



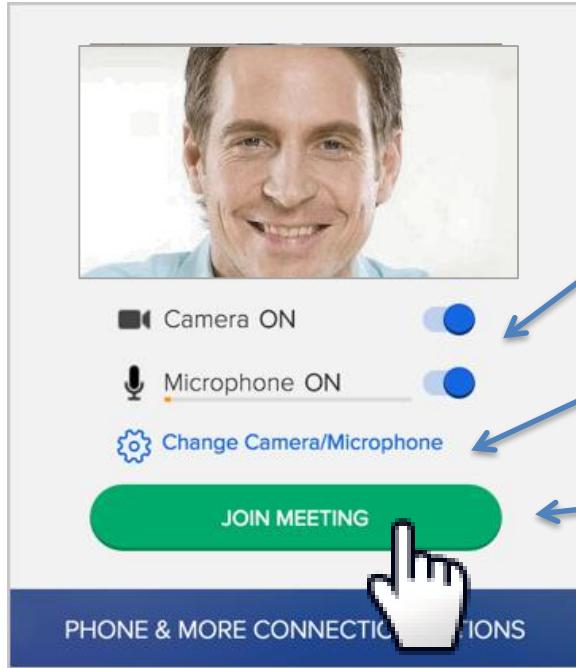
# Joining the Meeting from your Computer

April 22, 2017

BlueJeans

# Audio and Video from your computer

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



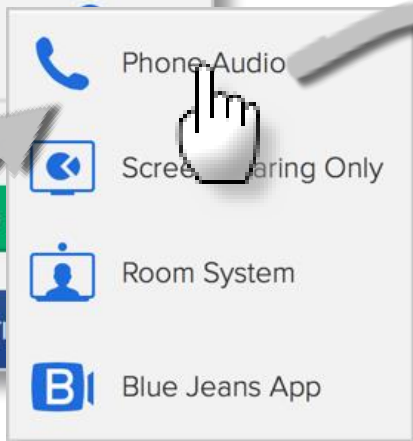
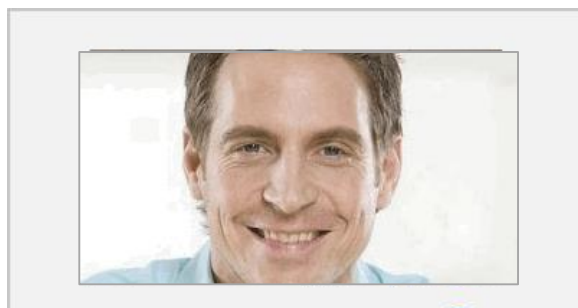
1. Toggle left to Mute your Camera or Mic. (they are ON when blue button is on the right)
2. Change the camera of mic device, if needed
3. Click to Join Meeting!

If prompted, enter your name, which will appear in the participant roster:

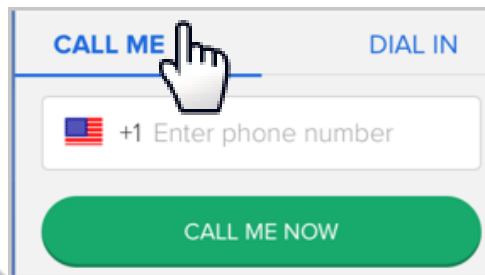
A screenshot of the Zoom name entry prompt. It shows a light blue box with the text 'Your Name' followed by a placeholder 'ely.personeeting'. Below the text is a horizontal line for input. At the bottom is a blue rounded rectangle button with the text 'OK'.

# Audio from your Telephone / Video from your computer

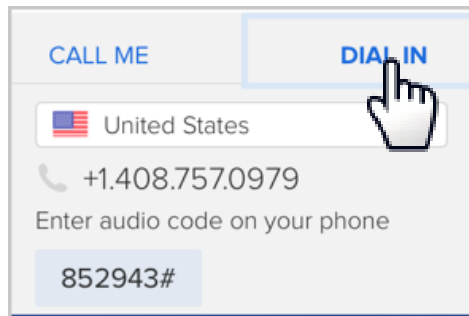
Select **Phone Audio** to talk/hear from a phone, using the computer for video only:



