



CMS Add-In

Product Data Sheet

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Product Overview

The purpose of the CMS Add-in is to provide an easy to use interface allowing to book meeting using the Cisco Meeting Server (CMS) from a Microsoft Outlook client. The software is delivered in the form of an Outlook Add-in which inserts a button under the calendar tab. The below pictures provide an overview of the Add-in

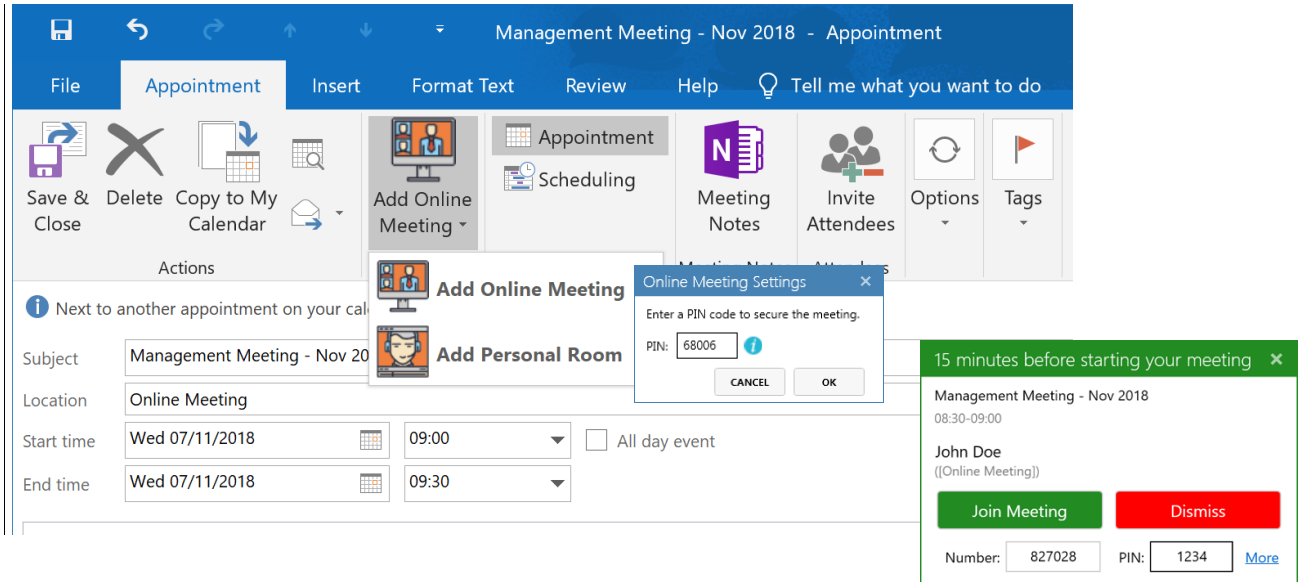


Figure 1: CMS Add-in integration with Outlook 2016, PIN code and reminder windows

