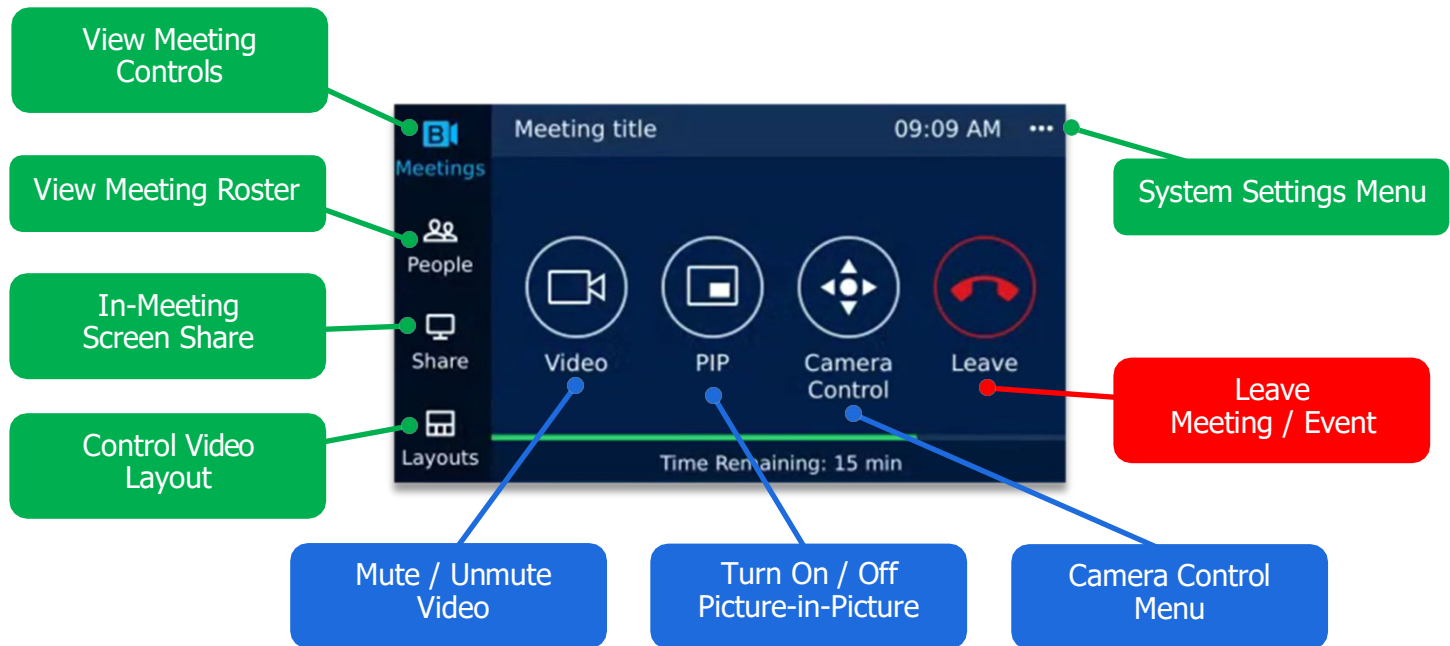


Please note:

1. IP PBX Integration through BlueJeans Command Center enables the Dolby Conference Phone to make and receive phone calls. For more information, refer to [SIP Configuration](#).

4.2 In-Meeting Controls

Once you've joined a meeting, the DCP's touchscreen will change over to the available In-Meeting Controls.



PLEASE NOTE:

- **In-Meeting Screen Share** allows you to share your screen from a laptop or share a whiteboard in the room.
 - Tap Share and select Share Screen to share content using Wireless Screen Share or HDMI Share.
 - Wireless Screen Share presents you with a Share URL to input on your laptop's browser. This will bring your laptop into the meeting in Share Only Mode.
 - Connecting your laptop to the room using an HDMI cable will automatically share content from the laptop.
 - Tap Share and select Whiteboard to share the configured in-room whiteboard. The camera's view will switch over to the framed Whiteboard and present it in a 2D image; more information on [Whiteboard](#).
- **Video Layouts** allows you to change how the video feeds from other participants are arranged.
 - **Active Speaker:** Only the current speaker's video is shown.
 - **Active Presence:** The Active speaker is shown prominently, with five of the most recent speakers shown below in smaller feeds.
 - **Constant Presence:** The nine most recent speakers are shown in equal size.
- **Disabling Picture-in-Picture** will hide the preview of your camera's Self View.
- **Camera Control** allows you to switch between Full Mode which will capture the entire room or Automatic which will switch between Full and Intelligent Scene Framing Modes.

