



## **User Guide for Cisco Unified MeetingPlace for IBM Lotus Notes Release 7.1**

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*User Guide for Cisco Unified MeetingPlace for IBM Lotus Notes Release 7.1*  
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# Using Cisco Unified MeetingPlace for IBM Lotus Notes

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## Limitations When Scheduling Cisco Unified MeetingPlace Meetings From IBM Lotus Notes

The following limitations apply when you schedule Cisco Unified MeetingPlace meetings from IBM Lotus Notes:

- You cannot schedule Cisco WebEx meetings.
- You cannot invite video terminals.
- You cannot schedule continuous meetings.
- You cannot convert scheduled meetings to reservationless meetings.
- You cannot convert an IBM Lotus Notes meeting to a Cisco Unified MeetingPlace meeting. This is also known as associating a meeting with Cisco Unified MeetingPlace.
- You cannot convert a Cisco Unified MeetingPlace meeting to an IBM Lotus Notes meeting. This is also known as disassociating a meeting from Cisco Unified MeetingPlace.
- Any invitees you add when scheduling from the Lotus Notes client do not display when viewing meeting details from the end-user web interface.
- The method of attending option to “Have system find user” is not supported for users who are invited to a meeting from Lotus Notes.

**Related Topics**

[About Scheduling Recurring Meetings, page 7](#)

# How to Schedule a Meeting

Depending on how you customize your IBM Lotus Notes Calendar Entry form, some Cisco Unified MeetingPlace scheduling parameters and options might not be available.

- [Scheduling a Reservationless Meeting, page 2](#)
- [Scheduling a Non-Reservationless Meeting, page 3](#)
- [About Scheduling Recurring Meetings, page 7](#)

## Scheduling a Reservationless Meeting

**Note**

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This procedure is based on IBM Lotus Notes Release 8. The interface may differ slightly for other releases of IBM Lotus Notes.

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A reservationless meeting begins immediately. Invitees enter your reservationless ID to log in to the meeting.

**Before You Begin**

- Install Cisco Unified MeetingPlace for IBM Lotus Notes.
- Connect to the company network.
- Log in to IBM Lotus Notes.
- Open your IBM Lotus Notes calendar.

**Procedure**

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- Step 1** Double-click any date or time in your calendar.
- Step 2** Enter a subject for the meeting.
- Step 3** Scroll down and click **Use my reservationless ID**.
- Step 4** Click the **Find Available Times** tab.
- Step 5** Review the availability of invitees, scheduled rooms, and scheduled resources.
- Step 6** (Optional) To include an attachment, see [Step 11](#) in the “[Scheduling a Non-Reservationless Meeting](#)” section on page 3.
- Step 7** Click **Save and Send Invitations**.
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## Scheduling a Non-Reservationless Meeting


**Note**

This procedure is based on IBM Lotus Notes Release 8. The interface may differ slightly for other releases of IBM Lotus Notes.

**Before You Begin**

- Install Cisco Unified MeetingPlace for IBM Lotus Notes.
- Connect to the company network.
- Log in to IBM Lotus Notes.
- Open your IBM Lotus Notes calendar.

**Procedure**

**Step 1** Double-click any date or time in your calendar.

**Step 2** Enter your meeting information, such as the subject, start and end times, and meeting description.

**Step 3** To schedule a recurring meeting, click **Repeat**.

The system displays the Repeat Options dialog box where you can enter repeat meeting information.


**Note**

Cisco Unified MeetingPlace does not support all of the repeat meeting options offered by IBM Lotus Notes. Cisco Unified MeetingPlace does not support repeat options that are not mentioned in the following table.

To schedule a meeting that takes place	Do this
Every day at the same time	<ol style="list-style-type: none"> <li>1. From When the Meeting repeats, choose <b>Daily</b> and <b>Every day</b>.</li> <li>2. From How long the Meeting repeats, choose the starting date of the meeting.</li> <li>3. Select <b>continuing for</b>.</li> <li>4. Enter how many days that you want this meeting to occur.</li> <li>5. From Specify Exceptions, choose <b>Don't Move</b>. Cisco Unified MeetingPlace for IBM Lotus Notes does not support moving individual meetings in a recurring chain.</li> <li>6. Click <b>OK</b>.</li> </ol>
Once a week on the same day and time, for example, every Monday at 10 a.m.	<ol style="list-style-type: none"> <li>1. From When the Meeting repeats, choose <b>Weekly</b> and select the day of the week.</li> <li>2. From How long the Meeting repeats, choose the starting date of the meeting.</li> <li>3. Select <b>continuing for</b>.</li> <li>4. Enter the number of weeks that you want the meeting to occur.</li> <li>5. Click <b>OK</b>.</li> </ol>

