



Administrator's Guide

September 27, 2017

BlueJeans

Contents

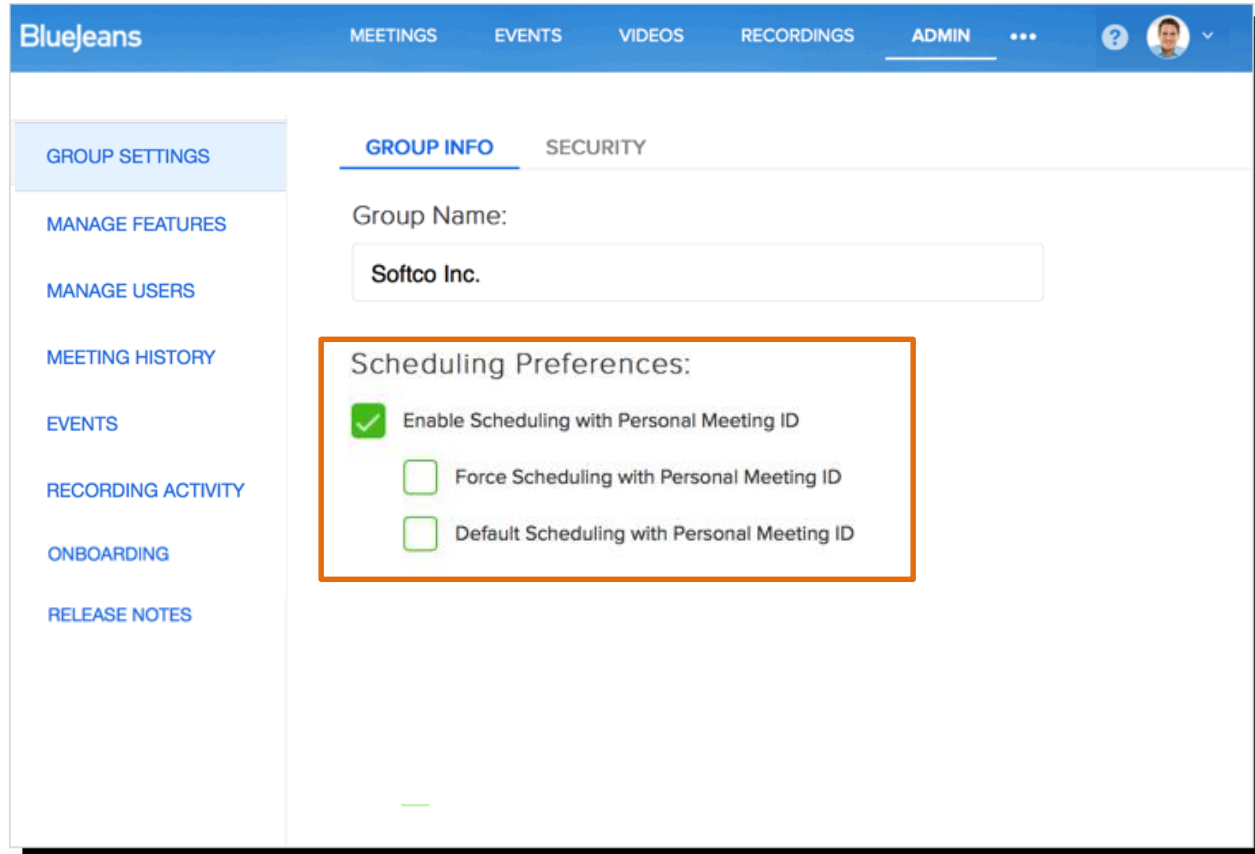
Administrators have control of their Enterprise Group. Provision and edit service for employees, and, view and manage billing and meeting history. One or more users can be assigned as Admin. This document provides instructions for:

1. Group Settings
2. Manage Features
3. Manage Users
4. Billing Management (Invoices, Plan and Payment Information)
5. Meeting History
6. Events
7. Recording Activity
8. Onboarding
9. Release Notes

Group Settings – Scheduling Preferences

With “Enable Scheduling” checked, users have option to use Personal meeting ID for Scheduled meetings:

- **Force Scheduling:**
users won't have option to use the scheduled 9 digit random ID
- **Default Scheduling:**
users will have Personal ID as their default when scheduling meetings.



The screenshot shows the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS' (selected), 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'ONBOARDING', and 'RELEASE NOTES'. The main content area has two tabs: 'GROUP INFO' (selected) and 'SECURITY'. Under 'GROUP INFO', the 'Group Name' is 'Softco Inc.'. A section titled 'Scheduling Preferences' is highlighted with an orange border and contains three options: 'Enable Scheduling with Personal Meeting ID' (checked with a green checkbox), 'Force Scheduling with Personal Meeting ID' (unchecked), and 'Default Scheduling with Personal Meeting ID' (unchecked).

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GROUP INFO SECURITY

Group Name:

Softco Inc.

Scheduling Preferences:

- ☒ Enable Scheduling with Personal Meeting ID
- ☐ Force Scheduling with Personal Meeting ID
- ☐ Default Scheduling with Personal Meeting ID

Group Settings – Meeting Security

If “Allow Personal URL” is checked, participants go straight into the host’s personal meeting when entering the moderator’s MyMeeting URL (*bluejeans.com/username*)

Unchecking “Allow Personal URL” forces participants to enter their name before joining the meeting:

Welcome.
Please tell us who you are.

[Access Meeting](#)

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Meeting Security:

☒ Allow Personal URL

If checked, participants go straight into the host's personal meeting when entering the moderator's MyMeeting URL (*bluejeans.com/username*).
Unchecking this box forces participants to enter their name before joining the meeting.

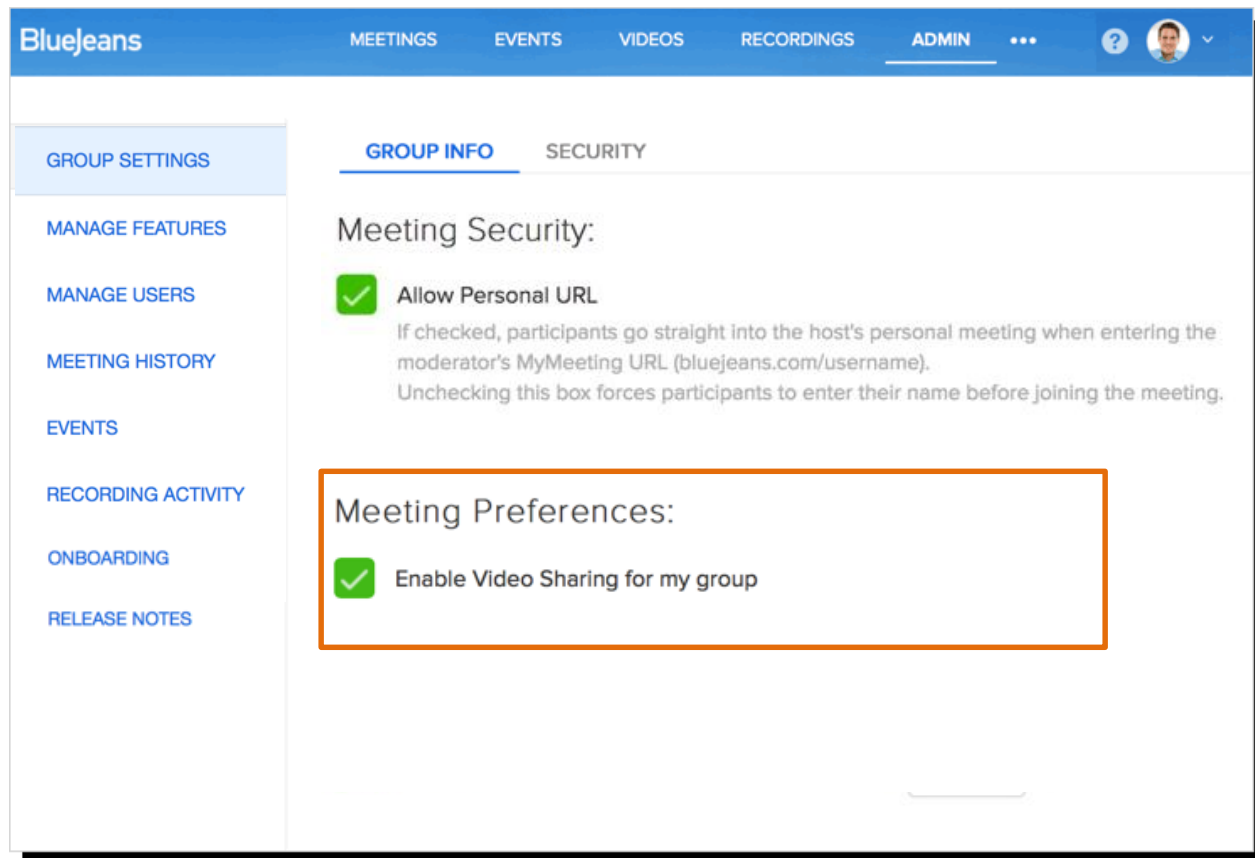
Meeting Preferences:

☒ Enable Video Sharing for my group

Group Settings – Meeting Preferences

Admins can select to enable or disable ...

- [Video Sharing](#)



The screenshot displays the BlueJeans web interface for Group Settings. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various settings categories, with GROUP SETTINGS highlighted. The main content area is divided into two tabs: GROUP INFO and SECURITY. Under the SECURITY tab, the 'Meeting Security' section shows a checked checkbox for 'Allow Personal URL', with a descriptive text explaining its function. Below this, the 'Meeting Preferences' section is highlighted with an orange border and contains a checked checkbox for 'Enable Video Sharing for my group'.

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Meeting Security:

☒ Allow Personal URL

If checked, participants go straight into the host's personal meeting when entering the moderator's MyMeeting URL (bluejeans.com/username).
Unchecking this box forces participants to enter their name before joining the meeting.

Meeting Preferences:

☒ Enable Video Sharing for my group

Group Settings – PSTN Numbers Preferences

Admins can customize the dial-in phone numbers that will appear for all meetings in the group.

Allow individual users to override, & set their own listed dial in numbers

Check and BlueJeans will select local country dial in numbers closest to the Moderator's location

Check and complete fields if you have your own number (forwarded to BlueJeans) that you want published in your meeting invites and web app

The screenshot shows the BlueJeans Group Settings interface. The left sidebar contains a list of settings: GROUP SETTINGS (highlighted), MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, ONBOARDING, and RELEASE NOTES. The main content area is titled 'GROUP INFO' and 'SECURITY'. Under 'GROUP INFO', there is a section for 'PSTN Numbers Preferences:'. This section includes a text input field with 'United States +1.408.740.7256' and a dropdown menu. The dropdown menu is open, showing a list of 'Custom PSTN numbers' and 'Default PSTN numbers'. A hand cursor is pointing at the 'Custom PSTN numbers' section. The 'PSTN Numbers Preferences' section also includes three checkboxes: 'Allow moderators to choose different' (checked), 'Allow Overriding the default PSTN nu' (unchecked), and 'Add your own custom PSTN numbers' (unchecked).

