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Polycom ReadiManager LX 100 Lotus Notes Scheduling Guide

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About This Guide

Polycom ReadiManager LX100 comes with a Lotus Notes component that enables videoconferences to be scheduled and managed directly from the Lotus Notes window.

This guide describes how to use these features in Lotus Notes.

If you have not yet installed the Lotus Notes component of Polycom ReadiManager LX100, see *Chapter 2, Setting Up Lotus Notes for Use with Polycom ReadiManager LX100*.

Scheduling features can also be accessed and used from two Polycom ReadiManager LX100 web interfaces. Complete information about setting up Polycom ReadiManager LX100 and using scheduling from the web is covered in *Polycom ReadiManager LX100 Scheduling Administrator's Guide*.

Note: This guide focuses on scheduling and managing videoconferences. However, not all resources scheduled through Polycom ReadiManager LX100 need to include video capabilities. Your Polycom ReadiManager LX100 network may include non-video or audio-only resources. You can even use Polycom ReadiManager LX100 to schedule conference rooms, without scheduling equipment. These can be scheduled for conferences in the same way you would schedule a video resource.

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Videoconference Features in Lotus Notes

Videoconferences can be scheduled and managed from your Calendar in Lotus Notes. When you schedule a videoconference, the Scheduler reserves people, bandwidth and resources (equipment, rooms, and so forth) for a particular date and time. It checks other planned conferences, compares them against the maximum video bandwidth settings, and either allows the conference to be scheduled, or suggests that you select a different time.

Getting Started

Before you can schedule videoconferences through Lotus Notes, the Lotus Notes component needs to be installed on your computer. Details are proved in *Setting Up Lotus Notes for Use with Polycom ReadiManager LX100* on page 39.

If your network uses LDAP to record user logon information, you will also need to log on to the Polycom ReadiManager LX100 website once. During the login, you will be prompted for a password. If you have already installed the Polycom Video Conferencing component, enter the password you used there. Logging on to the website allows Polycom ReadiManager LX100 to add your user information to the user list. After you have logged on once to the website, you will be able to schedule resources for videoconferences through Lotus Notes.

If your network does not use LDAP, you do not need to log on to the Polycom ReadiManager LX100 website. Your Polycom ReadiManager LX100 administrator will give you the user name and login you should enter when installing the Lotus Notes component. Contact your Polycom ReadiManager LX100 administrator for the address of the Polycom ReadiManager LX100 web page.

The Video Menu

After the Lotus Notes component of Polycom ReadiManager LX100 has been installed on your computer, a new button menu appears at the top of the Lotus Notes calendar: the Video button.
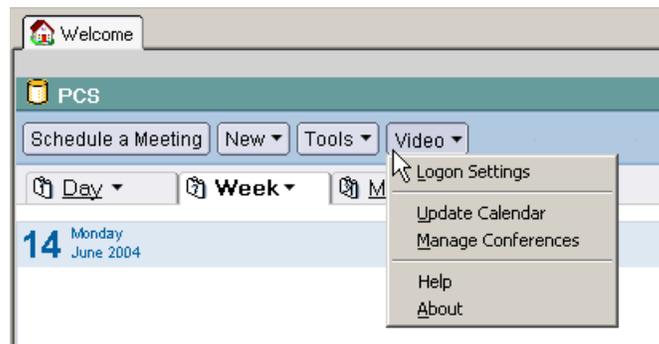
The Video menu contains some or all of these five commands, depending on your permissions:

❑ **Logon Settings.** During the installation of the Lotus Notes component, a few questions are asked that will automatically populate your login information. Unless your logon information changes, you won't need to change these settings. (For details, see *Changing Your Polycom ReadiManager LX100 Logon Information in Lotus Notes* on page 54.)

❑ **Update Calendar.** Use this command to update your Lotus Notes calendar with scheduled conferences entered in the Polycom ReadiManager LX100 web interface. In most situations this will not be necessary to perform on a regular basis. (For details, see *Updating Your Calendar with Scheduled Videoconferences* on page 28.)

❑ **Manage Conferences.** Use this command to make changes to conferences that are already scheduled or are currently in progress. (For details, see *Managing Scheduled Conferences* on page 29.)

❑ **Help.** Use this command to see information about how to use Polycom ReadiManager LX100.

❑ **About.** This command shows the version number of Polycom ReadiManager LX100 and provides a link to the Polycom web site.

Scheduling a Video Conference

Videoconferences are scheduled in Lotus Notes through a special section in a meeting window.

A view of your video network appears here. You can expand the areas to see zones and resources.
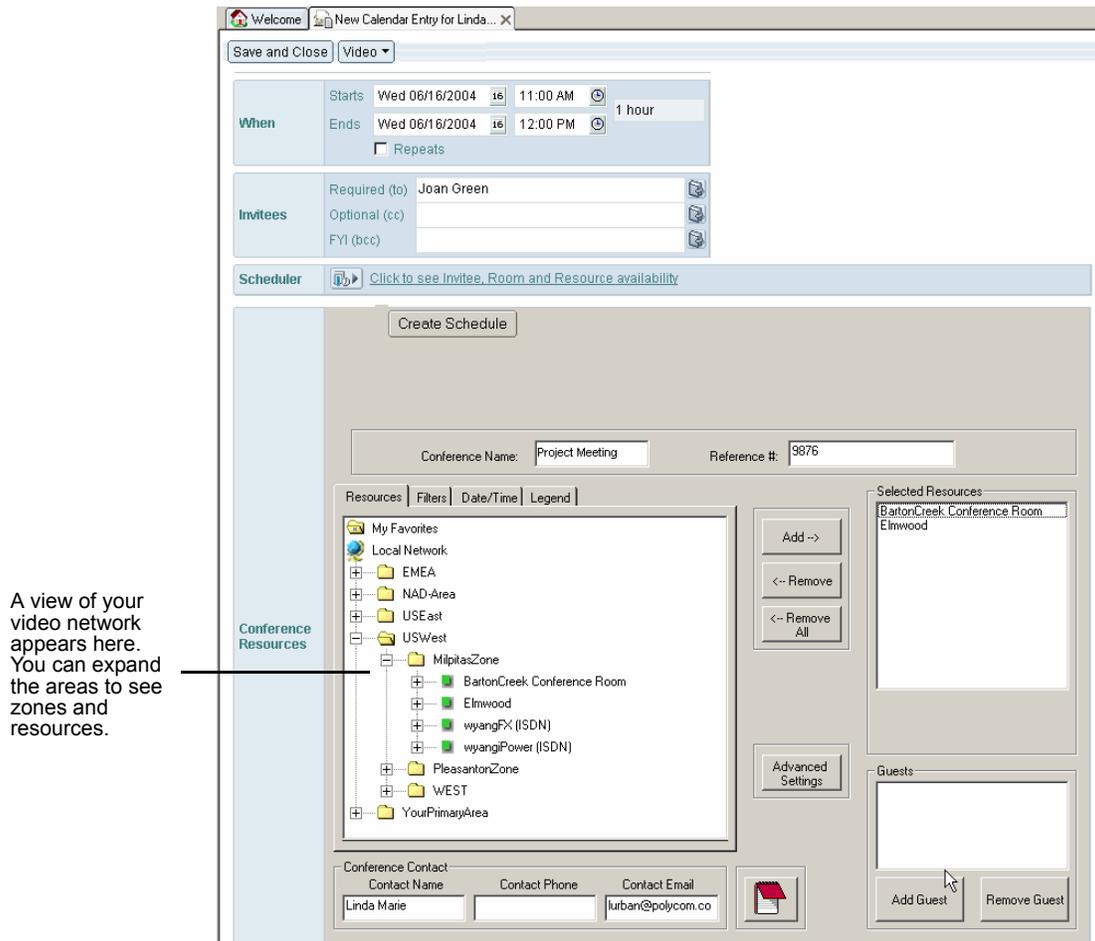
Scheduling with Polycom ReadiManager LX100 includes many features. You can:

❑ Use filters to narrow the available resources to those that match the equipment, conference room type, and room attributes you need.

❑ Request a specific date and time, or let Polycom ReadiManager LX100 suggest an available time.

❑ Add a guest (a participant who is not on this video network).

❑ Change from the default settings for type of conference, call speed, conference auto-start or not, video layout mode for multipoint calls, and other advanced features.

Note: The particular features available to you depend on your user permissions Some features may not be available to all users.

The next few pages first describe the basic scheduling process and then provide details about using additional features.

Creating the Conference Request

The basic process for scheduling a videoconference includes these steps (details are provided following this list):

❑ Tell Lotus Notes to schedule a new Video Meeting.

❑ Enter a Subject, Invitees, Date and Time.

❑ Click **Begin** to connect to the Polycom ReadiManager LX100 Server.

❑ Enter a Conference Name and Reference Number.

❑ Select Resources and Add Guests.

❑ (Optional) Edit Conference Contact information.

❑ (Optional) Adjust the advanced settings.

❑ Click **Create Schedule.**

❑ Save and Close the Calendar Entry.

To schedule a conference

1. Make sure your Polycom ReadiManager LX100 database is open and displays the calendar.

2. Choose **New > Video Meeting**.
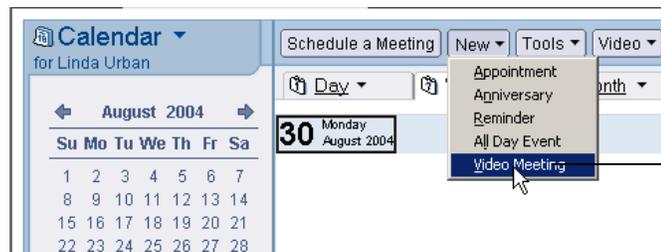
After the Polycom ReadiManager LX100 component is installed in Lotus Notes, a new item appears on the New menu.

The Conference Resources control appears in the Calendar Entry.
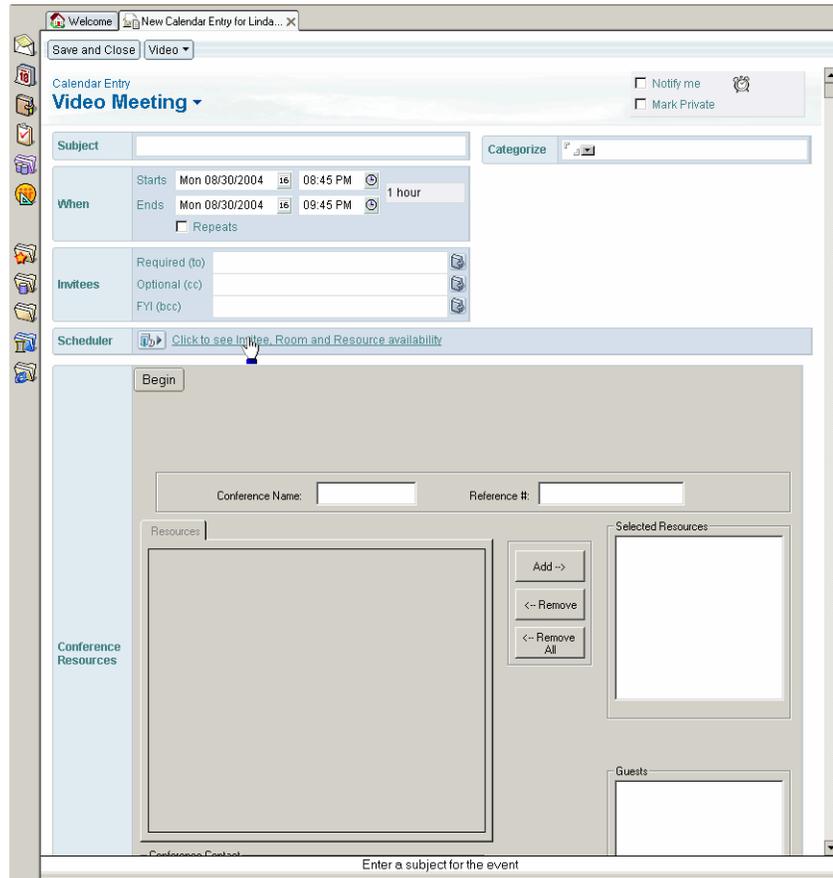
3. Enter a Subject and Invitees, and choose your meeting date and time.

