

## How to Participate in a Meeting in Vanderbilt's Instance of BlueJeans

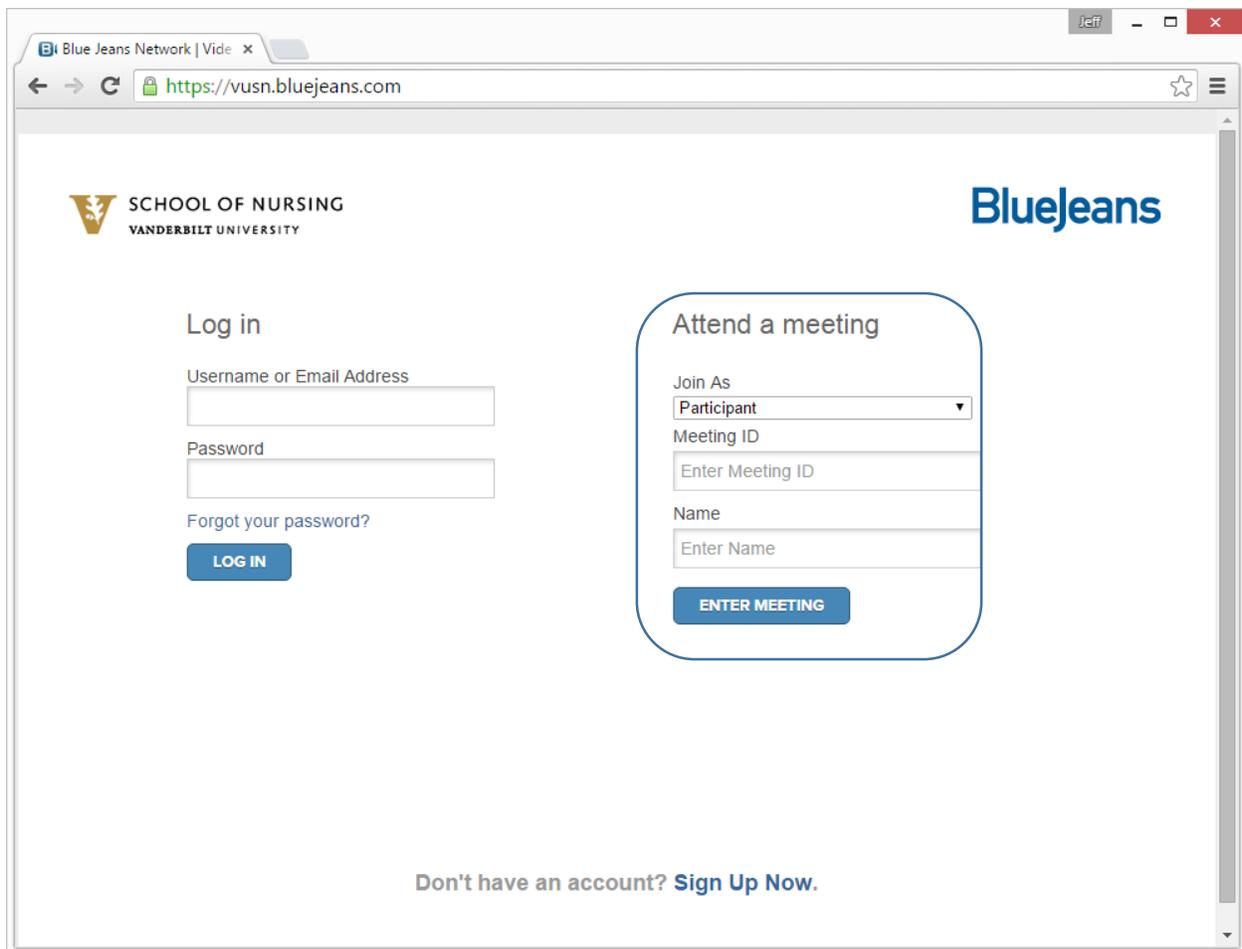
**NOTE to INSTRUCTORS: if you are running a class or meeting in BlueJeans from your office and you are using your Polycom CX600 black Lync phone as your audio input device BE SURE TO SET YOUR SKYPE FOR BUSINESS STATUS TO "DO NOT DISTURB" in the dropdown just below your name in the main Skype for Business window that has all of your contacts. Failure to do this will break your conference if your phone rings. When you set your status to DO NOT DISTURB you will receive NO phone calls. All calls to you will automatically go to voicemail regardless of where they are originating. People will also not be able to IM you through Skype for Business either UNTIL you reset your status to "AVAILABLE." After your meeting is over, be sure to reset your status back to Available or you will not be able to receive phone calls or IMs.**