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PSTN Numbers Preferences:

Select one or more phone numbers.

United States +1.408.740.7256 x United S

Custom PSTN numbers

Canada 1.866.226.4650

Default PSTN numbers

United States +1.408.740.7256

United States +1.888.240.2560

United States +1.408.317.9253

Argentina +54.11.5173.7456

Australia +61.8.7070.8060

Australia +61.7.3123.4461

Australia +61.3.8400.4256

☒ Allow moderators to choose different

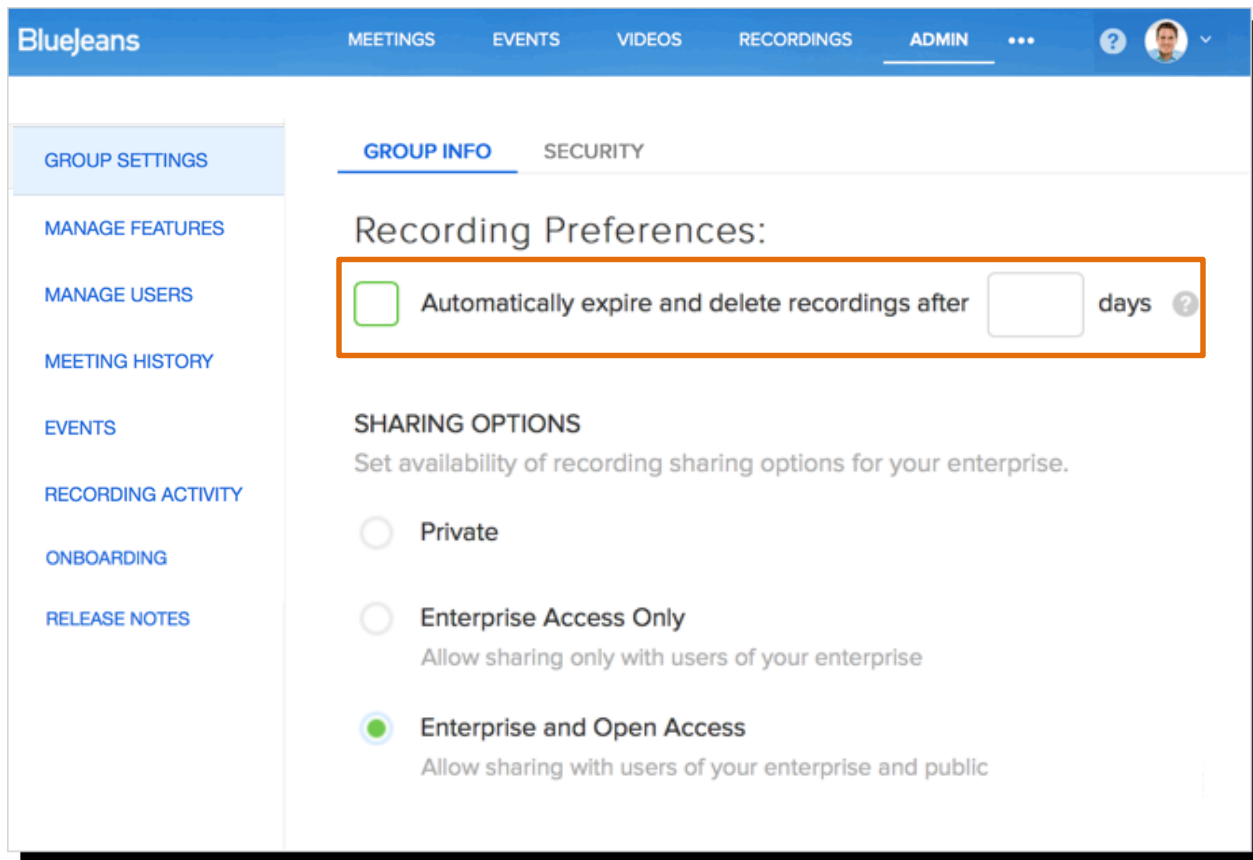
☐ Allow Overriding the default PSTN nu

☐ Add your own custom PSTN numbers

Group Settings – Recording Preferences

Check if you want to automatically delete recordings.

Warning: if enabled, recordings older than your entered date limit will be PERMANENTLY erased. You will NOT be able to retrieve.



The screenshot displays the BlueJeans user interface. At the top, a blue navigation bar contains the 'BlueJeans' logo and tabs for 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The 'ADMIN' tab is selected. Below this, a sidebar on the left lists various settings: 'GROUP SETTINGS' (highlighted), 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'ONBOARDING', and 'RELEASE NOTES'. The main content area is titled 'GROUP INFO' and 'SECURITY'. Under 'GROUP INFO', the 'Recording Preferences' section is highlighted with an orange border. It contains a checkbox labeled 'Automatically expire and delete recordings after' followed by an input field and the word 'days'. Below this, the 'SHARING OPTIONS' section is visible, with three radio button options: 'Private', 'Enterprise Access Only' (which is selected), and 'Enterprise and Open Access'.

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Recording Preferences:

☐ Automatically expire and delete recordings after days ?

SHARING OPTIONS

Set availability of recording sharing options for your enterprise.

☐ Private

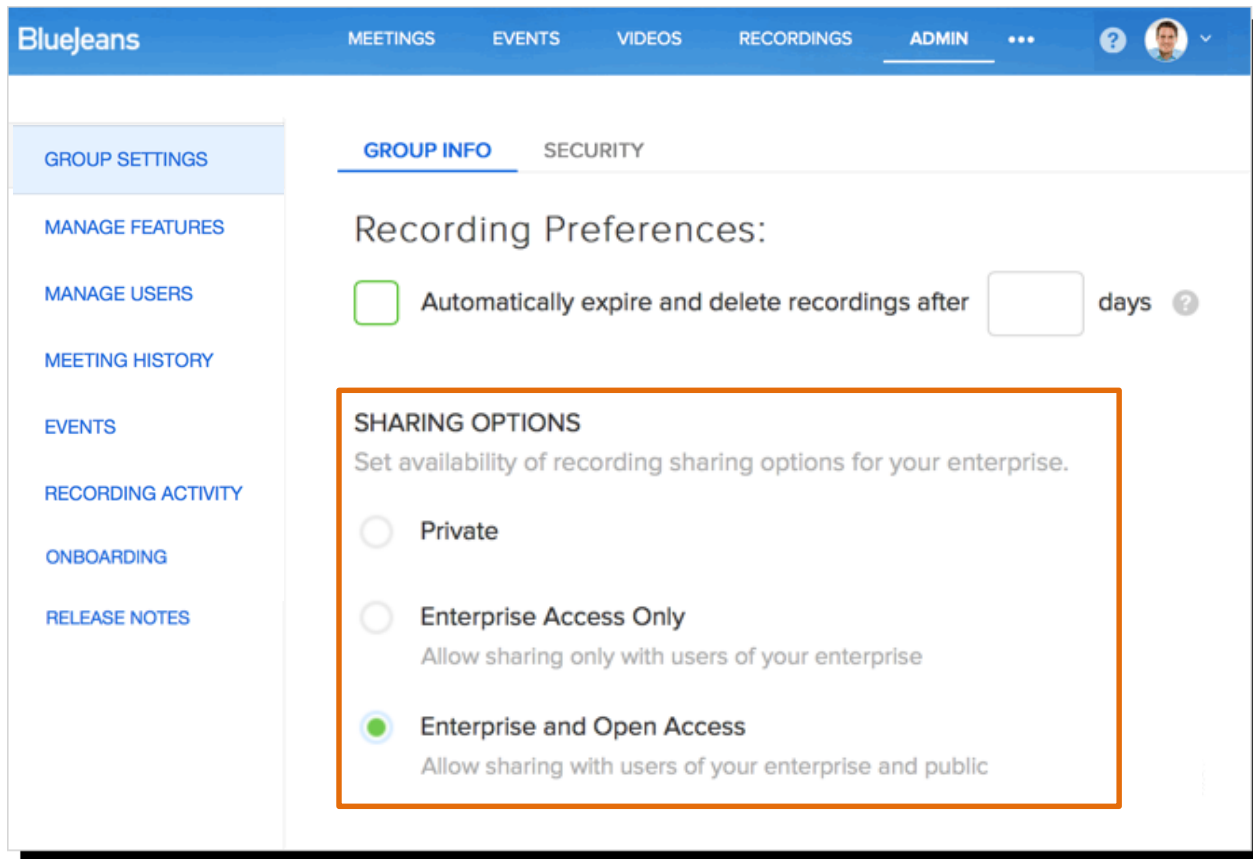
☒ Enterprise Access Only
Allow sharing only with users of your enterprise

☐ Enterprise and Open Access
Allow sharing with users of your enterprise and public

Group Settings – Recording Preferences

Set global sharing preferences for all [recordings](#) made by users in the group.

- **Private** - recording cannot be accessed from a shared link.
- **Enterprise Access Only** - recording will only be accessible to members of your enterprise group via the URL/Link (shown in screen shot below)
- **Open Access** - recording will be accessible to anyone via the URL/link