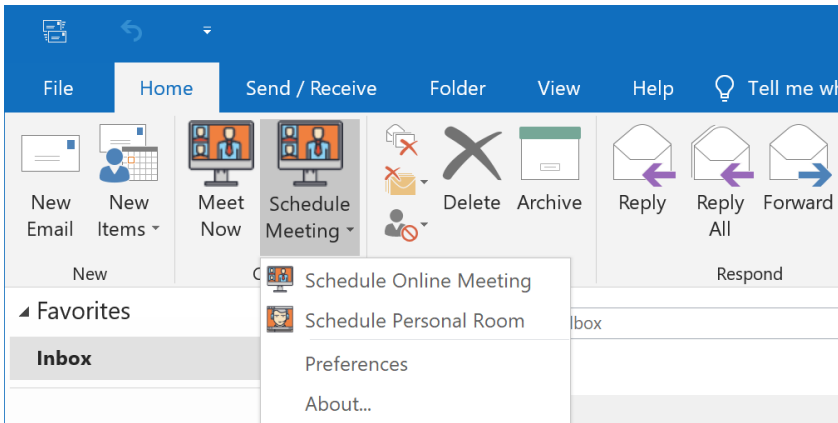


Figure 2: CMS Add-in with Outlook 2016, Main Outlook windows with Add-In Menu

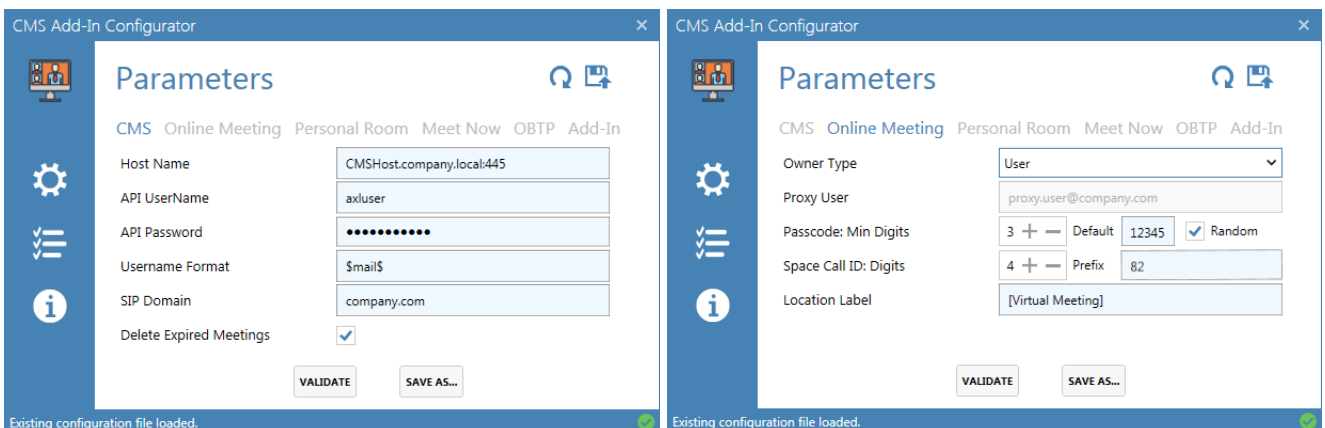


Figure 3: CMS Add-in configurator user interfaces

Features & Benefits

Business Benefits

- Maximise the investment made in CMS by ensuring a broad utilisation thanks to an intuitive access.
- Simplify the meeting booking experience and enhance the efficiency of the process for end users.

End user features & Benefits

- **Single Button:** Use a single click thanks to the CMS Add-In button to provision virtual meeting from Microsoft Outlook.
- **Custom PIN Code:** Secure meetings access by defining custom PIN codes or using the default one provided by your administrator.
- **Personal Room PIN Code:** Update your personal room PIN code from Outlook.
- **Meeting reminder:** Quickly join meetings thanks to the CMS Add-in popup displaying the relevant connection details.
- **One Button To Push¹:** Benefit from the One Button to Push feature to join meetings from video conferencing devices through a convenient button.
- **Multilingual Support:** The CMS Add-In natively support 13 languages and additional languages to allows a seamless integration with the Outlook client.
- **Personal Templates:** Customise meeting details templates or to use the default ones provided by your administrator during the installation.

Administrator features:

- **Configurator:** Simple and intuitive interface to define the configuration parameters for the add-in
- **Installation:** Light client-based installation with no need for a dedicated server
- **Security:** Enable and enforce PIN code settings for each virtual meeting
- **Standardisation:** Definition of standard parameters and meeting details templates used during the generation of the Outlook invitation.
- **Deployment:** Simple deployment through a standard package allowing the administrator to define company specific parameters.
- **Centralised Mgmt.:** Definition of global configuration and template files including versioning and automated update of client installations.