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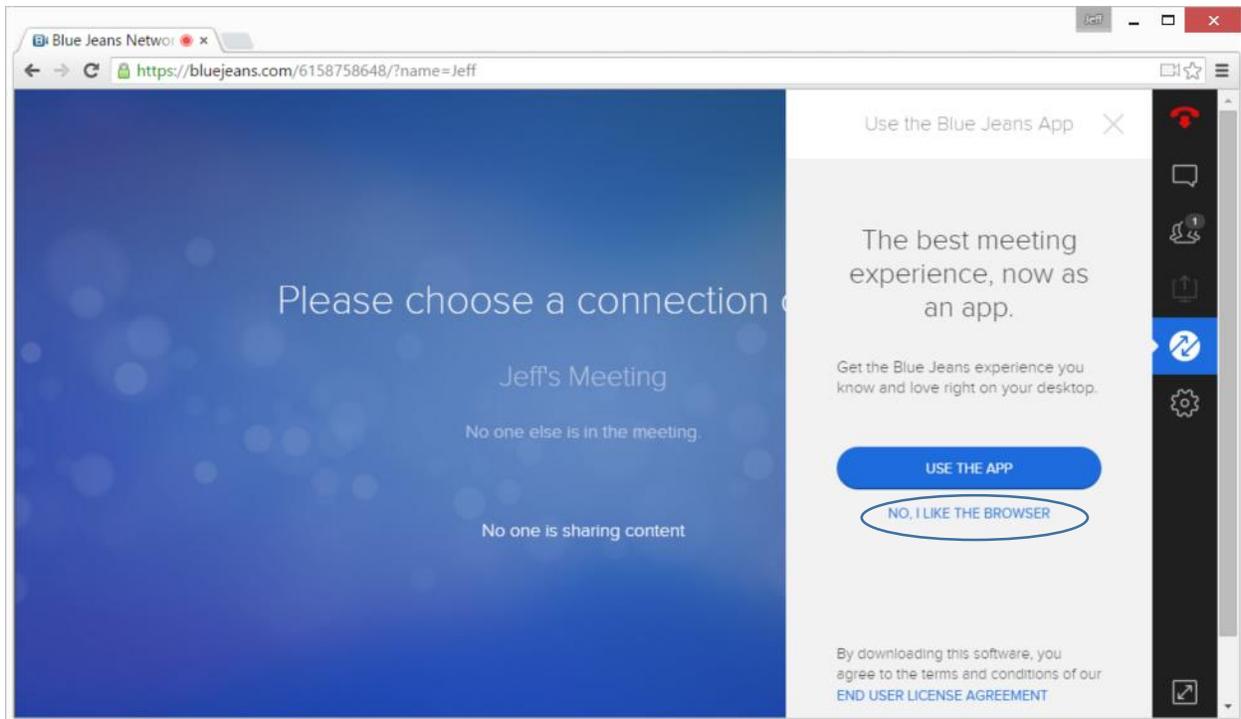
You will get a meeting invitation that includes the meeting ID. All you need is the meeting ID. It is a 9 digit number, like 123456789.

Launch in **Chrome ONLY** and go here: <http://vusn.bluejeans.com>

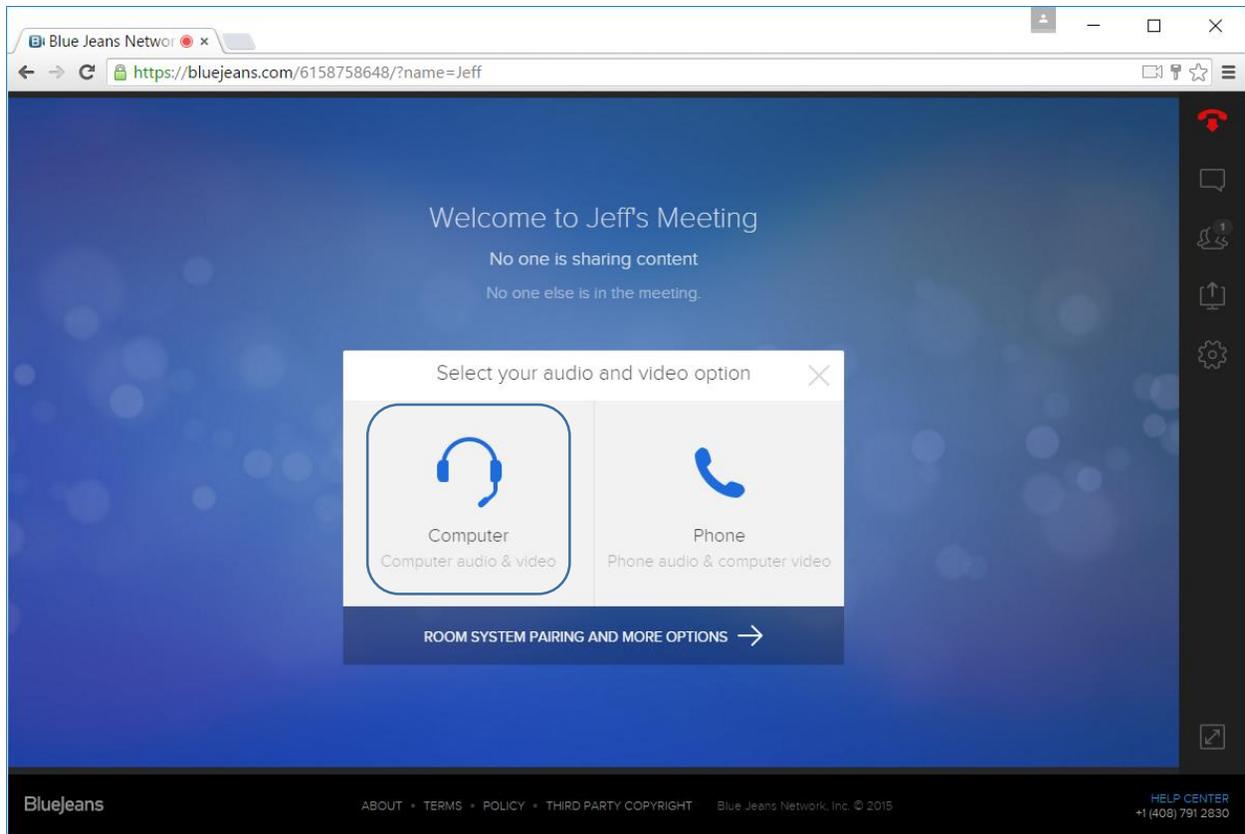
There is NOTHING to install if you use Chrome BUT you will be asked to allow your camera and microphone. Leave it set to participant, EVEN if you are the instructor, UNLESS you are the instructor of a moderated meeting. (Moderated meetings require an instructor's presence). If you are an instructor in a moderated meeting you will change the participant dropdown below to Moderator and you will then be asked to put in your moderator passcode. You will need the moderator passcode ONLY IF you are an INSTRUCTOR AND you are using a MODERATED meeting. Ignore the information on the left and just go to the area labelled "Attend a meeting."



