Meeting Maker
Installation Guide
# Contents

<table>
<thead>
<tr>
<th>Preface</th>
<th>v</th>
</tr>
</thead>
<tbody>
<tr>
<td>About this Book</td>
<td>vi</td>
</tr>
<tr>
<td>Documentation Conventions</td>
<td>vi</td>
</tr>
<tr>
<td>Technical Assistance</td>
<td>vii</td>
</tr>
</tbody>
</table>

## 1 Server Installation and Setup ................................. 9

| Server System Requirements | 10 |
| Preparing for the Installation | 10 |
| Installing the Meeting Maker Admin | 11 |
| Installing the Meeting Maker Admin on 32-bit Windows | 11 |
| Installing the Meeting Maker Admin on a Macintosh | 14 |
| Installing the Meeting Maker Admin on UNIX | 16 |
| Starting the Meeting Maker Server on UNIX | 17 |
| Creating Meeting Maker Servers | 17 |
| Creating a Meeting Maker Server on Windows 32-bit, Macintosh, and UNIX | 17 |
| Opening the Meeting Maker Server | 19 |
| Server Settings | 20 |
| Uninstalling the Meeting Maker Admin | 21 |
| Uninstalling the Meeting Maker Admin on Windows 95, Windows 98, and Windows NT | 21 |
| Uninstalling the Meeting Maker Windows NT Service | 22 |
| Uninstalling Meeting Maker on Macintosh | 22 |

## 2 User Installation and Setup ................................. 25

| Client System Requirements | 26 |
| Preparing for the Installation | 27 |
3 Upgrading Meeting Maker 45

Planning for the Upgrade 46
- Assessing the Systems 46
- Assess the System Administration 47
- Creating an Upgrade Checklist 48
- Setting up a Test Environment 49

Upgrading Meeting Maker 50
- Auto-client Upgrading to a Major Release 50
- Auto-client Upgrading to a Minor Release 53
- Installing Upgrades 54
- Upgrading the User at Sign-in 54
- Adding Client Upgrade Options 55
Meeting Maker® is an electronic, client/server, cross-platform business tool that provides powerful, real-time scheduling and task management.

Meeting Maker’s client/server architecture is the foundation for providing a reliable group scheduling and task management application that supports organizations from small workgroups to large enterprises of hundreds to thousands of users. The real-time network communication architecture offers excellent response to meeting requests and provides immediate updates.

The Meeting Maker Admin runs on Windows 95, 98, and NT, Macintosh PPC, and UNIX. The Meeting Maker client runs on Windows 95, 98, and NT, Macintosh and Solaris to accommodate all of your systems.

In addition, users can publish calendars for viewing as HTML with Netscape 3.0 or Internet Explorer 3.0 web browsers.
About this Book

This *Meeting Maker Installation Guide* provides basic information that you, as an administrator, need to install Meeting Maker on your network.

Topics covered include:
- Server installation and setup
- User installation and setup
- Upgrading Meeting Maker

Documentation Conventions

This manual uses the following typographical conventions:

<table>
<thead>
<tr>
<th>Convention</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>bold</strong></td>
<td>In a procedure, indicates a button, dialog box item, menu selection, or other item which requires an action from you. Also specifies the exact characters or values that you type into a field.</td>
</tr>
<tr>
<td><em>Italic</em></td>
<td>Represents a placeholder for information or parameters you must provide. Italic also indicates the name of other manuals in the CCM documentation set.</td>
</tr>
<tr>
<td><strong>Monospace</strong></td>
<td>Fixed names in text; for example, filenames and pathnames. Also used in syntax definitions and code fragments.</td>
</tr>
<tr>
<td><strong>UPPERCASE</strong></td>
<td>Indicates a parameter name or an acronym.</td>
</tr>
<tr>
<td>&gt;</td>
<td>Indicates a series of selections on cascading menus. Example: From the top menu bar, choose <strong>File &gt; New &gt; Folder.</strong></td>
</tr>
<tr>
<td>[ ]</td>
<td>Indicates optional items in a syntax description.</td>
</tr>
<tr>
<td>&lt; &gt;</td>
<td>Indicates a variable value in a code segment or syntax description</td>
</tr>
</tbody>
</table>
You can call the Meeting Maker technical support staff for assistance. If you encounter a problem, first make sure you have satisfied the system requirements listed in this guide and try to have detailed information of the problem.

You can reach Meeting Maker Technical Support by:

- Telephone at 617-374-1400. Support hours are: Monday through Friday 9:00 a.m. to 5:30 p.m. Eastern Standard Time (EST). If you contact Meeting Maker Technical Support by phone, it is helpful to be at the computer where the problem occurred, in case it is necessary to assist support in recreating the problem.

- E-mail support at mmhelp@on.com

Before you contact technical support, verify the following information:

- Verify that your workstation meets the hardware and software requirements listed in the Meeting Maker documentation.

- Make sure that Meeting Maker was installed correctly. If necessary, re-install Meeting Maker according to the directions in the Meeting Maker Installation Guide.
Technical Assistance

- Check to see if your problem is listed in the Troubleshooting section of the *Meeting Maker User Guide* or in the Technical Support searchable knowledge base, which is available on the Web at:
  
  http://support.on.com

- Check for viruses. As a precaution, use a virus protection program or extension on a regular basis.

If possible, please have the following information ready when you call:

- A full description of the problem and steps to correct it
- The Meeting Maker software version number
- The vendor name and model of the server and client system
- The version number of the server operating system and clients
- The Macintosh control panels, the chooser, and system or network extensions running on the computer, if applicable
- Any network drivers or shells, or TSRs
- Your customer number
- Your phone and fax numbers, and email address
CHAPTER 1

Server Installation and Setup

This chapter provides instructions on how to install the Meeting Maker Server software.

Topics include:

• Server system requirements
• Preparing for installation
• Installing the Meeting Maker Admin
• Creating Meeting Maker servers
• Opening the Meeting Maker server
• Uninstalling the Meeting Maker software

For information on installing the LDAP/MM Gateway, refer to Chapter 4, LDAP/Meeting Maker Environment of the *Meeting Maker Administration Guide*.
Server System Requirements

Hardware and software availability affect the configuration of your Meeting Maker environment. Check the following system requirements before you start planning your configuration.

The following specifications are the minimum hardware and software requirements you need for your Meeting Maker server system:

**Windows 32-bit Server**

The minimum requirements for a Windows 32-bit server are:

- 486 or higher with Windows NT 4.0 or Windows 95/98
- 32MB of RAM and 40MB of disk space

**Macintosh Server**

The minimum requirements for a Macintosh server are:

- Macintosh PPC System 7 or higher
- Minimum 16MB or RAM with 20MB of disk space
- Recommended Configuration: PowerPC 7600 or greater

**UNIX Server**

The minimum requirements for a UNIX server are:

- Sun Solaris Ultra 5/10 or Ultra 30/60 Systems
- 64MB of RAM and 20MB of disk space

Preparing for the Installation

You must perform all of the steps outlined in this section before starting the installation.