CMS Add-in Process

Benefit from a simple and intuitive process:

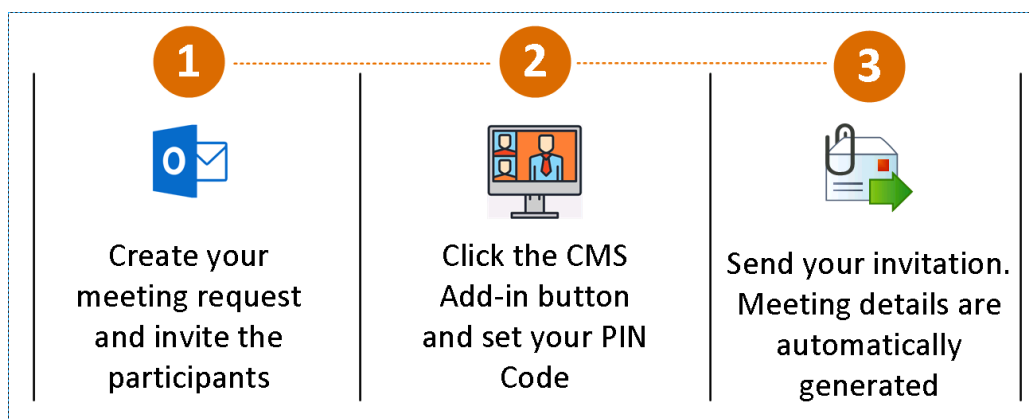


Figure 4: CMS Add-in process overview

¹ See the corresponding Add-In requirements section for the OBTB feature.

CMS Add-In Requirements

The following infrastructure components and client prerequisites need to be available:

Add-In Core:

- Cisco Meeting Server (CMS) version 2.1.0 or above configured with a valid certificate.
- Microsoft Active Directory.

Client

- Microsoft Windows 7 | 8 | 10
- Microsoft .Net Framework v4.5.1 or above
- Microsoft Outlook 2010, 2013 or 2016

One Button To Push (OBTP) Feature

- Cisco TelePresence Management Suite (TMS) 15.0 or above
 - Option 1: TMSXE version 5.0 or higher
 - Option 2: TMS API with a minimum of 2 Application Integration Licenses.
- Video Conferencing units defined in TMS and available from Outlook with a valid SIP URI

Access to Demo

A demo version of the solution is available under <http://www.quickonline.ch/cms-outlook-addin/> and could be used to evaluate the solution.

The download area can be accessed by any authenticated user. To create a free account, browse <http://www.quickonline.ch/accountregistration/> and fill the registration form using a valid email address. Account details are delivered by email within 2 hours following the request.

Limitations

The demo version is provided for testing purposes and can be used to validate the product features under the customer environment. The demo shall be installed on a limited number of PCs including end users selected for the testing period. A demo banner will automatically be included into meeting invitations generated using the demo version of the CMS Add-in. Limited technical support will be provided under the context of a demo license.

None of the above limitations applies to licensed versions of the CMS Add-in.

Ordering Information

The CMS Add-in is delivered under a license agreement including a maintenance package including access to minor and major upgrades as well as access to technical support. The number of license can is calculated using one of the methods described below.

To order the CMS Add-in, please browse www.quickonline.ch or contact our sales department sales@quickonline.ch.

License Plans

User licenses are perpetual and counted as active when the CMS Add-In is deployed to a computer and the user open Microsoft Outlook. The number of devices associated to a user is not limited.

	Knowledge Workers Plan (KWP)	Named Users Plan (NUP)
Vision	Enterprise agreement to deploy broadly deploy the CMS Add-In to all employees of a company.	A selective and targeted deployment of the CMS Add-In to a subset of employees.
Employees Coverage	100% of the knowledge workers from the company.	A selection of named employees or contractors who will have the CMS Add-In deployed to their PC
Possible exclusion	Employees or contractors with no access to the CMS	N/A
License Activation	A license is activated and associated with a user once the CMS Add-In is deployed to a computer and Outlook is started.	
License reassignment	Possible every 90 days within the number of users defined within the agreement	Not possible unless the employee has left the company.

Knowledge Workers Plan (KWP)

A knowledge worker (KW) is an end-customer employee or contractor that uses a computing device as a normal part of their job duties to accomplish their day-to-day responsibilities on behalf of the customer. It is the responsibility of the customer to report an accurate count of KW during the quotation process and the below methods can be:

a. Headcounts Report

Number of employees and contractors based on a validated headcounts report (e.g. current financial, HR reporting or Cisco/Microsoft Enterprise Agreement).

b. Active AD Users

Number of Active Directory users accounts active within the last 90 days.