   If you enter a meeting date and time before scheduling conference resources, the date and time will be copied into the schedule control.

4. Click **Begin** to load the network, see your video network resources, and activate the Conference Resources control.

5. At the top of the Conference Resources control, enter a Conference name and Reference # (required).

   If you entered a Subject at the top of the meeting form, it is copied into the Conference Name field.

   The Reference # is recorded with the details of the conference and can be used for billing purposes. If Polycom ReadiManager LX100 is set up to use automatic reference numbers, you will see your billing number appear in the Reference # field.

Note: The IT group may have set a default for the Reference #, but it can easily be altered by highlighting the content and adding or replacing the information. If the Reference # automatically displays, be sure not to replace it unless that is the suggested procedure from the IT group.

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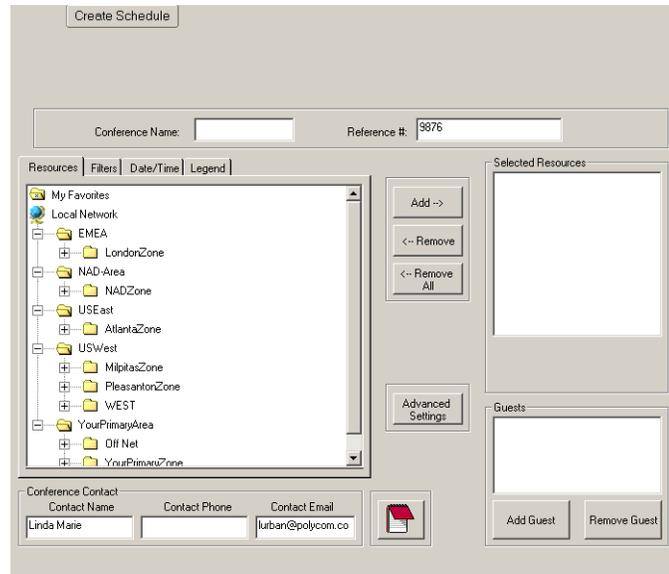
6. In the list of Resources, expand the network folders by clicking the plus signs to find the resources you want.

Areas are the highest-level folders, zones are inside the areas, resources are inside the zones, and equipment is inside the resources.

It is the resource level that you will select and add to the conference.

You can also use Filters to help locate resources with particular characteristics. (For details about filtering, see *Finding a Resource that Fits Your Needs (Filtering)* on page 9.)
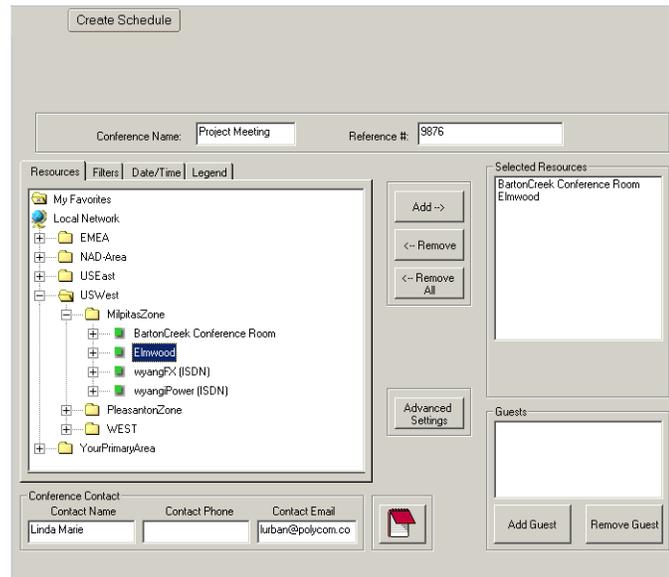
7. Add resources to the conference by selecting the resource on the left and clicking the **Add** button to move it to the Selected Resources box on the right.

Note: If Polycom ReadiManager LX100 determines that a multipoint call can be placed using one of the MP-capable video endpoints selected for the call, it will use the first of these endpoints, regardless of the order displayed on screen.

Although you may see an MCU in the list of resources, do not add it explicitly to the conference as a resource. Polycom ReadiManager LX100 will automatically schedule that resource behind the scenes, if it is needed.

If you select a resource that is offnet, that resource will appear in the list of Guests, instead of the list of Selected Resources.

8. Click the Date/Time tab and enter the date and times for the conference. (For details, see page *Requesting Specific Dates and Times* on page 12.)

The current date and time are automatically inserted.

To make the conference a recurring conference, see *Creating Repeating Conferences* on page 14.

9. (Optional) Edit the Conference Contact, Contact Phone, and Contact Email, if appropriate.

This information will appear on messages about the conference that are sent to attendees. Polycom ReadiManager LX100 automatically inserts your contact information.

Note: The conference contact is specific to this conference. In addition, there are contacts and facilitators associated with each resource that is added to this conference.

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10. (Optional) Adjust the advanced settings (see *Using the Advanced Settings* on page 16).

Note: If the **Advanced Settings** button does not show on the Schedule Conference screen, your user permissions do not allow you to change those settings.

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11. Click **Create Schedule**.

Polycom ReadiManager LX100 checks the request against other scheduled conferences for video bandwidth limits across the entire network, and checks the availability of selected resources. If everything is clear and there are no conflicts, the conference is scheduled and entered into the database.

12. When you are finished, click **Save and Close** at the top of the screen.

This step is required to notify all the recipients of their new conference.

All participants and facilitators connected with the conference will receive a confirmation email shortly. Those people you invited via the Invitees field will receive a calendar notification as well.

If your user permissions are "request only," a message is also sent to the Conference Administrator that the conference needs approval. For more information, see *Approving a Requested Conference* on page 31.

Finding a Resource that Fits Your Needs (Filtering)

The Filters tab in the Video Meeting window contains options that let you locate resources and equipment that have the features you need.
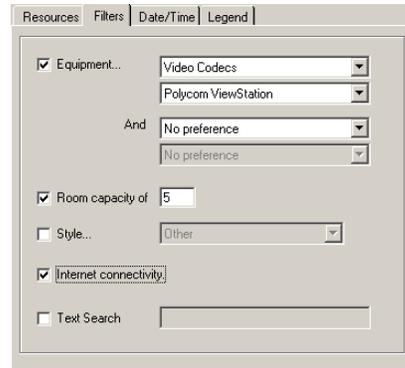
In addition, the Date/Time tab lets you locate resources available at a specific date and time. For details, see *To find resources available at a particular date and time* on page 10.

To find (filter for) network resources with particular features

1. In the Schedule Conference screen, click the Filters tab.

2. Select the criteria that you want to match. The filter will find the resources that match all of the criteria you enter.

   You can specify any of the following:

   - **Equipment (type and model)**. Rooms can be equipped with video endpoints, VCRs, projectors, and so forth. When trying to locate a particular room, use this filter to limit the view to just the rooms containing required equipment.

     Note: If your network administrator has defined an equipment type called "Non-Video" or "Audio Only," you can use it to filter for rooms without video equipment when a conference room is needed, but there is no need to use videoconferencing. This keeps the room with video equipment free for those who need to schedule a videoconference.

   - **Room capacity**. The number you enter will set the minimum filter value for the number of people a room can contain. Any rooms with less than this value will not be shown as available.

   - **Style of room.** Use this field to filter on rooms with a particular room layout such as classroom, large conference, small conference, and so forth.

   - **Internet connectivity.** Check this box to identify only rooms that have an IP connection to the Internet

   - **Text search.** Enter a resource name or nickname for which you want to search.

   If you want to filter by date and time, use the Date/Time tab.

3. When you have finished entering criteria, click the Resources tab again.

Rooms and equipment that match your criteria are displayed in the Resources hierarchy.

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│            Tip              │
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Tips: You can toggle back and forth between the Filters and Resources tabs. Filter to find the right resource for one part of the conference, and add it to the schedule. Then Filter for another resource, add, and so forth.

Note: For Filtering to work effectively, characteristics of the resources and equipment in your network must be defined in the database. Lack of resources that match your request may mean that such resources are not available, or it may mean that the characteristics you are searching for were not defined for any resources. For more information, contact your Polycom ReadiManager LX100 Administrator.

To find resources available at a particular date and time

1. On the Date/Time tab, check the box next to **Only show resources that are available at this date and time**.

Check this box to indicate that you want to find resources available at a specific date and time.

2. Enter the date and duration for the conference.

3. Enter the desired time

4. Click the Resources tab.

Polycom ReadiManager LX100 applies the filter and shows only those resources available at the date and time you specified.

For more details about fields in the Date/Time tab, see *Fields on the Date/Time tab* on page 12.

Using My Favorites to Select a Resource

You can make resources that you schedule frequently easily accessible by putting them in the My Favorites folder.

Resources can only be added to the My Favorites folder if they exist in the Local Network. Resources that appear in other networks cannot be added to the My Favorites folder.

Resources from My Favorites can be scheduled in the same manner as the other resources that appear in the Resources tab.

To add a resource to My Favorites

>> Highlight the desired resource, right-click and choose Add to Favorites.
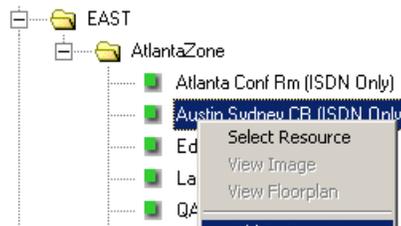
The item is copied into the Favorites folder, where it is labeled using its nickname.

To schedule a resource from My Favorites

>> Highlight the desired resource in the My Favorites folder and click **Add**.

Requesting Specific Dates and Times

You specify the date and time you want to schedule the conference on the Date/Time tab.

To specify the date and time for a conference

1. On the Resources tab, select the resources you want to include.

2. On the Date/Time tab, enter the date and duration for the conference.

3. To set the time, do one of the following:

    •   If you know the time you want, enter it in the **Start at** field.

    •   If you have a time range in mind, click **Find earliest start time between** and enter the starting and ending times you want to consider. Polycom ReadiManager LX100 will find the earliest time in that range which works for all selected resources.

    •   Click the Calendar button to view current settings for the resources.

    For more about fields on the Date/Time tab, see *Fields on the Date/Time tab* on page 12.

Fields on the Date/Time tab

❑   **Only show resources that are available at this date and time.** Check this box if you want to filter for resources available at the date and time you enter on this tab. Then click the Resources tab to have Polycom ReadiManager LX100 show you available resources. Leave this box unchecked if you have already selected desired resources and want to set the conference date and time.

❑   **Date.** Select the desired date for the conference. Defaults to today's date.

❑   **Duration:** Enter the length of time for the conference, in hours and minutes. Defaults to the time indicated on the **When** portion of the form.

❑ **Start at:** Enter the time for the conference, or click **Now** to set the current time. Defaults to the current time when you enter this tab.

   Note: If you click the **Now** button to select the current time and then continue to set other conference parameters before pressing Create Conference, the start time for the meeting may become a time in the past. To prevent problems when selecting the current time, click the **Now** button last, just before clicking **Creating Schedule.**

❑ **Find earliest start time between:** Select this option to have Polycom ReadiManager LX100 find a time that works for the resources already selected on the resource tab.

