



Instant Scheduler for Lotus Notes User Guide

| | |
|---|-----------|
| Overview | .2 |
| Supported Platforms | .2 |
| Supported Languages | .2 |
| Installation Process | .2 |
| Toolbar Button and Menu | .2 |
| Setting and Modifying Preferences | .3 |
| Start Conference Sub-Menus | .4 |
| Schedule Conference Sub-Menus | .5 |
| Manage Meetings | .9 |
| Adding Advanced/Customized Net Conferences | 10 |
| Appointment Reminder Screen | 10 |
| Starting Web Moderator | 10 |
| Checking for Updates | 11 |

Overview

Instant Scheduler for Lotus Notes will allow users to start and schedule audio and/or net conferences in Lotus Notes. Conference leaders can schedule and send meeting invitations with meeting details containing a click-to-join link where a leader and participants can click, enabling the audio bridge to dial them back. The main features/capabilities of this plug-in are as follows:

- Import your audio and net conference details into the plug-in using your Manage My Meetings login credentials.
- Manually add your Instant Meeting, Instant Net or Advanced/Customized Net conference details.
- Start/Join audio and/or net conferences from the toolbar button.
- Schedule Lotus Notes appointments with audio and/or net conference information automatically populated into the appointment body.
- Custom reminders will appear for appointments, providing the ability to start or join meetings directly from the reminder screen.
- The Web Moderator can automatically initiate when user starts an audio conference.

Supported Platforms

IBM Lotus Notes 8 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 will be supported. Additional languages also can be supported if needed.

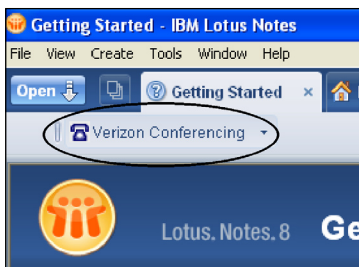
- English
- German
- French
- Japanese

Installation Process

The plug-in and download instructions are available at <http://mymeetings.com> under the Leader Tools menu bar. Select "Lotus Notes Scheduler" 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.

Toolbar Button and Menu

After installing the plug-in, a toolbar button will be available in Lotus Notes toolbar as shown below:



The blue phone toolbar button will have the following menu:

- Start Conference
- Schedule Conference
- Manage Meetings
- Preferences
- About



Setting and Modifying Preferences

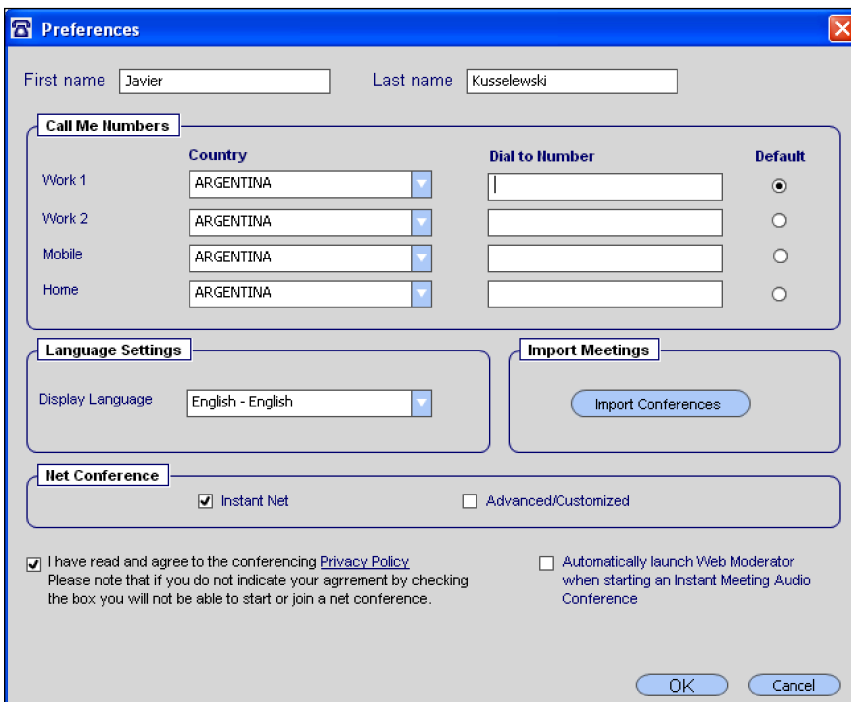
To add your Instant Meeting or net conference details, select Preferences:



