



## CHAPTER 3

# Management Tools in Cisco Unified MeetingPlace for Lotus Notes

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## How to Access the Gateway System Integrity Manager Tab

The Gateway System Integrity Manager (SIM) improves the reliability and serviceability of Cisco Unified MeetingPlace Web Conferencing and other Cisco Unified MeetingPlace integrations, such as Cisco Unified MeetingPlace for Lotus Notes, by detecting outages, logging these errors to the MeetingPlace Alarm Table, and allowing a Cisco Unified MeetingPlace support representative to remotely administer and diagnose your Cisco Unified MeetingPlace integration systems.

The Gateway SIM is located in the MeetingPlace Gateway Configurations utility. The Gateway SIM Manager resides on the Cisco Unified MeetingPlace Audio Server system. If the Gateway SIM Manager does not receive these updates when expected, it logs a major alarm to the MeetingPlace Alarm Table.

The bottom left pane of the Gateway SIM tab shows the hostname of the Cisco Unified MeetingPlace Audio Server system to which the integration server is currently connected. The bottom right pane shows whether the integration server is connected to the indicated Audio Server system or not (Connected or Disconnected), the assigned unit number and IP address of the integration server, and the version of the Cisco Unified MeetingPlace Audio Server system.

**Note**

You should configure the Gateway SIM when you install Cisco Unified MeetingPlace Web Conferencing. For a description of each parameter, see the applicable *Administration Guide for Cisco Unified MeetingPlace Web Conferencing*, at [http://cisco.com/en/US/products/sw/ps5664/ps5669/products\\_installation\\_and\\_configuration\\_guides\\_1ist.html](http://cisco.com/en/US/products/sw/ps5664/ps5669/products_installation_and_configuration_guides_1ist.html).

## Accessing the Gateway SIM

### To Access the Gateway SIM

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- Step 1** Double-click the Cisco Unified MeetingPlace icon located in the system tray. The MeetingPlace Gateway Configurations utility appears.
- Step 2** Click the Gateway SIM tab.
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## How to Change Unit Configuration from the Gateway SIM

If you need to change the Cisco Unified MeetingPlace Audio Server system to which the integration server is connected, you can do so from the Gateway SIM tab. To change the unit configuration, complete the following tasks:

	Task	Reference
<b>Step 1</b>	Stop all Cisco Unified MeetingPlace services and IIS.  <b>Note</b> Do not restart services until the end of this procedure.	See the “ <a href="#">Stopping and Restarting Cisco Unified MeetingPlace Web Conferencing Services</a> ” section on page 3-3.
<b>Step 2</b>	Delete the connection to the current Audio Server system.	See the “ <a href="#">Deleting the Connection to a Current Cisco Unified MeetingPlace Audio Server System</a> ” section on page 3-3.
<b>Step 3</b>	Change the Audio Server hostname from the old server name to the new server name in the MPWEB database.	See the “ <a href="#">Changing the Audio Server Name in the MPWEB Database</a> ” section on page 3-4.
<b>Step 4</b>	Add the new Audio Server system.	See the “ <a href="#">Adding a New Cisco Unified MeetingPlace Audio Server System</a> ” section on page 3-4.
<b>Step 5</b>	Complete the change unit configuration procedure.	See the “ <a href="#">Completing the Change Unit Configuration</a> ” section on page 3-5.

## Stopping and Restarting Cisco Unified MeetingPlace Web Conferencing Services

Cisco Unified MeetingPlace for Lotus Notes requires that you stop all Cisco Unified MeetingPlace Web Conferencing services before performing certain procedures, including MeetingPlace Gateway SIM upgrades and configuration changes.

