

Lotus Notes Conference Toolbar

Quick start Guide



an NTT Communications Company

Quick start

Lotus notes conference toolbar



Easy to setup and easy to use Lotus Notes Conference Toolbar enables you to organize Arkadin conferences in seconds.

Download & installation

NB: Download the Lotus Notes conference toolbar from the ArkadinLounge so that your credentials will automatically be embedded in the add-on. If it is not downloaded from the portal you will have to manually enter your account details.

1. Please ensure that you are running Lotus Notes 6.5 or later version on one of the following operating systems: Mac OS X, Windows XP, Windows Vista and 7.
2. Download the Lotus Notes conference toolbar from the ArkadinLounge so that your credentials will automatically be embedded in the add-on. If it is not downloaded from the portal you will have to manually enter your account details.
3. Go to your ArkadinLounge Portal: www.anywhereconference.com
4. Enter you Login or Web Login (without #) then Password or Moderator PIN code and click "Sign in"
5. Download the Lotus Notes conference toolbar from the main page or from the "Downloads" section in the left-hand menu and follow the instructions to install it
6. A pop-up window will appear. Save the zip file on your computer in the Lotus Notes data directory. For example on Windows, the path is : C:\ProgramFiles\lotus\notes\data for Lotus Notes 6.5 and 7, for Lotus Notes V8 it's C:\ProgramFiles\IBM\Lotus\notes\data. Go to the zip file and unzip it : Right click on your mouse and select "Extract Here"
7. In Lotus Notes V6.5 and V7, please click File > Database > Open. In Lotus Notes V8, please click File > Open > Lotus Notes Application
8. Then Click on the Browse button to find the ConferenceToolbarAddOn folder in the Lotus Notes data directory
9. Select ConferenceToolbarAddOn.nsf, then click Open
10. In Lotus Notes, the install window will be displayed, click on INSTALL



If you get warnings messages (Lotus Notes security Alert window), please always select "Start trusting the signer to execute this action".

This security Alert window always occurs when Notes encounters a new application. You have to Click OK

- Once installed click on OK and Re-start Lotus Notes as required
 - The toolbar should be displayed as below. If it is not the case, please click right on the main Lotus Notes Toolbar, then de-select Conference Toolbar Add-on and select it again
- The Arkadin Lotus Notes Toolbar appears in the Lotus Notes window (see examples below for Lotus Notes 6.5 and V7.0)



Includes direct links to your Web Conference session, Audio Console and ArkadinLounge



Opens the Lotus Notes Meeting window with pre-formatted templates including permanent access codes



Displays your account settings

- One installed, please make sure the account information is correct. Then Click Ok
- If your account information is correct, you will see the message: "Your Access Number list is now up to date"

Prepare conference (meet now)

- Click the Meet Now icon on the Lotus Notes conference toolbar.
- Three direct links appear (no need to log in).
 - Audio Console: here you can Manage your audio conference online in real-time
 - Web Conference: Start a web conference to share documents and information quickly and easily
 - Web Portal: Provides access to all Arkadin tools
- Select the link and click OK
- Once you click on one of the three links, the browser will open in Lotus Notes



Invite participants

- Click the Invite icon on the Lotus Notes conference toolbar. The Invite window appears.
- Select the Conference type. It will generate an email invite including access details depending on the type of conference(s) – Audio Conference, Web Conference or Audio and Web conference.

If you select a Conference type with Audio conference, you have to select the access numbers to be included to your invitation.

- The access number list will be automatically updated if «automatic update» is checked Automatic update
- The «update list» button will check if your access numbers are up to date:

If the list is the same, the pop-up message is displayed



If the list has changed, the access numbers will be updated and this message will be displayed ::

- You can also add, modify or delete numbers manually by clicking on Then Select the number to be modified. In the case of manual modification, the automatic update will be disabled::
- Clicking on OK opens a new appointment prefilled with conference details



Settings

Click the Options icon on the Arkadin toolbar. This section displays all Account Settings



If you have not installed the Lotus Add-On from the ArkadinLounge, please specify your account information before preparing a conference. If you have installed it from the ArkadinLounge, as indicated on the previous page, your account information is automatically populated.

To specify your account settings (get your details on your Welcome email):

In the text boxes, please complete the following information:

- Your Web Login
- Your Moderator PIN
- Your Participant PIN
- Select the correct language
- Verify the URL is:** <https://www.anywhereconference.com> (or your company URL)
- Your display name

Click OK to save your account settings.