USER GUIDE
Conferencing

Instant Scheduler for Lotus Notes User Guide

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

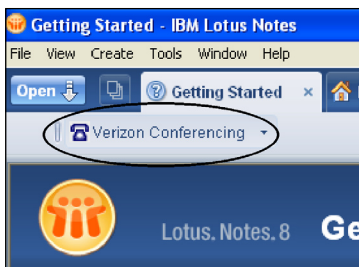The following languages will be supported. Additional languages also can be supported if needed.

- 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
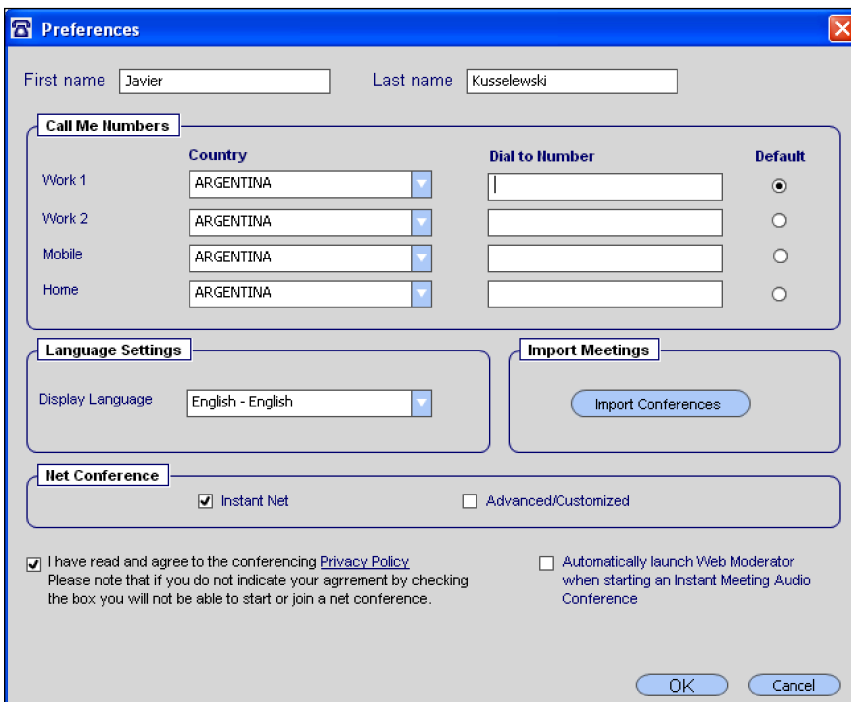- About

Setting and Modifying Preferences

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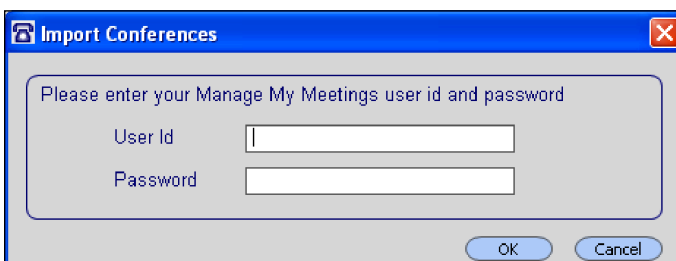

Initially only Preferences and About are enabled. Once the user enters their Preferences, Manage Meetings will be enabled.

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)
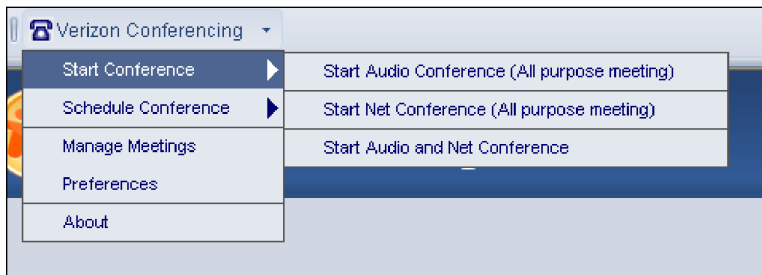- Read and agree to the Privacy Policy
- Enable Web Moderator