In both cases, Manual Workers (Blue-collar workers) who have no access to a computing device need to be reported but can be excluded from the count. During the agreement, a growth of 10% of the calculated number of users is allowed. Any change impacting the number of users for more than 10% of the initial count will require the customer to report this to QuickOnline for a license true-up adjustment.

Named Users Plan (NUP)

The customer defines a list of named users who will get a license assigned and register the list during the initial purchasing process. A license is considered as active and associated with a user once Outlook is opened with the CMS Add-In client installed.

Licenses are permanently assigned to users and transfer is not possible unless the employee has left the company.

Under this licensing model, license true-up adjustment has to be conducted at the end of each contractual year included in the maintenance and support agreement by reporting the all additional users to QuickOnline.

Access to Support

Technical support could be obtained by using support@quickonline.ch. Support is provided within 48 hours upon receiving the request. Resolution time will depend from the nature and categorisation of the case.

Product Feedback & Inquiries

Submit any feedback or product inquiries through <http://www.quickonline.ch/contact/>. Select the "CMS Add-in" product from subject dropdown menu.

Release Notes

The following severity level are defined to categorise the caveats:

- 1 - Critical
- 2 - Severe
- 3 - Moderate
- 4 - Minor
- 5 - Enhancement/New Feature

The next subsections of this chapter provide an overview of the new identified caveats, closed caveats and new features for each version of the CMS Add-in.

Release 3.4.2

Release date: 01-JUL-2019

Identifier	Severity	Title
B-113	5	Automatically delete CMS Spaces and TMS conference when sending meeting cancellation
B-196	5	Set font to Outlook default font for warning message
B-199	5	Prioritisation of SIP and SMTP address written with protocol in capital letter in the proxyAddress field of Active directory
B-200	5	Disable the PIN windows in case of minimal PIN length set to 0 and a random PIN generation set to false
B-201	5	Set mode to default for TMS Conference Extension settings when using the TMS API mode
B-202	4	Fixed issue of double meeting notification popup
B-203	4	TMS conference not updated when using drag and drop to update an appointment

Release 3.4.0

Release date: 12-APR-2019

Warning: A license upgrade is needed prior deploying this version.

Identifier	Severity	Title
B-171	5	Added multilingual support for Arabic, Chinese, Danish, French, German, Hindi, Italian, Japanese, Portuguese, Russian, Spanish and Swedish
B-184	5	License attributes added to include version and validity period
B-187	5	Support for UCN and relative paths in MSI parameters
B-188	4	Support for template and config files version using coma for decimal separator
B-190	5	Redesign of the configurator icon
B-191	3	Join Meeting Popup not available on recipients' PC when using the Add-In across Different Office versions
B-192	3	Space deletion process not triggered during start-up procedure
B-193	3	Invitation body deleted when using an empty appointment on Office 2016
B-194	3	Space still detected when organizing an Online meeting on Office 2016
B-196	5	Add-In telemetric usage data model definition and setup

Release 3.3.3

Release date: 4-DEC-2018

Identifier	Severity	Title
B-175	4	User preferences windows does not display the right screen when using the Add-In in under Personal room restricted mode
B-176	5	TMXE support added for personal rooms
B-177	5	Support for PC with no contact with an AD domain.
B-178	5	Switch from appointment to meeting item in Outlook
B-179	5	Configurator updates to include specific check for update web server, AD domain, proxy users and OBTP configuration
B-180	5	New option to enforce validation of certificates in each communication with the CMS

Release 3.3.0

Release date: 7-NOV-2018

Identifier	Severity	Title
B-169	3	Complete refresh of the UI to support form scaling under HiDPI displays conditions
B-170	5	Option to reset user preferences files
B-172	5	Support for Tel vs http URL in meeting reminder popup
B-173	5	Add-In set to disable with no error message in case of issue with the configuration file or no connection with the CMS server
B-174	5	Reload option when the CMS Add-In has been set to disabled