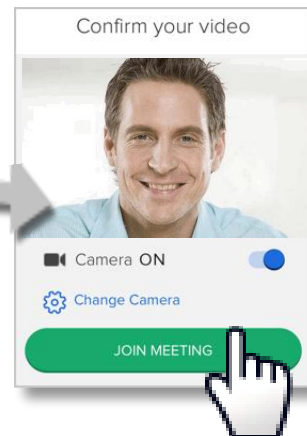
a) BlueJeans can call you:



OR, b) dial into a BlueJeans number to connect:

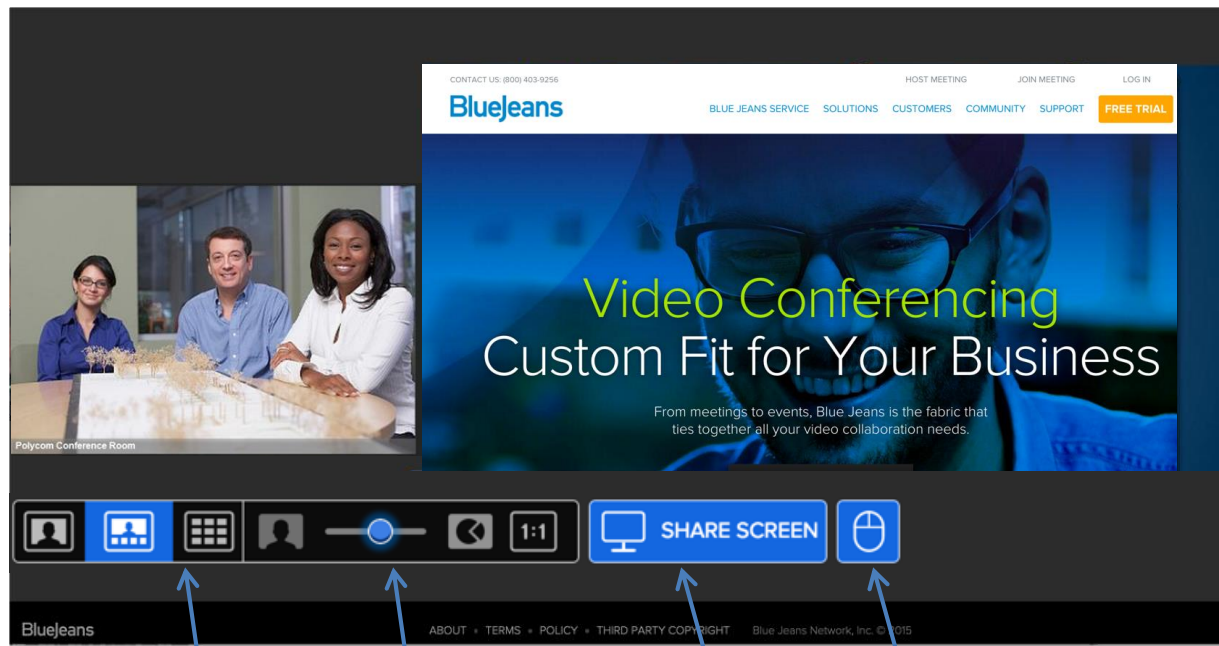


Finally, click join to connect your video ...



... and you'll enter the meeting!

# Meeting Controls



[Chat](#) with participants

Your video

Leave meeting



Leave

Chat

Participants

Share Screen

Settings

Switch to Phone

Audio ON

Video ON

Rec OFF

Full Screen

View attendee roster.  
Click name for call details.  
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

Change Speaker [layout](#)

Drag to change size of video and presentation

[Share](#) your screen

Request [Desktop control](#)

Drag cursor ...

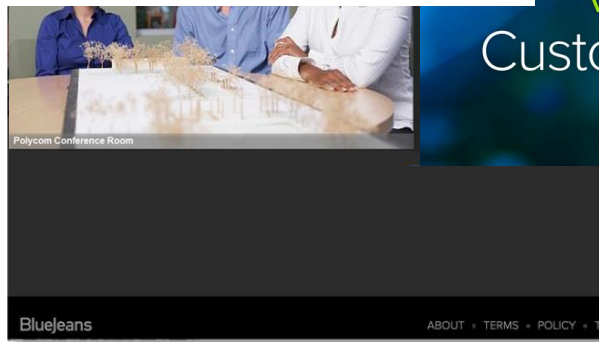
# Participants

Click pencil to [change your name](#)

Active speakers

Moderators have blue bar

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



Invite others to join this meeting

EVERYONE (4) NOW TALKING (1)