### To Stop or Restart Cisco Unified MeetingPlace Web Conferencing Services

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- Step 1** From the Windows Start menu, choose **Settings > Control Panel > Administrative Tools > Services**.
- Step 2** Do the following, as applicable:
- For all Cisco Unified MeetingPlace Web Conferencing services, right-click **Cisco Unified MeetingPlace Web Conferencing** and choose **Stop**.
  - For other Cisco Unified MeetingPlace integration services (if required), including MeetingPlace Gateway SIM, right-click the service and choose **Stop**.
  - If the IIS Admin Service is still running, right-click the service and choose **Stop**.
- Step 3** Close the Services control panel.
- Step 4** To restart services after you have completed your upgrade or procedure, open the Services control panel.
- Step 5** Right-click **Cisco Unified MeetingPlace Web Conferencing** and choose **Start**. If you stopped any other integration services, restart them by right-clicking the appropriate service and choosing **Start**.
- Step 6** When you finish, close the Services control panel.
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## Deleting the Connection to a Current Cisco Unified MeetingPlace Audio Server System

Make sure that you have detached the integration server from the primary Cisco Unified MeetingPlace Audio Server system database by stopping the Cisco Unified MeetingPlace services and IIS.

### To Delete the Connection to a Cisco Unified MeetingPlace Audio Server System

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- Step 1** From your system taskbar, right-click the Cisco Unified MeetingPlace icon and choose **Properties**. The MeetingPlace Gateway Configurations utility appears.
- Step 2** From the list on the left, click the name of the Cisco Unified MeetingPlace Audio Server system that you want to disconnect from, then click **Delete**. This deletes this integration server—otherwise referred to as a “unit”—from the primary Cisco Unified MeetingPlace Audio Server system.
- Step 3** Continue with the [“Changing the Audio Server Name in the MPWEB Database”](#) section on page 3-4.
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## Changing the Audio Server Name in the MPWEB Database

The integration server is configured to point to a particular Cisco Unified MeetingPlace Audio Server system. To update the Audio Server system that this integration server points to, you will need modify the Audio Server name in the database.

### To Delete the Master and Slave Databases

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- Step 1** Open Enterprise Manager and navigate to the \Databases folder.
  - Step 2** Choose and expand the MPWEB database.
  - Step 3** From the left pane, choose **Tables**.
  - Step 4** In the right pane right-click **System**, then from the pop-up menu, choose **Open Table > Return All Rows**.
  - Step 5** Change the value in the HostName column to the desired value.
  - Step 6** Continue with the [“Adding a New Cisco Unified MeetingPlace Audio Server System”](#) section on page 3-4.
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## Adding a New Cisco Unified MeetingPlace Audio Server System

### To Add a New Cisco Unified MeetingPlace Audio Server System

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- Step 1** Open the Gateway SIM tab.
    - a. From your system taskbar, right-click the Cisco Unified MeetingPlace icon and choose **Properties**. The MeetingPlace Gateway Configurations utility appears.
    - b. Click the **Gateway SIM** tab.
  - Step 2** Click **Add**. The Cisco Unified MeetingPlace Server Entry window appears.
  - Step 3** In the Cisco Unified MeetingPlace Server Entry window, enter the new configuration information as shown in the following table.

For	Do This
Server Name	Enter the hostname of the Cisco Unified MeetingPlace Audio Server system.
Shadow Server	Leave this field as is.
Client IP Address	Enter the IP address of the server on which the Gateway SIM is installed.
Transfer Destination	Leave this field as is.
Link Encryption Disabled	Leave this check box unchecked to encrypt communications between the Gateway SIM and the Cisco Unified MeetingPlace Audio Server system. Encryption uses a 56-bit DES algorithm with a secret key.
	<b>Note</b> You can check this option to send communications in clear text; however, we do not recommend this.

- Step 4** Click **OK**, then **OK** again to complete adding this unit to the entered Cisco Unified MeetingPlace Audio Server system.
- Step 5** Continue with the [“Completing the Change Unit Configuration” section on page 3-5](#).

## Completing the Change Unit Configuration

### To Complete the Change Unit Configuration

- Step 1** From the Windows Services control panel, restart the services you stopped in [Step 2](#) of the [“To Stop or Restart Cisco Unified MeetingPlace Web Conferencing Services” procedure on page 3-3](#) by right-clicking each service and choosing **Start**.
- Step 2** From the Gateway SIM tab, verify that the integration server is attached to the new Cisco Unified MeetingPlace Audio Server system and that a unit number is assigned. The newly entered Audio Server system is listed in the left window.
- Step 3** Verify the connection to the Audio Server system and the unit number by telnetting to the Audio Server system, as follows:
- a. Telnet *<Cisco Unified MeetingPlace Audio Server name>*
  - b. Log in, then enter **gwstatus**. The name of your Cisco Unified MeetingPlace integration displays.
- Step 4** Update the Web Conferencing server with user and meeting information from the new Audio Server system:
- a. Sign in to Cisco Unified MeetingPlace Web Conferencing.
  - b. From the Welcome page, click **Admin**, then click **Replication Service**.
  - c. For Replication Service Command, choose **Update All User Profiles**.
  - d. Click **Submit**.
  - e. Change the Replication Service Command to **Update All Meetings**.
  - f. Click **Submit**.

