



BlueJeans Events Instructions for Presenters

October 2017

BlueJeans

1. Joining the Event

Presenter Joins

BlueJeans

Sales Kickoff

JOIN as PRESENTER?

+ Laptop paired with Room System (Best Experience)

- 1) Dial : ['bjn.vc'](#) or 199.48.152.152
- 2) Enter the pairing code you see on the room system screen [here](#)

Connecting directly from a Room System?

- 1) Dial : ['bjn.vc'](#) or 199.48.152.152
- 2) Enter Meeting ID : 442694000 and Passcode : 3138

Joining via a mobile device?

- 1) Download the app from App Store or Google Play
iPhone/iPad : <https://itunes.apple.com/app/blue-jeans/id442694000>
Android : <https://play.google.com/store/apps/details?id=com.bluejeansnet.Base>
- 2) Enter event ID : **qz24362** to join the event

Just want to DIAL IN ?

- 1) Dial: [+1 \(760\) 699-0393](#) (US)
[+1 \(877\) 305-0280](#) (US Tollfree)
(See all numbers [here](#))
- 2) Enter participant PIN : [5028388115](#)

- Join the meeting from the email invite:
 - Click Join button takes you to meeting entry page, where you can choose to enter via computer or room system (see next page).
 - Instructions for entering via room system.
 - Instructions to enter from iOS or Android mobile
 - Instructions to dial-in from a telephone only
- Enter your name and email, if prompted.



Join The Event

Ralph Singh

ralph@softcoinc.com

Get Started

[Join with BlueJeans account](#)

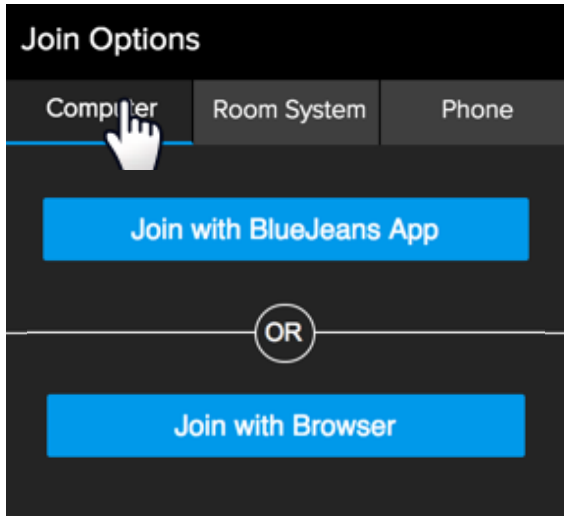
Sales Kickoff
Monday, West

Presenter Joins

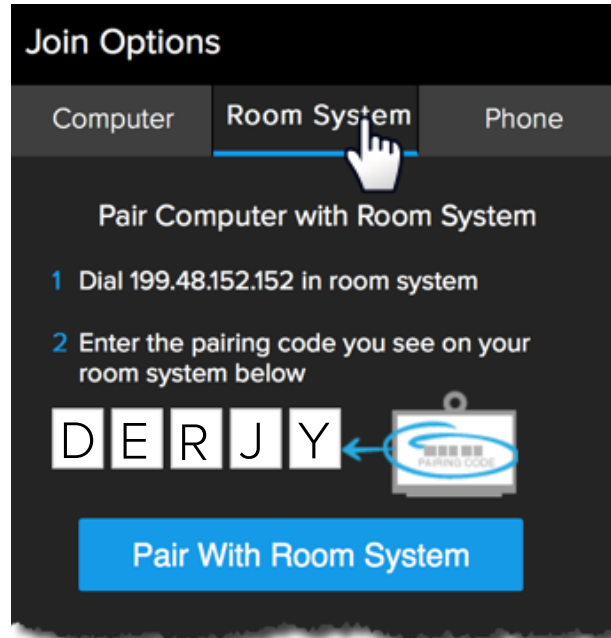
There are three connection options:

1. Computer (join from the Browser or BlueJeans App)
2. Room System (Pairing from computer required)
3. Phone dial in (you will not be able to screen share)