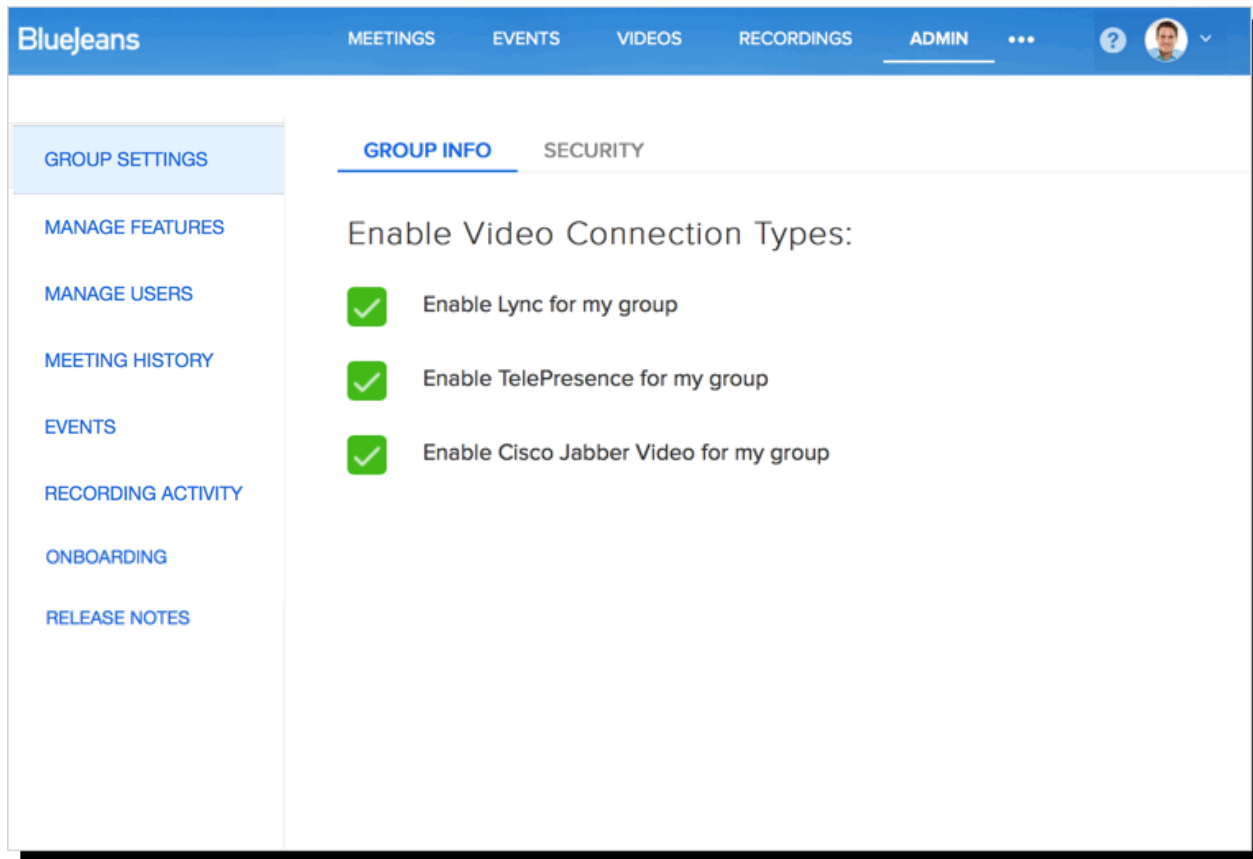


The screenshot displays the BlueJeans user interface. At the top, a blue navigation bar contains the 'BlueJeans' logo and tabs for 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The 'ADMIN' tab is selected. Below this, a sidebar on the left lists 'GROUP SETTINGS' (highlighted), 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'ONBOARDING', and 'RELEASE NOTES'. The main content area is titled 'GROUP INFO' and 'SECURITY'. Under 'GROUP INFO', the 'Recording Preferences:' section includes a checkbox for 'Automatically expire and delete recordings after' followed by an empty input field and the word 'days'. Below this, the 'SHARING OPTIONS' section is highlighted with an orange border. It contains the text 'Set availability of recording sharing options for your enterprise.' and three radio button options: 'Private', 'Enterprise Access Only' (with the subtext 'Allow sharing only with users of your enterprise'), and 'Enterprise and Open Access' (with the subtext 'Allow sharing with users of your enterprise and public'). The 'Enterprise and Open Access' option is selected, indicated by a green dot.

Group Settings – Video Connection Types

Check if you want one of these additional endpoint types to be enabled for users in your group:

- Lync
- TelePresence
- Cisco Jabber



The screenshot displays the BlueJeans web interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various settings categories, with GROUP SETTINGS highlighted. Under GROUP SETTINGS, there are links for MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, ONBOARDING, and RELEASE NOTES. The main content area shows the GROUP INFO tab selected, with a sub-tab for SECURITY. The heading 'Enable Video Connection Types:' is followed by three items, each with a green checkmark icon and a label: 'Enable Lync for my group', 'Enable TelePresence for my group', and 'Enable Cisco Jabber Video for my group'.

Video Connection Type	Status
Enable Lync for my group	Enabled (checked)
Enable TelePresence for my group	Enabled (checked)
Enable Cisco Jabber Video for my group	Enabled (checked)

Group Settings – Default Connection Options

Set the default endpoint connection (and audio source) preference for all users in your group.

If checked, users on Chrome will be able to “easily” select to use Chrome. If unchecked, they will more aggressively be directed to the BlueJeans App (similar scenario for the Firefox checkbox).

The screenshot displays the BlueJeans Group Settings interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various settings categories: GROUP SETTINGS, MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, ONBOARDING, and RELEASE NOTES. The main content area is titled 'GROUP INFO' and 'SECURITY'. A red box highlights the 'Default Connection Option' section, which includes a dropdown menu set to 'Blue Jeans App', a checkbox for 'Allow users to choose their audio source' (checked), and three checkboxes for 'Allow easy browser access' for Chrome, Firefox, and Safari users. Below this, the 'Default Timezone' is set to 'GMT-0800 US/Pacific' and the 'Session Timeout' is set to 'Log users out after' minutes of idle time.

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Default Connection Option:

Blue Jeans App

☒ Allow users to choose their audio source
Use computer mic & speakers for audio
Use the phone for audio

☒ Allow easy browser access for Chrome users. ?

☐ Allow easy browser access for Firefox users. ?

☐ Allow easy browser access for Safari users. ?

Default Timezone:

GMT-0800 US/Pacific

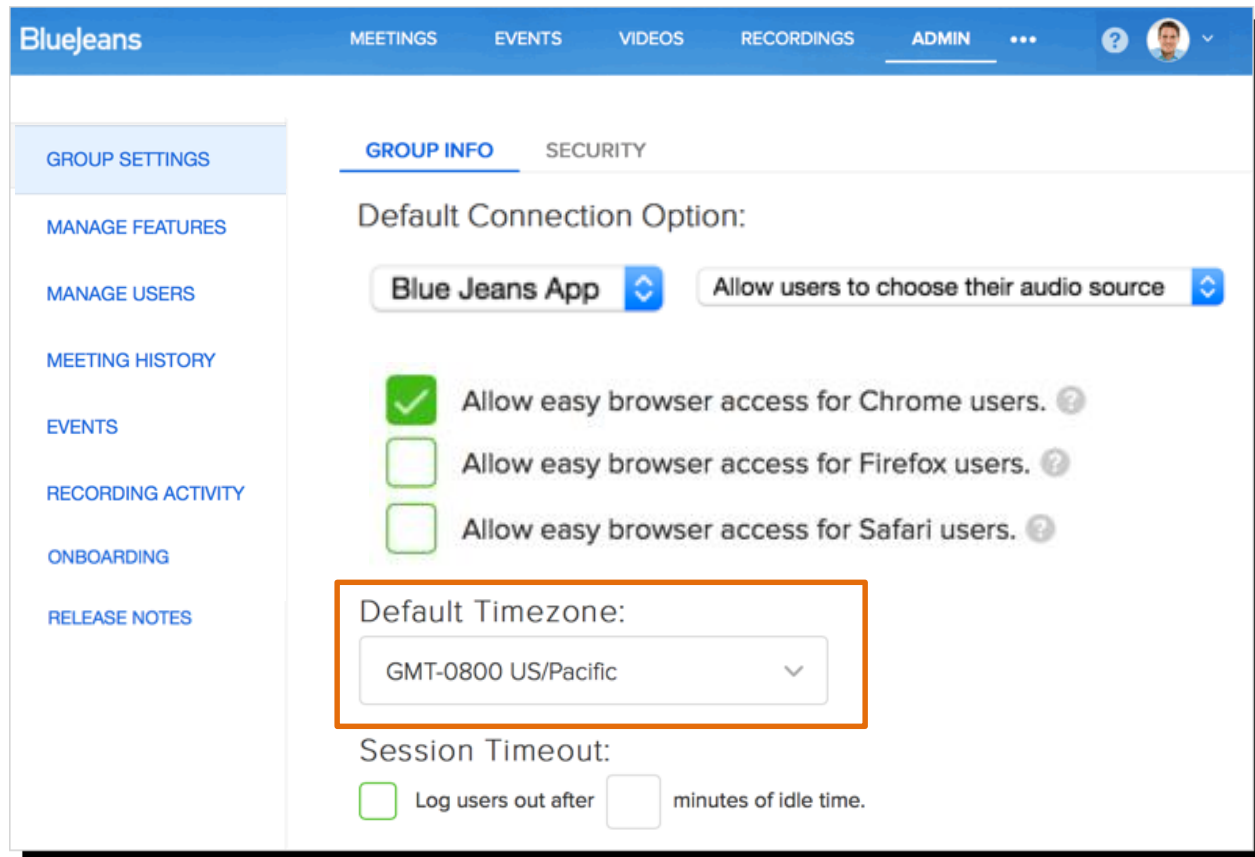
Session Timeout:

☐ Log users out after minutes of idle time.

Group Settings – Default Timezone

Select the default timezone that will be assigned to new users you *add* or *invite*.

Changing this setting will **not** override the individual timezone setting a specific user has already selected.



The screenshot displays the BlueJeans user interface. At the top, a blue navigation bar contains the 'BlueJeans' logo and links for 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The 'ADMIN' link is active. Below the navigation bar, a sidebar on the left lists various settings: 'GROUP SETTINGS' (highlighted), 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'ONBOARDING', and 'RELEASE NOTES'. The main content area is titled 'GROUP INFO' and 'SECURITY'. Under 'GROUP INFO', the 'Default Connection Option' section shows 'Blue Jeans App' and 'Allow users to choose their audio source'. Below this, there are three checkboxes for browser access: 'Allow easy browser access for Chrome users.' (checked), 'Allow easy browser access for Firefox users.' (unchecked), and 'Allow easy browser access for Safari users.' (unchecked). The 'Default Timezone' section is highlighted with an orange border and shows a dropdown menu set to 'GMT-0800 US/Pacific'. At the bottom, the 'Session Timeout' section has an unchecked checkbox and a text input field for minutes of idle time.

Group Settings – Session Timeout

Set a default "timeout period" for users who are logged into their BlueJeans account (web app).

For example, specify that after 120 minutes of inactivity, a user will automatically be logged out of BlueJeans and cannot schedule or host meetings until logging back into their account.

The screenshot shows the BlueJeans Group Settings page. The left sidebar contains a menu with the following items: GROUP SETTINGS (highlighted), MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, ONBOARDING, and RELEASE NOTES. The main content area has two tabs: GROUP INFO (selected) and SECURITY. Under the GROUP INFO tab, there is a section for 'Default Connection Option:' with two dropdown menus: 'Blue Jeans App' and 'Allow users to choose their audio source'. Below this are three checkboxes for browser access: 'Allow easy browser access for Chrome users.' (checked), 'Allow easy browser access for Firefox users.' (unchecked), and 'Allow easy browser access for other browsers.' (unchecked). The 'Default Timezone:' is set to 'GMT-0800 US/Pacific'. At the bottom, the 'Session Timeout:' section is highlighted with an orange box. It contains an unchecked checkbox and the text 'Log users out after' followed by an empty input field and 'minutes of idle time.'.

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Default Connection Option:

Blue Jeans App

Allow users to choose their audio source

☒ Allow easy browser access for Chrome users. ?

☐ Allow easy browser access for Firefox users. ?