You may be prompted to install the app. You may do so if you wish and have rights to install programs on your computer however it is totally unnecessary. Using Chrome allows you to run in the Chrome browser completely “app-less”. The Chrome browser uses a technology called WebRTC that allows you to participate in BlueJeans conferences without installing anything.

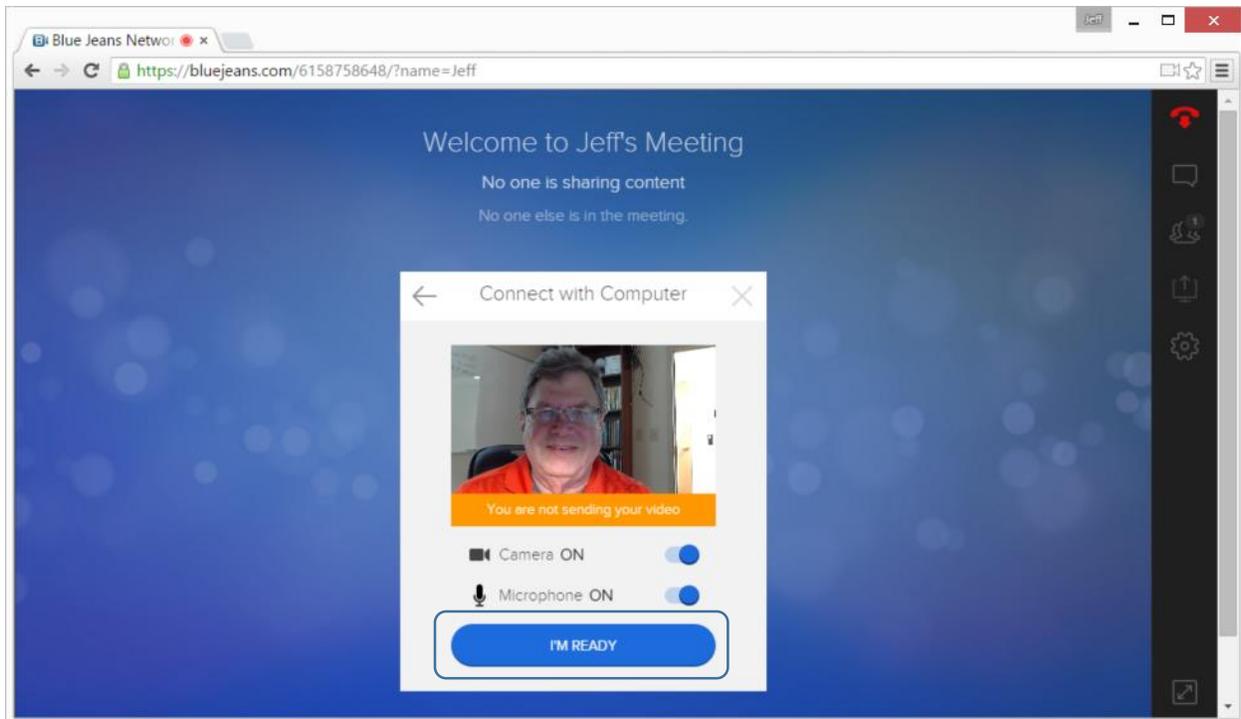


Now you will have to select an audio option. You may dial in using a provided telephone number (use this ONLY if your network connection is extremely weak). For all other connections, select computer. (NOTE TO INSTRUCTORS WITH LYNC PHONES: if you have your audio coming out of your Polycom CX600 Lync phone you will STILL select the computer option. In this case your speaker phone is just an extension of the computer.)