To schedule a meeting that takes place	Do this
Biweekly on the same day and time, for example, every other Monday at 10 a.m.	<ol style="list-style-type: none"> <li>1. From When the Meeting repeats, choose <b>Weekly</b> and <b>Every other</b>.</li> <li>2. Choose the day of the week.</li> <li>3. From How long the Meeting repeats, choose the starting date of the meeting.</li> <li>4. Select <b>continuing for</b>.</li> <li>5. Enter the number of weeks that you want the meeting to occur.</li> <li>6. Click <b>OK</b>.</li> </ol>
Once a month on the same date, for example, the 15th of every month	<ol style="list-style-type: none"> <li>1. From When the Meeting repeats, choose <b>Monthly by Date</b>.</li> <li>2. Select the date (for example, 15th day).</li> <li>3. From How long the Meeting repeats, choose the starting date of the meeting.</li> <li>4. Select <b>continuing for</b>.</li> <li>5. Enter the number of months that you want the meeting to occur.</li> <li>6. From Specify Exceptions, choose <b>Don't Move</b>. Cisco Unified MeetingPlace for IBM Lotus Notes does not support moving individual meetings in a recurring chain.</li> <li>7. Click <b>OK</b>.</li> </ol>
Once a month on the same day, for example, the last Monday of every month	<ol style="list-style-type: none"> <li>1. From When the Meeting repeats, choose <b>Monthly by Day</b>.</li> <li>2. Select the day you want the meeting scheduled (for example, First Monday).</li> <li>3. From How long the Meeting repeats, choose the starting date of the meeting.</li> <li>4. Select <b>continuing for</b>.</li> <li>5. Enter the number of months that you want the meeting to occur.</li> <li>6. Click <b>OK</b>.</li> </ol>

- Step 4** To invite people to your meeting, do the following:
- a. Click **Required**.
  - b. Highlight the name of a person that you want to invite.
  - c. Click **Required**, **Optional**, or **FYI**.
  - d. Repeat these steps for each person that you want to invite.



**Note** You cannot invite video terminals from the IBM Lotus Notes calendar.

- Step 5** To make this a Cisco Unified MeetingPlace meeting, click **Yes, create a new meeting**.

- Step 6** Enter the Cisco Unified MeetingPlace parameters.

The following table describes the Cisco Unified MeetingPlace parameters.



Field	Description
User ID <sup>1</sup>	If required, enter your Cisco Unified MeetingPlace user ID. Typically, your user ID is automatically populated with the user ID that is defined on the MeetingPlace tab in More > Preferences from the calendar view.
User password <sup>1</sup>	If required, enter your Cisco Unified MeetingPlace user password. Typically, your user password is automatically populated with the user password that is defined on the MeetingPlace tab in More > Preferences from the calendar view.
Cisco Unified MeetingPlace server	Select the Cisco Unified MeetingPlace server that you want to use for this meeting. In most cases, this field is automatically populated with the server name that is defined on the MeetingPlace tab in More > Preferences from the calendar view.  <b>Note</b> This field appears only if you have defined more than one Cisco Unified MeetingPlace server.  To add a server to this list, contact your system administrator. Note that if you change servers, you must re-enter your Cisco Unified MeetingPlace login information.
Meeting ID	You can assign your own ID to the meeting. If an ID is not specified, Cisco Unified MeetingPlace automatically assigns one.
Number of participants	Enter the number of phone lines that should be reserved for this meeting. If multiple people are attending from a single phone line, such as a speaker phone, count the single phone line as one caller.
Enable recording	Specify whether you want Cisco Unified MeetingPlace to reserve disk space for a potential meeting recording: <ul style="list-style-type: none"> <li>• Yes—Reserves disk space, but does not automatically record your meeting once it begins.</li> <li>• No—Does not reserve disk space. You can still try recording your meeting from the meeting room, but you will be restricted by how much disk space is available.</li> </ul>
Allow internet access	Select <b>Yes</b> to allow attendees to access a publicly-listed meeting from an external website.
Billing code	Enter the billing code for this meeting. This code is used for department or project bill back.