John Smith

Polycom Room

Betty Brown

Ralph Lee

DROP FROM MEETING

REQUEST DESKTOP CONTROL

CALL DETAILS

UNMUTE ALL MUTE ALL

Moderator only controls (push layouts, and more)

Moderator only can mute anyone's camera or microphone:

- **Red** indicates the participant muted themselves
- **Black** mic with red slash indicates muted by moderator

Click attendee's name:

- **Moderator only** can drop Ralph from the meeting
- Anyone can request [desktop control](#)
- Expose Call Details: device type, quality signal bars, and network stats

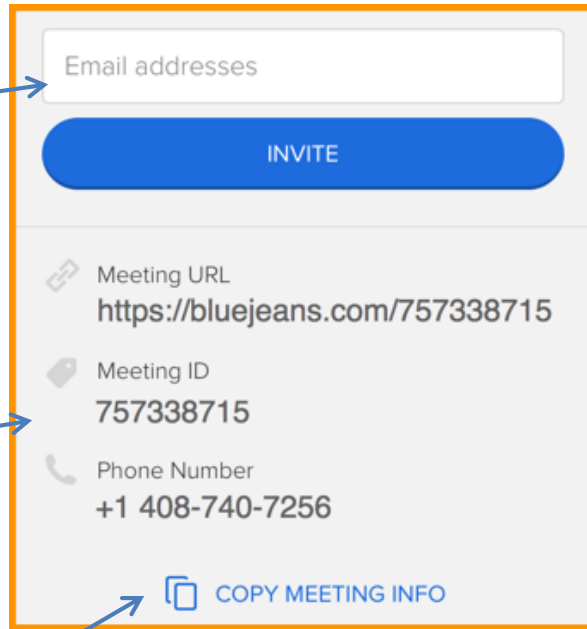
Moderator only can mute/unmute all microphones at once

# 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

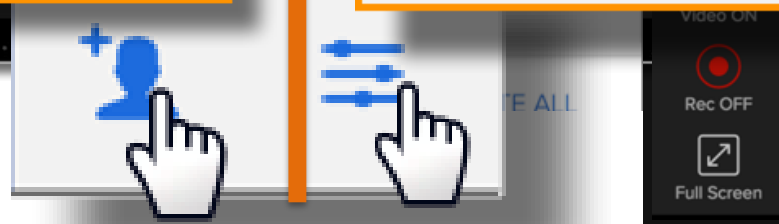
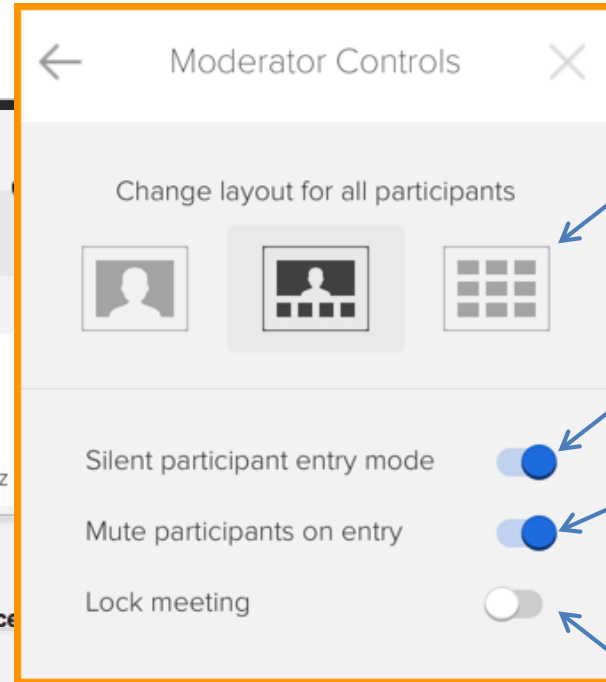
For Moderators only

Push [Video layout](#) to all participants

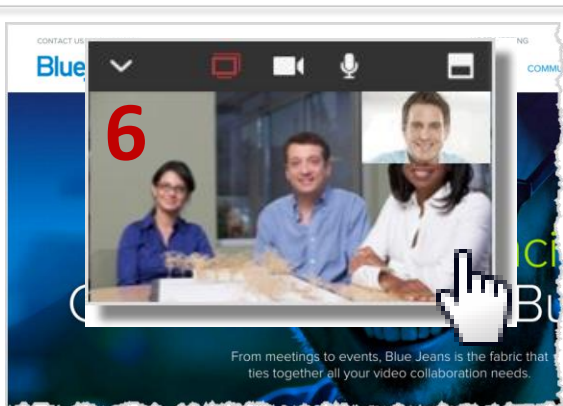
Disable entry tone when participants join meeting

