

Users can receive meeting notifications in Lotus Notes for meetings scheduled from a Lotus Notes client, Cisco Unified MeetingPlace Web Conferencing, or MeetingTime. Notifications may differ based on how a meeting was scheduled, whether or not it was rescheduled, and the interface used to receive the notification. You can also customize notification templates to change the way a notification looks.

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## About the Meeting Notification Templates

Cisco Unified MeetingPlace for Lotus Notes includes the following templates that are used to generate meeting notifications:

Template	Description
mailxx_xxMP.ntf	This template generates meeting and reminder notifications for meetings scheduled with Cisco Unified MeetingPlace for Lotus Notes. A template is included for each supported version of Domino and Lotus Notes (for example, mail65_3.ntf is used for users of Domino 6.5 and Lotus Notes 6.5.3). You must compile after making changes to this template. See the documentation for Lotus Notes for information.
NotifySchedule.tpl	Generates notifications for meetings scheduled with MeetingTime or Cisco Unified MeetingPlace Web Conferencing.

NotifyReschedule.tpl	Generates update notices for meetings rescheduled with MeetingTime or Cisco Unified MeetingPlace Web Conferencing.
NotifyCancel.tpl	Generates cancellation notices for meetings canceled by MeetingTime or Cisco Unified MeetingPlace Web Conferencing.

## How to Customize Template Files

To customize template files, complete the following procedures, as needed:

- [Customizing Notification Template Files](#)
- [Adding Information to Your Notifications](#)
- [Including Instructions in Your Notifications](#)
- [Displaying Alternate Phone Numbers for Cisco Unified MeetingPlace Audio Server](#)

### Customizing Notification Template Files

You can customize notification template files for meetings that are scheduled by using Cisco Unified MeetingPlace Web Conferencing or MeetingTime. The template files are located in *drive:\Cisco\Cisco MeetingPlace for Notes*.

Within each template are tags and text that identify the information that appears in a notification. When a notification is generated, Cisco Unified MeetingPlace for Lotus Notes or Cisco Unified MeetingPlace Audio Server replaces the tags with the appropriate information from its database.

**Caution!** Using a word processing program other than Notepad can change the template file extension and produce an unreadable meeting notification. Notepad is able to automatically save a template without changing its .tpl extension.

#### To Customize a Template File

1. Using Notepad, open the .tpl template file you want to customize.
2. Insert the label and tag for the item you want to add.
 

**Note:** See the [To Add Information to Meeting Notifications](#) for a list of items you can include in notifications that are scheduled by using Cisco Unified MeetingPlace Web Conferencing or MeetingTime.

Any item you add to a template will appear in the same location in the meeting notification. Place more important information at the top of the template.
3. To remove information from the template, delete the applicable tag and label from the template.
4. Save the template as a text file, and make sure that your word processing program does not change the .tpl extension of the file.

## Adding Information to Your Notifications

To assist your users when they are attending meetings, consider adding the following information to your meeting notifications:

- Instructions on how to attend meetings and access attachments
- Any alternate phone numbers for your Cisco Unified MeetingPlace Audio Server system, such as a toll free number or internal company extension
- Special instructions for multiserver meetings
- A list of meeting invitees
- Meeting recording information

### To Add Information to Meeting Notifications

1. As applicable, add the tags that are listed in the following table to your Cisco Unified MeetingPlace Web Conferencing and MeetingTime notification templates. When a notification is generated, the tags will be replaced with the applicable information from the Cisco Unified MeetingPlace database.

**Note:** Add instruction tags for multiserver meetings to the .tpl template files. The tags are not included by default.

Tag	Parameter or Location Where Text is Inserted
<!--#LATD AttendMeetingHint -->	How to Attend Meeting
<!--#LATD MeetingNotesHint -->	How to Access MeetingNotes
<!--#LATD C_AltPhoneNumName1 -->	Label for Notifications
<!--#LATD C_AlternatePhoneNum1-->	1st Alternate Ph Number
<!--#LATD C_AltPhoneNumName2 -->	Second Label for Notifications
<!--#LATD C_AlternatePhoneNum2 -->	2nd Alternate Ph Number
<!--#LATD C_AltPhoneNumName3 -->	Third Label for Notifications
<!--#LATD C_AlternatePhoneNum3 -->	3rd Alternate Ph Number
<!--#LATD MultiServerHelpText "This meeting will be held on the following MeetingPlace systems." "Dial the phone number of the system closest to your location. -->"	After MultiServerHelpText. The suggested text for this tag is shown in italics. This tag only appears in notifications for multiserver meetings. Use this tag in conjunction with the ListMultiServers tag.
<!--#LATD ListMultiServers -->	Inserts the name and phone number of the other Cisco Unified MeetingPlace Audio Server systems that are involved in the multiserver meeting.  <b>Note:</b> This tag should always follow the MultiServerHelpText tag.
<!--#LATD ListInvitees -->	Inserts a list of meeting invitees.
<!--#LATD fRecordConference -->	Inserts information on whether the meeting is scheduled to be recorded.
<!--#LATD WhoCanListen -->	Inserts who can access the meeting recording (None, Anyone, MeetingPlace users, or Invited users).