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

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
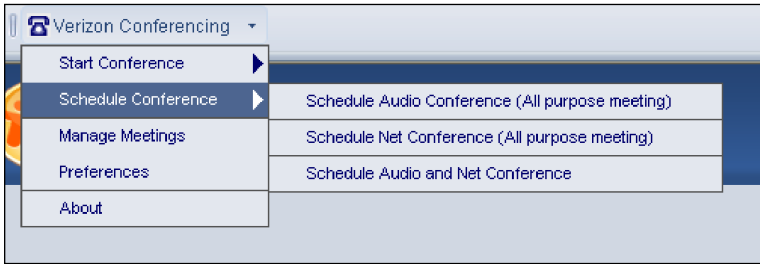• Start the net conference

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

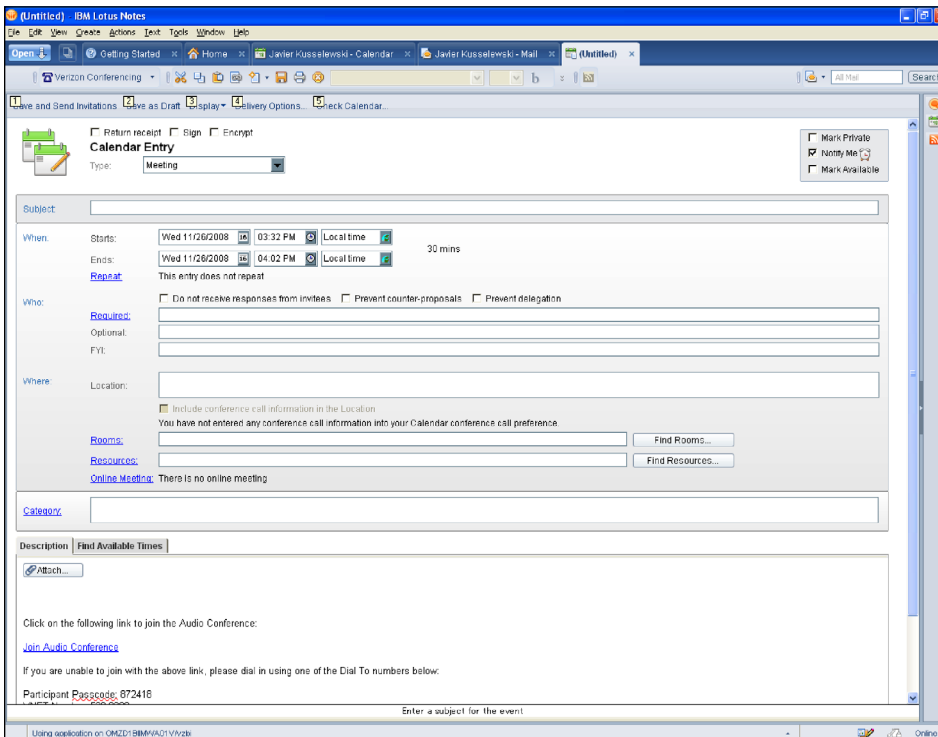## Schedule Conference Sub-Menus

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
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CHILE			1230-020-2808
CHINA A		400-810-4790	10800-712-1669
CHINA B			10800-120-1669
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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

