BlueJeans moderation in HH1107. This extends the functionality of the space to participants with access only to a computer web browser or Skype.
What is BlueJeans?

BlueJeans is a cloud-based video conferencing service that is easy and compatible with HH1107 video conferencing system, along with common customer owned devices.

Where can I start a BlueJeans video conference meeting?
A BlueJeans video conference meeting can be conducted from anywhere that provides an Internet connection.

How do I become a Moderator of a meeting?
If you are going to be a moderator of a meeting and you weren’t already assigned a username and password, please contact help@ece.cmu.edu in order to have you set up as a Moderator for BlueJeans meetings.

How can I use HH1107 to conduct my meeting?
BlueJeans helps extend the functionality of the HH1107 space to participants with access to a computer web browser or Skype.
Logging into BlueJeans

To start a BlueJeans conference in HH1107, please go to the HH1107 podium with a laptop in order to setup and to start the meeting.

To Log In:
Go to https://cmu.bluejeans.com and Log In

I do not know my username and password:
If you are going to be a moderator of a meeting and you weren’t already assigned a username and password, please contact help@ece.cmu.edu.

I do know my username and password:
1. Go to https://cmu.bluejeans.com and Log In
2. Enter Username
3. Enter Password
4. Click Login, if this is your first time logging in choose “I am moderator”
Joining a BlueJeans meeting

Once you log in, you’ll become the **moderator** of the meetings you are scheduling.

The following screen displayed is known as the home screen or meeting room which shows all the meetings:

This screen will allow you to:
1. Attend existing meetings
2. See completed meetings
3. Schedule a new meeting

As a new moderator, we will continue by scheduling a new meeting.

Please select “Schedule Meeting” from step 3 and continue to the next step...
Schedule a meeting

After selecting the “Schedule Meeting” button, the following screen will appear:

To schedule a meeting you will need to include the following:

1. Meeting Title
2. Start and End time
3. Repeat meeting (optional)
4. Invite Attendees via email
5. Include message to attendees (optional)
6. Schedule Meeting

Continue to the next step...
Starting a scheduled meeting

Once the meeting is scheduled, the meeting will appear in your home screen.

1. Select the new meeting you created and continue to the next step...
Starting a scheduled meeting

When you select the meeting, the following screen demonstrates the various ways to connect to the meeting:

The different ways to join will be sent to the participants that were invited and they will be able to choose their connection method.

The meeting won’t start until you, the moderator, have joined. You can start the meeting at any time, or wait until the scheduled start time.

1. When you’re ready, start the meeting.

Continue to the next step...
Connecting into the meeting

Once the meeting is started, you’ll be asked to choose your connection type.

Please make sure you are standing at the podium with your laptop in HH1107 if you want to use the Room System for the meeting environment.

1. Meeting Information is sent out to each participant invited. It is now up to the participant to choose the method they wish to use to connect to BlueJeans meeting.

2. To connect with HH1107, select the “Room System” button.

Continue to the next step...
Once you select the connection type, “Room System”, you will need a Pairing code to use the Room System.

1. Below is where you enter the Pairing code that is provided by BlueJeans via the HH1107 system. Make sure you are at the HH1107 podium when you enter the Pairing code.

To get the pairing code continue to the next step...
Connect HH1107 to the meeting

At the HH1107 podium, click “Start” on the 1107 touch pad, select “Distance Learning Mode.”

1. Select Directory
2. Select BlueJeans from the Directory
3. Select “Call”
Connect HH1107 to the meeting

After calling the BlueJeans Address from the Directory, the BlueJeans introduction screen will appear on the 1107 monitors in the back of the room and will give you the proper Pairing Code/ Moderator code for your meeting.

1. Write down the code! If you get dropped from the meeting, you will need to re-enter the code.

2. Go back to the BlueJeans home screen and enter the code into the BlueJeans connection window.

3. You should now be successfully connected to the meeting and see participants on the displays.
Managing the Meeting

When the meeting begins you, as the moderator, will have control over the participants in the meeting. As shown below, you will see a list of each participant who is currently in the meeting.

Some of the options you have as moderator include:
1. Muting One or All Participants
2. Disabling video of participants
3. Drop a participant from the meeting

List of Participants in active meeting
Managing the Meeting

The moderator controls the layout of the meeting. The moderator can push out the chosen layout to all participants.

**The layout options include:**

1) **Active Speaker** - shows full screen of active speaker

2) **Active Presence** - is the default layout which shows the active speaker centered at the top of the other participants sharing video.

3) **Constant Presence** - shows everyone sharing video in the meeting in a “Brady Bunch” fashion.
You can choose to end the meeting at any time. In order to end the meeting, just select “End Meeting.”

If you don’t end the meeting, it will end at the specific end time that was set when the meeting was created.

Also, please make sure that HH1107 Podium is disconnected and placed into stand-by mode.