



# Cisco MeetingPlace for Lotus Notes R5

## Rich-Media Conferencing for Lotus Notes

Conferencing applications are a standard part of the corporate desktop and are important productivity tools for remote meetings. Cisco MeetingPlace solutions integrate voice, video, and Web conferencing with enterprise groupware applications to deliver secure, on-network, rich-media conferencing capabilities. Cisco MeetingPlace provides users with an advanced, secure, and convenient way to conduct remote meetings as easily and effectively as they would face-to-face meetings.

Cisco<sup>®</sup> MeetingPlace for Lotus R5 integrates Lotus Notes scheduling into the Cisco MeetingPlace rich-media conferencing system, enabling people in different locations to set up and attend meetings from Notes and to collaborate in real time. Cisco MeetingPlace for Lotus Notes appears in a section of the standard Notes Calendar Entry form. Scheduling conferencing resources is as simple as checking a box. Users have the ability to select the number of locations that will be participating in the conference. Now Lotus Notes users can schedule and attend Cisco MeetingPlace conferences from their familiar Notes interface. Cisco MeetingPlace for Notes brings collaboration capabilities directly to the desktops of Lotus Notes users, enhancing the telephone, Web browser, and other client interfaces that Cisco MeetingPlace users already use.

### Simple Conference Setup and Attendance

Cisco MeetingPlace for Notes makes it simple to manage conference setup and attendance.

Tight integration among Cisco MeetingPlace, Lotus Domino, and Lotus Notes lets users manage conferences in the same way that they manage face-to-face meetings. Users can now schedule people, static resources and conferences; send meeting invitations; and attend conferences from the familiar Notes interface.

Conferencing is available for any meeting. While scheduling a meeting, the user simply checks the "Cisco MeetingPlace meeting" box on the Notes Calendar Entry form. When the meeting request is sent, the conference is scheduled on Cisco MeetingPlace. Once Cisco MeetingPlace is successfully scheduled, a single invitation containing Cisco MeetingPlace information and other meeting materials is automatically sent to all meeting participants.

In addition to meeting information, invitations contain attendance buttons. At the scheduled meeting time, participants simply click on the "Call Me" and "Join Web Conference" buttons in their Notes calendar. "Point-and-click" functionality enables all meeting participants to easily connect their phones and PCs to the voice and web conference—no technical knowledge is required.



## Conferencing at Everyone's Desktop

Cisco MeetingPlace for Notes makes it easy to deploy conferencing capabilities to every employee's desktop. By using the familiar Notes interface and simple point-and-click features, Cisco MeetingPlace for Notes significantly enhances enterprise collaboration capabilities.

Because extensive user training is not required, employees are able quickly adopt rich Cisco MeetingPlace conferencing features.

### Key Features

- **Within Notes:** Set up Cisco MeetingPlace voice and Web conferences directly from the Notes Calendar Entry form
- **Locations:** Select number of concurrent locations participating in a conference
- **Meeting ID:** Select an easy-to-remember unique meeting ID number for conference attendance
- **Cisco MeetingPlace System:** Choose the Cisco MeetingPlace system that will host the conference
- **Recording:** Record meetings for playback
- **Recurring Meetings:** Schedule recurring meetings on Cisco MeetingPlace using Notes

### Notify

- **Automatic Notification:** Automatically notify invitees when meetings scheduled from Notes are updated, cancelled, or rescheduled
- **Meeting Materials:** Include meeting materials, such as presentation files, with Cisco MeetingPlace conference information

### Attend

- **Notes Calendar:** Automatically populate users' Notes calendars with notifications
- **Click-to-Attend:** Simple conference attendance with point-and-click attendance buttons

### Requirements

#### System Requirements

- Cisco MeetingPlace 8100 Series platform
- Cisco Media Convergence Server (MCS):
  - MCS 7825, 7835, or 7845
  - Or qualified third-party server platforms with capabilities similar to above MCS platform
- Cisco MeetingPlace for Notes consists of software deployed on a customer-provided, Intel-based Windows NT server
  - Lotus Notes 5.0.3 or higher



## User PC Requirements

- Software Requirements
  - Microsoft Windows 98, NT, 2000, or XP
  - Lotus Notes 4.6.x or higher to receive meeting notifications
  - Lotus Notes 5.0.9a or higher to schedule meetings
- Groupware System Requirement
  - - Lotus Domino 5.0.9a or higher

## Ordering Information

Table 1 lists part numbers for the Cisco MeetingPlace for Lotus Notes.

Table 1

Part Numbers	Description
MP-NOTES	Cisco MeetingPlace for Lotus Notes

## Cisco Rich-Media Communications Services and Support

Cisco Rich-Media Convergence services and support reduce the cost, time, and complexity associated with implementing a Rich-Media Communications solution. Cisco and its partners have deployed some of today's largest conferencing solutions—which means that we understand how to integrate a rich-media solution into your organization's network infrastructure, a solution that will help you realize business results more quickly, and gain a competitive advantage as well.

Cisco offers full life-cycle support and services to help ensure that the solution best fits your business needs from the start, eliminating costly redesigns and downtime. Cisco proven methods help ensure a sound implementation that will deliver the functions and features you expect—on time. Support services include implementation and upgrade services, project management, and technical support services.

Through these services, your organization benefits from the experience gained by Cisco and its partners. Taking advantage of this invaluable experience, you can create and maintain a resilient solution that will meet your business needs today—and in the future.

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