

Unified Communications Meetings

Setup for the Sametime Connect and Lotus Notes Clients

Client Software Versions

The Sametime Connect Client recommended release is 8.5.x (8.5.2 IFR1 preferred).

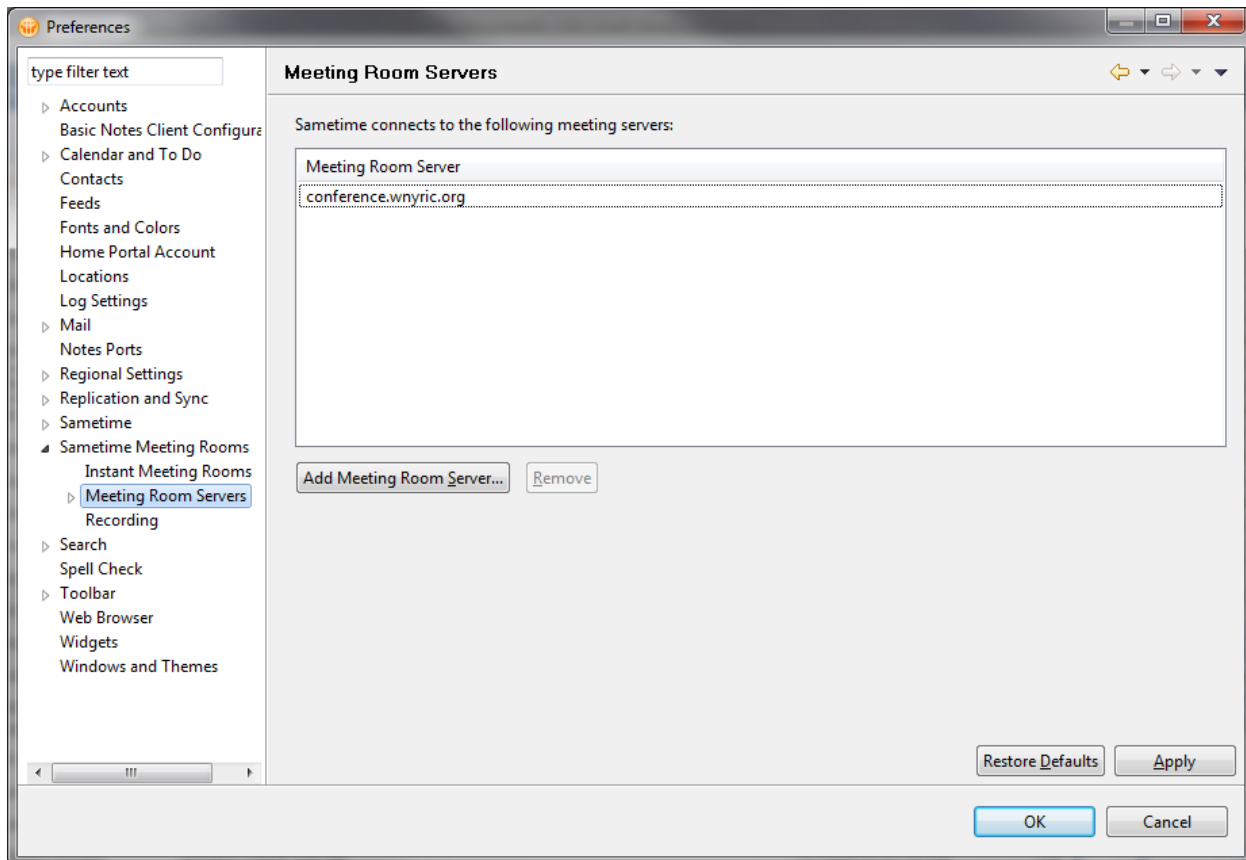
The Lotus Notes Client Sametime Meetings Panel is available starting with Lotus Notes release 8.5.3. Lotus Notes and embedded Sametime client versions:

- Lotus Notes V8.5.3 and above have embedded Sametime 8.5.1
- Lotus Notes V8.5.2 and below have embedded Sametime 8.0.2 which does not include meetings.

Please contact your technical support if you need an upgrade client.

Configure Meeting Server information:

To configure the meeting server name, select **File -> Preferences -> Sametime Meeting Rooms -> Meeting Room Servers**.



Click **Add Meeting Room Server**. Enter **conference.wnyric.org** in the **Host server** field and click **OK**.

