



User Guide for Cisco Unified MeetingPlace for IBM Lotus Notes Release 8.0

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CHAPTER 1

Meetings

- [Limitations When Scheduling Cisco Unified MeetingPlace Meetings From IBM Lotus Notes, page 1](#)
- [Scheduling a Meeting, page 1](#)
- [Scheduling a Reservationless Meeting, page 3](#)
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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 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.

Scheduling a Meeting

Before You Begin

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

- Depending on how you customize your IBM Lotus Notes Calendar Entry form, some Cisco Unified MeetingPlace scheduling parameters and options might not be available.
- Attachments are not uploaded to the Cisco Unified MeetingPlace server. However, they are available in your notifications and calendar entries.

Procedure

- Step 1** Sign in to IBM Lotus Notes and open your IBM Lotus Notes calendar.
- Step 2** Double-click any date or time in your calendar.
- Step 3** Enter your meeting information, such as the subject, start and end times, and meeting description. You cannot schedule a meeting in a different time zone.
- Step 4** (Optional) To schedule a recurring meeting, select **Repeat** and enter your settings in the **Repeat Options** window.
- Cisco Unified MeetingPlace does not support all of the repeat meeting options offered by IBM Lotus Notes. For example, Cisco Unified MeetingPlace does not support meetings that have a specified end date.
 - For **Specify Exceptions**, select **Don't Move**. Cisco Unified MeetingPlace for IBM Lotus Notes does not support moving individual meetings in a recurring chain.
- Step 5** Invite people to your meeting.
- a) Select **Required**.
 - b) Highlight the name of a person that you want to invite and select **Required**, **Optional**, or **FYI**.
 - c) Repeat these steps for each person that you want to invite.
- Note** You cannot invite video terminals from the IBM Lotus Notes calendar.
- Step 6** Select **Yes, create a new meeting** to make this a Cisco Unified MeetingPlace meeting.
- Step 7** Enter the Cisco Unified MeetingPlace parameters.
- Step 8** (Optional) Select **Click for advanced scheduling information for Cisco Unified MeetingPlace** to set additional options.
- Step 9** Select the **Find Available Times** tab and review the availability of invitees, scheduled rooms, and scheduled resources.
- Step 10** (Optional) Add attachments.
- a) Click the **Description** tab.
 - b) Click **Attach**.
If the **Execution Security Alert** window opens, select **Start trusting the signer to execute this action** and click **OK**. (The system might display this window the first time that you use the calendar to schedule a Cisco Unified MeetingPlace meeting. The system will not display this security alert again.)
 - c) Navigate to the file that you want to attach.
 - d) Highlight the file that you want to attach and click **Create**.
The system includes the attachments with the meeting invitation.
 - e) Repeat these steps for each attachment that you want to append.
- Step 11** Select **Save and Send Invitations**.
-

Troubleshooting Tips

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

Related Topics

- [Scheduling Parameters, page ?](#)
- [Advanced Scheduling Options, page 11](#)
- [Supported Recurrence Patterns, page 12](#)
- [Unsupported Recurrence Patterns, page 13](#)

Scheduling a Reservationless Meeting

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

Before You Begin

- This procedure is based on IBM Lotus Notes Release 8. The interface may differ slightly for other releases of IBM Lotus Notes.
- Depending on how you customize your IBM Lotus Notes Calendar Entry form, some Cisco Unified MeetingPlace scheduling parameters and options might not be available.
- Attachments are not uploaded to the Cisco Unified MeetingPlace server. However, they are available in your notifications and calendar entries.

Procedure

- Step 1** Sign in to IBM Lotus Notes and open your IBM Lotus Notes calendar.
- Step 2** Double-click any date or time in your calendar.
- Step 3** Enter a subject for the meeting.
- Step 4** Scroll down and select **Use my reservationless ID**.
- Step 5** Select the **Find Available Times** tab and review the availability of invitees, scheduled rooms, and scheduled resources.
- Step 6** (Optional) Add attachments.
 - a) Click the **Description** tab.
 - b) Click **Attach**.

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

The system includes the attachments with the meeting invitation.
 - e) Repeat these steps for each attachment that you want to append.
- Step 7** Select **Save and Send Invitations**.

Troubleshooting Tips

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

Rescheduling a Meeting

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 from the Cisco Unified MeetingPlace web user portal, reschedule it from the web user portal. Meeting update notices might not be sent out if a meeting is rescheduled using a different interface.

Before You Begin

- This procedure is based on IBM Lotus Notes Release 8. The interface may differ slightly for other releases of IBM Lotus Notes.
- You must have already scheduled a single or a recurring meeting.

