



# Conferencing Integration With IBM Lotus Sametime User Guide

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## Overview

Conferencing integration with IBM Lotus Sametime will enable users to start and send meeting invitations for an audio or net conference directly from their Sametime instant messaging client. Users will also be able to manage single or multiple conferencing subscriptions and import or manually add their audio and net conference details into the plug-in using their "Manage My Meetings" login credentials.

There are several places from which a user can start meetings and send meeting invitations within the Sametime instant messaging client: 1) main window action bar (blue phone icon), 2) tools menu under main window action bar, or 3) from a chat session. Through all methods, the user can send a meeting invitation which includes audio and/or net conference details as well as a click-to-join link. Once in conference, users will have access to their Verizon audio conference call control features using touch-tone commands or online through their Instant Meeting Web Moderator web-based call management tool.

## Supported Platforms

IBM Lotus Sametime Connect Client Release 8.0.1 or higher (stand-alone version only) is supported on the following platforms:

- Microsoft Windows® XP
- Windows Vista®

## Supported Languages

The following languages are supported:

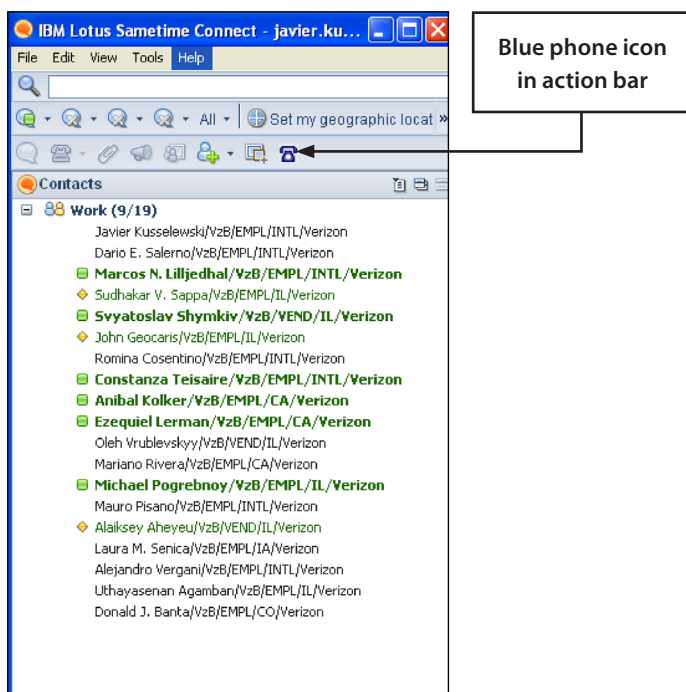
- English
- German
- French
- Japanese

## Installation Process

The plug-in and download instructions are available at <http://mymeetings.com> under "Leader Tools". Select "Sametime Integration" within Leader Tools. A pdf of the installation instructions is available on the plug-in download page. Users should follow the download instructions as described in the Installation Guide.

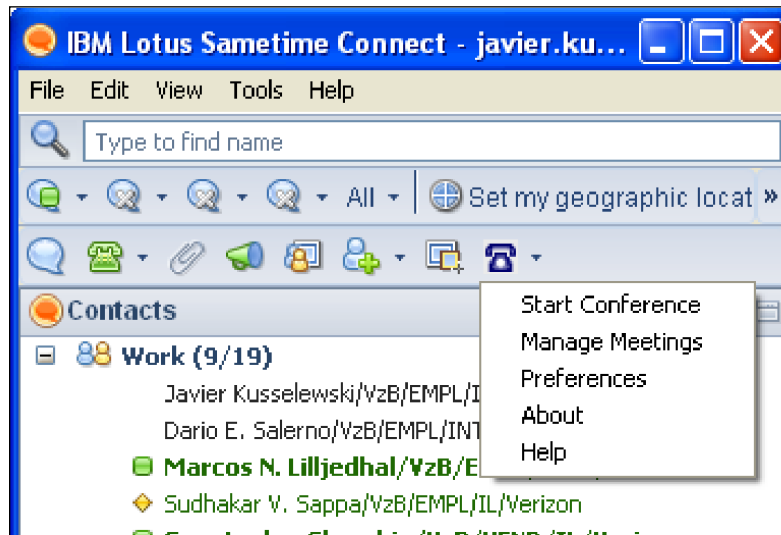
## Main Window Action Bar Button and Menu

After installing the plug-in, a blue phone icon with a drop-down menu will be available in the Sametime action bar in the main window as shown below:



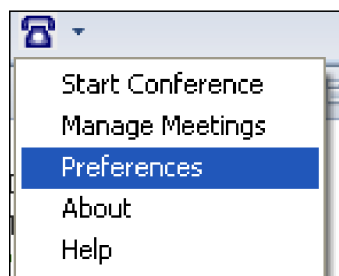
The blue phone icon will include the following menus:

- Start Conference
- Manage Meetings
- Preferences
- About
- Help



### Setting and Modifying Preferences

To add your Instant Meeting and/or net conference meeting details, select Preferences:



Initially only Preferences, About and Help are enabled. Once the user enters their preferences, Manage Meetings will be enabled.