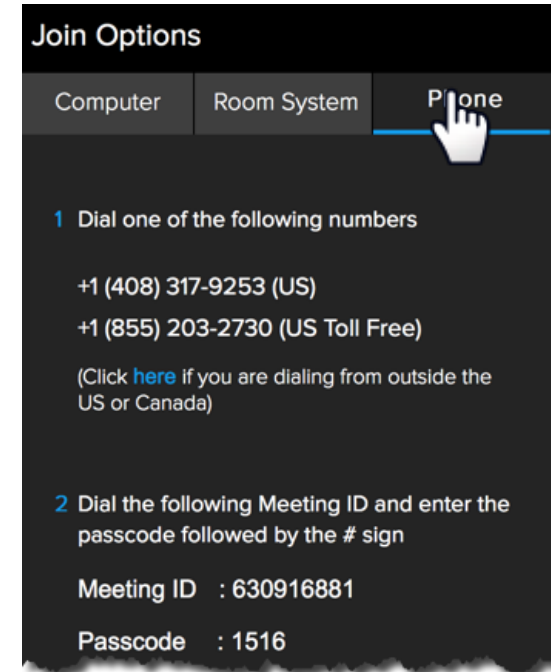
1



2

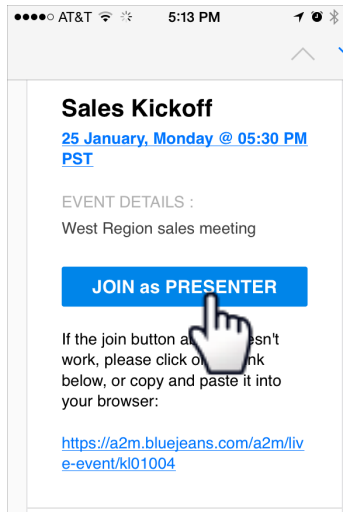


3

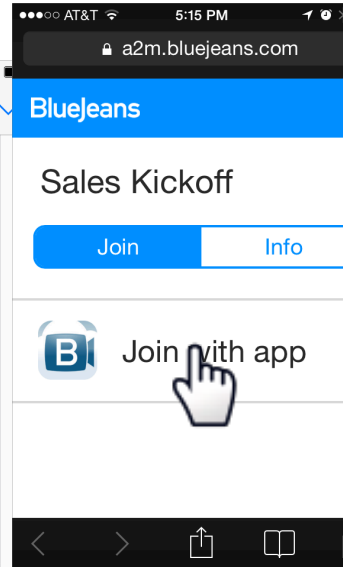


Join from Mobile

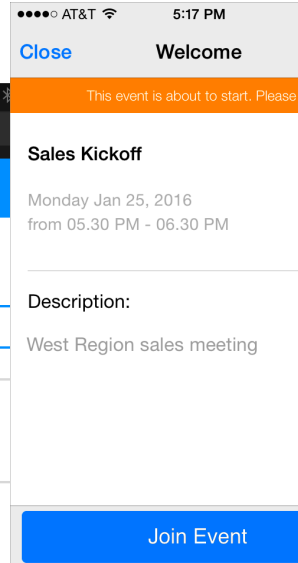
Presenters and Attendees (not Moderators) can also enter the event from iOS or Android.