[Mute participant's microphone](#) when they join meeting


Lock to prevent new participants from joining



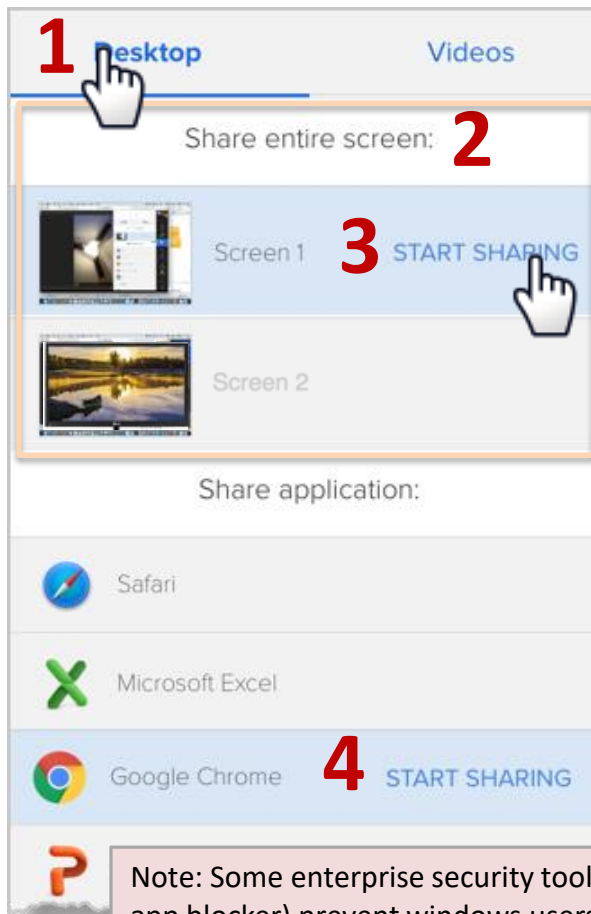
# Share Screen



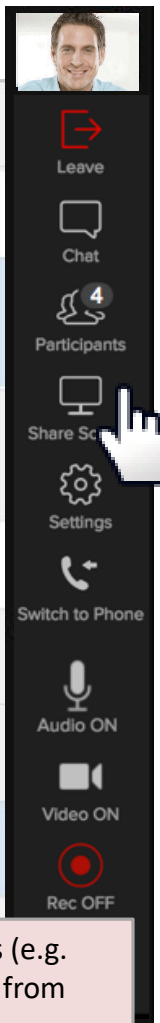
The “active speaker” remains visible as you show your screen!

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

You are sharing Entire Screen  Stop sharing **5**



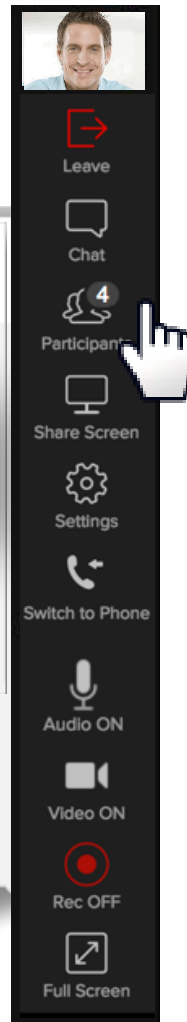
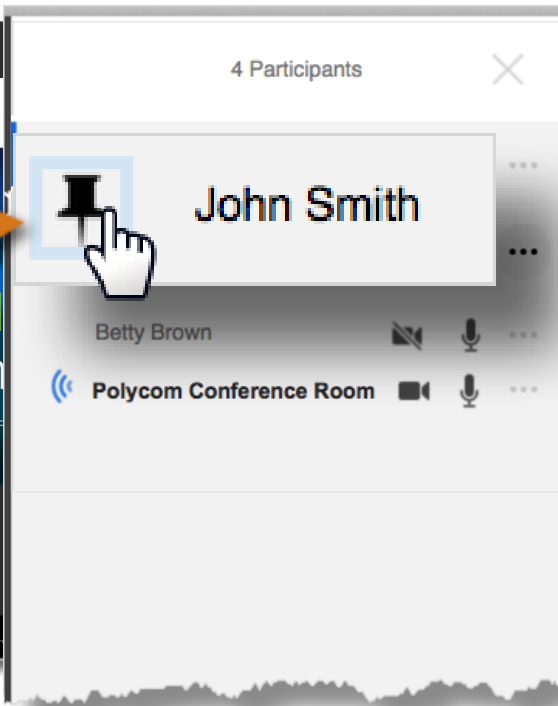
Note: Some enterprise security tools (e.g. app blocker) prevent windows users from sharing directly from the app.



