

Documentation

OpenScape Xpressions Lotus Notes Extensions

User Guide

A31003-S2360-U103-6-7619

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History of Changes

Date	Changes	Reason
2008-08-01	Chapter 3, "Conference Extensions" and Appendix A, "Web Conference Client" added	XPR 6
2008-12-11	A special setting is required if Lotus Notes archiving is used (see Section 2.1, "Prerequisites", on page 11).	BR081202092918
2008-12-22	Conferences can be selectively deactivated via privileges.	CR551
2009-03-17	CTI settings can only be set by accessing the Administrator database user profile (see Section 4.1, "Change Unified Messaging Settings", on page 48).	BR090226100234
2009-04-15	Conferences that have been created in Lotus Notes are readable in the OpenScape Web Client but they are not editable or removable in the OpenScape Web Client (see Section 3.8, "Conference Overview", on page 45).	BR090318164405
2009-04-15	Lotus Notes 8.0.x has been released (see Section 1.1, "Who should read this Manual?", on page 7).	
2009-07-24	Lotus Notes 8.5.1 has been released (see Section 1.1, "Who should read this Manual?", on page 7).	
2010-06-15	Chapter A, "Web Conference Client" only contains a link to the OpenScape Xpressions OpenScape Web Collaboration user guide.	
2010-06-15	Entering a session ID or password is not needed for starting a web conference (see step 11 on page 40 and step 6 on page 44)	RQ00030522
2010-06-15	A fax can be sent on behalf of another user (see step 8 on page 14).	RQ00029361
2010-07-16	Section 3.6, "Calling into a Conference", on page 44 updated and Section 3.7, "Starting a Web Conference", on page 45 added	

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1 Introduction

Thank you for the decision to operate the XPR (Message Routing System) under Lotus Notes.

XPR for Lotus Notes extends your existing Lotus Notes application by the functions of an advanced unified messaging system that integrates all communications (telephony, e-mail, voice mail, fax and SMS) on one platform, thus significantly improving workstation efficiency. In addition you can extend every workstation by multimedia call center functions.

Using XPR with Lotus Notes has the following advantages:

- The entire message administration occurs clearly and in one place.
- Simple transmission and receipt of fax, e-mail and voice messages and sending of SMS messages on the familiar Lotus Notes interface.
- Mobile access via Web to the stationary workplace telephone and to all messages.
- Web conferences, voice conferences and combined voice/web conferences
- Easy learning owing to integration in the familiar Lotus Notes interface.

1.1 Who should read this Manual?

This manual describes the use of the XPR extensions integrated in Lotus Notes from the user's view. All screenshots and operation paths refer to version Lotus Notes 6.x. The described functionality is available under Lotus Notes 7.x, Lotus Notes 8.0.x and Lotus Notes 8.5.1 as well.

Information on the structure and administration of the XPR system with Lotus Notes are described in a separate administrator manual.

1.2 General Notes for this Manual

1.2.1 Manual Structure

The manual is divided into the following sections:

- Introductory chapter with general notes on the product and on how to use the manual (current chapter).
- Instructions how to use the Lotus Notes Mail extensions when using Lotus Notes R6.x (from [Chapter 2](#)).
- Instructions of how to use the conferences (from [Chapter 3](#))
- Description of the user-defined settings when using Lotus Notes R6.x (from [Chapter 4](#)).
- Appendix for using web conferences (from [Appendix A](#))

1.3 Document Conventions

The product name OpenScape Xpressions V6 is abbreviated by **XPR** in this manual.

The following conventions are used in the manual to clearly distinguish the various types of information.

1. Single operating instruction steps are numbered.
- Enumerations are indicated with dots.

NOTE: A note is inserted in the text to draw your attention to a feature or to provide information that facilitates working with the program.

IMPORTANT: Signals information of high priority. The corresponding details must be heeded to avoid damages to the system or loss of data.

Indications of operating controls, such as buttons and window captions, are emphasized in boldface, for example, **Login Options**.

1.4 Acronym Directory

The following table lists the acronyms used in alphabetic sequence.

Acronyms	Description
APL	Access Protocol Layer
CTI	Computer Telephony Integration

2 Using Lotus Notes Mail Extensions with Lotus Notes 6.x

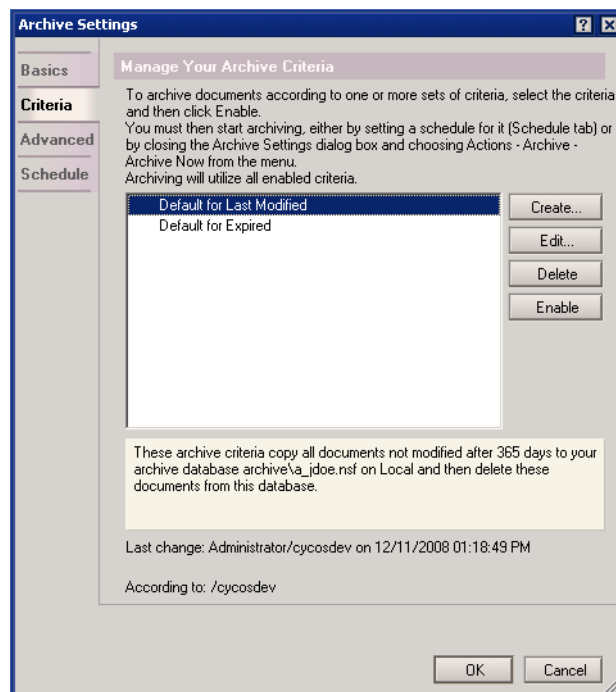
The Lotus Notes Mail extensions are provided with the Lotus Notes e-mail client. If you open the e-mail client, you can select the desired mail extension via the menu **Create > Unified Messaging** for

- Fax (mail extension to send fax messages),
- Fax On Demand (mail extension to poll fax messages),
- SMS (mail extension to send SMS messages),
- Voice (mail extension for sending voice messages).

2.1 Prerequisites

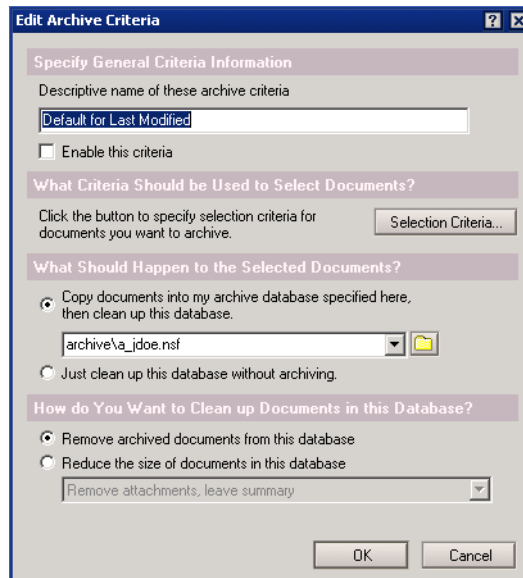
IMPORTANT: Lotus Notes offers archiving mails in a mail database to release unused memory. If you use this option, be sure to execute the following steps.

1. Open the mail database.
2. Select **Actions > Archive > Settings...**



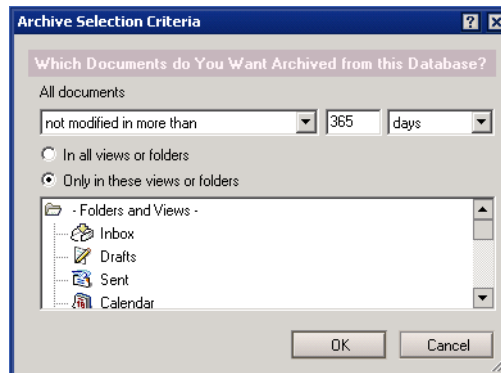
Select a criterion and click on the **Edit** button.

3. The **Edit Archive Criteria** dialog opens.



Click on the **Selection Criteria...** button.

4. The **Archive Selection Criteria** dialog opens.



- a) Activate the **Only in these views or folders** radio button.

IMPORTANT: It is important to activate this radio button. **Do not** activate the **In all views or folders** radio button since then your person document in your user database will be deleted.

- b) Select the views and folders to be searched for documents.

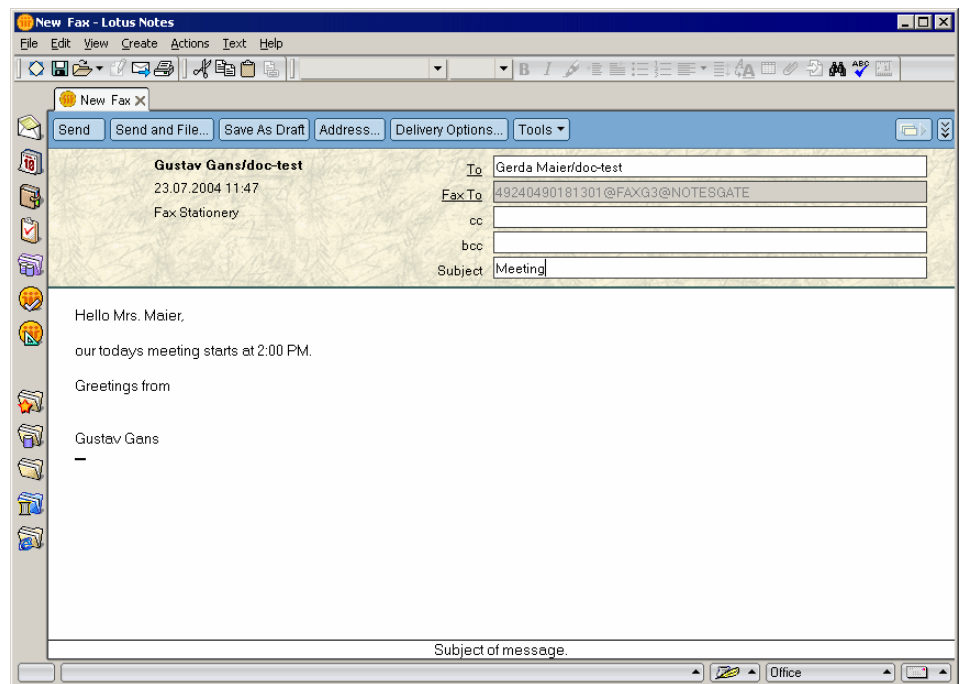
IMPORTANT: If the **Unified Messaging** view is available, **do not** select it.

