

Cisco Unified MeetingPlace for Lotus Notes integrates the Cisco Unified MeetingPlace Audio Server system with your Domino server. This integration allows you to schedule and attend Cisco Unified MeetingPlace meetings by using your Lotus Notes client as well as to receive e-mail notifications for meetings that you have been invited to. You can choose to accept a notification and have the meeting automatically appear in your Lotus Notes calendar, or decline the notification if you cannot attend the meeting.

Once installed, Cisco Unified MeetingPlace for Lotus Notes enables you to:

- Schedule Cisco Unified MeetingPlace meetings from your Lotus Notes calendar
- Reschedule and delete Cisco Unified MeetingPlace meetings
- Receive e-mail notifications for Cisco Unified MeetingPlace meetings, which you can accept or decline
- Attend Cisco Unified MeetingPlace meetings with a click-to-attend web link in your meeting notification or a Connect button in your Lotus Notes calendar entry
- Change your Cisco Unified MeetingPlace user password (by using the Tools > Preferences menu option)

This section provides information about the following topics:

- Scheduling and Notification Process
- Attending Meetings Through Lotus Notes
- Automatic Profile Detection
- Internet and Island Mode Support

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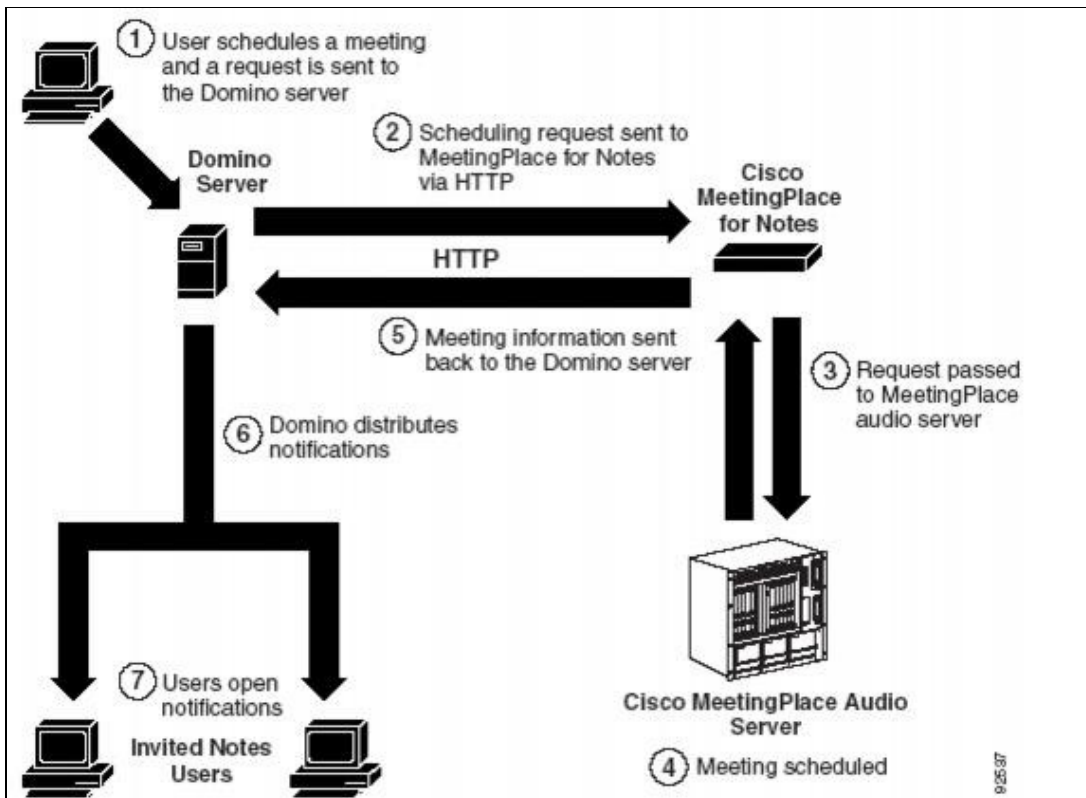
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## Scheduling and Notification Process

The scheduling and notification process depends on whether the meeting was scheduled by using Lotus Notes or an alternative scheduling client, such as MeetingTime or Cisco Unified MeetingPlace Web Conferencing.

