

Administrator's Guide

Version 3.1
April 1, 2016



Contents

Administrators have control of their Enterprise Group. Provision and edit service for employees, and, view and manage billing and meeting history. One or more users can be assigned as Admin. This document provides instructions for:

1. Group Settings
2. Manage Users
 - View and Edit Users
 - Create New Users
 - Invite New (or Existing) Users to Join Your Group
3. Billing Management (Invoices, Plan and Payment Information)
4. Meeting History
5. Release Notes
6. Events
7. Recording Activity

Group Settings – Landing Pages

If **Landing Pages** have been created for your group, complete this section to:

1. Auto approve users that sign up from specified domains, and
2. List Admin emails to send approval requests to.

[Click here](#) to learn more about Landing Pages.

Save changes at bottom:

SAVE CHANGES

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Group Name:

Softco Inc.

Auto approve users from these domains: (Comma separated list)

softcoinc.com 1

List of admin user emails to send approval requests to: (Comma separated list)

john@softcoinc.com 2

Scheduling Preferences

☒ Enable Scheduling with Personal Meeting ID

☐ Force Scheduling with Personal Meeting ID

☐ Default Scheduling with Personal Meeting ID

Group Settings – Scheduling Preferences

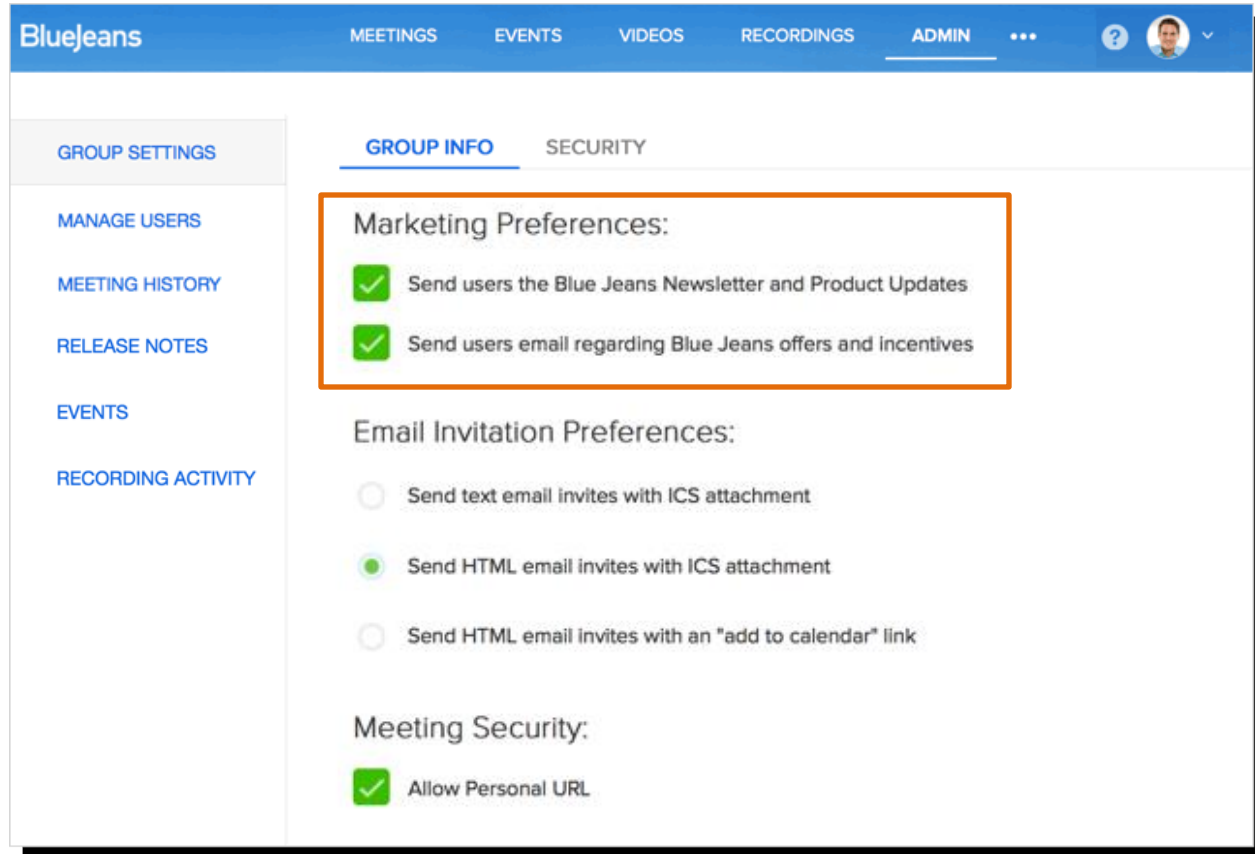
With “Enable Scheduling” checked, users have option to use Personal meeting ID for Scheduled meetings:

- **Force Scheduling:** users won't have option to use the scheduled 9 digit random ID
- **Default Scheduling:** users will have Personal ID as their default when scheduling meetings.

The screenshot shows the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS' (selected), 'MANAGE USERS', 'MEETING HISTORY', 'RELEASE NOTES', 'EVENTS', and 'RECORDING ACTIVITY'. The main content area has two tabs: 'GROUP INFO' (selected) and 'SECURITY'. Under 'GROUP INFO', there are three text input fields: 'Group Name' (containing 'Softco Inc.'), 'Auto approve users from these domains: (Comma separated list)' (containing 'softcoinc.com'), and 'List of admin user emails to send approval requests to: (Comma separated list)' (containing 'john@softcoinc.com'). At the bottom, a section titled 'Scheduling Preferences' is highlighted with an orange border. It contains three checkboxes: 'Enable Scheduling with Personal Meeting ID' (checked with a green checkmark), 'Force Scheduling with Personal Meeting ID' (unchecked), and 'Default Scheduling with Personal Meeting ID' (unchecked).

Group Settings – Marketing Email Preferences

Admins can disable BlueJeans marketing emails from being sent to members of your group.



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various settings: GROUP SETTINGS, MANAGE USERS, MEETING HISTORY, RELEASE NOTES, EVENTS, and RECORDING ACTIVITY. The main content area is titled 'GROUP INFO' and 'SECURITY'. A section titled 'Marketing Preferences:' is highlighted with an orange border, containing two checked options: 'Send users the Blue Jeans Newsletter and Product Updates' and 'Send users email regarding Blue Jeans offers and incentives'. Below this, the 'Email Invitation Preferences:' section shows three radio button options, with 'Send HTML email invites with ICS attachment' selected. The 'Meeting Security:' section at the bottom shows one checked option: 'Allow Personal URL'.

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Marketing Preferences:

- ☒ Send users the Blue Jeans Newsletter and Product Updates
- ☒ Send users email regarding Blue Jeans offers and incentives

Email Invitation Preferences:

- ☐ Send text email invites with ICS attachment
- ☒ Send HTML email invites with ICS attachment
- ☐ Send HTML email invites with an "add to calendar" link

Meeting Security:

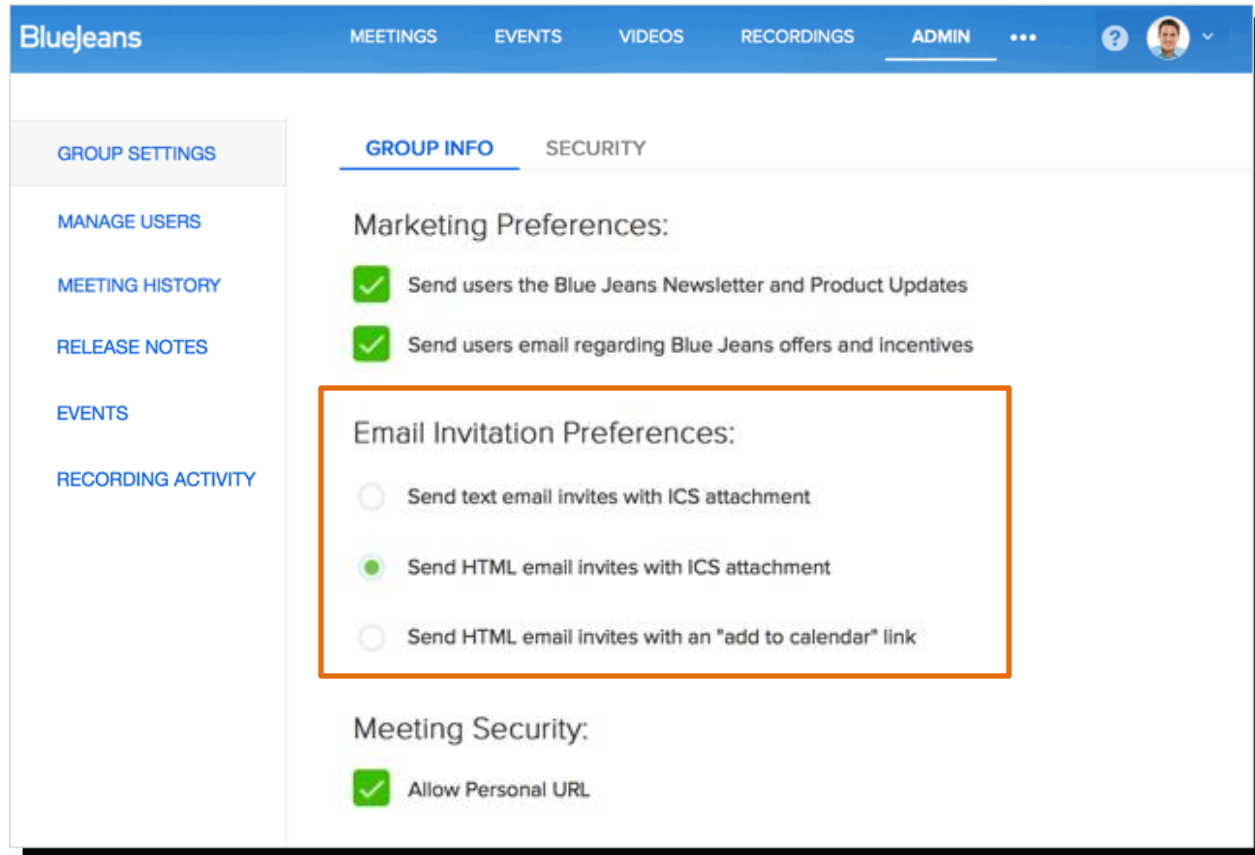
- ☒ Allow Personal URL

Group Settings – Email Invitation Preferences

Admins can format the email invitations for all users in their enterprise group.