Procedure

- Step 1** Sign in to IBM Lotus Notes and open your IBM Lotus Notes calendar.
- Step 2** Double-click the entry of the Cisco Unified MeetingPlace meeting that you want to reschedule.
- Step 3** Select **Owner Actions** ► **Reschedule**.
- Tip** Alternatively, you can drag and drop the meeting entry to a new date or time.
- Step 4** In the **Reschedule Options** window, change the date or the start and end times.
- Step 5** Select **Check Schedules** to check your schedule and those of your invited guests.
- Step 6** (Optional) To include a comment on the updated meeting notification, check **Include additional comments on notice** and select **OK**.
You enter the comment in Step 8.
- Step 7** (Optional) If this is a recurring meeting, choose which instances of the meeting you want to reschedule and select **OK**.
- Step 8** (Optional) If you chose to include a comment on the meeting notice in Step 6, enter the comment now and select **OK**.
Cisco Unified MeetingPlace reschedules the meeting and updates your calendar. Invitees receive a notification that the meeting has been updated.
-

Related Topics

- [Scheduling Parameters, page ?](#)
- [Advanced Scheduling Options, page 11](#)
- [Supported Recurrence Patterns, page 12](#)

Canceling a Meeting

Before You Begin

- This procedure is based on IBM Lotus Notes Release 8. The interface may differ slightly for other releases of IBM Lotus Notes.
- Only the person who scheduled the meeting can cancel the meeting.

Procedure

- Step 1** Sign in to IBM Lotus Notes and open your IBM Lotus Notes calendar.
- Step 2** Double-click the entry of the Cisco Unified MeetingPlace meeting that you want to cancel.
- Step 3** Select **Owner Actions** ► **Cancel**.
- Step 4** Select a cancellation option.
- Note** Selecting **Remove the Meeting from the Calendar view but leave it in the Entries and Notices view** retains a listing of the meeting in your Meetings view.
- Step 5** (Optional) To include a comment on the updated meeting notification, check **Include additional comments on notice** and select **OK**.
You enter the comment in Step 7.
- Step 6** (Optional) If this is a recurring meeting, choose which instances of the meeting you want to cancel then select **OK**.
- Step 7** (Optional) If you chose to include a comment on the cancellation notice in Step 5, enter the comment now and select **OK**.
The system removes the meeting entry from both your IBM Lotus Notes calendar and the Cisco Unified MeetingPlace server.
-

Attending a Meeting

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.

Before You Begin

- This procedure is based on IBM Lotus Notes Release 8. The interface may differ slightly for other releases of IBM Lotus Notes.
- You must have already accepted the meeting invitation. To do that, open the meeting notification in your Inbox and select **Respond** ► **Accept**.

Procedure

- Step 1** Sign in to IBM Lotus Notes and open your IBM Lotus Notes calendar.
- Step 2** 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 3** Check **Join the web conference** to join the web portion of the meeting.
- Step 4** Complete the following to join the voice portion of the meeting:
- Check **Select how MeetingPlace calls you**.
 - Select either **Use my phone number** or **Use my video endpoint number** (if your system includes video integration).
 - Enter your phone number.
- 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.
- Step 5** Select **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.



CHAPTER 2

Accounts

- [Changing Your Cisco Unified MeetingPlace Password, page 7](#)

Changing Your Cisco Unified MeetingPlace Password

Cisco Unified MeetingPlace passwords expire periodically. When they do, you must set a new password.

Before You Begin

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

Procedure

- Step 1** Sign in to IBM Lotus Notes and open your IBM Lotus Notes calendar.
 - Step 2** Select **More ► Preferences**.
 - Step 3** Select the **Calendar & To Do** tab.
 - Step 4** Select the **MeetingPlace** tab.
 - Step 5** Enter your current password.
 - Step 6** Enter your new password.
 - Step 7** Retype your new password.
 - Step 8** Select **Change Password** then select **OK**.
-



CHAPTER 3

Reference

- [Scheduling Parameters, page 9](#)
- [Advanced Scheduling Options, page 11](#)
- [Supported Recurrence Patterns, page 12](#)
- [Unsupported Recurrence Patterns, page 13](#)

Scheduling Parameters

Field	Description
User ID	<p>Your Cisco Unified MeetingPlace user ID.</p> <p>Typically, this field is automatically populated with information that is defined on the MeetingPlace tab in More > Preferences from the calendar view.</p> <p>Note 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.</p>
User password	<p>Your Cisco Unified MeetingPlace user password.</p> <p>Typically, this field is automatically populated with information that is defined on the MeetingPlace tab in More > Preferences from the calendar view.</p> <p>Note 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.</p>

