



# CHAPTER 1

## Introducing Cisco Unified MeetingPlace for Lotus Notes

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### About Cisco Unified MeetingPlace

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### Cisco Unified MeetingPlace Concepts

The Cisco Unified MeetingPlace Audio Server system uses the existing telephony or IP-based infrastructure of your organization to provide voice conferencing over standard PSTN and IP phones.

You can also integrate the Audio Server system with standard business applications, such as e-mail and groupware applications. To facilitate integration with these resources, you can install system options on a Cisco Media Convergence Server (MCS) that communicates with the Audio Server system over your network.

To facilitate advanced user interfaces and integration with other shared network resources, the Audio Server system also connects to your LAN or WAN and communicates with Cisco Unified MeetingPlace desktop software products.

## Meeting Process

The Cisco Unified MeetingPlace system not only bridges callers together at the time of a meeting, but also provides a number of meeting-related services, as described in [Table 1-1](#).

**Table 1-1** Meeting-Related Services Provided by Cisco Unified MeetingPlace

Service	Description
Scheduling meeting resources	When you schedule meetings on Cisco Unified MeetingPlace, the system reserves the date, time, and length of the meeting for a specified number of audio and video attendees. In addition, you can schedule other resources, such as disk space for meeting recordings and data attachments.
Notifying invitees	When you schedule a Cisco Unified MeetingPlace meeting, you can specify a list of invitees. Cisco Unified MeetingPlace automatically sends notifications to meeting invitees through its many notification integrations (note that this functionality requires Cisco Unified MeetingPlace SMTP E-Mail Gateway, Cisco Unified MeetingPlace for Outlook, or Cisco Unified MeetingPlace for Lotus Notes).
Distributing meeting materials	You can attach documents at any time before, during, or after a meeting. These attachments can be agendas, working documents, action items, or URLs.  Cisco Unified MeetingPlace acts as the repository for these attachments and can provide access to them through the web or e-mail.
Web conferencing	Web conferencing allows you to communicate through audio and video, share applications in real time, and view documents attached by any conference attendee.
Recording meetings	You can record your meetings on Cisco Unified MeetingPlace. After the meeting, you can choose your recordings from the Cisco Unified MeetingPlace Web Conferencing home page and view them from your computer. You can also dial in to Cisco Unified MeetingPlace over the phone to listen to the voice portion only.
Voice comments	In addition to recordings, Cisco Unified MeetingPlace lets you submit voice comments that other attendees can listen to at any time. In this way, those who cannot attend meetings can still actively contribute to them. When you leave voice comments, Cisco Unified MeetingPlace can automatically relay the comment to meeting attendees through e-mail.

## User Profiles

Cisco Unified MeetingPlace requires users to identify themselves with a user profile, which includes information identified in [Table 1-2](#).

Table 1-2 User Profile Information

Information Type	Examples
Security information	User ID and password. <b>Note</b> User IDs must be alphanumeric, and are limited to 17 characters.
Personal information	Name, time zone, default billing code.
Class of service permissions that allow users to access certain features	Scheduling, outdialing, recording.
Addressing information	Phone, e-mail, pager.
Default meeting preferences	Announced entries, roll calls, automatic notifications.
User restrictions	The Allow Video Scheduling parameter; this parameter must be set to Yes in the user profile to allow the user to schedule video conferences.

Meeting schedulers must have a Cisco Unified MeetingPlace user profile. Users who frequently participate in meetings should also have Cisco Unified MeetingPlace user profiles.

## Guest Access

To facilitate meetings with those who do not have user profiles, Cisco Unified MeetingPlace allows guests to both join and review materials (including recordings) for unrestricted meetings.

## Meeting Preferences

Meeting preferences indicate how you want the meeting to run. Cisco Unified MeetingPlace automatically assigns meeting preferences based on defaults that you specify in your user profile. As a meeting scheduler, you can override your default settings on a meeting-by-meeting basis by clicking the Advanced Scheduling information for MeetingPlace section of the scheduling page, within the Lotus Notes client.