❑ **Open combined resource button:** Click the Calendar button to pop-up a view of the day specified in the **Date** field, showing available times for all the selected resources.
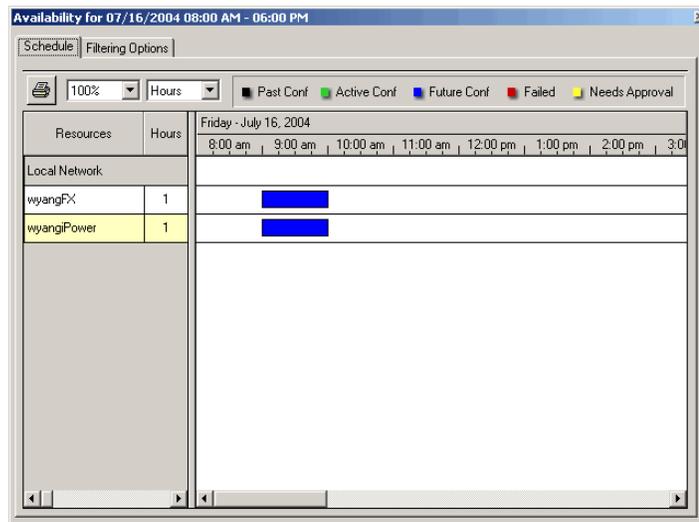
When displaying available time, Polycom ReadiManager LX100 takes into account the time zones for each resource, although the times shown are for your time zone.

The times entered for "Find earliest start time between" are used on the calendar as the top and bottom ends of the range.

How Much Time is Reserved

In addition to the meeting duration, Polycom ReadiManager LX100 schedules additional time before and after the meeting, depending on the requirements for the particular resource.

When your Polycom ReadiManager LX100 Administrator defines your video network resources, each room is assigned Setup Minutes and Breakdown Minutes that are needed before and after a conference. These are automatically added to the

conference duration time when Polycom ReadiManager LX100 schedules your conference, so that adjacent conferences do not conflict with one another. However, they do not appear in the scheduled conference times; they are handled behind the scenes.

Creating Repeating Conferences

Conferences scheduled through Polycom ReadiManager LX100 can be created as repeating conferences. In Lotus Notes, the same Repeat feature used to create other types of repeating meetings is used to schedule repeating conferences.

The maximum number of times a conference can repeat is determined by a setting for the domain, which is specified by your Polycom ReadiManager LX100 administrator. If you exceed the maximum, a message box displays, asking you to reduce the number of recurrences.

To create a repeating conference

1. While you are in the Calendar Entry window, check the **Repeats** check box in the **When** area.

2. Complete the Repeat Options dialog box, to specify how often the conference should recur, and click **OK**.

Note: Polycom ReadiManager LX100 does not support creation of annual recurring conferences, but does support Daily, Weekly, and Monthly meetings.

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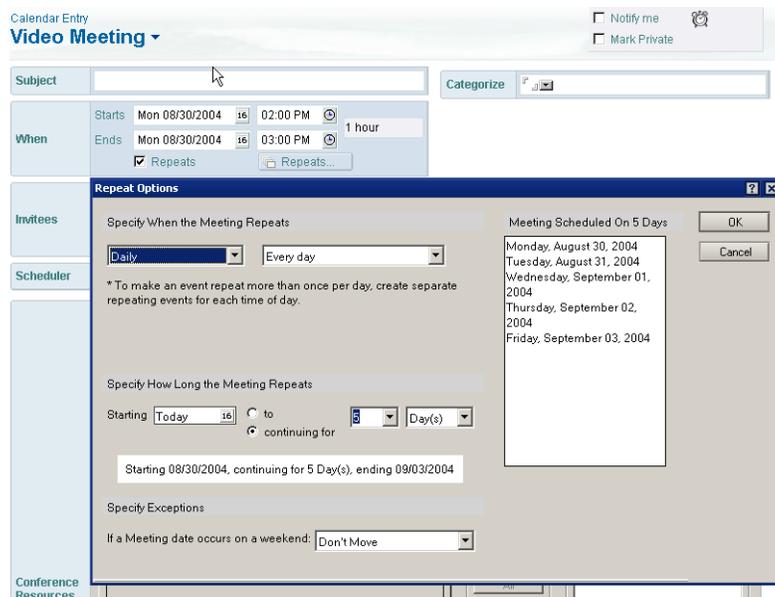
3. Finish creating the conference, as you normally would.

    When you click **Create Schedule**, Polycom ReadiManager LX100 checks availability and bandwidth as it normally does, and reserves the resources for all recurring meeting times, if there are no conflicts.

Note: After creating a series of conferences, the individual conferences are handled separately. If you want to make a change to an individual conference, you can edit or delete it through Manage Conferences.

Viewing Details about a Resource

The Details tab shows specific characteristics of a resource after it's been added to the Selected Resources list.

To see details about a resource that has been added to a conference

>> Select the resource in the Selected Resources list.

A Details tab appears on the left, and shows the characteristics of the selected resource.

Note: This tab does not appear until one of the resources in the Selected Resources list is selected.
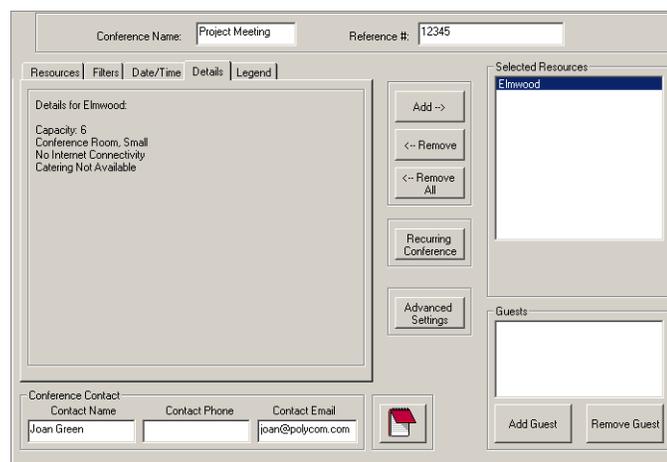
Using the Legend

The Legend tab defines the colors associated with resources.
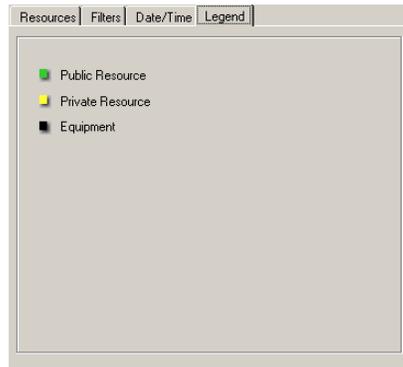
Using the Advanced Settings

After you click **Begin**, the Schedule Conference screen contains a button labeled **Advanced Settings**. Clicking it opens a dialog box in which you can specify default settings for these important scheduling details:

❑ Template Selection

❑ Type of Conference

❑ Dial Options

❑ Force MCU Usage

❑ Auto-Start Conferences

❑ Video Mode

❑ Speed

❑ People + Content

❑ T120 Mode

❑ Chair Control PIN

Note: The ability to view and change Advanced Settings depends on your permission settings. If you do not see an **Advanced Settings** button on the Conferences Tab, your Polycom ReadiManager LX100 administrator will have already set the Advanced Setting values. For more information, contact your Polycom ReadiManager LX100 administrator.
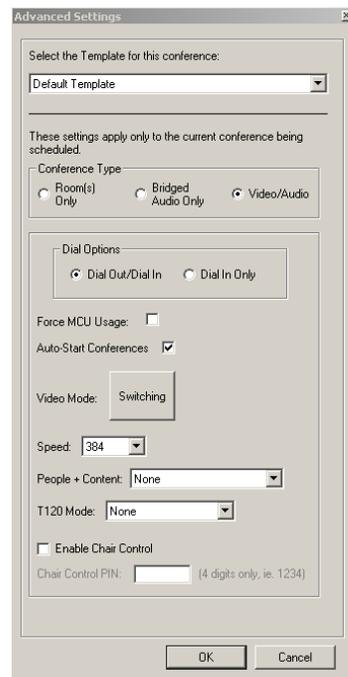
Selecting a Template

Templates are collections of advanced conference settings. When you are scheduling a conference and open the Advanced Settings dialog box for the first time, your default template is always selected, and the values in the Advanced Settings dialog reflect the settings associated with that template.

You may have only one template available in Advanced Settings, or your network administrator may have created multiple templates to adjust the Advanced Settings in different ways.

If you select a different template from the list, it will adjust the values throughout the Advanced Settings dialog. If desired, you can then make additional adjustments to fine-tune the settings for this conference.

Specifying the Type of Conference

You can specify the type of conference this will be:

❑ Rooms Only

❑ Bridged Audio Only

❑ Video/Audio

Rooms Only

Select Rooms Only when you only want to reserve the rooms themselves. Although equipment in them will not be available to other people, no bandwidth will be reserved for the conference. All other Advanced Settings for the conference become irrelevant, and are grayed out in the dialog box.

Any conference that uses third-party audio conference systems (outside the control of the enterprise) can use this setting and then simply use the conference phone in the room to dial into the third-party conference line.

Bridged Audio Only

Select **Bridged Audio Only** when you want to set up a dial-in conference into which multiple people can dial. The bridge is reserved as an audio-only media, with no video media. Choosing this conference type automatically selects the Dial In Only and Force MCU Usage options. This means that an MCU's resources will be reserved and used to create a dial-in conference. After you create the conference, the conference confirmation email you receive will include the dial-in number and pin code required to access it.

With this type of conference, no bandwidth is reserved except the MCU. The rooms associated with the resources are reserved, so any equipment in those rooms will not be available to other people. This also does not reserve precious video resources on the MCU that would otherwise be reserved for a mixed audio/video call.

Note: Only regular POTS audio phones can be used--not ISDN endpoints. Attempting to mimic an audio call using a 64K dial speed through an audio/video endpoint may result in the call being dropped, or in very poor audio quality.

Video/Audio

Video/Audio allows you to use a combination of video and audio connections in this conference, and to reserve the required bandwidth and equipment associated with resources, as well as the rooms. The conference can use a combination of both Dial-In and Dial-Out, or you can specify that it should be Dial In only, if you want all connections to be made through one bridge.

Specifying Dial Options

You can determine whether a conference will require all endpoints to dial in to the conference, or whether a combination of dial-in and dial-out will be allowed.

When you want an MCU (also known as a "bridge") to create a dial-in conference for which a particular phone number and pin code are created for all conference participants, use the Dial-In Only setting. With a dial-in conference, any audio or video system can dial in, and all participants will be connected to the same conference inside the bridge. This allows participants to dial into the bridge at their convenience from anywhere they choose.

When you want to be able to dial-out to a video system, as well as to have participants dial in, use the Dial Out/Dial In setting.

When you specify Dial Out/Dial In, you can specify the individual resources that you want to dial in. For example, you might specify that a particular end-point should use dial-in, in which case a bridge will create a dial-in number for it. For more information, see *Changing Dial-In Settings for Individual Resources* on page 24.

Note: When selecting the Dial-in only option from the Advanced Settings dialog box, all selected resources are forced to be dial-in only. When you change that selection to Dial-in/Dial-out, the individual selected resources continue to be set to dial-in. If you want them to be dial-out, you will need to uncheck "Dial-in" on an individual basis.

Forcing MCU Usage

The Force MCU usage is set automatically if you specify Bridged Audio Only. You may also want to use this setting if you want to require all endpoints to dial in to a single number and connect inside the same bridge. When this setting is not selected, the endpoints can connect directly to each other with either point-to-point configurations or using one endpoint's built-in MP capability.