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 using Chrome or Firefox)
5. To end sharing, click “Stop Sharing” banner (*slide banner if it covers up window menu option*)
6. Use the floating widget to manage while sharing

# 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

Want to **take control** of another computer sharing their screen?  
[Click here](#) for instructions.



Choose participant's Video layout

View participant's video only

Content Slider: Adjust video/content size

Shared content only

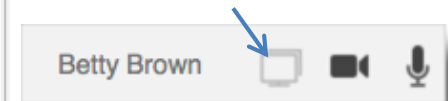
Show content in actual size

Take over, and share *your* screen

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



# Switch to Phone

CALL ME **1**

DIAL IN

What number should we call?

 +1 Enter phone number

Available in the US and Canada.

Your computer audio will be disconnected while we switch to your phone.


CALL ME NOW

CALL ME

**2** DIAL IN

Dial into the meeting

 United States

 +1.408.757.0979

Enter audio code on your phone

536035#



Leave



Chat



Participants



Share Screen



Settings



Switch to Phone



Audio ON



Video ON



Rec OFF



Full Screen

Click **Switch to Phone** to change your audio source to your phone:

## 1. BlueJeans calls you:

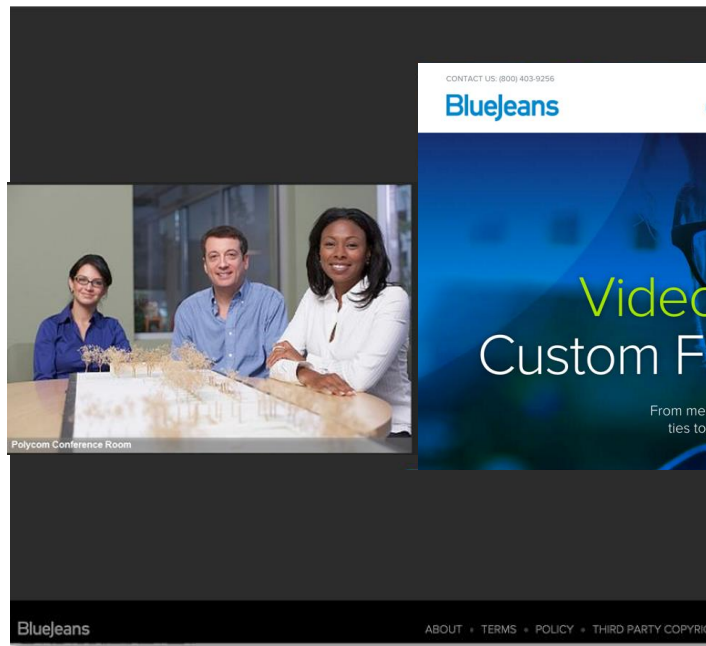
- Click the “call me” bar,
- Enter your phone number (only U.S. numbers accepted),
- Press “Call Me Now” and you’ll be in your meeting.

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.