Examples of meeting preferences include the following:

- Announcing callers automatically as they attend or depart
- Requiring attendees to enter a password before entering a meeting
- Allowing attendees to take a roll call

## About Cisco Unified MeetingPlace for Lotus Notes

Cisco Unified MeetingPlace for Lotus Notes integrates the Cisco Unified MeetingPlace Audio Server system with your Domino server. This integration allows you to schedule and attend Cisco Unified MeetingPlace meetings by using your Lotus Notes client as well as to receive e-mail notifications for meetings that you have been invited to. You can choose to accept a notification and have the meeting automatically appear in your Lotus Notes calendar, or decline the notification if you cannot attend the meeting.

Once installed, Cisco Unified MeetingPlace for Lotus Notes enables you to:

- Schedule Cisco Unified MeetingPlace meetings from your Lotus Notes calendar
- Reschedule and delete Cisco Unified MeetingPlace meetings
- Receive e-mail notifications for Cisco Unified MeetingPlace meetings, which you can accept or decline
- Attend Cisco Unified MeetingPlace meetings with a click-to-attend web link in your meeting notification or a Connect button in your Lotus Notes calendar entry
- Change your Cisco Unified MeetingPlace user password (by using the Tools > Preferences menu option)

This section provides information about the following topics:

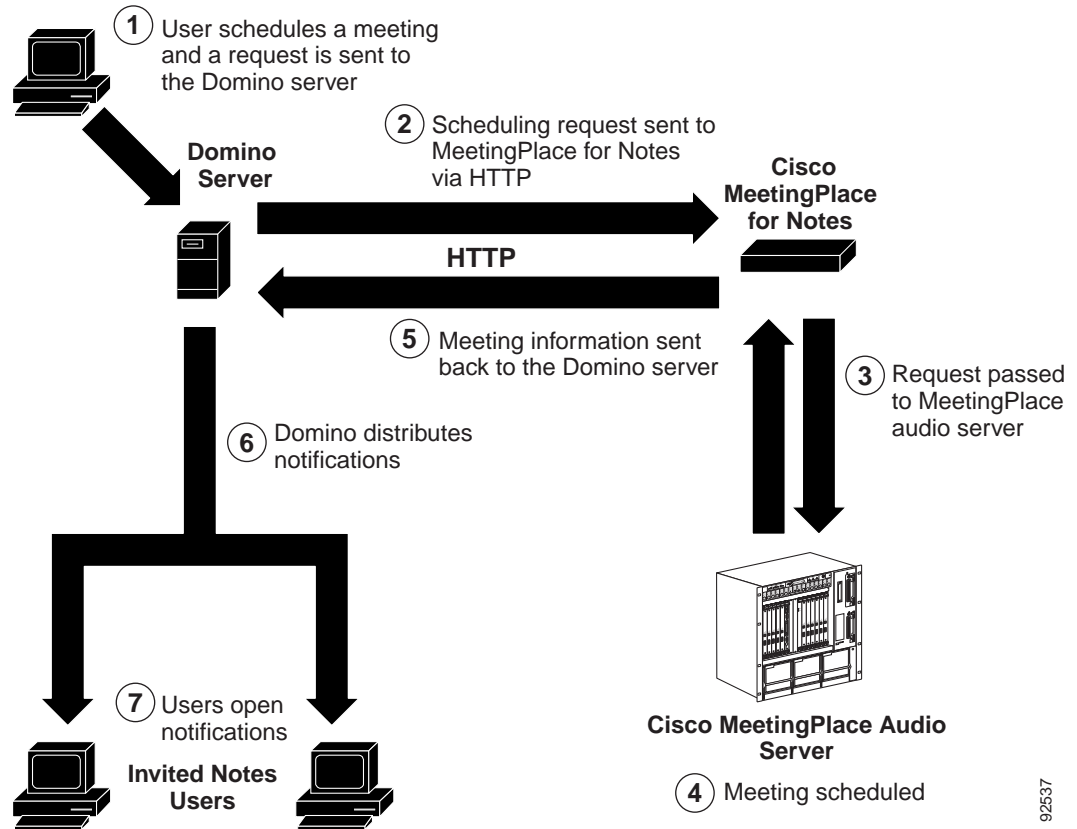
- [Scheduling and Notification Process, page 1-4](#)
- [Attending Meetings Through Lotus Notes, page 1-6](#)
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- [Internet and Island Mode Support, page 1-7](#)

## Scheduling and Notification Process

The scheduling and notification process depends on whether the meeting was scheduled by using Lotus Notes or an alternative scheduling client, such as MeetingTime or Cisco Unified MeetingPlace Web Conferencing.