5 Dolby Camera Settings

The BlueJeans Dolby Voice Room offers advanced camera features such as [Intelligent Scene Framing](#), [Whiteboard Framing](#), and [High Dynamic Range \(HDR\)](#). Follow the instructions below to access the Dolby Voice Camera menu, then refer to each subsection for details on available settings.

1. Tap the System Settings icon from the Home Screen, then select Phone System Settings.
2. Select Dolby Voice Camera to access the camera's configuration menu.

5.1 Change Mode

Intelligent scene framing, also known as the People Mode, uses facial recognition to adjust the camera view automatically so that the people in the room fill the frame. In larger rooms, with potentially more people, it is often desirable to turn off this feature. The camera can also operate in whiteboard mode, which can produce a flattened whiteboard view even when the camera is not directly facing the whiteboard.

From the [Dolby Voice Camera](#) menu, select [Change Mode](#) to select the [default Camera Mode](#) when joining a meeting.

5.2 Whiteboard

The whiteboard framing feature allows you to share drawings on any surface such as a dry-erase whiteboard with meeting participants. This requires a one-time setup procedure to register the position of the whiteboard with the Dolby Voice Camera.

The optimal distance from the camera to the whiteboard is less than 10 feet with the camera directly facing the whiteboard. Whiteboard framing can also work when the camera is at an angle to the whiteboard. When the camera is not directly facing the whiteboard, the output quality is determined by several factors:

- Size of the whiteboard
- Mounting position of the camera
- Distance from the camera to the whiteboard
- Angle between the camera and the whiteboard

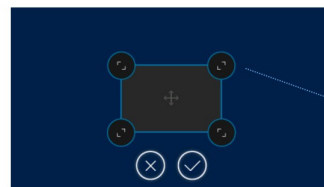
The whiteboard configuration wizard enables you to register the whiteboard position with the Dolby Voice Camera for optimal results. Before you start the setup process, we recommend that you draw something on the whiteboard and clearly mark all four corners so that you can evaluate the quality of the setup.

To set up the wallboard, please follow the instructions below from the Dolby Voice Camera menu:

1. Tap [Change Mode](#) and set the mode to [Whiteboard](#).
2. Select [Configure whiteboard](#) from the list of options
3. Use the controls on the DCP touchscreen to drag the on-screen markers to the corresponding corners of your whiteboard.
4. When the blue highlight aligns with the physical borders of your whiteboard, tap the [Check](#) icon to preview the frame.
5. Tap the [Keep](#) button to save the configuration or the [Change](#) button to adjust.

Whiteboard Example

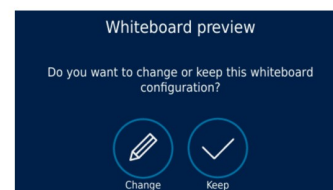
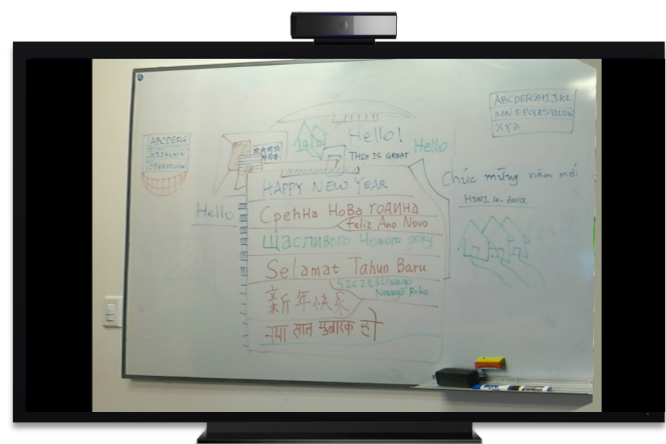
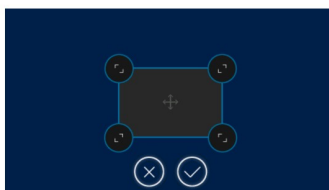
Launching the configuration wizard will display the Whiteboard Frame on the display and the Frame Adjuster on the DCP touchscreen. Use the arrows to move and match each corner of the Whiteboard Frame with your in-room whiteboard.



Drag controls on the touch screen to move the markers on the TV

Cancel Confirm

Once the corners have been matched, tap the **Check** button to generate a preview of the Whiteboard Frame. If the preview looks correct, then tap the **Keep** button to save.



5.3 Adjust Image Quality

To achieve best image quality, it is recommended that you have good and consistent lighting conditions in the room. If the room lighting condition cannot be adjusted easily, then the Dolby Voice Room provides configuration options for you to adjust brightness, color intensity, contrast, and HDR settings of the camera.