This setting allows admins to resolve issues with poor email invitation rendering on certain mail clients.

See next page for details.



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various settings: GROUP SETTINGS (highlighted), MANAGE USERS, MEETING HISTORY, RELEASE NOTES, EVENTS, and RECORDING ACTIVITY. The main content area is divided into two tabs: GROUP INFO (selected) and SECURITY. Under GROUP INFO, there are sections for Marketing Preferences and Email Invitation Preferences. The Email Invitation Preferences section is highlighted with an orange border and contains three radio button options: Send text email invites with ICS attachment, Send HTML email invites with ICS attachment (selected), and Send HTML email invites with an "add to calendar" link. Below this, the Meeting Security section shows a checked option for Allow Personal URL.

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Marketing Preferences:

- ☒ Send users the Blue Jeans Newsletter and Product Updates
- ☒ Send users email regarding Blue Jeans offers and incentives

Email Invitation Preferences:

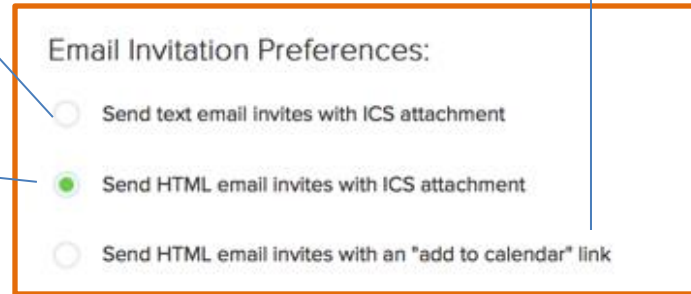
- ☐ Send text email invites with ICS attachment
- ☒ Send HTML email invites with ICS attachment
- ☐ Send HTML email invites with an "add to calendar" link

Meeting Security:

- ☒ Allow Personal URL

Group Settings – Email Invitation Preferences

- The email invitation will be plain text and will not have problems displaying within Outlook with the attached ICS file, to add the meeting onto their Outlook Calendar.
- This option is not recommended for Outlook users as the attached ICS file will break the HTML email formatting. Users using other email clients other than Outlook will benefit from having nicer looking emails along with an ICS file to add the meeting onto their calendar.
- This option basically sends a HTML email invite; however will lose the convenience of automatically adding an event to their calendar as the ICS file is not attached to the email. Clicking the link within the email invitation will direct the user to the ICS file to be downloaded and added manually to their calendars.



The screenshot shows a dialog box titled "Email Invitation Preferences:". It contains three radio button options. A blue arrow points from the first bullet point to the first option, another blue arrow points from the second bullet point to the second option, and a third blue arrow points from the third bullet point to the third option.

Email Invitation Preferences:

- ☐ Send text email invites with ICS attachment
- ☒ Send HTML email invites with ICS attachment
- ☐ Send HTML email invites with an "add to calendar" link

Group Settings – Meeting Security

If checked, participants go straight into the host's personal meeting when entering the moderator's MyMeeting URL
(*bluejeans.com/username*)

Unchecking this box forces participants to enter their name before joining the meeting:

Welcome.
Please tell us who you are.

[Access Meeting](#)

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MEETINGS EVENTS VIDEOS RECORDINGS ADMIN ... ? [User Avatar]

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Marketing Preferences:

- ☒ Send users the Blue Jeans Newsletter and Product Updates
- ☒ Send users email regarding Blue Jeans offers and incentives

Email Invitation Preferences:

- ☐ Send text email invites with ICS attachment
- ☒ Send HTML email invites with ICS attachment
- ☐ Send HTML email invites with an "add to calendar" link

Meeting Security:

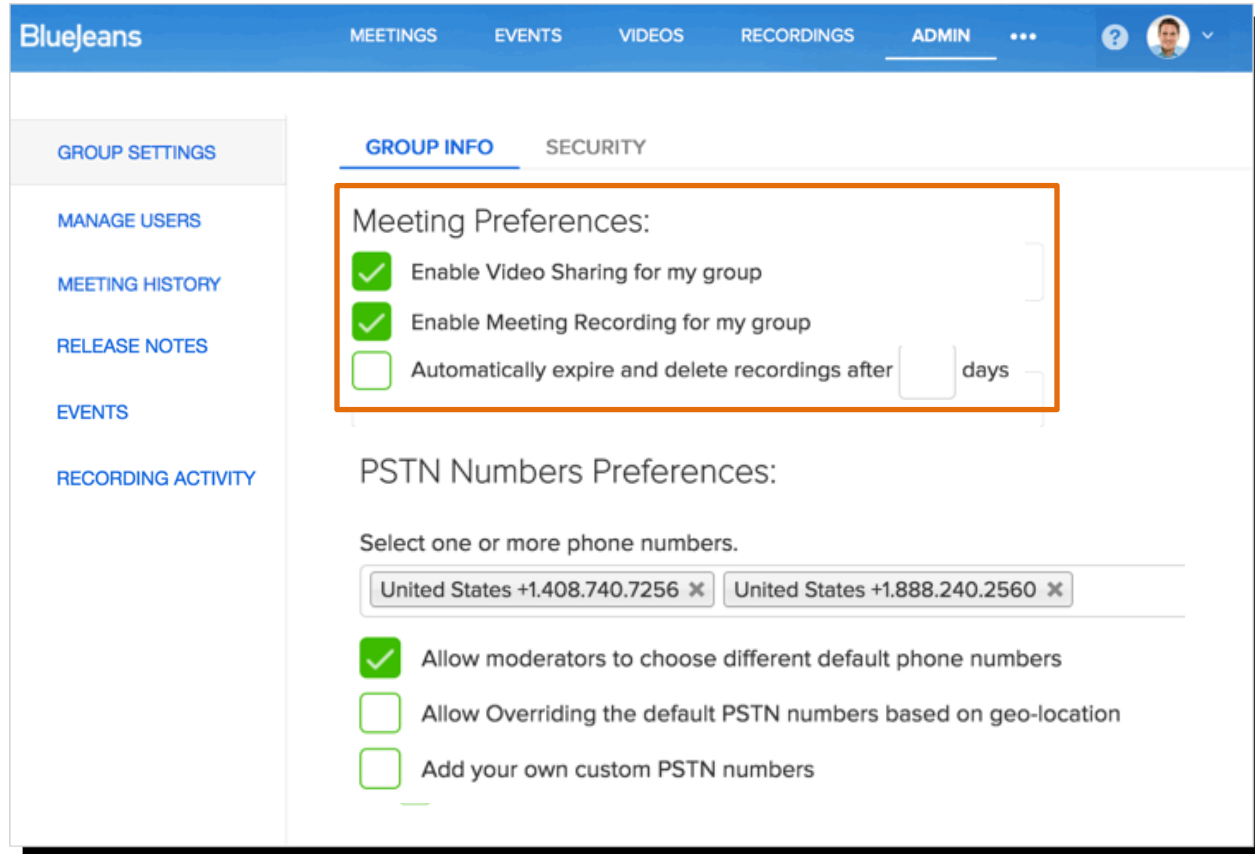
- ☒ Allow Personal URL

Group Settings – Meeting Preferences

Admins can select to enable or disable ...

- [Video Sharing](#) or
- [Recording](#)

... for your group.



The screenshot shows the BlueJeans web interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS' (selected), 'MANAGE USERS', 'MEETING HISTORY', 'RELEASE NOTES', 'EVENTS', and 'RECORDING ACTIVITY'. The main content area has two tabs: 'GROUP INFO' (selected) and 'SECURITY'. Under 'GROUP INFO', the 'Meeting Preferences' section is highlighted with an orange border. It contains three settings: 'Enable Video Sharing for my group' (checked), 'Enable Meeting Recording for my group' (checked), and 'Automatically expire and delete recordings after' (unchecked) with a dropdown menu set to 'days'. Below this is the 'PSTN Numbers Preferences' section, which includes a prompt to 'Select one or more phone numbers.' and two input fields containing 'United States +1.408.740.7256' and 'United States +1.888.240.2560'. At the bottom of this section are three checkboxes: 'Allow moderators to choose different default phone numbers' (checked), 'Allow Overriding the default PSTN numbers based on geo-location' (unchecked), and 'Add your own custom PSTN numbers' (unchecked).

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Meeting Preferences:

- ☒ Enable Video Sharing for my group
- ☒ Enable Meeting Recording for my group
- ☐ Automatically expire and delete recordings after days

PSTN Numbers Preferences:

Select one or more phone numbers.

United States +1.408.740.7256 × United States +1.888.240.2560 ×

- ☒ Allow moderators to choose different default phone numbers
- ☐ Allow Overriding the default PSTN numbers based on geo-location
- ☐ Add your own custom PSTN numbers

Group Settings – PSTN Numbers Preferences

Admins can set the default dial-in phone numbers that will appear for all meetings in the group.

