

SCOPIA IBM Lotus Notes Add-on User Guide

The SCOPIA IBM Lotus Notes Add-on is a separately deployed plug-in that can work in an iVIEW Suite deployment or a SCOPIA Desktop deployment without iVIEW Suite.

In an SCOPIA Desktop deployment, the SCOPIA IBM Lotus Notes Add-on allows users to send out meeting invitations using the IBM Lotus Notes interface.

In an iVIEW Suite deployment, the SCOPIA IBM Lotus Notes Add-on allows users to schedule, modify, cancel, and manage iCM meetings using the IBM Lotus Notes interface.

Configuration

Please follow the steps below to configure SCOPIA IBM Lotus Notes Add-on as a regular user.

Procedure:

- Go to the calendar view and select “Action > SCOPIA Settings” entry or click the “SCOPIA Settings” button on the calendar view to open the configuration window.
- Select the iVIEW Suite or SCOPIA Desktop server that you want to connect to in the “Server Name” field.
 - The server type, whether the server is iVIEW Suite or SCOPIA Desktop, is displayed in the “Server Type” field.
If SCOPIA Desktop server type is selected, please provide:
 - ◆ **Room Number** of the virtual room that is assigned to this user.
 - ◆ **Room PIN** of the virtual room if the user wants to protect the virtual room with a PIN.
 - The server URL is displayed in the “Server URL” fields.
- Click “Save as Default” button to save the setting.
- Click “Check Server Status” button to see if iVIEW Suite or SCOPIA Desktop server is reachable. The server status is displayed in the **Status** field.
- Close the “SCOPIA Settings” window and the calendar window for the change to take effect.

Note: If the SCOPIA IBM Lotus Notes Add-on is connected to an iVIEW Suite server, it will behave in the iVIEW Suite mode. If the SCOPIA IBM Lotus Notes Add-on is connected to a SCOPIA Desktop server, it will behave in the SCOPIA Desktop mode.

SCOPIA Desktop Mode

To schedule an SCOPIA Desktop meeting, open a new calendar entry either by clicking on “Schedule a Meeting” button or double click the calendar day/week/month view. In the new calendar entry, click on “SCOPIA Meeting” button to add the meeting invitation information in the description area of the calendar entry.

Modify or cancel this SCOPIA Desktop meeting like any normal Lotus Notes calendar entry.

Note: Working in this mode, the SCOPIA IBM Lotus Notes add-on only provide the access

information for invitees to join the meeting. No actual meeting is scheduled. When the invitees access the meeting according to the information provided here, an endpoint initiated ad hoc video conference will be created.

iVIEW Suite Mode

Schedule Meeting

To schedule an iCM meeting, open a new calendar entry either by clicking on “Schedule a Meeting” button or double click the calendar day/week/month view. In the new calendar entry, click on “iVIEW Meeting” field to open the “iVIEW Meeting” window.

Procedure

- If the current user has a virtual room defined, the virtual room will be displayed in the window.
- If you don't want to use the default settings of your virtual room, click “Override Virtual Room default values” checkbox to display advanced scheduling settings.
 - **Conference PIN:** Enter a new conference PIN if you want to override the default virtual room conference PIN
 - **Moderator PIN:** Enter a new moderator PIN if you want to override the default 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 this meeting
 - ◆ **Recording:** If you entered a moderator PIN, you also try to automatically record a meeting when it starts if there is SCOPIA Desktop server configured in iCM.
 - **Streaming:** If there is SCOPIA Desktop server configured in iCM, you can choose to automatically enable streaming when the meeting starts.
 - **Reserved Ports:** You can reserve MCU port for this meeting
 - **Invite Terminals:** You can invite terminals to the meeting and automatically dialed out to them at the meeting start time.
 - ◆ **Search:** You can search all terminals configured in the iCM database and add them to the invited list.
 - ◆ **Extra Terminal:** You can invite terminals not defined in the iCM database to the meeting.
 - Click **OK** button to save the iCM scheduling request and close “iVIEW Meeting” window. The “iVIEW Meeting” checkbox is checked..
 - If you want to change this meeting from an iCM meeting to a generic Outlook meeting, click **Cancel** button to remove all iCM scheduling settings.
- Click **Save and Send Invitation** button to send the meeting request to iCM server. If iCM can successfully schedule this meeting, the meeting invitation will be sent to the meeting participants. If iCM cannot successfully schedule this meeting, an error window will be displayed.

Note: In the new calendar entry, make sure you invite meeting participants in the “Invitees” field.

Manage Meeting

IBM Lotus Notes Interface

To modify an iCM meeting scheduled using the IBM Lotus Notes Interface:

Procedure

- Open the scheduled calendar entry. The “iVIEW Meeting” field should be selected.
- Click “iVIEW Meeting” field to open “iVIEW Meeting” window. All advanced meeting settings are displayed in the window along with the meeting ID.
- Make the necessary changes.
- Click “Save and Send Update” to complete the operation.


To cancel an iVIEW meeting scheduled using the IBM Lotus Notes Interface:

Procedure

- Select the meeting entry and then choose the delete option.
- Alternatively, you can open the scheduled calendar entry. The “iVIEW Meeting” field should be selected.
- Select “Action > Cancel” option to cancel this meeting.

iCM Web Interface

Meetings scheduled using SCOPIA IBM Lotus Notes add-on are displayed in the iCM Web interface.

There should be a  icon next to the meeting entry. You cannot modify this meeting in the iCM Web interface. Meeting management should be done from the IBM Lotus Notes interface. You can only delete this meeting and should only do so if the corresponding meeting in Lotus Notes is missing for some unknown reason.

Known Limitations

- If the “iVIEW Meeting” popup window is not displayed properly, please close the calendar entry window and open a new one. This allows the “iVIEW Meeting” popup window to be reloaded.
- iCM meeting scheduled from IBM Lotus Notes interface is only synchronized to the iCM Web interface when the user click the “Save and Send Update” button when scheduling a new meeting or modifying an existing meeting.
- Although a meeting scheduled in IBM Lotus Notes interface is also displayed in the iCM Web interface, the records in the iCM Web interface is only for book keeping purpose. Users should only modify their meetings using the IBM Lotus Notes interface.
- Once a recurring meeting is scheduled, user cannot modify its recurrence pattern of the entire series. To modify the recurrence pattern, delete the recurring meeting, and then schedule a new recurring meeting. Modification of the recurrence pattern includes changing parameters of the recurrence:
 - Interval (weekly, monthly, or yearly)
 - Number of recurrences
 - The recurrence pattern before or after a particular occurrence in the recurring meeting.