To adjust these camera parameters, select [Adjust image quality](#) from the [Dolby Voice Camera](#) menu.



By default, HDR (High Dynamic Range) is turned on for optimal image quality in high contrast lighting environments (e.g. a room with a window facing bright sunlight). If your room does not exhibit high contrast, you can choose to turn off HDR for better image quality.

6 Command Center

6.1 Managing Rooms from Command Center

Group Admins can remotely manage and monitor their provisioned Rooms from the [BlueJeans Command Center](#). The ROOMS menu in Command Center displays all currently provisioned Rooms for your Enterprise Group as well as their current health and status.

32

ROOMS

6

IN USE

7

DISCONNECTED

ROOMS

STATUS

Q

Search for rooms

VENICE

Irvine

In use:

8888888822

THE ROCK

San Francisco

Available

CONNECT CALENDAR

STONE WASHED



Disconnected

Visit our [Knowledge Base article on the Rooms HUB in Command Center](#) for more information on how to remotely manage and configure advanced options for your BlueJeans Rooms.

6.2 SIP Configuration

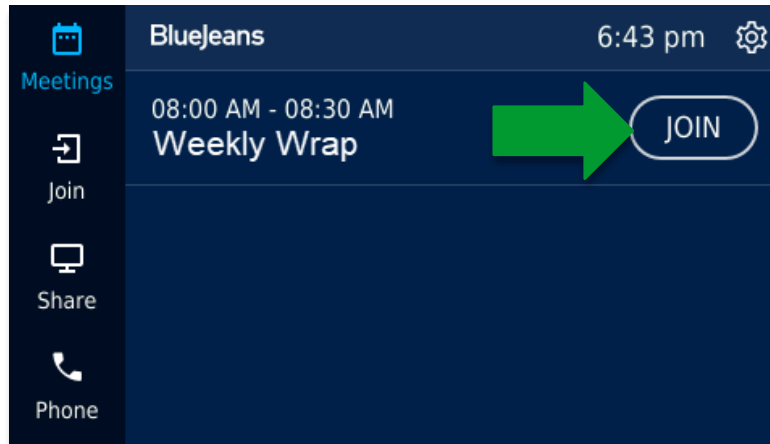
In addition to being able to join BlueJeans meetings, the DCP can be registered to an IP PBX system to place and receive calls.

For instructions on how to integrate your IP PBX system with the DCP, please [Click Here](#) to visit our Knowledge Base article.

Room Information		
ROOM NAME Main Conference Room	ROOM STATUS ● Available	
ROOM LOCATION EDIT	PROVISIONED BY john.smith@globalcorp.com	
DATE PROVISIONED 22/08/2017	SIP STATUS ● Not Configured CONFIGURE SIP	

7 Calendar Integration

Integrating a calendar with a BlueJeans Dolby Voice Room is not a requirement, but does allow for one-touch joining of meetings that have been shared to the Room's calendar.



Any BlueJeans Room running in Enterprise Mode can be integrated with a calendar service. This provides the Room with a dedicated calendar resource, enabling users to add meeting and events to the Room's schedule. This integration is accomplished by providing the BlueJeans Relay service with read-only access to the Room's calendar. Relay then facilitates communication between the calendar resource and the BlueJeans Room.

7.1 BlueJeans Relay

Calendar Integration requires a BlueJeans Relay account to be created and enabled for your Enterprise Group. If your group is not provisioned with Relay account, then you can submit the request [using this form](#).

- You will need your Relay Username and Password to complete the setup. Access can be verified by logging in at relay.bluejeans.com.
- If you've forgotten your Relay Credentials, then you can sign into relay.bluejeans.com using your BlueJeans Admin credentials and create a new password for your Relay account
 - To reset your Relay password, click on your Enterprise Name in the top right-hand corner of the page, input a new Password, and click on the Save button.
- Then please contact [BlueJeans Support](#) for a reset.

Please follow the steps listed below in order to sync a calendar resource with your Room:

[Office 365](#)

[Google Calendar](#)

[Microsoft Exchange](#)

7.2 Office 365 Calendar Integration

7.2.1 Calendar Share

Please Note:

The following steps will walkthrough how to setup Office 365 with **Relay for BlueJeans Rooms ONLY**. If you plan on also using Relay with traditional conference rooms (Cisco, Lifesize, Polycom, etc.), then please refer to our [standard Relay Guides](#) for those setups.