Allow individual users to override, & set their own listed dial in numbers

Check and BlueJeans will select local country dial in numbers closest to the Moderator's location

Check and complete fields if you have your own number (forwarded to BlueJeans) that you want published in your meeting invites and web app

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Meeting Preferences:

- ☒ Enable Video Sharing for my group
- ☒ Enable Meeting Recording for my group
- ☐ Automatically expire and delete recordings after days

PSTN Numbers Preferences:

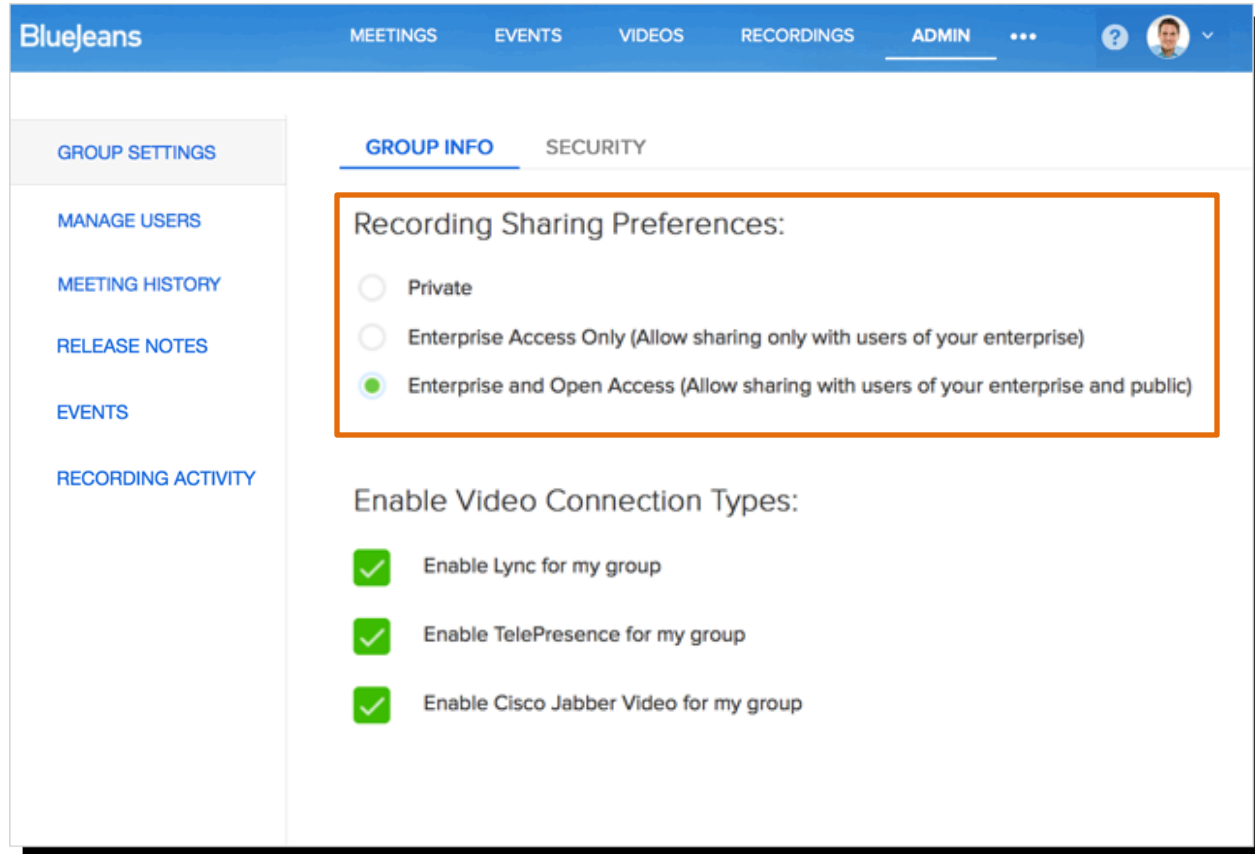
Select one or more phone numbers.

United States +1.408.740.7256 x United States +1.888.240.2560 x

- ☒ Allow moderators to choose different default phone numbers
- ☐ Allow Overriding the default PSTN numbers based on geo-location
- ☐ Add your own custom PSTN numbers

Group Settings – Recording Sharing Preferences

Admins can set global sharing preferences for all [recordings](#) made by users in the group.



The screenshot displays the BlueJeans administrative interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various group settings: GROUP SETTINGS, MANAGE USERS, MEETING HISTORY, RELEASE NOTES, EVENTS, and RECORDING ACTIVITY. The main content area is titled 'GROUP INFO' and 'SECURITY'. A section titled 'Recording Sharing Preferences:' is highlighted with an orange border, showing three radio button options: 'Private', 'Enterprise Access Only (Allow sharing only with users of your enterprise)', and 'Enterprise and Open Access (Allow sharing with users of your enterprise and public)'. Below this, a section titled 'Enable Video Connection Types:' shows three checked checkboxes: 'Enable Lync for my group', 'Enable TelePresence for my group', and 'Enable Cisco Jabber Video for my group'.

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Recording Sharing Preferences:

- ☐ Private
- ☐ Enterprise Access Only (Allow sharing only with users of your enterprise)
- ☒ Enterprise and Open Access (Allow sharing with users of your enterprise and public)

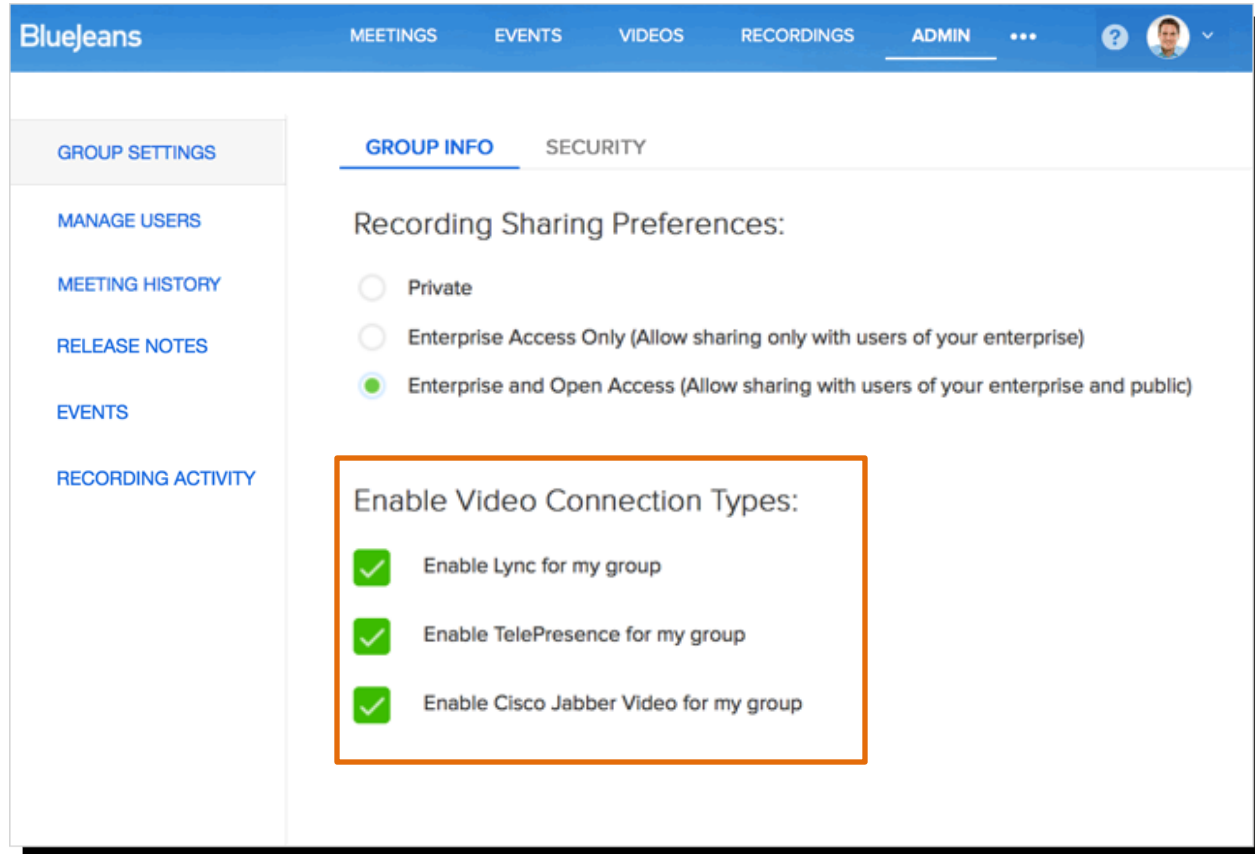
Enable Video Connection Types:

- ☒ Enable Lync for my group
- ☒ Enable TelePresence for my group
- ☒ Enable Cisco Jabber Video for my group

Group Settings – Enable Video Connections

Administrators can enable (or disable) different video connection types from appearing (globally) in the Meeting Rooms of all users in the Group.

Types can also be enabled/disabled individually (i.e., overridden) by the individual user)



The screenshot displays the BlueJeans web interface for Group Settings. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various settings categories: GROUP SETTINGS (selected), MANAGE USERS, MEETING HISTORY, RELEASE NOTES, EVENTS, and RECORDING ACTIVITY. The main content area is divided into two tabs: GROUP INFO and SECURITY. Under the GROUP INFO tab, the 'Recording Sharing Preferences' section shows three radio button options: Private, Enterprise Access Only, and Enterprise and Open Access (which is selected). Below this, the 'Enable Video Connection Types' section is highlighted with an orange border and contains three checked checkboxes: 'Enable Lync for my group', 'Enable TelePresence for my group', and 'Enable Cisco Jabber Video for my group'.

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Recording Sharing Preferences:

- ☐ Private
- ☐ Enterprise Access Only (Allow sharing only with users of your enterprise)
- ☒ Enterprise and Open Access (Allow sharing with users of your enterprise and public)

Enable Video Connection Types:

- ☒ Enable Lync for my group
- ☒ Enable TelePresence for my group
- ☒ Enable Cisco Jabber Video for my group

Group Settings – Default Connection Options

Set the default endpoint connection (and audio source) preference for all users in your group.

Check the override box to replace *your* chosen Admin default over the choice individual users may have made.

The screenshot displays the BlueJeans Group Settings interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various settings: GROUP SETTINGS, MANAGE USERS, MEETING HISTORY, RELEASE NOTES, EVENTS, and RECORDING ACTIVITY. The main content area is divided into two tabs: GROUP INFO and SECURITY. The GROUP INFO tab is active, showing the 'Default Connection Option' section. This section is highlighted with an orange border and contains a dropdown menu set to 'Blue Jeans App' and a checkbox labeled 'Override all users default connection option'. A tooltip is visible next to the dropdown, indicating that users can choose their audio source, with options for 'Use computer mic & speakers for audio' and 'Use the phone for audio'. Below this, the 'Default Timezone' is set to 'GMT-0500 US/Eastern', and the 'Session Timeout' section shows a checkbox for logging users out after a specified number of minutes of idle time.