5. Execute step 3 on page 12 to step 4 on page 12 for all criteria shown in step 2 on page 11.

2.2 Sending Fax Messages

To send a fax message proceed as follows:

1. Start the Lotus Notes e-mail client.
2. Select **New Fax** in the **Create > Unified Messaging** menu. The mail extension for fax message transmission is subsequently opened in a new window.



3. To select a recipient click the **Address** button. The address book opens.



4. Select a recipient from the list on the left hand side in the address book and click the **To** button. The selected entry is copied to the **Recipient list** on the right hand side of the address book.
5. Via the buttons **CC** and **BCC** you may optionally select recipients who are to receive a **CC copy** or a **BCC copy** of the fax message. This copy will then be delivered to the recipients as Lotus Notes mail with an attached fax message (file attachment).
6. Confirm the selection of the recipient with **OK**. The address book closes.

NOTE: Several recipients may be selected at the same time for a fax message.

You can also manually enter a fax number in the **To:** address field (if e.g. a recipient does not exist in the address book).

7. Enter a subject in the **Subject** field.
8. If you want to send a fax on behalf of another user, execute the following substeps:

NOTE: The **Note 'Principal' Field in Notes Mail** check box must be activated for these substeps to work (see administrator documentation *OpenScape Xpressions Lotus Notes Gateway*).

- a) Click the **Display** button.
- b) Select **Sender Information**.


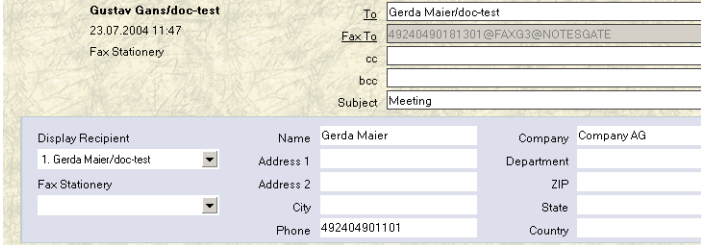

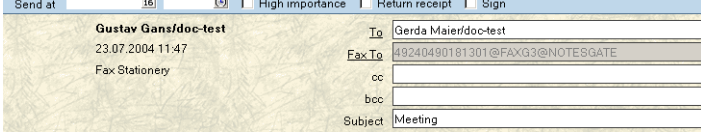
The **From** field is shown below the **Subject** field.

- c) Click the **From** link.
- d) Select the user who should send the fax.

9. Enter your message in the **text entry field**.
10. After entering your fax message you can immediately transmit it to the specified recipient by enabling the **Send** button.

Optional settings:

The following table describes additional settings and send options that you can use for the transmission of the fax message.

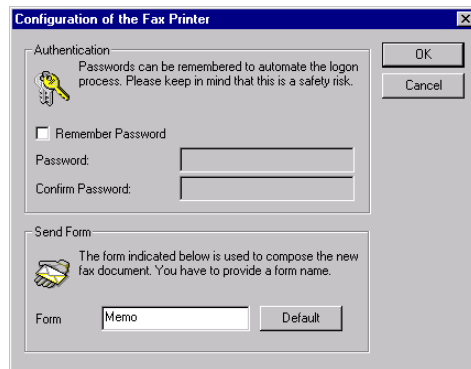
Option	Description
Icon 	<p>Clicking this icon adds the following functions to the header of the fax send form:</p>  <ul style="list-style-type: none"> In the Display Recipient field the recipient(s) of the fax message is/are displayed. If you select a recipient here, his/her contact data is displayed in the opposite fields (if the recipient exists in the address book). In the Fax Stationery field you can select the fax stationery the fax message is to be sent with.
Icon 	<p>Clicking this icon adds the following functions to the header of the fax send form:</p>  <ul style="list-style-type: none"> If the fax message is not to be sent immediately, you may set a send date and a send time with the option fields below Send at. You may set the message to High Importance and request a Return receipt.
Buttons Delivery Options and Tools	<p>These buttons provide additional send parameters Lotus Notes supplies by default. Hints to their usage can be found in the Lotus Notes help.</p>

2.3 Using the Lotus Notes Fax Printer Extension

The **XPR Fax** client component (Lotus Notes fax printer extension) enables sending fax messages from any application via Lotus Notes. A fax printer driver is therefore installed on the system, via which the created fax messages are transmitted to the Lotus Notes client.

After the transmission via the fax printer driver the Lotus Notes client is started and the fax message is displayed with a selected fax stationery. Via the **Send** button the fax message can then be sent.

In the Lotus Notes client the menu item **XPR Fax** is available in the **Actions** menu. By selecting this menu item a configuration dialog will be opened.



You have to enter your Lotus Notes user password in the field **Authentication**. It is used for opening the Lotus Notes client.

IMPORTANT: The Lotus Notes user password must also be modified in this dialog (e.g. after allocating a new Lotus Notes user ID)!

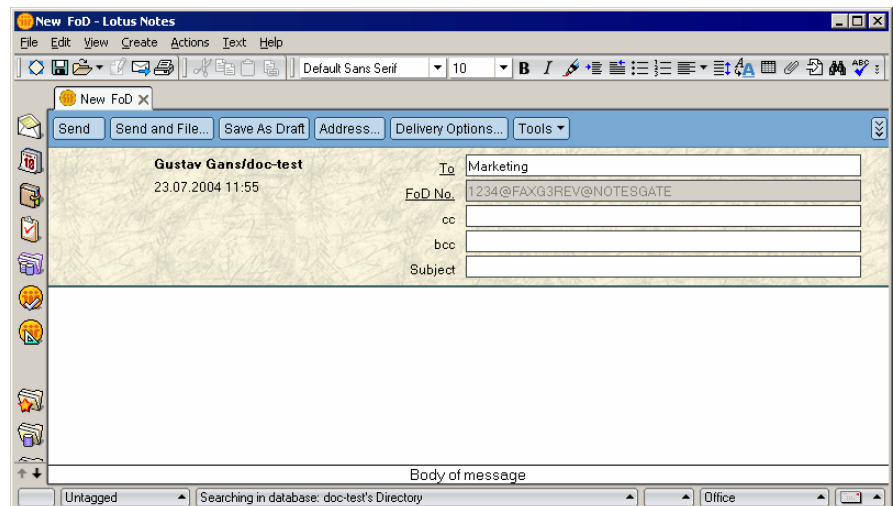
If you activate the option **Remember Password** you do not have to enter your password at the start of the Lotus Notes client via the fax printer driver.

In the **Send Form** section you can select which fax form is to be used.

2.4 Polling Fax Messages

With the help of the fax-on-demand feature prepared fax pages can be polled from a fax-on-demand service. The procedure is similar to the one described with fax transmission. Proceed as follows:

1. Start the Lotus Notes e-mail client.
2. In the **Create > Unified Messaging** menu select the **Other...** and then the **Fax-on-demand** menu option. The mail extension for fax message polling is opened in a new window.




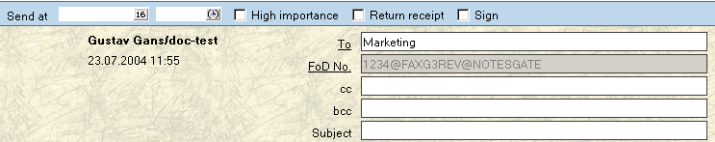
3. To select a fax-on-demand service click the **Address** button. The address book opens.
4. Select a fax-on-demand service from the list on the left hand side in the address book and click the **To** button. The selected entry is copied to the list on the right hand side of the address book.
5. Confirm the selection of the recipient with **OK**. The address book closes.

NOTE: You may also enter a fax number manually in the address field **To:** (if e.g. a fax-on-demand service does not exist in the address book).

6. You can optionally enter a **Subject:** in the field provided.
7. Press the **Send** button to immediately poll the fax message.

Optional settings:

The following table describes additional settings and polling options that you can use for polling a fax message.

Option	Description
Icon 	<p>Clicking this icon adds the following functions to the header of the fax-on-demand form:</p>  <ul style="list-style-type: none">• If the fax polling is not to be started immediately, you may set a polling date and time with the option fields below Send at.• You may set the fax-on-demand to High importance and request a Return receipt.
Buttons Delivery Options and Tools	<p>These buttons provide additional send parameters Lotus Notes supplies by default. Hints to their usage can be found in the Lotus Notes help.</p>

2.5 Receiving Fax Messages

NOTE: Prerequisite for the use of the fax viewer is the installation of the ActiveX client components (see *administration manual of the Lotus Notes Gateway*).