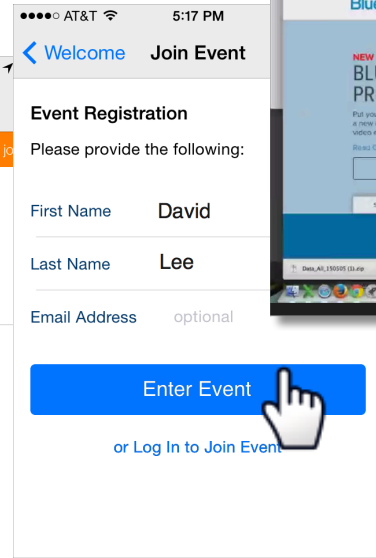
1. Click Join from email invite



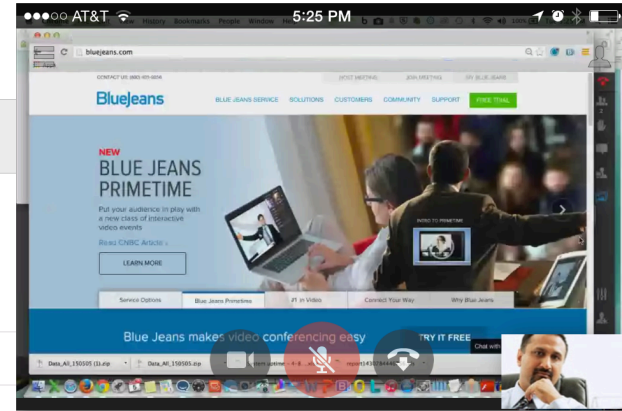
2. Click Join with app



3. At welcome page, click Join Event



4. Enter your name and click Enter Event



5. You're in the Event!

2. Presenter's In-Event Experience

Presenter's view

(Betty Lee)

Self View
(click to minimize)

Mute your Mic
Mute your Camera

Event Duration

Recording is On

Event is Live!

Event title

Shared content

Participant videos

Layout options

Exit the event

Main (roster) view

Chat

Chat w/ Moderator

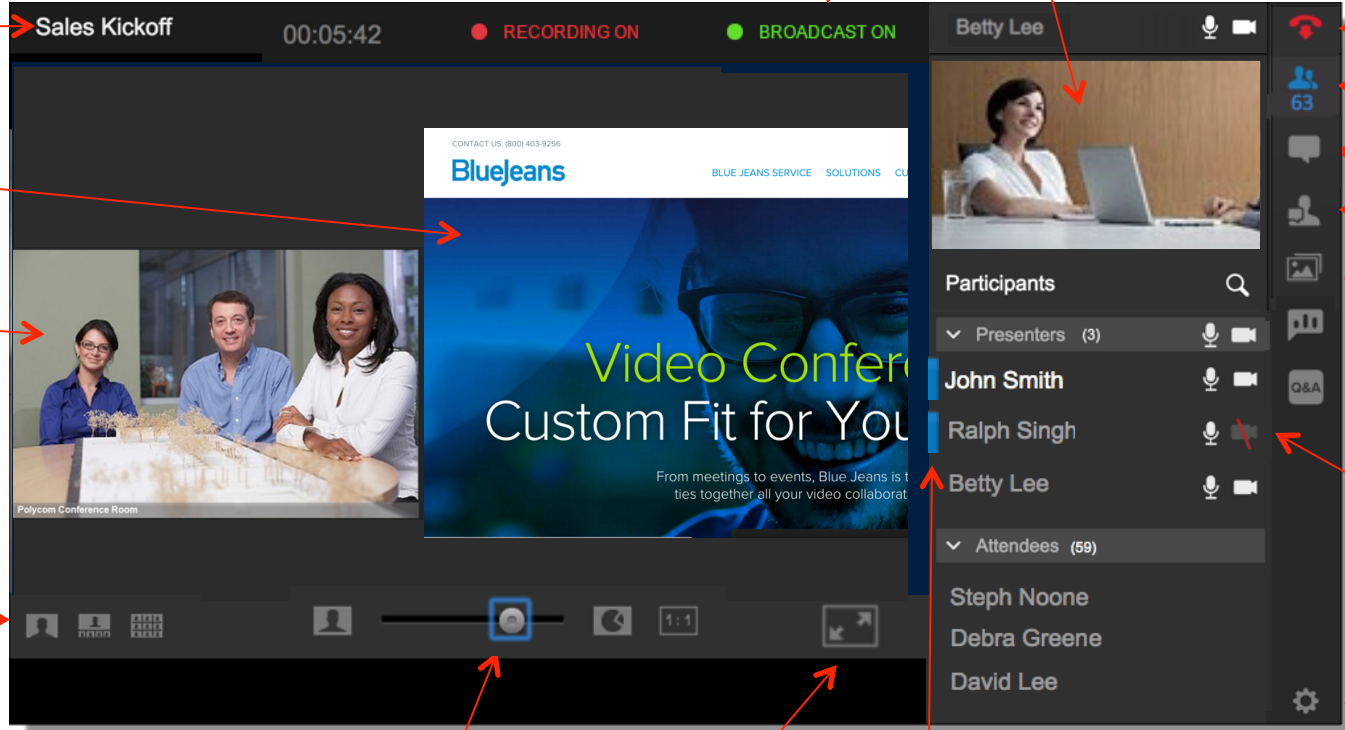
Sharing options

Polls

Questions & Answers

Presenter **cannot** mute or unmute other presenters.