## About the Notification Tab

The Notification tab allows you to configure the hostnames of the Cisco Unified MeetingPlace Web Conferencing servers that are required for Cisco Unified MeetingPlace notification. [Table 3-1](#) provides descriptions of the Notification tab fields.

*Table 3-1 Notification Tab Fields*

Field	Description
Version	The Cisco Unified MeetingPlace Notification Gateway release number.

**Table 3-1** Notification Tab Fields (continued)

Field	Description
Web Hostname	The primary fully qualified domain name (FQDN), hostname, or IP address of the Cisco Unified MeetingPlace Web Conferencing server used for internal meetings. (This is configured as the Hostname [Home Page] on the Web Conferencing server.)
External Web Hostname	The primary FQDN, hostname, or IP address of the Web Conferencing server used for external meetings. If left blank, notifications default to the Web Conferencing server indicated for Web Hostname. (This is configured as the Hostname [Home Page] on the Web Conferencing server.)
Attach Links as URL	This option applies only to Cisco Unified MeetingPlace for Outlook and SMTP integrations.
Verbose Logging	Allows more detail in entries logged to the Gateway SIM log.

## About the Notes Gateway Tab

The Notes Gateway tab allows you to change some of the settings that were configured during the Cisco Unified MeetingPlace for Lotus Notes installation, such as the MeetingPlace mailbox, the polling frequency, and Domino polling frequency. [Table 3-2](#) provides descriptions of the Notes Gateway tab fields.

**Table 3-2** Notes Gateway Tab Fields

Field	Description
Version	The Cisco Unified MeetingPlace for Lotus Notes release number.
Domino Server	The hostname of the Domino server that Cisco Unified MeetingPlace for Lotus Notes is connected to.
notes.ini Path	The location of the notes.ini file for the Cisco Unified MeetingPlace for Lotus Notes account.
Notes Password	The password for the Cisco Unified MeetingPlace for Lotus Notes account on the Domino server.
MeetingPlace Mailbox	The MeetingPlace mailbox used by Cisco Unified MeetingPlace for Lotus Notes to pick up notifications for meetings scheduled from MeetingTime or Cisco Unified MeetingPlace Web Conferencing. You must change this mailbox if Cisco Unified MeetingPlace for Outlook also points to the same Cisco Unified MeetingPlace Audio Server system. For more information about configuring the MeetingPlace mailbox, see the <a href="#">“Enabling Cisco Unified MeetingPlace Mailbox Automated Maintenance”</a> section on <a href="#">page 3-12</a> .
Polling Frequency	How often Cisco Unified MeetingPlace for Lotus Notes polls the Cisco Unified MeetingPlace Audio Server system for new notifications (in milliseconds).

Table 3-2 Notes Gateway Tab Fields (continued)

Field	Description
Domino Polling Frequency	<p>How often Cisco Unified MeetingPlace for Lotus Notes polls the Domino server for any new meetings scheduled from Lotus Notes with attachments. If such meetings exist, these attachments are uploaded to the Cisco Unified MeetingPlace Audio Server system through the Cisco Unified MeetingPlace Agent Service.</p> <p>The default value for this parameter is 120000 milliseconds (2 minutes). Setting this parameter to 0 turns the replication off.</p> <p>Domino polling frequency requires a web hostname value for the location of the Cisco Unified MeetingPlace Agent Service. If the web hostname field in the Notification tab is blank, it will default to “localhost.”</p>
Authentication Field	<p>The field in the Domino address book that contains Cisco Unified MeetingPlace user IDs of your users. Typically, this is the ShortName field. For more information on Domino authentication, see the “<a href="#">Enabling Domino Authentication</a>” section on page 2-9.</p>
Include Meeting Info in Notification	<p>Check this option if you want meeting information (for example, date, time, or meeting ID) to be included in notifications received by non-Cisco Unified MeetingPlace for Lotus Notes users. You can customize this meeting information on the template files.</p>
Verbose Logging	<p>Check this option if you want detailed entries to be logged to the Gateway SIM log.</p>

## How to Update an Account from the Web Conferencing Tab

The Web Conferencing tab allows you to change the username and password that is used to access the MPWEB database. This tool updates the integration server to pick up the change you already made in SQL Server; it does not make the change for you in SQL Server. Make sure that you have already changed the username and password on the SQL Server before accessing this tool.



