

Schedule Meeting

- Open <https://uscviterbi.bluejeans.com/> in a web browser window and log in with USC credentials (Shibboleth)
- Schedule meeting, then click Advanced Options
- Highly recommend that Mute Participants on Entry and Silent Participant Entry Mode are selected for all meeting types
- Non-Moderated meetings should select Start Meeting without Moderator and Enable Auto-Recording (if desired)
- Select other options at your discretion
- Click Schedule Meeting button

Start Meeting

- Turn room system on
- Attach computer to system
- Verify that the machine is not connected to the MHI wifi network
- Open <https://uscviterbi.bluejeans.com/> in a web browser window
- Select the video conference icon (looks like a camera) in the upper right area of podium panel
- Dismiss all calls (Select button on panel)
- Select Podium Cam tab, adjust camera by using inset box on screen to pan, tilt, and zoom in on podium, taking care to not have any of the lit screen be in the frame, then return to Navigation tab.
- Press green button to initiate call, use arrows to go to Phonebook, My Contacts, BlueJeans Connect, and press select twice to dial

Non-Moderated Option

- Log in with USC credentials
- Start meeting
- Follow instructions on installing and starting the BlueJeans application
- Select Room Systems and More Connection Options in the application
- Select Room System
- Type the 5 characters that are displayed on the projector screen into the boxes, click Pair with Room System
- To record press Start recording from right hand control strip (if not set to auto record during meeting set-up)

Moderated Option (Needs Additional Computer)

On moderator computer

- Open <https://uscviterbi.bluejeans.com/> in browser window
- Log in as moderator on second machine
- Start meeting
- Follow instructions on installing and starting the BlueJeans application
- Join with computer
- Control meeting with the strip on right side of the window- recording, participant invites, muting, and text chat

On podium computer

- Log in with USC credentials
- Follow instructions on installing and starting the BlueJeans application
- Select Room Systems and More Connection Options
- Select Room System
- Type the 5 characters that are displayed on the projector screen into the boxes, click Pair with Room System

- On presenting computer, switch to presentation
- Press the Home button on the podium panel and then the new tab on the right called Share
- Select the how the computer is attached (VGA or HDMI) and then press Send Content
- Select All displays tab, then how the computer is attached again to set the in-room screens to the computer

Shut Down Meeting

Non-Moderated

- On presenting computer, switch to the BlueJeans application, press Stop recording from the right hand control strip

Moderated

- On moderating computer, press Stop Recording from the right hand control strip of the BlueJeans application
- Select the Share tab and then press Stop Content
- Leave meeting (upper right corner) from the BlueJeans application, then quit
- Press the red hang up button in the video conference section
- Close/Shut Down computer, disconnect cables
- Shut down room system