☐ Allow easy browser access for other browsers. ?

Default Timezone:

GMT-0800 US/Pacific

Session Timeout:

☐ Log users out after minutes of idle time.

*This is timeout for your users BlueJeans **web** session, **not** from a meeting*

Group Settings – User Security: SAML

We support any SAML 2.0 compatible identity provider.

Some of the known IdPs that we have successfully deployed SAML with are:

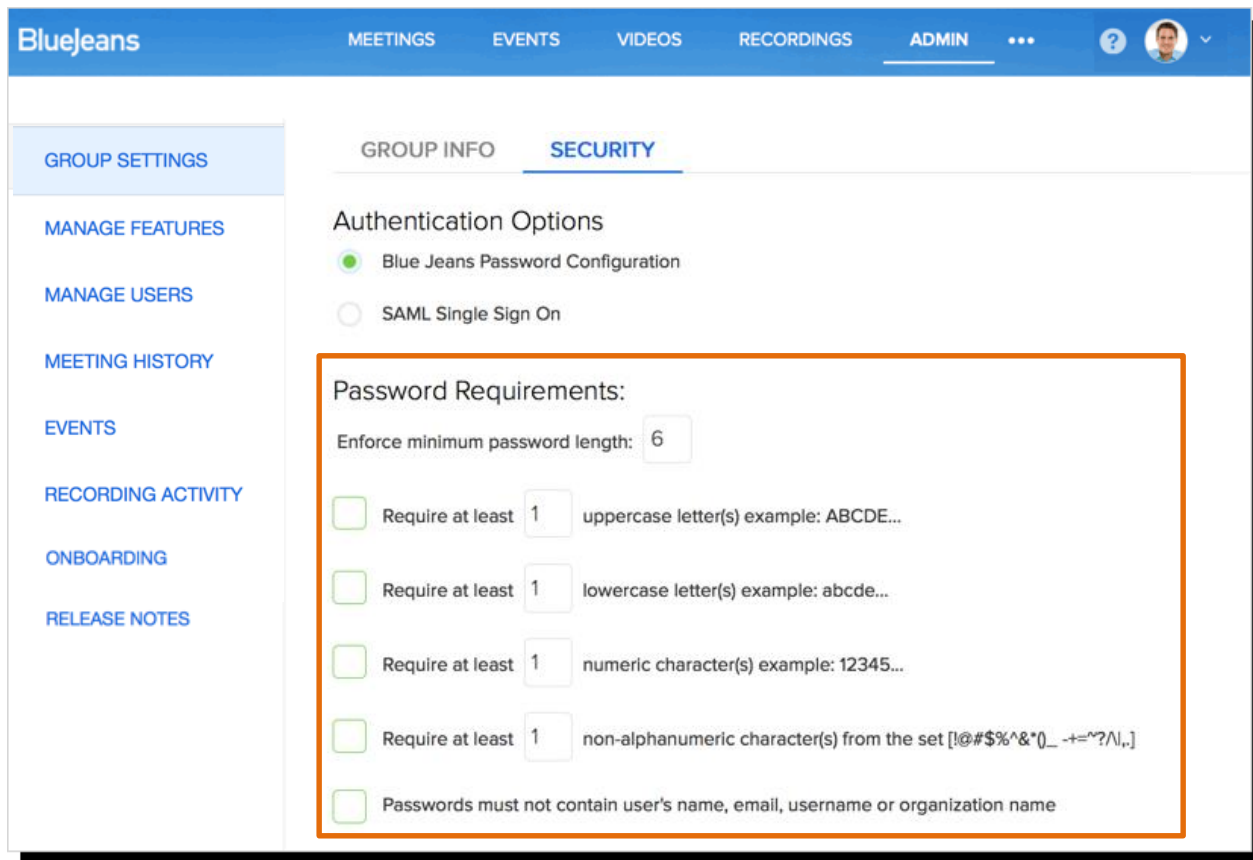
- [AssureBridge](#)
- [Okta](#) - for setup, [click here](#)
- [VMWare Horizon](#)
- [Shibboleth](#)
- [SimpleSAMLphp](#)
- [Microsoft Active Directory Federation Services \(ADFS\)](#)

The screenshot shows the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS', 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'ONBOARDING', and 'RELEASE NOTES'. The 'GROUP SETTINGS' section is expanded, showing 'GROUP INFO' and 'SECURITY' tabs. The 'SECURITY' tab is selected, and a hand cursor points to it. Under 'Authentication Options', 'SAML Single Sign On' is highlighted. Below this, 'Password Requirements' are listed with checkboxes and input fields for minimum length and character types. A callout box on the right says 'To learn more about **SAML Single Sign on**, [click here](#)'.

Group Settings – User Security: Passwords

Administrators can adjust password security levels for the group:

- Adjust Password standards (minimum length, required use of numbers, etc.)



The screenshot shows the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS' (highlighted), 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'ONBOARDING', and 'RELEASE NOTES'. The main content area has two tabs: 'GROUP INFO' and 'SECURITY' (highlighted). Under 'SECURITY', there are two options: 'Blue Jeans Password Configuration' (selected with a green dot) and 'SAML Single Sign On' (unselected with a grey dot). Below these, the 'Password Requirements' section is highlighted with an orange border. It includes a text input for 'Enforce minimum password length' set to '6'. There are five checkboxes for password requirements, each with a text input for the count and a description: 'Require at least 1 uppercase letter(s) example: ABCDE...', 'Require at least 1 lowercase letter(s) example: abcde...', 'Require at least 1 numeric character(s) example: 12345...', 'Require at least 1 non-alphanumeric character(s) from the set [!@#\$%^&*()_ -+=~?/\|,.]', and 'Passwords must not contain user's name, email, username or organization name'.

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Authentication Options

☒ Blue Jeans Password Configuration

☐ SAML Single Sign On

Password Requirements:

Enforce minimum password length: 6

☐ Require at least 1 uppercase letter(s) example: ABCDE...

☐ Require at least 1 lowercase letter(s) example: abcde...

☐ Require at least 1 numeric character(s) example: 12345...

☐ Require at least 1 non-alphanumeric character(s) from the set [!@#\$%^&*()_ -+=~?/\|,.]

☐ Passwords must not contain user's name, email, username or organization name

Group Settings – User Security: Passwords

Administrators can adjust password security levels for the group:

- Change Password options (force user to change password every x days)
- Set failed login notification

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Change Password Options:

☒ None

☐ User must change password every 90 days

☐ Do not allow changing passwords

Failed Login Notification:

☐ Notify user after 53 failed login attempts ✓

SAVE CHANGES CANCEL

Manage Features

Enable or disable five features for your group:

- Remote Desktop Control
- Recording
- Large Meeting Capacity

- Check to make available
- Set default
- Apply default to all

Individual users cannot adjust or override these settings from their account (but, the Admin can)

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MEETING FEATURES

☒ REMOTE DESKTOP CONTROL 4 | 922

Enable one participant to control another's desktop upon granting of permission

Default: ☒ Disabled ☐ Enabled

[APPLY DEFAULTS TO ALL USERS](#)

USER SETTINGS

☒ MEETING RECORDING 925 | 1

Enable users to record, playback and share meetings

Default: ☐ Disabled ☒ Enabled

[APPLY DEFAULTS TO ALL USERS](#)

☒ LARGE MEETING 926 | 0

Enable users to have large meetings (more than the standard 25 participants limit)

Manage Users – View/Edit Users

Roster of users is found in this first tab under Manage Users. Click a name to edit some of their credentials.

Select a view:

- ✓ Active Users
- ✓ Administrators
- ✓ Declined Invitations
- ✓ Invited Users
- ✓ User Requests



**Star indicates
Administrator**

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VIEW/EDIT USERS ADD USER INVITE USERS ONBOARDING TOOLS

Show Active Users

Search users

Name	Username	Email	Join Date
JS John Smith	johnsmith	john@softcoinc.com	Oct. 22, 2011
BB Betty Brown	betty brown	betty@softcoinc.com	Oct. 28, 2011
RL Ralph Lee	ralph lee	ralph@softcoinc.com	Oct. 22, 2011

EXPORT USER LIST

Click name to edit ...
see next page

Manage Users – View/Edit – Profile Details

Click on a user's name then Profile Details:

1. Unique Email address
1. Personal Meeting ID must be at least 9 digits. Often, the person's phone number is used.
1. Enter [Tags](#) to identify user within a department or category. Use underscore if two words. Tag will be listed in the exported user list, and meeting history
2. Removing user drops them from your group, but, NOT from the BJN database (contact Support if you wish to re-use their credentials).

Note: If SAML (SSO) is enabled, fields 1 & 2 cannot be edited from this Admin page.

PROFILE DETAILS SETTINGS & FEATURES

Full Name: * John Smith

Password: *

Company: * Softco, Inc.

Title: Senior Product Manager

Email Address: * john@softcoinc.com **1**

BlueJeans Meeting I.D. * 2145551234 **2**

Moderator Passcode: * *

Tags: Product x sales_team x **3**

4

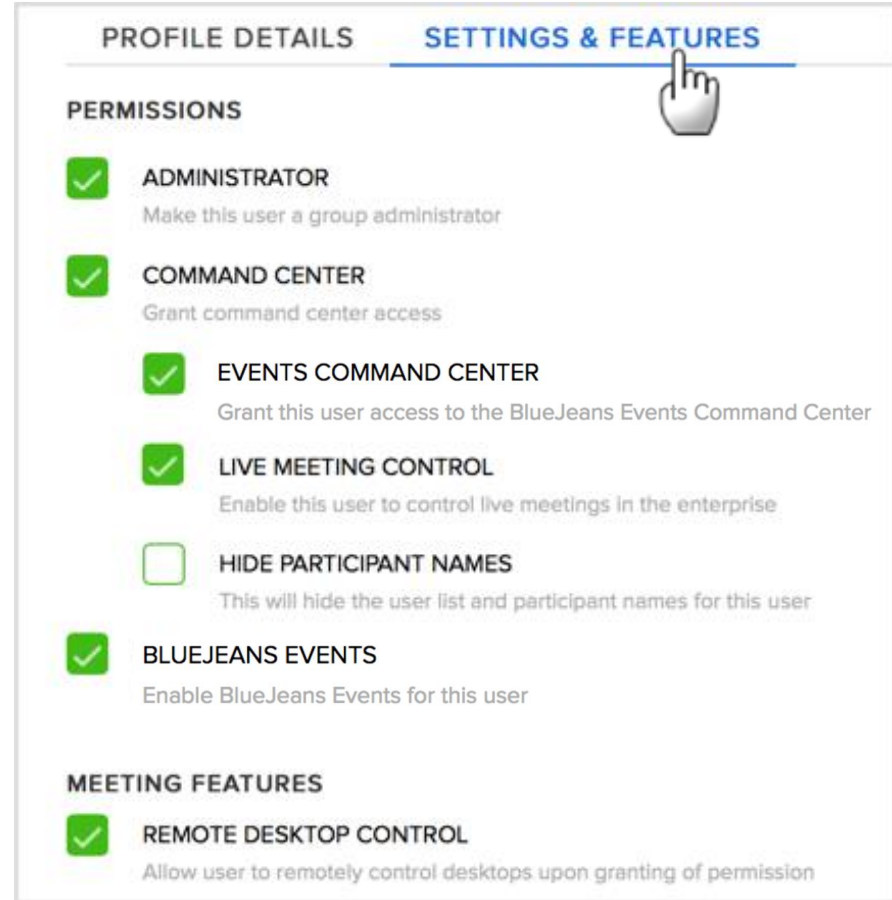
REMOVE USER

FORCE PASSWORD RESET

SAVE CHANGES CANCEL

Manage Users – View/Edit – Settings & Features

1. Click to make this user an Admin for the group.
2. Grant [Command Center](#) access to this user:
 - With "Privacy Setting" clicked, Admin will only see the first 5 characters in name fields,
 - Add Command Center for Events, or
 - Enable [Live Meeting Control](#)
3. Enable Events for this user (Events will need to be enabled at the group level).
4. Enable [Remote Desktop Control](#) for this user.