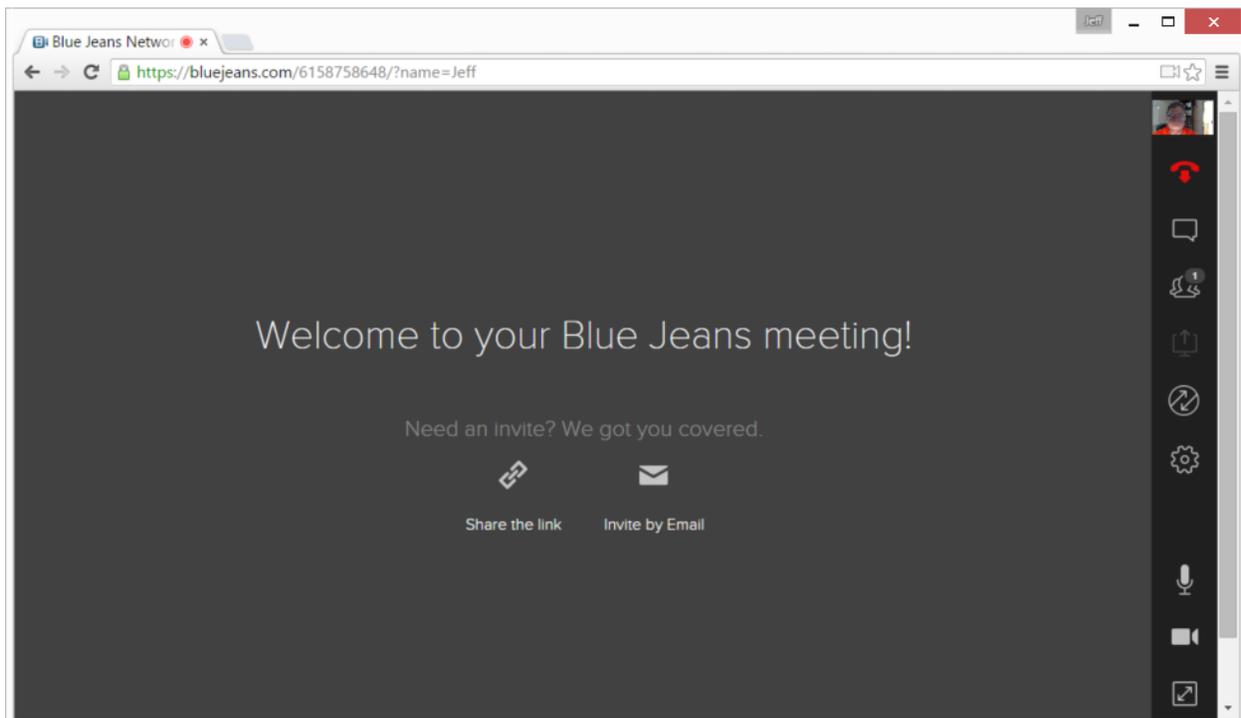


You can elect to participate with your video camera or microphone on or off. By default, both are on. If you want to participate in class, you must have them on. You can mute yourself or turn off your camera later.

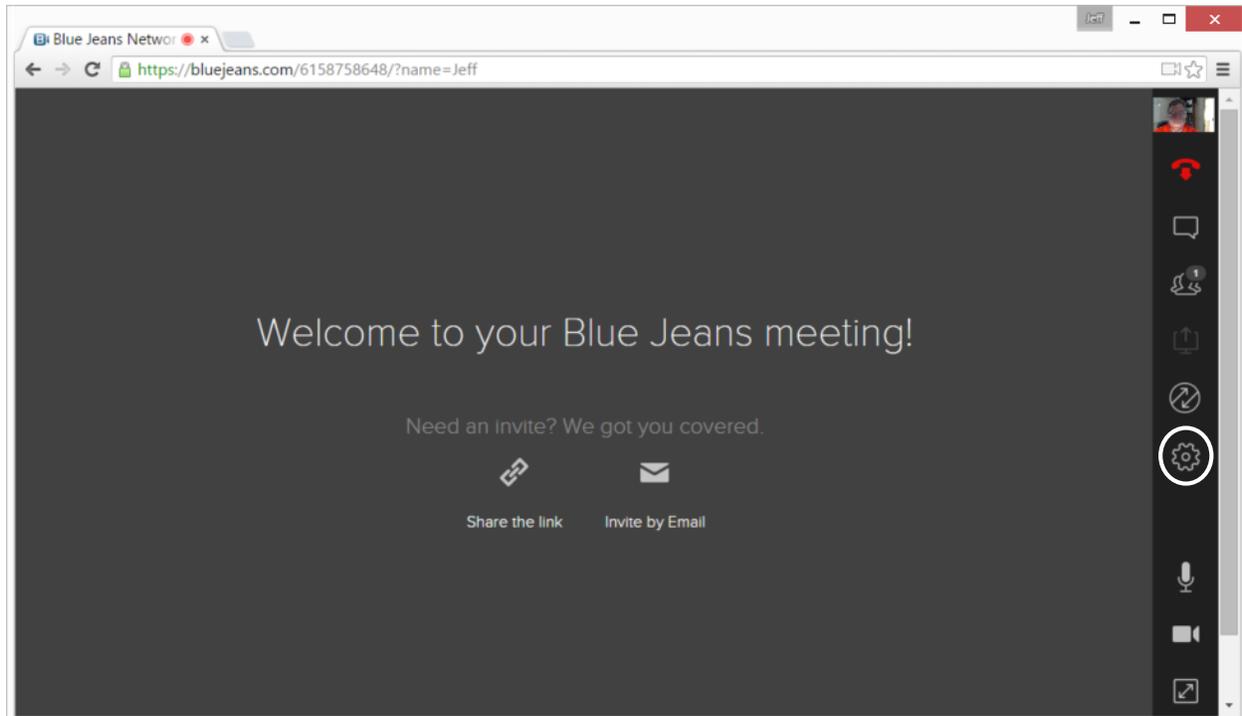
Click "I'm Ready".