[Figure 1-1](#) illustrates the scheduling and notification process when a meeting is scheduled by using Lotus Notes.

**Figure 1-1** Scheduling and Notification Process for Meetings Scheduled by Using Lotus Notes

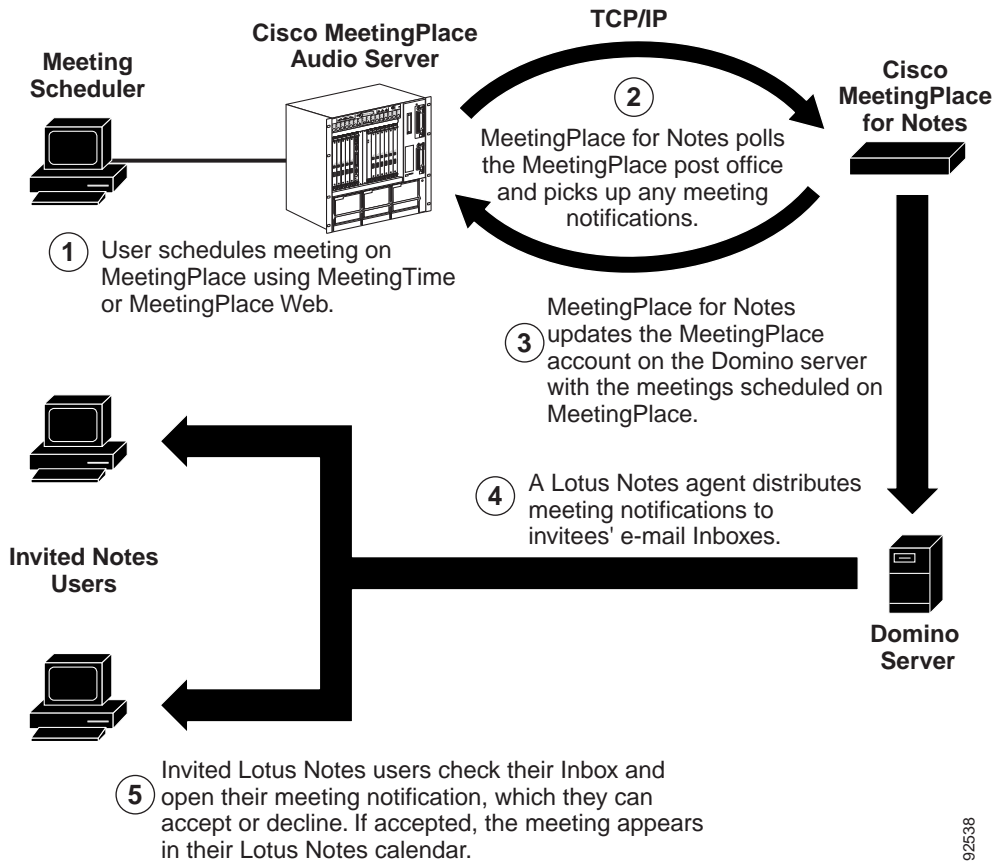


**Note**

When a meeting is scheduled from Lotus Notes, the Cisco Unified MeetingPlace Audio Server system is unable to track which invitees have Cisco Unified MeetingPlace user profiles. As a result, the Audio Server system treats everyone as a guest invitee and prevents automatic outdial and paging to users based on their attend settings.

[Figure 1-2](#) illustrates the scheduling and notification process when a meeting is scheduled by using MeetingTime or Cisco Unified MeetingPlace Web Conferencing.