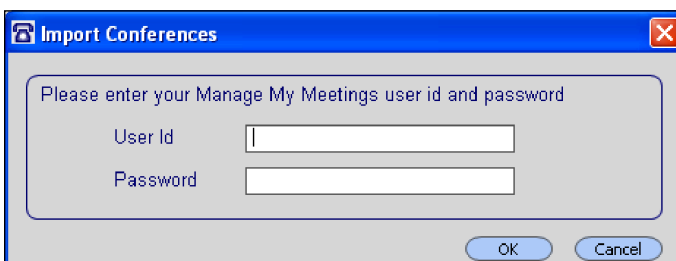
Initially only Preferences and About are enabled. Once the user enters their Preferences, Manage Meetings will be enabled.

Under the Preferences Tab as show below, user should complete the following fields:

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

A screenshot of the "Preferences" dialog box. It has a blue title bar with a close button. The main area is grey and contains several sections: "First name" (Javier) and "Last name" (Kusselewski) text boxes; "Call Me Numbers" section with a table of Country (ARGENTINA) and Dial to Number fields for Work 1, Work 2, Mobile, and Home, each with a Default radio button; "Language Settings" section with a "Display Language" dropdown set to "English - English"; "Import Meetings" section with an "Import Conferences" button; "Net Conference" section with "Instant Net" checked and "Advanced/Customized" unchecked; and two checkboxes at the bottom for "I have read and agree to the conferencing Privacy Policy" (checked) and "Automatically launch Web Moderator when starting an Instant Meeting Audio Conference" (unchecked). "OK" and "Cancel" buttons are at the bottom right.

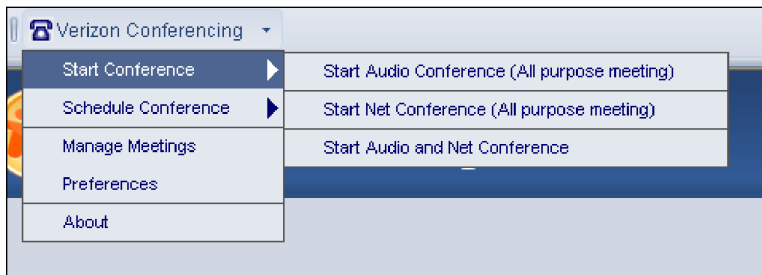
To import conferences, you must have your Manage My Meetings login name and password as show below:

A screenshot of the "Import Conferences" dialog box. It has a blue title bar with a close button. The main area is grey and contains a text box with the instruction "Please enter your Manage My Meetings user id and password". Below this are two text boxes labeled "User Id" and "Password". "OK" and "Cancel" buttons are at the bottom right.

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

Start Conference Sub-Menus

The Start Conference menu has the following sub-menus:



Start Audio Conference

- This menu is disabled if there are no 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

Start Net Conference

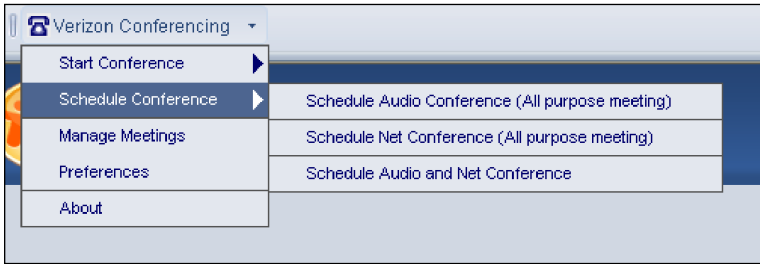
- This menu item is disabled if there are no Presenter Net Conferences in the Manage Meetings Screen
- If the Privacy Policy checkbox in preferences is not checked, an error message will appear and stop processing
- Start the net conference