### Note

You cannot use the Web Conferencing tab to configure a least privileged SQL account. For instructions on creating a least privileged SQL account, see the *MeetingPlace Web SQL Account Requirements for Database Access Authentication* tech note at [http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products\\_tech\\_note09186a00802262e5.shtml](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_tech_note09186a00802262e5.shtml).

### To Update an Account from the Web Conferencing Tab

- Step 1** Stop the Cisco Unified MeetingPlace Web Conferencing Service as described in the “[Stopping and Restarting Cisco Unified MeetingPlace Web Conferencing Services](#)” section on page 3-3.
- Step 2** From your system tray, double-click the Cisco Unified MeetingPlace icon. The MeetingPlace Gateway Configurations utility appears.
- Step 3** Click the **Web Conferencing** tab.
- Step 4** For Server, enter the hostname or IP address of the SQL Server you updated. For a local server, enter **local**.

- Step 5** For Username and Password, enter the username and password you applied for the SQL Server.
- Step 6** To submit your changes, click **OK**.
- Step 7** Restart the Cisco Unified MeetingPlace Web Conferencing Service.
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## How to Configure the Calendar Entry Form by Using the MeetingPlace Server Agent Database

The MeetingPlace Server Agent database (MPSA.nsf) allows you to configure the Cisco Unified MeetingPlace for Lotus Notes calendar entry form. The Profile Document components are described in the following sections:

- [Accessing the Administration Interface of the MeetingPlace Server Agent Database, page 3-8](#)
- [Modifying the Cisco Unified MeetingPlace Server Settings, page 3-8](#)
- [Specifying the Cisco Unified MeetingPlace Functionality Settings, page 3-9](#)
- [Customizing the Cisco Unified MeetingPlace Notification Subject, page 3-11](#)
- [Enabling Cisco Unified MeetingPlace Authentication, page 3-11](#)
- [Setting Cisco Unified MeetingPlace Scheduling Parameters, page 3-11](#)
- [Enabling Cisco Unified MeetingPlace Mailbox Automated Maintenance, page 3-12](#)

## Accessing the Administration Interface of the MeetingPlace Server Agent Database

**To Access the Administration Interface of the MeetingPlace Server Agent Database**

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- Step 1** From the Domino server, open the Domino Administrator and click your Domain tab (for example, CISCO\_DOMAIN).
- Step 2** From the File menu, choose **Database > Open**.
- Step 3** From the Open Database window, choose your server.
- Step 4** For Filename, enter the name of the database you want to access—in this case, **MPSA.nsf**—then click **Open**.
- Step 5** From the left pane of the MeetingPlace Server Agent window, click **Administration**.
- Step 6** From the right pane of the MeetingPlace Server Agent – Administration window, click **Edit/Create Profile Document**. The Cisco MeetingPlace System Profile Document appears.
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## Modifying the Cisco Unified MeetingPlace Server Settings

The toolbar at the top of the Cisco MeetingPlace Profile Document allows you to add new Cisco Unified MeetingPlace Audio Server systems and modify or delete existing ones.



Adding a new Audio Server system places a listing for that server on the Lotus Notes Calendar Entry form, which allows your users to choose that server when scheduling a meeting.

- To add an Audio Server system, click **Add Server** and fill in the resulting fields. For field descriptions, see the “[Adding a Cisco Unified MeetingPlace Audio Server Profile to the MeetingPlace Server Agent Database](#)” section on page 2-15.
- To modify fields for your existing Audio Server system, click **Modify Server**.

## Specifying the Cisco Unified MeetingPlace Functionality Settings

The Cisco Unified MeetingPlace Functionality Settings section allows you to control which Cisco Unified MeetingPlace scheduling parameters are displayed on the Lotus Notes Calendar Entry form.