7.2.1.1 Creating a new user in Office 365

For Relay to read meeting and event details, a new user must be created for Relay within your Office 365 environment. This allows Relay to log into the Exchange Online SOAP server and view the calendars it has permissions to see. You only need to create one user for Relay, even if you have multiple room resources.

- If you've already created a user in Office 365 for Relay, then you can skip to [Disable password expiration](#).

Creating a new user:

1. Log into the [Office 365 Admin Center](#)
2. Go to Users › Active users
3. Click the + button, then select Add a user to open a new user form
4. Fill out the form and Save
 - The user name chosen will be used during [Sharing the Calendar with Relay](#). It is recommended to use "relay" as the username.

7.2.1.2 Disable password expiration

The password for the newly created User account should be set to never expire, **otherwise calendar synchronization will fail every month**.

Disabling password expiration:

1. Install the [Azure AD Module](#) and prerequisite software
2. Open the [Windows Azure Active Directory Module for Windows PowerShell](#)
3. Run [Connect-MsolService](#) to login
4. Disable password expiration with the following command:
 - Replace the **placeholder text** with the values used during [Creating a new user in Office 365](#).

```
Set-MsolUser -UserPrincipalName relay@mycorp.onmicrosoft.com -PasswordNeverExpires $true
```

5. Close the PowerShell window

7.2.1.3 Creating a new room mailbox resource

The BlueJeans Room requires a dedicated calendar resource to populate meetings on its schedule for one-touch joining.

- If your room already has a calendar, then you can skip to [Sharing the Calendar with Relay](#).

Creating a new room mailbox resource:

1. Log in to the [Office 365 Exchange Admin Center](#)
2. Go to recipients › resources
3. Click the + button and select Room mailbox to open the new room mailbox form
4. Fill out the form and Save.
 - The room name will be used during [Sharing the Calendar with Relay](#).

7.2.1.4 Sharing the Calendar with Relay

The Relay alias, created in [Creating a new user in Office 365](#), must be given sufficient access to the new room resource calendar. This allows Relay to pass meetings details from calendar to the BlueJeans Room.

Connecting to Exchange Online with PowerShell:

1. Open Windows PowerShell as an admin and run the following command:
`Set-ExecutionPolicy RemoteSigned`
2. Open Windows PowerShell as a non-admin and log into Exchange Online by running the following three commands:

```
$UserCredential = Get-Credential
```

```
$Session=New-PSSession-ConfigurationNameMicrosoft.Exchange-ConnectionUri  
https://outlook.office365.com/powershell-liveid/ -Credential $UserCredential - Authentication Basic -  
AllowRedirection
```

Sharing the calendar with the Relay:

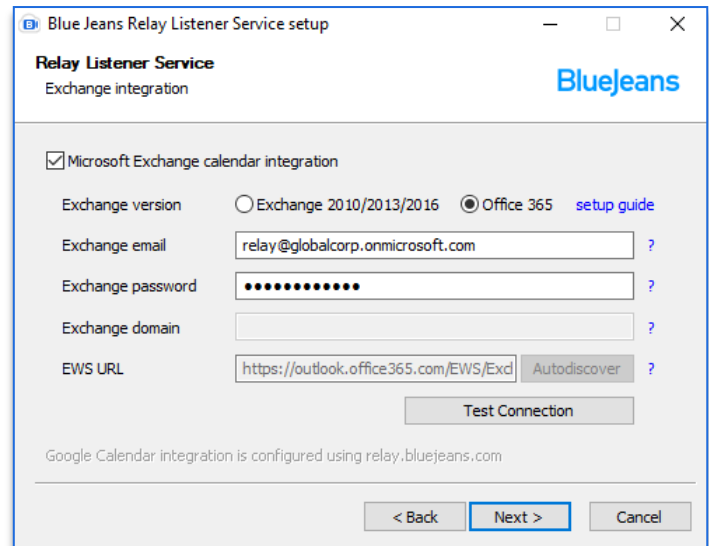
1. From your logged-in session of PowerShell, type in the following commands and replace the **placeholder values** with the values used during [Creating a new user in Office 365](#) (user name) and [Creating a new room mailbox resource](#) (room name).
2. Grant Relay read-only access to the resource calendar
`Add-MailboxFolderPermission -Identity room_name:\Calendar -User user_name -AccessRights Reviewer`
3. Grant Relay access to read the subject, body, and private flag of meetings
`Set-CalendarProcessing-Identityroom_name-DeleteComments$false-DeleteSubject$false- AddOrganizerToSubject $false -
RemovePrivateProperty$false`
4. Repeat the above command lines for each room resource.
5. When you're done, run the following command to log out:
`Remove-PSSession $Session`
6. Proceed to [Configuring the Listener Service for Exchange integration](#) when finished.

