

Getting Started Guide

October 2013

BlueJeans

2. Entering the Scheduled Meeting Room and Joining the Conference

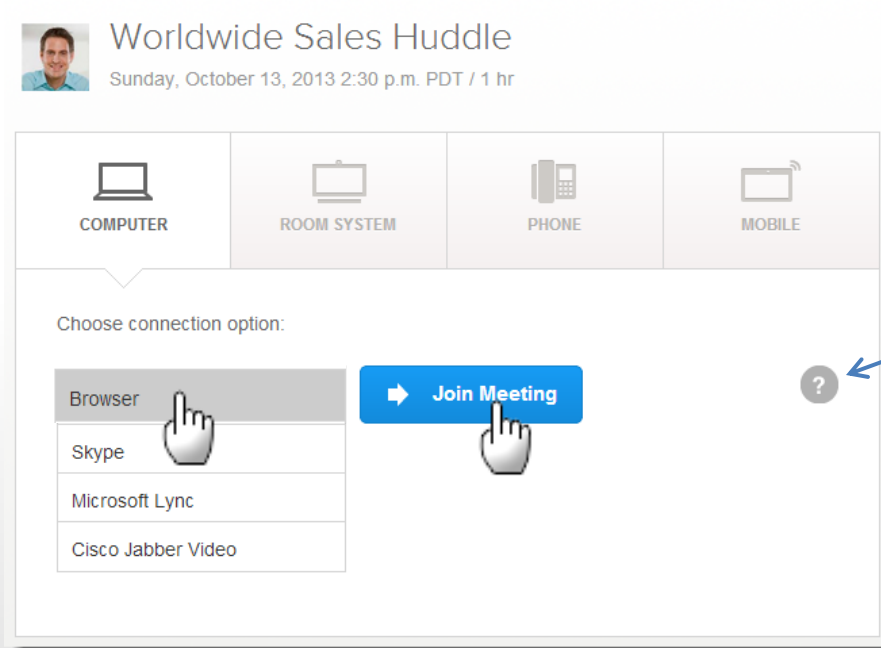
Joining the Meeting using **Browser Access,** from your PC or Mac computer



For Browser training
video, [click here](#)

Browser Instructions

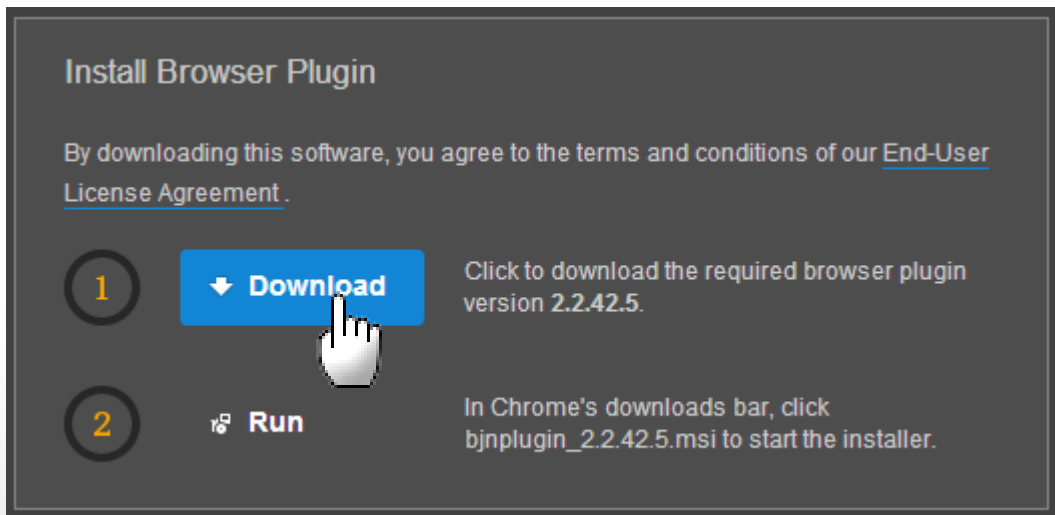
1. In the meeting room, under the **Computer** tab, select **Browser**, then click **Join Meeting**.