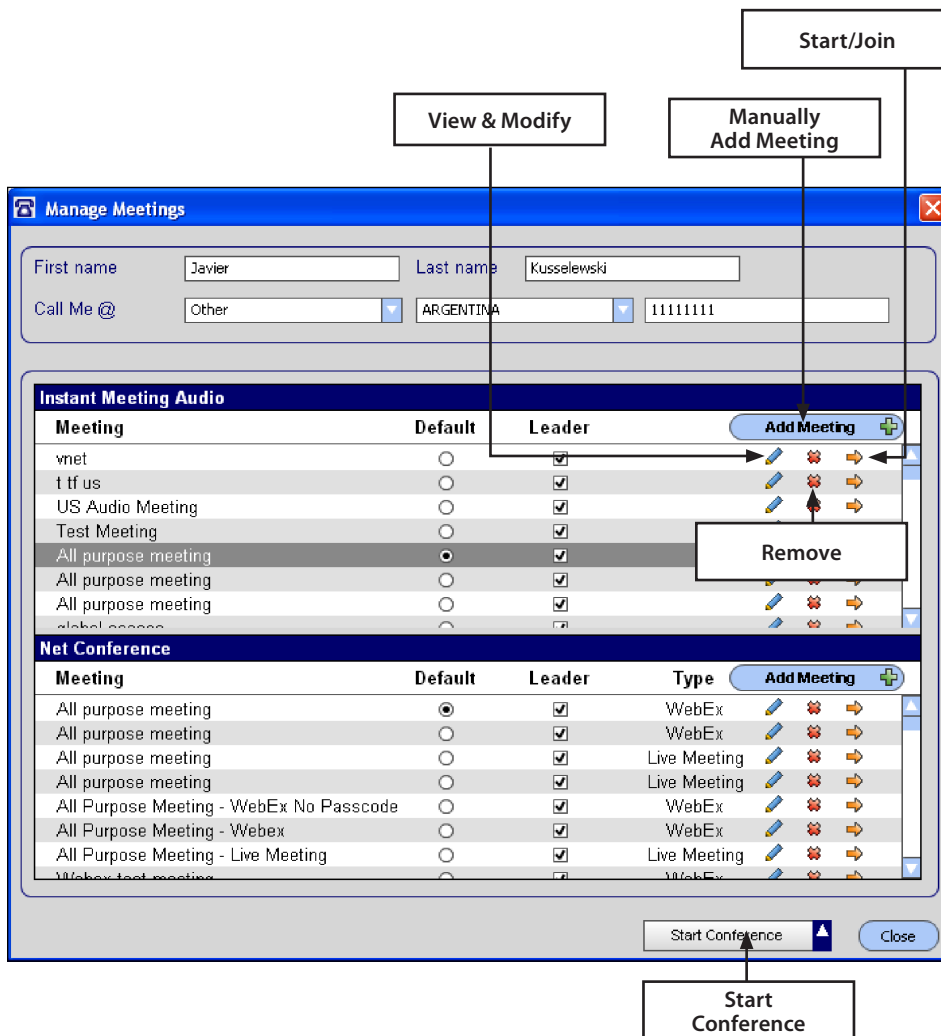**Join Instructions for Instant Net Conference:**

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
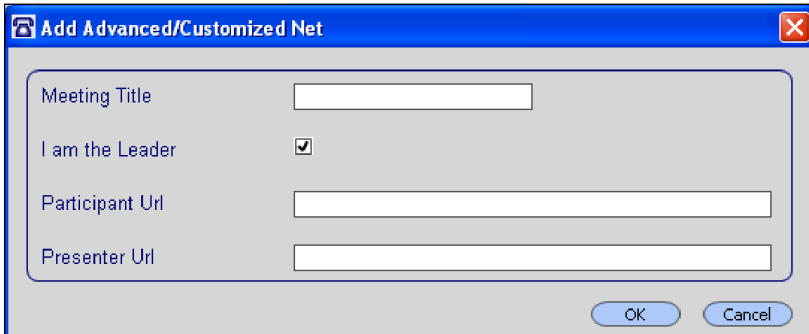4 - Click on Proceed

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

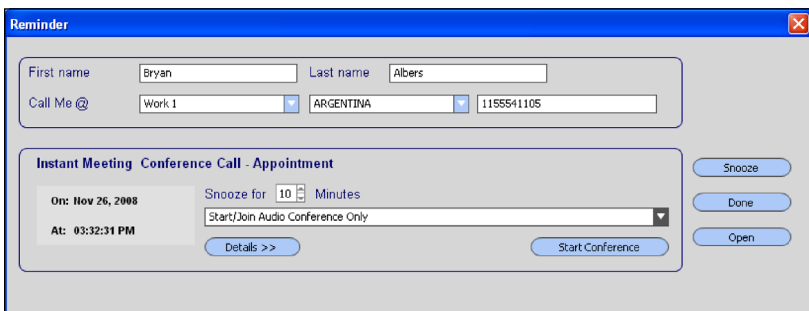**Adding Advance/Customized Net Conferences**

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.

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.
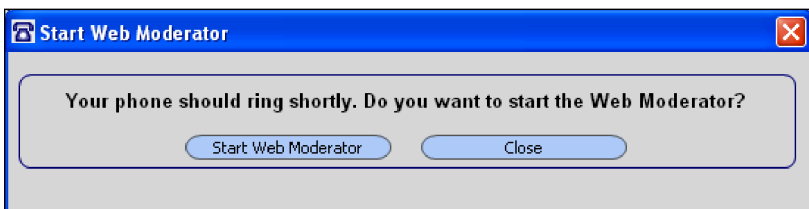

Starting Web Moderator

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.

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