7.2.1.5 Configuring the Listener Service for Exchange integration

Now that the Relay user has sufficient access to the room calendar, the next step will be to configure the Relay Listener Service with Exchange integration. If you have not yet deployed the Relay Listener Service on your network, then please [Click Here](#) to review our installation guide for BlueJeans Room deployments.

Setting up Exchange integration with the Listener Service:

1. Launch the Listener Service installer to start the setup wizard
2. Uncheck the Keep Existing Configuration checkbox
3. Select the Listener Service that has already been installed or create a new one
4. Check the Microsoft Exchange calendar integration checkbox
5. Select Office 365 as the Exchange version
6. Fill in the information using the Relay user's credentials created in [Creating a new user in Office 365](#).
 - The Domain, EWS URL, and Autodiscover fields are disabled for Office 365 as they are set values.
7. Click Next and follow the setup wizard to complete the integration



7.2.1.6 Command Center Integration with Calendar ID

Once the calendar has been shared with Relay and the Listener Service has access to Exchange, then you'll need to integrate with BlueJeans Rooms through Command Center.

Connect with Command Center:

1. Log into your BlueJeans Admin account
2. Open the [Command Center](#) and select the Rooms tab
3. Pick the BlueJeans Room that you want to integrate the new calendar resource with
4. Click the CONNECT CALENDAR button
5. Select Exchange as your calendar service
6. Fill in the Calendar ID with the Email Address of the room mailbox created in [Creating a new room mailbox resource](#).
7. Click Save and you're done!

It is recommended to schedule a test meeting to confirm Relay can pass the meeting from Office 365 to the BlueJeans Room & Command Center. The full walkthrough on integrating a Calendar with your BlueJeans Room, please [Click Here](#) for our Knowledge Base article.

7.3 Google Calendar Integration

7.3.1 Calendar Share

Each Room must have its own Calendar ID and its respective calendar must be shared with the BlueJeans Relay service. To share your calendar with Relay, please follow the guide included below for your Calendar Platform.

Please Note:

The following steps will walkthrough how to setup Google Calendar with **Relay for BlueJeans Rooms ONLY**. If you plan on also using Relay with traditional conference rooms (Cisco, Lifesize, Polycom, etc.), then please refer to our [standard Relay Guides](#) for those setups.

7.3.1.1 Creating a Calendar Resource for your Room

The BlueJeans Room requires a dedicated calendar resource to populate meetings on its schedule for one- touch joining.

- If your conference room already has a dedicated calendar, then you can skip to [Sharing the Calendar with Relay](#).
- If you do not have access to the Google Admin console, then you can create a new Personal Calendar and skip to [Share the Calendar with an external Relay user](#)

Creating a new Calendar as a Google Admin:

1. Sign in to the [Google Admin console](#)
2. Navigate to Apps › Google Apps › Calendar › Resources
3. Click Create a new resource
4. Enter in a name, type, and description for the new calendar
5. Click Save Changes

For more information on creating calendar resources, see the Google Apps article on [Creating Resources](#).

7.3.1.2 Sharing the Calendar with Relay

There are two ways to share your Room's Calendar Resource with Relay using Google Calendar. Choose the option that works best with your organization's calendar sharing policy - **do not implement both options**.

[Share calendars with an external Relay user](#)

This option requires that your Google domain allows calendars to be shared with people outside your organization.

[Share calendars with an internal Service Account for Relay](#)

This option requires the creation of an internal service account to access all Room Calendars.

7.3.1.2.1 Share the Calendar with an external Relay user

This method requires that your Google domain allows calendars to be shared with people outside your organization.

Allowing External Sharing:

1. Sign in to the [Google Admin console](#)

2. Navigate to Google Apps › Calendar › Sharing Settings
3. Go to the External Sharing section
4. Choose a sharing level that is at least as permissive as Share all information, but outsiders cannot change calendars.

External sharing options for primary calendars

Outside

set user ability for primary calendars

By default, primary calendars are not shared outside users.

Select the highest level of sharing that you want to allow for your users.

- ☐ Only free/busy information (hide event details)
- ☒ Share all information, but outsiders cannot change calendars
- ☐ Share all information, and outsiders can change calendars
- ☐ Share all information, and allow managing of calendars

If you are unable to change this setting, then you may need to use [Share calendars with an internal Service Account for Relay](#) instead.

Sharing a Calendar with the external Relay user:

1. Open [Google Calendar](#)
2. [Add the new Calendar Resource](#) to your list of calendars
3. To the right of the calendar, click the Down arrow ▼
4. Select Share this Calendar from the list of options
5. Under the Share with specific people section, add the following email address:
438706786825@developer.gserviceaccount.com
6. Set the permissions to See all event details
7. Save and proceed to [Command Center Integration with Calendar ID](#).