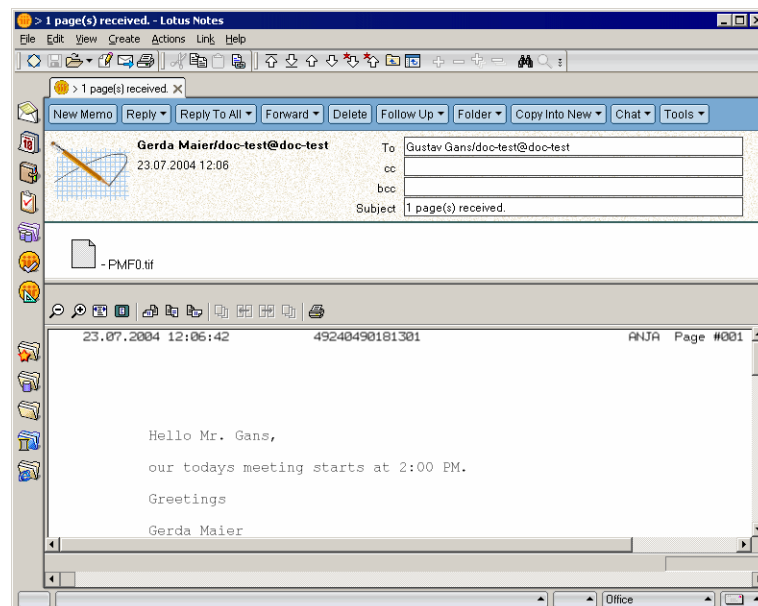
Received fax messages are opened in a fax viewer that offers additional functions for editing a fax message.

You have to modify settings in your User Preferences so that the fax viewer opens automatically when a fax message is opened. Proceed as follows:

1. Open the dialog **User Preferences** via **File > Preferences > User Preferences**.
2. Select the option **Use Tab to navigate Read-Only documents** in the **Additional Options** list on the **General** tab.
3. Apply the modifications with **OK**.
4. Confirm the information dialog, afterwards restart your Notes client.













If you do not configure this setting, you will receive a warning when you open a fax message and have to start the fax viewer manually via an icon in the message caption bar. If you do not want to receive this warning any more in future, you can deactivate it via the check box **Do not show this warning again**.

The following table shows all operating elements of the fax viewer.



Using Lotus Notes Mail Extensions with Lotus Notes 6.x

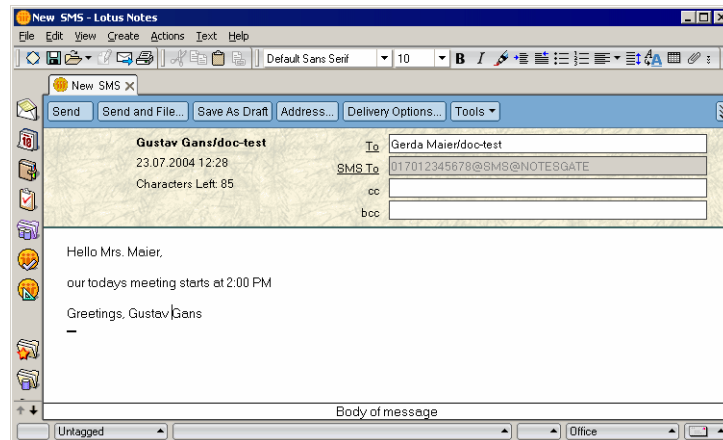
Receiving Fax Messages

Menu option	Description
Zoom In 	Enlarges the fax representation step by step. Fax enlargement is performed in 50 % steps referred to the basic value (maximum 11 steps).
Zoom Out 	Minimizes the fax display stepwise. Scaling down the fax is performed in 50 % steps with reference to the basic value (maximum 11 steps).
First Fax Page 	The display shows the first fax page of a multipage fax document (only active with multipage fax documents).
Previous Fax Page 	Moves back to the previous fax page in a multipage fax document (only active with multipage fax documents).
Next Fax Page 	Moves forward to the next fax page in a multipage fax document (only active with multipage fax documents).
Last Fax Page 	Skips to the final fax page in a multipage fax document (only active with multipage fax documents).
Fit to Width 	Adjusts the fax to the size of the currently opened window.
Fit whole Page 	The fax message is displayed as a complete page. The display is independent of the size of the display window.
Turn over 	Rotates the fax by 180°.
Turn right 	Rotates the fax by 90° clockwise.
Turn left 	Rotates the fax by 90° anti-clockwise.
Print 	Prints the fax document.

2.6 Sending SMS Messages

How to send an SMS message:

1. Start the Lotus Notes e-mail client.
2. Select **New SMS** in the **Create > Unified Messaging** menu. The mail extension for SMS message transmission is opened in a new window.



3. To select a recipient click the **Address** button. The address book opens.
4. Select a recipient from the list on the left hand side in the address book and click the **To** button. The selected entry is copied to the list on the right hand side of the address book.
5. Via the buttons **CC** and **BCC** you may optionally select recipients who are to receive a **CC copy** or a **BCC copy** of the SMS message. This copy will be delivered as Lotus Notes mail to the recipients.
6. Confirm the selection of the recipient with **OK**. The address book closes.

NOTE: Several recipients may be selected at the same time for an SMS message.

You can also manually enter an SMS number in the **To:** address field (if e.g. a recipient does not exist in the address book).


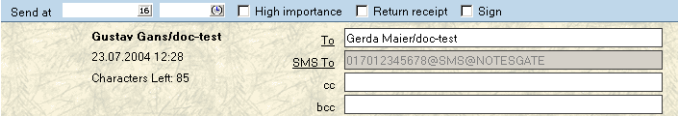
7. Enter your message in the **text entry field**.
8. After entering your SMS message you can immediately transmit it to the specified recipient by enabling the **Send** button.

Optional settings:

The following table describes additional settings and send options that you can use for the transmission of the SMS message.

Using Lotus Notes Mail Extensions with Lotus Notes 6.x

Sending SMS Messages

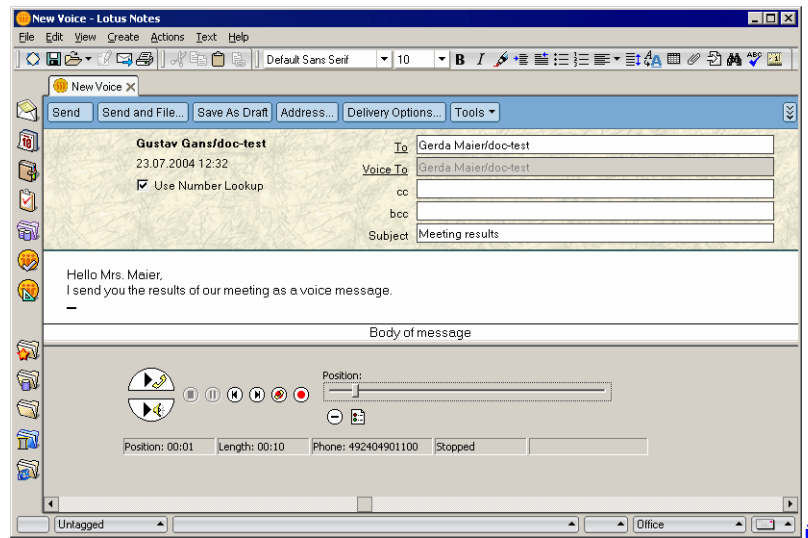
Option	Description
Icon 	<p>Clicking this icon adds the following functions to the header of the SMS send form:</p>  <ul style="list-style-type: none">• The Characters Left display shows how many characters are left for an SMS text.• If the SMS message is not to be sent immediately, you may set a send date and a send time with the option fields below Send at.• You may set the SMS message to High Importance and request a Return receipt.
Buttons Delivery Options and Tools	<p>These buttons provide additional send parameters Lotus Notes supplies by default. Hints to their usage can be found in the Lotus Notes help.</p>

2.7 Voice Messages

2.7.1 Sending a Voice Message

How to send a voice message:

1. Start the Lotus Notes e-mail client.
2. Select **New Voicemail** in the **Create > Unified Messaging** menu. The mail extension for voice message transmission opens.





3. To select a recipient click the **Address** button. The address book opens.
4. Select a recipient from the list on the left hand side in the address book and click the **To** button. The selected entry is copied to the list on the right hand side of the address book.
5. Via the buttons **CC** and **BCC** you may optionally select recipients who are to receive a **CC copy** or a **BCC copy** of the voice message. This copy will then be delivered to the recipients as Lotus Notes mail with an attached voice message (file attachment).
6. Confirm the selection of the recipient with **OK**. The address book closes.

NOTE: Several recipients may be selected at the same time for a voice message.


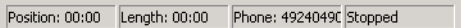

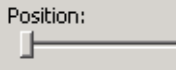


You can also manually enter a recipient address in the **To:** address field (if e.g. a recipient does not exist in the address book).




