

Rooms With Dolby Conference Phone

USER GUIDE

BlueJeans

DOLBY VOICE

[How to Join with a Meeting ID](#)

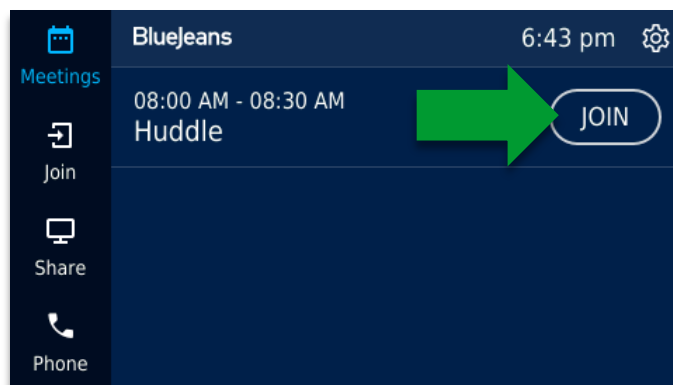
To manually join a meeting with your BlueJeans Room, tap the [\[Join\]](#) button on the Dolby Conference Phone's touchscreen. Next, enter the [Meeting ID](#) and [Passcode](#) (if required). Then, tap the [\[JOIN\]](#) button to proceed into the meeting.



[How to Join from a Calendar Invitation](#)

[Calendar Integration](#) allows the BlueJeans Room to display meetings and events that have been shared to its calendar. Every invitation will populate on the DCP's touchscreen under the [\[Meetings\]](#) menu and offer one-touch joining. Simply tap the [\[JOIN\]](#) button next to the meeting and you're in!

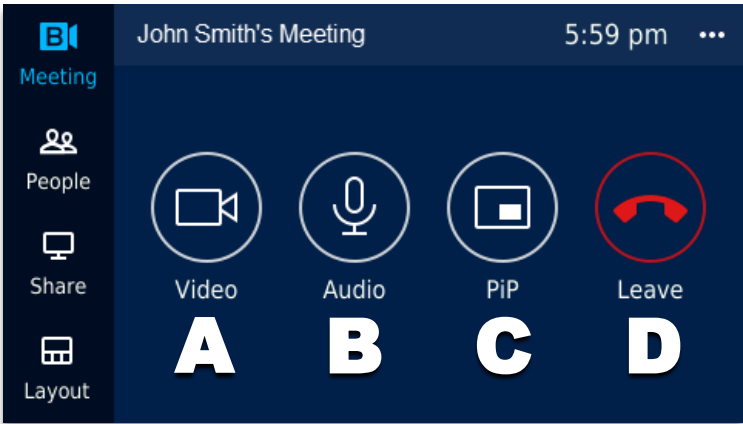
- Invites without a [\[JOIN\]](#) button either do not contain a BlueJeans URL or were set to Private.



Meeting Controls

Once the BlueJeans Room has joined a meeting, the DCP touchscreen will change to the in-meeting interface. You'll use the interface to control the room's meeting experience, quickly and easily, with the tap of a button.

Meeting	People	Share	Layout
Access meeting controls	View meeting roster	Share your screen	Change video layout

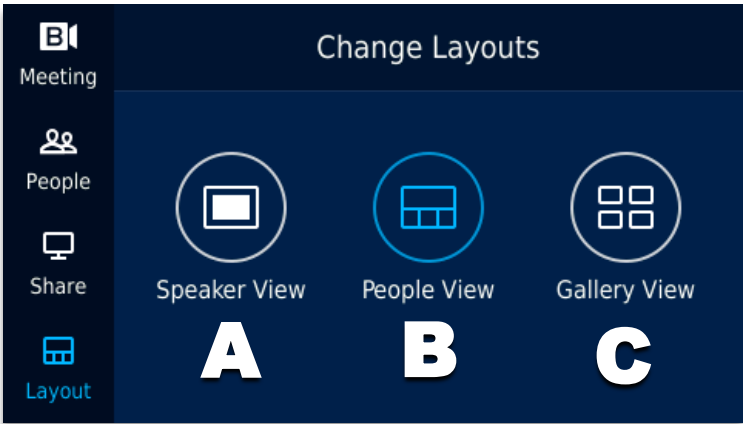


A	B	C	D
Mute/Unmute Camera	Mute/Unmute Microphone	Show/Hide Self-View	Leave the meeting
Tap the "... " button to view more information about the meeting.			

In Dual Screen setups, PiP will be grayed out unless the BlueJeans Room is receiving Content Share

Change Video Layout

To change video layouts, tap the [\[Layout\]](#) button and select a new layout for your view of the meeting.

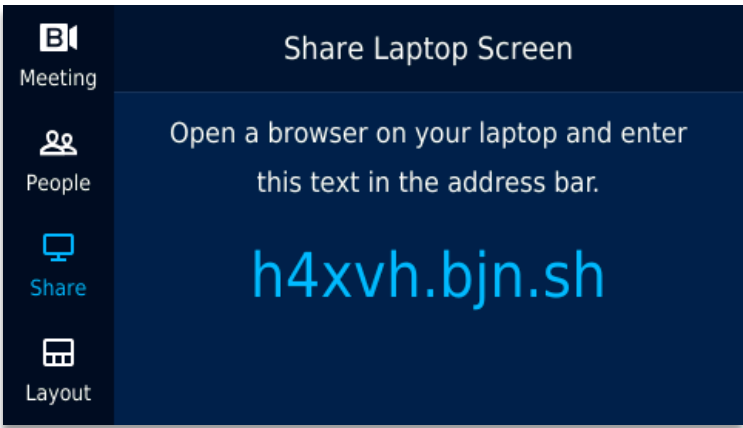


A	B	C
Active Speaker takes up entire screen.	Active Speaker on top, with 5 other participants visible below.	Up to 9 participants shown at once.

Share your Screen

To share your laptop or computer from the BlueJeans Room, tap the [\[Share\]](#) button to create a [Share URL](#). Enter this unique URL into your web browser to automatically join the meeting with the BlueJeans Room in Share Only mode. Once connected, press the [\[Share Screen\]](#) button to start sharing from your computer.

- Pressing the [\[Share\]](#) button and entering the Share URL, when the BlueJeans Room is not in a meeting, will automatically create and join a new meeting.



Using Quick Join

Quick Join is an exciting feature that allows users to join their meetings, using the BlueJeans Room, without needing to share it with the Room’s calendar. The Dolby Conference Phone acts as an iBeacon and can detect nearby users on the BlueJeans App for iOS or Android. Users with the mobile app open will be prompted to start the meeting on the BlueJeans Room instead.



For additional information on how to use Quick Join, please [Click Here](#) to visit our Knowledge Base article.