Field	Description
Cisco Unified MeetingPlace server	<p>The Cisco Unified MeetingPlace server that you want to use for this meeting.</p> <p>Typically, this field is automatically populated with information that is defined on the MeetingPlace tab in More ► Preferences from the calendar view.</p> <p>This field appears only if you have defined more than one Cisco Unified MeetingPlace server.</p> <p>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.</p>
Meeting ID	<p>An alphanumeric entry that identifies this meeting in the system.</p> <p>If an ID is not specified, Cisco Unified MeetingPlace automatically assigns one.</p> <p>We recommend that you always define your own meeting ID as system-generated IDs may conflict with restricted meeting ID patterns configured by your system administrator.</p>
Number of participants	<p>The number of phone lines that should be reserved for this meeting.</p> <p>If multiple people are attending from a single phone line, such as a speaker phone, count the single phone line as one caller.</p>
Reserve video ports	<p>Select this option if you want to reserve video ports for this meeting.</p>
Allow internet access	<p>Select Yes to allow attendees to access a publicly-listed meeting from an external website.</p>
Billing code	<p>The billing code for this meeting. This code is used for department or project bill back.</p>

Related Topics

- [Scheduling a Meeting, page 1](#)
- [Rescheduling a Meeting, page 4](#)

Advanced Scheduling Options

Field	Description
Entry announcement	<p>Specify how you want the system to announce users when they enter your meeting.</p> <ul style="list-style-type: none"> • Silent—The system makes no announcement. • Beep only—The system beeps when a user enters the meeting. • Beep and Name—The system beeps and plays the recorded user name when a user enters the meeting. <p>Tip Select Silent to minimize frequent interruptions in large meetings.</p>
Departure announcement	<p>Specify how you want the system to announce users when they leave your meeting.</p> <ul style="list-style-type: none"> • Silent—The system makes no announcement. • Beep only—The system beeps when a user leaves the meeting. • Beep and Name—The system beeps and plays the recorded user name when a user leaves the meeting. <p>Tip Select Silent 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>
Screened entry	<p>Select this option if you want to screen who enters your meeting:</p> <ul style="list-style-type: none"> • Yes—Announces the name of the user who wants to enter the meeting. You must manually allow the person to enter the meeting. • No—Does not allow you the option of screening users when they enter.
Who can attend meeting	<p>Specify who can attend this meeting.</p>
Who can access meeting notes	<p>Specify who can access meeting recordings.</p>

Related Topics

- [Scheduling a Meeting, page 1](#)
- [Rescheduling a Meeting, page 4](#)

Supported Recurrence Patterns

Cisco Unified MeetingPlace supports the following recurrence patterns when scheduling meetings through IBM Lotus Notes. For each of these recurrence patterns, you must set the repeat interval to one. The exception is for weekly meetings, which you can also set to two in order to create biweekly meetings.

Recurrence Pattern	Description	Options
Daily	This meeting takes place every day at the same time. Cisco Unified MeetingPlace supports up to 200 occurrences of this type of meeting at any given time.	For When the Meeting repeats , select Daily and Every day . For Specify Exceptions , select Don't Move . Cisco Unified MeetingPlace for IBM Lotus Notes does not support moving individual meetings in a recurring chain.
Weekly	This meeting takes place once a week on the same day and time, for example, every Monday at 10 a.m. Cisco Unified MeetingPlace supports up to 100 occurrences of this type of meeting at any given time.	For When the Meeting repeats , select Weekly and then select the day of the week.
Biweekly	This meeting takes place biweekly on the same day and time, for example, every other Monday at 10 a.m. Cisco Unified MeetingPlace supports up to 50 occurrences of this type of meeting at any given time.	For When the Meeting repeats , select Weekly and Every other .
Monthly by date	This meeting takes place once a month on the same date, for example, the 15th of every month. Cisco Unified MeetingPlace supports up to 23 occurrences of this type of meeting at any given time.	For When the Meeting repeats , select Monthly by Date . For Specify Exceptions , select Don't Move . Cisco Unified MeetingPlace for IBM Lotus Notes does not support moving individual meetings in a recurring chain.

Recurrence Pattern	Description	Options
Monthly by day	<p>This meeting takes place once a month on the same day, for example, the last Monday of every month.</p> <p>Cisco Unified MeetingPlace supports up to 23 occurrences of this type of meeting at any given time.</p>	For When the Meeting repeats , select Monthly by Day .

Related Topics

- [Scheduling a Meeting, page 1](#)
- [Rescheduling a Meeting, page 4](#)

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.
- Setting an end date for any recurrence pattern.
- 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.



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