

MeetingPlace for Notes Onsite Installation or Upgrade

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Introduction

This document outlines verification procedures to use before you go on site, before you start onsite work, and after you have completed any Cisco MeetingPlace for Lotus Notes onsite work.

Prerequisites

Requirements

There are no specific requirements for this document.

Components Used

The information in this document is based on Cisco MeetingPlace for Notes version 4.2.7 and later.

The information in this document was created from the devices in a specific lab environment. All of the devices used in this document started with a cleared (default) configuration. If your network is live, make sure that you understand the potential impact of any command.

Conventions

For more information on document conventions, refer to the Cisco Technical Tips Conventions.

Items to Verify Before the Start of Onsite Work

General Verification Steps

Complete these steps before you start onsite work:

1. Review all applicable Field Notices and the Release Note – Cisco MeetingPlace for Notes 4.3.0.
2. Confirm that the software and hardware requirements from Chapter 3 of the Cisco MeetingPlace for Notes System Manager's Guide have been met.
3. Confirm that the Lotus Domino server has a user account with no first name and a last name of "MeetingPlace" for the Cisco MeetingPlace for Notes gateway.

Refer to page 19 of the Cisco MeetingPlace for Notes System Manager's Guide.

4. For the Cisco MeetingPlace Server, confirm that the e-mail address field in the MeetingPlace profile precisely matches the user name that is filed in the Domino account of each user.
5. Be sure that Cisco MeetingPlace Servers that are not networked together have their own MeetingPlace for Notes gateway.
6. Be sure that port 80 is open from the Domino server to the Cisco MeetingPlace for Notes gateway.

This is a requirement for all Domino servers that provide Cisco MeetingPlace for Notes scheduling.

7. Be sure that the HTTP connection between the Domino server and the Cisco MeetingPlace for Notes gateway and the MeetingPlace Web gateway (if used) does not go through an authenticating proxy server.
8. Verify that Cisco MeetingPlace Web 4.2.7.106 (or later) is installed on the same machine as the MeetingPlace for Notes gateway.

Note: Cisco MeetingPlace Web should be installed first.

9. Be sure that you have installed and currently run Lotus Notes Client version R5 (5.0.9a or later) on end user systems.
10. Verify that you have installed the Notes Client and configured it on the Cisco MeetingPlace for Notes gateway machine.
11. Ensure that the appropriate mail template is installed, signed, and authenticated on the Domino server.

Note: The Notes Administrator completes this.

12. Discuss mail template customization options with the Notes Administrator.

Installation of the Cisco MeetingPlace template is required; you then apply your customizations to the MeetingPlace template. If you wish to apply the Cisco MeetingPlace changes to your already customized templates, Cisco can provide you with the MeetingPlace template code. However, you must make these changes and achieve successful operation. If you require support, contact Cisco Technical Support.

Back Up Mail Templates

Make a copy of the current mail template on the Domino server and place it in a backup directory.

Enable Domino Authentication (Optional)

If you want to enable Domino authentication, enter the Cisco MeetingPlace user IDs of your users into one of the fields in the Domino address book. The Shortname field is best.

For more information, refer to page 23 of the Cisco MeetingPlace for Notes System Manager's Guide.

Obtain Necessary Information

Obtain this information:

- The host name or IP address of the Cisco MeetingPlace Server.
- The location of the Notes.ini file for the Cisco MeetingPlace for Notes gateway account. It is typically found in *drive:\Lotus\Notes* on the Cisco MeetingPlace for Notes gateway machine.
- The password for the Cisco MeetingPlace gateway account on the Domino server.
- The IP address of the Cisco MeetingPlace for Notes gateway.
- The host name or IP address of the Domino server.

Verify Connectivity

Complete these steps:

1. Verify connectivity between all applicable servers.
 - a. From the gateway machine, ping the IP address of the Cisco MeetingPlace Server.
 - b. From the gateway machine, ping the host name of the Cisco MeetingPlace Server.
2. Verify that the Cisco MeetingPlace for Notes gateway machine does not communicate with the MeetingPlace Server network through the Network Address Translation (NAT) scheme.

Note: NAT is unsupported.

Items to Verify After Onsite Work

Verify the Installation

Complete these steps:

1. Verify that these services currently run on the Cisco MeetingPlace for Notes gateway:
 - ◆ Cisco MeetingPlace Agent Service
 - ◆ Cisco MeetingPlace for Notes Gateway
 - ◆ Cisco MeetingPlace Gateway System Integrity Manager (SIM)
 - ◆ Cisco MeetingPlace Notification Gateway
2. Determine if you can schedule a Cisco MeetingPlace meeting from the Notes client on the MeetingPlace for Notes gateway.
3. Determine if you can schedule a Cisco MeetingPlace meeting from the Notes client of one of the pilot users.
4. Determine if you receive notification for these meetings.

Note: You must invite yourself to receive a notification.

5. Determine if you can schedule a meeting with Cisco MeetingTime and Cisco MeetingPlace Web and receive a notification.
6. Determine if your Notes calendar is populated correctly when you accept notifications.

Apply Hot Fixes (If Applicable)

Complete these steps:

1. Apply the latest hot fix.

2. Perform the tests for functionality that appear in the Verify the Installation section.

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Related Information

- **Voice Technology Support**
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