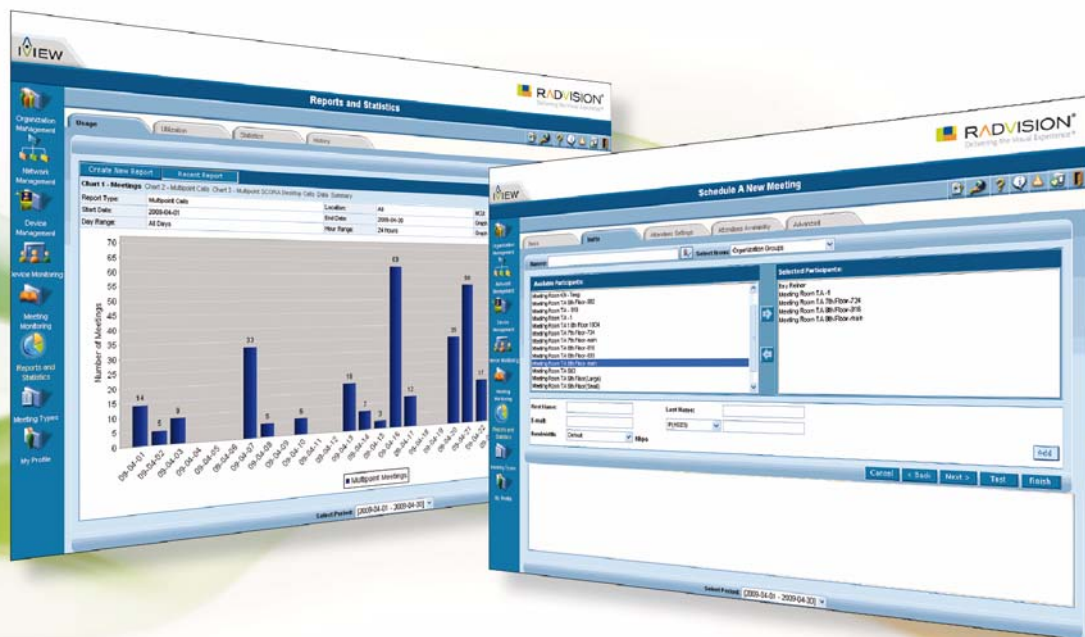


SCOPIA IBM Lotus Notes Add-on

User Guide

Version 7.5



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User Guide for SCOPIA IBM Lotus Notes Add-on Version 7.5, September 2010

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Using the SCOPIA IBM Lotus Notes Add-on

Depending on your organization deployment, you can use the SCOPIA IBM Lotus Notes Add-on to invite others to videoconferencing meetings or to schedule, modify, cancel and manage videoconferencing meetings.

This documentation is for users of SCOPIA iVIEW Management Suite version 7.5, which supports Lotus Domino Server versions 7.0, 8.0, 8.5 and 8.5.1.

Contact your system administrator for installation information.

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Configuring the SCOPIA IBM Lotus Notes Add-on

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Defining the Server

Procedure

- Step 1** Ask your administrator for the name of your organization SCOPIA iVIEW Management Suite or SCOPIA Desktop.
- Step 2** Ask your administrator for the number and PIN of your virtual room.
- Step 3** Access the calendar view in the Lotus Notes user interface.

- Step 4** Select **Action > SCOPIA Settings**
-or-
Select **SCOPIA Settings** in the calendar view.
- Step 5** Select the SCOPIA iVIEW Management Suite or SCOPIA Desktop that you want to connect to in the Server Name field.
- Step 6** (For SCOPIA Desktop) Enter the number of your virtual room.
- Step 7** (For SCOPIA Desktop) Enter the PIN for your virtual room if you want to protect the virtual room.
- Step 8** Select **Save change**.
- Step 9** Select **Check Server Status** to verify that the SCOPIA iVIEW Management Suite or SCOPIA Desktop Server is reachable.
- Step 10** Close the SCOPIA Settings window and the calendar window for your changes to take affect.