Field	Description
Meeting templates	<p>The templates control the appearance of the Cisco Unified MeetingPlace meeting room. The type of template that you select also determines the features that are available to moderators, presenters, and audience members.</p> <ul style="list-style-type: none"> <li>• Collaborative—An open forum-style meeting where all participants have presenter meeting permissions by default.</li> <li>• Presentation— A meeting where one or more participants present to an active audience of one or more participants.</li> <li>• Webinar—A lecture-style meeting where one participant is the moderator, there are one or more presenters, and the remainder of the participants are passive audience members. By default, the audience members have listener audio permissions (audio is turned off) in this type of meeting.</li> </ul>

1. The first time that you schedule a Cisco Unified MeetingPlace meeting using IBM Lotus Notes, the system asks you for your user ID and password. The system then stores this information on the Preferences page for future use.

**Step 7** (Optional) Click **Click for advanced scheduling information for Cisco Unified MeetingPlace**.

**Step 8** (Optional) Set advanced options. The following table describes the advanced options.

Field	Description
Entry announcement	<p>Specify how you want the system to announce users when they enter your Cisco Unified MeetingPlace meeting.</p> <ul style="list-style-type: none"> <li>• Silent—The system makes no announcement.</li> <li>• Beep only—The system beeps when a user enters the meeting.</li> <li>• Beep and Name—The system beeps and plays the recorded user name when a user enters the meeting.</li> </ul> <p>Select <b>Silent</b> to minimize frequent interruptions in large meetings.</p>
Departure announcement	<p>Specify how you want the system to announce users when they leave your Cisco Unified MeetingPlace meeting.</p> <ul style="list-style-type: none"> <li>• Silent—The system makes no announcement.</li> <li>• Beep only—The system beeps when a user leaves the meeting.</li> <li>• Beep and Name—The system beeps and plays the recorded user name when a user leaves the meeting.</li> </ul> <p>Select <b>Silent</b> to minimize frequent interruptions in large meetings.</p>
Meeting password	<p>If you are scheduling a meeting that requires increased security, enter a meeting password. All attendees must enter this password before they can enter the meeting.</p>

Field	Description
Screened entry	Choose this option if you want to screen who enters your meeting: <ul style="list-style-type: none"> <li>• Yes—Announces the name of the user who wants to enter the meeting. You must manually allow the person to enter the meeting.</li> <li>• No—Does not allow you the option of screening users when they enter.</li> </ul>
Who can attend meeting	Specify who can attend this meeting.
Who can access meeting notes	Specify who can access meeting attachments and recordings.

**Step 9** Click the **Find Available Times** tab.

**Step 10** Review the availability of invitees, scheduled rooms, and scheduled resources.

**Step 11** (Optional) To include an attachment, do the following:

- a. Click the **Description** tab.
- b. Click **Attach...**
- c. If the Execution Security Alert window opens, select **Start trusting the signer to execute this action** and click **OK**. (The system might display this dialog box the first time that you use the calendar to schedule a Cisco Unified MeetingPlace meeting. The system will not display this security alert again.)
- d. Navigate to the file that you want to attach.
- e. Highlight the file that you want to attach.
- f. Click **Create**.

The system includes the attachments with the meeting invitation.

- g. Repeat these steps for each attachment that you want to append.

**Step 12** Click **Save and Send Invitations**.

#### Troubleshooting Tip

If you are using more than one Cisco Unified MeetingPlace system, the last set of login information is stored for your next login.

## About Scheduling Recurring Meetings

- [Supported Recurrence Patterns, page 7](#)
- [Unsupported Recurrence Patterns, page 8](#)
- [Recurring Meeting Limits, page 8](#)

## Supported Recurrence Patterns

Cisco Unified MeetingPlace supports the following recurrence patterns when scheduling meetings through IBM Lotus Notes:

- Daily

- Weekly
- Monthly by Date
- Monthly by Day

For each of these recurrence patterns, you must set the repeat interval to one, except for weekly meetings, in which case you can also set it to two.