You will then be in the meeting. When others get in you will see their video window where it says "Welcome..." below.

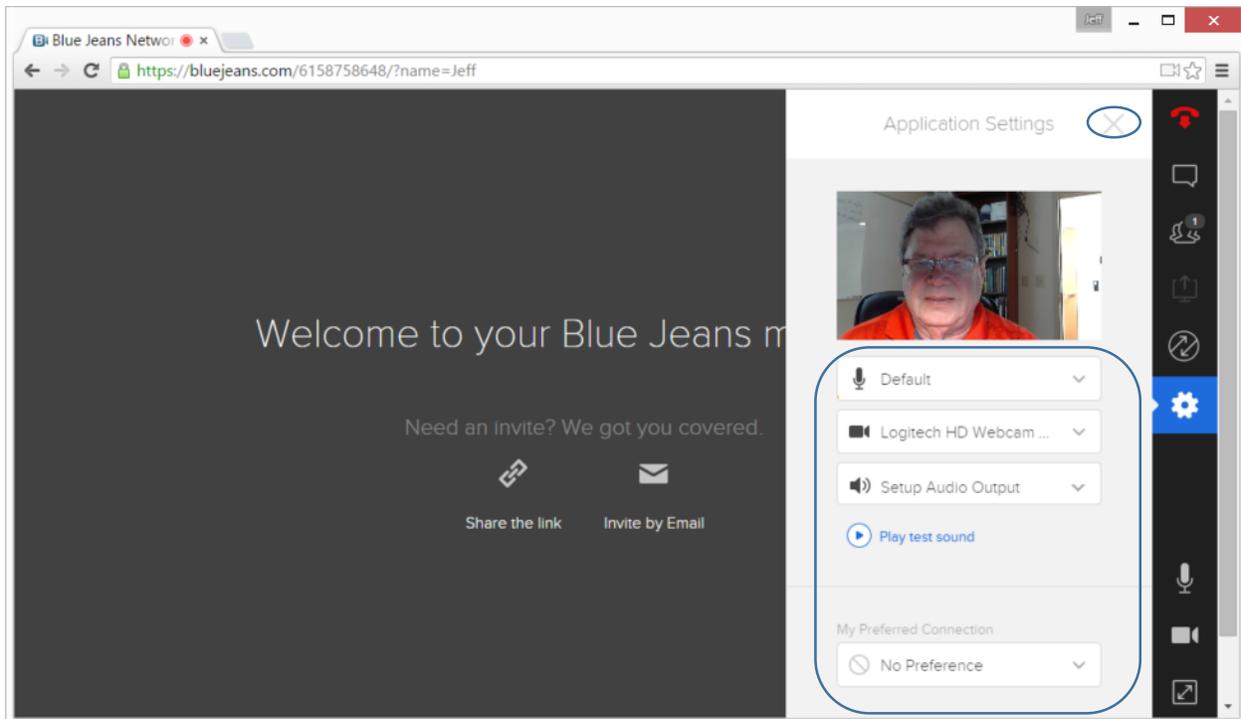


If you have multiple microphones, speakers, or video cameras, the sound and video may not be handled automatically by the device you want. To select the correct device, click the gear icon and make your choices.