[Table 3-3](#) provides descriptions of the functionality settings. Changing any of these settings automatically updates the Calendar Entry form for all users associated with this mail template.

*Table 3-3 Cisco Unified MeetingPlace Functionality Settings*

Setting	Description
Hide Meeting Password Field	Prevents users from assigning a password to the meetings they schedule. Because a meeting ID is already associated with all meetings, a password is only needed if added security is desired.
Hide Billing Code Field	Prevents users from entering a billing code for the meetings they schedule.  Uncheck this field if users need to specify billing codes on a per-meeting basis. Otherwise, Cisco Unified MeetingPlace uses the billing code listed in the profile of the scheduler for the meeting.
Hide # of Callers Field	Prevents users from specifying the number of callers for the meetings they schedule.
Hide # of Video Callers Field	Prevents users from specifying the number of video callers for the meetings they schedule.
Hide Entry Announcement Field	Prevents users from changing the entry announcement options for the meetings they schedule. By default, Cisco Unified MeetingPlace automatically sets up meetings based on the preferences specified in the scheduler profile. Displaying this field in the scheduling form allows the meeting scheduler to change the entry announcement options on a per-meeting basis.
Hide Departure Announcement Field	Prevents users from changing the departure announcement options for the meetings they schedule. By default, Cisco Unified MeetingPlace automatically sets up meetings based on the preferences specified in the scheduler profile. Displaying this field on the scheduling form allows the meeting scheduler to change the departure announcement options on a per-meeting basis.
Hide URL Link	Prevents the click-to-attend link from appearing in notifications for meetings that are scheduled by using Lotus Notes. Including the click-to-attend link is beneficial to non-Lotus Notes users who do not receive the Attend Conference option in their notifications.

Table 3-3 Cisco Unified MeetingPlace Functionality Settings (continued)

Setting	Description
Hide Enable Recording Field	Prevents users from recording the meeting.
Hide Screened Entry Field	Prevents users from using the screened entry option when scheduling a meeting.
Hide Publicly Listed Meeting Field	Prevents users from determining whether their individual meetings are listed on the Cisco Unified MeetingPlace Web Conferencing search page. Instead, this determination is based on the default settings in their user profile.
Make Meetings Web Only	Removes the following fields from the Calendar Entry template: <ul style="list-style-type: none"> <li>• Call Me</li> <li>• Phone number</li> <li>• Entry announcement</li> <li>• Departure announcement</li> <li>• Number of locations</li> <li>• Record this meeting</li> </ul> This is a system-wide setting. If you have multiple Cisco Unified MeetingPlace Audio Server systems, all Audio Server systems will be affected. However, this setting only applies to Cisco Unified MeetingPlace for Lotus Notes. It does not change the web interface through the click-to-attend link.
Hide Who Can Attend Field	Prevents users from choosing what type of user has access to this meeting.
Hide Who Can Access MeetingNotes	Prevents users from choosing what type of user has access to attachments and recordings associated with this meeting.
Hide Flex Field 1	Prevents users from modifying this field.
Hide Flex Field 2	Prevents users from modifying this field.
Hide Flex Field 3	Prevents users from modifying this field.
Type of Web Conference Server	Controls whether users see Cisco Unified MeetingPlace Web Conferencing options or IBM Lotus Sametime Online Meeting options when configuring the web portion of a conference (in either case, users can configure a Cisco Unified MeetingPlace audio conference).
Time Connect Button Will Appear (Reservationless only)	The number of minutes to display the Connect button for reservationless meetings.

**Note**

Flex fields are customized in MeetingTime. For information, see the applicable *Configuration Guide for Cisco Unified MeetingPlace Audio Server*, at [http://cisco.com/en/US/products/sw/ps5664/ps5669/products\\_installation\\_and\\_configuration\\_guides\\_1ist.html](http://cisco.com/en/US/products/sw/ps5664/ps5669/products_installation_and_configuration_guides_1ist.html).

## Customizing the Cisco Unified MeetingPlace Notification Subject

The parameters in [Table 3-4](#) allow you to customize the Subject line that appears in all meeting notifications.