PROFILE DETAILS **SETTINGS & FEATURES**

PERMISSIONS

- ☒ **ADMINISTRATOR**
Make this user a group administrator
- ☒ **COMMAND CENTER**
Grant command center access
- ☒ **EVENTS COMMAND CENTER**
Grant this user access to the BlueJeans Events Command Center
- ☒ **LIVE MEETING CONTROL**
Enable this user to control live meetings in the enterprise
- ☐ **HIDE PARTICIPANT NAMES**
This will hide the user list and participant names for this user
- ☒ **BLUEJEANS EVENTS**
Enable BlueJeans Events for this user

MEETING FEATURES

- ☒ **REMOTE DESKTOP CONTROL**
Allow user to remotely control desktops upon granting of permission

Manage Users – View/Edit – Settings & Features

5. Click to enable [Recording](#) for this user.
6. Click to enable [Large Meeting](#) Capacity for this user, extending their meeting capacity to 100 participants.
7. Click to activate the [Delegate Scheduling](#) feature for this user.
5. Enable Lync, Telepresence or Cisco Jabber as endpoint options for meetings hosted by this user.

PROFILE DETAILS **SETTINGS & FEATURES**

☒ **MEETING RECORDING** 5
Allow user to record, view and share meetings

☒ **LARGE MEETING** 6
Allow user to have large meetings (more than 25 participants limit)

☒ **DELEGATE SCHEDULING** 7
Allow this user to delegate scheduling of meetings to others
Assign Delegates:

ENDPOINT OPTIONS

☐ **LYNC CONNECTIVITY** 8
Enable Lync connectivity for this user

☐ **TELEPRESENCE**
Enable telepresence connectivity for this user

☐ **CISCO JABBER**
Enable cisco jabber connectivity for this user

SAVE CHANGES **CANCEL**

Manage Users – Export users roster

Click Export User List to download a spreadsheet, listing account details or all users in your group:

- ✓ First Name
- ✓ Middle Name
- ✓ Last Name
- ✓ Title
- ✓ Email
- ✓ Phone #
- ✓ Time Zone
- ✓ Tags
- ✓ Language
- ✓ Meeting ID
- ✓ Last Login
- ✓ Enterprise Add Date
- ✓ Is Enterprise Admin?
- ✓ Default Endpoint
- ✓ Connection Types

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Show Active Users

Search users

Name	Username	Email	Join Date
smith	johnsmith	john@softcoinc.com	Oct. 22, 2011
brown	betty brown	betty@softcoinc.com	Oct. 28, 2011
lee	ralphlee	ralph@softcoinc.com	Oct. 22, 2011

EXPORT USER LIST

Manage Users – Add User

Create one user at a time.

✓ We offer many different ways to onboard new users, including SSO and bulk uploads. [Click here](#) for details

The screenshot shows the BlueJeans 'Add User' interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS', 'MANAGE FEATURES', 'MANAGE USERS' (highlighted), 'MEETING HISTORY', 'EVENTS', 'RECORDING ACTIVITY', 'ONBOARDING', and 'RELEASE NOTES'. The main content area is titled 'VIEW/EDIT USERS' and 'ADD USER'. A note states: 'This tool allows you to create one user at a time and requires all required (*) fields to be entered by the administrator.' The form is divided into three sections: 'PERMISSIONS', 'MEETING FEATURES', and a user information section. The 'PERMISSIONS' section includes checkboxes for 'ADMINISTRATOR', 'COMMAND CENTER' (checked), 'EVENTS COMMAND CENTER' (checked), 'LIVE MEETING CONTROL' (checked), 'HIDE PARTICIPANT NAMES', and 'BLUEJEANS EVENTS' (checked). The 'MEETING FEATURES' section includes a checkbox for 'REMOTE DESKTOP CONTROL'. The user information section includes fields for 'Pick a Blue Jeans Username:', 'Create a Password:', 'Email Address:', 'Create a Blue Jeans Meeting I.D.', and 'Pick a Moderator Passcode:'. The right sidebar contains fields for 'Full Name:', 'Company:', 'Title:', 'Delegates Scheduling:', 'Tags:', and 'Send user a welcome email (PREVIEW EMAIL)'.

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MEETINGS EVENTS VIDEOS RECORDINGS ADMIN

VIEW/EDIT USERS **ADD USER** INVITE USERS ONBOARDING TOOLS

This tool allows you to create one user at a time and requires all required (*) fields to be entered by the administrator.

PERMISSIONS

- ☐ ADMINISTRATOR
- ☒ COMMAND CENTER
- ☒ EVENTS COMMAND CENTER
- ☒ LIVE MEETING CONTROL
- ☐ HIDE PARTICIPANT NAMES
- ☒ BLUEJEANS EVENTS

MEETING FEATURES

- ☐ REMOTE DESKTOP CONTROL

Pick a Blue Jeans Username: *

Enter Username

Create a Password: *

Enter Password

☐ Require user to change password on first login

Email Address: *

Enter Email Address

Create a Blue Jeans Meeting I.D.: *

Meeting I.D. must be 9 to 18 digit numeric I.D.

Pick a Moderator Passcode: *

4-18 digit numeric passcode

Full Name: *

Enter Full Name

Company: *

Blue Jeans Network

Title:

Optional

Delegates Scheduling:

☐ Enable Delegation

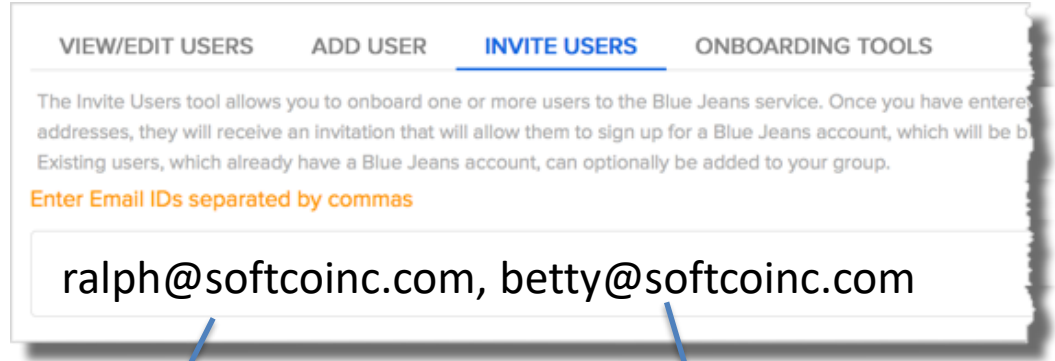
Tags:

☐ Send user a welcome email (PREVIEW EMAIL)

Manage Users - Invite Users

Administrators can send email invitation(s) to join their Group.

Paste a .csv file, if needed.



VIEW/EDIT USERS ADD USER **INVITE USERS** ONBOARDING TOOLS

The Invite Users tool allows you to onboard one or more users to the Blue Jeans service. Once you have entered addresses, they will receive an invitation that will allow them to sign up for a Blue Jeans account, which will be b Existing users, which already have a Blue Jeans account, can optionally be added to your group.

Enter Email IDs separated by commas

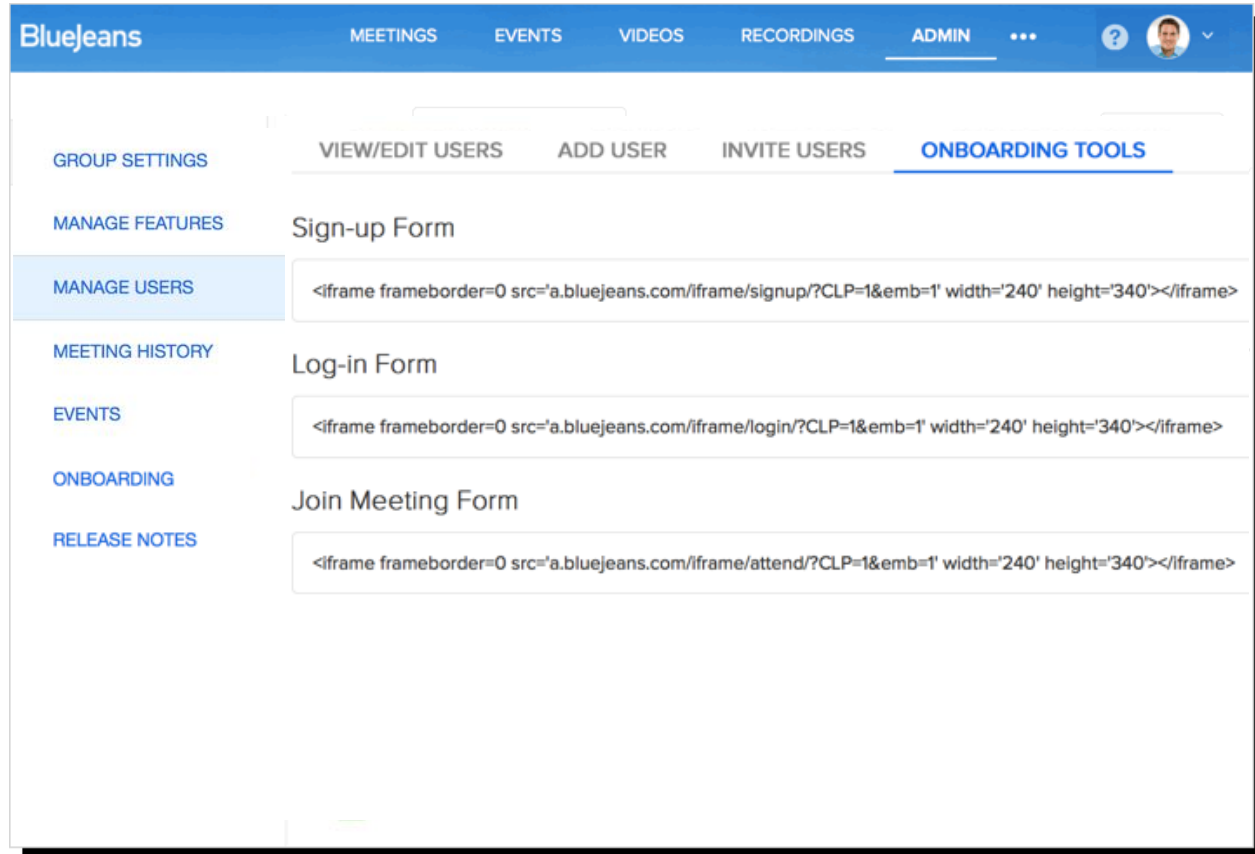
ralph@softcoinc.com, betty@softcoinc.com

Existing BJN users
are invited to move
into your group.