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Default Connection Option:

Blue Jeans App

☒ Allow users to choose their audio source
Use computer mic & speakers for audio
Use the phone for audio

☐ Override all users default connection option

Default Timezone:

GMT-0500 US/Eastern

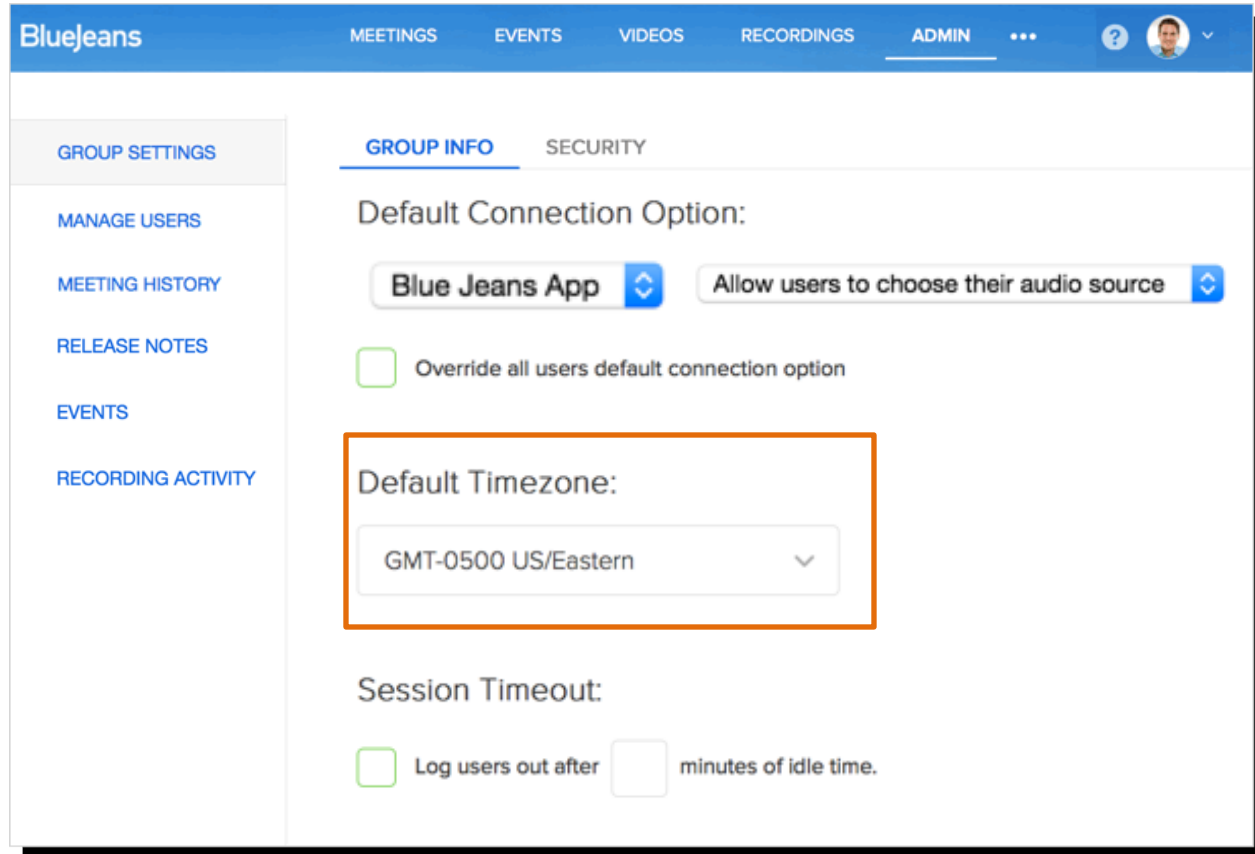
Session Timeout:

☐ Log users out after minutes of idle time.

Group Settings – Default Timezone

Select the default timezone that will be assigned to new users you *add* or *invite*.

Changing this setting will **not** override the individual timezone setting a specific user has already selected.



The screenshot displays the BlueJeans user interface. At the top, a blue navigation bar contains the 'BlueJeans' logo and tabs for 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The 'ADMIN' tab is selected. On the left, a sidebar lists 'GROUP SETTINGS' (highlighted), 'MANAGE USERS', 'MEETING HISTORY', 'RELEASE NOTES', 'EVENTS', and 'RECORDING ACTIVITY'. The main content area is titled 'GROUP INFO' and 'SECURITY'. Under 'GROUP INFO', the 'Default Connection Option:' section shows 'Blue Jeans App' and 'Allow users to choose their audio source'. Below this is an unchecked checkbox for 'Override all users default connection option'. The 'Default Timezone:' section, highlighted with an orange border, features a dropdown menu currently set to 'GMT-0500 US/Eastern'. The 'Session Timeout:' section at the bottom has an unchecked checkbox for 'Log users out after' followed by a text input field and the text 'minutes of idle time.'

Group Settings – Session Timeout

Set a default "timeout period" for users who are logged into their BlueJeans account (web app).

For example, specify that after 120 minutes of inactivity, a user will automatically be logged out of BlueJeans and cannot schedule or host meetings until logging back into their account.

The screenshot shows the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS' (selected), 'MANAGE USERS', 'MEETING HISTORY', 'RELEASE NOTES', 'EVENTS', and 'RECORDING ACTIVITY'. The main content area is divided into 'GROUP INFO' and 'SECURITY'. Under 'GROUP INFO', there are settings for 'Default Connection Option' (set to 'Blue Jeans App' and 'Allow users to choose their audio source'), an unchecked checkbox for 'Override all users default connection option', 'Default Timezone' (set to 'GMT-0500 US/Eastern'), and 'Session Timeout'. The 'Session Timeout' section is highlighted with an orange box and contains a checked checkbox, the text 'Log users out after', a text input field with '120', and the text 'minutes of idle time.'.

Session Timeout:

☒ Log users out after 120 minutes of idle time.

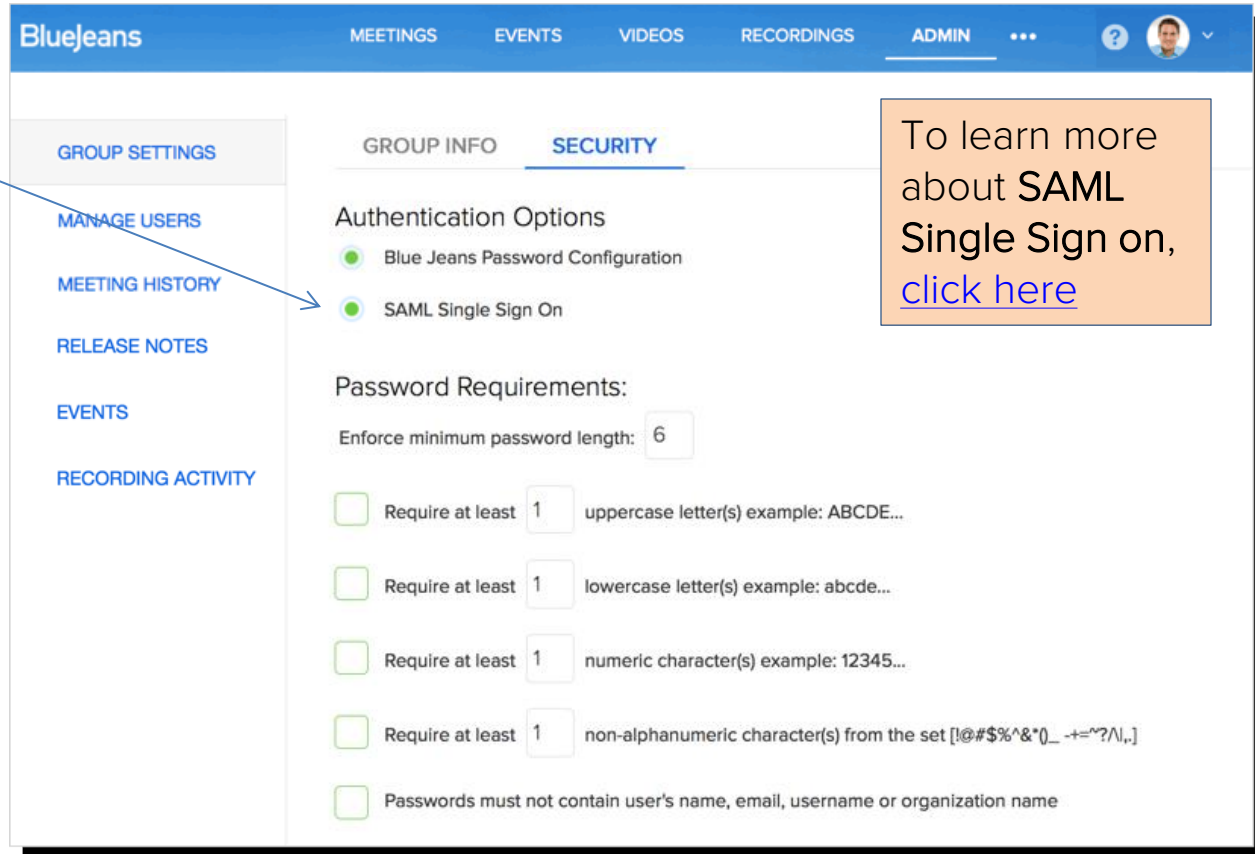
This is timeout for your users BlueJeans web session, not from a meeting

Group Settings – User Security: SAML

We support any SAML 2.0 compatible identity provider.

Some of the known IdPs that we have successfully deployed SAML with are:

- [AssureBridge](#)
- [Okta](#) - for setup, [click here](#)
- [VMWare Horizon](#)
- [Shibboleth](#)
- [SimpleSAMLphp](#)
- [Microsoft Active Directory Federation Services \(ADFS\)](#)



The screenshot shows the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS' (highlighted), 'MANAGE USERS', 'MEETING HISTORY', 'RELEASE NOTES', 'EVENTS', and 'RECORDING ACTIVITY'. The main content area is titled 'GROUP INFO' and 'SECURITY'. Under 'Authentication Options', there are two options: 'Blue Jeans Password Configuration' and 'SAML Single Sign On', both with green status indicators. Below this, the 'Password Requirements' section includes a field for 'Enforce minimum password length' set to 6, and five checkboxes for password complexity requirements: 'Require at least 1 uppercase letter(s)', 'Require at least 1 lowercase letter(s)', 'Require at least 1 numeric character(s)', 'Require at least 1 non-alphanumeric character(s)', and 'Passwords must not contain user's name, email, username or organization name'. A blue arrow points from the 'GROUP SETTINGS' menu item to the 'SECURITY' tab. An orange callout box on the right contains the text: 'To learn more about **SAML Single Sign on**, [click here](#)'.