Figure: Scheduling and Notification Process for Meetings Scheduled by Using Lotus Notes illustrates the scheduling and notification process when a meeting is scheduled by using Lotus Notes.

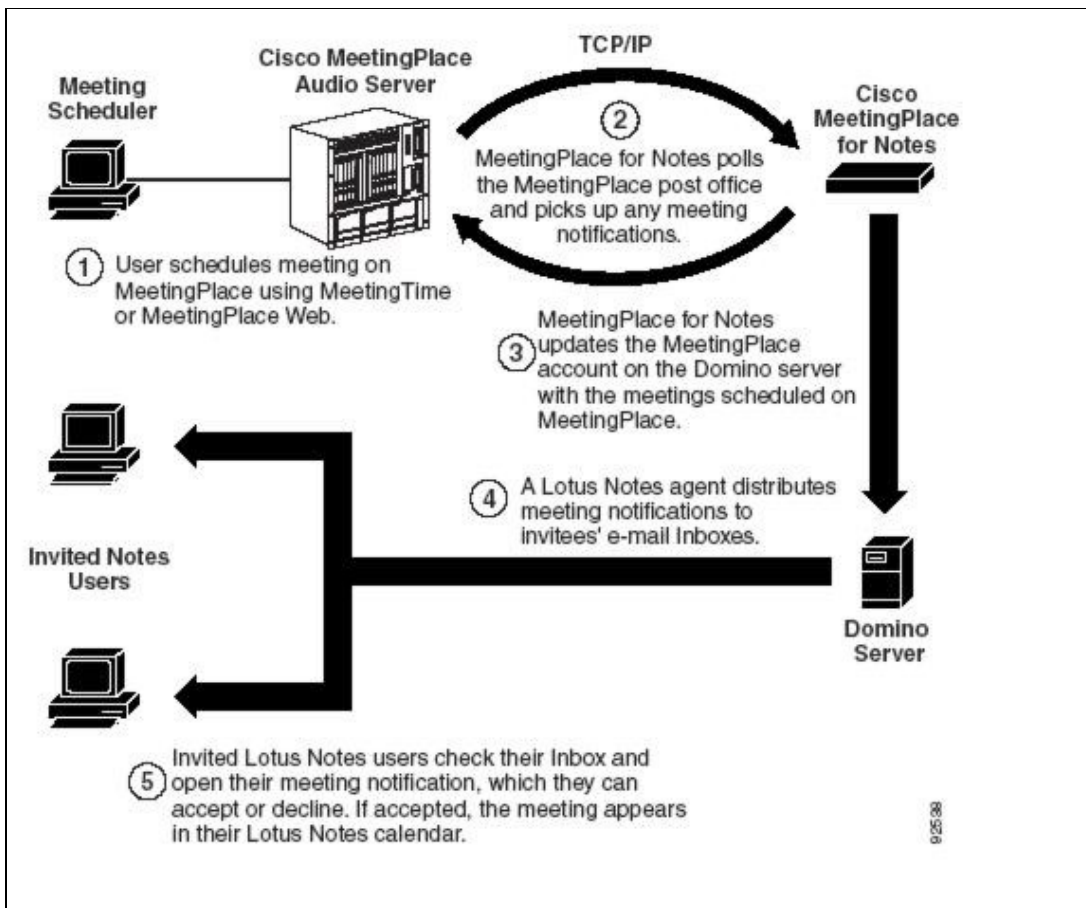
**Figure: Scheduling and Notification Process for Meetings Scheduled by Using Lotus Notes**



**Note:** When a meeting is scheduled from Lotus Notes, the Cisco Unified MeetingPlace Audio Server system is unable to track which invitees have Cisco Unified MeetingPlace user profiles. As a result, the Audio Server system treats everyone as a guest invitee and prevents automatic outdial and paging to users based on their attend settings.

Figure: Scheduling Process for Meetings Scheduled by Using MeetingTime or Cisco Unified MeetingPlace Web Conferencing illustrates the scheduling and notification process when a meeting is scheduled by using MeetingTime or Cisco Unified MeetingPlace Web Conferencing.

