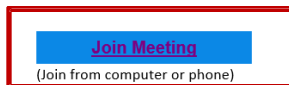


BLUEJEANS PARTICIPANT GUIDE

The BlueJeans Network offers video conferencing solutions that can be used to organize and host virtual meetings and court proceedings. Connections can be made through a PC, Laptop, iPad, Surface Pro or Smartphone. These instructions explain the process of joining a meeting or court proceeding using the BlueJeans Network.

Joining A BlueJeans Network Meeting with a Laptop or PC

1. You will receive an email from the Court with a link to join the proceeding. Click the link to join the virtual meeting. *If you are a U.S. Bankruptcy Court judge or staff, you will need to open the link from OUTSIDE THE VDI.*
2. Open a browser locally and launch Outlook Webmail to get to the meeting link. Link is for this is <https://outlook.office365.com/owa>



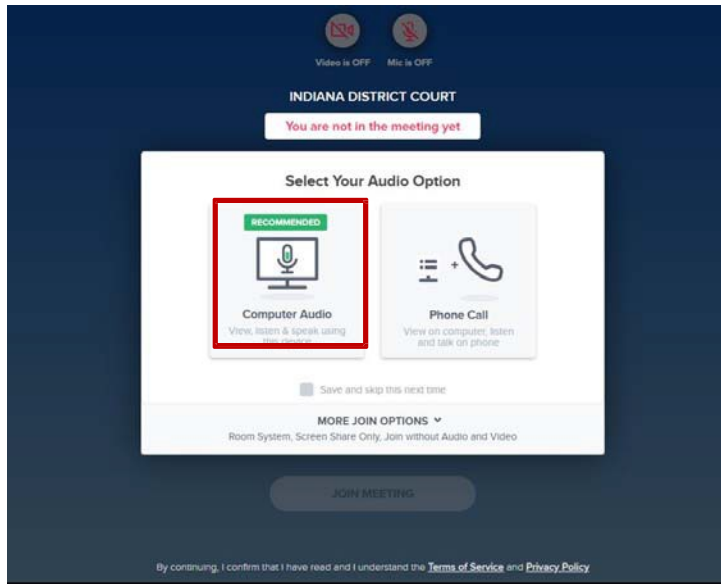
Phone Dial-in
[+1.888.748.9073](#) (United States(Primary))
[+1.844.540.8065](#) (United States(Primary))
[+1.408.419.1715](#) (United States(San Jose))
[+1.408.915.6290](#) (United States(San Jose))
([Global Numbers](#))

Meeting ID: 403 986 702
Participant Passcode: 4047

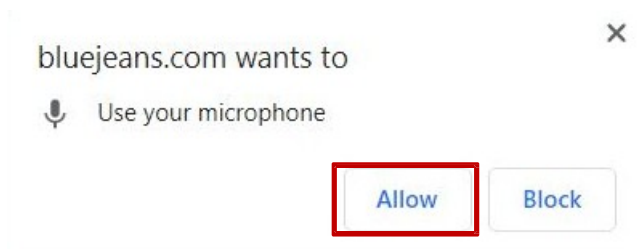
3. Click the link at the bottom of the screen to JOIN WITH BROWSER.

A screenshot of a dark blue banner. On the left, it says "Can't Launch The App?". On the right, there is a white button with the text "JOIN WITH BROWSER" in blue. The button has a red rectangular border.

4. You will be asked how you would like to join Audio – choose “COMPUTER AUDIO”



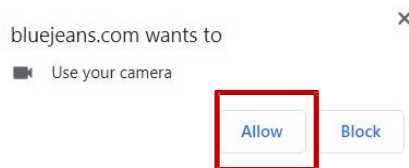
5. A pop-up box will ask for permission to use your microphone. Click “ALLOW.”



6. Next, turn on the video feed. Click the link to the video camera at the top of the screen.



7. A pop-up box will ask for permission to use your camera. Click “ALLOW.”



8. Check that both the video and mic are on. Then, click JOIN MEETING.



9. You can check to see who has joined the meeting by clicking on the “PEOPLE” link. The proceeding will begin when all expected participants have joined.



PROCEEDURE FOR ATTORNEY-CLIENT CONSULTATION DURING A PROCEEDING:

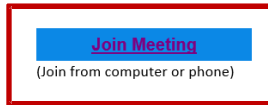
When there is a need for an Attorney-Client consultation during a proceeding, the CRD will remove all other call participants to a Breakout Room so the attorney and client can converse in private. The CRD will be responsible for checking to ensure the consultation has ended before bringing all other call participants back into the main room.

PROCEDURE FOR INTERPRETERS:

When use of an interpreter is required, the interpreter will need to translate to the entire group after a speaker talks rather than simultaneously to just the defendant. Participants should pause their comments after every few sentences to allow the interpreter to provide a translation of what was said. When a question is asked to the defendant, time should be allowed for the interpreter to translate the question, hear the response, and translate that response back into English.