Group Settings – User Security: Passwords

Administrators can adjust password security levels for the group:

- Adjust Password standards (minimum length, required use of numbers, etc.)

The screenshot displays the BlueJeans user interface for group settings. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS', 'MANAGE USERS', 'MEETING HISTORY', 'RELEASE NOTES', 'EVENTS', and 'RECORDING ACTIVITY'. The main content area is titled 'GROUP INFO' and 'SECURITY'. Under 'Authentication Options', there are two radio buttons: 'Blue Jeans Password Configuration' (selected) and 'SAML Single Sign On'. Below this, the 'Password Requirements' section is highlighted with an orange border. It includes a text input for 'Enforce minimum password length' set to '6', and five checkboxes for password complexity requirements, each with a numeric input for the count:

- ☐ Require at least 1 uppercase letter(s) example: ABCDE...
- ☐ Require at least 1 lowercase letter(s) example: abcde...
- ☐ Require at least 1 numeric character(s) example: 12345...
- ☐ Require at least 1 non-alphanumeric character(s) from the set [!@#\$%^&*()_-+=~?/\|.,]
- ☐ Passwords must not contain user's name, email, username or organization name

Group Settings – User Security: Passwords

Administrators can adjust password security levels for the group:

- Change Password options (force user to change password every x days)
- Set failed login notification

The screenshot displays the BlueJeans user interface for group settings. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various settings categories: GROUP SETTINGS, MANAGE USERS, MEETING HISTORY, RELEASE NOTES, EVENTS, and RECORDING ACTIVITY. The main content area is titled 'GROUP INFO' and 'SECURITY'. Under 'Change Password Options', there are three radio button options: 'None' (selected), 'User must change password every 90 days', and 'Do not allow changing passwords'. Under 'Failed Login Notification', there is a checkbox for 'Notify user after 53 failed login attempts', which is currently unchecked. At the bottom, there are 'SAVE CHANGES' and 'CANCEL' buttons.

Manage Users – View/Edit Users

Roster of users is found in this first tab under Manage Users. Click a name to edit some of their credentials.

Select a view:

- ✓ Active Users
- ✓ Administrators
- ✓ Declined Invitations
- ✓ Invited Users
- ✓ User Requests



Star indicates Administrator

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VIEW/EDIT USERS ADD USER INVITE USERS ONBOARDING TOOLS

Show Active Users

Search users

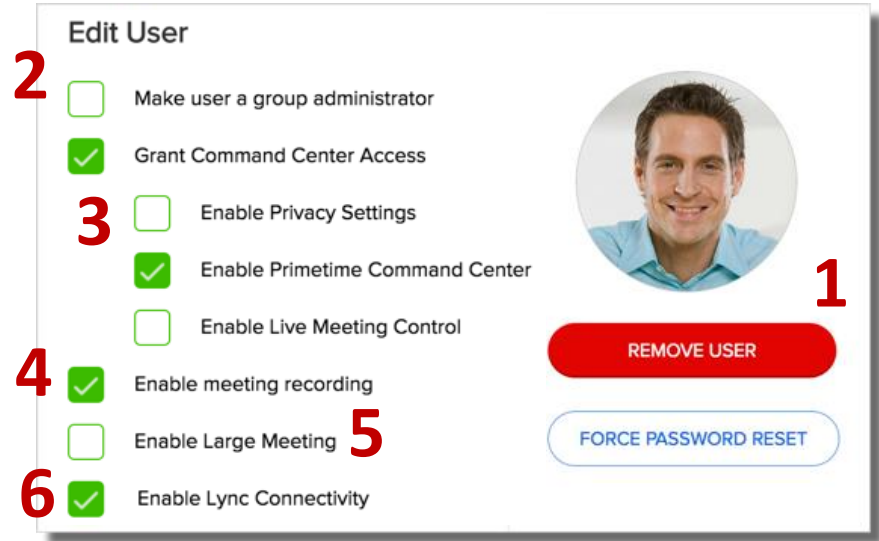
Name	Username	Email	Join Date
 John Smith	johnsmith	john@softcoinc.com	Oct. 22, 2011
 Betty Brown	betty brown	betty@softcoinc.com	Oct. 28, 2011
 Ralph Lee	ralph lee	ralph@softcoinc.com	Oct. 22, 2011

EXPORT USER LIST

Click name to edit ... see next page

Manage Users – View/Edit Users

1. Removing user drops them from your group, but, **NOT** from the BJN database (contact Support if you wish to re-use their credentials).
2. Click to make this user an Admin for the group.
3. Grant Command Center access:
 - With “Privacy Setting” clicked, Admin will only see the first 5 characters in name fields,
 - Add Command Center for Primetime, or
 - Enable [Live Meeting Control](#)
4. When Recording is enabled at Admin group level, all users will have it enabled, by default. Uncheck this box to disable for a user.
5. There is no “enterprise-wide” setting to enable Extended Capacity (i.e., 100 endpoints) to all users. You must check this box to enable for the user. To learn more, [click here](#)
6. Enable/disable certain endpoint types (e.g., Lync) from appearing in this user’s meetings.



The screenshot shows the 'Edit User' interface. On the right is a circular profile picture of a man in a blue shirt, labeled with a red '1'. Below the picture are two buttons: a red 'REMOVE USER' button and a blue 'FORCE PASSWORD RESET' button. On the left is a list of settings, each with a checkbox and a label. The settings are: 'Make user a group administrator' (checkbox 2), 'Grant Command Center Access' (checked checkbox), 'Enable Privacy Settings' (checkbox 3), 'Enable Primetime Command Center' (checked checkbox), 'Enable Live Meeting Control' (checkbox), 'Enable meeting recording' (checked checkbox 4), 'Enable Large Meeting' (checkbox 5), and 'Enable Lync Connectivity' (checked checkbox 6). The interface has a light gray background and a white border.

Annotation	Setting	Status
2	Make user a group administrator	Unchecked
	Grant Command Center Access	Checked
3	Enable Privacy Settings	Unchecked
	Enable Primetime Command Center	Checked
	Enable Live Meeting Control	Unchecked
4	Enable meeting recording	Checked
5	Enable Large Meeting	Unchecked
6	Enable Lync Connectivity	Checked

Manage Users – View/Edit Users

7. Unique Email address
8. Meeting ID must be at least 9 digits. Often, the person's phone number is used.
9. Allow [Delegate Scheduling](#) for this user
10. Enter [Tags](#) to identify user within a department or category. Use underscore if two words. Tag will be listed in the exported user list, and meeting history

Note: If SAML (SSO) is enabled, fields 7 & 8 cannot be edited.

Full Name: *

John Smith

Password:

Company: *

Softco, Inc.

Title:

Senior Product Manager

Email Address: *

john@softcoinc.com **7**

Blue Jeans Meeting I.D. *

2145551234 **8**

Moderator Passcode: *

Delegates Scheduling:

☐ Enable Delegation **9**

Tags:

Product x sales_team x **10**

Edit User

☐ Make user a group administrator

☒ Grant Command Center Access

☐ Enable Privacy Settings


☒ Enable Primetime Command Center

☐ Enable Live Meeting Control

☒ Enable meeting recording

☐ Enable Large Meeting

☒ Enable Lync Connectivity



REMOVE USER

FORCE PASSWORD RESET

Save your edits:

SAVE CHANGES



Manage Users – Export users roster

Click Export User List to download a spreadsheet, listing account details or all users in your group:

- ✓ First Name
- ✓ Middle Name
- ✓ Last Name
- ✓ Title
- ✓ Email
- ✓ Phone #
- ✓ Time Zone
- ✓ Tags
- ✓ Language
- ✓ Meeting ID
- ✓ Last Login
- ✓ Enterprise Add Date
- ✓ Is Enterprise Admin?
- ✓ Default Endpoint
- ✓ Connection Types

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VIEW/EDIT USERS

ADD USER INVITE USERS ONBOARDING TOOLS

Show Active Users

Search users

Name	Username	Email	Join Date
smith	johnsmith	john@softcoinc.com	Oct. 22, 2011
brown	betty brown	betty@softcoinc.com	Oct. 28, 2011
lee	ralphlee	ralph@softcoinc.com	Oct. 22, 2011

EXPORT USER LIST

Manage Users – Add User

Create one user at a time.

* is mandatory field.

✓ Tip: Spreadsheet can also be imported to upload a list of new users. [Click here](#) for instructions.

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VIEW/EDIT USERS **ADD USER** INVITE USERS ONBOARDING TOOLS

This tool allows you to create one user at a time and requires all required (*) fields to be entered by the administrator.

- ☐ Make user a group administrator
- ☐ Grant Command Center Access
- ☒ Enable meeting recording
- ☐ Enable Large Meeting
- ☒ Enable Lync Connectivity
- ☒ Enable TelePresence Connectivity
- ☒ Enable Cisco Jabber Video Connectivity

Pick a Blue Jeans Username: *

Enter Username

Create a Password: *

Enter Password

☐ Require user to change password on first login

Email Address: *

Enter Email Address

Create a Blue Jeans Meeting I.D.: *

Meeting I.D. must be 9 to 18 digit numeric I.D.

Pick a Moderator Passcode: *

4-18 digit numeric passcode

Full Name: *

Enter Full Name

Company: *

Blue Jeans Network

Title:

Optional

Delegates Scheduling:

☐ Enable Delegation

Tags:

☒ Send user a welcome email (PREVIEW EMAIL)

Check to send your new user a welcome letter! [Click here](#) to see an example.