2. Enter your customized instructions and alternate Cisco Unified MeetingPlace phone numbers in the Cisco Unified MeetingPlace database by using MeetingTime.

## Including Instructions in Your Notifications

Do the following procedure.

### To Include Instructions in Meeting Notifications

1. Verify that the Instruction tags are in the notification templates that you want to customize. By default, these tags should already be in the templates.
2. Open MeetingTime, and log in to Cisco Unified MeetingPlace Audio Server.
3. Open the Register Book, and click the **Configure** tab.
4. Under Company Specific Information, choose **Company Information**, then click **Query**.
5. From the right side of the window, click in the value area of **How to Attend Meeting** and enter your customized information. For example, you could enter:  
To attend this meeting, call [insert Cisco Unified MeetingPlace phone number] at the time of the meeting and follow the prompts. Refer to the information in this notification for meeting details.
6. Click **OK**.
7. To customize the text explaining how to access meeting materials, click in the value area of **How to Access MeetingNotes** and enter text in the box. For example, you could enter:  
MeetingNotes is a collection of meeting materials, such as recordings that you can listen to over the phone and presentations that you can request to have sent to you via e-mail. To access MeetingNotes, call Cisco Unified MeetingPlace at [insert Cisco Unified MeetingPlace phone number], listen to the prompts, press 3, and then enter the month, date, and meeting ID for the meeting that you want to access.
8. Click **OK**, then click **Save Changes**.

## Displaying Alternate Phone Numbers for Cisco Unified MeetingPlace Audio Server

Do the following procedure.

### To Display Alternate Phone Numbers in Meeting Notifications

1. Use the following format to place the Alternate Phone Number tags in each notification template:  
MeetingPlace Telephone number(s):  
Telephone Number: <!--#LATD Mtg\_TelephoneNum-->  
<!--#LATD C\_AltPhoneNumName1--> <!--#LATD C\_AltPhoneNum1-->  
<!--#LATD C\_AltPhoneNumName2--> <!--#LATD C\_AltPhoneNum2-->  
**Note:** You do not need to use all three sets of tags if your Cisco Unified MeetingPlace Audio Server system only has one or two alternate phone numbers.
2. Open MeetingTime and click the **Configure** tab.
3. Under System Configuration, choose **Telephony Access**, then click **Query**.
4. Click in the value area of **1st Alternate Ph Number** and enter the phone number that you want to appear in the notifications.
5. Click in the value area of **Label for Notifications** and enter a label for the number, such as **Toll Free Number** or **Internal Extension Number**.

6. If your Cisco Unified MeetingPlace system has a second or third alternate number, repeat [Step 2](#) through [Step 5](#), using the 2nd and 3rd Alternate Ph Number parameters.
7. Click **Save Changes**.

## About Notifications for Rescheduled Meetings

Notifications for rescheduled meetings differ depending on how the meeting was scheduled:

- [Meetings Rescheduled from Lotus Notes](#)
- [Meetings Rescheduled from Cisco Unified MeetingPlace Web Conferencing or MeetingTime](#)

### Meetings Rescheduled from Lotus Notes

When a meeting is scheduled from the Lotus Notes client and subsequently rescheduled, users receive a Cisco Unified MeetingPlace for Lotus Notes notification with the meeting information and click-to-attend link intact. By accepting the notification, users update their calendars.

**Note:** Cisco Unified MeetingPlace for Lotus Notes does not allow users to change the meeting ID, meeting password, or Allow Internet Access option when they reschedule a meeting from the Lotus Notes client.

### Meetings Rescheduled from Cisco Unified MeetingPlace Web Conferencing or MeetingTime

When a meeting is scheduled from either Cisco Unified MeetingPlace Web Conferencing or MeetingTime and subsequently rescheduled, the Subject and Body fields display different information, as shown in the following table.

Original Meeting Notification	Rescheduled Meeting Notification
Subject: Meeting Name, Date/Time	Subject: Meeting Name, Meeting ID, Meeting Password (if required)
Body: Click-to-attend link, Meeting Information	Body: Click-to-attend link, Original Meeting Information

The click-to-attend link is updated and allows invitees to attend normally.