**Figure 1-2** Scheduling Process for Meetings Scheduled by Using MeetingTime or Cisco Unified MeetingPlace Web Conferencing



**Note**

When users accept or decline meeting notifications, the Domino server forwards the messages directly to Cisco Unified MeetingPlace for Lotus Notes, but does not keep track of this information in its database.

## Attending Meetings Through Lotus Notes

When Lotus Notes users are invited to a Cisco Unified MeetingPlace meeting, they receive a standard Lotus Notes e-mail notification. When users accept the notification, a Lotus Notes calendar entry is created. Calendar entries for future meetings contain meeting information. Calendar entries for current meetings contain meeting information and a Connect Me section where users can choose the following options:

- Joining the web conference
- Connecting to the Cisco Unified MeetingPlace Audio Server system through the phone or video endpoint

Cisco Unified MeetingPlace attempts to connect the voice or video component of the conference first, followed by the web connection.

## Automatic Profile Detection

When you join a web conference from either your Lotus Notes calendar or click-to-attend link, you can benefit from automatic profile detection, which uses profile information that was previously recorded during the scheduling and notification process to authenticate you for Cisco Unified MeetingPlace Web Conferencing. This allows you to bypass the Web Conferencing sign-in process and directly enter the meeting console.

- If you are the scheduler, Cisco Unified MeetingPlace for Lotus Notes attempts to join you to the web conference by using the Cisco Unified MeetingPlace information you used when you scheduled the meeting.
- If you are an attendee, Cisco Unified MeetingPlace for Lotus Notes populates your calendar entry with your default Cisco Unified MeetingPlace information when you accept the meeting notification. It will then attempt to use that information to join you to the web conference.
- Users who cannot be authenticated when joining their web conference are directed to the Web Conferencing sign-in page.



Note

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Profiled users who sign in to Cisco Unified MeetingPlace Web Conferencing and click Remember Me already have their profile information saved through a cookie. When signing in to Web Conferencing, this profile information takes precedence over anything that is imported from the Cisco Unified MeetingPlace for Lotus Notes scheduling form.

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## Internet and Island Mode Support

Cisco Unified MeetingPlace for Lotus Notes supports Lotus Notes work modes in the following ways:

- When in Internet mode you are connected to the Internet, but not to the corporate network or Domino server. While in Internet mode, you cannot schedule, reschedule, or delete Cisco Unified MeetingPlace meetings. You can, however, attend meetings as all Cisco Unified MeetingPlace attend features are available.
- Island mode is essentially an offline mode. You are not connected to the corporate network or to the Internet. While in Island mode, you cannot access any Cisco Unified MeetingPlace for Lotus Notes features. You cannot schedule, reschedule, delete, or attend Cisco Unified MeetingPlace meetings. However, you can access any information that is available locally, such as meeting information from previously scheduled meetings.

## Additional References

- *Administration Guide for Cisco Unified MeetingPlace Audio Server Release 6.x*, at [http://cisco.com/en/US/products/sw/ps5664/ps5669/products\\_installation\\_and\\_configuration\\_guides\\_list.html](http://cisco.com/en/US/products/sw/ps5664/ps5669/products_installation_and_configuration_guides_list.html).
- *Configuration Guide for Cisco Unified MeetingPlace Web Conferencing Release 6.x*, at [http://cisco.com/en/US/products/sw/ps5664/ps5669/products\\_installation\\_and\\_configuration\\_guides\\_list.html](http://cisco.com/en/US/products/sw/ps5664/ps5669/products_installation_and_configuration_guides_list.html).
- *Documentation Guide for Cisco Unified MeetingPlace*, at [http://cisco.com/en/US/products/sw/ps5664/ps5669/products\\_documentation\\_roadmaps\\_list.html](http://cisco.com/en/US/products/sw/ps5664/ps5669/products_documentation_roadmaps_list.html).

- *Release Notes for Cisco Unified MeetingPlace for Lotus Notes*, at [http://cisco.com/en/US/products/sw/ps5664/ps5669/prod\\_release\\_notes\\_list.html](http://cisco.com/en/US/products/sw/ps5664/ps5669/prod_release_notes_list.html).