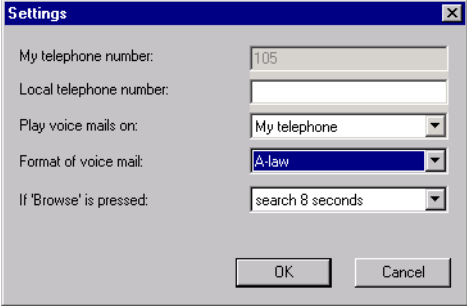
7. Optionally, you may enter a message text in the **text entry field** that is to be sent with the voice message.

8. Under the text entry field you find the **voice message operating unit** that provides the following functions:

Function	Description
Recording a message via telephone 	Icon to record a voice message via telephone. Note: A voice message can only be recorded via the individual workstation telephone (My Telephone Number) if the telephone is controlled from this graphic user interface.
Recording a message via microphone 	With integrated sound card and attached microphone a voice message can be recorded by clicking this icon.

9. Start recording with one of the buttons described above and record your message.
10. Finish recording a voice message via the **Stop** button.
11. After having successfully recorded a message you can use the following operating elements:


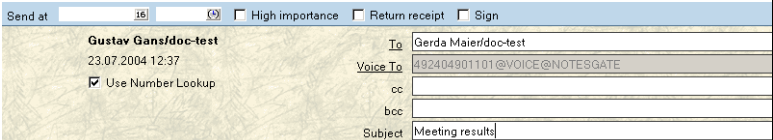
Function	Description
Playback via Telephone 	Voice message playback via telephone No matter which medium you employ to play back the message, Position displays your current position in the tone document (in relation to the entire recording time). The whole duration as well as the temporal position and the current status of the playback procedure is displayed in the window's status portion (under the operating elements).  Note: A voice message can only be played via the individual workstation telephone (My Telephone Number) if the telephone is controlled from this graphic user interface.
Playback via Soundcard 	Voice message playback via the PC's soundcard. The prerequisite is a soundcard implemented in the PC with attached loudspeakers.
Position Slider 	Moving the Position slider with the mouse enables you to skip to an estimated position in the voice message. By means of the Position and Length status displays you can relatively precisely head for a certain position in the message.
Stop 	Stops message playback and skips to the start of the message.
Pause 	Interrupts voice message playback. To continue press one of the two playback icons.

Function	Description
Skip to the beginning of the message 	This icon is used to get back to the start of the message after playback was interrupted or completely accomplished.
Skip to the end of the message 	With this icon you may quickly skip to the end of the message (e.g. if you would like to attach a voice comment).
	Enabling this icon opens the Options window in which some voice mail playback parameters can be altered. 
My Telephone Number:	This entry line displays your telephone number provided you have a telephone at your workstation and the telephony functions are installed.
Local Telephone Number:	In this entry field you may specify the telephone number of a connection only temporarily used.
Play voice mails on	This option allows switching to the telephone intended for voice message playback. You can either listen to the mail by means of your individual workstation telephone (telephone number) or you can put out the message via the device that you have specified under Local telephone . Note: A voice message can only be played via the individual workstation telephone (My Telephone Number) if the telephone is controlled from this graphic user interface.
Voicemail format	Via the combination field of the voice format you can enter the coding for ISDN voice messages of your country. In Europe A-Law , in the U.S. mostly μ-Law is used.
If 'Browse' is pressed	Here you can set the size of the steps for fast-forwarding or rewinding the voice message.

12. Press the **Send** button to immediately start voice message transmission.

Optional settings:

The following table describes additional settings and polling options that you can use for retrieving a voice message.

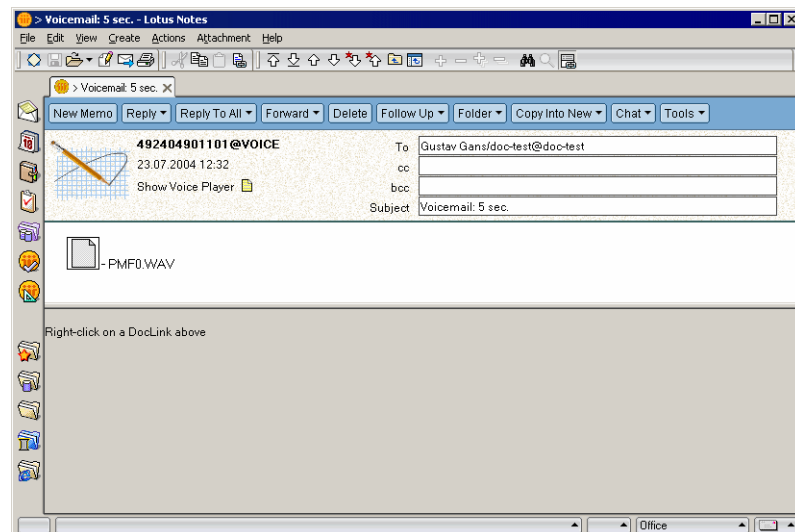
Option	Description
Icon 	<p>Clicking this icon adds the following functions to the header of the voice send form:</p>  <ul style="list-style-type: none">• The option Use Number Lookup controls whether the message is to be sent via the XPR server (activated) or as a Lotus Notes message (deactivated). If the option is activated, a selection window is displayed. Here you can select a phone number as address for the message that is to be sent.• If the voice mail is not to be sent immediately, you may set a send date and a send time with the option fields below Send at.• You may set the voice message to High Importance and request a Return receipt.
Buttons Delivery Options and Tools	<p>These buttons provide additional send parameters Lotus Notes supplies by default. Hints to their usage can be found in the Lotus Notes help.</p>

2.7.2 Voice Message received

Received voice mails are opened in a window where you can use additional functions for playing them.

NOTE: If you are in a VPIM environment, you will receive two voice mails. One of them includes the originator name, the other one the actual message. XPR links these two voice mails to one single voice mail you may listen to.

The message view is divided into two parts when the voice message is opened. In the top half the received message is inserted as mail attachment. With a right-click on the mail attachment you can open the voice message in an external sound playback program (e.g. Microsoft MediaPlayer).



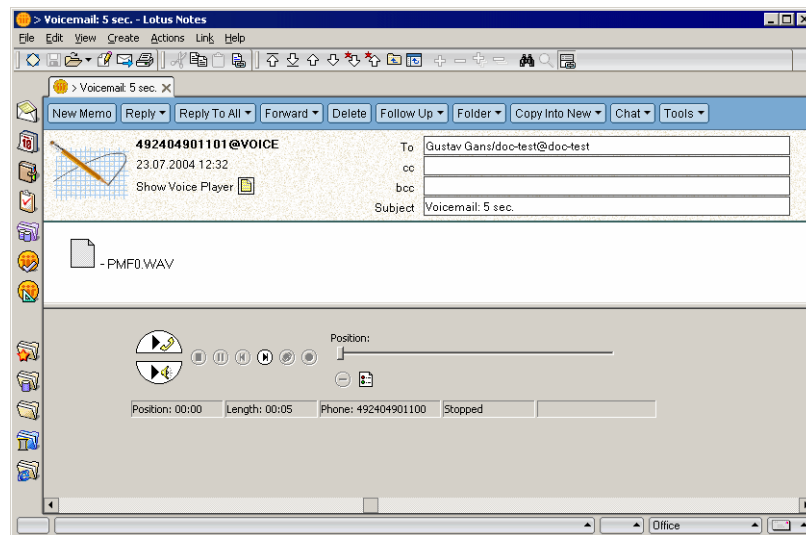
If you click the link **Show Voice Player** in the **message header**, a **voice mail operating area** is displayed in the bottom half of the message view.

Using Lotus Notes Mail Extensions with Lotus Notes 6.x

Voice Messages

With the help of this operating section you can listen to the received message. The operation is described in [Section 2.7.1, “Sending a Voice Message”, on page 23](#).

NOTE: Prerequisite for playback of a voice message via the **voice message operating section** is the installation of the ActiveX client components (see *administration manual of the Lotus Notes Gateway*).



NOTE: If you want to control a telephone from this graphic user interface to play a voice message, you can only use the individual workstation telephone (**My Telephone Number**) for this purpose.

2.8 Answer and forward received Messages

All received messages can be answered and forwarded using the Lotus Notes mail extensions. Depending on the configuration of the mail extension the following reply and forward options are available **for all Unified Messaging message types**:

- Reply
- Reply with log
- Forward
- Reply to all
- Reply to all with log

NOTE: Information on the respective reply and forward options can also be found in the Lotus Notes help.

To **reply to** or **forward** a received **message** you need to **select** it in the inbox and choose the desired option in the **Create > Unified Messaging** respectively **Create > Unified Messaging > Other...** menu.

A new message form opens. Here you can create the message as described in [Section 2.2, "Sending Fax Messages", on page 13](#) to [Section 2.7, "Voice Messages", on page 23](#).

2.9 Sending Messages without Mail Extensions

If the Lotus Notes mail extensions are not installed in your Lotus Notes system, you can also send your messages using the standard Lotus Notes e-mail client. Instead of an e-mail address you need to enter a special address format (XPR Lotus Notes address) in the **To:** address line for this purpose.

2.9.1 Structure of an XPR Lotus Notes Address

An XPR Lotus Notes address establishes the connection between the Lotus-Notes-e-mail system and the XPR system. In order to enable sending messages with different formats (e.g.fax, SMS) from Lotus Notes to the XPR system, Lotus Notes addresses the XPR via a so-called foreign domain.

