



# Maintenance Checklists for IBM Lotus Domino on a Cisco Unity System

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This document contains checklists for tasks required to ensure that the Cisco Unity system and IBM Lotus Domino function together correctly. There are two checklists: tasks to do when a system is first installed, and when it is changed or upgraded; and tasks to do every month.

Each checklist provides spaces for marking dates on which the tasks were completed. You can print the checklists, or if you use Adobe Acrobat, you can save a version of the PDF file and enter completion dates online in the editable fields.



**Note**

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The checklists apply to any Cisco Unity system running version 4.0(5) or later. However, because this document was created after version 5.0(1) was released, the instructions referenced in some tasks may not be available in the Cisco Unity documentation for versions earlier than 5.x.

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# Checklist—New, Changed, or Upgraded System

**Table 1** Do On a New, Changed, or Upgraded System

Task and Instructions	Date Completed
<b>On the Cisco Unity server</b>	
<p>1. <i>If the server is running Cisco Unity version 4.x:</i> Upgrade to Cisco Unity 5.0 or later. The 5.0 release includes many Domino-specific improvements.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<b>In the Domino Administrator</b>	
<p>2. Confirm that the following objects, which were created during the installation, still exist:</p> <ul style="list-style-type: none"> <li>• The UnityServers group.</li> <li>• The Person that was registered (the Lotus Notes user that was created) for the Cisco Unity server during Cisco Unity installation.</li> <li>• If your organization has more than one Cisco Unity server, one Lotus Notes user for each Cisco Unity server.</li> <li>• The Lotus Notes mail file that was created for the Person that was registered for the Cisco Unity server.</li> <li>• The user ID file for the Person that was registered for the Cisco Unity server.</li> <li>• The person documents and mail files for the accounts created when the Cisco Unity server was installed: Unity Messaging, Example Administrator, and UnityBroadcast &lt;ServerName&gt;.</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. Confirm that the UnityServers group has the required permissions:</p> <ul style="list-style-type: none"> <li>• In the Access Control List for Admin4.nsf, grant the UnityServers group Editor permissions.</li> <li>• In the Access Control List for Names.nsf, grant the UnityServers group Editor with Delete Documents permissions.</li> <li>• Grant the UnityServers group permission to create databases and templates.</li> </ul>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

# Checklist—Every Month

**Table 2**      *Do Every Month*

Task and Instructions	Date Completed
<b>On a Domino server</b>	
<ol style="list-style-type: none"> <li>1. Check the mail file for the account specified in the Cisco Unity public distribution list Unaddressed Messages for messages that have not been delivered.  By default, these messages are sent to the Example Administrator account.</li> </ol>	<hr/> <hr/> <hr/> <hr/>
<ol style="list-style-type: none"> <li>2. Check the mail file for the Unity Messaging account for nondelivery receipts for outside caller messages.</li> </ol>	<hr/> <hr/> <hr/> <hr/>

# Cisco Unity Documentation

For descriptions and URLs of Cisco Unity documentation on Cisco.com, see the *Documentation Guide for Cisco Unity*. The document is shipped with Cisco Unity and is available at [http://www.cisco.com/en/US/products/sw/voicesw/ps2237/products\\_documentation\\_roadmaps\\_list.html](http://www.cisco.com/en/US/products/sw/voicesw/ps2237/products_documentation_roadmaps_list.html).

## Obtaining Documentation and Submitting a Service Request

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