7.3.1.2.2 Share the Calendar with an internal Service account

This method requires that your Google domain allows calendars to be shared with people outside your organization.

If you've already completed the [Share calendars with an external Relay user](#) section, please skip to [Command Center Integration with Calendar ID](#).

Authorize Relay API Client:

1. Sign in to the [Google Admin console](#)
2. Navigate to Security › API reference
3. Check the Enable API access checkbox
4. Scroll down the page and click Show more › Advanced Settings › Manage API client access
5. Set the Client Name to 438706786825.apps.googleusercontent.com
6. Set the One or More API Scopes to <https://www.googleapis.com/auth/calendar.readonly>
7. Click Authorize to save

Create a Service account user for Relay:

1. Go to Users
2. Click the + button in the bottom-right corner
3. Provide a First Name, Last Name, and Email Address for the Relay user
4. Click Create
5. Sign into the [Relay administrative site](#)

6. Click your Enterprise name in the top-right
7. Click show advanced properties
8. In the Google service account user field, fill in the service account's email address
9. Click Save

Share Calendar with the Service Account:

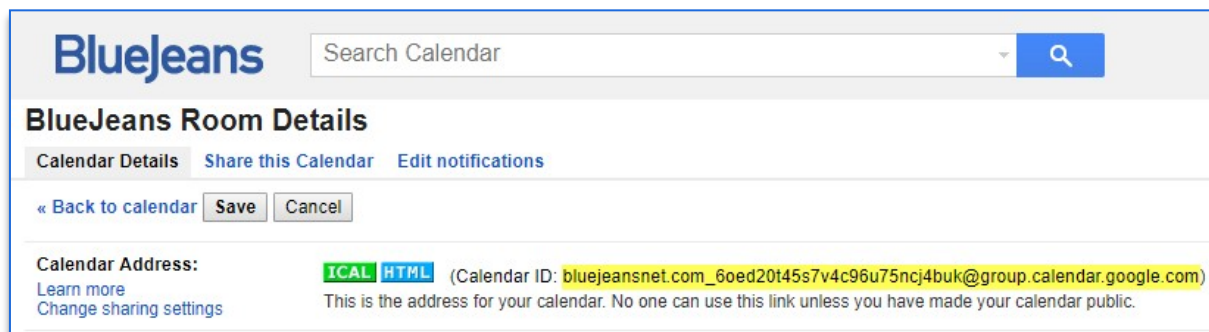
1. Open [Google Calendar](#)
2. [Add the new Calendar Resource](#) to your list of calendars
3. To the right of the calendar, click the Down arrow ▼
4. Select Share this Calendar from the list of options
 - If everyone in your organization can See All Event Details, then skip to [Command Center Integration with Calendar ID](#).
5. Under the Share with specific people section, add the service account's email address.
6. Set the permissions to See all event details
7. Save and proceed to [Command Center Integration with Calendar ID](#).

7.3.1.3 Command Center Integration with Calendar ID

Once the calendar has been shared with Relay, you'll need to locate the Calendar ID to integrate with BlueJeans Rooms through Command Center.

Confirm the Calendar ID:

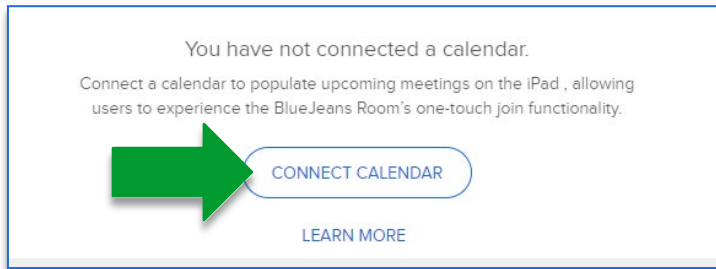
1. Go to Google Calendar
2. To the right of the calendar, click the Down arrow ▼
3. Select Calendar Settings from the list of options
4. Scroll down to the Calendar Address section and copy down the Calendar ID



Connect with Command Center:

1. Log into your BlueJeans Admin account
2. Open the [Command Center](#) and select the Rooms tab
3. Pick the BlueJeans Room that you want to integrate the new calendar resource with

4. Click the CONNECT CALENDAR button



5. Select Google Calendar as your calendar service

6. Fill in the Calendar ID from the previous section

7. Click Save and you're done!

It is recommended to schedule a test meeting to confirm that Relay can pass the meeting from Google Calendar to the BlueJeans Room & Command Center. For the full walkthrough on integrating a Calendar with your BlueJeans Room, please [Click Here](#) for our Knowledge Base article.