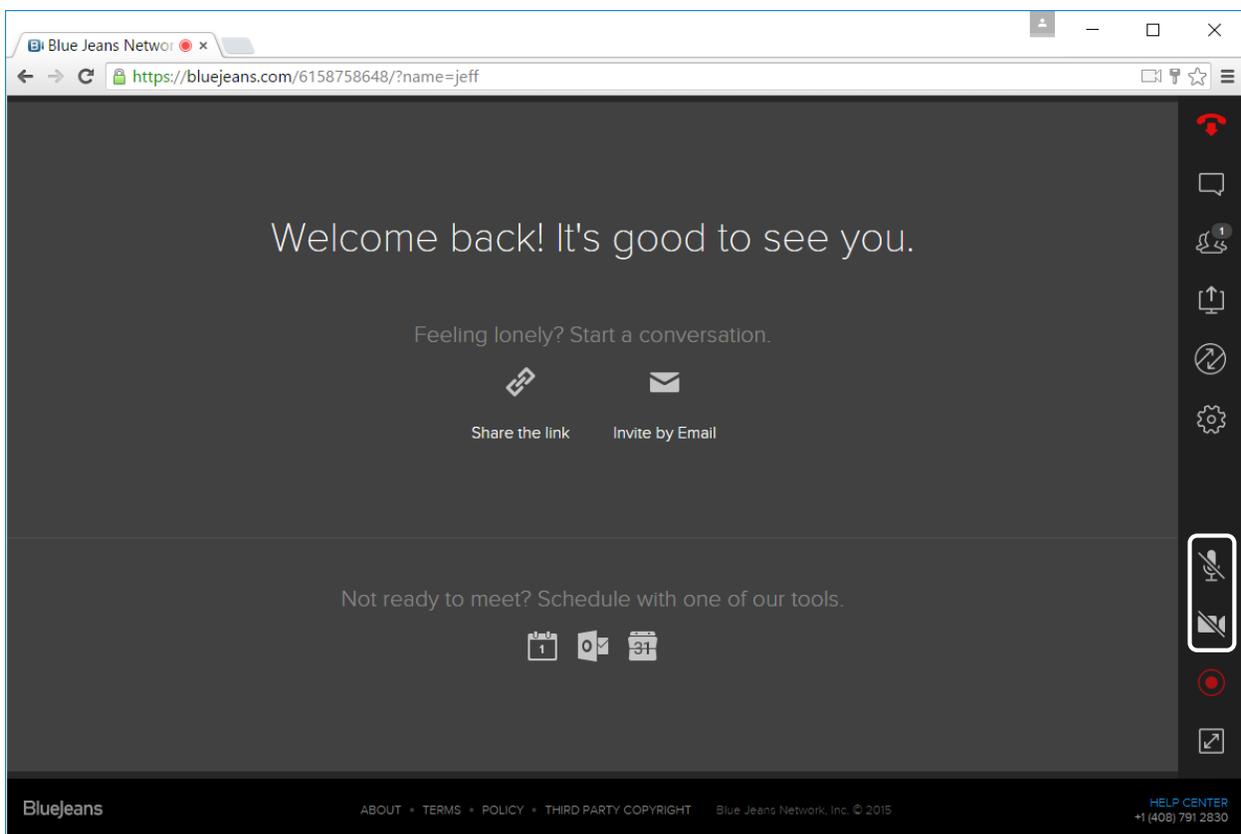


You can change your audio settings using the dropdowns. You will do this if you have multiple ways of handling audio (such as speakers, headset etc.) To change the audio playback you will be given specific instructions on how to do that for your computer system when you select "Select Audio Output". Most of the time you will never have to change these settings. Because BlueJeans and most contemporary computers have excellent echo cancellation, using the mic and speakers of your laptop should work just fine. If you are using a desktop you will probably need a headset.

If you want to determine which speakers your sound is coming out of, play the test sound. If you have multiple microphones, scratch the microphone you want with your fingernail and see if the blue bar under the microphone popup moves. Leave the preferred connection alone. When done with this screen click the X to close the popup.



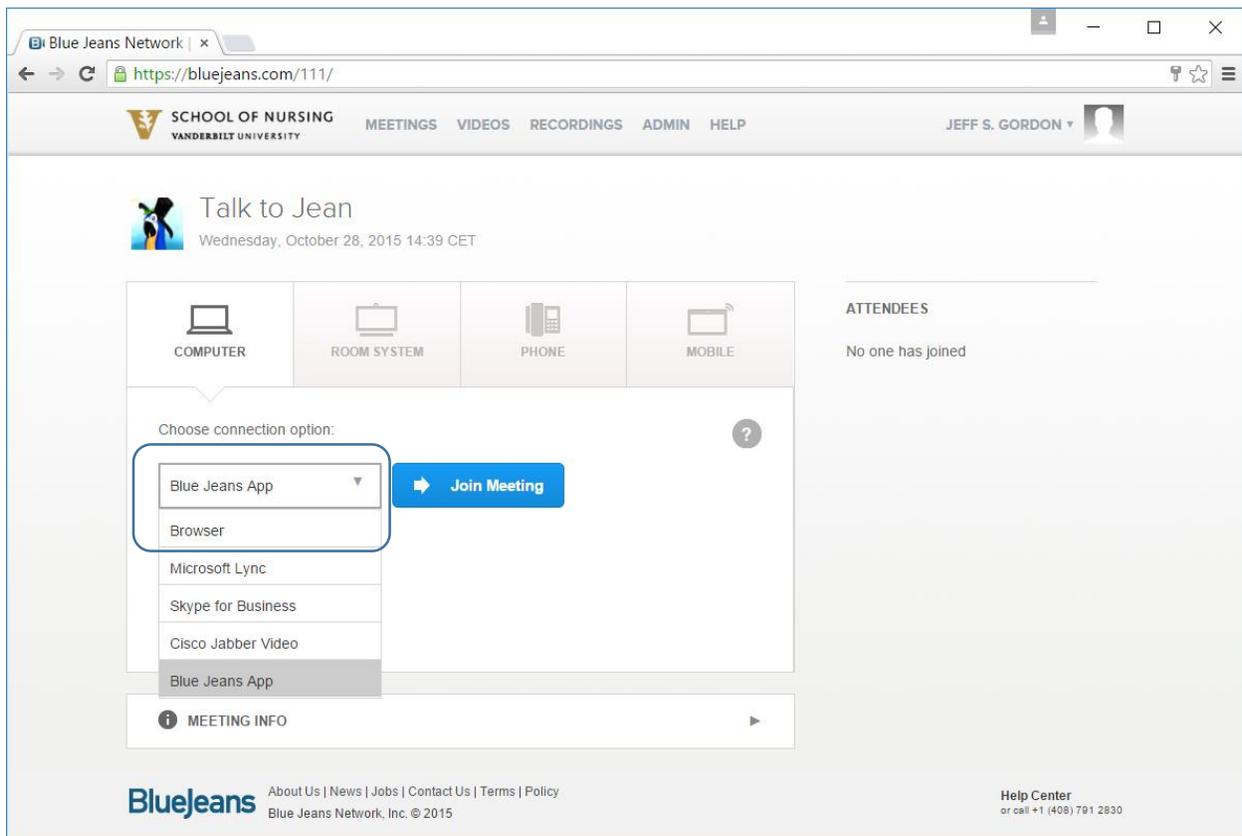
You may mute your mic and turn off your camera at any time by clicking the appropriate icon. You will see a diagonal line through the icon indicating it is muted.