- **To prepare for the installation:**
  1. Ensure that the system meets the minimum system requirements. For more information on system requirements, see Server System Requirements above.
  2. Verify that all workstations that use the Meeting Maker server and client software are attached to the network.
3. Ensure that the date and time are set correctly on the server system. Synchronize the date and time on the hub and server machines.

Note: If you do not synchronize the date and time on all systems, shutdowns occur at the wrong time.

Installing the Meeting Maker Admin

The Meeting Maker server CD includes all of the installation files you need to install the Meeting Maker Admin and server on Windows 95, Windows 98, Windows NT, Macintosh, and UNIX. The Meeting Maker Admin installation also installs the server software.

Note: Do not attempt to uninstall the Meeting Maker Admin by deleting files. For more information on deleting the Meeting Maker Admin, see “Uninstalling the Meeting Maker Admin” on page 21.

Installing the Meeting Maker Admin on 32-bit Windows

This section provides instructions for installing the Meeting Maker Admin and server on Windows 95, Windows 98, and Windows NT.

❖ To install the Meeting Maker Admin:

1. Insert the Meeting Maker server CD in the CD drive.
2. Run the SETUP.EXE file from the CD. The Installing Meeting Maker Admin screen displays.
3. Click Next to continue the installation. The Choose Destination Location dialog box displays:
1. Click **Next** to select the default directory (C:\Program Files\Meeting Maker) or click **Browse** to define your own directory.

Meeting Maker installs the program files in either the default or your own directory and the Install Meeting Maker Admin API dialog box displays:

5. Click **Yes** if you purchased the Admin API and enter your API key number.

6. Click **No** if you did not purchase the Admin API. The Admin Installation Options dialog box displays:
7. On Windows NT, select one of the following options:
   • Install the Meeting Maker server as a Windows NT service. Meeting Maker runs automatically, in the background, each time you start the system.
   • Install the Meeting Maker server as a Windows application that you run as a program file. Install the Meeting Maker Admin only. If you have the server at another location and you only need the Admin.

   On Windows 95/98, select one of the following options:
   • Install the Meeting Maker server as a Windows application that you run as a program file.
   • Install the Meeting Maker Admin only. If you have the server at another location and you only need the Admin.

8. Click Next to continue the installation.
9. Click OK when the Setup is complete message displays.
10. Click Yes or No to the “Do you want to view the README file now?” prompt.
Installing the Meeting Maker Admin on a Macintosh

This section provides instructions for installing the Meeting Maker Admin and server on a Macintosh.

You can install Meeting Maker Admin software on a Macintosh in one of two ways:

- Use the Easy Install option to install all of the Admin components.
- Use the Custom Install option to install specific Admin components.

The installation program identifies your Power Macintosh and installs the appropriate version of the program.

Using the Easy Install Option

The Easy Install option installs:

- The Meeting Maker Admin for Macintosh
- The Meeting Maker Admin Help
- The Meeting Maker Server
- The MacIPX Control Panel

This option also replaces any existing version of IPX with MacIPX.

To install the Meeting Maker Admin program using the Easy Install option:

1. Insert the Meeting Maker server CD into the CD drive.
2. Locate and double-click the Install Meeting Maker Admin icon from the Macintosh folder. The Meeting Maker Administrator installation dialog box displays. Click Continue to continue the installation.
3. The Meeting Maker version 6.0 README file displays. Click Continue to continue the installation.
4. Verify that Easy Install is selected in the upper-left. Then, click Install to install Meeting Maker Admin in the default location, or select another installation location and click Install.
5. When the installation is complete, click Restart when you are prompted to restart your Macintosh. The installer creates a Meeting Maker Folder on your startup disk.
The Meeting Maker folder contains:

- The Meeting Maker Admin application
- The Meeting Maker server application
- The Meeting Maker Admin README file

Note: The Meeting Maker installer creates one folder called Meeting Maker. When running server and user software on the same machine, the installation program places all items in this folder.

**Using the Custom Install Option**

The Custom Install option lets you select and install the components you want.

- **To install the Meeting Maker Admin using the Custom Install option:**
  1. Insert the Meeting Maker server CD into the CD drive.
  2. Locate and double-click the Install Meeting Maker Admin icon from the Macintosh folder. The Meeting Maker Administrator installation dialog box displays. Click **Continue** to continue the installation.
  3. From the pop-up menu in the upper-left corner, select **Custom Install**.
  4. Select the components you want to install.
  5. Verify that Custom Install is selected in the upper-left corner. Then, click **Install** to install Meeting Maker Admin components in the default location, or select another installation location and click **Install**.
  6. Click **Restart** when the installation is complete and the system prompts you to restart.
Installing the Meeting Maker Admin on UNIX

This section provides instructions on installing the Meeting Maker Admin on UNIX.

To install the Meeting Maker Admin software on UNIX:

1. Log in as root.
2. Create a directory called /users/mmserver for the Meeting Maker Admin and server software by typing:
   ```
   cd /users
   mkdir mmserver
   cd mmserver
   ```
3. Insert the Meeting Maker server CD into the drive and type:
   ```
   tar -xvf device_file
   ```
   Meeting Maker extracts the files from the CD to the current directory.
4. Type the following command to run the Meeting Maker installation script:
   ```
   ./mmadmininstall
   ```
   The mmadmininstall script performs the following functions:
   - Decompresses the extracted files
   - Prompts you to create executable links to bin paths.
   - Installs the ON dynamic port daemon (onmuxd) in the /usr/etc directory.
   - Installs two man pages: mmserver and onmuxd to the appropriate man directories.
5. Set the variable MMADMINHOME to current.
6. Type the following command to start the Meeting Maker Admin program by typing:
   ```
   ./mmadmin
   ```
CHAPTER 1: Server Installation and Setup

Starting the Meeting Maker Server on UNIX

ONMUXD is a Meeting Maker IP daemon on UNIX that handles UDP calls for Meeting Maker. It maintains a list of Meeting Maker servers attached to the hub and negotiates the UDP ports that Meeting Maker will use over IP. (On Windows systems, the service is called ONMUX.EXE. On Macintosh, the functionality is included directly in Meeting Maker.)

Meeting Maker includes a startup script with the UNIX installation of the Meeting Maker Admin. This script starts the /usr/etc/onmuxd daemon on the computers containing Meeting Maker servers.