Setting the Video Mode for Multipoint Calls

The Video Mode setting determines the initial screen layout on an endpoint's monitor during a multipoint conference if it requires a stand-alone bridge.

You can select Switching, so that the display changes each time the speaker changes, and everyone sees the current speaker. Or you can select the number of panels to be shown, so that you can see all of the meeting participants at once.

If you select more windows than there are participants, the extra widows simply display with a background color.

Note: When selecting a video mode, it's a good idea to consider the MCU resources that it will require. Normally, Switching mode consumes fewer MCU resources than Continuous

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Presence mode. The greater number of small video windows that are used, the more video resources required on the MCU.
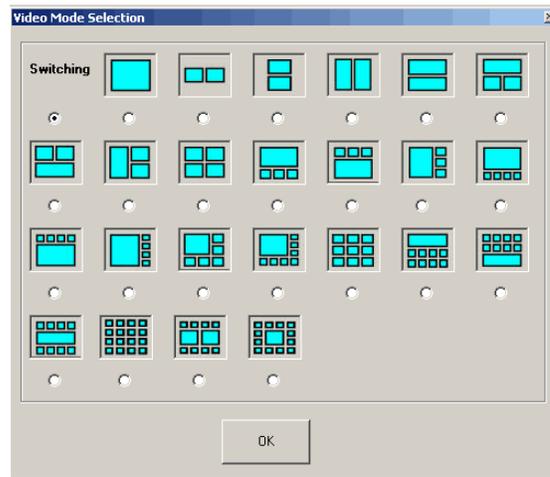
Using Auto-Start or Manual Start for a Conference

When Auto-Start is selected in the Advanced Settings dialog box, the call will be dialed automatically at the start time of the videoconference, or a little before, based on any required setup minutes.

If you prefer to start conferences manually at the time of the conference, uncheck this setting. However, if you uncheck it, you must be sure to start it manually at the scheduled time. Otherwise, the conference will not launch.

Setting the Default Connection Speed for a Call

The speed set in the Advanced Settings dialog box will determine the speed at which the endpoints will communicate for both point-to-point and multipoint conferences. If a higher speed is selected than can be supported by an endpoint, the speed for that endpoint will be reduced, but it will remain at the default connection speed for the endpoints that can match it. If the calls are placed via a multipoint-capable codec, the behavior depends on the capabilities of that codec.

In the case of ISDN dialing, if the dial speed is higher than number of channels defined in the H320 service of the endpoint, you will receive a warning about exceeding ISDN resources. If that occurs, simply lower the dial speed to less than or equal to the ISDN capability of the endpoint

Higher speed is important when you want high quality video in a meeting. However, because higher speed uses more bandwidth, scheduling a meeting with higher speed may limit the number of conferences that can be reserved at one time.

Using People + Content

This setting controls the ability for one of the endpoints to send data and video over the same bandwidth, so that both people and content can be displayed. The two video streams are handled differently by the receiving endpoint, and may be shown on separate screens, or through Video Switching mode.

Note: The MGC requires that conferences with People + Content use a Speed of at least 192 K. If you set the Speed to 128, the conference will fail.

Select the type of People + Content capability you want the conference to use. If you do not want to display both people and content in this conference, leave this setting as "None."

A conference can have only one People + Content setting. What you select here determines the setting to be used for all participants in the conference.

Endpoints in the conference that don't support the selected method will connect with either video (if they connect via IP) or audio only (if they connect via ISDN).

The available settings include:

❑ None

❑ People+Content

❑ People and Content VO

❑ Visual Concert PC

❑ Visual Concert FX

❑ H320 Duo Video

None

Select "None" when dual-streams of data are not required.

People + Content

This Polycom proprietary technology works with most Polycom endpoints.

People and Content V0

Polycom proprietary technology that works mainly with PictureTel endpoints. Select this option when working with older endpoints.

Visual Concert PC

PC-based software available with Polycom ViewStation MP/512/SP/323.

Visual Concert FX

Hardware solution available with Polycom ViewStation FX/EX and VS4000.

H320 Duo Video

Dual stream mode available with Tandberg endpoints in which one part of the conference is set as the video conference and the other as the presentation conference. This selection supports both IP and ISDN.

Using T.120

Polycom ReadiManager LX100 allows you to define T.120 conferences, and to select the speed for the T.120 connection. Select "None" to disable the T.120 mode.

T.120 is a standard that contains a series of protocols and specifications describing application sharing in multi-point data communication. The following options may be available, depending on the participant equipment and software:

❑ Application sharing, allowing two or more conference participants to work on the same document/application even if only one participant has the application. In application sharing, one participant launches the application and it runs simultaneously on all the other computers.

❑ File transfer to all conference participants.

❑ Chat or "Whiteboard" in which participants communicate with each other via writing.

In all of these modes, the participants can view and hear each other.

From the T.120 drop-down box, select the speed for the T.120 connection. The higher rates (larger numbers) enable faster data transfer rates, but reduce the bandwidth available for the video portion of the call. In low bandwidth calls of 128 kbps, use the smallest bandwidth numbers for the T.120 setting. Check with the IT department to determine the best combinations for your conferences.

Notes: Selecting this option uses T.120 resources on the bridge. It is best not to select it unless you are sure you want to use it.

T.120 cannot be added to a conference that has already started.

Chair Control PIN

You can enter a four-digit Chair Control PIN, to be used by the bridge during the conference.

Note: Be sure to make note of this PIN in your own records. You will need to communicate the PIN to the conference chair separately. It is not sent out in a conference email

---

Setting the Host Site for a Multipoint Call

Host sites can be designated when scheduling a multipoint calls. The advantage of designating a host site is that attendees will know who the host is of the conference when the email notification for the conference is sent out.

Note: Selecting a host site does not control who is dialing, only who is responsible for the call.

To designate a host site

>> Right-click on the desired resource in the Selected Resources box of the Conference Resources window and choose **Select As Host Site**.
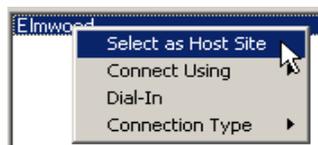
"Host Site" will appear in parentheses next to the designated resource.

Changing Dial-In Settings for Individual Resources

You can specify whether a particular resource should dial-in to a conference.

Note: If Dial-in Only is selected in Advanced Settings, Dial-In will be selected for all resources, and the dial-in setting for individual resources cannot be changed.

If Dial-in Only is not selected and you select dial-in for one or more individual resources, a dial-in number and pass code will be created and sent to you in the reservation confirmation email.

To select a dial setting

>> Right-click on the desired resource in the Selected Resources or Guest box of the Conference Resources window and choose **Dial-In**.

A check mark indicates whether Dial-In is currently selected.

To allow a different endpoint to dial this resource, make sure this setting is not selected.

Changing How the Connection is Made

Some resources can be connected to in more than one way. Connection methods include Dial-In, ISDN, IP, and a Direct connection to an MCU.

The methods available for a given endpoint appear in the Connect Using menu. You can change the method to be used when scheduling the resources.

To select a different connection method

>> Right-click on the desired resource in the Selected Resources box of the Conference Resources window and choose **Connect Using**.

A check mark shows the current method.

To use a different connection method, select it from the list.
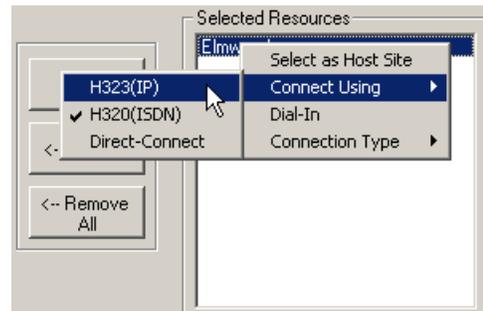
Setting the Connection Type for Individual Resources

You can set the type of connection to be used by individual conferences. The settings you can select are determined by the type of conference selected in the Advanced Settings. Available choices may include:

❑ **None.** Use this setting to indicate that only the room is being reserved. When None is the only available selection, "Rooms Only" is selected as the Conference Type.

❑ **Bridged Audio.** Use this setting to have an MCU create a dial-in number for this endpoint. When None and Bridged Audio are the only available setting, "Bridged Audio Only is selected as the Conference Type.

❑ **128, 256, 320, 384, etc. video.** Use these settings to specify a particular connection speed for this endpoint. When these settings are available, "Video/Audio" is selected as the Conference Type.

To set the connection type for an individual resource

>> Right-click on the desired resource in the Selected Resources box of the Conference Resources window and choose the appropriate setting.

A check mark indicates the current setting.
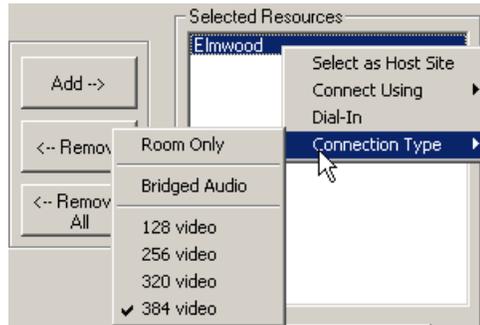
Adding a Guest to a Videoconference

Guests are participants who are not within your video network. For example, you might want to schedule a conference with a client or customer who will be attending from their company office, rather than from one of your conference rooms.

Note: If you have a regular guest who is off your network or an employee in a remote office without an IP connection into the network, and you want to be able to conference that guest in without entering the information manually each time, ask your Polycom ReadiManager LX100 administrator to set them up as an Off Net resource. Selecting an offnet resource and adding it to a conference automatically places it in the Guests list.

Note: Guests do not receive email notification about conference, so if you select Dial In for a Guest, be sure to send that person the necessary information for the dial in, such as date and time, and the conference ID for the MCU.

To add a guest to a videoconference

1. In the Schedule Conference screen, click the **Add Guest** button.

2. In the Conference Guest dialog box, enter the following:

- **Name.** This name will be used to identify the guest on conference schedule email notifications to recipients.

- **Connect Type.** Whether the connection to the guest is IP or ISDN.

- **Dial Out or Dial In.** Whether the conference will dial out to the guest, or the guest will dial in.

- **Number**. The IP or ISDN numberPolycom ReadiManager LX100 will use to reach the guest, if the call is auto-started.

3. Click **OK**.

Creating Conference Notes

Conference notes allow the scheduler to add information regarding the conference. What is typed in the Conference Notes dialog box is sent in the email notification when the conference is scheduled. The notes are also available when you manage conferences.

To add conference notes

1. Click the notebook icon on the Conference > Schedule page.

2. In the Conference Notes dialog box, enter the notes for the conference.
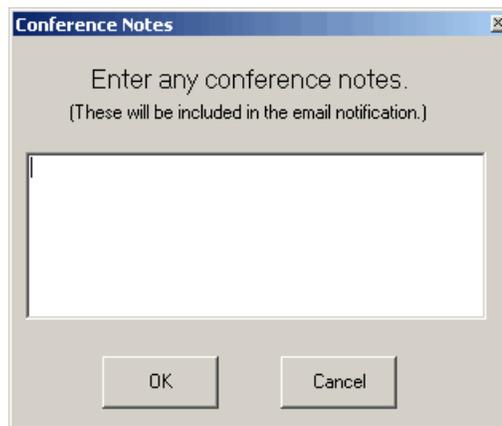
3. Click **OK** when you are finished.