Under the Preferences Tab as show below, user should add the following information:

- First and last name
- Call me numbers
- Language setting
- Import Meetings
- Net Conferences (if applicable)
- Read and agree to the Privacy Policy
- Enable Web Moderator

**Preferences**

First name  Last name

**Call Me Numbers**

	Country	Dial to Number	Default
Work 1	<input type="text" value="ARGENTINA"/>	<input type="text"/>	<input checked="" type="radio"/>
Work 2	<input type="text" value="ARGENTINA"/>	<input type="text"/>	<input type="radio"/>
Mobile	<input type="text" value="ARGENTINA"/>	<input type="text"/>	<input type="radio"/>
Home	<input type="text" value="ARGENTINA"/>	<input type="text"/>	<input type="radio"/>

**Language Settings**

Display Language

**Import Meetings**

**Net Conference**

☒ Instant Net ☐ Advanced/Customized

☒ I have read and agree to the conferencing [Privacy Policy](#). Please note that if you do not indicate your agreement by checking the box you will not be able to start or join a net conference.

☐ Automatically launch Web Moderator when starting an Instant Meeting Audio Conference

To import conferences, you must have your Manage My Meetings login name and password as shown below.

**Import Conferences**

Please enter your Manage My Meetings user id and password

User Id

Password

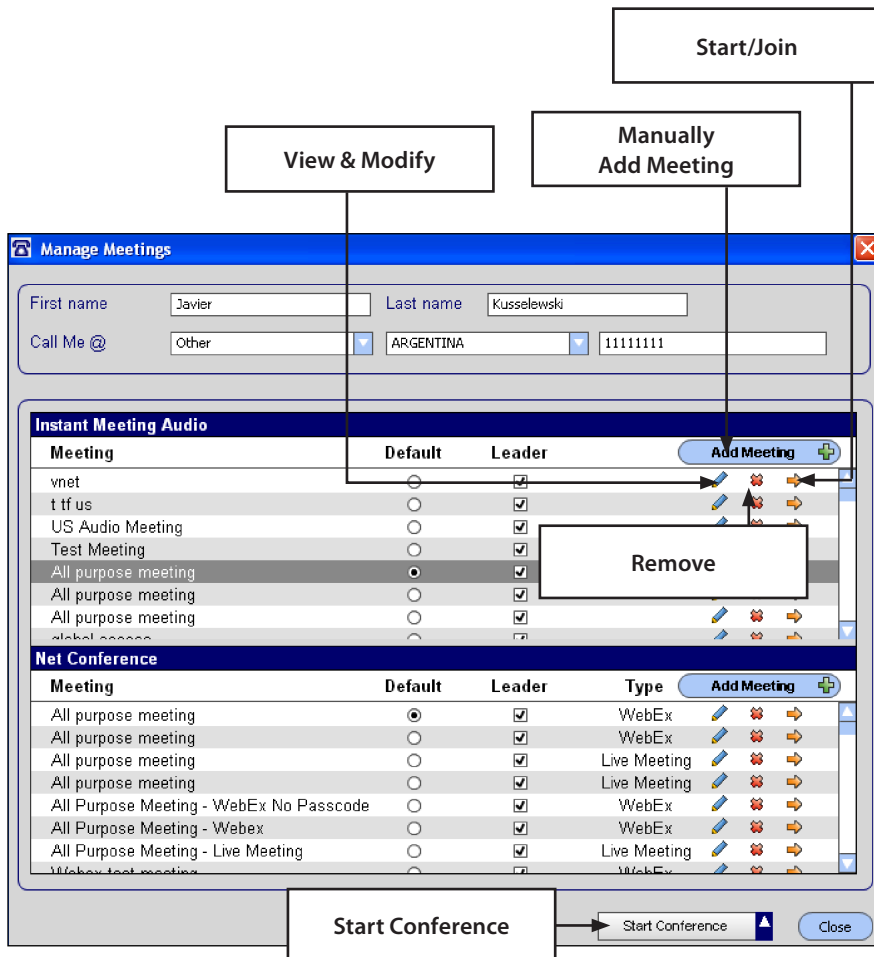
Once the user imports their conferences from within the Preferences screen or adds meetings from the Manage Meetings screen, and an online user is selected, Start Conference menu will be enabled.