Joining a BlueJeans Network Proceeding with a Smartphone or Tablet

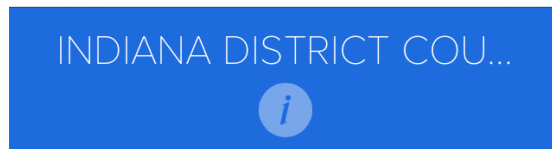
1. From the email invitation, click the link to join.



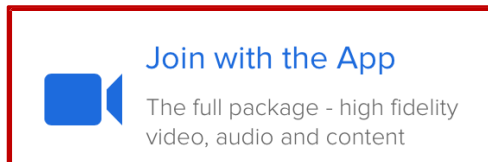
Phone Dial-in
[+1.888.748.9073](#) (United States(Primary))
[+1.844.540.8065](#) (United States(Primary))
[+1.408.419.1715](#) (United States(San Jose))
[+1.408.915.6290](#) (United States(San Jose))
(Global Numbers)

Meeting ID: 403 986 702
Participant Passcode: 4047

2. Click "JOIN WITH THE APP."



← may say Bankruptcy here



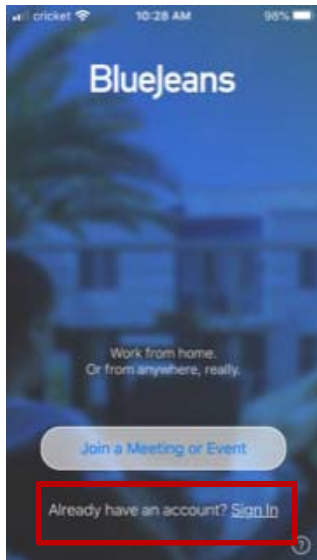
3. An icon for BlueJeans will appear. Click on the icon.



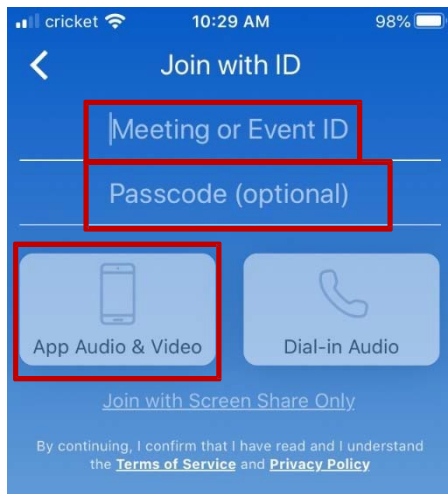
4. You will be taken to the App Store. Click the link to "GET" the app.



5. When the App completes downloading, open it. Click "JOIN A MEETING OR EVENT."



6. You will be prompted to enter the Meeting ID and passcode from the email message. Enter the ID and passcode, then click “APP AUDIO & VIDEO.”



Meeting ID: 403 986 702
Participant Passcode: 4047

7. To check to see who has joined the meeting, click on the “PEOPLE” link. The proceeding will begin when all expected participants have joined.



PROCEDURE FOR ATTORNEY-CLIENT CONSULTATION DURING A PROCEEDING:

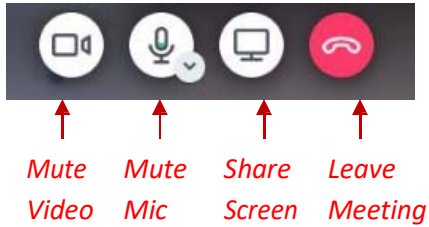
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PROCEDURE FOR INTERPRETERS:

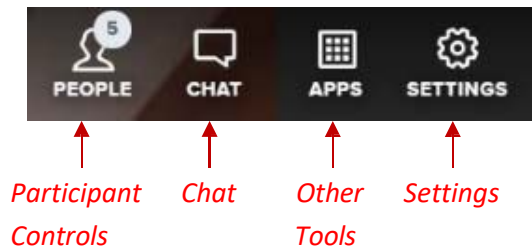
When use of an interpreter is required, the interpreter will need to translate to the entire group after a speaker talks rather than simultaneously to just the defendant. Participants should pause their comments after every few sentences to allow the interpreter to provide a translation of what was said. When a question is asked to the defendant, time should be allowed for the interpreter to translate the question, hear the response, and translate that response back into English.

Meeting Controls

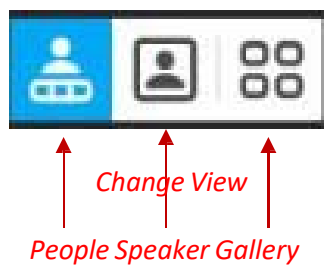
TOP MIDDLE OF SCREEN:



TOP RIGHT OF SCREEN:



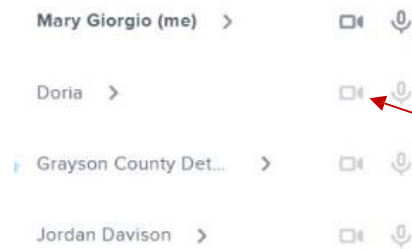
BOTTOM LEFT OF SCREEN:



PARTICIPANT CONTROLS:

Click on “People” to view list of participants

Mute or Disable Video for a Participant by clicking on the audio or video links next to each name



Temporarily mute a participant's audio

Temporarily disable a participant's video