An XPR Lotus Notes address must thus be structured in a way that in addition to the user information (user name or telephone number) the name of the message format used and the foreign domain name are contained. The following address format is used:

`<User>@<Message Format>@<Foreign Domain>`

In the "User" address portion enter a unique user information such as a telephone or fax number. As "message format" the following services are available with the XPR:

- FAXG3 (analogue fax),
- FAXG4 (digital fax),
- FAXG3REV (fax polling),
- SMS (short messages) and
- VOICE (voice messages).

The name of the "Foreign Domain" differs depending on the installation. Ask your system administrator for the domain name.

2.9.2 Sending Messages with the Lotus Notes e-mail Client

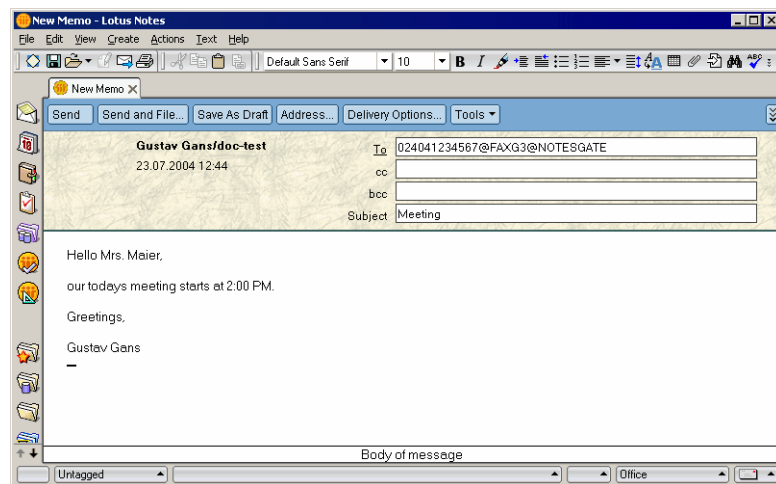
This chapter explains on the basis of an example how you can send messages using the XPR Lotus Notes address.

Example: Sending messages with XPR Lotus Notes address

You would like to send a fax message to the user *John Q. Public* via your Lotus Notes e-mail client. Mr John Q. Public has the fax number 02404/123456. Since a fax message is to be sent, FAXG3 is used as message format. The foreign domain is called NOTESGATE. Proceed as follows:

1. Start the Lotus Notes e-mail client.
2. Press the **New Memo** button to generate a new message.
3. Enter the following address in the **To:** field:

02404123456@FAXG3@NOTESGATE



4. Type your message and then click the **Send** button to start sending the message immediately.

2.10 Computer Telephony Integration (CTI)

The term CTI comprises all functions that enable a logical linking of data and telephone services. The key to this is the connection of a computer workstation to a telephone. A simple case of a CTI application can be e.g. starting a defined PC application when a call arrives at the telephone terminal device. This can be extended at will, so that an incoming call can be linked to more complex, computer-based workflows, for example reading caller-specific information out of a database with subsequent preparation and representation.

CTI works the other way round just as well. A good example is the setup of a communication connection to a telephone user from a computer application. The most simple form of such an application is a so-called dialer, which establishes a phone connection with the entered number at the push of a button.

2.10.1 CTI functions

CTI provides different features for controlling and monitoring PBX systems and telephone devices. The most important ones are:

- Control of telephone devices (accept call, establish connection, show display information etc.)
- Control of telecommunication connections (initiating connection setup, conferences, "park calls", "alternate" etc.)
- Creation of CTI journals, to provide a complete telephone activities list.

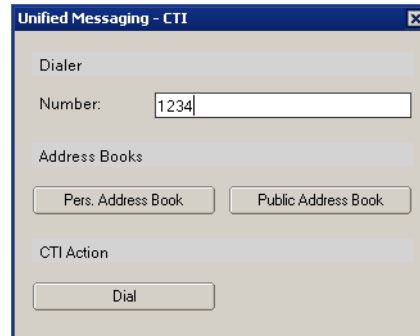
Two options are available for using CTI features:

- SimpleDialer
- optiClient 130

2.10.2 SimpleDialer

The SimpleDialer offers the option to establish a connection via telephone under Lotus Notes.

If the dialer in Lotus Notes is started, you first need to enter the phone number of the conversational partner and then click the **Dial** button. With the **Pers. Address Book** respectively **Public Address Book** button you can select a conversational partner from a Lotus Notes address book.



Now a Lotus Notes mail with the connection request data (phone numbers of the originator and recipient) is sent to the Lotus Notes APL. The Lotus Notes APL forwards this connection request to the CTI Light script. The script processes the connection request and starts the connection setup.


During the setup of the conversation connection first the originator is called. If the originator picks up the receiver, the script calls the recipient. After the recipient has also picked up his receiver, the two conversation partners are switched together.

Because of the aspect that the connection request is sent via Lotus Notes mail, the connection setup may take some time. Therefore, this type of connection setup is most suitable for intranet connections. Features such as hold, consultation calls, alternate and conference are not possible with the SimpleDialer. The conversation is finished simply by putting down the receiver.

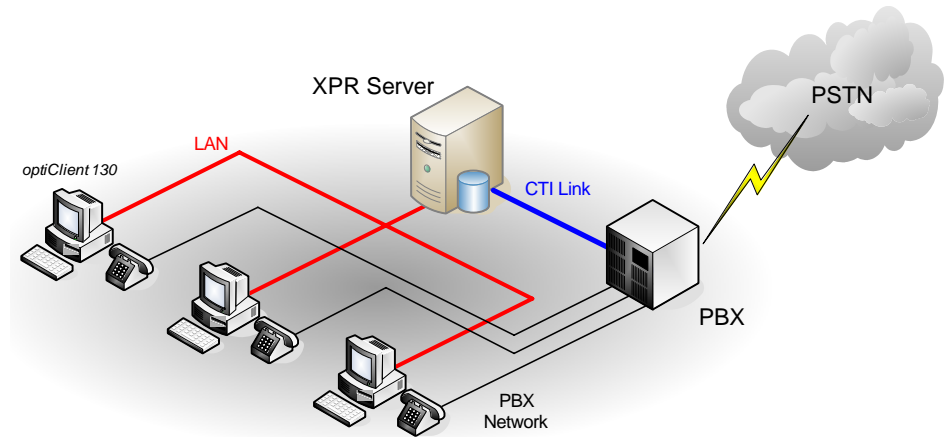
2.10.3 optiClient 130

optiClient 130 for Notes is based on Lotus Notes and extends or uses its existing functionality.

The most important functions are listed below.

- **Logging calls**
A call dialog opens automatically for each inbound and outbound call. The call dialog contains the date and time of the call as well as the name of the calling/called party or the phone number. You can enter notes for each call. You can specify whether a journal item and/or a task are to be created in Lotus Notes for each call.
- **Initiating calls via Lotus Notes**
optiClient 130 enables you to initiate calls from within Lotus Notes. Select a contact, journal entry, task, e-mail or an appointment and push the  icon in the toolbar.
- **Accepting calls**
optiClient 130 enables you to accept calls that arrive at your telephone. This is not possible for other telephones.
- **Switching telephone conferences**
- **Using convenient telephony functions**
You have access to typical telephony functions such as alternate, conference, forwarding, etc.
- **Managing List of missed calls**
If the caller hangs up without you having accepted the call, optiClient 130 for Notes closes the call dialog again and generates a task item. The last six calls of that type are also displayed in the *Missed calls* context menu linked to the telephone icon so that you can directly initiate a callback. You can also generate a journal item instead of a task item.
- **Picked up calls: Sending notification**
If you pick up a call that was directed to another user (telephone system group function or call forwarding), optiClient 130 for Notes opens a call dialog in which the e-mail address of the user who was originally being called and the name of the caller are displayed. You can also generate a journal item instead of a message.

optiClient 130 communicates with the XPR server via LAN. Via a CTI connection the server controls the PBX where the telephones and the PSTN (Public Switched Telephone Network) are connected to.



For further information about optiClient 130 please consult the administrator documentation and the operating instructions of the OpenScape Xpressions optiClient 130.