Creating Meeting Maker Servers

Once Meeting Maker Admin program is installed, you can create Meeting Maker servers on Windows 32-bit, Macintosh, UNIX and on NetWare file servers.

Before creating Meeting Maker Servers on a NetWare file server, copy the Meeting Maker NetWare Loadable Module (created on the Windows PCs during Admin installation) to the NetWare SYSTEM directory.

Creating a Meeting Maker Server on Windows 32-bit, Macintosh, and UNIX

When you create a server, you must have the Meeting Maker Admin program running on the workstation on which the server is installed.

To create a Meeting Maker server:

1. From the Meeting Maker server’s destination workstation, start the Meeting Maker Admin application:
   - On a Windows server, open the Meeting Maker Program Group and double-click the Meeting Maker Admin icon.
   - On a Macintosh server, double-click the Meeting Maker Admin icon in the Meeting Maker folder.
   - On a UNIX server, run mmserver -cs servername. For information on UNIX command-line switches, refer to Appendix B, UNIX Reference, of the Meeting Maker Administration Guide.
2. From the **File** menu, choose **New Server/Hub**. The New Server/Hub dialog box displays:

![New Server/Hub dialog box](image)

3. Choose **server** from the Server/Hub list.

4. Enter a server name.

   **Note:** The server name must be unique among servers. It can have a maximum of 31 characters.

5. Enter a server password. (This step is optional.) A series of asterisks (*****) displays on the screen instead of the actual password. The password is case-sensitive, and can have a maximum of 31 characters.

   **WARNING:** Do not lose this password. There is no way you can recover the server password if it becomes lost.

6. Select a startup disk. If the startup disk shown is not the one to contain the server software, select the desired disk from the Startup Disk list.

   In UNIX, enter the path to the desired location in the Server Directory field; this will be the same as the environment variable $MMSERVER_DIR.

7. Click **OK**.

8. Exit from the Meeting Maker Admin application.
9. Start the Meeting Maker Server application by double-clicking the Meeting Maker Server icon. (In UNIX, use the \texttt{MMSERVER} command.)

The new Meeting Maker Server is now running on the chosen startup disk.

\section*{Opening the Meeting Maker Server}

Once the Meeting Maker Server is created, you might find it more convenient to run Meeting Maker Admin and complete the administration tasks from a different workstation. You can perform the steps below from any workstation on the network running Meeting Maker Admin.

\begin{itemize}
  \item Note: The Meeting Maker Admin program can not be installed on a NetWare file server. You must administer a NetWare server from a Windows, UNIX, or Macintosh workstation running the Admin program.
\end{itemize}

\begin{itemize}
  \item To open the Meeting Maker server:
  \begin{enumerate}
    \item Double-click the Meeting Maker Admin icon. (In UNIX, use the \texttt{MMADMIN} command.)
    \item From the \textit{File} menu, choose \textbf{Open Server/Hub}. The Open Server/Hub dialog box appears:
    \begin{center}
      \includegraphics[width=0.5\textwidth]{open_server_hub.png}
    \end{center}
    \item From the Select Server/Hub list, choose \textbf{Server}.
    \item Select the appropriate protocol. For information about network protocols, refer to Chapter 2 of the \textit{Meeting Maker Administration Guide}.
  \end{enumerate}
\end{itemize}
5. If you selected IP, click the **Configure** button. The Configure IP dialog box appears.

6. Type the DNS name or the IP address of the host running the Meeting Maker server and click **OK**. Meeting Maker stores the addresses in the `comparam.ini` file. You can edit this file later to add or delete addresses. For more information about modifying the `comparam.ini` file, refer to the Modifying the Comparam.ini File section in Chapter 3 of the *Meeting Maker Administration Guide*.

   **Note:** When administering multiple servers via IP, entering IP addresses may be more efficient than entering DNS host names.

7. On a Macintosh, select the zone where the server resides.

8. Select the server you just created from the Select Server list.

9. Type the server password.

10. Click **Open**. The Admin’s General panel appears and displays Meeting Maker information about the selected server:

    You can now create user and resource accounts as described in Chapter 3 of the *Meeting Maker Administration Guide*.

### Server Settings

Once you install the server software, you must define server settings. For more information on server settings, see the Setting Server Options section of Chapter 6, in the *Meeting Maker Administration Guide*. 

---

20
Uninstalling the Meeting Maker Admin

This section provides instructions on how to uninstall Meeting Maker Admin. Uninstalling the Meeting Maker Admin also uninstalls the Meeting Maker server.

Note: The uninstall instructions are provided for your convenience, if you need to remove Meeting Maker from your system. You do not have to uninstall Meeting Maker before upgrading your Meeting Maker software.

Uninstalling the Meeting Maker Admin on Windows 95, Windows 98, and Windows NT

Do not uninstall the Meeting Maker Admin by deleting files manually. Follow one of these methods:

❖ To uninstall the Meeting Maker Admin from the Control Panel:
   1. Run Add/Remove programs from the Control Panel.
   2. Select Meeting Maker Admin Uninstall and click Add/Remove. The system deletes the Admin program and associated files (including the server).

❖ To uninstall the Meeting Maker Admin from the Meeting Maker program group:
   1. From the Meeting Maker program group run Meeting Maker Admin Uninstall. Meeting Maker deletes the Admin program and associated files (including the server).
Uninstalling the Meeting Maker Windows NT Service

Do not uninstall the Meeting Maker Windows NT Service by deleting files manually. Instead, use the following instructions:

❖ To uninstall the Windows NT service:

1. Run MMSERVERNT with the -remove option. This removes the service and updates the registry. For example:

   Run C:\MM50\Mmservnt.exe - .remove

2. If you check the processes that are running under the Windows NT Task Manager, the ONMUX.EXE process might still be in memory, therefore you might have to restart after the uninstall.

Uninstalling Meeting Maker on Macintosh

Use the Uninstall option to remove a Meeting Maker component. This feature also finds and removes all preferences or extensions associated with the component. Do not attempt to uninstall components by deleting files.

❖ To remove an option:

1. Insert the Meeting Maker server CD into the CD drive.

2. Locate and double-click the Install Meeting Maker Admin icon from the Macintosh folder. The Meeting Maker Administrator installation dialog box displays. Click Continue to continue the installation.

3. From the pop-up menu in the upper-left, select Uninstall.

4. From the list of components that appears, select the ones you want to remove.

5. Click Remove. A message appears indicating a successful removal.
Uninstalling Meeting Maker Admin on UNIX

To uninstall the Meeting Maker server software from UNIX run either Meeting Maker Admin Uninstall or Meeting Maker Server, from the Uninstall Meeting Maker program group. Meeting Maker deletes the program and associated files.
CHAPTER 2

User Installation and Setup

This chapter provides instructions on how to install the Meeting Maker client software. The general tasks in the installation process are listed below.

