



## **QUICK START GUIDE**



### **IBM Lotus Sametime Web with Cisco Unified MeetingPlace Release 7.0**

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# 1 Overview

IBM Lotus Sametime Web with Cisco Unified MeetingPlace Release 7.0 expands your web meetings to provide audio participation. With this integration, you can schedule, manage, and participate in these meetings from the Sametime Meeting Center.

Your system administrator provides you with access to these required applications:

- IBM Lotus Sametime Meeting Center—accessed using your web browser and provides the web portion of your meetings.
- Cisco Unified MeetingPlace—accessed using your phone and provides the audio portion of your meetings.
- IBM Lotus Sametime Connect—accessed using your computer and used for chatting with your co-workers and starting and joining instant meetings.

# 2 Scheduling a Meeting

These instructions provide you with details about setting up the audio portion of your meetings. Refer to the IBM Lotus Sametime Meeting Center online help for basic tips about scheduling meetings.

## Procedure

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- Step 1** Sign in to IBM Lotus Sametime Meeting Center.
- Step 2** Click **Schedule a Meeting**.
- Step 3** Click the **Essentials** tab and enter the meeting details.



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**Note** If you set a meeting password, it applies to the web portion of the meeting only. Meeting participants will not be required to enter a password for the audio portion.

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- Step 4** (Optional) Click **Repeat** to schedule a repeating meeting, with these caveats:
- **Starting date**—Ensure that this is set to the day on which you want to start the meeting not the day on which you are creating the meeting.
  - **Repeat meeting**—Use one of the pre-set frequency options rather than the custom setting. The custom setting is not supported.

**Step 5** (Optional) Click the **Options** tab and click the **Recording** check box to record the web portion of the meeting.

To record the audio portion of the meeting, press #6 on your phone once you are connected to the audio portion of the meeting. See the *Attending and Scheduling a Cisco Unified MeetingPlace Meeting From Your Phone Quickstart Guide* to review other Cisco Unified MeetingPlace features.

**Step 6** Click **Use the phone number provided by my telephone service**.

**Step 7** After you have entered the meeting details, click **Save**.

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## 3 Starting Instant Meetings from Sametime Connect

You can also start instant meetings from Sametime Connect. After you invite participants, you will be connected to the Sametime Meeting Center.

### Procedure

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**Step 1** Sign in to IBM Lotus Sametime Connect.

**Step 2** Select two or more contacts and then click **Instant Meeting**.

**Step 3** Click **Telephone services**.

**Step 4** Click **Send**.

**Step 5** Participate in the meeting using IBM Lotus Sametime Meeting Center.

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## 4 Moderating Meetings

As the meeting chair, you have special controls over the meeting's audio features.

Task	Procedure	Comments
Mute all participants	Select <b>Tools &gt; Audio &gt; Mute All</b> . To disable, select <b>Tools &gt; Audio &gt; Unmute All</b> .	Participants who join the meeting after you select this option are automatically muted.
Lock the meeting	Select <b>Tools &gt; Audio &gt; Lock Meeting</b> .	You can lock meetings to prevent additional participants from joining the audio meeting.

<b>Task</b>	<b>Procedure</b>	<b>Comments</b>
Mute and lock a specific participant	Click a participant from the Participant pane, and select <b>Tools &gt; Audio &gt; Mute Users</b> . To disable, select <b>Tools &gt; Audio &gt; Unmute Users</b> .	Participants cannot disable mute when muted and locked by the chair.
Change volume for a specific user	Click a participant from the Participant pane, and select <b>Tools &gt; Audio &gt; Change Volume</b> .	
Rename a participant	Click a participant from the Participant pane, and select <b>Tools &gt; Audio &gt; Rename Users</b> .	If participants join the meeting as guests, you can update their names.
Disconnect a participant	Click a participant from the Participant list, and select <b>Tools &gt; Audio &gt; Hang Up Users</b> .	
Associate participants	Click the participants from the Participant pane and select <b>Tools &gt; Audio &gt; Associate Users</b> .	If participants join the web and audio meeting components separately, they appear as two meeting participants. You can associate the two names and merge them as a single participant.
Call a participant	Select <b>Tools &gt; Audio &gt; Dial Out</b> .	
End a meeting	Select <b>File &gt; End Meeting</b> .	

## 5 Attending Meetings

### Procedure

**Step 1** Sign in to IBM Lotus Sametime Meeting Center.

**Step 2** Click **Attend Meeting** to join.

The first time you attend, your browser and Java versions are verified, the meeting applet downloads, and a security warning displays. Once the Meeting Room displays, you are connected to the web portion of the meeting.

**Step 3** Click **Join the Call** to connect to the audio portion of the meeting.

**Step 4** Refer to these tasks to control your audio features:

<b>Task</b>	<b>Procedure</b>
Mute your phone.	Tools > Audio > Mute My Phone
Merge your web and audio user participants.	Tools > Audio > Associate My Phone
Leave the meeting.	Tools > Audio > Hang Up My Phone

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## 6 Joining Instant Meetings from Sametime Connect

You can join instant meetings from Sametime Connect. When you accept and join the meeting, you will be connected to the Sametime Meeting Center.

### Before You Begin

To ensure that you have enough time to respond to instant message invitations, you must disable a setting in Sametime Connect:

- For Sametime Connect 7.5: Choose **File > Preferences > Notifications** and click the **Notifications Window** tab. Deselect the **Close alerts automatically...** option.
- For Sametime Connect 8.0: Choose **File > Preferences > Notification** and click **Invitation to instant meeting**. Click **Modify Notification Display** and deselect the **Close alerts automatically...** option..

### Procedure

When you are invited to an instant meeting, a notification alert displays on your screen.

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**Step 1** Click **Join** when the notification alert appears.

**Step 2** Participate in the meeting using IBM Lotus Sametime Meeting Center.

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## 7 Troubleshooting

Use these tips to resolve some issues you might experience with your meetings.

Problem	Solution
You cannot disable mute from the Sametime Meeting Center.	The meeting chair has muted (and locked) your phone. Ask the chair to disable mute for your phone.
The mute phone option is still available after hanging up the phone from the Sametime Meeting Center.	This is a known issue when using Sametime Meeting Center 7.5.1 and is resolved in version 8.0.
The audio meeting has ended but the web meeting continues.	Select <b>File &gt; End Meeting</b> from the Sametime Meeting Center to end the web meeting.
An extra meeting occurrence (on a different day) displays with the scheduled repeating meetings.	When scheduling the repeating meeting, ensure that the <b>Starting date</b> is set to the day on which you want to start the meeting rather than the day you are creating the meeting.  You can delete the extra meeting occurrence to remove it from your meeting list.

## 8 Obtaining Documentation and Submitting a Service Request

For information on obtaining documentation, submitting a service request, and gathering additional information, see the monthly *What's New in Cisco Product Documentation*, which also lists all new and revised Cisco technical documentation, at:

<http://www.cisco.com/en/US/docs/general/whatsnew/whatsnew.html>

Subscribe to the *What's New in Cisco Product Documentation* as a Really Simple Syndication (RSS) feed and set content to be delivered directly to your desktop using a reader application. The RSS feeds are a free service and Cisco currently supports RSS Version 2.0.

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