Note: The Server community should already be set to uc.wnyric.org and you do not need to re-enter your User name and Password or other fields.

Add a Meeting Server

Specify the log in and server connection information for the meeting room server.

Identity

Server community:
Server community:

Enter a user name and password to verify your identity by the Sametime Meetings server:
User name:
Password:

Connection settings

Direct connection

Use HTTP protocol
 Use HTTPS protocol

Host server:
Port:

Connect via reverse proxy
Base URL:
User name:
Password:


Use HTTP proxy
Proxy host server:
Port:
User name:
Password:

OK **Cancel**

Sidebar

To enable the Sametime Meetings sidebar in Lotus Notes choose **View - Right Sidebar Panels - Sametime Meetings** from the menu in your Notes client.

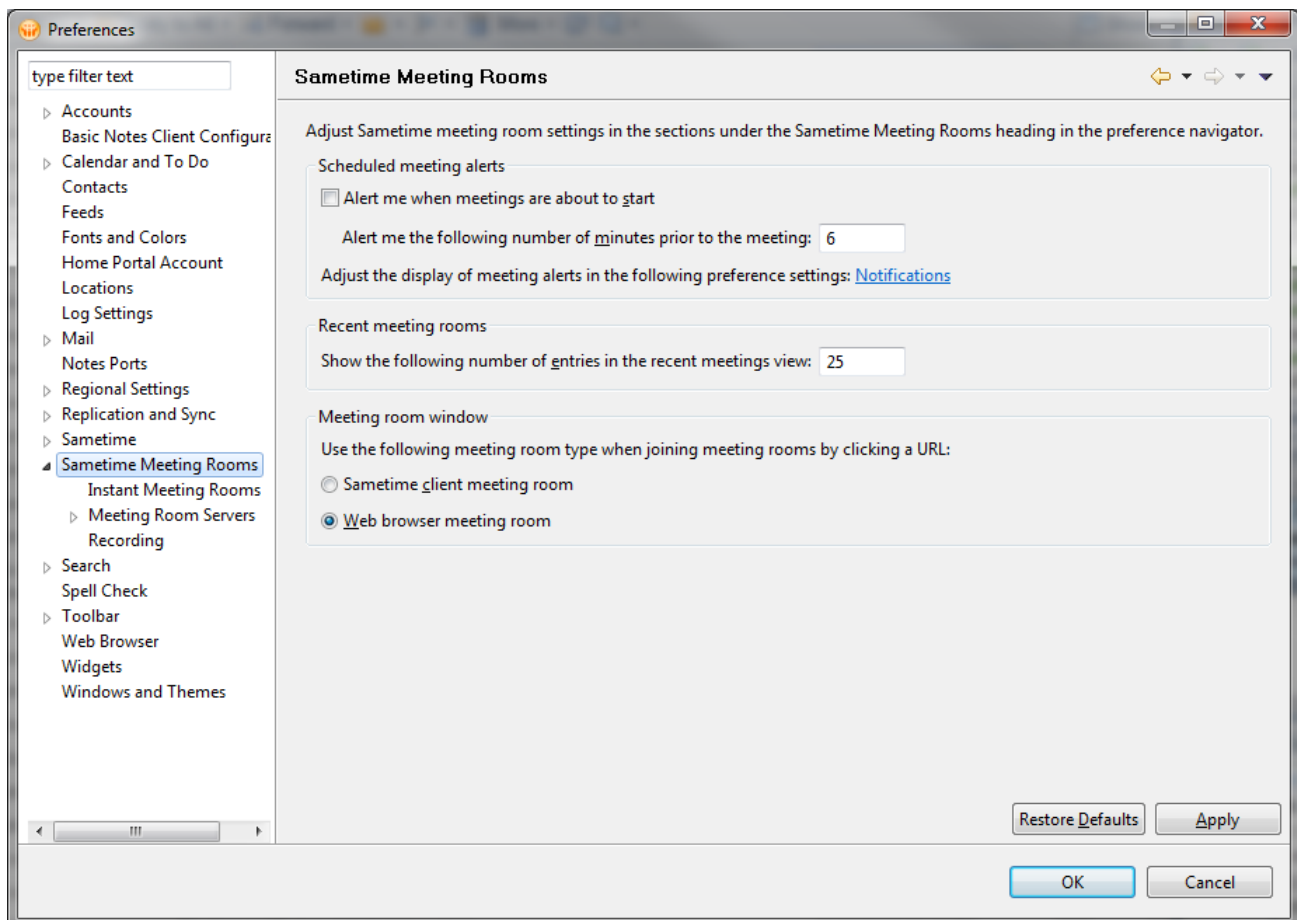
Sametime Meeting Rooms Preferences

To configure your meeting rooms preferences, select **File -> Preferences -> Sametime Meeting Rooms** or Click the  icon in the Sametime Meetings panel for the options menu and Select **Preferences**.