Settings (choose speaker/mic/camera)



Slide left to show video panels

Expand to Full Screen

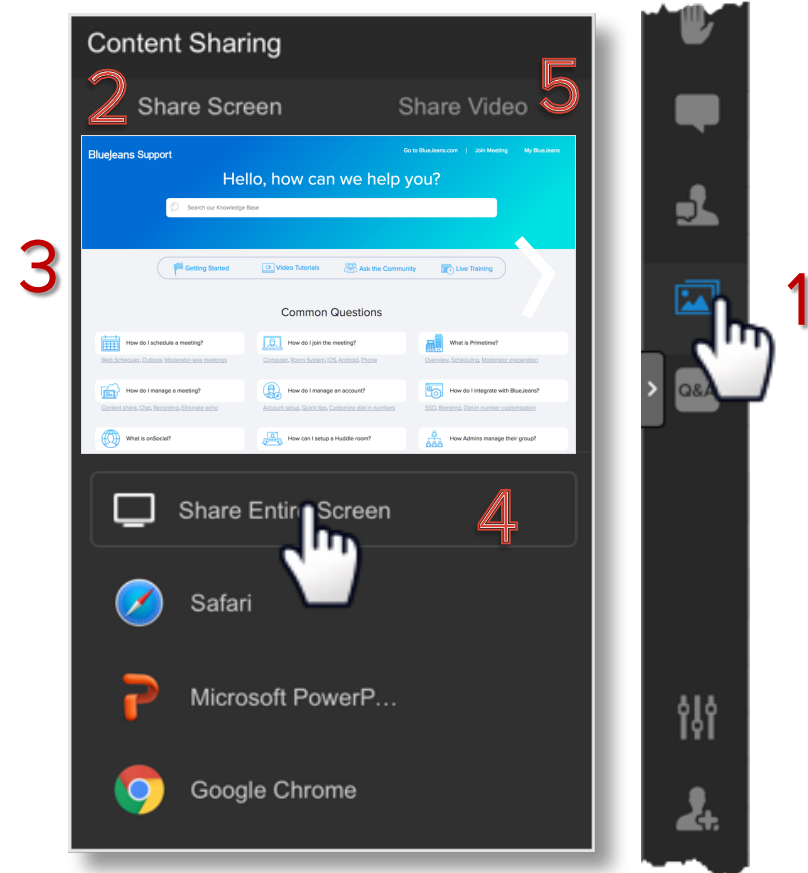
Moderator(s) identified by blue dot

Sharing your Screen or uploaded Video

Moderators can also share

Presenters (including Moderators) can share their screen (or uploaded videos).

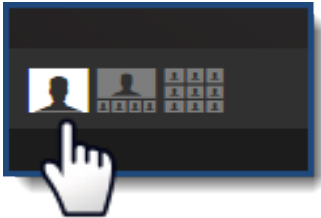
1. Click the Content Sharing icon in the menu.
2. By default, you'll be in the 'Share Screen' tab.
3. If more than one monitor is in use, select which monitor to share.
4. Select to share a specific application or your entire screen (we recommend sharing entire screen).
5. To share an uploaded **video**, select existing video in your list, or upload a new video to share.



Change Layouts – your view only

Moderators can also change their layouts

The Moderator and Presenter can change the video layout for themselves by hovering over the layout icons in the bottom left-hand corner.



Active Speaker will only display the video feed from the Current Speaker and is the default view.



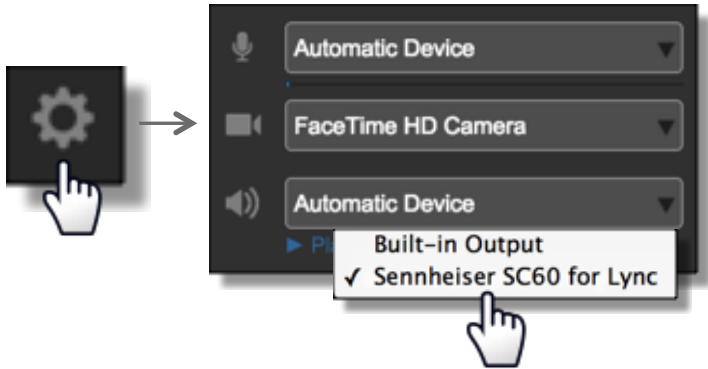
Active Presence will display the Current Speaker and the four most recent speakers below.



