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### About the Notes Gateway Tab in the Gateway Configurations Utility

To access the settings in this section, see [To Open the MeetingPlace Gateway Configurations Utility](#).

The Notes Gateway tab allows you to change some of the settings that were configured during the Cisco Unified MeetingPlace for Lotus Notes installation, such as the MeetingPlace mailbox, the polling frequency, and Domino polling frequency. [Table: Notes Gateway Tab Fields](#) provides descriptions of the Notes Gateway tab fields.

**Table: Notes Gateway Tab Fields**

<b>Field</b>	<b>Description</b>
Version	The Cisco Unified MeetingPlace for Lotus Notes release number.
Domino Server	The hostname of the Domino server that Cisco Unified MeetingPlace for Lotus Notes is connected to.
notes.ini Path	The location of the notes.ini file for the Cisco Unified MeetingPlace for Lotus Notes account.
Notes Password	The password for the Cisco Unified MeetingPlace for Lotus Notes account on the Domino server.
MeetingPlace Mailbox	The MeetingPlace mailbox used by Cisco Unified MeetingPlace for Lotus Notes to pick up notifications for meetings scheduled from MeetingTime or Cisco Unified MeetingPlace Web Conferencing. You must change this mailbox if Cisco Unified MeetingPlace for Outlook also points to the same Cisco Unified MeetingPlace Audio Server system. For more information about configuring the MeetingPlace mailbox, see the <a href="#">Enabling Cisco Unified MeetingPlace Mailbox Automated Maintenance</a> .
Polling Frequency	How often Cisco Unified MeetingPlace for Lotus Notes polls the Cisco Unified MeetingPlace Audio Server system for new notifications (in milliseconds).
Domino Polling Frequency	<p>How often Cisco Unified MeetingPlace for Lotus Notes polls the Domino server for any new meetings scheduled from Lotus Notes with attachments.</p> <p>If such meetings exist, these attachments are uploaded to the Cisco Unified MeetingPlace Audio Server system through the Cisco Unified MeetingPlace Agent Service.</p> <p>The default value for this parameter is 120000 milliseconds (2 minutes). Setting this parameter to 0 turns the replication off.</p> <p>Domino polling frequency requires a web hostname value for the location of the Cisco Unified MeetingPlace Agent Service. If the web hostname field in the Notification tab is blank, it will default to "localhost."</p>
Authentication Field	The field in the Domino address book that contains Cisco Unified MeetingPlace user IDs of your users. Typically, this is the ShortName field. For more information on Domino authentication, see the <a href="#">Enabling Domino Authentication</a> .
Include Meeting Info in Notification	Check this option if you want meeting information (for example, date, time, or meeting ID) to be included in notifications received by non-Cisco Unified MeetingPlace for Lotus Notes users. You can customize this meeting information on the template files.
Verbose Logging	Check this option if you want detailed entries to be logged to the Gateway SIM log.

## How to Configure the Calendar Entry Form for Lotus Notes

The MeetingPlace Server Agent database (MPSA.nsf) allows you to configure the Cisco Unified MeetingPlace for Lotus Notes calendar entry form. The Profile Document components are described in the following sections:

- [Accessing the Administration Interface of the MeetingPlace Server Agent Database](#)
- [Modifying the Cisco Unified MeetingPlace Server Settings](#)
- [Specifying the Cisco Unified MeetingPlace Functionality Settings](#)
- [Customizing the Cisco Unified MeetingPlace Notification Subject](#)
- [Enabling Cisco Unified MeetingPlace Authentication](#)
- [Setting Cisco Unified MeetingPlace Scheduling Parameters](#)
- [Enabling Cisco Unified MeetingPlace Mailbox Automated Maintenance](#)

## Accessing the Administration Interface of the MeetingPlace Server Agent Database

To Access the Administration Interface of the MeetingPlace Server Agent Database

1. From the Domino server, open the Domino Administrator and click your Domain tab (for example, CISCO\_DOMAIN).
2. From the File menu, choose **Database > Open**.
3. From the Open Database window, choose your server.
4. For Filename, enter the name of the database you want to access-in this case, **MPSA.nsf**-then click **Open**.
5. From the left pane of the MeetingPlace Server Agent window, click **Administration**.
6. From the right pane of the MeetingPlace Server Agent - Administration window, click **Edit/Create Profile Document**. The Cisco MeetingPlace System Profile Document appears.