Topics include:

- Client system requirements
- Preparing for the installation
- Installing the Meeting Maker client
- Installing the Meeting Maker Java Client
- Installing and setting up Palm organizer synchronization
- Launching Meeting Maker at startup
- Uninstalling the Meeting Maker client
Client System Requirements

Hardware and software availability affect the configuration of your Meeting Maker environment. Check the following system requirements before you start planning your configuration.

The following specifications are the minimum hardware and software requirements for your Meeting Maker server system:

**Windows 32-bit Client**

The minimum requirements for a Windows 32-bit client are:
- 486 or higher with Windows NT 3.51 or 4.0, Windows 95/98
- 16MB of RAM and 5MB of disk space

**Macintosh Client**

The minimum requirements for a Macintosh client are:
- Macintosh Plus with System 7 or higher
- 8MB or RAM and 6MB of disk space

**UNIX Client**

The minimum requirements for a UNIX client are:
- HP 9000 Series 700/800 systems, SUN SPARC systems, or Solaris
- HP-UX 9.01 or Solaris 2.5.1 or higher
- X11R5/Motif 1.2 or OpenWindows 3.0
- 10MB of disk space and 8MB of RAM

**Palm Organizers**

The minimum requirements for synchronizing with a Palm Organizer are:
- Windows 95,98 or Windows NT, Macintosh PPC
- Meeting Maker version 6.0, or higher
- A Palm organizer (PalmPilot Personal, PalmPilot Professional, Palm III, Palm V, or Palm VII)
- Palm Desktop 2.0, or higher. For Macintosh, this is part of the Palm MacPac 2.0, or higher.
CHAPTER 2: User Installation and Setup

- TCP, IP, or IPX communication protocol

**Internet Publisher**

The following specifications are the minimum client system requirements to publish calendars for viewing from a web browser.

- 486 or higher with Windows NT 3.51 or 4.0, Windows 95/98
- 16MB of RAM and 5MB of disk space
- Meeting Maker client version 5.5
  -or-
- Macintosh PPC with System 7 or higher
- 8MB of RAM and 6MB of disk space
- Meeting Maker client version 5.5
- Netscape 3.0 or higher, or Internet Explorer 3.0 or higher

Note: You can view calendars on any system that has the specified web browser. The system does not have to have Meeting Maker installed. Published calendars are in HTML format.

**Preparing for the Installation**

You must perform all of the steps outlined in the section before you start the installation. If you do not complete every step, you might have to abort the installation and start again. To prepare for the installation:

1. Ensure that the system meets the minimum system requirements. For more information on system requirements, see Client System Requirements above.
2. Verify that all workstations that use the Meeting Maker server and user software are attached to the network.
3. Ensure that the date and time are set correctly on the server system. Synchronize the date and time on the hub and server machines.
   
   Note: If you do not synchronize the date and time on all systems, shutdowns occur at the wrong time.
4. Proceed to Installing the Meeting Maker client.

Before users can begin using Meeting Maker, the user software must be installed on their workstations. They should have copies of Meeting
Preparing for the Installation

Making sure documentation. They should also have some information handy for signing in to Meeting Maker the first time.

❖ To prepare users to use Meeting Maker:

1. Make sure all users’ workstations meet the hardware and software requirements.

2. Distribute the Meeting Maker User Guide and Quick Reference card to users. The User Guide contains information about how to install user software, which users can follow to install Meeting Maker themselves.

3. Provide users with the following information:

   • The type of network they are running on: Windows-only, Macintosh-only, UNIX only, or cross-platform.
   • Their sign-in names and (optionally) passwords.
   • The correct network protocol. See Chapter 2 of the Meeting Maker Administration Guide or more information on protocols.
   • The name of the server (and zone, for AppleTalk) their accounts reside on.
   • The Ethernet Frame type, when running cross-platform from a Macintosh with EtherTalk. For TCP/IP networks: the DNS name or IP address of the host running the Meeting Maker Server.
CHAPTER 2: User Installation and Setup

Installing the Meeting Maker Client

These instructions are also included in the Meeting Maker User Guide so users can install the software themselves.

Installing the Meeting Maker Client on Windows

Use the following instructions to install the Meeting Maker client on Windows 95, 98 or Windows NT.

1. Insert the Meeting Maker User CD in the CD drive.
2. Run the SETUP.EXE file from the CD. The Installing Meeting Maker screen displays.
3. Click Next to continue the installation. The Choose Destination Location dialog box displays:

4. Click Next to select the default directory (C:\Program Files\MM) or click Browse to define your own directory. Meeting Maker installs the program files in either the default or your own directory.
5. Click Next to continue the installation.
6. Click OK when the Setup is complete message displays.
7. Click Yes or No to the “Do you want to view the README file now?” prompt.
Installing and Running Meeting Maker from a File Server

Users can install and run Meeting Maker clients from a file server. For users to access Meeting Maker files on the file server, they must have read/write access to the directories that contain the Meeting Maker files.

❖ To install and run Meeting Maker from a file server, administrators must:

1. Insert the Meeting Maker User CD in the CD drive.
2. Run the SETUP.EXE file from the CD. The Installing Meeting Maker Admin screen displays.
3. Click Next to continue the installation. The Choose Destination Location dialog box displays.
4. In the Setup dialog box, type the pathname of the directory on the file server where you want to install Meeting Maker.
5. Click OK when notified that installation is complete.
6. After the install, copy SETUP.EXE from the Meeting Maker User CD to the Meeting Maker directory you setup.

❖ To install and run Meeting Maker from a network file server, users must:

1. From the Run dialog box, enter the network pathname of the directory containing the Meeting Maker user software followed by setup and click OK.
2. In the Setup dialog box, type the pathname of the directory where you want to store Meeting Maker data files and click OK.
3. When the message stating that the installation is complete appears, click OK.

Once Meeting Maker is installed on user workstations, users can sign in and begin using Meeting Maker.
CHAPTER 2: User Installation and Setup

Signing in to Meeting Maker for Windows

To sign in to Meeting Maker:

1. Launch Windows.

2. Launch Meeting Maker using the appropriate Windows system conventions. The Meeting Maker Sign In dialog box appears:

![Welcome to Meeting Maker dialog box]

Note: Your sign-in name might appear in the box. If another name appears instead, select it and replace it by typing your sign-in name.

3. Click the Server button in the Sign In dialog box. The Select Server dialog box appears:

![Select Server dialog box]

4. Select the correct protocol.

Note: Your Meeting Maker administrator can tell you which protocol and server to choose.

5. When signing in to Meeting Maker on a network using TCP/IP protocols, click the Configure button. The Configure IP dialog box displays:
Installing the Meeting Maker Client

6. Enter the DNS host or the Meeting Maker server’s IP address. (You can get this information from your Meeting Maker administrator.)