If you want to check your audio in advance of a meeting you can go to the following URL and talk to Jean the Parrot. (Unfortunately at this time it still uses the older interface. When they change it I will change the directions.)

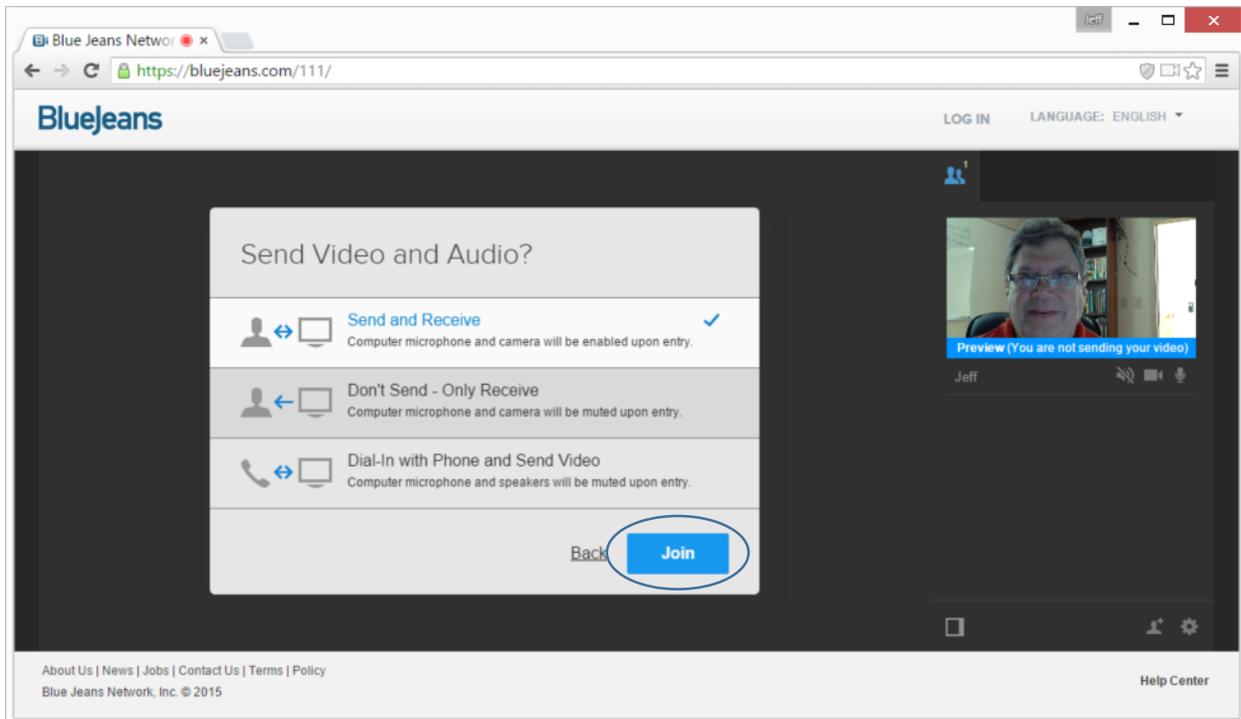
<http://bluejeans.com/111>

Change the connection option from Blue Jeans App to Browser in the dropdown and click “Join meeting”.