## Modifying the Cisco Unified MeetingPlace Server Settings

The toolbar at the top of the Cisco MeetingPlace Profile Document allows you to add new Cisco Unified MeetingPlace Audio Server systems and modify or delete existing ones.

Adding a new Audio Server system places a listing for that server on the Lotus Notes Calendar Entry form, which allows your users to choose that server when scheduling a meeting.

- To add an Audio Server system, click **Add Server** and fill in the resulting fields. For field descriptions, see the [Adding a Cisco Unified MeetingPlace Audio Server Profile to the MeetingPlace Server Agent Database](#).
- To modify fields for your existing Audio Server system, click **Modify Server**.

## Specifying the Cisco Unified MeetingPlace Functionality Settings

The Cisco Unified MeetingPlace Functionality Settings section allows you to control which Cisco Unified MeetingPlace scheduling parameters are displayed on the Lotus Notes Calendar Entry form.

Table: Cisco Unified MeetingPlace Functionality Settings provides descriptions of the functionality settings. Changing any of these settings automatically updates the Calendar Entry form for all users associated with this mail template.

**Table: Cisco Unified MeetingPlace Functionality Settings**

<b>Setting</b>	<b>Description</b>
Hide Meeting Password Field	Prevents users from assigning a password to the meetings they schedule. Because a meeting ID is already associated with all meetings, a password is only needed if added security is desired.
Hide Billing Code Field	Prevents users from entering a billing code for the meetings they schedule.  Uncheck this field if users need to specify billing codes on a per-meeting basis. Otherwise, Cisco Unified MeetingPlace uses the billing code listed in the profile of the scheduler for the meeting.
Hide # of Callers Field	Prevents users from specifying the number of callers for the meetings they schedule.
Hide # of Video Callers Field	Prevents users from specifying the number of video callers for the meetings they schedule.
Hide Entry Announcement Field	Prevents users from changing the entry announcement options for the meetings they schedule. By default, Cisco Unified MeetingPlace automatically sets up meetings based on the preferences specified in the scheduler profile. Displaying this field in the scheduling form allows the meeting scheduler to change the entry announcement options on a per-meeting basis.
Hide Departure Announcement Field	Prevents users from changing the departure announcement options for the meetings they schedule. By default, Cisco Unified MeetingPlace automatically sets up meetings based on the preferences specified in the scheduler profile. Displaying this field on the scheduling form allows the meeting scheduler to change the departure announcement options on a per-meeting basis.
Hide URL Link	Prevents the click-to-attend link from appearing in notifications for meetings that are scheduled by using Lotus Notes. Including the click-to-attend link is beneficial to non-Lotus Notes users who do not receive the Attend Conference option in their notifications.
Hide Enable Recording Field	Prevents users from recording the meeting.
Hide Screened Entry Field	Prevents users from using the screened entry option when scheduling a meeting.
Hide Publicly Listed Meeting Field	Prevents users from determining whether their individual meetings are listed on the Cisco Unified MeetingPlace Web Conferencing search page. Instead, this determination is based on the default settings in their user profile.
Make Meetings Web Only	Removes the following fields from the Calendar Entry template: <ul style="list-style-type: none"> <li>• Call Me</li> <li>• Phone number</li> <li>• Entry announcement</li> <li>• Departure announcement</li> <li>• Number of locations</li> <li>• Record this meeting</li> </ul> <p>This is a system-wide setting. If you have multiple Cisco Unified MeetingPlace Audio Server systems, all Audio Server systems will be affected. However, this setting only applies to Cisco Unified MeetingPlace for Lotus Notes. It does not change the web interface through the click-to-attend link.</p>

Hide Who Can Attend Field	Prevents users from choosing what type of user has access to this meeting.
Hide Who Can Access MeetingNotes	Prevents users from choosing what type of user has access to attachments and recordings associated with this meeting.
Hide Flex Field 1	Prevents users from modifying this field.
Hide Flex Field 2	Prevents users from modifying this field.
Hide Flex Field 3	Prevents users from modifying this field.
Type of Web Conference Server	Controls whether users see Cisco Unified MeetingPlace Web Conferencing options or IBM Lotus Sametime Online Meeting options when configuring the web portion of a conference (in either case, users can configure a Cisco Unified MeetingPlace audio conference).
Time Connect Button Will Appear (Reservationless only)	The number of minutes to display the Connect button for reservationless meetings.