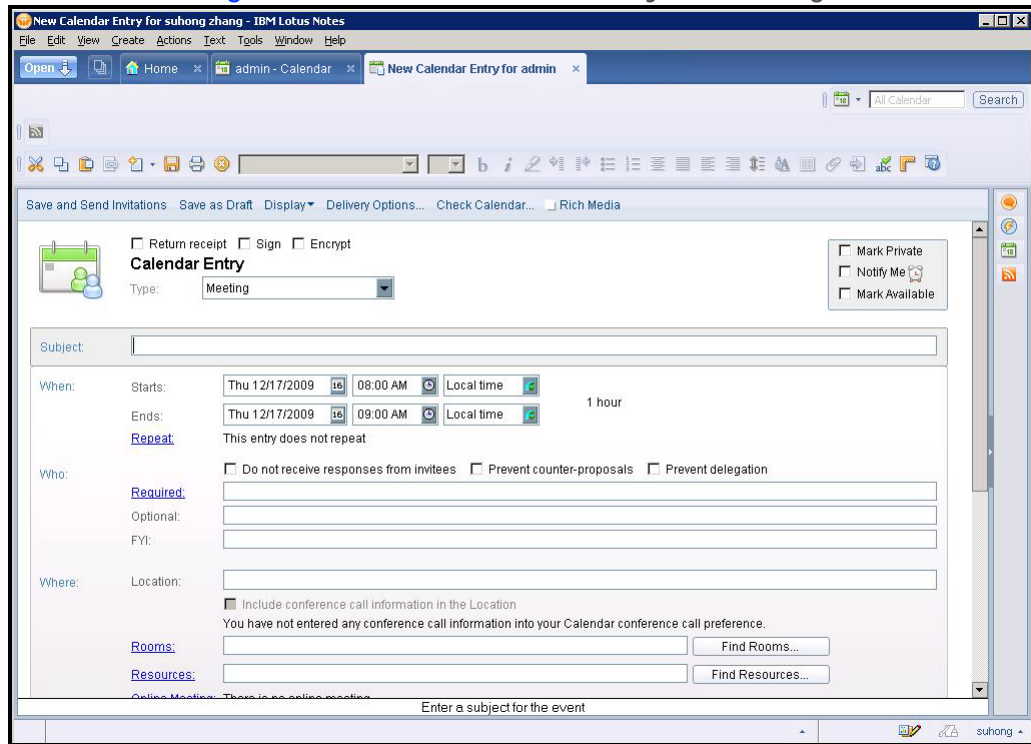
Scheduling a Meeting in SCOPIA Desktop Mode

In this mode, the SCOPIA IBM Lotus Notes Add-on provides only the access information for invitees to join the meeting. No actual meeting is scheduled on the MCU. When invitees access the meeting according to the information provided here, an endpoint-initiated ad hoc video meeting is created on the MCU.

Procedure

- Step 1** Access the calendar view in the Lotus Notes user interface.
- Step 2** Select **New > Meeting** in the calendar view.
-or-
Double-click the calendar day/week/month view.
- Step 3** In the new calendar entry, select **SCOPIA Meeting** to add the meeting invitation information in the description area of the calendar entry.

Figure 1-1 New Calendar Entry Admin Page



You can modify or cancel this SCOPIA Desktop meeting like any regular Lotus Notes calendar entry.

Scheduling a Meeting in SCOPIA iVIEW Management Suite Mode

Procedure

- Step 1** Access the calendar view in the Lotus Notes user interface.
- Step 2** Select **New > Meeting** in the calendar view.
-or-
Double-click the calendar day/week/month view.
- Step 3** In the new calendar entry, select **iVIEW Meeting** to add the meeting invitation information in the description area of the calendar entry.

- Step 4** If the you have a virtual room defined, your virtual room details are displayed.
 (Optional) Select **Override Virtual Room default values** to override default values for the following advanced scheduling options:
- Virtual room meeting PIN
 - Virtual room moderator PIN
 - Waiting room—If you entered a moderator PIN, you can enable the waiting room feature where participants are placed in a waiting room without audio or video until the meeting moderator unlocks the meeting.
 - Recording—If you entered a moderator PIN, you can try to automatically record a meeting when it starts if there is a SCOPIA Desktop Server server configured in iCM.
 - Streaming—You can choose to automatically enable streaming when the meeting starts if there is a SCOPIA Desktop server configured in iCM.
 - Reserved MCU ports for this meeting.
 - Search all terminals configured in the iVIEW Communications Manager database and add them to the invited list. Invite terminals not defined in the iVIEW Communications Manager database to the meeting.
- Step 5** Specify meeting location.
- Step 6** Specify invitees in the Invitees field.
- Step 7** Select **OK** to save the iVIEW Communications Manager scheduling request.
 The iVIEW Meeting button is selected.
- Step 8** (Optional) Select **Cancel** to remove all iVIEW Communications Manager scheduling settings and to convert the meeting to a generic Outlook meeting.
- Step 9** Select **Save and Send Invitation** to send the meeting request to the iCM server.
 If scheduling succeeds, iVIEW Communications Manager sends the invitation to all invitees.
 If scheduling fails, iVIEW Communications Manager displays an error message.

Managing Meetings with Lotus Notes

Meetings scheduled using the SCOPIA IBM Lotus Notes Add-on are displayed in the iVIEW Communications Manager web user interface with a Lotus Notes icon next to the meeting entry. You can modify meetings scheduled using the SCOPIA IBM Lotus Notes Add-on only from within Lotus Notes. You cannot do so from the iVIEW Communications Manager web user interface.

- [Modifying SCOPIA Management Suite Meetings Scheduled with Lotus Notes page 5](#)
- [Cancelling SCOPIA Management Suite Meetings Scheduled with Lotus Notes page 5](#)

Modifying iVIEW Communications Manager Meetings Scheduled with Lotus Notes

Procedure

- Step 1** Open the scheduled calendar entry in the Lotus Notes user interface.
- Step 2** Select iVIEW Meeting to view all advanced meeting settings and the meeting ID.
- Step 3** Make the required changes.
- Step 4** Select **Save and Send Update**.

Cancelling iVIEW Communications Manager Meetings Scheduled with Lotus Notes

Procedure

- Step 1** Open the scheduled calendar entry in the Lotus Notes user interface.
- Step 2** Select the meeting entry and then select **Owner Actions > Cancel**.



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