BlueJeans Orientation

Module 1: Connect to your class on campus with BlueJeans

Module 2: Connect to your class with BlueJeans (Personal Device)

Module 3: BlueJeans Testing

Module 4: BlueJeans Best Practices for Students
Connect to your class with BlueJeans (On Campus)
Connect to your class in 5 easy steps:

1. Power on Room using the Crestron and select Instructor PC
2. Login to the computer
3. Double click on the BlueJeans desktop shortcut that displays your instructors name icon on the desktop
4. Or open the BlueJeans App, click Join as guest and type your instructor’s Meeting ID Number
5. Click Join/Enter Meeting
   (CRESTRON – Select Instructor PC Button to control Student Camera, Instructor Camera, Doc Cam)

Disconnect from your class in 2 easy steps:

1. On computer choose Leave Meeting.
2. Power off Room using the Crestron.

Technical Assistance please contact the ITV Office:
Phone: 1-800-243-9482 x5181 or x5182 E-mail: distancelearningstaff@witc.edu
1. Pick up the Polycom remote to wake up the video equipment

2. Click on the Directory button (circled below):

3. Click on the favorites group (using the confirm/select button)

   1. Highlight the entry that displays the instructor’s name (circled below).

   2. Click green phone button to place your call (circled below):

   3. Once successfully connected you will see the other sites (if the other sites are not connected yet you will see a BlueJeans splash page like below with your instructor’s name).
1. Pick up the Polycom remote to wake up the video equipment

2. Click on the Home button (circled below):

3. Click Place a Call (using the confirm/select button)

4. Use the reference sheet to find your instructor’s BlueJeans number and use the key pad to dial your instructor’s BlueJeans number to connect to your class.

5. Click green phone button to place your call

6. Once successfully connected you will see the other sites (if the other sites are not connected yet you will see a BlueJeans splash page like below).

Dial in to class from a video cart using the Polycom HDX Remote (Students)

Technical Assistance please contact the ITV Office:
Phone: 1-800-243-9482 x5181 or x5182 E-mail: distancelearningstaff@witc.edu
1. Pick up the Polycom remote to wake up the video equipment

2. Click on the Home button (circled below):

3. Click on the Place a Call button (using the confirm/select button)

4. The Keypad menu will open, click on the Contacts menu (circled below)

5. Highlight the entry that displays the instructor’s name (circled below).

6. Click green phone button to place your call

7. Once successfully connected you will see the other sites (if the other sites are not connected yet you will see a BlueJeans splash page like below).
1. Pick up the Polycom remote to wake up the video equipment

2. Click on the Home button (circled below):

3. Click the menu button (using the confirm/select button)

4. Use the reference sheet to find your instructor’s class number and use the key pad to dial your instructor’s class number.

5. Click green phone button to place your call

6. Once successfully connected you will see the other sites (if the other sites are not connected yet you will see a BlueJeans splash page like below).
Connect to your class with BlueJeans (Personal Device)

2. Click on the [DOWNLOAD BLUEJEANS] button.

3. Click [Save] in the dialogue box.

4. Open on the download menu at the bottom of your browser when it’s completed:

5. Click Install in the Blue Jeans Setup dialogue box:

6. Click [JOIN AS GUEST] enter your instructor’s BlueJeans Meeting ID assigned to your class, type your name, click Join Meeting:

4. Turn your camera and mic on as show below (strike-through the icon indicates that the device is currently muted:

5. Click on the Settings Menu to assign your devices Microphone, Camera, and Speaker.

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**Operating Systems:**
Windows: 10, 8, 7 (SP1+), and Vista (SP2+)
Mac: OS X 10.7+
Linux: RHEL 7+ and Fedora 22+

**RAM:** Minimum of 1GB

**Memory:** At-least 50MB of free space available

**Internet Bandwidth:** Minimum & Stable 384 Kbps speed in both directions (1 Mbps recommended for high video resolution)
1. Click on the BlueJeans Meeting Link provided by your instructor (the link will open in your default browser, if the meeting isn’t loading copy and paste the meeting URL into a different browser).

2. Click the JOIN WITH BROWSER option shown below (if prompted, install the browser plug-in)

3. Choose to enable both your camera and mic as shown below:

4. Next select computer audio to send and receive audio.

5. Turn your Camera ON and Microphone ON (click on CHANGE CAMERA/MICROPHONE to assign your devices Microphone, Camera, and Speaker).

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**Operating System:**
- Windows: Windows 8, Windows 7 SP1 and above, Windows Vista SP2 and above, Windows XP SP3
- Mac: OS X 10.6 and above
- Linux: 64-bit versions of Red Hat Enterprise Linux 6 and above, Fedora 12 and above, and 64-bit Ubuntu (12.04 LTS and above).

**Internet Bandwidth:** Minimum & Stable 384 Kbps speed in both directions (1 Mbps recommended for high video resolution)
BlueJeans Testing
Test BlueJeans Video Connection

Before entering a BlueJeans meeting, you should test your video connection to make sure you are able to share video and audio.

Open the link below using your browser to complete a test connection:

https://bluejeans.com/111

** You will connect in a video call with Blue Jean, the video test specialist Parrot.

** Speak into your microphone and Blue Jean the Parrot will repeat what you say.

Once you have completed a test with Blue Jean please contact the ITV office to set up and complete a live test with the distance learning staff before the first day of class.

E-mail or call the ITV office to set up a test connection. We are here to help you succeed!

E-mail: distancelearningstaff@witc.edu
Phone: 1-800-243-9482 x5181 or x5182
BlueJeans Best Practices for Students
Test Your Connection: Complete a test with the distance learning staff before the first day of class. E-mail or call the ITV office to set up a test connection. We are here to help you succeed!

E-mail: distancelearningstaff@witc.edu      Phone: 1-800-243-9482 x5181 or x5182

Connect to Class: Use the BlueJeans Meeting URL or enter your class BlueJeans Meeting ID and Passcode (if applicable). Click Join Meeting. For assistance, please call the WITC ITV office at the number above.

Helpful Hints

Mute Yourself: Remain muted until you need to speak. Toggle your Microphone between Live and Muted. Press the spacebar key on your keyboard to unmute your microphone, release to mute.

Eliminate Echo: Avoid using your devices external speakers; they can cause a distracting echo. Earbuds or headsets are highly recommended to avoid echo and experience the best audio quality.

Live Video: Toggle your video from muted to live. Please leave your video unmuted during class. Your teacher and the other students will need to see you!

Eliminate Background Noise: Find a quiet location with minimum background noise and interruptions.

Adequate Lighting: An evenly lit room is best. Avoid sitting with a window either directly behind or in front of you—they can create glare and shadows.

Camera View: Adjust the position of your camera and point directly at you (not above or under your face). Also, move your laptop out a bit (no zoom).

Internet Connection: Test your internet speed https://witc.techready.io (2Mbps Download/2Mbps Upload Speed is required for HD video quality). Wire in with an Ethernet cord whenever possible, if using wireless ensure you are in a good Wi-Fi signal area.

**Additional BlueJeans Support Video Tutorials**