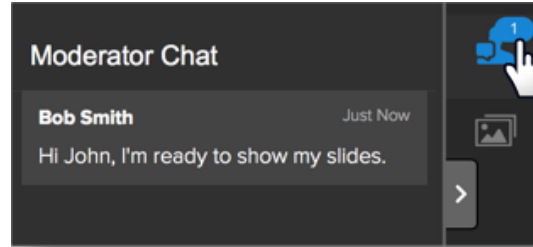
Constant Presence will display a panel of the nine most recent speakers in a grid view.

Settings

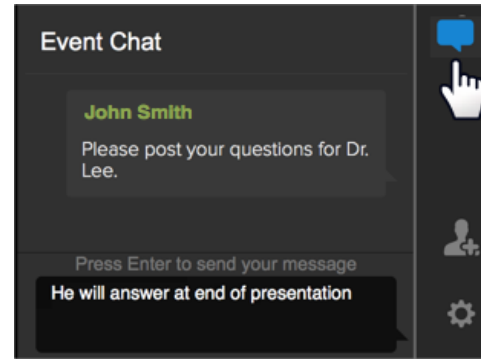
Click Settings to change the device used for your mic, camera or speaker:



Chat



Participants click “Moderator Chat” to chat privately with the Moderator.

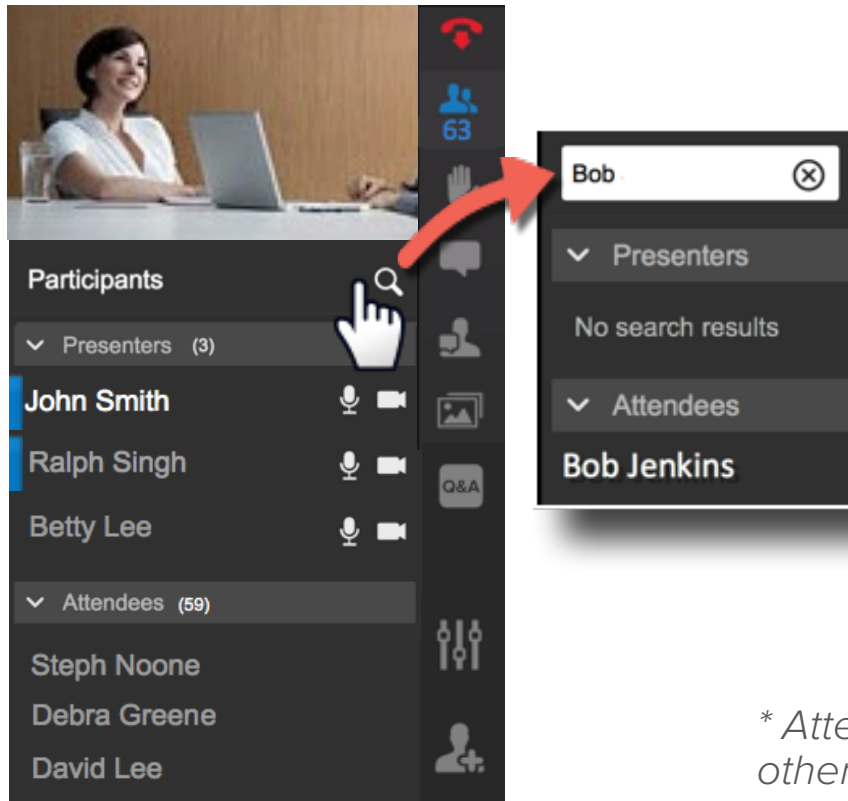


Click “Event Chat” to chat with all participants in the event.

Moderator has ability to delete a specific chat message.

Note: Event Chat history can be downloaded, after the event concludes, from the Past Events folder.