Click for Help
with this page

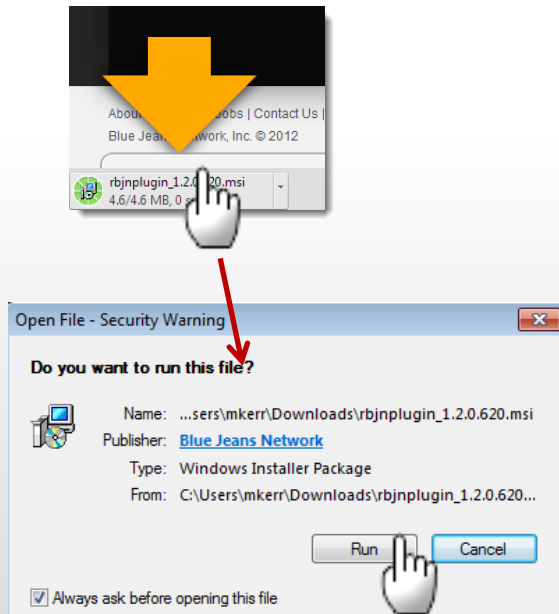
Browser Instructions

2. A new window will launch.
Click the Download button to install the Plugin.
- You'll only need to perform the download steps one time. It takes less than one minute.
 - The message may appear different, depending on which browser you are using.

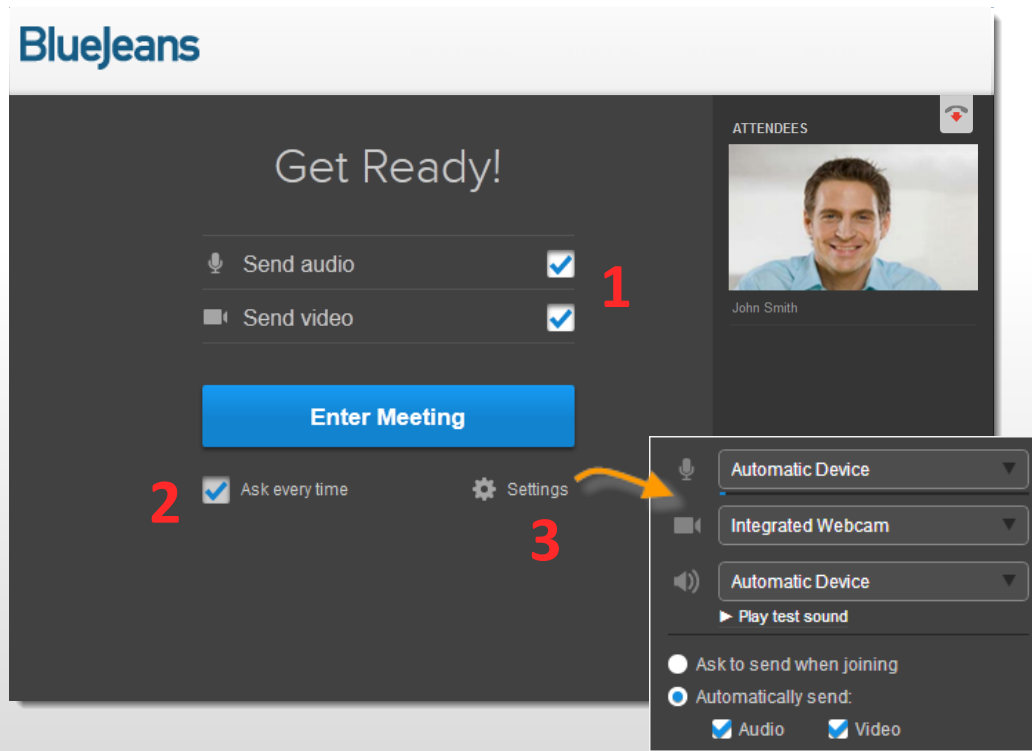


Browser Instructions

3. Follow the installation steps:
 - Save the file
 - Download installer, if required.
 - Click Run to start installation