3 Conference Extensions

3.1 General Considerations

The conference extensions facilitate scheduling and monitoring conferences. There are the following conference types:

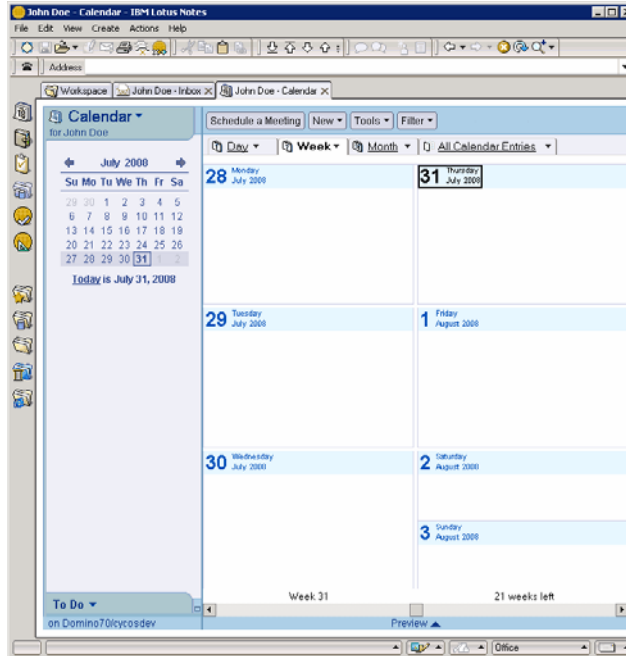
- **Web conferences**
This type of conferences is exclusively staged using an internet connection. The Web Conferencing Tool is deployed for this purpose. Web conferences describe the collective use of programs and documents during real-time computer conferences. Web conferences enable the conference participants to display each other's desktop if allowed by the user. In this way all other conference participants can see the same image, knowing what everybody is on about. Documents and the entire desktop can also be shared for editing. Using the additional features you can discuss and illustrate matters. These additional features include, for example, the chat and whiteboard function. In case of web conferences the location in which the conference participants are situated is irrelevant. You merely need a PC with internet access and possibly a telephone. This ensures a high degree of flexibility and saves expenses for long journeys, accommodation etc. Since all session data is transmitted encrypted (256-Bit-AES encryption), sensitive data can be transmitted as well.
- **Voice conferences**
This type of conferences is exclusively staged via telephone.
- **Combined voice/web conference**
In case of this conference type, a voice conference is staged simultaneously to a web conference. It is thus a web conference with additional voice connection.
- Monitoring a scheduled and initiated telephone conference via the OpenScape Web Client.

NOTE: The administrator can use privileges to deny you deploying conference features. In this case you receive a corresponding message.

NOTE: Please remember to provide external conference participants who do not have an e-mail address with the conference information via other communication channels.

3.2 Setting up a Conference

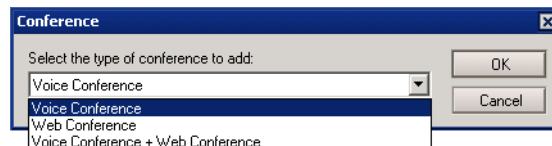
1. Open your mailbox.
2. Click the **Mail** button.
3. In the menu select **Switch to Calendar**.



- Click the **Schedule a meeting** button.

The screenshot shows the 'New Calendar Entry for John Doe - IBM Lotus Notes' window. The window has a menu bar (File, Edit, View, Create, Actions, Text, Help) and a toolbar. The main area is divided into several sections: 'Subject' (empty text field), 'When' (Starts: Thu 07/31/2008 04:15 PM, Ends: Thu 07/31/2008 05:15 PM, 1 hour duration), 'Invitees' (Required (to), Optional (cc), FYI (bcc)), 'Where' (Location, Rooms, Resources, Online), 'Chair' (John Doe/cycosdev), 'Description' (empty text area), and 'Scheduler' (Click to see Invitee, Room and Resource availability). The 'Enter a subject for the event' text is visible at the bottom of the form.

- Enter a subject for the conference in the **Subject** field.
- In the **Starts** field specify the date and start time of the conference.
- In the **Ends** field specify the date and end time of the conference.
- In the **Required (to)** field enter the names of the persons who you want to invite for the conference.
- In the **Optional (cc)** field enter the names of the persons who you want to optionally invite for the conference.
- Click on the **Conference** button and select **Create Conference** in the menu.



If an error message appears, saying that no connection to the conference server can be established, check whether the **XPR Service Provider Service(MspSvc)** operates.

Select the desired conference type and click on **OK**.

Conference Extensions

Setting up a Conference

11. Depending on the conference type, properties are automatically entered in the conference entry:

- Web conference
 - URL: Click on this URL to enter the web conference.
- Voice conference
 - Conference type
 - Time of creation
 - Voice conference PIN: With this PIN you authenticate yourself as conference member.
 - Voice conference bridge number: This is the phone number under which you can log on to the conference.

- combined voice/web conference

For a combined voice/web conference all points of a voice conference and all points of a web conference are entered.

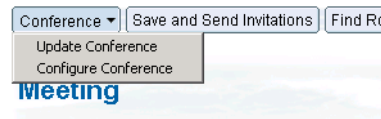
12. Click on the **Save and Send Invitations** button.

The conference document is closed and displayed in the calendar.

13. A user invited for a conference can see the invitation with the 📧 icon in the inbox. This mail contains the conference properties.
14. The invited user can accept the invitation with a click on the **Respond** button and selecting the **Accept** menu option.
15. The accepted invitation appears in the inbox of the invited user with the 📧 icon.
16. The accepted invitation appears in the inbox of the conference creator with the 📧 icon.
17. Please obtain from [Appendix A, "Web Conference Client"](#) how to operate a web conference. You join a web conference by entering the web address of the client (see [step 11 on page 40](#)) in a browser.

3.3 Editing a Conference

1. Open your mailbox.
2. Click the **Mail** button.
3. In the menu select **Switch to Calendar**.
4. Open the conference entry you want to modify.
5. Customize the conference entry.
6. Click on the **Conference** button and select **Update Conference** in the menu.

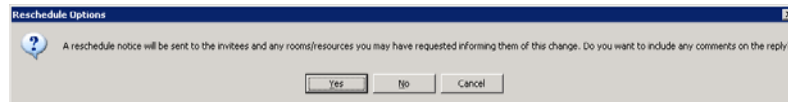


7. Here you select the conference type, which need not be identical with the current conference type, and click on **OK**.



The current conference properties are added under the previous conference properties.

8. Click on the **Save and Send Invitations** button.

If you have changed the conference time, the following dialog appears.




Click on **No** if you do not want to attach comments to the message.

9. Each user invited for the conference receives a mail with information about the conference update, indicated by the  icon in the inbox.
10. If the conference has been rescheduled, each invited user receives a mail with information about the conference update, indicated by the following  icon in the inbox:

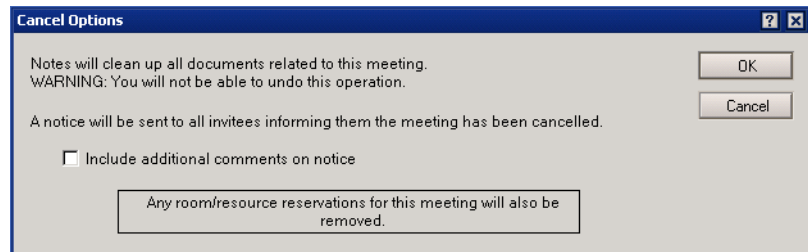
11. If the invited user wants to accept the modification, he/she clicks on the **Respond** button and selects the **Accept** menu option.



12. The accepted modification appears in the inbox of the conference creator with the  icon.


3.4 Deleting a Conference

1. Open your mailbox.
2. Click the **Mail** button.
3. In the menu select **Switch to Calendar**.
4. Click with the right mousebutton on the conference to be deleted.
5. Select the **Delete** menu option.



With a click on **OK** you delete the conference document. A callback will then be created and the conference is automatically deleted in the XPR.

Click the **OK** button.

6. Each user invited for the conference receives a mail indicated with the  icon in the inbox.

3.5 Configuration of a Conference

1. Open your mailbox.
2. Click the **Mail** button.
3. In the menu select **Switch to Calendar**.
4. Open the conference entry.
5. Click on the **Conference** button and select the **Configure Conference** respectively **Floor Control** menu option.
6. A browser with the current conference data opens.

3.6 Calling into a Conference

IMPORTANT: You can only call into a conference if the *OpenScape Web Client* is installed and started.

NOTE: A voice conference is started five minutes before the planned start time of the voice conference. Thus, conference participants trying to call into the voice conference before the planned start time succeed.

1. Open your mailbox.
2. Click the **Mail** button.
3. In the menu select **Switch to Calendar**.
4. Open the voice conference or voice/web conference entry.
5. Click on the **Conference** button and select the **Call Into Conference** menu option.

The phone number of the conference bridge is called.

NOTE: In a running voice conference, you can open der *OpenScape Web Client* by clicking the **Floor Control** menu entry in the conference menu. Then you can lock the conference, mute participants, remove participants etc.

6. If a web conference should be started as well, click on the URL in the invitation (see step 11 on page 40). Entering a session ID or password is not needed.

3.7 Starting a Web Conference

If you are the creator of the web conference, you start the web conference by clicking the **Start Web Conference** button. If the creator of the web conference opens the conference entry before the planned start time of the web conference, this button is not yet visible. Close the entry and reopen it after the planned start time of the web conference.

3.8 Conference Overview

Click in the Lotus Notes toolbar on the following icon to open the conference overview:



Via this button you immediately reach the **Conferences** dialog of the *OpenScape Web Client*. In this dialog you receive an overview of all scheduled telephone conferences

NOTE: Conferences are readable in this dialog, but they are not editable or removable in this dialog.