7. Click OK.

8. Select the server and click Select.

9. Enter your sign-in name and password. If you do not know your sign-in name, try your first name, or ask your Meeting Maker administrator.

10. Click Sign in.

Installing Meeting Maker on a Macintosh

Users can install Meeting Maker using either of the options below from disk or from an AppleShare file server:

- Easy Install installs the Meeting Maker application, Exports and print layouts, and install MacIPX over any existing IPX.
- Custom Install lets you select and install one or several of the above items.

To use the Easy Install option:

1. Insert the Meeting Maker User CD. (Locate the Installer for the Macintosh platform on the CD.)
2. Double-click the Installer icon.
3. Click Install to begin the installation on the start-up disk.
4. When installation is complete, click **Restart** to restart your Macintosh. The installation:

- Creates a *Meeting Maker* folder on your startup disk containing the Meeting Maker application and the Meeting Maker Read Me file.
- Creates a new Meeting Maker Extension in the Extensions folder.
- Copies and installs new print layouts and personal organizer export drivers in the Meeting Maker Folder and the Preferences Folder.
- Replaces any IPX found with MacIPX.

**To use the Custom Install option:**

1. Insert the Meeting Maker CD. *(Locate the *Installer* for the Macintosh platform on the CD)*
2. Double-click the **Installer** icon.
3. In the Installer dialog box, click the Custom Install option to open the pull-down menu and select Custom Install.
4. Select items to install.
5. Click **Install** to begin the installation on the startup disk.
6. When installation is complete, click **Restart** to restart your Macintosh. The chosen items are installed.

**Installing from an AppleShare File Server**

**To load the Meeting Maker software on a shared volume:**

1. Insert the CD into the disk drive.
2. Drag the Meeting Maker user disk icon onto the shared volume icon.
3. Make sure that users have read access to the Meeting Maker folder.
4. Use the Chooser to mount the volume with the Meeting Maker User folder.
Installing the Meeting Maker Client

- To use the easy Install option:
  1. Open the Meeting Maker folder, then refer to “To use the Easy Install option:” on page 32.
  2. Users can also use the Custom Install option as described earlier.

Signing in to Meeting Maker on a Macintosh

Once Meeting Maker is installed, you can sign in and begin proposing meetings with other Meeting Maker users.

- To sign in to Meeting Maker on a Macintosh:
  1. Double-click the Meeting Maker icon. The Meeting Maker Sign In dialog box appears:
  2. Click **Server** in the Sign In dialog box. The Select Server dialog box appears:

```
Select Server

<table>
<thead>
<tr>
<th>Protocol:</th>
<th>Select Server:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AppleTalk</td>
<td>Accounting Bookkeeping</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Zone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gator LocalTalk</td>
</tr>
<tr>
<td>Joe's Gator LocalTalk</td>
</tr>
<tr>
<td>Legbe Internal</td>
</tr>
<tr>
<td>Mars Dev</td>
</tr>
<tr>
<td>MABS Internal</td>
</tr>
<tr>
<td>On Technology - G...</td>
</tr>
</tbody>
</table>
```

3. Select the correct protocol. (Your Meeting Maker administrator can tell you the correct protocol, and the name and zone of your Meeting Maker server.)

   **Note:** If your Meeting Maker server is a Macintosh server, select **AppleTalk**. If your Meeting Maker server is a Windows server, select **IPX** or **IP**.

4. For IP users, click the **Configure** button. The Configure IP dialog box displays.
5. Type the DNS host name or IP address of the host. (You can get this information from your Meeting Maker administrator.)

6. Click OK. (AppleTalk users select the zone.)

7. Select the server name and click Select.

8. Enter your sign-in name and password.

9. If unsure of your sign-in name, try your first name, or ask your Meeting Maker administrator.

10. Click Sign in.

### Installing Meeting Maker Client on UNIX

Use the following instructions to install the Meeting Maker client on UNIX.

❖ **To install Meeting Maker:**

1. Log in as root.

2. Create a directory for the Meeting Maker executable. To create and go to a directory called `/usr/mm` and type:

   ```
   cd /usr <Enter>
   mkdir mmxp <Enter>
   cd mmxp <Enter>
   ```

   Note: For Solaris, `LD_LIBRARY_PATH` includes the directory containing the Motif 1.2.2 shared libraries.

3. Extract the files from the Configuration disk by inserting it into the disk drive and typing:

   ```
   tar -xvf floppy_device_file <Enter>
   ```

   The files are extracted to the current `/users/mm` directory.

4. Run the install script:

   ```
   ./mminstall <Enter>
   ```

   The mminstall script:
   - Verifies your operating system version and configuration
   - Installs X-specific resource files
   - Installs printer configuration files
• Prompts you to create a link to /usr/local/bin or other executable directories if desired

5. Set the variable MMHOME to /usr/mmxp for all users.

6. Set the variable XPPATH to /usr/mmxp/xprinter for all users requiring printing capability.

7. Start Meeting Maker by typing: /usr/mmxp/mmxp <Enter>
   The Meeting Maker Sign In dialog box displays.

**Signing in to Meeting Maker UNIX**

❖ To sign in to Meeting Maker:

1. Launch Meeting Maker by typing /usr/mmxp. The Sign In dialog box displays.

2. Click the Server button in the Sign In dialog box. The Select Server dialog box appears.

3. Click the Configure button. The Host List dialog box appears.

4. Enter the DNS host or the Meeting Maker server’s IP address. (You can get this information from your Meeting Maker administrator.)

5. Click OK.

6. Select the server and click Select.

7. If you do not know your sign-in name, try your first name, or ask your Meeting Maker administrator.

8. Click Sign in.
CHAPTER 2: User Installation and Setup

Installing the Meeting Maker Java Client

The Meeting Maker Java Client works with your web server to download files to each client. When a user signs into the Meeting Maker Java Client, the web server downloads the Java files to the client. The client machine reads the Hosts file that you create and locates the Meeting Maker server.

Requirements

The following are the system requirements to run the Meeting Maker Java Client.

Windows

- Windows 95/98 and Windows NT
- A minimum of 32 Meg RAM. 48 Meg RAM is recommended
- Internet Explorer 4.0, or higher
- Netscape 4.0, or higher
- HotJava 1.5, or higher

Macintosh

- PPC only
- A minimum of 48 Meg RAM
- Internet Explorer 4.0, or higher
- Netscape 4.0, or higher

Meeting Maker

- Meeting Maker 6.0, or higher

Virtual Machine

- Version 5.0.0.2922, or higher

It is recommended that you upgrade for Y2K compliance.

