

INSTALLATION GUIDE

# InterCall Unified Meeting

## Lotus Notes Administrator Guide for Calendar Integration

InterCall Unified Meeting lets you quickly and easily bring people together—from anywhere in the world—so they can see what you want to show them, hear what you have to say and interact in order to learn, collaborate and make decisions. Below you will find helpful tips to easily schedule your meetings using Lotus Notes.

### Simple set up with Lotus Notes Calendar

If you are not utilising the Lotus Notes Calendar Local Plug-in \*, your company's Lotus Notes administrator can easily integrate your Lotus Notes Calendar with InterCall Unified Meeting. All that's required is a minor code change to the email template on your organization's Lotus Notes Domino server. Once complete, the mail template is replicated to all Lotus Notes desktop clients. Then, just sign into InterCall Unified Meeting using the desktop icon located in your taskbar and you are ready to meet online!

*\*Compatible with InterCall Unified Meeting versions 4.4.4 and above*

### InterCall Unified Meeting Toolkit Template

InterCall Unified Meeting provides a toolkit template that contains the InterCall Unified Meeting add-on only. Your Notes administrator will need to manually add the InterCall Unified Meeting elements into your mail template via the following steps:

1. In Lotus Domino Designer, open your Lotus Notes mail template and the provided toolkit template, mc\_mail\_toolkit.ntf.
2. Copy the following design elements from the toolkit template,(mc\_mail\_toolkit.ntf) to your Lotus Notes mail template:
  - a. Expand **Shared Code** -> **Subforms** in the toolkit.
  - b. Right click **MC\_Main**, select **Copy** from the context menu.
  - c. Expand **Shared Code** -> **Subforms** in your Lotus Notes mail template.
  - d. Right click anywhere and select **Paste** on the Context menu. You'll see that a new form named MC\_Main has been added.
3. Expand **Forms** in the Lotus Notes mail template.
4. Locate **\_Calendar Entry (Alias Appointment)** and double click it.
5. Scroll down and click on the cell under Category.

#### PRE REQUISITES

The following are prerequisites before your Lotus Notes Administrator can begin the installation process:

- InterCall Unified Meeting application is installed on your computer
- Lotus Domino Designer is used to administer the templates
- Verify system requirements

#### SYSTEM REQUIREMENTS

- Lotus Domino version 6.x, 7.x, 8.x
- Lotus Notes Client version 6.x, 7.x, 8.x
- Microsoft Windows XP or NT based workstation (for Lotus Notes Client)
- Latest version of InterCall Unified Meeting application



6. At Lotus Domino Designer Fields Selection, select **Create -> Resource -> Insert Subform -> MC\_Main** as shown in figure 1 - Inserting MC\_Main Subform and figure 2 - Inserting MC\_Main Subform - Selecting the Subform.
7. Click **Save** to save the changes.
8. Your final calendar entry should look similar to figure 3 - Calendar Entry with InterCall Unified Meeting Add-on.

