



## Preface

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## Audience

This guide is for the Cisco Unified MeetingPlace system administrator who is familiar with Windows 2000, networking concepts, and Windows-based web servers. As the Cisco Unified MeetingPlace system administrator, you are responsible for installing, setting up, and maintaining the Cisco Unified MeetingPlace solution.

After Cisco Unified MeetingPlace for Lotus Notes has been installed and configured, you are also responsible for the following:

- Working with others, such as the Domino administrator, webmaster, and network administrator, to maintain Cisco Unified MeetingPlace for Lotus Notes
- Performing troubleshooting on an ongoing basis

## Scope

This guide provides instructions for installing, configuring, managing, and troubleshooting Cisco Unified MeetingPlace for Lotus Notes, including information about how to customize the templates that generate meeting notifications (see [Appendix A, “Meeting Notifications for Cisco Unified MeetingPlace for Lotus Notes”](#)). Other sources of information include the following:

- For system requirements (hardware and software), see the applicable *System Requirements for Cisco Unified MeetingPlace*, at [http://www.cisco.com/en/US/products/sw/ps5664/ps5669/prod\\_installation\\_guides\\_list.html](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/prod_installation_guides_list.html).
- For end-user instructions on scheduling and attending Cisco Unified MeetingPlace conferences by using Lotus Notes, see the *Quick Start Guide for Lotus Notes Release 6.x* at [http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products\\_user\\_guide\\_list.html](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_user_guide_list.html).

# Documentation Conventions

*Table 1 Conventions for Cisco Unified MeetingPlace Documentation*

Convention	Description
<b>boldfaced text</b>	Used for: <ul style="list-style-type: none"> <li>• Commands that you must enter exactly as shown.</li> <li>• Key and button names.</li> <li>• Information that you enter.</li> </ul>
<i>italicized text</i>	Used for arguments for which you supply values.
[ ] (square brackets)	Used for elements that are optional.
text in Courier font	Used for information that appears on the screen.
^ (caret)	Used to indicate use of the Control key. (For example, ^D means press the Control and D keys simultaneously.)
< > (angle brackets)	Used for nonprinting characters, such as passwords.

Cisco Unified MeetingPlace documentation also uses the following conventions:



**Note**

Means reader take note. Notes contain helpful suggestions or references to material not covered in the document.



**Caution**

Means reader be careful. In this situation, you might do something that could result in equipment damage or loss of data.

## Cisco Unified MeetingPlace Documentation

For descriptions and locations of Cisco Unified MeetingPlace documentation on Cisco.com, see the *Documentation Guide for Cisco Unified MeetingPlace*. The document is shipped with Cisco Unified MeetingPlace and is available at [http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products\\_documentation\\_roadmaps\\_list.html](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_documentation_roadmaps_list.html).

# Obtaining Documentation, Obtaining Support, and Security Guidelines

For information on obtaining documentation, obtaining support, providing documentation feedback, security guidelines, and also recommended aliases and general Cisco documents, 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>