For more information refer to: http://www.microsoft.com/windows/ie/download/jvm.htm
Setup and Installation

There are three steps that you need to perform in order to have the Meeting Maker Java Client running in your environment. They are:

- Install the Java Client
- Create a Hosts file
- Instruct users of the URL address to access the Java Client

Installing the Meeting Maker Java on Windows

Follow these steps to install the Java Client on Window 95/98 or NT.

To install the Meeting Maker Java Client:

1. From the Meeting Maker Software CD, click setup.exe in the jdiskcd folder.
2. Click Next to select the default directory, or click Browse to define your own directory. The directory needs to be the root directory of your web sever.
3. Follow the on-screen instructions.

The Java Client files are installed to your web server root directory in a folder called meetingmaker.

Installing Meeting Maker Java on Macintosh

Follow these steps to install the Java Client on Macintosh PPC. Before starting, be sure to add the server to your Trusted Sites list. Also, set the permissions on that site to unrestricted.

To install the Meeting Maker Java Client:

1. From the Meeting Maker Software CD, run Installer.
2. Select the default directory, or define your own directory. The directory needs to be the root directory of your web sever.
3. When installation is complete, click Restart when you are prompted.

The Java Client files are installed to your web server root directory in a folder called mm.
CHAPTER 2: User Installation and Setup

Creating a Host File

The Hosts file that you create lets clients know the location of the Meeting Maker server.

To create a Hosts file:

1. Create a text file named Hosts. Save it the root directory of your web server.

2. Enter the following information in the Hosts file:

"<Meeting Maker server name>" <IP address> <port #>

The default Meeting Maker port is 417. The server name must be in quotes.

For example - "MMJava" 255.255.255.0 417

Note: List all Meeting Maker servers in the Hosts file on a separate line.

Getting Users Connected to the Java Client

Finally, inform all Meeting Maker users of the URL where the Java Client resides. The URL address for users to access the Meeting Maker Java Client is, <server name>/meetingmaker/default.htm.
Complete the following steps to use Meeting Maker data in your Palm organizer schedule.

- **To setup Meeting Maker for Palm organizer synchronization:**
  1. Ensure that you have the Meeting Maker client installed on your client workstation.
  2. Ensure that you have the correct OS, and Pilot Desktop 2.0 or greater software.
  3. Check “Palm Organizers” on page 26 to ensure that you have the necessary hardware and software requirements.
  4. Check the `c:\Program Files\Meeting Maker` directory to ensure that the driver file that corresponds to your system’s protocol driver (IP or IPX) is enabled. Enabled files have the `.DRV` extension, disabled files have a `.DRX` extension.
  5. Install the Meeting Maker Conduit software on your client system, by clicking `setup.exe` for Windows, or `Installer` for the Macintosh. Both files are located on the Meeting Maker User CD.

### Windows Configuration

- **To configure Meeting Maker synchronization with your Palm organizer for Windows:**
  1. Click the HotSync icon in your Windows system tray (in the lower right hand corner of your screen).
  2. Select **Custom...**. The Custom dialog box appears.
  3. From the drop down menu, select your user name.
  4. Select a Meeting Maker Conduit from the Conduit list, and click **Change...** to configure your selection.

See Chapter10, Synchronizing Your Meeting Maker Calendar with Palm Organizers, of the *Meeting Maker User Guide* for a detailed description of how to configure your selection.

- or -

Click **Done** if the Actions are correct. The Action is the action the conduit will take when a HotSync update is done.
**Macintosh Configuration**

- To configure Meeting Maker synchronization with your Palm organizer for Macintosh:
  1. Click the HotSync icon from the Palm directory.
  2. Select **Configure** from the HotSync menu item. The Conduit Settings dialog box appears.
  3. Double-click the Meeting Maker Conduit to change the **Next HotSync Action**.

     See Chapter 10, Synchronizing Your Meeting Maker Calendar with Palm Organizers, of the *Meeting Maker User Guide* for a detailed description of how to configure your selection.

     - or -

     Close the window to keep the current **Next HotSync Action**.

**Launching Meeting Maker at Startup**

You can receive notifications and reminders whenever you are working at your computer if you set Meeting Maker to launch when you start your computer.

- On Windows, place the Meeting Maker application in your Startup folder.
- On Macintosh, place the Meeting Maker application in the Startup Items folder in the System folder.
- For UNIX, consult your operating system’s documentation.

**Uninstalling the Meeting Maker Client**

This section provides instructions on how to uninstall the Meeting Maker client. Do not uninstall the Meeting Maker client by deleting files manually.

**Note:** The uninstall instructions are provided for your convenience, if you need to remove Meeting Maker from your system. You do not have to uninstall Meeting Maker before upgrading your Meeting Maker software.
Uninstalling the Meeting Maker Client on Windows

Use one of the following methods to uninstall the Meeting Maker client on Windows:

- **To uninstall the Meeting Maker client on windows, from the Control Panel:**
  1. Run Add/Remove Programs from the Control Panel.
  2. Select Meeting Maker and click Add/Remove. The system deletes the Meeting Maker client and associated files.

- **To uninstall the Meeting Maker client from Meeting Maker:**
  1. From the Meeting Maker program group run Meeting Maker Uninstall. Meeting Maker deletes the Meeting Maker client and associated files.

Uninstalling the Meeting Maker Client on Macintosh

Use the Custom Remove option to remove an installed Meeting Maker component. This feature also finds and removes all preferences or extensions associated with the component. Do not attempt to uninstall components by deleting files.

- **To remove an option:**
  1. Insert the Meeting Maker user CD into the CD drive.
  2. Locate the Installer program for the Macintosh platform and double-click the Installer icon. The Install client dialog box displays.
  3. From the pop-up menu in the upper-left, select Uninstall.
  4. From the list of components that appears, select the ones you want to remove.
  5. Click Remove. A message appears indicating a successful removal.
CHAPTER 2: User Installation and Setup

Uninstalling Meeting Maker Admin on UNIX

❖ To uninstall the Meeting Maker server software from UNIX:

1. From the Meeting Maker program group run either Meeting Maker Admin Uninstall or Meeting Maker Server Uninstall. Meeting Maker deletes the program and associated files.

Removing Options on Macintosh with Custom Remove

The Custom Remove feature lets you remove installed options. It finds and removes all of the preferences or extensions associated with the option.

❖ To remove an option:

1. Insert the Meeting Maker Macintosh Admin CD.
2. Double-click on the Installer icon.
3. In the Installer dialog box, click Easy Install to open the popup menu and select Custom Remove:
4. Select the options you want to remove:
5. Click Remove. A message appears, stating that the removal was successful and you should restart your Macintosh.
This chapter describes how to upgrade the Meeting Makers client software.