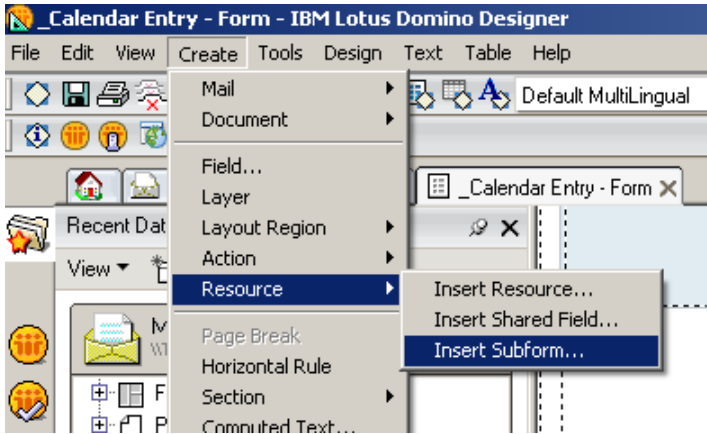


Figure 1 - Inserting MC\_Main Subform

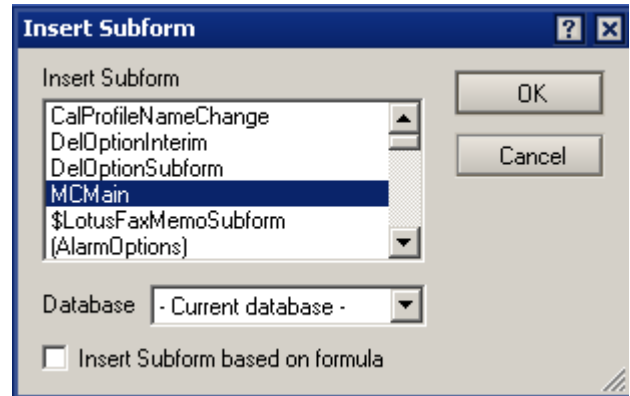


Figure 2 - Inserting MC\_Main Subform - Selecting the Subform

The toolkit template is not included in the InterCall Unified Meeting .msi package. Download the toolkit template from: [www.intercallapac.com/iumgo](http://www.intercallapac.com/iumgo).

If your copy of Notes is in one of the ten languages that InterCall Unified Meeting supports, your invitation text will appear in that language.

## Scheduling a Meeting is as easy as 1...2...3!

Once the updated mail template is pushed to your computer, you can easily schedule InterCall Unified Meetings right from your Lotus Notes Calendar.

1. From your Lotus Notes Calendar, open the appointment time.
2. Enter the meeting topic in the Subject line and click **InterCall Unified Meeting**.
3. Invite participants as you normally do and click **Save and Send Invitations**.

Note: When you click InterCall Unified Meeting, invitation text is populated in the appointment form that is customizable (e.g., add text, change text color, font type, etc.)

To start your scheduled meeting, simply click the **JOIN the meeting** link in your Lotus Notes Calendar appointment. When prompted, select how you would like to join the voice portion of your meeting and then select what you'd like to show to attendees once the meeting begins (i.e., Show Presentation, Share Application, Manage Voice Participants, etc.).

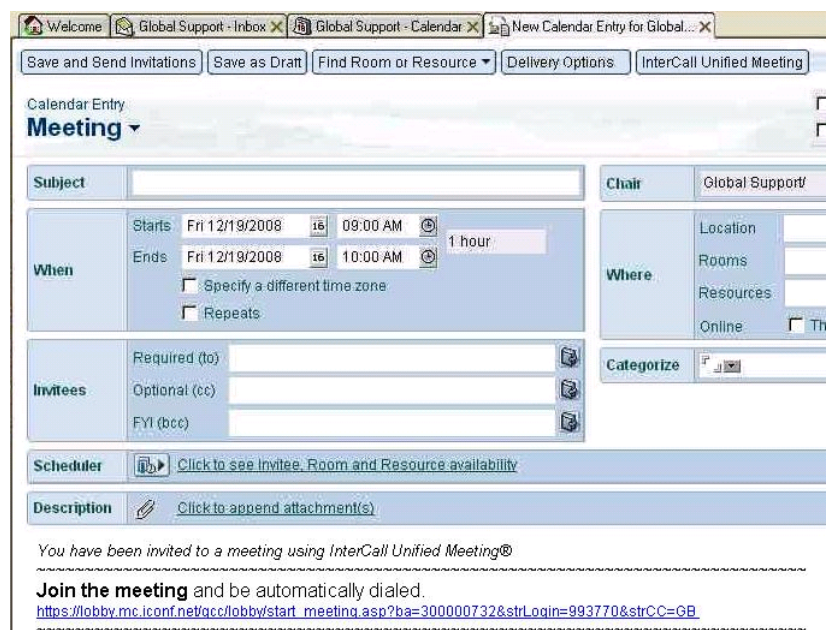


Figure 3 - Calendar Entry with InterCall Unified Meeting Add-on

**THAT'S IT! NOW YOU'RE READY TO MEET WITH CLIENTS AND COLLEAGUES FROM ANYWHERE IN THE WORLD JUST BY USING YOUR LOTUS NOTES CALENDAR.**