New users sign up
and are automatically
added to your group.

Manage Users – Onboarding Tools

The onboarding code snippets will allow you to embed the BlueJeans sign-up and log-in forms into a page of your choosing, allowing your users to sign up for an account in your BlueJeans enterprise.



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various management options: GROUP SETTINGS, MANAGE FEATURES, MANAGE USERS (highlighted), MEETING HISTORY, EVENTS, ONBOARDING, and RELEASE NOTES. The main content area is titled 'ONBOARDING TOOLS' and contains three sections: 'Sign-up Form', 'Log-in Form', and 'Join Meeting Form'. Each section displays an iframe code snippet for embedding the respective form into a website.

```
<iframe frameborder=0 src='a.bluejeans.com/iframe/signup/?CLP=1&emb=1' width='240' height='340'></iframe>
```

```
<iframe frameborder=0 src='a.bluejeans.com/iframe/login/?CLP=1&emb=1' width='240' height='340'></iframe>
```

```
<iframe frameborder=0 src='a.bluejeans.com/iframe/attend/?CLP=1&emb=1' width='240' height='340'></iframe>
```


Billing Management

Tab not available if service is through a BlueJeans reselling partner

Manage invoice & payment information online:

1. Current Plan
2. Contact your Sales Manager
3. Scan invoice history
4. Detailed invoice from prior months (PDF)
5. Change your payment method (e.g., posting different credit card)

The screenshot shows the BlueJeans user interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar contains links for 'GROUP SETTINGS', 'MANAGE FEATURES', 'MANAGE USERS', 'BILLING MANAGEMENT' (highlighted with a hand cursor), 'MEETING HISTORY', and 'EVENTS'. The main content area displays the 'Plan Type' as 'Business Unlimited' (callout 1), a 'CONTACT SALES' button (callout 2), and a summary table for the 'Next Invoice' showing 'Minutes Used' as 9329 and 'Balance' as \$0.00. Below this is the 'INVOICE HISTORY' tab (callout 3) with a sub-tab 'PAYMENT METHOD' (callout 5). The invoice history table has columns for 'Invoice Number', 'Invoice Date', 'Due Date', and 'Amount'. It lists two invoices: 'INV00022716' due on 'Jul 19, 2014' and 'INV00000275' due on 'Jul 28, 2013'. Callout 4 points to the PDF icon next to the second invoice. A note box at the bottom explains the invoicing process.

Note: on the day of your scheduled invoice, BlueJeans:

1. Generates an invoice,
2. Processes the credit card payment, and
3. Emails a detailed invoice of the charges to you and uploads it to this Invoice History tab.

Meeting History

Administrators view Meeting History, from all users:

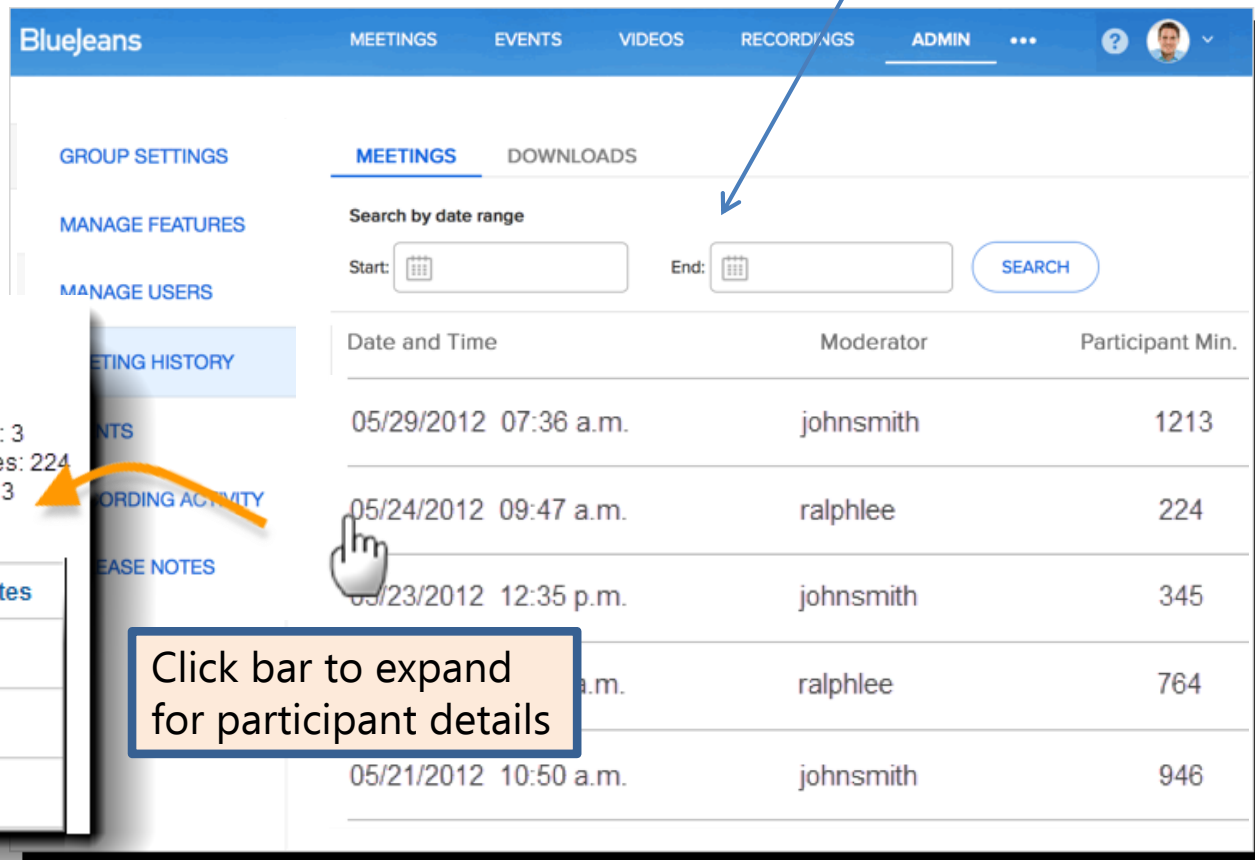
Tip: Search by date range

Meeting Summary

Title: HR Plan
Date: May 22, 2012
Start Time: 9:47 am
Moderator: ralphlee

Duration: 84
Participant Count: 3
Participant Minutes: 224
Max Participants: 3

Participant	Join time	Minutes
 Ralph Lee	09:47:21	77
 Conference Room:	09:47:21	82
 JT	09:59:04	65



BlueJeans

MEETINGS EVENTS VIDEOS RECORDINGS ADMIN

GROUP SETTINGS

MANAGE FEATURES

MANAGE USERS

MEETING HISTORY

MEETINGS DOWNLOADS

Search by date range

Start: End: SEARCH

Date and Time	Moderator	Participant Min.
05/29/2012 07:36 a.m.	johnsmith	1213
05/24/2012 09:47 a.m.	ralphlee	224
05/23/2012 12:35 p.m.	johnsmith	345
05/23/2012 12:35 p.m.	ralphlee	764
05/21/2012 10:50 a.m.	johnsmith	946

Click bar to expand for participant details

Meeting History

Click to export Meeting and Attendee history
(found at the bottom of the page):

Export: Meeting History Attendee History

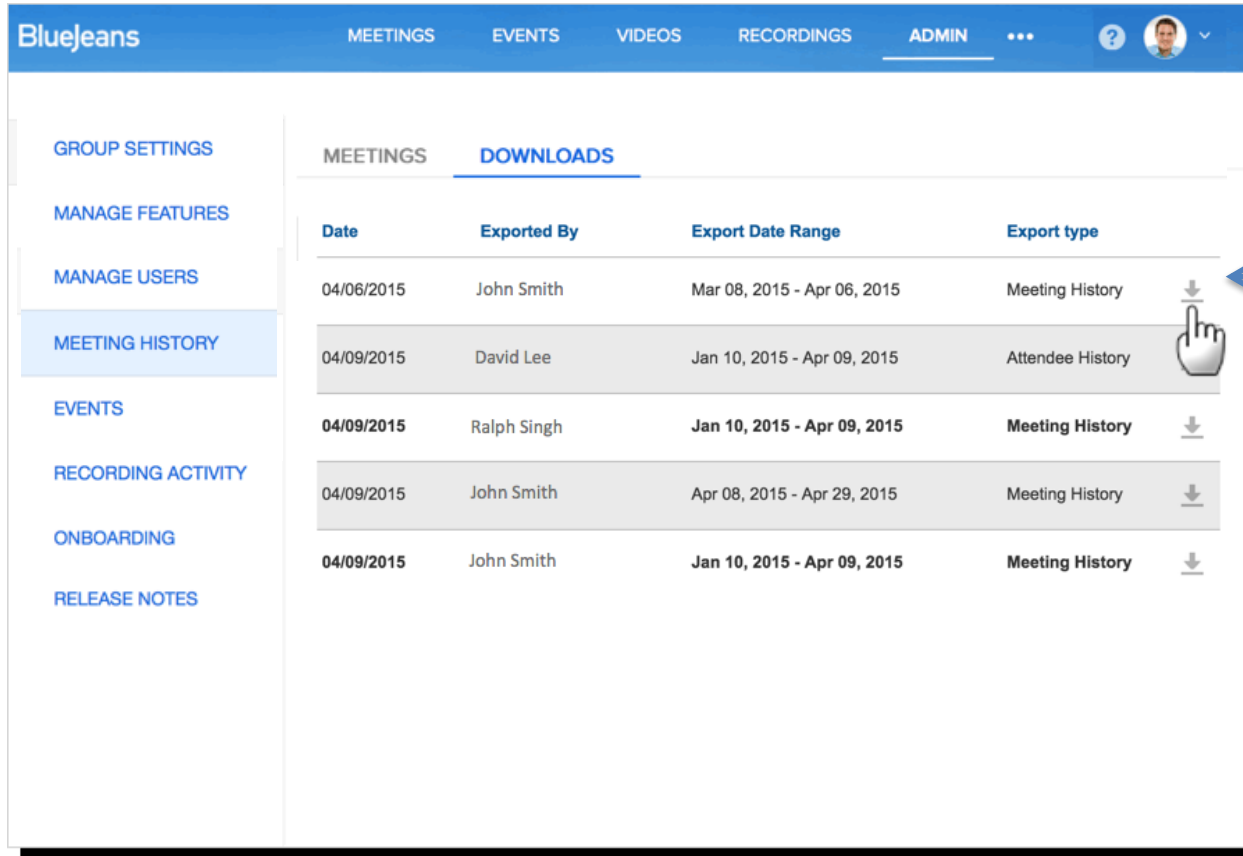
	A	B	C	D	E	F	G	H	I	J	K	L
			Duration (Minutes)	Meeting ID	Meeting Title	Description	Moderator	Moderator Email	Participant Count	Max Concurrent Count	Total Participant Minutes	Endpoint Breakdown
1	Date	Start Time										
2	8/14/2013	05:03 p.m.	23	2145551212	John's Meeting	Personal Meeting	john	john@softcoinc.com	2	2	37	Browser:1, Room System:1,
3	8/14/2013	03:08 p.m.	32	6505551212	Ralph's Meeting	Personal Meeting	ralph	ralph@softcoinc.com	4	2	53	Browser: 4