Manage Users - Invite Users

Administrators can send email invitation(s) to join their Group. Paste .csv file, if needed:

1. Existing BJN users are invited to join your group.
2. New users sign up and automatically added to your group.

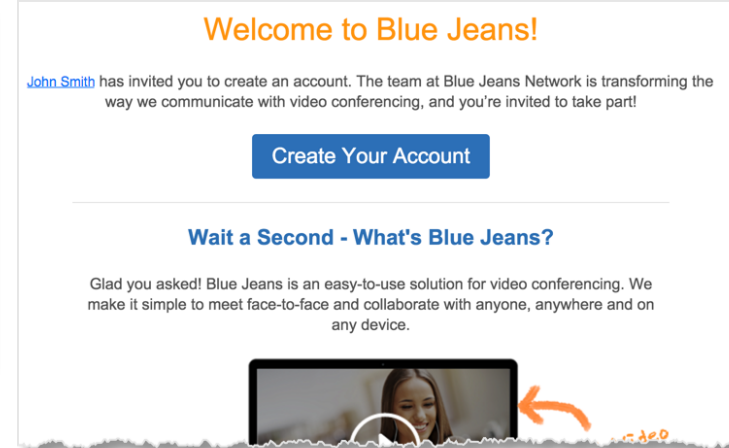
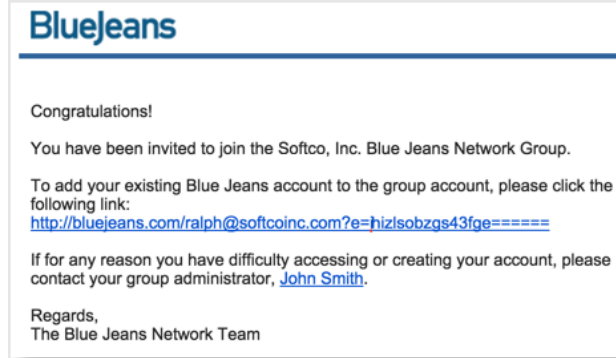
VIEW/EDIT USERS ADD USER **INVITE USERS** ONBOARDING TOOLS

The Invite Users tool allows you to onboard one or more users to the Blue Jeans service. Once you have entered addresses, they will receive an invitation that will allow them to sign up for a Blue Jeans account, which will be b Existing users, which already have a Blue Jeans account, can optionally be added to your group.

Enter Email IDs separated by commas

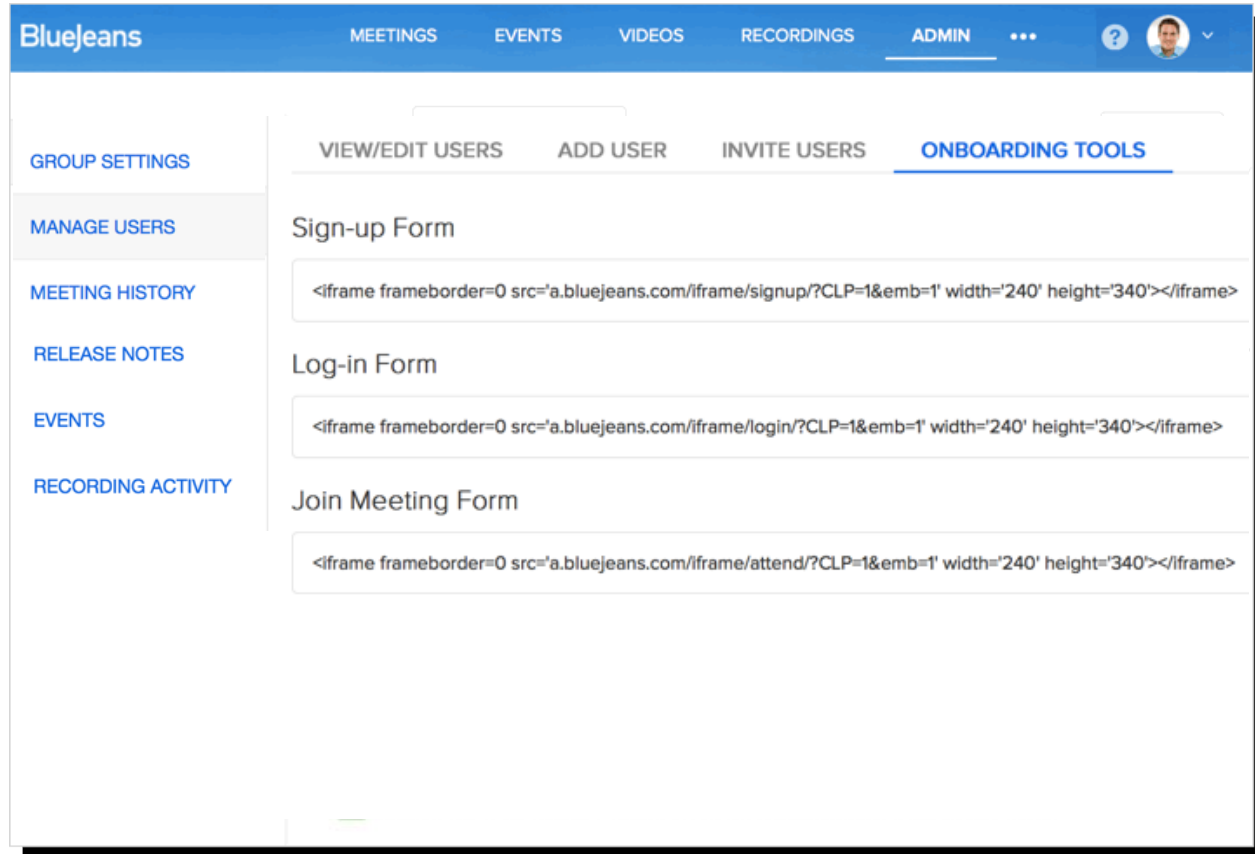
ralph@softcoinc.com, betty@softcoinc.com

1 2



Manage Users – Onboarding Tools

The onboarding code snippets will allow you to embed the BlueJeans sign-up and log-in forms into a page of your choosing, allowing your users to sign up for an account in your BlueJeans enterprise.



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar lists various settings: GROUP SETTINGS, MANAGE USERS (highlighted), MEETING HISTORY, RELEASE NOTES, EVENTS, and RECORDING ACTIVITY. The main content area is titled 'ONBOARDING TOOLS' and contains three sections: 'Sign-up Form', 'Log-in Form', and 'Join Meeting Form'. Each section displays an iframe code snippet for embedding the respective form into a website.

```
<iframe frameborder=0 src='a.bluejeans.com/iframe/signup/?CLP=1&emb=1' width='240' height='340'></iframe>
```

```
<iframe frameborder=0 src='a.bluejeans.com/iframe/login/?CLP=1&emb=1' width='240' height='340'></iframe>
```

```
<iframe frameborder=0 src='a.bluejeans.com/iframe/attend/?CLP=1&emb=1' width='240' height='340'></iframe>
```

Billing Management

Tab not available if service is through a BlueJeans reselling partner

Manage invoice & payment information online:

1. Current Plan
2. Contact your Sales Manager
3. Scan invoice history
4. Detailed invoice from prior months (PDF)
5. Change your payment method (e.g., posting different credit card)

BlueJeans

MEETINGS EVENTS VIDEOS RECORDINGS ADMIN ... ? [User Profile]

GROUP SETTINGS

MANAGE USERS

BILLING MANAGEMENT

MEETING HISTO...

RELEASE NOTES

EVENTS

Plan Type: **Business Unlimited** **1**

CONTACT SALES **2**

Next Invoice	Minutes Used	Balance
	9329	\$ 0.00

INVOICE HISTORY **3** **PAYMENT METHOD** **5**

Invoice Number	Invoice Date	Due Date	Amount
INV00022716	Jun 19, 2014	Jul 19, 2014	\$ 0.00
INV00009275	Jun 28, 2013	Jul 28, 2013	\$ 0.00

Note: on the day of your scheduled invoice, BlueJeans:

1. Generates an invoice,
2. Processes the credit card payment, and
3. Emails a detailed invoice of the charges to you and uploads it to this Invoice History tab.

Meeting History

Administrators view Meeting History, from all users:

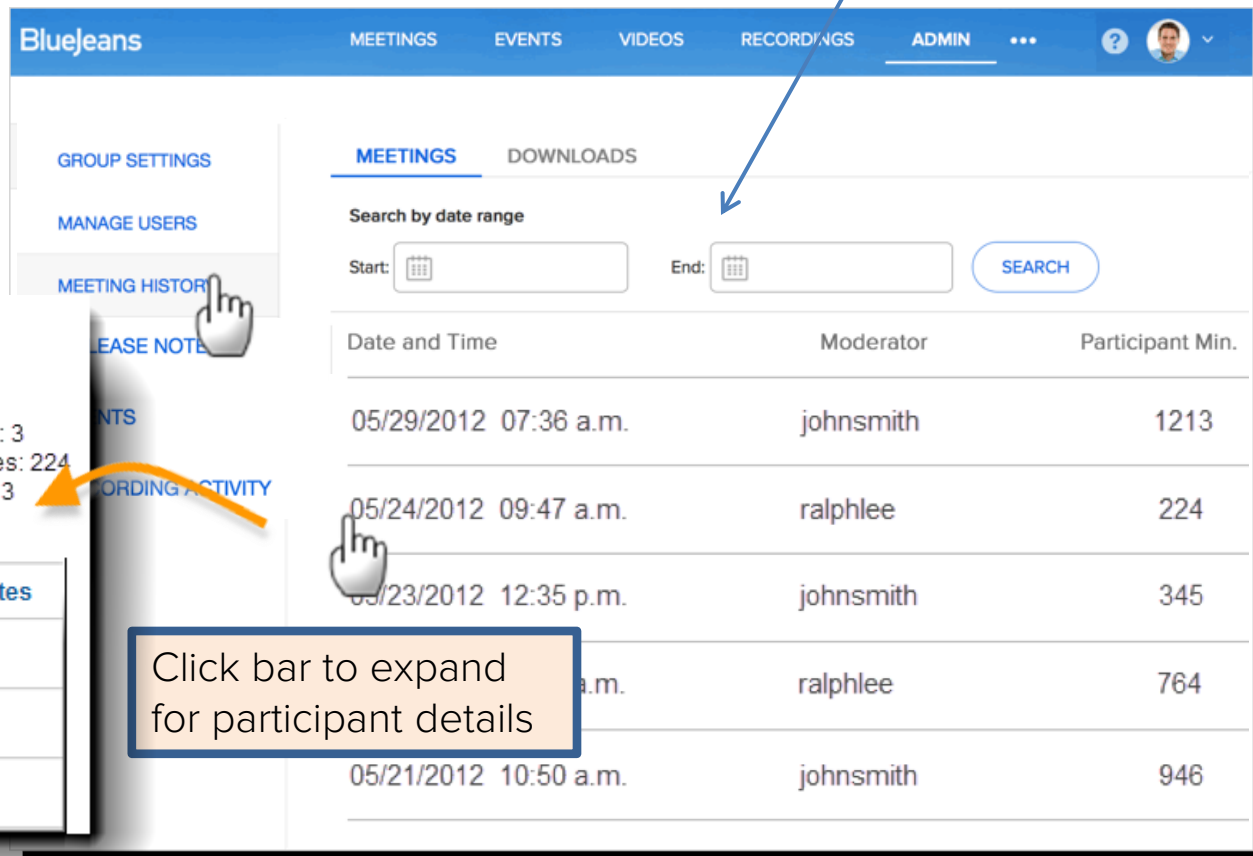
Tip: Search by date range

Meeting Summary

Title: HR Plan
Date: May 22, 2012
Start Time: 9:47 am
Moderator: ralphlee

Duration: 84
Participant Count: 3
Participant Minutes: 224
Max Participants: 3

Participant	Join time	Minutes
 Ralph Lee	09:47:21	77
 Conference Room:	09:47:21	82
 JT	09:59:04	65



