

Using Unified Communications Meetings from a Client

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Create and Manage Meeting Rooms

Read this section to get started creating and managing meeting rooms using the Sametime Connect or Lotus Notes Sametime Meetings panel.

Note: Please see the [Unified Communications Client Setup for Meetings](#) document for instructions on server name and preferences.

Figure 1. Sametime Meetings panel









Click to see different views of your meeting rooms and scheduled meetings.

Click to see options for working with the selected meeting room.



Click to see Help FAQs and options for working with the Sametime meetings panel.

Table 1. Sametime Meetings panel tasks

How do I...?	Action
Create a meeting room?	Click  in the Sametime Meetings panel.
Edit meeting room settings?	Click the Sametime Meetings panel and then click the meeting room. Click More Actions > Edit .
Start an instant meeting?	<p>Do one of the following actions:</p> <ul style="list-style-type: none"> • In Sametime Connect, click Tools > Invite to Instant Meeting Room • In Lotus Notes, click Tools > Sametime > Invite to Instant Meeting Room <p>Note: Your Sametime Meeting Rooms > Meeting Room Invitations preferences must be set to use an instant meeting room or prompt you to select a meeting room.</p>
See my scheduled meetings?	Click  in the Sametime Meetings panel and select Scheduled Meetings .
Organize my list of meeting rooms?	Click  in the Sametime Meetings panel and select which meeting rooms to display.
Find a meeting room?	Click  in the Sametime Meetings panel and enter the meeting room or owner name.
Find a hidden meeting room?	Click  in the Sametime Meetings panel and enter the <i>entire</i> meeting room or owner name.
View information about a scheduled meeting?	Click  in the Sametime Meetings panel and select Scheduled Meetings . Right-click (or Ctrl +click on Macintosh) the scheduled meeting and then click View Meeting Information .
Invite others to join the meeting before it starts?	Click  in the Sametime Meetings panel and find the meeting room you want. Click  and enter the names of the people you want to invite or drag online names from your contact list directly into the invitees list.
Find a link to a meeting room to send to others?	Find the meeting room in the Sametime Meetings panel and then click More Actions > Copy Link to Clipboard .
Add the meeting room web address (URL) to my calendar entry?	<p>From Sametime Connect or Lotus Notes:</p> <ul style="list-style-type: none"> • Drag the meeting room from the Sametime Meetings panel into the Description field of your calendar invitation. <p>The web address (URL) for the meeting room is added to the calendar invitation.</p> <p>Note: If your meeting room has a password, be sure to also include the password in the calendar invitation for people to join the meeting room.</p>
Delete a meeting room? (Meeting room owners and managers only)	Click a meeting room to select it. Click More Actions > Delete Room .

Using Meetings

Read this section to get started with basic tasks for managing and participating in meeting rooms that open in a Sametime window using the Sametime Connect or Lotus Notes Client.

For these tasks, you must be in a meeting room.