Export: Meeting History Attendee History

	A	B	C	D	E	F	G	H	I	J	K
	Date	Start Time	Meeting ID	Name	Email	Join Time	Leave Time	Minutes	Endpoint Name	Moderator	Encrypted
1	8/14/2013	05:03 p.m.	2145551212	XYZ-Dev-EX60		2013-08-14 17:03:44-07:00	2013-08-14 17:26:15-07:00	23	Room System	FALSE	TRUE
2	8/14/2013	05:03 p.m.	2145551212	John Smith	john@softcoinc.com	2013-08-14 17:03:44-07:00	2013-08-14 17:17:13-07:00	14	Browser	TRUE	TRUE
3	8/14/2013	03:08 p.m.	6505551212	Sue Jones	sue@softcoinc.com	2013-08-14 15:08:31-07:00	2013-08-14 15:20:49-07:00	13	Browser	FALSE	TRUE
4	8/14/2013	03:08 p.m.	6505551212	Dave		2013-08-14 15:08:31-07:00	2013-08-14 15:12:25-07:00	4	Browser	FALSE	TRUE
5	8/14/2013	03:08 p.m.	6505551212	Ralph Singh	ralph@softcoinc.com	2013-08-14 15:14:01-07:00	2013-08-14 15:39:55-07:00	26	Browser	TRUE	TRUE
6	8/14/2013	03:08 p.m.	6505551212	Maria Lewis	mlewis4@company.com	2013-08-14 15:30:05-07:00	2013-08-14 15:39:50-07:00	10	Browser	FALSE	TRUE
7											

Meeting History

Click **Downloads** to see history of all history downloads made by all members in your group.



The screenshot shows the BlueJeans interface with the 'ADMIN' tab selected. On the left sidebar, 'MEETING HISTORY' is highlighted. The main content area is titled 'DOWNLOADS' and contains a table with the following data:

Date	Exported By	Export Date Range	Export type	
04/06/2015	John Smith	Mar 08, 2015 - Apr 06, 2015	Meeting History	↓
04/09/2015	David Lee	Jan 10, 2015 - Apr 09, 2015	Attendee History	
04/09/2015	Ralph Singh	Jan 10, 2015 - Apr 09, 2015	Meeting History	↓
04/09/2015	John Smith	Apr 08, 2015 - Apr 29, 2015	Meeting History	↓
04/09/2015	John Smith	Jan 10, 2015 - Apr 09, 2015	Meeting History	↓

A blue arrow points from the text on the right to the download icon (a downward arrow) in the first row of the table.

Click to download the same report John Smith exported on April 6, 2015.

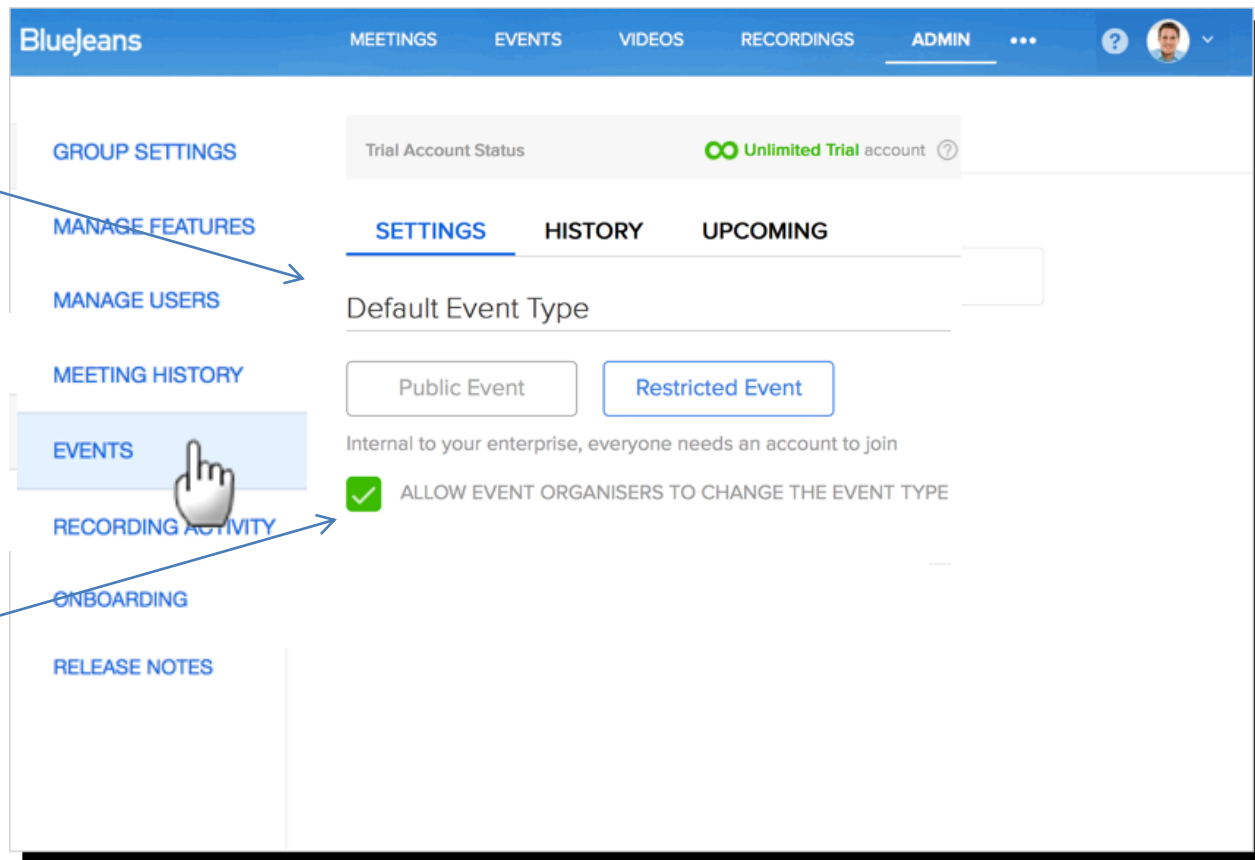
Events – Default Type

Events only seen if Events is enabled for your Group.

If Events is enabled in your group, select the default event Type:

- **Public** can be accessed by anyone
- **Restricted** can only be attended by account owners in your enterprise group.

Check if OK to be changed by user, by event, if needed.



Events – Default Settings

Events only seen if Events is enabled for your Group.

Check if you want the five Settings available for group events.

And, check if you want each enabled by default:

☒ Enabled by default for new events

Add a custom background [watermark](#)

Check to receive email notice when new event is scheduled

BlueJeans

MEETINGS EVENTS VIDEOS RECORDINGS ADMIN

GROUP SETTINGS

MANAGE FEATURES

MANAGE USERS

MEETING HISTORY

EVENTS

RECORDING ACTIVITY

ONBOARDING

RELEASE NOTES

Default Event Settings

- ☒ **EVENT CHAT**
Allow attendees to chat with other participants
- ☒ **ATTENDEE SEARCH**
Allow attendees to search for other attendees
- ☒ **QUESTIONS AND ANSWERS (Q&A)**
Allow attendees to ask questions to presenters
- ☒ **AUTO RECORDING**
Start recording automatically when the Moderator starts broadcasting
- ☒ **ATTENDEE PHONE DIAL-IN**
Allow up to 500 attendees to dial-in on their phone

☒ **BRAND WATERMARK**
Show a custom watermark logo to attendees during the event

Notifications

- ☒ **SEND ME AN EMAIL WHEN A NEW EVENT IS SCHEDULED**

Events – History and Upcoming

Events only seen if Events is enabled for your Group.

Click **History** to see a listing of past events, conducted from all users in your group.

Click **Upcoming** to see a listing of events planned in the future.

The screenshot displays the BlueJeans web interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists various management options: 'GROUP SETTINGS', 'MANAGE FEATURES', 'MANAGE USERS', 'MEETING HISTORY', 'EVENTS' (highlighted), 'RECORDING ACTIVITY', 'ONBOARDING', and 'RELEASE NOTES'. The main content area is divided into two sections: 'Event History' and 'Upcoming Events'. The 'Event History' section shows a table with one event: 'Accelerator Open Event' (Practice Event) on 30 Mar 2016, organized by John Smith, with 240 attendees and 4 presenters. The 'Upcoming Events' section shows a table with one event: 'Long lasting event' (Practice Event) on Nov 11 2016, organized by John Smith, with 0 attendees and 0 presenters. A hand cursor is pointing at the 'UPCOMING' tab in the 'Upcoming Events' section.