*Table 3-4 Cisco Unified MeetingPlace Notification Subject Parameters*

Parameter	Description
MeetingPlace Subject Prefix	Text entered in this field appears in the beginning of the notification Subject line. To help users identify that they have been invited to a Cisco Unified MeetingPlace meeting, enter text such as <b>MeetingPlace Meeting</b> or <b>Online Meeting</b> in this field.
MeetingPlace Subject Postfix	Text entered in this field appears at the end of the notification Subject line.
MeetingPlace Call Label	Text entered in this field appears before the Cisco Unified MeetingPlace phone number in the notification Subject line. Use this parameter to enter a description, such as <b>MeetingPlace Phone Number</b> .
MeetingPlace Meeting ID Label	Text entered in this field appears before the meeting ID in the notification Subject line. Use this parameter to enter a description, such as <b>Meeting ID</b> .

## Enabling Cisco Unified MeetingPlace Authentication

To enable the Domino authentication feature, check the **Use Domino Authentication** check box. For more information about Domino authentication, see the [“Enabling Domino Authentication”](#) section on page 2-9.

## Setting Cisco Unified MeetingPlace Scheduling Parameters



### Note

The Max Adv Days to Schedule and # of Ports to Schedule settings affect scheduling only for Lotus Notes users. Scheduling for MeetingTime or Web Conferencing users is controlled by the scheduling parameters located in the MeetingTime Configure tab.

Set the parameters in [Table 3-5](#) to specify your scheduling defaults.

*Table 3-5 Cisco Unified MeetingPlace Scheduling Parameters*

Setting	Description
Max Adv Days to Schedule	Determines how far in the future a user can schedule a meeting. Users cannot schedule a recurring meeting chain that extends past the number of days specified in this field.

Table 3-5 Cisco Unified MeetingPlace Scheduling Parameters (continued)

Setting	Description
# of Ports to Schedule	Determines the default number of ports that are reserved on the Cisco Unified MeetingPlace Audio Server system when a meeting is scheduled. Users can change this number on the Calendar Entry form during the scheduling process.
# of Video Ports to Schedule	Determines the default number of video ports that are reserved on the Cisco Unified MeetingPlace Audio Server system when a meeting is scheduled. Users can change this number on the Calendar Entry form during the scheduling process.

**Tip**

To keep scheduling behavior consistent, make sure that the scheduling parameters in the MeetingPlace Server Agent database match those in the MeetingTime Configure tab.

## Enabling Cisco Unified MeetingPlace Mailbox Automated Maintenance

Meetings that are scheduled through the Cisco Unified MeetingPlace for Lotus Notes gateway are kept in the mail database of the Cisco Unified MeetingPlace user on the Lotus Notes server; Cisco Unified MeetingPlace Mailbox Automated Maintenance specifies how often the mail database is cleaned out. To enable this feature, complete the following procedures:

- [Changing the Remove Messages Parameter, page 3-12](#)
- [Enabling the Admin CleanUp Agent, page 3-12](#)

### Changing the Remove Messages Parameter

To modify the Remove Messages parameter, change the following setting:

Setting	Description
Remove messages older than X days.	Cleans out mail database messages older than X days every Y days, where the default value of X is 5.  The value of Y represents how often the agent runs and is specified when you enable the agent to clean the Lotus Notes calendar on the Cisco Unified MeetingPlace for Lotus Notes gateway.

### Enabling the Admin CleanUp Agent

To schedule the Admin CleanUp Agent through Domino Designer, complete the following procedure.

#### To Enable the Admin CleanUp Agent

- Step 1** On the Domino server, open Notes Designer, then open the MPSA.nsf database.
- Step 2** Navigate to **Shared Code > Agents > Admin CleanUp**.
- Step 3** Double-click **Admin CleanUp**.

- Step 4** In the Runtime section, click **Schedule**.
- Step 5** Change the **Start Running Agent At** parameter to a time you wish to run this agent, then click **OK**.
- Step 6** Close the agent, then choose **Yes** to save the change.
- Step 7** Click the **Enable** button.
- Step 8** Choose the server on which you wish to run this agent, then click **OK**.