Topics include:

- Planning the upgrade
- Upgrading Meeting Maker
Planning for the Upgrade

Planning for an upgrade is an important task. As the upgrade plan is implemented for your site, evaluate all options at each critical stage and develop a back-up step. Make sure that each individual of the team knows the critical path items and reacts accordingly.

ON Technology Corporation recommends that you include the following tasks when you plan the upgrade:

- Assessing the systems
- Assessing the system administration
- Make an upgrade checklist of tasks
- Setting up a test environment

Assessing the Systems

Check both the server and client systems prior to an upgrade. For example, you might want to analyze work groups and patterns, as well as consolidate servers.

When consolidating servers, only meetings that are cross-server and busy time updates go from the server to the hub. By changing the grouping on the servers in terms of who is working with someone else as opposed to geographical location, it is possible to decrease the load on the network and maximize the work flow of each particular group.

To check the systems prior to an upgrade:

1. Evaluate client machines as to possible impacts of the upgrade. For example, clients on machines with low memory, may no longer be able to have as many applications open as they do currently. Assess whether the machines need a memory upgrade to maintain the work flow. Machines with multiple networking protocols may require an increase to the preferred memory size of the application.

2. Check the server equipment to ensure that it is in satisfactory condition one month before the upgrade. Perhaps this is an appropriate time to upgrade the memory or to upgrade the CPU.

3. Check the topology of the network. This might be an appropriate time to streamline or build in redundancies.

4. Have a project plan to assign personnel to specific responsibilities for the upgrade. Assign someone to the following areas:
CHAPTER 3: Upgrading Meeting Maker

- Server upgrades
- Client upgrades
- On-site support after upgrade to resolve concerns
- Telephone support

5. Send e-mail announcements, at minimum, one month before the actual upgrade.

6. Notify your users how the Meeting Maker software can be obtained and when it will be installed.

7. Incorporate Meeting Maker feature bullets so that users know what is new.

8. Have a helpdesk plan in place.

9. Have contact information available, in case you need assistance.

Assess the System Administration

Check and backup server and client administration information prior to an upgrade.

- **To check the server administration:**
  1. Two weeks before an upgrade, verify the integrity of the nightly backups to ensure a backup position in case of possible data corruption.
  2. One week prior to the upgrade, create a spreadsheet of the new registration numbers listed per server. Cross check that the registrations are sufficient for the total number of users per platform.
  3. Print out the user lists per server.
  4. Install upgrades if pre-installing.

- **To check the client administration information:**
  1. Three weeks before the implementation, notify the clients of the proposed upgrade. At this time, the changes to the look and feel of the client should be addressed. Specific items include: Native WinNT Service, Server Logging, and Increased Memory Requirements.
2. Two weeks prior, users should be reminded of the upgrade and the impact that it may have on any off-line data. Users should be instructed to work online whenever possible. They should also take note of their preferences and their proxies to be able verify them after the upgrade.

3. Two days prior, users should be reminded to work online and to print out their calendars. Inform them as to the procedures to follow for having their concerns addressed after the upgrade.

4. Collect sample data of key personnel for verification after upgrade.

5. For pre-Meeting Maker 3.5 upgrades, provisions should be made for the upgrading of laptops or off-site machines.

Creating an Upgrade Checklist

Create an upgrade checklist to ensure that you perform all of the following tasks:

- Notify clients that servers are being upgraded and that off-line data might be lost.
- Bring down the hub and each server.
- Copy databases and delete unnecessary temporary files.
- Setup a RAM disk and export the import server data. This is an optional step. For more information, see the Administration Guide.
- Run the MMRX utility on each database. If there are errors reported, notify the Meeting Maker Rapid Response Center for problem tracking and resolution. If a fix is applied, make a copy of the fixed data. For more information about running MMRX, refer to Appendix F, Meeting Maker Utilities.
- Back-up all data.
- Run export on each database with the appropriate exporter. The size of the data file should be approximately 30% to 40% of the size of the database.
- Install the Meeting Maker version 6.0 server software and the Meeting Maker version 6.0 Admin software. Verify memory settings and any modifications that might have been done to earlier versions of Meeting Maker.
• Create new server and hub databases. Server names must be the same as the former names, case-sensitive, in order to make use of the retained user preferences.

• Add new registrations, passwords, and time zones.

• Import file **WITH** (default) remote information, limiting the dates as is appropriate. Run the MMRX utility on each database. If there are errors reported, report it to Technical Support for problem tracking and resolution. If a fix is applied, make a copy of the fixed data. For more information on running the MMRX utility, refer to Appendix F, Meeting Maker Utilities, of the *Meeting Maker Administration Guide*.

• Attach the servers to the new hub one at a time. Bring down the server after a successful attach with Attached-Online states seen on both hub and server with recent updates.

• Set the appropriate time-zones for each server before bring the servers online.

• Bring up the servers one at a time, but leave each server attached as the next is brought up. Allow the server network to update and exchange busy times and stabilize.

• Bring down the servers and then run MMRX. For instructions on how to run the MMRX utility, refer to Appendix F, Meeting Maker Utilities of the *Meeting Maker Administration Guide*.

• If pre-Meeting Maker 3.5, upgrade the desktops. Verify connection of key personnel. User preferences will retain sign-in name, password, and server name.

## Setting up a Test Environment

Creating a test environment prior to the live upgrade is highly recommended. When creating your test environment it is crucial that you be on an isolated network environment so that your testing and broadcasting of servers does not interfere with your production environment (the server global ids will remain the same and will conflict with the production servers)

- **To setup a test environment:**
  1. Run through the entire upgrade process at least one time before upgrading with live data.
  2. After successfully bringing up your newly upgraded test environment, set your server logging level to Operation.
3. Select two power users calendars from each server and sign-in.
4. Create and delete some meetings and check the server logs for unusual errors.

**Environment health check**

Every mission critical application, including Meeting Maker, should have regularly scheduled maintenance. Use the MMRX utility on a regular basis to help you assess and maintain system performance. For instructions on how to use the MMRX utility refer to Appendix F, Meeting Maker Utilities, of the *Meeting Maker Administration Guide*.

## Upgrading Meeting Maker

ON Technology Corporation recommends that you use the Meeting Maker Auto-client Upgrade feature to automatically upgrade all network users to the latest version of Meeting Maker. Auto-client Upgrade lets you avoid manually installing Meeting Maker client software at each user workstation. Upgrades are defined as either:

- A major Meeting Maker release has a version number with a .0 or .5, for example, X.0 or X.5.
- A minor Meeting Maker release has a version number with any number other than .0 or .5, for example, X.1 or X.1.2.