7.4 Exchange Setup Calendar Integration

7.4.1 Calendar Share

Please Note:

The following steps will walkthrough how to setup Exchange (2010, 2013, 2016) with **Relay for BlueJeans Rooms ONLY**. If you plan on also using Relay with traditional conference rooms (Cisco, Lifesize, Polycom, etc.), then please refer to our [standard Relay Guides](#) for those setups.

7.4.1.1 Creating a new user mailbox in Exchange

For Relay to read meeting and event details, a new user mailbox must be created for Relay within your Exchange environment. This allows Relay to log into the Exchange SOAP server and view the calendars it has permissions to see. You only need to create one user mailbox for Relay, even if you have multiple room resources.

- If you've already created a user in Exchange for Relay, then you can skip to [Creating a new room mailbox resource](#).

Creating a new user mailbox:

1. Log into the Exchange Admin Center
2. Go to recipients > mailboxes
3. Click the + button to open a new user mailbox form
4. Fill out the form and Save
 - The alias chosen will be used during [Sharing the calendar with Relay](#). It is recommended to use "relay" as the alias.
5. In your Activity Directory Users and Computers, set the new account's password to **never expire**
 - This is an important step to prevent Relay from losing access to your Exchange environment.

Warning: Creating an AD user with no mailbox will cause a "not valid SMTP address" error in [Configuring the Listener Service for Exchange integration](#).

7.4.1.2 Creating a new room mailbox resource

The BlueJeans Room requires a dedicated calendar resource to populate meetings on its schedule for one-touch joining.

- If your room already has a calendar, then you can skip to [Sharing the calendar with Relay](#).

Creating a new room mailbox resource:

1. Log into the Exchange Admin Center
2. Go to [recipients](#) > [resources](#)
3. Click the + button to open the [new room mailbox](#) form
4. Fill out the form and [Save](#).
 - The room alias will be used during [Sharing the calendar with Relay](#).

7.4.1.3 *Sharing the calendar with Relay*

The Relay alias, created in Step 1, must be given sufficient access to the new room resource calendar. This allows Relay to pass meetings details from calendar to the BlueJeans Room.

Sharing the calendar with the Relay using EMS:

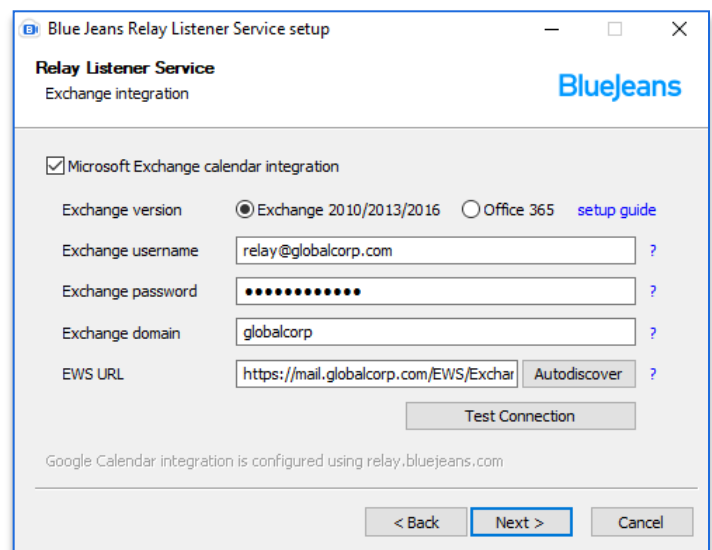
1. Open the Exchange Management Shell
 - Enter in the provided one-line commands and replace the placeholder values with the values you used during Step 1 (user_alias) and Step 2 (room_alias).
2. Grant Relay read-only access to the resource calendar
Add-MailboxFolderPermission -Identity room_alias:\Calendar -User user_alias -AccessRights Reviewer
3. Grant Relay access to read the subject, body, and private flag of meetings
Set-CalendarProcessing -Identity room_alias -DeleteComments \$false -DeleteSubject \$false -AddOrganizerToSubject \$false -RemovePrivateProperty \$false
4. Repeat the above command lines for each room resource.
5. Proceed to Step 4 when finished.

7.4.1.4 *Configuring the Listener Service for Exchange integration*

Now that the Relay user has sufficient access to the room calendar, the next step will be to configure the Relay Listener Service with Exchange integration. If you have not yet deployed the Relay Listener Service on your network, then please [Click Here](#) to review our installation guide for BlueJeans Room deployments.