Examples:

- You can schedule a daily meeting to be held every day (the repeat interval is set to one).
- You can schedule a weekly meeting to be held every other week (the repeat interval is set to two).

## Unsupported Recurrence Patterns

Cisco Unified MeetingPlace does not support the following recurrence patterns when scheduling meetings through IBM Lotus Notes:

- Scheduling daily meetings to be held every other day (setting the repeat interval to two).
- Scheduling weekly meetings to be held every third week (setting the repeat interval to three).
- Using different units for the repeat unit and the repeat type. For example, you can set a daily meeting to repeat for five days, but you cannot set a daily meeting to repeat for five weeks.
- Setting the start day of the meeting on a day that is not consistent with the recurrence pattern. For example, you cannot start a meeting on a Tuesday for a weekly meeting that occurs every Wednesday.
- Making more than one selection for the meeting to recur. For example, you can set a weekly meeting to occur every Tuesday, but you cannot set a weekly meeting to occur every Tuesday and every Wednesday.
- Moving a meeting if it falls on a weekend.
- Using the “Count from the end of the month” option for monthly meetings. For example, you cannot schedule a recurring meeting to occur every month on the fourth day from the end of the month.

## Recurring Meeting Limits

Cisco Unified MeetingPlace enforces the following limits when scheduling recurring meetings through IBM Lotus Notes:

Frequency of recurring meeting	Maximum number of occurrences
Daily meetings	200 occurrences
Weekly meetings	100 occurrences
Bi-weekly meetings	50 occurrences
Monthly meetings	23 occurrences

# Rescheduling a Meeting

**Note**

This procedure is based on IBM Lotus Notes Release 8. The interface may differ slightly for other releases of IBM Lotus Notes.

**Restriction**

When you reschedule a meeting, you must use the same interface you used when scheduling that meeting originally. For example, if you scheduled the meeting from Cisco Unified MeetingPlace for IBM Lotus Notes, reschedule it from IBM Lotus Notes. If you scheduled the meeting using Cisco Unified MeetingPlace, reschedule it from Cisco Unified MeetingPlace. Meeting update notices might not be sent out if a meeting is rescheduled using a different interface.

**Prerequisite**

You must have already scheduled a single or a recurring meeting.

**Before You Begin**

- Install Cisco Unified MeetingPlace for IBM Lotus Notes.
- Connect to the company network.
- Log in to IBM Lotus Notes.
- Open your IBM Lotus Notes calendar.

**Procedure**

**Step 1** Double-click the entry of the Cisco Unified MeetingPlace meeting that you want to reschedule.

**Step 2** Click **Owner Actions > Reschedule**.

**Note**

Instead of doing [Step 1](#) and [Step 2](#), you can drag and drop the meeting entry to a new date or time.

**Step 3** In the Reschedule Options dialog box, change the date or the start and end times.

**Step 4** Click **Check Schedules...** to check your schedule and those of your invited guests.

**Step 5** (Optional) To include a comment on the updated meeting notification, check **Include additional comments on notice** and click **OK**. You enter the comment in [Step 9](#).

**Step 6** Click **OK**.

**Step 7** (Optional) If this is a recurring meeting, choose which instances of the meeting you want to reschedule.

**Step 8** Click **OK**.

**Step 9** (Optional) If you chose to include a comment on the meeting notice in [Step 5](#), enter the comment now.

**Step 10** Click **OK**.

Cisco Unified MeetingPlace reschedules the meeting and updates your calendar. Invitees receive an notification that the meeting has been updated.

# Cancelling a Meeting



## Note

This procedure is based on IBM Lotus Notes Release 8. The interface may differ slightly for other releases of IBM Lotus Notes.

## Restriction

Only the person who scheduled the meeting can cancel the meeting.

## Before You Begin

- Install Cisco Unified MeetingPlace for IBM Lotus Notes.
- Connect to the company network.
- Log in to IBM Lotus Notes.
- Open your IBM Lotus Notes calendar.