Start Audio and Net Conference

- This menu item is disabled if there are no audio or 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

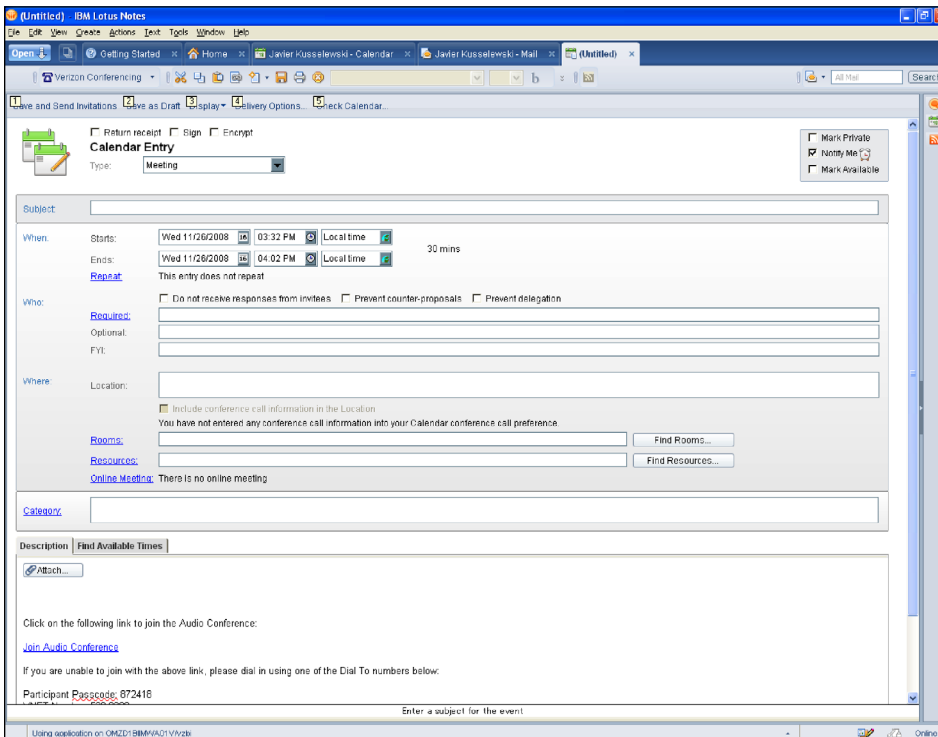
Schedule Conference Sub-Menus

The Schedule Conference menu will have the following sub-menus:



Schedule Audio Conference

- This menu is disabled if there are no audio conferences in the Manage Meetings screen
- This menu will open the new calendar entry screen as shown below and insert the audio conference details into the body of the appointment (will list default audio conference subscription)



The body of the invitation will include the audio conference details as shown below:

Click on the following link to join the Audio Conference:

[Join Audio Conference](#)