Updating Your Calendar with Scheduled Videoconferences

Videoconference schedules are stored in the Polycom ReadiManager LX100 database. When conferences are created in Lotus Notes, they will be synchronized with the Polycom ReadiManager LX100 database. If you schedule conferences from the Polycom ReadiManager LX100 web interface, you can synchronize your Lotus Notes Calendar to show videoconference.
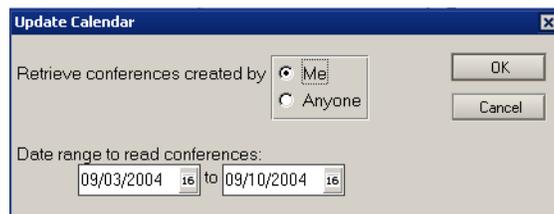
In addition, if you are a conference administrator and want to view all scheduled conferences in Lotus Notes, you can update your Lotus Notes Calendar to show them.

Tip

Tip: If you want to review all scheduled videoconferences, you may want to create a separate Video Calendar on which to display them, so that they do not clutter up your personal calendar of appointments.

To update your Lotus Notes Calendar

1. Go to your Calendar in Lotus Notes.

    If you have more than one Calendar set up, select the one on which you want videoconferences to be shown.

2. From the Video menu, choose **Update Calendar**.

3. In the Calendar Date Range dialog box, select the starting and ending dates to indicate the date range of scheduled videoconferences you want to view on your calendar.

4. Select whether you want to see only conferences you scheduled, or all conferences (if you are a Conference Administrator), and then click OK.

    Scheduled videoconferences appear on your Lotus Notes Calendar.

Managing Scheduled Conferences

After a videoconference has been scheduled, you can make changes to it using the Manage Conference feature from the Video menu. When you choose it, the Manage Conferences window opens.
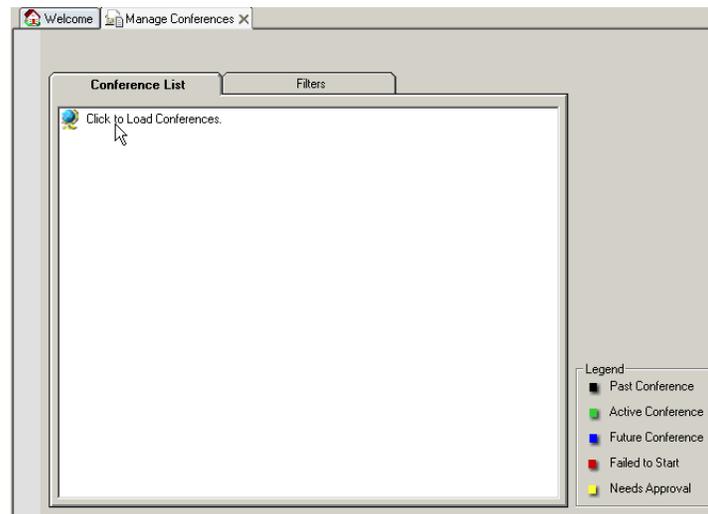
Clicking the Globe loads the conferences into the window. The default filter for conferences is from seven days in the past to 30 days in the future. To see additional conferences, follow the steps described below, under *Locating the Conference You Want to Manage* on page 29.

Locating the Conference You Want to Manage

Use the Filters tab to help identify the conference you want to work with. Filtering for scheduled conferences works very similarly to filtering resources when scheduling a conference.

To locate the conference you want to manage

1. From the Video menu, choose Manage Conference.

2. Click the Filters tab so that you can narrow your search for a particular conference.

3. Enter a date range, conference name, conference ID, or reference number for the conference. The default date range is from seven days in the past to 30 days in the future. You can expand the date range to see other conferences at the same time.
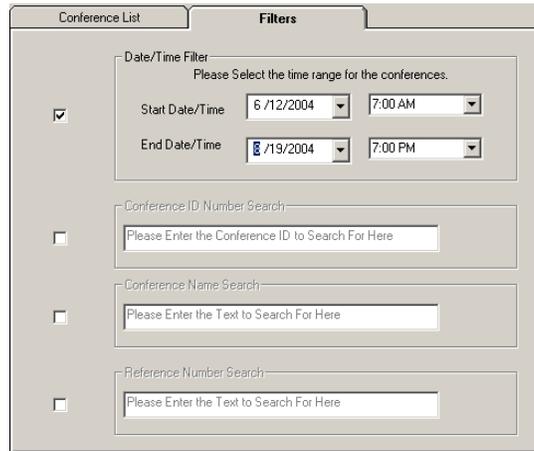
4. Click the Conference List tab. Conferences that match your criteria are available in a hierarchy by date.

5. Expand the folders to find the conference with which you want to work.
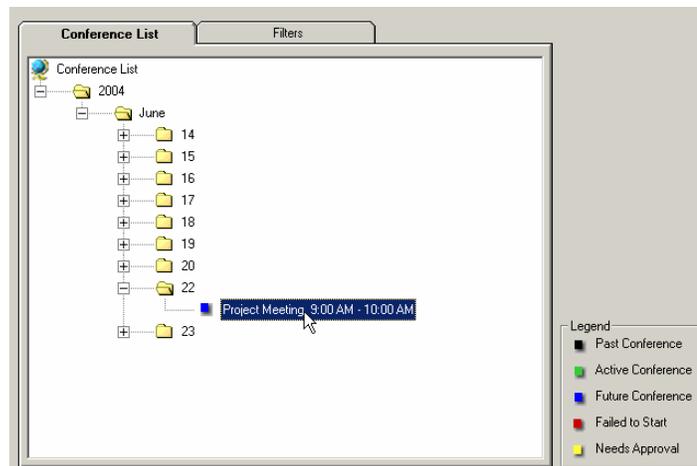
As the Legend indicates, the icons next to the conference give visual information as to when the conference is scheduled.

Black: Conference was in the past.

Green: Conference is currently active.

Blue: Conference will occur in the future.

Red: Conference failed to start.

Yellow: Conference needs approval. (See *Approving a Requested Conference* on page 31)

6. Right-click on the conference and select the appropriate action from the menu.

- For conferences that have already taken place, Close is the only available action.

- For conferences in the future and needing approval, Conference Details, Edit Conference, and Delete Conference are available.

Approve Conference may also appear, if you are a Conference Administrator.

- For active conferences, only Manage Conference is available.

Approving a Requested Conference

When users with the "Request Only" user permission schedule conferences, the conferences are reserved but will not launch. They must be approved by a Conference Administrator before they can occur. The Conference Administrator receives an email when a conference needs to be approved.

To approve a requested conference

1. Locate the conference that needs approval. (For details, see *Locating the Conference You Want to Manage* on page 29)

2. Right-click on the conference icon and choose Approve.

    An email is sent to the person who requested the conference.

Deleting a Conference

Conferences can be deleted from the Manage Conferences window.

To delete a conference

1. Locate the conference you want to delete. (For details, see *Locating the Conference You Want to Manage* on page 29.)

2. In the Conference List tab of the Manage Conferences window, right-click on the conference you want to delete and choose Delete Conference.

3. When asked to confirm, click **Yes**.

    If the conference was part of a series of repeated conferences, a message asks whether you want to delete only this message, or the whole series.

    The conference is deleted. Email messages are sent to the facilitators for the resources involved.
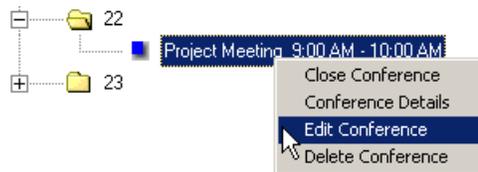
Making Changes to a Future Conference

All of the features available when you first schedule a conference can be used to make changes to a conference before it starts.

Note: If you make a change to a conference that was part of a series of repeated conferences, the change is made only to the selected conference, and not to the series.

To make changes to a future conference

1. Locate the conference you want to change. (For details, see *Locating the Conference You Want to Manage* on page 29.)

2. In the Conference List tab of the Manage Conferences window, right-click on the conference you want to change and choose Edit Conference.

The Edit Conference window opens. This window is very similar to the window you use to schedule a conference.

3. Make desired changes to the resources, conference time, contact information, and guests.

4. When finished making changes, click **Update Schedule**.

    For details about working in this window, see the information presented earlier in the section *Creating the Conference Request* on page 4.

Note: To NOT save the changes to the conference, click the close box in the upper corner of the window without clicking Create Conference.

Entering Additional Conference Details

Sometimes conferences have additional details that need to be tracked. For example, when the request/approve conference feature is used, the administrator needs to be able to enter comments as to why a conference is approved or not. Or there may be special requirements related to setting up a conference. To accommodate this, details about the conference can be added after the conference is scheduled.

To enter additional conference details

1. Locate the conference for which you want to add details. (For details, see *Locating the Conference You Want to Manage* on page 29.)

2. In the Conference List tab of the Manage Conferences window, right-click on the conference and choose Conference Details.

    The Conference Details dialog box appears.

3. Enter the information you want to track for the conference and click **OK**.

    The Alias field can be used to assign a conference ID.

    The Setup field is for any comments about the conference.

Managing an Active Conference

A conference that has started is considered an active conference. There are a number of adjustments you can make while a conference is active. You can:

❑ Add and remove resources

❑ Add a guest

❑ Temporarily disconnect a resource

❑ Reconnect a resource that was previously disconnected

❑ Extend a conference

❑ Restart a conference

❑ End a conference

To make changes to an active conference

1. Locate the conference you want to change. (For details, see *Locating the Conference You Want to Manage* on page 29.)

2. Select the conference, right-click and choose Manage Conference.

    The Manage Conference and Resources window opens.
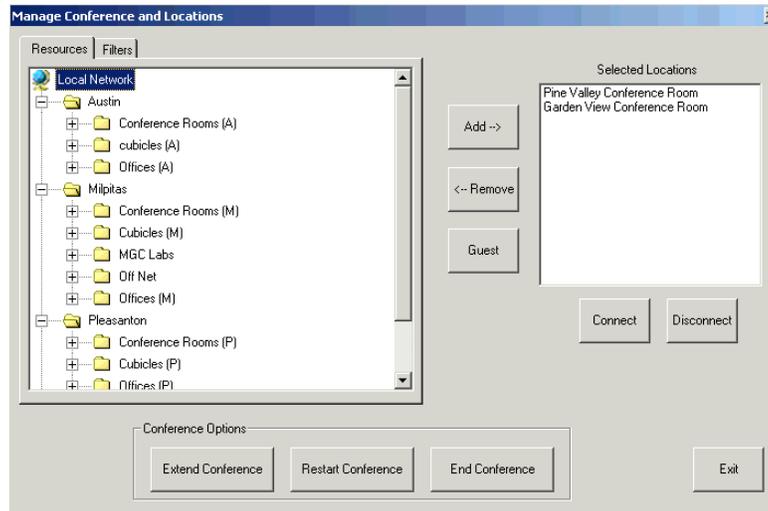
You see the locations that are in the conference in the Selected Locations list.

Note: Changes that effect resources and guests (adding, removing, disconnecting, and reconnecting) can only be made up until 5 minutes or less is left in the conference. After that you will only have the option of extending or ending the conference.

To add a resource

 >> Select the resource and click **Add**.

    Polycom ReadiManager LX100 checks for the resources' availability. If the location is able to join the conference they are called and the resource is reserved for this conference time.

To remove a resource

1. Select the resource from the Selected Resources list and click **Remove**.

2. When the confirmation message asks you to confirm that you want to remove the resource, click **Yes**.

    The resource is taken out of the conference and freed up for other possible conferences.

To add a guest

A guest can only be added if there is multipoint capability in either a video codec or MCU in the conference. If there is no multipoint capability in the conference, a guest cannot be added.