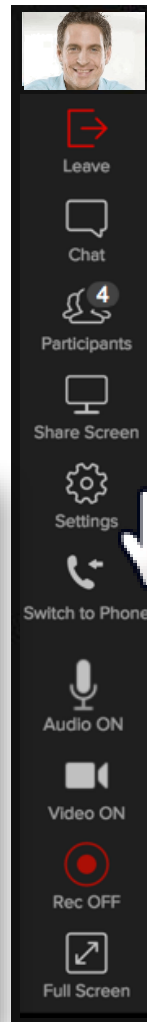
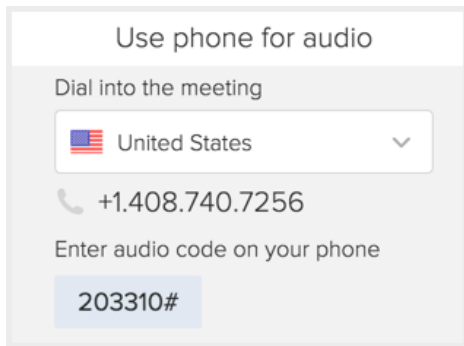
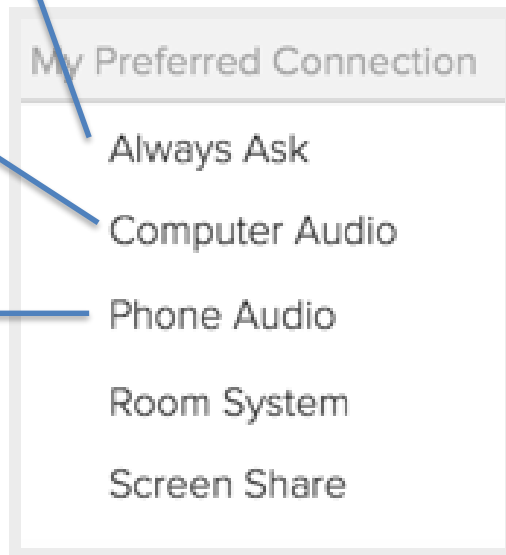
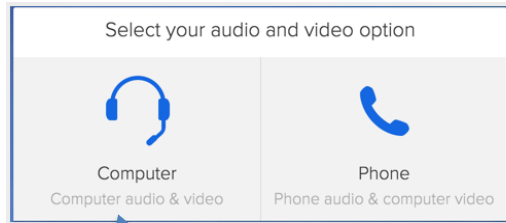
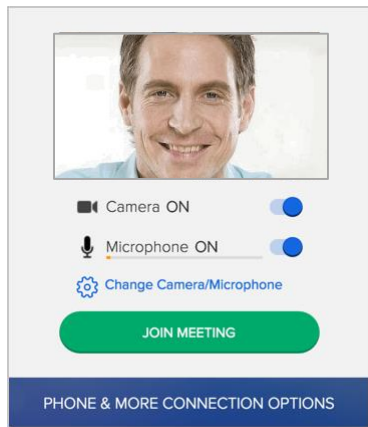
# Settings



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

# Settings – My Preferred Connection



**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

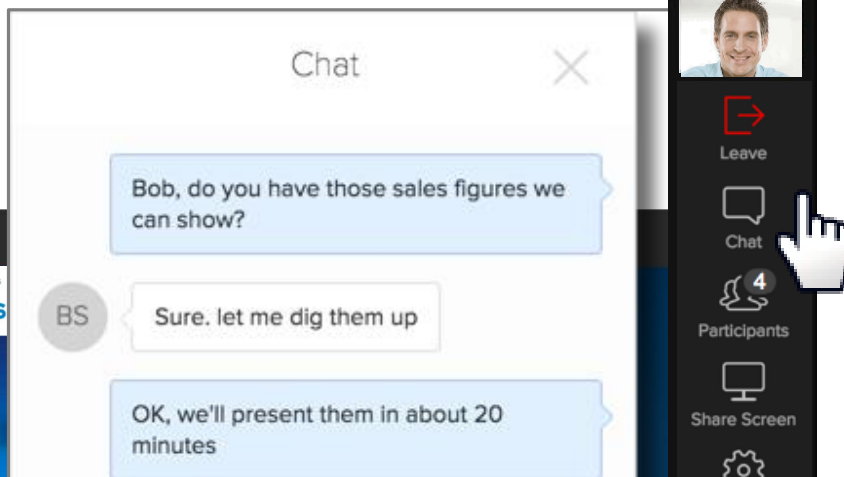
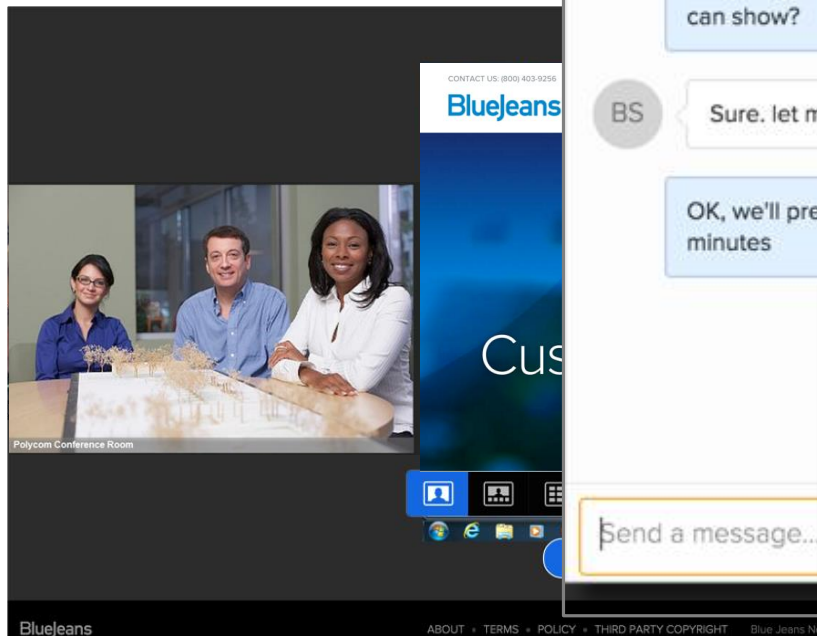
Flashing red light while recording is on