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

Participant Passcode: 7890988

| Country | City | Toll Phone Number | Toll Free |
|-----------------|------------|--|---------------------|
| ARGENTINA | | | 0800-777-8049 |
| AUSTRALIA | CANBERRA | 2-6100-1940 | 1-800-658-378 |
| | SYDNEY | 2-8205-8128 | |
| | MELBOURNE | 3-9010-7709 | |
| | BRISBANE | 7-3102-0940 | |
| | ADELAIDE | 8-8121-4838 | |
| | PERTH | 8-9467-5219 | |
| AUSTRIA | | 1-928-9651 | 0800-999-683 |
| BELGIUM | | 2-400-9827 | 0800-4-8477 |
| CHILE | | | 1230-020-2808 |
| CHINA A | | 400-810-4790 | 10800-712-1669 |
| CHINA B | | | 10800-120-1669 |
| COLOMBIA | | | 01800-9-156420 |
| CZECH REPUBLIC | | 2-25-98-56-63 | 800-700-239 |
| DENMARK | | 7014-0285 | 8088-8314 |
| FINLAND | | LAND LINE:106-33-210 MOBILE:09-106-33-210 | 0-800-9-14608 |
| FRANCE | PARIS | 1-70-70-81-57 | 080-511-1519 |
| | LYON | 4-26-69-12-84 | |
| | MARSEILLE | 4-86-06-00-84 | |
| GERMANY | | 69-2222-4878 | 0800-100-6505 |
| GREECE | | 80-1-100-0688 | 00800-12-7303 |
| HONG KONG | | 2286-5734 | 800-962-306 |
| HUNGARY | | | 06-800-12748 |
| INDIA | | | 000-800-852-1269 |
| INDONESIA | | | 001-803-011-3979 |
| IRELAND | | 1-246-0094 | 1800-931-841 |
| ISRAEL | | | 1-80-9216166 |
| ITALY | | 02-3600-3649 | 800-985-680 |
| JAPAN | TOKYO | 3-5539-5192 | 0044-22-132423 |
| | OSAKA | 6-7739-4788 | |
| LUXEMBOURG | | 27-000-1388 | |
| MALAYSIA | | | 1-800-81-3068 |
| MEXICO | | | 001-866-376-8308 |
| NETHERLANDS | | 20-712-1371 | 0800-020-3238 |
| NEW ZEALAND | | 9-970-4772 | 0800-449-157 |
| NORWAY | | 21-590-073 | 800-18108 |
| PANAMA | | | 011-001-800-5072085 |
| PERU | | | 0800-53748 |
| POLAND | | | 00-800-1212555 |
| PORTUGAL | | | 8008-14055 |
| RUSSIA | | | 8-10-8002-9533011 |
| SINGAPORE | | 6883-9130 | 800-120-4658 |
| SLOVAK REPUBLIC | | 2-322-422-75 | |
| SOUTH AFRICA | | | 080-09-80425 |
| SOUTH KOREA | | 2-6744-1084 | 00798-14800-7193 |
| SPAIN | | 91-414-14-64 | 800-099-377 |
| SWEDEN | | 8-566-10-781 | 0200-887-483 |
| SWITZERLAND | | 44-580-3269 | 0800-000-249 |
| TAIWAN | | 2-2795-7380 | 00801-13-7765 |
| THAILAND | | | 001-800-1206-66053 |
| UNITED KINGDOM | LEEDS | 113-301-2124 | 0800-279-9194 |
| | BIRMINGHAM | 121-210-9024 | |
| | GLASGOW | 141-202-3224 | |
| | MANCHESTER | 161-601-1424 | |
| | LONDON | 20-7019-0809 | |
| URUGUAY | | | 000-413-598-3457 |
| USA | | 517-444-9940 | 866-692-5721 |
| VENEZUELA | | | 0800-1-00-3212 |

Schedule Net Conference

- This menu is disabled if there are no net conferences in the Manage Meetings screen
- This menu will open the new calendar entry screen and insert the net conference details into the body of the appointment (will list default net conference subscription)

The body of the invitation will include the net conference details as shown below:

Join Instructions for Instant Net Conference:

| | |
|------------------|--------------------|
| Meeting Number | 743291388 |
| Meeting Passcode | 12345123 |
| Meeting Host | Javier Kusselewski |

1 - [Join the meeting now](#)
 2 - Enter the required fields
 3 - Indicate that you have read the Privacy Policy
 4 - Click on Proceed

Schedule Audio and Net Conference

- This menu is enabled only if there is at least one audio and one net conference in the Manage Meetings screen
- This menu will open the new calendar entry screen and inserts both the audio and net conference details into the body of the appointment (will list default audio and net conference subscription)

The body of the invitation will include the audio and net conference details as shown below:

Click on the following link to join the Audio Conference:
[Join Audio Conference](#)