### Auto-client Upgrading to a Major Release

There are two ways to perform an Auto-client Upgrade to a major release:

- A Pre-install upgrade (default, recommended) copies the Meeting Maker client software to the users’ workstations, in the background, before the server upgrade. With this method, you can upgrade the Meeting Maker server software at your convenience. This method reduces network traffic and server load.
- A Non-Pre-install upgrade upgrades the Meeting Maker servers, forcing users to upgrade the client software at their next sign-in. This method is quicker than the pre-install upgrade but it can increase network traffic and server load.
To perform a pre-install upgrade to upgrade a major release:

1. Install the new Meeting Maker server software on any server that requires the upgrade.
2. Install the new Meeting Maker Admin on every client workstation that the server supports.
3. Click **Options** on the Upgrades panel. The Options dialog box displays:

   ![Upgrade Options](image)

Options are as follows:

- **Treat minor releases as pre-installations** (default is no check) - when checked, minor release client software files copy to user workstations as a background task. This option enables the system administrator to prepare the client workstations prior to upgrading the server. The files for the new version are copied to the users workstations the next time users sign in to Meeting Maker. This process takes place in the background. The files are now in place on the users workstation. Once the server is upgraded, the clients will be prompted to install the new version. For example 4.0 to 4.1 is a minor release.

  Note: Once the server is upgraded and you have determined that all of the users now have the installer locally, this option should be un-checked as to allow for “Enable Upgrade”/upgrade to take place. To reiterate, only check this when “pushing” the installer out prior to upgrading the server.

- **Enable or disable upgrades and pre-installations** (the default is checked) - if checked, the auto-upgrade feature is enabled.

- **Set the number of concurrent upgrades and pre-installations** - Use this option to limit the number of concurrent upgrades so that when many users try upgrading at the same time, they do not overburden your network or server.

  In an average work environment it is very common for users to sign into Meeting Maker first thing in the morning. On a large
server, if all or most of the users were to begin the upgrade procedure at approximately the same time, the server would get severely bogged down when trying to copy the files to large numbers of users. In order to address this issue, when you are upgrading a server you can limit the number of concurrent upgrades and pre-installations.

4. Click the appropriate checkbox or checkboxes and click OK.

5. Check the Treat minor releases as pre-installations checkbox. (The Enable upgrades and pre-installations checkbox is checked as a default.)

6. Allow sufficient time for the Meeting Maker client software to copy to all users workstations in the background. This typically takes 2 to 3 days for a 300 person organization.

7. Install new Meeting Maker Admin and server release on every server that will receive the upgrade.

8. Click Options on the Upgrades panel.

9. Click on the Treat minor releases as pre-installations checkbox. Users are automatically prompted to install Meeting Maker locally.

❖ To perform a non-pre-install upgrade to upgrade to a major release:

1. Install new Meeting Maker server release on the server that will receive the upgrade.

2. Install new Meeting Maker Admin release on each platform of the client machine the server supports.

3. Click Options on the Upgrades panel. The Upgrade Options dialog box displays:
CHAPTER 3: Upgrading Meeting Maker

Options are as follows:

- **Treat minor releases as pre-installations** (default not-checked) - when checked, minor release User software files copy to User workstations as a background task.

- **Enable or disable upgrades and pre-installations** (default checked) - when checked, auto upgrade is enabled.

- **Set the number of concurrent upgrades and Pre-installations** - use this option to limit the number of concurrent upgrades so that when many users try upgrading at the same time, they do not overburden your network or server.

In an average work environment it is very common for users to sign into Meeting Maker first thing in the morning. On a large server, if all or most of the users were to begin the upgrade procedure at approximately the same time, the server would get severely bogged down when trying to copy the files to large numbers of users. In order to address this issue, when you are upgrading a server you can limit the number of concurrent upgrades and pre-installations.

4. Make sure that the **Treat minor releases as pre-installations** checkbox is not checked.

- Install new Meeting Maker server release on server(s) if applicable.

- Install new Meeting Maker Admin program release on each platform of client machine the server(s) support if applicable.

**Note:** Users are automatically prompted to copy and install Meeting Maker.

**Auto-client Upgrading to a Minor Release**

There are two ways to perform an Auto-client Upgrade to a minor release:

- A Pre-install upgrade (default, recommended) copies the Meeting Maker client software to the users’ workstations, in the background, before the server upgrade. With this method, you can force users to install the downloaded client software at your convenience.

- A Non-Pre-install upgrade forces users to upgrade the client software at their next sign-in.
Installing Upgrades

Perform the following procedure on a workstation for each platform requiring user upgrades. For example, to support an upgrade for Windows, Macintosh, and UNIX, install the client upgrade three times (once per platform.)

To upgrade users:

1. Launch the Meeting Maker Admin on the appropriate workstation. (For example, if you are installing a Windows upgrade, start the Meeting Maker Admin on a Windows workstation.)
2. Insert the Meeting Maker client software CD.
3. Click Upgrades on the Meeting Maker Admin panel. The Upgrades screen appears showing any installed upgrades.
5. Select the UPGRADE.LST file from the CD.
6. Click OK. Meeting Maker copies the new version of the Meeting Maker client software to the Meeting Maker server. A message displays that the copy is finished.
7. Click OK. Auto-client Upgrade is complete. The user can upgrade their software at their next sign-in (unless an Upgrade Option is set otherwise).
8. Repeat the procedure for each platform and server.

Upgrading the User at Sign-in

After an upgrade, the users sees the following message at sign-in:

The server and client versions are no longer compatible. Do you wish to upgrade?

The user has two options:

- Select Yes and upgrade the Meeting Maker client software. The new Meeting Maker installation begins.
- Select No and work off-line until it is convenient to install the Meeting Maker client software.

When the user selects Yes to upgrade, the files are first copied to the workstation (if they have not already been copied by the pre-installation option). Then, the installation process takes place.
When the installation is complete the user will be able to sign in to the upgraded Meeting Maker server.

If the number of users that choose to upgrade at one time equals the number of users set with the Limit concurrent upgrades and pre-installations to x option subsequent users that attempt to install will receive a message to “try again later.”

### Adding Client Upgrade Options

Select the new version of the Meeting Maker client software files that are needed to upgrade the client workstations. All platforms can be installed on any one server. However, in order to add the client upgrade options for different platforms the server must be opened from each separate platform after which the client files can either be selected from a network or from disk.

For example, given a server that supports UNIX, Mac, and Windows clients, the auto-upgrade steps would be as follows:

1. From a Mac workstation which has Meeting Maker Admin installed on it, open the server. Select **Upgrades > Add**, and select the Mac client files from the list.
2. From a Windows workstation which has Meeting Maker Admin, open the same server, double-click **Upgrades > Add**, and select the Windows client files from the list.
3. The same server will need to be opened once again from a UNIX Admin workstation in order to select UNIX client files.