FACULTY SENATE
UNIVERSITY OF MICHIGAN

BlueJeans Instructions

MODERATORS

All the Fleming conference rooms have Video Conferencing capabilities.

We recommend that you plan to set up at least 10 minutes prior to the start of the meeting to ensure that that your sound and camera are working, and that you are connected properly before the start of the meeting.

USING THE CONFERENCE ROOM SYSTEM:

- Turn on the TV. (There maybe two remotes in the room.)
- Make sure you have the correct input selection. A prompt screen should come up. This can vary depending on what conference room you are using. (There are directions located in the room for reference.)
- Dial into the BlueJeans system 734-76**3-1841** (on campus you only need to dial the 5 digits).
    - If you are using the conference room system you will either dial into BlueJeans from the room's tablet or from the TV remote.
- You will be prompted to put in the meeting code. The code that will be used for committees is **6425241927**.
    - **NOTE**: If you set up the meeting, use your meeting and moderator codes.
- You will be prompted to put in a moderator code. (**3990**)
    - **NOTE**: Participants will not be able to join until the moderator has started the meeting.
- You will see as participants join the meeting.
- After the meeting, please be sure to power off all the equipment.

Staff in the area are not able to assist. Please contact the Fleming IT team at **5-3336 or** Faculty Senate Office at 4-0303 if you need assistance.

USING YOUR LAPTOP:

- Connect your laptop to the room's system.
- Turn on the TV making sure the input is correct.
- Once your screen is visible on the TV, you can begin the process of connecting to BlueJeans.
    - **NOTE**: Once your laptop is connected to the meeting, it will be the only connection. If your computer goes to sleep it may shut off BlueJeans.
- Confirm that your audio and video are on.
- Enter the meeting and moderator codes.
    - **NOTE**: Participants will not be able to join until the moderator has started the meeting.

- Once the meeting is finished, please turn off the equipment and leave any connectors that were there.

PARTICIPANTS

It is recommended that you plan on coming onto BlueJeans at least 5 minutes before the meeting time so you can make sure everything is working properly before the meeting starts.

- Connect to BlueJeans through your computer or phone.
  - You can enter through the BlueJeans app or through a browser.
  - You can also enter by clicking on the Google meeting invite links.
  - You may also dial in: +1 734 76**3 1841** (Last 5 digits from campus) (US or Canada only) +1.888.240.2560 International Callers (http://bluejeans.com/numbers)
- Enter the meeting code.
- Check to make sure:
  - Your camera is on if you are participating by video.
  - Your microphone is on. **NOTE**: PLEASE mute your sound when you are not speaking.

BlueJeans Resources:

https://its.umich.edu/communication/videoconferencing/blue-jeans

https://its.umich.edu/communication/videoconferencing/blue-jeans/getting-started

https://its.umich.edu/communication/videoconferencing/blue-jeans/canvas

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