



## **QUICK START GUIDE**



### **Cisco Unified MeetingPlace Click-to-Conference with IBM Lotus Sametime Instant Messaging for Cisco Unified MeetingPlace Release 7.1**

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# 1 Installing Cisco Unified MeetingPlace Click-to-Conference with IBM Lotus Sametime Instant Messaging

Cisco Unified MeetingPlace Click-to-Conference with IBM Lotus Sametime Instant Messaging is installed directly from the Sametime Connect client.

## Before You Begin

- Install Sametime Connect 7.5.1 or later before you install Cisco Unified MeetingPlace Click-to-Conference with IBM Lotus Sametime Instant Messaging.
- Verify you have at least 5 MB of free disk space.
- Disable pop-up blockers.

## Procedure

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- Step 1** Choose **Tools > Plug-Ins > Install Plug-ins** on the Sametime Connect window.
- Step 2** Click the **Search for new features to install** radio button on the Install/Update window.
- Step 3** Click **Next**.
- Step 4** Add an update site by completing one of the following steps:
- For **Sametime Connect 7.5.1**, click **New Remote Site**.
  - For **Sametime Connect 8.0**, click **Add Remote Location**.
- Step 5** Click **Next**. This is only required the first time you search for new features to install.
- Step 6** Complete the following procedures on the New Update Site window:
- In the **Name** field, enter **Cisco Lotus Sametime Connect Plug-ins**.
  - In the **URL** field, enter the complete URL address for the update site hosting Cisco Unified MeetingPlace Click-to-Conference with IBM Lotus Sametime Instant Messaging. If you do not have this information, ask your Lotus Sametime administrator or your Cisco Unified MeetingPlace administrator.
- Step 7** Click **Finish** on the Install window.
- The Updates window opens and one update is listed under **Cisco Lotus Sametime Connect Plug-ins**.
- Step 8** Expand the **Cisco Lotus Sametime Connect Plug-ins** tree.
- Step 9** Expand the **Cisco Unified Communications** tree.
- Step 10** Select the **Unified MeetingPlace click to conference with Lotus Sametime IM** checkbox.
- Step 11** Click **Next**.
- Step 12** Click the **I accept the terms of the license agreement** radio button.
- Step 13** Click **Next**.
- Step 14** Click **Finish**.
- A feature verification warning message is displayed because the plug-in is not yet signed.
- Step 15** Click **Install All**.
- Step 16** Click **Yes** to restart.
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## 2 Configuring Cisco Unified MeetingPlace Click-to-Conference with IBM Lotus Sametime Instant Messaging

### Procedure

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- Step 1** Choose **File > Preferences** on the Sametime Connect window.
- Step 2** Double-click **Cisco** on the Preferences window.
- Step 3** Click **MeetingPlace**.
- Step 4** Click **Add Server**.  
The Add a MeetingPlace Server Profile window is displayed.
- Step 5** Enter the **MeetingPlace** server name. If you do not have this information, ask your Cisco Unified MeetingPlace administrator.
- Step 6** Define your Cisco Unified MeetingPlace credentials. Choose from the following options:
- By default, **Same as my Sametime credentials** is selected. This indicates that the username and password you use to login to Sametime Connect is the same combination you use to login to Cisco Unified MeetingPlace.
  - Select the option to enter your username and password if the Sametime Connect and Cisco Unified MeetingPlace logins are different. If you do not have this information, contact your Cisco MeetingPlace administrator.
- Step 7** Click **OK**.
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## 3 Uninstalling Cisco Unified MeetingPlace Click-to-Conference with IBM Lotus Sametime Instant Messaging

You can uninstall Cisco Unified MeetingPlace Click-to-Conference with IBM Lotus Sametime Instant Messaging from the Sametime Connect client.

### Procedure

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- Step 1** From the Sametime Connect window, choose **Tools > Plug-Ins > Manage Plug-ins**.
- Step 2** Select **Unified MeetingPlace click to conference with Lotus Sametime IM**
- Step 3** Click the **Disable** link under Available Tasks.
- Step 4** Click **OK** when prompted to confirm you want to disable the feature.
- Step 5** Click **Yes** when prompted to restart Sametime Connect.
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## 4 Initiating a Meeting with Cisco Unified MeetingPlace Click-to-Conference with IBM Lotus Sametime Instant Messaging

Within a Sametime Connect chat session, you can initiate a meeting with any name or group in your Contact list. If your contacts have the plug-in installed, the Join meeting panel at the bottom of the chat window is displayed. If your contacts do not have the plug-in installed, they can attend the meeting by using the click-to-attend link.

### Procedure

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- Step 1** Click the Cisco Unified MeetingPlace (red door) icon on the task bar to start a meeting from a Sametime Connect open chat window. An invitation with a link is automatically displayed in your open chat window.
- The Sametime Connect chat window expands to display a Join meeting panel at the bottom.
- Step 2** On the Join meeting panel, you have the following options:
- Edit the Call me at number.
  - Choose if you want to attend the web portion of the meeting. You can deselect the Launch web meeting room check box.
- Step 3** Click **Connect**. Cisco Unified MeetingPlace calls your phone, and if you chose to attend the web portion of the meeting, a web browser opens to the web meeting room.
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## 5 Attending a Meeting with Cisco Unified MeetingPlace Click-to-Conference with IBM Lotus Sametime Instant Messaging

### Procedure

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- Step 1** When you receive a Cisco Unified MeetingPlace meeting invitation, a Join meeting panel is displayed at the bottom of your chat window.
- Step 2** Attend the meeting as a guest from your Sametime Connect chat window or complete one of the following options:
- Configure a profile for the Cisco Unified MeetingPlace server that is hosting the meeting.
  - Enable your Sametime credentials to log you into Cisco Unified MeetingPlace server.
- Step 3** On the Join meeting panel, you have the following options:
- Edit the Call me at number.
  - Choose if you want to attend the web portion of the meeting. You can deselect the Launch web meeting room check box.
- Step 4** Click **Connect**. Cisco Unified MeetingPlace calls your phone, and if you chose to attend the web portion of the meeting, a web browser opens to the web meeting room.
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