**Note:** Flex fields are customized in MeetingTime. For information, see [Deploying and Using MeetingTime](#).

## Customizing the Cisco Unified MeetingPlace Notification Subject

The parameters in [Table: Cisco Unified MeetingPlace Notification Subject Parameters](#) allow you to customize the Subject line that appears in all meeting notifications.

**Table: Cisco Unified MeetingPlace Notification Subject Parameters**

Parameter	Description
MeetingPlace Subject Prefix	Text entered in this field appears in the beginning of the notification Subject line. To help users identify that they have been invited to a Cisco Unified MeetingPlace meeting, enter text such as <b>MeetingPlace Meeting</b> or <b>Online Meeting</b> in this field.
MeetingPlace Subject Postfix	Text entered in this field appears at the end of the notification Subject line.
MeetingPlace Call Label	Text entered in this field appears before the Cisco Unified MeetingPlace phone number in the notification Subject line. Use this parameter to enter a description, such as <b>MeetingPlace Phone Number</b> .
MeetingPlace Meeting ID Label	Text entered in this field appears before the meeting ID in the notification Subject line. Use this parameter to enter a description, such as <b>Meeting ID</b> .

## Enabling Cisco Unified MeetingPlace Authentication

To enable the Domino authentication feature, check the **Use Domino Authentication** check box. For more information about Domino authentication, see the [Enabling Domino Authentication](#).

## Setting Cisco Unified MeetingPlace Scheduling Parameters

**Note:** The Max Adv Days to Schedule and # of Ports to Schedule settings affect scheduling only for Lotus Notes users. Scheduling for MeetingTime or Web Conferencing users is controlled by the scheduling parameters located in the MeetingTime Configure tab.

Set the parameters in [Table: Cisco Unified MeetingPlace Scheduling Parameters](#) to specify your scheduling defaults.

**Table: Cisco Unified MeetingPlace Scheduling Parameters**

Setting	Description
Max Adv Days to Schedule	Determines how far in the future a user can schedule a meeting. Users cannot schedule a recurring meeting chain that extends past the number of days specified in this field.
# of Ports to Schedule	Determines the default number of ports that are reserved on the Cisco Unified MeetingPlace Audio Server system when a meeting is scheduled. Users can change this number on the Calendar Entry form during the scheduling process.
# of Video Ports to Schedule	Determines the default number of video ports that are reserved on the Cisco Unified MeetingPlace Audio Server system when a meeting is scheduled. Users can change this number on the Calendar Entry form during the scheduling process.

**Tip:** To keep scheduling behavior consistent, make sure that the scheduling parameters in the MeetingPlace Server Agent database match those in the MeetingTime Configure tab.

## Enabling Cisco Unified MeetingPlace Mailbox Automated Maintenance

Meetings that are scheduled through the Cisco Unified MeetingPlace for Lotus Notes gateway are kept in the mail database of the Cisco Unified MeetingPlace user on the Lotus Notes server; Cisco Unified MeetingPlace Mailbox Automated Maintenance specifies how often the mail database is cleaned out. To enable this feature, complete the following procedures:

- [Changing the Remove Messages Parameter](#)
- [Enabling the Admin CleanUp Agent](#)

### Changing the Remove Messages Parameter

To modify the Remove Messages parameter, change the following setting:

Setting	Description
Remove messages older than X days.	<p>Cleans out mail database messages older than X days every Y days, where the default value of X is 5.</p> <p>The value of Y represents how often the agent runs and is specified when you enable the agent to clean the Lotus Notes calendar on the Cisco Unified MeetingPlace for Lotus Notes gateway.</p>

### Enabling the Admin CleanUp Agent

To schedule the Admin CleanUp Agent through Domino Designer, complete the following procedure.

#### To Enable the Admin CleanUp Agent

1. On the Domino server, open Notes Designer, then open the MPSA.nsf database.
2. Navigate to **Shared Code > Agents > Admin CleanUp**.
3. Double-click **Admin CleanUp**.
4. In the Runtime section, click **Schedule**.
5. Change the **Start Running Agent At** parameter to a time you wish to run this agent, then click **OK**.
6. Close the agent, then choose **Yes** to save the change.
7. Click the **Enable** button.
8. Choose the server on which you wish to run this agent, then click **OK**.

