

SCOPIA IBM Lotus Notes Add-on

Version 5.1



User Guide



NOTICE

© 2000-2008 RADVISION Ltd. All intellectual property rights in this publication are owned by RADVISION Ltd and are protected by United States copyright laws, other applicable copyright laws and international treaty provisions. RADVISION Ltd retains all rights not expressly granted.

This publication is RADVISION confidential. No part of this publication may be reproduced in any form whatsoever or used to make any derivative work without prior written approval by RADVISION Ltd.

No representation of warranties for fitness for any purpose other than what is specifically mentioned in this guide is made either by RADVISION Ltd or its agents.

RADVISION Ltd reserves the right to revise this publication and make changes without obligation to notify any person of such revisions or changes. RADVISION Ltd may make improvements or changes in the product(s) and/or the program(s) described in this documentation at any time.

If there is any software on removable media described in this publication, it is furnished under a license agreement included with the product as a separate document. If you are unable to locate a copy, please contact RADVISION Ltd and a copy will be provided to you.

Unless otherwise indicated, RADVISION registered trademarks are registered in the United States and other territories. All registered trademarks recognized.

GoAhead WebServer is used by permission from GoAhead Software, Inc. GoAhead WebServer is used by permission from GoAhead Software, Inc. Copyright © 2006 GoAhead Software, Inc. All Rights Reserved.

For further information contact RADVISION or your local distributor or reseller.

iVIEW Suite version 5.7, June 2008

Publication 1

<http://www.radvision.com>

ABOUT THIS MANUAL

The [SCOPIA IBM Lotus Notes Add-on User Guide](#) provides information on the basic configuration required to enable users to work with the SCOPIA IBM Lotus Notes Add-on.

RELATED DOCUMENTATION

Documentation is available on the RADVISION Utilities and Documentation CD-ROM supplied with the product and includes manuals and online helps. The manuals are in PDF format.

Note You require Adobe Acrobat Reader version 5.0 or later to open the PDF files. You can download Acrobat Reader free of charge from www.adobe.com.

CONVENTIONS USED IN THIS MANUAL

SCOPIA IBM Lotus Notes Add-on is sometimes referred to as “the add-on” throughout this manual.

FEEDBACK

The team at RADVISION constantly endeavors to provide accurate and informative documentation. If you have comments or suggestions regarding improvements to future publications, we would value your feedback.

Please send your comments to doc_comments@radvision.com.

We thank you for your contribution.

USING THE SCOPIA IBM LOTUS NOTES ADD-ON

- [Overview](#) on page 1
- [How to Configure the SCOPIA IBM Lotus Notes Add-on](#) on page 2
- [How to Manage Meetings via Lotus Notes](#) on page 5

OVERVIEW

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

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.

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

HOW TO CONFIGURE THE SCOPIA IBM LOTUS NOTES ADD-ON

- [Defining the Server](#) on page 2
- [Scheduling a Meeting in SCOPIA Desktop Mode](#) on page 3
- [Scheduling a Meeting in iVIEW Suite Mode](#) on page 3

DEFINING THE SERVER



Procedure:

- 1 Access the calendar view in the Lotus Notes user interface.
 - 2 Select **Action > SCOPIA Settings**
or
Click **SCOPIA Settings**.
 - 3 Select the iVIEW Suite or SCOPIA Desktop server that you want to connect to in the **Server Name** field.
If the SCOPIA IBM Lotus Notes Add-on is connected to an iVIEW Suite server, it behaves according to the iVIEW Suite mode.
If the SCOPIA IBM Lotus Notes Add-on is connected to a SCOPIA Desktop server, it behaves according to the SCOPIA Desktop mode.
 - 4 (For SCOPIA Desktop) Enter the number of the virtual room that is assigned to this user.
 - 5 (For SCOPIA Desktop) Enter the PIN for the virtual room if you want to protect the virtual room.
 - 6 Click **Save as Default**.
 - 7 Click **Check Server Status** to verify that the iVIEW Suite or SCOPIA Desktop server is reachable.
 - 8 Close the SCOPIA Settings window and the calendar window for your changes to take affect.
-

SCHEDULING A MEETING IN SCOPIA DESKTOP MODE



In this mode, the SCOPIA IBM Lotus Notes Add-on provides only the access information for invitees to join the meeting. No actual meeting is scheduled. When invitees access the meeting according to the information provided here, an endpoint-initiated ad hoc video meeting is created.

Procedure

- 1 Access the calendar view in the Lotus Notes user interface.
 - 2 Click **Schedule a Meeting**
or
Double-click the calendar day/week/month view.
 - 3 In the new calendar entry, click **SCOPIA Meeting** to add the meeting invitation information in the description area of the calendar entry.
You can modify or cancel this SCOPIA Desktop meeting like any regular Lotus Notes calendar entry.
-

SCHEDULING A MEETING IN iVIEW SUITE MODE



Procedure

- 1 Access the calendar view in the Lotus Notes user interface.
- 2 Click **Schedule a Meeting**
or
Double-click the calendar day/week/month view.
- 3 In the new calendar entry, click **iVIEW Meeting** to add the meeting invitation information in the description area of the calendar entry.
- 4 If the you have a virtual room defined, your virtual room details are displayed.
(Optional) Select **Override Virtual Room default values** to override default values for the following advanced scheduling options:
 - Virtual room meeting PIN
 - 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 the meeting.
 - Recording—If you entered a moderator PIN, you can try to automatically record a meeting when it starts if there is a SCOPIA Desktop server configured in iCM.
 - Streaming—You can choose to automatically enable streaming when the meeting starts if there is a SCOPIA Desktop server configured in iCM.
 - Reserved MCU ports for this meeting.
 - Invite terminals to the meeting and automatically dial out to them at the meeting start time.
 - Search all terminals configured in the iCM database and add them to the invited list.
 - Invite terminals not defined in the iCM database to the meeting.
- 5 Specify invitees in the **Invitees** field.
 - 6 Click **OK** to save the iCM scheduling request.
The iVIEW Meeting button is selected.
 - 7 (Optional) Click **Cancel** to remove all iCM scheduling settings and to convert the meeting to a generic Outlook meeting.
 - 8 Click **Save and Send Invitation** to send the meeting request to the iCM server.
If scheduling succeeds, iCM sends the invitation to all invitees.
If scheduling fails, iCM displays an error message.
-

HOW TO MANAGE MEETINGS VIA LOTUS NOTES

Meetings scheduled using the SCOPIA IBM Lotus Notes Add-on are displayed in the iCM web user interface with a Lotus Notes icon next to the meeting entry. You can modify meetings scheduled using the SCOPIA IBM Lotus Notes Add-on only from within Lotus Notes. You cannot do so from the iCM web user interface.

- [Modifying iCM Meetings Scheduled via Lotus Notes](#) on page 5
- [Cancelling iCM Meetings Scheduled via Lotus Notes](#) on page 5

MODIFYING ICM MEETINGS SCHEDULED VIA LOTUS NOTES



Procedure

- 1 Open the scheduled calendar entry in the Lotus Notes user interface.
 - 2 Click **iVIEW Meeting** to view all advanced meeting settings and the meeting ID.
 - 3 Make the required changes.
 - 4 Click **Save and Send Update**.
-

CANCELLING ICM MEETINGS SCHEDULED VIA LOTUS NOTES



Procedure

- 1 Open the scheduled calendar entry in the Lotus Notes user interface.
 - 2 Select the meeting entry and click **Delete**
or
Open the scheduled calendar entry and select **Action > Cancel**.
-