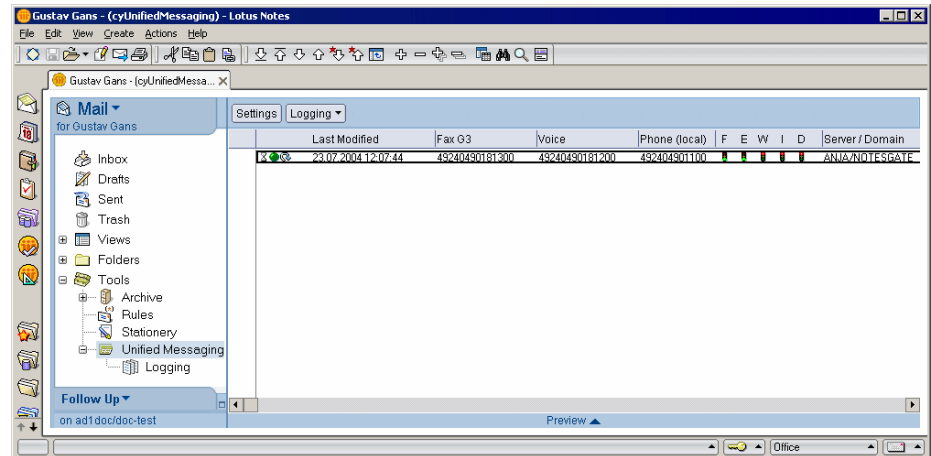
You find operating instructions for web conference tool in [Appendix A, "Web Conference Client"](#).

Conference Extensions

Conference Overview

4 Settings for Unified Messaging with Lotus Notes 6.x

In the folder **Tools > Unified Messaging** diverse parameters for the Unified Messaging features can be set in the Lotus Notes e-mail client.



In the **Unified Messaging** folder is a copy of your person document that exists in the XPR administration database. You can open your person document via the **Settings** button.

In the **Logging** folder a logging document is stored that logs all activities in your mail database and your person document. The logging scope can be configured (see [Section 4.1, "Logging", on page 55](#)). A **double-click** on a logging document opens it for viewing.

NOTE: Your system administrator determines in the XPR administration database which parameters you may edit in your person document. Therefore, it is possible that you cannot modify all the parameters described here.

NOTE: CTI settings can only be set by accessing the Administrator database user profile.

4.1 Change Unified Messaging Settings

In the open person document the **Basics**, **Standard Messaging** and **Logging** tabs are displayed. The following parameters can be set in these tabs, provided that the system administrator authorized you to.

NOTE: An icon next to the parameter shows whether you are authorized to change this parameter. A **green tick** means you are allowed to modify the parameter. A **red cross** means you are not authorized to modify this parameter. If no icon is displayed in front of a parameter, the parameter may never be modified.

Basics

The **Basics** tab serves exclusively for your information. No settings can be changed here.

Person Document of: Gustav Gans/doc-test - Lotus Notes

File Edit View Create Actions Text Help

Person Document of: Gustav... X

Save and Close

PERSON DOCUMENT: Gustav Gans/doc-test
Gustav Gans/doc-test @ doc-test

Basics | Standard Messaging | Integrated Messaging | Computer Telephony Integration | Logging

Basics		Mail	
First name:	Gustav	Domain:	doc-test
Middle initial:			
Last name:	Gans		
User name:	Gustav Gans/doc-test Gustav Gans		

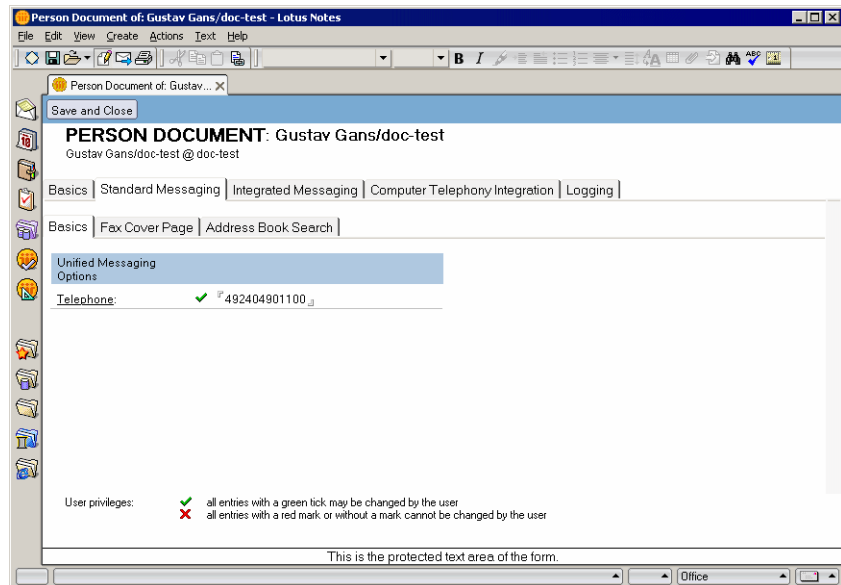
Server Connection		State	
UM server:	ANJA	UM synchronisation:	active
UM gateway (foreign domain):	NOTESGATE	Inbox replication:	active
UM user id:	GGANS		
UM notes alias address:	Gustav Gans/doc-test@doc-test		

User privileges: all entries with a green tick may be changed by the user
 all entries with a red mark or without a mark cannot be changed by the user

This is the protected text area of the form.

Office

Standard Messaging > Basics



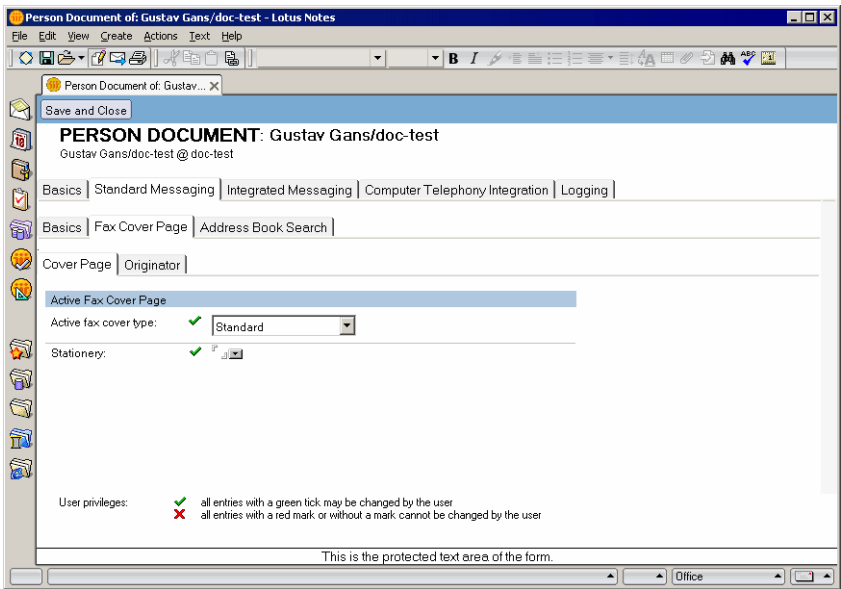
Unified Messaging Options area:

Option	Description
Telephone	Here you can set the phone number under which you can be reached.

Settings for Unified Messaging with Lotus Notes 6.x

Change Unified Messaging Settings

Standard Messaging > Fax Cover Page > Cover Page



Active Fax Cover Page area:

Option	Description
Active fax cover type	Here you can select which fax cover page you would like to use for your fax messages. <ul style="list-style-type: none">No Fax Cover PageStandard Fax Cover Page One or several fax cover pages the XPRsystem provides.Lotus Notes Fax Cover Page One or several fax cover pages Lotus Notes provides.
Stationery	Depending on the selected Fax cover type you can set the name of the stationery that is to be used here.

Standard Messaging > Fax Cover Page > Originator

PERSON DOCUMENT: Gustav Gans/doc-test
Gustav Gans/doc-test @ doc-test

Basics | Standard Messaging | Integrated Messaging | Computer Telephony Integration | Logging

Basics | Fax Cover Page | Address Book Search

Cover Page | Originator

Sender Address

Name: ✓ Gans, Gustav

Company: ✓ Company AG

Department: ✓

Address 1: ✓

Address 2: ✓

Zip: ✓

City: ✓

State/Province: ✓

Country: ✓

Keyword: ✓

Reply Address

Send answer to: ✓ Gustav Gans/doc-test@doc-test

This is the protected text area of the form.

In the fields of the **Originator** tab user information is stored that is set in the corresponding fields of the XPR send form and are thus available for the fax cover page. Fields: **Name, Company, Department, Address line 1, Address line 2, Zip, City, State, Country and Keyword.**

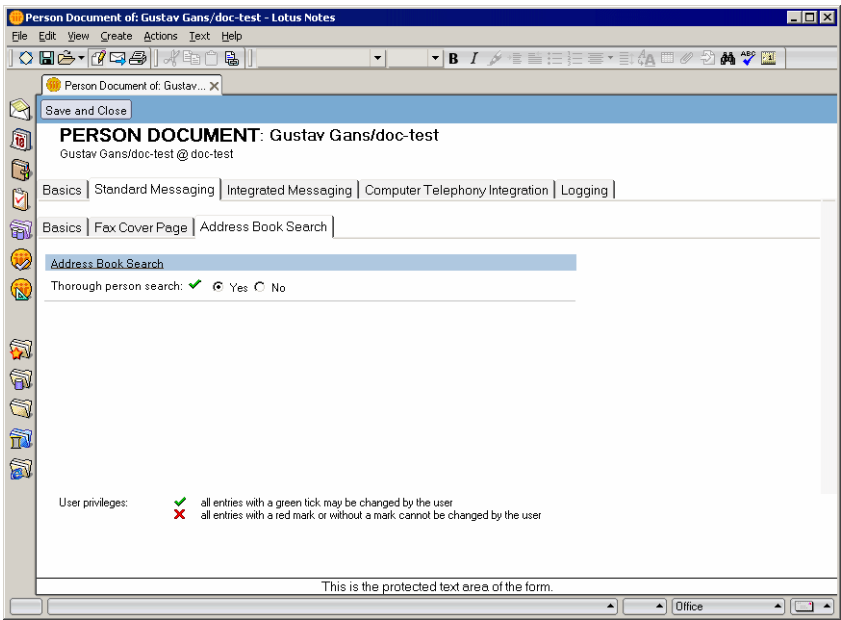
Reply Address area:

Option	Description
Send answer to :	If you want to send the send notification or the error report to an address other than the originator address, you can enter it here.