## How to Configure Cisco Unified MeetingPlace for Lotus Notes for Mixed Groupware Environments

If your organization has multiple mail systems, such as Microsoft Outlook and Lotus Notes, you can install two separate Cisco Unified MeetingPlace integrations (Cisco Unified MeetingPlace for Outlook and Cisco Unified MeetingPlace for Lotus Notes) on separate Cisco MCSs to support each set of users. Both integrations can point to the same Cisco Unified MeetingPlace Audio Server system, but must point to different mailboxes.

Installing each of these integrations allows users to:

- Schedule Cisco Unified MeetingPlace meetings from either their Lotus Notes or Microsoft Outlook client
- Receive notifications for Cisco Unified MeetingPlace meetings in their native groupware format

For information on purchasing Cisco Unified MeetingPlace for Outlook, contact your Cisco Unified MeetingPlace sales representative.

The following table describes the type of notification a user receives if you installed both Cisco Unified MeetingPlace groupware integrations. The notification received depends on the interface that was used to

schedule the meeting.

Meeting Scheduled From	Lotus Notes Users Receive	Microsoft Outlook Users Receive
Cisco Unified MeetingPlace Web Conferencing or MeetingTime	Native groupware notification	Native groupware notification
Lotus Notes	Native groupware notification	SMTP notification
Microsoft Outlook	SMTP notification	Native groupware notification

When users receive a meeting notification in their native groupware format, they can accept the meeting and have it appear in their groupware calendar. Meeting notifications received in a text-only SMTP format do not provide this functionality.

## Assigning Cisco Unified MeetingPlace Integrations to Different Mailboxes

After installing Cisco Unified MeetingPlace for Outlook and Cisco Unified MeetingPlace for Lotus Notes, assign each integration to a different mailbox on the Cisco Unified MeetingPlace Audio Server system. By default, both integrations use mailbox number 4.

### To Assign Cisco Unified MeetingPlace Integrations to Different Mailboxes

1. From MeetingTime, change the mailbox that Cisco Unified MeetingPlace uses to store Lotus Notes notifications:
  1. From the MeetingTime Configure tab, choose **Usage Parameters**, then click **Query**.
  2. Scroll down to Email/GW Settings and choose **Lotus Notes**.
  3. Change the value to **2**, then click **OK**.
  4. Click **Save Changes**.
2. Redirect Cisco Unified MeetingPlace for Lotus Notes to point to the new mailbox number:
  1. From the integration server, open the MeetingPlace Gateway Configurations utility (see [To Open the MeetingPlace Gateway Configurations Utility](#)) and click the **Notes Gateway** tab.
  2. Change MeetingPlace Mailbox to **2**.
  3. Click **OK**.
  4. Restart the Cisco Unified MeetingPlace Notification Gateway (restarting the Cisco Unified MeetingPlace Notification Gateway automatically stops and restarts Cisco Unified MeetingPlace for Lotus Notes).
3. Ensure that the correct type of mail system has been specified in the Cisco Unified MeetingPlace profile for each user.
  1. From the MeetingTime Configure tab, choose **User Profiles**.
  2. Make sure each user has the applicable e-mail system specified.
    - ◆ ◇ Under Receiving Notifications, check **Type of E-Mail System**.
    - ◇ For Lotus Notes users, choose **Lotus Notes**.
    - ◇ For Microsoft Outlook users, choose **Microsoft Exchange**.



**Note:** If you need to change the Type of E-Mail System parameter for a large group of users, import the proper setting by using an import file. Cisco Unified MeetingPlace allows you to import profile settings for users and groups. See [Importing User Profile and Group Information](#).

## How to Monitor Performance

The Windows 2003 performance monitoring tool can gather the following performance data:

- Messages deleted
- Messages purged
- Messages read
- Messages sent
- Total messages
- Unread messages

Do the following procedure.

### To Run the Windows Performance Monitoring Tool

1. From the Windows Start menu, choose **Run**. The Run window appears.
2. Enter **Perfmon** to open the Performance window. From the toolbar buttons at the top of the right pane, click **Add** (the button with the '+' icon).
3. From the Add Counters window, choose the applicable type of data. The Windows performance monitoring tool displays the requested data.

For more information on how to save or record performance graphs, refer to the Microsoft support website.