Setting up Exchange integration with the Listener Service:

1. Launch the Listener Service installer to start the setup wizard
2. Uncheck the Keep Existing Configuration checkbox
3. Select the Listener Service that has already been installed or create a new one
4. Check the Microsoft Exchange calendar integration checkbox
5. Select Exchange 2010/2013/2016 as the Exchange version
6. Fill in the information using the Relay user's credentials created in [Creating a new user mailbox in Exchange](#)
7. Click the Autodiscover button to automatically fetch the EWS URL
8. Click Next and follow the setup wizard to complete the integration



7.4.1.5 *Command Center Integration with Calendar ID*

Once the calendar has been shared with Relay and the Listener Service has access to Exchange, then you'll need to integrate with BlueJeans Rooms through Command Center.

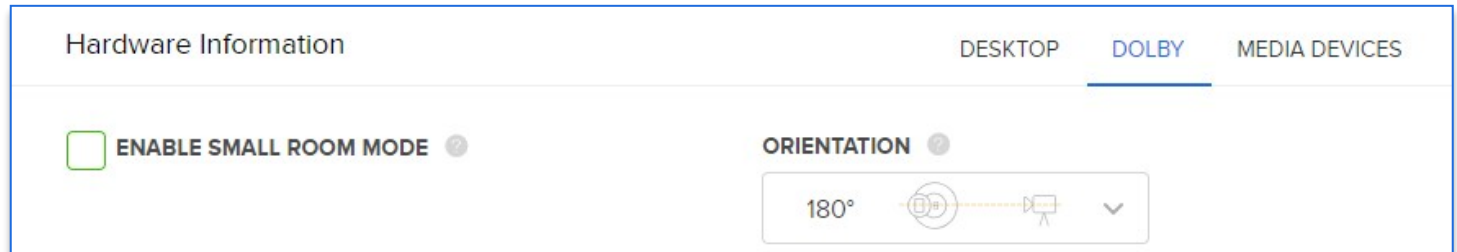
Connect with Command Center:

1. Log into your BlueJeans Admin account
2. Open the [Command Center](#) and select the Rooms tab
3. Pick the BlueJeans Room that you want to integrate the new calendar resource with
4. Click the CONNECT CALENDAR button
5. Select Exchange as your calendar service
6. Fill in the Calendar ID with the Primary SMTP Address of the room mailbox created in [Creating a new room mailbox resource](#).
7. Click Save and you're done!

It is recommended to schedule a test meeting to confirm that Relay can pass the meeting from Exchange to the BlueJeans Room & Command Center. For the full walkthrough on integrating a Calendar with your BlueJeans Room, please [Click Here](#) for our Knowledge Base article.

8 DCP Audio Adjustments

Depending on the size of the room and where the DCP is placed within it, you may need to adjust one or more audio settings. This can be done through Command Center by clicking on the specific Room and selecting Dolby under Hardware Information.



8.1 Small Room Mode

Enabling Small Room Mode will reduce the microphone levels on the DCP, providing a more optimal sound experience for smaller conference rooms.

8.2 Orientation

The configured orientation of the DCP reflects how Spatial Audio is captured. You'll want to set your orientation based on the relation between the DCP and the camera. See the chart below for reference. 180° is the default configuration.

180 Degrees	270 Degrees	90 Degrees	0 Degrees
DCP is facing away from the camera.	DCP is facing to the left of the camera.	DCP is facing to the right of the camera.	DCP is facing towards the camera.

Support Resources

For additional information on the product and features, visit [our Knowledge Base](https://support.bluejeans.com) or contact [our Support Team](https://support.bluejeans.com).

Appendix A - Quick Specs

Camera:

- Automatically detect faces and frame the conversation with [Intelligent Scene Framing](#).
- Dynamically adjust contrast and brightness with [HDR Video Mapping](#).
- Share your in-room whiteboard with native [Whiteboard Framing](#).
- 4K 100° Wide-Angle Lens, ideal for 8 – 12 seat rooms

Hub:

- Built-in BlueJeans service application; no configuration required
- HDMI In // 3 x USB 3.0 // Ethernet Port
- Power over Ethernet for the Dolby Conference Phone

Conference Phone:

- Native support for BlueJeans with Dolby Voice
- Superior audio quality and support for spatial audio
- Support for up-to two additional satellite microphones

Satellite Microphone Kit:

- Pickup range extended by up to 6.5 ft (2.0 m) per Dolby Satellite Microphone
- Kit ships with 2 x Dolby Satellite Microphones and 2 x 6.5-ft (2.0 m) cables