If you are unable to join with the above link, please dial in using one of the Dial To numbers below:
 Participant Passcode: 7890988

| Country | City | Toll Phone Number | Toll Free |
|----------------|-------------|--|------------------|
| ARGENTINA | | | 0800-777-8049 |
| AUSTRALIA | CANBERRA | 2-6100-1940 | 1-800-658-378 |
| | SYDNEY | 2-8205-8128 | |
| | MELBOURNE | 3-9010-7709 | |
| | BRISBANE | 7-3102-0940 | |
| | ADELAIDE | 8-8121-4838 | |
| PERTH | 8-9467-5219 | | |
| AUSTRIA | | 1-928-9651 | 0800-999-683 |
| BELGIUM | | 2-400-9827 | 0800-4-8477 |
| CHILE | | | 1230-020-2808 |
| CHINA A | | 400-810-4790 | 10800-712-1669 |
| CHINA B | | | 10800-120-1669 |
| COLOMBIA | | | 01800-9-156420 |
| CZECH REPUBLIC | | 2-25-98-56-63 | 800-700-239 |
| DENMARK | | 7014-0285 | 8088-8314 |
| FINLAND | | LAND LINE:106-33-210 MOBILE:09-106-33-210 | 0-800-9-14608 |
| FRANCE | PARIS | 1-70-70-81-57 | 080-511-1519 |
| | LYON | 4-26-69-12-84 | |
| | MARSEILLE | 4-86-06-00-84 | |
| GERMANY | | 69-2222-4878 | 0800-100-6505 |
| GREECE | | 80-1-100-0688 | 00800-12-7303 |
| HONG KONG | | 2286-5734 | 800-962-306 |
| HUNGARY | | | 06-800-12748 |
| INDIA | | | 000-800-852-1269 |
| INDONESIA | | | 001-803-011-3979 |
| IRELAND | | 1-246-0094 | 1800-931-841 |
| ISRAEL | | | 1-80-9216166 |
| ITALY | | 02-3600-3649 | 800-985-680 |
| JAPAN | TOKYO | 3-5539-5192 | 0044-22-132423 |
| | OSAKA | 6-7739-4788 | |

| | | | |
|-----------------|------------|--------------|---------------------|
| LUXEMBOURG | | 27-000-1388 | |
| MALAYSIA | | | 1-800-81-3068 |
| MEXICO | | | 001-866-376-8308 |
| NETHERLANDS | | 20-712-1371 | 0800-020-3238 |
| NEW ZEALAND | | 9-970-4772 | 0800-449-157 |
| NORWAY | | 21-590-073 | 800-18108 |
| PANAMA | | | 011-001-800-5072085 |
| PERU | | | 0800-53748 |
| POLAND | | | 00-800-1212555 |
| PORTUGAL | | | 8008-14055 |
| RUSSIA | | | 8-10-8002-953011 |
| SINGAPORE | | 6883-9130 | 800-120-4658 |
| SLOVAK REPUBLIC | | 2-322-422-75 | |
| SOUTH AFRICA | | | 080-09-80425 |
| SOUTH KOREA | | 2-6744-1084 | 00798-14800-7193 |
| SPAIN | | 91-414-14-64 | 800-099-377 |
| SWEDEN | | 8-566-10-781 | 0200-887-483 |
| SWITZERLAND | | 44-580-3269 | 0800-000-249 |
| TAIWAN | | 2-2795-7380 | 00801-13-7765 |
| THAILAND | | | 001-800-1206-66053 |
| UNITED KINGDOM | LEEDS | 113-301-2124 | 0800-279-9194 |
| | BIRMINGHAM | 121-210-9024 | |
| | GLASGOW | 141-202-3224 | |
| | MANCHESTER | 161-601-1424 | |
| | LONDON | 20-7019-0809 | |
| URUGUAY | | | 000-413-598-3457 |
| USA | | 517-444-9940 | 866-692-5721 |
| VENEZUELA | | | 0800-1-00-3212 |

Join Instructions for Instant Net Conference:

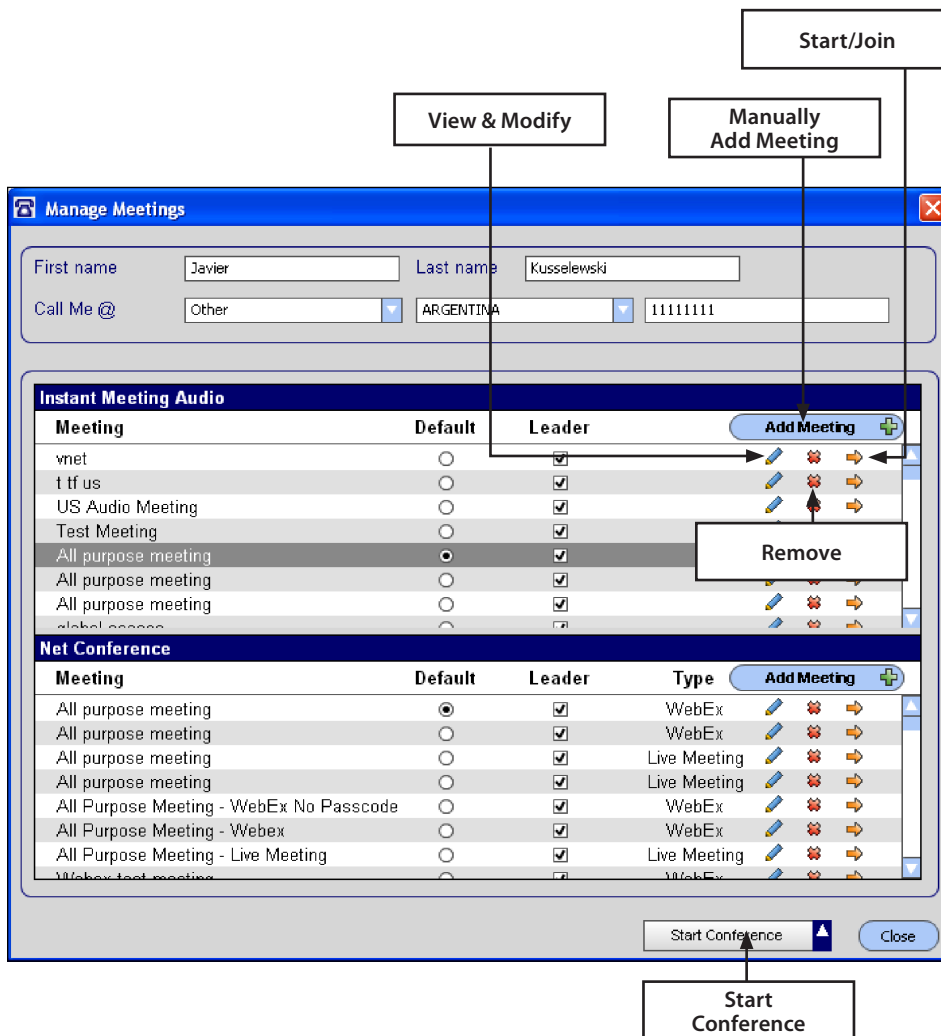
| | |
|------------------|--------------------|
| Meeting Number | 743291388 |
| Meeting Passcode | 12345123 |
| Meeting Host | Javier Kusselewski |

- 1 - [Join the meeting now](#)
- 2 - Enter the required fields
- 3 - Indicate that you have read the Privacy Policy
- 4 - Click on Proceed

Manage Meetings

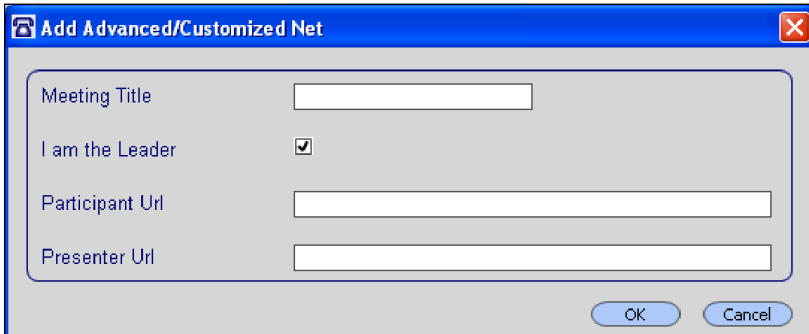
The Manage Meetings screen has the following functionality:

- 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 an audio conference and you will be prompted to add the Meeting Title, Country, Dial To Number, Leader checkbox and 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 Advance/Customized Net Conferences

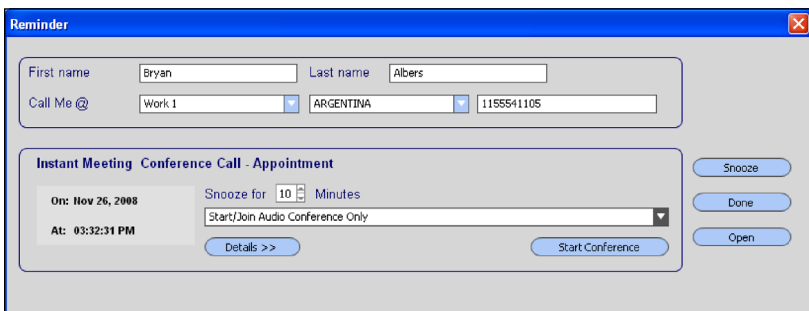
If the Advanced/Customized is checkbox in the Preferences screen, you will need to add your Advanced/Customized Net Conference URL in the Manage Meetings screen. Select the “add meeting” tab and the following window will appear. User should add Meeting Title, participant and presenter URLs, and select 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>. Once in Manage My Meetings, select the net conferencing tab and select the Advanced or Customized subscription. Select “Meeting Now Details” to retrieve the participant and presenter URL.



The screenshot shows a dialog box titled "Add Advanced/Customized Net". It has a blue header bar with a close button (X) on the right. The main area is light gray and contains four input fields: "Meeting Title" (empty), "I am the Leader" (checked with a checkbox), "Participant Url" (empty), and "Presenter Url" (empty). At the bottom right, there are two buttons: "OK" and "Cancel".

Appointment Reminder Screen

A reminder screen will appear before the conference is scheduled to begin if the appointment was created using the Conferencing plug-in.

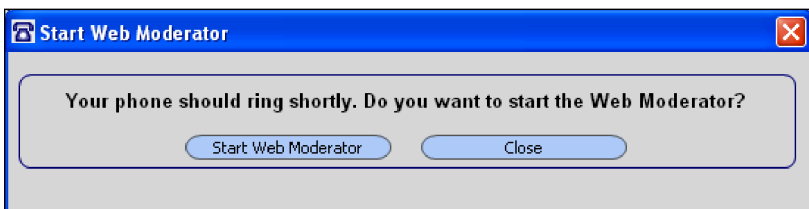


The screenshot shows a dialog box titled "Reminder". It has a blue header bar with a close button (X) on the right. The main area is light gray and contains several fields: "First name" (Bryan), "Last name" (Albers), "Call Me @" (Work 1), and a dropdown menu showing "ARGENTINA" and "1155541105". Below this is a section titled "Instant Meeting Conference Call - Appointment" with "On: Nov 26, 2008" and "At: 03:32:31 PM". There is a "Snooze for 10 Minutes" field and a "Start/Join Audio Conference Only" dropdown menu. At the bottom, there are buttons for "Snooze", "Done", "Open", "Start Conference", and "Details >>".

Starting Web Moderator

When Web Moderator is set to start automatically in the Preferences screen, the following pop up dialogue box will appear once 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.



The screenshot shows a dialog box titled "Start Web Moderator". It has a blue header bar with a close button (X) on the right. The main area is light gray and contains a message: "Your phone should ring shortly. Do you want to start the Web Moderator?". Below the message are two buttons: "Start Web Moderator" and "Close".

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