## Manage Meetings

In Manage Meetings, user can complete the following:

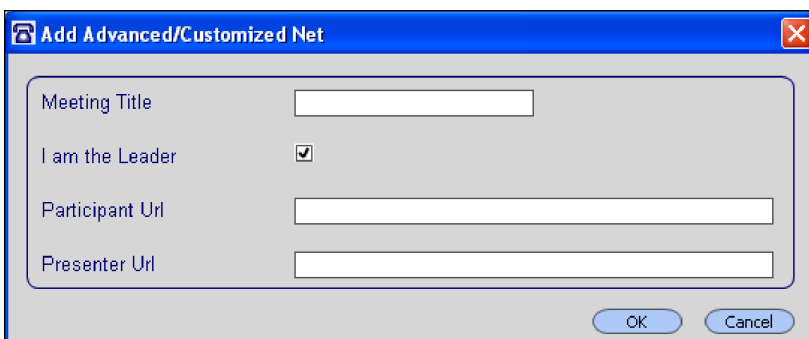
- First and Last name will automatically populate once the Preferences section has been completed
- Call Me @ numbers will automatically populate with all the Call Me Numbers from the preferences screen with the default as the current Call Me @ number
- Instant Meeting Audio and/or net conference details will automatically populate once the Preferences section has been completed. (You must have an active audio or net conference account, otherwise no meetings will populate.)
- Manually add a meeting and you will be prompted to add the Meeting Title, Country, Dial To Number, Leader check box and your leader/participant passcode
- Manually add a net conference and you will be prompted to add the Meeting Title, Presenter checkbox, Meeting Number, Meeting Passcode, Presenter Passcode, Manage My Meetings Login and Password

- View and modify meeting information
- Start/Join an audio and/or net conference



### Adding Advanced/Customized Net Conferences

If Advanced/Customized is checked in the Preferences screen, you will need to add your Advanced/Customized Net Conference URL in the Manage Meetings screen. Select the "add meeting" tab and the following window will appear. User should add Meeting Title, participant and presenter URLs, and select OK. (This window will only appear on initial set-up).. To obtain the URLs, login to Manage My Meetings at <https://mymeetings.com/global/en/login.php>. Select the net conferencing tab and select the Advanced or Customized Net subscription. Select "Meeting Now Details" to retrieve the participant and presenter URL.

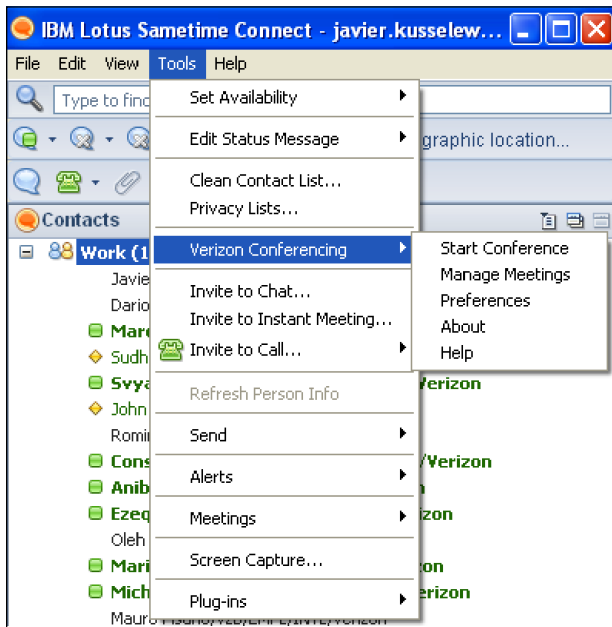


## Sametime Main Window Tools Menu

The Plug-In will add a Conferencing menu item to the Tools menu within your main window.