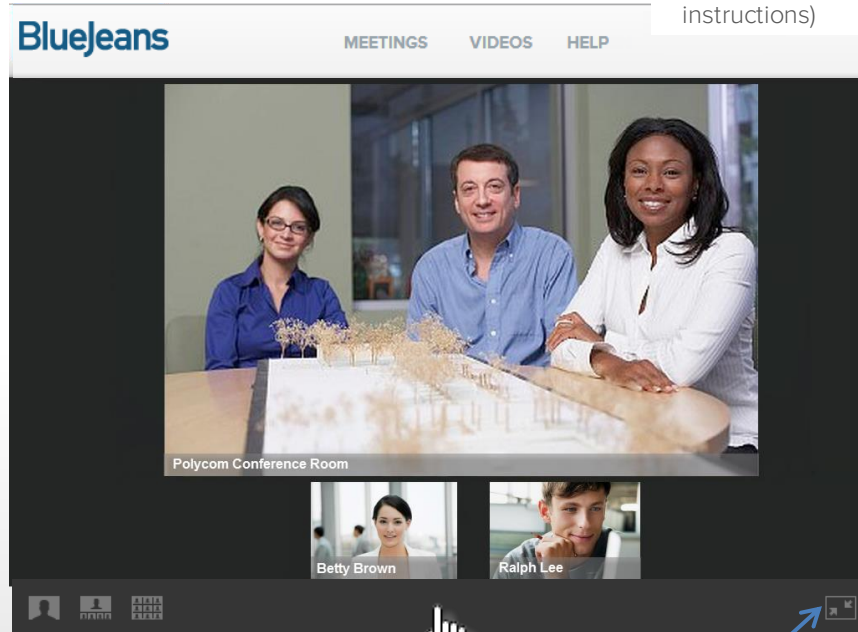


4. Browser window opens! Get ready to join!
 1. Click to unmute your audio or video
 2. Uncheck to skip “Get Ready” page next time
 3. Change your mic, camera or speaker setting, if needed, then click Enter Meeting to join.



Attendee Controls

Moderator-only controls in red



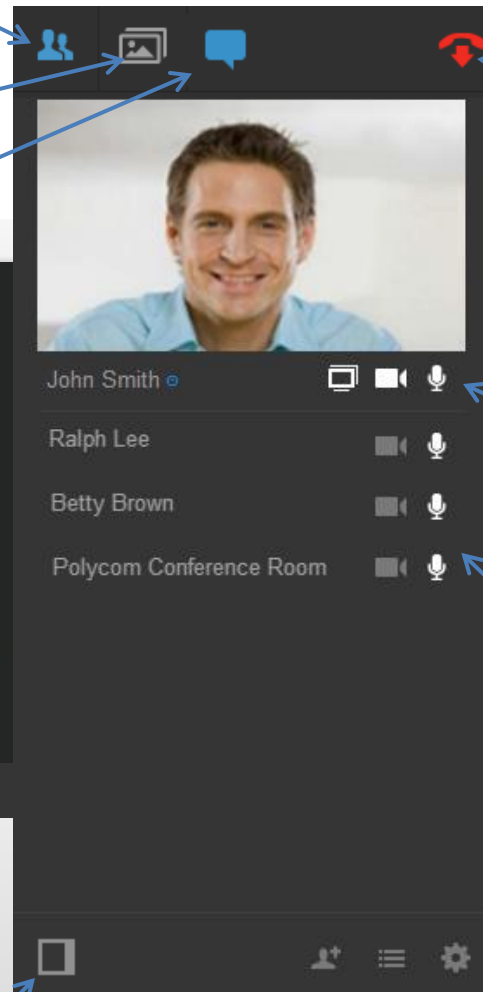
Hover to bring up:
Layout options or Enter Full Screen

Collapse side panel

Click for meeting count

Video sharing
(if enabled)

Chat (click for instructions)



Click to leave Meeting.
Moderators see option to let meeting continue:

Click to:

- Mute your Mic
- Mute your Camera
- Share your Screen

The Moderator has control to mute the mic or camera for each participant. When moderator then unmutes a mic, that participant does not need to unmute himself.

Note: Participant can override Moderator's mute action, but, Moderator cannot over-ride the mute made by the participant.