Figure 2. Sametime Meeting Room panel

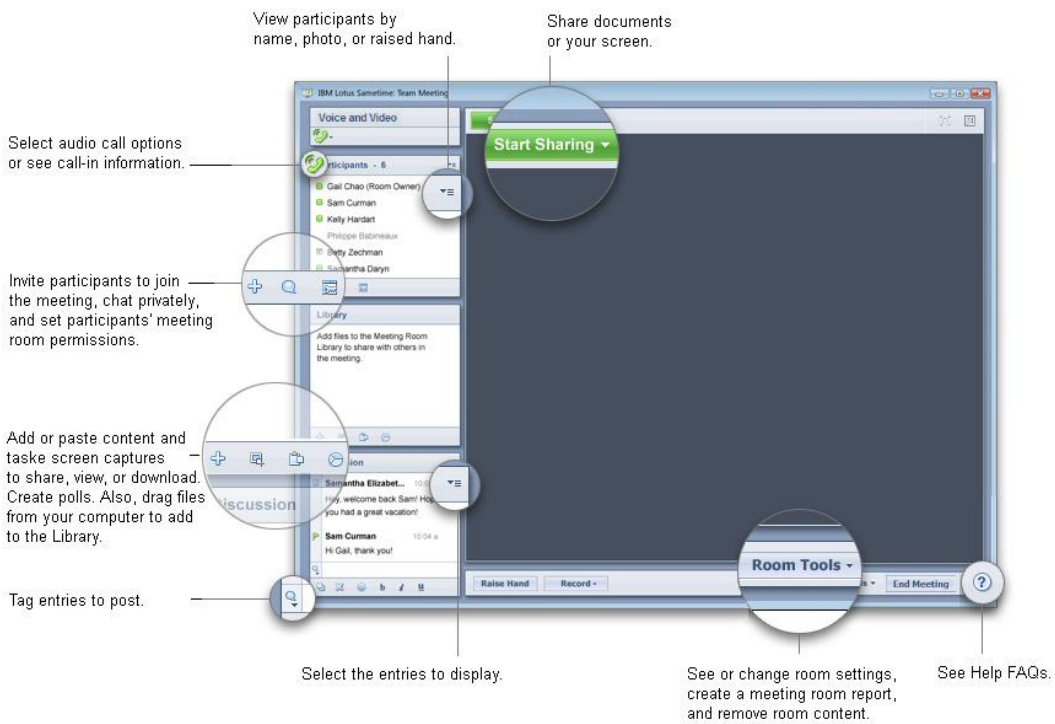










Table 2. Basic tasks for meeting rooms using client software





How do I?	Action
View meeting room information, such as the web address (URL) for the meeting room?	In the global toolbar, click Room Tools > View Room Information .
See the call-in information to call in to the audio call using my telephone?	Click Show call-in information in the Voice and Video area of the meeting room.
Start a conference call? (For meeting room owners or presenters)	In the Voice and Video area of the meeting room, select an option, depending on the call capabilities available to you.
Use video in a meeting room? (If this feature is available.)	Click  in the Voice and Video area of the meeting room. Note: The meeting room owner or manager must click  first.
Invite others to join the meeting in progress?	Do one of the following actions: <ul style="list-style-type: none"> • In the Participants list, click . • Drag and drop one or more contacts who are online on your contact list into the meeting room.
Chat privately with another participant?	Double-click the name of an online and available person in the Participants list.
Chat with all meeting room participants?	In the Discussion area of the meeting room, click  and then enter your chat message.
Add files to share?	Do one of the following actions: <ul style="list-style-type: none"> • In the Library, click one of the available icons, such as , and select what you want to add. • Drag a file from your computer directly into the Library.
Leave a meeting?	Click the X in the upper-right corner of the meeting room.
End a meeting?	Click End Meeting in the meeting room global toolbar.
Start sharing?	Do one of the following actions: <ul style="list-style-type: none"> • If no one is sharing, click Start Sharing in the sharing area. • If someone else is already sharing, click Let Me Share in the sharing area. Click what you want to share.
Stop sharing?	Click Stop Sharing in the sharing toolbar.
Change the display size of what is being shared?	In the sharing toolbar, click one of these icons: <ul style="list-style-type: none">  to display what is being shared in its original size.  to scale what is being displayed to fit in the shared area.  to maximize the shared content.




Advanced Tasks for Meeting Rooms

Read this section to get started with more advanced tasks for managing and participating in meetings using the Sametime Connect or Lotus Notes Client.

For these tasks, you must be in a meeting room.

Table 3. Advanced tasks for meeting rooms using client software

How do I?	Action
Check whether someone else can share?	In the Participants list, click the Set Permissions icon  and see who appears under Who can share content .
Let someone else share?	Any presenter in the meeting room can click Let Me Share , even while someone else is sharing.
Remove someone from a meeting? (Meeting room owner or managers only.)	In the Participants list, right-click a name and then click Remove from Room .
See different views of the Participants list?	In the Participants list, click  and select how to display meeting attendees, such as by their names or photos.
View details about items stored in the library?	Click an item stored in the Library to select it. Then click  and click View Details .
Rearrange your view of the areas in the meeting room?	Click the Voice and Video, Participants list, Library, or Discussion area of the meeting room and drag it to another location in the window. Double-click the title bar of the Voice and Video, Participants List, Library, or Discussion areas to reduce that area to just its title bar, and double-click the title bar again to expand it.
Drag the Voice and Video, Participants list, Library, and Discussion areas of the meeting room into separate floating windows?	Click the Voice and Video, Participants List, Library, or Discussion area of the meeting room and drag it out of the meeting room so that it is in a separate, floating window. To return the window to the meeting room, select the window by clicking the title bar of the window (where the title appears), and then drag it back into the room.
Set meeting room permissions? (Meeting room owner or managers only.)	In the Participants list, click the Set Permissions icon  and select the roles and actions for individuals or all room participants.
Edit meeting room information?	In the global toolbar, click Room Tools > Change Room Settings .
Change conference call-in information for a meeting room?	Do one of the following actions: <ul style="list-style-type: none"> If you are using Sametime Connect, click File > Preferences. If you are using Lotus Notes, click File > Preferences and then click the plus sign (+) beside Sametime in the navigator. Then click Voice and Video > Service Providers .
Use the Sametime Audio/Video Conferencing option for a meeting room? (If this feature is available.)	In the global toolbar, click Room Tools > Change Room Settings and then click Voice and Video . Select Sametime Audio/Video Conferencing .

Create and send a poll?	In the Library, click the Add Poll icon  .
View and save poll results?	In the Poll Results dialog box, click Save Results and Close .
Capture meeting minutes and action items?	In the Discussion area of the meeting room, click  to add meeting minutes or  to add action items and then type your entry.
Create an attendance report?	In the global toolbar, click Room Tools > Create Meeting Report . Note: Attendance is included in the meeting report.
Create a meeting report?	In the global toolbar, click Room Tools > Create Meeting Report .
Record a meeting?	In the global toolbar, click Record .
Set recording preferences?	Do one of the following actions: <ul style="list-style-type: none"> • If you are using Sametime Connect, click File > Preferences. • If you are using Lotus Notes, click File > Preferences and then click the plus sign (+) beside Sametime in the navigator. Then click Sametime Meeting Rooms > Recording .
Remove all content from a meeting room?	In the global toolbar, click Room Tools > Remove Room Content .

Audio and Video Considerations for clients

- All 8.5.x clients (8.5.0, 8.5.1, and 8.5.2) can interoperate with each other
- Microsoft™ Windows™ XP Tablet PC is not supported.
- Clients running releases earlier than 8.5.2 cannot have audio and video communications across a NAT (Network Address Translator) or firewall.

Recording

- Recording is not available for meeting rooms that open in a Web browser.
- Recordings are output as MPEG-4 (.mov) files on your computer.
- Mouse pointer movements are recorded during application sharing. Both the pointer and highlighting are recorded during document sharing.
- Audio is recorded only if a conference call is established between at least two meeting room participants.
- Video, Web pages, and polls are not recorded.
- You can stop, pause, or resume the recording once it begins.
- When you stop recording, the recording (.mov) file is stored on your computer. You can change the location for recorded files in Sametime Meeting Rooms Preferences.
- You can add the recording to the meeting room Library if you want to make it available to participants, although recordings cannot be shared during a meeting.