Tip: Search by date range

Click bar to expand for participant details

Date and Time	Moderator	Participant Min.
05/29/2012 07:36 a.m.	johnsmith	1213
05/24/2012 09:47 a.m.	ralphlee	224
05/23/2012 12:35 p.m.	johnsmith	345
05/23/2012 12:35 p.m.	ralphlee	764
05/21/2012 10:50 a.m.	johnsmith	946

Meeting History

Click to export Meeting and Attendee history
(found at the bottom of the page):

Export: Meeting History Attendee History

	A	B	C	D	E	F	G	H	I	J	K	L
			Duration (Minutes)	Meeting ID	Meeting Title	Description	Moderator	Moderator Email	Participant Count	Max Concurrent Count	Total Participant Minutes	Endpoint Breakdown
1	Date	Start Time										
2	8/14/2013	05:03 p.m.	23	2145551212	John's Meeting	Personal Meeting	john	john@softcoinc.com	2	2	37	Browser:1, Room System:1,
3	8/14/2013	03:08 p.m.	32	6505551212	Ralph's Meeting	Personal Meeting	ralph	ralph@softcoinc.com	4	2	53	Browser: 4

Export: Meeting History Attendee History

	A	B	C	D	E	F	G	H	I	J	K
	Date	Start Time	Meeting ID	Name	Email	Join Time	Leave Time	Minutes	Endpoint Name	Moderator	Encrypted
1	8/14/2013	05:03 p.m.	2145551212	XYZ-Dev-EX60		2013-08-14 17:03:44-07:00	2013-08-14 17:26:15-07:00	23	Room System	FALSE	TRUE
2	8/14/2013	05:03 p.m.	2145551212	John Smith	john@softcoinc.com	2013-08-14 17:03:44-07:00	2013-08-14 17:17:13-07:00	14	Browser	TRUE	TRUE
3	8/14/2013	03:08 p.m.	6505551212	Sue Jones	sue@softcoinc.com	2013-08-14 15:08:31-07:00	2013-08-14 15:20:49-07:00	13	Browser	FALSE	TRUE
4	8/14/2013	03:08 p.m.	6505551212	Dave		2013-08-14 15:08:31-07:00	2013-08-14 15:12:25-07:00	4	Browser	FALSE	TRUE
5	8/14/2013	03:08 p.m.	6505551212	Ralph Singh	ralph@softcoinc.com	2013-08-14 15:14:01-07:00	2013-08-14 15:39:55-07:00	26	Browser	TRUE	TRUE
6	8/14/2013	03:08 p.m.	6505551212	Maria Lewis	mlewis4@company.com	2013-08-14 15:30:05-07:00	2013-08-14 15:39:50-07:00	10	Browser	FALSE	TRUE
7											

Meeting History

Click **Downloads** to see history of all history downloads made by all members in your group.

The screenshot displays the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS', 'MANAGE USERS', 'MEETING HISTORY', 'RELEASE NOTES', 'EVENTS', and 'RECORDING ACTIVITY'. The main content area shows the 'DOWNLOADS' section with a table of download history.

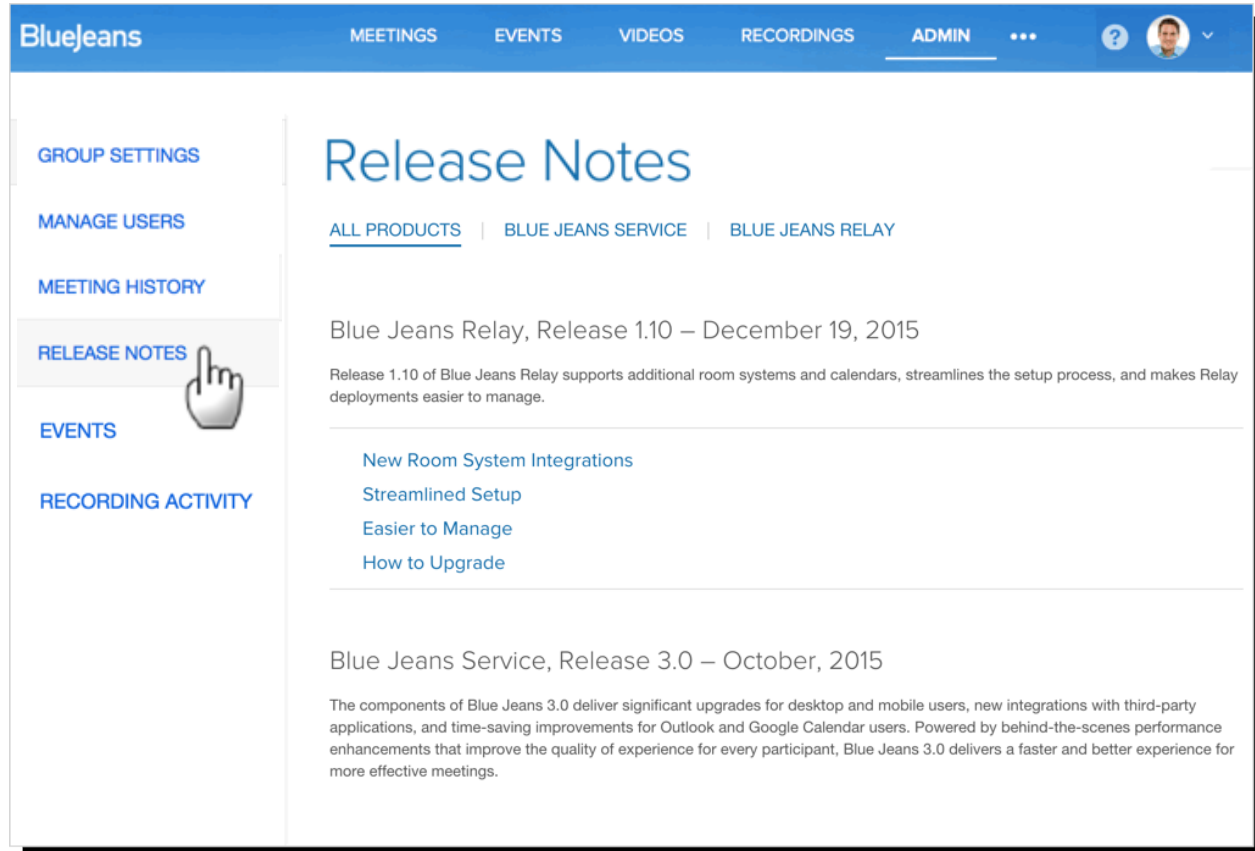
Date	Exported By	Export Date Range	Export type
04/06/2015	John Smith	Mar 08, 2015 - Apr 06, 2015	Meeting History
04/09/2015	David Lee	Jan 10, 2015 - Apr 09, 2015	Attendee History
04/09/2015	Ralph Singh	Jan 10, 2015 - Apr 09, 2015	Meeting History
04/09/2015	John Smith	Apr 08, 2015 - Apr 29, 2015	Meeting History
04/09/2015	John Smith	Jan 10, 2015 - Apr 09, 2015	Meeting History

Click to download the same report John Smith exported on April 6, 2015.

Release Notes

Administrators have a tab to see product release notes:

- Some Administrators (using BlueJeans via a Partner) will not see notes here.
- Notes are also found at bluejeans.com/support/release-notes.



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN (which is currently selected). A user profile icon is visible in the top right corner. On the left sidebar, there are several menu items: GROUP SETTINGS, MANAGE USERS, MEETING HISTORY, RELEASE NOTES (highlighted with a hand cursor), EVENTS, and RECORDING ACTIVITY. The main content area is titled 'Release Notes' and features three tabs: ALL PRODUCTS, BLUE JEANS SERVICE, and BLUE JEANS RELAY. The 'BLUE JEANS RELAY' tab is active, showing details for 'Blue Jeans Relay, Release 1.10 – December 19, 2015'. The text describes that Release 1.10 supports additional room systems and calendars, streamlines the setup process, and makes Relay deployments easier to manage. Below this, there are four links: 'New Room System Integrations', 'Streamlined Setup', 'Easier to Manage', and 'How to Upgrade'. Further down, the 'BLUE JEANS SERVICE' tab is partially visible, showing details for 'Blue Jeans Service, Release 3.0 – October, 2015'.

Events – Default Type

Events only seen if Primetime is enabled for your Group.

If Primetime is enabled in your group, select the default event Type:

- **Public** can be accessed by anyone
- **Restricted** can only be attended by account owners in your enterprise group.

Check if OK to be changed by user, by event, if needed.

The screenshot shows the BlueJeans Admin interface. The top navigation bar includes 'MEETINGS', 'EVENTS', 'VIDEOS', 'RECORDINGS', and 'ADMIN'. The left sidebar lists 'GROUP SETTINGS', 'MANAGE USERS', 'MEETING HISTORY', 'RELEASE NOTES', 'EVENTS' (highlighted), and 'RECORDING ACTIVITY'. The main content area shows the 'EVENTS' settings page with tabs for 'SETTINGS', 'HISTORY', and 'UPCOMING'. Under 'SETTINGS', the 'Default Event Type' is set to 'Restricted Event'. Below this, there is a note: 'Internal to your enterprise, everyone needs an account to join'. At the bottom, the checkbox 'ALLOW EVENT ORGANISERS TO CHANGE THE EVENT TYPE' is checked.