Sametime Meeting Rooms:

Uncheck **Alert me when meetings are about to start**. We recommend using other Lotus Notes calendar preferences instead of Sametime Meeting Rooms alerts. If you do use it, you can set the number of minutes prior to the meeting and the notification sounds.

Check the type of meeting room you desire when you click on a URL.

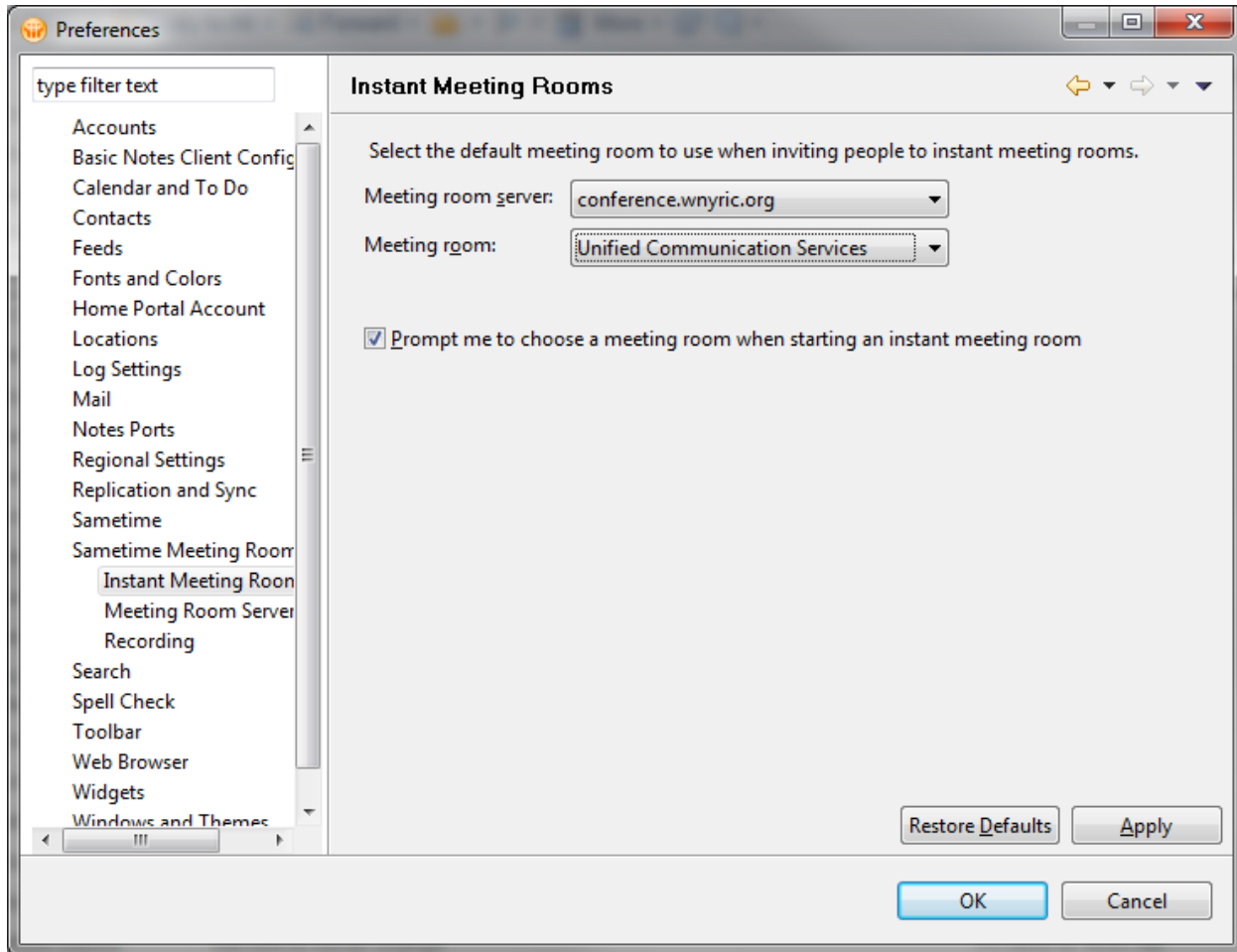


Next, click Instant Meeting Rooms

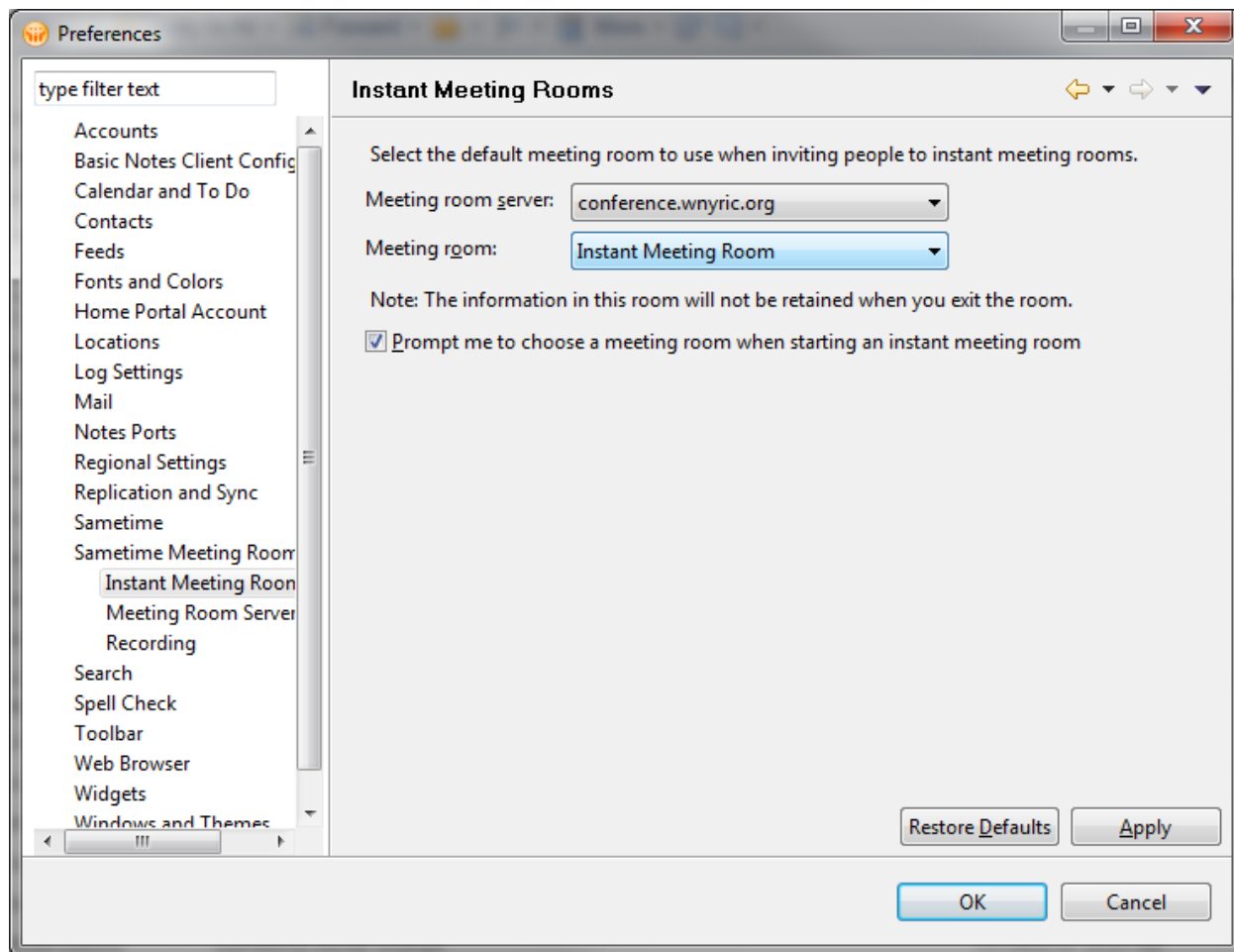
Instant Meeting Rooms:

On this panel you can set what type of Meeting Room to use when you start an Instant Meeting, an Instant Meeting Room or an existing Meeting Room from the list of rooms when you click the drop down, as shown below.