Settings for Unified Messaging with Lotus Notes 6.x

Change Unified Messaging Settings

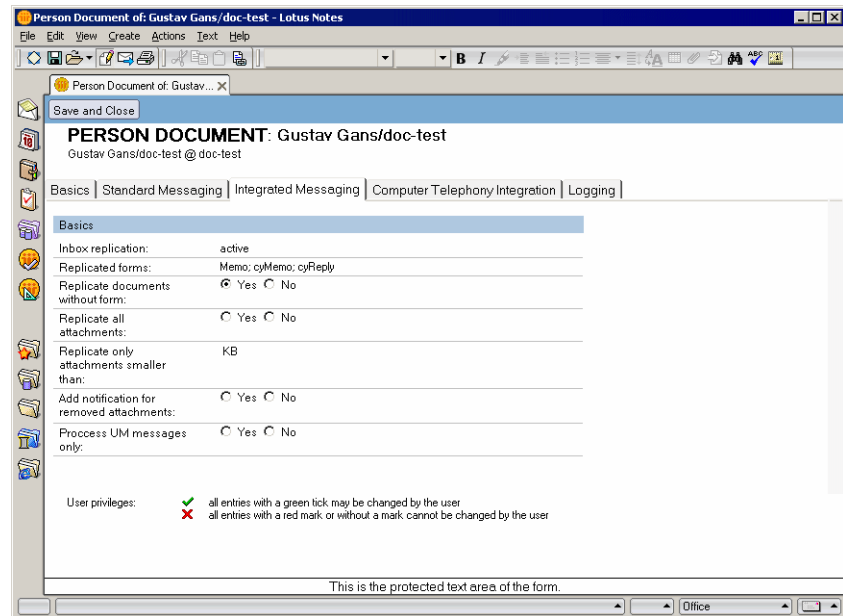
Standard Messaging > Address Book Search



Address Book Search area:

Option	Description
Complete Person Search:	Activates or deactivates the search for additional recipient information in all configured address books (e.g. Lotus Domino directory).

Integrated Messaging

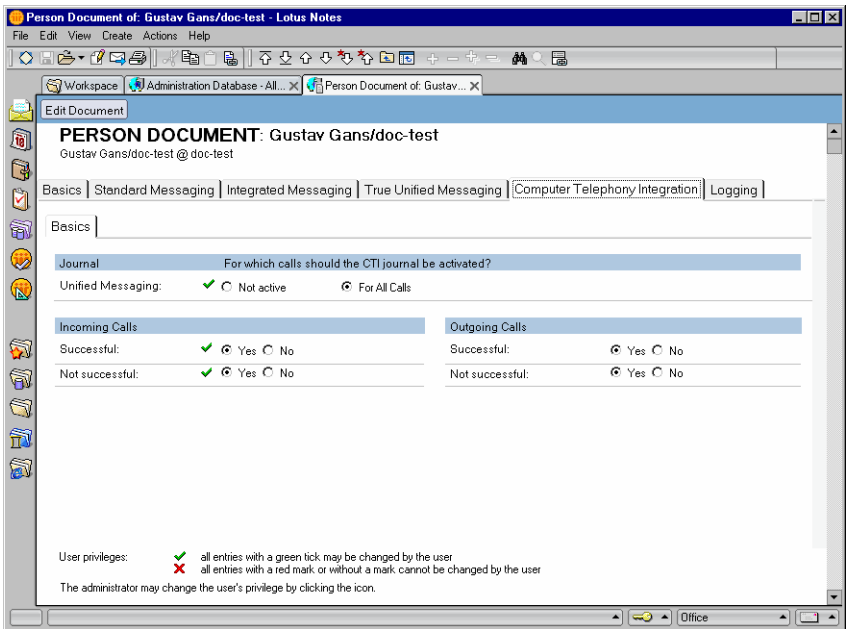


Basics area:

Option	Description
Inbox replication	Shows whether the inbox replication is activated or deactivated for this user data record.
Replicated forms	All Lotus Notes forms listed here are considered in the Integrated Messaging context. This setting concerns the XPR dispatcher agent functionality in the user's mail database.
	Only documents containing one of the listed form names in the 'form' field are replicated to the XPR server. Via the Add Default button the default values can be loaded. The default values are: Memo, cyMemo, cyReply .
Replicate documents without form:	With this option you can determine whether documents can be replicated to the XPR server with or without Lotus Notes form.
Replicate all attachments:	Activates / Deactivates replicating mail attachments in messages.
Replicate only attachments smaller than (kilobyte):	Definition of the file size for mail attachments to be replicated.
Add notification for removed attachments:	Inserts a notification about the removal of a mail attachment into a received message.
Process UM messages only:	Determines whether all messages or only Unified Messaging messages are to be replicated.

Computer Telephony Integration (CTI)

NOTE: CTI settings can only be set by accessing the Administrator database user profile.



Basics tab

On this tab you can perform settings for the CTI journal mails.

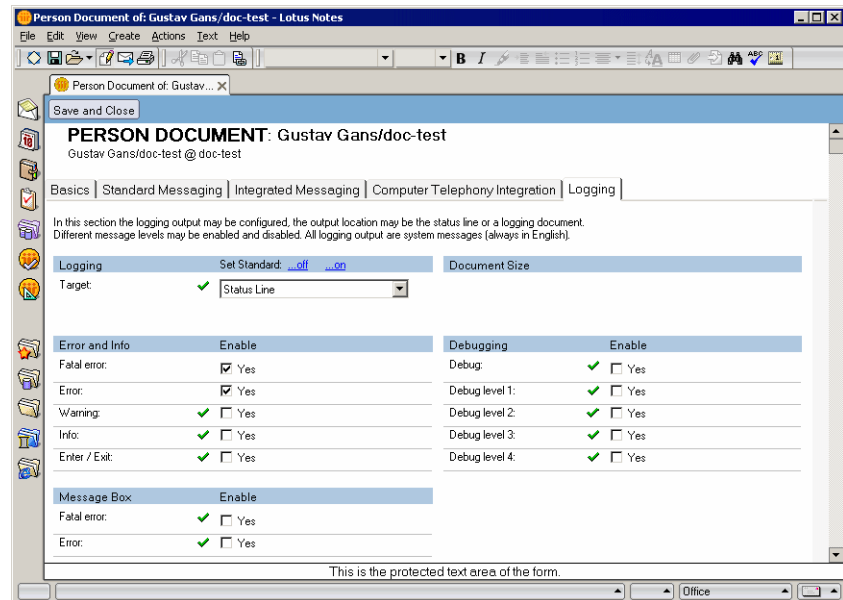
Journal area

In the header section of the tab you can disable the transmission of call information with the **Not active** option respectively activate it with the **For All Calls** option.

According to the settings chosen, further settings for the information to convey can be configured in the following fields.

Option	Description
Incoming calls	Successful: Yes /No Not successful: Yes /No
Outgoing calls	Successful: Yes /No Not successful: Yes /No

Logging



Logging area:

Option	Description
Target:	<ul style="list-style-type: none"> Document in Database A logging document is created and stored in the XPR administration database. Status Line Logging output is logged in the status line. No logging document is created.
Document type	If Document in Database has been selected as the target, you may determine here if a logging document is to be created per Action or per Person . You may also create one document for all .

Via the option **Set Standard** all entry fields can be preset with default settings. The link **...from** performs default logging. The **error messages (Fatal Error and Error)** are logged in the status line. The link **...to** performs default logging. The **Error messages, Warnings and Infos** are logged in a logging document.

In the **Error and Info** section you can determine for which error and info types a logging entry shall be created.

Option	Description
Fatal error	A fatal error that normally finishes the execution of a program. Logging this error type cannot be deactivated .
Error	A program error that does, however, not lead to its immediate closing. Logging this error type cannot be deactivated .
Warning	A critical program situation that does not directly lead to an error but could cause an error later on. Warnings can be hints for following errors.

Settings for Unified Messaging with Lotus Notes 6.x

Change Unified Messaging Settings

Option	Description
Info	Normal program states are logged.
Enter/Exit	Logs the program stack. E.g. entering a sub-function logs an enter message. This logging option can be used for debugging.

In the **Message Box** area you can set which error types are to be displayed in a message window. The message window then shows a system message in English.

The **Document Size** area can only be configured when you have set **Document in Database** as output target.

Option	Description
Number of items	Each logging entry is inserted as rich text field in the logging document. Here you can set how many rich text fields the logging document shall have.
Bytes per item	Number of bytes that are to be used per logging entry. The minimum is 500 bytes.
History capacity	Shows the minimum and maximum capacity of a logging document in kilobyte.

In the **Debugging** area you can determine debug outputs in four steps.

A Web Conference Client

You find information about the web conference client in the *OpenScape Xpressions OpenScape Web Collaboration* user guide.

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