## Procedure

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- Step 1** Double-click the entry of the Cisco Unified MeetingPlace meeting that you want to cancel.
- Step 2** Click **Owner Actions > Cancel**.
- Step 3** Select a cancellation option:
- **Permanently delete the Meeting and all notices and documents related to the Meeting.**
  - **Remove the Meeting from the Calendar view but leave it in the Entries and Notices view.** This retains a listing of it in your meetings view.
- Step 4** (Optional) To include a comment on the updated meeting notification, check **Include additional comments on notice** and click **OK**. You enter the comment in [Step 8](#).
- Step 5** Click **OK**.
- Step 6** (Optional) If this is a recurring meeting, choose which instances of the meeting you want to cancel.
- Step 7** Click **OK**.
- Step 8** (Optional) If you chose to include a comment on the cancellation notice in [Step 4](#), enter the comment now and click **OK**.

The system removes the meeting entry from both your IBM Lotus Notes calendar and the Cisco Unified MeetingPlace server.

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# Attending a Meeting



## Note

This procedure is based on IBM Lotus Notes Release 8. The interface may differ slightly for other releases of IBM Lotus Notes.

If your system has been configured for web-only meetings, you will not see any voice options in your Cisco Unified MeetingPlace notifications or calendar entries.

If you join the web-only meeting and want to add voice after you are in the meeting room, either click the telephone icon to have Cisco Unified MeetingPlace call you, or dial the call-in number listed. For information about establishing a voice connection from the Cisco Unified MeetingPlace meeting, see the online help.

### Prerequisite


You must have already accepted the meeting invitation. To do that, open the meeting notification in your Inbox and click **Respond > Accept**. After you accept the meeting invitation, the meeting is added to your IBM Lotus Notes calendar. The scheduler receives an e-mail that you accepted the invitation.

### Before You Begin

- Install Cisco Unified MeetingPlace for IBM Lotus Notes.
- Connect to the company network.
- Log in to IBM Lotus Notes.
- Open your IBM Lotus Notes calendar.

### Procedure

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- Step 1** Double-click the entry of the Cisco Unified MeetingPlace meeting that you want to attend.
- If the meeting is about to start or is in progress, the Cisco Unified MeetingPlace section of the calendar entry displays a Connect Me section. The section contains connection options and the Connect button.
- Step 2** To join the web portion of the meeting, check **Join the web conference**.
- Step 3** To join the voice portion of the meeting, do the following:
- a. Check **Select how MeetingPlace calls you**.
  - b. Enter your phone or video number (video number if your system includes video integration).
-  **Note** If you leave this option unchecked, you can call the dial-in number supplied, or have Cisco Unified MeetingPlace call you after you enter the web meeting. However, you must install the Cisco Unified Presenter Add-in if you want to use your keyboard to enter any text in the meeting rooms, such as in the dialing or chat pods.
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- Step 4** Click **Connect**.
- Cisco Unified MeetingPlace connects you to the meeting. If you choose to join the voice portion of the meeting, the system establishes that session first and then connects you to the web portion of the meeting.
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### Troubleshooting Tips

- If you have attended Cisco Unified MeetingPlace meetings in the past and Cisco Unified MeetingPlace recognizes your user ID and password, the system connects you directly to the meeting room where you can participate in the web meeting.
- If you cannot enter any text into the dialing or chat pods, you have not installed the Cisco Unified Presenter Add-in. Install the add-in to allow the system to accept keyboard input. To install the Cisco Unified Presenter Add-in, click **Install** from the dialog box in the Cisco Unified MeetingPlace meeting room. For more information about installing the Cisco Unified Presenter Add-in, see the online help in the meeting room.

# Changing Your Cisco Unified MeetingPlace Password

**Note**

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This procedure is based on IBM Lotus Notes Release 8. The interface may differ slightly for other releases of IBM Lotus Notes.

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Cisco Unified MeetingPlace passwords expire periodically and you must set a new password.

**Before You Begin**

- Install Cisco Unified MeetingPlace for IBM Lotus Notes.
- Connect to the company network.
- Log in to IBM Lotus Notes.
- Open your IBM Lotus Notes calendar.

**Procedure**

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- Step 1** Click **More > Preferences**.
- Step 2** Click the **Calendar & To Do** tab.
- Step 3** Click the **MeetingPlace** tab.
- Step 4** Enter your current password.
- Step 5** Enter your new password.
- Step 6** Retype your new password.
- Step 7** Click **Change Password**.
- Step 8** Click **OK**.
-