The screenshot displays a video conference interface. At the top, a dark banner with a white recording icon and the text "Recording is on" is shown. Below this, the main video area shows a presentation slide titled "Video Conferencing Custom Fit for Your Business" with a background image of a smiling man. To the left of the slide is a small video feed of three participants. On the right side, a vertical toolbar contains various controls: "Leave", "Chat", "Participants" (with a count of 4), "Share Screen", "Settings", "Switch to Phone", "Audio ON", "Video ON", "Rec OFF" (with a red circle icon), and "Full Screen". A hand cursor is pointing at the "Rec OFF" button. A blue arrow points from the text "Banner pops up briefly when recording starts or stops" to the recording banner. Another blue arrow points from the text "Flashing red light while recording is on" to a small red light icon in the top right corner of the video area.

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

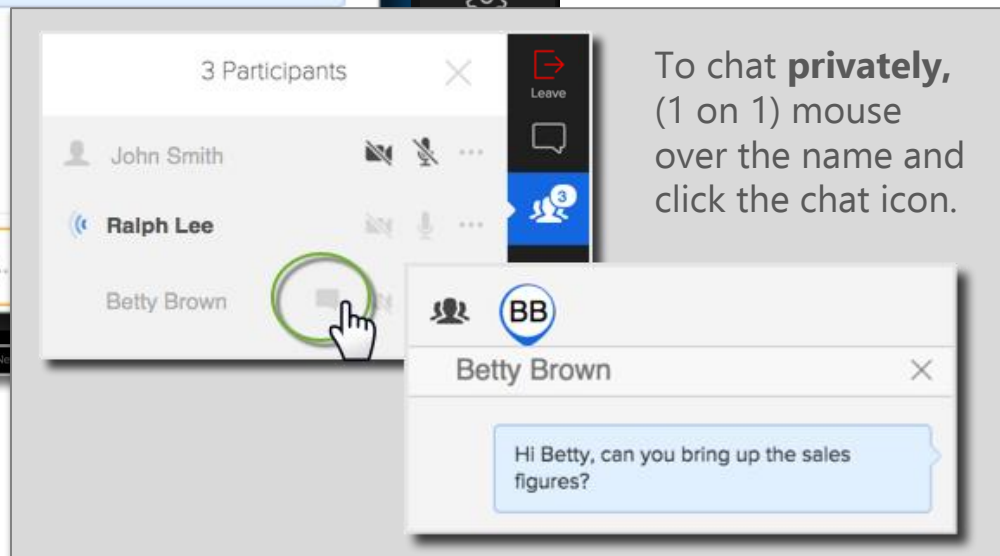
- Recording can only be enabled by the Moderator
- If the Moderator does not have a Recording button, [click here](#) for setup instructions
- For detailed instructions on how to manage the Recording and Playback feature, [click here](#)

# Chat



[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.

