



Instant TeamSessions Plugin Installation Guide Sametime 9



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Contents

System Requirements	4
Overview	5
High Level Steps	5
Uninstall previous versions of the Plugin	6
Installation New TeamSessions Plugin	8
Download the plugin	8
Unzip the plugin	8
Install the new version of the TeamSessions for IBM Sametime Plugin	9
Setup and Configure Preferences – Location to TeamSessions URL	14
Configure Team Sessions URL	15
Troubleshoot Installation	17
Lack of URL in TeamSessions preferences	17

System Requirements

- Microsoft Windows 10, Windows 8.1 or Microsoft Windows 7, or Mac OS
- IBM Sametime 8.5 client and above
- URL of the TeamSessions installation. For example <u>http://server/ITSessions.nsf/ChatPlaceID?ReadViewEntries&Count=2000</u>
- The user should be provisioned, as a place member or manager, in at least one Instant TeamSessions place(s)

The following document will describe the TeamSessions plugin installation process – based on a Sametime 9 client.

High Level Steps

At a high level, the following steps should be followed:

- 1. If necessary, uninstall the earlier TeamSessions plugin
- 2. Download the plugin from the TeamSessions site
- 3. Unzip the plugin to a local folder
- 4. Run the plugin installation process using the Sametime client
- 5. Configure the plugin with the URL of the TeamSessions instance this is critical
- 6. Refresh the plugin settings to pull the information from the TeamSessions URL

If you have a previous version of the plugin installed, you will need to uninstall it before proceeding. If you don't have a version installed, proceed to step: **Installation New TeamSessions Plugin** and simply install the latest plugin.

1. Open the Product Configuration Panel. The path to it is: Tools/Plug-Ins/Manage Plugins.



2. In the list to the right locate the "Instant TeamSessions Feature..."

You may need to expand the various lists until you find the plug-in. Click the "Uninstall" task in the right hand panel.

The following screen shot demonstrates uninstalling the TeamSessions plug-in

A **	spplication Management – 🗖 💌
File	
🏂 🖬 😵 🏠 ⇔ ⇔ 🖻	
Sametime C:\Program Files (x86)\IBM\Sametime Connect C:\Program F	Instant_TeamSessions Feature 1.0.157 Instant Technologies Instant TeamSessions plug-in works with Instant TeamSessions server. Allow user groups to collaborate. <u>More info</u> Available Tasks <u>Disable</u> You can enable or disable the functionality of a feature. The feature is not removed by this action. <u>Uninstall</u> Uninstall the feature from the product. This will disable the feature from the current configuration and remove it from the disk. <u>Show Properties</u> View properties of the feature such as version, provider name, license agreement etc.
< >	
Instant_TeamSessions Feature 1.0.157	

- 3. Click on "OK" to confirm request to uninstall the earlier plugin.
- 4. Click on "Restart Now" for the message box notifying you of the need to restart the IBM Sametime Client.



5. Your IBM Sametime client will now automatically restart. You are now ready to install the new plug-in.

Download the plugin.

If you do not have the link to the plugin, please contact Instant Technologies Technical Support. By default, the plugin is available via the TeamSessions site

http://www.teamsessions.com/download.html



Unzip the plugin

Save the plugin in a location either on the network or on your local machine. The file that you downloaded is a .ZIP file.

Note: You will have to expand (unzip) the directory before installing the plugin.



1. Start the plug-in installer by clicking on Tools/Plug-Ins/Install Plugins...



2. Click on the "Search for new features to install" radio button, and click on the "Next >" button.



Copyright © 2016 Instant Technologies. All rights reserved. MAR 02_2016 Rev 2 3. Click on the "Add Folder Location ..." button.

Co Install	- 🗆 🗙		
Application Locations Add the URL, folder, or ZIP/JAR location to install. To Edit or Remove, highlight the location.			
Location list: Select the locations to check for ava	ilable applications. Add Remote Location Add Folder Location Add Zip/Jar Location		
Ignore features not applicable to this environm < Back Next > F	inish Cancel		

4. Navigate to the folder where you extracted the plugin files. It will be the parent level for the features and plugins subfolders. In this case it is named TeamSessionsSite. It will be named something different on your system. Click on "OK".

Application Add the URL	Install – \Box × n Locations , folder, or ZIP/JAR location to install. To Edit or Remove, highlight the location.
영문 영문 <td>Browse For Folder Select a local update site. installsite features plugins web OMV4TestAnn Folder: TeamSessionsSite OK Cancel </td>	Browse For Folder Select a local update site. installsite features plugins web OMV4TestAnn Folder: TeamSessionsSite OK Cancel
	< Back Next > Finish Cancel

Page 10

5. In this window you can change the name, if you like, to something more meaningful to you. This is not a required step.