Joining the Meeting using
a Telephone only 

Joining a Meeting using a Telephone only

Need to join the meeting, but, you're not at a video endpoint? Click the Phone tab, and dial the listed number. When connected, enter the meeting ID (and passcode, if required).



Worldwide Sales Huddle
Sunday, October 13, 2013 2:30 p.m. PDT / 1 hr

COMPUTER ROOM SYSTEM **PHONE**

Dial into the meeting ([see all numbers](#))

+1 408 740 7256
+1 888 240 2560 (US or Canada only)

Meeting ID: **757338715**
Passcode: **8090**

When talking, the Phone participant will be shown as a thumbnail.



bluejeans.com/numbers

Argentina : +54 11 5917 6256	Japan : +81 3 4579 8425
Australia : +61 2 8103 4256	Mexico : +52 55 4741 1411
Austria : +43 7 208 83250	Netherlands : +31 20 808 2256
Belgium : +32 3 808 4256	New Zealand : +64 9 801 1256
Brazil : +55 11 3058 7770	Norway : +47 2 160 1825

Joining the Meeting using an iPhone or iPad



For iOS training
video, [click here](#)

Joining a Meeting using an iPhone or iPad

1. Download the Blue Jeans app from the App Store on your iPhone or iPad. Click the app to start.
2. Two ways to join a meeting:
 - If you have a Blue Jeans account, log in (must enter your username, not email address), or
 - If you don't have a Blue Jeans account, click Join
3. You'll land in the app, where you can:
 - Click to start your instant meeting, or
 - Join another user's Personal or Scheduled meeting, by entering the meeting ID (and passcode, if needed).
 - Open calendar to find and join scheduled meetings.



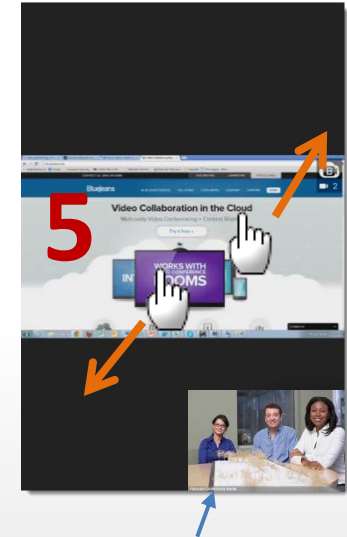
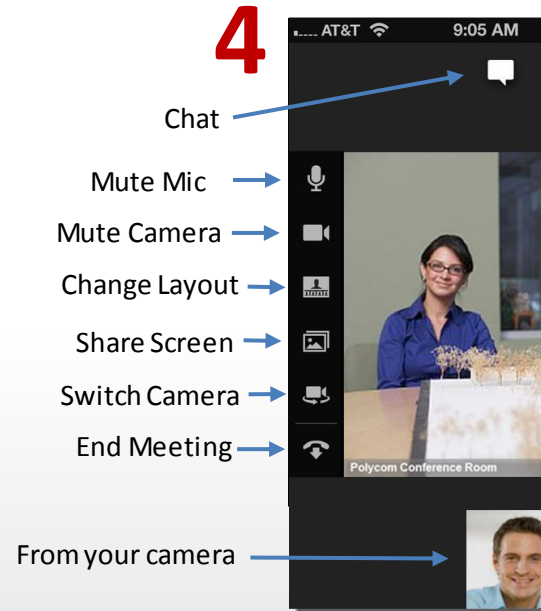
Send BJN meetings from
your iOS calendar to here!

Joining a Meeting using an iPhone or iPad

4. You'll land in the meeting! Press an icon to:

- Chat
- Mute your mic or camera
- Change video layouts (3 options)
- Start screen sharing
- Change your camera to front or back
- End the call

5. When viewing screen sharing, you can stretch the image to zoom in. Double tap to return to the native scale.



Sharing a Document from an iPhone or iPad

1. Locate a document on your device and click to open it. In the upper right hand corner, click the “Open in” icon, and choose “Open in Blue Jeans.”
2. To share the doc in your meeting, click the "share" icon in the meeting,
3. Select the document you wish to share, and,
4. Click the share button to start sharing!

