Main page: <u>Cisco Unified MeetingPlace, Release 7.0</u>

Up one level: <u>Integration</u>

The MeetingPlace Server Agent database, called MPSA.nsf, enables all communication between IBM Lotus Notes and Cisco Unified MeetingPlace. Use the MPSA.ntf template (or the MPSA_SSL.ntf template if you are using SSL) as the basis for a new database.

Note: If you are using IBM Lotus Notes 8.x, use the Application menu whenever the instructions call for the Database menu in the following procedures.

Contents

Creating the MeetingPlace Server Agent Database

Before You Begin

Open IBM Domino Administrator.

Procedure

1. Choose **File > Database > New**.
2. Choose the name of the Lotus Domino Server to which you are logged in. The server is the location for the new database.
3. Enter **MeetingPlace Server Agent** for the title.
4. Enter **MPSA.nsf** for the file name.
5. Choose the Lotus Domino Server that contains your database template.
6. Choose **MeetingPlace Server Agent** from the list of available templates.
7. Check **Inherit future design changes**.
8. Click **OK**.
9. With the newly created MeetingPlace Server Agent database open, choose **File > Database > Access Control**.
10. Choose **Default** from the list of Access Control List entries.
11. Select at least **Editor** access in the Access field.

Accessing the Administration Interface for the MeetingPlace Server Agent Database

Before You Begin

Perform the procedure in <u>Creating the MeetingPlace Server Agent Database</u>.

Procedure

1. Click the tab with your domain name, for example, CISCO_Domain.
2. Choose **File > Database > Open**.
3. Choose your Lotus Domino Server from the Open Database or Open Application window.
4. Enter **MPSA.nsf** for the file name.
5. Click **Open**.
6. If a new tab opens, click the **X** in the corner to close it.
7. Click **Administration** from the left pane of the MeetingPlace Server Agent window.
8. Click **Edit/Create Profile Document** from the right pane.
   You are now in the Administration Interface.

Assigning Access Control to the MeetingPlace Server Agent Database

Assign access control to the MeetingPlace Server Agent Database to give users permissions to access the database.

Before You Begin

Perform the procedure in <u>Creating the MeetingPlace Server Agent Database</u>.

Procedure

1. Click the tab with your domain name, for example, CISCO_Domain.
2. Click **Files**.
3. Choose **Databases Only** from the Show Me field on the top right.
4. Choose **MeetingPlace Server Agent**. If you do not see the MeetingPlace Server Agent Database in your list of databases, refresh the page.
5. Right-click the database.
6. Choose **Access Control > Manage**.
   > The system opens the Access Control List window. The accounts are listed in the center of the window below People, Servers, Groups.
7. Choose **Default**.
8. Highlight **Author** for the Default account in the Access field.
9. Click **MeetingPlace** from the account list.
10. Highlight **Manager** from the Access field. Keep the MeetingPlace account highlighted.
11. Verify in the **Roles** area in the bottom-right corner that the Administrator role is checked.
12. Perform the following actions if the Administer role is not listed:
    1. Click **Roles**.
    2. Highlight **Administrator**.
    3. Click **Add**.
    4. Go back to the Basics tab and select **Administrator**.
13. Click **OK**.

Configuring the Design Properties for the MeetingPlace Server Agent Database

Before You Begin

Perform the procedure in <u>Assigning Access Control to the MeetingPlace Server Agent Database</u>.

Procedure

1. Select the MeetingPlace Server Agent Database from the Files tab.
2. Choose **File > Database > Properties**.
3. Click the tab that sets the design properties.
4. Verify that the following parameters are unchecked:
   - ♦ List in Database Catalog
   - ♦ Show in `Open Database' dialog

Adding a Cisco Unified MeetingPlace Profile to the MeetingPlace Server Agent Database

To schedule meetings from IBM Lotus Notes, you must provide the MeetingPlace Server Agent Database with the URLs of the Cisco Unified MeetingPlace internal and external Web Servers.

Before You Begin

Perform the procedure in <u>Configuring the Design Properties for the MeetingPlace Server Agent Database</u>.

Procedure

1. Update your Cisco Unified MeetingPlace account with the permissions you assigned earlier by closing and reopening the MeetingPlace Server Agent Database.
2. Choose **File > Database > Open**.
3. Choose your Lotus Domino Server.
4. Enter **MPSA.nsf** for the file name.
5. Click **Open**.
6. If a new tab opens, click the **X** in the corner to close it.
7. Click **Administration** in the left pane.
8. Choose **Edit/Create Profile Document** in the right pane.
9. Click **Add Server**.
10. Fill in the following fields:

Parameter	Description
MeetingPlace Server Name	The name of the Cisco Unified MeetingPlace Web Server that you want users to see on the Calendar Entry form when they schedule a meeting.
MeetingPlace Web CGI URL	The URL of the internal Web Server in the format http://<*hostname*>/mpweb/scripts/mpx.dll, where <*hostname*> is the hostname or IP address of the internal Cisco Unified MeetingPlace Web Server.
External MeetingPlace Web CGI URL	The URL of the external Web Server in the format http://<*hostname*>/mpweb/scripts/mpx.dll, where <*hostname*> is the hostname or IP address of the external Cisco Unified MeetingPlace Web Server.
Notes Account for MeetingPlace	The name of the IBM Lotus Notes account for Cisco Unified MeetingPlace on the Lotus Domino Server. For example, you can call this account **MPNotes**. Entering this account name allows the Lotus Domino Server to transfer meeting attachments to Cisco Unified MeetingPlace. The attachments are forwarded to the Cisco Unified MeetingPlace Application Server. Participants can then access meeting attachments from Cisco Unified MeetingPlace.