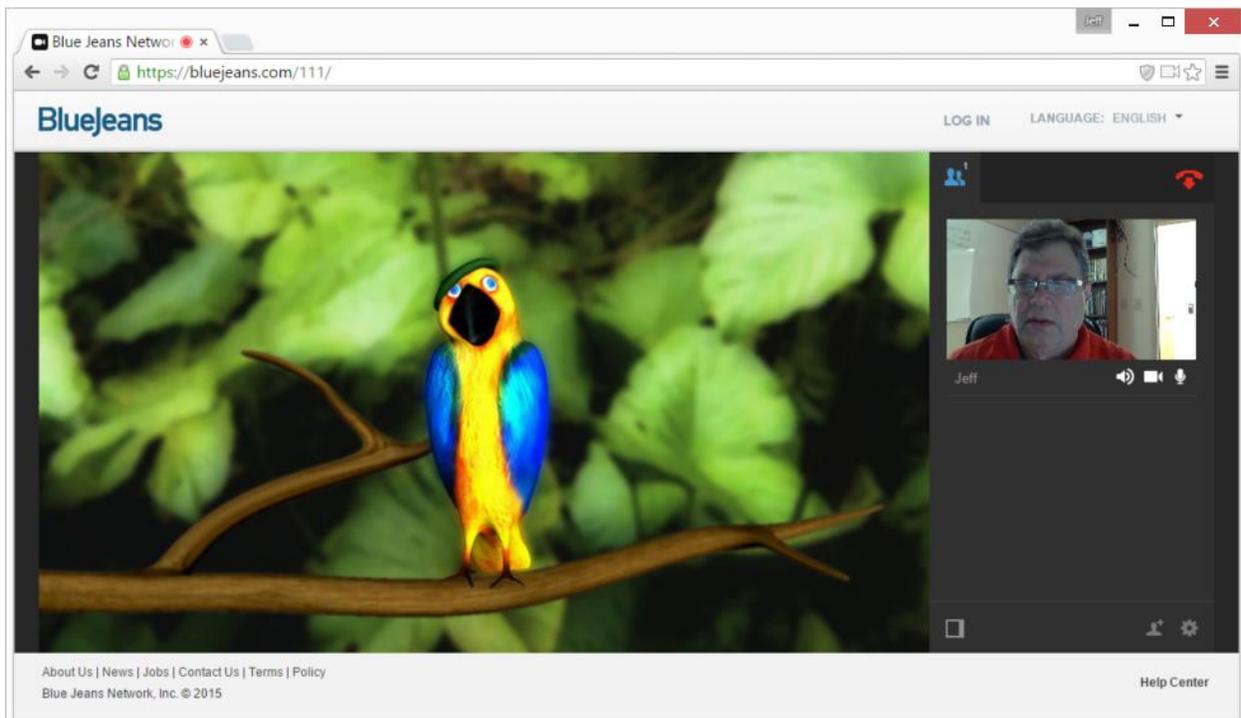


The screenshot shows a web browser window with the URL <https://bluejeans.com/111/>. The page header includes the Vanderbilt University School of Nursing logo and navigation links for MEETINGS, VIDEOS, RECORDINGS, ADMIN, and HELP. The user is identified as JEFF S. GORDON. The main content area is titled "Talk to Jean" and shows the meeting date and time: Wednesday, October 28, 2015 14:39 CET. Below this, there are four connection options: COMPUTER, ROOM SYSTEM, PHONE, and MOBILE. A dropdown menu is open under the "COMPUTER" option, showing "Blue Jeans App" selected. A blue "Join Meeting" button is visible next to the dropdown. To the right, the "ATTENDEES" section shows "No one has joined". At the bottom, there is a "MEETING INFO" section and a footer with the BlueJeans logo and contact information.

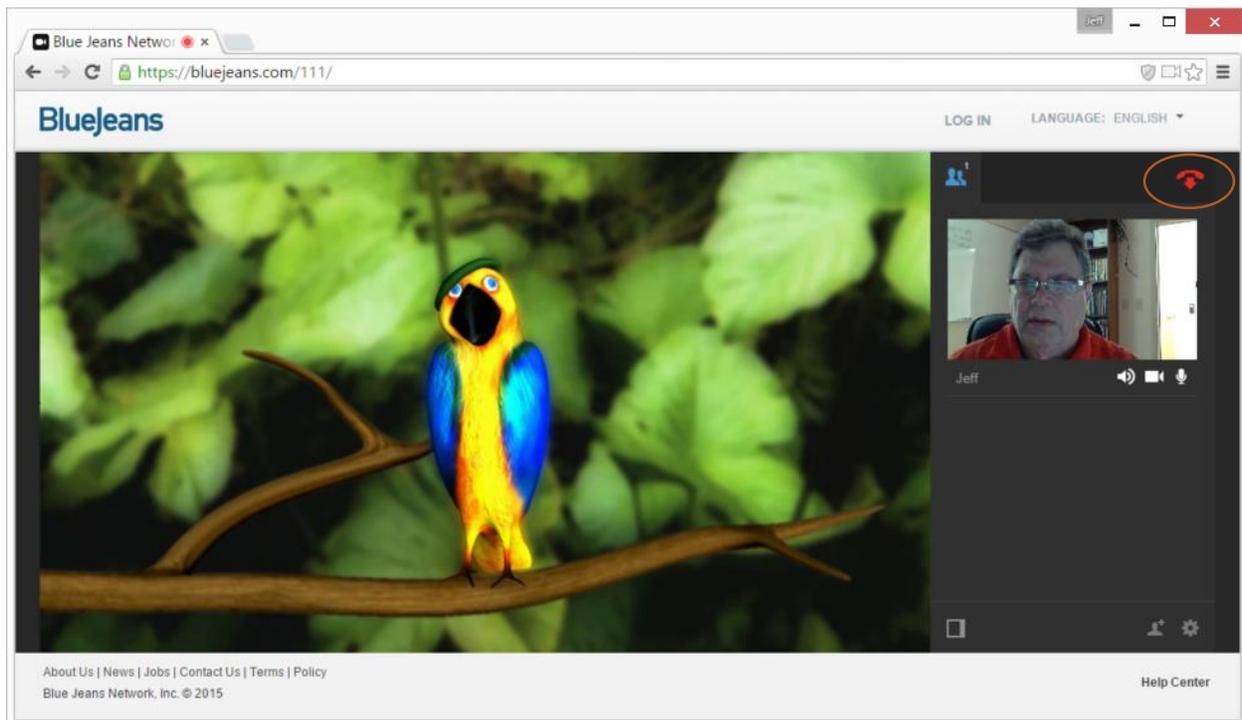
Click Join one more time.



You will see the parrot. You will say any sentence and stop. Jean will “parrot” it back to you. If he does and you can hear him, your audio is set correctly.



Make sure you check your audio before every meeting. Be sure to disconnect from Jean by clicking the RED telephone icon (circled below) BEFORE you go into your actual meeting.



JSG:102815