## How to Configure Cisco Unified MeetingPlace for Lotus Notes for Mixed Groupware Environments

If your organization has multiple mail systems, such as Microsoft Outlook and Lotus Notes, you can install two separate Cisco Unified MeetingPlace integrations (Cisco Unified MeetingPlace for Outlook and Cisco Unified MeetingPlace for Lotus Notes) on separate Cisco MCSs to support each set of users. Both integrations can point to the same Cisco Unified MeetingPlace Audio Server system, but must point to different mailboxes.

Installing each of these integrations allows users to:

- Schedule Cisco Unified MeetingPlace meetings from either their Lotus Notes or Microsoft Outlook client
- Receive notifications for Cisco Unified MeetingPlace meetings in their native groupware format

For information on purchasing Cisco Unified MeetingPlace for Outlook, contact your Cisco Unified MeetingPlace sales representative.

The following table describes the type of notification a user receives if you installed both Cisco Unified MeetingPlace groupware integrations. The notification received depends on the interface that was used to schedule the meeting.

Meeting Scheduled From	Lotus Notes Users Receive	Microsoft Outlook Users Receive
Cisco Unified MeetingPlace Web Conferencing or MeetingTime	Native groupware notification	Native groupware notification
Lotus Notes	Native groupware notification	SMTP notification
Microsoft Outlook	SMTP notification	Native groupware notification

When users receive a meeting notification in their native groupware format, they can accept the meeting and have it appear in their groupware calendar. Meeting notifications received in a text-only SMTP format do not provide this functionality.

## Assigning Cisco Unified MeetingPlace Integrations to Different Mailboxes

After installing Cisco Unified MeetingPlace for Outlook and Cisco Unified MeetingPlace for Lotus Notes, assign each integration to a different mailbox on the Cisco Unified MeetingPlace Audio Server system. By default, both integrations use mailbox number 4.

### To Assign Cisco Unified MeetingPlace Integrations to Different Mailboxes

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- Step 1** From MeetingTime, change the mailbox that Cisco Unified MeetingPlace uses to store Lotus Notes notifications:
- a. From the MeetingTime Configure tab, choose **Usage Parameters**, then click **Query**.
  - b. Scroll down to Email/GW Settings and choose **Lotus Notes**.
  - c. Change the value to **2**, then click **OK**.
  - d. Click **Save Changes**.
- Step 2** Redirect Cisco Unified MeetingPlace for Lotus Notes to point to the new mailbox number:
- a. From the integration server, open the MeetingPlace Gateway Configurations utility (see the “[How to Access the Gateway System Integrity Manager Tab](#)” section on page 3-1) and click the **Notes Gateway** tab.
  - b. Change MeetingPlace Mailbox to **2**.
  - c. Click **OK**.
  - d. Restart the Cisco Unified MeetingPlace Notification Gateway (restarting the Cisco Unified MeetingPlace Notification Gateway automatically stops and restarts Cisco Unified MeetingPlace for Lotus Notes).
- Step 3** Ensure that the correct type of mail system has been specified in the Cisco Unified MeetingPlace profile for each user.
- a. From the MeetingTime Configure tab, choose **User Profiles**.
  - b. Make sure each user has the applicable e-mail system specified.
    - Under Receiving Notifications, check **Type of E-Mail System**.
    - For Lotus Notes users, choose **Lotus Notes**.
    - For Microsoft Outlook users, choose **Microsoft Exchange**.




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**Note** If you need to change the Type of E-Mail System parameter for a large group of users, import the proper setting by using an import file. Cisco Unified MeetingPlace allows you to import profile settings for users and groups. For information on importing profile settings, see the applicable *Configuration Guide for Cisco Unified MeetingPlace Audio Server*, 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).

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## How to Monitor Performance

The Windows 2003 performance monitoring tool can gather the following performance data:

- Messages deleted
- Messages purged
- Messages read
- Messages sent

- Total messages
- Unread messages

Do the following procedure.

#### To Run the Windows Performance Monitoring Tool

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- Step 1** From the Windows Start menu, choose **Run**. The Run window appears.
- Step 2** Enter **Perfmon** to open the Performance window. From the toolbar buttons at the top of the right pane, click **Add** (the button with the '+' icon).
- Step 3** From the Add Counters window, choose the applicable type of data. The Windows performance monitoring tool displays the requested data.

For more information on how to save or record performance graphs, refer to the Microsoft support website.

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