You can also check **Prompt me to choose a meeting room when starting an instant meeting room** and select the room at that time.

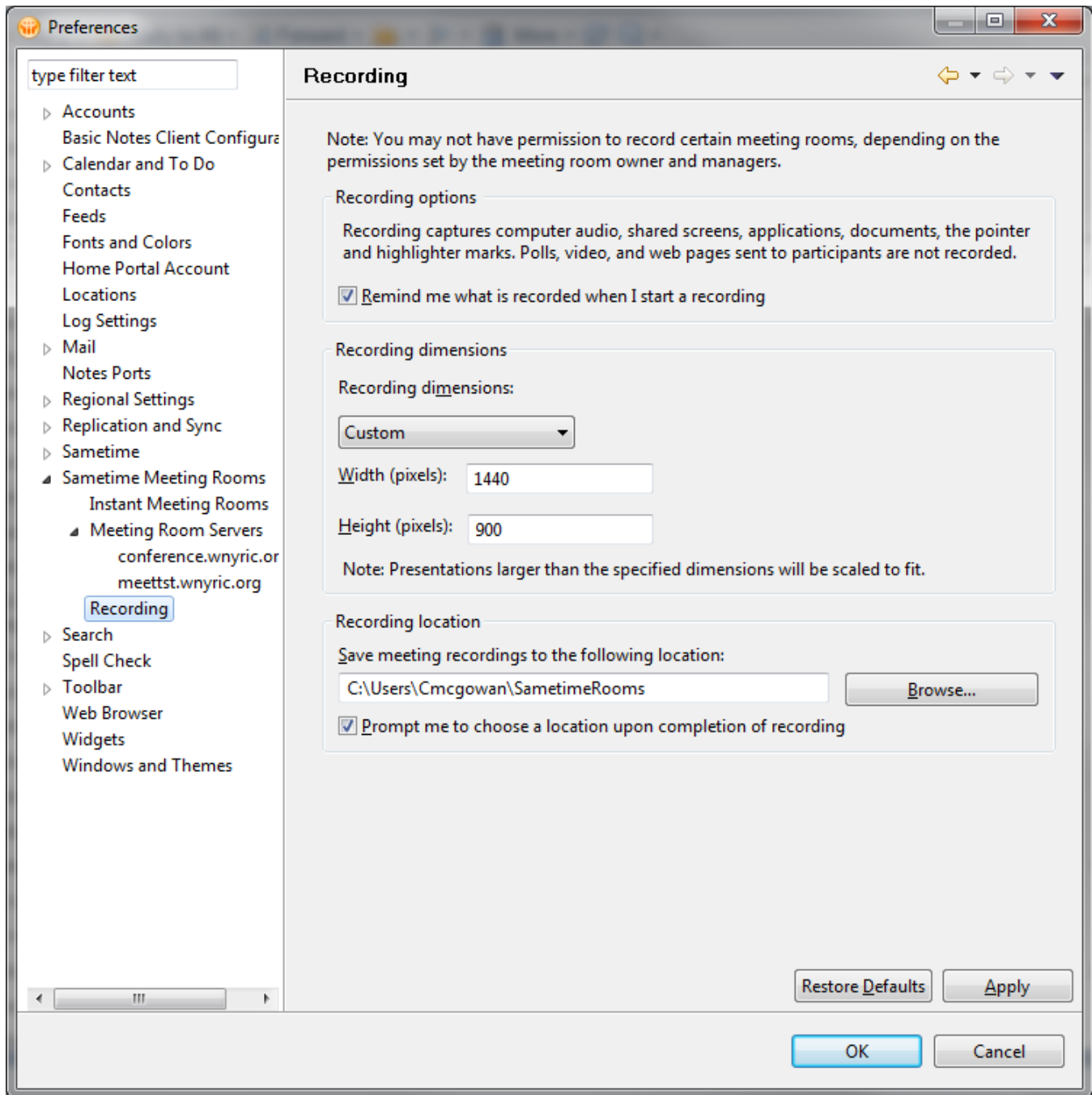


Or you can select **Instant Meeting Room** as shown below. Note – this is a temporary room and any resources, such as discussion or documents, will be deleted when the meeting ends.



Next, click **Recording**

Use this screen to set your recording preferences.



Click **OK** to save your changes.