Participant Roster



Moderators, Presenters and Attendees* have view access to the participant roster:

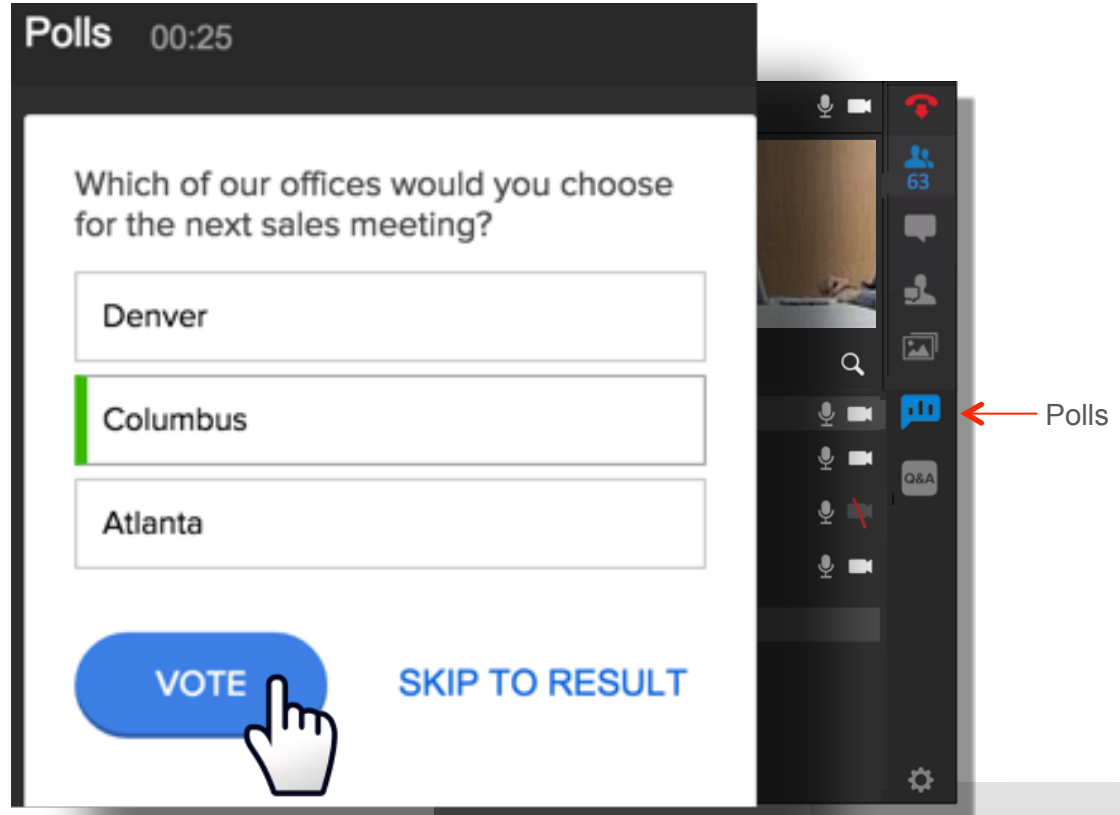
- Participants are grouped as Presenters and Attendees.
- Moderators appear as Presenters, with a blue bar.
- Click the group down-arrow to hide the names
- Use Search to find a participant name (Bob Jenkins, in this example).

** Attendees use Search to find other attendee names.*

Polls

The Moderator can post live polls in the event, so that Presenters (and Attendees) can cast their survey or questionnaire vote.

When the Moderator closes voting the results will be displayed for everyone to see.



The screenshot shows a Zoom poll interface. At the top, it says "Polls 00:25". The question is "Which of our offices would you choose for the next sales meeting?". There are three options: "Denver", "Columbus" (which is selected with a green bar), and "Atlanta". At the bottom, there are two buttons: "VOTE" and "SKIP TO RESULT". A hand cursor is pointing at the "VOTE" button. On the right side, there is a vertical toolbar with various icons, including a poll icon (three vertical bars) which is highlighted with a red arrow and the label "Polls".

Questions & Answers

Attendees submit question by clicking the Q&A icon.

- If enabled for the event, Attendees can choose to post anonymously.
- Other Attendees can “Like” the question to highlight priority.

Presenter (or Moderator) will see a blue alert bubble in the Q&A panel, and post the answer for everyone to see.

- Promoted Attendees will not be able to answer

Attendees (only) can submit questions for the Moderator and/or Presenters to answer.