	Note: Make sure that you have also created a corresponding profile for the Notes account on the Cisco Unified MeetingPlace Application Server. This profile is required for the Application Server to authenticate the Notes Gateway and allow it to transfer meeting attachments. This profile must match the name you used for the Notes account on the Domino Server, for example, **MPNotes**.
Use SSL (https) **Note:** There are two boxes: one next to the **MeetingPlace Web CGI URL** field and one next to the **External MeetingPlace Web CGI URL** field.	Check these boxes if you are using the SSL version of the template.

11. Click **OK**.

12. Choose **Save and Close**.

13. Repeat <u>Step 9</u> through <u>Step 12</u> for each additional Cisco Unified MeetingPlace Web Server.

About Replicating the MeetingPlace Server Agent Database

If you have multiple Lotus Domino Servers, use the Replication feature to replicate the MeetingPlace Server Agent Database to the other Lotus Domino Servers. See the online help for IBM Lotus Notes for information on doing this.

Modifying the Cisco Unified MeetingPlace Server Settings

The toolbar at the top of the Cisco Unified MeetingPlace System Profile Document allows you to add Cisco Unified MeetingPlace Web Servers and modify or delete existing ones. You added the Cisco Unified MeetingPlace System Profile Document in <u>Adding a Cisco Unified MeetingPlace Profile to the MeetingPlace Server Agent Database</u>.

When you add a server, users can choose it from the server list display on the IBM Lotus Notes Calendar Entry form.

Before You Begin

Perform the procedure in <u>Accessing the Administration Interface for the MeetingPlace Server Agent Database</u>.

Procedure

1. Perform one of the following actions:
   - ♦ Click **Add Server** to add a server.
   - ♦ Click **Modify Server** to edit an existing server.
2. Enter or edit values. The following table describes the values.

Parameter	Description
Type of web conference server	Controls whether users see Cisco Unified MeetingPlace options or IBM Lotus Sametime Online Meeting options when configuring the web portion of a meeting. In either case, users can configure a Cisco Unified MeetingPlace meeting. **Note:** The system does not display the Allow Internet Access field if you select Sametime.
Number of minutes before a meeting begins for the connect button to appear (Reservationless Only)	The number of minutes that the system displays the Connect button for reservationless meetings.
Hide Meeting Password field	Prevents users from assigning passwords to the meetings that they schedule.
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 meeting scheduler.
Hide Number of Participants field	Prevents users from specifying the number of 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 Enable Recording field	Prevents users from recording meetings.
Hide Screened Entry field	Prevents users from using the screened entry option when scheduling meetings.
Hide Publicly Listed Meeting field	Prevents users from determining whether their individual meetings are listed on the Cisco Unified MeetingPlace search page. Instead, this determination is based on the default settings in their user profile.

Hide Allow Internet Access field	Prevents users from determining whether their individual meetings can be accessed from the Internet.
Make Meetings Web Only	Removes the following fields from the Calendar Entry template: • Call Me • Phone number • Entry announcement • Departure announcement • Number of locations • Record this meeting This is a system-wide setting. If you have multiple Cisco Unified MeetingPlace systems, all systems will be affected. However, this setting only applies to Cisco Unified MeetingPlace. It does not change the web interface through the click-to-attend link.
Hide Who Can Attend field	Prevents users from choosing the user types who have access to meetings.
Hide Who Can Access MeetingNotes field	Prevents users from choosing the user types who have access to attachments and recordings associated with meetings.
Hide Flex field 1 [1]	Prevents users from modifying this field.
Hide Flex field 2 [1]	Prevents users from modifying this field.
Hide Flex field 3 [1]	Prevents users from modifying this field.

Footnote 1: To customize the flex fields, see the *Configuration Guide for Cisco Unified MeetingPlace Release 7.0* or the online help in the administrator interface.

3. To customize the subject line that appears in all meeting notifications, enter or edit values in the following fields:

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 **MeetingPlace Meeting** or **Online Meeting** 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 **MeetingPlace Phone Number**.
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 **Meeting ID**.

4. Check **Use Domino Authentication** to enable the Lotus Domino authentication feature.

5. Enter or edit values in the following fields to set the scheduling parameters:

Parameter	Description

Max adv days to schedule	Determines how far in the future a user can schedule a meeting. A user cannot schedule a recurring meeting chain that extends past the number of days specified in this field.
1. of ports to schedule	Determines the default number of ports that are reserved on the Cisco Unified MeetingPlace system when a meeting is scheduled. A user can change this number on the Calendar Entry form during the scheduling process.
1. of video ports to schedule	Determines the default number of video ports that are reserved on the Cisco Unified MeetingPlace system when a meeting is scheduled. A user can change this number on the Calendar Entry form during the scheduling process.

6. Enter a value in the Remove messages older than parameter field to periodically clean out the Cisco Unified MeetingPlace mailbox. The system cleans out messages older than the value you enter whenever the Admin CleanUp Agent runs.

Related Topics

- Enabling Automatic Authentication for IBM Lotus Notes Users
- Enabling the Admin CleanUp Agent

Enabling the Admin CleanUp Agent

Before You Begin

Perform the procedure in Accessing the Administration Interface for the MeetingPlace Server Agent Database.

Procedure

1. Choose **File > Database > Open**.
2. Open the MPSA.nsf database.
3. Navigate to **Shared Code > Agents > Admin CleanUp**.
4. Double-click **Admin CleanUp**.
5. Click **Schedule** in the Runtime area.
6. Change the **Start Running Agent At** parameter to a time you wish to run this agent.
7. Click **OK**.
8. Close the agent.
9. Choose **Yes** to confirm.
10. With the agent name highlighted, click **Enable**.
11. Choose the server on which you want to run this agent.
12. Click **OK**.