



QUICK START GUIDE



Installing and Configuring the Lotus Notes Plug-in for Cisco Unified Videoconferencing Manager Release 7.1

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1 Overview

Depending on your organization deployment, you can use the Cisco Unified Videoconferencing Manager IBM Lotus Notes Plug-in to invite others to videoconferencing meetings or to schedule, modify, cancel and manage videoconferencing meetings.

2 Installing the Cisco Unified Videoconferencing Manager IBM Lotus Notes Plug-in

Contact your system administrator for installation information.

3 How to Configure the Cisco Unified Videoconferencing Manager IBM Lotus Notes Plug-in

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Defining the Server

Procedure

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- Step 1** Ask your administrator for the name of your organization Cisco Unified Videoconferencing Manager or Desktop Server.
- Step 2** Ask your administrator for the number and PIN of your virtual room.
- Step 3** Access the calendar view in the Lotus Notes user interface.
- Step 4** Select **Action > CUVC-M Settings**
or
Select **CUVC-M Settings** in the calendar view.
- Step 5** Select the Cisco Unified Videoconferencing Manager or Desktop Server that you want to connect to in the Server Name field.
- Step 6** (For Desktop Server) Enter the number of your virtual room.
- Step 7** (For Desktop Server) Enter the PIN for your virtual room if you want to protect the virtual room.
- Step 8** Select **Save change**.
- Step 9** Select **Check Server Status** to verify that the Cisco Unified Videoconferencing Manager or Desktop Server server is reachable.
- Step 10** Close the CUVC-M Settings window and the calendar window for your changes to take affect.
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Scheduling a Meeting in Desktop Server Mode

In this mode, the Cisco Unified Videoconferencing Manager IBM Lotus Notes Plug-in provides only the access information for invitees to join the meeting. No actual meeting is scheduled on the MCU. When invitees access the meeting according to the information provided here, an endpoint-initiated ad hoc video meeting is created on the MCU.

Procedure

- Step 1** Access the calendar view in the Lotus Notes user interface.
- Step 2** Select **New > Meeting** in the calendar view
or
Double-click the calendar day/week/month view.
- Step 3** In the new calendar entry, select **CUVC-M Meeting** to add the meeting invitation information in the description area of the calendar entry.

The screenshot shows the 'New Calendar Entry for admin - IBM Lotus Notes' window. The window has a menu bar (File, Edit, View, Create, Actions, Text, Tools, Window, Help) and a toolbar. The 'CUVC-M Meeting' tab is selected. The form includes the following fields and options:

- Subject:** A text input field.
- When:** Starts: Thu 08/06/2009 09:00 AM, Ends: Thu 08/06/2009 10:00 AM, 1 hour. A 'Repeat' link is present.
- Who:** Required, Optional, FYI. A 'Do not receive responses from invitees' checkbox is checked.
- Where:** Location, Rooms, Resources. A 'Find Rooms...' button is visible.
- Online Meeting:** There is no online meeting.
- Category:** A dropdown menu.

You can modify or cancel this Desktop Server meeting like any regular Lotus Notes calendar entry.

Scheduling a Meeting in Cisco Unified Videoconferencing Manager Mode

Procedure

- Step 1** Access the calendar view in the Lotus Notes user interface.
- Step 2** Select **New > Meeting**
or
Double-click the calendar day/week/month view.

- Step 3** In the new calendar entry, select **CUVC-M Meeting** to add the meeting invitation information in the description area of the calendar entry.
- Step 4** If the you have a virtual room defined, your virtual room details are displayed.
(Optional) Select **Override Virtual Room default values** to override default values for the following advanced scheduling options:
- Virtual room meeting PIN
 - Virtual room moderator PIN
 - Waiting room—If you entered a moderator PIN, you can enable the waiting room feature where participants are placed in a waiting room without audio or video until the meeting moderator unlocks the meeting.
 - Recording—If you entered a moderator PIN, you can try to automatically record a meeting when it starts if there is a Desktop Server server configured in Resource Manager.
 - Streaming—You can choose to automatically enable streaming when the meeting starts if there is a Desktop Server server configured in Resource Manager.
 - Reserved MCU ports for this meeting.
 - Invite terminals to the meeting and automatically dial out to them at the meeting start time.
 - Search all terminals configured in the Resource Manager database and add them to the invited list.
 - Invite terminals not defined in the Resource Manager database to the meeting.
- Step 5** Specify invitees in the Invitees field.
- Step 6** Select **OK** to save the Resource Manager scheduling request.
The CUVC-M Meeting button is selected.
- Step 7** (Optional) Select **Cancel** to remove all Resource Manager scheduling settings and to convert the meeting to a generic Outlook meeting.
- Step 8** Select **Save and Send Invitation** to send the meeting request to the Resource Manager server.
If scheduling succeeds, Resource Manager sends the invitation to all invitees.
If scheduling fails, Resource Manager displays an error message.
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4 How to Manage Meetings with Lotus Notes

Meetings scheduled using the Cisco Unified Videoconferencing Manager IBM Lotus Notes Plug-in are displayed in the Resource Manager web user interface with a Lotus Notes icon next to the meeting entry.

You can modify meetings scheduled using the Cisco Unified Videoconferencing Manager IBM Lotus Notes Plug-in only from within Lotus Notes. You cannot do so from the Resource Manager web user interface.

- [Modifying Resource Manager Meetings Scheduled with Lotus Notes, page 4](#)
- [Cancelling Resource Manager Meetings Scheduled with Lotus Notes, page 5](#)

Modifying Resource Manager Meetings Scheduled with Lotus Notes

Procedure

- Step 1** Open the scheduled calendar entry in the Lotus Notes user interface.
- Step 2** Select **CUVC-M Meeting** to view all advanced meeting settings and the meeting ID.
- Step 3** Make the required changes.
- Step 4** Select **Save and Send Update**.
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Cancelling Resource Manager Meetings Scheduled with Lotus Notes

Procedure

Step 1 Open the scheduled calendar entry in the Lotus Notes user interface.

Step 2 Select the meeting entry and then select **Owner Actions > Cancel**.

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