BlueJeans MEETINGS EVENTS VIDEOS RECORDINGS ADMIN

GROUP SETTINGS
MANAGE FEATURES
MANAGE USERS
MEETING HISTORY
EVENTS
RECORDING ACTIVITY
ONBOARDING
RELEASE NOTES

Event History

Search by date range Recording available

Start: End: **SEARCH** **RESET**

Event Title	Date & Time	Organizer	Duration	Participants
Accelerator Open Event Practice Event	30 Mar 2016 01:19 PM to 01:23 PM	John Smith	210 mins	240 attendees, 2 moderators, 4 presenters

Upcoming Events

Search by date range

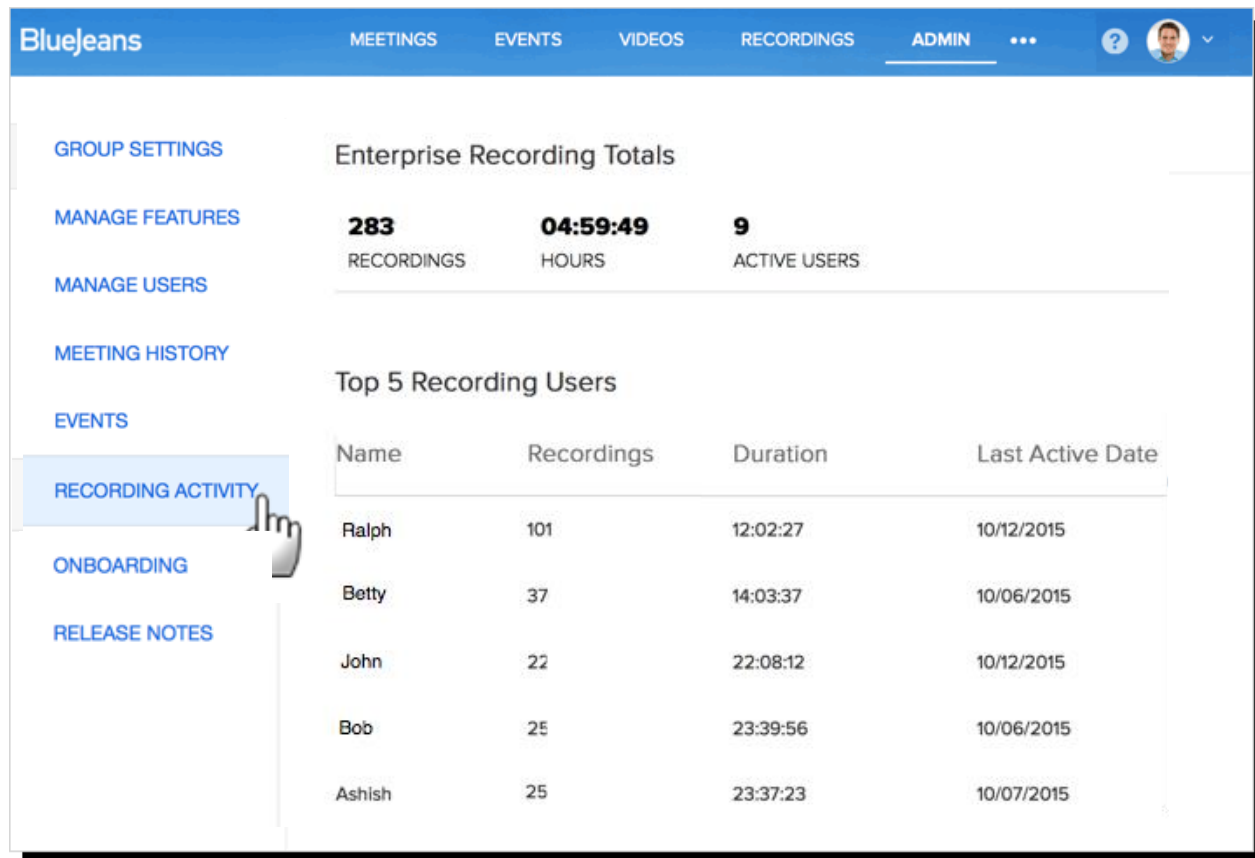
Start: End: **SEARCH** **RESET**

Event Title	Date & Time	Organizer	Participants
Long lasting event Practice Event	Nov 11 2016 9:00 am to 11:00 am	John Smith	0 attendees, 0 moderators, 0 presenters

Recording Activity

Administrators review recording activity within their group.

[Click here](#) to learn more about **Enhanced Recording** options for your Group.



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various administrative options, with 'RECORDING ACTIVITY' highlighted and a mouse cursor pointing at it. The main content area is titled 'Enterprise Recording Totals' and shows three key metrics: 283 RECORDINGS, 04:59:49 HOURS, and 9 ACTIVE USERS. Below this, a section titled 'Top 5 Recording Users' contains a table with the following data:

Name	Recordings	Duration	Last Active Date
Ralph	101	12:02:27	10/12/2015
Betty	37	14:03:37	10/06/2015
John	22	22:08:12	10/12/2015
Bob	25	23:39:56	10/06/2015
Ashish	25	23:37:23	10/07/2015

Onboarding

Administrators can use our onboarding wizard for step-by-step instructions to help you roll out a successful BlueJeans deployment:

1. Test your network
2. Set up users
3. Prepare for Success
4. Monitor & Optimize your account

The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN (which is currently selected). A user profile icon is visible in the top right corner. On the left sidebar, a list of administrative options is shown: GROUP SETTINGS, MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, ONBOARDING (highlighted with a mouse cursor), and RELEASE NOTES. The main content area features a four-step onboarding wizard. Step 1, 'Test Your Network', is the active step and is highlighted with a blue circle and icon. The other steps are 'Step 2: Set up Users', 'Step 3: Prepare for Success', and 'Step 4: Monitor & Optimize Your Account'. Below the wizard, the '1. Test Your Network' section contains two tasks: 'Optimize Your Network' (with a laptop icon) and 'Test Your Meeting Room' (with a clipboard icon). Each task includes a brief description and a corresponding link: 'Read Guide' for the network optimization task and 'Access Meeting Room' for the meeting room test task.

BlueJeans

MEETINGS EVENTS VIDEOS RECORDINGS ADMIN

GROUP SETTINGS

MANAGE FEATURES

MANAGE USERS

MEETING HISTORY

EVENTS

RECORDING ACTIVITY

ONBOARDING

RELEASE NOTES

Step 1
Test Your Network

Step 2
Set up Users

Step 3
Prepare for Success

Step 4
Monitor & Optimize Your Account

1. Test Your Network

Optimize Your Network
Make sure your network is ready to support high quality video meetings

Test Your Meeting Room
Start your meeting and invite a colleague

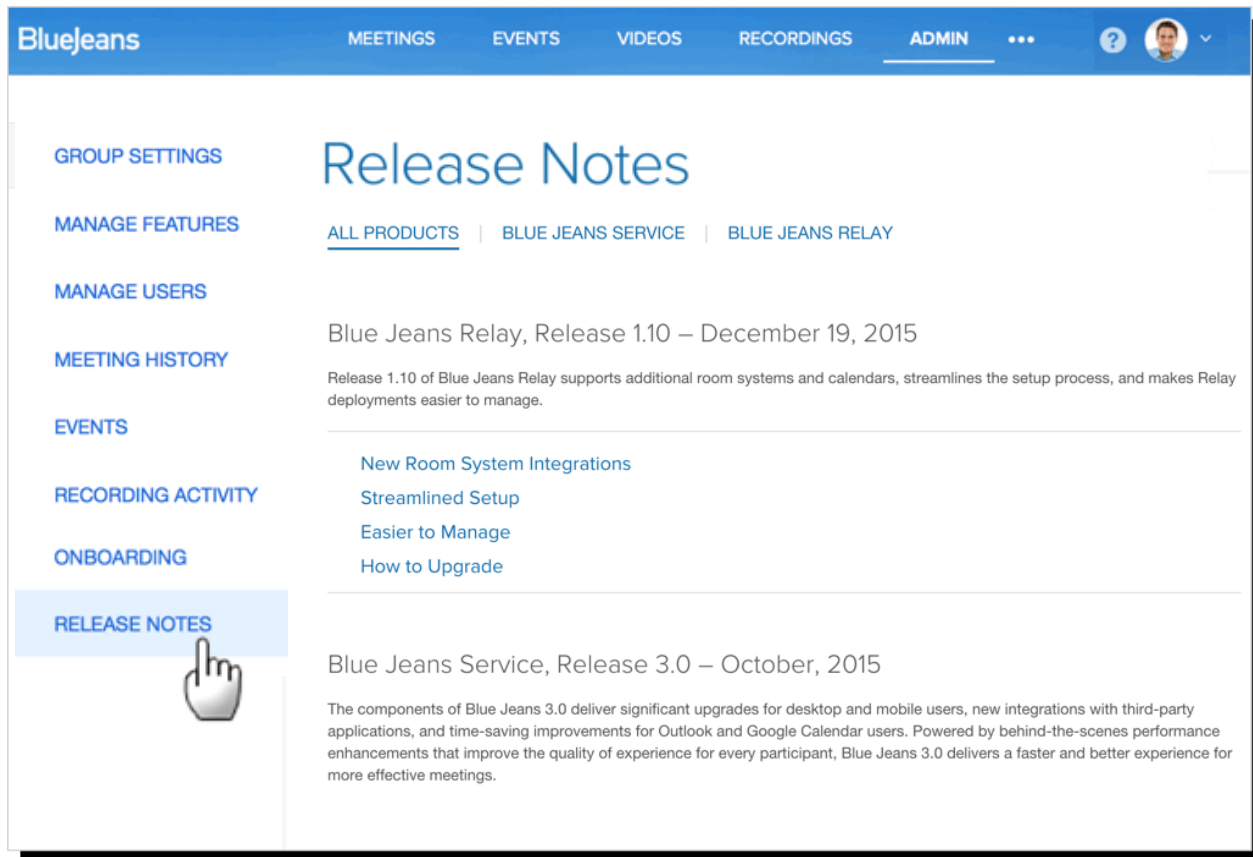
[Read Guide](#)

[Access Meeting Room](#)

Release Notes

Administrators have a tab to see product release notes:

- Some Administrators (using BlueJeans via a Partner) will not see notes here.



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN (which is currently selected). A user profile icon is visible in the top right corner. On the left sidebar, there are several menu items: GROUP SETTINGS, MANAGE FEATURES, MANAGE USERS, MEETING HISTORY, EVENTS, RECORDING ACTIVITY, ONBOARDING, and RELEASE NOTES. The RELEASE NOTES item is highlighted with a light blue background, and a hand cursor icon is pointing at it. The main content area is titled 'Release Notes' and contains two sections. The first section is for 'Blue Jeans Relay, Release 1.10 – December 19, 2015', with a sub-header 'ALL PRODUCTS | BLUE JEANS SERVICE | BLUE JEANS RELAY'. The text below states: 'Release 1.10 of Blue Jeans Relay supports additional room systems and calendars, streamlines the setup process, and makes Relay deployments easier to manage.' Below this text are four links: 'New Room System Integrations', 'Streamlined Setup', 'Easier to Manage', and 'How to Upgrade'. The second section is for 'Blue Jeans Service, Release 3.0 – October, 2015'. The text below states: 'The components of Blue Jeans 3.0 deliver significant upgrades for desktop and mobile users, new integrations with third-party applications, and time-saving improvements for Outlook and Google Calendar users. Powered by behind-the-scenes performance enhancements that improve the quality of experience for every participant, Blue Jeans 3.0 delivers a faster and better experience for more effective meetings.'

Command Center

Access call stats and endpoint quality measurements, and even serve as a remote “moderator” in [live meeting control](#)!

[Click here](#) to learn more about Command Center.