Events – Default Settings

Events only seen if Primetime is enabled for your Group.

Check if you want the five Settings available for group events.

And, check if you want each enabled by default:

☒ Enabled by default for new events

Add a custom watermark logo

Check to receive email notice when new event is scheduled

BlueJeans

MEETINGS EVENTS VIDEOS RECORDINGS ADMIN

GROUP SETTINGS
MANAGE USERS
MEETING HISTORY
RELEASE NOTES
EVENTS
RECORDING ACTIVITY

Default Event Settings

- ☒ **EVENT CHAT**
Allow attendees to chat with other participants
- ☒ **ATTENDEE SEARCH**
Allow attendees to search for other attendees
- ☒ **QUESTIONS AND ANSWERS (Q&A)**
Allow attendees to ask questions to presenters
- ☒ **AUTO RECORDING**
Start recording automatically when the Moderator starts broadcasting
- ☒ **ATTENDEE PHONE DIAL-IN**
Allow up to 500 attendees to dial-in on their phone
- ☒ **BRAND WATERMARK**
Show a custom watermark logo to attendees during the event

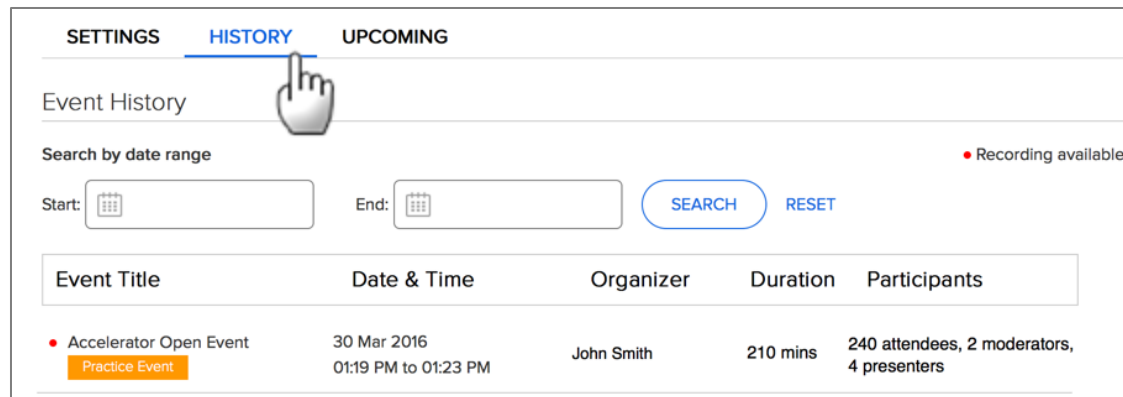
Notifications

- ☒ **SEND ME AN EMAIL WHEN A NEW EVENT IS SCHEDULED**

Events – History and Upcoming

Events only seen if Primetime is enabled for your Group.

Click History to see a listing of past events, conducted from all users in your group.



SETTINGS **HISTORY** UPCOMING

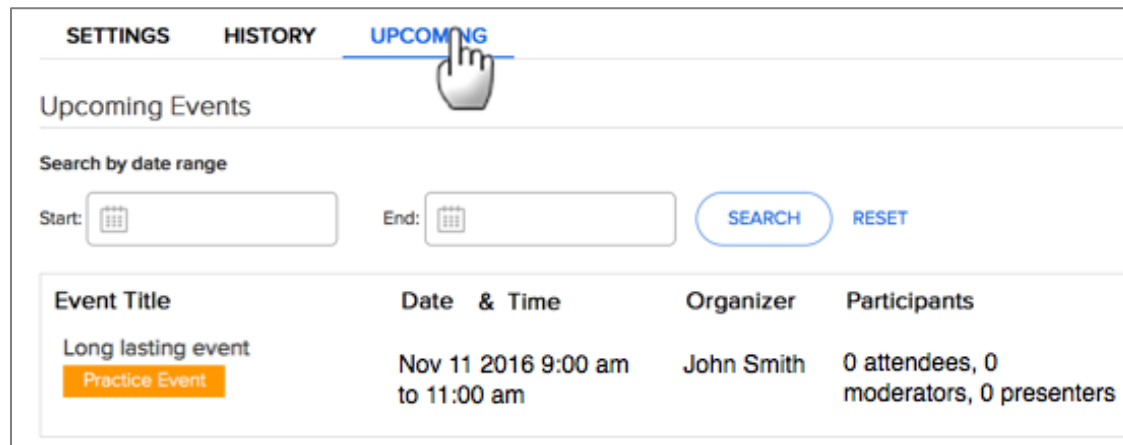
Event History

Search by date range Recording available

Start: End: [SEARCH](#) [RESET](#)

Event Title	Date & Time	Organizer	Duration	Participants
• Accelerator Open Event Practice Event	30 Mar 2016 01:19 PM to 01:23 PM	John Smith	210 mins	240 attendees, 2 moderators, 4 presenters

Click Upcoming to see a listing of events planned in the future.



SETTINGS HISTORY **UPCOMING**

Upcoming Events

Search by date range

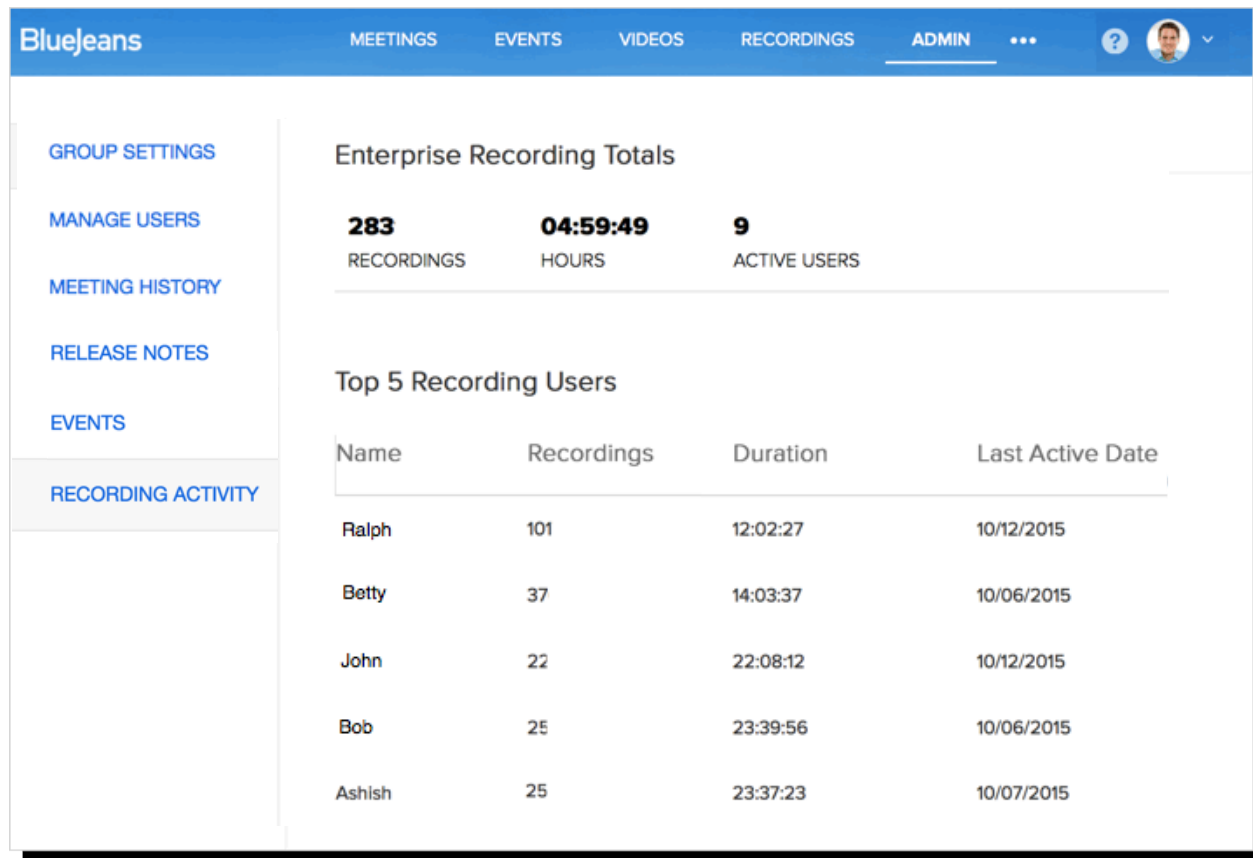
Start: End: [SEARCH](#) [RESET](#)

Event Title	Date & Time	Organizer	Participants
Long lasting event Practice Event	Nov 11 2016 9:00 am to 11:00 am	John Smith	0 attendees, 0 moderators, 0 presenters

Recording Activity

Administrators review recording activity within their group.

[Click here](#) to learn more about **Enhanced Recording** options for your Group.



The screenshot displays the BlueJeans Admin interface. The top navigation bar includes links for MEETINGS, EVENTS, VIDEOS, RECORDINGS, and ADMIN. The left sidebar contains a menu with options: GROUP SETTINGS, MANAGE USERS, MEETING HISTORY, RELEASE NOTES, EVENTS, and RECORDING ACTIVITY (which is currently selected). The main content area is titled 'Enterprise Recording Totals' and shows three key metrics: 283 RECORDINGS, 04:59:49 HOURS, and 9 ACTIVE USERS. Below this, there is a section titled 'Top 5 Recording Users' which contains a table listing the top users by recording activity.

Name	Recordings	Duration	Last Active Date
Ralph	101	12:02:27	10/12/2015
Betty	37	14:03:37	10/06/2015
John	22	22:08:12	10/12/2015
Bob	25	23:39:56	10/06/2015
Ashish	25	23:37:23	10/07/2015

Command Center

ADMIN

COMMAND CENTER



Admins can access call stats and endpoint quality measurements, and even serve as a remote “moderator” in live meetings!

[Click here](#) to learn more.