•	Edit Local Site	×
Name:	TeamSessionsSite	
URL:	file:/D:/installsite/TeamSessionsSite/	
	OK Cancel	

6. Check the checkbox beside the location you just defined in step d. In this case it is "TeamSessionsSite". Click on the "Finish" button.

🖸 Install	_ 🗆 🗙			
Application Locations Add the URL, folder, or ZIP/JAR location to install. To E highlight the location.	dit or Remove,			
Location list: Select the locations to check for available	applications.			
✓ ◀ TeamSessionsSite	Add Remote Location			
🔲 📢 wrks/ChimeInstall	Add Folder Location			
	Add Zip/Jar Location			
	Edit Remove			
	Import Location			
✓ Ignore features not applicable to this environment				
< Back Next >	Finish Cancel			

7. Check the checkbox beside the "TeamSessionsSite". Click on the "Next" button.

O	Updates	- 🗆 🗙
Search Results Select features to install from the search resu	lt list.	
Select the features to install:		
TeamSessionsSite		Deselect All
		More Info
		Properties
		Select Required
		Error Details
1 of 1 selected. ☑ Only show the latest version of a feature p	er update site	
< Bac	ck Next > Finish	Cancel

8. Read and accept the license agreement. Click "Next".



9. Click on "Finish" Button.

Ø	Install		– 🗆 🗙
Installation The following features will be installed.			
Features to install:			
Feature Name	Feature Version	Feature Size	
A Instant_TeamSessions Feature	1.0.157	Unknown	
<			>
Required space: Unknown Free space: 8.31 GB			
	< Back Next >	Finish	Cancel

10. Click on the "Restart Now" button to restart your Sametime client.

•	Sametime	-		×
1	You must res the following installations t Update Mana	tart the updat to take ager Re	e client es or effect: quests	t for ; 1.0.0
Restart Now				

11. You are now ready to configure the plugin.

1. Click on the "Preferences" option in the File menu.



2. Click on the "Team Sessions" entry in list.

Configure Team Sessions URL

The URL should be similar to: <u>http://server/itsessions.nsf/ChatPlaceID?ReadViewEntries&Count=2000</u>

For example: <u>http://st9.instant-tech.com/itsessions.nsf/ChatPlaceID?ReadViewEntries&Count=2000</u>

Co Preferences			
type filter text	Team Sessions	⇔ • ⇔ • •	
Accessibility Accounts Auto-Status Changes Chat History Chat Window and Transcript Contact List Emoticon Palettes External Applications Geographic Location Instant Chime Language Notifications Privacy Sametime Meeting Rooms Server Communities Spell Checking Status Messages Team Sessions Voice and Video	Server Places Select Community 174.129.16.67 Enter the server URL to retrieve place list from http://174.129.16.67/itsessions.nsf/ChatPlaceID?ReadViewEntries&Count=2000 User Name vgarg Password ******* Results Server places successfully retrieved. Enable Proxy Support Configure Proxy Use server settings Use local settings Use local settings Process alerts on archive text Disable "send" button until archive has been received ✓ Display "Get Archive" button ✓ Automatically retrieve archive text on entering a place Use server time to display messages Use compression to retrieve archive Display session host name on tab ✓ Display web content (files, notes, bookmarks) 	v	
	Specify path to branding image Auto sign in my favorite places Place web content tabs below chat area	Browse	
	Upen each place in separate dialog Enable Tracing Enable Translation Service WTS Server Address Version 1.0.157	Browse	
	Copyright © 2015 Instant Technologies, Invitrix LLC. All Rights Reserved. Restore <u>D</u> efaults	Apply	
< >	OK	Cancel	

- 3. Click on the "Refresh" button. This will test the connection and prepare the plugin for work. You will see several message in the 'Results' field. If no error messages appear, you are all set to start working with the plugin.
- 4. In case of an error you will want to try following troubleshooting steps:

- 4.1. Verify the provided URL by accessing it using a Web browser.
- 4.2. Make sure **proxy** settings are specified if it's specified in your Web browser.
- 4.3. Access the TeamSessions Server using Web browser and verify if are able to successfully Sign-In to the application. In case of a Sign-In failure contact your Instant TeamSessions Administrator.

The URL should be similar to: http://server/itsessions.nsf

For example: <u>http://st9.instant-tech.com/itsessions.nsf</u>

5. Click the "Apply" button

Lack of URL in TeamSessions preferences

Typically, the most common issue related to the plugin is the lack of the correct TeamSessions URL for the plugin preferences. The TeamSessions URL must be specified in order to

Retrieve the list of places/rooms from server

Retrieve the TeamSessions plug-in settings