The Conferencing menu item will have the following sub-menus:

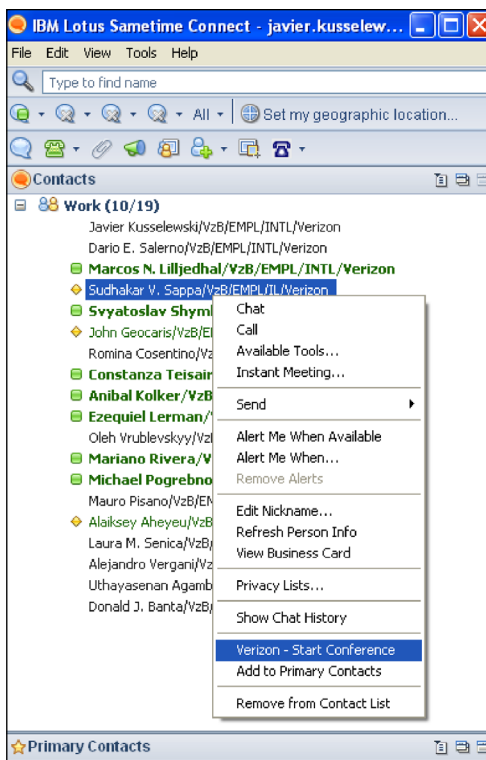
- Start Conference
- Manage Meetings
- Preferences
- About
- Help



## Starting a Conference from your Sametime Contact List

Select an individual from the contact list and right-click on the mouse. A menu option is displayed.

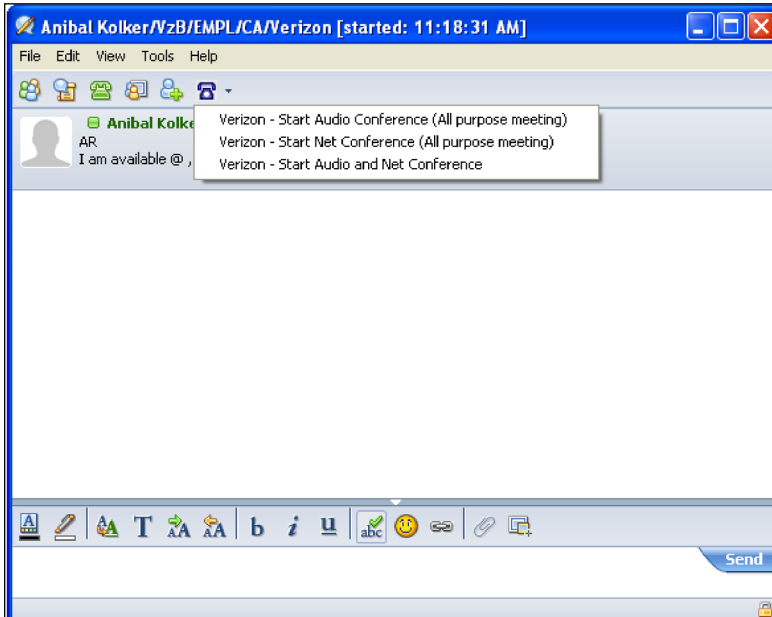
Select Start Conference from this drop-down menu to start an Instant Meeting or net conference.



## Chat Window Action Bar Button

The plug-in adds a blue phone icon with drop-down menu to the action bar in the chat window as shown below. The drop-down menu will have the following options:

- Start Audio Conference
- Start Net Conference
- Start Audio and Net Conference



## Chat Window Action Bar Tips

### Start Audio Conference

- This menu is disabled if there are no Leader Audio Conferences in the Manage Meetings screen
- If the Privacy Policy checkbox in preferences is not checked, an error message will appear and stop processing
- Start the audio conference
- Sends a chat message with the details to join this audio conference to all the chat participants.

### Start Net Conference

- This menu item is disabled if there are no Presenter Net Conferences in the Manage Meetings Screen
- If the Privacy Policy checkbox in preferences is not checked, an error message will appear and stop processing
- Start the Net Conference
- Sends a chat message with the details to join the net conference to all the chat participants

### Start Audio and Net Conference

- This menu item is disabled if there are no Leader Audio or Presenter Net Conferences in the Manage Meetings Screen
- If the Privacy Policy checkbox in preferences is not checked, an error message will appear and stop processing
- Start the audio conference as detailed above
- Start the Net Conference
- Sends a chat message with the details to join the audio and net conference to all the chat participants

## Sample Chat Invite Messages

- Audio only

Click on the following link to join the Audio Conference:

<https://wbbc.mymeetings.com/wbbcClick2Join/servlet/WBBCClick2Join?cc=1&ph=111-111-1111&pc=111111&customHeader=mymeetings&langKey=en>

If you are unable to join with the above link, please dial in using one of the Dial To numbers below:

USA:

TOLL: (1) 111-111-1111

TOLL FREE: 111-111-1111

VNET: 111-1111

Participant Passcode: 111111

- Net Only

Click on the following link to join the NET Conference:

<https://www.mymeetings.com/nc/join.php?i=11111111&c=mymeetings&l=en>

If you are unable to join the Net conference with the above link, please follow these instructions:

Join Instructions for Net Conference:

Meeting Number: 11111111

Meeting Passcode:

Meeting Host: All purpose meeting

1. Join the meeting now:

<https://www.mymeetings.com/nc/join.php?i=11111111&c=mymeetings&l=en>

2. Enter the required fields.

3. Indicate that you have read the Privacy Policy.

4. Click on Proceed.

- Audio and Net

Click on the following link to join the Audio and Net Conference:

<https://wbbc.mymeetings.com/wbbcClick2Join/servlet/WBBCClick2Join?cc=1&ph=111-111-1111&pc=111111&customHeader=mymeetings&langKey=en&netId=11111111>

If you are unable to join with the above link, please dial in using one of the Dial To numbers below:

USA:

TOLL: (1) 111-111-111

TOLL FREE: 111-111-1111

VNET: 111-1111

Participant Passcode: 111111

If you are unable to join the Net conference with the above link, please follow these instructions:

Join Instructions for Net Conference:

Meeting Number: 11111111

Meeting Passcode:

Meeting Host: All purpose meeting

1. Join the meeting now:

<https://www.mymeetings.com/nc/join.php?i=11111111&c=mymeetings&l=en>

2. Enter the required fields.

3. Indicate that you have read the Privacy Policy.

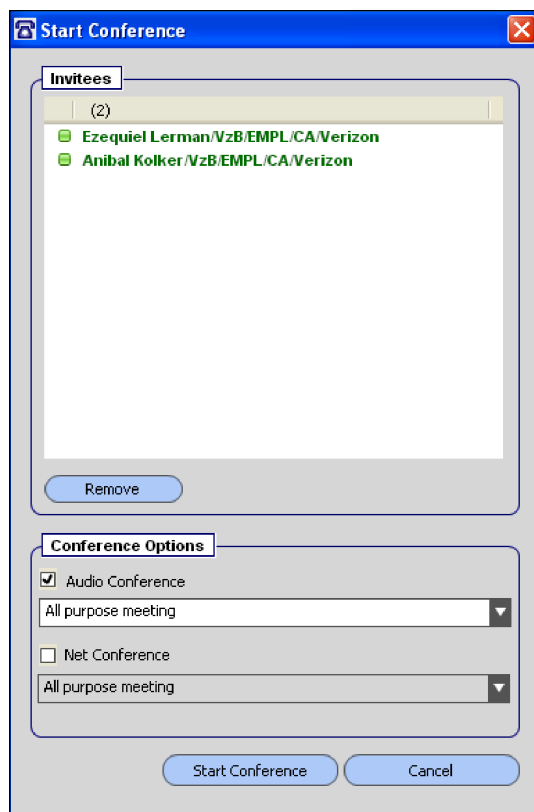
4. Click on Proceed.



## Start Conference Screen

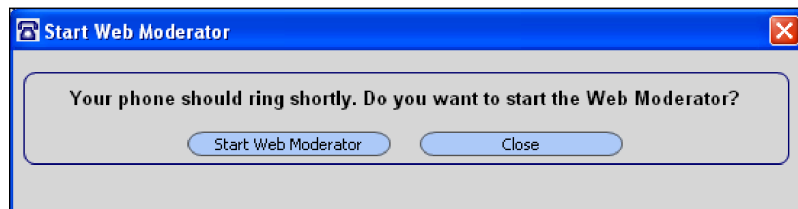
When the user selects Start Conference, the following functionality is available:

- Invitees section:
  1. All the contacts selected in the main window will be added to the Invitees list
  2. Invitees can be added by dragging and dropping a contact. Remove tab will remove the selected invitee
- Conference Options section:
  1. User can select from the drop down menu which Audio and or Net Conference they want to use for their conference
  2. If there are no audio conference subscriptions, Audio Conference checkbox and dropdown list will be disabled
  3. If there are no net conference subscriptions, Net Conference checkbox and dropdown list will be disabled
- Start Conference button will send a chat message to all the invitees with the audio and or net conference details



## Starting Web Moderator

When Moderator is set to start automatically in the Preferences screen, the following pop up dialogue box will appear when an Instant Meeting audio conference has been initiated



If Web Moderator is not set up in Preferences screen to start automatically, this box will not appear. User will need to start the Web Moderator tool though an alternate method.

## Checking for Updates

To check for updates, select the Check for Updates button within the About menu.

The “Download the latest Version” button will provide the instructions to update the plug-in



- Check for Updates should be checked if a new version is available.
- Download the latest Version should provide the instructions to update the plug-in.