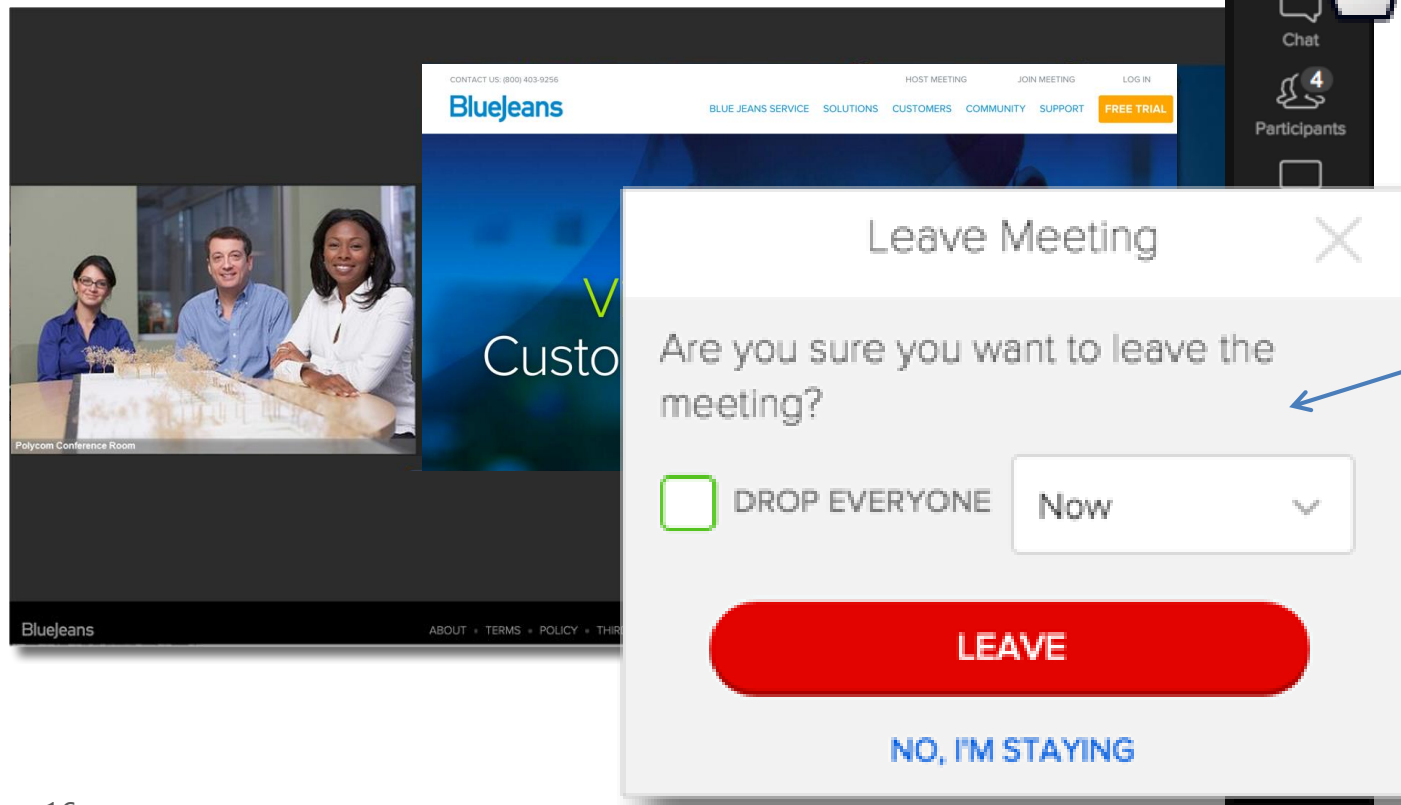
# Enlarge Self View

The screenshot displays the BlueJeans video conferencing interface. On the left, a small video window shows three participants in a 'Polycom Conference Room'. The main area features a BlueJeans logo and a promotional slide titled 'Video Conferencing Custom Fit for Your Business' with the text 'From meetings to events, Blue Jeans is the fabric that ties together all your video collaboration needs.' A large, semi-transparent thumbnail of a man's face is overlaid on the main content. A white arrow points from the top right towards this thumbnail. On the right side of the interface is a vertical toolbar with icons for 'Leave', 'Chat', 'Participants' (showing 4), 'Share Screen', 'Settings', 'Switch to Phone', 'Audio ON', 'Video ON', 'Rec OFF', and 'Full Screen'. At the top of this toolbar is a small self-view thumbnail with a hand cursor icon pointing at it, indicating it is the target for enlargement.

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.