1. Click the **Guest** button.

2. In the Conference Guest dialog box, enter the name and number, choose the type of connection, and click **OK**.

   Polycom ReadiManager LX100 attempts to connect the guest to the conference. When the guest has been added, their name appears in the Selected Resources list.

   You can add multiple guests, but only **one** at a time.

To disconnect a resource

1. Select the resource you want to temporarily disconnect in the Selected Resources list.

2. Click the **Disconnect** button.

3. When the confirmation message asks you to confirm that you want to disconnect the resource, click **Yes**.

Note: Disconnected resources are still associated with the conference and are not available for other conferences. The most common use of Disconnect is when you want to disconnect a room for short time, but still want it to be available later in the conference. If you want to disconnect a location and have no more need for it, use the **Remove** button instead.
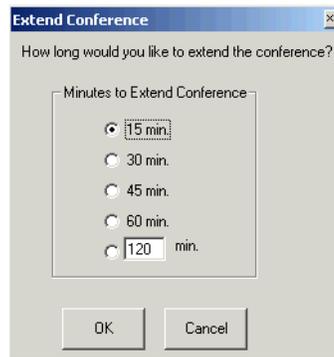

To re-connect a disconnected resource

1. Select the resource you want to reconnect in the Selected Resources list.

2. Click the **Connect** button.

To extend a conference

This feature affects all the resources in your conference. If you indicate you want to extend the conference by 45 minutes, Polycom ReadiManager LX100 checks to see if all the resources are free for that time. (All resources must be available for the extended time. If one resource is not available then you cannot extend the conference.) If you receive a message that the conference cannot be extended, try extending it for a shorter period of time

1. Click the **Extend Conference** button.

2. In the Extended Conference dialog box, select the number of minutes by which you want to extend the conference and click **OK**.

To restart the conference

1. Click the **Restart Conference** button.

2. When the confirmation message asks you to confirm that you want to restart the conference, click **Yes**.

    This restarts your entire conference. All resources will be disconnected and then reconnected.

To end a conference

Use this feature to end a conference that did not go as long as scheduled. That way, resources used in the conference are freed up to be used for other conferences.

1. Click the **End Conference** button.

2. When the confirmation message asks you to confirm that you want to end the conference, click **Yes**.

Closing a Completed Conference

Conferences that are in the past can be closed. When you close a conference, you indicate whether it completed successfully or not, and can add comments about it. Reports can include comments; so entering comments gives you a way to track information about completed conferences.

Closing conferences is optional.

To close a completed conference

1. Locate the conference you want to close. (For details, see *Locating the Conference You Want to Manage* on page 29.)

2. In the Conference List tab of the Manage Conferences window, right-click on the conference you want to close and choose Close Conference.
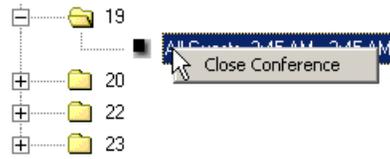
3. In the Close Conference dialog box, indicate whether the conference completed successfully, enter any comments, and click **OK**.

   The conference is removed from the Conference List.

2

Setting Up Lotus Notes for Use with Polycom ReadiManager LX100

Polycom ReadiManager LX100 can be integrated right into Lotus Notes, so that you can schedule and manage conferences along with other meetings.

This section includes information about how to install, setup, and maintain the Polycom Video Conferencing Component in Lotus Notes. It includes:

❑ Installing the Polycom Video Conferencing Lotus Notes Component

❑ Setting Up Lotus Notes for Polycom ReadiManager LX100

    • Creating a Separate Video Conference Database

    • Opening a Calendar View of Your Video Conferencing Database

    • Creating a Video Conferencing Welcome Page

    • Adding Polycom Video Conferencing to Your Current Calendar Database

    • Setting Up Polycom Video Conferencing with a Server Side Install

❑ Handling Security Notice Alerts

❑ Changing Your Polycom ReadiManager LX100 Logon Information in Lotus Notes

Installing the Polycom Video Conferencing Lotus Notes Component

Requirements: Polycom ReadiManager LX100 works with Lotus Notes version 6.0.3 or later. 35 MB disk space is required for the installation.

The Polycom ReadiManager LX100 component used with Lotus Notes is available from your Polycom ReadiManager LX100 application web page.

### To download the Polycom Video Conferencing Lotus Notes client component

1. Log on to the Polycom ReadiManager LX100 application as you normally would through a web browser.

2. From the menu bar, choose **Support > Downloads**.

3. Click the link **Lotus Notes plugin**.

4. Save the program to your computer.

To install the Polycom Video Conferencing Lotus Notes component

1. Make sure Lotus Notes is closed.

2. Locate the file PCSLotusNotes.exe you just saved on your computer and double-click it to start the installation process.

3. Follow the prompts on the screen from the install wizard to complete the installation.

   • On the Setup screen, select **Typical Installation**.

   • On the Server Information screen, enter the IP of your Polycom ReadiManager LX100 Server.
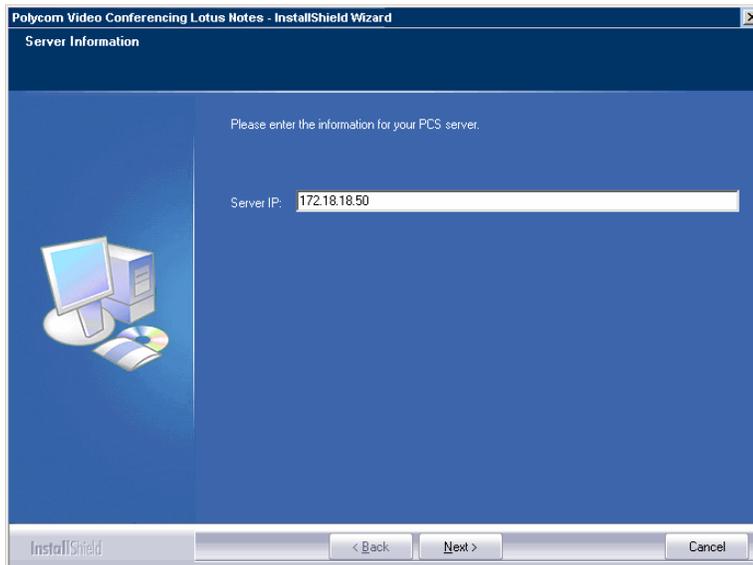
- On the User Information screen, enter your Polycom ReadiManager LX100 user name, password, and Domain.

  The Domain will always be "root."

  If your network uses LDAP, your Polycom ReadiManager LX100 user name and password should be the same as the ones you use to log on to your computer.
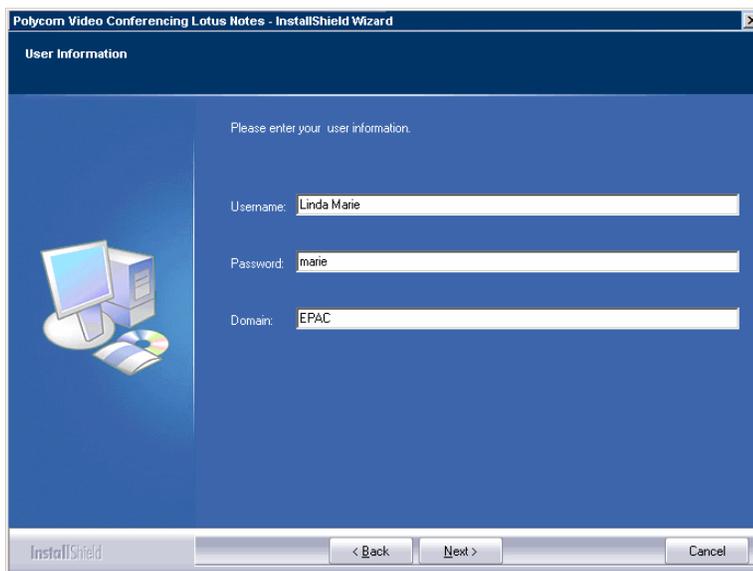
4. Proceed through the remaining screens by clicking **Next** and **Finish**.

5. When the installation is complete, start Lotus Notes and follow the instructions under *Setting Up Lotus Notes for Polycom ReadiManager LX100* on page 42.

Uninstalling the Polycom Video Conferencing Component from Lotus Notes

You can uninstall the Polycom Video Conferencing Component from Lotus Notes by using the Add or Remove Programs Control panel in Windows.

Note: Before you uninstall the component, be sure to make the following changes to the Lotus Notes database:

❑ If you have changed any database (including user's mail databases) to use the VideoMeeting Template, you must reverse the changes before uninstalling Polycom ReadiManager LX100 Lotus. Follow similar steps to the ones described under *Replacing a User's Mail and Calendar Database Design with the VideoMeeting Template* on page 51, but use the StdR6Mail template (mail6.ntf) instead of the VideoMeeting template.

❑ If you changed the VideoMeeting Template to look like the standard mail template, you must first change the master template name of the VideoMeeting Template (database properties) back to 'VideoMeeting' in Database Properties, and then go to the mail6.ntf database properties and set the master template name back to 'StdR6Mail'.

Setting Up Lotus Notes for Polycom ReadiManager LX100

Before Polycom ReadiManager LX100 can be used to create Videoconferences in Lotus Notes, the Polycom Video Conferencing Lotus Notes component must be installed, and a Lotus Notes database must be associated with the VideoMeeting template.

If you have not yet installed the Polycom ReadiManager LX100 Component for Lotus Notes, see *Installing the Polycom Video Conferencing Lotus Notes Component* on page 40.

You can create a separate Polycom ReadiManager LX100 Calendar database, stored on the local PC, or you can modify your current calendar/mail database to use the VideoMeeting template. Administrators can also assign the VideoMeeting template to users from the server side.

This section tells you how to set up Lotus Notes for Polycom ReadiManager LX100, including the following topics:

❑ Creating a Separate Video Conference Database
❑ Opening a Calendar View of Your Video Conferencing Database
❑ Creating a Video Conferencing Welcome Page
❑ Adding Polycom Video Conferencing to Your Current Calendar Database
❑ Setting Up Polycom Video Conferencing with a Server Side Install

Creating a Separate Video Conference Database

If you want to keep videoconferences on a separate calendar from your main Lotus Notes Calendar, start by creating a new database.

Once this database has been created, you can either open the database each time you start Lotus Notes, or you can create a Welcome page that automatically opens it for you when you start Lotus Notes.