**Figure: Scheduling Process for Meetings Scheduled by Using MeetingTime or Cisco Unified MeetingPlace Web Conferencing**



**Note:** When users accept or decline meeting notifications, the Domino server forwards the messages directly to Cisco Unified MeetingPlace for Lotus Notes, but does not keep track of this information in its database.

## About Scheduling Recurring Meetings

### Supported Recurrence Patterns

Cisco Unified MeetingPlace supports the following recurrence patterns when scheduling meetings through IBM Lotus Notes:

- Daily
- Weekly
- Monthly by Date
- Monthly by Day

For each of these recurrence patterns, you must set the repeat interval to one, except for weekly meetings, in which case you can also set it to two.

Examples:

- You can schedule a daily meeting to be held every day (the repeat interval is set to one).
- You can schedule a weekly meeting to be held every other week (the repeat interval is set to two).

Figure: Scheduling Process for Meetings Scheduled by Using MeetingTime or Cisco Unified MeetingPlace Web

## 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.

## Recurring Meeting Limits

Cisco Unified MeetingPlace enforces the following limits when scheduling recurring meetings through IBM Lotus Notes:

- Daily meetings: 200 occurrences
- Weekly meetings: 100 occurrences
- Bi-weekly meetings: 50 occurrences
- Monthly meetings: 23 occurrences

Note that the number of occurrences is greatly influenced by other factors, including the maximum number of recurring meetings for the MeetingPlace system and the maximum advance days to schedule a MeetingPlace meeting.

## Attending Meetings Through Lotus Notes

When Lotus Notes users are invited to a Cisco Unified MeetingPlace meeting, they receive a standard Lotus Notes e-mail notification. When users accept the notification, a Lotus Notes calendar entry is created. Calendar entries for future meetings contain meeting information. Calendar entries for current meetings contain meeting information and a Connect Me section where users can choose the following options:

- Joining the web conference
- Connecting to the Cisco Unified MeetingPlace Audio Server system through the phone or video endpoint

Cisco Unified MeetingPlace attempts to connect the voice or video component of the conference first, followed by the web connection.

## Automatic Profile Detection

When you join a web conference from either your Lotus Notes calendar or click-to-attend link, you can benefit from automatic profile detection, which uses profile information that was previously recorded during the scheduling and notification process to authenticate you for Cisco Unified MeetingPlace Web Conferencing. This allows you to bypass the Web Conferencing sign-in process and directly enter the meeting console.

- If you are the scheduler, Cisco Unified MeetingPlace for Lotus Notes attempts to join you to the web conference by using the Cisco Unified MeetingPlace information you used when you scheduled the meeting.
- If you are an attendee, Cisco Unified MeetingPlace for Lotus Notes populates your calendar entry with your default Cisco Unified MeetingPlace information when you accept the meeting notification. It will then attempt to use that information to join you to the web conference.
- Users who cannot be authenticated when joining their web conference are directed to the Web Conferencing sign-in page.

**Note:** Profiled users who sign in to Cisco Unified MeetingPlace Web Conferencing and click Remember Me already have their profile information saved through a cookie. When signing in to Web Conferencing, this profile information takes precedence over anything that is imported from the Cisco Unified MeetingPlace for Lotus Notes scheduling form.

## Internet and Island Mode Support

Cisco Unified MeetingPlace for Lotus Notes supports Lotus Notes work modes in the following ways:

- When in Internet mode you are connected to the Internet, but not to the corporate network or Domino server. While in Internet mode, you cannot schedule, reschedule, or delete Cisco Unified MeetingPlace meetings. You can, however, attend meetings as all Cisco Unified MeetingPlace attend features are available.
- Island mode is essentially an offline mode. You are not connected to the corporate network or to the Internet. While in Island mode, you cannot access any Cisco Unified MeetingPlace for Lotus Notes features. You cannot schedule, reschedule, delete, or attend Cisco Unified MeetingPlace meetings. However, you can access any information that is available locally, such as meeting information from previously scheduled meetings.