Release 3.2.1

Release date: 30-JUL-2018

Identifier	Severity	Title
B-163	2	Personal CoSpace not detected as such and deleted in case of Online Meeting deletion
B-164	5	Support for x86 platform
B-165	5	Support for OBTP using TMSXE integration
B-166	5	Meet Now settings: status, use of personal room, default label/subject

Release 3.1.0

Release date: 9-MAY-2018

Identifier	Severity	Title
B-121	5	Support for the Cisco OBTP feature from the Add-In
B-161	5	Refresh meeting reminder and PIN code windows using Metro style

Release 3.0.0

Release date: 28-MAR-2018

Identifier	Severity	Title
B-110	5	Update Personal Room PIN Code from Outlook
B-146	5	Enhance filter to search for expired CoSpace
B-147	5	Remove user error when fail to delete CoSpace
B-149	5	Rename of Virtual Meeting to Online Meeting
B-150	5	Re-classification of logging entries to enhance performance
B-151	4	Correct bug related to 64bits installation. New folder set to "Program Files"
B-152	5	Refresh of User interface using Metro style
B-153	3	Correct bug removing text in appointment body with Outlook 2016 64-bit
B-154	5	Add Meet Now Features in main Outlook ribbon
B-155	5	Add user interface to allow end user to set customise parameters related to Online/MeetNow meetings and personal room

Release 2.2.1

Release date: 10-JAN-2018

Identifier	Severity	Title
B-129	5	Connection popup not displayed if no contact with the CMS server
B-135	5	Allow meeting generation digit to be set to 2
B-133	5	File path set to relative for installation files parameters
B-137	5	Added regular expression management for coSpace owner name
B-138	5	Formatting improvement for CMS license display
B-139	5	Set focus first line of body
B-140	5	Update of templates variables: MeetingID -> SpaceId MeetingNumber -> SpaceCallId MeetingURI -> SpaceURI MeetingPIN -> SpacePasscode Secret -> SpaceSecret SecondaryURI -> SpaceSecondaryURI CdrTag -> SpaceCdrTag Added SIPDomain"
B-141	5	Major refresh of html templates
B-142	5	Check of connectivity with CMS server before allowing actions from Outlook
B-143	5	Added user picture in notification bubble
B-130	3	Error with the appointment body conversion to RTF with Outlook 64bit
B-131	2	Crash of Outlook if config file is not well formatted
B-132	2	Connection refused with CMS 2.3 due to SSL error
B-134	4	CMS licenses displayed with an erroneous "notActivated" status
B-136	4	Config file parameters "Debug" and "spaceCallIdPrefixRange" do not load/validate values according to config file values

Release 2.2.0

Release date: 18-DEC-2017

Identifier	Severity	Title
B-122	5	Centralised repository of configuration and HTML template files with automated update
B-128	4	Added a reminder popup with connection details to join the meeting
B-120	2	Conferences from the current day are detected as expired and deleted by the cleaning process.
B-124	2	Serious formatting issues with Microsoft Outlook 2016 client
B-126	5	Replacement of [MeetingURL] tag by [MeetingURI] in HTML templates
B-127	3	The setup package does not detect Microsoft Office 2016 64bits installations

Release 2.1.1

Release date: 10-JUN-2017

Identifier	Severity	Title
B-100	5	Blank lines added to appointment body after multiple add/cancel CMS meeting
B-112	5	Display friendly errors when not connection with CMS Server
B-114	5	Add-in start-up performance improvement
B-115	5	Cleaning of expired conference at start-up
B-116	5	Ability to generate random conference PIN
B-117	5	Build number included into product versioning
B-101	4	Latin characters replaced by question mark
B-102	2	Concurrent appointment windows opened simultaneously will influence states of each other.
B-103	4	Empty appointment body does not delete Meeting details when pressing cancel
B-104	4	Editing empty appointment body after adding meeting service will delete body on cancel
B-105	3	Empty conference PIN raises an error and prevent saving the conference
B-107	4	Default warning text does not get deleted intermittently
B-108	3	The setup package does not detect Microsoft Office 2010 installations.
B-109	3	License file is not deployed when using command line parameters with the installer