To create a new database

1. Start Lotus Notes.

2. Choose **File > Database > New.**

3. In the New Database dialog:

    a. In the Title field, enter a title. (This automatically populates the File Name field.)

    b. Check the box **Show Advanced Templates.**

    c. In the Template list, select the VideoMeeting template.

    d. Click **OK**.
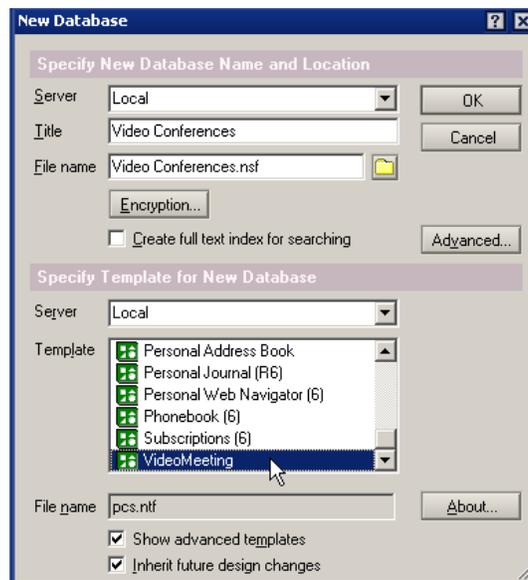
a) Enter a title

c) Select the VideoMeeting template"

b) Click "Show Advanced Templates"

Opening a Calendar View of Your Video Conferencing Database

1. If necessary, open your Video Conferencing database.

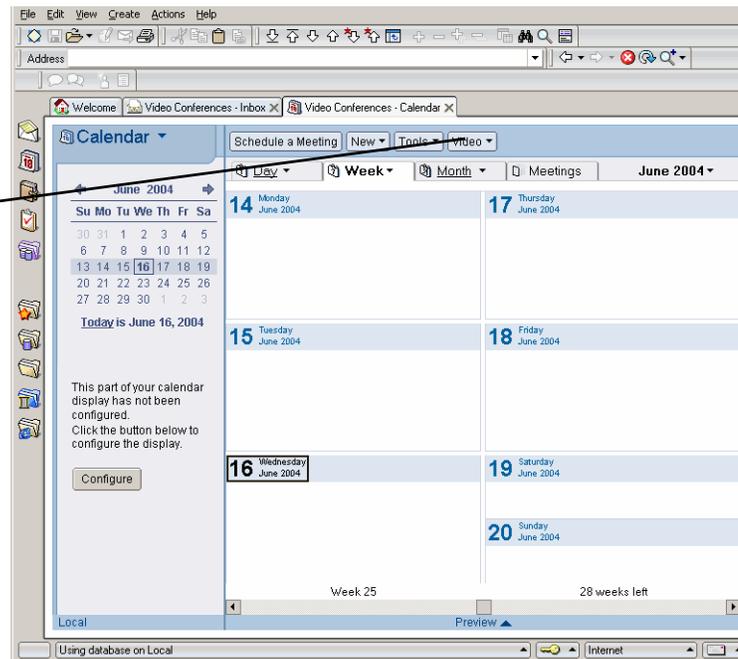   If you just created this database, it is already open.

   If you need to open the database, choose **File > Database > Open**. In the Open Database dialog box, select your video conferencing database and click **Open**.

2. Click the Arrow next to the Mail icon and select **Switch to Calendar**.
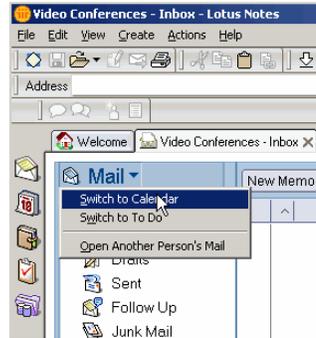

The Calendar view appears.

A Video menu now appears at the top of the calendar.

You are now ready to schedule video conferences through Lotus Notes. For details about scheduling a conference, see *Creating the Conference Request* on page 4.

If your network uses LDAP to track users, you will need to log on to the Polycom ReadiManager LX100 web page before you can schedule conferences through Lotus Notes. This allows Polycom ReadiManager LX100 to add you to its list of users. Contact your Polycom ReadiManager LX100 administrator for the address of the Polycom ReadiManager LX100 web page.

Note: The Polycom ReadiManager LX100 component uses ActiveX controls. As a result, when you use Polycom ReadiManager LX100 features to create and manage video conferences, Lotus Notes may display Security Alerts. To minimize the display of these alerts, select **Start trusting the signer to execute this action** at the bottom of the Execution Security Alert dialog box.
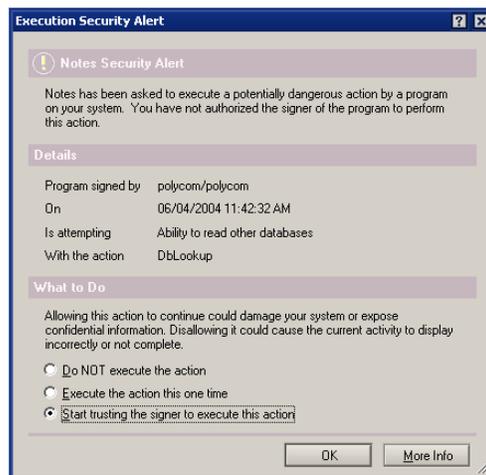
Creating a Video Conferencing Welcome Page

You can create a Welcome Page that automatically opens your video conferencing database. The steps below show one way to do this. You can further customize this to use your personal Lotus Notes preferences.

To create a video conferencing Welcome Page

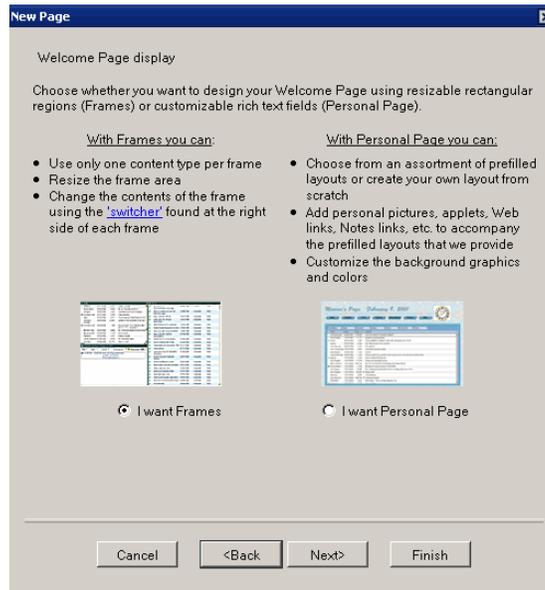1. Launch Lotus Notes.

2. Near the top of the window, click the link **Click here for Welcome Page options**.

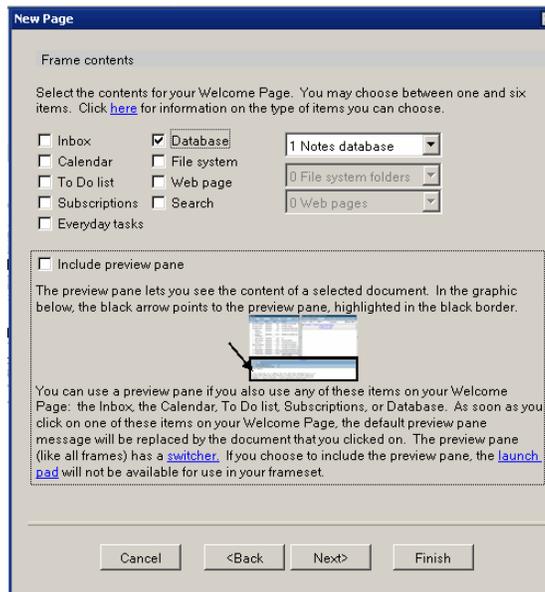3. Click the **Create a new Welcome Page** button.
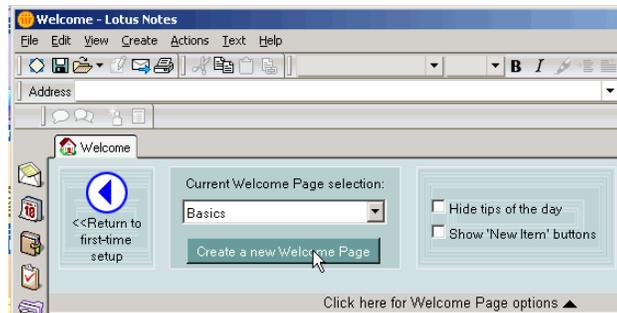
4. Enter a name for the new Welcome Page and click **Next**.
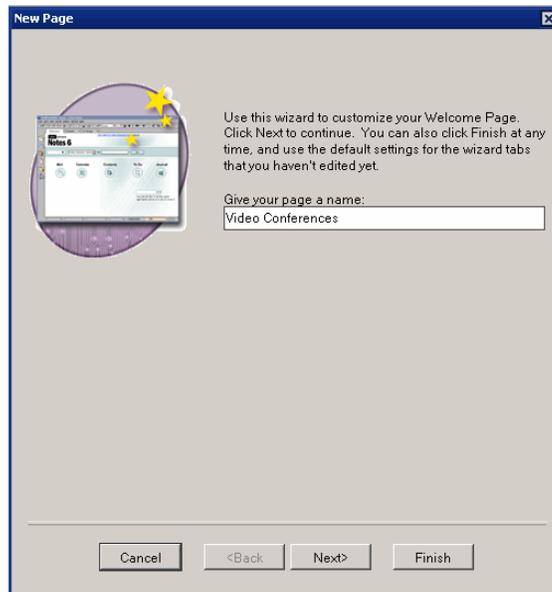
5. Select **I want Frames** and click **Next**.

6. Deselect all Frame Contents except Database and click **Next**.

7. On the Frame Layout Page, leave the Selected Layout active and click **Next**.

8. On the Page Options page, select Database and then click **Choose Notes Database**.
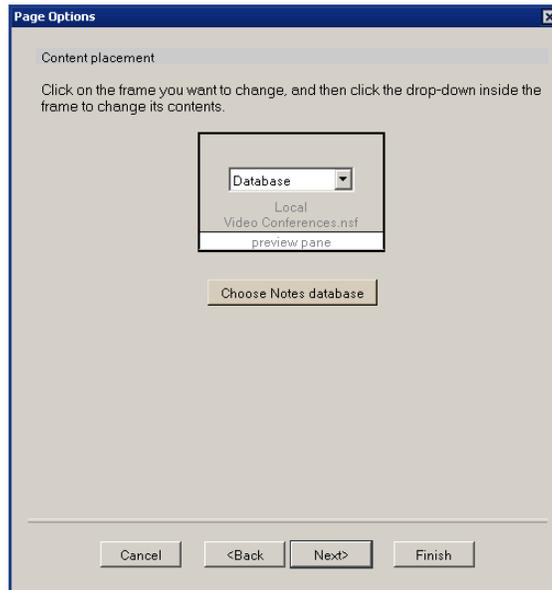
9. Select the database you created for video conferencing and click **Choose Notes database**.

10. Select the **Calendar** view and click **OK**.

11. Click **Next** on the next pages, until you see the Congratulations page.

12. On the Congratulations page, click **Finish**.

When you next start Lotus Notes, your video conference will display as your Welcome Page.

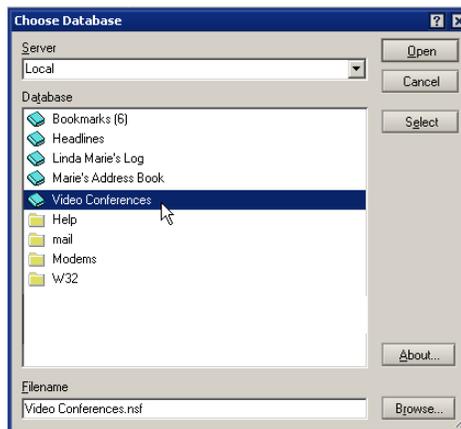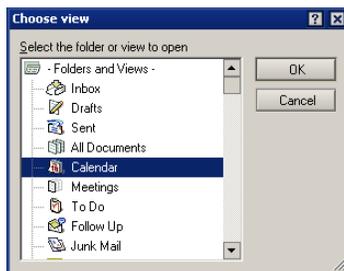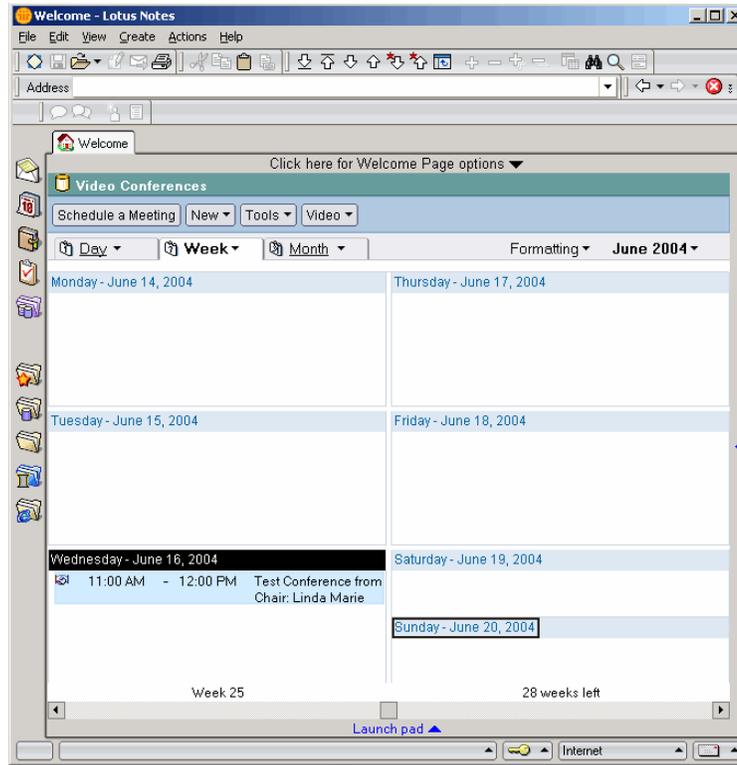# Adding Polycom Video Conferencing to Your Current Calendar Database

In order to add the VideoMeeting template to your current calendar database, you must have at least Designer access to the database (Editor is the default for normal users). If you do not have at least Designer access, please contact your administrator. Someone with Manager access (your administrator) can perform the following steps to change your access.

To add Video Conferencing to your current Calendar database

1. Once you have permissions set up correctly, open Lotus Notes.

2. Open your mail/calendar database.

3. Choose **File > Database > Replace Design**.

4. Select where the VideoMeeting Template resides (Local for client installs, your server name for server-side installs).

5. Click **Show Advanced Templates**.

6. Choose the Polycom ReadiManager LX100 template (**VideoMeeting**).

7. Click **Replace**.

8. When asked to confirm the replacement, click **Yes**.

Setting Up Polycom Video Conferencing with a Server Side Install

Administrators can add the VideoMeeting template to a user's calendar when they register the person from the server, and can replace existing users' mail and calendar database design with the VideoMeeting template.

To specify the VideoMeeting template when registering a user

1. Run Domino Administrator.

2. Select the People & Groups tab.

3. Select the Domino Server and select People.

4. Click Tools, and on the People toolbar, select Register.

5. If prompted, enter your password.

6. Click the **Advanced** check box.

7. Choose the Mail tab on the left.

8. Under **Mail file template**, choose the Polycom ReadiManager LX100 template (**VideoMeeting**).

   You can also choose the user's mail/calendar database access at this point under **Mail file owner access**.

Replacing a User's Mail and Calendar Database Design with the VideoMeeting Template

You can either use the "Replace Design" feature, or change the database properties.

To use the Replace Design feature

1. Open the mail database, using either Designer or Administrator.

   Using Designer

   a. Open Designer (as a user with 'Manager' or 'Designer' access).

   b. Choose **File > Database > Open**.

   c. Under **Server**, select your server.

   d. Go to the mail directory (near the bottom).

   e. Choose `by username`.

   f. Click **Open**.

   Using Administrator

   a. Open Administrator.

   b. Choose your domain tab.

   c. Click the **Files** tab.

   d. Go to the mail directory, by selecting it on the left.

   e. Double click on a user's mail database.

2. Choose **File > Database > Replace Design**.

3. Under **Server**, select your server.

4. Click **Show Advanced Templates**.

5. Select the Polycom ReadiManager LX100 template (**VideoMeeting**).

6. Click **Replace**.

7. When asked to confirm, click **Yes**.

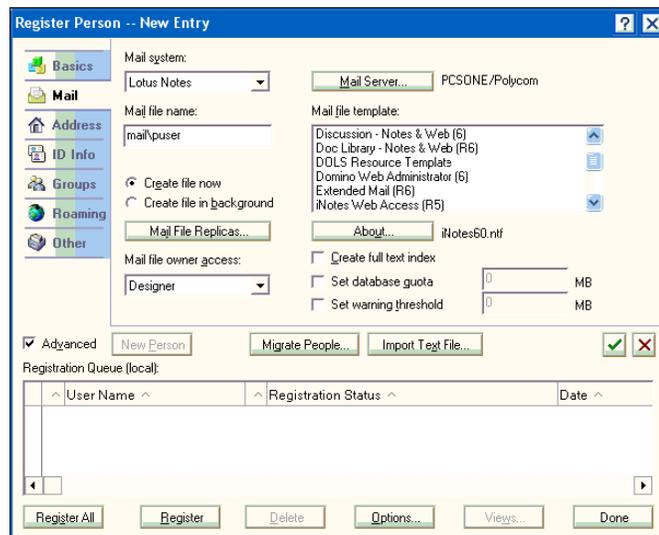### To use Database properties

1. Open Administrator.

2. Choose your domain tab.

3. Click the **Files** tab.

4. Go to the mail directory.

5. Right-click the user's mail database and choose **Advanced Properties**.

6. Click the Design tab (looks like a T-Square).

7. Make sure **Inherit design from master template** is checked.

8. Change the template name to **VideoMeeting**.

9. Click the Close box to close the dialog.

10. Open the database (double click on it).

11. Choose **File > Database > Refresh Design**.

12. Under **Server**, select your server.

13. Click **Replace**.

14. When asked to confirm, click **Yes**.

To assign the VideoMeeting template to the Standard Mail Template for all users

Note: Be careful when using this procedure. It will effect the mail database for all users.

1. Open Administrator.

2. Right-click the standard mail template (**Mail (R6)** or **mail6.ntf)** and choose **Properties**.

3. Click the Design tab (T-Square).

4. Uncheck **Database entry is a master template**.

5. Click the close box to close the dialog box.

6. Right-click the Polycom ReadiManager LX100 template (**VideoMeeting** or **pcs.ntf**) and choose **Properties**.

7. Click the 'Design' tab (T-Square).

8. Change the template name to that of the standard mail template (**StdR6Mail**).

   Whenever database designs are refreshed, the database will use the VideoMeeting Template. (Designs are refreshed by opening the database and choosing File > Database > Refresh Design.)

# Handling Security Notice Alerts

The Polycom ReadiManager LX100 component uses ActiveX controls. As a result, when you use Polycom ReadiManager LX100 features to create and manage video conferences, Lotus Notes may display Security Alerts.

Users can minimize the display of these notices by following the steps below. Administrators can also sign the Polycom database to minimize these messages. For

details, see *Signing the Polycom ReadiManager LX100 Template Database* on page 54.

To minimize the display of Security Alerts

❑ At the bottom of the Execution Security Alert dialog box, select **Start trusting the signer to execute this action**.
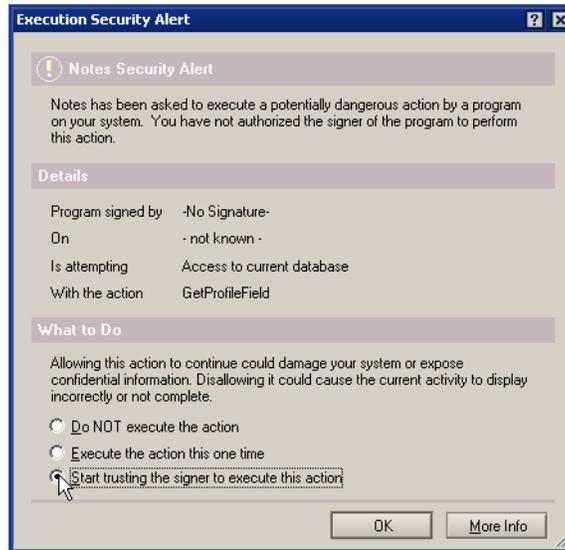
You can make sure that you are trusting the correct signer (Polycom) by clicking the **More Info** button to see details.

❑ In the Cross Certificates message, choose to create a certificate for the organization (Polycom.)
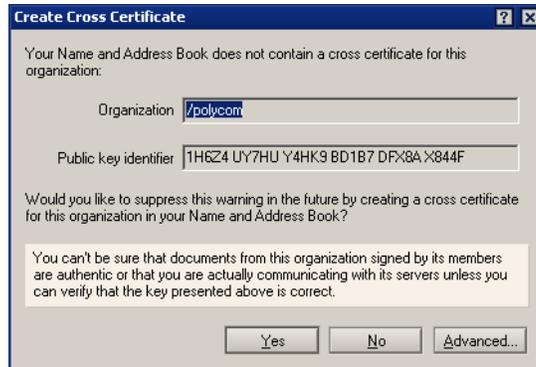
Signing the Polycom ReadiManager LX100 Template Database

Administrators can sign the Polycom ReadiManager LX100 database to reduce the number of Security Notices that users receive.

To sign the Polycom ReadiManager LX100 template database

1. Open Administrator and click on your domain tab.

2. Click the Files tab.

3. Change **Show Me** to **Templates Only**.

4. Right-click on the Polycom ReadiManager LX100 template database (**VideoMeeting** or **pcs.ntf**) and choose **Sign**.

5. When prompted "What do you want to sign?", choose **Active User's ID** and **All design documents.**

6. Make sure that **Update existing signatures only** is not checked.

7. Click **OK**.

8. If you get a message about cross-certification, click **Yes**.

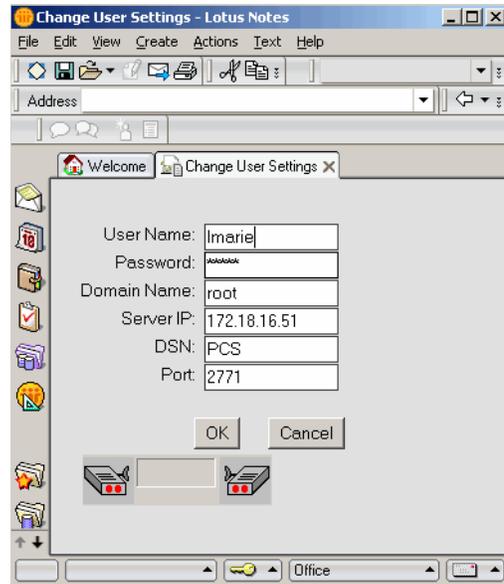# Changing Your Polycom ReadiManager LX100 Logon Information in Lotus Notes

You enter logon settings during installation which are saved in Lotus Notes, so you do not normally need to log on to Polycom ReadiManager LX100.

If your logon settings change at any time, you can reenter your logon information.

To enter or change logon information

1. Start Lotus Notes.

2. From the **Video** menu, choose **Logon Settings**.

   The Polycom ReadiManager LX100 Logon Settings fields appear, either in a form or a dialog box. Polycom ReadiManager LX100 automatically inserts your login information from the installation.

3. To make changes to your logon information:

   • Use your Polycom ReadiManager LX100 user name and password in the User Name and Password fields.

     If you use Polycom ReadiManager LX100 on the web, this is the same logon information you use to access the web application.

     If your network uses LDAP, your user name will be the same as your LDAP user name. Your password will be the one you entered when accessing Polycom ReadiManager LX100 on the web. Your domain will always be "root."

   • The password is case-sensitive, but your user name is not.

   • The Server IP is same as the one you use to access the Polycom ReadiManager LX100 web application.

   • For DSN, enter PCS.

   • Domain is always "root."

   • The Port field is automatically completed. Leave the setting as it appears unless told to change it by your Polycom ReadiManager LX100 Administrator.

4. Click **OK** to save the changes.

   The changes are sent to the Polycom ReadiManager LX100 database.

Changing Your Polycom ReadiManager LX100 Logon Information in Lotus

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